



Municipality of West Elgin

Agenda

Council Meeting

Date: January 14 2021, 9:30 a.m.

Location: Electronic Participation Meeting via Zoom

Due to Orders under *Reopening Ontario Act*, 2020 this meeting will be held electronically. If you wish to view this meeting please contact the Clerk's Department also if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ a.m. under Section 239(2)(c) of the *Municipal Act*, consideration will be given to a proposed or pending acquisition or disposition of land by the municipality or local board.

4. Report from Closed Session

5. Disclosure of Pecuniary Interest

6. Adoption of Minutes

Recommendation:

That the Minutes of the Council meeting on December 17, 2020 be adopted as circulated and printed.

7.	Business Arising from Minutes	
8.	Staff Reports	
8.1.	Building	
8.1.1.	J. Morgan-Beunen, CBO - Building Activity Report December 2020	21
	Recommendation: That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for December 2020 for information purposes.	
8.2.	Fire	
8.2.1.	J. McArthur, Fire Chief - Monthly Report – December	35
	Recommendation: That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: December Monthly Fire Report for information purposes.	
8.3.	Operations & Community Services	
8.3.1.	L. Gosnell, Manager of Operations & Community Services - December 2020 – Monthly Report	39
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.	
8.3.2.	L. Gosnell, Manager of Operations & Community Services - Facility Rental Insurance	42
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and That West Elgin Council hereby approves implementing a facility rental insurance program as provided by West Elgin's current insurance provider, Frank Cowan Company.	

8.4. Planning

8.4.1. Heather James, Planner - TVDSB's Annual Community Planning and Facility Collaboration Opportunities Meeting 2020

48

Recommendation:

That West Elgin Council hereby receives and files the report from Heather James regarding Thames Valley District School Board's Annual Community Planning and Facility Collaboration Opportunities Meeting 2020 for information purposes.

9. Approvals for Waiver of Fees

9.1. TOPS

51

Recommendation:

That West Elgin Council hereby _____ TOPS request to waive rental fees.

9.2. West Elgin Community Health Centre

54

Recommendation:

That West Elgin Council hereby _____ the request to waive rental fees for West Elgin Community Health Centre

9.3. Tiny Tots

57

Recommendation:

West Elgin Council hereby _____ the request to waive rental fees for Tiny Tots

10. Committee and Board Report

10.1. Councillor Reports from Committees

11. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #1 amounting to \$2,769,822.28 in settlement of General, Road, Water and Arena Accounts (including EFT#3374- 3506 Cheque# 25616-25640, online Payments# 584-602 and Payroll PP26/27).

12. Correspondence

12.1. Solicitor General - CSWB Plan

60

12.2.	Minister of the Environment - Conservation Authorities Working Group	62
12.3.	Ministry of Transportation - ORVs Update	64
12.4.	Lower Thames Conservation Authority - Bill 229 Passage	68
12.5.	Town of Amherstburg - Development Approvals Requirements for Landfills	70
12.6.	P. Mansell - Request for Sidewalk Extension	74
12.7.	McCall Family Farms Inc. - Notice of Micro Culture License	75
12.8.	R and A Miller - Request to take over light	76
13.	Council Inquires/Announcements	
13.1.	Notice of Motion	
13.2.	Statements/Inquires by Councillors	
13.3.	Matters of Urgency	
14.	By-Laws	
14.1.	By-Law 2021-01 - Appoint Committee of Adjustment	77
	Recommendation: That By-law 2021-01, being a By-law to appoint a Committee of Adjustment, be read a first, second and third and final time.	
14.2.	By-Law 2021-02 - Municipal Transit Enhanced Cleaning Funding Agreement	78
	Recommendation: That By-law 2021-02 being a By-law to Authorize the Execution of the Transfer Payment Agreement for the Municipal Transit Enhanced Cleaning between Her Majesty the Queen Right in Ontario represented by the Minister of Transportation and the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.	

15. Confirming By-Law

108

Recommendation:

That By-law 2021-03 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on January 14, 2021, 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 as Committee of the Whole at 9:30 a.m. on January 21, 2021 or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

December 17, 2020, 9:30 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
J. McArthur, Fire Chief
J. Simpson, Health and Safety Coordinator

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 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2020- 417

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Public Meeting

The purpose of the public meeting was read aloud by the Clerk.

Resolution No. 2020- 418

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That Council proceed into a Public Meeting at 9:30 a.m. pursuant to Section 34 of the Planning Act.

Carried

3.2 Public Comments

None received.

3.3 Council Comments

None received.

3.4 Close of Public Meeting

Resolution No. 2020- 420

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby closes the public meeting at 9:32 a.m. and reconvenes in the Regular Meeting of Council.

Carried

4. Fire

4.1 J. McArthur, Fire Chief - Monthly Report – November

Resolution No. 2020- 421

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

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

Carried

5. Closed Session

Resolution No. 2020- 422

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:39 a.m. under Section 239(2)(b) of the Municipal Act, 2001, consideration will be given to personal matters about identifiable individual(s) including a municipal or local board employee(s).

Carried

6. Report from Closed Session

Mayor McPhail reported out at 1:35 p.m. that information was received, and direction provided regarding identifiable individuals including local, board or municipal employees and the following items were reported:

Resolution No. 2020- 423

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That West Elgin Council hereby approve the expense submissions of \$1,025 and \$2,432.55 for the West Elgin Fire Department.

Carried

Resolution No. 2020- 424

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council direct staff to bring forward a by-law to amend HR Policy 4.2 Hours of Work and HR 4.5 Standby Time in the by-law portion of the Agenda.

Carried

Resolution No. 2020- 425

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby directs that employees are authorized to carry-over into 2021 up to two (2) weeks regular 2020 vacation time, with the condition

that this carry-over vacation time be used in the first six months of the new year;
and

That all other vacation and banked time owed to employees shall be paid out
prior to the 2020 year-end

Carried

Resolution No. 2020- 426

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council approves a purchase of services from OSG to
coordinate Health and Safety duties and obligations in the upcoming 2022 year.

Carried

7. Disclosure of Pecuniary Interest

No disclosures

8. Adoption of Minutes

Resolution No. 2020- 427

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Minutes of the Special Meeting of Council on November 23, 2020 and
the Regular Meeting of Council on November 26, 2020 be adopted as circulated
and printed.

Carried

9. Business Arising from Minutes

None.

10. Staff Reports

10.1 Health and Safety

**10.1.1 J. Simpson, Health and Safety Coordinator - 2020 Year End
Health and Safety Report**

Mayor McPhail thanked Jamie Simpson for his work in moving the
Health and Safety Committee forward.

Resolution No. 2020- 428
Moved: Councillor Tellier
Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Jamie Simpson, Health and Safety Coordinator re: Final Health and Safety Report 2020 for information purposes.

Carried

10.2 Building

10.2.1 J. Morgan-Beunen, CBO - Building Activity Report November 2020

Resolution No. 2020- 429
Moved: Councillor Cammaert
Seconded: Councillor Rowe

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

Carried

10.3 Operations & Community Services

10.3.1 L. Gosnell, Manager of Operations and Community Services - November 2020 – Monthly Report

Councillor Tellier stated that she has received a lot of positive feedback regarding the restrictions at the Arena and thanked Mr. Gosnell for his work.

Councillor Rowe stated that it was great to see the collaboration with Dutton Dunwich over the Crinan Hall.

Resolution No. 2020- 430
Moved: Deputy Mayor Leatham
Seconded: Councillor Tellier

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

Carried

**10.3.2 L. Gosnell, Manager of Operations and Community Services -
Tree Replacement Program**

Resolution No. 2020- 431

Moved: Councillor Rowe

Seconded: Councillor Cammaert

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

That Council supports the continuation of West Elgin's tree giveaway program for spring 2021.

Carried

**10.3.3 L. Gosnell, Manager of Operations and Community Services -
2021 Blue Flag Beach Renewal**

Councillor Cammaert inquired about staff time required to maintain the status. Mr. Gosnell reported that weekly water testing and the cost of a staff member driving the 5 required samples to the testing facility in London would be approximately \$200 plus \$130 for the test.

Deputy Mayor Leatham stated that this accreditation was sought to promote tourism, however with high water levels and lack of actual sand beach this may not be worth the weekly costs to the residents.

Resolution No. 2020- 432

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: 2021 Blue Flag Beach Renewal; and

That West Elgin Council direct staff to not renew the Blue Flag Beach Accreditation for 2021.

Carried

10.3.4 L. Gosnell, Manager of Operations and Community Services - Industrial Boiler Water Usage

Councillor Cammaert inquired about how this lost revenue will affect the West Lorne Sewage Budget. CAO/Treasurer stated that currently West Lorne Sewage budget is in a deficit position already and the loss of this revenue will require an increase to the West Lorne Sewage rates in 2021.

Resolution No. 2020- 433

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

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

That Council approves the elimination of sewage charges on municipal water which is metered separately and used for industrial boiler systems, effective immediately.

Carried

10.4 Clerk's

10.4.1 J. Nethercott, Clerk - Council Meeting Options

Resolution No. 2020- 434

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Council Meeting Options for information purposes; and

That Council direct staff to place money in the 2021 Budget for this equipment.

Carried

10.4.2 J. Nethercott, Clerk - Privacy Breach Policy

Resolution No. 2020- 435

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk Re: Privacy Breach Policy; and

That West Elgin Council hereby adopt the Privacy Breach Policy as presented.

Carried

10.5 Finance/Administration

10.5.1 M. Badura, CAO/Treasurer - Water and Sewage Flat Rate Analysis

Resolution No. 2020- 436

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer regarding Water & Sewage Flat Rate Analysis; and

That West Elgin Council hereby agree to maintain status quo for charging the flat rate for Water and Sewage of multi-residential properties.

Carried

10.5.2 M. Badura, CAO/Treasurer - 2020 Completed Projects and Initiatives

Resolution No. 2020- 437

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: 2020 Completed Projects for information purposes.

Carried

10.5.3 M. Badura, CAO/Treasurer - Amend Fire Schedule of Fees & Charges By-Law

Resolution No. 2020- 438

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Amend Fire Schedule of Fees & Charges By-Law; and

That West Elgin Council hereby consider the proposed by-law in the by-law portion of the agenda.

Carried

10.5.4 M. Badura, CAO/Treasurer - Extension of Audit Services

Mayor McPhail stated that the previous extensions were three years and he is concerned about this length of extension.

Resolution No. 2020-

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from M. Badura, CAO-Treasurer re: extension of audit services; and That Council hereby agrees to extend the external audit services for the five (5) year period of 2021-2025 to engage Scrimgeour & Company Chartered Accountant at a cost of \$18,500 plus \$2,500 for the preparation of the EFIR/MPMP submission.

Defeated

Resolution No. 2020- 439

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from M. Badura, CAO-Treasurer re: extension of audit services; and That Council hereby agrees to extend the external audit services for the three (3) year period of 2021-2023 to engage Scrimgeour & Company Chartered Accountant at a cost of \$18,500 plus \$2,500 for the preparation of the EFIR/MPMP submission.

Carried

10.5.5 M. Badura, CAO/Treasurer - Municipal Office Renovations

Resolution No. 2020- 440

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Municipal Office Renovations; and

That West Elgin Council hereby approve the request to prepare a Request for Proposal for the Municipal Office Renovations to be issued in early 2021.

Carried

10.5.6 M. Badura, CAO/Treasurer - 2021 Municipal Insurance Renewal

Resolution No. 2020-

Moved: Councillor Cammaert

Seconded: Councillor Tellier

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

That West Elgin Council approve the premium of \$273,041.00 plus applicable taxes for the 2021 renewal period; and

That West Elgin Council direct staff to Request Quotes in 2021 for 2022 renewal.

Carried

11. Committee and Board Report

11.1 West Elgin Community Centre Board of Management

11.1.1 Minutes of November 17, 2020

11.1.2 Agenda - December 9, 2020

11.2 Tri-County Water Board

11.2.1 Agenda - December 15, 2020

Mayor McPhail stated that the Tri-County Budget was approved at the meeting and that staff are reporting back in January about the costs associated with the required upgrades to the West Lorne Standpipe.

11.3 Four Counties Transit Committee

11.3.1 Minutes September 21, 2020

11.3.2 Agenda December 1, 2020

Councillor Rowe reported that at this meeting it was decided to postpone the purchase of the new bus in 2021.

11.4 Councillor Reports from Committees

Councillor Tellier reported that the Homelessness Coalition has met a few times and is working on long and short term solutions. Councillor Tellier reported that the community reaction has been wonderful, from organizations to families there has been a lot of support.

Councillor Tellier reported that the Youth Task Team has begun virtual yoga and other activities to assist the youth with their stress levels.

12. Accounts

Resolution No. 2020- 442

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #12 amounting to \$470,056.95 in settlement of General, Road, Water and Arena Accounts (including EFT#3302-3373 Cheque# 25599-25615, online Payments# 569-583 and Payroll PP25).

Carried

13. Other Business

13.1 Statement/Inquires by Councillors

None.

13.2 Notice of Motion

None.

13.3 Matters of Urgency

Councillor Rowe stated that all of Council received an email from a resident at the Port Glasgow Trailer Park regarding the fee increase. Council requested staff respond to the resident that Council is not able to alter their decision at this time due to the magnitude of work required and to direct any resident that has financial constraints to contact staff about payment options.

14. Correspondence

14.1 County of Elgin 2021 Budget Survey Results

14.2 Lower Thames Valley Conservation Authority - Media Release

14.3 Peter Julian, MP - Request for Endorsement of Canada Pharmacare Act

14.4 Municipality of Southwest Middlesex - CN Drainage Resolution

14.5 City of Hamilton - Cap on Gas Plant and Greenhouse Gas Pollution

14.6 Township of Matachewan - Grant deadline extensions

14.7 Ontario Farmers Network - Press Release

14.8 Councillor Tellier - Concerns with access to pool parking lot

Council to request OPP to add this parking lot to their patrol as it is a safety hazard to block the entrance.

14.9 Rodney Shuffleboard and Carpet Bowlers - Request to reduce rental fee

Council request staff to contact Shuffleboard club to clarify request.

15. By-Laws

15.1 By-Law 2020-91 - OCWA Renewal Agreement

Resolution No. 2020- 443

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-law 2020-91, being a By-law to Authorize the Execution of a Renewal of Service Agreement between Ontario Clean Water Agency and The Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Carried

15.2 By-Law 2020-92 - Adopt Privacy Breach Policy

Resolution No. 2020- 444

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-law 2020-92, being a by-law to adopt and maintain a policy with respect to Privacy Breaches, be read a first, second and third and final time.

Carried

15.3 By-Law 2020-93 - Amend Fire Fees and Charges

Resolution No. 2020- 445

Moved: Deputy Mayor Leatham

Seconded: Councillor Rowe

That By-law 2020-93, being a by-law to amend By-Law 2020-87 to provide for various fees and charges for the Municipality of West Elgin for 2021, be read a first, second and third and final time.

Carried

15.4 By-Law 2020-94 - Employee Remuneration for 2021

Resolution No. 2020- 446

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-law 2020-94, being a by-law to set rates of remuneration for Municipal Employees for the Calendar year of 2021, be read a first, second and third and final time.

Carried

15.5 By-law 2020-95 - Amend Zoning for 2651 Downie Line

Resolution No. 2020- 447

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That By-Law 2020-95 being a by-law to amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 26591 Downie Line, be read a first, second and third and final time.

Carried

15.6 By-law 2020-97 - Adopt Hours of Work and Standby Time Policies

Resolution No. 2020- 448

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-Law 2020-97, being a by-law to adopt and maintain a policies with respect to hours of work and standby time, be read a first, second and third and final time.

Carried

16. Confirming By-Law

Resolution No. 2020- 449

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That By-Law 2020-96, being a by-law to confirm the proceedings of the Regular Meeting of Council on December 17, 2020, be read a first, second and third and final time.

Carried

17. Adjournment

Resolution No. 2020- 450

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 3:34 p.m. to meet again at 9:30 a.m. on January 14, 2021 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2020-12-17
Subject: Building Activity Report December 2020

Recommendation:

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

Purpose:

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

Summary of Permits issued Year-To-Date:

- 2020: Number of Permits Issued to end of December: 108
- 2019: Number of Permits Issued to end of December: 92
- 2020: Total Construction Value to end of December: \$6,627,860.45
- 2019: Total Construction Value to end of December: \$6,593,090.08
- 2020: Total Permit Fees to end of December: \$60,357.54
- 2019: Total Permit Fees to end of December: \$47,423.6

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report January 2021 - 2021-14-Building.docx
Attachments:	<ul style="list-style-type: none">- December 2020 Permit Summary.PDF- December 2020 Permit List.PDF- Jan - Dec 2020 Permit summary.PDF- Dec 2019 Permit summary.PDF- Jan - Dec 2019 Permit summary.PDF
Final Approval Date:	Jan 8, 2021

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: DEC 1,2020 and DEC 31,2020

Grouped by Structure Type

Structure Type:	Carport	Value	\$10,000.00	
Code:	117	Fees	\$216.27	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	563.00	Sq. Feet
Structure Type:	Office Walk-up	Value	\$15,000.00	
Code:	472	Fees	\$150.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	487.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$375,154.00	
Code:	301	Fees	\$2,966.63	
		Septic Fees	\$1,500.00	
		Number	5	
		Gross Area:	2,129.00	Sq. Feet
		Total Value	\$400,154.00	
		Total Fees	\$3,332.90	
		Total Number	7	
		Total Area:	3,179.00	Sq. Fee

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 List

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

Permit Number	2020-0103	Date Applied	23/11/2020	Date Issued	08/12/2020	Date Completed	
Type	RESIDENTIAL PORCHES, DECKS	Date Expires	/ /	Location	230 FOURTH ST		
Action	Extend	Legal Description	PLAN 135 BLK M LOT 11 PT LO				
Status	ISSUED	Roll Number	34-34-000-092-16300-0000				
MPAC Structure Code	301 Single Family Detached	Value	\$12,000.00	Fee	\$200.00		
Stats Can Struct Code	110 Single House, sgl det home, bung	Gross Area	196				
Stats Can Work Code	02 Addition to Existing Bldg - Non Residential	Permit Area	196	Sq. Feet	/		
		Dwelling Units Created/Lost:	0		0		
		<input checked="" type="checkbox"/> Applicant Is Owner	Occupancy Date				
Address	230 FOURTH STREET BOX 184 RODNEY, ON N0L 2C0						
Project Desc	7'X 28' COVERED FRONT PORCH STARTED WITHOUT A PERMIT						
Permit Number	2020-0105	Date Applied	08/12/2020	Date Issued	08/12/2020	Date Completed	
Type	RESIDENTIAL ACCESSORY BUILDING	Date Expires	/ /	Location	22167 DOUGLAS LINE		
Action	Erect	Legal Description	CON 14 E PT LOT 6				
Status	ISSUED	Roll Number	34-34-000-040-17400-0000				
MPAC Structure Code	117 Carport	Value	\$10,000.00	Fee	\$216.27		
Stats Can Struct Code	450 Maint Bldg - Hangar, Repair Sh	Gross Area	563				
Stats Can Work Code	01 New Construction	Permit Area	563	Sq. Feet	/		
		Dwelling Units Created/Lost:	0		0		
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
Address							
Project Desc	DETACHED CARPORT						
Permit Number	2020-0106	Date Applied	08/12/2020	Date Issued	08/12/2020	Date Completed	
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT	Date Expires	/ /	Location	23807 MCLEAN LINE		
Action	Install	Legal Description	CON 3 WD S PT LOT 12				
Status	ISSUED	Roll Number	34-34-000-011-05800-0000				
MPAC Structure Code	301 Single Family Detached	Value	\$15,000.00	Fee	\$500.00		
Stats Can Struct Code	110 Single House, sgl det home, bung	Gross Area	0				
Stats Can Work Code	16 Sewage System	Permit Area	0	Sq. Feet	/		
		Dwelling Units Created/Lost:	0		0		
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
Address							
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM. INFILTRATOR CHAMBERS BEING USED						
Permit Number	2020-0107	Date Applied	15/12/2020	Date Issued	15/12/2020	Date Completed	
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT	Date Expires	/ /	Location	22280 TALBOT LINE		
Action	Install	Legal Description	CON 12 PT SE1/4 LOT 6				
Status	ISSUED	Roll Number	34-34-000-040-06800-0000				
MPAC Structure Code	301 Single Family Detached	Value	\$6,700.00	Fee	\$500.00		
Stats Can Struct Code	110 Single House, sgl det home, bung	Gross Area	0				
Stats Can Work Code	16 Sewage System	Permit Area	0	Sq. Feet	/		
		Dwelling Units Created/Lost:	0		0		
		<input type="checkbox"/> Applicant Is Owner	Occupancy Date				
Address							
Project Desc	INSTALL NEW FILTER BED AND TANK						

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

Permit List

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

Permit Number	2020-0109	Date Applied	29/12/2020	Date Issued	29/12/2020	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL NEW CONSTRUCTION			Location	22225 TALBOT LINE		
Action	Erect			Legal Description	PLAN 32 PT LOTS 12 AND 13 S		
Status	ISSUED			Roll Number	34-34-000-040-11600-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$332,954.00	Fee	\$1,266.63
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	1,933		
Stats Can Work Code	01	New Construction		Permit Area	1,933	Sq. Feet	/
				Dwelling Units Created/Lost:	1 0		
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	CONSTRUCTION OF SINGLE DETACHED DWELLING - 2 BED, 1.5 BATH						
Permit Number	2020-0110	Date Applied	29/12/2020	Date Issued	29/12/2020	Date Completed	
				Date Expires	/ /		
Type	SEWAGE CLASS 4 & 5 CONST. PERMIT			Location	22225 TALBOT LINE		
Action	Install			Legal Description	PLAN 32 PT LOTS 12 AND 13 S		
Status	ISSUED			Roll Number	34-34-000-040-11600-0000		
MPAC Structure Code	301	Single Family Detached		Value	\$8,500.00	Fee	\$500.00
Stats Can Struct Code	110	Single House,sgl det home,bung		Gross Area	0		
Stats Can Work Code	16	Sewage System		Permit Area	0	Sq. Feet	/
				Dwelling Units Created/Lost:	0 0		
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	INSTALL NEW CLASS 4 SEWAGE SYSTEM. INFILTRATOR CHAMBERS						
Permit Number	2020-0111	Date Applied	30/12/2020	Date Issued	30/12/2020	Date Completed	
				Date Expires	/ /		
Type	COMERCIAL CONSTRUCTION PERMITS			Location	240 GRAHAM ST		
Action	Alter			Legal Description	PLAN 75 BLK B PT LOT 4		
Status	ISSUED			Roll Number	34-34-036-001-05200-0000		
MPAC Structure Code	472	Office Walk-up		Value	\$15,000.00	Fee	\$150.00
Stats Can Struct Code	520	Office Bldg, Consultant,Doctor		Gross Area	487		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	487	Sq. Feet	/
				Dwelling Units Created/Lost:	0 0		
				<input checked="" type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address							
Project Desc	RENOVATE INTERIOR OF EXISTING BUILDING. UPGRADE ELECTRICAL, PLUMBING						

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Permit List

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

Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
COMERCIAL CONSTRUCTION PERMITS	15,000.00	150.00	1
RESIDENTIAL ACCESSORY BUILDING	10,000.00	216.27	1
RESIDENTIAL NEW CONSTRUCTION	332,954.00	1,266.63	1
RESIDENTIAL PORCHES, DECKS	12,000.00	200.00	1
SEWAGE CLASS 4 & 5 CONST. PERMIT	30,200.00	1,500.00	3
<hr/>			
	Total Value	\$400,154.00	
	Total Fees	\$3,332.90	
	Total Permits	7	
	Total Area	3,179 Sq. Ft.	
		0 Sq. Meters	

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2020 and DEC 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	\$33,500.00	
Code:	117	Fees	\$1,212.27	
		Septic Fees	\$200.00	
		Number	6	
		Gross Area:	3,253.00	Sq. Feet
Structure Type:	Detached Garage Types 1-5	Value	\$130,950.00	
Code:	101	Fees	\$1,808.64	
		Septic Fees	\$0.00	
		Number	10	
		Gross Area:	5,955.00	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:	Greenhouse Types 1-4	Value	\$1,000.00	
Code:	103	Fees	\$248.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	880.00	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

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Permit Summary Report

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

Grouped by Structure Type

Structure Type:	Office Walk-up	Value	\$86,800.00	
Code:	472	Fees	\$1,150.00	
		Septic Fees	\$500.00	
		Number	5	
		Gross Area:	4,537.00	Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$30,600.00	
Code:	199	Fees	\$807.53	
		Septic Fees	\$0.00	
		Number	6	
		Gross Area:	2,788.00	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	\$267,206.45	
Code:	102	Fees	\$1,371.60	
		Septic Fees	\$0.00	
		Number	9	
		Gross Area:	5,624.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$3,001,854.00	
Code:	301	Fees	\$25,028.67	
		Septic Fees	\$12,927.00	
		Number	41	
		Gross Area:	30,199.00	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	\$82,500.00	
Code:	107	Fees	\$948.60	
		Septic Fees	\$0.00	
		Number	5	
		Gross Area:	2,072.00	Sq. Feet

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Permit Summary Report

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

Grouped by Structure Type

Structure Type:	Type III Uninsulated Barn	Value	\$119,000.00	
Code:	203	Fees	\$931.36	
		Septic Fees	\$0.00	
		Number	3	
		Gross Area:	5,504.00	Sq. Feet
Structure Type:	Type IV Insulated Barn	Value	\$726,000.00	
Code:	204	Fees	\$4,737.50	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	16,179.00	Sq. Feet
Structure Type:	Unspecified Farm Structure	Value	\$7,000.00	
Code:	299	Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$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	\$6,627,860.45	
		Total Fees	\$60,357.54	
		Total Number	108	
		Total Area:	120,905.00	Sq. Fee

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Permit Summary Report

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

Grouped by Structure Type

Structure Type:	Office Walk-up, Industrial	Value	\$20,000.00	
Code:	542	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	384.00	Sq. Feet
Structure Type:	Other Secondary Structure	Value	\$15,000.00	
Code:	199	Fees	\$101.20	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	256.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$5,000.00	
Code:	301	Fees	\$100.00	
		Septic Fees	\$100.00	
		Number	1	
		Gross Area:	215.00	Sq. Feet
Structure Type:	Standard Industry	Value	\$60,000.00	
Code:	597	Fees	\$600.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2,250.00	Sq. Feet
Structure Type:	Unspecified Industrial Structure	Value	\$25,000.00	
Code:	599	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	3,000.00	Sq. Feet
		Total Value	\$125,000.00	
		Total Fees	\$1,076.20	
		Total Number	5	
		Total Area:	6,105.00	Sq. Fee

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Permit Summary Report

Permits By Issued Date - Between: JAN 1,2019 and DEC 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	\$210,000.00	
Code:	401	Fees	\$2,100.00	
		Septic Fees	\$0.00	
		Number	2	
		Gross Area:	6.592.00	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:	Office Walk-up, Industrial	Value	\$20,000.00	
Code:	542	Fees	\$200.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	384.00	Sq. Feet

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Permit Summary Report

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

Grouped by Structure Type

Structure Type:	Other Secondary Structure	Value	\$52,500.00	
Code:	199	Fees	\$463.70	
		Septic Fees	\$0.00	
		Number	4	
		Gross Area:	1.320.00	Sq. Feet
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	\$98,040.00	
Code:	102	Fees	\$1,035.40	
		Septic Fees	\$0.00	
		Number	6	
		Gross Area:	6.807.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$2,308,569.00	
Code:	301	Fees	\$15,742.42	
		Septic Fees	\$5,766.02	
		Number	37	
		Gross Area:	33.277.00	Sq. Feet
Structure Type:	Standard Industry	Value	\$60,000.00	
Code:	597	Fees	\$600.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	2.250.00	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

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Permit Summary Report

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

Grouped by Structure Type

Structure Type:	Type III Uninsulated Barn	Value	\$383,000.00	
Code:	203	Fees	\$2,096.12	
		Septic Fees	\$0.00	
		Number	7	
		Gross Area:	27.843.00	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
Structure Type:	Unspecified Industrial Structure	Value	\$25,000.00	
Code:	599	Fees	\$75.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	3.000.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$105,000.00	
Code:	399	Fees	\$1,334.47	
		Septic Fees	\$0.00	
		Number	6	
		Gross Area:	2.507.00	Sq. Feet
		Total Value	\$6,593,090.08	
		Total Fees	\$47,423.63	
		Total Number	92	
		Total Area:	177.593.00	Sq. Fee



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-01-14
Report: 2021-01
Subject: Monthly Report – December

Recommendation:

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

Purpose:

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

Background:

Emergency Responses

Motor Vehicle Collision (MVCs)	2	2 on Hwy 401
Fire	3	2 vehicles, 1 chimney
Alarms Sounding	1	Carbon monoxide alarm
Other	2	Burn complaint, med assist
TOTAL	8	

Training & Meetings

Training topics included note taking with OPP, radio communications, scene size-up, vehicle stabilization, auto extrication. Firefighters are currently enrolled in online courses through the Ontario Fire College.

A WEFD officers meeting was held. Agenda included budget, potential creation of Training Officer and Fire Prevention Officer positions and various operational items.

Five firefighters including two new recruits have begun online training in the 2021 NFPA 1001 Firefighter Recruit Course in Oxford County. Small 1001 group training is currently being substituted for classes in Oxford County to address Covid concerns and reduce inter-department interaction. All other departmental training has been postponed due to the provincial shutdown. Truck checks continue utilizing small groups.

Other Activities/Information

Four applicants accepted offers to become probationary firefighters, with two required to attend NFPA 1001 Recruit training. A wait list of other applicants has been created that can be utilized throughout the year when spots become available.

The Fire Chief and Deputy Chief have been working with Bearcom Communications over the past several months to diagnose sporadic radio issues in the northwest area of the Municipality.

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Monthly Activity Report - November - 2020-09-Fire.docx
Attachments:	
Final Approval Date:	Dec 15, 2020

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

Jana Nethercott

Report Approval Details

Document Title:	Monthly Activity Report - December - 2021-02-Fire.docx
Attachments:	
Final Approval Date:	Jan 12, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-01-14

Subject: December 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 a summary of operations carried out during the month of December 2020.

Background:

Parks and Recreation

- The majority of December's time was spent at the arena. Ice bookings remained strong until the Provincial lockdown at Christmas. The arena board has committed to keeping ice in the facility for one lockdown period and will re-evaluate the situation when more information becomes available in January.
- Recreation staff continue to look after winter maintenance of sidewalks in downtown West Lorne and all outlying sidewalks in both towns. Operators should be commended for keeping yard damage to a minimum considering the lack of frost and quantity of snow that had to be pushed/blown.
- Staff cleaned the recreation center and prepared it for Tiny Tots, which had their final inspection and set up before Christmas. The group plans to start the first week of January.
- Our newest facility operator, Michael Aers, started in early December. Michael is replacing David Clements, who left the municipality at the end of October. A special thankyou to part time operator Dawson Muscutt who helped cover David's shifts at the arena until a new facility operator could be hired.

Public Works

- Winter operations were carried out on/off throughout the month starting with the snowstorm on December 1 & 2. It turned out to be a typical month for snow; however, this was the first time in recent years that operators plowed Christmas Eve, Christmas Day and Boxing Day.
- The mild temperatures and snow early in December wreaked havoc with the gravel roads. Luckily, a brief window of mild air helped to dry the roads so operators could get out with the graders and drags. By utilizing the afternoon shift for dragging, the majority of roads were covered before colder temperatures started to tighten things up.

- Staff worked with Gerber Electric to hang Christmas decorations in Rodney and West Lorne, as well as complete various streetlight repairs in town.
- Operators took advantage of dry days for tasks such as patching, sweeping and tree trimming/removal. The balance of time was spent on items such as equipment maintenance, training and manufacturing catch basin lids.

Utilities

- Typical operations were on going in December such as locates, water reads and service requests.
- Operators investigated a sewer complaint on Furnival Road in Rodney and found tree roots in the lateral pipe leading from the house to the street. The problem was rectified and a new cleanout was installed to eliminate future issues.
- As part of the operational changes made this year for winter maintenance, utilities staff now look after plowing/salting sidewalks in downtown Rodney. The tractor is kept at the Rodney water shop, which allows them quick access up Victoria Street. This allows Parks staff to complete West Lorne before coming to Rodney with the trackless machine.
- It should also be noted that utilities operator Grant Schweitzer transitions over to public works for the winter months to assist with winter operations. When not required on the roads, Grant continues his duties within the utilities department. This arrangement has been in place for 3 seasons now and provides flexibility and efficiencies to both departments.

Report Approval Details

Document Title:	December 2020 - Monthly Report - 2021-02-Operations Community Services.docx
Attachments:	
Final Approval Date:	Jan 12, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-01-14

Subject: Facility Rental Insurance

Recommendation:

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

That West Elgin Council hereby approves implementing a facility rental insurance program as provided by West Elgin's current insurance provider, Frank Cowan Company.

Purpose:

The purpose of this report is to provide Council with an option for the current 'Certificate of Insurance' requirement for all municipal facility rentals and to request their approval to move forward with implementation of this program.

Background:

As part of the operational review undertaken in 2020, new requirements were put in place which require all users of municipal facilities to have a signed contract and provide a Certificate of Insurance. It was found that these necessary items were lacking in the past, which opens the Municipality up to liability concerns should something go wrong during the rental.

In most cases, obtaining a Certificate of Insurance (naming the Municipality of West Elgin as additionally insured) through one's own insurance company is an easy process with minimal to no charge. However, there are circumstances where this might be more difficult, such as someone without a homeowner's policy. In cases like these, prospective users would be unable to rent the facility as insurance requirements could not be met, and lack thereof would put the municipality at risk.

Frank Cowan Company has created a program which provides an alternative option for residents who cannot/don't want to obtain a Certificate of Insurance from their own provider. The 'Facility User Solution' program allows prospective users to purchase the required insurance through West Elgin/Frank Cowan, therefore allowing them to move forward with the facility use. This additional cost would be added to the rental agreement and be paid at the time of booking. West Elgin staff would track these premiums and remit to Cowan Insurance on an annual basis.

The attached highlight page and rate calculation sheet outline program benefits and cost. The one caveat to all of this is remembering that West Elgin's insurance would be used if there were a claim. This is why the program does not cover high-risk activities. These would continue to require a Certificate of Insurance supplied by the user.

Financial Implications:

There is no additional cost from Frank Cowan Company to administer this program. A deposit is made at the beginning of the year based on the estimated annual premiums collected. The municipality collects the premiums on Cowan's behalf and costs are reconciled at years end. If premiums were less than expected, money is returned. If premiums exceeded the deposit, the additional money would be forwarded to Cowan. The rate calculation sheet determines the minimum premium, but the municipality can choose to add an administrative fee to this calculation if deemed appropriate by staff and Council.

Report Approval Details

Document Title:	Facility Rental Insurance - 2021-03-Operations Community Services.docx
Attachments:	<ul style="list-style-type: none">- Facility User Solution Coverage Highlights 1016.pdf- FCC Facility User Rates - \$2000000 0116.pdf
Final Approval Date:	Jan 12, 2021

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

Jana Nethercott

FACILITY USER SOLUTION COVERAGE HIGHLIGHTS

OVERVIEW

The **Frank Cowan Company Facility User Solution** provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting.

You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities.

With the **Frank Cowan Company Limited Facility User Solution** we automatically cover a variety of 'Sporting' and 'Non Sporting Events.'

FEATURES

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

ACTIVITIES OR EVENTS INSURED

Approved Activities include the following Non Sporting and Sporting Events:

Non Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling.

While we do provide coverage under the program for sporting activities we do not provide coverage for Organized Sports Teams/Leagues.

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.

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Frank Cowan Company Facility User Rates \$2,000,000 Limits of Liability

Rates shown below are for your information only and do not include premium sales tax.

Non Sporting Events or Occasions

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Rates/Premium

Number of People Attending Event	No Alcohol			Alcohol		
	Hourly Rate**	1-2 Day Event	3-5 Day Event	Hourly Rate**	1-2 Day Event	3-5 Day Event
1-50	\$3.00	\$25	\$50	\$12.00	\$85	\$150
51-100	\$4.00	\$50	\$85	\$20.00	\$130	\$260
101-200	\$6.00	\$75	\$125	\$30.00	\$200	\$400
201-500	\$8.00	\$150	\$200	\$40.00	\$350	\$700
501-1000	\$10.00	\$220	\$300	\$50.00	\$550	Refer
1001-1500	\$15.00	\$300	Refer	Refer	Refer	Refer
1501+	Refer	Refer	Refer	Refer	Refer	Refer

**** If hourly Rate exceeds the 1 Day rate, charge the 1 day rate.**

***Event: 1-2 Day Event Rates and 3-5 Day Event Rates are Per Event Rates and Not Per Day Rates.**

E.g. An art event (alcohol) is being held for 2 days. It is estimated 500 people will attend over the 2 day period. The total charge would be: \$350.

***Events: Annual Weekly Meetings: Charge 5 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 50 people rent a facility weekly to play bridge (no alcohol event). The Annual Charge would be: \$25 x 5 = \$125 Total Annual Premium

***Events: Annual Monthly Meetings: Charge 3 times the flat charge shown for a 1-2 Day Event for a Total Annual Premium.**

E.g. 250 people rent a hall monthly (alcohol event). The Annual Charge would be: \$350 x 3 = \$1,050 Total Annual Premium

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.

Frank Cowan Company Facility User Rates \$2,000,000 Limits of Liability

Sporting Events or Activities				
Note: Organized Sports Leagues without insurance are a Company Referral				
Low Risk				
Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis				
Medium Risk				
Ball/roller/floor hockey, baseball, basketball, broomball, cheerleading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball, yoga				
Rates/Premium				
Number of Participants	Low Risk		Medium Risk	
	Hourly Rate**	1 Day Flat Event*	Hourly Rate**	1 Day Flat Event*
1-25	\$2.50	\$60	\$4.00	\$95
26-50	\$4.00	\$90	\$6.00	\$120
51-100	\$6.00	\$120	\$8.00	\$190
101+	Refer	Refer	Refer	Refer
*Events Over 1 day: Any Single Sporting Event being held for more than 1 consecutive is a Company Referral				
*Events - Annual Weekly and Seasonal Activities: Charge 2 times the flat charge shown for a Total Annual Premium				
E.g. Yoga Classes (medium activity) with 20 people attending weekly. The Annual Charge would be: \$95 x 2 = \$190 Total Annual Premium.				
E.g. A group of people get together weekly to figure skate from September to March (seasonal and medium activity) the total number of people in the group is 30 people. The Annual Charge would be: \$120 x 2 = \$240 Total Annual Premium.				
Excluded Activities				
Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports (including hockey, lacrosse, martial arts), cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football, wrestling and organized sports teams/leagues.				



Staff Report

Report To: Council Meeting
From: Heather James, Planner
Date: 2021-01-14
Subject: TVDSB's Annual Community Planning and Facility Collaboration Opportunities Meeting 2020

Recommendation:

That West Elgin Council hereby receives and files the report from Heather James regarding Thames Valley District School Board's Annual Community Planning and Facility Collaboration Opportunities Meeting 2020 for information purposes.

Purpose:

The purpose of this report is to provide Council with an update on applicable information received for West Elgin from the Thames Valley District School Board (TVDSB)'s Annual Community Planning and Facility Collaboration Opportunities Meeting for 2020.

Background:

On behalf of the municipality, I virtually attended the TVDSB annual meeting on December 17, 2020. At the meeting, the board information on the following:

- 1) Ministry of Education updates
- 2) Overview of student accommodation planning
- 3) Overview of capital planning
- 4) Collaboration opportunities
- 5) Disposition of surplus property
- 6) Presentations by municipal and community partners (Municipality of Southwest Middlesex)

At Aldborough Public School, there will be 10 infant, 15 toddler and 24 preschool childcare spots. The board is currently reviewing funding shortfalls and will provide an update to the community when more information is received from the province. Dutton Childcare is the approved licensed childcare operator.

Tiny Tots is the approved operator for the Early ON program.

West Elgin Secondary School is to remain status quo for school enrollment.

The Ministry of Education Community Planning and Partnerships Guide requires that school boards identify available space in schools, where facilities have less than 60% utilized spaced for two years and/or 200 surplus pupil places, for potential collaboration opportunities. West Elgin Secondary School is listed as an existing facility for potential facility collaboration. (For more information visit website [Collaboration and Co-Build Opportunities - TVDSB.](#))

There are currently no properties for sale with TVDSB.

For more information, please visit website [Planning - TVDSB](#).

Financial Implications:

None.

Policies/Legislation:

None.

Report Approval Details

Document Title:	TVDSB's Annual Community Planning and Facility Collaboration Opportunities Meeting - 2021-03-Planning.docx
Attachments:	
Final Approval Date:	Jan 12, 2021

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

Jana Nethercott

Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

Organization Name *

TOPS ON 0792 West Lorne

Representative's Name *

Linda Van Raay

Main method of Contact *

☐ Phone Number

☒ Email Address

Phone Number

[REDACTED]

Email Address *

[REDACTED]

Please select the facility you are requesting the waiver of usage fees.

☐ West Elgin Recreation Centre

☒ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Reason for waiver of rental fees

We are a non-profit organization with a very small membership and an equally small cash flow. The rent being asked for is more than twice the amount we take in and we have operating expenses to cover as well. If we have to pay rent, we would either have to fold or find another venue, which is almost impossible to find one that's centrally located like this one.

Date of Requested Fee Waiver.

☐ One Time Rental

☒ Multiple Rental Dates

Please state Multiple Rental Dates.

Every Wednesday from 6:00 to 7:30 PM.

By the way, below it says we request a waiver of fees until Dec. 31, 2020. Since we aren't being asked to pay anything until the new year, shouldn't it say Dec. 31, 2021? That is the time frame I am filling this out for.

We hereby request a waiver of usage fees for the above stated facility until December 31, 2021. We understand the booking process will remain the same. *

☒ Clicking this box you agree to the above statement and all terms and conditions associated.

Date

2020-12-23



OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

Organization Name *

West Elgin Community Health Centre

Representative's Name *

Diane Arsenijevic

Main method of Contact *

☐ Phone Number

☒ Email Address

Phone Number

519-768-1715 ext 2224

Email Address *

dianea@wehc.on.ca

Please select the facility you are requesting the waiver of usage fees.

☐ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☒ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Reason for waiver of rental fees

Not for profit organization offering program to community for free

Date of Requested Fee Waiver.

☐ One Time Rental

☒ Multiple Rental Dates

Please state Multiple Rental Dates.

2021 - May 19, June 16, July 21, August 18,
September 15 from 10:30-1:30

**We hereby request a waiver of usage fees for the above stated facility until December 31, 2020.
We understand the booking process will remain the same. ***

☒ Clicking this box you agree to the above statement and all terms and conditions associated.

Date

2020-12-18



OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

Request for Waiver of Rental Fees.

By completing this form you are requesting the waiver of rental fees for the West Elgin Recreation Centre, West Lorne Community Complex meeting room and Pavilions (Miller park and Port Glasgow Trailer Park Pavilions) until December 31, 2021.

The booking process will remain the same. Facility User Contract will need to be signed. A Certificate of Insurance will need to be provided.

Organization Name *

Tiny Tots Co-op Nursery School Of Aldborough Inc.

Representative's Name *

Shelley Smith

Main method of Contact *

☐ Phone Number

☒ Email Address

Phone Number

5197852164

Email Address *

ttcns78@gmail.com

Please select the facility you are requesting the waiver of usage fees.

☒ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Room Request within the West Elgin Recreation Centre.

- ☐ Full Building
- ☒ Large Meeting Room
- ☐ Main Hall
- ☒ Kitchen
- ☐ Small Meeting Room

Reason for waiver of rental fees

I saw the resolution in the council minutes regarding the waiving of fees for 2021 and would like to inquire if that would apply to Tiny Tots' situation at all.

Due to the pandemic we have experienced a loss of income due to not operating from September to December as well as increased staffing costs for January to June for enhanced screening and cleaning measures.

I understand if it does not apply as we discussed fees in September but thought I owed it to the Tiny Tots board and Children's Services to investigate.

Thank you.

Date of Requested Fee Waiver.

- ☐ One Time Rental
- ☒ Multiple Rental Dates

Please state Multiple Rental Dates.

January to June 2021

We hereby request a waiver of usage fees for the above stated facility until December 31, 2021. We understand the booking process will remain the same. *

- ☒ Clicking this box you agree to the above statement and all terms and conditions associated.

Date

2021-1-5



OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

Solicitor General

Office of the Solicitor General

25 Grosvenor Street, 18th Floor
Toronto ON M7A 1Y6
Tel: 416 325-0408
MCSCS.Feedback@Ontario.ca

Solliciteur général

Bureau du solliciteur général

25, rue Grosvenor, 18^e étage
Toronto ON M7A 1Y6
Tél. : 416 325-0408
MCSCS.Feedback@Ontario.ca



132-2020-5553

By email

December 24, 2020

Dear Head of Council/Chief Administrative Officer/Municipal Clerk:

As you know, on January 1, 2019, amendments to the *Police Services Act* (PSA) came into force which mandate every municipality in Ontario to prepare and adopt a community safety and well-being (CSWB) plan, working in partnership with police services/boards and various other sectors, including health/mental health, education, community/social services, and children/youth services. As previously communicated, municipalities originally had two years from the in-force date to prepare and adopt their first CSWB plan (i.e., by January 1, 2021).

The government recognizes that the pandemic has created unprecedented challenges for communities across Ontario. Over the past several months, we have heard from municipal partners that resources have been redirected to the pandemic response and, as a result, some have experienced delays in their CSWB planning and engagement processes.

In an effort to support municipal, policing and community partners during the emergency, on April 14, 2020, the government passed the *Coronavirus (COVID-19) Support and Protection Act, 2020*, which amended the PSA to allow the Solicitor General to prescribe a new deadline for the completion and adoption of CSWB plans post January 1, 2021. This amendment came into force immediately upon Royal Assent.

I would like to inform you that the new deadline for municipalities to prepare and adopt a CSWB plan is now July 1, 2021. This extension provides municipalities with an additional six months to complete their plans.

This change will ensure municipalities, police services and local service providers can continue to dedicate the necessary capacity and resources to respond to COVID-19, while also providing adequate time to effectively undertake consultations, work collaboratively with multi-sectoral partners, and meet the legislative requirements to develop meaningful and effective CSWB plans.

Community partners continue to underscore the importance and need for this type of holistic planning that addresses crime and complex social issues on a long-term, sustainable basis and improves the safety and well-being of Ontario communities.

.../2

Despite the unforeseen challenges that the pandemic has created, it is encouraging to see municipalities across the province persevere and make significant progress on their CSWB plans through innovative and forward-thinking approaches.

I greatly appreciate your on-going support as we move forward on this modernized approach to CSWB together. Through collaboration, we will continue to build safer and stronger communities in Ontario.

Lastly, if municipalities have any questions about CSWB planning, please direct them to ministry staff, Tiana Biordi, Community Safety Analyst, at Tiana.Biordi@ontario.ca.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sylvia Jones', with a stylized, cursive script.

Sylvia Jones
Solicitor General

From: [Minister, MECP \(MECP\)](#)
To: [Jana Nethercott](#)
Subject: Ontario Moves Forward with Conservation Authorities Working Group
Date: January 11, 2021 5:22:53 PM

Good afternoon,

In order to create a practical forum to help our government implement recent changes to the *Conservation Authorities Act* and ensure conservation authorities and other stakeholder groups have a stronger voice at the table, I have invited 10 individuals to participate in a newly-formed conservation authorities working group.

The working group members, chaired by Hassaan Basit, President and CEO of Halton Region Conservation Authority, have been drawn from a variety of conservation authorities, Conservation Ontario and the Association of Municipalities of Ontario, as well as the development and agriculture sectors. The full list of members include:

- Hassaan Basit, President and CEO, Halton Region Conservation Authority (Chair)
- Kim Gavine, General Manager, Conservation Ontario
- John McKenzie, Chief Executive Officer, Toronto and Region Conservation Authority
- Sommer Casgrain-Robertson, General Manager, Rideau Valley Conservation Authority
- Chris Darling, Chief Administrative Officer, Central Lake Ontario Conservation Authority
- Rob Baldwin, Chief Administrative Officer, Lake Simcoe Region Conservation Authority
- Brian Tayler, Chief Administrative Officer, North Bay-Matawa Conservation Authority
- Samantha Lawson, Chief Administrative Officer, Grand River Conservation Authority
- Cathie Brown, Senior Advisor, Association of Municipalities of Ontario
- Scott McFadden, Mayor, Township of Cavan Monaghan

The following individuals will also assist the Working Group by providing further perspectives, including on the section 28 Minister's regulation:

- Jason Sheldon, Vice-President, Land Development, Remington Group
- Gary Gregoris, Senior Vice-President, Land Development, Mattamy Homes
- Josh Kardish, Vice-President, EQ Homes
- Michelle Sergi, Director Community Development, Region of Waterloo
- Leslie Rich, Policy and Planning Liaison, Conservation Ontario
- Barb Veale, Director, Planning and Watershed Management, Halton Region Conservation Authority

- Laurie Nelson, Director, Policy and Planning, Toronto and Region Conservation Authority
- Mark Wales, Past President, Ontario Federation of Agriculture

The Working Group's first task includes looking at the first phase of proposed regulations impacting conservation authorities and their participating municipalities, which will be available for public consultation later this month. The proposed regulations will include:

- details on the programs and services conservation authorities will implement, and how the programs and services may be funded such as:
 - the mandatory programs and services to be delivered by conservation authorities;
 - the proposed agreements that may be required with participating municipalities to fund non-mandatory programs and services with municipal dollars; and
 - the transition period to establish those agreements;
- how conservation authorities will regulate development and other activities to ensure public safety through natural hazard management,
- the requirement for conservation authorities to establish community advisory boards; and
- a Minister's regulation under section 29 of the *Conservation Authorities Act* relating to conservation authority operation and management of lands owned by the authority.

Our government is committed to ongoing collaboration as we work to improve how conservation authorities deliver core programs and services to their communities. Drawing on their extensive knowledge and experience, the working group members we've assembled will provide valuable perspectives to help us make better informed decisions.

We look forward to your feedback as part of our consultation process on the upcoming regulatory postings.

Sincerely,

Jeff Yurek
Minister of the Environment, Conservation and Parks

January 4, 2021

Dear Municipal Stakeholder,

I am pleased to announce that effective **January 1, 2021**, the province has expanded the on-road opportunities for off-road vehicle riders in some parts of Ontario. Off-road vehicle riders are expected to experience enhanced trail access resulting from the increased on-road connections to Ontario's off-road vehicle trail network. The changes apply only to municipalities listed in Ontario Regulation 8/03 and amend the way permitted off-road vehicles are allowed on-road access to municipal highways.

In municipalities listed in [Ontario Regulation 8/03](#), permitted off-road vehicles will be allowed by default on municipal highways unless the municipality has an existing by-law that restricts their use or creates a new by-law to prohibit or restrict the use of some or all off-road vehicles. These new provisions replace the previous requirement that municipalities had to enact a by-law to permit off-road vehicles to operate on municipal highways. The updated regulations can be found at [Ontario Regulation 316/03](#), and [Ontario Regulation 863](#).

It is important to note that the on-road access rules for off-road vehicles in municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework under Ontario Regulation 316/03 and these municipalities are not affected by this change.

The equipment configuration and performance requirements for off-road vehicles as set out in Section 10 of Ontario Regulation 316/03 also remain unchanged. The *Highway Traffic Act* prohibition of drivers of any motor vehicles causing the vehicle to make unnecessary noise, for example through modification, also applies and violations are subject to fines.

In order to support municipalities with these changes, the ministry has provided a Municipal Guidance Document (attached) to help municipalities decide whether they need to take action to revoke, update or pass new by-laws related to on-road access by off-road vehicles on the highways under their jurisdiction.

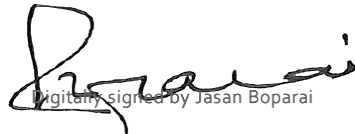
I ask you to kindly forward this notice and the attached Municipal Guidance Document to municipal staff responsible for traffic safety and those responsible for enforcing off-road vehicle laws in your area. Although changes have been previously announced on the Ontario Newsroom site and there will be a communication in the backgrounder issued by the Premier's Office, municipalities should ensure that the public and off-road vehicle riders are made aware of the rules in their area.

If there are any questions regarding off-road vehicles licencing, operation or equipment requirements referenced in the attached guidance material, please contact Angela Litrenta, Manager, Road Safety Program Development Office at (416) 235-5130 or Angela.Litrenta@ontario.ca.

If there are any questions regarding amendments to Ontario Regulation 316/03, and Ontario Regulation 863, please contact Ron Turcotte, Head, Safety Information Management Section, Provincial Traffic Office at (289)-407-9880 or Ron.Turcotte@ontario.ca.

Thank you for your assistance in communicating this change.

Sincerely,



Digitally signed by Jasan Boparai

Jasan Boparai
Director

Attachment – Municipal Guidance document

Effective January 1, 2021, the Ministry of Transportation (MTO) is changing the way the province manages how off-road vehicles (ORVs) are allowed on-road in some municipalities.

The use of ORVs on highways is controlled under Section 191.8 of the [Highway Traffic Act](#) (HTA), [Ontario Regulation 316/03](#) made under the HTA, and municipal by-laws passed in accordance with the legislation and regulations. Currently, ORVs that meet the requirements in Ontario Regulation 316/03 are allowed on some provincial highways and municipal highways where a municipality has passed a by-law allowing the use of such ORVs on highways under their jurisdiction.

WHAT’S NEW?

Effective January 1, 2021, all ORVs that meet the requirements in Ontario Regulation 316/03 for ORVs permitted on-road, will be allowed by default on municipal highways under the jurisdiction of municipalities listed in [Ontario Regulation 8/03](#) unless the municipality has a by-law prohibiting or restricting the use of some or all such ORVs.

Municipalities that are not listed in Ontario Regulation 8/03 will continue to be subject to the existing regulatory framework and are not affected by this change. In these municipalities, ORVs will continue to be allowed only if the municipality has passed a by-law to allow permitted ORVs on municipal highways under their jurisdiction.

Municipalities listed in Ontario Regulation 8/03 will continue to have the authority and make decisions about ORVs through by-law to:

▶ Prohibit ORVs on some or all highways



▶ Permit only specific ORVs on road



▶ Prohibit ORVs at specific hours of the day



▶ Impose additional lower speed limits



Local municipalities listed in Ontario Regulation 8/03 that wish to prohibit ORVs; or restrict the permitted types of ORVs; or restrict the time of day or the season when permitted types of ORVs are allowed on-road; or establish lower speed limits for these vehicles; may need to pass a new by-law.

Where a local municipality affected by the change has an existing by-law providing a blanket permission for ORVs on all municipal highways, the by-law would not be in conflict with the new regulations. If an existing by-law only permits some ORVs or restricts ORVs to only some highways, the municipality may have to revoke the by-law and pass a new by-law as outlined above if the municipality wishes to continue such restrictions.

There is no change to the enforcement of laws related to the use of ORVs. Any issues with the day-to-day operations of police services and the actions of police officers related to ORVs should be raised with the local chief of police or their designated representatives. All set fines can be found on the [Ontario Court of Justice website](#).







This document is provided primarily as a guide. For additional information please refer to the *Highway Traffic Act*, associated regulations and visit [Ontario.ca/ATV](#) for information and tips related to the operation of ORVs in Ontario.

Off-road Vehicles Allowed On-road

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

MUNICIPAL BY-LAWS: Effective July 1, 2020, the two new ORV types added to the list of ORVs permitted on-road can be allowed on municipal highways in accordance with the HTA and Ontario Regulation 316/03.

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

All-Terrain Vehicles	<p>“A “single-rider” all-terrain vehicle (ATV) is designed to travel on four tires, having a seat designed to be straddled by the operator, handlebars for steering control and it must be designed by the manufacturer to carry a driver only and no passengers.</p>	
	<p>A two-up ATV is designed and intended for use by an operator or an operator and a passenger. It is equipped with straddle-style seating and designed to carry only one passenger.</p>	
Side-by-Sides	<p>A recreational off-highway vehicle (ROV) has two abreast seats, typically built with a hood, and uses a steering wheel instead of a motorcycle steering handlebar.</p>	
	<p>A utility terrain vehicle (UTV) has similar characteristics to an ROV but typically also features a box bed. UTVs are generally designed for utility rather than for recreational purposes.</p>	
New Off-Road Vehicle Types	<p>Extreme Terrain Vehicles (XTVs), commonly referred to as Argos are 6+ wheeled off-road vehicles capable of riding in multiple terrains, including through water. These vehicles sometimes come with tracks, however, tracked versions are not being permitted on road and are restricted to off-road use only.</p>	
	<p>Off-Road Motorcycles (ORMs) are 2 wheeled off-road vehicles that come in varying configurations such as, but not limited to: Recreational ORM, Trail ORMs or Competition ORM.</p>	

December 18th, 2020

Jana Nethercott, Clerk
Municipality of West Elgin
22413 Hoskins Line
Rodney, Ontario N0L 1C0

Re: Board Resolution Following Passing of Bill 229 and Schedule 6

To The Mayor and Members of Council:

On behalf of the Lower Thames Valley Conservation Authority (LTVCA) Board of Directors, I want to express my appreciation for your support of conservation over the last few weeks. The LTVCA is proud to serve and support our watershed community, and is inspired by the way all 10 of our member municipalities rallied around our concerns regarding Bill 229.

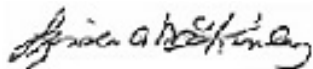
As you are aware, Bill 229 passed its third reading last week, and has since received Royal Assent. There is no doubt that this was disappointing, however, it has further strengthened our resolve to champion environmental conservation and to work with the province and our municipal partners.

Thanks in large part to the support of community members across Ontario, alongside our local mayors and councils, partner agencies, and the agriculture community, Conservation Authorities were able to have constructive and meaningful conversations with the Minister of Environment, Conservation, and Parks. This led to some positive amendments regarding planning, enforcement, governance, and the ability to continue the responsible management of our conservation areas. However, we remain disappointed with some of the changes that will create red tape and delays in our planning and permitting roles.

We now move forward to the next phase, to ensure that regulations brought forward to enact this Bill consider progressive, local, watershed management and local decision making. Together with the province, we will continue to advocate for our communities and strive for workable solutions under this new Bill.

I have included a motion passed by the LTVCA Board of Directors on December 10, 2020 addressing moving forward. Thank you again for your continued support of our Lower Thames Valley Conservation Authority.

Sincerely,



Linda McKinlay,
Chair, Lower Thames Valley Conservation Authority

Resolution of LTVCA Board of Directors upon passing of Bill 229

WHEREAS the Province in third reading has passed Bill 229, Protect, Support and Recover from COVID 19 Act - Schedule 6

WHEREAS all municipalities of the Lower Thames Valley Conservation Authority have passed resolutions expressing major concerns and have requested reconsideration of amendments made to the Conservation Authorities Act under Schedule 6 of Bill 229

WHEREAS the Legislation as amended still introduces a number of changes and new sections that could remove and/or significantly hinder the conservation authorities' role in regulating development, the permit and appeal process and engaging in review and appeal of planning applications

WHEREAS the Legislation as amended still allow the Minister to make decisions without CA watershed data and expertise

WHEREAS the Legislation as amended still impacts the important and historic role that conservation authorities play in watershed management

WHEREAS the LTVCA board believes that changes to the Conservation Authorities Act will create more red tape and costs for conservation authorities' member municipal partners, and potentially result in delays in the development approval process

THEREFORE BE IT RESOLVED

- THAT the LTVCA Board of Directors continues to request that the Province of Ontario repeal Schedule 6 of the Budget Measures Act (Bill 229)
- THAT the LTVCA Board of Directors directs staff to work with the Province to find workable solutions through the development of regulations with an aim to reduce red tape and create conditions for growth
- THAT in the development of regulations the Province respect the current conservation authority/municipal relationships and the important role conservation authorities play in watershed management
- AND THAT the Province provide conservation authorities the financial resources needed to address the significant requirements and administrative burden resulting from passage of Bill 229, Protect, Support and Recover from COVID 19 Act including Schedule 6 as amended.

AND FURTHER THAT this resolution be circulated to all member municipalities, Conservation Ontario, the Premier, Minister Natural Resources and Minister of Environment, Conservation and Parks.



The Corporation of The Town of Amherstburg

December 22, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3
Sent via email: minister.mecp@ontario.ca

RE: Development Approval Requirements for Landfills – (Bill 197)

At its meeting of December 14, 2020, Council passed the following resolution for your consideration:

“That Administration BE DIRECTED to send correspondence in support of the City of St. Catharines request to amend Bill 197, COVID-19 Economic Recovery Act, 2020 to eliminate the development approval requirement provisions from adjacent municipalities and that the ‘host’ municipality be empowered to render final approval for landfills within their jurisdiction.”

Enclosed is a copy of the City of St. Catharines correspondence for convenience and reference purposes.

Regards,

Tammy Fowkes
Deputy Clerk, Town of Amherstburg
(519) 736-0012 ext. 2216
tfowkes@amherstburg.ca

CC:

Hon. Premier Doug Ford
Email: premier@ontario.ca

Hon. Steve Clark, Minister of Municipal Affairs,
Email: Housing minister.mah@ontario.ca

Taras Natyshak, MPP, Essex
Email: tnatyshak-qp@ndp.on.ca

Chris Lewis, MP
Email: chris.lewis@parl.gc.ca

Robert Auger, Town Solicitor, Legal and Legislative Services/Clerk - Town of Essex
Email: rauger@essex.ca

Jennifer Astrologo, Director of Corporate Services/Clerk - Town of Kingsville
Email: jastrologo@kingsville.ca

Agatha Robertson, Director of Council Services/Clerk - Town of LaSalle
Email: arobertson@lasalle.ca

Kristen Newman, Director of Legislative and Legal Services/Clerk - Town of Lakeshore
Email: knewman@lakeshore.ca

Brenda Percy, Municipal Clerk/Manager of Legislative Services - Municipality of Leamington
Email: bpercy@leamington.ca

Laura Moy, Director of Corporate Services/Clerk - Town of Tecumseh
Email: lmoy@tecumseh.ca

Mary Birch, Director of Council and Community Services/Clerk -County of Essex
Email: mbirch@countyofessex.ca

Valerie Critchley, City Clerk – City of Windsor
Email: clerks@citywindsor.ca

Robert Cook
Email: robertcookconsulting@gmail.com

Association of Municipalities of Ontario (AMO)
Email: amo@amo.on.ca

All Ontario Municipalities

October 7, 2020

Honourable Jeff Yurek
Minister of Environment, Conservation and Parks
College Park 5th Flr,
777 Bay St, Toronto, ON M7A 2J3

Sent via email: minister.mecp@ontario.ca

**Re: Development Approval Requirements for Landfills - (Bill 197)
Our File 35.2.2**

Honourable and Dear Sir,

At its meeting held on October 5, 2020, St. Catharines City Council approved the following motion:

WHEREAS Schedule 6 of Bill 197, COVID-19 Economic Recovery Act, 2020 considers amendments to the Environmental Assessment Act relating to municipal autonomy and the principle that municipalities can veto a development outside their municipal boundary in an adjacent municipality; and

WHEREAS Bill 197 empowers multiple municipalities to 'veto' development of a landfilling site within a 3.5 km zone inside the boundary of an adjacent municipality; and

WHEREAS Bill 197 establishes a dangerous precedent that could be expanded to other types of development; and

WHEREAS Bill 197 compromises municipal autonomy and the authority of municipal councils to make informed decisions in the best interest of their communities and municipal taxpayers; and

WHEREAS amendments in Schedule 6 could cause conflict in the effective management of landfill sites, put significant pressure on existing landfill capacity, and threaten the economic activity associated with these sites;

THEREFORE BE IT RESOLVED That the City of St. Catharines calls upon the Government of Ontario (Ministry of the Environment, Conservation and Parks (MOECP) to amend Bill 197, COVID-19 Economic Recovery Act, 2020, to eliminate the development approval requirement provisions from adjacent municipalities and that the 'host' municipality be empowered to render final approval for landfills within their jurisdiction; and

BE IT FURTHER RESOLVED that a copy of this motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, local MPP's., the Association of Ontario Municipalities (AMO) and Ontario's Big City Mayors (formerly Large Urban Mayors Caucus of Ontario-LUMCO)

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Ontario municipalities with a request for supporting motions to be passed by respective Councils and copies of the supporting motion be forwarded to Premier Doug Ford, Jeff Yurek the Minister of Environment, Conservation and Parks, Steve Clark the Minister of Municipal Affairs and Housing, the local MPP's, the Association of Ontario Municipalities (AMO).

If you have any questions, please contact the Office of the City Clerk at extension 1506.



Bonnie Nistico-Dunk, City Clerk
Legal and Clerks Services, Office of the City Clerk
:ra

Cc. Hon. Premier Doug Ford premier@ontario.ca
Hon. Steve Clark, Minister of Municipal Affairs, Housing minister.mah@ontario.ca
Jennifer Stevens, MPP - St. Catharines, JStevens-CO@ndp.on.ca
Jeff Burch, MPP - Niagara Centre, JBurch-QP@ndp.on.ca
Wayne Gates, MPP - Niagara Falls, wgates-co@ndp.on.ca
Sam Oosterhoff, MPP - Niagara West-Glanbrook, sam.oosterhoff@pc.ola.org
Association of Municipalities of Ontario amo@amo.on.ca
Chair of Ontario's Big City Mayors, Cam Guthrie mayor@guelph.ca
All Ontario Municipalities (via email)

December 23, 2020

RECEIVED

JAN 07 2021

The Honourable Duncan McPail, Mayor
Municipality of West Elgin
22413 Hoskins Line
PO Box 490
Rodney, ON N0L 2C0

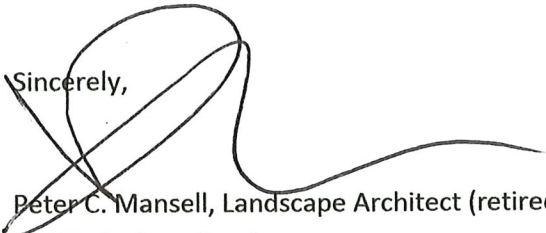
Dear Mayor,

As we wind down 2020 and approach the New Year with some optimism, it should be noted that as the new school year starts, high school students who live in the subdivision off Marsh Line, must walk on Graham Road in order to get home. From Grace Lutheran Church, opposite the high school, to Marsh Line, Graham Road does not have a side walk on either side of the road. They must walk on Graham Road which can get very busy during the time students go to and from school.

In my opinion, I believe council should correct this omission and plan to install a new concrete walk from Marsh Line to Grace Lutheran Church where the present municipal walk ends.

Thanking you in advance.

Sincerely,



Peter C. Mansell, Landscape Architect (retired)
10879 Graham Road
West Lorne, ON N0L 2P0



From: McCall Family Farms Inc.

13674 Furnival Rd.

Rodney, ON

N0L 2C0

To: Mayor Duncan McPhail

Municipality of West Elgin

22413 Hoskins Line

Rodney, ON N0L 2C0

Date: December 11, 2020

Subject: Notice of application for a Micro Culture Licence with Health Canada

Dear Mayor Duncan McPhail,

McCall Family Farms hereby informs you of their intention to apply for a cannabis cultivation licence, subcategory micro-cultivation licence with Health Canada.

Licence Class: Cultivation

Licence Subclass: Micro- Cultivation

The application has been filed within the CTLS (Cannabis tracking and licencing system) on December 11, 2020.

I (Steve McCall) am the Responsible person in charge for the site and attests that the facility has been built according to the Cannabis regulations, the Heath Canada Security guidelines as well as the Cannabis Act.

Our application will now be screened by Health Canada agents prior to review and subsequently licencing.

Upon licencing, we intent to carry the following cannabis activities at the site:

- Possess cannabis
- Obtain dried or fresh cannabis, cannabis plants or cannabis plant seeds by propagating, cultivating, harvesting
- For the purpose of testing, alter the chemical or physical properties of the cannabis
- Sell and distribute dried cannabis, fresh cannabis, cannabis plants or cannabis plant seeds to other licence holders (cultivators, processors, analytical testers, researchers, cannabis drug licence holders), with the exception that dried cannabis or fresh cannabis cannot be sold to the holder of a nursery licence
- Sell and distribute cannabis plants or cannabis plant seeds to a licensed nursery
- Sell and distribute cannabis products that are cannabis plants or cannabis plant seeds to a licence holder that is authorized to sell cannabis for medical purposes or to a person authorized to sell cannabis under a provincial or territorial Act
- Send and deliver cannabis products that are cannabis plants or cannabis plant seeds to the purchaser at the request of a licence holder that is authorized to sell cannabis for medical purposes or of a person authorized to sell cannabis under a provincial or territorial Act
- Conduct ancillary activities (e.g., drying, trimming, milling, etc.)

Should you need any further information, I can be reached at 506-650-1577

Sincerely,

Steve McCall, Responsible Person in Charge for McCall Family Farms Inc.

McCall Family Farms Inc.

Health Canada Application Number APP- YLW8D2GJYR

Page 1 of 1

8597 Furnival Road
Rodney, ON
N0L2C0

January 6, 2021

Municipality of West Elgin
Attention: Council

Dear Council,

We are writing regarding the light at the dead end of Furnival Road. This light is on municipal property. Robert and Audrey Miller have been paying for the operation of this light for approximately 24 years. We are asking that the municipality now take over the costs associated with this light as it is on municipal property.

It is our understanding that the municipality has agreed to take over the ongoing costs and operation of the light on Douglas Street for which Alphonse Willie has been paying.

We appreciate your attention to this matter. We look forward to your response.

Thank you.

Sincerely,

Robert A. Miller
Audrey H. Miller

Bob and Audrey Miller



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality of West Elgin

By-Law No. 2021-01

Being a By-Law to Constitute and Appoint a Committee of Adjustment for the Municipality of West Elgin

Whereas the *Planning Act, R.S.O. 1990, c. P. 13., s. 44 (1)* as amended, provides the appointment of a Committee of Adjustment; and

Whereas Section 44 (3) requires that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually; and

Whereas the Council of the Municipality of West Elgin deems it necessary to appoint a Committee of Adjustment;

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

1. The Committee of Adjustment for the Municipality of West Elgin is hereby constituted, and the following persons are hereby appointed as its members for the term of January 1, 2021 to December 31, 2021:
 - (a) Mayor Duncan McPhail to hold office as Chairperson and a Committee Member
 - (b) Deputy Mayor Richard Leatham to hold office as Vice-Chairperson and Committee Member
 - (c) Councillor Angela Cammaert to hold office as a Committee Member
 - (d) Councillor Bonnie Rowe to hold office as a Committee Member
 - (e) Councillor Taraesa Tellier to hold office as a Committee Member
2. That the Committee of Adjustment for the Municipality of West Elgin hereby appoints the Clerk to hold office as Secretary/Treasurer until the Committee of Adjustment deems fit to change, with the Deputy Clerk serving as the Assistant Secretary/Treasurer; and further that the Secretary/Treasurer be a non-voting member of the Committee of Adjustment.
3. That this By-law shall come into effect from the date of passage thereof.

Read a first, second and third time and finally passed this 14th day of January, 2021

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-02

A By-law to Authorize the Execution of the Transfer Payment Agreement for the Municipal Transit Enhanced Cleaning between Her Majesty the Queen Right in Ontario represented by the Minister of Transportation and the Corporation of the Municipality of West Elgin

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

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation for the purposes of a Transfer Payment Agreement for the Municipal Transit Enhanced Cleaning; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Her Majesty the Queen in Right of Ontario as represented by the Minister of Transportation, in the form of an agreement titled the Transfer Payment Agreement for Municipal Transit Enhanced Cleaning ("Agreement"), 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. That the Mayor and CAO/Treasurer have the delegation of authority to execute any and all required documentation, on behalf of the Corporation of the Municipality of West Elgin, as required under the Municipal Enhanced Cleaning program.
4. That the Municipality of West Elgin commits to spending the Municipal Transit Enhanced Cleaning funding in accordance with all of the terms and conditions specified in the Agreement.

5. This by-law shall come into force and effect on January 14, 2021.

Read a first, second, and third time and finally passed this 14th day of January 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk

TRANSFER PAYMENT AGREEMENT FOR MUNICIPAL TRANSIT ENHANCED CLEANING

THIS TRANSFER PAYMENT AGREEMENT for Municipal Transit Enhanced Cleaning (the “Agreement”) is effective as of the Effective Date (both “Agreement” and “Effective Date” as further defined in section A1.2 (Definitions)).

B E T W E E N:

Her Majesty the Queen in right of Ontario as represented by the
Minister of Transportation for the Province of Ontario

(the “**Province**”)

- and -

The Corporation of the Municipality of West Elgin

(the “**Recipient**”)

BACKGROUND:

In response to the COVID-19 pandemic and subject to the terms and conditions set out in the Agreement, the Province has agreed to provide funding to the Recipient for the Municipal Transit Enhanced Cleaning (“MTEC” as further defined in section A1.2 (Definitions)).

CONSIDERATION:

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 Schedules and Sub-schedule to the Agreement. The following schedules and sub-schedule form part of the Agreement:

Schedule “A” - General Terms and Conditions

Schedule “B” - Contact Information and Authorized Representatives

Schedule “C” - Eligible Expenditures and Ineligible Expenditures

Schedule “D” - Claim and Attestation Submission, Supporting Documentation and
Payment Procedures

Sub-schedule “D.1” - Claim and Attestation Form

- 1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties (as defined in section A1.2 (Definitions)) with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

2.0 CONFLICT OR INCONSISTENCY

- 2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between any of the requirements of:

- (a) Schedule “A” (General Terms and Conditions) and any of the requirements of another schedule or a sub-schedule, Schedule “A” (General Terms and Conditions) will prevail to the extent of the inconsistency; or
- (b) a schedule and any of the requirements of a sub-schedule, the schedule will prevail to the extent of the inconsistency.

3.0 COUNTERPARTS

- 3.1 **Counterparts.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.

3.2 Electronic Execution and Delivery of Agreement.

- (a) The Agreement may:
 - (i) be executed and delivered by scanning the manually signed Agreement as a PDF and delivering it by email to the other Party; or
 - (ii) subject to the Province’s prior written consent, be executed and delivered electronically to the other Party.
- (b) The respective electronic signature of the Parties is the legal equivalent of a manual signature.

4.0 AMENDING THE AGREEMENT

- 4.1 **Amendments.** The Agreement may only be amended by a written agreement.
- 4.2 **Execution of Amending Agreements.** An amending agreement under section 4.1 (Amendments) may be executed by the respective representatives of the

Parties listed in Schedule “B” (Contact Information and Authorized Representatives).

5.0 ACKNOWLEDGEMENT

5.1 Acknowledgement. The Recipient acknowledges that:

- (a) the Funds are to assist the Recipient to carry out the MTEC and not to provide goods or services to the Province;
- (b) the Province is not responsible for carrying out the MTEC; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the MTEC or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

5.2 Acknowledgement from Province. The Province acknowledges that the Recipient is bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and any information provided to the Recipient in connection with the MTEC or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

- SIGNATURE PAGE FOLLOWS -

The Parties have executed the Agreement on the dates set out below.

**HER MAJESTY THE QUEEN IN RIGHT OF THE
PROVINCE OF ONTARIO**, represented by the
Minister of Transportation for the Province of Ontario

Date

Name: Caroline Mulroney
Title: Minister

**THE CORPORATION OF THE MUNICIPALITY OF
WEST ELGIN**

Date

Name: Duncan McPhail
Title: Mayor

I have authority to bind the Recipient.

Date

Name: Magda Badura
Title: Chief Administrative Officer/Treasurer

I have authority to bind the Recipient.

SCHEDULE “A” GENERAL TERMS AND CONDITIONS

A1.0 INTERPRETATION AND DEFINITIONS

A1.1 Interpretation. For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and the headings do not form part of the Agreement; they are for reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency; and
- (e) all accounting terms not otherwise defined in the Agreement have their ordinary meanings.

A1.2 Definitions. In the Agreement, the following terms will have the following meanings:

“Agreement” means this agreement, entered into between the Province and the Recipient, all of the schedules and the sub-schedule listed in section 1.1 (Schedules and Sub-schedule to the Agreement), and any amending agreement entered into pursuant to section 4.1 (Amendments).

“Authorities” means any government authority, agency, body or department, whether federal, provincial or municipal, having or claiming jurisdiction over the Agreement or the MTEC, or both.

“Business Day” means any working day, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day and any other day on which the Province has elected to be closed for business.

“Effective Date” means the date of signature by the last signing Party to the Agreement.

“Eligible Expenditures” means the costs of the MTEC that are eligible for funding by the Province under the Agreement, and that are further described in section C2.1 (Scope of Eligible Expenditures).

“Event of Default” has the meaning ascribed to it in section A12.1 (Events of Default).

“Expiry Date” means June 30, 2021.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario, and includes Her ministers, agents, appointees, and employees.

“Ineligible Expenditures” means the costs of the MTEC that are ineligible for funding by the Province under the Agreement, and that are further described in section C3.1 (Scope of Ineligible Expenditures).

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including legal, expert and consultant fees) that anyone incurs or sustains as a result of or in connection with the MTEC or any other part of the Agreement.

“Maximum Funds” means \$4,533.

“MTEC” means the municipal transit enhanced cleaning as described in section C1.1 (Description of the MTEC).

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Notice Period” means the period of time within which the Recipient is required to remedy an Event of Default, pursuant to paragraph A12.3(b), and includes any such period or periods of time by which the Province extends that time in accordance with section A12.4 (Recipient not Remediating).

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding that anyone makes, brings or prosecutes as a result of or in connection with the MTEC or with any other part of the Agreement.

“Records Review” means any assessment the Province conducts pursuant to section A7.4 (Records Review).

“Reports” means the reports described in Schedule “D” (Claim and Attestation Submission, Supporting Documentation and Payment Procedures).

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all Authorities.

A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS

A2.1 General. The Recipient represents, warrants and covenants that:

- (a) it has, and will continue to have, the experience and expertise necessary to carry out the MTEC;
- (b) it is in compliance with, and will continue to comply with, all Requirements of Law related to any aspect of the MTEC, the Funds, or both;
- (c) if Funds are used for acquired goods or services, or both, these were acquired in compliance with the Recipient’s policies and procedures and, to the extent possible under the COVID-19 unprecedented times, through a process that promotes the best value for the money;
- (d) it is in compliance with the insurance requirements set out in section A10.1 (Recipient’s Insurance); and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds including, without limitation, information relating to any eligibility requirements, the MTEC and related timelines was true and complete at the time the Recipient provided it and will continue to be true and complete.

A2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, including passing a municipal by-law authorizing the Recipient to enter into the Agreement.

A2.3 Governance. The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) procedures to enable the Recipient to manage the Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the MTEC successfully;

- (c) procedures to address any identified risks to the MTEC initiatives, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A7.0 (Reporting, Accounting and Review); and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to carry out its obligations under the Agreement.

A2.4 Supporting Proof. Upon request of the Province and within the timelines set out in the request, the Recipient will provide the Province with proof of the matters referred to in this Article A2.0 (Representations, Warranties and Covenants).

A3.0 TERM OF THE AGREEMENT

A3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiry Date unless terminated earlier pursuant to Article A11.0 (Termination on Notice) or Article A12.0 (Event of Default, Corrective Action and Termination for Event of Default).

A4.0 FUNDS AND CARRYING OUT THE MTEC

A4.1 Funds Provided. The Province will:

- (a) provide the Recipient up to the Maximum Funds towards the Eligible Expenditures the Recipient incurred and paid for the purpose of carrying out the MTEC;
- (b) provide the Funds to the Recipient in accordance with the payment procedures provided for in Schedule “D” (Claim and Attestation Submission, Supporting Documentation and Payment Procedures); and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
 - (i) resides at a Canadian financial institution; and
 - (ii) is in the name of the Recipient.

A4.2 Limitation on Payment of Funds. Despite section A4.1 (Funds Provided):

- (a) the Province is not obligated to provide any Funds to the Recipient until the Recipient provides evidence satisfactory to the Province that the Recipient’s council has authorized the execution of the Agreement by the

Recipient by municipal by-law; and

- (b) the Province may adjust the amount of Funds it provides to the Recipient based upon the Province's assessment of the information the Recipient provides to the Province pursuant to section A7.2 (Preparation and Submission).

A4.3 Use of Funds and Carry Out the MTEC. The Recipient will do all of the following:

- (a) spend the Funds only for Eligible Expenditures; and
- (b) not use the Funds to cover any Eligible Expenditure that has or will be funded or reimbursed by one or more of any third party, including any level of government, or ministry, agency, or organization of the Government of Ontario, other than the Province pursuant to the Agreement.

A4.4 Rebates, Credits and Refunds. The Province will calculate Funds based on the actual Eligible Expenditures to the Recipient to carry out the MTEC, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit or refund.

A5.0 RECIPIENT'S DISPOSAL OF ASSETS

A5.1 Disposal. The Recipient agrees not to sell, lease or otherwise dispose of any assets acquired with the Funds without the Province's prior written consent.

A6.0 CONFLICT OF INTEREST

A6.1 No Conflict of Interest. The Recipient represents and warrants that there is and there will continue to be no conflict of interest in respect to how the MTEC has been and will continue to be carried out and that the Recipient will use the Funds without an actual, potential, or perceived conflict of interest.

A6.2 Conflict of Interest Includes. For the purposes of this Article A6.0 (Conflict of Interest), a conflict of interest includes any circumstances where:

- (a) the Recipient; or
- (b) any person who has the capacity to influence the Recipient's decisions, has outside commitments, relationships, or financial interests that could, or could be seen to, interfere with the Recipient's objective, unbiased, and impartial judgment relating to the MTEC, the use of the Funds, or both.

A6.3 Disclosure to Province. The Recipient will:

- (a) disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest; and
- (b) comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

A7.0 REPORTING, ACCOUNTING AND REVIEW

A7.1 Province Includes. For the purposes of sections A7.4, A7.5 and A7.6, “**Province**” includes any auditor or representative the Province may identify.

A7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A15.1 (Notice in Writing and Addressed):
 - (i) all Reports in accordance with the timelines and content requirements as provided for in Schedule “D” (Claim and Attestation Submission, Supporting Documentation and Payment Procedure); and
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time; and
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A7.3 Record Maintenance. The Recipient will keep and maintain for a period of seven years from their creation:

- (a) proper and accurate financial accounts and records, kept in a manner consistent with generally accepted accounting principles in effect in Canada or with the public sector accounting standards approved or recommended by the Public Sector Accounting Board including, without limitation, its contracts, invoices, statements, receipts, and vouchers and any other evidence of payment relating to the Funds or otherwise to the MTEC; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the MTEC.

A7.4 **Records Review.** The Province may, at its own expense, upon twenty-four hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to conduct an audit or investigation of the Recipient regarding the Recipient's compliance with the Agreement, including assessing any of the following:

- (a) the truth of any of the Recipient's representations and warranties; and
- (b) the Recipient's allocation and expenditure of the Funds.

A7.5 **Inspection and Removal.** For the purposes of any Records Review, the Province may take one or more of the following actions:

- (a) inspect and copy any records and documents referred to in section A7.3 (Record Maintenance); and
- (b) remove any copies the Province makes pursuant to section A7.5(a).

A7.6 **Cooperation.** To assist the Province in respect of its rights provided for in section A7.5 (Inspection and Removal), the Recipient will cooperate with the Province by:

- (a) ensuring that the Province has access to the records and documents including, without limitation, paid invoices and original receipts, wherever they are located;
- (b) assisting the Province in copying records and documents;
- (c) providing to the Province, in the form the Province specifies, any information the Province identifies; and
- (d) carrying out any other activities the Province requests.

A7.7 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province any control whatsoever over the Recipient's records.

A7.8 **Auditor General.** The Province's rights under Article A7.0 (Reporting, Accounting and Review) are in addition to any rights provided to the Auditor General pursuant to section 9.2 of the *Auditor General Act* (Ontario).

A8.0 COMMUNICATIONS REQUIREMENTS

A8.1 **Acknowledge Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will in each of its MTEC-related publications whether written, oral or visual:

- (a) acknowledge the support of the Province for the MTEC;
- (b) ensure that any acknowledgement is in a form and manner as the Province directs; and
- (c) indicate that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

A9.0 INDEMNITY

A9.1 Indemnification. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

A10.0 INSURANCE

A10.1 Recipient's Insurance. The Recipient is responsible for its own insurance and has been carrying, at its own costs and expense, and requiring the same from its subcontractors, all the necessary and appropriate insurance that a prudent municipality in similar circumstances would maintain in order to protect itself and the Indemnified Parties and support the Recipient's indemnification set out in section A9.1 (Indemnification). For greater certainty, the Recipient is not covered by the Province of Ontario's insurance program and no protection will be afforded to the Recipient by the Government of Ontario for any Loss or Proceeding that may arise out of the MTEC or the Agreement.

A11.0 TERMINATION ON NOTICE

A11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A11.1 (Termination on Notice), the Province may take one or more of the following actions:

- (a) cancel all further instalments of Funds; and
- (b) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient.

A12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A12.1 Events of Default. It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement including, without limitation, failing to do any of the following in accordance with the terms and conditions of the Agreement:

- (a) use or spend any of the Funds or related interest for a purpose other than that contemplated under the Agreement without the prior written consent of the Province; or
- (b) provide, in accordance with section A7.2 (Preparation and Submission), Reports or such other reports as may have been requested pursuant to paragraph A7.2(b).

A12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) provide the Recipient with an opportunity to remedy the Event of Default;
- (b) suspend the payment of Funds for such period as the Province determines appropriate;
- (c) reduce the amount of the Funds;
- (d) cancel all further instalments of Funds;
- (e) demand from the Recipient the payment of any Funds remaining in the possession or under the control of the Recipient;
- (f) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
- (g) demand from the Recipient the payment of an amount equal to any Funds the Province provided to the Recipient;
- (h) demand from the Recipient the payment of an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Record Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
- (i) terminate the Agreement at any time, including immediately, without liability, penalty or costs to the Province upon giving Notice to the Recipient.

A12.3 Opportunity to Remedy. If, in accordance with paragraph A12.2(a), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Notice Period.

A12.4 Recipient not Remediating. If the Province has provided the Recipient with an opportunity to remedy the Event of Default pursuant to paragraph A12.2(a), and:

- (a) the Recipient does not remedy the Event of Default within the Notice Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Notice Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Notice Period, or initiate any one or more of the actions provided for in paragraphs A12.2 (b), (c), (d), (e), (f), (g), (h) and (i).

A12.5 When Termination Effective. Termination under this Article A12.0 (Event of Default, Corrective Action, and Termination for Default) will take effect as provided for in the Notice.

A13.0 FUNDS UPON EXPIRY

A13.1 Funds Upon Expiry. The Recipient will, upon expiry of the Agreement, pay to the Province any Funds and interest remaining in its possession or under its control.

A14.0 DEBT DUE AND PAYMENT

A14.1 Payment of Overpayment. If at any time the Province provides Funds in excess of the amount to which the Recipient is entitled under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds from any further instalments of Funds; or
- (b) demand that the Recipient pay an amount equal to the excess Funds to the Province.

A14.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds or an amount equal to any Funds; or
- (b) the Recipient owes any Funds or an amount equal to any Funds to the Province, whether or not the Province has demanded their payment,

such amounts will be deemed to be a debt due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A14.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing by the Recipient at the then current interest rate charged by the Province of Ontario on accounts receivable.

A14.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the “Ontario Minister of Finance” and delivered to the Province as provided for in Schedule “B” (Contact Information and Authorized Representatives).

A14.5 **Fails to Pay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A15.0 NOTICE

A15.1 **Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery or courier; and
- (c) addressed to the Province and the Recipient as set out in Schedule “B” (Contact Information and Authorized Representatives), or as either Party later designates to the other by Notice.

A15.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is mailed; and
- (b) in the case of email, personal delivery or courier on the date on which the Notice is delivered.

A15.3 Postal Disruption. Despite paragraph A15.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will provide Notice by email, personal delivery or courier.

A16.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT

A16.1 Consent. When the Province provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province may have attached to the consent.

A17.0 SEVERABILITY OF PROVISIONS

A17.1 Invalidity or Unenforceability of Any Provision. The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A18.0 WAIVER

A18.1 Waiver Request. Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A18.2 Waiver Applies. If in response to a request made pursuant to section A18.1 (Waiver Request) a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A19.0 INDEPENDENT PARTIES

A19.1 Parties Independent. The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any

actions that could establish or imply such a relationship.

A20.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A20.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A20.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend to and be binding on:

- (a) the Recipient's successors, and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

A21.0 GOVERNING LAW

A21.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A22.0 FURTHER ASSURANCES

A22.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time with respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A23.0 JOINT AND SEVERAL LIABILITY

A23.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, all such entities will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A24.0 RIGHTS AND REMEDIES CUMULATIVE

A24.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in

substitution for, any of its rights and remedies provided by law or in equity.

A25.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A25.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province may suspend the payment of Funds for such period as the Province determines appropriate.

A26.0 SURVIVAL

A26.1 Survival. The following Articles, sections and paragraphs, and all applicable cross-referenced Articles, sections, paragraphs, schedules and sub-schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement: Articles 1.0 (Entire Agreement), 2.0 (Conflict or Inconsistency), 5.0 (Acknowledgment), and A1.0 (Interpretation and Definitions) and any other applicable definitions, paragraph A2.1(a), sections A4.4 (Rebates, Credits and Refunds), A5.1 (Disposal), A7.1 (Province Includes), A7.2 (Preparation and Submission) to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province, A7.3 (Record Maintenance), A7.4 (Records Review), A7.5 (Inspection and Removal), A7.6 (Cooperation), A7.7 (No Control of Records), A7.8 (Auditor General), Articles A8.0 (Communications Requirements) and A9.0 (Indemnity), sections A11.2 (Consequences of Termination on Notice by the Province) and A12.1 (Events of Default), paragraphs A12.2 (b), (c), (d), (e), (f), (g), (h) and (i), Articles A13.0 (Funds Upon Expiry), A14.0 (Debt Due and Payment), A15.0 (Notice) and A17.0 (Severability of Provisions), section A20.2 (Agreement Binding), Articles A21.0 (Governing Law), A23.0 (Joint and Several Liability), and A24.0 (Rights and Remedies Cumulative), and this Article A26.0 (Survival).

- END OF GENERAL TERMS AND CONDITIONS -

SCHEDULE “B”
CONTACT INFORMATION AND AUTHORIZED REPRESENTATIVES

Contact information for the purposes of Notice to the Province	Address: Strategic Investments Office Ministry of Transportation 777 Bay, 30th Floor Toronto, ON M7A 2J8 Attention: Kevin Dowling, Manager, Strategic Investments Office Phone: (416) 585-6312 Email: kevin.dowling@ontario.ca
Contact information for the purposes of Notice to the Recipient	Position: Chief Administrative Officer/ Treasurer Address: 22413 Hoskins Line Rodney ON N0L 2C0 Phone: (519) 785-0560 x221 Email: mbadura@westelgin.net
Contact information for the senior financial official in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province in respect of the Agreement	Position: Clerk Address: 22413 Hoskins Line Rodney ON N0L 2C0 Phone: (519) 785-0560 x221 Email: clerk@westelgin.net
Authorized representative of the Province for the purpose of Section 4.2 (Execution of Amending Agreements - Exceptions)	Position: Director, Municipal Programs Branch, Ministry of Transportation
Authorized representative of the Recipient for the purpose of Section 4.2 (Execution of Amending Agreements - Exceptions)	Position: Chief Administrative Officer/ Treasurer

SCHEDULE “C”
ELIGIBLE EXPENDITURES AND INELIGIBLE EXPENDITURES

C1.0 MTEC

C1.1 Description of the MTEC. To address health related issues in respect of the COVID-19 pandemic, the Recipient has been acquiring goods and services for the MTEC of its transit system. Subject to Article C2.1 (Scope of Eligible Expenditures) and for greater clarity, the costs of the MTEC that are eligible for funding by the Province under the Agreement are only those that are supplemental to the Recipient's regular transit system cleaning.

C2.0 ELIGIBLE EXPENDITURES

C2.1 Scope of Eligible Expenditures. Subject to Article C3.0 (Ineligible Expenditures), Eligible Expenditures include the direct costs incurred by the Recipient on or after April 1, 2020 and on or before December 31, 2020 and that, in the opinion of the Province, are considered to have been properly and reasonably incurred and are necessary for the MTEC of transit vehicles and any other public and non-public facing transit assets, that provide or support transit services. In addition to having been incurred, these costs will have to have been paid by the Recipient prior to being submitted to the Province for payment and may include:

- (a) costs of cleaning materials for the MTEC;
- (b) costs of hand sanitizer for passenger and staff use;
- (c) costs of safety wear for the MTEC, such as gloves or goggles;
- (d) costs of equipment purchased for the MTEC;
- (e) costs of contracted services for the MTEC;
- (f) costs of salaries, including redeployment of staff, for the MTEC; and
- (g) any other costs that, in the opinion of the Province, are considered necessary for the MTEC.

C3.0 INELIGIBLE EXPENDITURES

C3.1 Scope of Ineligible Expenditures. Without limitation, the following costs will be considered Ineligible Expenditures:

- (a) costs incurred before April 1, 2020 and after December 31, 2020;
- (b) costs not paid prior to having been submitted to the Province for payment;
- (c) marketing costs including advertising, promotion and communications;
- (d) core administrative and overhead costs (e.g., rent, telephone and communication lines/services, insurance, and computers);
- (e) Recipient's staff, including permanent and seasonal, salaries and travel costs unless otherwise indicated in C2.1 (Scope of Eligible Expenditures);
- (f) legal, audit, or interest fees;
- (g) budget deficits;
- (h) personal protective equipment, unless otherwise indicated in C2.1 (Scope of Eligible Expenditures);
- (i) refundable Harmonized Sales Tax or other refundable expenses (e.g., security deposits, etc.); and
- (j) any other costs that, in the opinion of the Province, are considered ineligible for payment under the Agreement.

SCHEDULE “D”
CLAIM AND ATTESTATION SUBMISSION, SUPPORTING DOCUMENTATION AND
PAYMENT PROCEDURES

D1.0 CLAIM AND ATTESTATION

D1.1 Claim and Attestation from the Recipient’s Senior Financial Official. The Recipient will use the form in Sub-schedule “D.1” (Claim and Attestation Form) for the submission of its claim for payment.

D2.0 SUPPORTING DOCUMENTATION

D2.1 Report on Expenditures and Additional Report and Information. The Recipient will, together with the claim form described in section D1.1 (Claim and Attestation from the Recipient’s Senior Financial Official), submit the following supporting documentation with its claim for payment:

- (a) a report on expenditures using the form in Appendix A (Form of Report on Expenditures) to Sub-schedule “D.1” (Claim and Attestation Form); and
- (b) any additional reports or information, or both, the Province may request at its sole discretion and in a form provided by the Province.

D3.0 PAYMENT PROCEDURES

D3.1 Submission of Claim for Payment and Required Documentation. The Recipient will submit its claim for payment, together with the supporting documentation set out in section D1.1 (Claim and Attestation from the Recipient’s Senior Financial Official) and section D2.1 (Report on Expenditures and Additional Report and Information) on or before January 31, 2021.

D3.2 Claim Payments. Subject to the terms and conditions set out in the Agreement and if due and owing under the Agreement, the Province will use its reasonable efforts to make the payment to the Recipient for the claim submitted pursuant to section D3.1 (Submission of Claim for Payment and Required Documentation) in a timely manner.

D3.3 No Interest. The Province will under no circumstances be liable for interest for failure to make a payment within the time limit provided for in section D3.2 (Claim Payments).

D3.4 **No Obligation to Pay.** For greater clarity and without limitation to any other right of the Province, the Province will have no obligation to pay a claim if it does not meet the terms and conditions of the Agreement including, without limitation, if the claim is missing any of the required supporting documentation or is submitted after January 31, 2021, or both.

SUB-SCHEDULE "D.1"
CLAIM AND ATTESTATION FORM

Ministry of Transportation File No.: _____

TO: Ministry of Transportation
Transportation Programs Office
10th Floor
151 Bloor Street West
Toronto, ON M5S 1S4

Attention: Manager, Transportation Programs Office
Email: MTO-Transit Cleaning Funding @Ontario.ca

FROM: **[Insert address of the senior official]**

Attention: **[insert name and title of Recipient senior official]**
Telephone No.: **[insert telephone number of Recipient senior official]**

RE: Transfer Payment Agreement for Municipal Transit Enhanced Cleaning

In the matter of the Transfer Payment Agreement for Municipal Transit Enhanced Cleaning entered into between Her Majesty the Queen in right of Ontario, represented by the Minister of Transportation for the Province of Ontario, and the **[insert the name of the Recipient]** (the "Recipient"), on **[insert the month day, and year]** _____ (the "Agreement").

I, _____ **[insert the name and title of the senior official]**, an authorized representative of the Recipient, having made such inquiries as I have deemed necessary for this attestation, hereby certify that to the best of my knowledge, information and belief.

1. On and as of the date set out below:
 - a. all representations and warranties contained in Article A2.0 (Representations, Warranties and Covenants) and section A6.1 (No Conflict of Interest) of the Agreement are true and accurate;
 - b. Funds have been solely used on Eligible Expenditures as claimed in this Claim and Attestation Form and the Form of Report on Expenditures attached as Appendix A (Form of Report on Expenditures) to this Claim and Attestation Form;

- c. the Recipient is in compliance with all the terms and conditions of the Agreement, and no Event of Default, as described in the Agreement, has occurred and is continuing; and
 - d. all records (including, without limitation, contracts, invoices, statements, receipts, vouchers) are being retained in accordance with the requirements of the Agreement.
2. The Eligible Expenditures have been incurred by the Recipient on or after April 1, 2020 and on or before December 31, 2020, and paid on or before January 31, 2021.

By signing below, I hereby claim a payment in the amount of \$ _____, on behalf of the Recipient, on account of the Province's contribution towards the Eligible Expenditures of the MTEC costs.

Declared at _____ (city), in the Province of Ontario, this _____ day of _____, 20____.

(Signatures)

Name:

Title:

Witness Name:

Title:

I have authority to bind the Recipient.

**APPENDIX A
FORM OF REPORT ON EXPENDITURES
TO
SUB-SCHEDULE “D.1” (CLAIM AND ATTESTATION FORM)**

MTEC Expenditure Report - April 1, 2020 to December 31, 2020	
Date:	
Recipient's Name:	
Total Funds Allocated:	
Total Funds Claimed:	
Remaining Allocation:	

Date of Invoice (if Applicable) (DD/MM/YY)	Period of Work Performed		Vendor Name	Description of Expense	Eligibility per Schedule "C"	Amount Paid (\$)				
	From (DD/MM/YY)	To (DD/MM/YY)				Subtotal w/o HST (\$) (a)	Total HST (\$) (b)	Recoverable HST (\$) (c)	Net Total (\$) (a) + (b) - (c)	Amount Claimed (\$)
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
									\$0.00	\$0.00
Total						\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

<u>Results Achieved with Provincial Funding:</u>
<u>Additional Comments:</u>
<u>Conclusion:</u>

Recommended for payment:

Date:

[insert/print the name and title of the Recipient's authorized representative]

Recommended for payment:

Date:

[insert/print the name of the Director]
Director, Ministry of Transportation



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-03

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on January 14, 2021.

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 January 14, 2021, 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 14th day of January, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk