



Municipality of West Elgin

Agenda

Council Meeting

Date: February 11 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)(b & c) of the *Municipal Act, 2001* consideration will be given to personal matters about identifiable individual(s), including municipal or local board employee(s) as well as 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	6
	Recommendation: That the Minutes of the Council meeting on January 28, 2021 and the Committee of the Whole on February 4, 2021 be adopted as circulated and printed.	
7.	Business Arising from Minutes	
8.	Delegation	
8.1.	B. Lima, County Engineer - Zero-Emission Vehicle Infrastructure Program	17
9.	Staff Reports	
9.1.	Building	
9.1.1.	J. Morgan-Beunen, CBO - Building Activity Report January 2021	23
	Recommendation: That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for January 2021 for information purposes.	
9.2.	Fire	
9.2.1.	J. McArthur, Fire Chief - Monthly Report – January 2021	29
	Recommendation: That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: January Monthly Fire Report for information purposes.	
9.2.2.	J. McArthur, Fire Chief - Farm 911 The Emily Project	32
	Recommendation: That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and That West Elgin Council hereby support the Mission of <i>Farm 911 The Emily Project</i> .	

9.2.3. J. McArthur, Fire Chief - Officer Positions 36

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby approves the creation of two positions for the West Elgin Fire Department of Fire Prevention Officer and Training Officer.

9.3. Operations & Community Services

9.3.1. L. Gosnell, Manager of Operations & Community Services - January 2021 – Monthly Report 39

Recommendation:

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

9.4. Finance/Administration

9.4.1. M. Badura, CAO/Treasurer - Education Reimbursement Policy 42

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Education Reimbursement Policy; and

That West Elgin Council hereby directs staff to bring forward a by-law to adopt Education Reimbursement Policy at the next Council meeting.

9.4.2. M. Badura, CAO/Treasurer - Verbal Update on Municipal Operations due to COVID-19 Restrictions

10. Committee and Board Report

10.1. Homelessness Coalition 49

10.2. Councillor Reports from Committees

10.3. Four Counties Transit Committee

10.3.1. Minutes of December 1, 2020 59

11. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #2 amounting to \$374,591.29 in settlement of General, Road, Water and Arena Accounts including EFT#3543-3606, online Payments# 609-620, Cheques #25641-25653 and Payroll PP02.

12. Correspondence

12.1.	Elgin County - Council Highlights January 26, 2021	64
12.2.	Elgin County - Official Plan Public Notice	72
12.3.	Elgin County - Community Safety and Well-Being Plan Update	74
12.4.	Township of Baldwin - Ontario Fire College	82
12.5.	Township of Terrace Bay - Ontario Fire College	83
12.6.	Ontario Farmland Trust - 2021 Farmland Forum	85
12.7.	Tiny Tots - Thank You Letter	86
12.8.	Tiny Tots - Request	87

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 2021-08 - Borrowing By-Law	88
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Recommendation:

That By-law 2021-08 being a by-law for municipal borrowing of current expenditures be read a first, second and third and final time.

15. Confirming By-Law

90

Recommendation:

That By-law 2021-09 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 11, 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 again at 9:30 a.m. on February 18, 2021 as Committee of the Whole and February 25, 2021 as Council or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

January 28, 2021, 9:30 a.m.

Electronic Participation Meeting via Zoom

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

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

Also Present:
Acting Inspector Butler, Elgin OPP Detachment
Commander

Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held electronically

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 9:30 a.m.

2. Adoption of Agenda

Resolution No. 2021- 16

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Delegations

4.1 Inspector Butler, Elgin County OPP Acting Detachment Commander

Mayor McPhail welcomed Inspector Butler to the meeting. Inspector Butler provided Council an update on COVID-19 protocols stating that the detachment is closed to the public and they are currently only able to provide criminal record checks for essential needs such as employment. COVID-19 related calls for West Elgin in the last 120 days are 12, with no charges laid. Inspector Butler thanked West Elgin residents for following the COVID-19 rules.

Inspector Butler reported that the number one call over the past 5 years in West Elgin are hang up 911 calls. These types of calls had until recently required 2 officers to attend, which adds to the cost of policing for West Elgin.

Inspector Butler updated Council on communications from the OPP portal as well as the fact there is an on-line reporting tool through the OPP website, www.opp.ca.

Inspector Butler reported that as in 2020 there will be hours allotted to patrolling the ATV trails to ensure adherence to law from trail riders. As well as the that Elgin has received funding for a Mental Health Crisis team, which would see a mental health worker embedded in the OPP. Currently recruitment for this employee is underway.

5. Adoption of Minutes

Resolution No. 2021- 17

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Minutes of the Council meeting on January 14, 2021 and Committee of the Whole on January 21, 2021 be adopted as circulated and printed.

Carried

6. Business Arising from Minutes

None.

7. Staff Reports

7.1 Planning

7.1.1 H. James, Planner - Seaside Waterfronts Inc. Draft Plan Approval and Zoning By-law Amendment

Resolution No. 2021- 18

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Heather James regarding municipal conditions for the draft plan of subdivision file no. 34T-WE1501 and update to the zoning by-law amendment file no. P 7/2011 for Seaside Waterfronts Inc.;

That West Elgin County hereby recommends approval to the County of Elgin Approval Authority for the draft plan of subdivision file no. 34T-WE1501, Seaside Waterfronts Inc subject to the attached municipal conditions including a condition for proponent to explore other options for accessing Block number 12; and, lastly,

That West Elgin Council hereby considers the repeal of By-law 2020-85 for Seaside Waterfronts Inc. and replaces with the attached by-law to amend the Zoning By-law, subject to the conditions on the By-law, as presented in the By-law portion of the agenda

Carried

Council recessed at 10:52 a.m. and reconvened at 11:00 a.m.

8. Committee and Board Report

8.1 Committee of the Whole - January 21, 2021

Resolution No. 2021- 19

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That Committee of the Whole recommends to West Elgin Council that the Rodney Downtown Reconstruction project in conjunction with the County of Elgin be approved.

Carried

8.2 West Elgin Community Centre Board of Management

Mayor McPhail reported that at their meeting on January 27, 2021 the Board decided to remain status quo and leave the ice in, pending further restrictions announced from the Province.

8.2.1 Minutes - December 9, 2020

8.2.2 Agenda - January 27, 2021

8.3 Tri County Water Board

8.3.1 Minutes of December 15, 2020

8.3.2 Agenda - January 26, 2021

8.4 Youth Task Team

8.4.1 Minutes - November 23, 2020

9. Accounts

Resolution No. 2021- 20

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #1A amounting to \$293,860.23 in settlement of General, Road, Water and Arena Accounts (including EFT#3507- 3542, online Payments# 603-608 and Payroll PP02).

Carried

10. Correspondence

10.1 Elgin County Council Highlights - Jan 12, 2021

10.2 Elgin County Official Plan Update

10.3 Ministry of Natural Resources and Forestry - Proposed regulation for compressed air energy storage in reservoirs

10.4 Township of Southwest Oxford - Photo Radar

10.5 Township of Larder Lake - Municipal Insurance Costs

Municipal Staff requested to report back to Council on the efforts of AMO and ROMA on insurance lobbying.

11. Council Inquires/Announcements

11.1 Notice of Motions

None.

11.2 Statements/Inquires by Councillors

Councillor Cammaert inquired if a budget survey should be done to provide information on potential capital projects and receive resident's feedback on the budget. Council decided that due to how far into the budget process we are this is a bit late and that a survey could be done in future on our website.

Councillor Rowe provided a report on the ROMA conference. She stated that there were many good session including ones on cannabis production, pandemic and lots on broadband access. Councillor Rowe stated that as part of the pandemic response municipalities will be asked about providing locations for vaccine clinics in the future and to assist in combating vaccine misinformation. She also stated that she believes we need some guidance on how to tap into the funding for broadband funding for our municipality.

Councillor Tellier stated that she also attend ROMA and along with the session on broadband and pandemic she attended sessions on homelessness and about the Gas Tax. She is also interested in getting assistance from possibly a consultant for grant applications and is wondering if a roundtable with current area broadband providers could be set up so that Council can hear about upcoming initiatives and what assistance we can provide them.

11.3 Matters of Urgency

None.

12. By-Laws

12.1 By-Law 2021-04 - Amend Procedural By-law

Resolution No. 2021- 21

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2021-04 being a By-Law to Amend By-law 2018-43, a by-law to establish rules of procedure for the meetings of Council, Council Committees and Boards of The Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

Carried

12.2 By-Law 2021-05 - Interim Tax Levy By-Law

Resolution No. 2021- 22

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-law 2021-05 being a By-Law to Provide for an Interim Tax Levy for 2021, be read a first, second and third and final time.

Carried

12.3 By-Law 2021-06 - Seaside Re-Zoning Provisional By-law

Resolution No. 2021- 23

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That By-law 2021-06, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as Concession 14, Part of Lot 6 and repeal provisionally adopted By-law 2020-85, be read a first and second time and be provisionally adopted.

Carried

13. Confirming By-Law

Resolution No. 2021- 24

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2021-07 being a By-law to confirm the proceeding of the Regular Meeting of Council held on January 28, 2021, be read a first, second and third and final time.

Carried

14. Adjournment

Resolution No. 2021- 25

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin hereby adjourn at 11:56 a.m. to meet again at 9:30 a.m. on February 4, 2021 as Committee of the Whole and February 11, 2021 as Council or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Committee of the Whole Meeting

February 4, 2021, 9:30 a.m.

Electronic Participation Meeting via Zoom

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

Staff Present:
M. Badura, Treasurer
J. Nethercott, Clerk
L. Gosnell, Public Works Superintendent
J. Morgan-Beunen, Chief Building Official
Jeff McArthur, Fire Chief
Heather James, Planner

1. Call to Order

Mayor McPhail called the meeting to order at 9:32 a.m.

2. Adoption of Agenda

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Committee of the Whole adopt the agenda as circulated.

Carried

3. Disclosure of Pecuniary Interest

Councillor Cammaert declared a pecuniary interest in items 5.1 and 5.9.

Deputy Mayor Leatham declared a conflict of interest in item 5.1

4. M. Badura, CAO/Treasurer Presentation - 2021 Draft Budget Update

Ms. Badura presented PowerPoint slide show with regards to questions from previous budget meeting. Ms. Badura presented options to lower taxes, one of which is to not open the West Elgin Community Pool this season. Ms. Badura stated that if restrictions continues and swimming lessons are not able to be offered opening the pool does not make financial sense according to the user numbers from the 2020 season and if this was not a pandemic this is not something that would even be brought forward by the staff. Council discussed this option and requested more information be brought to next Committee of the Whole before any final decisions are made.

Committee of the Whole recessed at 10:53 a.m. and reconvened at 11:03 a.m.

Fire Chief McArthur presented the section on the Fire Department. Chief McArthur stated that as part of the SCBA replacements, it was discovered that there will need to be major work done on compressors in each station. As each compressor are approximately 15 to 20 years old, there is no point in paying for the work, it would be more economical to replace one compressor for one fill station as there is only one fill station needed for a department and municipality of this size. Chief McArthur stated he will be bringing a report once he has quotes on this for Council and would be removing the request for new SCBA's in the capital budget but expects the cost of the compressor to be around \$50,000.

5. Council Grant Requests

5.1 Aldborough Public School

Committee of the Whole approved this grant request to fund any shortfall up to \$15,000, pending continuation of fund raising.

5.2 Eagle Community Centre

Committee of the Whole approved this full grant request of \$10,000

5.3 Rodney Aldborough Agricultural Society

Committee of the Whole approved the Civic Holiday Fish Fry and Cleaning for fair weekend up to \$2,400 and provide funding for enhanced COVID-19 precautions that are not able to be covered through provincial or county grants up to \$5,800.

5.4 Tiny Tots

Committee of the Whole requested more information be provided before a decision can be made.

5.5 Tryconnel Heritage Society

Committee of the Whole approved the requested funds of \$3,000

5.6 West Elgin Legion

Committee of the Whole approved the request of funding of \$3,000 for a new furnace.

5.7 West Lorne Horticultural Society

Committee of the Whole approved the request for bedding plants of up to \$800 be billed to the Municipality but deferred the request for any funding of Centennial Garden benches for this year. Staff to look into any surplus benches that could be placed in this area.

5.8 West Lorne Lawn bowlers

Committee of the Whole approved the requested amount of \$2,500

5.9 West Lorne Optimist

Committee of the Whole approved the request of \$2,000 for the Road Race and the Car Show, pending these events happening and requested staff to discuss the option of moving towards one holiday event for the Municipality instead of hosting one in each village. Pending a report back from staff, the money requested for the Christmas Parade is on hold.

Committee of the Whole recessed at 1:15 p.m. and reconvened at 1:33 p.m.

6. Operational Budget

Ms. Badura presented departmental operating budget for review. Staff to report back on options to move some items from operation budget to be funded from Ontario Invests - Improve Service Delivery and Efficiencies Grant.

7. Adjournment

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Committee of the Whole hereby adjourn at 3:03 p.m. to meet again at 9:30 am on February 11, 2021 at Council and 9:30 am on February 18, 2021 as Committee of the Whole or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



REPORT TO COUNTY COUNCIL

FROM: Brian Lima, Director of Engineering Services

DATE: January 27, 2021

SUBJECT: Zero-Emission Vehicle Infrastructure Program

RECOMMENDATION:

THAT the report titled “Zero-Emission Vehicle Infrastructure Program” from the Director of Engineering Services, dated January 27, 2021, be received and filed; and,

THAT County Council provide staff direction on the desired electric vehicle charging station option.

INTRODUCTION:

At their meeting on December 10th, 2020, County Council passed the following resolution:

RESOLVED THAT the report titled “Zero-Emission Vehicle Infrastructure Program – Phase 2 Funding Award” from the Director of Engineering Services, dated December 1, 2020, be received and filed;

THAT the Warden and Chief Administrative Officer be authorized to sign the Contribution Agreement;

THAT the County’s funding project contribution in the amount of \$52,218 be preapproved in the 2021 capital budget; and,

THAT staff be directed to provide a report detailing the costs associated with electric charging stations and metering options for Council’s consideration.

This report details the costs associated with electric charging stations and metering options.

DISCUSSION:

Zero-Emissions Vehicle Infrastructure Program (ZEVIP)

The Government of Canada has set federal targets for zero-emission vehicles (ZEV) reaching 10% of light duty (LDV) sale per year by 2025, 30% by 2030 and 100% by

2040. Access to localized and visible charging infrastructure is key to alleviate consumer concerns about where to charge their vehicle. To that end, the Government of Canada announced \$130 million over five years (2019-2024) to deploy a network of zero-emission vehicle charging (Level II and higher) and refuelling stations in more localized areas where Canadians live, work and play.

Last summer, Natural Resources Canada (NRCan) sought applications from eligible organizations to distribute funding through its Zero-Emissions Vehicle Infrastructure Program (ZEVIP – hereinafter also refer to as Program) to install a minimum of 20 electric vehicle charging stations as part of an infrastructure project in public places, on-street, in multi-unit residential buildings, at workplaces or for light-duty vehicle fleets. Successful proposals, like that of Elgin County's joint public-private partnership funding project proposal in partnership with the Municipality of Central Elgin, and EARTH Corporation, received funding for up to 50% of total project costs, to a maximum of \$5,000 per connector.

The joint project involves the installation of twenty (20), Level II electric vehicle connectors at the following locations:

Location	Organization	Quantity of Level II Connectors	Public Charging Availability
Administration Building	County	4	Yes
Provincial Offences Act Building	County	2	Yes
Terrace Lodge	County	1	Yes
Elgin Manor	County	1	Yes
Bobier Villa	County	1	Yes
Whites Station*	County	4	No
Port Stanley Firehall	Central Elgin	2	Yes
Port Stanley Arena	Central Elgin	2	Yes
280 Elm Street - Aylmer	ERTH Corporation	1	N/A
180 Whiting Street - Ingersoll	ERTH Corporation	2	N/A

* Note – Facility electricity costs paid for by tenant.

Electric Vehicle (EV) Charging

According to the Ontario Ministry of Transportation's website last modified on December 22, 2020, on average a typical battery electric vehicle (EV) will cost less than \$530 per year, or about \$1.45 per day to charge at night.¹

A typical plug-in hybrid EV will cost about \$700 per year, or \$1.92 per day for fuel (including gasoline and electricity costs).²

Comparable gasoline cars can cost about \$2,500 per year to fuel - up to eight times more money spent each day.³

An independent operational cost evaluation undertaken by staff, inclusive of all electricity, extended warranty, maintenance, and Program required network solution fees, is anticipated to cost approximately \$1.60 per hour to charge an EV.

All twenty (20) charging connectors to be installed as part of this project, will utilize Level II EV charging equipment. Level II charging equipment has similar electrical requirements to a clothes dryer or stove (240 Volts/30 Amps), and one hour of charging is equivalent to approximately 30 km of driving range⁴.

In accordance with Program funding requirements, the manufacturer and/or supplier of the charging equipment will be selected through a formal request for proposal or tender process, and is required to support the Project with the supply of all charging hardware, provision of a cloud-based network management/annual reporting solution, complete with maintenance and warranty support for all charging connectors.

For those charging station locations whereby, the public will have an opportunity to charge EVs, pricing options available through the manufacturer's cloud-based web portal and onsite transaction kiosk provides station owners with the flexibility to choose how they wish to implement charging services. In an effort to seek Council's desired EV charging rate structure, Council may wish to consider allowing the broader public use of the charging stations for a nominal fee which would be consistent with industry standards observed across numerous networks in Canada. Industry observed charging options include:

1. Free charging for all users anytime; or,

¹ Value for Nissan Leaf, adapted from Natural Resources Canada 2018/19 Fuel Consumption Guide, using Ontario off-peak electricity prices, based on an average annual driving distance of 20,000 km.

² Value for Chevrolet Volt, adapted from Natural Resources Canada 2018/19 Fuel Consumption Guide, using Ontario off-peak electricity prices and a gas price of \$1.20/litre, based on an average annual driving distance of 20,000 km.

³ Estimate based on values from Natural Resources Canada 2018/19 Fuel Consumption Guide and a gas price of \$1.20/litre.

⁴ <https://www.plugndrive.ca/guide-ev-charging/>

2. Free charging for corporate fleet, and public use is charged a nominal fee per hour.

A review of EV Level II charging fees available through web applications like PlugShare <https://www.plugshare.com/> or ChargeHub <https://chargehub.com/>, for all local public charging station locations within a 30-minute driving range of the County's Administration Building, determined that charging fees vary in pricing anywhere from being free to \$2.40 per hour. Based on the aforementioned anticipated operational costs, staff envisions that a competitive hourly charging station rate fee is likely to be somewhere between \$1.75 to \$2.00 per hour, necessary to fund its anticipated operational costs and future lifecycle replacement of the charging equipment hardware. Should Council elect to impose a fee, staff will prepare and table a future report providing its recommendation of an appropriate EV charging rate fee following procurement of the charging equipment hardware and installation service.

Subject to Council's charging option and hourly port fee direction, an amendment to the County's Fees and Charges By-Law No. 20-18 may be required to include a new electric vehicle charging station charge rate fee.

FINANCIAL IMPLICATIONS:

The County of Elgin's successful joint public-private partnership funding project proposal involves the installation of twenty (20) electric vehicle charging station at an estimated cost of \$216,040, and received the maximum ZEVIP funding contribution in the amount of \$100,000. The project costs will be funded as follows:

County of Elgin	\$52,218
Municipality of Central Elgin	\$46,416
ERTH Corporation	\$17,406
NRCan ZEVIP Funding	<u>\$100,000</u>
PROJECT TOTAL:	\$216,040

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

LOCAL MUNICIPAL PARTNER IMPACT:

The ZEVIP funding will allow the Municipality of Central Elgin to install electric vehicle charging station connectors at select municipal facilities, and made available for both workplace and public use.

COMMUNICATION REQUIREMENTS:

None.


CONCLUSION:

Natural Resources Canada's Zero-Emission Vehicle Infrastructure Program (ZEVIP) recently awarded the County of Elgin, in partnership with the Municipality of Central Elgin and EARTH Corporation, with application-based funding in the upset amount of \$100,000 to the install the majority of the twenty (20) Level II electric vehicle charging station connectors at key municipal facilities throughout the County.

As it specifically pertains to charging of public personal electric vehicles, there generally exists two industry standard charging service provision options for Council's consideration, which either allows the public the ability to charge an electric vehicle for free, or for a reasonable hourly charging fee.

A detailed operational cost evaluation undertaken by staff, inclusive of all electricity, extended warranty, maintenance, and Program required network solution fees, is anticipated to cost approximately \$1.60 per hour to charge an electric vehicle.

Subject to Council's charge option direction, an amendment to the County's Fees and Charges By-Law No. 20-18 may be required to include a new public personal electric



vehicle charging rate fee. Should Council elect to impose a fee, staff will prepare and table a future report providing its recommendation of an appropriate EV charging rate fee upon receipt of all projected costs following procurement the charging equipment hardware and installation service.

All of which is Respectfully Submitted

Approved for Submission

Brian Lima
Director of Engineering Services

Julie Gonyou
Chief Administrative Officer



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2021-02-11
Subject: Building Activity Report January 2021

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for January 2021 for information purposes.

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between January 1st to 31st, 2021 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 January: 1
- Total Number of those being Demolition Permits issued: 0
- Number of New Residence Building Permits within: 0

Summary of Permits issued Year-To-Date:

- 2021: Number of Permits Issued to end of January: 1
- 2020: Number of Permits Issued to end of January: 6
- 2021: Total Construction Value to end of January: \$1,000.00
- 2020: Total Construction Value to end of January: \$928,700.00
- 2021: Total Permit Fees to end of January: \$125.00
- 2020: Total Permit Fees to end of January: \$8,948.49

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report February 2021 - 2021-02-Building.docx
Attachments:	<ul style="list-style-type: none">- Jan 2021 permit summary.PDF- Jan 2020 permit summary.PDF- Jan 2021 permit list.PDF
Final Approval Date:	Feb 1, 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: JAN 1,2021 and JAN 31,2021

Grouped by Structure Type

Structure Type:	Unspecified Residential Structure	Value	\$1,000.00	
Code:	399	Fees	\$125.00	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	72.00	Sq. Feet
		Total Value	\$1,000.00	
		Total Fees	\$125.00	
		Total Number	1	
		Total Area:	72.00	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 Summary Report

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

Grouped by Structure Type

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	\$2,500.00	
Code:	117	Fees	\$200.00	
		Septic Fees	\$200.00	
		Number	1	
		Gross Area:	430.00	Sq. Feet
Structure Type:	Single Family Detached	Value	\$240,000.00	
Code:	301	Fees	\$1,480.05	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	1,813.00	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:	Type III Uninsulated Barn	Value	\$25,000.00	
Code:	203	Fees	\$306.44	
		Septic Fees	\$0.00	
		Number	1	
		Gross Area:	1,536.00	Sq. Feet
Structure Type:	Unspecified Residential Structure	Value	\$15,000.00	
Code:	399	Fees	\$500.00	
		Septic Fees	\$500.00	
		Number	1	
		Gross Area:		Sq. Feet
		Total Value	\$928,700.00	
		Total Fees	\$8,948.49	
		Total Number	6	
		Total Area:	6,029.00	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: JAN 1,2021 and JAN 31,2021

Permit Number	2021-0001	Date Applied	25/01/2021	Date Issued	25/01/2021	Date Completed	
				Date Expires	/ /		
Type	RESIDENTIAL ACCESSORY BUILDING			Location	21527 GRAY LINE		
Action	Alter			Legal Description	CON 14 LOT 3		
Status	ISSUED			Roll Number	34-34-000-040-15600-0000		
MPAC Structure Code	399	Unspecified Residential Structure		Value	\$1,000.00	Fee	\$125.00
Stats Can Struct Code	150	Seasonal Dwelling - cottage,su		Gross Area	72		
Stats Can Work Code	03	Alteration and Improvements		Permit Area	72	Sq. Feet	/
				Dwelling Units Created/Lost:	0	0	
				<input type="checkbox"/> Applicant Is Owner	Occupancy Date		
Address	21527 Gray Line Unit 125Rodney, ON N0L 2C0						
Project Desc	Enclose 3'X6' covered deck area and 9'X6' covered deck area.						

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Phone (519) 785-0560
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Bldg. Dept. Fax (519) 785-0644

Permit List

Permits By Issued Date - Between: JAN 1,2021 and JAN 31,2021

Report Summary

Permit Type	Permit Value	Permit Fee	Permit Count
RESIDENTIAL ACCESSORY BUILDING	1,000.00	125.00	1
<hr/>			
	Total Value	\$1,000.00	
	Total Fees	\$125.00	
	Total Permits	1	
	Total Area	72 Sq. Ft.	
		0 Sq. Meters	



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-02-11
Report: 2021-02
Subject: Monthly Report – January 2021

Recommendation:

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

Purpose:

To provide Council with an update on fire department activities in the month of January 2021.

Background:

Emergency Responses

Motor Vehicle Collision (MVCs)	1	
Fire	3	1 vehicle, 2 sheds
Alarms Sounding	2	CO, smoke
Medical – assist EMS	4	
Other	1	Burn complaint
TOTAL	11	

Training & Meetings

Firefighters are currently enrolled in online courses through the Ontario Fire College.

A senior officers meeting was held to discuss FirePro data entry and operational guidelines.

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.

A department orientation was held in early January with the new recruits.

Other Activities/Information

Updated Operational Guidelines that have been created and/or updated: Seat Belts, Authorized Passengers, Highway 401 Response, Infection Control, Carbon Monoxide Investigations, Facial Hair, and Personal Protective Equipment.

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Monthly Activity Report - January - 2021-03-Fire.docx
Attachments:	
Final Approval Date:	Feb 9, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-02-11
Report: 2021-04
Subject: Farm 911 The Emily Project

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby support the Mission of *Farm 911 The Emily Project*.

Purpose:

To inform Council of the benefits of *Farm 911 The Emily Project* for both the fire department and residents.

Background:

The West Elgin Fire Department routinely respond to fires and other emergency incidents in the rural areas of the Municipality. The locations of these incidents may not have an assigned 911 number, creating possible challenges for both dispatch and for emergency responders in locating the exact location of the emergency.

The Municipality of West Elgin currently assigns 911 addresses and installs the corresponding signs on vacant farmland and rural properties upon request for a cost of \$50. It is hoped this practice can be further encouraged and that the benefits of the program can be promoted to the residents.

Financial Implications:

No notable financial implications.

Policies/Legislation:

N/A

Report Approval Details

Document Title:	Farm 911 The Emily Project - 2021-04-Fire.docx
Attachments:	<ul style="list-style-type: none"> - Farm 911 letter to Mayor and Council.pdf - FARM 911 - 2021.pdf
Final Approval Date:	Feb 9, 2021

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

Jana Nethercott



Dear Mayor & Councillors,

Farm accidents can occur in the most remote locations, making it difficult for first responders to easily locate the emergency. We have found that there is a flaw in the first response system - not all rural and farm property entrances have civic address signage.

Farms are getting bigger, and farmers are farming land further from their home farms. If an accident is to occur in a farm field, how can a farmer identify where they are? The next 911 number could be kilometers away and points of reference are meaningless to the person on the other end of the call.

Not just farmers, but all rural landowners are affected by this. Hunting camps, sugarbushes, woodlots, walking trails – they could all benefit from having a number to identify their location.

The most important benefit of this project is that first responders will be able to get to the scene of an accident quicker, and in turn, be able to help at the scene more effectively. We have spoken to many first responders, and all have described various cases of confusion in getting to an accident scene.

Those first responders also confirmed that an exact address is the most helpful element in getting to the emergency. While cell phones do have GPS trackers – that system is not reliable and can fail in remote areas. A sign in the ground is the most permanent address marker and is the official basis of the emergency response system.

We are also confident that 911 signs will also benefit the community in non-emergency scenarios. If someone needs to call in for a burn permit, they can give an address. If a farmer is hiring someone to harvest their corn field, they can offer an address. The address could be used for community events as well, such as plowing matches, maple syrup festivals, and weddings.

Finally, please keep in mind, the civic address system has been in place for decades. Homes and businesses with infrastructure have been able to utilize the system that entire time – while farm businesses, whose work is often remote and isolating, have not had this advantage. Our businesses cover large geographies, further and further from the home farm. Its only fair that we have the same access to the emergency response system as everyone else.

Thank you for your interest in FARM 911: The Emily Project.

Received from

Resi Walt
Member Service Representative, Ontario Federation of Agriculture
Hastings, Lennox and Addington, Northumberland, Prince Edward
resi.walt@ofa.on.ca



Our Mission

To improve emergency services in our rural communities, by ensuring landowners can request a civic address from their municipality, for entrances to their vacant farm fields.

History

Farm accidents can occur in the most remote locations, making it difficult for first responders to easily locate the situation. In the summer of 2014, a young girl's life was lost and first responders couldn't find the scene of the accident. In short, there was no civic address for the farm field and the family had to flag down the ambulance. A devastating situation was made even more painful having to wait for the EMS to arrive.

All vacant farmland should have the opportunity to become part of the addressing system. Our emergency response system is based on addresses, and when seconds matter, a sign in the ground can make all the difference in finding someone quickly.

Objectives

- Invite municipalities to offer this program as a service to the community
- Ensure the program is accessible and affordable for landowners
- Encourage rural landowners to use the service
- Develop resources to teach property owners how to contact EMS efficiently
- Promote the program through digital, print, and social media

Contact Information

Website: www.farm911.ca
 Facebook: @FARM911EmilyProject
 Email: farm911emilyproject@gmail.com
 Phone: (613) 847-3037

Founding Partners

Hastings Federation of Agriculture
 Northumberland Federation of Agriculture
 Lennox & Addington Federation of Agriculture
 Prince Edward Federation of Agriculture
 Ontario Federation of Agriculture





Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-02-11
Report: 2021-05
Subject: Officer Positions

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council hereby approves the creation of two positions for the West Elgin Fire Department of Fire Prevention Officer and Training Officer.

Purpose:

To inform Council of the current officer positions and benefits of the proposed positions.

Background:

Prevention: The Fire Protection and Prevention Act (FPPA) requires that municipalities establish a program which must include public education with respect to fire safety. Furthermore, the FPPA recognizes the first line of defence as Public Education which includes the distribution of public safety education materials. WEFD has members that have trained and certified in the NFPA 1035 Public Fire and Life Safety Educator courses through the Ontario Fire College and are currently sharing prevention duties. A dedicated position to organize prevention activities and assist with inspections would benefit both the department and the community.

Training: The training responsibilities for the fire service are ever increasing with a focus on record keeping and accountability. There is a Training Instructor listed in the current WEFD Organization Chart, however training instruction and organization is generally shared amongst all the officers and firefighters. Given the ongoing need for paperwork, scheduling, and consistent subject instruction at both stations, it is recommended to create a single Training Officer position to oversee WEFD training.

Both above proposed positions were discussed at the December officers meeting with the consensus being that they would be beneficial. If approved, both positions would be posted internally with job descriptions.

Financial Implications:

Training officer remuneration is already listed under Schedule D of the 2020 Remuneration By-law 2020-29. It is recommended to add Fire Prevention Officer remuneration at the Station Chief rate, which was \$2,606.06 in 2020.

Policies/Legislation:

West Elgin Bylaw 2016-08 – To Establish and Regulate the West Elgin Fire Department.

Report Approval Details

Document Title:	Officer Positions - 2021-05-Fire.docx
Attachments:	
Final Approval Date:	Feb 9, 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: 2021-02-11

Subject: January 2021 – Monthly Report

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update on activities within the Operations & Community Services department during the month of January.

Background:

Utilities

- The colder weather and snow reduced the number of locate requests received in last month. Staff kept up on the submitted requests as well as collecting final reads.
- On bad weather days, staff were able to work indoors hanging drywall in the small office space located at the Rodney water shop. Once completed, this will help isolate office equipment from the elements and make the area much easier to keep clean.

Parks and Recreation

- Staff have been alternating their time between arena maintenance and winter sidewalk clearing. More active winter weather in January required the trackless sidewalk plow to be out on multiple occasions.
- The canteen (kitchen area) at the arena has been cleaned out and the dressing rooms/warm room has received a fresh coat of paint.
- A new blower motor had to be installed in the HVAC unit at the arena and the Zamboni received a new set of studded tires.
- Tiny Tots started their program at the Recreation Center on January 4th. The arrangement is working well to this point and programming has continued throughout the current lockdown, which is approved under provincial regulation.

Public Works

- January had more active weather, with crews being involved in winter operations on 16 of 31 days. Increased operations also requires additional vehicle maintenance such as washing and greasing, as well as inevitable repairs.
- On clear days, staff spent much of their time on tree trimming and removal throughout the municipality

- A problem at the landfill required operators to adjust the layout of bins in the transfer site. It seems people were entering the landfill after hours and opening the back doors on the recycling bins in an effort to look for valuable items such as beer bottles or aluminum cans. This left a large mess on the ground behind the container. Bins have now been rearranged so they sit back to back, thus eliminating the possibility that doors can be opened.
- The West Elgin tree program kicked off on January 25, with years' species being Silver Maple and Black Cherry. The event was well received by residents in 2020 and has already had 150 applications for 2021. Orders can be placed up to 4pm on February 26, or until the allotted number of trees have all been spoken for.

Report Approval Details

Document Title:	January 2021 - Monthly Report - 2021-04-Operations Community Services.docx
Attachments:	
Final Approval Date:	Feb 9, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-02-11
Subject: Education Reimbursement Policy

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Education Reimbursement Policy; and
That West Elgin Council hereby directs staff to bring forward a by-law to adopt Education Reimbursement Policy at the next Council meeting.

Purpose:

The purpose of this report is to provide Council with an opportunity to review a proposed Education Reimbursement Policy and provide feedback to staff.

Background:

West Elgin Council requested that staff develop and education reimbursement policy and process for staff in December of 2020. Staff researched a number of municipal policies regarding educational reimbursement for staff and developed the attached proposed policy and procedure.

The policy provides clear guidelines for staff apply for continuing education and how to receive reimbursement for these courses.

Financial Implications:

N/A

Municipality of West Elgin

Schedule “A” to By-Law #2021-XX

Policy HR-1.13 Education Reimbursement Policy

Effective Date: February 1, 2021

Review Date:

Policy Statement

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

Application

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

Eligibility

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin;
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO).

Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;

- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

Process

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on amount of funds available in the current year's budget and the departmental needs/requirements for training up and development.

West Elgin Application for Educational Course

Approval and Fee Reimbursement

- ☐ **Education Course Approval** (Complete Section 1 & 2)
- ☐ **Education Course Reimbursement** (Complete Section 3 when course completed)

Section 1

Application for Approval to take Educational Course

Employee Name

Date of Application

Department Name

Course Title

Cost of Course

Course Description

Name of Facility/Association providing course

Course Start Date

Course End Date

Please consider me for the above mentioned educational course in accordance with the Municipal Training and Development Policy.

If approval is granted and I successfully complete the course with a passing grade achieved, I intend to apply for reimbursement in accordance with Municipal Training and Development Policy and the conditions approved in this form.

It is understood that approval, if given, shall be for the approved course and dates only.

Employee Signature

Date

Section 2

To be completed by Department Head

**Department Head
Comments**

☐ Approved

☐ Not Approved

Conditions

Department Head Name

Date

Department Head Signature

Section 3

Application for Reimbursement

I have successfully completed the course, and attached the following supporting documentation

Date of Completion

- ☐ Receipts
- ☐ Certificate of Completion/Transcript

Employee Signature

Amount of Reimbursement

Department Head Signature

Date

Finance Information

Date Form Received

Date Reimbursement Processed



Date: December 18, 2020 @ 4:00 p.m. via Zoom

Facilitator: Diane Arsenijevic/Barry Fellingner

Recorder: Recorded through Zoom – Scribed by Sara Knight

Regrets: Sara K., Troy C., Stephanie S, Lin M

Present: Delany L. Kelsey M., Nick W., Andy K., Barry F., Joe R., Tracy G., Doug B., Trish C., Mary Jo T., David J., Taraesa T., Jim P.

	Item Description	Action		
			Who	Due Date
1.	Welcome and Introductions			
2.	Updates <ul style="list-style-type: none"> a) Provincial and Federal Involvement b) Presentation to Dutton Dunwich Council c) United Way Meeting d) Pearce Williams Board Meeting 	<p>a) David- We will be making attempts to access Provincial and Federal funding and have received interest from both MP and MPP’s office. There is a Zoom meeting with the Committee scheduled January 6th at 10AM with Karen Vecchio’s office. We are fortunate to have Delany from Jeff Yurek’s office is currently in attendance at today’s meeting. 3.4 million dollars in COVID-19 relief funds have been allocated to St Thomas and Elgin County and we’ve suggested based on population that we received %10 of funding to support our relief efforts.</p> <p>Diane- Danielle Neilson from the City of St Thomas has agreed to support in attending these meetings and possible assist with accessing funding.</p> <p>Delany- Ensure we are clear with why we would not just send people to St Thomas where there is a permanent shelter system? We need to make a case as to why keeping individuals in their own community is important. East Elgin pushed back- there was no affordable housing and an absence of development, West Elgin can do this as well. Include a request to spread the</p>		Zoom meeting with Karen Vecchio’s office Jan 6 th 10AM

	Item Description	Action		
			Who	Due Date
		<p>resources instead of adding to St Thomas waitlists</p> <p>b) Diane- Dutton/Dunwich Council has appointed Councilor Drouillard and Corneil to attend Coalition meetings.</p> <p>c) Andy- Doug reached out to WECHC to see how they could support, followed by a Zoom meeting with Andy, Diane, Doug, Sara Middleton and Barry Dec 18th AM. Doug decided to join Coalition and United Way has decided to provide \$8,000 in from Emergency Canada Fund to support folks at risk or experiencing homelessness. Using the funds by March 31st.</p> <p>d) Joe- In early January Pearce Williams will have 5 migrant workers coming to quarantine and SWPH has stated that once they are doing quarantine, they are unable to do anything else in the facility at the same time. They would be better suited as a short-term, two month stay versus a drop in warming center as they are so far out of the way. At this point, they are unable to do both quarantine and short-term stay, however, are not opposed to a discussion in the future.</p>		Expense United Way funds by March 31 st
3.	Committee Structure	<p>e) Diane and Barry are Co-chairs</p> <p>f) Sara is Recorder</p> <p>g) 25 committee members</p> <p>h) Barry- We need to get this going as soon as we can to meet immediate needs, looking at the structure of our work plan, short term shelter, to transitional/supportive housing to long term, permanent housing.</p> <p>i) Diane- Timelines; first priority would be an emergency shelter, working until the end of March when warm weather begins again and then focusing on transitional and long-term solution. Prioritizing emergency shelter. Suggested Task Teams. Is there anybody opposed to having sub-committees that flow into one big coalition? No objection</p> <p>j) Barry- is there individuals that have expertise and want to lead any of the sub-committees? This could involve research.</p>		Diane to send out email for sub-committees- Jan 2021

	Item Description	Action		
			Who	Due Date
		k) Diane- this would include creating agendas, leading committee meetings and keeping in touch with sub-committees. Planned to send out an email to touch base for feedback and recruit leaders for sub-committees.		
4.	Homeless Tracking Sheet	<p>Diane- 11 individuals are homeless or at risk of homelessness</p> <ul style="list-style-type: none"> • 50 year old sleeping rough in tent • Individual couch surfing in an unsafe environment with substance abuse • Parent and child living in motel with potential short-term accommodations next month • 90 year old individual at risk of homelessness June 2021 when rental home is undergoing renovations • 30 year old individual with complex needs who is couch surfing • 70 year old individual living in an abusive situation at risk of homelessness • 50 year old individual whose father has passed away resulting in home being sold • Single parent with two children risking homelessness as of March 1st when rental home is being sold • Currently two individuals have been able to secure permanent housing, one through a rental property in West Elgin, the other relocated to RGI housing in London. <p>Barry- Sara and Stephanie are working with folks experiencing or at risk of experiencing homelessness to provide Systems Navigation.</p>	Diane	
5.	Work plan a)Emergency Shelter	David- There is a Grace Church congregational Zoom meeting to discuss using	David	a)Timeline present-March 31

	Item Description	Action		
			Who	Due Date
		Joe- Pearce Williams received a grant from The United Church of Canada Foundation for affordable seniors housing with an end goal of multiple 600 square ft. units. United Church of Canada Foundation has started a United Property Resource Association with a goal to build 4,500 affordable units over the next 15 years, focusing on underused properties they own to build on.		
6.	Publicity a) Press releases b)Community Engaged Learning	a) David- Press release in Chronicle prompted some community reach out was also released on social media with a great response. Trish- Precedent Letter for service clubs. Taraesa- Press release upon any movement to keep building awareness Diane- Do we publicize the United Way grant? Andy- Eventually we need to recognize United Way. Jim- Kiwanis did not know much about the homelessness situation, they just wanted to help ASAP, a more detailed letter may generate additional funds	David Sara/Barry	Trish to write Precedent Letter for Service Clubs/Agencies Jan 2021
7.	Funding- Grants and Funding raising	<ul style="list-style-type: none"> • Donations-precedent letter for service clubs; West Elgin Municipality delegation for motion to advocate for dollars in West end of county • Elgin Social Services Community Homelessness Prevention Initiative • Building a Strong Foundation for Success: Reducing Poverty in Ontario (2020-2025) • Tracy- Christmas Eve offering will be going towards this initiative and will continue to speak at Ministerial Meetings. • United Way has decided to provide \$8,000 in from Emergency Canada Fund to support folks at risk or experiencing homelessness. Using the funds by March 31st. 	All	
8.	Other Business	<ul style="list-style-type: none"> • Trish on Dutton/Dunwich Council Affordable Housing: Re-doing official plan and more affordable housing has been identified as a priority moving forward. The Lions are working on Caledonia 3, coming to Council with locations. This is nothing immediate, and for seniors. There are some subdivisions underway in Dutton, with different types of units, however, not transitional and likely unaffordable for the demographics we are working with. 		

	Item Description	Action		
			Who	Due Date
		<ul style="list-style-type: none"> • Old Victorian Manor vacancies or contact number? • Taraesa- explained to council which demographics are experiencing homelessness and how they can support in a 40 minute discussion and the Mayors will be potentially writing a letter of support. Still submit a Letter of Support from the committee. 		Nick and Amarilis to make inquiries on Victorian Manor Jan 2021
9.	Next Meeting Date Regular meeting dates/times	<ul style="list-style-type: none"> • Survey to see date/times available via doodle poll 		

Short-Term Emergency Shelter Task Team

Date: January 29, 2021 @ 10:00 via Zoom (see details below)

Facilitator: Diane Arsenijevic/Barry Fellingner

Recorder: Recorded through Zoom – Scribed by Sara Knight

Regrets:

Present: Diane A, Ken B, Matthew W, Stephanie S, Kelsey M, Delia, Taraesa T, Lisa G, Nick W, Doug B, Michaela L, Barry F, Tracy G, Yvonne B, Sue F

	Item Description	Action		
			Who	Due Date
1.	Welcome and Introductions		Diane	
2.	Designate Chair/Co-Chair	Kelsey McConnell and Sara Knight as co-chairs	Diane/Barry	
3.	Grace Anglican Church a) Update b) Public Health Inspection update c) Shelter Name d) Operations Issues- start date, overnight vs 24 hours, every night vs as needed, COVID Cleaning, Rules/Policies, meals, supplies e) Memorandum of Understanding f) Volunteers	a) Nick- Grace can offer the church for the winter for a test run as there are previous commitments to community groups. Grace is willing to offer a shelter on the front lot, as well. Barry- What is the next solution following the winter month? These are things that we need to be thinking about. b) Diane- Stacey Thompson from SWPH conducted an inspection, where she indicated that the volunteers should have food handler's certification if food is going to be supplied for guests. COVID-19 presents a barrier to obtaining this certification; Stacey offered to go over basics via zoom. Stacey surveyed the kitchen with no concerns and made recommendations of hand sanitizer in certain locations. It was suggested to have a microwave accessible for guests to use. Barry- there was a discussion regarding vouchers for food, or non-perishables. Taraesa- Grace Café in St Thomas provides to go meals when going out the door. Delia- recently took the food handlers course through the Thunder Bay Health Unit.	a)Nick b)Diane c) all d)all e)Barry f)Barry/Shelly	

	Item Description	Action		
			Who	Due Date
		<p>c) Team to think on this.</p> <p>d) Start Date: As early as possible; there is no identified immediate need from WECHC's caseload, however, it's difficult to assess breakdowns in relationship or folks couch surfing. Belongings: Resources in the community to put things in storage while guests secure permanent/stable housing. Tracy- does the municipality have warming/cooling centres or plans to support families and individuals that experience a fire/flood? Stephanie- WECHC is a warming/cooling centre when SWPH puts an extreme weather warning- limited to WECHC's hours of operation. Operations: minimum two volunteers, on-call basis. Ken- there is logistical things to figure out to prevent burn out. Should there be a cut off time? No. Ken- looking at other shelters, they have a good relationship with local police, that if a guest is trying to access the space, they can go through OPP/city police. Taraesa- Medical professionals will now be working with OPP, however, it's important to keep in mind that there is only 4-5 OPP in the entire county of Elgin at any time. Volunteers: Nick has a meeting today with Dutton/Dunwich Ministerial and would like to encourage volunteers to connect with WECHC. Ken will obtain intake procedures to review. Dalia- can we provide 211 the information? Ken- a discussion around systems navigation for our guest would be important to provide wrap around services for folks that are higher acuity. Diane- is there anybody interested in creating rules/policies for the shelter? Ken/doug is interested in doing this. Michaela- concerns around folks accessing the space. Dalia- can we have a paid security guard? Ken- this is expensive and the person needs to be informed and professional. Doug- is there a safe room? It was also discussed to perform a risk assessment and do potential referrals for guests accessing the space. Lisa- SWPH has COVID-19 screening process for volunteers? Taraesa- What about documents to screen volunteers? (Ken/Doug will also look at this- what would you recommend as included in</p>		

	Item Description	Action		
			Who	Due Date
		<p>trainings?). Ken- where will folks do other daily needs eg. Shower and laundry. Diane- WECHC has a shower and laundry within laundry services as a temporary solution until the shelter had a permanent location. There is a donation from Rodney for linens and there was a mention for disposable bedding. Ken- in the early years they did the laundry. Barry- Mens Mission in London used to bag and keep linens for the next day.</p> <p>e) WECHC and Church met to discuss roles/responsibilities as a partnership and will meet in the future regarding Shelly's role with volunteers and funding.</p> <p>f) Volunteers: breaking the time up into chunks to make the shifts. Future safety concern conversations regarding operations. Kelsey- request a copy of intake questions for screening guests- Ken will obtain this. Barry- who is looking to volunteer? Yvonne is interested with concerns around shift length. Diane has an on-going volunteer list with about 5 people on the list thus far. Barry- Shelly is going to do recruitment for volunteers and reviewing the qualifications for volunteers. Lisa- can we get some lessons from EEHI as they are fully volunteer supported? Sara and Shelly has started the process of a guidebook, will need code of contact, references, confidentiality, coordinator, orientation and interview. Ken will provide additional documents for volunteers. Tracy is interested in supporting volunteer work as well as Michaela.</p>		
4.	Alternative Emergency Short Term Solutions for winter 2021/2022	We have a current location for this winter and we need to think about the community connections we have for a potential location for next winter. Nick mentioned the front of the property for a pop-up shelter for the following winter. Dalia- is there a group doing fundraising? This may be a focus for the steering committee.	All	
5.	Work plan	<p>Diane- should we focus on operations first and then purchases/supplies next?</p> <p>Barry- can there be a working group on supplies?</p> <p>Doug and Ken to work on policies.</p>	a)Barry	

	Item Description	Action		
			Who	Due Date
		Sara, Shelly, Tracy and Kelsey to connect for volunteer descriptions. Sara and Kelsey to connect as co-chairs. Diane to send out a doodle poll for date for next meeting.		
6.	Next Meeting Date	Diane to send out doodle poll.		

Diane Arsenijevic is inviting you to a scheduled Zoom meeting.

Topic: Short-term Emergency Shelter Task Team Meeting
Time: Jan 29, 2021 10:00 AM Eastern Time (US and Canada)

Join Zoom Meeting
<https://us02web.zoom.us/j/85726115763?pwd=TTVjQlhhVHpub2ttczltNWxIL0NQUT09>

Meeting ID: 857 2611 5763
Passcode: 950428
One tap mobile
+16473744685,,85726115763#,,,,*950428# Canada
+16475580588,,85726115763#,,,,*950428# Canada

Dial by your location
+1 647 374 4685 Canada
+1 647 558 0588 Canada

Meeting ID: 857 2611 5763
Passcode: 950428

Four Counties Transportation Services Committee

Minutes

December 1, 2020, 8:30 a.m.
Electronic Participation Meeting via Zoom

Present: Bonnie Rowe, Chair
Marigay Wilkins, SWM
Ian Carruthers, SWM
Linda Dunn, Adult Day Program
Duncan McPhail, West Elgin
Ann-Marie Millson, Chatham-Kent

Regrets: John Wright, Chatham-Kent
Shelley Vergeer, WECHC

Staff Present: Magda Badura, CAO/Treasurer
Jana Nethercott, Clerk

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:32 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Ann-Marie Millson, Chatham-Kent

That the Four Counties Transportation Services Committee adopt the agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Linda Dunn, Adult Day Program

Seconded: Duncan McPhail, West Elgin

That Four Counties Transportation Services Committee hereby approve the Minutes of September 21, 2021 as printed and circulated.

Carried

5. Business Arising from Minutes

None.

6. Financial Information

Magda Badura, CAO/Treasurer reported an error in the spreadsheet that calculated the financials and stated that she provided an updated version via email to all members this morning. Ms. Badura reported that the revenue from fees is down due to decreased ridership for the last 8 months.

Ms. Badura reported that one new bus driver had been hired, but until a full return to services, no other driver will be recruited.

Ms. Badura reported a refund of \$790 of insurance costs for the period of March to August while the transit service was closed.

7. 2021 Meeting Dates

Linda Dunn stated that she is awaiting information about the possible return of the Adult Day program in the new year. The Committee decided that an additional meeting in January may be called once information on the resumption of the Adult Day program is available.

Moved: Linda Dunn, Adult Day Program

Seconded: Ann-Marie Millson, Chatham-Kent

That Four Counties Transit Board Set the 2021 Meeting dates as:

- March 15, 2021
- June 21, 2021
- September 20, 2021
- December 20, 2021

Carried

8. Purchase of New Bus Discussion

Ms. Badura stated that she is recommending waiting until into 2021 to investigate the purchase of a new bus as needs and requirements are shifting due to the pandemic. Committee requested staff report back in 2021 with a clearer picture of the ridership moving forward and the size of the bus required for the needs of residents and the costs of an electric bus. Committee directed that the bus purchase be postponed until into 2022, when a clear picture of the needs and requirements can be determined.

8.1 Advertising Campaign

Not needed due to the deferment of the bus purchase.

8.2 Fundraising Campaign

Not needed due to the deferment of the bus purchase.

9. Expanding Service Area Discussion

Committee decided that expanding of services at this time is not viable.

9.1 Creating a Service Agreement

Staff stated they will bring a basic framework for an agreement to the meeting in March.

11. Adjournment

Moved: Ian Carruthers

Seconded: Marigay Wilkins

That the Four Counties Transportation Services Committee hereby adjourn at 9:05 a.m. to meet again on March 15, 2021, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Four Counties Transportation Services Committee Agenda

February 1, 2021, 8:30 a.m.

Electronic Participation Meeting via Zoom

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

1. Call to Order

2. Adoption of Agenda

Recommendation:

That the Four Counties Transportation Services Committee adopt the agenda as presented.

3. Disclosure of Pecuniary Interest

4. Minutes

Recommendation:

That Four Counties Transportation Services Committee hereby approve the Minutes of December 1, 2020 as printed and circulated.

5. Business Arising from Minutes

6. Financials

6.1. 2021 Budget

Recommendation:

That Four Counties Transit Committee hereby approves the 2021 Budget as presented.

6.2. 2020 Ridership Numbers

7. Report on Framework on Draft Agreement

Recommendation:

That Four Counties Transit Committee hereby receives the report from Jana Nethercott regarding a draft agreement for the Parties to the Four Counties Transit System; and

That Four Counties Transit Committee direct staff seek Legal review of Draft Agreement

8. Verbal Update on Adult Day Program Resumption

9. New Business

10. Adjournment

Recommendation:

That the Four Counties Transportation Services Committee hereby adjourn at ____ a.m. to meet again on March 15, 2021, or at the call of the chair.

January 26, 2021

In This Issue

- [SCOR EDC Update on Cayuga Short Line Rail Discontinuance](#)
- [Council Provides Letter of Support for Broadband Application](#)
- [Tree Commissioner Update](#)
- [Terrace Lodge Redevelopment Budget Update](#)
- [Elgin Awards Contract for Port Bruce Temporary Panel Bridge & Boat Launch Removal Engineering Services](#)
- [Renovations of Council Chambers, Administration Building Lobby and Reception Kiosk](#)
- [CSWB Plan Update](#)
- [Council Approves Strategic Work Plan for 2021](#)
- [Elgin County Approves Environmental Committee Priorities for 2021](#)
- [Council Sets Service Delivery Review Priorities for 2021](#)
- [County Launches Official Plan Review Process](#)

SCOR EDC Update on Cayuga Short Line Rail Discontinuance

The South-Central Ontario Region Economic Development Corporation (SCOR) provided Council with an overview of the issues facing the region particularly in relation to the discontinuance of the Cayuga Short Line Rail. The Cayuga Short Line Rail runs from New Sarum, through Aylmer and Tillsonburg and ends just west of Delhi. In 2020 CN issued a notice of discontinuance of the Cayuga Line and this process is underway.

SCOR noted that aging infrastructure particularly rail infrastructure, the discontinuance of the Cayuga Line and the global pandemic all pose threats to the growth of advanced manufacturing in the region.

The SCOR EDC Lead is working with a short line rail provider to develop a business case/feasibility study on the re-start of rail operations on the Cayuga Subdivision.

The full presentation from the SCOR EDC can be found in the January 26, 2021 Elgin County Council Agenda Package.

Council Provides Letter of Support for Broadband Application

At the recommendation of the Connectivity Committee, Council considered and consented to providing a letter of support for Xplornet for the company's application to the Universal Broadband Fund (UBF) for the installation of fibre infrastructure in several underserved locations across the County.

The Connectivity Committee continues its work towards finding a "Made in Elgin" solution for internet connectivity challenges facing residents in rural Elgin County. Providing letters of support for proposed projects in Elgin is one way that the Committee and County Council can advocate for better service for Elgin residents.

For more information about the activities of the Connectivity Committee please visit: www.elgincounty.ca/connectivitycommittee

Tree Commissioner Update

Quarterly Report – October – December 2020

The Tree Commissioner provided a summary of activity related to the Elgin Woodlands Conservation By-Law for the period of October 1, 2020 to December 31, 2020 and weed inspection activity for the same period.

A total of 18 applications to harvest were submitted from October 1, 2020 to December 31, 2020. The total forested area involved in these harvests was approximately 655 acres. Applications for Woodland Clearings: Four (4) Council Exemption for Woodland Clearing applications were received between October 1, 2020 and December 31, 2020 for the clearing of approximately 3.89 hectares. No weed complaints were received during this time.

The Tree Commissioner also provided education regarding a series of invasive trees and shrubs including, Autumn Olive, Norway Maple, European Buckthorn and Tartarian Honeysuckle. More information about these invasive can be found in the January 26, 2021 County Council Agenda Package.

Annual Report 2020

A total of 68 applications to harvest were submitted from January 1, 2020 to December 31, 2020. The total forested area involved in these harvests was approximately 1500 acres. There were 7 applications received to clear portions of woodlands within the county in 2020, for a total area to be cleared of approximately 6.39 hectares (~15.7 acres). A total of 12 complaints were received over the 2020 season.

Clearing Exemption Application

Elgin County Council approved a Clearing Exemption Application for Part Lots 7 & B, Range 1, North of Lake Road in the Township of Southwold, on the condition that the applicant plant 420 trees as per the County's "No Net Loss" policy. The full report can be found in the January 26, 2021 County Council Agenda Package.

Terrace Lodge Redevelopment Budget Update

Councillor Purcell, Chair of the Terrace Lodge Redevelopment Steering Committee presented a report to Council regarding the budget for the Terrace Lodge Redevelopment project.

Tender bids have resulted in a Construction Manager cost of \$29,086,452 and ancillary/soft costs (includes design, project management and fixtures and equipment) of \$5,614,031 for a total project cost estimate of \$34,700,483. In December, the province confirmed changes to the funding for LTC development. The Construction Funding Subsidy per diem is increased to \$21.28,

providing the equivalent of \$1.9 million in incremental funding. Additionally, the province has announced a development grant of up to \$2,492,000.

The net impact of tender pricing and increased funding allows the Redevelopment Steering Committee to recommend that \$1.4 million of the provincial funds be directed to County Council for other purposes. It is anticipated that on-site work will begin in February 2021.

Elgin Awards Contract for Port Bruce Temporary Panel Bridge & Boat Launch Removal Engineering Services

County Council voted to sole source the provision of detailed design and contract administration engineering services associated with the Port Bruce Temporary Panel Bridge & Boat Launch Removal in the amount of \$29,380.00 (excluding HST), to CIMA Canada Inc. as part of the ongoing Meeks Bridge Replacement engineering assignment previously awarded to the company by Council on December 12, 2019.

Following the collapse of the Imperial Road Bridge in 2018, a temporary bridge was installed to restore vehicular and active transportation traffic across Catfish Creek. Impacts associated with this temporary bridge's location and footprint prompted the need to install a temporary boat launch on Rush Creek Line. Prior to the installation of this temporary boat launch, the County of Elgin obtained the required agency approvals from the provincial Ministry of Natural Resources and Forestry, the Catfish Creek Conservation Authority and acquired short-term jurisdiction over affected road allowances from the Township of Malahide. As part of these approvals and agreements, the County of Elgin is required to remove the temporary boat launch and restore the disturbed areas to pre-existing conditions after the construction and opening of the replacement bridge on Imperial Road.

The temporary bridge will be relocated and utilized for the replacement of Meeks Bridge in Southwold Township.

More details about the removal of the Port Bruce Temporary Bridge and the Temporary Boat Launch are contained within the January 26, 2021 County Council Agenda Package.

Renovations of Council Chambers, Administration Building Lobby and Reception Kiosk

As identified in the proposed 2021 Capital Budget, Council approved additional architectural design and construction administration scope of services to be included in L360 Architecture's ongoing Administration Building Accessibility Elevator Addition and Basement Public Accessibility Washroom Upgrades Project assignment.

These additional services are associated with the renovation of Council Chambers, the establishment of a designated front lobby reception

service kiosk, and decommissioning of the existing elevators. This combined scope of work will result in a more efficient and consistent design, and contract administration. Once completed, the project will comply with the Province's Accessibility for Ontarians with Disabilities Act requirements for redeveloped public facilities.

CSWB Plan Update

The County of Elgin continues to work in conjunction with the Town of Aylmer and the City of St. Thomas to develop a Community Safety and Well-Being (CSWB) Plan in accordance with the requirements of Bill 175 – The Safer Ontario Act. The Plan will identify priority risk factors as well as threats to safety and well-being and outline strategies and actions to improve safety and well-being for our community.

Planning for a CSWB Plan has been ongoing since March 2020. The planning process includes four (4) Phases:

Phase 1: Project Planning and Onboarding
Phase 2: Research and Asset Mapping
Phase 3: Community Engagement
Phase 4: Plan Development

Community Engagement is ongoing throughout the process and Plan Development is now underway. The deadline to adopt this Plan is July 1, 2021.

A detailed account of Committee activities is contained within the January 26, 2021 County Council Agenda Package.

Council Approves Strategic Work Plan for 2021

Elgin County Council continued its work on the 2020-2022 Strategic Plan at a planning session held on January 20, 2021. At this meeting, Council developed a 2021 Council Work Plan with associated timelines. Council formally approved this work plan at its meeting on January 26, 2021. Click [here](#) for a copy of the 2021 Council Work Plan.

Elgin County Approves Environmental Committee Priorities for 2021

Elgin County Council approved the following Environmental Advisory Committee priorities for 2021:

- 1) Advise County Council on environmental policy and sustainable matters and programs to promote the protection, enhancement, and management of the County's natural and built environment;
 - Move to a paperless environment
 - Look at ditches along roads as ecosystems

- Environmental Committee Members can participate in the 2021 Official Plan 5-year review/Natural Heritage System Study review public consultation process.
- Naturalized spaces north of the County Building
- Identify ways to increase habitats for local species (e.g. Bat boxes, etc.)

2) Research environmental sustainability practices to improve information available to County Council.

- Research best practices associated with sustainable green purchasing policy (in collaboration with Local Municipal Partners)

Council Sets Service Delivery Review Priorities for 2021

In November of 2020 Elgin County Council received the Final Service Delivery Review Report which included 110 unique recommendations for improvements to Elgin County's services. At its meeting on January 26, 2021, Elgin County Council determined which priorities would be included in the 2021 draft Budget. These priorities are as follows:

Long-Term Care Homes

- Monitor provincial policy changes and how it affects the County homes (ongoing);
- Continue to advocate for increased funding to offset the Homes costs to the County (ongoing);
- Continue to explore recruitment initiatives with Human Resources (ongoing);
- Invest in online scheduling and online recruitment software (2021); and,
- Include annual direct costs of \$38,000 and annual direct savings of \$60,000 in the Draft 2021 Budget to support the aforementioned initiatives.

Organizational Review

- Staff were directed to consider the options included in the Service Delivery Review for an improved Organizational Design and present options to Elgin County Council in 2021 for implementation in 2022.

Improvements to Manual Processes

- County Council directed staff to create training manuals for digital tools, as needed; and
- To formalize an internal Project Management structure to support initiatives identified in the Service Delivery Review to improve manual processes.

Information Technology (IT)

- Elgin County Council directed staff to develop a 2021 Action Plan followed by a three-year digital transformation strategy in 2022; and
- To include a placeholder of \$170,000 in the draft 2021 budget and consider adding an IT Director to the current staffing complement.

Collaborative Initiatives with Elgin's Municipal Partners

- Elgin County Council directed staff to undertake the following actions as recommended in the Service Delivery Review: codify consultation processes for new shared services; codify risk mitigation strategies into new agreements; undertake independent appraisals for the costs of delivery for shared services (costs to be shared); avoid using a weighted County levy option for cost structures going forward; add shared services as a standing item on the County-Local Municipal Partner CAO meeting agendas; establish governing processes for the current advisory committee (Public Works Managers Working Group) for road maintenance agreement; and conduct annual review of all shared services.

Road Maintenance Agreement

- Staff were directed to work with Local Municipal Partners to review Schedule C – Scope of Services Expectations and prepare a Request for Proposal for review by Local Municipal Partners and Council prior to issuance; and
- The Warden was directed to notify Local Municipal Partners that Service Coordination – Road Maintenance Agreement Review has been identified by Council as a priority for 2021; and
- To include a placeholder of \$150,000 in the 2021 Draft Budget for consultant fees associated with a review of the RMA.

In-House Engineering Design & Adjusting Job Titles to Reflect Roles and Responsibilities

- Staff were directed to prepare a business case for Council's review that includes costs, opportunities, and savings associated with the recommendation to deliver engineering design in-house for consideration in 2021; and

- To include placeholder of \$110,500 in the 2021 Draft Budget to support the capital cost-savings opportunity associated with bringing Engineering design in-house.

Development Services

- Council will include \$10,000 for software subscriptions in the 2021 Draft Budget to support a streamlined process of submitting forms for review by the Land Division Committee.

Human Resources

- Staff were directed to present information with respect to an hourly HR Consulting services rate and list of offerings, following a discussion with LMPs, for Council's consideration and direction in July/August 2021.

Library Services

- Staff were directed to work with St. Thomas Public Library to identify opportunities for enhanced partnerships and opportunities to jointly plan for a future library location in a coordinated approach to reduce future capital and operating expenses; and,
- To work with St. Thomas Public Library on joint procurement initiatives that target savings of \$15,000 - \$45,000 for the draft 2022 budget.

Elgin County Launches Official Plan Process

The County of Elgin has launched its Official Plan Review process. This process will include considerable public and stakeholder consultations over the course of 2021 and will begin with a Special Meeting of County Council scheduled for February 25, 2021 at 7:00 p.m.

An Official Plan is a legal statutory planning document required by the province that describes the County's land-use strategy. The County of Elgin's Official Plan includes the vision, goals and policy directions of the County, as established by the community, and provides guidance for land use planning decisions in the County; including:

- locations for settlement areas, agricultural lands, and natural heritage;
- when and in what order parts of our communities will grow; and
- protection for agricultural, mineral and environmental resources.

The County is required to update its Official Plan at least every five (5) years, in accordance with Section 26 of the Planning Act. The 2021 Review will ensure that the community vision/values, directions, policies and actions contained within the Plan reflect changes in the community

and meet the future needs of residents. It is also critical that the plan reflect any changes to the [Provincial Policy Statement](#) – a key document that governs planning in Ontario.

“The Official Plan acts as a road map for future development in Elgin County,” said Warden Tom Marks. “This document will shape how our communities grow and what they will look like in 25 years from now. It is important that this Plan reflects the values, needs and unique realities of our rural communities and urban centres alike. I encourage residents and stakeholders to take the opportunity to provide the County of Elgin with feedback throughout the process so that our Plan is in alignment with community priorities.”

The Special Meeting of County Council to discuss the Official Plan Review and hear comments from the public will be held on **Thursday February 25, 2021 at 7:00 p.m.** As a result of COVID-19 restrictions, the meeting will be held virtually and live-streamed over Elgin County’s Facebook page – www.facebook.com/elgincountyadmin. Any person is invited to attend and make comments at this meeting both over the phone or online via WebEx. **Only those that register will be permitted to participate during the meeting.** To register, send your request via email (opreview@elgin.ca) or by phone (519-631-1460 ext. 183) no later than 4:30 p.m. on Monday, February 22, 2021.

Please include your first and last name, phone number, home address with postal code, and any prepared speaking notes with your email request.

For more information about the Elgin County Official Plan Review Process or to review a copy of Elgin County’s current Official Plan please visit www.elgincounty.ca/officialplanreview.

Contact Us

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

The complete January 26, 2021 County Council Agenda package can be found [here](#).



Special Meeting of County Council/Public Notice – County of Elgin Official Plan Review

TAKE NOTICE that the Corporation of the County of Elgin will hold a Special Meeting of Council to discuss revisions that may be required to the Elgin County Official Plan. This meeting is required under the provisions of Sections 17 and 26 of the Planning Act, RSO 1990, as amended.

An Official Plan is a legal statutory planning document required by the province that describes the County’s land-use strategy. The County of Elgin’s Official Plan includes the vision, goals and policy directions of the County, as established by the community, and provides guidance for land use planning decisions in the County; including: locations for settlement areas, agricultural lands, and natural heritage; when and in what order parts of our communities will grow; and protection for agricultural, mineral and environmental resources.

The purpose of an Official Plan 5-Year Review update is to ensure that the community vision/values, directions, policies and actions in the Plan reflect changes and meet the needs of the community for the future, and to review for consistency with the Provincial Policy Statement.

A public meeting will be held to discuss potential revisions to the County of Elgin Official Plan. The County is required to update their Official Plan at least every five years, in accordance with Section 26 of the Planning Act. Your insights and input will help inform and shape the new Plan.

ANY PERSON is invited to attend the special meeting and make oral representation. The special meeting will be held on:

Date: Thursday, February 25, 2021
Time: 7:00 p.m.
Place: This will be a virtual meeting broadcast on the County’s Facebook page www.facebook.com/elgincountyadmin

You may provide comments at the public meeting by phone or on-line via WebEx. Only those that register will be permitted to participate during the meeting.

To register, send your request via email no later than 4:30 p.m. on Monday, February 22, 2021.

Phone requests to join the meeting by phone may be made to:

(519) 631-1460 ext.183

Please include your first and last name, phone number, home address with postal code, and any prepared speaking notes.

Tell Us What You Think

We are interested to hear your comments and thoughts. You can provide input in several ways.

1) REVIEWING OFFICIAL PLAN MATERIALS

As the Official Plan Review progresses, documents and materials will be made available on the County’s website for review www.elgincounty.ca/officialplanreview.

2) PROVIDE WRITTEN COMMENTS

Written comments about the Official Plan Review may be submitted via email to opreview@elgin.ca

or by mail at:

Official Plan Review, County of Elgin
450 Sunset Drive
St. Thomas, ON. N5R 5V1

3) COMPLETE THE SURVEY

A survey will be posted on the County of Elgin’s Official Plan Review webpage. This survey will gather your thoughts on community priorities and vision for the County.

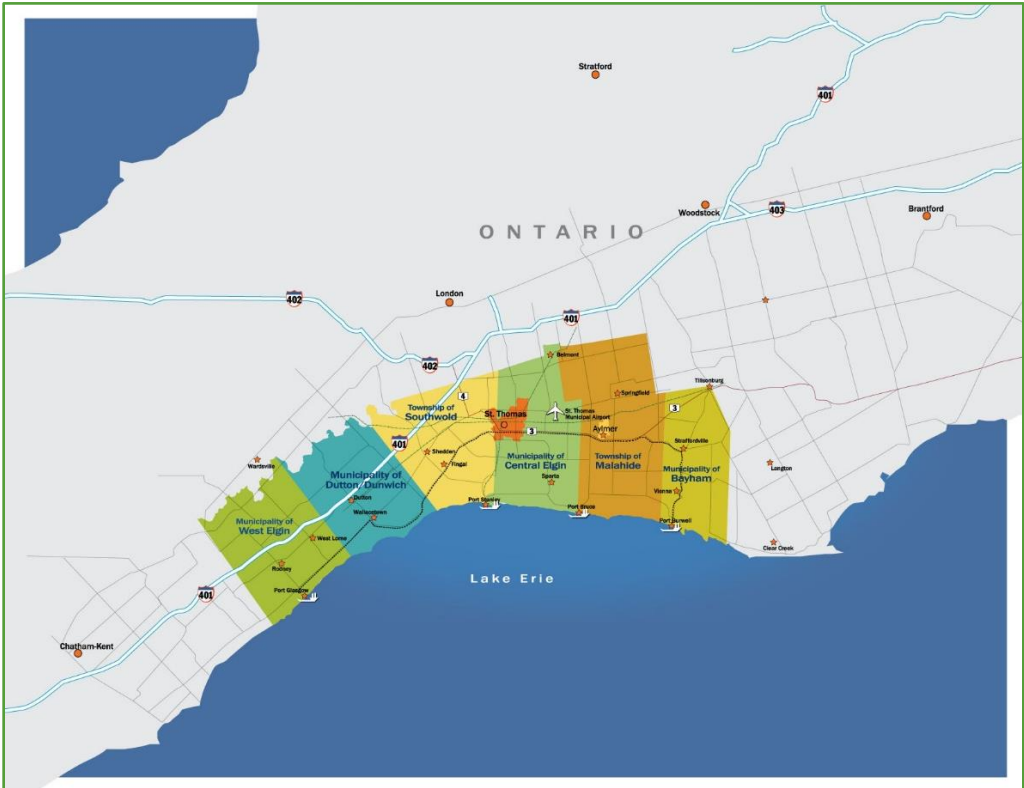
4) PARTICIPATE AT THE PUBLIC MEETING

This is the first meeting before Council regarding the Official Plan Review. There will be additional opportunities for comment throughout the review process. Please see the **Official Plan Review** webpage (www.elgincounty.ca/officialplanreview) for more details and to see where we are at in the process.

To register or for further information:

phone: 519-631-1460 ext.183
email: opreview@elgin.ca
website: www.elgincounty.ca/officialplanreview

If a person or public body would otherwise have an ability to appeal the decision of the County of Elgin to the Local Planning Appeal Tribunal but the person or public body does not make oral submissions at a public meeting or make written submissions to the County of Elgin before the proposed official plan or official plan amendment is adopted, the person or public body is not entitled to appeal the decision. If a person or public body does not make oral submissions at a public meeting or make written submissions to County of Elgin before the proposed official plan or official plan amendment is adopted, the person or public body may not be added as a party to the hearing of an appeal before the Local Planning Appeal Tribunal unless, in the opinion of the Tribunal, there are reasonable grounds to add the person or public body as a party.





REPORT TO COUNTY COUNCIL

FROM: Julie Gonyou, Chief Administrative Officer

DATE: January 19, 2021

SUBJECT: Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update

RECOMMENDATION:

THAT the January 19, 2021, report titled, Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan Update, submitted by Julie Gonyou, CAO, be received and filed for information.

INTRODUCTION:

The Ontario government requires that all municipalities prepare and adopt a Community Safety and Well-Being (CSWB) Plan as outlined in Bill 175 – *The Safer Ontario Act*¹. Legislative amendments related to Community Safety and Well-Being (CSWB) planning came into force on January 1, 2019, as an amendment to the Police Services Act, 1990 (PSA). Due to the efforts required to respond to the COVID-19 pandemic, the Ontario government has extended the deadline for municipalities to complete and adopt a CSWB Plan to July 1, 2021².

Municipalities have a leadership role in identifying their local priority risks in the community and addressing these risks through evidence-based programs and strategies, focusing on social development, prevention and risk intervention. The Town of Aylmer, County of Elgin and City of St. Thomas are taking a holistic approach to CSWB planning, and planning for a joint Aylmer-Elgin-St. Thomas CSWB Plan is well underway.

¹ <https://www.ontario.ca/laws/statute/s18003>

² *Coronavirus (COVID-19) Support and Protection Act* 2020 amended the *Police Services Act*, S.O. 2019 to prescribe a new deadline for the completion and adoption of CSWB plans.

DISCUSSION:

The Aylmer-Elgin-St. Thomas CSWB Plan will set out how partners across different sectors can work together to make our community a safer, more inclusive community where all residents thrive. CSWB planning recognizes that complex risks to safety and well-being cannot be addressed in isolation by any one organization, agency or sector. The goal of this process is to achieve greater coordination and collaboration on issues and situations before they escalate.

CSWB Goals:

The Goals of the Aylmer-Elgin-St. Thomas Community Safety and Well-Being Plan are to:

- Engage citizens, businesses, agencies and organizations in making Elgin, Aylmer and St. Thomas healthier for all;
- Increase our understanding of local risk factors;
- Reduce demand for emergency response and acute care;
- Ensure individuals are receiving the right response at the right time by the right service provider;
- Increase the reputation of Elgin, Aylmer and St. Thomas as a safe and healthy community in which to live, work and play; and
- Increase the community's sense of pride.

Leadership:

The County of Elgin has been designated to lead this collaborative planning process with a Coordinating Committee and Advisory Committee. Jennifer Kirkham (Mischevious Cat Productions) has been hired to support the plan development in our community.

Coordinating Committee Members

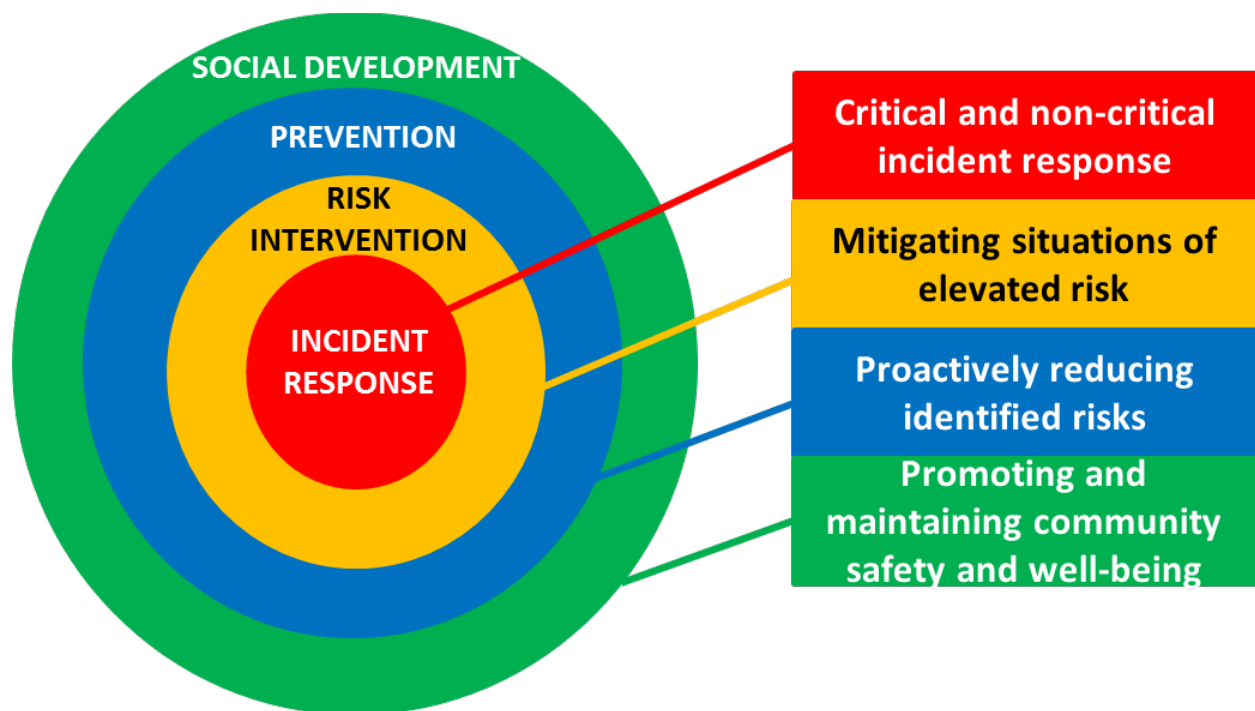
- Chief Administrative Officers from the County of Elgin and Town of Aylmer
- City Manager – City of St. Thomas
- Mayors from the Town of Aylmer and City of St. Thomas
- Councillor (Elgin County)
- Councillor (City of St. Thomas)
- Police Chiefs – Aylmer Police Service and St. Thomas Police Service
- Additional leadership and support: Elgin County Legislative Services Coordinator (Carolyn Krahm)

Advisory Committee Members

The Advisory Committee is comprised of over 20 organizations, representing various sectors including community agencies, emergency and police services, social service providers, and local government. Multi-sector collaboration is a key factor in our community's CSWB planning process. Existing planning tables and groups with multi-sectoral representation and mandates have been supportive of this process.

PLAN DEVELOPMENT:

The Community Safety and Well-Being Plan work is being guided by the Province's Community Safety and Well-Being Framework³ ("Framework").



Requirements:

A CSWB Plan must include the following core information:

³ <https://www.mcscs.jus.gov.on.ca/english/Publications/MCSCSSSOPanningFramework.html>

- Local priority risk factors that have been identified based on community consultations and multiple sources of data, such as Statistics Canada and local sector-specific data;
- Evidence-based programs and strategies to address those local priority risk factors; and
- Measurable outcomes with associated performance measures to ensure that the strategies are effective and outcomes are being achieved.

Four (4) Phases

Planning for a CSWB Plan has been ongoing since March 2020. The planning process includes four (4) Phases:

Phase 1: Project Planning and Onboarding

- Kick off meeting with the Coordinating Committee
- Introductory email and video for the Advisory Committee

Phase 2: Research and Asset Mapping

- Data package
- Inventory of existing planning tables

Phase 3: Community Engagement (ongoing)

- Advisory Committee Online Discussion Forum
- Advisory Committee Survey
- Data walk session with the Advisory Committee
- General public survey (Open July 27 – December 4, 2020; 429 responses – 4.72 confidence interval)
- Interviews with the Ontario Health Team, Elgin Community Foundation

Phase 4: Plan Development (currently underway)

- Identify areas of focus for the Plan
- Review community assets
- Identify strategies
- Set measurable outcomes
- Performance measurement framework

Community Safety and Well-Being Elements

The public and community partner surveys asked questions about the following elements of Community Safety and Well-Being (*):

- Criminal Activity
- Discrimination, Marginalization and Racism
- Education and Skills Development
- Employment
- Emotional Violence
- Family Support
- Financial Security
- Housing Security
- Internet Access and Digital Literacy
- Mental Health Issues
- Mobility Safety
- Physical Health Issues
- Social Behaviours
- Social Environment
- Social Support
- Street Violence and Gang Issues
- Substance Use and Addiction
- Transportation
- Victimization

(*) note: survey respondents were provided with a definition of each element

Preliminary Identification of Community Priorities⁴

Top Priorities for the Aylmer-Elgin-St. Thomas CSWB Plan identified through the public survey are:

1. Mental Health Issues
2. Education and Skills Development
3. Substance Use and Addiction
4. Criminal Activity
5. Housing Security
6. Employment

Community Partners identified the following Top Priorities:

1. Housing Security
2. Mental Health Issues
3. Substance Use and Addiction
4. Poverty and Income Security
5. Regional Economy

⁴ Responses are available by community and survey response summary is available on the County's CSWB landing page www.elgincounty.ca/CSWB. Meeting minutes, agendas and additional information about the CSWB Plan can be accessed on the County's website as well.

6. Primary Care/Physical Health

Next Steps in the CSWB Plan Development

The Advisory Committee and Coordinating Committee will conduct a comprehensive review of the priorities identified by community partners and the general public, along with the strategies/initiatives that are currently underway in our community. It is anticipated that the insights and ideas shared by community partners and the general public will inform the context of the plan and will identify any gaps in services or resources available in our community. As well, this information will be used to help build the strategies and actions for the plan.

FUNDING IMPLICATIONS:

The following list includes Provincial and Federal funding opportunities⁵ that could be leveraged to support the implementation of the Aylmer-Elgin-St. Thomas CSWB Plan.

Provincial Funding Opportunities

- Safer and Vital Communities (SVC) Grant;
- Proceeds of Crime – Front Line Policing (POC-FLP) Grant;
- Community Safety and Policing (CSP) Grant
- Youth Collective Impact Program
- Youth Opportunities Fund
- Community Homelessness Prevention Initiative
- Civil Remedies Grant Program
- Seniors Community Grant Program
- Ontario Trillium Foundation

⁵ Note: Timing for call-for-applications and eligibility criteria has not yet been reviewed.

ALIGNMENT WITH STRATEGIC PRIORITIES:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input checked="" type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Additional Comments: The CSWB planning process aligns with Elgin County Council's 2020-2022 Strategic Plan and associated Action Plan.

LOCAL MUNICIPAL PARTNER IMPACT:

As prescribed in legislation, every municipal Council shall prepare, and by resolution, adopt a CSWB plan. The same process must be followed for a joint CSWB Plan (i.e. every municipality involved must pass a resolution to adopt the joint plan). The *Coronavirus (COVID-19) Support and Protection Act, 2020* amended the *Police Services Act* by prescribing a new deadline for the completion and adoption of CSWB Plans. The new deadline for municipalities to prepare and adopt a CSWB Plan is July 1, 2021.

The PSA includes regulatory requirements for municipalities related to the publication of their CSWB plans. These requirements include:

- Publishing a CSWB Plan publicly (website) within 30 days after adopting it;
- Making printed copies of the CSWB Plan available for review by anyone who requests it;
- Publishing the plan in any other manner or form the municipality desires.

New legislation identifies that a municipality is required to provide the Minister of Community and Correctional Services with any prescribed information related to (upon request):

- The Municipality's CSWB plan, including preparation, adoption or implementation of the plan;
- Any outcomes from the municipality's CSWB plan; and
- Any other prescribed matter related to the CSWB plan⁶.

COMMUNICATION REQUIREMENTS:

A copy of this report will be provided to all Local Municipal Partner CAOs for distribution to their Councils, as appropriate.

CONCLUSION:

The implementation of a CSWB Plan will mark a shift in focus from a reactive, response-based approach to incidents to a more predictive, holistic approach to community safety.

All of which is Respectfully Submitted

Julie Gonyou
Chief Administrative Officer

⁶ Note: Additional requirements related to monitoring CSWB plans may be outlined in regulation in the future.



The Corporation of the
TOWNSHIP OF BALDWIN

P.O. Box 7095, 11 Spooner Street
MCKERROW, ONTARIO POP 1M0
TEL: (705) 869-0225 FAX: (705) 869-5049
CLERK: Karin Bates – karin@baldwin.ca

MOVED BY: JOANNE BOUCHER DATE: February 1, 2021

SECONDED BY: DAVID FURBEN MOTION NO.: 21- 013

WHEREAS the province wants to mandate training levels for Fire Fighters and now wishes to close the Ontario Fire College located in Gravenhurst, Ontario which has been used for many Government agencies such as Ministry of Transportation, Ontario Provincial Police, Fire Fighters, both full time and volunteer; and

WHEREAS only a small percentage of our department has any formal training and are responsible to train junior fire fighters with the minimal training we receive; and

WHEREAS as volunteers, we are on call 24/7/365 with day jobs and families that expect us to come home safely each and every time; and

WHEREAS the Fire College makes top tier training accessible to all Fire Departments in Ontario; and

WHEREAS municipalities are mandated to have fire departments, yet there is no provincial or federal funding for volunteer fire departments for much needed equipment and training; and

WHEREAS without a plan in place it is irresponsible to close down a vital training centre that serves Ontario and it would put Municipalities at risk which is shortsighted and not acceptable.

NOW THEREFORE BE IT RESOLVED THAT: The Corporation of the Township of Baldwin requests the Province of Ontario to reconsider closing this all-important facility for dollars over lives.

Carried ✓ Defeated _____ Mayor ✓



The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0
Phone: (807) 825-3315 **Fax:** (807) 825-9576

February 2, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON
M7A 1Y7

Dear Premier Doug Ford,

Please be advised that Council of The Corporation of the Township of Terrace Bay at the Regular Council Meeting of February 1, 2021 resolved as follows:

That the resolution received from the Town of Augusta
Re: Ontario Fire College

Resolution: 28-2021

Moved By: Councillor St.Louis
Seconded By: Councillor Malashewski

WHEREAS the Ontario Fire College has been in existence since 1949; and

WHEREAS the Ontario Fire College is one of the primary sources of certified training for Ontario Firefighters; and

WHEREAS the Ontario Fire College has built a reputation of integrity, credibility, and reliability in providing some of the best training to our Fire Services within the Province of Ontario; and

WHEREAS the Ontario Fire College has been used to train and certify both Volunteer, Part-Time and Career firefighters throughout Ontario; and

WHEREAS the Ontario Fire College gives Ontario Firefighters another option other than Regional Training Centers to obtain National Fire Protection Association (NFPA) certifications; and

WHEREAS the Ontario Fire College is the most cost-effective method to certify Firefighters to NFPA Standards in Ontario; and

WHEREAS the Ontario Government enacted and revoked O. Reg. 379/18: Firefighter Certification in 2018; and

WHEREAS when the Ontario Government revoked O. Reg. 379/18: Firefighter Certification, it was made known by the Office of the Solicitor General that the act would be amended and brought back in the future; and

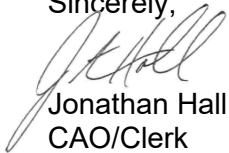
THEREFORE, BE IT RESOLVED THAT the Township of Terrace Bay requests that the Province of Ontario reverse their decision to close the Ontario Fire College as the OFC is one of the best and most cost-effective methods for municipalities to train their firefighters which assists us in protecting our residents; and

CARRIED

BE IT FURTHER RESOLVED THAT this Resolution is forwarded to the Honourable Doug Ford Premier of Ontario, the Honourable Sylvia Jones; Ontario Solicitor General, the Honourable Steve Clark, Minister of Municipal Affairs and Housing, the Ontario Fire Marshal; Jon Pegg, and all municipalities within the Province of Ontario.

Thank you for your consideration.

Sincerely,



Jonathan Hall
CAO/Clerk

CC: Honourable Sylvia Jones, Ontario Solicitor General

Hon. Steve Clark, Minister of Municipal Affairs and
Housing

Jon Pegg, Ontario Fire Marshal

Ontario Municipalities



2021 FARMLAND FORUM

The Shifting Landscapes of Farmland Protection



March 25th, 2021

Registration Opens at 8:45 am

Forum 9:00 am - 1:00 pm

ONLINE CONFERENCE



Who should attend?

Farmers
Land Use Planners
Researchers
Land Conservation Enthusiasts
Provincial Policy Makers
Municipal Councillors



Tickets:

To purchase your ticket visit

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Cost:

- \$50 per person
- \$25 for students
(Use Coupon Code: Student)



For more info:

info@ontariofarmlandtrust.ca

A day of sharing, networking, and exploring policy and land-use planning innovation for the changing landscapes of farmland protection in Ontario.

Join us for the following presentations & discussions:

- **Keynote Speaker: Kevin Eby** - Competing Provincial Growth Forecasts and Changing Housing Preferences: How do they affect the need for urban boundary expansions and the financial well-being of municipalities?
- **Panel & Plenary Discussion** - Building a Successful Province-Wide Agricultural System
- **Panel** - The Shifting Landscapes of Farming and Farmland Protection
- **Keynote Speaker: Victor Doyle** - Agricultural Sustainability in Post-Covid Ontario

Thank you to our 2021 Farmland Forum Supporters:



ONTARIO AGRICULTURAL COLLEGE
SCHOOL OF ENVIRONMENTAL DESIGN
AND RURAL DEVELOPMENT



EARTH TO TABLE
BREAD BAR
good ingredients matter.



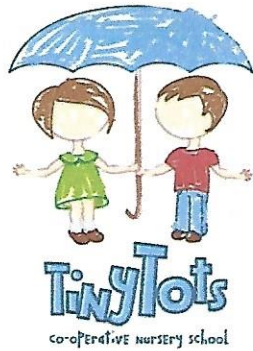
Ontario Professional Planners Institute



JACKIE RAMLER

RAYMOND JAMES





Tiny Tots Co-operative Nursery School

Box 539, Rodney, ON, N0L 2C0

Phone: 519-785-2164

Email: ttcns78@gmail.com

Monday, January 25, 2021

Tiny Tots Co-operative Nursery School would like to share the exciting news that we have been awarded the contract to deliver the EarlyON Child and Family Centre programs and services in western Elgin County starting March 15th, 2021!

We would also like to thank you for the letter of support that was submitted this past November as part of our application/RFP to be the lead agency to administer and deliver the EarlyOn system in the west.

We look forward to retaining and building relationships with our local community partners and colleagues to provide EarlyON programs and services to families that are inclusive, innovative, and high quality. Tiny Tots is looking forward to future discussions about collaborations, needs in the community, and how we can best deliver local programs that can meet those needs.

Thank you again!

Sincerely,

A handwritten signature in black ink, appearing to read "W.R. Dean".

President

Tiny Tots Co-op Nursery School of Aldborough Inc.

A handwritten signature in black ink, appearing to read "Shelley Smith".

Supervisor, RECE

Tiny Tots Co-op Nursery School of Aldborough Inc.



Tiny Tots Co-operative Nursery School

Box 539, Rodney, On, N0L 2C0

Phone: 519-785-2164

Email: ttcns78@gmail.com

Thursday, February 4, 2021

Dear council members

Tiny Tots would like to thank you again for your support during Covid by approving space at the Rodney Recreation Centre for us to operate our nursery school program from. Everything is going very well, and our enrollment is near full.

Enquiries have been made regarding Tiny Tots moving back to Aldborough Public School for the fall of 2021 and as of this time, no answer has been given. We understand that it is difficult to make decisions during the pandemic when situations change so rapidly.

In the meantime, to safeguard our operations Tiny Tots would like to respectfully ask for an extension for the use of space at the recreation centre, as a backup plan. As you know, we were not able to find any other suitable location for us to operate from for the 20/21 school year and the licensing process takes a considerable amount of time. The Child and Family Centre proposed build at the school is still "on the books" at this time and we look forward to having a permanent home again.

If we must find another temporary location, we would need to begin searching now in order not to disrupt our schedule of offering licensed childcare for families from September to June each year. Our families were disrupted in 2019 with having to vacate the old town hall and again in 2020 with having to vacate Aldborough Public School due to Covid. It is in the best interest of our families not to have any more disruptions.

Also, Tiny Tots was successful in their recent RFP submission and has been awarded the bid to operate the EarlyON Child and Family Centre programs in western Elgin County starting this March, making it even more vital to have a stable location. Depending on government and health unit recommendations during the pandemic, programs will be offered virtually, outdoors and in approved locations throughout Dutton, West Lorne and Rodney. Tiny Tots is currently advertising for an additional Registered Early Childhood Educator to fulfill our obligations under our contract with St Thomas Elgin Children's Services. Thank you for your time to consider this request.

Sincerely,

Shelley Smith

Supervisor/RECE

Tiny Tots Co-op Nursery School of Aldborough Inc.



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-08

Being a By-Law for Municipal Borrowing of Current Expenditures

Whereas the *Municipal Act, R.S.O. 2001* provides under Section 407 (1) that at any time during a fiscal year, a municipality may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amount council considers necessary to meet the current expenditures of the municipality for the year, including amounts required in the year for, (a) sinking and retirement funds; (b) principal and interest due on any debt of the municipality; (c) school purposes; (d) other purposes the municipality is required by law to provide for; and (e) the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default. 2001, c. 25, s. 407 (1); and

Whereas the *Municipal Act, R.S.O. 2001* provides under Section 407 (3) that until the budget is adopted in a year; the limits upon borrowing under subsection (2) shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year and under Section 407 (4) provides that in subsections (2) and (3), estimated revenues do not include revenues derivable or derived from, (a) arrears of taxes, fees or charges, or; (b) a payment from a reserve fund of the municipality, whether or not the payment is for a capital purpose; and

Whereas Council of the Corporation of the Municipality of West Elgin deems it necessary to borrow the sum of Two Million Two Hundred Thousand Dollars (\$2,200,000.00) to meet, until the taxes are collected, the current expenditures of the Corporation for the year; and

Whereas the total amounts previously borrowed under Section 407 of the *Municipal Act, 2001*, as amended from time to time, (the "Act"), that have not been repaid are **NIL dollars**; and,

Whereas the amount of the estimated revenues (as defined and interpreted in the Act) of the Corporation adopted for the previous year was **Three Million Five Hundred Thousand dollars (\$3,500,000.00)**; and

Whereas the amount to be borrowed under this by law and the amounts of borrowings that have not been repaid does not in the aggregate exceed from January 1st to September 30th

of the year, 50% of the total, and from October 1st to December 31st, 25% of the total of the estimated revenues of the Corporation as set out above; and,

Now therefore be it resolved that the Council of The Corporation of the Municipality of West Elgin enacts as follows:

1. That the Mayor and the Treasurer of the Corporation are hereby authorized on behalf of the Corporation to borrow from time to time, by way of promissory note or banker's acceptance, from the Royal Bank of Canada, a sum or sums not exceeding in the aggregate Two Million Two Hundred Thousand dollars (\$2,200,000.00) to meet until the taxes are collected, the current expenditures of the Corporation for the year, including the amount required for the purpose mentioned in subsection (1) of the said Section 407, as amended from time to time, and to give, on behalf of the Corporation, to the Bank a promissory note or notes, sealed with the corporate seal and signed by them for the moneys so borrowed, and such other documentation as may be requested by the Bank therefore, with interest at a rate not exceeding prime percent per annum, which may be paid in advance or otherwise.
2. That all sums borrowed from the said Bank, for any or all of the purposes mentioned in the said Section 407, as amended from time to time, shall with interest thereon, be a charge upon the whole of the revenues of the Corporation for the current year and for all preceding years, as and when such revenues are received.
3. That the Treasurer is hereby authorized and directed to apply in payment of all sums borrowed pursuant to the authority of this By-law, as well as all the other sums borrowed in this year and any previous years, from the said Bank for any or all of the purposes mentioned in the said Section 407, as amended from time to time, together with interest thereon, all of the moneys hereafter collected or received on account or realized in respect of the taxes levied for the current year and preceding years and all of the moneys collected or received from any other source, which may lawfully be applied for such purpose.
4. That this By-Law shall come into force and effect upon final passing.

Read a first, second, and third time and finally passed this 11th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-09

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on February 11, 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 February 11, 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 11th day of February, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk