



# Municipality of West Elgin

## Revised Agenda

### Council Meeting

Date: April 8 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](mailto:clerk@westelgin.net).

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Timed Delegations

4.1.	9:30 am: S'rana Scholes, Bluemetric - Landfill Monitoring Report	7
4.2.	10:00 am: Brenda Slater - MPAC	93
4.3.	10:30 am: Chris Leys - Proposal for Rodney Lagoon	105
4.4.	11:00 am: Julie Gonyou & Sally Martyn, Elgin County - OPP Board Representation	109
4.5.	1:00 pm: Mike Baker, Elgin County - Request for Rodney Library Mural	124
4.6.	1:30 pm: Port Glasgow Yacht Club - Request to Conduct Maintenance	127

**5. Adoption of Minutes**

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Recommendation:

That the Minutes of the Council meeting on March 25, 2021 be adopted as circulated and printed.

**6. Business Arising from Minutes**

**7. Staff Reports**

**7.1. Fire**

**7.1.1. J. McArthur, Fire Chief - Fire Safety Grant**

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Recommendation:

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

That Fire Chief be approved to sign the Transfer Payment Agreement as shown in the by-law portion of the agenda; and

That West Elgin Council hereby approves the proposal for spending the funds provided.

**7.2. Planning**

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance applications, File E16-21 to E19-21; North Part Lot 6, Concession 7; Part Lots 2 and 11, Plan 202;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E16-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E17-21, , subject to the Lower-Tier Municipal conditions in Appendix Three of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E18-21, subject to the Lower-Tier Municipal conditions in Appendix Four of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E19-21, subject to the Lower-Tier Municipal conditions in Appendix Five of this report;

And further that West Elgin Council directs Administration to provide this report as Municipal comments to the County of Elgin.

**7.2.2. B. Pearce, Planner - Initial Draft of the Site Plan Control Area By-law – Preliminary Report**

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Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner re: Initial Draft of the Site Plan Control Area By-law – Preliminary Report;

And that West Elgin Council directs Administration to publicize the draft by-law with Stakeholders and on the Municipal website for public engagement opportunities until April 30, 2021, in order to bring a final draft of the Site Plan Control Area By-law, for consideration of enactment at the May 13, 2021 Council Meeting.

**7.3. Administration**

**7.3.1. M. Badura, CAO/Treasurer - Municipal Office Building Renovations**

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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Building Renovations; and That L360 Architecture be retained to provide the necessary design development, construction and permit drawings required to comply with all applicable provincial codes, legislation, and standards. In addition, that L360 Architecture provide all the services to the Municipality of West Elgin as set out in their March 12, 2021 fee proposal in the amount of \$27,000.00 excluding HST; and

That CAO/Treasurer be directed to sign the proposal agreement.

**8. Committee and Board Report**

**8.1. Councillor Reports from Committees**

**9. Accounts**

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #4 amounting to \$1,784,245.34 in settlement of General, Road, Water and Arena Accounts including EFT#3754-3817, online Payments# 650-660, cheque# 25671-25693 and Payroll PP06.



<b>10.</b>	<b>Council Inquires/Announcements</b>	
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	Recommendation:	
	That By-Law 2021-25, being a By-law to Authorize the Execution of the Transfer Payment Agreement for the Fire Safety Grant between Her Majesty the Queen Right in Ontario represented by the Office of the Fire Marshal and the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.	

**14. Confirming By-Law**

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Recommendation:

That By-Law 2021-26 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 8, 2021, be read a first, second and third and final time.

**15. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 9:30 a.m. on April 22, 2021 or at the call of the Chair.



**2020 ANNUAL SITE MONITORING AND  
OPERATIONS REPORT WEST ELGIN LANDFILL SITE  
MUNICIPALITY OF WEST ELGIN  
RODNEY, ONTARIO**

Submitted to:

**The Corporation of the Municipality of West Elgin**  
22413 Hoskins Line, Box 490  
Rodney, ON N0L 2C0

Prepared by:

**BluMetric Environmental Inc.**  
Unit 3B, 209 Frederick Street  
Kitchener, ON N2H 2M7

Project Number: 200254  
March 17, 2021

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Appendix F: Time-Series Plots for Monitoring Wells

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## 1. Introduction

BluMetric Environmental Inc. (BluMetric™) was retained by The Corporation of the Municipality of West Elgin (Municipality of West Elgin) to complete the 2020 annual site monitoring and operations report for the West Elgin Landfill site (the site) located near Rodney, Ontario (Figure 1). The monitoring program consisted of semi-annual (spring and fall) monitoring of the site groundwater quality. It should be noted that “the site” is defined as the study area as a whole (as noted in Figure 2 and Figure 3) and incorporates both on-site (property currently owned by the Municipality of West Elgin) and off-site components.

This report has been prepared to comply with the Ministry of the Environment, Conservation, and Parks (MECP’s) 2010 Technical Guidance Document entitled “Monitoring and Reporting for Waste Disposal Sites, Groundwater and Surface Water” (MOE, 2010). As such a Competent Environmental Practitioner (CEP) completed the document’s checklist which is included as Appendix A of this report.

### 1.1 Location

The site is located near Rodney, Ontario south of Downie Line as shown in Figure 1.

Coordinates are approximately (using Google Earth© as a reference):

UTM 17T, 439670.29 m E, 4710278.09 m N

Figure 2 is a site plan with all groundwater monitoring stations and the property boundary as shown on an aerial photo (from 2016).

Figure 3 is the site plan without the aerial photo, with the general infrastructure of the site shown (i.e. the waste transfer station bins).



## 1.2 Ownership and Key Personnel

The Municipality of West Elgin currently operates the West Elgin Landfill site under the MECP Amended Provisional Environmental Compliance Approval (ECA) for Waste Disposal Site No. A051101 dated December 21<sup>st</sup>, 2005 (MOE, 2005), and amended on April 11, 2012, September 11, 2015 and April 4, 2017, provided in Appendix B of this report.

The contact information is as follows:

**Contact:**

Mr. Lee Gosnell

Manager of Operations & Community Services Municipality of West Elgin

22413 Hoskins Line

Rodney, ON N0L 2C0

Phone: 519-878-3961

### Description and Development of the Waste Disposal Site.

BluMetric (operating as WESA until 2015) was retained by the Municipality of West Elgin in 2006 to prepare a Hydrogeological Investigation and Design and Operations Report (WESA, 2006). In response to recommendations made in that report and to comments from the MECP (MOE, 2007a and b), BluMetric was retained by the Municipality of West Elgin to complete a subsurface investigation and leachate delineation study for the site (WESA, 2007b). The subsurface investigation and leachate delineation study allowed for delineation of leachate impacts down-gradient of the landfill (off-site). The study concluded that impacts to groundwater were identified beyond the property boundaries (off-site) and therefore the site was out of compliance with the Reasonable Use Guideline (RUL) (B-7) (MOEE, 1994).

The need for the establishment of a Contaminant Attenuation Zone (CAZ) was identified and in 2012, the Municipality of West Elgin purchased the recommended CAZ to the south (50 m) of the site. As a result, monitoring wells MW6, MW8, MW9, and MW12 are considered on-site. In 2015, the Municipality purchased additional CAZ to the east of the

site. As a result of this purchase, monitoring wells MW11 and MW15 are also considered on-site. In July 2015, a new piezometer (MW19) was installed within the CAZ to the east. Figures 2 and 3 show the site plan and detail the locations of all the monitoring wells.

Historically, background water quality on-site had been evaluated on the conditions at MW1; however due to the potential for a small component of groundwater flow to be directed towards this monitoring well, it was determined that it may not be fully representative of background conditions (WESA, 2009). A new background well (MW14) was installed at the site in May 2010 (Figure 2). RULs have been calculated for the landfill site using historical analytical data collected from MW14 (including data collected since installation in 2010 through to current data).

The landfill site was surveyed in the spring of 2010 and again in the fall of 2016 (to confirm waste input). It should be noted that all reference elevations for the site, including borehole elevations, monitoring well elevations and cross sections have been updated based on the 2016 survey. A revised final Trigger Mechanism and Contingency Plan (BluMetric, 2017) was approved by the MECP in 2017. No communications from the MECP were received in 2020.

Appendix B includes:

- Certificate of Approval Number A051101, Issue Date: December 21, 2005;
- Amendment to Environmental Compliance Approval A051101, Issue Date April 11, 2012;
- Amendment to Environmental Compliance Approval A051101, Issue Date September 11, 2015;
- Amendment to Environmental Compliance Approval A051101, Issue Date April 4, 2017.

### 1.3 Description and Development of the Waste Disposal Site

The monitoring program meets the requirements of the ECA as provided in Appendix B. This was amended in April 2017 to revise the Final Trigger Mechanism and Contingency Plan (BluMetric, 2015) as the assessment criteria. The trigger level is established based on Reasonable Use Policy B7 (MOEE, 1994) which was established to address the quality of groundwater on properties adjacent to potential sources of contaminants such as landfills. Therefore, the groundwater quality at the site is compared to the calculated Reasonable Use Limit (RUL) based on the background conditions on-site and the Ontario Drinking Water Quality Standards (ODWQS) for the following leachate indicator parameters (LIPs):

- Alkalinity, arsenic, chloride, dissolved organic carbon (DOC), iron, and sodium.

Monitoring well MW14, shown on Figures 2 and 3, is representative of background groundwater conditions and therefore RULs for the site are calculated using the historical background concentrations up to and including the most recent sampling event at this well. As a result the calculated RUL changes each year.

The following demonstrates how the RUL is calculated:

$$Cm = Cb + x * (Cr - Cb)$$

Where,

Cm Reasonable Use Limit

Cb Background concentration of groundwater before it has been affected by human activity (average concentrations since May 2010 at MW14)

Maximum concentration of contaminant that should be present in groundwater (ODWQS)

x Constant that reduces the contaminant (equal to 0.25 for health-related parameters and equal to 0.5 for non-health related parameters)

The amended ECA determines site compliance using the Trigger Mechanism and Contingency Plan that compares the groundwater concentrations to a trigger limit of 75% of the RUL at specific trigger or boundary wells. A Tier 1 alert is initiated once a

trigger limit is exceeded over three consecutive sampling events at a trigger well/monitor. Site compliance is ultimately determined using 100% of the RUL.

The RUL calculations for spring and fall 2020 were completed using the current ODWQS concentrations.

## **1.4 Assumptions and Limitations**

The conclusions presented in this report represent our professional opinion and are based upon the work described in this report and any limiting conditions in the terms of reference, scope of work, or conditions noted herein.

The findings presented in this report are based on conditions observed at the specified dates and locations, and on the analysis of samples for the specified parameters. Unless otherwise stated, the findings cannot be extended to previous or future site conditions, portions of the site that were not investigated directly, or types of analysis not performed.

BluMetric makes no warranty as to the accuracy or completeness of the information provided by others, or of conclusions and recommendations predicated on the accuracy of that information.

Nothing in this report is intended to constitute or provide a legal opinion. BluMetric makes no representation as to compliance with environmental laws, rules, regulations or policies established by regulatory agencies.

This report has been prepared for the Municipality of West Elgin and the Ontario Ministry of the Environment, Conservation and Parks (MECP). Any use a third party makes of this report, any reliance on the report, or decisions based upon the report, are the responsibility of those third parties unless authorization is received from BluMetric in writing. BluMetric accepts no responsibility for any loss or damages suffered by any unauthorized third party as a result of decisions made or actions taken based on this report.

## **2. Physical Setting**

### **2.1 Geology and Hydrogeology**

#### **2.1.1 Site Geology**

The surficial geology in the vicinity of the site is classified into three units. The upper unit is a lacustrine deep water deposit consisting of sand, silt and clay till. These are underlain by lacustrine shallow water deposits consisting of gravel and sand.

The gravel and sand unit in the area overlies a well laminated to massive clayey silt till. Drift thickness of the gravel and sand units are upwards of 10 m in the area (P. Map, 1973).

Observations during drilling programs (excluding the boreholes completed in the landfill material) (WESA, 2006) identified an overlying till unit present across the area. A gravel/sand, gravel or sand unit that was up to 2.5 m thick was beneath the till and overlying a clay unit. In places throughout the landfill, some or all the units overlying the clay had been removed and replaced with landfill material.

Boreholes were not advanced more than 2 m into the clay and therefore the full depth of the clay is not known. Based on MECP wells records for the area the clay extends to the top of bedrock that is approximately 55 to 70 m below ground surface (bgs).

The distribution of units can be seen in two cross sections that were constructed north–south and east–west across the site. The locations of the cross sections are shown on Figure 4, and the cross sections are included as Figures 5 and 6. The additional off-site investigation confirms the geology in the area (WESA, 2007b).

The bedrock geology in the subject area is described as an inter-bedded limestone and shale with fossiliferous zones. Bedrock in the area is part of the Dundee formation and is Middle Devonian in age (P.2544).

## 2.1.2 Hydrogeology

Historical hydrogeological information for the area suggests that the direction of regional groundwater flow is generally from the northwest to the southeast towards Lake Erie (Chapman and Putnam, 1984).

Shallow groundwater flow has been characterized by wells completed within the landfill material or the native sand and gravel units (with the exception of MW2D). Monitoring well MW2D is completed within the clay layer that underlies the landfill and is therefore not part of the shallow groundwater flow system.

Based on the historical site operations as a former sand and gravel pit, it was determined during the initial hydrogeological investigation on-site where areas of native sand and gravel remained. These areas were identified along the property boundaries as preferential pathways for leachate migration (WESA, 2006). The areas were confirmed in 2007 to continue off-site (WESA, 2007a and b).

The results of the initial hydrogeological investigation (WESA, 2006) concluded that the hydraulic conductivity of the sand and gravel unit ( $1.0 \times 10^{-3}$  m/s) is two orders of magnitude higher than that of the landfill material ( $1.5 \times 10^{-5}$  m/s) tested and therefore could act as a preferential pathway for leachate impacted groundwater to migrate off-site. The clay that is present around the area has a measured hydraulic conductivity ( $1.0 \times 10^{-8}$  m/s) that is two to three orders of magnitude less than the overlaying units and therefore will help to restrict water and leachate movement.

## 2.2 Surface Water Features

The landfill is positioned adjacent to a series of wetlands (northwest property boundary) and provincially significant wetlands (south and east property boundary). At the request of the MECP, surface water samples were collected from the wetlands to the north, south and southeast of the landfill in 2013. Based on the results of the 2013 surface water analytical results, future sampling was not recommended at these locations (WESA, 2014).

## **2.3 Monitoring Locations**

Monitoring well locations are shown on Figures 2 and 3. All borehole logs / monitoring well construction logs are provided in Appendix C. Note there are no logs for MW15 through MW18 as these were installed by hand as temporary drive-point piezometers. BluMetric conducted a GPS survey in 2010. The elevations and UTM coordinates for all monitoring wells as measured at that time are included in Appendix D (note there are no UTM coordinates for temporary piezometers MW16 through MW18).

## **2.4 Monitoring Frequency**

As per the ECA, samples are collected twice a year to represent the spring and the fall monitoring events.

The groundwater monitoring programs were conducted on May 26, 2020 (spring) and October 8, 2020 (fall).

## **2.5 Field and Laboratory Parameters and Analysis**

Chain of Custody forms accompanied the samples from the field to the laboratory and until chemical results were presented to BluMetric. All groundwater samples were submitted to ALS Laboratories (ALS) of Waterloo, Ontario.

Groundwater samples from each of the monitoring locations were analyzed for the list of chemical parameters as defined in Schedule B of the ECA.

Field temperature, conductivity and pH readings were also collected at each monitoring location.

## **2.6 Environmental Compliance Approval Requirements**

The monitoring program consisted of semi-annual monitoring of site groundwater. The site is operated under, and is in compliance with, ECA No. A051101 (Appendix B). The CAZ to the southeast was purchased in 2015. A final Trigger Mechanism and Contingency Plan was submitted to the MECP and approved by the MECP in 2017.

Groundwater trigger mechanisms were established for five trigger wells. Trigger limits were set at 75% of the calculated RUL, but site compliance will be determined using 100% of the RUL.

## **2.7 Standard Operating Procedures and Methods**

All measurements and samples were collected in accordance with the Standard Operating Procedures described below.

### **Methane**

Methane concentrations were measured using a portable GEM™2000 landfill gas monitor at all groundwater monitoring locations immediately upon opening the well cap, prior to static water level measurements and sampling. Methane readings are measured within the riser pipe at each location and reported in % volume of methane.

### **Groundwater**

Prior to sampling, static water levels were measured using a water level tape at each monitoring well location.

All monitoring wells were developed prior to sampling by purging a minimum of three well volumes or until the well was purged dry three times. The monitoring wells were then sampled using dedicated Waterra™ inertial lift foot valves and polyethylene tubing.

Clean, disposable nitrile gloves were worn when sampling. Samples were collected in laboratory prepared, sealed, bottles with preservative where required for specific parameters. Care was taken in the field to limit cross contamination of preservative and loss of preservative during sampling. Samples collected for dissolved metal analysis were field-filtered using dedicated 0.45 µm in-line Waterra™ filters.

All samples were stored in a cooler with ice during shipment to the laboratory. Holding times for samples conformed to CCME Standards where applicable (CCME, 1993). Chain of custody forms accompanied the samples from the site to the laboratory and until the chemical results were presented to the client.



## **2.8 Record Keeping and Field Notes**

BluMetric retains all field notes supporting sample collection and analysis and provides the Municipality of West Elgin with electronic copies when requested.

## **2.9 Quality Assurance for Sampling and Analysis**

As per the ECA, one blind duplicate was collected during each of the sample events conducted at the Site in 2020. Sampling precision was determined by calculating the relative percentage difference (RPD) for the duplicate samples as follows:

$$\text{RPD (\%)} = [(Dup1 - Dup2) / (\text{average of Dup1} + \text{Dup2})] \times 100$$

An RPD is calculated for duplicate samples with reported contaminant concentrations greater than 5 times the reportable detection limit (RDL). Concentrations less than 5 times the RDL become increasingly imprecise and, in these cases, the results are not considered sufficiently reliable and an RPD is not calculated. When the analytical result for one or both of a duplicate pair are less than the RDL (i.e. non-detect), an RPD cannot be calculated. BluMetric evaluated the results of the QA/QC analyses using RPD values of 30% for groundwater. An RPD below 30% was considered acceptable and confirmed that the sampling methodology is capable of producing repeatable results.

## **2.10 Operational Monitoring**

Landfill site inspections were completed by BluMetric staff in May and October 2020 as part of the annual environmental monitoring program. Results are discussed below.

## **3. 2020 Overview – Site Monitoring Results**

The results of the 2020 environmental monitoring program are presented below.

### 3.1 Historical Data

BluMetric was originally retained in 2006 by the Municipality and has collected all the data for the environmental monitoring events from that time through to and including 2020.

All sample locations are illustrated in Figures 2 and 3. Tables 1 through 4 provide all historical and current data.

### 3.2 Data Quality Evaluation

Appendix E includes all Laboratory Certificates of Analysis for the 2020 monitoring period.

As discussed in Section 2.9, one blind field duplicate was collected during each sampling event and the RPD was calculated to assess the quality of the data collected for parameters analysed by the laboratory. The blind field duplicate was collected from MW5-R during both the spring and fall events. The RPDs indicate that the overall data quality is acceptable.

### 3.3 Groundwater Level Monitoring

The groundwater monitoring programs were conducted on May 26, 2020 (spring) and October 8, 2020 (fall). Water levels were measured at monitoring well to calculate groundwater elevations and determine groundwater flow directions.

#### Spring 2020

Static groundwater elevation data collected on May 26, 2020 is summarized in Table 1.

The groundwater within the shallow flow ranged between 217.05 metres above sea level (m asl) (MW19-R) to 218.76 m asl (MW10) in the spring of 2020. Groundwater flow on-site is generally towards the east. Groundwater flow patterns are similar to historic results. Figure 7 shows the groundwater elevation contours and direction of groundwater flow for spring 2020.

In the spring of 2020, a horizontal gradient of 0.004 was present across the landfill towards the southeast using monitors MW1 and MW3. Vertical flow between the landfill material, measured in MW2-R and the underlying clay unit, measured in MW2D, was downward at a gradient of 0.15.

### **Fall 2020**

Static groundwater elevation data collected on October 8, 2020 is summarized in Table 1.

The groundwater within the shallow flow regime ranged between 216.62 m asl (MW19-R) to 218.07 m asl (MW10) in the fall of 2020. Groundwater flow on-site is generally towards the east. In general, an overall decrease in water level from the spring was noted across the site. This aligns with observations made in previous years and groundwater flow patterns are similar to historic results. Figure 8 shows the groundwater elevation contours and direction of groundwater flow for fall 2020.

In the fall of 2020, a horizontal gradient of 0.003 was present across the landfill towards the southeast using monitors MW1 and MW3. Vertical flow between the landfill material, measured in MW2-R and the underlying clay unit, measured in MW2D, was upward at a gradient of 0.02.

## **3.4 Methane Monitoring**

Methane vapour survey results from each monitoring location are presented in Table 2. During both the spring and fall 2020 sampling events, elevated levels of methane were detected in MW2-R (43.6% by volume and 50.4% by volume, respectively). The methane vapour readings in the remaining wells were below detection limits in May 2020 and <0.5% by volume in October 2020.

Historically, the highest methane readings have been noted in wells located within or below landfill material (MW2-R and MW2D) or in close proximity to historical and / or current land filling operations (MW4 and MW5-R). The readings during the monitoring events are similar to historical results.

Presently, there is no concern of gas buildup in confined spaces. There are no permanent structures on or below grade within site limits. A small, elevated trailer is located adjacent to monitoring well MW4. A sea container is located near the transfer station on site between MW3 and MW6 and acts as the on-site worker's office. As shown in Table 2, none of these monitoring wells has current or historical elevated methane levels.

### 3.5 Groundwater Quality Monitoring

Groundwater quality results are discussed based on background groundwater chemistry and leachate characterization. The inorganic and metals groundwater quality within the shallow flow system and the clay unit are summarized in Table 3 with the RUL, 75% of the RUL and the background groundwater quality established for the site. In Table 3, parameter concentrations that exceed 75% of the RUL are bolded with light shading and concentrations that exceed 100% of the RUL are bolded and italicized with dark shading. The volatile organic compounds (VOCs) groundwater quality data is summarized in Table 4.

Groundwater chemistry results showing leachate indicator parameters that exceeded 75% of the RUL over three consecutive sampling events in 2020 can be seen in Figure 9. As well, Appendix F provides time-series plots of leachate indicator parameters for all monitoring wells (please note that the plots are not all on the same concentration scale).

Figures 10 and 11 present the spring and fall 2020 data, respectively, on a tri-linear, or piper plot. These diagrams identify groundwater monitoring wells with chemical similarities by plotting the relative contribution of major cations and anions on a charge equivalent basis, to the total ion content of the water. Therefore, this figure identifies those wells that have similar chemistry to the leachate well MW2-R.

In general, the monitoring wells plot away from MW2-R with the exception of the results shown on the anion plots. In both the spring and fall cation diagrams, no monitoring wells plot near MW2-R. In the spring and fall anion diagrams, the monitoring well that is in closest proximity to the leachate well is MW15.

Complete analytical results are provided in the original laboratory certificates of analyses in Appendix E.

### **3.5.1 Background Groundwater Chemistry and Reasonable Use Calculations**

The groundwater quality at the site was compared to 75% of the RUL (or the trigger limit) values based on the background conditions on-site, as measured in MW14-R (installed in June 2018 to replace MW14 that had been damaged) and the ODWQS. Calculated trigger limits, RUL values and ODWQS are listed in Table 3. The current RULs have been calculated using historical data from MW14-R. Monitoring well MW14-R exhibits concentrations of alkalinity and iron above 75% and 100% of the RUL, respectively. As discussed in Section 1.4, a tier 1 alert (or early warning alert) is initiated when the trigger limit is exceeded over three consecutive sampling events. This initiates a Tier 2 assessment.

### **3.5.2 Leachate Indicator Parameters**

Historically, leachate has been characterized by high concentrations of:

- ammonia, alkalinity, arsenic, chloride, DOC, iron and sodium (WESA, 2006).

In 2007, the additional investigations and the historical analytical results were reviewed, and the list of leachate indicator parameters was re-assessed. The off-site groundwater quality, the natural features located off-site (wetlands) and the surrounding properties' current and historical operations were used in this review. Based on this information, DOC and iron were not believed to be solely representative of leachate impacts originating from the landfill and therefore were removed from the list of definitive leachate indicator parameters and were not used to delineate leachate impacts off-site. However, as requested by the MECP in their letter dated December 3, 2008 (MOE, 2008) based on a review of the 2007 additional investigation, DOC was included on the leachate indicator parameter list.

It was agreed, however, that the landfill is positioned adjacent to a series of wetlands (northwest property boundary) and provincially significant wetlands (east property

boundary). As a result of the wetlands in close proximity to the landfill and the groundwater monitoring wells, the DOC reported in the wells could be attributed to secondary sources and not just from leachate. In addition, deforestation activities have occurred on the property adjacent to the southwestern property boundary (MW9). Deforestation could also attribute to elevated DOC within the groundwater (MW9).

Furthermore, with respect to iron, concentrations are variable across the site, but have been noted in background well MW14. Given this, iron concentrations cannot be fully attributed to landfill activities but may be signs of localized impacts due to metal storage on-site. On its own iron is not representative of leachate impacts but in conjunction with other parameters, such as chloride, it can be an indicator for leachate impacts. It continues to be included in the list of leachate indicator parameters but must be considered with respect to other parameters to determine if it is reflective of leachate impact.

Organic N concentrations are often used to assess the impacts of leachate and are sometimes preferred over just using ammonia concentrations for groundwater. The concentration of organic N is based on a calculation using the concentrations of ammonia and TKN reported in a sample. Prior to 2014, organic N was used in conjunction with ammonia to assess leachate impacts. Natural biological processes in wetland environments can contribute organic N to surface water, through the degradation of decaying plant matter. On its own organic N is not representative of leachate impacts but in conjunction with other parameters, such as chloride, it can be an indicator for leachate impacts.

However, in the 2013 Annual Monitoring Report (WESA, 2013c), BluMetric recommended the removal of organic N from the list of indicator parameters as it has been observed to be naturally occurring in the surface waters within the on and off-site wetlands. Both ammonia and organic N are still monitored at the site; however, they are discussed separately from the discussion below regarding indicator parameters and RUL exceedances.

Based on the information presented above, a revised list of leachate indicator parameters has been prepared and approved in the ECA amendment in September 2015

(Appendix B). The revised parameter list is believed to be representative of leachate impacts associated with the site.

- alkalinity, arsenic, chloride, DOC, iron, and sodium

The leachate indicator parameters (LIPs) are used to assess the quality of groundwater and will be used to monitor changes in groundwater chemistry at each sampling location. However, as previously noted, although certain parameters (i.e. iron) are LIPs for the site, they often occur naturally (i.e. at non-impacted wells) at concentrations above RUL and / or ODWQS. Therefore, concentrations of leachate indicator parameters are compared to background concentrations to assess leachate impact.

Upon comparison of the groundwater chemistry at one or more monitoring locations to calculated RULs, ODWQS and background conditions, several parameters exceed the set value. Although exceedances were noted, the parameters are not considered LIPs for this site. These parameters include ammonia, organic N, colour, hardness, total dissolved solids (TDS), turbidity, fluoride, nitrate, aluminium, barium, boron, chromium, manganese and uranium.

As discussed in previous reports (WESA 2006, 2007a and b), the natural occurrence of these parameters provide evidence that they are not necessarily indicative of leachate impact. A discussion with respect to ammonia, organic N, TDS, manganese, sulphate and boron parameters within the groundwater is provided below for completeness, as per MECP request (MOE, 2009).

It is recognized that chloride represents the most mobile of the LIPs and would be expected to be the first to reach a monitoring location if leachate migration were occurring. Concentrations of chloride will be monitored closely to evaluate the migration of leachate impacts off site.

### **3.5.3 Site Groundwater Quality**

The analytical results observed during the monitoring events are, in general, consistent with those historically observed and reported for the site.

The following table summarizes all leachate indicator parameters measured in excess of 75% of the RUL for three (3) consecutive sampling events (including during the spring or fall 2020 event depending on the assessment date). The table also identifies if the well is considered a trigger well as per the Final Groundwater Trigger Mechanism and Contingency Plan and the location of each monitoring well. Only those wells that are considered trigger wells (or boundary wells) would trigger a Tier 1 – Alert.

**Results Summary Relative to Tier 1 Trigger Alerts:**

<b>Monitoring Well</b>	<b>Well Location</b>	<b>Trigger Well?</b>	<b>Groundwater Flow</b>	<b>Spring 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events</b>	<b>Fall 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events</b>
MW1	Northwest	<b>YES – North</b>	Shallow	Alkalinity	Alkalinity
MW2-R	Leachate (Landfill Footprint)	No	Shallow	Alkalinity, Arsenic, Chloride, DOC, Iron, and Sodium	Alkalinity, Arsenic, Chloride, DOC, Iron, and Sodium
MW3	East	No	Shallow	Alkalinity, Arsenic, Chloride, DOC, Iron, and Sodium	Alkalinity, Arsenic, Chloride, DOC, Iron, and Sodium
MW4	Southeast	No	Shallow	Alkalinity, Chloride	Alkalinity, DOC



Monitoring Well	Well Location	Trigger Well?	Groundwater Flow	Spring 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events	Fall 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events
MW5-R	Southwest	No	Shallow	Alkalinity, Arsenic, DOC, and Iron	Alkalinity, Arsenic, DOC, and Iron
MW6	South – CAZ	No	Shallow	Alkalinity, Arsenic, DOC, and Iron	Alkalinity, Arsenic, DOC, and Iron
MW7	East	No	Shallow	Alkalinity, Chloride, DOC, and Sodium	Alkalinity, Chloride, DOC, and Sodium
MW8	South – CAZ	No	Shallow	Alkalinity, Chloride, and DOC	Alkalinity, Chloride, and DOC
MW9	South – CAZ	<b>YES – South</b>	Shallow	Alkalinity	Alkalinity, DOC
MW10	Off Site	<b>YES – West</b>	Shallow	None	None
MW11	East – CAZ	No	Shallow	Alkalinity, Chloride, DOC, and Sodium	Alkalinity, Chloride, DOC, and Sodium
MW12	South – CAZ	<b>YES - South</b>	Shallow	None	None
MW15	East – CAZ	No	Surface/ Shallow	Alkalinity, Chloride, and DOC	Alkalinity, Chloride, DOC and Sodium

Monitoring Well	Well Location	Trigger Well?	Groundwater Flow	Spring 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events	Fall 2020 Leachate Indicator Parameters which exceed 75% of the RUL for three consecutive events
MW2D	Clay	No	Deep	DOC	DOC
MW19-R	East - CAZ	<b>YES - East</b>	Surface/ Shallow	DOC, Iron	Iron

<sup>1</sup> Note that for MW2-R, MW5-R and MW19-R, this assessment considers the most recent sample results from this well plus the historic results from MW2, MW5 and MW19, respectively.

Based on the spring and fall 2020 sampling event, trigger wells MW1 and MW9 exceeded 75% of the RUL for trigger parameter alkalinity for three consecutive sampling events. Trigger well MW9 also exceeded 75% of the RUL for trigger parameter DOC for three consecutive sampling events. Trigger well MW19-R exceeded 75% of the RUL for trigger parameter iron for three consecutive sampling events. These early warning Tier 1 Alerts initiate the Tier 2 – Assessment discussion under the separate heading below.

No other trigger wells had concentrations of LIPs which exceeded 75% of RUL for three consecutive sampling events including 2020, and therefore no other Tier 1 Alerts occurred. It is worth noting, prior to the addition of the Eastern CAZ in 2015, MW11 and MW15 were considered trigger wells, and based on 2020 LIP values would have prompted a Tier 1 Alert. The analytical results of MW11 and MW15 are consistent with historical data and are not of concern and do not trigger any alerts.

MW2-R was installed in April 2016 to replace MW2 and further repaired in June 2019. It is screened in the landfill and representative of leachate. All leachate indicator parameters have exceeded 100% of the RUL in each sampling event since installation.

### **Tier 2 Assessment Discussion – MW1**

The results for alkalinity in trigger well MW1 have exceeded 75% of the RUL for over three consecutive monitoring events, resulting in an early warning Tier 1 alert. This initiates the following Tier 2 Assessment.

The alkalinity results at MW1 are still within the range of 100% RUL. Alkalinity is the measure of the water's ability to neutralize acid. It is calculated using carbonate/bicarbonate. pH, on the other hand, is a numeric scale which measures the hydrogen ion concentration of the water.

The pH determines how acidic or basic the water is.

Appendix F includes the time-concentration graphs for MW1 depicting the results of LIP monitoring over time. Alkalinity is depicted in the second graph in Appendix F. The recent results depict a slightly decreasing trend. The most recent results are clearly much lower than historic sampling has indicated. An increasing trend in conservative LIP chloride, as well as in LIP sodium, are noted.

Therefore, it is concluded that Tier 3 monitoring is not required at this time.

### **Tier 2 Assessment Discussion – MW9**

The results for alkalinity and DOC in trigger well MW9 have exceeded 75% of the RUL over three consecutive monitoring events resulting in an early warning Tier 1 alert. This initiates the following Tier 2 Assessment.

Both the alkalinity and DOC results at MW9 are within the range of 100% RUL.

Appendix F includes the time-concentration graphs for MW9 depicting the results of LIP monitoring over time. No definite trend is noted here and therefore it is concluded that Tier 3 monitoring is not required at this time.

### **Tier 2 Assessment Discussion – MW19-R**

A Tier 1 alert is noted with respect to parameter iron at MW19-R. The alert related to iron was first noted in 2019 and resulted in Tier 3 monitoring to confirm the levels.

It is noted that historically iron concentrations have been identified as variable across the site, including in background well MW14 (the predecessor to MW14-R). Given this, iron concentrations cannot be fully attributed to landfill activities but may be a sign of localized impacts due to metal storage on-site. As such, it has been historically documented that on its own, iron is not representative of leachate impacts; however, in conjunction with other parameters, such as chloride, it can be an indicator for leachate impacts. Tier 3 monitoring was conducted in the fall 2019 sampling event.

The Revised Final Trigger Mechanism and Contingency Plan (BluMetric, January 2017) requires a review of historic groundwater quality at MW19-R to determine if an increasing trend in LIP concentrations exists. The following provides a summary of groundwater quality at MW19-R wells (note that the historic review is somewhat hindered by a limited data set), as well as a discussion of upgradient monitoring locations:

1. A review of all LIP data at MW19-R indicates that only iron has demonstrated an increasing trend, with fluctuations noted within that trend. Only DOC and arsenic have had instances in which 75% of the RUL is exceeded at this location. Chloride and sodium seem to fluctuate and be elevated in the fall in comparison to the spring but are below 75% of the RUL. Alkalinity, DOC, and arsenic results are either stable or not increasing. Appendix F includes the time-concentration graphs for MW19-R depicting the results of LIP monitoring over time.
2. Chloride is considered the most conservative LIP and often when there is leachate impact, chloride is flushed through first and then dissolved metals are noted afterwards. Chloride has not been identified above 75% of the RUL at MW19-R.
3. Consideration of other parameters of interest does not identify any further concerns. For example, TDS and organic N do not demonstrate a definite trend, exceeding 75% of the RUL on occasion; manganese occasionally exceeds 75% of the RUL but is relatively stable; and sulphate and boron are stable while remaining below 75% of the RUL.
4. Methane readings at MW19-R have not identified methane gas at this location and VOC analysis results are reported below the method detection limit.
5. A review of upgradient wells identifies the following:

- a. Previously it was considered that monitoring wells MW7, MW11, and MW15 may have been demonstrating increasing iron concentrations; the concentration of iron at MW7 exceeded 75% of the RUL during the fall 2019 sampling event but has since returned to previous levels near or below the method detection limit. MW11 and MW15 continue to have either low detections of iron or are below the method detection limit.
- b. There has been no iron detected at Monitoring wells MW8 and iron was first detected at MW12 in 2020 with concentrations just barely above the method detection limit.
- c. Monitoring wells MW3 and MW6 have iron exceeding 75% of the RUL on a consistent basis.

It is concluded that the increase in just the iron concentration is not consistent with leachate from the landfill which would have elevated concentrations of all LIPs, and as such it is believed that the concentrations of iron at MW19-R may be partially due to localized impacts from the metals storage in the waste transfer station area. Trends in LIPs in this trigger well will continue to be reviewed in future monitoring events.

#### **Other Leachate Indicator Parameters and Organic N, TDS, Manganese, Sulphate, and Boron Trends**

The following general trends with respect to the leachate indicator parameters and additional parameters organic N, TDS, manganese, sulphate and boron were noted:

- Monitoring wells MW3, MW4, MW5-R, MW6, MW7, MW8, MW11, and MW15 have exhibited concentrations of one or more leachate indicator parameter above the RUL (and therefore also the Trigger Limit) in 2020;
- Monitoring wells MW1 and MW6 are showing an increase in chloride in 2020, with MW8 showing a steadily increasing trend in chloride since spring 2017. Other monitoring wells showing a fluctuation in chloride concentrations from low concentrations in spring to elevated concentrations in fall;
- Monitoring wells MW3, MW5R and MW6 have iron concentrations that exceed 100% of the RUL on a consistent basis.

- In 2020, concentrations of organic N exceeded the RUL in monitoring wells MW2-R, MW2D, MW3 (spring only), MW4 (spring only), MW5-R, MW8, MW9, MW10 (fall only), MW11, and MW15;
- Concentrations of TDS were above 75% or 100% of the RUL for all monitoring locations in 2020 (fall only at MW10, MW19R);
- Manganese concentrations exceeded 75% or 100% of the RUL in 2020 in MW1 (spring only), MW2-R, MW3, MW4 (fall only), MW5-R, MW6, MW7, MW8 (fall only), MW9 (fall only), MW10 (fall only), MW11, background well MW14-R, MW15, and MW19-R (fall only).
- The concentration of sulphate exceeded 100% of the RUL in fall 2020 in MW1, and;
- In 2020, boron concentrations were above 75% or 100% of the RUL for monitoring locations MW2-R, MW3, MW4 (fall only), MW7, MW8, MW11 and MW15.

### **MW2D – Deep (Clay)**

Monitoring well MW2D, located within the landfill material, was completed within the clay to see the effects of the landfill activities on the clay layer. The concentration of DOC in MW2D exceeded 75% of the RUL in spring of 2020 and 100% of the RUL in fall of 2020. No other LIPs exceeded the respective RULs in MW2D in 2020. It should be noted however that due to the thickness of the clay unit beneath the landfill (55 to 70 m based on MECP well records) and the tested hydraulic conductivity (see Section 2.1.2), the leachate impact, if identified at this location, would be restricted to the upper clay and it is unlikely it would extend to deeper aquifers.

### **VOCs**

The results of the VOCs analyses are summarized in Table 4. The results indicate that concentrations of all parameters measured in all monitoring wells were below the laboratory method detection limit in 2020, with the exception leachate monitoring well MW2-R and MW5-R. Monitoring well MW2-R had concentrations of benzene and ethylbenzene above the ODWQS limits with benzene concentrations of 1.02 µg/L in spring and 1.1 µg/L in fall of 2020 and ethylbenzene concentrations of 4.24 µg/L in spring and 4.87 µg/L in fall of 2020. Chlorobenzene was detected above the method detection limit in MW5-R in the spring and fall of 2020 (2.22 and 2.44 µg/L,

respectively), however concentrations were below the ODWQS (30.0 µg/L). This parameter has been noted in MW5/MW5-R since May 2006.

## 4. Assessment, Interpretation and Discussion

Historical water levels in MW15 through MW18 within the wetland in the eastern portion of the property were within range of those seen in the groundwater monitoring wells currently on-site and therefore considered representative of groundwater discharging conditions within the wetland at the time monitoring was completed. Monitors MW16, MW17, and MW18 were only temporary and removed at the request of the previous property owner. Following purchase of the property, the Municipality installed MW19-R (re-installed in May 2017 to replace MW19), which has been considered representative of groundwater discharging from the landfill. MW19-R was installed by hand and the water level is very shallow or at ground surface; on occasion water has been noted to be frozen during the winter freezing temperatures.

As discussed in previous annual reports, within the wetland, high levels of DOC and organic N can be attributed to rotting plant matter and may not be a direct result of leachate. High ammonia concentrations are indicative of anaerobic activity within the wetland that is further supported by low sulphate, low nitrate and high iron concentrations. The water chemistry in the wetland (MW15) is indicative of an anaerobic reducing system with enhanced de-nitrification potential/conditions and therefore acts to provide natural treatment of leachate.

Based on the concentration trends of the leachate indicator parameters (as seen in the concentration versus time graphs provided in Appendix F) trends can be noted and conclusions made with respect to the leachate characterization for the site. The data for background monitoring well MW14-R indicates that indicator parameter concentrations are relatively stable and low in comparison to the other monitors.

To the south and west, it is noted that concentration levels in MW9 (down-gradient to the south) and MW10 (down-gradient to the west) have similar trends to that seen in the background well with concentrations of chloride below the RUL.

The wells located down-gradient and to the east (MW7, MW8, MW11, and MW12) all show similar concentration trends over time to each other. It was noted previously that MW8 was exhibiting an increasing trend in the concentration of chloride and this was seen again in 2020. Chloride was also noted to have seasonally fluctuating levels in MW7, MW9, MW11 and MW15 in 2018 through 2020.

Trends cannot be noted in MW16 through MW18 (to the east and off-site) as they were only sampled twice and have since been decommissioned.

Monitoring well MW19-R was installed in May 2017 to replace the damaged MW19. As discussed above, iron concentrations have increased at this location and a Tier 3 monitoring program was completed in the fall of 2019 and winter of 2020. The Tier 3 monitoring concluded that the increase in just the iron concentration is not consistent with leachate from the landfill. It is noted that historically iron concentrations have been identified as variable across the site, including in background well MW14 (the predecessor to MW14-R). Given this, iron concentrations cannot be fully attributed to landfill activities. As such, it has been historically documented that on its own, iron is not representative of leachate impacts; however, in conjunction with other parameters, such as chloride, it can be an indicator for leachate impacts. As discussed above, there is no clear trend in other indicator parameters and as such the site is considered to still be in compliance.

Concentration trends in the remaining wells, MW3 and MW6 do not follow the groups of trends at other locations but show leachate impacts.

## **5. Annual Operations Report**

### **5.1 Historical Site Operations**

The West Elgin Landfill site has been in operation since 1971. An ECA (A051101) was first issued in 1971 and reissued in 1972, 1973, 1974, and 1976. On July 16<sup>th</sup>, 1980 the MECP reissued an ECA to the Village of Rodney.



The MECP issued an amendment to the ECA on December 21, 2005 and amended it on April 11, 2012, September 11, 2015, and April 4, 2017 (Appendix B).

## 5.2 Existing Conditions

The West Elgin Landfill site is owned by the Municipality of West Elgin. The site is located on Lot B, Concession 7 former Township of Aldborough, West Elgin Municipality, County of Elgin (Figure 1). For this reporting period, the Municipality is the operator of the site.

The landfill services the entire Municipality of West Elgin. The population served is approximately 5,500 which is estimated to increase to approximately 6,000 during the summer months.

Land uses adjacent to the site include a low lying wood lot, wetlands and agricultural fields to the northwest, an aggregate (sand and gravel pit) to the northeast, a wood lot and low lying wetlands to the southeast, and land consisting of grasses, shrubs and trees to the southwest. General topography, surface water drainage, and the hydrogeological assessment of the site are included in Section 2 of this report.

There is one gravel surfaced, temporary access road entering the site from the northwest at Downie Line. The gate across the access road is locked whenever the landfill is closed or the attendant is not present. The site is bounded at each property boundary by natural forest and marshlands that deter illegal access to the site. The temporary access road is maintained to access the active landfill area. This road will be modified accordingly as waste disposal proceeds.

There are no permanent structures on or below grade within site limits. A small, elevated trailer and a sea container are present and act as the on-site worker's office. There are no utilities (electricity, gas, water, sanitary sewers, or phone) to the site. The site operator has a cell phone in case of emergencies.

Existing signs include an entrance sign and signs denoting bins for recyclable material. As per the ECA, the entrance sign states the owner's name and hours of operation, the

operator's name, the ECA No., the type of waste accepted, and a contact telephone number to call with complaints or in the event of an emergency.

Landfill operating hours are from 9am to 4pm on Wednesday, Friday, and Saturday.

Waste disposal records are kept at the local municipal offices. The Municipality of West Elgin maintains a record of daily site operations, complaints, site inspections, and unacceptable waste as per the ECA.

During the environmental monitoring events, BluMetric completes a landfill inspection and maintenance record to determine if any adjustments are required for the operation of the site. The completed inspection records for spring and fall 2020 are included in Appendix G.

During the spring 2020 landfill inspection it was noted that the active face operations were wider than the ECA-prescribed limit. Also, there was some concrete noted in a pile outside of the landfill footprint. A note was also made regarding lack of daily cover in the spring inspection but it was subsequently confirmed that the ECA requires cover be placed weekly, not daily, and the inspection checklist was updated to reflect this. The fall 2020 landfill inspection confirmed that the width of the active face and the concrete remained outside the prescribed limits. BluMetric confirmed with the Municipality following the fall inspection that barrels have been installed to direct residents to the active face, allowing staff to minimize the width of the active face. It was also confirmed that the concrete is not to be placed in the landfill; it is collected and removed off site and will remain outside of the footprint.

In addition, during the fall inspection it was noted that there was smoke emitting from the burn pit. The Municipality has confirmed that burning takes place on Mondays and it is protocol to not leave with an open flame unattended.

### **5.3 Waste Disposal**

The West Elgin Landfill site is currently licensed for the disposal of domestic and commercial waste.

Surveys conducted in 2007 and 2008 identified the source of the waste and recyclable materials, and the number of bags disposed each day. In May 2007, BluMetric conducted a one-day waste audit to provide an approximate average weight per bag of waste, as well as per car, truck, and van load accepted at the site. In addition, the number of bags of waste collected from residential versus commercial sources was counted during the survey.

Based on the May 2007 waste survey, the assumed average weight per bag was 5 kg and the assumed number of bags per car, truck, and van was 3.4, 3.2, and 3.4, respectively. The results of the 2008 waste survey were similar to those from the 2007 waste survey. The measured weight for municipal curbside pick-up runs from the residential areas was also used to calculate the total amount of waste coming into the landfill.

A waste audit was conducted in 2012 as part of the Municipality's 2011 Waste Recycling Plan (WESA, 2011). The work plan was developed based on recommendations provided in the 2011 Waste Recycling Plan and the purpose of the waste audit was to confirm the recyclable diversion rate for the Landfill and identify the amount of recyclable material not being diverted.

The 2012 waste audit further confirmed the type of waste accepted and the average weight per bag of 5 kg (5.7 kg per bag during the summer event and 4.8 kg per bag during the winter event) (WESA, 2013). The waste audit concluded that there was a potential to divert a further 23-24% of recyclable material from the landfill.

As part of the daily records, the Municipality tracks the number of cars, trucks, and vans entering the facility to drop off waste. In addition, they also track the municipal curbside pick-ups from local residential communities and trailer parks. In the latter half of 2015, the Municipality switched to accepting all waste from West Lorne and Rodney (previously some waste was diverted to other approved landfills). In September 2019, the Municipality began diverted waste from the Village of Rodney and the Village of West Lorne to Green Lane Landfill in London, Ontario. Municipal-wide curbside collection of all waste started in West Elgin on August 1, 2020 with all waste collected diverted to Green Land Landfill in London, Ontario.

The following breakdown of waste generated within the landfill in 2020 is provided:

Municipal-wide curbside collection:

843.76 metric tonnes

Landfill/Transfer Station (tracked acceptance with assumed weights):

430.17 metric tonnes

Special Collection/Large Item Pick Up (cancelled due to COVID-19):

0 metric tonnes

The total waste generated in the Municipality in 2020 is therefore estimated to be 1,274 metric tonnes. A total of 843.76 metric tonnes was diverted to Green Lane Landfill and the total accepted at the West Elgin Landfill is 430.17 metric tonnes.

Domestic waste is estimated to represent greater than 95% of the waste entering the landfill. The domestic waste was delivered by commercial hauler or individual drop-off and is comprised of mixed household garbage. Large items such as discarded appliances, furniture, and mattresses are collected by the haulers or delivered to the waste disposal site for recycling, re-use or deposition at the landfill. Clean wood and brush are collected in a pile to the south of the approved waste limits and burned.

Commercial waste represents approximately 5% of the total waste accepted at the West Elgin Landfill. Commercial waste is delivered by commercial hauler and typically consists of construction material.

The landfill does not allow for large quantities of recyclable material to accumulate as the bins are transferred to the London Material Recovery Facility (MRF) on a regular basis. Municipal-wide curbside collection of recyclable material started in West Elgin on August 1, 2020. The following represents the total diversion to the London MRF or other approved recycling contractors in 2020:

Municipal-wide curbside collection:

182.7 metric tonnes

Landfill/Transfer Station (tracked acceptance with assumed weights):  
70.6 metric tonnes

Waste Transfer Station (Steel/ Electronics):  
114.2 metric tonnes

In total, the Municipality diverted 367.5 metric tonnes of recyclable materials to the London MRF or other approved recycling contractors.

Additionally, the Municipality diverts organics from the landfill (including spring and fall leaf and yard pick-ups).

## 5.4 Final Contours and Site Capacity

On September 13, 2016, an Unmanned Aerial Vehicle (UAV) survey was completed on site by BluMetric personnel. The results of the 2010 manual GPS survey and 2016 UAV survey are presented in Figures 12 to 15.

Figure 12 presents the site layout and contours resulting from the 2016 UAV survey with the updated aerial photo. The proposed final design contours are presented in Figure 13. The final contours are based on the local topography of the site and the estimated footprint area of 1.59 hectares. All side slopes will be constructed to a maximum 25% grade. The crown of the landfill will be constructed to a minimum 5% grade to promote surface water runoff. Figure 14 provides a direct elevation comparison of the current 2016 survey and the proposed final design. The purple, blue, and green colours in Figure 14 represent areas where material can still be placed or filled (i.e. areas with capacity) and the red, orange, and yellow colours identify areas where material must be removed or cut to comply with the final contour plan (i.e. areas where the proposed final contour is exceeded).

In 1984, MECP staff estimated the site capacity to be 100,600 m<sup>3</sup> (MOE 2003). Prior to this time, the site did not have an approved capacity. The GPS survey data from 2010 estimated a new total site capacity of 106,109.5 m<sup>3</sup> as the landfill footprint had

increased. Based on the final contours plan and the updated 2016 UAV survey data, the remaining site capacity was calculated to be 31,190 m<sup>3</sup> at the end of September 2016.

Note that the areas depicted in red and yellow in Figure 14 are slightly above the final design capacity (approximately 3,450 m<sup>3</sup>); however, during the time of the survey, these locations were used for storage of concrete debris and metal material which have since been removed. The areas in blue and purple still have capacity remaining for waste disposal. Figure 15 shows cross sections C-C' and D-D', which are shown in plan-view on Figure 14. The red cross section lines are from the 2010 GPS survey, the blue lines are from the 2016 UAV survey and the green lines are the proposed final design. Any locations where the current survey extent exceeds the final design contour will be addressed prior to landfill closure and confirmed by a new survey.

Based on the 2020 annual waste input rate of 430.2 metric tonnes (obtained from the Municipality), a compaction density of 0.5 tonne/m<sup>3</sup> and a waste to cover ratio of 4:1, the annual air space utilization rate for the site is calculated to be 1,075.25 m<sup>3</sup>/annum. Using the estimated quantity of in-place waste, calculated utilization rates, and a projected annual population (i.e. waste) growth rate of 0.5% over the next 25 years, the estimated life of the landfill is 20 years (that is, until December 2039). The remaining site capacity as of December 2020 is estimated to be 21,753 m<sup>3</sup>.

Note that the estimated life is calculated based on the remaining site capacity as determined by the UAV survey at the end of September 2016 and then calculated until the end of 2020 based on measured scale ticket weights from collection, as well as the tracked material accepted through the waste transfer station (based on assumed weights as discussed above). It is noted that any estimate of remaining site life is highly sensitive to variations in waste characteristics, waste generation rates, cover material utilization, waste compaction and recycling efforts. It is recommended that surveys be completed every 5 years to reassess and update the remaining site capacity.

## 5.5 2020 Site Operations

The Hydrogeological Investigation and Design and Operations Report prepared by WESA (WESA, 2006) provides a detailed phased development plan for landfill operations over the site life.

In 2010, clay was placed on the edge of the laneway as final cover, however no other final cover has been placed on the landfill footprint. Interim cover is placed over the active face on a weekly basis. All locations that are not part of the active face should be covered with 300 mm of intermediate cover material as discussed in the WESA 2006 report. The Municipality has surveyed and staked the landfill extents.

As per Condition 18 of the Amended ECA, cover or suitable alternative must be placed over the entire active face at the end of every operating week. In 2020, soil cover was placed on the active face on a weekly basis.

The Hydrogeological Investigation and Design and Operations Report prepared by WESA (WESA, 2006) outlines the requirement for active face operations at the landfill. The active face should be kept to a maximum width of 10 m wide. The height of the active face should be the shorter of 1.5 m or the distance to the final waste contour. Site inspections in 2020 indicate that the active face was greater than the 10 m width requirement. Site inspection forms are provided in Appendix G.

The natural surface water drainage at the site is controlled by the low topographic relief. There are no on-site drains and little evidence of surface water ponding or channels identified during BluMetric's site visits. The Municipality of West Elgin purchased CAZ both south and east of the landfill in which portions of the property comprise a Provincially Significant Wetland (PSW). The landfill is situated on a local topographic high and therefore surface water run-off has not been a problem.

The site currently maintains a record of complaints received about the site or any environmental emergency situations that occur at the site at the local municipal offices. There were no complaints in the log for 2020.

## 5.6 Changes to Operational Procedures and Infrastructure

The Municipality took over operations of the West Elgin Landfill in 2015. In 2019, all waste from the Village of West Lorne and Rodney began to be diverted in an effort to increase the life expectancy of the landfill. Furthermore, in August 2020, curb-side pick up was expanded to the entire municipality in addition to the villages of West Lorne and Rodney.

The site layout was also modified in 2015 in such a manner that the requirements of the recyclable receiver are met (see Figures 2 and 3). All recyclables and waste brought to site are placed in the appropriate bins located on the transfer station.

The recyclable handling areas were moved in an effort to:

- Allow better promotion of separating Recyclable and Waste (including better signage and bin storage); and
- Provide better access control to the landfill at the entrance and limit the access to the face of the landfill.

The Municipality is currently a member in the London MRF, and only requires two separated recyclables streams: fibres and mixed recyclables, including glass, plastic and metals. The Municipality maintains the right to decide where recyclables are taken following collection. Should the London MRF cease to offer a viable solution, temporary storage will be maintained onsite until an alternate is established.

The location for collection of waste tires and electronic waste is adjacent to MW6. These materials are also recycled.

## 6. Recommendations

The recommendations derived from 2020 annual site monitoring and operations for the West Elgin Landfill site are outlined below. In general, the recommendations for the Annual Site Monitoring and Reporting and Site Operations are consistent with those from the previous annual reports.



## **6.1 Annual Site Monitoring and Reporting**

1. Background water quality analyses should continue to be conducted at MW14-R for the purpose of updating the RULs for the site.
2. The site groundwater monitoring network should be sampled in the spring and fall each year for a full set of parameters, as listed in Tables 3 and 4 of this report, to establish site conditions.
3. As required by the ECA, by no later than April 30<sup>th</sup> of every year a site operation and environmental monitoring report will be prepared and submitted to the Ministry of the Environment, Conservation and Parks. This recommendation is outlined in the provisional Certificate of Approval for this site.
4. A UAV survey should be completed at a minimum of every 5 years (next survey in 2021) in order to reassess the estimated landfill capacity.

## **6.2 Annual Operations Report**

The design and operations recommendations made by BluMetric as part of the Hydrogeological Investigation and Design and Operations Report (WESA, 2006) should be implemented to minimize any leachate impacts. Recommendations are as follows:

1. The landfill site should continue to maintain a record of daily site operations, monthly site inspections conducted by a trained person, all occurrences of receipt of unacceptable waste, and complaints received about the site or any environmental emergency situations that occur at the local municipal offices. In order for the landfill site to be in compliance with the Amended ECA, these records containing the information specified in in the ECA must be maintained.
2. The site operator should continue to use the delineated landfill footprint to ensure operations adhere to the detailed phased development plan and active face operations as provided in the Hydrogeological Investigation and Design and Operations Report (WESA, 2006).
3. Bins used to collect recyclables must be kept in good condition without leaks. It is recommended that the metals storage area either be tarped to prevent precipitation and potential runoff, or have some means to contain the potential water runoff resulting from precipitation.

4. As per Condition 18 of the Amended ECA, daily cover must be placed over the entire active face with a minimum thickness of 150 mm of soil cover at the end of every operating week. As stated, a tarp can be used as an alternative. Final cover should be placed over the areas where the waste footprint is within the 30 m buffer area.

Respectfully submitted,  
**BluMetric Environmental Inc.**

Melanie Bombini, C.E.T.  
Senior Environmental Technologist

S'rana Scholes, B.A.Sc., P.Eng.  
Senior Environmental Engineer

Ian Macdonald, M.Sc., P.Geo.  
Senior Hydrogeologist

## 7. References

BluMetric Environmental Inc. (BluMetric). 2015d. Final Trigger Mechanism and Contingency Plan, West Elgin Landfill Site, Rodney, Ontario, August 20, 2015.

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# Municipality of West Elgin

## WEST ELGIN LANDFILL SITE UPDATE



MUNICIPALITY OF  
**West Elgin**

April 8, 2021

Remote Meeting

# Presentation Outline

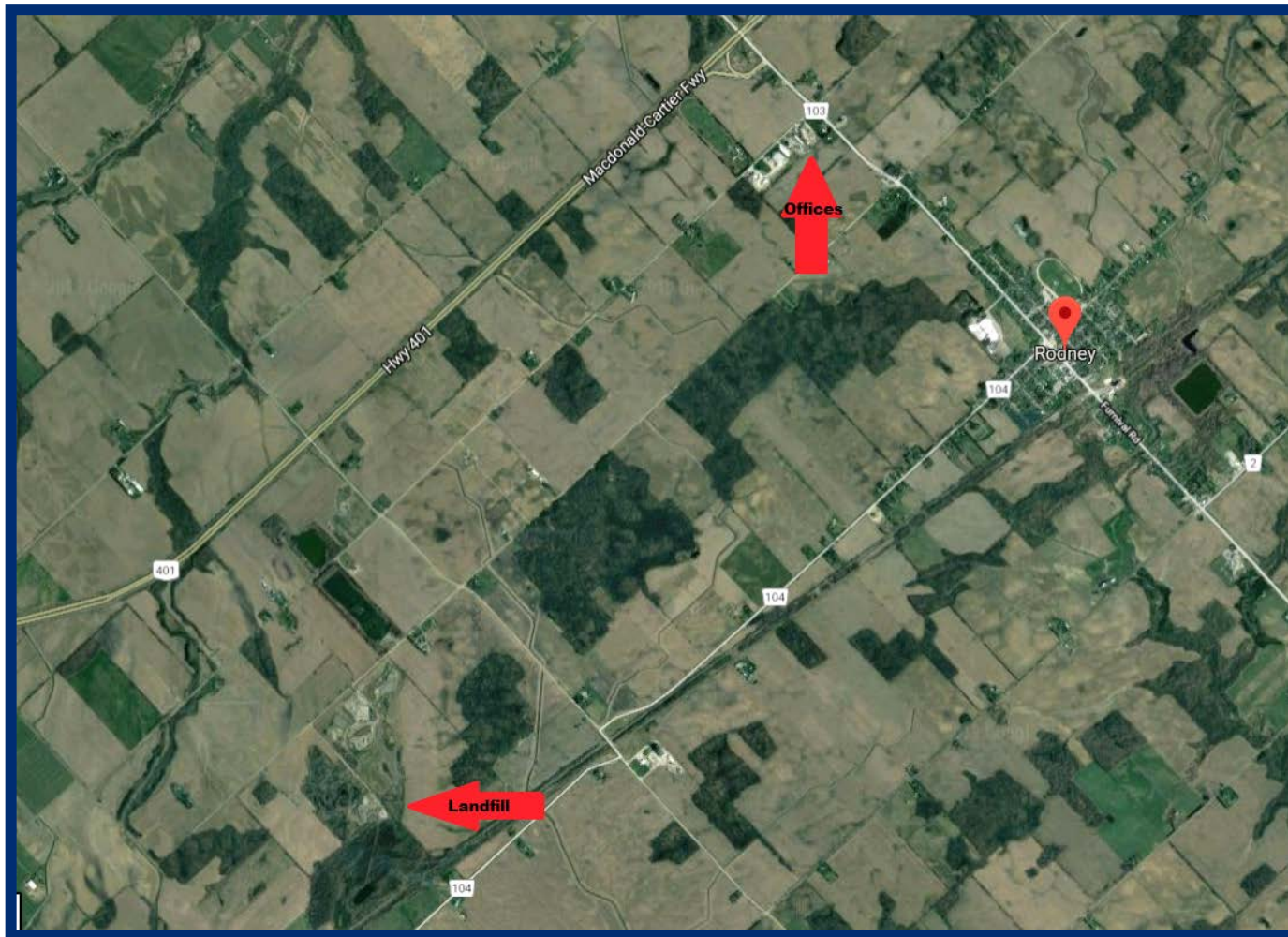
1. 2020 Environmental Monitoring Program & Design and Operations Overview
2. 2021 Activities
3. Future Considerations

# Topic 1:

## 2020 Environmental Monitoring Program and Design and Operations



# West Elgin Landfill Location





# West Elgin Landfill Site Plan



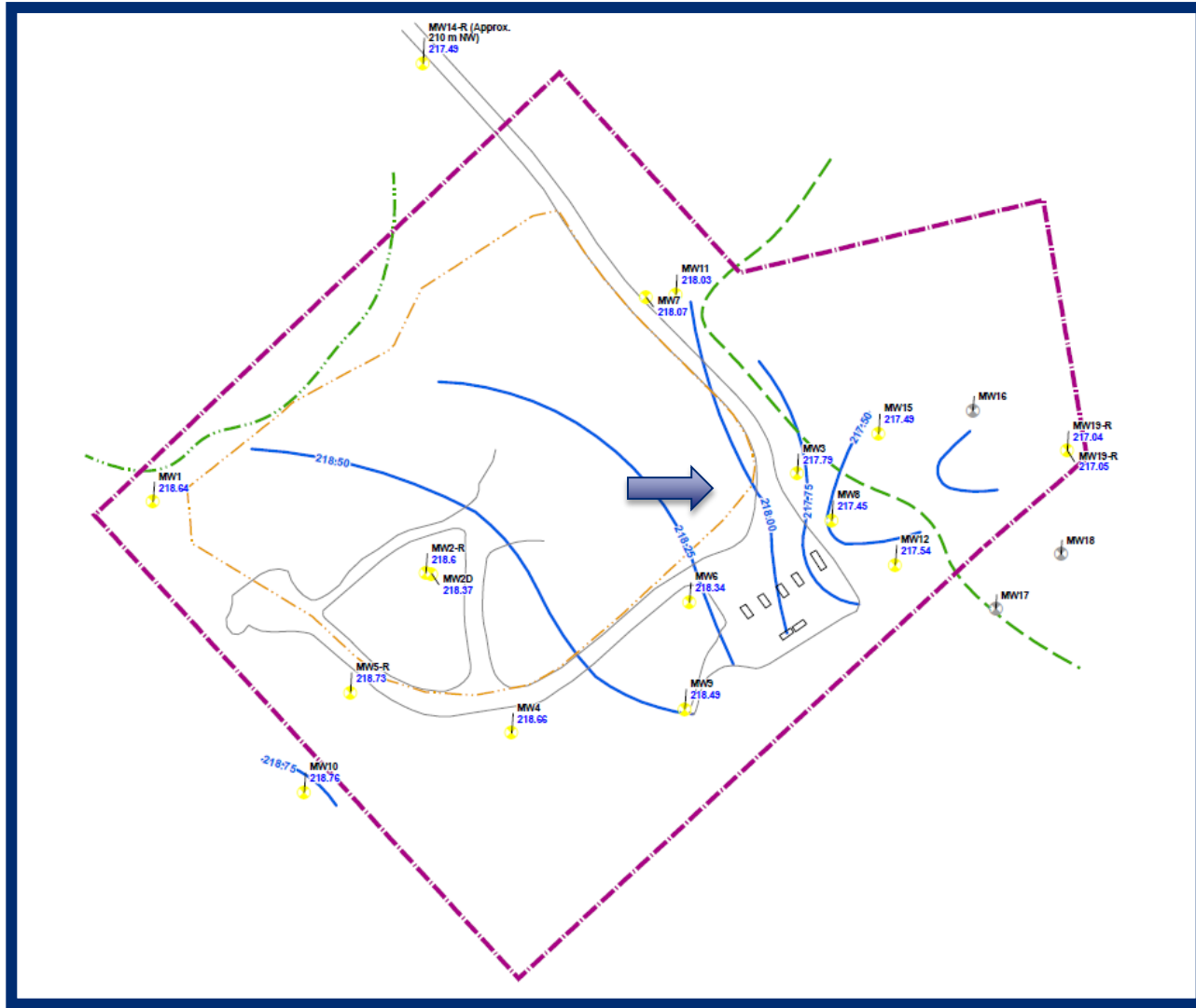
# 2020 Environmental Monitoring Program and Design & Operations

- Groundwater Flow Measurement, Collection of Methane Level Readings, and Groundwater Sampling (Semi-Annual)
- Operations Inspection (Semi-Annual)
- Semi-Annual Interim Reporting (to the Municipality only) and Annual Reporting to the MECP

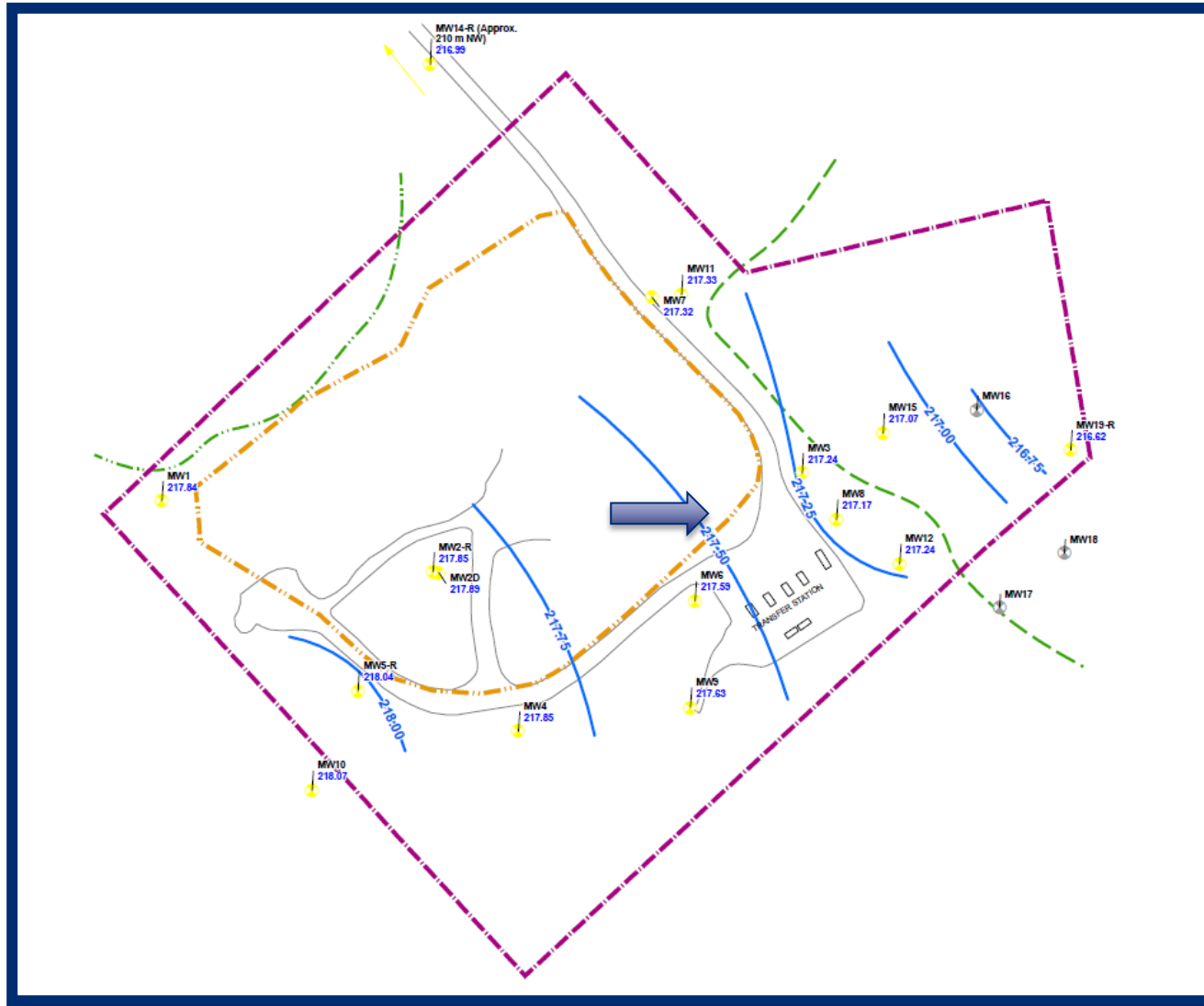
# Groundwater Levels and Flow Direction



# Groundwater Flow Direction-Spring



# Groundwater Flow Direction - Fall



# Methane Vapour Readings

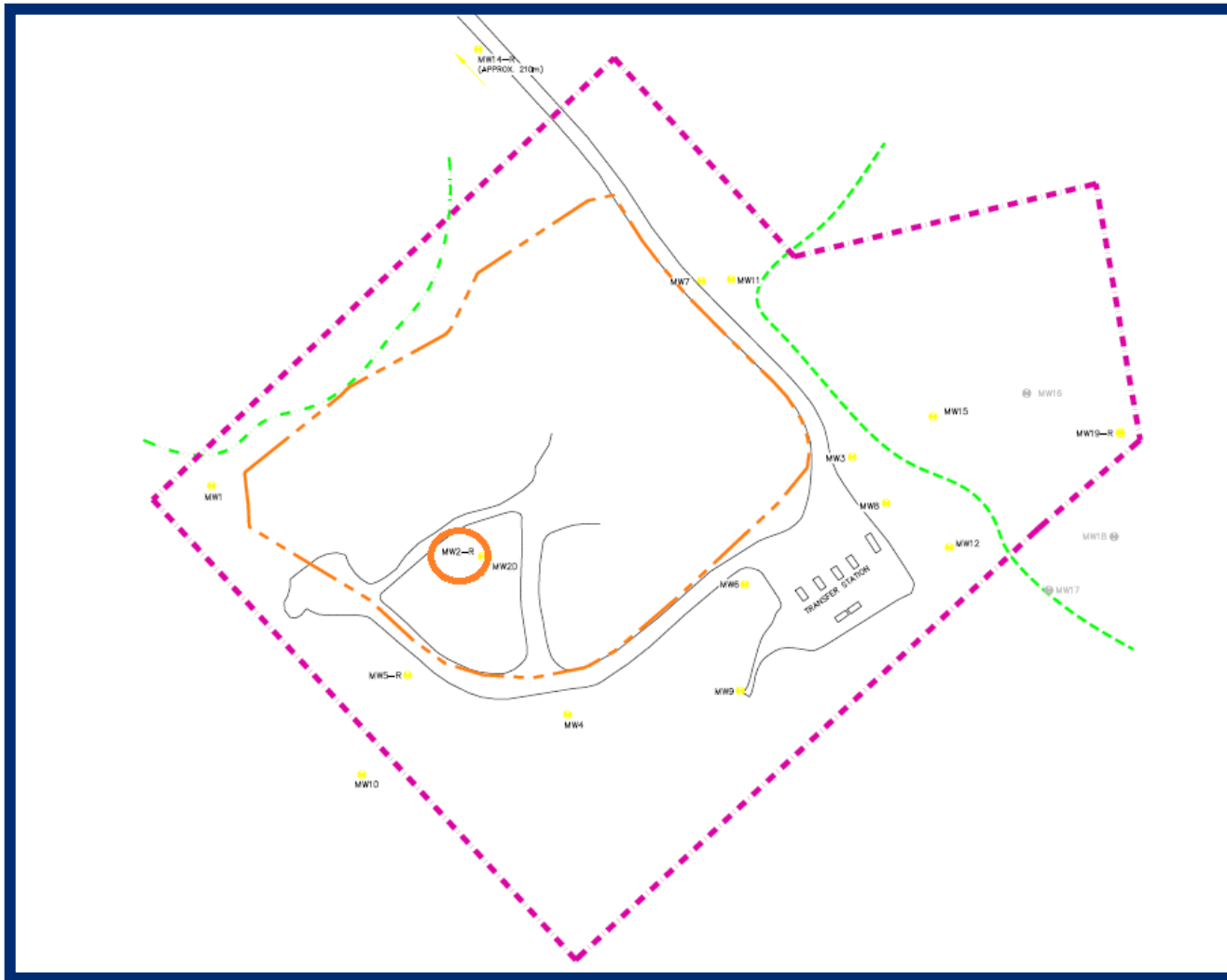


# 2020 Methane Vapour Readings

- Historically highest methane readings were noted in wells located within or below landfill material (MW2/ MW2-R and MW2D) or in close proximity to landfilling operations (MW4 and MW5-R)
- In 2020, the highest readings were at MW2-R as per usual. The rest of the results were below the detection limit of 0.5%.
- No concern for gas building in the former on-site attendant trailer and sea container (wells in the vicinity are  $< 0.5\%$ ).

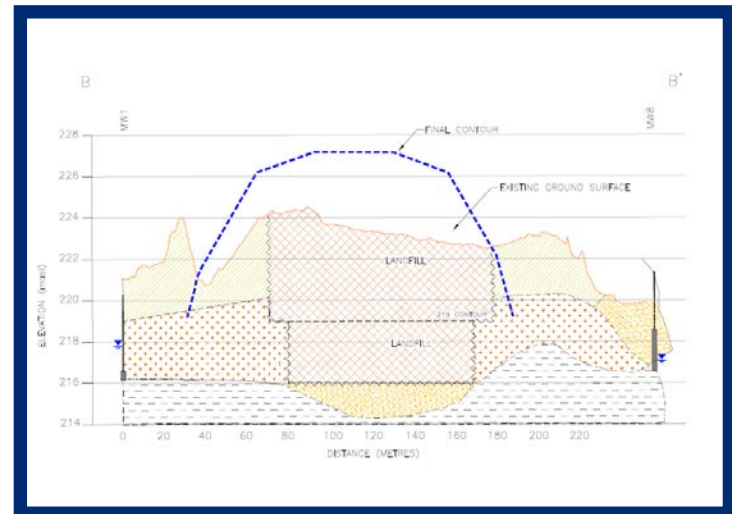
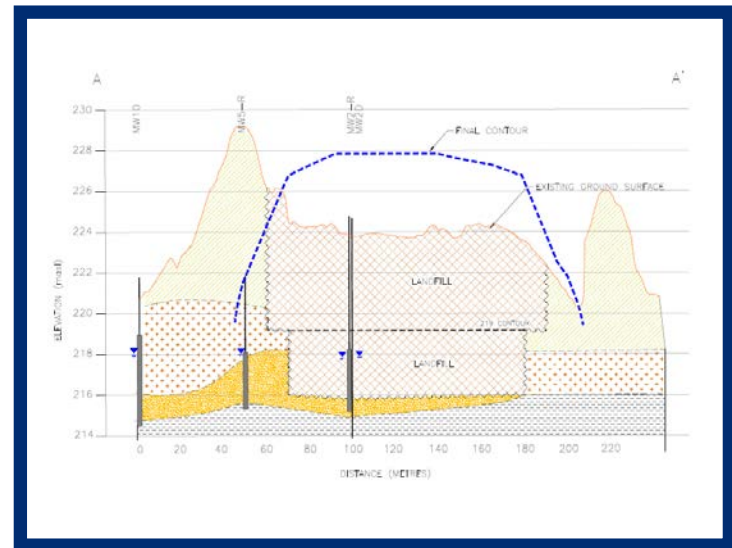
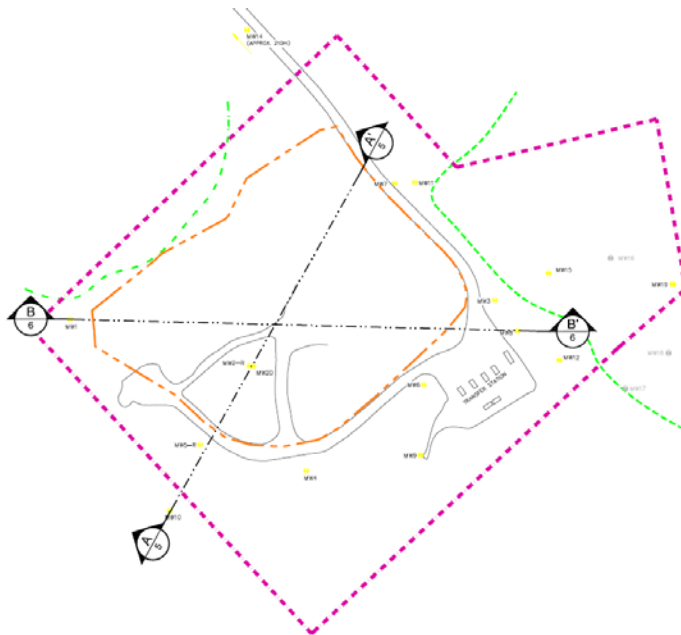


# 2020 Methane Vapour Readings





# Groundwater Quality Assessment



# 2020 Groundwater Quality Assessment

- Leachate Indicator Parameters (LIPs) include: *alkalinity, arsenic, chloride, DOC, iron, and sodium*
- Also consider: *ammonia, Organic N, colour, hardness, TDS, turbidity, fluoride, nitrate, nitrite, manganese and zinc, Volatile Organic Carbons (VOCs)*
- Chloride is the most mobile and conservative leachate indicator parameter

# 2020 Groundwater Quality Trigger Mechanism and Contingency Plan



1. **Tier 1 Alert** – 3 consecutive exceedances of 75% RUL at a trigger well of the LIPs



2. **Tier 2 Assessment** – consider trends in LIPs. Confirm increasing trends in concentrations. Confirm likely landfill-related.

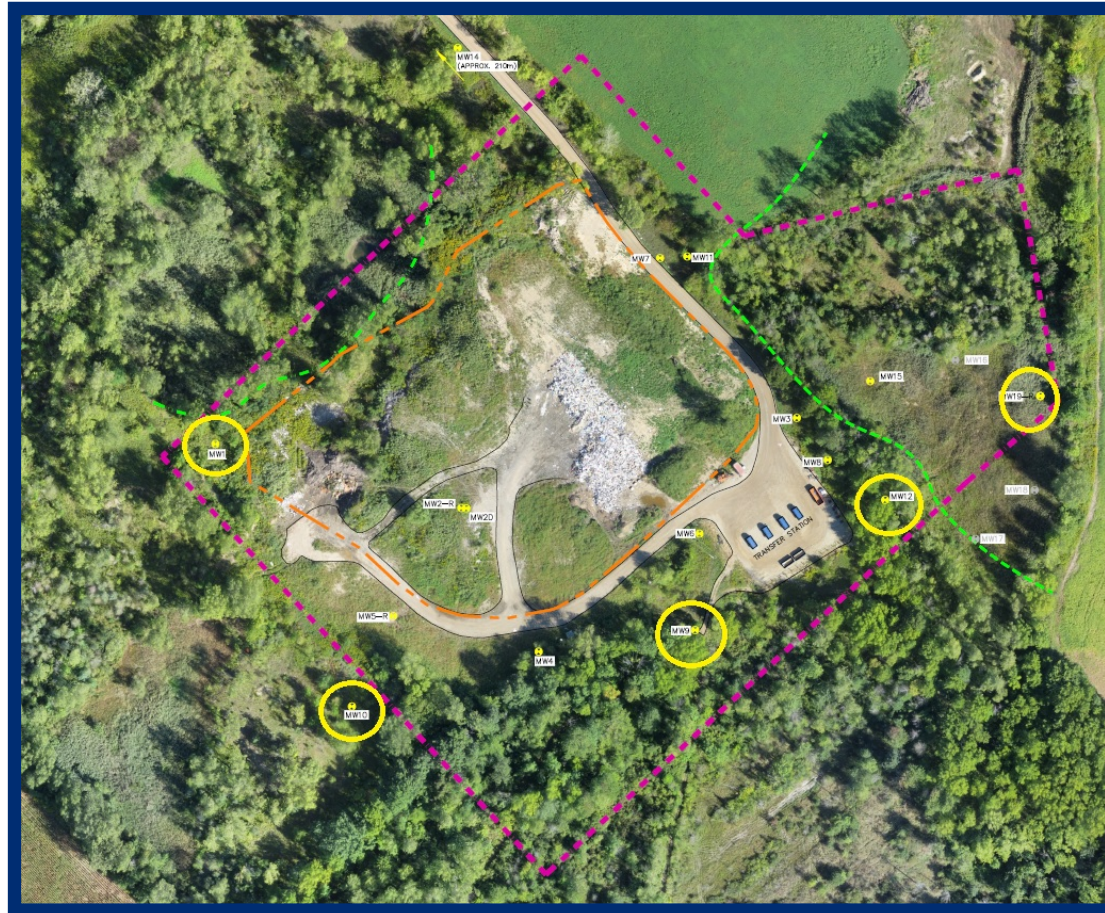


3. **Tier 3 Confirmation** – monthly samples for 3 months



4. **Tier 4 Compliance** – discussions between MECP and Municipality within 6 months to assess if remedial measures are required.

# 2020 Groundwater Quality Tier 1 – Trigger or Boundary Wells



# 2020 Groundwater Quality Tier 1 - Trigger Alerts

- Background Well Concentration (MW14-R)
- Ontario Drinking Water Quality Standards (ODWQS)
- Reasonable Use Guideline/ Limits
- 75%
- Three Consecutive Occurrences

# 2020 Groundwater Quality Results

- All RULs were calculated using historical data from background monitoring well
- Tier 1 Alerts:
  - *MW1 for alkalinity;*
  - *MW9 for alkalinity and DOC;*
  - *MW19-R for iron;*
  - *all other trigger/ boundary wells were in compliance.*

# 2020 Groundwater Quality

## Tier 2 Assessment – MW1 (Alkalinity)

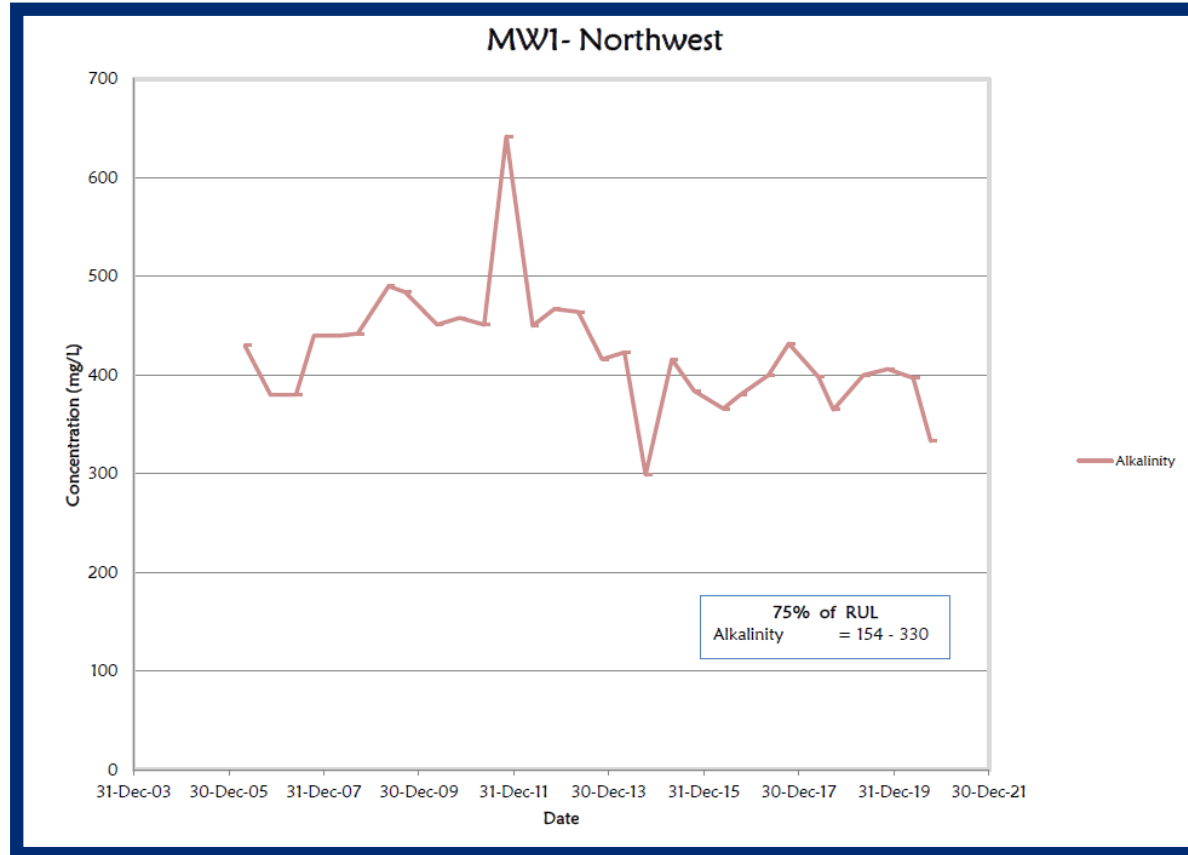
### Tier 2 Assessment Discussion for MW1

- Results are still less than 100% of the RUL
- Alkalinity is the measure of the water's ability to neutralize acid (versus pH that measures how acidic or basic the water is)
- Alkalinity results show a decreasing trend, however, LIPs chloride and sodium are slightly increasing.
- No Tier 3 Confirmation required at this time.



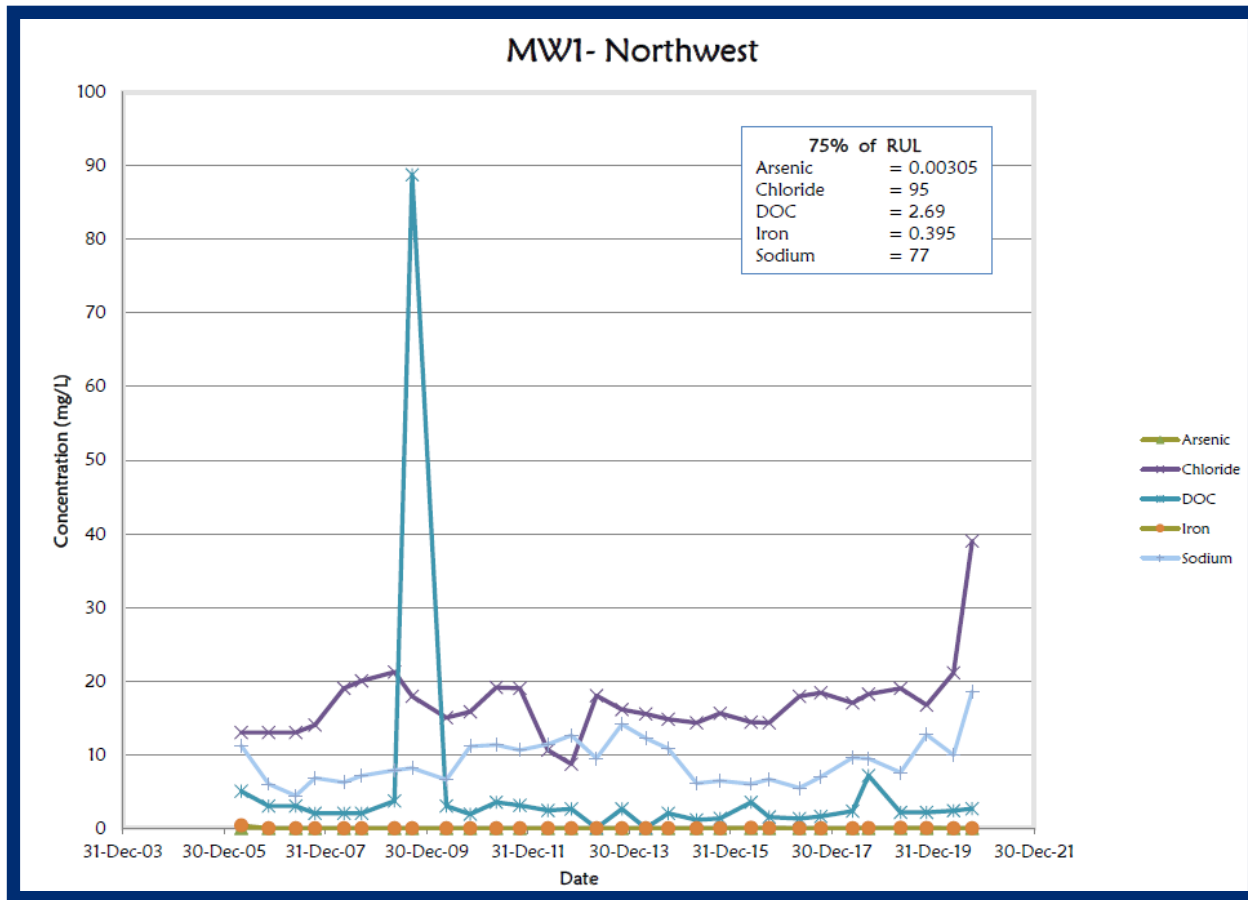
# 2020 Groundwater Quality

## MW1- Alkalinity





# 2020 Groundwater Quality MW1 – Other LIPs



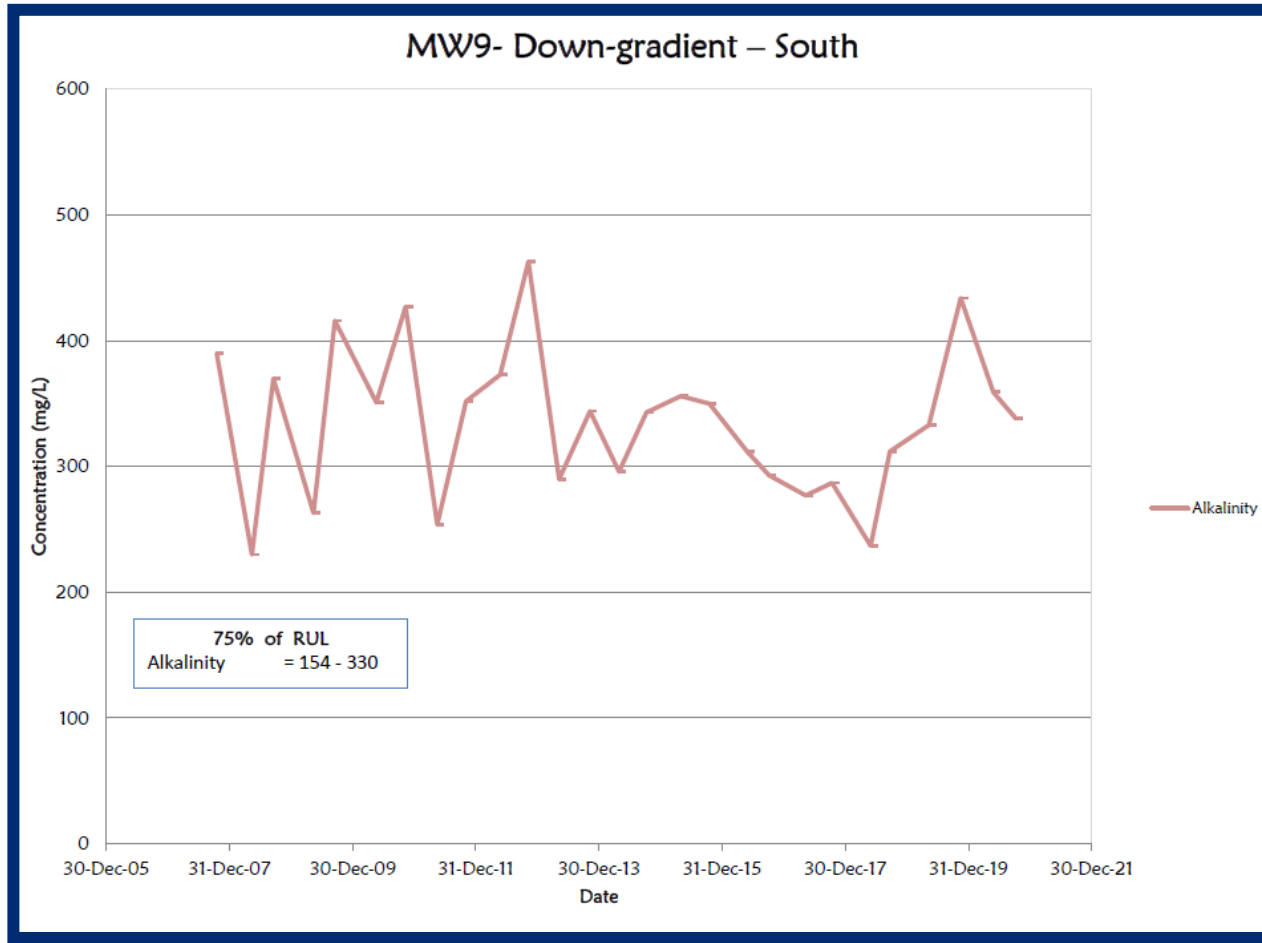
# **2020 Groundwater Quality Tier 2 Assessment – MW9 (Alkalinity & DOC)**

## Tier 2 Assessment Discussion for MW9

- Results are still less than 100% of the RUL
- No definite trend is noted in the LIP concentrations over time.
- No Tier 3 Confirmation required at this time.

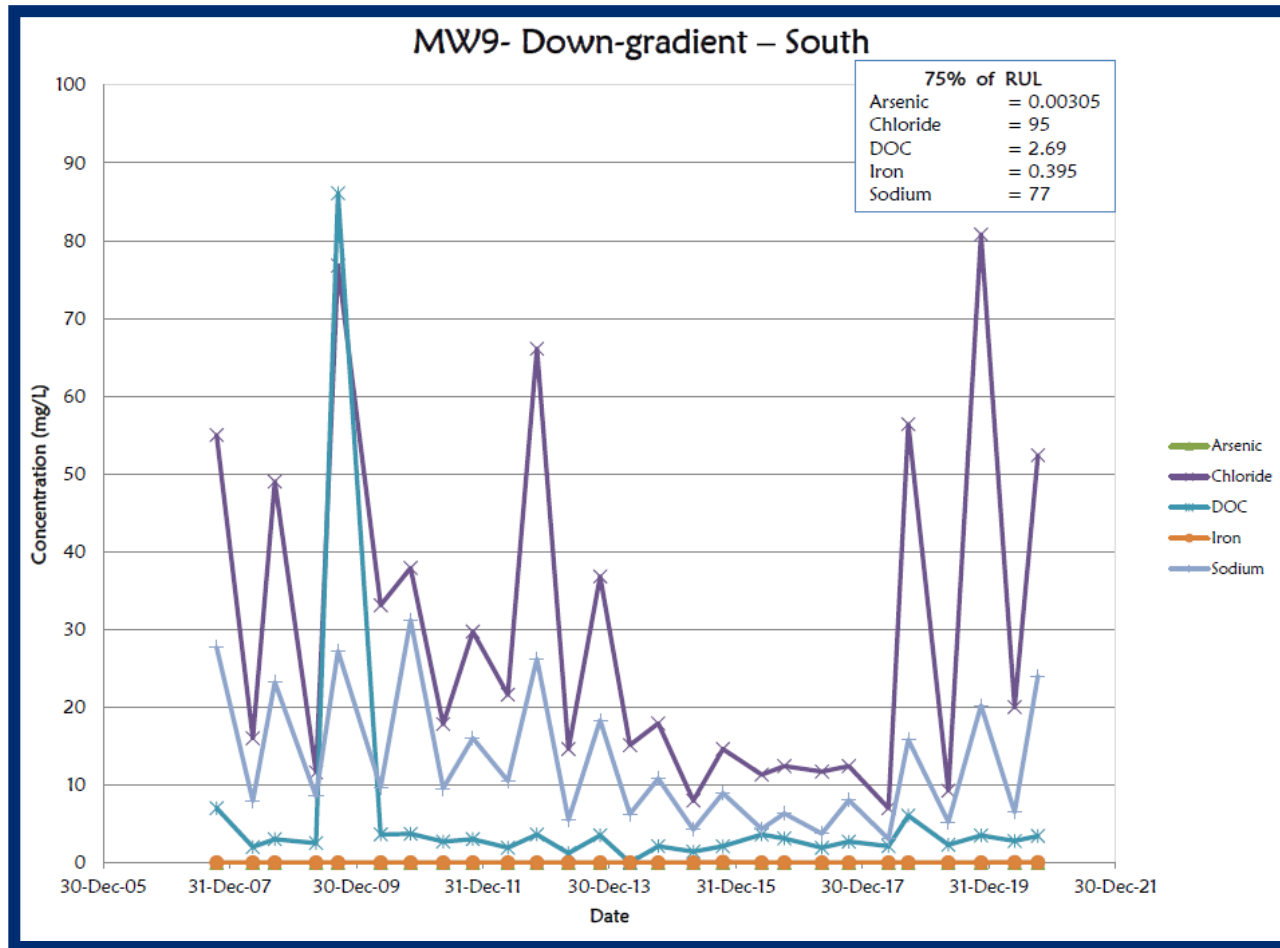
# 2020 Groundwater Quality

## MW9- Alkalinity



# 2020 Groundwater Quality

## MW9 – DOC and Other LIPs



# 2020 Groundwater Quality

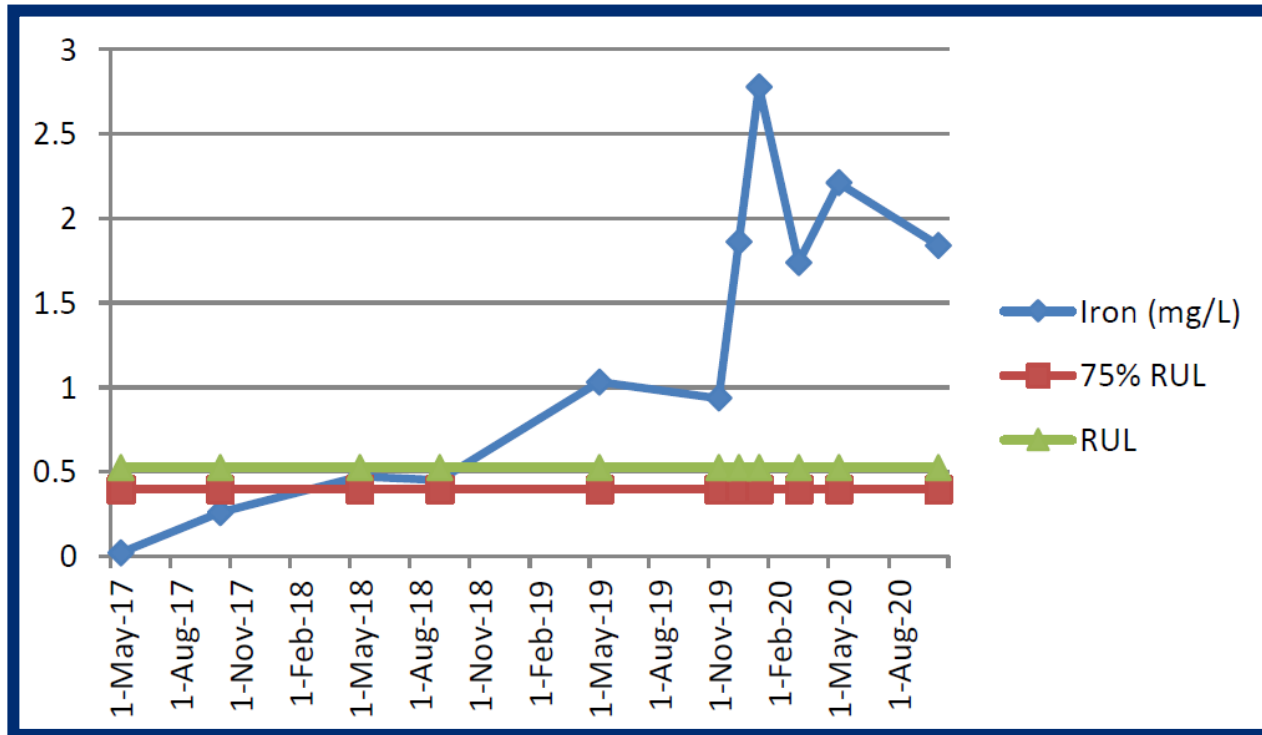
## Tier 2 Assessment – MW19-R (Iron)

### Tier 2 Assessment Discussion for MW19-R

- This alert was first noted in 2019 and resulted in Tier 3 Monitoring.
- Iron on its own are not fully attributed to landfill activities, but may be a sign of localized impacts (i.e. due to metals storage)
- No definite trend is noted in the LIP concentrations over time.

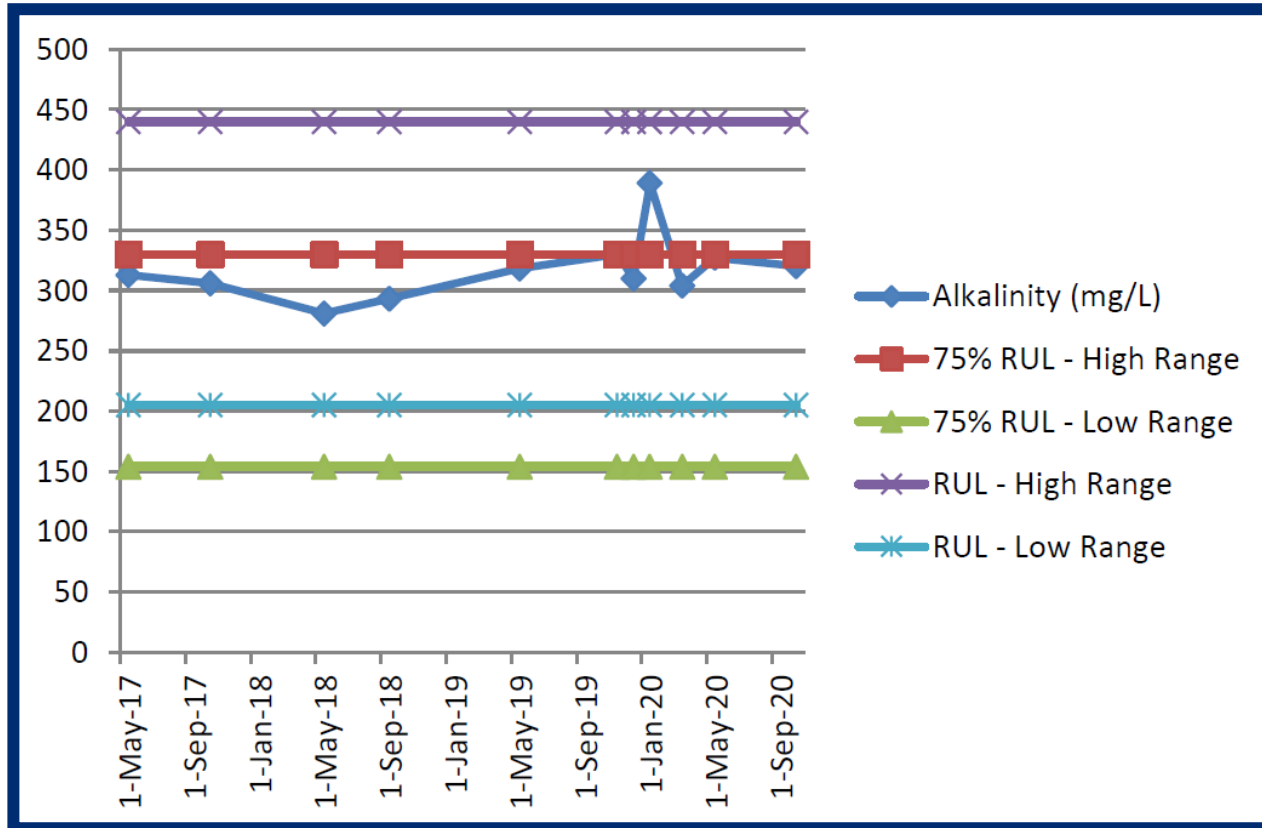
# 2020 Groundwater Quality

## MW19-R- Iron

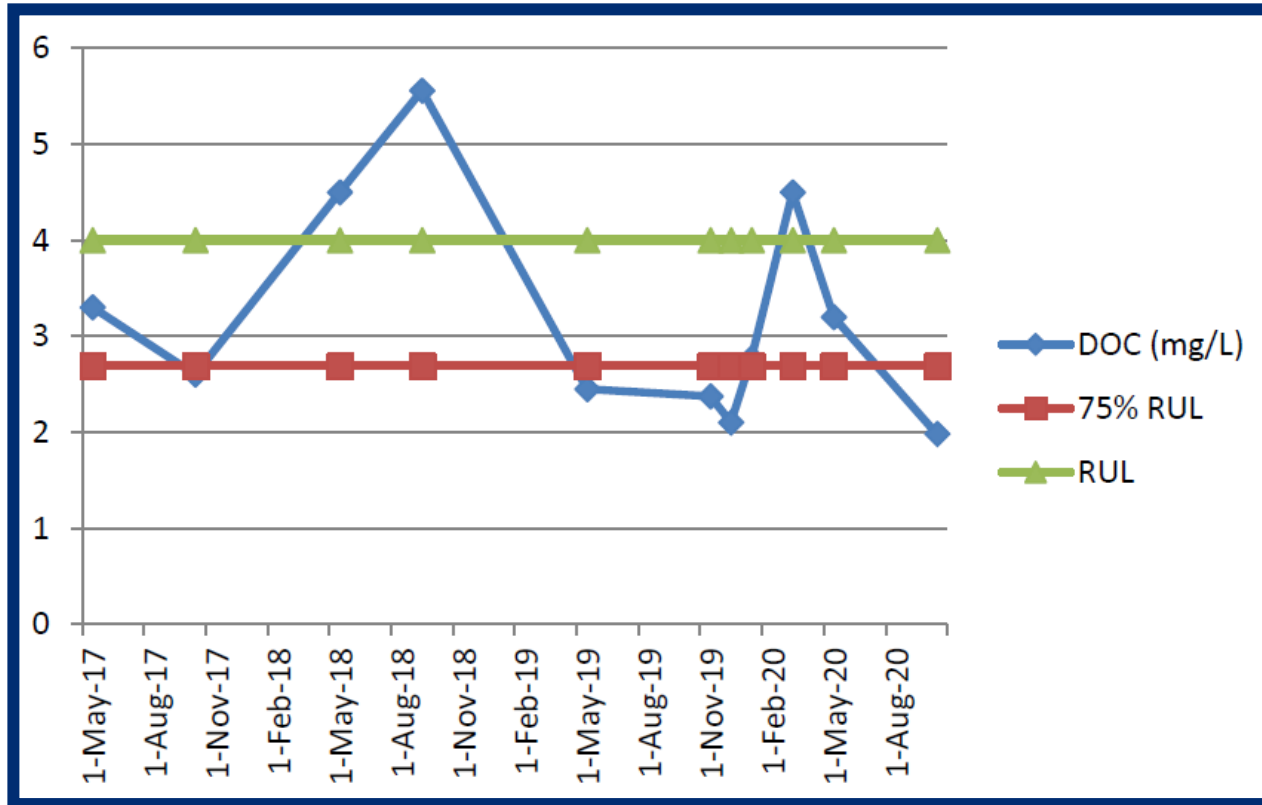


# 2020 Groundwater Quality

## MW19-R- Alkalinity

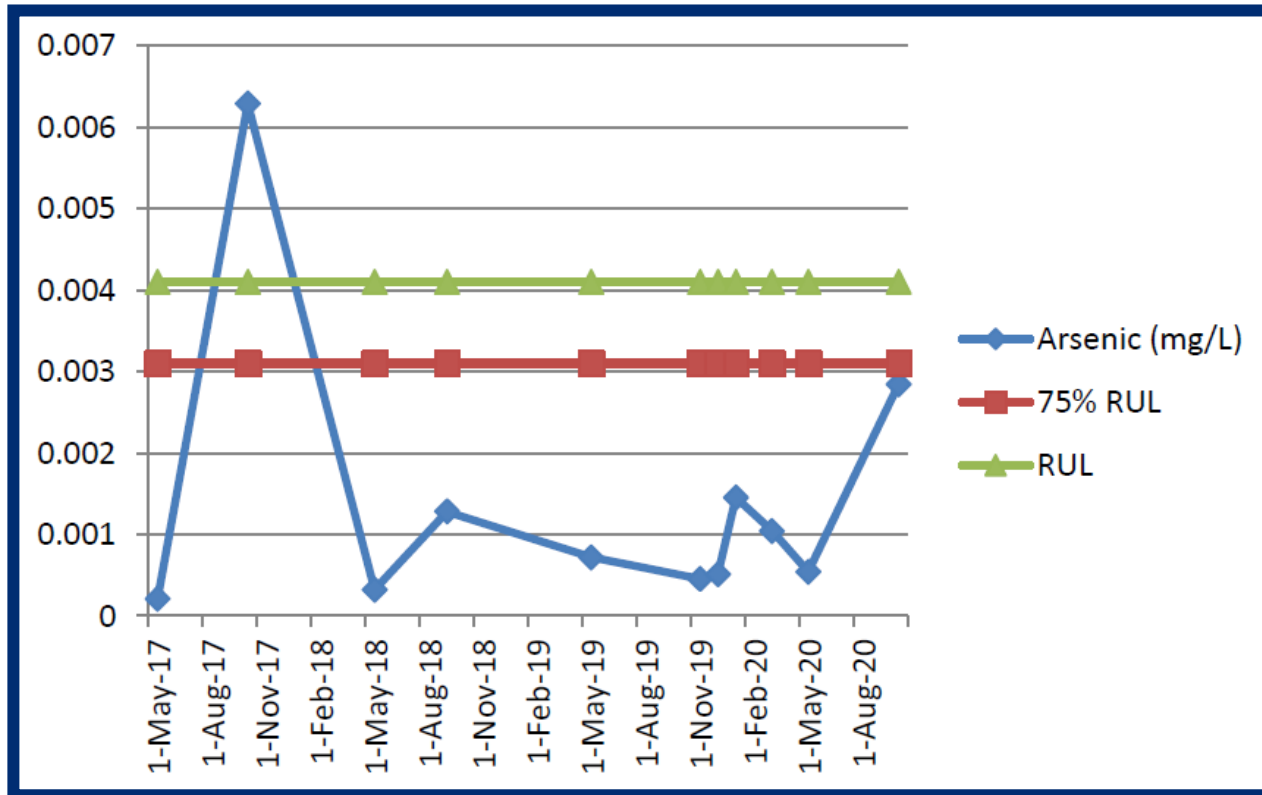


# 2020 Groundwater Quality MW19-R- DOC

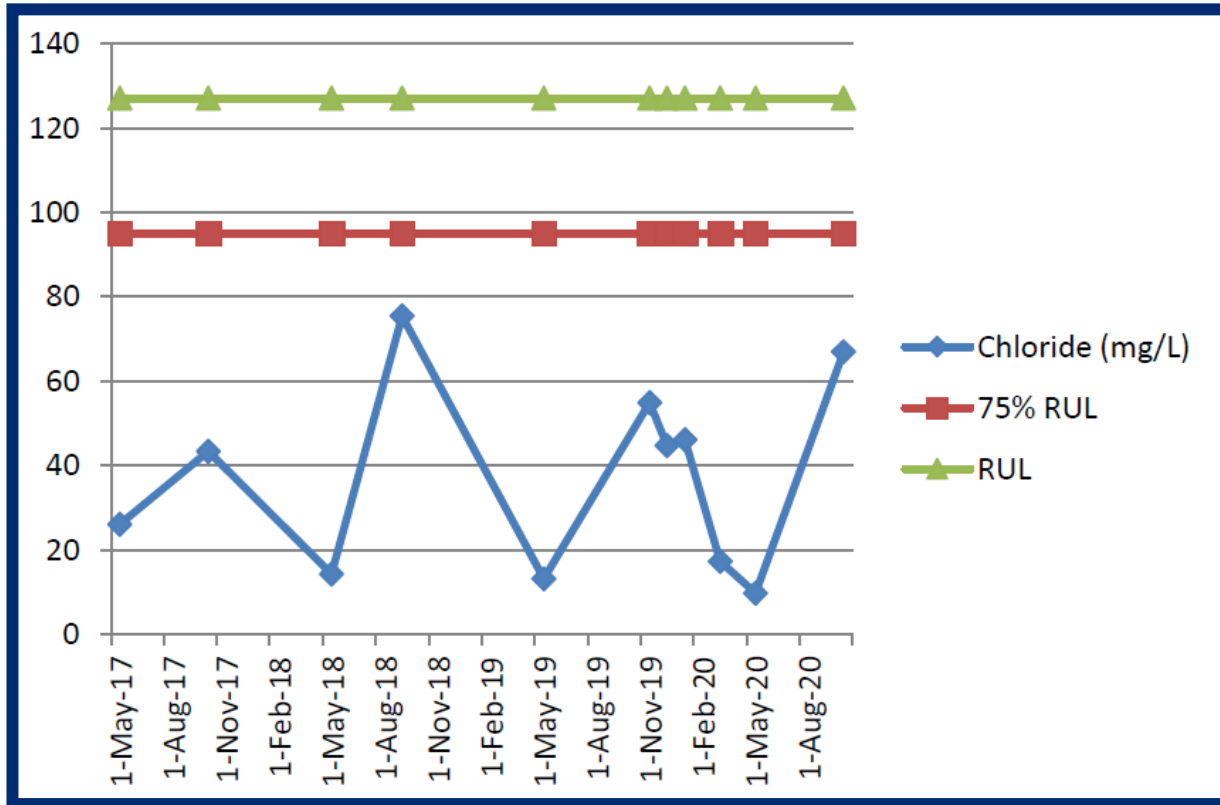




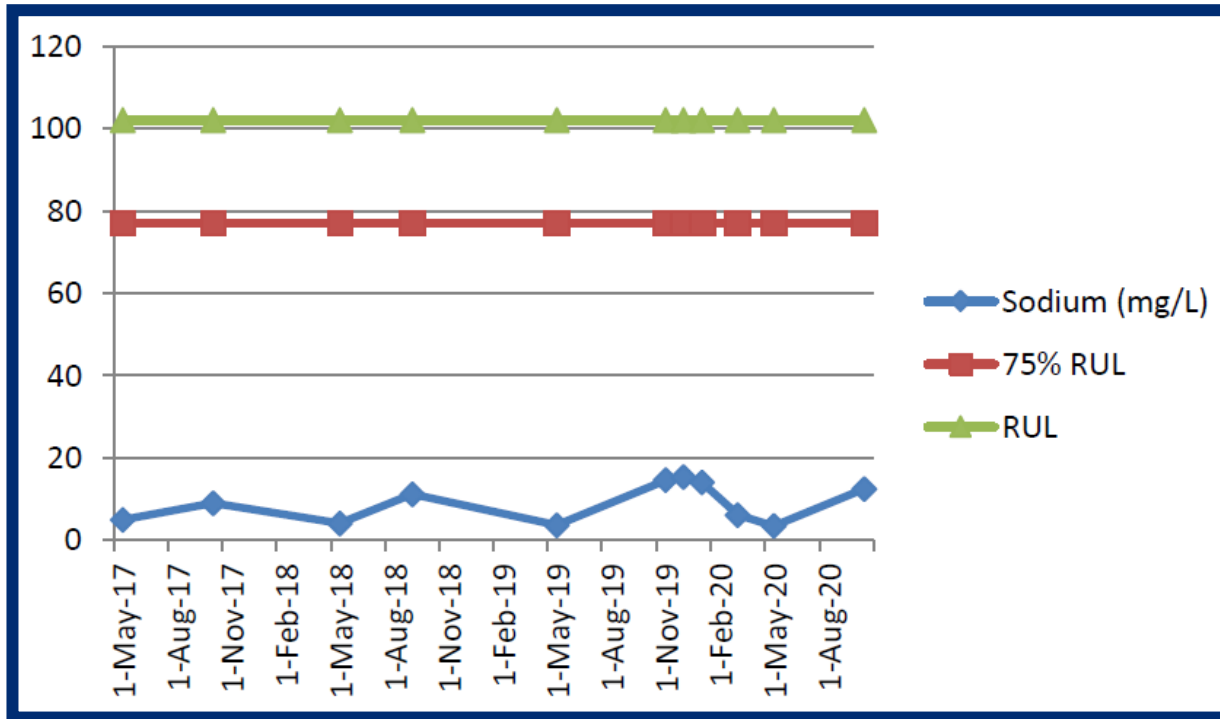
# 2020 Groundwater Quality MW19-R- Arsenic



# 2020 Groundwater Quality MW19-R- Chloride



# 2020 Groundwater Quality MW19-R- Sodium

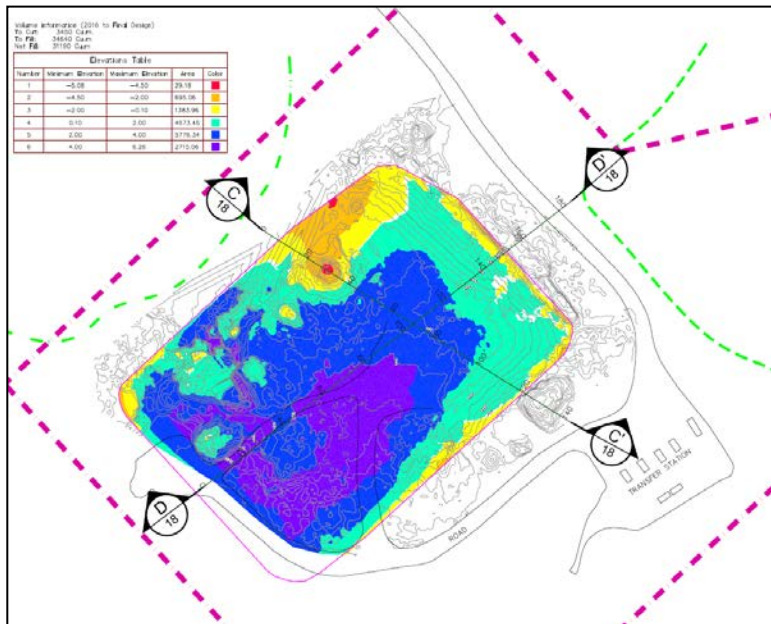


# Design and Operations Assessment



# 2016 Landfill Unmanned Aerial Vehicle (UAV) Survey

- In September 2016, BluMetric completed a UAV survey of the landfill



**Based on the 2016 UAV and data provided the estimated life of the landfill was 19 years.**

# 2020 Landfill Capacity



Factors used to determine capacity:

- annual waste input rate (430 metric tonnes – down from 1,200 metric tonnes in 2018)
- a compaction density of 0.5 tonne/m<sup>3</sup>
- waste to cover ratio of 4:1
- estimated quantity of in-place waste
- a projected annual population (i.e. waste) growth rate of 0.5% over the next 25 years

**The estimated life of the landfill is 20 years (that is, until December 2039).**


# 2020 - Waste Collection

Waste Source	Measured/ Tracked	Weight (Metric Tonnes)
Municipal-Wide Curbside	Measured (Scale)	844
Waste Transfer Site	Tracked Acceptance/ Assumed Weights	430
Large Item Collection (from Rodney & West Lorne)	Tracked Acceptance/ Assumed Weights	0 (Cancelled due to Covid)
<b>TOTAL</b>		<b>1274</b>

In 2020, the total recorded amount of waste brought to the landfill has decreased as material is diverted to Green Lane Landfill.



# 2020 - Waste Diversion

Source	Measured/ Tracked	Weight (Metric Tonnes)
Municipal-Wide Curbside	Measured (Scale)	183
Waste Transfer Site	Tracked Acceptance/ Assumed Weights	71
Waste Transfer Station (Steel/ Electronics)	Tracked Acceptance/ Assumed Weights	114
		

In total, the Municipality diverted 368 metric tonnes of recyclable material from the landfill in 2020 plus organic material that is not weighed.



# Topic 1 Summary


- Groundwater flow continues to be to the east (towards newly purchased CAZ)
- No methane concerns
- Tier 1 Alerts at MW1, MW9, and MW19-R initiated Tier 2 Discussions, and Tier 3 Monitoring in 2019, however no further action is recommended.
- Estimated Landfill Life = 20 years



# Topic 2:

## 2021 Activities

APR 11 2017

 Ontario

Ministry of the Environment and Climate Change  
Ministère de l'Environnement et de l'Action en  
matière de changement climatique

AMENDMENT TO ENVIRONMENTAL COMPLIANCE APPROVAL  
NUMBER A051101  
Notice No. 1  
Issue Date: April 4, 2017

The Corporation of the Municipality of West Elgin  
22413 Hoskins Line  
Post Office Box, No. 490  
Rodney, Ontario  
N0L 2C0

Site Location: Rodney Landfill - West Elgin Landfill  
911 address - 20385 on Downie Line  
Lot B, Concession 7  
West Elgin Municipality, County of Elgin

*You are hereby notified that I have amended Approval No. A051101 issued on September 11, 2015 for the use and operation of 3.2 hectare waste disposal/transfer site within a total site area of 6.6 hectares, as follows:*

**The following definition is added :**

*"waste electrical and electronic equipment "* has the same meaning as in Ontario Regulation 393/04 (Waste Electrical and Electronic Equipment) made under the Waste Diversion Act.

# 2021 Monitoring

- Groundwater Flow Measurement, Collection of Methane Level Readings, and Groundwater Sampling (Semi-Annual)
- Operations Inspection (Semi-Annual)
- Semi-Annual Interim Reporting (to the Municipality only) and Annual Reporting the Ministry
- Scheduled May 10th



# Topic 3:

## Future Considerations



# Landfill Capacity Reminder

- Estimated Life = 20 years
- Survey would confirm
- Waste Transfer Station can continue indefinitely



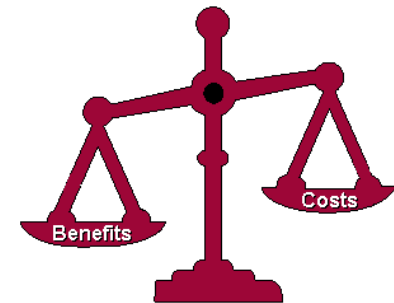
# Landfill Closure

- ECA dictates that 3 years prior to closure of landfill you must provide the MECP with a 'Closure Plan'
  - *End use of landfill and appearance*
  - *Roll out to the community*
  - *Plan for post-closure care*
- Design and Operations Report (2006) specifies:
  - End use of landfill is green space area
  - Final cover will consist of 600 mm of compacted clay and 150 mm of seeded topsoil



# Topic 3 Summary

- Recommend that capacity is confirmed with survey asap
- Consider further diversion of waste



# Questions?





# ABOUT MPAC

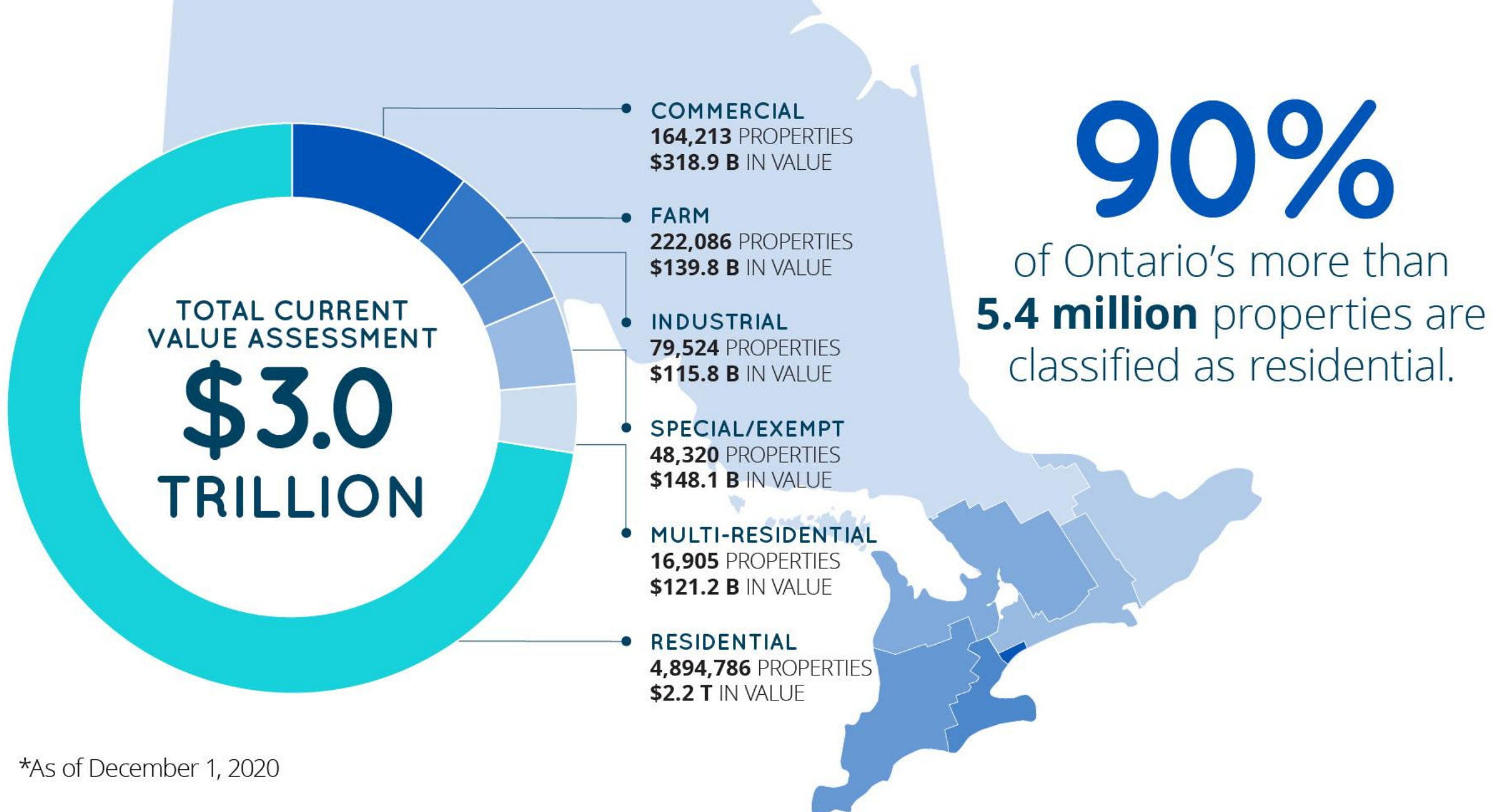
Valuing Ontario Together



MUNICIPAL  
PROPERTY  
ASSESSMENT  
CORPORATION

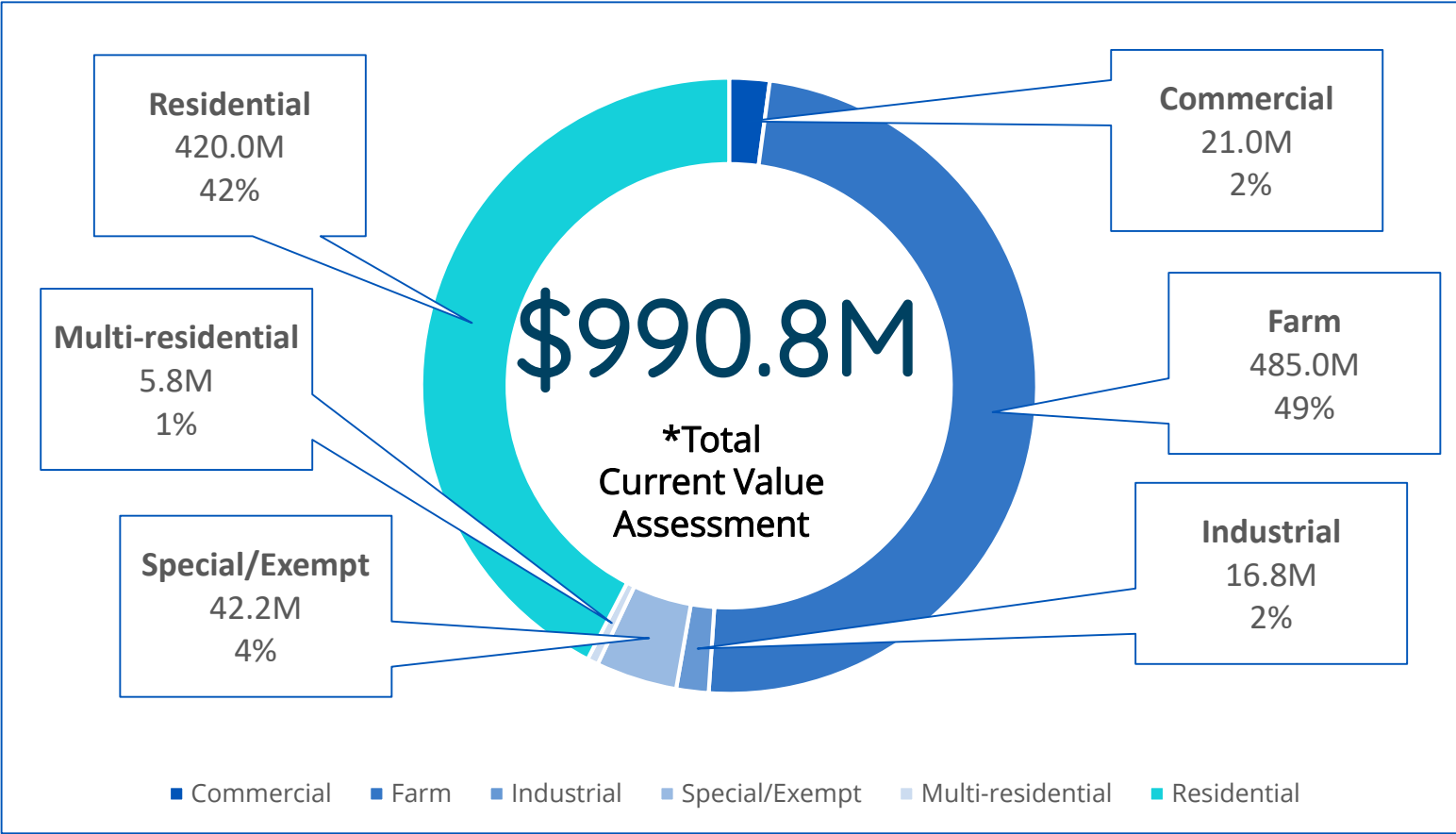






\*As of December 1, 2020

# Municipality of West Elgin



\*2021 Tax Year

\*Destination CVA at time of roll return for 2021 Tax Year based on 2016 Current Value Assessment (CVA)

# ONTARIO'S PROPERTY ASSESSMENT AND TAXATION SYSTEM



## **Government of Ontario**

Establishes the province's assessment and taxation laws and determines the education tax rates.



## **MPAC**

Determines property classifications and assessments for all properties in Ontario in accordance with legislation set by the Ontario government



## **Municipalities**

Determine revenue requirements, set municipal tax rates and collect property taxes to pay for municipal services.\*



## **Property owners**

Pay property taxes that fund community services and education taxes that fund public schools.

\*Provincial Land Tax and levies by local boards are collected in unincorporated areas and contribute toward important services.





# THE NEXT PROVINCE-WIDE ASSESSMENT UPDATE



# PROPERTY ASSESSMENT UPDATE

Property values  
continue to be based  
on the market at:

**JANUARY 1, 2016**

which is our current  
**valuation date.**



# MPAC'S ROLE IN THE BUILDING PERMIT PROCESS

Municipalities rely on MPAC to take their building permits and plans and **turn them into assessment.**



Municipalities tax property owners **based on those assessments.**



The sooner MPAC can deliver assessments, the sooner **municipalities can realize new revenue.**

MPAC

MUNICIPALITIES







We reflect changes to properties when we mail Property Assessment Notices every year



# About MyProperty



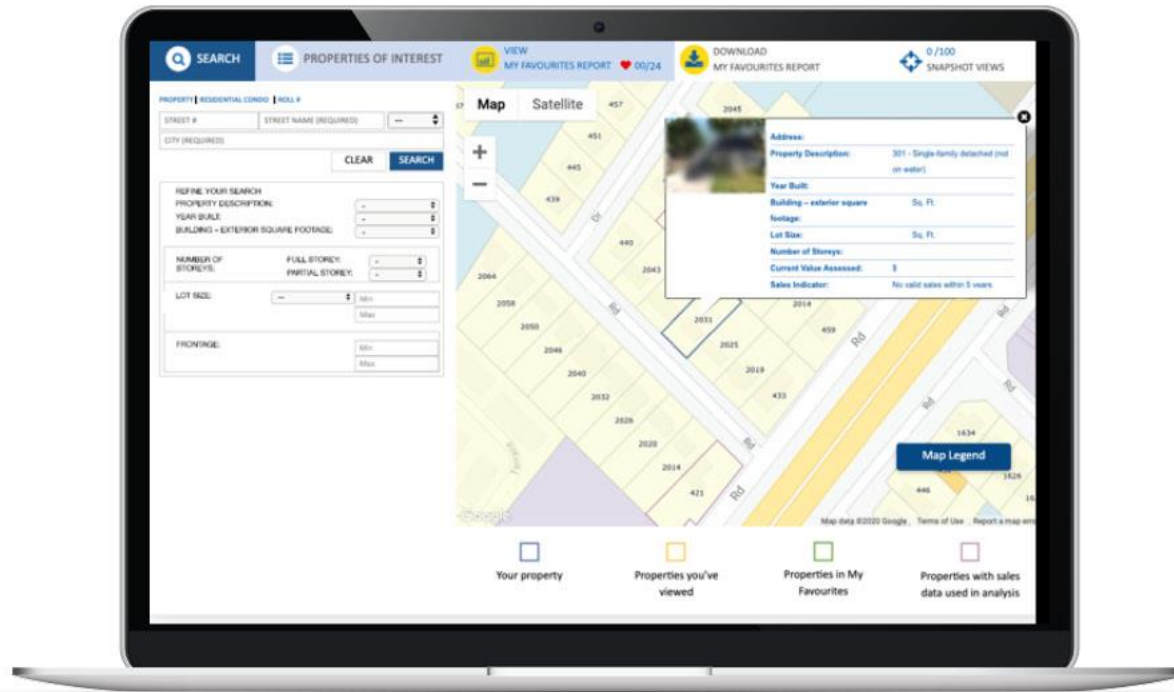
View **property info** and **compare** to other assessments in your neighbourhood



View details that explain **how we assessed** the property



Review steps to file a **Request for Reconsideration** online





# 2020 MUNICIPAL PARTNERSHIPS REPORT

In 2020, the pandemic made our **collaborative relationships** with municipalities more important than ever.

**Read our 2020 Municipal Partnerships Report to learn about how we:**

- Responded to the postponement of the Assessment Update by shifting priorities to meet the needs of municipalities
- Found new ways to access information we needed to capture \$37.3 billion in new assessment across Ontario
- Stayed connected with the municipal sector virtually
- Are transforming the ways we share data with municipalities

**[Click here](#) to read the report or visit [mpac.ca/partnership](https://mpac.ca/partnership)**

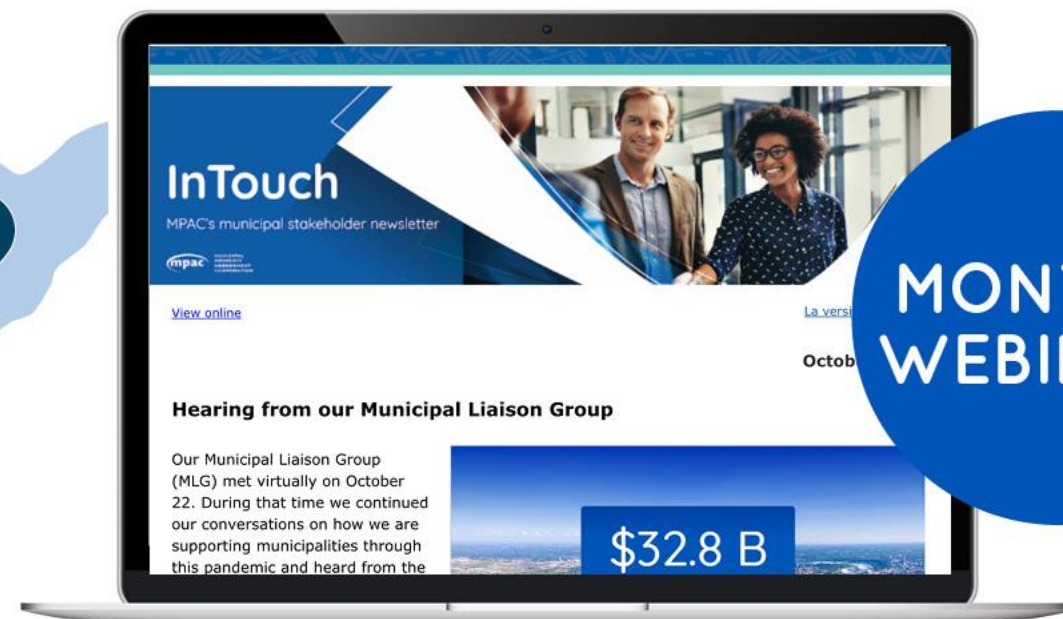


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Our municipal and stakeholder relations teams live and work in your communities and **we're here to help.**

Go to **mpac.ca/municipalities** to find your local Account Manager





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## Rehabilitation of Rodney Lagoon



The upcoming rehabilitation of the Rodney Lagoon provides the opportunity to complete the necessary work while also allowing us to maintain and enhance the ecological bio-diversity that the lagoon supports. As noted in the recent article in the Chronicle on March 18<sup>th</sup>, “Southwestern Ontario is one of the most important regions for protecting endangered species in Canada”. The recent Covid situation has heightened the awareness among all of us for the need to protect the natural world and lessen our negative impact whenever possible. The Rodney lagoon is a haven for a wide variety of wildlife. The size of the property, along with its distance from roadsides, provides a much needed home for our local plants, insects, reptiles, amphibians, mammals and birds.





The lagoon supports a healthy population of Midland Painted Turtles and Snapping Turtles, which are both listed as species of Special Concern. The distance from the road allows the turtles to reproduce without the risks of crossing busy roads that are one of the main causes of mortality. It also supports a healthy population of all seven our local frog and toad species (Wood Frog, Spring Peeper, Chorus Frog, Green Frog, Leopard Frog, Gray Tree Frog and American Toad).



A total of 188 species of birds have been reported at the Rodney lagoon over the years. It has long been recognized by local naturalists as an important migration stop over point and nesting area. In the spring and fall the lagoon supports a wide variety of duck and shorebird species, in the summer it provides nesting habitat for some locally rare species typically associated with marsh environments– Least Bittern (Special Concern), Pied-billed Grebe, Sora, Virginia Rail, Marsh Wrens, along with more than 50 other species. During the summer the lagoon provides a feeding area for our local aerial insectivorous species – three species listed as threatened Chimney Swift, Bank Swallow, Barn Swallow, along with Tree Swallow, Cliff Swallow, and Purple Martins.



Over the past number of years there has been increased media coverage over concerns raised over the plight of our insect communities, specifically pollinators. The native plant community at the lagoon supports a wide variety of insects and butterflies and the lagoon provides important feeding and breeding habitat for dragonflies and damselflies.



## **Topics to be considered during the planning and execution stage of the project.**

Eradication of Phragmites.

Adding Basking logs along shore line.

Installation of nest boxes for aerial insectivorous birds.

Investigation into the timing of the completion of the work to minimize ecological impact.

Investigate optimal gradient of the lagoon banks and varying water depths.

Planting of native and encouraging growth of native plant species, including grasses, wildflowers, shrubs and cattails.

## **Similar Projects**

There are a number of similar initiatives that have been completed in the area over the past few years. Each project is unique due to the details of the location and the scope of the project. These include Eagle Ponds, Port Stanley lagoons, Strathroy lagoons and Port Rowan lagoons.

## **Conclusion**

The West Elgin Nature Club is willing to commit to working in conjunction with the municipality to discuss how these items and other items could be successfully implemented during the rehabilitation with little or no extra cost to the project. There are a number of funding sources that the West Elgin Nature Club could tap into to support these initiatives.

***"You cannot get through a single day without having an impact on the world around you. What you do makes a difference, and you have to decide what kind of difference you want to make." Dr. Jane Goodall.***



---

# Ontario Provincial Police (OPP) Board Composition Review

## Presentation to Local Municipal Councils

---

**April 2021**

Mayor Sally Martyn, Chair - Elgin Group Police Services Board  
Ida McCallum, Vice Chair - Elgin Group Police Services Board  
Julie Gonyou, Secretary-Administrator - Elgin Group Police Services Board



# Background

---

- Community Safety and Policing Act (CSPA) - 2022;
- Section 10 agreements will be terminated and Section 10 Boards, including Elgin Group Police Services Board (PSB), will be dissolved;
- CSPA seeks to provide municipalities receiving OPP municipal policing with greater civilian governance of police, by having the opportunity to present their local perspectives, needs, and priorities; and
- It is anticipated that this will increase the responsiveness and transparency of OPP policing in these communities.

# Process

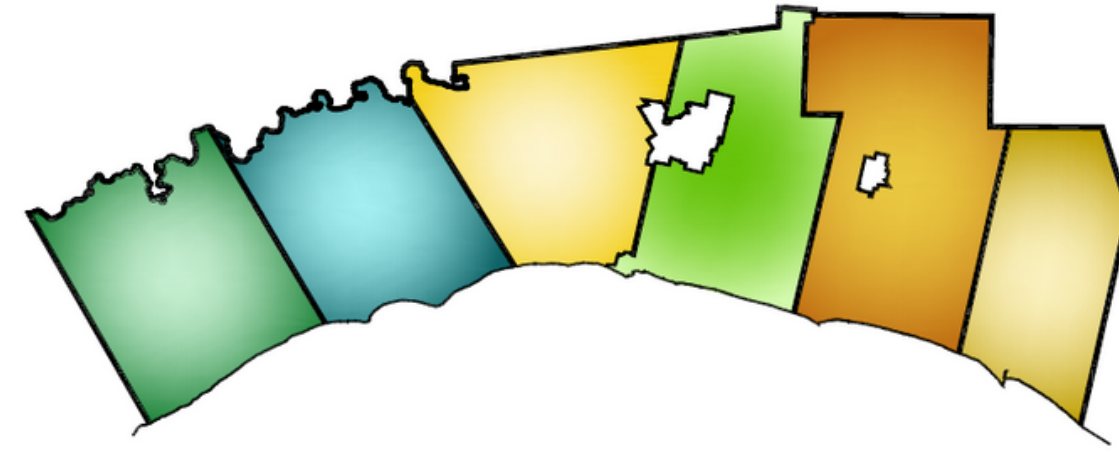
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- Approach allows municipalities to determine the preferred composition of their detachment board(s) by submitting a proposal (Ministry-provided form);
- Municipalities are required to work together to develop and submit **one proposal indicating the composition of their board(s)**;
- There is no need to identify individuals, number of seats each municipality will be allocated on the board as well as the number of community reps and provincial appointments must be identified; and
- If consensus can't be reached, the Ministry will determine the composition of the board(s).

## Timelines

- March 18, 2021 - OPP Detachment Board Proposal Process Launched
- June 7, 2021 - Proposal due to Ministry
- Fall 2021 - Ministry approval anticipated
- January 2022 - Roll out (estimated)

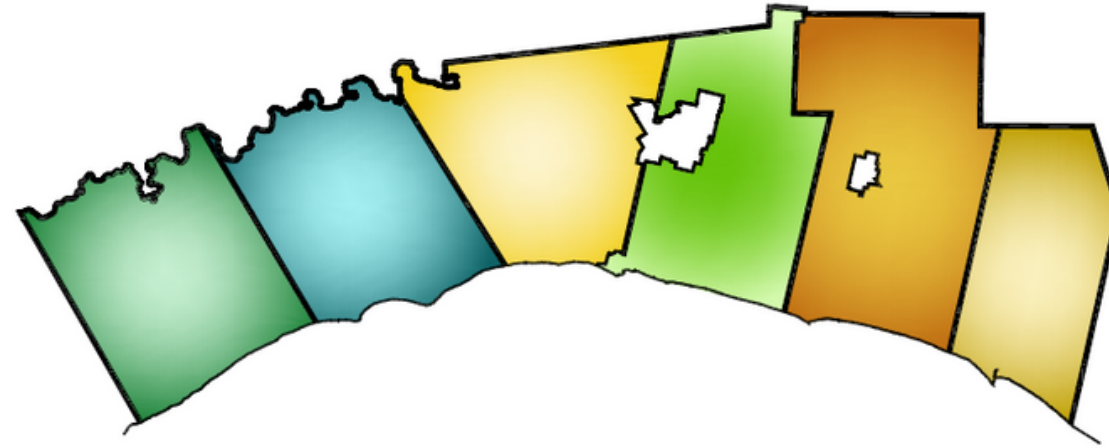
# Elgin Group PSB



Current Composition of the Board:

- (a) one (1) elected representative appointed by resolution from Eastern Elgin, alternating every 3 years between the Township of Malahide and the Municipality of Bayham;
- (b) one (1) elected representative appointed by resolution of the Council of the Municipality of Central Elgin for a 3-year term;
- (c) one (1) community representative from Western Elgin, appointed by resolution jointly by the Township of Southwold, the Municipality of Dutton/Dunwich and the Municipality of West Elgin for a 3-year term; and
- (d) two (2) persons appointed by the Lieutenant Governor In Council.

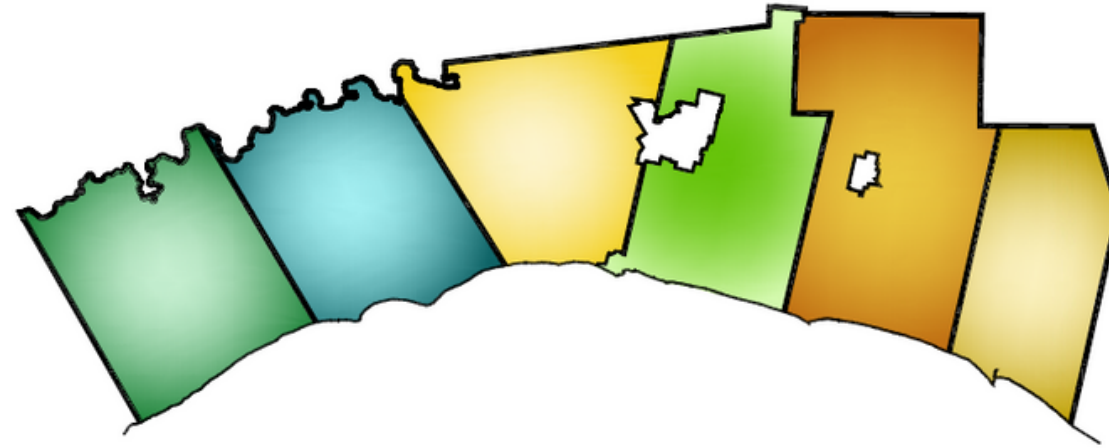
# Elgin Group PSB



- Established in 2005
- County Chief Administrative Officer is the Secretary-Administrator
- Funds and billing administered by the County
- Billing model is unlikely to change (based on calls of service/per household formula)

Elgin Group PSB currently meets all of the minimum requirements of the proposal and is a high-functioning board.

# Elgin Group PSB



- How we measure success:
  - Composition of 5 strikes a balance between too few and too many board members
  - Attendance
  - Members trust and challenge one another and engage directly with OPP leadership on critical issues facing our community
  - Clarity - the board understands our role, protocols and expectations
  - Cohesiveness - members are respectful of individual opinions and open to dialogue
  - Board members actively participate in Ontario Police Services Board Association regional meetings and attend seminars/conferences

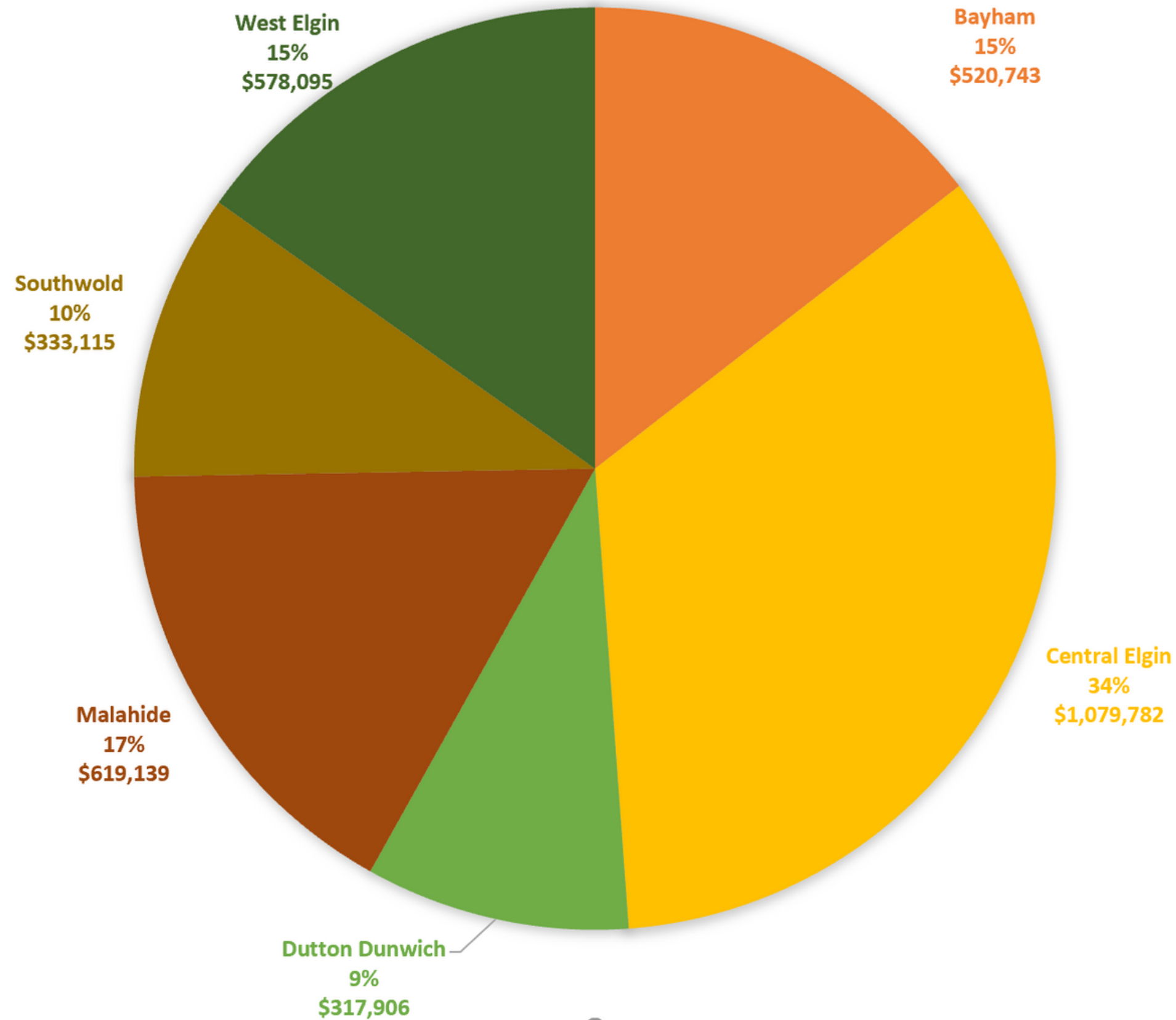


# Next Steps:

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1. Gather feedback from local Councils about current composition determine if there is an interest in maintaining status quo;
2. Explore whether there is an interest in adding representatives (if so, who: elected officials / citizen representatives / provincial appointees?)
3. Review feedback
  - Secretary-Administrator will review with Elgin's Administrator Group and PSB Chair will share results with local Councils
4. Propose a structure for Elgin's PSB
5. Seek endorsement of proposed structure
  - formal resolutions from local Councils required as part of submission
6. Elgin Group PSB Secretary-Administrator will submit one application on behalf of the 6 municipalities
  - This was agreed to by local Administrators (CAOs)

2020 BILLING  
TOTAL OPP BUDGET: \$3,448,780



**Rates:**

Bayham - 0.14692

Central Elgin - 0.34048

Dutton Dunwich - 0.09229

Malahide - 0.16500

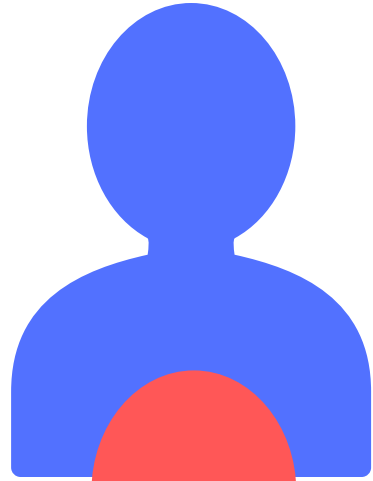
Southwold - 0.09798

West Elgin - 0.15732

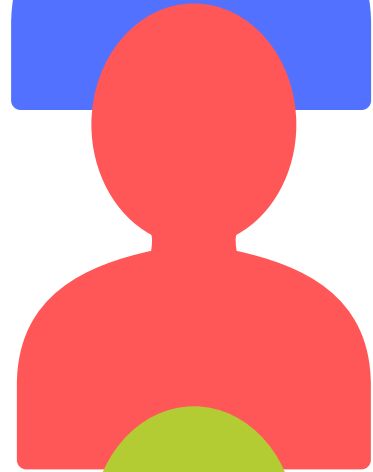


# Current Composition

**TOTAL = 5 REPRESENTATIVES**



**CENTRAL ELGIN ELECTED OFFICIAL (1)**



**EASTERN ELGIN ELECTED OFFICIAL (1)**



**WESTERN ELGIN COMMUNITY REPRESENTATIVE (1)**



**PROVINCIAL APPOINTEES (2)**

# Annual PSB Costs incurred by local municipalities

## 5 REPRESENTATIVES

### Remuneration:

- Chair \$2,000 x 1
- Board Members \$1,500 x 2 members
- Provincial Appointees \$1,500 x 2 members
- Secretary Administrator \$1,200
- **Total: \$9,200**

### Conferences:

- Budget \$3,000 x 3 members
- **Total: \$9,000**

### Seminars:

- Budget \$1,000 x 5 members
- **Total: \$5,000**

### Other:

- Mileage \$2,000
- Miscellaneous (office supplies) \$1,430
- OAPSB Membership \$1,540
- Insurance \$7,400 (2021)
- **Total: \$12,370**

**TOTAL: \$35,570**

# Enhanced Municipal & Citizen Representation

**TOTAL = 11 REPRESENTATIVES**



**CENTRAL ELGIN ELECTED OFFICIAL (1)**  
**CENTRAL ELGIN CITIZEN REPRESENTATIVE (1)**

**BAYHAM ELECTED OFFICIAL (1)**  
**MALAHIDE ELECTED OFFICIAL (1)**

**WEST ELGIN ELECTED OFFICIAL (1)**  
**DUTTON-DUNWICH ELECTED OFFICIAL (1)**  
**SOUTHWOLD ELECTED OFFICIAL (1)**

**PROVINCIAL APPOINTEES (2)**

**CITIZEN REPRESENTATIVE - ONE (1) EASTERN ELGIN**  
**CITIZEN REPRESENTATIVE - ONE (1) WESTERN ELGIN**

# COSTS

## 11 REPRESENTATIVES

### Remuneration:

- Chair \$2,000 x 1 member
- Board Members \$1,500 x 8
- Provincial Appointees \$1,500 x 2
- Secretary Administrator (estimated) \$2,000
- **Total: \$19,000**

### Conferences:

- Budget \$3,000 x 7 members
- **Total: \$21,000**

### Seminars:

- Budget \$1,000 x 11 members
- **Total: \$11,000**

### Other:

- Mileage \$3,600
- Miscellaneous (office supplies) \$2,574
- OAPSB Membership \$1,540
- Insurance \$7,400 (2021)
- **Total: \$15,114**

**TOTAL: \$66,114**

# Enhanced Municipal & Citizen Representation

**TOTAL = 9 REPRESENTATIVES**



**CENTRAL ELGIN ELECTED OFFICIAL (1)**  
**CITIZEN REPRESENTATIVE - CENTRAL ELGIN (1)**

**34.1% OF BUDGET**

**ONE EASTERN ELGIN ELECTED OFFICIAL (1) - ALTERNATING  
(BAYHAM/MALAHIDE)**  
**CITIZEN REPRESENTATIVE - ONE (1) EASTERN ELGIN**

**31.2% OF BUDGET**

**ONE WESTERN ELGIN ELECTED OFFICIAL (1) - ALTERNATING  
(SOUTHWOLD/WEST ELGIN/DUTTON DUNWICH)**  
**CITIZEN REPRESENTATIVE - ONE (1) WESTERN ELGIN**

**34.7% OF BUDGET**

**PROVINCIAL APPOINTEES (2)**

**CITIZEN REPRESENTATIVE (1)**

# COSTS

## 9 REPRESENTATIVES

### Remuneration:

- Chair \$2,000 x 1 member
- Board Members \$1,500 x 7
- Provincial Appointees \$1,500 x 2
- Secretary Administrator (estimated) \$1,750
- **Total: \$17,250**

### Conferences:

- Budget \$3,000 x 6 members
- **Total: \$18,000**

### Seminars:

- Budget \$1,000 x 9 members
- **Total: \$9,000**

### Other:

- Mileage \$3,000
- Miscellaneous (office supplies) \$2,100
- OAPSB Membership \$1,540
- Insurance \$7,400 (2021)
- **Total: \$14,040**

**TOTAL: \$58,290**

# Feedback

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- We want to hear from you!



March 3, 2021

To: Mayor McPhail and West Elgin Council

RE: Request to place a cycling-themed mural on the south wall of the Rodney Library in 2021.

The Elgin County Museum has recently become the recipient of a bequest from the Donna Vera Evans Bushell Estate, to be used to fund a series of projects over the next several years. One of these projects is the installation of a series of cycling-themed murals on buildings on or near existing or planned cycling routes in Elgin County.

In the course of an assessment of potential locations for the murals, the branch libraries were identified as a suitable option. They are located on existing or planned cycling routes and the distribution of the branches allows for the participation of each municipality in the project. An alternate site in Port Bruce has been proposed for Malahide and Aylmer is working directly with the Bushell Estate on a mural for that community.

We are now approaching each of our municipal partners with an invitation to participate in the development of a mural and a request to allow its installation on their branch library or other municipal building. The mural selected for the wall will come from an artist with demonstrated artistic ability and with experience in creating large-scale outdoor murals. Artists will be invited to submit to a Request for Pre-Qualification to the County's Purchasing Coordinator in April, 2021. We will report on the results of the selection process and share the proposed work with council prior to its installation.

Please find attached additional background information, details on the selection process, and technical considerations regarding the installation of the murals.

I would be pleased to attend a meeting of council as necessary. I can also be reached with questions as indicated below.

Thank you for your consideration,

Mike Baker  
Manager of Museum and Archives, County of Elgin  
450 Sunset Drive N5R 5V1  
mbaker@elgin.ca

**Elgin County Cycling History Murals Project**

County of Elgin  
Community and Cultural Services  
450 Sunset Drive  
St. Thomas, On N5R 5V1  
Phone: 519- 631-1460  
www.elgincounty.ca



## **Bushell Bequest**

Part of a bequest received by Elgin County Museum in July 2020 from the Estate of Donna Vera Evans Bushell provides \$75,000 in funding to “animate the existing network of cycling trails throughout Elgin County by adding new murals and signs along these trails in collaboration with private and public partners, and emphasize the theme of transportation.”

It was felt that installing these murals along with accompanying signage would bring attention to existing cycling routes as well as provide interpretation on Elgin County’s early interest in and engagement with cycling. Canada’s first cycling organization, the Canadian Wheelman’s Association, was formed in Elgin County in the 1880s and one of its founders, Luton native Perry Doolittle, went on to have a career in racing and later founded the Canadian Automobile Association.

## **Locations**

Discussions with the Estate’s representative reached the conclusion that the county library branches would be the best locations for the murals. Each branch represents an important cultural destination within its municipality, providing a contact point for residents and visitors to interact with the murals and the interpretive signage.

The south wall of the Rodney Library is the proposed site for the project. It is 134 square feet and has been budgeted at \$5600.00.

## **Selection Process and Timing**

A Request for Pre-Qualification (RFPQ) will be issued by the County of Elgin’s Finance Department in the spring of 2021. Candidates meeting the requirements of the pre-qualification will then be given approximately 6 weeks to complete a proposed image for each of the sites for which the artist wishes to be considered.

The final selection will be made by County staff based on scoring criteria that is part of the RFPQ process.

Work will be awarded on a site-specific basis, meaning that up to six artists could be engaged in the project. The Executive Director of the St. Thomas-Elgin Public Art Centre has agreed to act in an advisory capacity during this process. It is expected that the murals will be completed by fall 2021.

## **Technical Considerations**

- Warranty – a minimum five-year warranty for the work will be required of the artist.
- Insurance – the artist engaged will carry \$5 million in liability insurance and provide a certificate listing the Municipality of West Elgin and the County of Elgin as additional named insured.
- Anti-graffiti coating – will be applied to the finished mural.

- WSIB – the artist will have a current WSIB certificate and meet all other health and safety requirements.
- Wall preparation - is the responsibility of the artist.
- Maintenance - will be the responsibility of the County of Elgin.
- Eligibility - Individuals who are members of the municipal councils or municipal employees, County council or employees of the County are not eligible to submit. In order to be eligible for this competition, entrants must be 18 years of age or older.



# Port Glasgow Yacht Club

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P.O. Box 315, Rodney, ON N0L 2C0

March 25<sup>th</sup>, 2021

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

**ATTN: West Elgin Council**

**RE: PGYC Initiative to Conduct Minor Maintenance - Municipal Portion of Port Glasgow Marina**

Dear Members of Council:

Directors of the Port Glasgow Yacht Club are willing to undertake certain minor maintenance items such as but not limited to, tree trimming at the marina on portions that are on municipal property. I am forwarding a request to have this topic brought forward to Council for its consideration of this initiative.

Port Glasgow Yacht Club maintains contracts of general liability insurance underwritten by Intact Insurance Company managed through Preferred Insurance Group London which identifies West Elgin as an also insured entity for marina activities. As well, PGYC shares with the Municipality of West Elgin annual insurance premiums for marina chattels provided by PGYC and located on municipal property.

For clarity, it is not the intention of PGYC in anyway to usurp or assume the responsibilities of West Elgin Roads/Works Department for major work but rather to provide in a cooperative manner assistance to the municipality in looking after necessary minor maintenance tasks both pre and in season required for the betterment of the marina.

I would be happy to attend as you may require and respond to any questions Councillors should have regarding this initiative.

Sincerely,



**Rick McFadden,  
1<sup>st</sup> Vice President  
Chair PGYC Maintenance and Security Committee  
for the Board of Directors  
Port Glasgow Yacht Club**

CC Magda Badura CAO – Treasurer  
Jana Nethercott Clerk





# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**March 25, 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**

**Also Present:**  
**Meagan Ruddock, Thames Valley District School Board**  
**Trustee**  
**Bruce Smith, Thames Valley District School Board Trustee**

**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 9:28 a.m.

**2. Adoption of Agenda**

**Resolution No. 2021- 91**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

### **3. Disclosure of Pecuniary Interest**

Councillor Cammaert disclosed interest in item 8.1.3

### **4. Delegations**

#### **4.1 Meagan Ruddock & Bruce Smith, Thames Valley District School Board Trustees**

Mayor McPhail welcomed Trustees Meagan Ruddock and Bruce Smith to West Elgin Council meeting. Trustees thanked Mayor McPhail and Council for the invitation.

##### **4.1.1 Topics of Discussion**

###### **4.1.1.1 Aldborough Public School Addition**

Ms. Ruddock stated that they had looked into the status of the Aldborough Public School addition and at this point the status is the scope had changed and this scope change request has been submitted to the Ministry of Education and is awaiting approval before the project can be tendered. The Trustees stated they will be bringing this to the attention of the Thames Valley District School Board Chairperson and request that a letter be written to the Ministry of Education regarding this delay.

Trustees will report back to Council in future with an outline of what the change of scope was to the project and about the status of Tiny Tots being able to return to the school for their Early ON program.

###### **4.1.1.2 West Elgin Secondary School Programming**

Council stated they are concerned with the lack of programming at West Elgin Secondary School and the number of students that are leaving the community to attend school in St Thomas. A request was made to survey these students to see the reasons behind them leaving their community for secondary school.

Trustees stated that a Rural Education Task Force has been put together and will be holding community feedback consultations and part of this process will be

to get assistance from Municipal Council and their feedback.

**4.1.1.3 Former West Elgin Senior Elementary School Building**

Council inquired if there are any plans for this empty building and if not, why has it not been declared surplus and put up for sale.

Trustees thanked Council for their input and questions and stated they will return to Council with answers to some of their questions and updates on the Rural Education Task Force. Trustees also stated that discussions like this should be had regularly to keep the communication open between the School Board and Municipal Council.

**5. Public Meeting**

**Resolution No. 2021- 92**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That Council proceed into a Public Meeting at 10:03 a.m. pursuant to Section 4(6) of the *Retail Holidays Act, R.S.O., 1990*, to hear from any interested members of the public relating to the application of Rodney Market to permit the retail store to be open on the following Statutory Holidays: Good Friday, Victoria Day, Canada Day and Thanksgiving Day.

**Carried**

**5.1 Written Comments Received**

None.

**5.2 Comments from any member of the public**

No public in attendance

**5.3 Comments from Council**

None.

**5.4 Close Public Meeting**



**Resolution No. 2021- 93**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby close the public meeting at 10:04 a.m. and reconvenes in the Regular Meeting of Council.

**Carried**

**6. Adoption of Minutes**

**Resolution No. 2021- 94**

**Moved: Councillor Rowe**

**Seconded: Councillor Cammaert**

That the Minutes of the Council meeting on March 11, 2021 be adopted as circulated and printed.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Operations & Community Services**

**8.1.1 Lee Gosnell, Manager of Operations & Community Services - 2021 Gravel Tender**

**Resolution No. 2021- 95**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

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

That West Elgin Council hereby accepts the quote submitted by Johnston Brothers Ltd. at a cost of \$262,350.00 plus applicable taxes for supply & application of maintenance gravel included in the 2021 municipal budget.

**Carried**

**8.1.2 L. Gosnell, Manager of Operations & Community Services -  
West Lorne Sanitary Sewer Capacity Study**

**Resolution No. 2021- 96**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

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

That West Elgin Council approve completion of a sanitary capacity study for the town of West Lorne to be completed by Spriet Associates at cost of up to \$22,000 plus applicable taxes.

**Carried**

**8.1.3 L. Gosnell, Manager of Operations & Community Services -  
Dutton Child Care – Summer Camp**

Councillor Cammaert declared a conflict on this item.

**Resolution No. 2021- 97**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

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

That West Elgin Council approves the request of Dutton Child Care to use the West Elgin Recreation Centre and West Elgin Community Pool for their day camp in July and August 2021; and

That West Elgin Council directs staff to negotiate an appropriate rental fee for the use of these facilities and report back on the rate to Council.

**Carried**

## **8.2 Clerk's**

### **8.2.1 J. Nethercott, Clerk - Proposed licensing of Mobile Food Outlets or Food Trucks**

**Resolution No. 2021- 98**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Proposed licensing of Mobile Food Outlets or Food Trucks; and

That West Elgin Council here by direct staff to bring forward a housekeeping zoning amendment to allow Mobile Food Outlets in the Commercial 2 Zone; and

That staff further investigate issues surrounding parking and bring forward a recommendation for a public meeting regarding the possibility of licensing mobile food outlets at a future meeting.

**Carried**

## **8.3 Finance and Administration**

### **8.3.1 M. Badura, CAO/Treasurer - Hiring Procedure Policy Update**

Council received the report from Magda Badura, CAO/Treasurer re: Hiring Procedure Policy Update; and directed staff to update the policy with clearer information on when a job is posted internally.

## **9. Committee and Board Report**

### **9.1 West Elgin Community Centre Board of Management**

#### **9.1.1 Minutes January 27, 2021**

#### **9.1.2 Minutes February 16, 2021**

### **9.2 Four Counties Transit Committee**

Councillor Rowe reported that recruitment continues for a Transit Bus Driver and due to these difficulties, the Adult Day Program and Four Counties Health Services has had to alter their programming times.

#### **9.2.1 Minutes February 1, 2021**

### **9.3 Councillor Reports from Committees**

### **9.3.1 Heritage Homes Committee - Minutes November 23, 2020**

## **10. Accounts**

### **Resolution No. 2021- 99**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3A amounting to \$290,109.68 in settlement of General, Road, Water and Arena Accounts including EFT#3725-3753, online Payments# 641-649, cheque # 25670 and Payroll PP05.

**Carried**

## **11. Council Inquires/Announcements**

### **11.1 Notice of Motion**

None

### **11.2 Statements/Inquires of Councillors**

Councillor Rowe requested that staff review the noise by-law as there have been several complaints about loud explosions in her area. Staff to investigate surrounding municipality by-laws and bring forward an updated noise by-law at a future meeting.

### **11.3 Matters of Urgency**

Clerk Jana Nethercott inquired if Council is ready to move forward with hybrid meetings, with senior staff and Council together in person and other staff and public viewing and participating virtually. Council directed staff to move forward with the purchase of this equipment and transition to hybrid meetings in May.

## **12. Correspondence**

### **12.1 Elgin County - March 9, 2021 Council Highlights**

### **12.2 Ministry of Infrastructure - Extend Timelines for Asset Management**

### **12.3 Ontario Recreation Facilities Association - Open Letter to ORFA Members**

**12.4 Niagara Region - Resolution on Homelessness, Mental Health and Addiction**

**12.5 Town of Plympton-Wyoming - Carbon Tax on Agriculture**

**Resolution No. 2021- 100**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council hereby supports Norfolk County Council resolution that the Federal Government consider the concerns of the agricultural community and move to exempt all primary agriculture producers from current and future carbon taxes.

**Carried**

**12.6 Township of South Glengarry - Resolution re- Provincial Vaccine Rollout**

**12.7 Citizens of West Elgin - Letter regarding Rodney Pool**

Direction was provided to staff to send a letter thanking residents for their time and suggestions and that these suggestions will be considered as they fit within the approved 2021 Budget.

**12.8 Sandy Ridge Livestock - Request to Waive Penalty on Taxes**

Direction provided to staff to send correspondence to the requestor that Council will be maintaining the current tax penalty policy.

**12.9 Elgin County - Request for Mural on Rodney Library**

Direction was given to staff to have Mike Baker from Elgin County attend the next Council meeting to clarify some questions.

**13. By-Laws**

**13.1 By-Law 2021-21 - Tourism Exemption from Retail Holidays Act (Rodney Market)**

**Resolution No. 2021- 101**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That By-Law 2021-21 being a By-Law to exempt Rodney Market under section 4 of *Retail Business Holidays Act, R.S.O. 1990* to operate retail sales on specific holidays, be read a first, second and third and final time.

**Carried**

**13.2 By-Law 2021-22 - Dedicate Part of Finney Street as Public Highway**

**Resolution No. 2021- 102**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That By-law 2021-22 being a By-law to dedicate Part of Lots 5 & 111, Plan 199, designated as Part 4 on Reference Plan 11R2114, s/t Easement as in E233911, Municipality of West Elgin, being PIN 35113-0811(LT) as a Public Highway to be known as part of Finney Street, be read a first, second and third and final time.

**Carried**

**13.3 By-Law 2021-23 - Amend Hiring Procedure**

By-law was pulled from agenda.

**14. Confirming By-Law**

**Resolution No. 2021- 103**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That By-law 2021-24 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 25, 2021, be read a first, second and third and final time.

**Carried**



**15. Adjournment**

**Resolution No. 2021- 104**

**Moved: Councillor Cammaert**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin hereby adjourn at 11:58 a.m. to meet again at 9:30 a.m. on April 8, 2021 or at the call of the Chair.

**Carried**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2021-04-08  
**Report:** 2021-09  
**Subject:** Fire Safety Grant

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### **Recommendation:**

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

That Fire Chief be approved to sign the Transfer Payment Agreement as shown in the by-law portion of the agenda; and

That West Elgin Council hereby approves the proposal for spending the funds provided.

### **Purpose:**

To provide Council with information on a recent grant from the Province for fire services to assist with Covid-19 pandemic challenges.

### **Background:**

Attached is information regarding a one time \$5M Provincial grant to municipal fire services to assist in addressing challenges associated with training due to the COVID-19 pandemic. The Municipality of West Elgin is eligible to receive up to \$5,800.00 as part of this grant program.

As decisions regarding the grant may not have had time to proceed to municipal council for approval within the timeframes identified below, the office of the OFM was comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from council.

Announcement: March 11, 2021  
Application Deadline: March 19, 2021  
Funds to be allocated by: March 31, 2021  
Funds spent by: August 1, 2021  
Report back to the Fire Marshal: September 1, 2021

### **Financial Implications:**

None.

### **Policies/Legislation:**



**Report Approval Details**

Document Title:	Fire Safety Grant - 2021-09-Fire.docx
Attachments:	<ul style="list-style-type: none"><li>- West_Elgin_Fire_Safety_Grant_Memo.pdf</li><li>- West_Elgin_Fire_Safety_Grant_Application_Form.pdf</li><li>- West Elgin - Signed Letter of Intent.pdf</li></ul>
Final Approval Date:	Apr 6, 2021

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

Jana Nethercott

**Ministry of the Solicitor General**

**Office of the Fire Marshal and  
Emergency Management**

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

**Ministère du Solliciteur général**

**Bureau du commissaire des incendies et  
de la gestion des situations d'urgence**

25, avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Téléc. : 647-329-1143



**MEMORANDUM TO:** CAO/Treasurer Magda Badura  
Clerk Jana Nethercott  
Fire Chief Jeff McArthur

**FROM:** Jon Pegg  
Ontario Fire Marshal

**DATE:** March 11<sup>th</sup>, 2021

**SUBJECT:** Fire Safety Grant Announcement

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Earlier today, the Government of Ontario announced a one time \$5M grant to municipal fire services to assist in addressing challenges associated with training and virtual inspections due to the COVID-19 pandemic.

Since the start of the pandemic, Ontario's fire services have faced unprecedented challenges and have voiced those concerns to me as Fire Marshal. The ability to train fire service members in a COVID environment brought with it new restrictions and despite opportunities to train online and through other modes, I know that not all training priorities may have been met over the last year. In addition, my office has heard concerns from fire departments about fire code enforcement and the ability to enter premises to conduct inspections and promote fire safety. It is hoped that this grant will work to support fire services through this period of uncertainty and ongoing challenges.

I am pleased to advise that the Municipality of West Elgin is eligible to receive up to **\$5,800.00** as part of this grant program.

The grant is intended to provide fire departments with the flexibility to support two priority areas. First, this grant may be put towards ongoing training needs including registration, administrative programming, technology upgrades and associated costs for attending as well for providing services. In addition, if code compliance and inspections continue to be challenging, addressing opportunities for an inspection program may include technology, capital costs and training to ensure that fire services are able to meet the demand of this need at the local level.

In order to receive funds, the Office of the Fire Marshal (OFM) requires that the attached application be submitted by a representative of the municipality. As decisions regarding

the grant may not have time to proceed to municipal council for approval within the timeframes identified below, my office would be comfortable with the fire chief accepting the grant in principle on behalf of the municipality, pending formal approval from the council. To help facilitate this process, once the grant applications are approved, I will send the respective fire chief a letter of intent that will be contingent upon council's deliberations. In order to allocate funds before March 31, 2021, all applications must be received by my office no later than March 19, 2021. In addition, as a condition of the grant, these funds must be spent by August 1, 2021, and a report back to the Fire Marshal will be required by September 1, 2021, to outline how the grant was utilized at the department level.

Completed agreements should be sent by email to the Office of the Fire Marshal at [ofm@ontario.ca](mailto:ofm@ontario.ca). If you have any questions about this grant, do not hesitate to reach out to your Fire Protection Adviser.

Yours truly,

Jon Pegg  
Ontario Fire Marshal



# Office of the Fire Marshal

## 2020/2021 Fire Safety Grant Application Form

### Instructions:

1. Please ensure that all fields are completed as part of this grant application form.
2. If you require more space, please adjust the text boxes as needed.
3. If you wish to split the grant between supporting training and supporting a virtual inspection program to enhance your existing in-person inspection program, please complete both sections below.
4. Please email completed application to [ofm@ontario.ca](mailto:ofm@ontario.ca)
5. **Applications must be received no later than 1700hrs on March 19, 2021.**
6. If you have any questions, please contact your Fire Protection Adviser.

<b>Name of Municipality</b>	Municipality of West Elgin
<b>Name of Fire Department</b>	West Elgin Fire Department
<b>Municipal Mailing Address</b>	22413 Hoskins Line Rodney, ON N0L 2C0
<b>Name of Fire Chief</b>	Jeff McArthur
<b>Email Address for Fire Chief</b>	firechief@westelgin.net
<b>Fire Safety Grant Allocation Amount</b>	<b>\$5,800.00</b>

For those departments who wish to use the grant to support training, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the training being provided, mode of delivery (online, Regional Training Centre, Learning Contract, other) and estimated timelines for completion. Please refer to the Fire Marshal Memo issued on March 11<sup>th</sup>, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

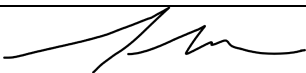
- Textbooks to support independent learning/studying and to be able to ensure each firefighter at in person training sessions has a textbook to use - \$1000 – est. completion of June 1
- Rescue Manikin – for realistic search & rescue training to be able to be completed in house - \$1300 – est. completion of May 1
- K12 Saw Prop for safe practical saw training. This prop would be made available for other departments within Elgin County to use for joint training initiatives - \$900 – est. completion of July 15
- Two laptops (one for each station) to support in person classroom training and to be made available for firefighters to use at courses at RTC and other course opportunities - \$2600 – est. completion of May 1.





## Office of the Fire Marshal 2020/2021 Fire Safety Grant Application Form

For those departments who wish to use the grant to support a virtual inspection program to enhance your existing in-person inspection program, please provide a brief description of how the grant will be allocated, including the dollar amount. Please provide a brief overview of the compliance activities and how it will be administered at the department level, including potential rollout. Please refer to Fire Marshal Memo issued on March 11<sup>th</sup>, 2021 for additional information regarding eligible expenses. Please add extra lines to expand the text box below, if needed.

<b>Name of Application Submitter</b>	<i>Jeff McArthur</i>
<b>Title</b>	<i>Fire Chief</i>
<b>Signature</b>	
<b>Date</b>	<i>March 19, 2021</i>

Ministry of  
Community Safety and  
Correctional Services

Office of the  
Fire Marshal and  
Emergency Management

25 Morton Shulman Avenue  
Toronto ON M3M 0B1  
Tel: 647-329-1100  
Fax: 647-329-1143

Ministère de la  
Sécurité communautaire et  
des Services correctionnels

Bureau du  
commissaire des incendies et  
de la gestion des situations d'urgence

25, Avenue Morton Shulman  
Toronto ON M3M 0B1  
Tél. : 647-329-1100  
Télééc. : 647-329-1143



March 29, 2021

Jeff McArthur  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON N0L2C0

Dear Jeff McArthur,

Further to ongoing discussions regarding the Fire Safety Grant Program, I am writing to confirm that the fire service has agreed (in principle) to utilizing its grant allocation to support its intended purpose as outlined below.

The Municipality of West Elgin will be provided a total of \$5,800.00 to support:

- Increased training opportunities

This aligns with the intended purpose of Fire Safety Grant Program.

As part of this process, formalization of the grant allocation and the Transfer Payment Agreement is required and will be tabled by you for your municipal council at its next meeting.

The Office of the Fire Marshal will reach out to finalize and execute the Transfer Payment Agreement once municipal council has had the opportunity to approve your proposal for spending the funds provided.

Sincerely,

A handwritten signature in blue ink, appearing to read "Jon Pegg".

Jon Pegg  
Fire Marshal

Instructions to the Municipal Representative:

Please complete and submit a copy of this document to our office at [ofm@ontario.ca](mailto:ofm@ontario.ca) by no later than March 31, 2021.

I hereby accept the grant allocation and proposed strategy for utilization, pending approval by Municipality of West Elgin as outlined above.

Print Name:	Title:	Signature:	Date:
Jeff McArthur	Fire Chief	A handwritten signature in blue ink, appearing to read "Jeff McArthur".	March 30, 2021



## Staff Report

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**Report To: Council Meeting**

**From: Bryan Pearce, Planner**

**Date: 2021-04-08**

**Subject: Severance Applications E16-21 to E19-21 – Comments to County of Elgin**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance applications, File E16-21 to E19-21; North Part Lot 6, Concession 7; Part Lots 2 and 11, Plan 202;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E16-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E17-21, , subject to the Lower-Tier Municipal conditions in Appendix Three of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E18-21, subject to the Lower-Tier Municipal conditions in Appendix Four of this report;

And that West Elgin Council hereby recommends approval of the Land Division Committee of the County of Elgin for the severance application, File E19-21, subject to the Lower-Tier Municipal conditions in Appendix Five of this report;

And further that West Elgin Council directs Administration to provide this report as Municipal comments to the County of Elgin.

### **Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Applications E16-21, E17-21, E18-21 and E19-21, as Elgin County is the planning approval authority for severances.

Four severance applications were submitted to the County of Elgin by Gary Merritt, Solicitor, as the Agent on behalf of the Owners, Parezanovic Farms Inc. The purpose of the applications is to facilitate the creation of four new residential lots within the rural residential area, just north of the community of Rodney, through applications E16-21 to E19-21 respectively.

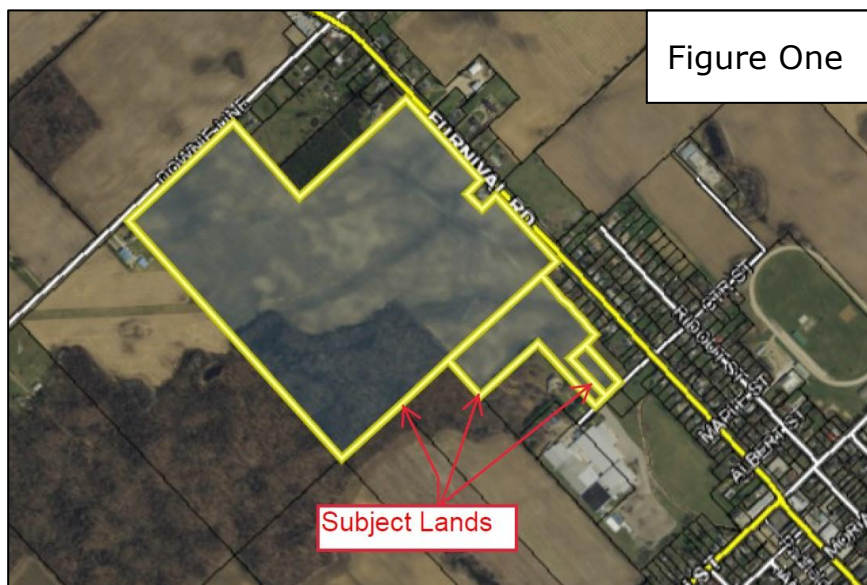
### **Background:**

The property owners are requesting the four severances of a parcel of land, legal described as North Part Lot 6, Concession 7; Part Lots 2 and 11, Plan 202; south of Downie Line and west of Furnival Road, as shown in Figure One on the next page.

Residential and Agricultural uses surround the subject lands, since it just north of the settlement area of Rodney, as further depicted in Figure One below.

The subject lands have a covered Municipal Drain, known as McKenzie Drain and South Branch of the McKenzie Drain. It is noted that the proposed severed parcel for E17-21 would be impacted from the Municipal Drain and is further detailed later in this report.

The proposed severed parcels would be required to connect to the municipal water that front the subject lands off of Furnival Road; and provide for private on-site septic system at time of development of a dwelling.



The detailed dimensions of the proposed severance applications are as follows:

Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E16-21</b>	34.138 m (112 ft)	60.96m (200 ft)	2081.05 sqm (0.51 ac)	Irregular	Irregular	36.81 ha (90.97ac)
<b>E17-21</b>	34.138 m (112 ft)	60.96m (200 ft)	2081.05 sqm (0.51 ac)	Irregular	Irregular	36.61 ha (90.46 ac)
<b>E18-21</b>	34.138 m (112 ft)	60.96m (200 ft)	2081.05 sqm (0.51 ac)	Irregular	Irregular	36.40 ha (89.95 ac)
<b>E19-21</b>	34.138 m (112 ft)	60.96m (200 ft)	2081.05 sqm (0.51 ac)	Irregular	Irregular	36.20 ha (89.44 ac)

This is further depicted in the key map and severance sketches attached to this report, as Appendix One.

### **Financial Implications:**

None. Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended time to time.

### **Policies/Legislation:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Policy Statement (PPS) and does not conflict with Provincial Plans. Within the Municipality of West Elgin, they must also make decisions that conform to the County of Elgin Official Plan (CEOP) and Municipality of West Elgin Official Plan (OP) and make decisions that represent good land use planning.

With regard to this proposal involving severances, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

### **PPS:**

This proposal appears to be consistent with the PPS, as the lands are within the rural residential area which permit residential development on partial services.

### **CEOP:**

The subject lands are designated as Agricultural, as shown on Schedule 'A' Land Use of the CEOP.

New lot creation policies of the CEOP contained under Section E1.2.3.1, has 13 criteria listed and would appear to be achieved with this proposal will be partially serviced, will not affect drainage patterns in the area, and entrance access to the lands can be obtained through Furnival Road.

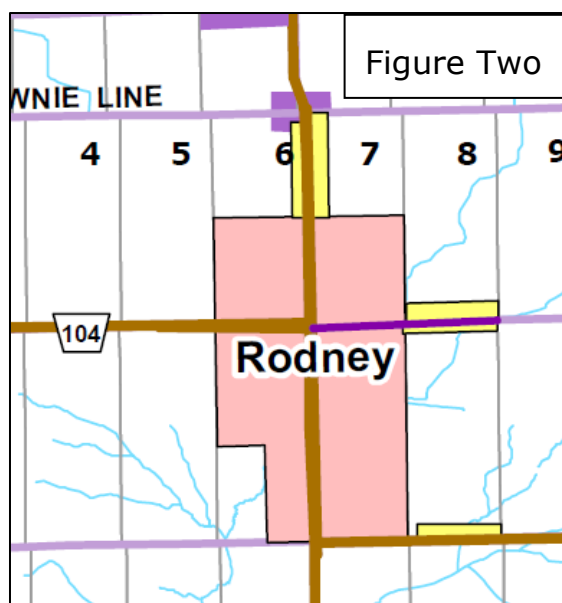
New lot creation in the Agricultural areas policies of the CEOP contained under Section E1.2.3.4, allows for new lot creation if permitted with the local Official Plan.

Therefore, this proposal appears to conform to the CEOP.

### **OP:**

The subject lands are designated as Rural Residential and Urban, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP, as shown on Figure Two, with the yellow colour being the Rural Residential designation and the peach colour being the Urban designation, with the property location north of Rodney on the west side of Furnival Road. The Urban designation is further designated Residential on the Village of Rodney Land Use and Transportation Plan Schedule 'C' of the OP

The rural residential land use policies, under Section 6.4 OP, permit single detached dwellings on larger-style lots due to partial services, fronts onto Furnival Road, an open and maintained County Road and complies with Minimum Distance Separation Formula (MDS I) for order impact, as there are no livestock facilities within the immediate surrounding area.





Lot creation polices under Section 10.4.1 of the OP, allows for severance (consent) applications to be the method utilized since no infrastructure is warranted with this proposed development and is in compliance with the criteria of Section 51(24) of the *Planning Act*.

Section 10.4.2 of the OP, further restricts lot creations through the consent process to a maximum of four, as this proposal has maximized.

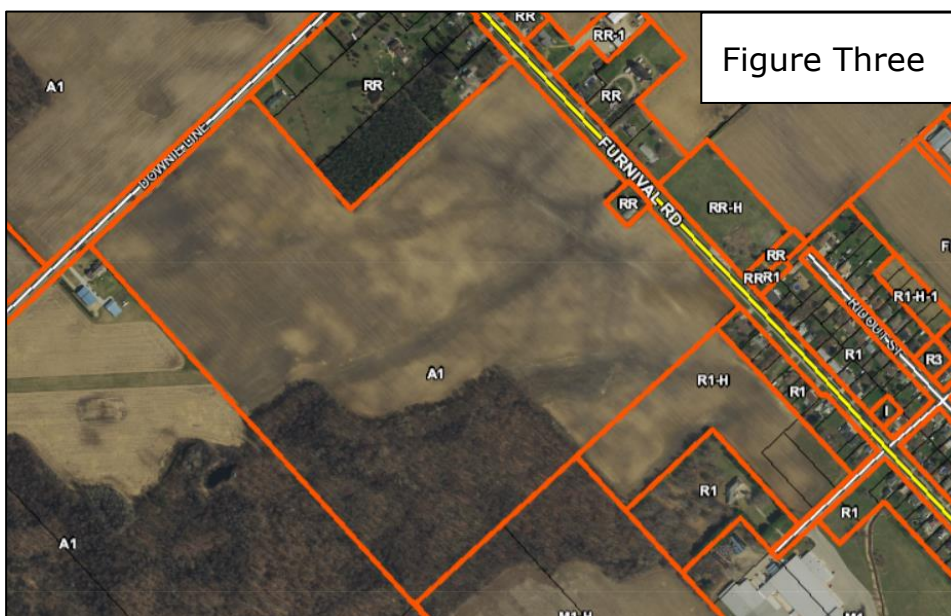
Therefore, this proposal appears to conform to the OP.

**Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):**

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 37 of the ZBL and Residential First Density Holding (R1-H) on Schedule B, Map 1 of the ZBL, as depicted in Figure Three to the right.

Permitted uses within the General Agricultural (A1) Zone include:

- |   |   |  |
|---|---|--|
| <ul style="list-style-type: none"> <li>• accessory living quarters for seasonal farm help</li> <li>• agricultural use</li> <li>• agri-tourism use</li> <li>• bed and breakfast establishment</li> <li>• cabin</li> <li>• converted dwelling</li> <li>• dog kennel</li> <li>• existing cemetery</li> <li>• farm winery</li> <li>• home occupation</li> </ul> | <ul style="list-style-type: none"> <li>• hunting preserve</li> <li>• landing strip</li> <li>• riding school</li> <li>• production of oil and natural gas</li> <li>• single unit dwelling</li> </ul> | <ul style="list-style-type: none"> <li>• secondary farm occupation</li> <li>• wildlife preserve</li> </ul> |
|---|---|--|



The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 metres respectively.

Permitted uses within the Residential First Density Holding (R1-H) include home occupation and single unit dwelling. The minimum lot area and interior lot frontage requirements of the Residential First Density Holding (R1-H) Zone are 600 square metres and 15 metres respectively.

Given the proposed four residential lots to be severed (each at 0.51 acres in land area) would need to be rezoned to the Rural Residential (RR) Zone, as the minimum lot area and lot frontage requirements are 2000 square metres (0.49 ac) and 30 metres respectively.

The proposed retained parcel would need to relief the lot frontage requirements for the General Agricultural (A1) Zone; and consideration could be given to put a portion of the retained parcel into Rural Residential Holding (RR-H) Zone for the portion of the lands within the Rural Residential designation of the OP. The Residential First Density Holding (R1-H) Zone would remain, as this portion of the retained parcel is associated with the urban residential lands of Rodney.

Therefore, it would appear that the proposal would comply with the ZBL, provided a Zoning By-law Amendment and relief to the Zoning By-law was obtained, that can be addressed through a condition of the consent applications.

**Interdepartmental Comments:**

The severance applications were circulated to municipal staff for comment. The following comments were received:

**Drainage:**

Drainage Department noted the following:

- The South Branch of the McKenzie Drain transverses the subject lands; and
- Development of the severed parcel for E17-21 (Part 10 on the sketch on Appendix One) would be severely impacted due to municipal drain setback requirements.

Planning Staff notes that this can be addressed as conditions of approval for realignment and reassessment processes.

**Utilities:**

Utilities Department noted the following:

- Municipal watermain is available for connection on the west side of Furnival Road Allowance.
- Municipal sewer is not fronting onto the severed parcels, as the sewers are in Rodney.

The Applicant will be required to install waterline curb stops to the property after the four proposed lots are created and at time of development of the dwelling through the building permit process. Therefore, Administration would require the Applicant to engage a qualified Consultant to provide a quotation of the public works, to be vetted to the satisfaction of the Municipality. The Applicant would then apply for Municipal Water Connections, paying the following water connection fees, associated capital infrastructure charges and the said quotation, as part of the conditions of consents for the proposed four lots. Once the lots are registered, at the time of building permit for the construction of the dwelling, the landowner would be required to install the public works and any fee differences that may have resulted between the timing of lot creation and constructing a dwelling, to the satisfaction of the Municipality, to obtain the servicing permits.

Planning Staff notes that this can be addressed as conditions of approval for payment of costs associated with providing municipal water connections.

At the time of submission of this report, no other comments or concerns were received from Administration.



**Additional Comments:**

Administration recommends that as a condition of approval of the consents that the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.

Further, Administration recommends that as a condition of approval of the consents that the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.

Further, Administration recommends that as a condition of approval of the consents that the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.

Further, Administration recommends that as a condition of approval of the consents that the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, to the satisfaction and clearance of the Municipality. To-date, this would be in accordance with the payment in-lieu of parkland fee of seven hundred and fifty (\$750) per lot, as contained within the Municipality's Fees and Charges By-law, but will be reviewed at the time when the proponent clears conditions of the consents.

Further, Administration recommends that as a condition of approval of the consents that the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to obtain relief to the Zoning By-law for the severed parcel and retained parcel and having such relief to the Zoning By-law come into full force and effect pursuant to the *Planning Act*, to the satisfaction and clearance of the Municipality. This is further detailed above in the review of the ZBL.

Further, Administration recommends that as a condition of approval of the consents that the South Branch of the McKenzie Drain be improved pursuant to the *Drainage Act*, through realignment, to promote the orderly development of the severed parcels, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality. This is further detailed above in the Drainage Department comments.

Further, Administration recommends that as a condition of approval of the consents that the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.

Further, Administration recommends that as a condition of approval of the consents that the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.

Further, Administration recommends that as a condition of approval of the consents that the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality. This is detailed above in the Utilities Department comments.

Further, Administration recommends that as a condition of approval of the consents that prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied. This will require the Applicant to submit to the Municipality a request for clearance letter, providing documentation on how the above noted conditions have been fulfilled, for the Municipality to provide it to the County of Elgin, as the approval authority.

Further, Administration recommends that as a condition of approval of the consents that conditions be tied together for the consent (severance) applications E16-21 to E19-21, so that they are considered and completed in conjunction with one another.

Further, Administration recommends that as a condition of approval of the consents that all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.

**Summary:**

Therefore, it is Planning Staff's opinion that the proposed four lot creation consents, would appear to be consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to relief); and that Council recommends to the County of Elgin that the four consents be approved, subject to the lower-tier municipal conditions listed in this report.

The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public through the public consultation process, as part of their decision-making on the planning applications.

Respectfully Submitted,

Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner  
Municipality of West Elgin

### Report Approval Details

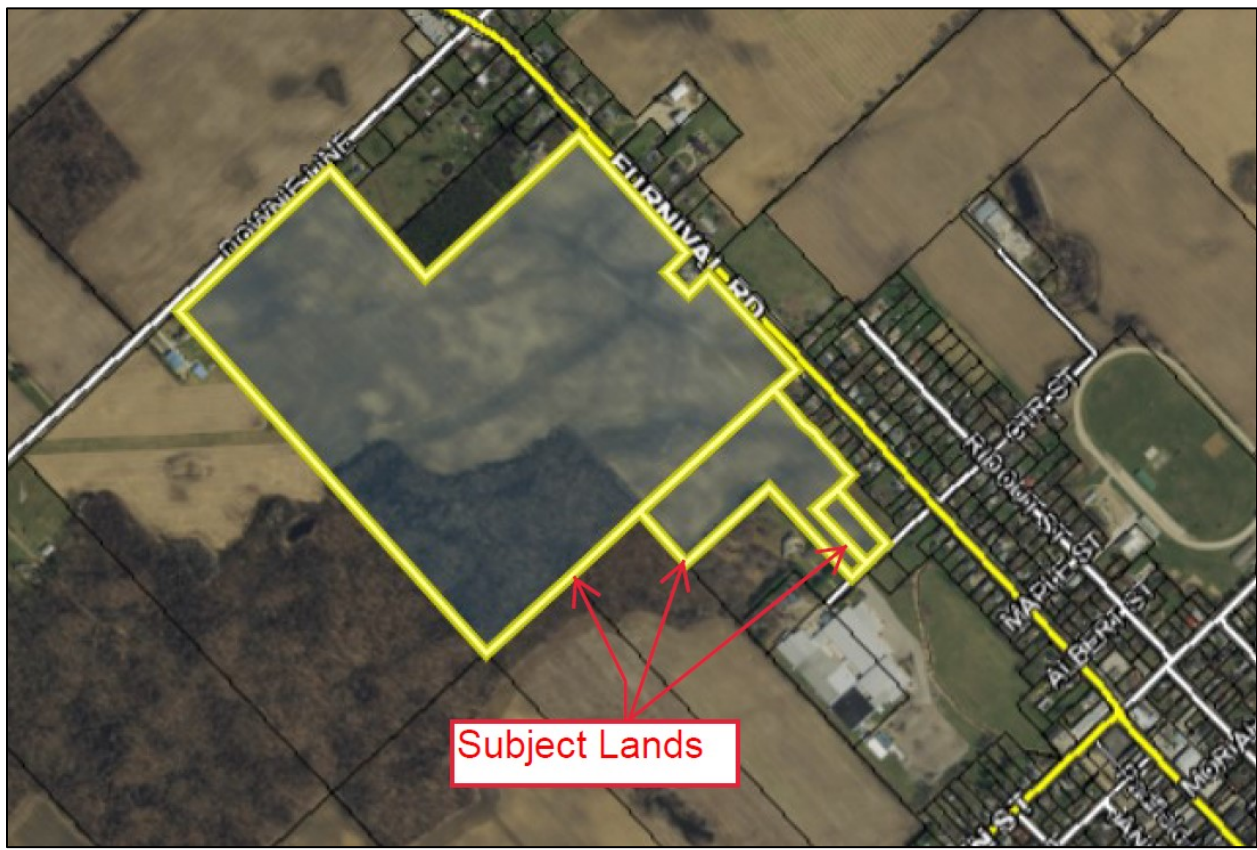
Document Title:	Severance Applications E16-21 to E19-21 - Comments to Elgin County - 2021-15-Planning.docx
Attachments:	<ul style="list-style-type: none"><li>• Appendix One – Key Map and Severance (Consent) Sketch</li><li>• Appendix Two – Severance Application E16-21</li><li>• Appendix Three – Severance Application E17-21</li><li>• Appendix Four – Severance Application E18-21</li><li>• Appendix Five – Severance Application E19-21</li></ul>
Final Approval Date:	Apr 4, 2021

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

Jana Nethercott

**Staff Report: Severance Applications E16-21 to E19-21 –**  
**Comments to the County of Elgin**

**Appendix One: Key Map and Severance (Consent) Sketch – E16-21 to E19-21**







Part 9

INSERT as to

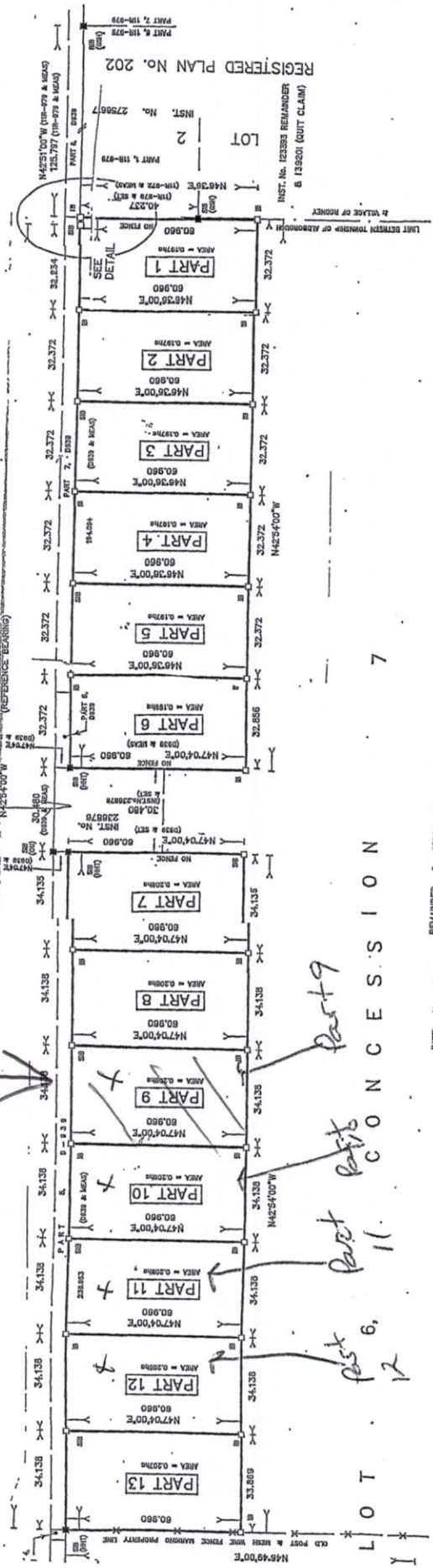
4 separate severances

Part 9  
Part 10  
Part 11  
Part 12

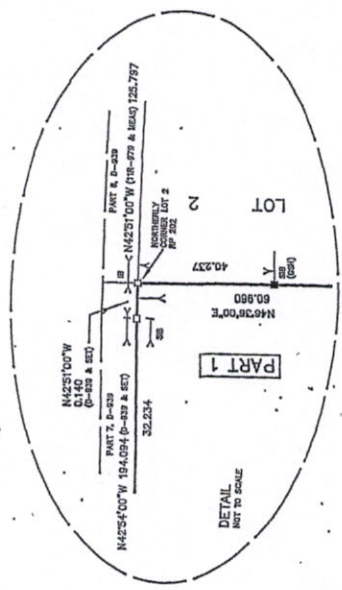


FURNIVAL ROAD

ROAD ALLOWANCE BETWEEN LOTS 6 & 7



INST. No. 123353 REMAINDER & 139201 (QUIT CLAIM)



TOWNSHIP OF ALDBOROUGH

Severed Part 9

PLAN 11R-5944  
RECEIVED AND DEPOSITED  
DATE May 25, 1995  
TERRY P. DIETZ, O.L.S.  
DEP. LAND REGISTRAR FOR THE REGISTRY  
UNION OF ELGIN

PLAN OF SURVEY  
OF PART OF  
LOT 6, CONCESSION 7  
IN THE  
TOWNSHIP OF ALDBOROUGH  
COUNTY OF ELGIN  
SCALE 1:1000

SCALE 1:1000  
TERRY P. DIETZ  
ONTARIO LAND SURVEYOR  
1995

LEGEND:

BEARINGS ARE ASTERISKS DERIVED FROM THE WESTERLY LIMIT OF FURNIVAL ROAD, SHOWN ON PLAN D339 AS HAVING A BEARING OF N42°51'00\"/>

- DENOTES SURVEY MONUMENT SET
- DENOTES SURVEY MONUMENT FOUND
- DENOTES STANDARD IRON BAR
- DENOTES SURVEY STANDARD IRON BAR
- DENOTES IRON BAR
- DENOTES ROUND IRON BAR
- DENOTES CUT CROSS
- DENOTES CHAIN UNKNOWN
- DENOTES CHAIN
- DENOTES MEASURED
- DENOTES CALCULATED
- DENOTES CALLON - DIETZ, O.L.S.
- DENOTES H.H. TOUGHAN O.L.S.
- DENOTES G.S. HOGG, O.L.S.

SURVEYOR'S CERTIFICATE:

I CERTIFY THAT:  
(1) THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT AND THE REGISTRY ACT AND THE REGULATIONS MADE THEREUNDER.  
(2) THE SURVEY WAS COMPLETED ON THE 15th DAY OF MAY, 1995.

MAY 15, 1995  
LONDON, ONTARIO  
TERRY P. DIETZ  
ONTARIO LAND SURVEYOR

CAUTION: THIS PLAN IS NOT A PLAN OF SUBDIVISION WITHIN THE MEANING OF THE PLANNING ACT

METRIC: DISTANCES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

Callon & Dietz  
INCORPORATED

**Staff Report: Severance Report E16-21 to E19-21 –**  
**Comments to the County of Elgin**

**Appendix Two: Severance Application E16-21 Conditions**

Severance Application E16-21 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to obtain relief to the Zoning By-law for the severed parcel and retained parcel and having such relief to the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
6. That the South Branch of the McKenzie Drain be improved pursuant to the *Drainage Act*, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
9. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That the conditions of Applications E17-21, E18-21 and E19-21 be fulfilled, in conjunction with Application E16-21.
12. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



**Staff Report: Severance Report E16-21 to E19-21 –**

**Comments to the County of Elgin**

**Appendix Three: Severance Application E17-21 Conditions**

Severance Application E17-21 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to obtain relief to the Zoning By-law for the severed parcel and retained parcel and having such relief to the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
6. That the South Branch of the McKenzie Drain be improved pursuant to the *Drainage Act*, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
9. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That the conditions of Applications E16-21, E18-21 and E19-21 be fulfilled, in conjunction with Application E17-21.
12. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.

**Staff Report: Severance Report E16-21 to E19-21 –**

**Comments to the County of Elgin**

**Appendix Four: Severance Application E18-21 Conditions**

Severance Application E18-21 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to obtain relief to the Zoning By-law for the severed parcel and retained parcel and having such relief to the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
6. That the South Branch of the McKenzie Drain be improved pursuant to the *Drainage Act*, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
9. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That the conditions of Applications E16-21, E17-21 and E19-21 be fulfilled, in conjunction with Application E18-21.
12. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.

**Staff Report: Severance Report E16-21 to E19-21 –**  
**Comments to the County of Elgin**

**Appendix Five: Severance Application E19-21 Conditions**

Severance Application E19-21 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment and to obtain relief to the Zoning By-law for the severed parcel and retained parcel and having such relief to the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
6. That the South Branch of the McKenzie Drain be improved pursuant to the *Drainage Act*, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
9. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That the conditions of Applications E16-21, E17-21 and E18-21 be fulfilled, in conjunction with Application E19-21.
12. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## Staff Report

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**Report To:** Council Meeting

**From:** Bryan Pearce, Planner

**Date:** 2021-04-08

**Subject:** Initial Draft of the Site Plan Control Area By-law – Preliminary Report

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### **Recommendation:**

That West Elgin Council hereby receives the report from Bryan Pearce, Planner re: Initial Draft of the Site Plan Control Area By-law – Preliminary Report;

And that West Elgin Council directs Administration to publicize the draft by-law with Stakeholders and on the Municipal website for public engagement opportunities until April 30, 2021, in order to bring a final draft of the Site Plan Control Area By-law, for consideration of enactment at the May 13, 2021 Council Meeting.

### **Purpose:**

To present Council with an initial draft of the Site Plan Control Area By-law that would regulate development within the Municipality of West Elgin, in order to promote and direct attractive and functional development throughout the municipality.

### **Background:**

#### **Introduction**

Section 41 of the *Planning Act* provided for a planning tool to municipalities, through enactment of a by-law, to establish a site plan control area within its jurisdictional boundary, provided there are Official Plan policies on implementing it.

The Site Planning process is designed to ensure that developments are constructed in a way that is aligned with the Municipality's responsibility to provide services, plan for public safety and continue to guide our communities toward growth and prosperity. It is largely a review of the layout and functionality of a site from a technical perspective and therefore involves various departments within the Municipality as well as some external agencies such as the Road Authority's, being Ministry of Transportation and County of Elgin, and/or the Lower Thames Valley Conservation Authority.

Site Planning is a tool used when property is being developed to coordinate the developer's needs as well as the interests of the community and use of public resources. It is extremely valuable in implementing West Elgin's goals and objectives, found in the Official Plan.

## By-law Development

In considering By-law development, the following approach has been utilized:

- Identify: Official Plan policies considers this under the *Planning Act*
- Research: Review Municipalities and abutting Municipalities for best practices in Ontario.
- Engage: Internal Staff engagement on the draft has occurred.
- Assess: Review of the engagement feedback and revisions of regulations accordingly.
- Draft: A public draft has been developed, as attached to this Report
- Re-Engage: Expand the consultation to include public, prior to finalization.
- Finalize: A final draft would come back to Council for enactment.
- Promote: Planner to communicate with the parties and use as a resource tool.

Administration is at the re-engagement stage of the process, in order to obtain inputs from Council, stakeholders and the public, in order to finalize the by-law and then promote it.

The draft by-law is broken down into the following section, for user-friendliness:

1. Definitions
2. Interpretation
3. Scope of By-law
4. Exemptions
5. Requirements for Site Plan Approval
6. Site Plan Procedures Review and Approval
7. Administration of Approved Site Plans
8. General Provisions
9. Repeals, Amendments, Transition and Enactment

## **Financial Implications:**

None, Site Plan Review is an applicant-based process and Administration's time is considered through the collection of fees in accordance with the Municipality's Fees & Charges By-law, as amended time to time.

## **Policies/Legislation:**

### County of Elgin Official Plan

Section F5 of the County of Elgin Official Plan has Site Plan Control implementation policies which states:

County Council shall encourage the use of site plan control provisions of the Planning Act, to implement the policies and provisions of this Plan and the local Official Plans, and to coordinate and enhance the physical development of the local municipality. Provisions for site plan control shall be detailed in the local Official Plans.

## Municipality of West Elgin Official Plan

Section 10.7 of the Official Plan has implementation policies for Site Plan Control, as detailed below:

### 10.7.1 Scope

To ensure a high standard of development and to provide appropriate protection to adjacent uses, the entire Municipality shall be deemed to be a site plan control area. Within this area, development as defined by the Planning Act shall be subject to site plan control with the exception of low-density residential uses and agricultural uses. A site plan control by-law shall be adopted by the Municipality which specifies the lands and type of development for which site plan approval shall be required.

### 10.7.2 Site Plan

Where site plan control applies, a site plan shall be submitted, satisfactory to the Municipality, describing the proposed development and showing the location of all buildings and structures, ingress and egress, parking areas and loading areas, landscaping, grading and drainage, external lighting, access for persons with physical disabilities, and buffering and other measures to protect adjacent lands. The location of any required water well and private sanitary waste disposal system shall also be shown on the site plan. Where development is proposed adjacent to a County Road, the Municipality shall request the comments of the County of Elgin on the site plan. Where development is proposed adjacent to Highway No. 401 or within the access control radius of a Highway No. 401 interchange, the Municipality shall request the comments of the Ministry of Transportation on the site plan. Permits from the Ministry may be required.

### 10.7.3 Building Drawings

The submission of drawings showing plan, elevation and cross-section views for new buildings, including residential buildings containing more than three dwelling units shall be required in areas that are subject to site plan control.

### 10.7.4 External Design

Drawings showing plan, elevation and cross-section views sufficient in detail to illustrate the external design (i.e. character, scale, appearance, features and similar features) of a proposed building or building addition shall be submitted for non-residential buildings and for residential buildings containing more than three dwelling units in areas specifically designated for such purposes by this Plan.

### 10.7.5 Streetscape Elements

On any adjoining street or highway, plans may also be required showing plantings, paving materials, sidewalks, street furniture, curb ramps and similar elements adjacent to the development.

### 10.7.6 Land Dedications for Road Widening

As a condition of site plan approval, the owner may be required to dedicate lands to the Municipality, as the case may be, for road widening purposes.



**10.7.7 Site Plan Agreement**

A site plan agreement pursuant to the Planning Act shall be required in most instances. Financial security shall be required to ensure due performance.

**10.7.8 Site Plan Guidelines**

The Municipality may prepare and adopt guidelines to assist proponents in obtaining site plan approval.

**10.7.9 Public Input**

Upon receipt of an application for site plan approval, the Municipality shall provide an opportunity for review and comment by adjacent owners unless, in the opinion of the Municipality, the development or redevelopment being proposed is minor and without significant adverse impact on adjacent owners.

Administration has incorporated the implementation policies of the Official Plan into the draft regulations of the Site Plan Control Area By-law, subject to further consultations as mentioned above in this report.

**Summary**

Planning Staff advises that the by-law is in compliance with the Planning Act and conforms to the policies of the County of Elgin Official Plan and Municipality of West Elgin Official Plan.

Planning Staff recommends that the draft by-law proceed forward with public engagement with stakeholders and through the website for a period until April 30, 2021; and that a final draft of the bylaw be considered at the May 13, 2021 Council Meeting.

Respectfully Submitted,

Bryan Pearce, HBA, CPT, MCIP, RPP  
Planner  
Municipality of West Elgin

Appendices:

1. Appendix One: Site Plan Control Area By-law – Initial Draft for Council Consideration April 8, 2021

**Report Approval Details**

Document Title:	Draft Site Plan Control Area By-law - Preliminary Report - 2021-14-Planning.docx
Attachments:	- SPCA By-law - Initial Draft for Council - dated 04082021.pdf
Final Approval Date:	Apr 4, 2021

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

Jana Nethercott



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2021-xx**

**Being a By-Law to designate the Municipality of West Elgin as a Site Plan Control Area pursuant to Section 41 of the Planning Act R.S.O. 1990, as amended.**

**WHEREAS** Section 41 of the *Planning Act* R.S.O. 1990, as amended, provides that where an area is described in the Municipality's Official Plan as a Site Plan Control Area, Council may, by By-law, designate such area as a Site Plan Control Area;

**AND WHEREAS** the Official Plan for the Municipality of West Elgin identifies lands in the entire Municipality as a Site Plan Control Area;

**AND WHEREAS** Section 41 (13) of the *Planning Act* R.S.O. 1990, as amended authorizes Council to (a) define any class or classes of Development that may be undertaken without the approval of plans and drawings otherwise required under subsection 41(4) or 41(5); and (b) delegate to either a committee of the Council or to an appointed officer of the Municipality any of the Council's powers or authority under Section 41, except the authority to define any class or classes of Development as mentioned in clause 41 (13);

**AND WHEREAS** Council deems it advisable to exempt certain classes of Development from Site Plan control, and further to delegate certain powers and authority to an appointed officer of the Municipality.

**NOW THEREFORE** the Council of the Municipality of West Elgin enacts as follows:

### **Site Plan Control Area By-law**

#### **1. DEFINITIONS**

In this By-law:

**"Act"** means the *Planning Act*, R.S.O. 1990 as amended from time to time;

**"Applicant"** means the Owner of the property that is the subject of Site Plan approval or the person who is authorized in writing by the Owner to make an application for Site Plan

approval. Authorization is provided through declaration on the application form, which has been provided by the Municipality;

**“Chief Building Official”** means the Chief Building Official of the Municipality appointed pursuant to the *Building Code Act*;

**“Council”** means the Council of the Municipality;

**“County”** means the Corporation of the County of Elgin;

**“Development”** means development as defined within Subsection 41(1) of the Act, as amended time to time;

**“Development Application Review Team”** means a working group made up of Municipal staff or consultants that provides review and comment about an application for approval under this by-law;

**“Municipality”** means the Corporation of the Municipality of West Elgin;

**“Owner”** means a person(s), corporation(s) or partnership who is the registered Owner of the relevant property, as recorded in the local registry office;

**“Planner”** means the Planner of the Municipality, that is registered in accordance with the *Ontario Professional Planners Institute Act* and any successors thereto;

**“Province”** means the Government of the Province of Ontario;

**“Site Plan”** means those plans and/or drawings as contemplated by subsection 41(4) of the Act; and

**“Zoning By-law”** means By-law No. 2015-36 of the Municipality and any successors thereto.

## **2. INTERPRETATION**

- 2.1. The requirements of this By-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations.
- 2.2. This By-law shall not be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed by the Municipality or by any governmental authority having jurisdiction to make such restrictions or regulations.
- 2.3. Nothing in this By-law or in any Site Plan Agreement entered into hereunder shall be construed as relieving any Owner of lands within the Site Plan Control Area from the obligation of complying fully with the provisions of the Zoning By-law, nor shall the Zoning By-law be construed so as to reduce or mitigate any restrictions or regulations lawfully imposed hereby.

- 2.4. Terms used in this By-law, that are defined within the Zoning By-law are deemed to have the same meaning for consistency purposes, unless otherwise defined within this By-law.

### **3. SCOPE OF BY-LAW**

- 3.1. The provisions of this By-law shall apply to all lands within the Municipality which are hereby designated as constituting a Site Plan Control Area pursuant to Section 41 of the Act.

### **4. EXEMPTIONS**

- 4.1. The following classes of Development are hereby exempted from Site Plan control and may be undertaken without the approval of plans and drawings otherwise required under Section 5 hereof:

- (a) Single Unit Dwellings;
- (b) Duplex Dwellings;
- (c) Semi-detached Dwellings;
- (d) Group home
- (e) Seasonal Dwelling;
- (f) Converted Dwelling;
- (g) Garden Suite;
- (h) Cabins;
- (i) Accessory buildings;
- (j) Buildings and structures for Agricultural Use and/or Restricted Agricultural Use and accessory buildings, structures and uses to these Agricultural Uses, excepting that this exemption shall not apply to cannabis cultivation, greenhouses, nurseries as defined on the Zoning By-law, or mushroom production facilities. For the purposes of clarity:
  - i. An accessory use may include a home occupation, provided that such use is clearly secondary and subordinate to the Agricultural Use;
  - ii. Agriculture-Related Uses are not exempt from Site Plan control or the provisions of this by-law whether or not they are located on a farm or on a separately held parcel.
  - iii. Agri-tourism uses are not exempt from Site Plan Control or the provisions of this by-law.
- (k) Hunting Preserve;
- (l) Site alteration where the conversion of vegetated or bare soil area to hard cover (gravel, paving, buildings) results in an increase of less than twenty percent (20%), calculated as the cumulative increase on the site since the effective date of this By-law;
- (m) Additions to buildings or structures that do not exceed twenty percent (20%) of the existing gross floor area as defined in the Zoning By-law of said building up to a maximum of 250 square metres gross floor area, calculated as the cumulative area of all additions to said building since the effective day of this By-law;
- (n) Underground storage tanks and septic systems;

- (o) Tents, marquees, trailers, mobile food outlets, and similar temporary structures to be erected for a period not exceeding 180 days, consisting of consecutive days and/or cumulative days in a calendar year;
- (p) Buildings or structures, and additions or alterations to buildings and structures, that are used for the purpose of enclosing staircases, passageways, entrances, porches, verandahs and similar structures; and mechanical equipment that is incidental or accessory to the main use;
- (q) Buildings and structures used for flood control, and preservation or Conservation of natural resources that are the result of an order, an approval or specific advisement of a Conservation Authority; or
- (r) Any addition required in order to comply with the *Fire Protection and Prevention Act, 1997*, as amended.

## 5. REQUIREMENTS FOR SITE PLAN APPROVAL

5.1. No person shall undertake any Development, and no building permit shall be issued for any Development, within the Municipality's Site Plan Control Area unless Council or its delegate under Section 6.2 of this by-law has first approved, in writing, one or both of the following:

- (a) Plans showing the location of all buildings and structures to be erected and showing the location of all facilities and works to be provided in conjunction therewith and of all facilities and works required under Section 41(7)(a) of the Act, as amended from time to time, which at the time of passing this by-law are:
  - i. Widening of highways that abut on the land;
  - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbs and traffic direction signs;
  - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
  - iv. Walkways and walkway ramps, including the surfacing thereof, and all other means of pedestrian access;
  - v. Facilities designed to have regard for accessibility for persons with disabilities;
  - vi. Facilities for the lighting, including floodlighting, of the land or of any buildings or structures thereon;
  - vii. Walls, fences hedges, trees, shrubs or other groundcover or facilities for the landscaping of the lands or the protection of adjoining lands;
  - viii. Vaults, central storage and collection areas and other facilities and enclosures for the storage of garbage and other wastes material;
  - ix. Easements conveyed to the Municipality for the construction, maintenance or improvement of watercourse, ditches, land drainage works, sanitary sewage facilities and other public utilities of the Municipality or local board thereof on the land;

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- x. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land and from any buildings or structures thereon;
  - xi. Fire hydrants on the subject property and/or the closest fire hydrant(s) to the subject property.
- (b) The County has been advised of the proposed development and afforded a reasonable opportunity to require the Owner to provide to the satisfaction of and at no expense to the County any or all of the following:
- i. Widenings of highways and that abut the land;
  - ii. Subject to the *Public Transportation and Highway Improvement Act*, facilities to provide access to and from the land such as access ramps and curbing and traffic direction signs;
  - iii. Off-street vehicular loading and parking facilities, either covered or uncovered, access driveways, including driveways for emergency vehicles, and the surfacing of such areas and driveways;
  - iv. Grading or alteration in elevation or contour of the land and provision for the disposal of storm, surface and waste water from the land;
  - v. Facilities designed to have regard for accessibility for persons with disabilities.
- (c) Drawings showing plan, elevation and cross-section views for each building to be erected, except a building to be used for residential purposes containing fewer than 25 units, which drawings are sufficient to display:
- i. the massing and conceptual design of the proposed building;
  - ii. the relationship of the proposed building to adjacent buildings, streets, and exterior areas to which members of the public have access;
  - iii. the provision of interior walkways, stairs, elevators and escalators to which members of the public have access from streets, open spaces and interior walkways in adjacent buildings,
  - iv. matters related to exterior design, including without limitation, the character, scale, appearance and design features of buildings, and their sustainable design, but only to the extent that it is a matter of exterior design;
  - v. matters relating to exterior access to each building that will contain affordable housing units or to any part of such building, but only to the extent that it is a matter of exterior design;
  - vi. the sustainable design elements on any adjoining highway under a municipality's jurisdiction, including without limitation, trees shrubs, hedges, plantings or other ground cover, permeable paving materials, street furniture, curb ramps, waste and recycling containers and bicycle parking facilities; and
  - vii. facilities designed to have regard for accessibility for persons with disabilities.



## 5.2. Plans and Drawing Requirements

Plans and Drawings submitted in accordance with this By-law or under any Site Plan Agreement are subject to the following:

5.2.1. Plans and Drawings may exclude the layout and design of interior areas, other than the interior walkways, stairs, elevators and escalators referred to in clause 5.1 (c) iii.

5.2.2. Plans and Drawings may exclude the manner of construction and standards for construction.

5.2.3. All Drawings and Plans shall be submitted in a manner and a scale to show with clarity and accuracy all buildings, structures, facilities and works described in Section 5.1(a).

5.3. The Municipality may require an Owner or Applicant to produce studies, plans and calculations that validate the location, dimensions and nature of the buildings, structures, facilities and works proposed in Site Plans or drawings, requiring the following:

- (a) Such studies plans and calculations shall be completed by a qualified professional; and
- (b) The cost of any required studies, plans and calculations will be the responsibility of the Owner.

## 6. SITE PLAN PROCEDURES REVIEW AND APPROVAL

### 6.1. Site Plan Application Review

#### 6.1.1. Pre-Consultation

Pursuant to subsection 41(3.1) of the Act, Applicants are required to consult with the Municipality prior to submitting plans and drawings for approval.

#### 6.1.2. Development Application Review Team

All Plans submitted in accordance with this By-law or under any Site Plan Agreement required shall be reviewed by the Development Application Review Team and comments resulting from said review shall be provided in writing to the Planner, the Owner and/or the Applicant.

#### 6.1.3. Review of Site Plan

- (a) Site Plan review shall be coordinated by the Municipality's Planner.
- (b) A determination of forms and documents that may constitute a complete application will be at the discretion of the Planner.

- (c) Consultation is required with the adjacent landowners, in order to review and provide comment, unless in the opinion of the Planner, where Development is minor and without significant adverse impact on adjacent landowners.

#### 6.1.4. Site Plan Design Guidelines

Site Plan Design Guidelines adopted by Council of the Municipality, shall apply to all Development subject to this By-law.

### 6.2. Site Plan Approval

#### 6.2.1. Delegation of Site Plan Approval

For the purposes of this By-law, 'delegation' includes: Approval of Site Plans; the imposing of conditions; and the Approval and Execution of Site Plan Control Agreements and amendments thereto. The powers and authority given to Council under Section 41 of the Act, are hereby delegated to the Planner.

#### 6.2.2. General Provisions of Delegation

The exercise of the powers, authority or appointment delegated in this By-law are subject to the following:

- (a) The Planner shall provide a decision, in writing, to the Owner and/or Applicant, in respect of the application that is either:
  - i. Approval;
  - ii. Approval with Conditions; or
  - iii. Refusal.
- (b) The Planner shall approve the plans and drawings referred to in Section 41(4) of the Act except where, in the opinion of the appointed delegate the proposed buildings, structures, facilities and works shown on the plans and drawings are not consistent with the Provincial Policy Statement, does not conform to the Official Plan of the County and Municipality, and other policy and By-laws approved by Council, including but not limited to, the Zoning By-law.
- (c) The Planner may request that Council consider any given Site Plan Application for Approval.

#### 6.2.3. Conditions of Site Plan Approval

As a condition to the approval of any plans and/or drawings referred to in Section 5, the Planner may require that the Owner of the lands:

- (a) provide at no cost to the Municipality, any or all of the facilities and works required under Section 41(7)(a) of the Act and listed in Section 5.1(a) of this By-law;

- (b) Maintain to the satisfaction of the Municipality and at the sole risk and expense of the other any or all of the facilities or works mentioned in Section 5.1(a) including the removal of snow from access ramps and driveways, parking and loading areas and walkways;
- (c) Enter into one or more Agreements with the Municipality dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law
- (d) Enter into one or more Agreements with the Municipality ensuring that Development proceeds in accordance with the approved plans and drawings.
- (e) Convey part of the land to the Municipality to the satisfaction of and at no expense to the Municipality for a public transit right of way.
- (f) Enter into one or more Agreements with the County dealing with and ensuring the provision of any or all of the facilities, works or matters mentioned in Section 5.1 of the by-law or with the provision and approval of the plans and drawings referred to in Section 6 of this by-law.
- (g) Convey part of the land to the County to the satisfaction of and at no expense to the Municipality for a public transit right of way.

#### 6.2.4. Appeals

Pursuant to Subsection (12) of the Act an appeal related to a decision, timing of a decision, or terms and requirements of any approval or agreement may be filed in accordance with the Act.

### 6.3. Fees

- 6.3.1. A fee for the review and approval of a Site Plan application is established by the Municipality through the Fees and Charges By-law, and any successors thereto.
- 6.3.2. Additional fees may be collected by the Municipality as reimbursement for the Municipality's costs for additional professional assistance, legal or otherwise incurred during the review of the Site Plan Application. Owners and/or Applicants will provide acknowledgment of this reimbursement through declaration on the application form, which has been provided by the Municipality.

6.3.3. Fees referred to in this section are non-refundable.

## 7. ADMINISTRATION OF APPROVED SITE PLANS

### 7.1. Site Plan Agreements

7.1.1. Site Plan Agreements entered into as a condition of Site Plan Approval between the Owner and the Municipality, shall be in a registerable form and at the option of the Municipality may be registered against the land to which it applies, all at the expense of the Owner.

7.1.2. The Municipality may enforce the provisions of a Site Plan Agreement against the Owner of the lands in respect of which such Site Plan Agreement was entered into by the Municipality and, subject to the provision of the *Registry Act* and the *Land Titles Act*, and any and all subsequent Owners of the said lands.

## 7.2. Site Plan Amendments

7.2.1. Notwithstanding any other provisions to the contrary, the Planner, in consultation of the Chief Building Official, shall be authorized to approve changes to the Approved Plans attached to a Site Plan Agreement, where requested by the Owner of the lands in respect of which the said Site Plan Agreement has been entered into by the Municipality. Such changes shall only be approved where they are considered by the Planner to be minor, which is determined in accordance with all of the following:

- (a) The amendment does not significantly alter:
  - i. The location, size or height of any buildings and structures;
  - ii. The design and appearance of the Development; and
  - iii. The location or function of any works required under Subsection (7)(a) of Section 41 of the Act.
- (b) There is no amendment to the Site Plan Agreement;
- (c) There is no amendment to any conditions of the Site Plan Approval; and
- (d) There is no change in the level of municipal servicing required by the Development.

## 7.3. Securities

7.3.1. Where a Site Plan Agreement has been entered into, the Municipality may require that the Owner provide financial security to ensure the satisfactory completion of certain works required by the Agreement and approved plans listed therein. Securities shall be calculated and collected as follows:

- (a) The amount of securities shall be determined by the Municipality and be based on estimates of the works to be completed.
- (b) Prior to the issuance of a building permit securities will be collected that are equal to 100 percent of the estimated costs of structures, facilities and works to be completed on land owned by the Municipality, County and/or Province.

- (c) Prior to the issuance of an occupancy permit securities will be collected that are equal to 100 percent of the estimated costs of any unfinished works the Municipality deems necessary that are within the site and have been identified in approved plans, approved drawings and the Agreement.

7.3.2. Securities will be presented to the Municipality as an irrevocable letter of credit, cash or certified cheque to the satisfaction of the Municipality.

#### 7.4. Release

7.4.1. The value of the any remaining security deemed necessary by the Municipality shall be repaid to the Owner when, in the opinion of the Municipality all the terms and conditions of the Site Plan Agreement have been fulfilled.

7.4.2. It shall be the responsibility of the Planner to have discretion on the completeness of terms and conditions of the Agreement.

#### 7.5. Rights of Entry

Unless prohibited by law, the Owner signing each Site Plan Agreement shall be required to agree to a provision whereby the Planner, Chief Building Official, or other person to whom the Planner delegates the responsibility, may enter on land subject to the Agreement to inspect same for compliance with the Agreement. Nothing in this provision authorizes the entry into any building. The right of entry described in this section is in addition to any statutory rights of entry the Municipality may otherwise specifically have.

#### 7.6. Compliance and Enforcement

##### 7.6.1. Concordance with Procedures

The provision of required facilities, works or matters shall be in accordance with the approved Site Plan and Site Plan Agreement.

##### 7.6.2. Conformity to Plans

All buildings, structures, facilities and works shown on any Site Plans or drawings approved by the Municipality and attached to and forming part of a Site Plan Agreement shall be provided, erected, constructed, used and maintained in good repair in accordance with such plans at the sole risk and expense of the Owner of the lands.

##### 7.6.3. Failure to Comply

In the event that an Owner of lands in respect of which a Site Plan Agreement was entered into, fails to comply with any of the provisions of such Site Plan Agreement, then the Planner may take any or all of the following steps:

- (a) Completion, to its satisfaction, any work required by the said Site Plan Agreement;
- (b) Apply all or any portion of the money deposited by the Owner with the Municipality in accordance with Subsection 7.3 hereof towards the payment of costs and expenses for the completion of any works required by the Site Plan Agreement on land owned by the Municipality, County and/or Province; and/or
- (c) Collect reimbursement from the Owner, in a like manner as municipal taxes, any expenses paid by the Municipality to complete works, left uncompleted by the Owner, where said works are referred to in the Site Plans, drawings or agreement and located on the Owner's lands and necessary for the function of the related works on the Municipality's lands.

#### 7.7. Abandoned Files

Site Plans, drawings and agreements with no action for a period of 12 months will be considered to be abandoned and subsequently closed by the Municipality, upon which written notice will be given to the Owner by the Municipality. Upon entering abandoned and closed status, a new application with applicable fees is required for future consideration of the Development.

#### 7.8. Violations and Penalties

Every person who contravenes Section 41 of the Act, or its successors thereto is guilty of an offence, and upon conviction is liable to the fines set out in Section 67(1) and (2) of the Act.

#### 7.9 Lapsing of Approval

##### 7.9.1. Lapsing Provisions

Site plan approval lapses,

- (a) Where a building permit is required for development:
  - i. At the expiration of one year from the date of approval if, within the one-year period, no building permit is issued for the development;
  - ii. A building permit is issued for the development, but the Owner has not started construction within one year of date of approval.
  - iii. Upon the revocation of a building permit issued for the development, in accordance with the Municipality's Building By-law and Section 8(10) of the Building Code Act, 1992, as amended time to time.
- (b) Where no building permit is required but the Owner:
  - I. Has not started development within one year of date of site plan approval; or
  - II. Has not completed the construction of the development within two years of the date of approval.

- (c) Where the Municipality has granted approval to the plan and drawings and an Agreement is necessary to implement the development, but no Agreement has been executed within one year of the said approval.

#### 7.9.2. Notice of Lapsed Approval

Written Notice of lapse of approval shall be given by the Municipality to the Owner, that the approval has been revoked within 30 days of the approval lapsing; and where an Agreement has been executed and/or registered, the Agreement shall be terminated and Registration of a Notice that the approval is revoked.

#### 7.9.3. Extension Requests

Written Request from the Owner to the Municipality 30 days prior to the lapse date of the approval, justifying the need for the extension and identifies what the Owner has completed since approval was given by the Municipality.

#### 7.9.4. Extension Request Decision

The Municipality's Planner, shall review the request and advise if the request is granted or refused, based on the information received in the Notice from the Owner, while having regard to legislative, policy and regulatory changes that has occurred since the approval was given.

### 8. GENERAL PROVISIONS

- 8.1. This By-law may be referred to as the Municipality's Site Plan Control Area By-law.
- 8.2. If a court of competent jurisdiction declares any provision or part of a provision of this By-law invalid, the provision or part of a provision is deemed severable from this By-law and it is the intention of Council that the remainder of the By-law shall continue to be in force.

### 9. REPEALS, AMENDMENTS, TRANSITION AND ENACTMENT

- 9.1. This By-law shall come into effect upon the finally passing thereof.

Read a first, second, and third time and finally passed this \_\_\_\_<sup>th</sup> day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Duncan McPhail  
Mayor

\_\_\_\_\_  
Jana Nethercott  
Clerk





## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2021-04-08  
**Subject:** Municipal Office Building Renovations

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Municipal Office Building Renovations; and That L360 Architecture be retained to provide the necessary design development, construction and permit drawings required to comply with all applicable provincial codes, legislation, and standards. In addition, that L360 Architecture provide all the services to the Municipality of West Elgin as set out in their March 12, 2021 fee proposal in the amount of \$27,000.00 excluding HST; and  
That CAO/Treasurer be directed to sign the proposal agreement.

### **Purpose:**

The purpose of this report is to obtain Council's approval to engage the services of L360 Architecture to prepare construction and building permit application design drawings, tender documentation, and provide contract administration services associated with the Municipal Building renovations.

### **Background:**

The Municipality of West Elgin has identified the following building and mechanical deficiencies:

- Create adequate workspace to all office staff (comply with physical distancing requirements)
- Address water leaks and mold remediation (health and safety concerns)
- Reorganize public spaces within the office
- Create new public washroom
- Provide fixed protective screening
- Comply with AODA standards
- Insulate the exterior walls and replace windows
- Replace HVAC system
- Replace outdated security system and keyless access

Three architectural companies have been contacted and following proposals have been received:

L360 Architecture \$27,000.00 plus HST  
SPH Engineering \$27,375.00 plus HST  
Spriets Associates – received on response

### **Financial Implications:**

This project was included in the 2021 Capital Budget approved by Council, with \$300,000 being identified for this work.



**Report Approval Details**

Document Title:	Municipal Office Building Renovations - 2021-12-Administration Finance.docx
Attachments:	- L360 CoWE Admin Office Renovations Proposal.pdf
Final Approval Date:	Apr 7, 2021

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

Jana Nethercott



MUNICIPALITY OF  
**West Elgin**

## Request for Architectural Services Interior Renovation to West Elgin Municipal Building

March 12, 2021





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## Section 1 | Company Profile

### .1 The Company: Size and Relevance

L360 ARCHITECTURE is based in London, Ontario and has serviced Southern Ontario over the past 19 years. We have completed several projects including the current Elgin County Administration Building Elevator Addition and have a strong standing relationship with the Building Departments for several municipalities.

L360 has completed several administration expansion projects for different municipalities including the City of London, The County of Elgin, The Township of Chapleau. The most notable project would be the redesign of the current City of London's Council Chambers completed in 2010 to 2012.

The breakdown of our company is as follows:

principal: Paul F. Loreto, OAA, MRAIC, CanBIM CP President  
OAA License #5461

architect: Keerat Kaur, M Arch., M. Eng.  
graduate architect: Sabrina Villela, B. Arch., M. Eng.  
graduate architect: Sergio Gondim, B. Arch.  
graduate interior designer: Leeda Omar, B. Int. Design

Three architectural technologists  
David Doka Sr. Associate -Sr. Project Manager  
Chris Sammut Associate -Sr. Architectural Technologist  
Nils Sillanpaa Associate - Sr. Project Manager/ Business Dev.  
(Timmins)

finance  
Jing Chen B.Comm. - Finance (London)

### .2 Number of Years in Business

L360 ARCHITECTURE started in London, Ontario in 2001 under the name of paul f. loreto architect inc. In 2010, after creating our unique business process, the L360 ARCHITECTURE Process (L360AP) during our development of the Woodstock Hospital Virtual Construction Model for EllisDon, we changed our name to L360 ARCHITECTURE to brand our Process.

### .3 Confirmation of Licensing in Province of Ontario

L360 ARCHITECTURE holds, in good standing, Certificate of Practice License #4819 with the Ontario Association of Architects.

### .4 Memberships in Professional Associations

L360 ARCHITECTURE holds, in good standing, the following memberships:

- 1) Ontario Association of Architects
- 2) Royal Architectural Institute of Canada
- 3) Canada BIM Council
- 4) US Green Building Council - LEED A/P - Nils Sillanpaa
- 5) Association of Architectural Technologists of Ontario

### .5 Ability to Respond Onsite Within 1-3/4 Hours

L360 ARCHITECTURE has local representation and is capable of a maximum one hour response time to all of the County's onsite needs.

### .6 Legal Name of Proposing Entity

L360 ARCHITECTURE Inc. is the legal name in which we have been incorporated in 2010 after being incorporated as paul f. loreto architect inc. in 2001.

### .7 Principal Businesses and Corporate Directors

Paul Francis Loreto, OAA, MRAIC is the Director and holds 100% ownership of L360 ARCHITECTURE and L Three60+.

1) **L360 ARCHITECTURE:** Principal Business: Architecture  
Director (100% Ownership)  
Paul Francis Loreto, OAA, MRAIC

1) **LTHREE60+:** Principal Business: Project Management  
Director (100% Ownership)

### .8 Staff Qualifications

The following professionals will be assigned to the Conestoga projects. Please see their individual resumes showing their experience and expertise.

L360 ARCHITECTURE: Design Team  
Paul F. Loreto, OAA, MRAIC, President- Lead Designer  
Sergio Gondim, B. Arch, Co-Lead Designer

Production Team:  
Chris Sammut Associate, Sr. Technologist  
David Doka, Sr. Associate, Sr Technologist  
Leeda Ayoub, B. ID, Interior Designer

### .9 Key Contacts

**Paul Francis Loreto, OAA, MRAIC** will be the College's point of contact for all Design and Contractual matters.

**Chris Sammut, MAATO, Sr. Project Manager** will be the College's Key Point of Contact for all things related to the production aspects of the project.

### .10 Offices

**L360 ARCHITECTURE**  
Suite 305, 1490 Richmond Street  
London, Ontario N6G 0J4

**LTHREE60+**  
Suite 201, 7 Balsam Street S.  
Timmins, Ontario P4N 2C7

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## Section 2| Key Personnel

**L360 ARCHITECTURE** is a full service 8-person architectural firm that strives on achieving excellence in design and project management for a wide range of industries throughout Canada and the United States while maintaining a high standing within Ontario's architectural community since 2001.

Our team of professionals is comprised of Architects, Project Managers, Technologists and LEED® AP's, who excel in their work ethic, experience and commitment to L360's vision of implementing technology for design solutions at its highest level.

The following team resources will be assigned to this project as each member listed has worked on integrated projects ranging between \$100,000.00 to \$40.0 Million. If required for specific tasks, additional L360 staff may be called upon for their particular expertise to aid in the completion of work on any given assignment.



**PAUL F. LORETO - LEAD DESIGN**

OAA, MRAIC  
President - Sr. Architect  
Partner-in-charge  
Bsc. Tech.(Arch. Sci), B.Arch, M.Arch.  
pfloreto@L360arch.com  
519 473 6641 ext.361

Paul F. Loreto has 31 years of experience in the Architecture and Construction Industry and has been a leader in BIM implementation since 2001. Paul has worked on numerous projects for public sector clients dealing with the full design of classrooms, support services spaces to the removal and replacement of building systems such as roofs, windows, mechanical units and full electrical systems. Paul's role as the Key Contact and Lead Designer will ensure that the County's requirements have been successfully achieved.



**DAVID DOKA**

Sr. Architectural Technologist  
Dipl.Arch.Tech., Fanshawe College(1998)  
david.doka@L360arch.com  
519 473 6641 ext.366

As a Sr. Architectural Technologist, David's 20 years of expertise will provide the technical and building science leadership required during the preparation of construction documentation. David's expertise in the coordination of all Consultant deliverables will add the extra level of conciseness and will result in an unparalleled level of cost control ensuring that the work is properly developed without coordination errors.



**LEEDA AYOUB**

Graduate interior Designer  
Fanshawe College (2017)  
BID, Yorkville University (2019)  
leeda.omar@L360arch.com  
519 473 6641 ext.371

Leeda is a recent graduate of the Interior Design Bachelor Degree Program. She has taken a lead role in assisting all L360 Clients in their material and finishes selections, placing a strict focus on the budget at hand. Leeda is a passionate and active individual who thrives to make a statement in the Interior Design industry and is currently in the process of obtaining her license. Seeking the best in her design work, she is always inspired by the art and science of creating healthy environments and enhancing interiors to achieve aesthetically pleasing spaces.

## Fee Proposal

L360 ARCHITECTURE is privileged to have been chosen for this project. Our FIXED Fee shown below will provide the County of West Elgin with the necessary design development, construction and permit drawings required to make this project a great success. The fee also includes, 40 hours of Construction Administration time during construction to ensure that this project will be constructed properly and as per the documents developed by our Team.

The scope of work associated with this project is to further develop the schematic design concept provided to L360, review the leaking roof, reorganize public spaces within the office, provide OBC review and incorporate a new public washroom, Lobby millwork as per the design concept, and protective screening. All Mechanical and Electrical review of the proposed work and development of permit drawings are part of L360's proposed fee

ITEM.	FIXED FEE. : \$27,000.00 plus H.S.T.
All costs associated with this proposal includes all schematic design, design development, contract documents, contract administration, and all disbursements.	Breakdown  L360 ARCHITECTURE: \$15,000.00 Mechanical / Electrical / Plumbing \$ 12,000.00  <hr/> *Additional Cost COST CONSULTING if required by Municipality \$2,000.00

### SCHEDULE OF PER DIEM RATES AND DISBURSEMENTS (EFFECTIVE January 2021)

President – Paul F. Loreto, OAA, MRAIC Partner	\$ 250.00 per hour
Project Architect	\$ 225.00 per hour
Project Manager – David Doka, Nils Sillanpaa, Sr.	\$ 165.00 per hour
Graduate Architect	\$ 165.00 per hour
BIM Certified Consultant- Sergio Gondim	\$ 155.00 per hour
International Graduate Architect	\$ 135.00 per hour
Senior Site Administrator	\$ 115.00 per hour
Senior Architectural Technologist - Chris Sammut	\$ 155.00 per hour
Intermediate Architectural Technologist, Interior	\$ 155.00 per hour
Designer (Non- Registered)	\$ 135.00 per hour
Junior Technologist	\$ 115.00 per hour
Administrative Staff	\$ 125.00 per hour
Expert Witness	\$ 65.00 per hour
	\$ 600.00 per hour

#### DISBURSEMENTS:

- services & expenses of consultants	@ cost + 10%
- printing, plotting, courier, photography & photographic reproductions	@ cost + 10%
- materials for special presentations	@ cost + 10%
- long distance	@ cost + 10%
- photocopying	@ \$ 0.25 per page
- mileage	@ \$ 0.54 per km
- authorized taxi charges & travel expenses	@ cost + 10%
- in-house white prints	@ \$ 1.35/sheet

NOTE THAT ALL TAXES AS PRESCRIBED BY LAW WILL BE ADDITIONAL TO THE FEES AND/OR COSTS STATED ABOVE.



L360 ARCHITECTURE

SUITE 305

1490 RICHMOND STREET

LONDON ONTARIO CANADA N6G 0J4

WWW.L360ARCH.COM T 519.473.6641

# Request for Waiver of Rental Fees.

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

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

**Organization Name \***

Rodney Shufflers and Carpet Bowlers

**Representative's Name \***

Adam Hrabinski

**Main method of Contact \***

☐ Phone Number

☒ Email Address

[REDACTED]

[REDACTED]

**Email Address \***

[REDACTED]

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

☒ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

### Room Request within the West Elgin Recreation Centre.

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

### Reason for waiver of rental fees

Members of the Rodney Shufflers and Carpet Bowlers are requesting a waiver of rental fees for use of the West Elgin Recreation Centre on a twice weekly basis.

The members are comprised of senior citizens who have spent their lives working, farming and raising families in the area. All are retired and appreciate the competition of their respective sport along with the desire to keep active. Carpet bowling and shuffleboard has been played in the West Elgin Recreation Centre for the past 50 years. In past, the members had access to the facility without paying rental fees. The equipment for both sports was purchased through a grant from the Trillium Foundation. To the best of our knowledge and belief we have not imposed any financial burden on the Municipality that relates directly or indirectly to our activities.

Essentially, our members are looking for an opportunity to use a Municipal facility without paying a rental fee since, as many members hold the belief that other seniors are using facilities without charge.

### Date of Requested Fee Waiver.

- ☐ One Time Rental
- ☒ Multiple Rental Dates

### Please state Multiple Rental Dates.

Every Monday and Thursday from 9:00 am until noon.

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

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

Date

2021-2-28

# OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

March 23, 2021

## In This Issue

- [Council Receives Annual Report from St. Thomas Elgin Public Art Centre](#)
- [Engineering Services/Facilities Contract Awards](#)
- [Council Approves Specific Telecommunications Road User Agreement](#)
- [Council Approves Engagement Strategy for Official Plan Review](#)
- [SWIFT Announces \\$6.1 Million in Broadband Funding for Elgin County](#)
- [Elgin County is Accepting Applications for the International Plowing Match Scholarship](#)

## Contact Us

519-631-1460  
[ktompson@elgin.ca](mailto:ktompson@elgin.ca)  
[www.elgincounty.ca](http://www.elgincounty.ca)

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### Council Receives Annual Report from St. Thomas Elgin Public Art Centre

Laura Woermke, Executive Director of the St. Thomas Elgin Public Art Centre (STEPAC) provided Council with an update of the Centre's activities in 2020. The update included a list of exhibits (in-person and virtual), school programs and events, online resources available for teachers and students, annual acquisitions and art preservation efforts. The COVID-19 pandemic affected attendance at the Centre greatly and made it difficult to hold in-person workshops and school programs; however, the Centre took this opportunity to make a considerable amount of its collection available online through [virtual exhibits](#) and educational resources.

## ST. THOMAS-ELGIN PUBLIC ART CENTRE

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### Engineering Services/Facilities Contract Awards

#### *Transportation Master Plan Study*

Council awarded the provision of engineering services associated with the Transportation Master Plan, to IBI Group for the amount of \$234,826.00 (excluding HST). The Transportation Master Plan Study is intended to provide direction for the planning, coordination and implementation of a multi-municipal road and potential transit network, active transportation amenities, and commuter facilities for the next 30 years and beyond. The Study is expected to take one (1) year to be completed and will be presented to Elgin County Council for approval in the spring of 2022.

### *Elgin County Administration Building and Elgin Manor Roof Replacement*

Council selected E-D Roofing Ltd. for the Administration Building and Elgin Manor Roof Replacement Project, Tender No. 2021-T07 at a total price of \$328,265.41 inclusive of a \$19,000 contingency allowance. A total of seven (7) contractors submitted bids for this project.

### *Cold-In-Place Asphalt Recycling and Culvert Rehabilitations*

Council selected Roto-Mill Inc. to complete Cold In-Place Asphalt Recycling on various roads, at a total price of \$2,790,687.98 exclusive of HST.

Council also selected Gary D. Robinson Contracting Ltd. to complete Culvert Rehabilitations on various roads, at a total price of \$464,030.00 inclusive of a \$25,000 contingency allowance and exclusive of HST.

Full details of the abovementioned contract awards are contained within the March 23, 2021 County Council Agenda Package.

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## County Approves Specific Telecommunications Road User Agreements

Council approved the preparation and use of a Road User Agreement specific to application for installation of telecommunications equipment within County Road Allowances. Previously multiple Road Occupancy Permits were used for these types of installations. Staff investigated a request for consideration of a Road User Agreement specific to the telecommunications industry and discovered an opportunity which not only improves the current approach to installation of telecommunication equipment within County road allowances but creates a degree of flexibility which is better suited to telecommunication installations at multiple locations as Elgin County encourages and seeks to improve conductivity within its territorial limits.

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## Council Approves Engagement Strategy for Official Plan Review Process

The Elgin County Official Plan is a land use planning document that is a statement of where and how development should take place. The purpose of the 5-year Review of the Official Plan is to ensure that the vision/values, directions, policies, and actions in the Official Plan meet the needs of the community into the future.



The Rural Initiatives and Planning Advisory Committee endorsed an Engagement Strategy for the Official Plan process at its meeting on March 9, 2021 and recommended the Strategy for Council's approval.

[The Engagement Strategy](#) is focused on ensuring public engagement is transparent, focused, accessible and will serve as a guiding document detailing the County's approach to external public engagement.

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## SWIFT Announces \$6.1 Million in Broadband Funding for Elgin County

On March 17, 2021 the Southwestern Integrated Fibre Technology Network announced \$6.1 Million in broadband internet upgrades for Elgin County. The newly announced projects will collectively service 114 kilometres of underserved roadway to bring better broadband connectivity to 1,399 households and businesses within the municipalities of Dutton Dunwich, West Elgin, Bayham and within the Township of Southwold.

To read the full media release from SWIFT [click here](#).

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## Elgin County is Accepting Applications for the International Plowing Match Scholarship

The County of Elgin is now accepting applications for the 2021 International Plowing Match Legacy Scholarship.

The scholarship was approved in 2011 by a Committee formed by County Council, staff and members of the 2010 Elgin International Plowing Match to award a County female and male student a \$2,500 grant each to assist them in their agriculturally-related studies in college or university. The scholarship is provided as a result of the generous support of legacy funds from the 2010 International Plowing Match hosted in Elgin County. The first scholarships were granted in 2012 and the ten-year term of the scholarship will be complete after 2021.

"The County of Elgin is pleased to be able to offer this scholarship in its tenth and final year," said Elgin County Warden Tom Marks. "Agriculture is the foundation on which our County was built and it remains a vital part of our economy today. Technologies may change and evolve but our need for agriculture will not. The County is committed to encouraging the next generation of agricultural leaders and we have been proud to administer this scholarship over the past decade."

“The International Plowing Match is a celebration of agriculture and rural life,” said Councillor Duncan McPhail, Mayor of West Elgin and Chairman of the 2010 Elgin International Plowing Match. “It was a great honour to host this event in Elgin County and be able to celebrate our agricultural heritage while showcasing our accomplishments. The planning and implementation of this event was a significant undertaking but everyone involved can be proud of the legacies achieved – one of which is this scholarship.”

In order to be eligible, applicants must be a resident of the County of Elgin or the City of St. Thomas, and must be enrolled and have completed at least one year in a post-secondary institution in Canada studying in a discipline related to agriculture. Examples of such programs include agricultural sciences, agri-business, agri-tourism, nutrition, earth sciences and food sciences. Applications will close on June 1st, 2021 at 4:30p.m.

For more information about eligibility criteria and a copy of the application visit [www.elgincounty.ca/ipmscholarship](http://www.elgincounty.ca/ipmscholarship).



Photograph showing the 2010 International Plowing Match Committee. Duncan McPhail (Chair), Rein Van Brenk (Vice Chair), Donna Lunn (Vice Chair), Allister Cameron (Secretary), Cathy Bishop (Resources), Bill Walters (Vice Chair), Roberta Gillard (Treasurer), Ralph Millman (OPA President). Absent is Nancy Millman (Tractor Park).

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The complete March 23, 2021 County Council Agenda package can be found [here](#).

**DECISION**

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**PLAN 202 PART LOT 30  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 22003 QUEEN ST**

The applicants propose to sever a parcel with a frontage of 20.0 metres (65.62 feet) along Queen St by a depth of 61.003 metres (200.14 feet) and an area of 0.12 hectares (0.30 acres). The owners are retaining 3.00 hectares (7.41 acres) proposed to remain in residential use.

Consent requested by: James Price & Robert Miller

Consent granted to: Unknown

DECISION: The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Conditions: This Decision will expire unless a deed is presented for stamping by: March 24, 2022.

1. That the requirements of the Municipality of West Elgin are met, including the following:
  - a. That the severed parcel be revised from 20 metres to 19.7 metres of lot frontage, and the retained parcel be increased to 20m of lot frontage;
  - b. That it is acknowledged that the retained parcel's area is approximately 2.76 hectares (6.5 acres), different from that contained in the Application and Notice;
  - c. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
  - d. That the applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality;
  - e. That the Applicant's Solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality;
  - f. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the Planning Act, to the satisfaction and clearance of the Municipality;
  - g. That the Applicant successfully apply to the Municipality to obtain relief to the Zoning By-law to recognize the proposed new lot area and lot frontage of the retained parcel and having such relief to the zoning by-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality;
  - h. That the Voros Municipal Drain be improved pursuant to the Drainage Act, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
  - i. That the Applicant have a drainage reapportionment completed pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality;
  - j. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality;
  - k. That the Applicant apply for a municipal sewer connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality;

- l. That prior to the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied;
  - m. That the conditions of Application E 13/21 be fulfilled, in conjunction with Application E 12/21; and
  - n. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the Planning Act.
2. That the requirements of the County of Elgin and the Land Division Committee are met, including the following:
- a. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin; and
  - b. Solicitor Undertaking to provide copy of registered deed for the severed parcel once completed.
  - c. The applicant shall provide to the County of Elgin a signed acknowledgement and undertaking confirming:
    - i. The applicant has been advised that the Ontario Building Code Act requires confirmation of servicing including an individual on-site potable water supply and/or an individual on-site sewage system prior to the issuance of a building permit;
    - ii. The applicant has made the necessary inquiries of the Municipality to determine the work necessary in order to confirm that the site conditions are suitable for the long-term provision of such services with no negative impacts; and
    - iii. The applicant undertakes to advise any future purchaser of the above acknowledgement and the results of such inquiries;
  - d. That the Municipality confirms that there is sufficient reserve water and sewage treatment capacity for the proposed lot;
  - e. The owner dedicate lands along the frontage of the severed and retained lots/parcels up to 10 m from the centerline of construction of Queens Street County Road (104) to the County of Elgin for the purposes of road widening if the right of way is not already to that width, to the satisfaction of the County Engineer. All costs to be borne by the owner;
  - f. Direct Connection to a legal outlet for the severed lot is required, if an existing connection is unavailable, to the satisfaction of the County Engineer. All costs to be borne by the owner. Discharge of water to the County road allowance is prohibited;
  - g. If necessary, an entrance permit be obtained from Elgin County for the entrance to the severed parcel. All costs associated with this shall be borne by the owner;
 

and
  - h. Lot Grading Plan is required for the severed lot.

Reasons: Residential lot in Tier 1 (Rodney) settlement area

**County of Elgin  
Planning Department**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
Fax: 519-631-4549

**DECISION**

**Application #E 12-21**

March 24, 2021

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John “Ian” Fleck (Chair)	X	
Dennis O’Grady	X	
Rosemary Kennedy	X	
John Seldon	X	
Jack Van Kasteren	X	
John Andrews		
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of one year from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of one year from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or(33).

**CERTIFICATION**

I, Nancy Pasato, Acting Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 24<sup>th</sup> day of March, 2021.



Nancy Pasato  
Acting Secretary-Treasurer  
Land Division Committee

**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 12-21**

**PLAN 202 PART LOT 30  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 22003 QUEEN ST**

**JAMES PRICE & ROBERT MILLER**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application E 12-21 for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

**ANY PERSON** or public body may appeal the decision and/or any condition(s) imposed by the Committee to the Local Planning Appeal Tribunal by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **12<sup>th</sup> day of April, 2021**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the LPAT'S website at [www.elto.gov.on.ca](http://www.elto.gov.on.ca) or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

**ADDITIONAL INFORMATION** regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 24<sup>th</sup> day of March, 2021.

Nancy Pasato  
Acting Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin, [lnethercott@westelgin.net](mailto:lnethercott@westelgin.net), [planning@westelgin.net](mailto:planning@westelgin.net)  
Agent: Dan McKillop, [danmckillop2012@hotmail.ca](mailto:danmckillop2012@hotmail.ca)



**DECISION**

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**PLAN 202 PART LOT 30  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 22003 QUEEN ST**

The applicants propose to sever a parcel with a frontage of 20.0 metres (65.62 feet) along Queen St by a depth of 61.003 metres (200.14 feet) and an area of 0.12 hectares (0.30 acres). The owners are retaining 2.88 hectares (7.12 acres) proposed to remain in residential use

Consent requested by: James Price & Robert Miller

Consent granted to: Unknown

DECISION: The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Conditions: This Decision will expire unless a deed is presented for stamping by: March 24, 2022.

1. That the requirements of the Municipality of West Elgin are met, including the following:
  - a. That the severed parcel be revised from 20 metres to 19.7 metres of lot frontage, and the retained parcel be increased to 20m of lot frontage;
  - b. That it is acknowledged that the retained parcel's area is approximately 2.64 hectares (6.2 acres), different from that contained in the Application and Notice;
  - c. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
  - d. That the applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality;
  - e. That the Applicant's Solicitor provides an undertaking that a copy of the registered deed for the severed parcel once the transaction has occurred will be provided to the Municipality;
  - f. That the Applicant shall make payment of cash-in-lieu of applicable parkland dedication pursuant to Section 51.1 of the Planning Act, to the satisfaction and clearance of the Municipality;
  - g. That the Applicant successfully apply to the Municipality to obtain relief to the Zoning By-law to recognize the proposed new lot area and lot frontage of the retained parcel and having such relief to the zoning by-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality;
  - h. That the Voros Municipal Drain be improved pursuant to the Drainage Act, through realignment, to promote the orderly development of the severed parcel, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality.
  - i. That the Applicant have a drainage reapportionment completed pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality;
  - j. That the Applicant apply for municipal water connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality;
  - k. That the Applicant apply for a municipal sewer connection, at the Applicant's sole cost and expense, to the satisfaction and clearance of the Municipality;



- l. That prior to the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied;
  - m. That the conditions of Application E 13/21 be fulfilled, in conjunction with Application E 12/21; and
  - n. That all conditions noted above shall be fulfilled within one year of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the Planning Act.
2. That the requirements of the County of Elgin and the Land Division Committee are met, including the following:
- a. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin; and
  - b. Solicitor Undertaking to provide copy of registered deed for the severed parcel once completed.
  - c. The applicant shall provide to the County of Elgin a signed acknowledgement and undertaking confirming:
    - i. The applicant has been advised that the Ontario Building Code Act requires confirmation of servicing including an individual on-site potable water supply and/or an individual on-site sewage system prior to the issuance of a building permit;
    - ii. The applicant has made the necessary inquiries of the Municipality to determine the work necessary in order to confirm that the site conditions are suitable for the long-term provision of such services with no negative impacts; and
    - iii. The applicant undertakes to advise any future purchaser of the above acknowledgement and the results of such inquiries;
  - d. That the Municipality confirms that there is sufficient reserve water and sewage treatment capacity for the proposed lot;
  - e. The owner dedicate lands along the frontage of the severed and retained lots/parcels up to 10 m from the centerline of construction of Queens Street County Road (104) to the County of Elgin for the purposes of road widening if the right of way is not already to that width, to the satisfaction of the County Engineer. All costs to be borne by the owner;
  - f. Direct Connection to a legal outlet for the severed lot is required, if an existing connection is unavailable, to the satisfaction of the County Engineer. All costs to be borne by the owner. Discharge of water to the County road allowance is prohibited;
  - g. If necessary, an entrance permit be obtained from Elgin County for the entrance to the severed parcel. All costs associated with this shall be borne by the owner;
 

and
  - h. Lot Grading Plan is required for the severed lot.

Reasons: Residential lot in Tier 1 (Rodney) settlement area

**County of Elgin  
Planning Department**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
Fax: 519-631-4549

**DECISION**

**Application #E 13-21**

March 24, 2021

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John “Ian” Fleck (Chair)	X	
Dennis O’Grady	X	
Rosemary Kennedy	X	
John Seldon	X	
Jack Van Kasteren	X	
John Andrews		
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of one year from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of one year from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or(33).

**CERTIFICATION**

I, Nancy Pasato, Acting Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 24<sup>th</sup> day of March, 2021.



Nancy Pasato  
Acting Secretary-Treasurer  
Land Division Committee

**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 13-21**

**PLAN 202 PART LOT 30  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 22003 QUEEN ST**

**JAMES PRICE & ROBERT MILLER**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application E 13-21 for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

**ANY PERSON** or public body may appeal the decision and/or any condition(s) imposed by the Committee to the Local Planning Appeal Tribunal by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **12<sup>th</sup> day of April, 2021**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the LPAT'S website at [www.elto.gov.on.ca](http://www.elto.gov.on.ca) or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Local Planning Appeal Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

**ADDITIONAL INFORMATION** regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 24<sup>th</sup> day of March, 2021.

Nancy Pasato  
Acting Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin, [lnethercott@westelgin.net](mailto:lnethercott@westelgin.net), [planning@westelgin.net](mailto:planning@westelgin.net)  
Agent: Dan McKillop, [danmckillop2012@hotmail.ca](mailto:danmckillop2012@hotmail.ca)

## SUPPORT DELIVERING COMMUNITY POWER

**Whereas** there is an urgent need for banking services among the unbanked or underbanked, given that thousands of villages and rural municipalities do not have a bank branch and more than 900 municipalities have expressed their support for postal banking;

**Whereas** thousands of Canadians do not have access to affordable high-speed Internet, and the federal government has long promised to bridge the rural broadband gap;

**Whereas** urgent action is needed to establish a robust network of electric vehicle charging stations;

**Whereas** to achieve carbon-neutral targets by 2050, Canada Post must greatly accelerate the electrification of its fleet;

**Whereas** the extensive network of post offices in our communities can provide a wide range of services as community hubs;

**Whereas** Canada Post's letter carriers and RSMCs can check-in on vulnerable residents to help keep us in our homes longer as we age;

**Whereas** Canada Post must play its part for a more equitable post-pandemic recovery;

**Whereas** “The Way Forward for Canada Post,” the report of the 2016 federal public review of the postal service, recommended that Canada Post expand services and adapt its services to the changing needs of the public;

**Whereas** the Canadian Union of Postal Workers has advanced *Delivering Community Power*, a vision of the post-carbon digital-age postal service that address the above needs and more;

**Be it resolved that** \_\_\_\_\_ endorse *Delivering Community Power*, and write to the Honourable Anita Anand, Minister for Public Services and Procurement, with its rationale and a copy of this resolution.

## MAILING INFORMATION

Please send your resolution to: Anita Anand, Minister of Public Services and Procurement, Rm 18A1, 11 Laurier Street Phase III, Place du Portage, Gatineau, QC, K1A 0S5

Please send copies of your resolution to:

Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3

Your Member of Parliament. You can get your MP's name, phone number and address by calling 1-800 463-6868 (at no charge) or going to the Parliament of Canada website: <https://www.ourcommons.ca/Members/en>

*Please save this document using the name of your organization or municipality in the document's name.*

//dn cope 225

March 24, 2021

Hon. Doug Ford  
Premier of Ontario  
Legislative Building, Queen's Park  
Toronto, ON M7A 1A1  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Premier Ford:

**Re: Support for West Grey Resolution – Municipal Insurance Rates**

At its Regular meeting held on March 15, 2021, the Council of the Corporation of the City of Owen Sound considered the above noted matter and passed Resolution No. R-210315-010 as follows:

R-210315-010

**"THAT in consideration of correspondence received February 24, 2021 from the Director of Administration/Clerk, West Grey respecting Municipal Insurance Rates, City Council directs staff to send a letter in support of the resolution passed by the Council of the Corporation of the Municipality of West Grey to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Bruce-Grey-Owen Sound, and all municipalities in Ontario."**

The resolution passed by the Corporation of the Municipality of West Grey is as follows:

"The Council of the Corporation of the Municipality of West Grey hereby supports the resolution of The Municipality of Grey Highlands dated January 22, 2021 wherein they call on the Province of Ontario to review the seven recommendations of AMO to investigate the following municipal insurance issues, as insurance premiums will soon be out of reach for many communities:

1. The provincial government adopt a model of full proportionate liability to replace joint and several liability.
2. Implement enhancements to the existing limitations period including the continued applicability of the existing 10-day rule on slip and fall cases given recent judicial interpretations and whether a one-year limitation period may be beneficial.
3. Implement a cap for economic loss awards.

4. Increase the catastrophic impairment default benefit limit to \$2 million and increase the third-party liability coverage to \$2 million in government regulated automobile insurance plans.
5. Assess and implement additional measures which would support lower premiums or alternatives to the provision of insurance services by other entities such as non-profit insurance reciprocals.
6. Compel the insurance industry to supply all necessary financial evidence, including but not limited to, premiums, claims and deductible limit changes which support its own and municipal arguments as to the fiscal impact of joint and several liability.
7. Establish a provincial and municipal working group to consider the above and put forward recommendations to the Attorney General; and

That this motion be provided to the Premier of Ontario, Minister of Finance, Attorney General of Ontario, MPP for Bruce-Grey-Owen Sound and all municipalities in Ontario."

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

Sincerely,



Jamie Eckenswiler, AMP  
Deputy Clerk  
City of Owen Sound

cc. Hon. Peter Bethlenfalvy, Minister of Finance  
Hon. Doug Downey, Attorney General  
Hon. Bill Walker, MPP Bruce-Grey-Owen Sound  
All Ontario Municipalities





2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
www.kingsville.ca  
kingsvilleworks@kingsville.ca

**SENT VIA EMAIL**

March 25, 2021

The Right Honourable Justin Trudeau, MP  
Prime Minister of Canada  
Langevin Block  
Ottawa, Ontario K1A 0A2

Prime Minister:

**RE: Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms)**

At its Regular Meeting held on March 8, 2021 Council of the Town of Kingsville passed the following Resolution:

**“205-2021**

**Moved By** Councillor Thomas Neufeld, **Seconded By** Councillor Larry Patterson

A Resolution concerning Bill C-21, An Act to amend certain Acts and to make certain consequential amendments (firearms), specifically Amendment 26, Section (58.01 (1-8), Conditions-by-law.

WHEREAS municipalities have never been responsible for gun control laws in Canada;

AND WHEREAS law abiding Kingsville residents who own legal handguns have already been thoroughly vetted through the CFSC, PAL and ATT applications;

AND WHEREAS illegal gun owners and smugglers do not respect postal codes;

AND WHEREAS if one municipality enacts a ban and not a neighbouring municipality, this will create a patchwork of by-laws;

AND WHEREAS a municipal ban would be difficult to enforce and easy to get around.

NOW THEREFORE BE IT RESOLVED that The Corporation of the Town of Kingsville is OPPOSED to the adoption of any by-laws restricting the possession, storage and transportation of legally obtained handguns;

AND BE IT FURTHER RESOLVED that this resolution be forwarded to the following public officials: MP Chris Lewis-Essex, MPP Taras Natyshak-Essex, Premier of Ontario The Honourable Doug Ford, Leader of the Official Opposition Andrea Horwath, Prime Minister of Canada The Honourable Justin Trudeau, and Leader of Official Opposition The Honourable Erin O'Toole.”

..2/

If you require any further information, please contact the undersigned.

Yours very truly,



Sandra Kitchen  
Deputy Clerk-Council Services  
Legislative Services Department  
skitchen@kingsville.ca

cc: Hon. Doug Ford, Premier  
cc: Hon. Andrea Horwath, Official Leader of the Opposition  
cc: Hon. Erin O'Toole, Official Leader of the Opposition  
cc: MP Chris Lewis- Essex  
cc: MPP Taras Natyshak-Essex  
cc: Hon. Bill Blair, Minister of Public Safety and Emergency Preparedness  
cc: MP Shannon Stubbs  
cc: Mayor Aldo DiCarlo, Town of Amherstburg  
cc: Mayor Larry Snively, Town of Essex  
cc: Mayor Tom Bain, Town of Lakeshore  
cc: Mayor Marc Bondy, Town of LaSalle  
cc: Mayor Hilda MacDonald, Municipality of Leamington  
cc: Mayor Gary McNamara, Town of Tecumseh  
cc: all Municipalities in Ontario

[premier@ontario.ca](mailto:premier@ontario.ca)  
[horwatha-qp@ndp.on.ca](mailto:horwatha-qp@ndp.on.ca)  
[erin.otoole@parl.gc.ca](mailto:erin.otoole@parl.gc.ca)

CORPORATION OF THE MUNICIPALITY OF CALVIN

**Resolution**

DATE March 9, 2021

NO. 2021-052

MOVED BY Sandy Cross

SECONDED BY Heather Olmstead

"WHEREAS workers in Ontario without paid sick leave often feel forced to work when unwell so they can feed and support their families and are at risk of losing a paycheque or even their jobs if they stay home, and;

WHEREAS the Canada Recovery Sickness Benefit is temporary, not accessible to all and not usable for the crucial first few days of an illness, and;

WHEREAS had legislated paid sick leave been in place before the global pandemic, lives would have been saved because infection rates would have been reduced, and;

WHEREAS the lack of paid sick days has especially hurt Black, Indigenous, workers of colour, women and migrant workers who are over-represented in low-paying frontline jobs with few benefits and a reduced ability to work from home, and;

WHEREAS the Ontario Medical Association, 11 GTHA Mayors and Chairs representing Ontario's largest municipalities, the editorial board of the Toronto Star, the Toronto Board of Health, the Decent Work and Health Network, the Ontario Nurses Association, and several other professional associations representing thousands of healthcare workers have all called on the provincial government to legislate paid sick days;

THEREFORE BE IT RESOLVED that the Municipality of Calvin endorses legislated sick leave and calls on the government of Ontario to permanently legislate universal paid sick days for all workers in Ontario during the pandemic and beyond, regardless of workplace size, type of work or immigration status, and;

BE IT FURTHER RESOLVED that this motion be forwarded to the Premier of Ontario, Minister of Labour, all Regional MPPs, and all Ontario Municipalities."

CARRIED 

**DIVISION VOTE**

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
<u>Coun Cross</u>	<u>X</u>	<u>      </u>
<u>Coun Maxwell</u>	<u>      </u>	<u>      </u>
<u>Coun Olmstead</u>	<u>X</u>	<u>      </u>
<u>Coun Grant</u>	<u>      </u>	<u>      </u>
<u>Mayor Pennell</u>	<u>X</u>	<u>      </u>

## RESOLUTION

NO: 21-32.

**SECONDED BY: Blakney/ Millar/Vaughan/ Walbourne**

**AND THAT** the Council direct the Clerk to send a copy of this resolution to the Ontario Premier Doug Ford, NOMA, Attorney general Doug Downey, Solicitor-general Sylvia Jones, Minister of Municipal Affairs and Housing Steve Clark, AMO, ROMA, and MPP Sol Mamakwa, and all Ontario municipalities.

VOTES	YEAS	NAYS	ABSTAIN	DECLARATION OF INTEREST
MONCK	✓			
BLAKNEY	✓			
MILLAR	✓			
VAUGHAN				DISPOSITION OF RESOLUTION (CHECK ONE): CARRIED: <u>  ✓  </u> DEFEATED: <u>    </u> TABLED: <u>    </u>
WALBOURNE	✓			<u>                        </u> CHAIR

March 30, 2021

Edward Porter  
9 Todd Place  
West Lorne ON.  
NOL 2P0

Dear Council

I am writing to ask you to reevaluate and pass a general amendment for the bylaw on having chickens in West Elgin.

Here are some general information about having chickens at home.

- The number 1 reason people like chickens: Chickens provide a valuable low-cost food source.
- Chickens provide value as a pet, teaching kids about responsibility through caring for an animal who can love them back.
- Chickens divert waste from landfills. Up to 50% of all household waste is compostable and chickens are happy to eat much of that waste. Introducing chickens reduces the cost of disposing of waste.
- Chicken manure is recommended by the US Extension Colleges for use in composting when it is aged for 6 months prior to application as an effective means of eliminating the risk of disease.
- A dog's bark is 90 decibels and our city allows 4 dogs which has a cumulative maximum possible noise level of 100 decibels (sound pressure is a logarithmic scale).

- A hen's laying song is 60 decibels so it would take 12 hens producing noise at the exact same time to produce more noise than 1 dog.
- A rooster is as loud as a dog barking, though it tends to crow more often than dogs bark. Roosters can be kept in a way that helps them be quieter and they should not be regulated more strictly than dogs.
- If chicken food is not properly kept it can attract unwanted animals (e.g. mice). However, a homeowner can also make mistakes that attract mice by doing a bad job of composting, putting out birdseed, or putting out dog or catfood and yet most cities do not regulate those activities.
- A chicken's manure should not smell if processed properly. Cat and dog manure are generally advised not to add to a compost bin because of the risk of spreading disease to a garden.
- It takes 10 chickens to make as much poop as 1 large dog.
- Backyard Chickens present a health risk to humans from salmonella infections. However, wild birds (like geese) also present this risk as do reptiles like turtles. Dogs transfer diseases to humans such as worms that can cause blindness and even death. Dog-to-human worm infections occur at a very high rate, but we are so used to dogs in our lives that we do not judge it as a surprising risk.

Sincerely yours

Edward Porter  
 9058657741  
 Edward.Porter.3@gmail.com



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2021-25**

#### **A By-law to Authorize the Execution of the Transfer Payment Agreement for the Fire Safety Grant between Her Majesty the Queen Right in Ontario represented by the Office of the Fire Marshal and the Corporation of the Municipality of West Elgin**

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal for the purposes of a Transfer Payment Agreement for the Fire Safety Grant; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Her Majesty the Queen in Right of Ontario as represented by the Office of the Fire Marshal, in the form of an agreement titled the Transfer Payment Agreement for Fire Safety Grant ("Agreement"), identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Fire Chief is hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. That the Fire Chief have the delegation of authority to execute any and all required documentation, on behalf of the Corporation of the Municipality of West Elgin, as required under the Fire Safety Grant program.
4. That the Municipality of West Elgin commits to spending the Fire Safety Grant funding in accordance with all of the terms and conditions specified in the Agreement.



5. This by-law shall come into force and effect on April 8, 2021.

Read a first, second, and third time and finally passed this 8<sup>th</sup> day of April 2021.

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

## FIRE SAFETY GRANT TRANSFER PAYMENT AGREEMENT

**THE AGREEMENT**, effective as of the Click or tap here to enter text. day of Choose an item., 20Click or tap here to enter text. (the “**Effective Date**”)

### **B E T W E E N :**

**Her Majesty the Queen in right of Ontario  
as represented by the Office of the Fire Marshal**

(the “**Province**”)

**- and -**

**Municipality of West Elgin**

(the “**Recipient**”)

### **CONSIDERATION**

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

#### **1.0 ENTIRE AGREEMENT**

1.1 The agreement, together with:

Schedule “A” - General Terms and Conditions  
Schedule “B” - Project Specific Information and Additional Provisions  
Schedule “C” - Project  
Schedule “D” - Budget  
Schedule “E” - Reports, and  
any amending agreement entered into as provided for in section 3.1,

constitutes the entire agreement between the Parties with respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements.

#### **2.0 CONFLICT OR INCONSISTENCY**

2.1 In the event of a conflict or inconsistency between the Additional Provisions and Schedule “A”, the Additional Provisions will prevail.

### 3.0 AMENDING THE AGREEMENT

3.1 The Agreement may only be amended by a written agreement duly executed by the Parties.

### 4.0 ACKNOWLEDGEMENT

4.1 The Recipient acknowledges that:

- (a) the Funds are:
  - (i) to assist the Recipient to carry out the Project and not to provide goods or services to the Province;
  - (ii) funding for the purposes of the Public Sector Salary Disclosure Act, 1996 (Ontario);
- (b) the Province is not responsible for carrying out the Project; and
- (c) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and that any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

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

**HER MAJESTY THE QUEEN IN RIGHT OF  
ONTARIO as represented by the Office of the Fire  
Marshal**

Click or tap here to enter text.

\_\_\_\_\_  
Date

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

Name: Douglas Browne

Title: Deputy Fire Marshal

**Municipality of West Elgin**

Click or tap here to enter text.

\_\_\_\_\_  
Date

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

Name: Click or tap here to enter text.

Title: Click or tap here to enter text.

I have authority to bind the Recipient.

**SCHEDULE “A”**  
**GENERAL TERMS AND CONDITIONS**

---

**A1.0 DEFINITIONS**

**A1.1 Definitions.** In the Agreement, the following terms will have the following meanings:

**“Additional Provisions”** means the terms and conditions set out in Schedule “B”.

**“Agreement”** means this agreement entered into between the Province and the Recipient, all of the schedules listed in section 1.1, and any amending agreement entered into pursuant to section 3.1.

**“Budget”** means the budget attached to the Agreement as Schedule “D”.

**“Effective Date”** means the date set out at the top of the Agreement.

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

**“Expiry Date”** means the expiry date set out in Schedule “B”.

**“Funding Year”** means:

- (a) in the case of the first Funding Year, the period commencing on March 31, 2021 and ending on August 31, 2021; and

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

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

**“Maximum Funds”** means the maximum Funds set out in Schedule “B”.

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

**“Notice Period”** means the period of time within which the Recipient is required to remedy an Event of Default, and includes any such period or periods of time by which the Province extends that time.

**“Parties”** means the Province and the Recipient.

**“Party”** means either the Province or the Recipient.

**“Project”** means the undertaking described in Schedule “C”.

**“Reports”** means the reports described in Schedule “E”.

## **A2.0 REPRESENTATIONS, WARRANTIES AND COVENANTS**

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

- (a) it is, and will continue to be a validly existing legal entity with full power to fulfill its obligations under the Agreement;
- (b) it has the full power and authority to enter into the Agreement and has taken all necessary actions to authorize the execution of the Agreement;
- (c) it has, and will continue to have the experience and expertise necessary to carry out the Project;
- (d) it is in compliance with, and will continue to comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the Project, the Funds or both; and
- (e) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for funds (including information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete.

**A2.2 Governance.** The Recipient represents, warrants and covenants that it has, will maintain, in writing, and will follow:

- (a) a code of conduct and ethical responsibilities for all persons at all levels of the Recipient’s organization;
- (b) procedures to enable the Recipient’s ongoing effective functioning;
- (c) decision-making mechanisms for the Recipient;
- (d) procedures to enable the Recipient to manage Funds prudently and effectively;
- (e) procedures to enable the Recipient to complete the Project successfully; and
- (f) procedures to enable the preparation and submission of all Reports required pursuant to Article A6.0.

## **A3.0 TERM OF THE AGREEMENT**

**A3.1 Term.** The term of the Agreement will commence on March 31, 2021 and will expire on the Expiry Date.

#### **A4.0 FUNDS AND CARRYING OUT THE PROJECT**

**A4.1 Funds Provided.** The Province will:

- (a) provide the Recipient up to the Maximum Funds allocated as part of this grant exercise;
- (b) provide the Funds to the Recipient in accordance with the payment plan set out in Schedule “D”; and
- (c) deposit the Funds into an account designated by the Recipient provided that the account:
  - (i) resides at a Canadian financial institution; and
  - (ii) is in the name of the Recipient.

**A4.2 Use of Funds and Carry Out the Project.** The Recipient will do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only in accordance with the Budget;
- (d) not use the Funds to cover any cost that has or will be funded or reimbursed by one or more of any third party, ministry, agency or organization of the Government of Ontario.

#### **A5.0 CONFLICT OF INTEREST**

**A5.1 No Conflict of Interest.** The Recipient will carry out the Project and use the Funds without a conflict of interest. The Recipient will disclose to the Province, without delay, any situation that a reasonable person would interpret as an actual, potential or perceived conflict of interest; and comply with any terms and conditions that the Province may prescribe as a result of the disclosure.

#### **A6.0 REPORTING, ACCOUNTING AND REVIEW**

**A6.1 Preparation and Submission.** The Recipient will submit to the Province at the address referred to in section A15.1, all Reports in accordance with the timelines and content requirements provided for in Schedule “E”, or in a form as specified by the Province from time to time.

A6.2 **Record Maintenance.** The Recipient will keep, maintain and make available to the Province, its authorized representatives or an independent auditor identified by the Province for inspection and copying:

- (a) all financial records (including invoices) relating to the Funds or otherwise to the Project in a manner consistent with generally accepted accounting principles; and
- (b) all non-financial documents and records relating to the Funds or otherwise to the Project.

## **A7.0 COMMUNICATIONS REQUIREMENTS**

A7.1 **Acknowledge Support.** Unless otherwise directed by the Province, the Recipient will acknowledge the support of the Province for the Project in a form and manner as directed by the Province.

A7.2 **Publication.** The Recipient will indicate, in any of its Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of the Province.

## **A8.0 INDEMNITY**

A8.1 **Indemnification.** The Recipient will indemnify and hold harmless the Indemnified Parties from and against any and all liability, loss, costs, damages and expenses (including legal, expert and consultant fees), causes of action, actions, claims, demands, lawsuits or other proceedings, by whomever made, sustained, incurred, brought or prosecuted, in any way arising out of or in connection with the Project or otherwise in connection with the Agreement, unless solely caused by the negligence or wilful misconduct of the Indemnified Parties.

## **A9.0 INSURANCE**

A9.1 **Recipient's Insurance.** The Recipient represents, warrants and covenants that it has, and will maintain, at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury and property damage, to an inclusive limit of not less than the amount provided for in Schedule "B" per occurrence. The insurance policy will include the following:

- (a) the Indemnified Parties as additional insureds with respect to liability



arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;

- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30 day written notice of cancellation.

**A9.2 Proof of Insurance.** If requested, the Recipient will provide the Province with certificates of insurance, or other proof as may be requested by the Province, that confirms the insurance coverage as provided for in section A9.1.

## **A10.0 EVENT OF DEFAULT, CORRECTIVE ACTION AND TERMINATION FOR DEFAULT**

**A10.1 Events of Default.** Each of the following events will constitute an Event of Default:

- (a) in the opinion of the Province, the Recipient breaches any representation, warranty, covenant or other material term of the Agreement, including failing to do any of the following in accordance with the terms and conditions of the Agreement:
  - (i) carry out the Project;
  - (ii) use or spend Funds; or
  - (iii) provide, in accordance with section A6.1, Reports or such other reports as may have been requested by the Province;
- (b) the Recipient's operations, its financial condition, or its organizational structure, changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (c) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (d) the Recipient ceases to operate.

**A10.2 Consequences of Events of Default and Corrective Action.** If an Event of Default occurs, the Province may, at any time, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the successful continuation or completion of the Project;

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

**A10.3 When Termination Effective.** Termination under this Article will take effect as provided for in the Notice.

#### **A11.0 FUNDS AT THE END OF A FUNDING YEAR**

**A11.1 Funds at the End of a Funding Year.** Without limiting any rights of the Province under Article A12.0, if the Recipient has not spent all of the Funds allocated for the Funding Year as provided for in the Budget, the Province may take one or both of the following actions:

- (a) demand from the Recipient the payment of the unspent Funds; and
- (b) adjust the amount of any further instalments of Funds accordingly.

#### **A12.0 FUNDS UPON EXPIRY**

**A12.1 Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds remaining in its possession or under its control.

#### **A13.0 NOTICE**

**A13.1 Notice in Writing and Addressed.** Notice will be in writing and will be delivered by email, postage-prepaid mail, personal delivery or fax, and will be addressed to the Province and the Recipient respectively as provided for in Schedule “B”, or as either Party later designates to the other by Notice.

A13.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five business days after the Notice is mailed; or
- (b) in the case of email, personal delivery or fax, one business day after the Notice is delivered.

#### **A14.0 CONSENT BY PROVINCE AND COMPLIANCE BY RECIPIENT**

A14.1 **Consent.** When the Province provides its consent pursuant to the Agreement, it may impose any terms and conditions on such consent and the Recipient will comply with such terms and conditions.

#### **A15.0 INDEPENDENT PARTIES**

A15.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner or employee of the Province, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

#### **A16.0 ASSIGNMENT OF AGREEMENT OR FUNDS**

A16.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights, or obligations under the Agreement. All rights and obligations contained in the Agreement will extend to and be binding on the Parties' permitted assigns.

#### **A17.0 GOVERNING LAW**

A17.1 **Governing Law.** The Agreement and the rights, obligations and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

#### **A18.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS**

A18.1 **Other Agreements.** If the Recipient:

- (a) has failed to comply with any term, condition or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a "**Failure**");
- (b) has been provided with notice of such Failure in accordance with the

requirements of such other agreement;

(c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and

(d) such Failure is continuing,

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

#### **A19.0 SURVIVAL**

A19.1 **Survival.** All Articles and sections, and all applicable cross-referenced sections and schedules, will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement.

**- END OF GENERAL TERMS AND CONDITIONS -**

## SCHEDULE “B”

### PROJECT SPECIFIC INFORMATION AND ADDITIONAL PROVISIONS

<b>Maximum Funds</b>	\$5,800.00
<b>Expiry Date</b>	August 1, 2021
<b>Insurance</b>	\$ 2,000,000
<b>Contact information for the purposes of Notice to the Province</b>	<b>Position:</b>  <b>Address:</b> <b>Fax:</b> <b>Email:</b>
<b>Contact information for the purposes of Notice to the Recipient</b>	<b>Position:</b>  <b>Address:</b>  <b>Fax:</b> <b>Email:</b>
<b>Contact information for the senior financial person in the Recipient organization (e.g., CFO, CAO) – to respond as required to requests from the Province related to the Agreement</b>	<b>Position:</b> <b>Address:</b> <b>Fax:</b> <b>Email:</b>

#### **Additional Provisions:**

(None)

## SCHEDULE “C”

### PROJECT

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The Municipal Fire Protection Grant has been established to provide critical support to municipalities in 2020-21 to offset costs and potential barriers for issues stemming from the COVID-19 pandemic. Such issues include access to training, and equipment or other critical upgrades that are needed at the local level to support virtual inspections.

Ontario’s fire departments vary in size and capacity and they all serve different communities that each present different levels of risk. There is a significant cost to ensure that every department has skilled first responders who are adequately trained and equipped to meet the needs of their community.

Funding could represent the difference in allowing fire departments to train more staff, purchase much needed equipment to allow them to adapt and respond to COVID-19 related risks in their communities in a way that ensures both community and personnel safety.

The use of the one-time 2020-21 Municipal Fire Protection Grant will focus on the needs of municipal fire departments to ensure community safety with a focus on issues that have presented due to the COVID-19 pandemic, including:

- Training to offset the pressures in training as a result of the COVID-19 pandemic.
- Specialty training to respond to the dynamics of the COVID-19 pandemic and the need to ensure fire safety in their communities such as virtual inspections.
- Small improvements to fire department infrastructure, such as accessing high speed internet to support training and virtual inspections.

The fire service has expressed concerns with training and fire code compliance since the start of the pandemic. Some of these concerns include critical inspections being delayed or impacted given the apprehension with entering premises. Similarly, training has been impacted given that fire services have been responding to challenges associated with the pandemic (staffing shortages, increased calls for service, etc.). Many departments continued training online as the Office of the Fire Marshal enhanced its online course availability at the start of the pandemic. This emergency COVID relief funding provides support for increased access to training, support for fire code compliance inspections through virtual inspections, and equipment or other critical upgrades that are needed at the local level to support community risks during the pandemic and the switch to virtual training and inspections.

**<insert a copy of the letter of intent from the municipality to outline proposed use of funds>**

## **SCHEDULE “D”**

### **BUDGET**

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Funding will be provided to the Municipality of West Elgin upon execution of this Agreement. The funds will need to be spent by the municipality by August 1, 2021.



## **SCHEDULE “E”**

### **REPORTS**

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As a condition of the Municipal Fire Protection Grant, a report back to the Office of the Fire Marshal must be received by September 1, 2021 to outline how the grant was utilized at the department level.



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2021-26**

**Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 8, 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 April 8, 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 8<sup>th</sup> day of April, 2021.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk