



Municipality of West Elgin

Agenda

Council Meeting

Date: June 10 2021, 9:30 a.m.

Location: Electronic Participation Meeting via Zoom

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Delegations

5. Adoption of Minutes

7

Recommendation:

That the Minutes of the Council meeting on May 27, 2021 be adopted as circulated and printed.

6. Business Arising from Minutes

7. Staff Reports

7.1. Building

7.1.1.	J. Morgan-Beunen, CBO - Building Activity Report May 2021	17
	<p>Recommendation: That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for May 2021 for information purposes.</p>	
7.2.	Fire	
7.2.1.	J. McArthur, Fire Chief - Monthly Report – May 2021	19
	<p>Recommendation: That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: May Monthly Fire Report for information purposes.</p>	
7.3.	Operations & Community Services	
7.3.1.	L. Gosnell, Manager of Operations & Community Services - May 2021 – Monthly Report	21
	<p>Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services for information purposes.</p>	
7.4.	Planning	
7.4.1.	B. Pearce, Planner - Severance Application E37-21 – 22034 Downie Line (Planning Report 2021-19)	24
	<p>Recommendation: That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance application, File E37-21 – Comments to County of Elgin (Planning Report 2021-19);</p> <p>And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for the severance application, File E37-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;</p> <p>And further that West Elgin Council directs Administration to provide this report as Municipal comments to the County of Elgin.</p>	

7.4.2. B. Pearce, Planner - Severance Application E43-21 – 25597 Stalker Line – (Planning Report 2021-20)

35

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance application, File E43-21 – 25597 Stalker Line – Comments to County of Elgin (Planning Report 2021-20);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for the severance application, File E43-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

7.5. Clerk's

7.5.1. J. Nethercott, Clerk - Appoint Engineer for Drainage Works – Krause Drain

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Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer for Drainage Works- Krause Drain; and

That West Elgin Council hereby appoints Spriet & Associates Engineers to prepare a report for the relocation of the South Branch of the Krause Municipal Drain;

7.6. Finance/Administration

7.6.1. M. Badura, CAO/Treasurer & J. Nethercott, Clerk - Animal Control and Dog Licensing Program

51

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Dog Licensing Program; and

That the costs for animal control be included in the general tax levy and the practice for charging a fee for dog licenses be discontinued as of January 1, 2022.

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Strategic Plan; and chooses one of the options listed below.

Option 1:

That West Elgin Council hereby defer the Strategic Plan initiative until the next term of Council.

Option 2:

That West Elgin Council hereby direct staff to proceed with the strategic plan with the goal of completion prior to the end of Council Term.

8. Committee and Board Report

8.1. Councillor Reports from Committees

9. Councillor Inquires/Announcements

9.1. Notice of Motion

9.2. Councillor Announcements

9.3. Matters of Urgency

10. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #6 amounting to \$ 571,410.57 in settlement of General, Road, Water and Arena Accounts including EFT#3946-3999, online Payments# 695-702, cheque# 25712-25721 and Payroll PP11.

11. Correspondence

- | | |
|--|-----------|
| 11.1. Elgin County - Elgin County Designated as Regional Fire Training Centre | 56 |
| 11.2. Elgin County Tree Inspector - Gypsy Moths | 57 |
| 11.3. Elgin County Council Highlights - May 25, 2021 | 62 |

11.4.	Havelock-Belmont-Methuen - Resolution re: Continuous Increases of Cost for Municipal Insurance	66
11.5.	Halton Hills - Elimination of LPAT	69
11.6.	Municipality of Calvin - Support for Lottery Licensing to Assist Small Organizations	71
11.7.	Perth County - Domestic COVID-19 Vaccine Production and Capacity	72
11.8.	Elder Abuse Elgin - World Elder Abuse Awareness Day	74
12.	By-Laws	
12.1.	By-Law 2021-35 - Adopt Clothing and Footwear Policy	80
	Recommendation: That By-Law 2021-35 being a By-law to amend HR policy 1.3 with respect to Clothing and Footwear Allowance, be read a first, second and third and final time.	
12.2.	By-Law 2021-39 - Appoint By-Law Enforcement Officer	83
	Recommendation: That By-law 2021-39 being a By-Law to Appoint a Municipal By-Law Enforcement/ Property Standards Officer for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.	
12.3.	By-Law 2021-40 - Adopt Voice Recording of Phone Calls Policy	84
	Recommendation: That By-law 2021-40 being a by-law to adopt a policy with respect to Voice Recording of Phone Calls, be read a first, second and third and final time.	
13.	Closed Session	
	Recommendation: That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ p.m. under Section 239 2(b & f) of the <i>Municipal Act, 20021</i> consideration will be given to personal matters about an identifiable individual, including a municipal or local board employee and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.	

14. Report from Closed Session

15. Confirming By-Law

86

Recommendation:

That By-law 2021-41, being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 10, 2021, be read a first, second and third and final time.

16. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on June 24, 2021 or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

May 27, 2021, 9:00 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
Bryan Pearce, Planner

Also Present:
Marsha Kalita, West Lorne Optimist Club
S. Smith, OCWA

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 9:10 a.m.

3. Closed Session

Resolution No. 2021- 163

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:11 a.m. under Section 239 (2)(c & f) of the *Municipal Act*,

2001 consideration will be given to advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

4. Report from Closed Session

Mayor McPhail reported out at 9:34 a.m., that direction was provided to staff regarding advice that is subject to solicitor-client privilege.

2. Adoption of Agenda

Resolution No. 2021- 164

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

Carried

6. Delegations

6.1 West Lorne Optimists /WECHC - Mural on Skate Park

Mayor welcomed Mrs. Kalita. Mrs. Kalita stated that the West Lorne Optimist are partnering with the West Elgin Community Health Centre on an initiative to get youth involved and paint murals on the skate parks in Rodney and West Lorne. She is requesting permission from Council to have murals painted at these sites.

Staff presented the idea of stand alone or free standing murals as an art walk idea and Mrs. Kalita stated they are in the early stages and have very little funding. Council reported they would be willing to consider an application for funding towards these, if that is the route that they wish to take.

Council stated that they are willing to move forward with the idea of the murals on the skate parks and will support this initiative.

7. Adoption of Minutes

Resolution No. 2021- 165

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Minutes of the Council meeting on May 13, 2021 be adopted as circulated and printed.

8. Business Arising from Minutes

None

9. Staff Reports

9.1 Water

9.1.1 S. Smith, OCWA - 2021 First Quarter Report

Resolution No. 2021- 166

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Elgin Distribution System 2021 First Quarter Report for information purposes.

Carried

9.2 Wastewater

9.2.1 S. Smith, OCWA - West Lorne Wastewater Treatment Plant - 2020 Annual Report

Resolution No. 2021- 167

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Wastewater Treatment Plant 2020 Annual Report for information purposes.

Carried

9.2.2 S. Smith, OCWA - West Lorne Wastewater Treatment Plant 2021 First Quarter Report

Resolution No. 2021- 168

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: West Lorne Wastewater Treatment Plant 2021 First Quarter Operations Report for information purposes.

Carried

9.2.3 S. Smith OCWA, Rodney Wastewater Treatment Plant - 2020 Annual Report

Resolution No. 2021- 169

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Wastewater Treatment Plant 2020 Annual Report for information purposes.

Carried

9.2.4 S. Smith, OCWA - Rodney Wastewater Treatment Plant 2021 First Quarter Report

Resolution No. 2021- 170

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Sam Smith, OCWA re: Rodney Wastewater Treatment Plant 2021 First Quarter Operations Report for information purposes.

Carried

Council recessed at 11:00 a.m. and reconvened at 11:14 a.m.

9.3 Operations & Community Services

9.3.1 L. Gosnell, Manager of Operations & Community Services - Electronic Sign Placement

Resolution No. 2021- 171

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Electronic Sign Placement in Rodney and West Lorne; and

That West Elgin Council hereby selects to place electronic signs at the former railway crossing on Furnival Road in the Village of Rodney and at the former railway crossing on Graham Road in the Village of West Lorne; and

That staff be directed to enter into negotiations for the placement of these signs in conjunction with the North Frontenac buildings and infrastructure.

Carried

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

Resolution No. 2021- 172

Moved: Councillor Tellier

Seconded: Councillor Rowe

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

That Council allow senior staff to adjust summer programming to meet operational needs and COVID restrictions, so long as net operating costs do not exceed the budgeted amount of \$61,903.20

Carried

Councillor Rowe exited the meeting at 11:33 a.m.

9.4 Planning

9.4.1 B. Pearce, Planner - Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18)

Resolution No. 2021- 173

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Site Plan Control Area By-law – Recommendation Report (Planning Report 2021-18);and

That West Elgin Council consider the By-law as presented in the by-law portion of the agenda.

Carried

9.5 Clerk's

9.5.1 J. Nethercott, Clerk - Voting Method Survey

Resolution No. 2021- 174

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Voting Method Survey; and

That West Elgin Council direct staff to proceed with the survey Option 2.

Carried

9.5.2 J. Nethercott, Clerk - Residential/Backyard Chickens

Resolution No. 2021- 175

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from J. Nethercott, Clerk and Bill Tedford, By-Law Enforcement Officer re: Residential/Backyard Chickens; and

That West Elgin Council hereby direct staff that consideration of residential/backyard chickens be undertaken as part of the review of the Comprehensive Zoning By-law.

Carried

9.6 Finance/Administration

9.6.1 M. Badura, CAO/Treasurer - Declare Surplus – 131 Main Street, West Lorne

Resolution No. 2021- 176

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Declare Surplus – 131 Main Street, West Lorne; and

That West Elgin Council hereby declares the lands legally known as Part of Lots 1 & 2, Block D Plan 100 designated as Part 4, Plan 11R-9334, Municipally known as 131 Main Street, West Lorne as surplus to the needs of the municipality; and

That West Elgin Council hereby authorizes the disposition of the land without an appraisal as it is in the best interest of the municipality; and, lastly

That West Elgin Council hereby offers the land for sale through posting a sign on the property, advertisement in the local paper and public auction on GovDeals.

Carried

9.6.2 M. Badura, CAO/Treasurer - Water Distribution System Modeling Study

Resolution No. 2021- 177

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Water Distribution System Modelling Study and

That West Elgin Council hereby approves transfer from Ontario Invests – Improve Service Delivery & Efficiency Grant in the amount of \$30,000 for the purpose of obtaining water distribution system modeling study.

Carried

10. Committee and Board Report

10.1 Councillor Reports from Committees

10.1.1 Update on PGTP Dancehall Celebration

Clerk reported that the Port Glasgow Dance Hall Celebration has been postponed until 2022 when hopefully an in-person event can take place.

10.1.2 Housing Coalition Minutes - April 26, 2021

11. Accounts

Resolution No. 2021- 178

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5A amounting to \$ 398,345.13 in settlement of General, Road, Water and Arena Accounts including EFT#3901-3945, online Payments# 685-694, cheque# 25709-25711 and Payroll PP10.

Carried

12. Council Inquires/Announcements

12.1 Notice of Motion

12.1.1 M. Badura, CAO/Treasurer - Reconsideration of Method of Disposal – Gilbert Street Lands

Resolution No. 2021- 179

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Reconsideration of Method of Disposal for the lands on Gilbert Street; and

That West Elgin Council reconsider its decision on February 25, 2021 to dispose of the property through posting of a sign and call for proposals.

Carried

Resolution No. 2021- 180
Moved: Councillor Cammaert
Seconded: Councillor Tellier

That West Elgin Council hereby offers the land legally described as Plan 75 Lot 318 on Gilbert Street West Lorne for sale through posting of a sign, advertisement in local paper and public auction

Carried

12.2 Statements/Inquires by Councillors

12.3 Matters of Urgency

13. Correspondence

13.1 Minister for Seniors and Accessibility - Senior of the Year

13.2 County of Elgin - Notice of No Appeals - Severance E16-21, E17-21, E18-21 & E19-21

13.3 County of Elgin - Notice of Decision Approval of Draft Plan of Subdivision- Seaside

14. By-Laws

14.1 By-Law 2021-35 - Amending Clothing/Footwear Allowance Policy

Council requested staff update the policy with more description and bring this by-law back to the next meeting.

14.2 By-law 2021-36 - Site Plan Area Control By-law

Resolution No. 2021- 181
Moved: Councillor Cammaert
Seconded: Councillor Tellier

That By-law 2021-36 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, be read a first, second and third and final time.

Carried

14.3 By-Law 2021-37 - Elgin Group Police Services Amending Agreement

Resolution No. 2021- 182
Moved: Councillor Cammaert
Seconded: Councillor Tellier

That By-law 2021-37 being a By-law to Authorize the Execution of an Amending Agreement between Her Majesty the Queen in Right of Ontario as represented by the Solicitor General and The Corporation of the Municipality of West Elgin for the Provision of Police Services for the Elgin Group Municipalities, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2021- 183
Moved: Deputy Mayor Leatham
Seconded: Councillor Cammaert

That By-law 2021-38 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 27, 2021, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2021- 184
Moved: Councillor Tellier
Seconded: Councillor Cammaert

That the Council of the Municipality of West Elgin hereby adjourn at 12:37 p.m. to meet again at 9:30 a.m. on June 10, 2021 or at the call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2021-06-10
Subject: Building Activity Report May 2021

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between May 1st to 31st, 2021 in West Elgin, as well as the permit value and permit fees collected.

Background:

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

- Total Number of Building Permits Issued in the month of May: **9**
- Total Number of those being Demolition Permits issued: **2**
- Number of New Residence Building Permits within: **1**

Summary of Permits issued Year-To-Date:

- 2021: Number of Permits Issued to end of May: **37**
- 2020: Number of Permits Issued to end of May: **35**
- 2021: Total Construction Value to end of May: **\$3,799,925.00**
- 2020: Total Construction Value to end of May: **\$3,148,356.45**
- 2021: Total Permit Fees to end of May: **\$19,710.55**
- 2020: Total Permit Fees to end of May: **\$24,383.61**

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report June 2021 - 2021-06-Building.docx
Attachments:	
Final Approval Date:	Jun 8, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2021-06-10
Report: 2021-14
Subject: Monthly Report – May 2021

Recommendation:

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

Purpose:

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

Background:

Emergency Responses

Motor Vehicle Collison (MVC)	1	Hwy 401 w. grass fire
Fire	1	Vehicle, out upon arrival
Alarms Sounding	2	Cooking x 2
Medical	1	Assist EMS
Other	3	Wires down, burn complaint, mutual aid
<i>TOTAL</i>	<i>8</i>	

Training & Meetings

Five firefighters including the two new recruits are nearing the completion of the 2021 NFPA 1001 Firefighter Recruit Course in Oxford County. They have participated in live fire training and are working on completing NFPA Certification with both practical and written testing.

Other Activities/Information

Fire Prevention & Training Officer interviews were conducted virtually with assistance from Elgin County Training Officer Jeff VanRybroeck. Congratulations to Training Officer Dave Clements and Fire Prevention Officer John Campbell on their new positions.

Annual pump and ladder testing has been completed. Annual SCBA flow testing scheduled for early June.

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Monthly Activity Report - May 2021 - 2021-14-Fire.docx
Attachments:	
Final Approval Date:	Jun 8, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-06-10

Subject: May 2021 – Monthly Report

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update on municipal operations during the month of May

Background:

Utilities

- Installation of 2 new water services on Stalker Line and Pioneer Line respectively
- May was a busy month for locates due to construction and residential work
- The Rodney reconstruction project kept utilities staff during the month of May. As one can imagine, when digging around buried infrastructure on a scale such as this, many unexpected things can take place. Staff have worked closely with the contractor to locate and diagnose these issues thus minimizing the effects on surrounding residents.

Parks and Recreation

- Park maintenance including grass cutting, trimming, debris collection and cleaning and overseeding kept staff very busy during the month.
- Washrooms at the marina and Miller Park opened for the long weekend and are cleaned daily.
- The decision was also made to open the splash pad early this season due to a stretch of unseasonably hot weather in May.
- Hanging flower baskets were received and put up during the week of May 24. These only located in West Lorne this summer due to the construction in Rodney.
- Staff cleaned and set up the arena in preparation for the vaccination clinic which was held on June 1.

Public Works

- Graders began preparing gravel roads for brine during the first week of May and by month's end had the majority of roads finished with the exception of roads which will be receiving maintenance gravel in June.

- Warm weather made the grass jump in May and both of West Elgin's tractors began cutting grass mid-month.
- Staff completed projects at the marina including gravel/brine on the new parking lot west of the basin and installation of overflow pipes from 16 Mile Creek. These were installed in hopes of preventing future flooding when the mouth creek closes up. Work is also progressing on the fish cleaning station, with a completion date coming in mid-June.
- Leaf and yard waste day took place on May 10 and 11, with normal quantities collected.
- Large item collection started on May 17 and took 2 – waste connections crews and 2 – public works crews three days to complete. The quantity of material was overwhelming and a staff report will be coming to Council at a later date with options for providing this service moving forward.
- Staff screened B gravel at the Municipal pit on Johnston Line.
- Crews provide support to the sewer repair/drainage work being completed at the PGTP
- Cleanup was completed on the lots at the west end of Gilbert Street. Excess material was trucked to the municipal landfill and used for cover material.
- Additional work completed in May was pothole patching, weed whipping, dead tree removal and assistance with local traffic control during 401 closures.

Report Approval Details

Document Title:	May 2021 - Monthly Report - 2021-20-Operations Community Services.docx
Attachments:	
Final Approval Date:	Jun 8, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Bryan Pearce, Planner

Date: 2021-06-10

Subject: Severance Application E37-21 –22034 Downie Line (Planning Report 2021-19)

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance application, File E37-21 – Comments to County of Elgin (Planning Report 2021-19);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for the severance application, File E37-21, subject to the Lower-Tier Municipal conditions in Appendix Two 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 Application E37-21, as Elgin County is the planning approval authority for severances.

A severance application was submitted to the County of Elgin by the Owners, Ron and Fran Downie. The purpose of the application is to facilitate the lot creation of a surplus farm dwelling that is part of a farm consolidation within our agricultural area, just northwest of the community of Rodney on Downie Line.

Background:

The Property Owners are requesting the severance of a parcel of land, legally described as East Half and Southwest Quarter Lot 5, Concession Gore; Western Division; north of Downie Line through to Hoskins Line, approximately 800 metres west of Furnival Road, municipally known as 22034 Downie Line, as shown in Figure One on the next page.

The subject lands are approximately 30.5 hectares (75 acres) associated with 2 parcels assessment roll numbers, being 25 acres and 50 acres respectively. In conversations with the Owner, he noted that they haven't severed the lands since having the ownership since the 1980's. Therefore, since the two parcels are in the same name they are merged together on title for one farm land holding, as far as the Municipality and Owner are aware and there is no reference plan in the legal description of the parcels, giving further indication.



The proposed severed parcel would have road access through the existing driveway, with the existing dwelling connected to municipal water and private individual on-site septic system, as well as hydro, gas and phone. The farm would continue to obtain access at the far east end of the retained parcel on Downie Line and there is no road side ditch present to limit entrance access.

The proposed severed parcel would have an area of 6689 square metres (1.65 acres), with a lot frontage of 45.72 metres (150 feet) onto Downie Line, by a depth of 146.3 metres (480 feet), containing an existing dwelling, accessory use detached shed and barn.

The proposed vacant retained parcel would have an area of 29.7 hectares (73.35 acres), with a lot frontage of 561.2 metres (1841 feet) onto Downie Line, with an irregular depth.

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

The Elgin County Application for Consent states the farm owner has declared the residence to be surplus to the needs of their farming operation, with other farm land holdings and a principal residence elsewhere in the Municipality of West Elgin, to comprise of their farming operation.

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:

Lot creation in agricultural areas is permitted for a residence surplus to a farming operation because of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority created by the severance, in accordance with Section 2.3.4.1(c) of the PPS. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. The severed parcel is limited in area to accommodate the existing infrastructure associated with the existing dwelling; and the Applicant notes that there are no livestock barns within 750 metres of the subject lands, as concurred by Planning Staff, but MDS-1 is exempt on the surrounding lands as per Guideline 9 of the MDS Guidelines, as there is no specific policies contained in the OP requiring this aspect and there are no existing livestock facilities on the retained parcel.

The northeastern and eastern boundary portion of the proposed retained parcel is within the 120 metre adjacent lands to the significant woodland, as well as the significant woodlands on the property and property to the east. Section 2.1 of the PPS polices states that development and site alteration in significant woodlands or on adjacent lands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (EIS). Being that no development is proposed on the retained parcel at this time, no EIS would be required.

This proposal appears to be consistent with the PPS.

CEOP:

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. A portion of the proposed retained parcel is within Woodlands as indicated on Appendix #1 Natural Heritage Features and Areas in the CEOP.

Section E1.2.3.4 b) of the CEOP permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that

has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever. The residence to be severed is habitable and is surplus to the owner's farming operations. The proposed severed parcel meets the MDS I setbacks as there are no barns capable of housing livestock. The residence is connected to the municipal water and private individual on-site septic system.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands. Section D1.2.6 states development and site alteration are not permitted in a significant woodland or on adjacent lands unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Lastly, Section D1.2.7 Adjacent Lands states development and site alteration within 120 metres of a significant woodland shall not proceed unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Being that no development is proposed on this portion of the retained parcel at this time, no EIS would be required.

Therefore, this proposal appears to conform to the CEOP.

OP:

The subject lands are designated as Agricultural, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP.

The agricultural land use policies, under Section 6.2 of the OP, permit farm dwelling on the farm operation.

Section 6.2.9 policies of the OP, state that the creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

- a) The dwelling considered surplus has been in existence for at least 10 years;
- b) The dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;
- c) No new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;
- d) Compliance with MDS I with respect to any livestock building, structure, or manure storage facility on the remnant parcel;
- e) Minimizing the loss of productive farmland; and
- f) Deteriorated derelict abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Administration advises that:

- The proposed severance demonstrates that the residence is surplus to the owners' farming operation and the dwelling has been in existence greater than ten years and is structurally sound and suitable for human occupation;
- The remnant parcel would be rezoned to prohibit a dwelling;
- There are no livestock operations affecting the proposal, with respect to MDS I;

- The proposed severed parcel is minimizing the loss of the productive farmlands to the best of its abilities with existing site features; and
- There are no farm buildings that area deteriorated, derelict or abandoned for consideration of removals.

Section 3.3.7 of the OP states that development or site alteration shall only be permitted in Woodlands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated there will be no negative impact on the natural heritage feature or on its ecological function. Being that no development is proposed on this portion of the retained parcel at this time, no EIS would be required.

Lot creation polices under Section 10.4.1 of the OP, allows for severance (consent) application 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*.

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 36 of the ZBL, as depicted in Figure Two to the right.

Permitted uses within the General Agricultural (A1) Zone include single unit dwelling. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 metres respectively.

The proposed severed parcel area is approximately 6689 square metres (1.65 acres), with a lot frontage of 45.72 metres (150 feet); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural (A3) Zone has a minimum lot area of 4000 square metres and a minimum lot frontage of 30 metres respectively.

The proposed retained parcel would need to be rezoned to the Agricultural (A2) Zone in order to prohibit a single unit dwelling on the lands, as a condition of approval.



Therefore, it would appear that the proposal would comply with the ZBL, provided a Zoning By-law Amendment was obtained for the severed and retain parcels, 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 subject lands is within the Head Drain municipal drainage area.

Planning Staff notes that this can be addressed as condition of approval for reassessment processes.

Utilities:

Utilities Department noted the following:

- The water service that comes in the front yard off Downie Line, so no issues of concern.

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 consent 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 consent 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 consent 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 consent that the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and retained parcel and having such rezoning of 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 consent that the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality. This is further detailed above in the drainage comments.

Further, Administration recommends that as a condition of approval of the consent 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. The Applicant has submitted an assessment with the application from Don McColl of McColl Ltd, dated April 13, 2021. The Assessment noted that the system is working fine but should be noted that if any changes are made to the size of the house or fixture count, a new septic system may be required as the tank and tile bed would not meet today's standards.

Further, Administration recommends that as a condition of approval of the consent 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 consent 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 surplus farm dwelling lot creation consent, 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 consent 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 application.

Respectfully Submitted,

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

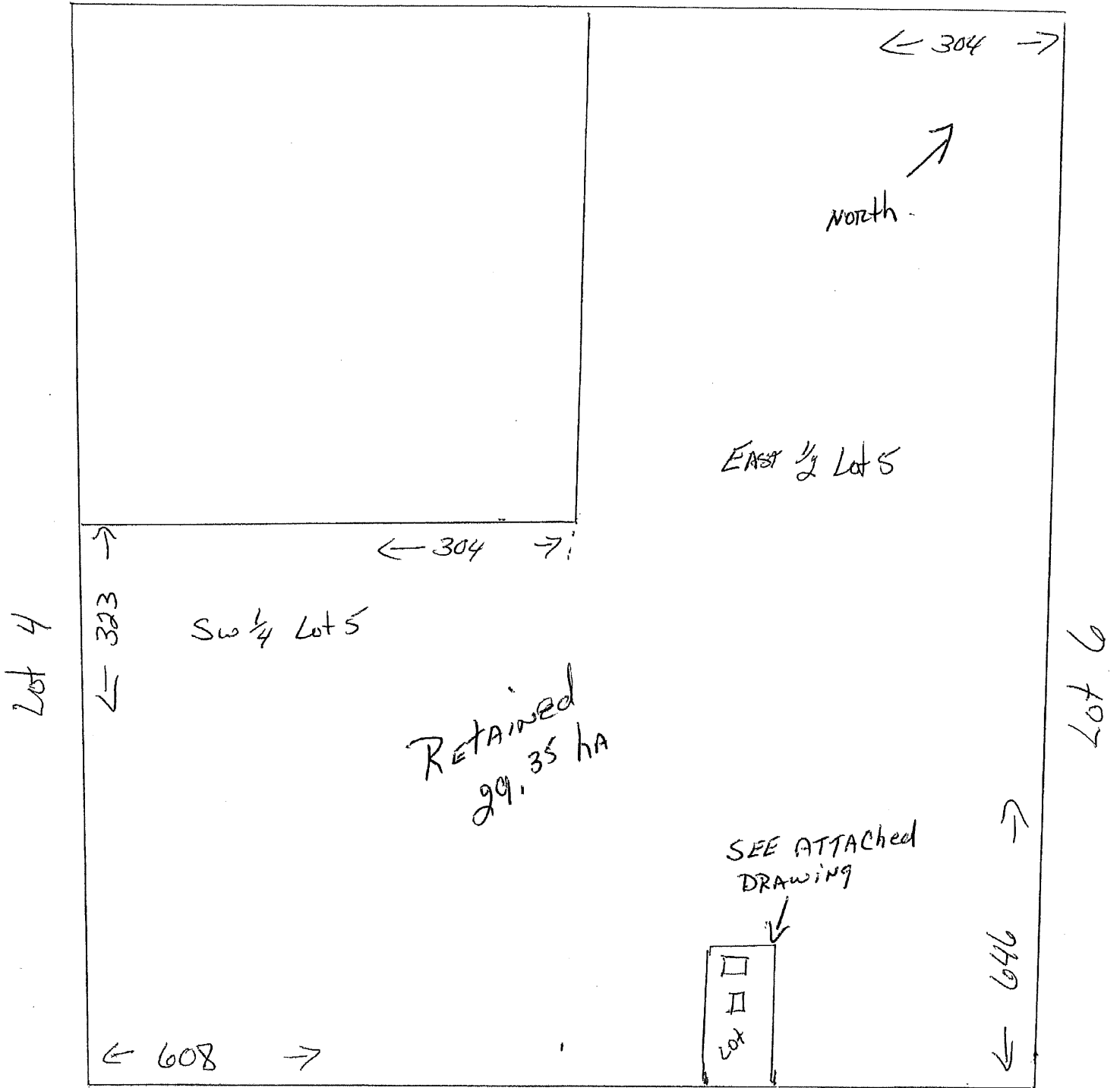
Report Approval Details

Document Title:	Severance Application E37-21 - Comments to Elgin County - 2021-19-Planning.docx
Attachments:	- Planning Report 2021-19 - Appendix One - Consent Sketch E37-21.pdf - Planning Report 2021-19 - Appendix Two - Severance Application E37-21 Conditions.pdf
Final Approval Date:	Jun 8, 2021

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

Jana Nethercott

HOSKINS LINE



DOWNIE LINE

Planning Report 2021-19: Severance Report E37-21 –
Comments to the County of Elgin

Appendix Two: Severance Application E37-21 Conditions

Severance Application E37-21 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 successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and retained parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
6. 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.
7. 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.
8. 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

Report To: Council Meeting
From: Bryan Pearce, Planner
Date: 2021-06-10
Subject: Severance Application E43-21 – 25597 Stalker Line – Comments to the County of Elgin (Planning Report 2021-20)

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce regarding the severance application, File E43-21 – 25597 Stalker Line – Comments to County of Elgin (Planning Report 2021-20);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for the severance application, File E43-21, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

Purpose:

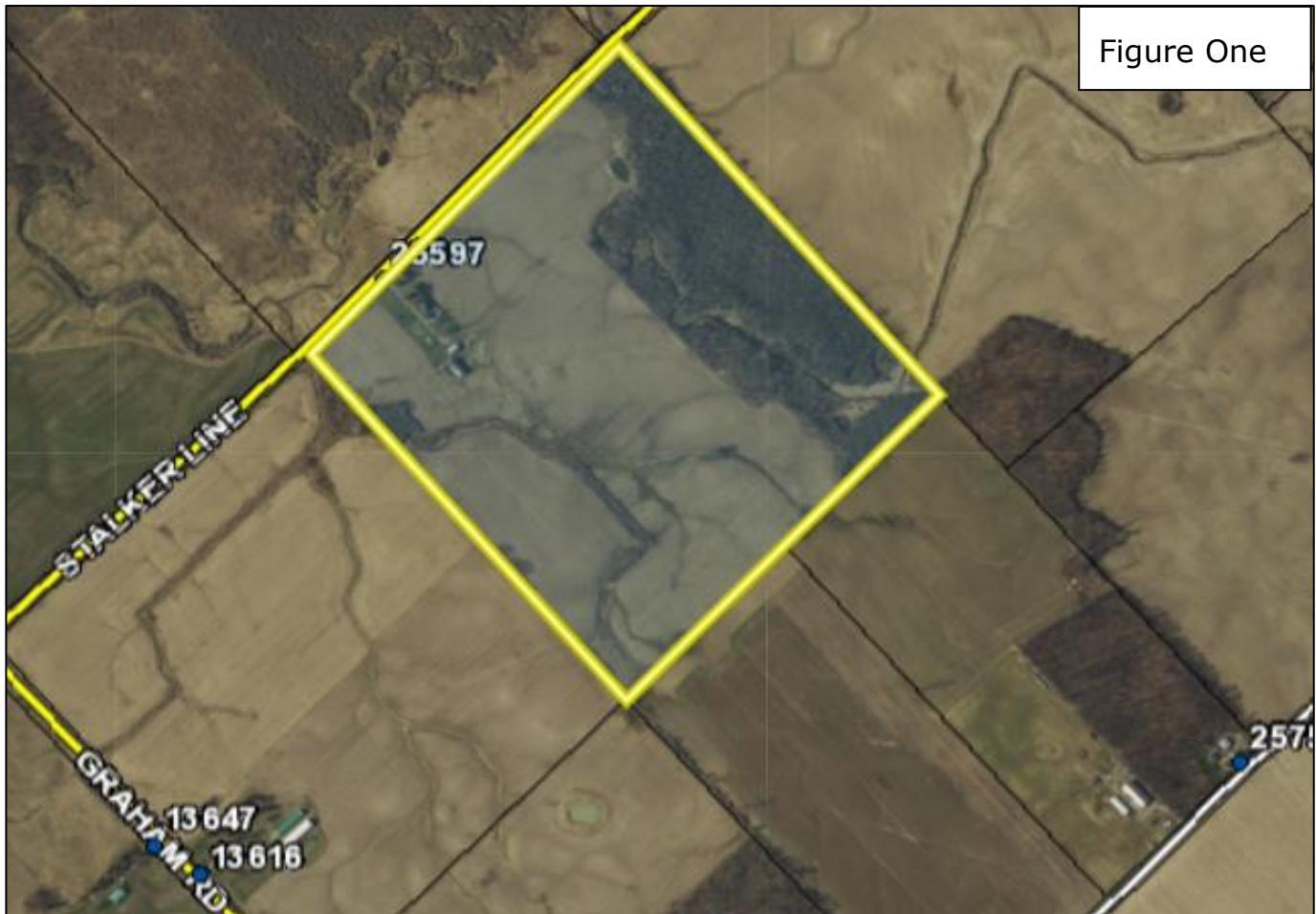
The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E43-21, as Elgin County is the planning approval authority for severances.

A severance application was submitted to the County of Elgin by the Applicant, Dan McKillop on behalf of the Owner, Mike Robinson. The purpose of the application is to facilitate the lot creation of a surplus farm dwelling that is part of a farm consolidation within our agricultural area, approximately 5km north of the community of West Lorne on Stalker Line.

Background:

The Property Owner is requesting the severance of a parcel of land, legally described as North Part Lot 23, Concession 3; Eastern Division; municipally knowing as 25597 Stalker Line, being south of Stalker Line, approximately 700 metres east of Graham Road, as shown in Figure One on the next page.

The subject lands are approximately 39.0 hectares (96.4 acres). The Owner wishes to sever off the farm dwelling and sell the remnant farm parcel to Aginvest Farmland Properties Canada Inc, who has other farm properties in the area to consider this a farm consolidation. Through conversations, the Owner's intent is to then sell off the dwelling on the open market, as the Owner has recently relocated and now resides on a non-farm parcel on Queens Line.



The proposed severed parcel would have road access through the existing driveway, with the existing dwelling connected to municipal water and private individual on-site septic system, as well as hydro, gas and phone. The farm would continue to obtain access at the far east end of the retained parcel west of the bush on Stalker Line through the existing entrance to the field. Stalker Line is under the road jurisdiction of the County of Elgin, being County Road 9, so any entrance modifications would be subject to the County as Road Authority.

The proposed severed parcel would have an area of 6070 square metres (1.5 acres), with a lot frontage of 55.6 metres (182.4 feet) onto Stalker Line, by a depth of 109.17 metres (358 feet), containing an existing dwelling, accessory use detached shed and garage.

The proposed retained parcel would have an area of approximately 38.4 hectares (94.9 acres), with a broken lot frontage along Stalker Line, containing an existing well, 2 barns and an outhouse. The Applicant advised that all of these features will be removed.

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

The Elgin County Application for Consent states the purchasing farmer has declared the residence to be surplus to the needs of their farming operation, with other farm land holdings and a principal residence elsewhere in the Municipality of West Elgin, to comprise of their farming operation.

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:

Lot creation in agricultural areas is permitted for a residence surplus to a farming operation because of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority created by the severance, in accordance with Section 2.3.4.1(c) of the PPS. New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. The severed parcel is limited in area to accommodate the existing infrastructure associated with the existing dwelling; and the Applicant notes that there are no livestock barns within 750 metres of the subject lands, as concurred by Planning Staff, but MDS-1 is exempt on the surrounding lands as per Guideline 9 of the MDS Guidelines, as there is no specific policies contained in the OP requiring this aspect and there are no existing livestock facilities on the retained parcel.

There is a small western portion and all of the eastern boundary portion of the proposed retained parcel is within the 120 metre adjacent lands to the significant woodland, as well as the significant woodlands on the property and property to the east. Section 2.1 of the PPS polices states that development and site alteration in significant woodlands or on adjacent lands is not permitted unless it has been demonstrated that there will be no negative impacts on the natural features or their ecological functions, generally through an Environmental Impact Study (EIS). Being that no development is proposed on the retained parcel at this time, no EIS would be required.

This proposal appears to be consistent with the PPS.

CEOP:

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. A portion of the proposed retained parcel is within Woodlands as indicated on Appendix #1 Natural Heritage Features and Areas in the CEOP.

Section E1.2.3.4 b) of the CEOP permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever. The residence to be severed is habitable and is surplus to the owner's farming operations. The proposed severed parcel meets the MDS I setbacks as there are no barns capable of housing livestock. The residence is connected to the municipal water and private individual on-site septic system.

Section D1.2 Natural Heritage contains policies pertaining to significant woodlands. Section D1.2.6 states development and site alteration are not permitted in a significant woodland or on adjacent lands unless an EIS has been completed, demonstrating there will be no negative impact to the natural heritage features. Lastly, Section D1.2.7 Adjacent Lands states development and site alteration within 120 metres of a significant woodland shall not proceed unless an EIS. has been completed, demonstrating there will be no negative impact to the natural heritage features. Being that no development is proposed on this portion of the retained parcel at this time, no EIS would be required.

Therefore, this proposal appears to conform to the CEOP.

OP:

The subject lands are designated as Agricultural, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP.

The agricultural land use policies, under Section 6.2 of the OP, permit farm dwelling on the farm operation.

Section 6.2.9 policies of the OP, state that the creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

- a) The dwelling considered surplus has been in existence for at least 10 years;
- b) The dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;
- c) No new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;
- d) Compliance with MDS I with respect to any livestock building, structure, or manure storage facility on the remnant parcel;
- e) Minimizing the loss of productive farmland; and
- f) Deteriorated derelict abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Administration advises that:

- The proposed severance demonstrates that the residence is surplus to the owners' farming operation and the dwelling has been in existence greater than ten years and is structurally sound and suitable for human occupation;

- The remnant parcel would be rezoned to prohibit a dwelling;
- There are no livestock operations affecting the proposal, with respect to MDS I;
- The proposed severed parcel is minimizing the loss of the productive farmlands to the best of its abilities with existing site features; and
- The Owner will be removing the two existing barns, well and outhouse at the rear of the farmstead to keep it with the retained farm parcel. This will be addressed as conditions of approval.

Section 3.3.7 of the OP states that development or site alteration shall only be permitted in Woodlands unless the ecological function of the adjacent lands has been evaluated and it has been demonstrated there will be no negative impact on the natural heritage feature or on its ecological function. Being that no development is proposed on this portion of the retained parcel at this time, no EIS would be required.

Lot creation polices under Section 10.4.1 of the OP, allows for severance (consent) application 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*.

Therefore, this proposal appears to conform to the OP.

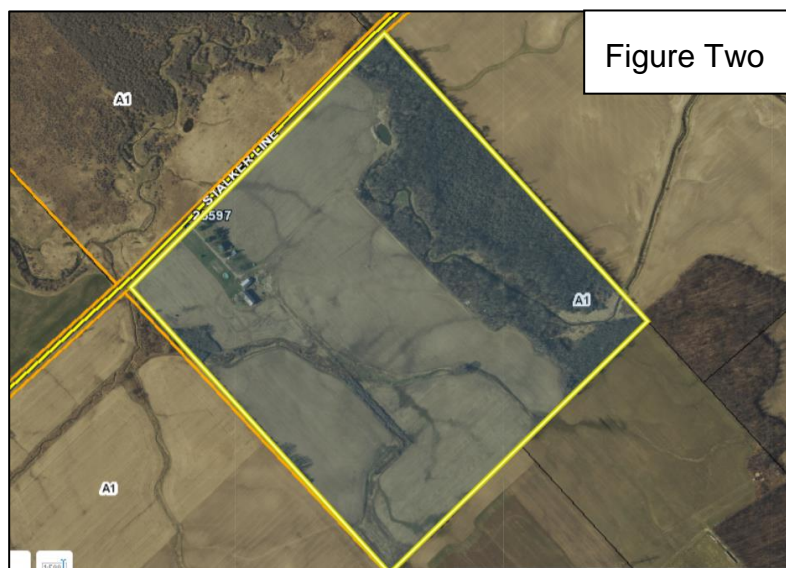
Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 32 of the ZBL, as depicted in Figure Two to the right.

Permitted uses within the General Agricultural (A1) Zone include single unit dwelling. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 metres respectively.

The proposed severed parcel area is approximately 6070 square metres (1.5 acres), with a lot frontage of 55.6 metres (182.4 feet); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural (A3) Zone has a minimum lot area of 4000 square metres and a minimum lot frontage of 30 metres respectively.

The proposed retained parcel would need to be rezoned to the Agricultural (A2) Zone, in order to prohibit a single unit dwelling on the lands, as a condition of approval.



Therefore, it would appear that the proposal would comply with the ZBL, provided a Zoning By-law Amendment was obtained for the severed and retain parcels, 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 subject lands has no municipal drain that affect the severed parcel, so no issues of concern.

Utilities:

Utilities Department noted the following:

- The water service that comes in the front yard off Downie Line, so no issues of concern.

Building:

Building Department noted the following:

- The 2 barns, outhouse and well shall be removed from the retained parcel,
- A new septic system is required for the severed parcel.

Planning Staff notes that this can be addressed as condition of approval for removals and septic system.

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 consent 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 consent 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 consent 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 consent that the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and retained parcel and having such rezoning of 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 consent that the Applicant have the water well on the retained parcel abandoned and decommissioned by a licensed well contractor, to the satisfaction and clearance of the Municipality.

Further, Administration recommends that as a condition of approval of the consent that the Applicant have the two existing barns and outhouse demolished, with all materials removed, so that the lands have the capability of being tilled with the farmlands, to the satisfaction and clearance of the Municipality. The Municipality's Chief Building Official can ensure that this is completed.

Further, Administration recommends that as a condition of approval of the consent 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. The Applicant has submitted a drawing with the application, noting the septic tank location and that the weeping bed will need to be installed by a licensed contractor.

Further, Administration recommends that as a condition of approval of the consent that the Applicant remove the existing septic system and install a new septic system by a qualified contractor on the severed parcel, to the satisfaction and clearance of the Municipality. The Municipality's Chief Building Official can ensure that this is completed and will require a building permit application and it designed by a qualified designer accordingly to ensure it meets Ontario Building Code requirements.

Further, Administration recommends that as a condition of approval of the consent that the Applicant's Solicitor provided an undertaking to the Municipality, to provide a copy of the registered deed for the retained parcel prior to the transfer of the severed parcel, by transferring retained parcel to the purchasing farmer as part of a farm consolidation, once the transaction has occurred to the Municipality. This condition ensures that the farmlands are going to the purchasing farmer as part of a farm consolidation since the Owner doesn't have additional farmlands to qualify and ensures that the retained farm parcel is transferred prior to the severed parcel.

Further, Administration recommends that as a condition of approval of the consent 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 consent 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 surplus farm dwelling lot creation consent, 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 consent 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 application.

Respectfully Submitted,

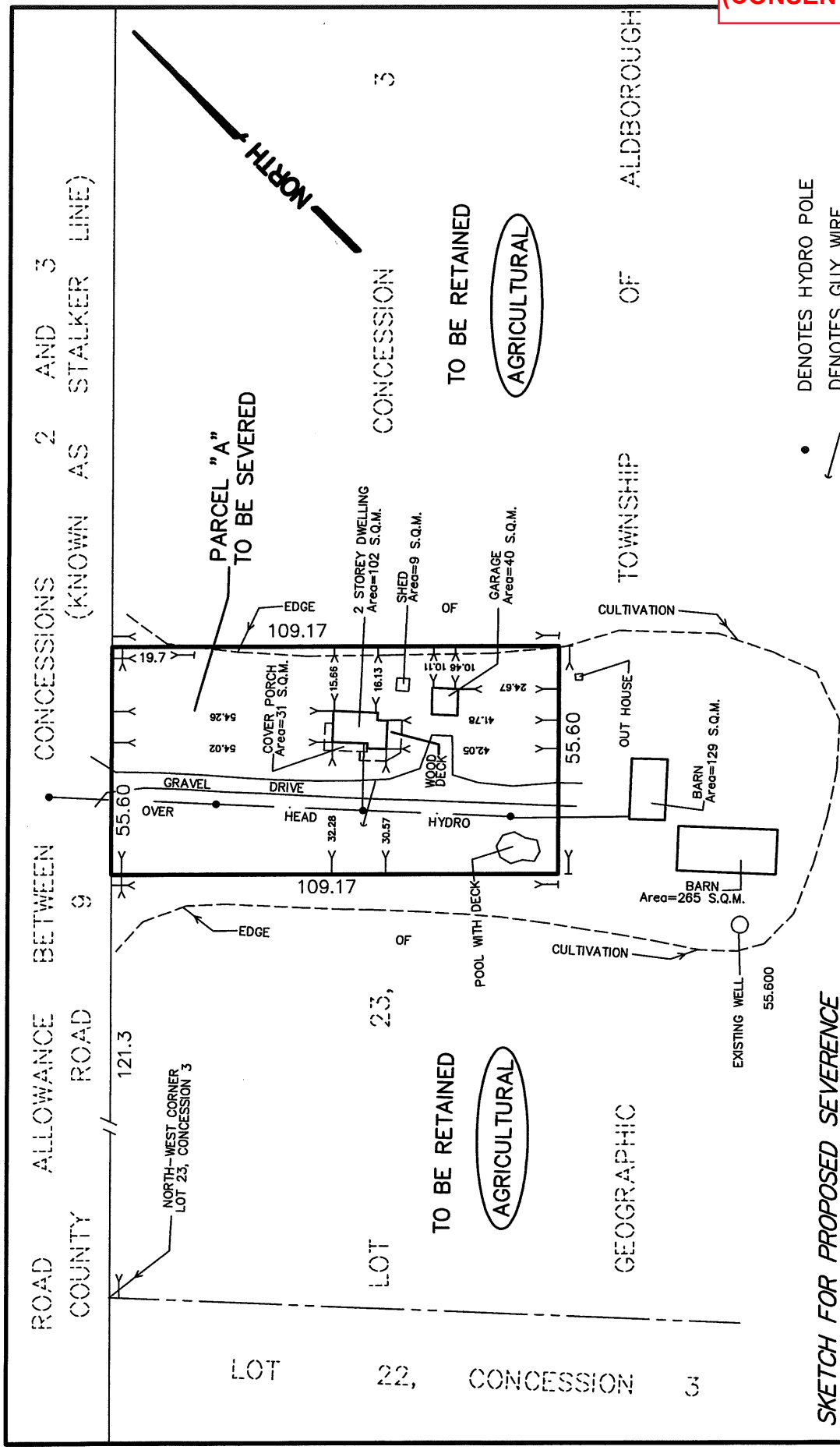
Bryan Pearce, HBA, CPT, MCIP, RPP
Planner
Municipality of West Elgin

Report Approval Details

Document Title:	Severance Application E43-21 - Comments to Elgin County - 2021-20-Planning.docx
Attachments:	- Planning Report 2021-20 - Appendix One - Consent Sketch E43-21.pdf - Planning Report 2021-20 - Appendix Two - Severance Application E43-21 Conditions.pdf
Final Approval Date:	Jun 8, 2021

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

Jana Nethercott



- DENOTES HYDRO POLE
- DENOTES GUY WIRE
- S.Q.M. DENOTES SQUARE METERS

SKETCH FOR PROPOSED SEVERANCE
PART OF LOT 23
CONCESSION 3
GEOGRAPHIC TOWNSHIP OF ALDBOROUGH
MUNICIPALITY OF WEST ELGIN
COUNTY OF ELGIN
KIM HUSTED SURVEYING LTD.
NOT TO SCALE

TO BE RETAINED (AGRICULTURAL)

KIM HUSTED SURVEYING LTD.
 ONTARIO LAND SURVEYOR
 30 HARVEY STREET, TILLSONBURG ONTARIO, N4G 3J8
 PHONE: 519-842-3638 FAX: 519-842-3639
 PROJECT: 21-16733 REFERENCE: HF1

AREA OF PARCEL "A"
 TO BE SEVERED = 6070.0 SQUARE METRES
 NEW WELL AND SEPTIC TO BE INSTALLED

Planning Report 2021-20: Severance Report E43-21 –
Comments to the County of Elgin

Appendix Two: Severance Application E43-21 Conditions

Severance Application E43-21 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 successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and retained parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have the water well on the retained parcel abandoned and decommissioned by a licensed well contractor, to the satisfaction and clearance of the Municipality.
6. That the Applicant have the two existing barns and outhouse demolished, with all materials removed, so that the lands have the capability of being tilled with the farmlands, to the satisfaction and clearance of the Municipality.
7. 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.
8. That the Applicant remove the existing septic system and install a new septic system by a qualified contractor on the severed parcel, to the satisfaction and clearance of the Municipality.
9. That the Applicant's Solicitor provided an undertaking to the Municipality, to provide a copy of the registered deed for the retained parcel prior to the transfer of the severed parcel, by transferring retained parcel to the purchasing farmer as part of a farm consolidation, once the transaction has occurred to 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 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

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2021-06-10
Subject: Appoint Engineer for Drainage Works – Krause Drain

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer for Drainage Works- Krause Drain; and

That West Elgin Council hereby appoints Spriet & Associates Engineers to prepare a report for the relocation of the South Branch of the Krause Municipal Drain;

Purpose:

To provide Council with the request for drainage works filed by August Sacher, to close a portion of the Krause Municipal Drain that cuts off a corner of his farm field.

Background:

A Notice of Request for Drainage Improvement under Section 78 of the *Drainage Act* was filed with the Municipality of West Elgin on June 1, 2021.

Policies/Legislation:

Drainage Act

Related Documents:

Notice of Request for Drainage Improvement – Krause Drain
Location Map

Notice of Request for Drain Improvement

Drainage Act, R.S.O. 1990, c. D.17, subs. 78(1)

To: The Council of the Corporation of the Municipality _____ of West Elgin _____

Re: Krause Drain
(Name of Drain)

In accordance with section 78(1) of the *Drainage Act*, take notice that I/we, as owner(s) of land affected, request that the above mentioned drain be improved.

The work being requested is (check all appropriate boxes):

- Changing the course of the drainage works;
- Making a new outlet for the whole or any part of the drainage works;
- Constructing a tile drain under the bed of the whole or any part of the drainage works;
- Constructing, reconstructing or extending bridges or culverts;
- Constructing, reconstructing or extending embankments, walls, dykes, dams, reservoirs, pumping stations or other protective works in connection with the drainage works;
- Otherwise improving, extending to an outlet or altering the drainage works;
- Covering all or part of the drainage works; and/or
- Consolidating two or more drainage works.

Provide a more specific description of the proposed drain improvement you are requesting:

Closing a portion of drain that cuts off
a corner of a farm field

Property Owners:

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Con 11 N Pt lot 1
Ward or Geographic Township: Aldborough Parcel Roll Number: 040-00800

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner(s) of the property may request a drain improvement.

Sole Ownership

Individual or Sole Ownership

Name (Last Name, First Name)	Signature	Date (yyyy/mm/dd)
Sacher, August	<i>A. Sacher</i>	2021.05.28

Enter the mailing address and primary contact information of property owner below:

Last Name	First Name	Middle Initial
Sacher	August	

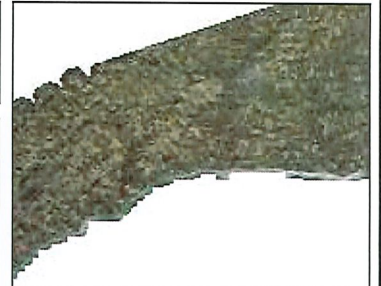
Mailing Address			
Unit Number	Street/Road Number	Street/Road Name	PO Box
	21529	Thomson Line	
City/Town	Province	Postal Code	
Rodney	On.	N0L 2C0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	
	519-873-0067		

To be completed by recipient municipality:

Notice filed this 1 day of June 20 21

Name of Clerk (Last Name, First Name)	Signature of Clerk
Nethercott, Jana	<i>Jana Nethercott</i>





Legend

- Parcels
- Boundary
- Elgin Road Network
- Elgin Road Network
- Elgin Road Network
- Lagoons
- World Imagery

1: 17,629

0.9 0 0.45 0.9 Kilometers

WGS_1984_Web_Mercator_Auxiliary_Sphere
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This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk
Date: 2021-06-10
Subject: Dog Licensing Program

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Dog Licensing Program; and

That the costs for animal control be included in the general tax levy and the practice for charging a fee for dog licenses be discontinued as of January 1, 2022.

Purpose:

The purpose of this report is to provide Council with a recommendation with respect to the charging of dog licenses in the Municipality of West Elgin.

Background:

The licensing of dogs in West Elgin is a very time-consuming process that often results in a standoff between the few dog owners who refuse to pay licensing fees and the Municipal Staff that try to collect said fees, spending countless hours dealing with changes, additions, subtractions and mail outs to remind residents to pay this fee.

The Municipality switched to a three-year dog tag in 2019 to try and offset the cost of door to door tagging annually. Currently the Municipality mails invoices out to residents at the beginning of the year for those who are registered in our system, with enumeration done at the beginning of the three-year term. Many dog owners fail to register new animals or then report the death of a dog once the invoices are mailed out and many just ignore these invoices until we add it to the taxes in addition to the administrative fee for moving this to taxes.

This year we have renewed 947 dog licenses for the total revenue of \$37,880.00
Year-to-date we have reversed 79 dog licenses for the total loss of revenue of \$3,160.00
As of Monday, June 7, 2021 we have 117 customers with outstanding balance totaling \$7,040.00
Administering dog tags is a very labor-intensive task from January – August, as it requires regular updates, processing invoices, sorting, mail out, processing adjustments and answer customer inquiries. If money not collected by end of July, it requires a manual transfer from AR to taxes, this is not an automated process that can be completed with a push of a button, this task consists of manual entries to a roll#.

Most dog owners fail to see the need for these licenses as many dogs now are microchipped thus rendering the tag to reunite with the owner as useless. Many dog owners see the license fee as a cash grab for the municipality and not as a way to assist them with reuniting with a lost pet. The

fees collected as part of the dog licensing program pays for the animal control program within the municipality, which covers more than just dogs. Animal control benefits every resident within the municipality, not just dog owners and therefore the costs should be shouldered by all residents not just those with dogs.

Many municipalities in recent years have been switching to this model to reduce the administrative burden of Animal Control, with recently St Thomas considering this in Elgin County. In adjacent Counties, Woodstock moved to this model in January of 2021, Middlesex Centre in January of 2020, Strathroy Caradoc in 2010. These municipalities switched to a permanent tag system, whereby when a resident gets a new dog, they register it with the municipality and receive a permanent tag for a nominal fee (most are \$10 or under), thereby proving their dog is licensed if questioned while visiting another municipality and when the animal dies, they surrender the tag, however there will be no invoicing of annual fees, or repeated contact with dog owners to register their dog.

Financial Implications:

The anticipated cost per tax bill is between \$7 and \$8 annually, depending on the next contract with our Animal Control service provider.

Policies/Legislation:

Municipal Act, 2001



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-06-10
Subject: Strategic Plan

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Strategic Plan; and chooses one of the options listed below.

Option 1:

That West Elgin Council hereby defer the Strategic Plan initiative until the next term of Council.

Option 2:

That West Elgin Council hereby direct staff to proceed with the strategic plan with the goal of completion prior to the end of Council Term.

Purpose:

The purpose of this report is to provide information to Council with regards to the Strategic Planning and seek council's direction on when this process should start. Your leadership is vital to creating the vision, refining that vision, setting strategies and objectives, and getting everyone rowing in the same direction. It is time to grow our organization efficiently with the tools we have.

Background:

In September of 2019 West Elgin Council issued an RFP to move forward with the development of a strategic plan. However, due to senior leadership changes and the Organizational Review that subsequently took place, this RFP was rescinded. In the 2021 a strategic plan was presented in the Budget to use funds from the Ontario Invests – Improve Service Delivery & Efficiency Grant towards moving this process forward once again.

A strategic plan is meant to provide long-range guidance to municipal staff and council on citizen's expectations and provides a plan on what should be done, how to get it done better and where to focus the municipality's resources. The main focus of a strategic plan is community engagement, general rule of thumb is that people want to be consulted and heard about local issues that affect them and residents and businesses want to be engaged in charting the course for the future of the municipality. As we all know engagement with residents has been limited due to the restrictions during the pandemic and while we are seeing a gradual easing of these restrictions, it makes sense to wait until a full community engagement plan can be done before moving forward with a strategic plan.

For council, a strategic planning process assists the group to find common ground and develop a direction for the term of council and setting up the municipality for the future. Keeping this in mind, starting the strategic planning process in the third year of a council term does not make a lot of sense, as the process can take 6+ months to develop a strategic plan, not including the time to prepare a call for proposals, with even small engagement from residents and therefore this strategic plan would be released in 2022 which is the end of the term of council and an election year. A new Council may have a different set of priorities and direction and thru research, staff have come to realize that the majority of Council's undertake this type of plan later in the first or second year of a council term and then it can be reviewed annually to see what progress has been made and what is outstanding.

On the other hand, for our Municipality that provides services to the rate payers with varying levels of need, it is imperative that forecasting is done. This helps to create a roadmap for the direction in which the organization is headed. Strategic planning is about creating a strategy where the end product is a long-term plan to be implemented over the next four years, at minimum. It isn't just about identifying broad goals to be realized, but also key strategies for how the organization will meet those goals.

	STRATEGIC PLANNING	ANNUAL PLANNING
Responsible Parties	Board/organization leadership	Organization leadership/ program directors
Stakeholder Feedback	Staff, clients, volunteers, community partners, funders	Staff
Planning timeframe	6-9 months	1-3 months
Implementation timeframe	4 years	1 year
Measurable goals	Board/organization-wide	Program/department specific

There is a value in planning the priorities for the organization over the next year and especially how the next several years could potentially look. In addition to creating an opportunity to explore new avenues for the organization, strategic and annual planning can foster a sense of hope in our staff about what may be on the horizon for our organization, despite all the external pressures that we continuously face.

Financial Implications:

2021 Budget – there is \$20,000 allocated to this from the Ontario Invests – Improve Service Delivery & Efficiency Grant and this money can be reallocated to another projected or held as a place holder for the 2023 budget

Policies/Legislation:

June 8, 2021

For Immediate Release

Elgin County Designated as Regional Fire Training Centre

Elgin County, Ontario – The County of Elgin is excited to announce that it has received provincial designation as a regional training centre for firefighters.

In early 2021, the Province of Ontario announced that it would close the Ontario Fire College in Gravenhurst. This single training hub would be replaced by a decentralized system designed to enhance local training opportunities through the designation of 20 regional training centres.

Elgin County Fire Training Officer/CEMC Jeff VanRybroeck announced at a County Council meeting on June 8, 2021, that the County's application to operate one of these training centres had been accepted.

“Elgin County's location in southwestern Ontario and its existing facilities made us an ideal candidate to host a fire training centre,” said Warden Tom Marks. “We are excited to expand on the joint training programs already in place across the County and to offer additional training opportunities close to home.”

The training centre will provide firefighters from Elgin County's seven (7) Local Municipal Partners as well as Middlesex County the opportunity to receive new recruit training as well as higher level training courses for career advancement such as certification for instructors and fire officers. Training will be hosted at existing facilities across Elgin County and will not add additional costs to the existing fire training program.

“Elgin County is honoured to have been chosen as a location for a regional training centre,” said Warden Tom Marks. “Being able to offer this level of training in Elgin County is going to reduce the burden on local firefighters, the majority of who are volunteers. Taking time off work to attend a training session in a community far away from their homes was inconvenient for part-time firefighters and costly for municipalities who often had to pay for travel and overnight stays. A local option will be both more convenient and less costly – it's a win-win situation.”

The training centre will also be open to firefighters from areas outside of Elgin County and Middlesex County who want to access training in a more convenient location.

For more information, please contact:

Jeff VanRybroeck
Fire Training Officer/CEMC
jvanrybroeck@elgin.ca

Warden Tom Marks
tmarks@elgin.ca

Date: May 17, 2021
To: Local Administrators (sent via email)
From: Jeff Lawrence, County Tree Commissioner / Weed Inspector
Cc: Julie Gonyou, Chief Administrative
Re: **Gypsy Moth Control Measures**

Dear Municipal Partner CAOs,

Another season of gypsy moths will soon be upon us! I recently presented my quarterly Tree Commissioner's report to Elgin County Council and included some information about gypsy moths (attached). Elgin County Council directed that I share some information about gypsy moths with you as well. In particular, they requested that I provide our Local Municipal Partners with contact information for companies experienced in the control of forest defoliators/caterpillars/gypsy moths.

If gypsy moths become an issue in your respective area, you may wish to:

- Retain, likely through an RFP process, a suitably qualified professional to develop an ***Integrated Pest Management Plan*** (Plan).
- This plan would include surveys, identification of priority areas, and recommendations for control measures based on the level and location of the infestation. This information is important because the life cycle stage and infestation level of the insect and several environmental factors may allow for the use of alternative control measures that could be more effective, less expensive, and present less collateral damage than spraying.
- Some larger cities, including the City of London, have retained the services of the following contractors:
 - **BioForest-Lallemand** (<https://bioforest.ca/en/canada/> | 1-888-236-7378) – to conduct surveys and develop science-based management strategies for the gypsy moth.
 - **Zimmer Air Services** (<https://zimmerair.com/> | 519-676-9550) – to undertake larger scale spraying programs.
- A few smaller local Tree Service companies may have the equipment to treat or provide management for individual trees or small areas for individual landowners, small parks, or municipalities. If you regularly work with a Tree Service company, I encourage you to reach out to them to see if they offer this service.
- Alternatively, I can confirm that the following two local tree service companies offer caterpillar and/or gypsy moth control services:
 - **Davey Tree Service** (www.daveytree.ca | 1-800-465-6367)
 - **CLC Tree Services** (www.clctreeservices.com | 519-685-0257)

If you have any questions about Gypsy Moths and why they are a problem, please don't hesitate to give me a call or send me an email.

Jeff Lawrence

Forest & Soils Conservation Supervisor
Kettle Creek Conservation Authority
Elgin County Tree Commissioner/Weed Inspector
Tel: (519) 631-1270 ext. 231
Fax: (519) 631-5026
www.kettlecreekconservation.on.ca



REPORT TO COUNTY COUNCIL

FROM: Jeff Lawrence, Tree Commissioner/Weed Inspector

DATE: April 19, 2021

SUBJECT: Tree Commissioner/Weed Inspector Quarterly Report January – March 2021

RECOMMENDATION:

THAT the report titled “Tree Commissioner/Weed Inspector Quarterly Report January – March 2021” from the Tree Commissioner/Weed Inspector, dated April 19, 2021 be received and filed for information.

INTRODUCTION:

The following is a summary of activity related to the Elgin Woodlands Conservation By-Law for the period of January 1, 2021 to March 31, 2021 and weed inspection activity for the same period.

DISCUSSION:

Logging Activity/Applications to Harvest:

A total of 50(18) applications to harvest were submitted from January 1, 2021 to March 31, 2021. Applications were filed by municipality as follows: West Elgin-12(4), Dutton/Dunwich-15(2), Southwold-0(2), Central Elgin-0(2), Malahide-15(3), and Bayham-8(5). The total volume for harvest was approximately 1.06 million board feet(0.578). The total forested area involved in these harvests was approximately 1275 acres(458). The numbers in brackets are corresponding first quarter numbers from 2020.

Applications for Woodland Clearings:

One (1) application was received to clear a portion of woodland in the first quarter of 2021, for a total area to be cleared of 0.1 hectares (~0.25 acres). This application is still in the public consultation phase of the review process.

Three (3) applications received in late 2020 were approved conditional upon conformity with Elgin County's "No Net Loss" policy. One clearing application in Southwold was approved for clearing approximately 0.24 hectare. One application was approved in Dutton Dunwich for clearing approximately 0.95 hectare and one application to clear approximately 0.34 hectare was approved in West Elgin.

Weed Complaints and Orders:

One (1) noxious weed complaint was received in the first quarter of 2021. This complaint was resolved by the landowner. No Weed Destruction Orders were issued in the first quarter of 2021.

Meetings and Workshops:

Due to COVID-19 restrictions, the annual Weed Inspectors Conference, normally held in April, was cancelled in 2021 and replaced by an online certification process along with a virtual question and answer session.

Industry News:

European Gypsy Moth (*Lymantria dispar*)

Gypsy Moth is an insect native to Europe and Asia and has become well established in many areas of North America, including Southwestern Ontario. Introduced to North America in the 1860's near Boston and first detected in Ontario in 1969, it has continuously expanded its range.

The adult female Gypsy moth is flightless and tends to be larger than the males. It has white colouring with dark zig-zag markings. Adult males can fly and are greyish-brown with dark markings. Adult males survive about one week and often mate with several different females. The larvae (caterpillar) is charcoal grey in colour with a double row of five blue and six red dots on its back. Gypsy Moth egg masses are tan coloured and commonly found on tree trunks, bark or other hard surfaces.

Gypsy Moth caterpillars defoliate many of our native hardwood species, including oaks, birches, poplars and maples. Populations fluctuate annually and vary with local conditions. Gypsy Moth are impacted by fungi, viruses and predators and populations of the moth will crash for lengthy periods as a result.

Depending on their population levels, Gypsy Moth caterpillars can completely defoliate a tree. Annually repeated defoliation can severely weaken and stress trees, making them more susceptible to other pests or diseases, and can eventually lead to death. Gypsy Moth is a pest of forested areas, landscape trees, and orchards.

Unusually high numbers of Gypsy Moth were reported in southern Ontario, including Elgin County, in 2020. Many municipalities have considered taking action to reduce

populations and the most effective treatment is influenced by the time of year and life cycle stage of the insect. Actions that can be effective in reducing populations include spraying of an insecticide that contains a specific bacterium that only affects Gypsy Moth. Biological control agents containing the fungus or the virus are also used to control Gypsy Moth populations. Collecting and destroying egg masses and/or trapping and destroying the adults can provide effective control as well. Unfortunately, these control options can be impractical in a forest setting and good forestry practices are recommended as healthier trees are more able to withstand the impacts of defoliation and other stresses.

Additional information and images of the Gypsy Moth can be found on the following websites:

<https://www.ontario.ca/page/gypsy-moth>

<https://invasivespeciescentre.ca/a-year-of-gypsy-moth/>

<https://inspection.canada.ca/plant-health/plant-pests-invasive-species/insects/gypsy-moth/fact-sheet/eng/1330355335187/1335975909100>

<http://www.invadingspecies.com/invaders/forest/gypsy-moth/>

FINANCIAL IMPLICATIONS:

None.

ALIGNMENT WITH STRATEGIC PRIORITIES:

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

LOCAL MUNICIPAL PARTNER IMPACT:

None.

COMMUNICATION REQUIREMENTS:

None.

CONCLUSION:

The above report details the activities of the Tree Commissioner/Weed Inspector for the period of January – March 2021.

All of which is Respectfully Submitted

Approved for Submission

Jeff Lawrence

Julie Gonyou

Tree Commissioner/Weed Inspector
Quarterly Report January – March 2021

Chief Administrative Officer

May 25, 2021

In This Issue

- [Council Remembers Former Warden Larry Shaw](#)
- [First Official Plan Review "What We Heard" Report Released](#)
- [Council Enters Into Telecommunications Agreement](#)
- [Elgin County Council Strategic Plan 2020-2022 – Staff Action Plan Update](#)
- [International Plowing Match Scholarship Deadline Approaches](#)

Contact Us

519-631-1460

kthompson@elgin.ca

www.elgincounty.ca

Council Remembers Former Warden Larry Shaw

Elgin County Council observed a moment of silence at its meeting on May 25, in remembrance of Larry Shaw who passed away on May 10, 2021 at the age of 80. Larry served on Elgin County Council from 1977-1982 and in 1991 as both Reeve and Deputy Reeve of the Township of Yarmouth. He served as Elgin County Warden in 1982 and was Co-ordinator of the Elgin County International Plowing Match in 1985. On behalf of Elgin County Council, the Warden expressed his condolences to the Shaw family and recognized Mr. Shaw's service to the Township of Yarmouth and the County of Elgin.



Black and white photograph used in St. Thomas Times-Journal article published December 10, 1981 with caption: "New Warden Installed - 1982 Elgin County Warden Larry Shaw, reeve of Yarmouth Township, is congratulated by past Warden Ken Monteith at County Council's inauguration meeting Wednesday."

First Official Plan Review “What We Heard” Report Released

The County of Elgin is currently undertaking a 5-year Review of its Official Plan, an exercise to ensure that the vision/values, directions, policies, and actions in the Official Plan meet the needs of the community into the future. As part of this process, Elgin County Council adopted a Public Engagement Strategy for the Official Plan Review to guide the engagement process over the course of 2021. In accordance with this Strategy, the Rural Initiatives and Planning Advisory Committee (RIPA) approved the first edition of the “What We Heard” report to be presented to Council at the May 25, 2021 meeting.



The “What We Heard” report provides a summary of the engagement efforts completed to date, comments consolidated into various topic themes, the provision of some statistical data, and actual “as we heard it” feedback directly from the community.

Please click [here](#) to view a full copy of the What We Heard Report #1.

Council Enters into Telecommunications Agreement

On March 23, 2021, County Council approved a Telecommunications Agreement for installation of telecommunications equipment, including fibre optic cable, within County Road allowances. On May 11, 2021, Council directed that the agreement be revised to address concerns, particularly in relation to securities requirements. Council approved these changes and their full details are contained within the May 25, 2021 County Council Agenda Package.

Subsequently, County Council approved a proposed Telecommunications Agreement with Uplink Communications Inc., in keeping with the revised agreement format as approved by Council. Uplink is a local telecommunication distributor/provider proposing to extend fiber-optic installations, in part located within County Road Allowances, to establish and/or improve telecommunication services within unserved or poorly serviced areas in Elgin County.

Elgin County Council Strategic Plan 2020-2022 - Staff Action Plan Update

A Staff Action Plan was developed in conjunction with the Elgin County Council Strategic Plan 2020-2022. The action items contained in the Staff Action Plan are aligned with the strategic priorities (Serving Elgin, Growing Elgin, and Investing in Elgin) contained in Council's 2020-2022 Strategic Plan and are designed to advance Council's goals over the next two (2) years.

The Chief Administrative Officer and Elgin's Leadership Team continue to make meaningful progress towards the completion of these action items and improving existing County processes through departmental collaboration and forward-thinking. Although delays have occurred as a result of the COVID-19 pandemic, the Team continues to advance these projects in a timely manner.

Since the last update in March 2021, staff have made progress on a number of initiatives particularly in relation to priority areas identified as part of the Service Delivery Review.

A full copy of the Staff Action Plan Chart which indicates all action items and progress made towards their achievement is contained in the May 25, 2021 County Council Agenda Package.

International Plowing Match Scholarship Applications Deadline Approaches

Warden Marks and Councillor McPhail (Chairman of the 2010 International Plowing Match) reminded students enrolled in an agriculturally-related discipline at a post-secondary institution, that the deadline to apply for the International Plowing Match Legacy Scholarship is approaching on June 1. This year marks the 10th and final year that the scholarship will give \$2,500 each to one male and one female applicant from Elgin County or St. Thomas. The Scholarship was designed to encourage the next generation in the agricultural industry, ensuring it remains vibrant in our community for years to come.

For more details about eligibility or to download an application visit www.elgincounty.ca/ipmscholarship



Are you a resident of Elgin County or St. Thomas and studying at a post-secondary institution in Canada in a discipline related to agriculture?



**2021 INTERNATIONAL
PLOWING MATCH
SCHOLARSHIP**

[https://www.elgincounty.ca/council/
ipmscholarship/](https://www.elgincounty.ca/council/ipmscholarship/)

The complete May 25, 2021 County Council Agenda package can be found [here](#).



June 3, 2021

The Honourable Doug Ford, Premier of Ontario
Legislative Building, Queen's Park
Toronto, ON M7A 1Y7
premier@ontario.ca

Via Email

Dear Premier Ford:

Re: Resolution – Continuous Increases of Cost for Municipal Insurance

At the Regular Council Meeting of the Township of Havelock-Belmont-Methuen Council received the resolution sent by the Municipality of Grey Highlands on January 28, 2021 in regards to the continuous increases of cost for municipal insurance and passed the following resolution:

R-047-21 Moved by Deputy Mayor Gerow
 Seconded by Councillor Pomeroy

That staff are hereby directed to send correspondence supporting the resolution from the Municipality of Grey Highlands regarding continuous increases of cost for municipal insurance.
Carried.

A copy of the above noted resolution from the Municipality of Grey Highlands is attached for your reference. Your consideration of this matter is respectfully requested.

Sincerely,

Bianca Boyington

Bianca Boyington
Deputy Clerk

Copy: Honourable Peter Bethlenfalvy, Minister of Finance
Honourable Doug Downey, Attorney General of Ontario
Dave Smith, MPP Peterborough-Kawartha
Maryam Monsef, MP Peterborough-Kawartha
All Ontario Municipalities

January 22, 2021

RE: Insurance Rates Resolution

Please be advised that the Council of the Municipality of Grey Highlands, at its meeting held January 20, 2021, passed the following resolution:

2021-39

Moved by Tom Allwood, Seconded by Aakash Desai

Whereas the cost of municipal insurance in the Province of Ontario has continued to increase – with especially large increases going into 2021; and

Whereas Joint and Several Liability continues to ask property taxpayers to carry the lion’s share of a damage award when a municipality is found at minimum fault; and

Whereas these increases are unsustainable and unfair and eat at critical municipal services; and

Whereas the Association of Municipalities of Ontario outlined seven recommendations to address insurance issues including:

- 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 1 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 nonprofit insurance reciprocals.**
- 6. Compel the insurance industry to supply all necessary financial evidence including 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;**

Now therefore be it resolved that the Council for the Municipality of Grey Highlands call on the Province of Ontario to immediately review these recommendations and to investigate the unethical practice of preferred vendors who are paid substantial amounts over industry standards, despite COVID 19 delays, as insurance premiums will soon be out of reach for many communities and

**Be it further resolved that this motion be provided to the Honourable Doug Ford, Premier of Ontario, the Honourable Peter Bethlenfalvy, Minister of Finance, the Honourable Doug Downey, Attorney General of Ontario, the Honourable Bill Walker, MPP for Bruce - Grey - Owen Sound, and all Ontario municipalities.
CARRIED.**

As per the above resolution, please accept a copy of this correspondence for your information and consideration.

Sincerely,



Jerri-Lynn Levitt
Deputy Clerk
Council and Legislative Services
Municipality of Grey Highlands

June 1, 2021

The Honourable Doug Ford, Premier of Ontario
Via Email

Dear Premier Ford;

Re: Elimination of LPAT

Please be advised that Council for the Town of Halton Hills at its meeting of Tuesday, May 25, 2021, adopted the following Resolution:

Resolution No. 2021-0115

WHEREAS The Government of Ontario, on June 6, 2019, passed the *More Homes, More Choice Act*, 2019, (Bill108);

AND WHEREAS the changes to the Local Planning Appeal Tribunal (LPAT), contained in Bill 108 gives LPAT the authority to make final planning decisions based on a subjective “best planning outcome” approach rather than compliance with municipal and provincially approved official plans and consistency with provincial plans and policy;

AND WHEREAS Bill 108 restricts third party appeals of plans of subdivision only to the applicant, municipality, Minister, public body or prescribed list of persons;

AND WHEREAS Bill 108 takes local planning decision-making out of the hands of democratically elected municipal councils and puts it into the hands of a non-elected, unaccountable tribunal;

AND WHEREAS the LPAT adds cost and delays delivery of affordable housing by expensive, time consuming hearings, contrary to the intent of the *More Homes, More Choice Act*, 2019;

AND WHEREAS Regional and City/Town Councils have spent millions defending provincially approved plans at the OMB/LPAT;

AND WHEREAS Ontario is the only province in Canada that empowers a separate adjudicative tribunal to review and overrule local decisions applying provincially approved plans;

NOW THEREFORE BE IT RESOLVED THAT in the short term, the Minister of Municipal Affairs and Housing immediately restore the amendments to the Planning Act that mandated the evaluation of appeals on a consistency and conformity with Provincial policies and plans basis;

AND FURTHER THAT in the long term the Government of Ontario eliminate the LPAT entirely, as an antiquated body that slows delivery and adds costs to housing supply via expensive and drawn out tribunal hearings;

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

Tel: 905-873-2600

Toll Free: 1-877-712-2205
haltonhills.ca

Fax: 905-873-2347

AND FURTHER THAT this resolution be forwarded to the Premier, the Minister of Municipal Affairs and Housing, Halton's Members of Provincial Parliament, Leaders of the New Democratic, Liberal and Green parties, the Association of Municipalities of Ontario, the Small Urban Mayors' Caucus of Ontario, Mayors and Regional Chairs of Ontario and Halton's local municipalities.

CARRIED

Attached for your information is a copy of Resolution No. 2021-0115.

If you have any questions, please contact Valerie Petryniak, Town Clerk for the Town of Halton Hills at 905-873-2600 ext. 2331 or valeriep@haltonhills.ca.

Yours truly,



Melissa Lawr
Deputy Clerk – Legislation

- c. The Honourable Steve Clark, Minister of Municipal Affairs and Housing
Halton's Members of Provincial Parliament
Leaders of the New Democratic, Liberal and Green parties
Association of Municipalities of Ontario (AMO)
Small Urban Mayor's Caucus of Ontario
Mayors and Regional Chairs of Ontario
Halton Region
Town of Milton
Town of Oakville
City of Burlington

1 Halton Hills Drive, Halton Hills, Ontario L7G 5G2

Tel: 905-873-2600

Toll Free: 1-877-712-2205
haltonhills.ca

Fax: 905-873-2347

CORPORATION OF THE MUNICIPALITY OF CALVIN

Resolution

DATE: May 25, 2021

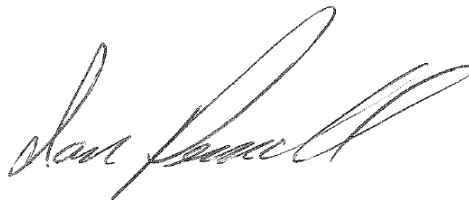
NO. 2021-136

MOVED BY Heather Olmstead

SECONDED BY Christine Shippam

“That Council hereby requests Staff to contact the Ministry responsible for the Alcohol and Gaming of Ontario to seek their assistance in implementing an additional level of licensing which would permit small organizations to hold fundraisers as a method of sustaining our community and organizations;

And further that all municipalities in Ontario are sent this resolution to seek their assistance in lobbying the Ministry.”



CARRIED _____

DIVISION VOTE

<u>NAME OF MEMBER OF COUNCIL</u>	<u>YEA</u>	<u>NAY</u>
Coun Cross	<u>X</u>	_____
Coun Maxwell	<u>X</u>	_____
Coun Olmstead	<u>X</u>	_____
Coun Shippam	<u>X</u>	_____
Mayor Pennell	<u>X</u>	_____

MPP Randy Pettapiece
randy.pettapiece@pc.ola.org

May 26, 2021

RE: Domestic COVID-19 Vaccine Production and Capacity

Dear MPP Pettapiece,

At the regular meeting of Council held on May 20, 2021, Perth County Council passed the following resolution brought forward from a Notice of Motion:

Moved by: Councillor Doug Eidt
Seconded by: Councillor Doug Kellum

WHEREAS throughout the COVID-19 pandemic, Canada has relied on international partners to provide COVID-19 vaccinations; and

WHEREAS the distribution of COVID-19 vaccines to Canada may be delayed due to the production/distribution of the vaccine outside of Canada; and

WHEREAS the increased support from all levels of government on the creation of COVID-19 vaccines domestically would increase Canada's vaccine capacity; and

NOW THEREFORE the Council of Perth County recommend to the Federal Government to support domestic production of a COVID-19 vaccine; and

THAT the Council of Perth County encourage all levels of Government to engage and support domestic vaccine capacity; and

THAT this motion be sent to Perth / Wellington MPP Randy Pettapiece, MP John Nater and to all municipalities of Ontario.

The conversation was centered around the COVID-19 vaccination, but further developed to ensuring that as a Country we can best create and supply all necessary vaccinations. We thank you for your

Corporation of the County of Perth 1 Huron Street, Stratford, Ontario, Canada N5A 5S4
t. 519-271-0531 f. 519-271-6265 www.perthcounty.ca

advocacy on this matter and look forward to supportive responses from our municipal counterparts and officials from all levels of government.

Sincerely,

A handwritten signature in black ink, appearing to read 'JA' or 'Jim Aitcheson', written in a cursive style.

Jim Aitcheson, Warden
The Corporation of the County of Perth

CC:
MP John Nater - John.Nater@parl.gc.ca
Ontario Municipalities



World Elder Abuse Awareness Day: June 15

Violence and abuse rates of older adults increase when people do not have an adequate income, affordable housing, secure sources of food, or are not treated with respect and dignity. Elder abuse is a societal issue, not just an individual one.

We need systemic changes brought about by leaders who have the political will and authority to address the root causes of poverty, inequity, and discrimination across a person's lifespan.

Dear Council of the Municipality of West Elgin,

Each year, on June 15th World Elder Abuse Awareness Day (WEAAD), we come together as a global community, concerned with abuse and neglect of older adults. On behalf of Elder Abuse Elgin I am writing to you today, to invite you to join us. This past year has brought an even greater sense of urgency for the need to increase awareness and response.

The COVID-19 pandemic has significantly increased the conditions for the abuse for older adults - from adult children moving back home, the rise in financial pressures, to isolation and loneliness reaching never-before seen levels. Agencies providing services to victims reported as much as a ten-fold increase of incidents in the first few months of 2020. Elder Abuse Prevention Ontario reported a 250% increase in elder abuse cases in the past year. It is time to educate and engage all Canadians about this issue.

ABOUT US

For more than 25 years, Elgin County has had an elder abuse network called Elder Abuse Elgin (EAE), which is made up of over 30 volunteers - community seniors and representatives from many different organizations who work with seniors. EAE meets quarterly, with the goal of mobilizing the community to address issues of Elder Abuse within Elgin through communication, advocacy, and case consultation, supported by funding initiatives. We receive no funding from any government body, and rely on donations and grants to carry on our awareness activities. One of our recent awareness strategies was the distribution of the attached materials across the entire Southwest Ontario area, in collaboration with the other Elder Abuse networks in the SW.



JOIN US

In recognition of WEAAD 2021, we are requesting that Municipalities across Elgin proclaim June 15th as World Elder Abuse Awareness Day. Please see the attached Proclamation, that we hope you will sign. In addition, you can support World Elder Abuse Awareness Day by wearing purple on June 15th.

We hope you will educate yourself about Elder Abuse; it is happening right here in Elgin County. 10% of Canadian seniors will experience abuse – often more than just one time. You can learn more about the risks and signs of elder abuse, and how each citizen can help, by checking out the Elder Abuse Prevention Ontario website www.eapon.ca. Also, you can register [here](#) for the WEAAD national online event co-hosted by the Canadian Network for the Prevention of Elder Abuse and Elder Abuse Prevention Ontario, and CanAge entitled: *'Aging with Rights: Ending Elder Abuse in Canada'*.

Thankyou for supporting these strategies from Elder Abuse Elgin. Together we can eliminate the abuse that older adults face in our community.

Regards,

Bonnie

Bonnie Rowe, Chair
Elder Abuse Elgin



**WORLD ELDER ABUSE
AWARENESS DAY
2021**
Rights Don't Get Old

**MUNICIPAL PROCLAMATION
WORLD ELDER ABUSE AWARENESS DAY
June 15, 2021**

- WHEREAS:** (Insert City, Town, Community)'s seniors are valued, contributing members of society, imparting a wealth of experience and wisdom in our communities. They deserve to be treated with respect and dignity. It is our collective responsibility to ensure they live safely and fully engaged within the community that cares about them.
- WHEREAS:** The **International Network for the Prevention of Elder Abuse**, in support of the **United Nations International Plan of Action**, proclaimed this day to recognize the significance of elder abuse as both a public health and human rights issue; and
- WHEREAS:** **2021** Marks the **16th Anniversary of World Elder Abuse Awareness Day**. Its recognition will foster a better understanding of abuse and neglect of older adults; and
- WHEREAS:** Elder abuse is not limited to race, gender, culture, or circumstance, and regardless of whether the abuse is physical, emotional, or financial, it has a significant impact on the lives of individuals and families; and
- WHEREAS:** Seniors are at risk of being abused and social isolation and ageism are contributing risk factors in Ontario; and
- WHEREAS:** (Insert City, Town, Community) recognizes the importance of taking action, to create social change, that prevents elder abuse and raises awareness, through education of neighbours, friends and family members about the Rights of older adults; and
- WHEREAS:** Preventing abuse of older adults will help improve their quality of life and allow them to live independently and contribute to the vibrancy of Ontario for as long as possible; and
- WHEREAS:** Where there is **Respect** there can be no abuse; therefore, residents of Ontario are urged to ***Stop Abuse and Restore Respect***.
- WHEREAS:** Where there is respect there can be no abuse; therefore, residents of (Insert City, Town, Community), are urged to join this global movement to ***Stop Abuse and Restore Respect***.

THEREFORE; I, _____ **Mayor of** (Insert City, Town, Community), Ontario do hereby proclaim June 15, 2021 as **World Elder Abuse Awareness Day** and encourage all of our residents to recognize and celebrate seniors and their ongoing contributions to the success and vitality of our province, Ontario.

Dated on this day of _____, 2021. _____

Signature



Responding to the Abuse of Older Adults

If the situation is an emergency and you believe the senior is at risk call 911.

If you suspect that a senior is being mistreated, you should speak to that person. Help them consider options. Remain non-judgemental and supportive. Respect the senior's decision, should they decide to stay in the abusive relationship.

For more information or
to get help call:
Seniors Safety Line
1-866-299-1011

If it's an EMERGENCY call

911

Printed in partnership with these
Community Elder Abuse Networks:

- Elder Abuse Elgin**
- Oxford County Elder Abuse Network**
- Elder Abuse London Middlesex**
- Southwest Ontario Aboriginal Health Access Centre**
- Perth County Elder Abuse Committee**
- Huron County Elder Abuse Prevention**
- Grey-Bruce Senior Safety Network**

And with the assistance of:



KEEPING SENIORS SAFE



**Consider support for the senior
through the Seniors Safety Line
1-866-229-1011**

**Addressing the abuse and
neglect of older adults together**

**Stop Abuse
Restore Respect**

Mistreatment of Older Adults Can Include:

Financial Abuse

- Theft of a person's money, property or assets
- Misuse of power of attorney
- Forcing to sell property

Physical Abuse

- Pushing
- Shaking
- Hitting
- Over/under medicating
- Restraining

Psychological Abuse

- Threatening
- Bullying
- Humiliating
- Treating like a child

Neglect

Denying adequate:

- Nutrition
- Aids
- Medical attention
- Safe shelter
- Clothing

Sexual

- Inappropriate touching
- Forcing to engage in sexual behaviour that was not agreed to



Abuse is any action or inaction, by a person in a position of trust, which causes harm to an older adult.

ABUSE OF OLDER ADULTS

An Older Adult May...

- Live alone or with the abuser
- Be socially isolated
- Depend on the abuser
- Have some mental or physical frailty

An Abuser May...

- Have limited coping capacity
- Feel angry, resentful, frustrated
- Have substance abuse problems
- Have financial, family or health problems
- Be dependent on the victim

How Community Elder Abuse Networks Are Helping

Elder Abuse Networks work collaboratively with local seniors and service providers. Here are some of the ways they are addressing elder abuse in your community.

Elder Abuse Committees

- ✓ Regular meetings together
- ✓ Education and awareness events
- ✓ Advocacy
- ✓ Case consultation
- ✓ Speakers for workshops, training
- ✓ Distribute resource materials

Seniors Safety Line *in partnership with*
Elder Abuse Prevention Ontario

- ✓ Trained and caring staff
- ✓ Listen, support and assist senior callers, friends, concerned family, and service providers.
- ✓ 24 hours a day, 7 days a week
- ✓ Respond in over 200 languages.
- ✓ Calls are confidential.

1-866-299-1011

For more information or to access
any of these services call:
Seniors Safety Line at
1-866-299-1011

COVID19 Specific Frauds and Scams

Here is a list of the top 10 scams and frauds currently being used to prey on vulnerable seniors during the COVID19 crisis*

Government Focused

- Emails, phone calls and text messages encouraging seniors to apply for COVID-related government benefits by clicking on a link.
- A version of the CRA scam where fraudsters threaten that your “provincial medical benefits” have run out (or are running out) and you need to send money either to reinstate them or to buy private medical insurance.
- A phone call from someone posing as a representative from the provincial or municipal health authority saying that you have been found to have COVID - or you have been found to have been exposed to COVID - and to give them your credit card to pay for testing or results.
- Canada Post / UPS - delivery frauds - a telephone call saying that you have an (often international) package which has been attempted to be delivered, but you need to call them to pay duty or shipping first.

Bank & Insurance Focused

- Fake “financial planners” calling seniors about opportunities to get their investment portfolios back up due to COVID19 losses.
- Fake bank messages asking for your SIN number and banking information so that they can set up a direct deposit for government funds due to COVID.


Family, Friends & Community Focused

- Deceptive websites asking you to help purchase Personal Protective Equipment for front line health care providers by donating (paying by credit card).
- Community helping scams where callers say that they are trying to connect with Socially Isolated seniors so that they can “help them”. In some instances, these callers are predators who are actually trying to identify vulnerable seniors so that they can get into their house, sell them things, or steal their personal information.

IMPORTANT NOTE: There are legitimate organizations reaching out to vulnerable seniors during the COVID19 crisis. To ensure that you are speaking with a reputable organization, ask them for their phone number and then call them back before providing any personal information. And NEVER give out financial information.


- Romance Scams through social media and on-line dating sites focused on seniors who may be feeling lonely as a result of being isolated because of COVID, and are spending more time socializing online.
- A version of the Grandparent Scam - but this time the “grandchild” is stuck overseas and can’t get home because of COVID restrictions but with enough money can get a “special flight” - and “don’t tell mom or dad”.

For More Information

 The **Canadian Anti-Fraud Centre** collects information on fraud and identity theft.

For more information, visit <https://www.antifraudcentre-centreantifraude.ca/>

Reporting to Canadian Anti-Fraud Centre

 **By phone:** 1-888-495-8501 (toll free)

Calls are answered **Mon to Fri**, from **10am to 4:45pm** EST

 **Online:** bit.ly/CanAge-report-fraud

Log into the tool using one of the following options:

- GC Key (user ID / password)
- Sign-In Partners (banking credentials)



Elder Abuse Prevention (ON)

Stop Abuse - Restore Respect

Prévention de la maltraitance envers les aînés (ON)

Arrêtez les mauvais traitements - Restaurez le respect

CanAge
www.canage.ca



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-35

A By-law to amend HR policy 1.3 with respect to Clothing and Footwear Allowance

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by By-Law; and

Whereas the Council of The Corporation of the Municipality of West Elgin adopted policy HR 1.3 Clothing/Footwear Allowance on February 17, 1998; and

Whereas the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to amend policy HR 1.3 Clothing/Footwear Allowance Policy;

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

1. That the amended Policy HR 1.3 regarding Clothing/Footwear Allowance, identified as Schedule 'A' attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

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

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Municipality of West Elgin

Schedule "A" to By-Law #2021-35

Policy HR-1.3

Clothing/Footwear Allowance Policy

Effective Date: February 17, 1998

Last Review Date: June 10, 2021

Policy Statement

1.01 To establish a clothing and footwear allowance for full-time employees and volunteer fire fighters.

Policy

2.01 All full-time employees will receive a footwear allowance as follows:

- (a) At the beginning of each calendar year the amount of \$150.00
- (b) An additional \$50.00 for staff required to wear safety boots.
- (c) Full-time employees who have not completed their probation period will receive the above noted compensation \$150.00 upon completion of their probationary period.

2.02 Uniformed clothing to be supplied to employees of the Operations and Community Services Department upon hiring and will be replaced on an as needed basis, at the discretion of the Department Head. Items include:

- (i) 5 pairs of pants
- (ii) 5 short sleeve shirts
- (iii) 5 long sleeve shirts
- (iv) Summer coveralls
- (v) Insulated coveralls/coat
- (vi) Rain gear

2.03 In lieu of a clothing allowance full time office staff will receive \$150.00.

2.04 The Head of each Department shall ensure that all uniformed clothing shall be returned by employees who no longer work for the municipality.

2.05 Volunteer Firefighters shall receive clothing as follows:

- (a) Station wear to be purchased for all firefighters during their probation, after having served for a minimum of three (3) months. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief. Items include:
 - (i) Shirt
 - (ii) Pants
 - (iii) Belt
 - (iv) epaulettes

- (b) Dress uniforms purchased after three (3) years of continuous service. Individual items will be replaced on an as needed basis, at the discretion of the Fire Chief. Items shall include:
 - (i) Pants
 - (ii) Shirt
 - (iii) Tie
 - (iv) Tunic
 - (v) Cap
 - (vi) White gloves

- (c) Station and dress wear uniforms are to be returned to the fire department for anyone serving less than ten (10) years.



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law 2021-39

Being a By-Law to Appoint a Municipal By-Law Enforcement/ Property Standards Officer for the Corporation of the Municipality of West Elgin

Whereas pursuant to Section 15 of the *Police Services Act*, R.S.O. 1990,c P15, as amended, a municipal council may appoint persons to enforce the by-laws of the municipality and that municipal law enforcement officers are peace officers for the purpose of enforcing municipal by-laws; and

Whereas pursuant to *the Building Code Act, 1992, S.O. 1992, c.23* as amended, Section 15(3) provides that the council of a municipality may pass a by-law regulating property standards within the municipality; and

Whereas the Council of the Corporation of the Municipality of West Elgin deem it necessary to appoint a By-Law Enforcement/Property Standards Officer for the purpose of enforcing the by-laws of the Municipality;

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

1. That Jana Nethercott is hereby appointed By-Law Enforcement/Property Standards Officer for the Corporation of the Municipality of West Elgin to enforce municipal by-laws.
2. That this by-law shall take effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 10th day of June, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-40

A By-law to adopt a policy with respect to Voice Recording of Phone Calls

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by By-Law; and

Whereas the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt a policy with respect to Voice Recording of Phone Calls;

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

1. That Policy AD 8.2 regarding Voice Recording of Phone Calls, identified as Schedule 'A' attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

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

Duncan McPhail
Mayor

Jana Nethercott
Clerk

Municipality of West Elgin

Schedule "A" to By-Law #2021-XX

Policy AD 8.2 Voice Recordings of Phone Calls

Effective Date: June 11, 2021

Last Review Date:

Statement

- 1.01 The Municipality wishes to ensure quality interactions over the telephone and therefore wish establish policy and procedures for recording of all incoming and outgoing phone calls to the Municipality of West Elgin phone line.

Policy

- 2.01 All incoming and outgoing phone calls on the Municipality Voice Over Internet Protocol (VOIP) phone system shall be recorded for quality assurance.
- 2.02 All recordings shall be retained for six (6) months' time.
- 2.03 The Chief Administrative Officer (CAO) shall be responsible for the overall implementation and enforcement of this policy.
- 2.04 The CAO shall be responsible for the voice recordings and approve access to all recordings.
- 2.05 All recordings are subject to the *Municipal Freedom of Information and Protection of Privacy Act* as mandated.

Notice

- 3.01 As per the *Personal Information Protection and Electronic Documents Act, S.C. 2000* all persons on any incoming or outgoing call must be made aware of that the call is going to be recorded and information stored. Therefore the following message(s) will be identified on all calls:

- (a) **Incoming** (on phone system message)

"Please note that all calls are recorded for quality assurance"

- (b) **Outgoing** (staff to identify at outset of call)

"Please note that all calls are recorded for quality assurance and any personal information recorded shall only be used in association with assisting in the matter discussed"



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-41

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 10, 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 June 10, 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 10th day of June, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk