



Municipality of West Elgin

Agenda

Council Meeting

Date: **August 19 2021, 9:30 a.m.**
Location: **West Elgin Community Complex - Hybrid Meeting**
160 Main Street
West Lorne
Electronic Hybrid Meeting

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. Public Meeting

Recommendation:

That Council proceed into a Public Meeting pursuant to Section 34 of the Planning Act, R.S.O 1990 at _____ a.m. in order to consider a proposed amendment to the Zoning By-law.

4.1. Purpose of the Public Meeting

The purpose of this public meeting is to review an application for the rezoning of lands as part of Consent Applications E16-21 to E19-21, that created four residential lots. In order to meet the conditions of the consents, the severed parcels will be rezoned from the General Agricultural (A1) Zone to Rural Residential (RR Zone).

Council will not make a decision on the application at this public meeting. Based on the recommendation and information received at this public meeting an amending by-law will be presented to Council later in the regular meeting of Council.

The planner is keeping a public registry and if any member of the public wishes to be notified in writing of the decision on this application, they can provide their name and mailing address via email to planning@westelgin.net or by calling 519-785-0560 ext. 226 no later than 4 pm the day of the public meeting. A person or public body may appeal a decision if they have made an oral or written submission at today's meeting. If you wish to make an oral submission during this public meeting, please use the raise your hand feature in the zoom meeting and the Clerk will allow you to speak, when the Mayor calls for public comments.

4.2. Staff Report

4.2.1. B. Pearce, Planner Zoning By-law Amendment Application D14 02-2021 – Furnival Road – Recommendation Report (Planning Report 2021-23)

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Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Zoning By-law Amendment Application D14 02-2021 – Furnival Road Recommendation Report (Planning Report 2021-23);

4.3. Public Comments

4.4. Council Comments

4.5. Recommendation

Recommendation:

That West Elgin Council approve the rezoning of Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944 from General Agricultural (A1) to Rural Residential (RR) Zone, in accordance with the draft by-law contained within Appendix Two of this report, Planning Report 2021-23; and

Further That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the August 19, 2021 Council Agenda.

4.6. Close Public Meeting

Recommendation:

That West Elgin Council hereby closes the Public Meeting pursuant to Section 34 of the *Planning Act* at _____ a.m. to reconvene the Regular Meeting of Council.

5. Delegations

5.1. Kelsey McConnell - Dutton Dunwich - West Elgin Housing Stability Coalition 21

5.2. Comments received regarding delegation

5.2.1. M. Lowes 29

5.2.2. S. Browne 30

5.2.3. S. Jamieson 32

5.2.4. M. Blain 33

5.2.5. Petition 35

5.2.6. L. Stromner 50

6. Adoption of Minutes 51

Recommendation:

That the Minutes of the Council meeting on July 22, 2021 be adopted as circulated and printed.

7. Business Arising from Minutes

8. Staff Reports

8.1. Building

8.1.1. J. Morgan-Beunen, CBO - Building Activity Report July 2021 60

Recommendation:

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

8.2. Fire

8.2.1. J. McArthur, Fire Chief - Monthly Report – July 2021 63

Recommendation:

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

8.3. Municipal Drains

8.3.1. J. Nethercott, Clerk - Appoint Engineer – Request for Major Improvement to Drainage Works 66

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Major Improvement to Drainage Works; and

That Council hereby appoints Spriet Associates Engineers & Architects to prepare a Preliminary report for the major improvement of the Miller Drain.

8.4. Operations & Community Services

8.4.1. L. Gosnell, Manager of Operations & Community Services - Monthly Operations Report – July 2021 69

Recommendation:

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

8.5. Planning

8.5.1. B. Pearce, Planner - Dedication and Establishment of Public Highways – Portions of Finney, Frederic and Anne Streets, West Lorne (Planning Report 2021-24)

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Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Dedication and Establishment of Public Highways – Portions of Finney, Frederic and Anne Streets, West Lorne (Planning Report 2021-24);

And That West Elgin Council approve the dedication and establishment of public highways for the following Property Identification Numbers:

1. Finney St, Plan 75, Aldborough North of Gilbert Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0551;
2. Finney St, Plan 75, Aldborough between Hughes Street and Gilbert St, s/t The Interest of the Municipality; Elgin, being PIN 35113-0548;
3. Finney St, Plan 75, Aldborough South of Hughes Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0546;
4. Hughes Street, Plan 75, Aldborough except E172041, s/t The Interest of the Municipality; Elgin, being PIN 35113-0547; and
5. Anne St, Plan 75, Aldborough East of Finney Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0549. And Further that West Elgin Council consider the by-law to dedicate and establish the above-noted streets, as public highways, as presented in the by-law portion of the August 19, 2021 Council Agenda.

8.6. Finance/Administration

8.6.1. J. Nethercott, Clerk & M. Badura, CAO/Treasurer - Administration Monthly Report for July 2021

77

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk and Magda Badura CAO/Treasurer re: Administration Monthly Report for July 2021 for information purposes.

8.6.2.	M. Badura, CAO/Treasurer - National Day for Truth and Reconciliation Recognition and Statutory Holiday	82
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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: National Day for Truth and Reconciliation Recognition and Statutory Holiday for information; and

That West Elgin Council provide the following direction to staff
_____.

8.6.3.	M. Badura, CAO/Treasurer - Proceeds from the sale of the vacant land	85
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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Proceeds from the sale of the vacant land, and

That West Elgin Council hereby allocate the proceeds in the amount of \$146,611.00 towards the Municipal Office renovations.

8.6.4.	M. Badura, CAO/Treasurer - CityWide Maintenance Manager Implementation Project Proposal	88
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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: CityWide Maintenance Manager Implementation Project Proposal; and

That West Elgin Council hereby approves Phase 2 project implementation of CityWide Maintenance Management System in the amount of \$105,600.00 plus applicable taxes.

9. Waiver of Fee Requests

Recommendation:

That Waiver of Fees Requests 9.1 to 9.3 be approved.

9.1.	YWCA St Thomas Elgin	99
9.2.	West Elgin Community Health Centre	102
9.3.	Rodney Aldborough Agricultural Society	105

10.	Committee and Board Report	
10.1.	Four Counties Transit Committee - Minutes of June 28, 2021	108
10.2.	West Elgin Community Centre Board of Management - Minutes June 9, 2021	111
10.3.	Councillor Reports from Committees	
11.	Councillor Announcements/Inquires	
11.1.	Notice of Motion	
11.2.	Councillor Announcements	
11.3.	Matters of Urgency	
12.	Accounts	
	Recommendation:	
	That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #8 amounting to \$ 496,102.09 in settlement of General, Road, Water and Arena Accounts including EFT#4160-4233, online Payments# 734-746, Cheques 25742-25749 and Payroll PP15-16.	
13.	Correspondence	
13.1.	Ministry of Municipal Affairs and Housing - Main Street Recovery Act Proclamation	114
13.2.	Ministry of Municipal Affairs and Housing - Intake 3 of Municipal Modernization Program	116
13.3.	Plympton-Wyoming - Rising Cost of Building Materials	124
13.4.	Chatham Kent - Support Affordable Internet	127
13.5.	Perth County - Relationship with MPAC	131
13.6.	City of Stratford - Resolution to Phase Out Ontario's Gas Plants	133
13.7.	Rodney Aldborough Agricultural Society - Fair Parade	135
14.	By-Laws	

- 14.1. By-Law 2021-47 - Dedicate Finney Street, Frederic Street and Anne Street** 137
- Recommendation:
That By-law 2021-47 being a By-law to dedicate and establish lands as a Public Highway to be known as part of Finney Street; Frederic Street and Anne Street, be read a first, second and third and final time.
- 14.2. By-Law 2021-48 - Rezone Lands** 139
- Recommendation:
That By-law 2021-48 being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property legally described as Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944, be read a first, second and third and final time.
- 15. 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 & c) of the *Municipal Act, R.S.O. 2001* consideration will be given to a personal matter about an identifiable individual, including a municipal or local board employee and a proposed or pending acquisition or disposition of land by the municipality or local board.
- 16. Report from Closed Session**
- 17. Confirming By-Law** 141
- Recommendation:
That By-law 2021-49 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on August 19, 2021, is read a first, second and third and final time.
- 18. Adjournment**
- Recommendation:
That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:30 a.m. on September 9, 2021 or at the call of the Chair.



Staff Report

Report To: Council Meeting
From: Bryan Pearce, Planner
Date: 2021-08-19
Subject: Zoning By-law Amendment Application D14 02-2021 – Furnival Road – Recommendation Report (Planning Report 2021-23)

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Zoning By-law Amendment Application D14 02-2021 – Furnival Road Recommendation Report (Planning Report 2021-23); and

That West Elgin Council approve the rezoning of Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944 from General Agricultural (A1) to Rural Residential (RR) Zone, in accordance with the draft by-law contained within Appendix Two of this report, Planning Report 2021-23; and

Further That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the August 19, 2021 Council Agenda.

Purpose:

The purpose of the Zoning By-law Amendment is to consider rezoning the four rural residential lot creation severed parcels of Consent (Severance) Applications E16-21 to E19-21 that was recently conditionally approved by the County of Elgin Land Division Committee. The four severed parcels would be rezoned from the General Agricultural (A1) Zone to Rural Residential (RR) Zone, in order to create the zoning provisions for the proposed four rural residential lots, that are conditions of the consents (severances).

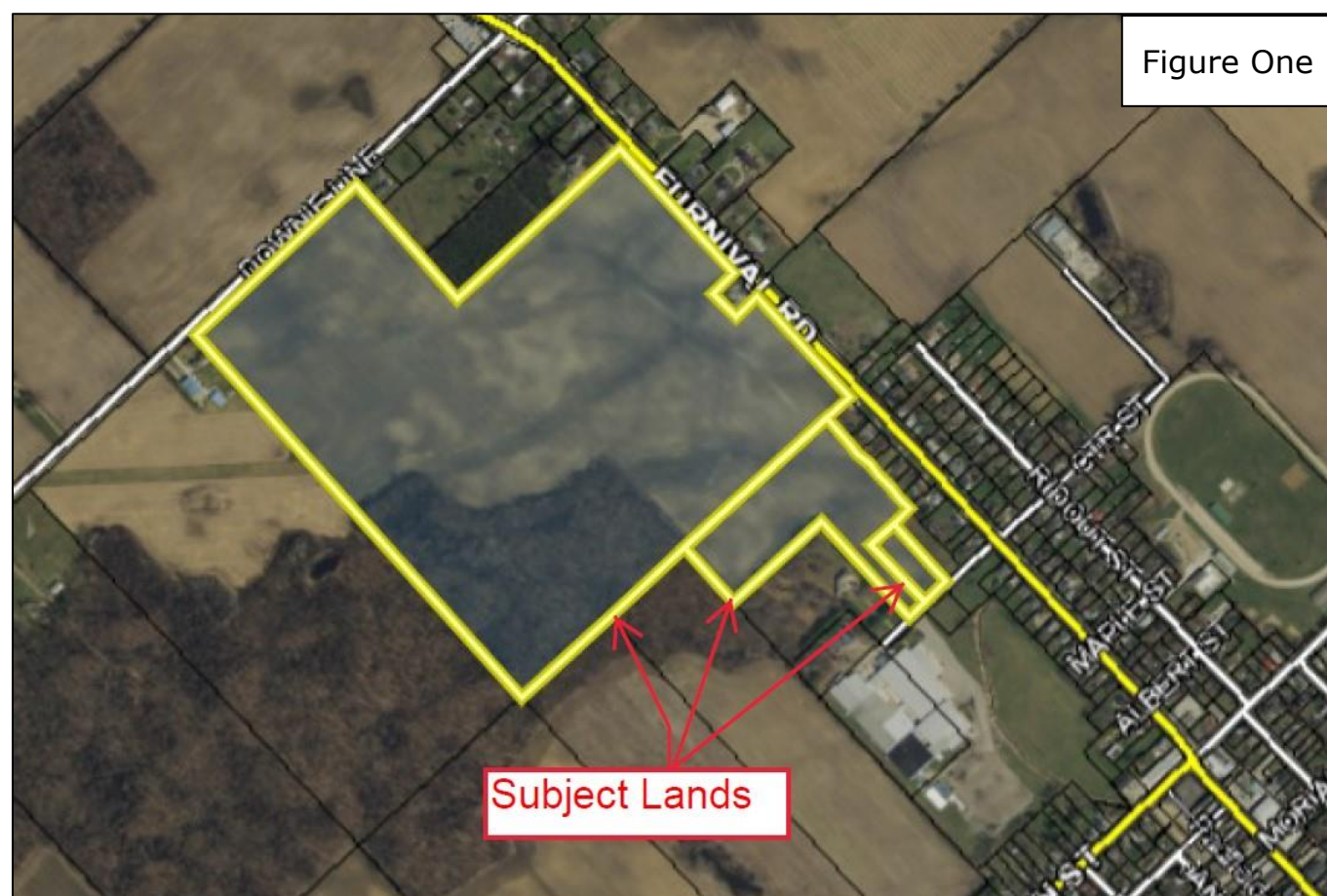
Background:

Below is background information from the application, in a summary chart:

Owner/Applicant:	Peter Parezanovic and Parezanovic Farms Inc. (c/o Michael Parezanovic)
Legal Description:	North Part Lot 6, Concession 7; Part Lots 2 and 11, Plan 202
Civic Address:	Not assigned
Entrance Access:	Downie Line
Water Supply:	Existing: None Proposed: Municipal Water
Sewage Disposal:	Existing: None Proposed: Private on-site Individual Septic System
Lot Area:	37.02 hectares (91.48 acres)

Lot Frontage:	300.57 metres (986.13 feet)
Lot Depth:	Irregular
Use of Lands:	Existing: Field Crops (Agricultural) Proposed: Residential for the 4 lots being created. Retained parcels still to be farmed.
Buildings and Structures:	Existing: None Proposed: None at this time, but single detached dwelling would be allowed on each residential lot, if zoning by-law amendment approved and 4 lots are created.

Figure One below, depicts the subject lands:



The surrounding land uses are as follows:

- North: Agricultural and rural residential uses;
- East: Furnival Road and Existing single detached residential dwellings;
- South: Frederic Street, followed by existing single detached residential dwellings; and
- West: Graham Road, followed by existing single detached residential dwellings.

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.

PPS:

The subject lands are partially within the agricultural area, rural lands and settlement area. The portion of the subject lands addressing the four proposed residential lots is within the rural lands.

This proposal is consistent with the PPS, as the lands are within the rural residential area, considered rural lands in accordance with Section 1.1.5 of the PPS, which permit residential development through lot creation; and on partial services in accordance with Section 1.6.6 of the PPS.

CEOP:

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

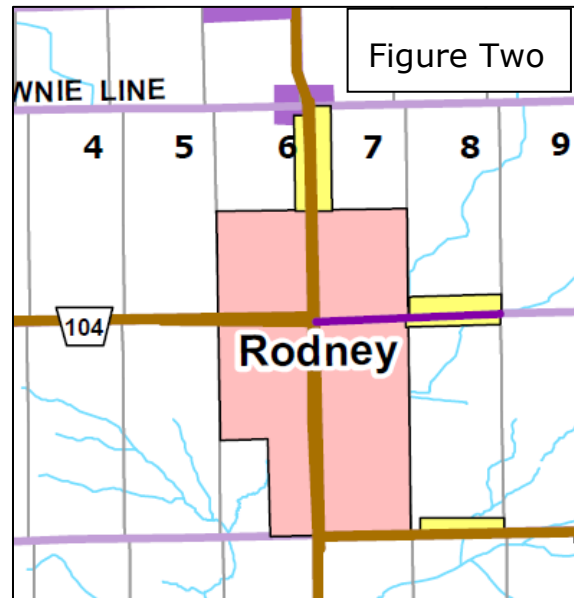
New lot creation policies of the CEOP contained under Section E1.2.3.1, has 13 criteria listed and would appear to be achieved with this proposal will be partially serviced, will not affect drainage patterns in the area, and entrance access to the lands can be obtained through Furnival Road.

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

Therefore, this proposal conforms to the CEOP.

OP:

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



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

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

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

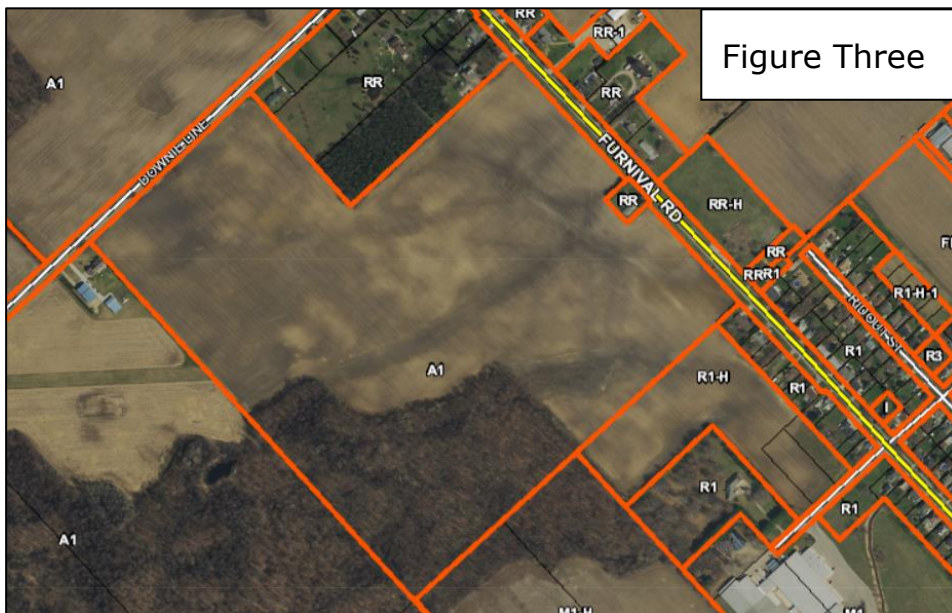
Therefore, the proposed zoning by-law amendment conforms to the OP.

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

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

The proposed four lots are within the A1 Zone.

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



Given the zoning sketch attached to Appendix One, it indicates over 300 metres of frontage on Downie Line. Therefore, the retained parcel is in compliance with the Zoning By-law and does not need relief as previously mentioned in the report during the severances due to detailed information provided.

Section 11 of the ZBL, being the RR Zone, is appended to this report as Appendix One, for information purposes.

A draft of the zoning by-law amendment being considered is appended to this report as Appendix Town, for reference purposes.

Circulation of the Application:

The application was circulated to the applicable municipal departments, applicable commenting agencies and neighbouring property owners within 120 metres (400 feet) of the subject lands on July 22, 2021, being 28 days prior to the public meeting of August 19, 2021 (minimum of 20 days required).

Municipal Department Comments:

The zoning by-law amendment application was circulated to the Development Application Review Team for comment. No comments were received.

Agency Comments:

The zoning by-law amendment application was circulated to the Agencies for comment. The following comments were received:

Lower Thames Valley Conservation Authority (LTVCA)

LTVCA, in their July 28, 2021 letter noted the following:

- After reviewing our files and mapping in relation to the four lots created under E-16/21 through E-19/21, staff determined that the properties in question are not subject to the Authority's regulations.
- The lands are not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local, overland drainage waters is always recommended.

Planning Staff has no issues or concern with the LTVCA comments, as the comments can aid the Applicant with their proposal and does not impact the proposed zoning by-law amendment, as proposed.

Public Comments

At the time of subject of this report, one formal written comment was received from the public related to the zoning by-law amendment, noting they oppose the proposed with no additional justification provided when requested.

It is acknowledged that four members of the public have contacted the Planning Office to participate in the public meeting, at time of writing of this report, three of which have provided no written comments.

Through phone conversations, clarity was provided that future residential development opportunities on the portion of the lands with the Rodney Settlement Area or the Rural Residential lands would require future planning approvals processes, which would trigger future public engagement opportunities to participate in as a result of the legislated Planning Act circulations. Again, this zoning by-law amendment proposal is for the four rural residential lots that were conditionally approved through the consent process and the rezoning of the severed parcels is one of the conditions of consent.

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting or provided written comments.

There will be a 20 day appeal period after the Notice is sent out. Any appeals received by the Municipality of West Elgin will be forwarded to the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal) for a hearing, in accordance with the Planning Act.

Respectfully Submitted,

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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D14 02-2021 - Recommendation Report - 2021-23-Planning.docx
Attachments:	- Planning Report 2021-23 - Appendix One - Rural Residential Zone.pdf - Planning Report 2021-23 - Appendix Two - Draft By-law.pdf
Final Approval Date:	Aug 16, 2021

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

Jana Nethercott

SECTION 11. RURAL RESIDENTIAL (RR) ZONE

The Rural Residential (RR) Zone applies to residential lots designated 'Agricultural' and 'Rural Residential' in the West Elgin Official Plan and where the size of such lots does not generally exceed 4,000 square metres (approximately 1 acre). Permitted uses are restricted to single unit dwellings as the primary use. Bed and breakfast establishments and home occupations are also permitted. The RR zone may also be applied, depending on its size, to a new lot being created by consent for the purposes of disposing a surplus farm dwelling. Within the RR zone, the minimum lot area is 2000 sq m (0.5 acres) and the minimum lot frontage is 30 m (100 feet). The keeping of farm animals and dog kennels are not permitted on lands zoned RR.

11.1 GENERAL USE REGULATIONS**11.1.1 PERMITTED USES**

No land shall be used and no buildings or structures shall be erected, used or altered in the Rural Residential (RR) Zone except for the following purposes:

bed and breakfast establishment
day care centre
home occupation
single unit dwelling

TABLE 11-1**RURAL RESIDENTIAL (RR) ZONE STANDARDS**

1	Minimum Lot Area	2000 m ²
2	Minimum Lot Frontage	30 m
3	Maximum Lot Coverage	35%
4	Front Yard Depth/ Exterior Side Yard Width	10 m
5	Side Yard Width	3 m
	Rear Yard Depth	10 m
7	Maximum	10.5 m
8	Maximum Dwellings per Lot	1

11.2 SPECIAL USE REGULATIONS**11.2.1 HOME OCCUPATIONS**

The following provisions shall apply to home occupations:

- a) shall be conducted within the dwelling or an attached private garage provided the external character of the dwelling as a residence does not change or within an accessory building or detached private garage;
- b) shall, if conducted within a dwelling or within an attached private garage, not exceed forty (40) percent of the total floor area of the dwelling and attached private garage or if conducted within an accessory building or a detached private garage shall not exceed one hundred (100) square metres of floor area;

- c) a nuisance, particularly in regard to noise, odour, refuse or parking, shall not be created;
- d) outside storage shall not be permitted;
- e) external display or advertisement shall be limited to one sign, a maximum of one (1.0) square metre in area.

11.2.2 **SINGLE UNIT DWELLINGS**

A single unit dwelling shall not be erected:

- a) closer than one hundred and fifty (150) metres to a dog kennel on a neighbouring lot;
- b) except in accordance with Minimum Distance Separation (MDS) Formulae as established by the Province and implemented under the guidelines established by the Province, as amended from time-to-time, except that the alteration of an existing dwelling shall be permitted and the replacement of an existing dwelling with a new dwelling shall be permitted provided the new dwelling is situated no closer to a livestock building and structure or manure storage facility than the dwelling being replaced.

11.3 **SITE-SPECIFIC ZONES**

11.3.1 a) **Defined Area** (*Rick's Auto Repair*)

RR-1 as shown on Schedule "A" Map No.37.

b) **Permitted Uses**

public garage in an existing building
all other permitted uses of the RR zone

11.3.2 a) **Defined Area** (*Chase Enterprises Inc.*)

RR-2 as shown on Schedule "A" Map No.50.

b) **Permitted Uses**

business office
light industrial use in an existing building
private garage

11.3.3 a) **Defined Area** (*Dan's Auto Refinishing*)

RR-3 as shown on Schedule "A" Map No.56.

b) **Permitted Uses**

public garage
all other permitted uses of the RR zone



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-xx

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property legally described as Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944.

Whereas the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

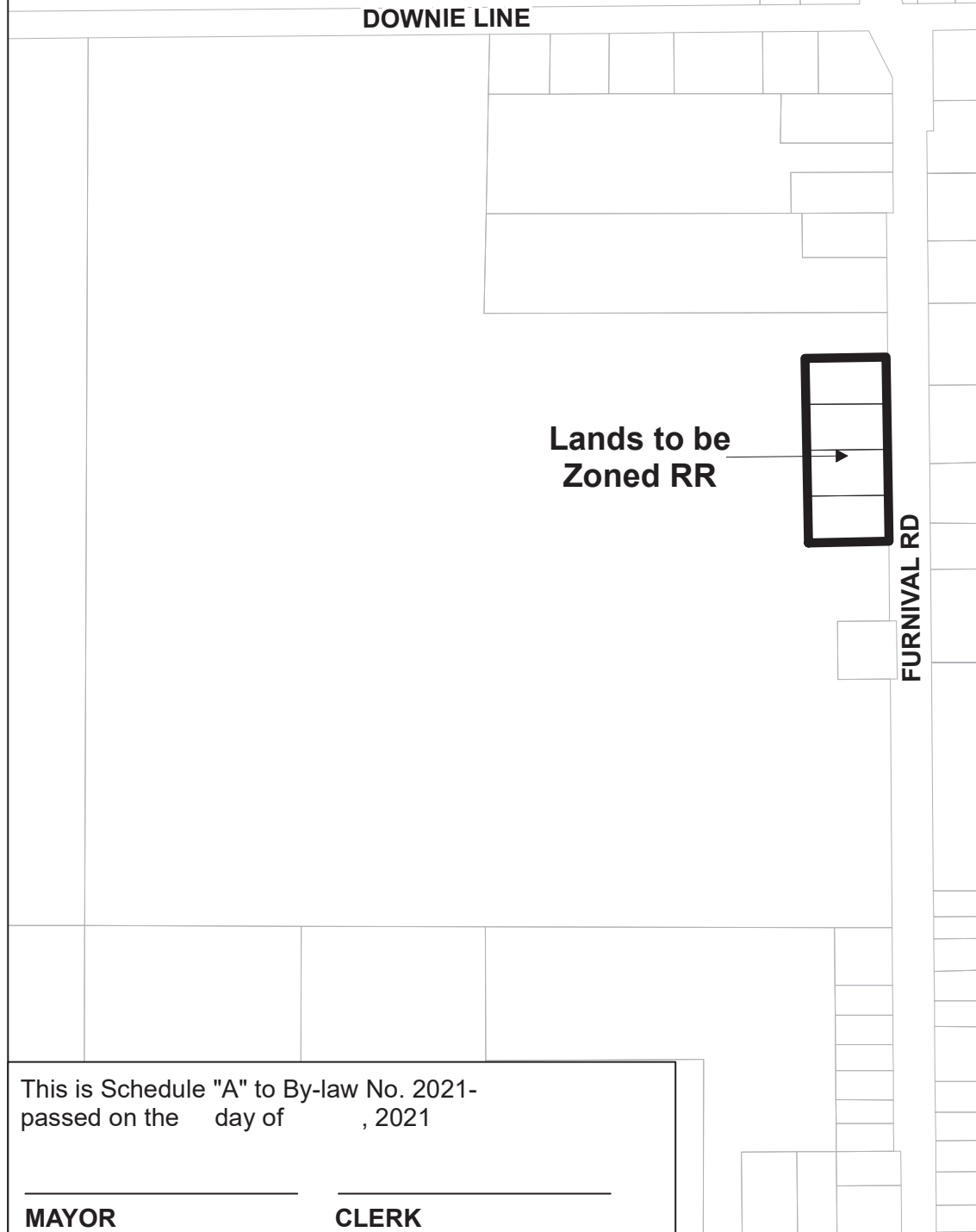
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing a portion of the subject property from **General Agricultural (A1) Zone** to **Rural Residential (RR) Zone** for those lands outlined in heavy solid lines and described as RR, on Schedule "A" attached hereto and forming part of this By-law, being Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944; Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this _____th day of _____ 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



This is Schedule "A" to By-law No. 2021-
passed on the day of , 2021

MAYOR

CLERK



Delegation Request

The delegation request form and any written submissions or background information for consideration by either Council or Committees of Council must be received by the Clerk's office by **noon on the Monday prior to the requested meeting date**.

Council Meetings are generally held on the second and fourth Thursdays of the month except in July and December (see the Council Calendar to verify meeting dates).

Should you require assistance completing this form, please contact the Clerk at 519-785-0560 ext. 222.

Notice of Collection of Personal Information

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. This information is collected and maintained for the purpose of requesting a delegation at West Elgin Council. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or clerk@westelgin.net. This information will be kept private and confidential unless otherwise required by law.

Preferred Meeting Date: *

19/8/2021



Subject of Delegation *

DDWE Housing Stabiltly Coalition Emergency Shelter Update and asking for premission for the land at the corner of Graham Rd And Munroe Street

Name: *

Kelsey McConnell

Firm/Organization:

DDWE Housing Stability Coalition

Address: *

21

Postal Code: *

E-mail Address:

Phone Number: *

Preferred method of contact *

☒ Email

☐ Phone

☐ Either

Signature *

☒ I verify that the information provided on this form is true and correct to the best of my knowledge.

Do you require any accessibility accommodation? *

☐ Yes

☒ No

Thank You

The Clerk will contact you to confirm the meeting date for your delegation.

Dutton Dunwich West Elgin Housing Stability Coalition

Shelter Establishment Plan

Dear Council,

This plan has been created with much thought to request consideration of land use at the north corner of Graham Street and Munroe Street for a Short-Term Emergency Housing Project.

Thank you,

Kelsey McConnell

Chair of the Short-Term Emergency Housing Task Team

Background

The Dutton Dunwich West Elgin Housing Stability Coalition (referred to as DDWEHSC moving forward), a community lead committee has been assessing homelessness and housing needs since late August 2020. This community committee was created when the West Elgin Community Health Centre (WECHC) identified a need in the community to support our at risk residents. A specific task team called the Short-Term Emergency Housing Task Team was established from the DDWEHSC with goals of identifying a solution to the increasing homelessness in Dutton Dunwich and West Elgin. It makes most sense to establish an emergency housing shelter to support folks experiencing homelessness into rapid re-housing and connection to community services, as modeled from other communities like Aylmer and St Thomas Inn Out of the Cold.

We are seeking municipal support in completing this goal to create a much-needed resource in the community for a Short-Term Emergency Shelter operating in the Winter months for short-term stays if people happen to experience homelessness. We have a volunteer pool that has been screened and involved in planning this initiative that would support operations. Systems Navigators at WECHC would support the clients getting connected to our community supports for wrap around services and rapid rehoming.

As proof, this document presented to you concludes that an Emergency Housing Shelter would serve the community best. We are looking for your support and assistance in completing this goal to provide those experiencing homelessness in the winter months the opportunity for a warm place to sleep.

Data taken from the Rural Homelessness Systems Navigator's caseload reflects 32 people on their caseload since March 2020. These are residents of Dutton Dunwich or West Elgin either experiencing homelessness or at risk of becoming homeless. Many of these households could have accessed an Emergency Shelter during the winter months in the interim while the RHSN worked on their housing stability.

We welcome the opportunity with gratitude for consultation with Dutton Dunwich and West Elgin Councils and our members of the Ontario and Federal Government Jeff Yurek and Karen Vecchio MP.

Logistics

The location of the Short-Term Emergency Shelter was determined due to proximity to the West Elgin Community Health Centre (Referred to as 'WECHC' moving forward). Being so close to the WECHC this allows the community members that use the shelter to access other amenities to meet their basic needs (shower, laundry services and other wrap around services).

Image 1: Proximity to WECHC



Image 2: Shelter Layout



Image 3: On the ground view of Location



After visiting the site and viewing the conditions of the ground, a footing of cement pads or helical anchors may be required to make sure there is proper footing for the mobile office trailer and the use of those items would mean less remediation after the trailer has left. To which we can provide that clean up after the trailer has left, Remediation required will likely include, but not limited to fresh topsoil and grass seed (hydroseed if deemed a big enough area). Also while the land is in use, it will be regularly checked for garbage and waste from operations, as well as the area surrounding in general, if we are to take on the site we will (as to the best of our ability and our capacity) take care of the site.

Seeing as this is to be run during the winter this may affect snow removal for Munroe street and if a plan needs to be devised with roads then we are willing to have that meeting.

Also in taking on this land we will require a temporary zoning change in order to accommodate people sleeping there. I am in talks with the building inspector as well as the planner to accommodate both and streamline this process.

Heritage homes has been contacted and I will be presenting to them at their next meeting in August.

The trailer itself is a 12'x40' Mobile Office trailer. It will require some leveling and hydro for lights and heat.

The Portajohn, portable washroom, is a "Hybrid" model and made to be used in the winter as it is insulated

This is all the info I have at this time, more detailed plans are to follow but this is to help bring light and to educate on the setup and layout of the shelter itself. Engineered drawings will need to be drawn up and other safety measures. Those will be included on a later report.

Again, we look forward to working with everyone. If you required additional details please feel free to contact me at Email: DDWEemergencyhousing@gmail.com

With Gratitude,

Kelsey McConnell

Short-Term Emergency Task Team Chair

From: [marilynsigloo marilynsigloo](#)
To: [Lina Bettencourt](#)
Subject: homeless being moved into area
Date: August 13, 2021 11:23:39 AM

Hi .

I am voicing my concern with the stories that have been circulating around the town of West Lorne, I have lived here all my life and with the changes that have been happening it is shocking to say the least

I was told that they plan to put a trailer of sorts down on Munroe St. by the Hub for the homeless. I also heard that there are people coming from other cities into the rural areas that are homeless also. Is this true.?

If so who is paying for this. ? Is there funding coming from the government or are the Taxpayers of West Elgin going to have to pay for this. ? I really don't think that this trailer so to speak should be put by the seniors apartments at all . How do they plan on hooking up to the water and sewage system. ? There is no new houses being built in the area ,in town at least only reno's that are on properties already. People were told that the sewer system has to be upgraded. So how do they plan on this happening? I myself have concerns about the security of people with no policing in the immediate area. Takes the police anywhere from 1/2 to respond to the rural areas if they do at all. I also know that there is only 3-4 police that have to patrol Elgin County.

The people of West Lorne and area are very concerned about the safety of bringing in the homeless people. I don't think they should be giving them a "Hand Out" but a "Hand UP". There is already one homeless person living in the bush by the tracks. He has been stealing from the area business as well as the people that work at Erie Flooring. He has been in the lunch rooms and has taken items from the fridge and freezer and other items that the employees have put in there .to say the least. People are getting frustrated to no end with having their items stolen. Locks only keep the honest person out. No one can walk along there without seeing needles and other items of drug use.

There have been many thefts on Munroe street lately .I am not sure it is him doing these or not but it sure makes the people wonder. It is coming to where the people are going to start taking matters into their own hands and then there will be trouble if this happens.

Most of the people in the area are hard working people who value their items that they have worked for. If the thefts keep continuing then people are going to react i.

As I understand from another concerned citizen that this is a done deal with bring the homeless people to our area. Don't you think that the citizens have a right to have a voice in the matter.?

One concerned citizen

Marilyn Lowes

West Lorne citizen

From: [Steven Browne](#)
To: [Jana Nethercott](#)
Subject: Homeless trailer in West Lorne
Date: August 9, 2021 9:55:03 AM

July 27 2021
Homeless Trailer in West Lorne

As discussed at the last council meeting on July 22:
There was a motion to address the placement of a
homeless trailer on the municipal land on the edge of
Munroe Street by the Heritage Homes.

We are aware that there is a problem with homelessness in
Elgin County ,but is it beneficial to anyone to have it placed
downtown West Lorne next to The Heritage Homes
retirement center? What can West Lorne bring to the table
for the homeless?

- 1-We have no rental properties available.
- 2- We have no jobs available for them
- 3- There is very little for people to do when not in their
homes.

What are our concerns?

- 1-Are there any people with mental health concerns?
- 2- Are there any people with addiction problems?
- 3- Are these people from our community?

As business owners , we have had problems with a
homeless person living down by the tracks for months
now.

Stealing from businesses . Stealing property from people
homes. Breaking into the sports shed at the park and
stealing from it.

Breaking into all of the donation bins leaving trash all over
town. Stealing gas from cars and trucks. Stealing and
destroying peoples and business gardens,lights etc.

breaking windows at Out To Lunch. The police were called twice and the accused person admitted to doing all of these accusations.

Nothing was done about it and he continues stealing etc.

He has set up camp by the tracks and now has another person living there. Having campfires in a open area , in the woods, close to peoples homes. There are clothes and many items by their camp that have all been stolen. Drug needles stuck in a tree . This person also has a residence to live in in Rodney.

We are not saying that all homeless people are like this BUT here is one that is out of control and nothing is done about it.

We are all for helping people who are without, but we think that they should be placed closer to, or in a city where there are more job prospects ,hospitals and professional mental health care and medical personal to assist them.

This is no benefit to anyone having a homeless shelter here in West Lorne.

Thank you for your time

Concerned business owners and residences of West Lorne

Sent from my iPhone

From: [stuart jamieson](#)
To: [Jana Nethercott](#)
Subject: Homeless
Date: August 9, 2021 9:29:01 PM

We don't want and or need anymore homeless people. There seems to be enough issues with the one homeless person near West Lorne that I am aware of. We do not have the physical, , monetary , and health care resources to deal with these issues 24 hours per day. Think of elderly people and our children near these unknown people and unknown issues. Why has this issue not been made public so residents can voice their opinion !!!

Sent from my iPhone

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: Homelessness in our area
Date: August 16, 2021 11:41:01 AM

From: Mona Blain [REDACTED]
Date: August 16, 2021 at 9:55:49 AM EDT
To: Taraesa Tellier <ttellier@westelgin.net>
Cc: Duncan McPhail <dmcphail@westelgin.net>, Richard Leatham <rleatham@westelgin.net>, Angela Cammaert <acammaert@westelgin.net>, Bonnie Rowe <browe@westelgin.net>
Subject: Homelessness in our area
Reply-To: [REDACTED]

To all of Council:

I am writing today in regards to the current situation bubbling in our community in regards to the homeless population. First of all I applaud ALL who are working towards putting something in place for our vulnerable.

I want to say I am so tired of the fear mongering happening by individuals in our communities, and from rumors I have heard out and about in the community also from those who are supposed to be representing our community. Representing the people of West Elgin involves looking out for the best interest of every single person in the community and that includes the homeless.

I am in full support of any systems that are put into place that will help these individuals get off the street and into a warm bed, have food in their belly and have the medical support that they need. Is a trailer next to the Seniors in West Lorne the best spot? I don't know; but I do believe it is a good short term solution to be able to assess and use as a stepping stone to move forward with the needs of these individuals. Not all homeless are drug addicts, law breaking individuals and that mentality from my conversations with others in the community is what is causing the discord and pushback in having something in place for them.

Homeless or not they are HUMAN beings, I hope all of these NIMBY individuals never have a family member who becomes homeless and needs support.

I hope that Council will hold a town hall for members of our communities to attend and ask questions, to get INFORMED, to set people's minds at ease.

Winter is coming, the ball needs to get rolling to help these vulnerable souls so that they have someplace warm to be.

JESUS was homeless, he was born in a stable surrounded by farm animals. Jesus spent most of his life walking the face of the earth HOMELESS. Think about that, if you're Christian get your Bible out and read! Jesus took care of the homeless, Jesus DIED on a CROSS homeless!! Shame on anyone who looks down on a homeless person as something less than.

Thank you in advance for any considerations that are taken from my email.

Mona M. Blain



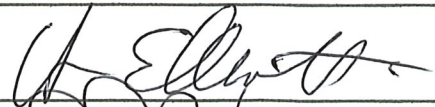

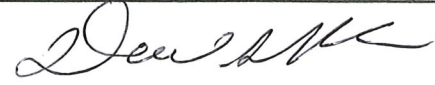



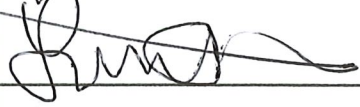


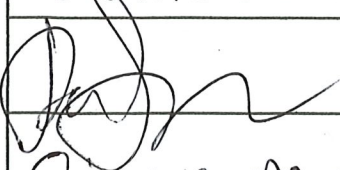


“live each day like there’s no tomorrow, take each breathe as though it were your last, love wholeheartedly, give freely and simply be kind”

This petition will be provided to council by August 17th to be presented at the August 19th meeting.

We the citizens of West Lorne are opposed to the council's motion to place a trailer for the homeless in town.


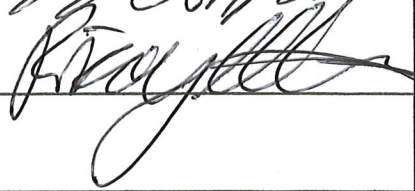

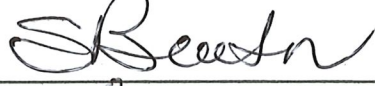
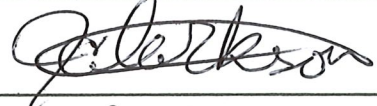

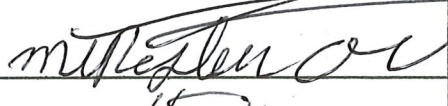
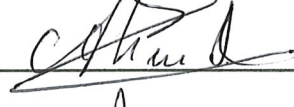
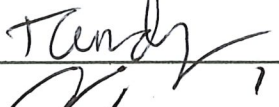
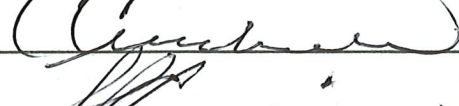
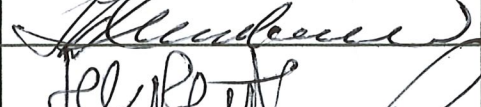


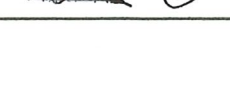
1. The senior's deserve to feel safe in their home (Heritage Home)
2. Elementary school children walking to school unsupervised and are vulnerable
3. We do not have 24 hour facilities to support these individuals struggling with homelessness and/or mental health and addiction concerns. We do not have the necessary resources that urban area's do such as a soup kitchen or a daily drop-in centre.

By signing this petition you acknowledge that your name and contact information will be made public on a Council agenda.

Name	Address	Signature
Chris Elliott	220 Farnival Rd. Rodney	
John Jakrotter		
Edna Lee	DUTTON	E. Lee
Dawn M'Alle	WEST-LORNE	
Madeleine Hagan	West Lorne	
Sheila M.	West Lorne	
Ken Wilson	West Lorne	
Kimber Wilson	=	
Conner Hodgins	West Lorne	
Steve Van Hee	west Lorne.	
Dennis Van Dyk	West Lorne	Dennis Van Dyk
		
Shirley Mearns		Shirley Mearns
Andy Larkin	West Lorne	
Torel Lunn	west Lorne	Torel Lunn
Tony OLIVIERA	WEST LORNE	



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Name	Address	Signature
Mike A. Brown	222 FLORA ST Box 536, ROPNEY ON	
Ricky Oliveira	11628 Catherine Rd West Lorne ON L2R 0	
Tammy Oliveira	11628 Catherine CR West Lorne MA 2R0	
Sibrina Murray	West Lorne	
Scott Snake	West Lorne	
Shannon Beaton	8841 McKillop	
Julie Clarkson	West Lorne	
LINDA WILSON	1160 Jane St.	
mike stewart	West Lorne	
Ahmad	263 Graham Rd	
Taylor Cindy	24031 Stalker Line West Lorne ON	
Cindy Crickshaft	211 MAIN W LORNE	
IAN CAULICKSHAW	211 MAIN ST WEST LORNE	
Jess Beckett	West Lorne	
Doug Carmichael	W L	
Hannah Carr	WL	

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[illegible]

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Name	Address	Signature
HARLAN NEPHIN	84933 QUEENS LINE	Harlan Nepkin
STAN NEPHIN	24930 QUEENS LINE 519 521 4159	Stan Nepkin
John Campbell	23536 Queens Line	John Campbell
Richard Street	9688 Graham Rd	Richard Street
Ashley Smith	224 Munroe St. West Lorne	Ashley Smith
Justin Lapadat	222 1/2 Munroe St west Lorne	Justin Lapadat
Chelsea Vergeer	223 Munroe Str	Chelsea Vergeer
Melissa Lapadat	222 1/2 Munroe St	Melissa Lapadat
Andrew Cruickshank	219 Munroe	Andrew Cruickshank
Daryn Allen	226 munroe st	Daryn Allen
Al PALAZZO	227 MUNROE ST	Al Palazzo
WANDA PALAZZO	227 MUNROE ST	W. Palazzo
Karen Allen	226 Munroe Street	Karen Allen
William and Jenis Bedford	24764 Pioneer Lane	William Bedford

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Name	Address	Signature
GRACE WILSON	146 CHESTNUT ST. WEST LORNE ONT	Grace Wilson
Angus McLean	154 - 2 Munroe	Angus McLean
Gwen McLean	154 - 2 Munroe	G. McLean
K. Johnston	154 Munroe	Katherine Johnston
J BESLEY	154 MONROE ST,	Jean Besley
Alex McColl	162 Elm St	Alex McColl
Jane McColl	162 Elm St	Jane McColl
Hugh McEadden Joyce McEadden	238 Main St.	Hugh McEadden
Joyce McEadden	238 Main St.	Joyce McEadden
ALAN FOSTER Alan Foster	192-Graham St	Alan Foster
GWEN SZABO	10837 GRAHAM RD	Gwendolyn Szabo
Tracy Besley	9845 Graham Rd	Tracy Besley
Bill Besley	9845 Graham Rd	Bill Besley
MARGARET MURRAY	175 CHESTNUT ST.	Margaret Murray
ROGER VANRAES	154 CHESTNUT ST	Roger Van Raes

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Name	Address	Signature
Sybil A Proulx	144 Main St #203	Sybil A Proulx
BONNIE ROBERTSON	253 GRAMM RD W2	Bonnie Robertson
Steven Robertson	253 Graham RD W2	Steven Robertson
Chris Kirschner	1043 main St	Chris K
Rose McNeil	147 Jessie West Lane	Rose McNeil
Rozalia Thallai	22606 Pioneer Line Rodney	Rozalia Thallai
GAIL ROBBINS Gail Robbins	39 Todd Place	Gail Robbins
Maria Oliveira	295 Graham St	Maria Oliveira

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Name	Address	Signature
RAY TIMSON	177 MAIN ST	Ray Timson
Theresa St. Pierre	181 Main St.	Theresa St. Pierre
John St. Pierre	181 Main St.	John St. Pierre
Mandy Lawrence	250 GRAHAM ST	Mandy Lawrence
Nikita Cooper	250 Graham St	Nikita Cooper
LINDA CRUCKSHANK	275 AINU	Linda Cruckshank
Jim Johnston	209 MAIN ST	Jim Johnston
Nicole Campbell	154 Elm St	Nicole Campbell
Carminada Silva	269 Graham St	Carminada Silva
Lawrence da Silva	269 Graham St	Lawrence da Silva
John Krebs	Thompson Line	John Krebs
Mary Birkenheuer	183 Elm St.	Mary Birkenheuer
Marg Van Dyk	104 Main St.	Margaret Van Dyk
BRANKA SAVIC	25620 Queens Ln.	Branka Savic
A Little	143 Fredric St	A Little
DAVEY TEECH	120 MAIN ST.	Davey Teech

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Name	Address	Signature
<i>Allyle</i> Joe Boe	170 Frederic RODNEY	<i>Kathryn</i> Dawn Boe
Jana Solomon	172 GRAHAM ST	Jana Solomon
Sue Jamieson	175 Gilbert St	Sue Jamieson
Patty Jamieson	175 Gilbert St	Patty Jamieson
<i>Frank Duckworth</i>	161 Maple St	FRANK DUCKWORTH
<i>Rick Duckworth</i>	161 Maple St	Rick Duckworth
<i>Georgina Collins</i>	161A Maple St	Georgina Collins
Chris Bickle	214 Argyle St	<i>John Schaeffer</i>
	145 Main St.	John Schaeffer
Eric Johnston	212 Argyle St.	Eric Johnston
LEOLA LAWRENCE	10915 Graham	Leola Lawrence
SAM	209 Graham St	<i>Sam</i>
KEVIN DEGRAU	176 Queen St	<i>Kevin</i>
L Rees	111 Graham St	<i>L Rees</i>
Joe Santos	24018 Pioneer Line	Joe Santos

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Name	Address	Signature
Heather Seman	Rodney	Heather Seman
Joe Seman Sr	Rodney	Joe Seman
Bryan Byrne	West Lorne	B Byrne
Kern Summers	West Lorne	
Jeff Knight	West Lorne	
Brad Reive	West Lorne	
Joanne Reive	WEST LORNE	Joanne Reive
Tim Stark	West Lorne	Tim Stark
Heather Johnston	West Lorne	Heather Johnston
Heidi Taylor	LORNE	Heidi Taylor
David Ross	WEGE OR	David Ross
David Grooks	Rodney	
Wade Dugan	West Lorne	
Darren Vowin	STON	
RICHARD STREME	W. LORNE	251 GRHAM

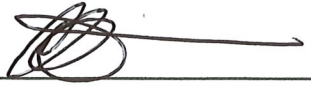

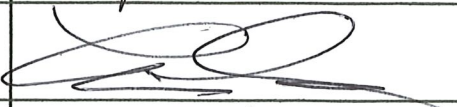
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Name	Address	Signature
Ann Honcheil	West Lorne	Ann Honcheil
Jerry Vokac	Road 1	Jerry Vokac
Jesse Poppe	Munroe	Jesse Poppe
Jess Cruickshank	Munroe St	Jess Cruickshank
Gina Norton	West Lorne	Gina Norton
FRANK KOVACS	RODNEY	Frank Kovacs
Joe Seman	Rodney	Joe Seman
Robbie Fratscher	West Lorne	Robbie Fratscher
Michelle Lussier	Rodney	Michelle Lussier
Tom Barry	Rodney	Tom Barry
ANDREA BARRY	Rodney	Andrea Barry
Susan Beida (Dutton)		Susan Beida
Carol McCluskey	Weston Lorne	Carol McCluskey
Shirley Anderson	Rodney	Shirley Anderson
Julia Turner	Rodney	Julia Turner
Dan Spiering	Rodney	Dan Spiering

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Name	Address	Signature
John P. Campbell	264 Graham St.	John P. Campbell
Norm Schnekenburger	9336 Graham Road West Lorne	Norm Schnekenburger
Brenda Schnekenburger	9336 Graham Rd. West Lorne, ON	Brenda J. Schnekenburger
Shane Schnekenburger	9336 Graham Rd. West Lorne, ON	Shane Schnekenburger
Joe Hall Joe Hall	276 Ann St	Joe Hall
Jessica Hall	276 Ann St	Jessica Hall
Kim Rinney	274 Ann Street *(We need a solution)*	Kim Rinney
Manuel Marques	273 ANNE ST.	Manuel Marques
Bill Gorsales	10927 Graham Road	Bill Gorsales
Lennie Augustine	153 John St	Lennie Augustine
DAVID DONATHUS	2523 TRILLIUM DR	David Donathus
Dave Furtak	153 John St	Dave Furtak
Christino Freeman	137 Main St W.L	C. Freeman
Keller Brazier	187 Main	K. Brazier
ELTON BRAZIER	187 MAIN ST	Elton Brazier

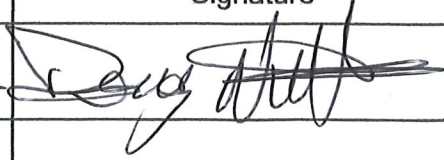
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Name	Address	Signature
Roger Cammaert	202 Elm St. West Lorne	Roger Cammaert
Joanne Cammaert	202 Elm St.	Joanne Cammaert
David King	205 Elm St.	David King
Orlanda Deerdt	206 Elm St	
Jerry Prince	186 Elm St	J Prince
Janis Prince	186 Elm St	Janis M Prince
Kathie Kelly	184 Elm St	Kathie Kelly
John Thomas Kelly	184 Elm St.	JT Kelly
John Reiger	185 Elm Street	
Helen Sharpe	199 Elm St	H Sharpe
Bryan Sharpe	199 Elm St.	B Sharpe
Brandon LeBlanc	198' elm St	Brandon LeBlanc
Sylvie LeBlanc	198 elm St	Sylvie LeBlanc
Lorrie Labadie	188 Elm St	
Nancy Labadie	188 Elm St	N Labadie
Fred Rees	201-ELM ST	Fred Rees

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Name	Address	Signature
MARTHA GRONIGER Martha Groniger	154 apt. 3 West Lorne	martha Groniger
Maria Roman Maria Roman	154 apt. 12 West Lorne	Maria Roman
Nelson Mierlo		
Doreen Fenn	154 apt 15 west lorne	Doreen Fenn
ERWIE FENN	"	Ernie Fenn
Maria Azevedo		M. A.
Marlene Goos	154 Munroe st. W.L	M. Goos
Martha Kys	154 Munroe St W.L	Martha Kys
John Dancillier	154 Munroe st W.L	J. Dancillier
Amara Silveira	154 Munroe St W.L	Silveira
SYLVIA FISCHER	210 ELM ST	S. Fischer
LINDA FISCHER	210 ELM ST	L. Fischer

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Name	Address	Signature
Doug Nutt	150 Chestnut st	

From: [Lauren Stromner](#)
To: [Jana Nethercott](#)
Subject: Homeless trailer
Date: August 16, 2021 7:20:39 PM

Hello,

I'd like to inquire about a new issue in West Lorne. I have been made aware that there is going to be a homeless trailer set up by the government for homeless people in West Lorne?

My questions:

-Where are these homeless people coming from? I have never seen a homeless person in West Lorne.

-Are they being taken from the city to this camp you are setting up to be relocated?

-How is this going to help the issue?

-Why is this being set up in front of the senior's home?

-I'd also like to know the dates which you plan to have them out of our town by, as this **OBVIOUSLY** will not be a permanent fix for the issue.

Relocating homeless people to a small town is a very damaging thing for our community, and will **NOT** be tolerated by anyone in West Lorne.

This is going to cause so many issues in our community, and nobody agreed to it. Our small town feels safe for us right now, and I do not feel comfortable OR safe with the potential of homeless people wandering around West Lorne.

I'd really appreciate a **detailed** email in response to clarify the reasoning, and plans for this "project".

Kind Regards,

Lauren



Municipality of West Elgin

Minutes

Council Meeting

July 22, 2021, 9:30 a.m.

Electronic Participation Meeting via Zoom

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

Staff Present:
M. Badura, CAO/ Treasurer
J. Nethercott, Clerk
L. Gosnell, Manager of Operations & Community Services
Jeff McArthur, Fire Chief

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 9:00 a.m.

2. Adoption of Agenda

Resolution No. 2021- 233

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Closed Session

Resolution No. 2021- 234

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:01 a.m. under Section 239 2 (b & k) consideration will be given to a personal matter about an identifiable individual, including a municipal or local board employee and a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Carried

4. Report from Closed Session

Mayor McPhail reported out of Closed Session at 9:46 a.m.

Resolution No. 2021- 235

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That staff were provided direction to proceed with hiring a permanent bus driver for the Four Counties Transit Bus and that staff be provided direction in relation to negotiations.

Carried

5. Disclosure of Pecuniary Interest

No disclosures

6. Adoption of Minutes

Resolution No. 2021- 236

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That the Minutes of the Council meeting on June 24, 2021 and the Special Meeting of Council on June 29, 2021 be adopted as circulated and printed.

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Building

8.1.1 J. Morgan -Beunen, CBOD Building Activity Report June 2021

Resolution No. 2021- 237

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

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

Carried

8.2 Fire

8.2.1 J. McArthur, Fire Chief - Monthly Report – June 2021

Resolution No. 2021- 238

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

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

Carried

8.2.2 J. McArthur, Fire Chief - Automatic Aid Agreement

Resolution No. 2021- 239

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

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

That West Elgin Council hereby provides direction to staff to draft an agreement with Southwest Middlesex for automatic aid coverage to include fires and alarms sounding at Beattie Manor, and structure fires for an area within approximately 3 km of the Wardsville Station, which would include areas of Beattie Line, Morrison Road, Gibb Line, and Linden Road.

Carried

8.2.3 J. McArthur, Fire Chief - Fire Inspector

Resolution No. 2021- 240

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

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

That West Elgin Council hereby approve using Bill Todd's fire inspection and investigation services and that Council approves staff to draft an agreement for these services.

Carried

8.3 Operations & Community Services

8.3.1 L. Gosnell, Manager of Operations & Community Services - Monthly Operations Report

Resolution No. 2021- 241

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

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

Carried

8.4 Finance/Administration

8.4.1 M. Badura, CAO/Treasurer - Delegation of Authority By-Law

Resolution No. 2021- 242

Moved: Councillor Cammaert

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from Magda Badura re: Delegation of Authority By-law; and

That West Elgin Council hereby provides direction to staff to set a date for an upcoming Committee of the Whole meeting to go over delegation of authority.

Carried

**8.4.2 M. Badura, CAO/Treasurer & J. Nethercott, Clerk -
Administrative Updates**

Resolution No. 2021- 243

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administrative Updates for information purposes

Carried

8.4.3 M. Badura, CAO/Treasurer - 2021 YTD Financials

Resolution No. 2021- 244

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer entitled 2021 YTD Financials for information only.

Carried

Council recessed at 10:50 a.m. and reconvened at 10:59 a.m.

8.5 M. Badura, CAO/Treasurer - Electronic Signs Purchase

Resolution No. 2021- 245

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Electronic Signs, and

That West Elgin Council hereby approves the purchase of two electronic signs from Excellent Signs in the amount of \$114,700.00 plus applicable taxes; and

That the CAO/Treasurer is hereby authorized to enter into an agreement with Excellent Signs and sign all necessary paperwork.

That direction was provided to staff to bring back recommended detailed design and specifications by site location from Excellent Signs.

Carried

9. Councillor Announcements/Inquires

9.1 Notice of Motion

None.

9.2 Councillor Announcements

Councillor Rowe reported that the Dutton Dunwich/West Elgin Community Fund is working on the initial donor campaign and would like to put a banner up at the Canada Day BBQ on July 31. Council had no objections to this.

9.3 Matters of Urgency

CAO/Treasurer Magda Badura reported that the Fish Cleaning Station at the Marina has now been completed and Mrs. Newman is looking to get a plaque installed with the some of the remaining funds to honour the Haven's Family donation of this station. Mrs. Newman is proposing a brass plaque. Council is concerned about theft of this precious metal and a suggestion of a plaque similar to Joe's Bush is to be presented to Mrs. Newman.

10. Committee and Board Report

10.1 Housing Coalition Minutes from June 15 and 30.

10.2 Heritage Homes March 2021 Minutes and Financials

10.3 Councillor Reports from Committees

Councillor Rowe reported that at the most recent Four Counties Transportation Services Committee the committee approved an increase in the bus capacity from 4 to 8 passengers.

11. Waiver of Fees Requests

Resolution No. 2021- 246

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council here by approves the waiver of fees for the rental of the Miller Park Pavilion.

Carried

12. Accounts

Resolution No. 2021- 247

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #7 amounting to \$ 2,045,304.70 in settlement of General, Road, Water and Arena Accounts including EFT#4046-4159, online Payments# 713-733, Cheques 25722-25741 and Payroll PP13-14.

Carried

13. Correspondence

13.1 Ministry of Municipal Affairs and Housing - Municipal Modernization Program

13.2 Elgin County Council Highlights - June 22, 2021

13.3 Elgin County Council Highlights - July 6, 2021

13.4 Elgin County Warden's Golf Tournament

Resolution No. 2021- 248

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby approves the paying of fees to register up to 4 staff members for the Warden's Golf Tournament.

Carried

13.5 LTCVA - Conservation Authorities Act Comments

13.6 City of Woodstock - Affordable Housing Crisis

13.7 Municipality of St Charles - Municipal Land Transfer Tax

13.8 Municipality of Chatham-Kent - Support for the Induction of Coloured All-Stars into the Canadian Baseball Hall of Fame

Resolution No. 2021- 249

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council hereby supports Chatham-Kent's resolution for the Induction of Coloured All-Stars into the Canadian Baseball Hall of Fame.

Carried

13.9 Town of Cochrane - Include PSA Test Costs for all Canadian Men

13.10 Township of The Archipelago - Bill 228 Banning unencapsulated Polystyrene Foam

13.11 Town of Aylmer - Elgin County Development Charges

13.12 Dutton Dunwich - Elgin County Development Charges

13.13 M. Browne - Drainage Issues

13.14 Elgin International Club - Request for letter of support

Resolution No. 2021- 250

Moved: Councillor Rowe

Seconded: Councillor Tellier

That West Elgin Council direct staff to write a letter of support for the event as requested by Elgin International Club.

Carried

14. Confirming By-Law

Resolution No. 2021- 251

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That By-law 2021-46 being a By-law to confirm the proceedings of the Regular Meeting of Council held on July 22, 2021, be read a first, second and third and final time.

Carried

15. Adjournment

Resolution No. 2021- 252

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 11:52 a.m. to meet again at 9:30 a.m. on August 19, 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: 2021-08-19
Subject: Building Activity Report July 2021

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between July 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 July: **11**
- Total Number of those being Demolition Permits issued: **0**
- Number of New Residence Building Permits within: **3**

Summary of Permits issued Year-To-Date:

- 2021: Number of Permits Issued to end of July: **67**
- 2020: Number of Permits Issued to end of July: **56**
- 2021: Total Construction Value to end of July: **\$5,459,825.00**
- 2020: Total Construction Value to end of July: **\$5,001,856.45**
- 2021: Total Permit Fees to end of July: **\$31,113.90**
- 2020: Total Permit Fees to end of July: **\$42,063.07**

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report August 2021 - 2021-08-Building.docx
Attachments:	
Final Approval Date:	Aug 16, 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: 2021-08-19
Report: 2021-18
Subject: Monthly Report – July 2021

Recommendation:

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

Purpose:

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

Background:

Emergency Responses

Public Hazard	1	Natural gas leak – residential
Fire	1	Grass fire on 401
Alarms Sounding	3	Assemblies & residential
Mutual Aid	1	Assist Dutton-Dunwich
Other	3	Med assist, burn complaint, cancelled call
TOTAL	9	

Training & Meetings

Training topics including hydrant operations, pump ops and hose testing. Regular training resumed the first week of August, with a schedule being created which includes subjects and lead instructors.

One member is enrolled in NFPA 1521 Incident Safety Officer online through the Ontario Fire College.

One member is enrolled in NFPA 1041 Instructor Level 2 online through the Elgin County RTC.

Four members are enrolled in a DZ driver's license course in September in Malahide.

Other Activities/Information

A WEFD Officers Meeting was held. Topics included training and operations.

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Monthly Activity Report - July 2021 - 2021-18-Fire.docx
Attachments:	
Final Approval Date:	Aug 16, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Jana Nethercott, Clerk

Date: 2021-08-19

Subject: Appoint Engineer – Request for Major Improvement to Drainage Works

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Drainage Engineer – Request for Major Improvement to Drainage Works; and

That Council hereby appoints Spriet Associates Engineers & Architects to prepare a Preliminary report for the major improvement of the Miller Drain.

Purpose:

To provide Council with the request for major improvement to drainage works filed by William Bedard at 2764 Pioneer Line, West Lorne and to appoint an Engineer for a preliminary report.

Background:

A Notice of Request for Drainage Improvement under Section 78 (1.1) of the *Drainage Act* was filed with the Municipality of West Elgin on July 16, 2021. With a recent update to the *Drainage Act* that came into force on July 1, 2021, an engineer cannot be appointed prior to 30 days after the Municipality has provided notice of the request to prescribed person, in this case Lower Thames Valley Conservation Authority. This allows LTVCA time to review if they wish to have an environmental appraisal done, LTVCA has indicated they do not wish to proceed with an Environment Appraisal.

By requesting a preliminary report Council will get a basic overview of any improvements or changes to the assessment schedule and be provided options to resolve recent drainage problems. Council will still have a meeting to consider the preliminary report, at which time landowners can make comments about the suggestions and ask questions of the Engineer, as can Council. Should Council then decide to stop the process, the Municipality can apply for a grant to cover 1/3 of the cost of the report, the remainder is to be paid by the general tax base as this cannot be assessed to the landowners like a final Engineers Report. Should Council want to proceed with the work suggested, a final Engineers Report will be required and the process will proceed as normal and the costs of both reports can be assessed to the landowners on the drain.

Policies/Legislation:

Drainage Act

Related Documents:

Notice of Request for Drainage Improvement



**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

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

Re: Miller Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project 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;
- ☐ Extending the drainage works to an outlet;
- ☒ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☐ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☒ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

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

Landowner feels drain does not have enough capacity . Experienced flooding and water ponding after extreme rainfall event.

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.8 S Pt. Lot 16

Ward or Geographic Township

Aldborough

Parcel Roll Number

343400006001200


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 of the property may request a drain improvement.

Ownership

Sole Ownership

If you need to provide additional information, please attach along with this form.

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
Bedard , William		2021/07/14

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

Last Name Bedard	First Name William	Middle Initial G
---------------------	-----------------------	---------------------

Mailing Address

Unit Number	Street/Road Number 24764	Street/Road Name Pioneer Line	PO Box
City/Town West Lorne	Province On.	Postal Code N0L 2P0	
Telephone Number	Cell Phone Number (Optional)	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 16th day of July 20 21

Name of Clerk (Last, First Name) <u>Nethercott, Jana</u>	Signature of Clerk 
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Notice provided to LTCVA on July 19, 2021



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2021-08-19

Subject: Monthly Operations Report – July 2021

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 operational activities carried out during July 2021

Background:

Utilities

- Locate requests continued to keep the utilities department busy during July.
- Staff assisted with completion of the fish cleaning station by installing a water meter and connection the lines.
- Installed a meter pit and connected a new customer on Marsh Line.
- Assisted planning department by researching servicing requests and providing information to potential developers.
- staff helped to address flooding concerns after another series of large rain events in early July.

Parks and Recreation

- Warm weather and frequent rainfall kept the grass growing steadily in July. Parks staff are cutting all areas on a weekly schedule.
- Crews completed a cleanup of driftwood on the municipal beach, which has been quite busy due to the hot weather we have been experiencing.
- Outdoor programming is in full swing with soccer, baseball and lawn bowling leagues all running. Other recreation features such as the tennis and volleyball courts, skateparks, splashpad, and all green space were well used in July
- Summer day camp at the recreation center began the first week of July and will run until the end of August.
- The first two sessions of swimming lessons were completed in July and pool operations are running smoothly. Sessions 3 and 4 will run as scheduled and registration numbers have been very positive. Pool users are happy with the programming that is being offered summer and hopefully we will be able to return to a full slate of lessons in the 2022 season.

- Canada Day events ran as scheduled on Saturday July 31. These included free swimming at the pool, hand painting at the Miller Park pavilion and a free drive-thru BBQ which was served throughout the day in the arena parking lot. The events were enjoyed by many residents of West Elgin and staff would like to thank all those who helped to make the day successful. All costs associated with the day's activities were covered by the Canada Day grant received earlier this year.
- Capital repairs to the pavilion at PGTP got underway in July. The old chipboard ceiling had been removed and the electrician was there to run wiring for new lights and receptacles. The metal ceiling will be installed mid-August, at which time the electrician will return to install the lighting.
- The company that was planning on Cairn restoration in the spring notified the municipality in July that they were extremely backed up due to the covid shutdown and they would not be able to start until fall at the earliest. Staff reached out to other businesses to see if there was someone who could complete the work earlier and found a company that is willing to start the job mid-September (weather pending). Hopefully this will work out and restoration work, including the new gates, will be completed this fall.

Public Works

- Maintenance gravel operations were completed in July and all roads have been graded and dust suppressant applied.
- Roadside mowing operations are in full swing, along with hand trimming around signs and guiderail
- Public works staff worked with Hurricane Hydrovac Services to flush and camera various storm drains in Rodney and West Lorne. This is being done in areas affected the most during recent rains to ensure there are no blockages or other issues which may hold water in the system.
- Operators assisted with repairs to municipal drain components as well as private tile issues which affected the roads and created a safety concern. Localized ditching operations have been carried out to create better roadside drainage and washouts caused by the recent heavy rains were repaired.
- The dying poplar trees were removed along the north side of Munroe Street (adjacent to the West Lorne HUB) to eliminate the possibility of one falling into the parking area.
- The tandem axle dump truck and roadside mower which were replaced as part of this year's capital program were put up for auction on GovDeals. Both units exceeded the reserve bid and were sold, but the person who purchased the mower did not pay within the required time frame and the unit has been re-listed.
- Final servicing was completed on the fish cleaning station and the shelter was built. The unit was opened to the public mid-July and has been well used over the last several weeks. The 3000-gallon holding tank that was installed to store the fish waste filled more quickly than expected and staff have adjusted the fish cleaning stations' water system to increase storage time. Staff would also like to thank users of the station for helping to keep the area clean between the municipality's regular maintenance and cleaning.

Report Approval Details

Document Title:	Monthly Operations Update - July 2021 - 2021-34-Operations Community Services.docx
Attachments:	
Final Approval Date:	Aug 17, 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: 2021-08-19

Subject: Dedication and Establishment of Public Highways – Portions of Finney, Frederic and Anne Streets, West Lorne (Planning Report 2021-24)

Recommendation:

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Dedication and Establishment of Public Highways – Portions of Finney, Frederic and Anne Streets, West Lorne (Planning Report 2021-24);

And That West Elgin Council approve the dedication and establishment of public highways for the following Property Identification Numbers:

1. Finney St, Plan 75, Aldborough North of Gilbert Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0551;
2. Finney St, Plan 75, Aldborough between Hughes Street and Gilbert St, s/t The Interest of the Municipality; Elgin, being PIN 35113-0548;
3. Finney St, Plan 75, Aldborough South of Hughes Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0546;
4. Hughes Street, Plan 75, Aldborough except E172041, s/t The Interest of the Municipality; Elgin, being PIN 35113-0547; and
5. Anne St, Plan 75, Aldborough East of Finney Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0549.

And Further that West Elgin Council consider the by-law to dedicate and establish the above-noted streets, as public highways, as presented in the by-law portion of the August 19, 2021 Council Agenda.

Purpose:

The purpose of this report is for Council to consider dedicating and establishing portions of Finney, Frederic and Anne Streets as public highways, in order to recognize how the said street have been utilized for an extended period of time.

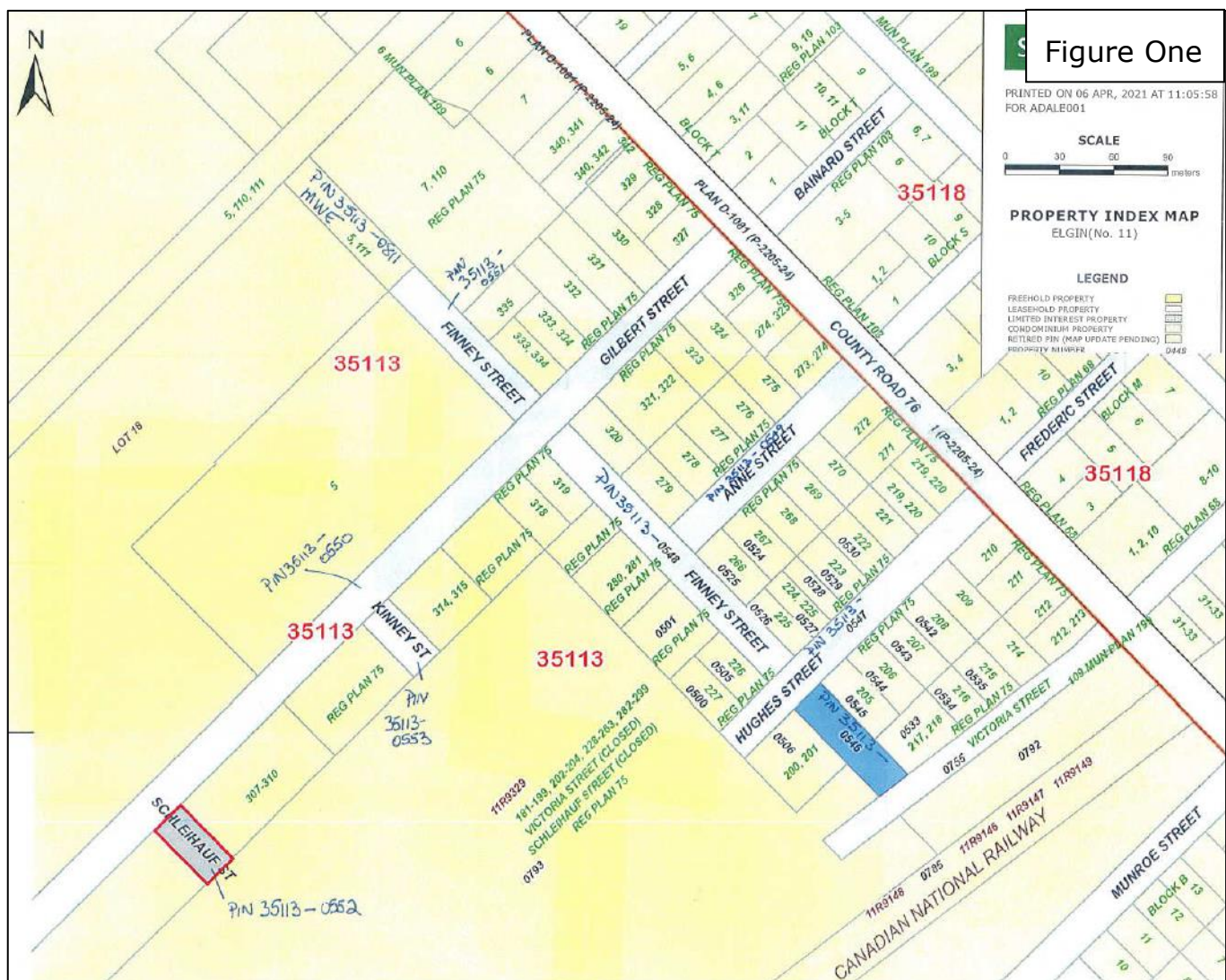
Background:

Through some due diligence processes, it has come to Municipal Administration's attention that some streets in West Lorne in Plan 75, were not dedicated to the Municipality, rather of a shared-interest; and secondly, were not established as a public highway through the typical plan registration process.

Municipal Administration have been working with Municipal Legal Counsel to review, analyze and resolve this matter through the second quarter of 2021.

Section 31 of the Municipal Act gives the ability for Municipality's to dedicate and establish public highways through by-law, as an alternative form to lands that would be out of a plan of subdivision registration process through the Planning Act.

As Council is aware, Finney, Frederic (formerly called Hughes) and Anne Streets have been utilized as a public street for a long period of time. The associated property identification numbers are depicted below in Figure One for additional context.



By Council enacting a By-law, this will provide properties to have public street frontage formally on title, when the By-law gets registered in the Land Registry Office; and would allow for development in accordance with Section 4.8 provisions of the Municipality of West Elgin Zoning By-law 2015-36, as amended, through typical planning and building approval processes.

It is acknowledged that Municipal Administration, through Legal Counsel, are aware of other streets within Plan 75 having similar issues and will report to Council in due course with solutions to resolve the matter.

Financial Implications:

Costs associated with time spent by Municipal Administration and Legal Counsel.

Policies/Legislation:

Municipal Act
Planning Act

Respectfully Submitted,

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

Report Approval Details

Document Title:	Dedication and Establishment of Highway - Finney, Frederic and Anne St, West Lorne - 2021-24-Planning.docx
Attachments:	
Final Approval Date:	Aug 16, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk & Magda Badura, CAO/Treasurer
Date: 2021-08-19
Subject: Administration Monthly Report for July 2021

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk and Magda Badura CAO/Treasurer re: Administration Monthly Report for July 2021 for information purposes.

Purpose:

The purpose of this report is to provide Council with an update on Administration for the month of July 2021.

Background:

Vital Statistics:

Marriage Licenses – 6
Registered Deaths – 41
Marriage Ceremonies Performed – 3

Municipal Office Operations:

Once Ontario was fully into Step 3 of the Re-Opening, staff at the municipal office were able to switch to passive screening of customers, where only names and phone numbers are required, instead of the full questionnaire as previously required.

COVID-19: Staff updated the COVID-19 employee screening questions as there new version was released by the Province on July 20, 2021. Staff continue to attend weekly Southwestern Public Health Unit briefings and keep the website and user groups up to date with the most up to date guidelines issued by Public Health.

Grants: staff prepared and submitted a grant application for the Enabling Accessibility Fund – Midsized projects. Staff submitted for just shy of \$500,000 worth of renovation upgrades to various municipal buildings to increase accessibility and provide better access to facilities for all citizens.

Office Renovations: The municipal office roof has been replaced and the contractor is just finishing up a few final details. The tender has been sent out and placed on the municipal website for the interior renovations to municipal office. This tender closes on August 31, 2021.

Hybrid Meeting Equipment: hybrid meeting equipment was installed on July 29, 2021. The funding for this equipment was taken out of the Municipal Modernization Grant to Improve Service Delivery.

Service Ontario: Service Ontario had a busy month in July with a total of 90 appointments booked and 176 walk ins served. As the month went on more appointments were scheduled.

City Wide Calls: Attached please find the summary of service requests up to July 31, 2021. A total of 239 calls were received since staff began using this system in April. Currently there 42 open calls, the majority of which are on going by-law enforcement issues. The other open calls have had notes put into the file and are ongoing issues that won't be marked closed until the work needed is done or the work done has solved the issues, such as a hot asphalt mix patch that is needed and will be done on August 30.

Open Service Requests as of July 31, 2021

Name	Service Requests Count
By-law/Property Standards Complaint	27
Municipal Drain Concern	2
Municipal Drain Inquiry	1
Boulevard Maintenance	2
Catch Basins	4
Public Works - General	2
Sidewalk - General	1
Sod Damage	1
Water - General	2
Cumulative Total	42

Closed Service Requests as of July 31, 2021

Name	Service Requests Count
Administration - General	1
Dog License	1
Environmental	1
Port Glasgow Trailer Park - General Inquiry	2
Animal Control Complaint	2
By-law/Property Standards Inquiry	1
Municipal Drain Concern	6
Municipal Drain Inquiry	1
Beach/Marina - General	1
Facilities - General	1
Graffiti / Vandalism	1
Parks - General	1
Planning - General	1
Boulevard Maintenance	4
Catch Basins	8
Culverts	3
Curb and Gutter	1
Dead Animal	3
Garbage / Litter - Roads	1
Ditch	1
Dust Complaint	8
Flooding	31
Garbage Collection	15
Grass Cutting - Roadside	2
Permit - Entrance/Road Occupancy	4
Potholes	2
Public Works - General	14
Recycling Collection	4
Road Closure	1
Roadway Snow / Ice	1
Sidewalk - General	2
Sign - Maintenance	4
Sign - Request for New	5
Stormwater	1

Name	Service Requests Count
Streetlight - Maintenance	1
Streetlight - General	5
Traffic Calming Request	4
Traffic Signs	1
Tree Fallen	3
Tree Inspection	14
Trees - General	4
Meter Read	1
Sewer - General	1
Sewer Backup	1
Sewer Smell	1
Water - General	18
Water Leak	3
Water Meter	1
Water Turn On/Off	1
Water Valves	3
Cumulative Total	197



Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2021-08-19

Subject: National Day for Truth and Reconciliation Recognition and Statutory Holiday

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: National Day for Truth and Reconciliation Recognition and Statutory Holiday for information; and
That West Elgin Council provide the following direction to staff _____.

Purpose:

The purpose of this report is to provide Council with an update regarding the Federal Government's adoption of the National Day for Truth and Reconciliation statutory holiday September 30 of each year starting in 2021.

Background:

On June 3, 2021, Bill C-5 received royal assent, which establishes an official federal national statutory holiday on September 30 which seeks to honor First Nations, Inuit and Metis Survivors and their families and communities and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process. This statutory holiday will come into effect 2021.

At this time, Canada's new National Day for Truth and Reconciliation only applies to federal government employees and there is no indication that a provincial holiday will be established in Ontario.

Alternatively, Council may choose one of the following options:

1. Council may choose to keep facilities and operations open on September 30, 2021
2. Council may choose to recognize the National Day for Truth and Reconciliation and close facilities and operations on September 30th.

Financial Implications:

The recognition of this statutory holiday will result in employees receiving statutory holiday pay. There will be no budget increase if the facilities are closed on September 30th. There would be additional staffing cost/budget implications if the facilities were to remain open on September 30th.

Policies/Legislation:

Bill C-5 National Day for Truth and Reconciliation

Employment Standards Act of Ontario

Report Approval Details

Document Title:	National Day for Truth and Reconciliation Recognition and Statutory Holiday - 2021-34-Administration Finance.docx
Attachments:	
Final Approval Date:	Aug 17, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2021-08-19
Subject: Proceeds from the sale of the vacant land

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Proceeds from the sale of the vacant land, and

That West Elgin Council hereby allocate the proceeds in the amount of \$146,611.00 towards the Municipal Office renovations.

Purpose:

The purpose of the report is to seek council's approval to allocate proceeds from the sale of vacant lands towards the Municipal Office renovations project.

Background:

The Municipality of West Elgin sold lands that were declared surplus to municipal needs a lot on Gilbert Street, West Lorne and 131 Main Street, West Lorne via public auction, which closed on July 20 and July 21, resulting in a net profit to the Municipality of \$146,611.00

When Municipal staff started making plans to renovate office building last year, we didn't anticipate that our budget would have to accommodate the skyrocketing price of materials and overall increase in construction cost.

Since the pandemic began in March of last year, the price of lumber has doubled and even tripled in some instances, leaving people building homes frustrated as they try to manage higher than expected costs. Although the actual cost of construction is unknown, the overall construction assessment is expected to be significantly higher.

The financing of the project was anticipated to come from the following sources:

Reserves set aside for Municipal Office Renovations	\$200,000
Keyless access and security control	\$ 20,000
ICIP – Resiliency Grant	\$100,000
The Minister of Employment and Social Development – Enabling Accessibility	\$ 71,709
Current Budget	\$391,709

Proceeds from vacant land sale	<u>\$146,611</u>
--------------------------------	------------------

Proposed Budget	\$538,320
------------------------	------------------

To date, the Architectural and Engineering drawings are complete and the tendering process began on August 3, 2021 with closing date of August 31, 2021.

Tender results will be reviewed and reported to council on September 10, 2021 meeting.

Financial Implications:

Revenue increase of \$146,611; sale of land was not included in 2021 Budget.

Report Approval Details

Document Title:	Vacant land proceeds - 2021-35-Administration Finance.docx
Attachments:	
Final Approval Date:	Aug 17, 2021

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2021-08-19

Subject: CityWide Maintenance Manager Implementation Project Proposal

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: CityWide Maintenance Manager Implementation Project Proposal; and

That West Elgin Council hereby approves Phase 2 project implementation of CityWide Maintenance Management System in the amount of \$105,600.00 plus applicable taxes.

Purpose:

The purpose of this report is to seek council approval on Phase 2 of CityWide Maintenance Manager Implementation.

Background:

On January 20, 2020 Robert Bryce consulting completed an Organizational Review for the Municipality of West Elgin. This review included collecting information from a variety of sources including employee interviews as well as surveys, and a review of process'.

The observations and recommendations contained in his report reflected the data gathered and analysis completed within the scope of the review to support realistic and incremental organizational changes that could be made.

In the spirit of continuous improvement, assessment of opportunities to expand utilization of existing and new software application was made. A grant application was jointly prepared by West Elgin and PSD (Public Sector Digest) staff. On June 30, 2021 a letter from Ministry of Municipal Affairs was received informing us that the grant application for the Municipal Modernization Program was approved for funding of 75% of total eligible cost or the maximum of \$79,200. Main objective for this project is to centralize business functions, reduce the duplication of data, and facilitate how to manage information with the focus on payroll & timesheet development and asset tracking.

This new project will require to purchase additional module of CityWide software that is equipped to manage and record labour, material and equipment time and costs while the municipality maintain the asset. Additionally, the software will enable the tracking of progress and status of all work, creation of custom processes, and scheduling resources. The Maintenance Manager module would be used to generate, schedule and track progress and cost of work orders and service requests. Work orders will be initiated either internally or externally or automatically generated through user-defined preventative maintenance schedules. Users will use this module for maintenance management, facility management and time keeping management.

Financial Implications:

There are no financial implications as the cost of Phase 2 initiative was captured in 2021 Capital Budget per table below:

Allocation of Funding – Asset Management

Source of Funding	Amount
Ontario Invests – Improve Service Delivery & Efficiency	\$ 250,000
FCM – Asset Management	\$ 50,000
Municipal Modernization	\$ 79,200
Total	\$ 379,200

Projects in Progress	Amount
AM Software Implementation & AM Program Development	\$ 228,100
CityWide Maintenance Manager (Phase 2) – pending council approval	\$ 105,600
Total	\$ 333,700

Policies/Legislation:

O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure

Report Approval Details

Document Title:	CityWide Maintenance Manager Implementation Project Proposal - 2021-36-Administration Finance.docx
Attachments:	- MOD CityWide MM Improvements Proposal - West Elgin.pdf
Final Approval Date:	Aug 17, 2021

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

Jana Nethercott



Municipality of West Elgin

CityWide Maintenance Manager Implementation Project Proposal

February 18, 2021

The Public Sector Digest Inc.

148 FULLARTON STREET, 9TH FLOOR, LONDON, ONTARIO N6A 5P3

PHONE: (519) 690-2565 • FAX: (519) 519-649-2010



Contact List

MUNICIPALITY OF WEST ELGIN ("CLIENT")

NAME	TITLE	TELEPHONE	E-MAIL
Magda Badura	Treasurer	(519) 785-0560	treasurer@westelgin.net

PUBLIC SECTOR DIGEST ("PSD")

NAME	TITLE	TELEPHONE	E-MAIL
Matthew Van Dommelen	GM Business Development & Implementation	519-690-2565 Ext. 2410	mvd@psdracs.com
Christie Wiggers	Senior Asset Management Consultant	519-690-2565 Ext. 2707	cwiggers@psdracs.com
Dana Ossman	Client Support Representative	519-690-2565 Ext. 2768	dossman@psdracs.com

Statement of Confidentiality

This document has been prepared specifically for the Client.

PSD shall treat as confidential all information obtained by PSD for and from the Client as well as all information compiled by PSD under this Agreement for the Client, including without limitation: business and marketing information, technical data, programs, source codes and other software, plans and projections.

This proposal and all of its associated pricing shall remain valid until **May 21, 2021**

Project Deliverables

The purpose of this project is to implement Phase 2 of CityWide Maintenance Manager to provide the Municipality of West Elgin with a complete asset maintenance management solution that offers service requests, work orders, and preventative maintenance. PSD will deliver the following items as part of the implementation and improvement of the CityWide Software Suite for the Municipality. The work will include the following project(s):

1. Improvements & Integrations

The following are activities that can improve CityWide Maintenance Manager functionality and efficiency:

- ☒ Resource Costing Labour, Equipment & Advanced Parts & Materials Management. PSD will be building a custom report to export cost entries and data elements. Integration/Custom Timesheet Data Export to Keystone and Payroll system.
- ☒ PSD will support the Municipality in transferring 2020 financials in current system into CityWide Asset Manager.
- ☒ Timesheet Implementation & Training

2. CityWide Maintenance Manager (Phase 2)

CityWide Maintenance Manager is a complete Computerized Maintenance Management System (CMMS) that will allow the Municipality to centralize its business functions, reduce the duplication of data, and facilitate how it manages information. The module is a web based, service request, work order, and preventative maintenance application designed to enable all departments to prioritize, schedule and track projects. The module is equipped to manage and record labour, material and equipment time and costs while the Municipality maintains its assets. Additionally, the solution enables the tracking of progress and status of all work, creation of custom processes, and scheduling of resources. The Maintenance Manager module would be used to generate, schedule and track progress and cost of work orders and service requests. Work orders can be initiated either internally or externally or can be automatically generated through user-defined preventative maintenance schedules. Users would use this module for maintenance management, fleet management and facility management.

Project Scope

The scope of this project includes and excludes the following items.

In Scope:

Client Business Units to be Implemented

Business Unit*	In Scope?
Parks and Recreation	Yes
Fleet	Yes
Facilities	Yes
By-Law	Yes

CityWide Maintenance Manager Functions to be Implemented

Maintenance Manager Functions	Public Works	Parks & Recreation	By-Law	Facilities	Fleet
	In Scope?	In Scope?	In Scope?	In Scope?	In Scope?
Activity Based Work Orders	N/A	Yes	No	Yes	Yes
Asset Based Work Orders	N/A	Yes	No	Yes	Yes
Asset Based Work Orders via Mapped Assets	N/A	Yes	No	Yes	Yes
Workflow Process Control <ul style="list-style-type: none"> Email notifications User defined attributes User defined processes 	N/A	Yes	Yes	Yes	Yes
Asset Based Routine Inspections	N/A	Yes	No	Yes	Yes
Service Requests	N/A	No	No	No	No
Customers & Properties	N/A	No	No	No	No
Preventative Maintenance Scheduling	N/A	Yes	No	Yes	Yes
Resource Costing – Labour	Yes	Yes	No	Yes	Yes
Resource Costing – Equipment	Yes	Yes	No	Yes	Yes
Resource Costing – Parts & Materials	Yes	Yes	No	Yes	Yes
Mobile App – Work Orders, Service Requests, Inspections	N/A	Yes	Yes	Yes	Yes
Mobile App – Patrol Advanced (Roads)	Yes	Yes	No	No	No
Mobile App – Data Collection (Condition & Attributes)	N/A	No	No	No	No

Although the above modules are included and available with a standard software purchase, only items identified as part of the scope are included in the implementation and training budget for this project. The implementation project presumes that data will be provided to PSD by the Client on PSD standard Excel data

collection templates. One initial load for testing purposes and one final re-load if necessary is included. Additional implementation assistance can be purchased at the applicable PSD Professional Services daily rate.

Asset Classes to be Imported

AM Asset Classes	In Scope	Exists in AM Inventory	Asset Registry Build or Breakdown Required *
Road	Yes	Yes	(*Internal Client Resources)
Bridges	Yes	Yes	(*Internal Client Resources)
Water	Yes	Yes	(*Internal Client Resources)
Wastewater	Yes	Yes	(*Internal Client Resources)
Facilities	Yes	Yes	(*Internal Client Resources)
Parks	Yes	Yes	(*Internal Client Resources)
Equipment	Yes	Yes	(*Internal Client Resources)
Vehicles	Yes	Yes	(*Internal Client Resources)

*Professional services required to assist the client with re-building or disaggregating their asset registry is subject to additional PSD professional services fees.

Value Added Services:

The value-added services included and not included as part of this implementation project are outlined below. Additional services can be purchased at the applicable PSD Professional Services daily rate.

Value Added Services	In Scope?
End User Training	Yes
Pre-implementation Needs Analysis	No
Custom Reporting Services	No
Customized Address Search	Yes
Citizen Request Portal	No
Process Mapping and Improvement	No
Legacy Data Analysis & Upload	No
Asset Data analysis/disaggregation	No
3 rd Party Integration	Yes
Digitize Assets from Map/Ortho Photos (Park assets, Storm assets, Facilities)	No

3. CityWide Route Patrol Advanced Functionality

CityWide Route Patrol can complete road and winter patrols efficiently and accurately by creating and scheduling optimized patrol routes, marking deficiencies with a mobile device, and automating the creation of service requests and work orders to address deficiencies. The Township currently owns Route Patrol but uses its basic functionality which allows them to:

- ☒ Track Patrol History via Mobile App
- ☒ Locate Deficiencies
- ☒ View Patrol History on Map
- ☒ Review and Resolve Deficiencies via Work Orders
- ☒ Auto Populate MMS Target Dates on Work Orders
- ☒ Run Deficiency

The Township can benefit more from the tool through its advanced functionality along with the basic functionality as described above. Route Patrol's advanced functionality includes features such as:

- ☒ GIS layers integrations (if GIS/AM linking exists)
- ☒ Patrol Schedule Compliance Mapping
- ☒ Asset Level Compliance Indicators
- ☒ Pre-defined Patrol Routes & Scheduling
- ☒ Running Deficiency Reports
- ☒ Running Patrol history Reports

Training & Support

Training - PSD follows the "Train the Trainer" model such that Client Admin users are trained to be comfortable with the system functionality to the level where they can conduct in-house end user training with additional users. End User Training is a value-added service as outlined above. Training can occur on-site or remotely (via web or phone). On-site training is subject to standard travel and accommodation expenses as outlined in the Project Budget section below. Training hours must be used before the completion of the project.

Support - Annual support/maintenance of CityWide Software includes the following:

- Version Protection such that the Client will have access to added software enhancements without additional cost
- Web Hosting such that PSD will provide redundant internet connections, daily backup both on and off-site of client data, 24 Hour video, on-site security, and fire suppression
- Access to the CityWide Support Center in order to report software issues and access the online user guide

Additional requests for guidance, consulting, or advice on use of the software will be billed in 15-minute increments at the hourly rate of \$200.00/hour which will be invoiced at the end of the month. The Client will be made aware of billing prior to providing assistance.



Project Budget for CityWide MM

Implementation Professional Services		Amount
Project Management and Data Migration	Needs Assessment	
	Kick off meeting	
	Project Plan/Schedule	\$3,200.00
	Project Update Meetings, Status Reports, Issues	
	Go-Live Planning	
	Total Project Management	\$3,200.00
	Data Analysis & Upload (WO, Inspections, PM, Resource Costing, Workflow)	\$39,200.00
	Testing - AT, System, Test Cases/Scenarios	\$3,200.00
	Go- Live Support	\$800.00
	Total Data Migration & Implementation	\$43,200.00
Training	Maintenance Manager Administrator Training	
	CityWide System Administrator Training	
	End User Training	\$4,800.00
	Mobile Training	\$1,600.00
	Total Training	\$6,400.00
Value Added Services	Custom Reporting Services	
	Citizen Request Portal	
	Customized Address Search	
	Process Mapping and Improvement	
	Legacy Data Analysis & Upload	
	Asset Data Analysis	
	3rd Party Integration (Payroll Exports and Keystone Exports for Timesheets)	\$28,800.00
	Import Existing GIS Database Files	
	Digitize assets from Map/Ortho photos (Park assets, Storm assets, Facilities)	
	Total Value-Added Services	\$28,800.00
Total Implementation Costs		\$81,600.00
Total CityWide Maintenance Manager Software & Implementation Services		\$81,600.00

Summary: Project Budget for Integrations, Improvements & Advanced Route Patrol

Service	License	Implementation and Training	Maintenance & Support
CityWide AM Improvements and training	N/A	\$11,200.00	N/A
Route Patrol Advanced Functionality	N/A	\$12,800.00	N/A
Implementation for Phase 2 Business Units (Fleet, Facilities, Parks & Recreation and Bylaw) Payroll Integrations	N/A	\$81,600.00	N/A
TOTAL			\$105,600.00
MUNICIPALITY OF WEST ELGIN PORTION			\$26,400.00

Request for Waiver of Rental Fees.

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

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

Organization Name *

YWCA St. Thomas-Elgin

Representative's Name *

Kellie Coelho

Main method of Contact *

☐ Phone Number

☒ Email Address

Phone Number

519-631-9800 ext. 238

Email Address *

kcoelho@ywcaste.ca

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

☒ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Room Request within the West Elgin Recreation Centre.

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

Reason for waiver of rental fees

The YWCA St. Thomas-Elgin is non-profit organization with a main office in St. Thomas, satellite office locations in West Lorne & Aylmer and that provides services in various locations within St. Thomas and Elgin County. We are requesting that consideration be given to waiving rental fees for the West Elgin Recreation Centre in order to offer local programs for children and youth that promote health and wellness through opportunities to be active, build skills and connect with others and community. Dependent upon COVID-19 restrictions/guidelines and organizational capacity, facilities would be used to deliver in-person programming such as the Red Cross Babysitting Course, Red Cross Stay Safe program, Stress Management and Relaxation Techniques (SMART) and/or low-cost recreation and physical activity programming (ie. non-competitive sports, fitness, leadership and group games).

Date of Requested Fee Waiver.

- ☐ One Time Rental
- ☒ Multiple Rental Dates

Please state Multiple Rental Dates.

September 24, October 16, 2021

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

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

Date

2021-8-5



OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

Request for Waiver of Rental Fees.

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

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

Organization Name *

West Elgin Community Health Centre

Representative's Name *

Kelly Patterson / Cindy Da Costa

Main method of Contact *

☐ Phone Number

☒ Email Address

Phone Number

519-768-1715 Ext 2314

Email Address *

kpatterson@wechc.on.ca

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

☒ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Room Request within the West Elgin Recreation Centre.

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

Reason for waiver of rental fees

To offer services in different communities within West Elgin and Dutton Dunwich to reduce transportation barriers for those wanting to participate.

We are looking to offer physical activities for families to engage in and promote healthy development. The program is offered to children ages 3-6. We encourage gross and fine motor skills as well as promotion of social interactions. The goal of this program is to start these young kids with healthy habits.

Date of Requested Fee Waiver.

- ☐ One Time Rental
- ☒ Multiple Rental Dates

Please state Multiple Rental Dates.

The dates we are requesting are the following:
Oct 18th, Nov 15th, Jan 17th, Mar 21st, May 16th from 5:00pm-7:00pm

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

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

Date

2021-8-10



OFFICE USE ONLY

Date

8/10/2021



Council Approval

☐ Received

Clerk Signature

Request for Waiver of Rental Fees.

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

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

Organization Name *

Rodney Aldborough Agricultural Society

Representative's Name *

Dan Balint

Main method of Contact *

☒ Phone Number

☐ Email Address

Phone Number *

226-688-7839

Email Address

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

☒ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☐ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

Room Request within the West Elgin Recreation Centre.

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

Reason for waiver of rental fees

We are a not for profit agricultural society who uses the grounds and rec centre for our events. It was previously free however with covid extra cleaning is needed which costs billable hours. It would be nice to have the fees covered by the Municipality.

Date of Requested Fee Waiver.

- ☐ One Time Rental
- ☒ Multiple Rental Dates

Please state Multiple Rental Dates.

August 28
September 16
September 18
September 19

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

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

Date

2021-8-12



OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

Four Counties Transportation Services Committee

Minutes

June 28, 2021, 8:30 a.m.

Electronic Participation Meeting via Zoom

Present: Bonnie Rowe, Chair
Marigay Wilkins, SWM
Ian Carruthers, SWM
Shelley Vergeer, WECHC
Linda Dunn, Adult Day Program
Duncan McPhail, West Elgin
Ron Challis, Newbury

Regrets: John Wright, Chatham-Kent
Ann-Marie Millson, Chatham-Kent

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

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:31 a.m.

2. Adoption of Agenda

Moved: Marigay Wilkins
Seconded: Ian Carruthers

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

Carried

4. Minutes

Moved: Duncan McPhail
Seconded: Shelley Vergeer

That Four Counties Transportation Services Committee hereby approve the Minutes of March 15, 2021 as printed and circulated.

Carried

5. Financial Information

Moved: Linda Dunn
Seconded: Ian Carruthers

That Four Counties Transportation Committee hereby receives the Financials as of May 31, 2021, as presented.

Carried

6. Business Arising from Minutes

6.1 Update on Agreement

Jana provided an update that she had spoken to Amy Dale, lawyer reviewing the agreement and she apologizes for the delay. Jana and Ms. Dale will be meeting in early July to review agreement.

7. New Business

7.1 New Bus Purchase

Magda Badura presented a PowerPoint with options for a new bus purchase. Ms. Badura stated the committee has time as the grant money is valid until 2029.

Linda Dunn stated that when running at full capacity, Four Counties Adult Day Program has 15 clients, 4 of whom come from the Villa and the other 11 from the community. The smaller capacity bus that was presented does pose a concern for this.

Duncan McPhail stated that the concern is that we need a driver and one with a B license and availability for the Adult Day Program times has not been found in almost a year of advertising. There is the possibility of using the Four Counties Transit Vehicle for clients that need assisted

transportation and use volunteer drivers to provide transportation for others to Adult Day Program.

Shelley Vergeer stated that the van that the West Elgin Community Health Centre has can be maintained at local mechanic shops, with the exception of the lift, which needs to be repaired in London. The current Four Counties Bus must go to Brantford for maintenance and therefore is out of service when there is a mechanical issue.

Committee to set up times to tour the WECHC van to get a look at how it operates.

Moved: Marigay Wilkins

Seconded: Ian Carruthers

That Four Counties Transportation Services Committee hereby receives the presentation on Options for a New Bus Purchase from Magda Badura, for information purposes.

Carried

8. Adjournment

Moved: Shelley Vergeer

Seconded: Ian Carruthers

That the Four Counties Transportation Services Committee hereby adjourn at 9:16 a.m. to meet again at 8:30 a.m. on September 20, 2021 or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

West Elgin Community Centre Board of Management

June 9, 2021, 9:00 a.m.

Electronic Participation Meeting via Zoom

Present:
Duncan McPhail
Alphonse Willie
Ken Loveland
Jim Hathaway

Staff Present:
Lee Gosnell, Manager of Operations and Community Services
Emily Jocius
Adam Ecker, Recreation Supervisor

1. Call to Order

Chair K. Loveland called the meeting to order at 9:06 a.m.

2. Adoption of Agenda

Moved: Jim Hathaway

Seconded: Alphonse Willie

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

Carried

4. Minutes

Moved: Jim Hathaway

Seconded: Duncan McPhail

That West Elgin Community Centre Board of Management Committee adopt the minutes of April 14, 2021 as circulated and printed.

Carried

5. Business Arising from Minutes

No business arising from the minutes.

6. Financials

Moved: Jim Hathaway

Seconded: Duncan McPhail

The West Elgin Community Centre Board of Management hereby receives the financials as of May 31, 2021

Carried

7. Staff Reports

7.1 Operational Verbal Update

Lee Gosnell Manager of Operations and Community Services gave a verbal update on the Arena. The West Elgin Community Centre was set up as a vaccination clinic and ran quite well. Quotes will be brought forth to the next meeting regarding Capital work that is to be completed.

9. Adjournment

That the West Elgin Community Centre Board of Management hereby adjourn at 9:30 a.m. to meet again on August 11, 2021 or at the call of the chair.

8. New Business

Alphonse Willie with West Lorne Minor Hockey spoke on the years of service and gave a verbal resignation to the board.

Moved: Duncan McPhail

Seconded: Jim Hathaway

That the West Elgin Community Centre Board of Management receives the verbal resignation of Alphonse Willie of West Lorne Minor Hockey and receives the appointment of Jeff Carmichael as the West Lorne Minor Hockey Association representative to the West Elgin Community Centre Board of Management; and

That the West Elgin Community Centre Board of Management recommends approval of the appointment of Jeff Carmichael as the representative from West Lorne Minor Hockey Association to the West Elgin Community Centre Board of Management to the Councils of Dutton Dunwich and West Elgin.

Carried

Ken Loveland, Chair

Emily Jocius, Recording Secretary



August 3, 2021

**SUBJECT: *Main Street Recovery Act: Proclamation of Amendments to the
Municipal Act and City of Toronto Act***

Dear Chief Administrative Officers and Clerks:

As you may know, in fall 2020, the government introduced amendments to the *Municipal Act, 2001* and *City of Toronto Act, 2006* through [Bill 215, *Main Street Recovery Act, 2020*](#). I am writing to update you that these legislative changes are scheduled to come into force on **September 19, 2021**.

As we collectively work to recover from the impacts of the pandemic, these legislative changes will help support economic recovery on main streets across Ontario and help ensure that important goods can continue to be delivered to businesses in our communities as efficiently as possible. Past pilot projects, which worked with municipal partners, have shown that the changes could also help reduce rush-hour traffic, lower fuel costs for businesses, and reduce greenhouse gas and other emissions.

From September 19, 2021 onwards, municipalities will not be able to regulate noise related to the delivery of goods to the following destinations:

1. Retail business establishments;
2. Restaurants, including cafes and bars;
3. Hotels and motels; and
4. Goods distribution facilities.

These changes will come into force on the same day as the expiry of temporary regulations (O. Reg. 70/20 and O. Reg. 71/20). These regulations, introduced at the outset of the pandemic, limit municipalities from regulating all noise related to the delivery of goods. From September 19, 2021 onwards, once the temporary regulations expire, municipalities will again have the authority to regulate delivery noise to destinations other than the four categories listed above.

Many municipalities, as well as business and logistics sector stakeholders, have expressed support for providing more flexibility for deliveries because of the benefits they offer Ontario's main street businesses and the local communities these businesses serve. Local businesses also have an interest in working to ensure that they continue to be good neighbours while planning for deliveries of goods to their businesses.

.../2

Prior to these amendments coming into force and for clarity for your stakeholders, your municipality may wish to review any applicable bylaws and consider whether any changes are necessary to align with the new framework. If your municipality has any questions on these changes, I would encourage you to contact your local [Municipal Services Office](#).

We will continue to monitor the implementation of this new framework. The Minister of Municipal Affairs and Housing has regulation-making authority to authorize municipalities to regulate delivery noise to the businesses noted above. No regulations are proposed to be made at this time to minimize burden for municipalities and businesses but may be considered in the future if deemed necessary.

Thank you for your continued support and collaboration as we work to support economic recovery in Ontario's communities.

Yours truly,



Kate Manson-Smith

Deputy Minister

c: Laurie LeBlanc, Deputy Minister, Transportation
Giles Gherson, Deputy Minister, Economic Development, Job Creation and Trade
Brian Rosborough, Executive Director, Association of Municipalities of Ontario
Bill Bond, President, Municipal Law Enforcement Officers' Association
Jonathan Lebi, Assistant Deputy Minister, Local Government and Planning Policy Division, Ministry of Municipal Affairs and Housing
Hannah Evans, Assistant Deputy Minister, Municipal Services Division, Ministry of Municipal Affairs and Housing

**Ministry of
Municipal Affairs
and Housing**

Office of the Minister
777 Bay Street, 17th Floor
Toronto ON M7A 2J3
Tel.: 416 585-7000

**Ministère des
Affaires municipales
et du Logement**

Bureau du ministre
777, rue Bay, 17^e étage
Toronto ON M7A 2J3
Tél. : 416 585-7000



234-2021-3561

August 16, 2021

Dear Head of Council:

Our government is committed to modernizing local service delivery and respecting taxpayers' dollars. That is why we launched the Municipal Modernization Program in 2019. Through this program, the Ontario government is providing funding to help small and rural municipalities modernize service delivery and identify new ways to be more efficient and effective.

At the Association of Municipalities of Ontario 2021 conference, I announced the launch of the third intake under the Municipal Modernization Program. The impacts of the COVID-19 pandemic have highlighted the importance of efficient municipal services that are financially sustainable. Even as municipalities continue to face challenges, there are also opportunities to transform services and stimulate new ways of doing business.

The third intake will allow municipalities to benefit from provincial funding to conduct third party reviews as well as to implement projects to increase efficiency and effectiveness and lower costs in the longer term. As with previous intakes, I encourage you to work with your neighbouring municipalities to find innovative joint projects that can benefit each of you. The government is excited to learn about your project applications that support the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative delivery models

To apply, you must submit a completed Expression of Interest form with attached supporting documents via the Transfer Payment Ontario system by **October 19, 2021**. To get started, visit www.Ontario.ca/getfunding to access program guidelines and the Expression of Interest form.

My ministry will also be hosting upcoming webinars to provide you with information that will help you complete your applications and ensure that they meet program guidelines and criteria. More information on when these information sessions will take place will be available to you shortly.

If you have questions on the program, or want to attend an information webinar, or would like to discuss a proposal, I encourage you to contact your [Municipal Services Office](#) or e-mail municipal.programs@ontario.ca.

I look forward to continuing to work together to support your municipality in delivering efficient, effective and modern services for your residents and businesses.

Sincerely,



Steve Clark
Minister

c. Chief Administrative Officers and Treasurers

Municipal Modernization Program

Intake 3 Program Guidelines

WHAT YOU NEED TO KNOW

Ontario is helping municipalities become more efficient and modernize service delivery.

Ontario's 405 small and rural municipalities can now apply to Intake 3 of the *Municipal Modernization Program* for funding under two streams. The **implementation stream** will provide provincial cost-sharing for municipalities to undertake projects that increase municipal efficiency and effectiveness. Municipalities can apply under this stream for projects that implement the findings of previous reviews or other evidence-based reports. The **review stream** will provide funding for municipalities to undertake expenditure reviews with the goal of finding efficiencies and lowering costs in the longer term.

Under both streams, municipalities can apply individually or jointly with other eligible municipalities.

ELIGIBILITY CRITERIA – IMPLEMENTATION STREAM

To be eligible under Intake 3, an implementation project proposal must:

1. Be based on demonstrated evidence of savings or efficiencies the municipality intends to realize through the project;
2. Begin no earlier than August 16, 2021 and be completed by February 28, 2023;
3. Include a high level workplan with project milestones;
4. Include a commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion
5. Include a commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.

To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization

- Service integration
- Streamlined development approvals
- Shared services/alternative service delivery models

The program will not cover projects where:

- the expected outcome is a reduction in front line services; or
- the expected outcome would not result in efficiencies or cost savings; or
- the municipality would not be prepared to support any ongoing maintenance costs resulting from the project.

COST SHARING AND ELIGIBLE COSTS – IMPLEMENTATION STREAM

The cost of implementation projects will be shared between the province and the municipality. The province will contribute a greater portion for projects within municipalities with fewer households according to the following thresholds.

Number of households in the municipality (2020 MPAC data)	Maximum provincial share of project costs	Minimum municipal share of project costs
0 - 5,000	75%	25%
>5,000	65%	35%

It is anticipated that the provincial share of most projects will be between \$20,000 and \$250,000. Higher funding amounts may be available for joint projects. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation.

Major capital expenditures are not eligible project costs. For example, maintenance or capital expenditures related to buildings, vehicles, public works or forestry/parks functionality or upkeep are not eligible under the program.

Minor capital expenditures that are necessary to achieve the outcomes of the operating project could be approved, subject to review on a case-by-case basis. Examples of minor capital expenditures that could be considered are software and IT hardware.

Regular municipal staff costs that are part of the municipality's annual budget are not eligible project costs. However, additional temporary hiring (including internships) for an implementation project could be considered as an eligible cost.

Other eligible costs could include amounts paid to fee-for-service providers, software licenses, systems development and training.

ELIGIBILITY CRITERIA – REVIEW STREAM

To be eligible under Intake 3, a review stream project must:

1. Be a review of municipal service delivery or administrative expenditures by an independent third-party reviewer for the purpose of finding savings and efficiencies. The review project could take a number of forms including:
 - a line-by-line review of the municipality's entire budget; or
 - a review of service delivery and modernization opportunities; or
 - a review of administrative processes to reduce costs.
2. Result in a report by the independent third-party reviewer that provides specific and actionable recommendations for cost savings and improved efficiencies.
3. Begin field work no earlier than August 16, 2021, with a final report completed and posted publicly on the municipal website by October 31, 2022.

To be eligible for funding, the municipality must confirm that it has fully spent or allocated the unconditional modernization funding provided by the province in March 2019.

It is anticipated that most review projects will cost between \$20,000 and \$150,000. Higher funding amounts may be available for joint projects. Proposals will be reviewed on a case-by-case basis and funding amounts may depend on the available appropriation.

Priority may be given to projects that address one or more of the following priorities:

- Digital modernization
- Service integration
- Streamlined development approvals
- Shared services/alternative service delivery models

Municipalities will be eligible to receive funding up to the full amount of the third-party service provider's fees for the review. Municipal administrative costs, such as staff time, are not eligible.

The program will not cover review projects where:

- the object of the review project is to identify opportunities for revenue generation or reductions in front line services; or

- the review does not result in a formal report prepared by a third party that the municipality is prepared to make publicly available online; or
- the object of the review extends beyond municipal accountability; or
- the review is related to requirements under the asset management regulation.

HOW TO APPLY

1. Log onto the Transfer Payment Ontario (TPON) system ([Ontario.ca/getfunding](https://ontario.ca/getfunding)) and select the program stream you wish to apply for (review stream, implementation stream);
2. Complete an Expression of Interest form for the appropriate stream of the program.

a. To apply to the **IMPLEMENTATION PROJECT STREAM**:

- i. Complete all required fields of the Expression of Interest including:
 - A brief description of the project that clearly outlines the project purpose, objectives, and implementation activities.
 - Estimated cost savings and efficiencies supported by evidence. Projects with good evidence to support that savings and efficiencies will be realized are more likely to be approved.
- ii. Provide a project workplan with milestones and dates (**required**: a work plan template is available for download on TPON).
- iii. Confirm your commitment to providing a final report that forecasts annual savings and other efficiency and effectiveness outcomes for at least three years as a result of project completion
- iv. Confirm your commitment to reporting back one-year post project completion with actual savings over the course of the year, and a forecast for the following two years of annual savings and other efficiency and effectiveness outcomes.
- v. Ensure that the completed Expression of Interest has been attested to by the appropriate municipal staff.
- vi. Attach any relevant supporting documents, e.g. third party or staff report to support estimated annual savings or efficiencies, procurement documents, project charters, etc).

b. To apply to the **REVIEW STREAM**:

- i. Complete all required fields of the Expression of Interest.
- ii. Ensure that the completed Expression of Interest includes an attestation made by the appropriate municipal staff.

- iii. Include an outline of your project timeline and costs (procurement documents, a project charter, a project work plan, or any other document as appropriate).
3. If the municipal council passed a resolution in support of the project, attach a copy to your TPON submission along with your form and other documents. (Note: a resolution of council is not a requirement for the program.)
4. Submit your completed application(s) through TPON **by October 19, 2021**

HOW IT WORKS

The ministry expects to advise municipalities of the outcomes of their applications in January 2022. If your application is approved, a proposed transfer payment agreement with the ministry will be sent to confirm the funding amount and set out the terms, including reporting requirements and a payment schedule. Municipalities can expect to receive an initial payment following execution of a transfer payment agreement.

PROGRAM TIMELINE

October 19, 2021	<ul style="list-style-type: none"> Submit your Expression of Interest and any supporting documentation through Transfer Payment Ontario (TPON) at www.ontario.ca/getfunding
January 2022	<ul style="list-style-type: none"> Learn whether your application is approved. If it is approved, enter into a transfer payment agreement for project funding, and receive an initial payment once the agreement is executed.
April 2022	<ul style="list-style-type: none"> Review Stream: Submit an interim project status report
Quarterly starting May 2022	<ul style="list-style-type: none"> Implementation Stream: Submit quarterly project status and expenditure reports
October 2022	<ul style="list-style-type: none"> Review Stream: Post the third-party reviewer's final report online and submit your final project status report. The final report will include: a hyperlink to the publicly posted third-party reviewer's report; the amount paid to the third-party reviewer and a copy of the invoice; a statement of the total amount of expenditures reviewed and the total amount identified as potential savings; and a 250-word abstract of the project and its findings.
By February 2023	<ul style="list-style-type: none"> Implementation Stream: All implementation stream projects are completed. Submit final reports including copies of invoices.

FOR MORE INFORMATION

Please direct program questions to your [Municipal Services Office Municipal Advisor](#) or Municipal.Programs@ontario.ca.

For support with the Transfer Payment Ontario (TPON) system contact the Transfer Payment Ontario Client Care from Monday to Friday 8:30 a.m. to 5:00 pm, except for statutory holidays:

- [Tel: 416-325-6691](tel:416-325-6691)
- [Toll-free: 1-855-216-3090](tel:1-855-216-3090)
- [TTY: 416-325-3408](tel:416-325-3408)
- [Toll-free TTY: 1-800-268-7095](tel:1-800-268-7095)
- Email: TPONCC@ontario.ca



Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa ON K1A 0A2

August 12th 2021

Attention: Prime Minister Trudeau

Re: Rising Costs of Building Materials

Please be advised that on August 11th 2021 the Town of Plympton-Wyoming Council passed the following motion to support the Council of the City of Kitchener's motion (attached) requesting that the Federal and Provincial Governments to review actions that could be taken to help mitigate or offset the impacts related to the rising cost of building materials.

'Motion 19

Moved by Gary Atkinson, Seconded by Muriel Wright that Council support item 'h' of correspondence from the City of Kitchener regarding the Rising Costs of Building Materials.

Motion Carried.'

If you have any questions regarding the above motion, please do not hesitate to contact me by phone or email at ekwarciak@plympton-wyoming.ca.

Sincerely,

Erin Kwarciak
Clerk
ekwarciak@plympton-wyoming.ca

Cc: (via e-mail)
Hon. Premiere Doug Ford
Hon. Minister Peter Bethlenfalvy
Hon. Minister Victor Fedeli
Hon. Minister Steve Clark
Federation of Canadian Municipalities
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

The Corporation of the Town of Plympton-Wyoming
P.O Box 250, 546 Niagara Street, Wyoming Ontario N0N 1T0
Tel: 519-845-3939 Ontario Toll Free: 1-877-313-3939
www.plympton-wyoming.com



CHRISTINE TARLING
Director of Legislated Services & City Clerk
Corporate Services Department
Kitchener City Hall, 2nd Floor
200 King Street West, P.O. Box 1118
Kitchener, ON N2G 4G7
Phone: 519.741.2200 x 7809 Fax: 519.741.2705
christine.tarling@kitchener.ca
TTY: 519-741-2385

July 12, 2021

Right Honourable Justin Trudeau
Prime Minister of Canada
Office of the Prime Minister
80 Wellington Street
Ottawa ON K1A 0A2

Dear Prime Minister Trudeau:

This is to advise that City Council, at a meeting held on Monday June 28, 2021, passed the following resolution with respect to the rising cost of building materials:

“WHEREAS the prices for construction materials have seen dramatic increases during the pandemic; and,

WHEREAS reports by Statistics Canada noted that the price of lumber increased by 68 percent between March 2020 and March 2021, while fabricated metal products and construction material rose by 9 percent; and,

WHEREAS the Province of Ontario has seen an accelerated overall increase in demands for construction; and,

WHEREAS the Province of Ontario has deemed residential construction as essential activity during province-wide emergency declarations and stay-at-home orders; and,

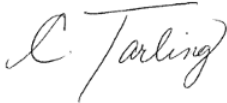
WHEREAS Kitchener City Council considers it a matter of public interest as the increase in rates and demand could result in unsustainable costs on the local construction industry;

THEREFORE BE IT RESOLVED the City of Kitchener advocate to the Federal and Provincial Governments to review actions that could be taken to help mitigate or offset the impacts related to the rising cost of building materials; and;

THEREFORE BE IT FINALLY RESOLVED that a copy of this resolution be forwarded to the Right Honourable Justin Trudeau; Honourable Doug Ford,

Premier Ontario; Honourable Peter Bethlenfalvy, Minister of Finance; Honourable Hon. Victor Fedeli, Minister of Economic Development, Steve Clark, Minister of Municipal Affairs; Job Creation and Trade; local MP's and MPP's, to the Federation of Canadian Municipalities, Association of Municipalities of Ontario, and all other municipalities in Ontario."

Yours truly,

A handwritten signature in cursive script, appearing to read "C. Tarling".

C. Tarling
Director of Legislated Services
& City Clerk

c: Hon. Premiere Doug Ford
Hon. Minister Peter Bethlenfalvy
Hon. Minister Victor Fedeli
Hon. Minister Steve Clark
Federation of Canadian Municipalities
Association of Municipalities of Ontario (AMO)
Ontario Municipalities

August 11, 2021

The Right Honourable Justin Trudeau
Prime Minister of Canada
Justin.Trudeau@parl.gc.ca

Federal Cabinet
Via email to each Minister

The Honourable François-Philippe Champagne
Minister of Innovation, Science and Industry
Francois-Philippe.Champagne@parl.gc.ca

Re: Council Resolution Supporting Affordable Internet

Please be advised the Council of the Municipality of Chatham-Kent at its regular meeting held on August 9, 2021 passed the attached resolution.

Internet is a necessity, not a luxury for the vast majority of Canadians – a fact that has been highlighted throughout the ongoing COVID-19 pandemic. However, despite being an essential utility, too many people are struggling to afford reliable internet services, while some don't have access to broadband internet at all. Ontario residents, and Canadians from coast to coast to coast, should never have to choose between paying their internet bill and other essentials such as food, medication, or housing expenses.

On May 27th, the Canadian Radio-television and Telecommunications Commission (CRTC) arbitrarily reversed its 2019 Rates Order concerning wholesale internet rates charged by Canada's largest carriers to smaller companies. This decision was devastating for consumers as it effectively guarantees internet prices will continue to rise despite the fact that Canadians already pay some of the highest internet prices in the world. Additionally, this decision directly impacts many smaller internet service providers (ISPs) and threatens hundreds of well-paying jobs and tens of millions in investments that would benefit communities in Ontario.

Issued in August of 2019, the CRTC's 2019 Rates Order confirmed the large carriers [systematically broke](#) rate-setting rules to grossly inflate their costs of providing network access. The CRTC set new rates and ordered the large carriers to repay amounts they overcharged competitors during its proceeding. The 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process. It was upheld on appeals by the Federal Court of Appeal, the Supreme Court of Canada, and the Federal Cabinet and was widely expected to be implemented this year. Instead, the CRTC arbitrarily and completely reversed the 2019 Rates Order, a decision that harms competition, reduces customer choice, and ignores the real and urgent need for affordable internet in Canada.

Not only do rural and remote communities continue to struggle to gain access to affordable broadband internet, the digital divide and lack of affordability remain an issue across all communities in Ontario, and Canada. For example, [a recent report by the Brookfield Institute at Ryerson University](#) found that more than a third of households in Toronto are worried about paying their home internet bills over the next few months. More than half of the city's low-income households also have download speeds below the national target of 50 megabits per second. Many rural and remote communities don't have access to broadband, or any internet services, at all. This would be problematic in the best of times, but is even more so now as the pandemic has made high-speed, affordable internet a necessity for education, work, and health care.

[A 2020 price study prepared by Wall Communications Inc.](#) for ISED found that internet prices increased across all service baskets over 2019, making Canada an international outlier among its peer countries. Without intervention from the federal government, who in 2019 promised to reduce internet prices for all Canadians, there is no doubt that this trend will continue.

The Federal Cabinet must overturn the decision now to ensure that affordable internet becomes a reality, not just an ideal. We are sharing this letter and Council resolution with representatives of, and leaders in, communities across Canada. We urge you and them to make this important issue your own, as it directly affects the people in their regions, and across Canada. As you all know, internet is now a necessary utility to all Canadians similar to gas, hydro, water and electricity. The CRTC decision has impacted over 1,200 small ISP's across Canada, thousands of jobs in your communities and negatively impacts millions of Canadians ability to receive affordable internet.

We would welcome the opportunity to discuss this critical issue with you at your earliest convenience, and to work together in making our concerns heard in support of affordable internet for all.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. Canniff', written over a horizontal line.

Darrin Canniff, Mayor/CEO
Municipality of Chatham-Kent

Attachment: Council Resolution Supporting Affordable Internet

C: (via email)
Honourable Doug Ford, Premier of Ontario
Dave Epp, MP, Chatham-Kent-Leamington
Lianne Rood, MP, Lambton-Kent-Middlesex
Rick Nicholls, MPP, Chatham-Kent-Leamington
Monte McNaughton, MPP, Lambton-Kent-Middlesex
Association of Municipalities of Ontario (AMO)
Federation of Canadian Municipalities (FCM)
All Ontario Municipalities

Whereas internet connectivity is a basic necessity and essential utility for the vast majority of Canadians;

Whereas too many Canadians struggle to afford reliable, high-speed internet services, or do not have access to broadband internet at all;

Whereas the need for high-speed and affordable internet is always critical, but is even more so now as the COVID-19 pandemic has shown it is required for education, work, and health care;

Whereas independent studies have consistently shown that Canadians pay some of the highest prices for internet in the world and that internet prices have increased year over year;

Whereas the Canadian Radio-television and Telecommunications Commission's (CRTC) 2019 Rates Order set wholesale internet prices that would facilitate greater competition and promote innovative broadband services and more affordable prices for consumers;

Whereas the 2019 Rates Order was based on a rigorous, evidence-based, 4-year long regulatory process, and was upheld on appeal by unanimous decision of the Federal Court of Appeal, while the Supreme Court of Canada and the Federal Cabinet declined to review it;

Whereas on May 27, 2021, the CRTC decided to reverse its 2019 Rates Order, effectively guaranteeing that internet prices will continue to rise for consumers;

Now therefore be it resolved that the Municipality of Chatham-Kent call on the Federal Cabinet, Prime Minister Justin Trudeau, and ISED Minister Francois-Phillippe Champagne to overrule the CRTC's reversal and immediately implement the evidence-based 2019 Rates Order.

Be it further resolved that the Premier of Ontario, Ontario Minister of Industry, local MPPs, the Association of Municipalities of Ontario, all 444 Ontario municipalities and the Federation of Canadian Municipalities be sent correspondence of Council's resolution along with the attached letter.

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

August 16, 2021

RE: Relationship with MPAC

Dear MPP Pettapiece,

At the regular meeting of Council held on August 5, 2021, Perth County Council passed the following resolution brought forward from a Notice of Motion:

WHEREAS municipal governments in Ontario are obliged to receive property assessment services from the Municipal Property Assessment Corporation (MPAC); and

WHEREAS municipalities are funding the mandatory services of MPAC; and

WHEREAS the work of MPAC directly affects the equitability of property taxation in Perth County and in Ontario; and

WHEREAS the Government of Ontario has announced in its 2021 Ontario Budget, that it will be undertaking a Property Assessment and Taxation Review which will address MPAC's performance and will seek the input from all benefiting municipalities; and

WHEREAS the Council of the County of Perth endorses Ontario's expressed intention for a review, including a review of the accuracy and stability of property assessments and the strengthening of governance and accountability of MPAC; and

WHEREAS the County of Perth acknowledges that an evaluation of MPAC is warranted given there have been a number of performance and level of service concerns that need to be addressed;

NOW THEREFORE, be it resolved by the Council of the County of Perth:

THAT Staff be given direction to research and prepare a report in anticipation of the Province's request for input that achieves the following:

- Reviews the details of the financial performance (e.g., balance sheet and income statement reviews) of the Municipal Property Assessment Corporation to support our understanding of the viability of the Corporation and its alignment of spend and assets for their defined mission, mandate and objectives;

- Reviews level of service parameters and performance levels (e.g., key indicators related to accuracy, timeliness, process efficiencies, consistency of outcomes, land use classification revisions, and missed properties) of MPAC efforts in Perth County, collaborating with the lower tier municipalities of Perth County to support with data collection; and
- Clarifies the current governance model and accountabilities of MPAC's Board of Directors, including accountabilities for their performance and means of complaint submission and resolution.

AND THAT, a letter, including a copy of this resolution, be distributed to MPP Randy Pettapiece, Perth-Wellington; Hon. Steve Clark, the Minister of Municipal Affairs and Housing; and all municipalities in Ontario.

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

Sincerely,



Jim Aitcheson, Warden
The Corporation of the County of Perth

CC:

Hon. Steve Clark – Steve.Clark@pc.ola.org
Ontario Municipalities



Corporate Services Department

Clerk's Office

CITY of STRATFORD
City Hall, P.O. Box 818
Stratford ON N5A 6W1

519-271-0250 Ext. 5237

Fax: 519-273-5041

www.stratford.ca

July 23, 2021

Honourable Premier Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto ON M7A 1A1

premier@ontario.ca

Dear Premier Ford:

Re: Resolution to Phase Out Ontario's Gas Plants

At their June 28, 2021 Regular Council meeting, Stratford City Council adopted a resolution petitioning the provincial government to immediately take steps to replace gas powered electrical generation with non-carbon-based sustainable alternatives.

A copy of the resolution is attached for your consideration. We kindly request your support and endorsement.

Sincerely,

Tatiana Dafoe
Clerk

Encl.
/ja

cc: MPP Randy Pettapiece
MP John Nater
Association of Municipalities of Ontario
Federation of Canadian Municipalities
All Ontario municipalities



THE CORPORATION OF THE CITY OF STRATFORD

Resolution: Phase Out Ontario's Gas Plants

WHEREAS the Earth is on course toward a climate crisis, unless timely actions are taken to minimize the greenhouse effect;

AND WHEREAS the use of fossil fuels is a major contributor to the greenhouse effect because of the increasing amount of heat trapping Carbon Dioxide in the atmosphere;

AND WHEREAS Stratford, along with other municipalities has declared a "Climate Emergency" and is considering a Carbon Net Zero goal to be achieved by 2050;

AND WHEREAS the 2050 Carbon Net Zero goal has been, and is being adopted by countries and governments at all levels, as well as by industries, social and economic institutions;

AND WHEREAS the most effective way of achieving that goal is through initiatives in reducing carbon footprint, and greening;

AND WHEREAS in the Province of Ontario, Electricity generation fueled by Natural gas contributes substantially to the province's carbon footprint and provides an opportunity for rapid reduction of carbon dioxide emissions through the elimination of this form of generation;

AND WHEREAS in the interest of environmental and economic wellbeing for the province of Ontario, immediate action to replace the gas generators by sustainable zero carbon alternatives should be undertaken;

NOW THEREFORE IT BE RESOLVED that the City of Stratford strongly appeal to the Government of Ontario to immediately take steps to replace gas powered electrical generation with non-carbon based sustainable alternatives;

AND BE IT FURTHER RESOLVED that this resolution be circulated to Ontario municipalities and their organizations including AMO and OSUM for their consideration of support.

Adopted by City Council of The Corporation of the City of Stratford on June 28, 2021

The Corporation of the City of Stratford, P.O. Box 818, Stratford ON N5A 6W1
Attention: City Clerk, 519-271-0250 ext 5329, clerks@stratford.ca



August 13, 2021

The Municipality of West Elgin Council
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Via email clerk@westelgin.net

We would like to request that on the 18th of September at 11AM that the Rodney Aldborough Agricultural Society be allowed to hold a parade in the town of Rodney on what would have been the Annual Rodney Fair Weekend.

Attached to this letter is a map of the proposed route we would like to travel. The Parade will start and end at the Fair Grounds on the track.

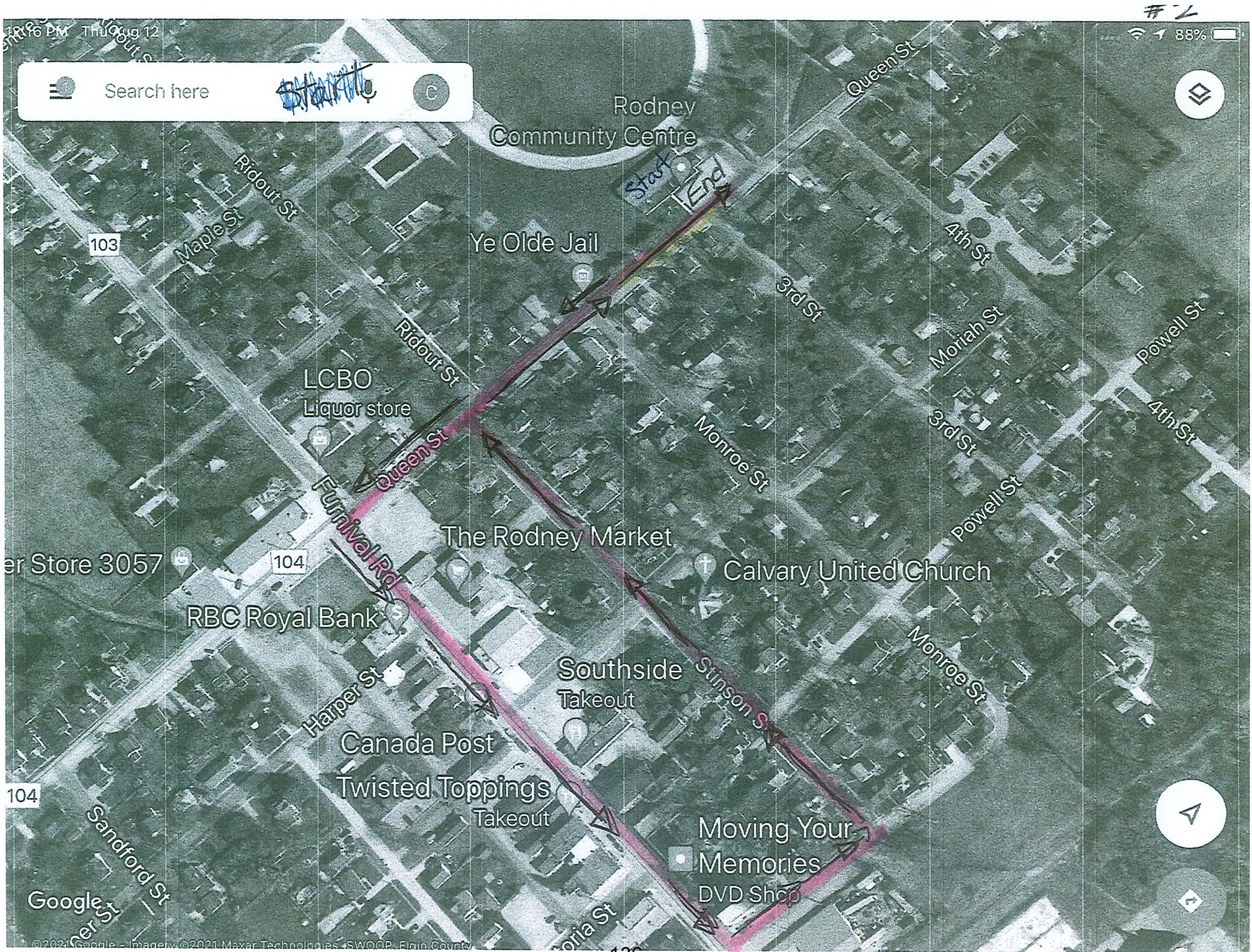
We would request that the Municipality's Road department provide traffic control and close and open the route. A notice to the County of Elgin will also be required for the temporary closure of Furnival Road, Mr. Gosnell has advised that he will get permission on our behalf once council has endorsed the parade.

Should you have any questions or concerns, do not hesitate to contact me.

Sincerely,

X 

Dan Balint
President





MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-47

Being a By-law to dedicate and establish lands as a Public Highway to be known as part of Finney Street; Frederic Street and Anne Street

Whereas Section 26 of the Municipal Act, 2001, S.O. 2001, Chapter 25, as amended, specifies what constitutes a highway;

And Whereas Section 31 of the Municipal Act, 2001, S.O. 2001, Chapter 25 provides that the Council of a municipality may pass By-Laws to dedicate and establish lands as Public Highways;

And Whereas upon the Plan of the Village of West Lorne registered as Number Seventy-Five (75) in the Registry Office for the County of Elgin (No. 11) the lands hereinafter described are reserved and shown as Streets;

- (i) Finney St, Plan 75, Aldborough North of Gilbert Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0551;
- (ii) Finney St, Plan 75, Aldborough between Hughes Street and Gilbert St, s/t The Interest of the Municipality; Elgin, being PIN 35113-0548;
- (iii) Finney St, Plan 75, Aldborough South of Hughes Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0546;
- (iv) Hughes Street, Plan 75, Aldborough except E172041, s/t The Interest of the Municipality; Elgin, being PIN 35113-0547; and
- (v) Anne St, Plan 75, Aldborough East of Finney Street, s/t The Interest of the Municipality; Elgin, being PIN 35113-0549 (hereinafter collectively referred to as the "Lands");

And Whereas it is desirable to confirm the ownership of the Lands and to dedicate same as public highways;

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

1. That the Lands as hereinbefore described are hereby dedicated and established as public highways and opened for public use.
2. This by-law comes into force and effect on the day that it is passed.

Read a first, second, and third time and finally passed this 19th day of August, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2021-48

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property legally described as Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944.

Whereas the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin;

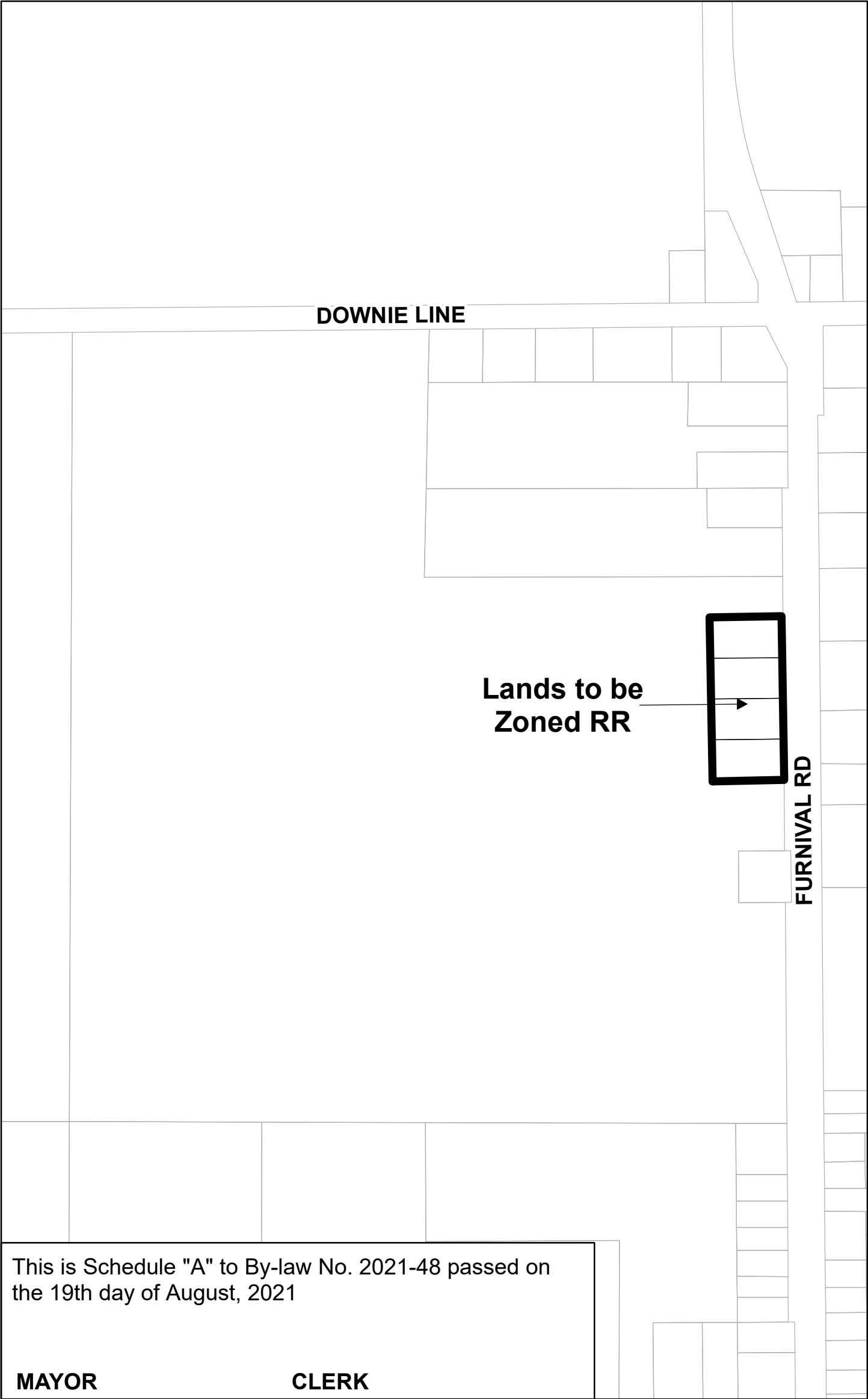
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing a portion of the subject property from **General Agricultural (A1) Zone** to **Rural Residential (RR) Zone** for those lands outlined in heavy solid lines and described as RR, on Schedule "A" attached hereto and forming part of this By-law, being Part of Lot 6, Concession 7; Parts 9 to 12, RP 11R-5944; Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 19th day of August 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk





MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2021-49

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on August 19, 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 August 19, 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 19th day of August, 2021.

Duncan McPhail
Mayor

Jana Nethercott
Clerk