



# Municipality of West Elgin

## Revised Agenda

### Council Meeting

Date: October 14 2021, 9:30 a.m.  
Location: West Elgin Community Complex - Hybrid Meeting  
160 Main Street  
West Lorne  
Electronic Hybrid Meeting

Due to COVID-19 and physical distancing requirements this meeting is being held in an alternate location to allow the public to attend. Please contact the Clerk's Department if you require an alternate format or accessible communication support or wish to receive the link to the meeting, at 519-785-0560 or by email at [clerk@westelgin.net](mailto:clerk@westelgin.net).

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at \_\_\_\_\_ a.m. under Section 239(2)(b) of the *Municipal Act, R.S.O. 2001* consideration will be given to matters pertaining to an identifiable individual, including a municipal or local board employee.

4. Report from Closed Session

5. Disclosure of Pecuniary Interest

6. Meeting to Consider Engineers Report Under Drainage Act

**6.1. J.M Spriet, PEng. - Pool Outlet Drain**

8

**6.2. Public Comments**

**6.3. Council Comments**

**6.4. Provisional By-law**

Recommendation:

That West Elgin Council receives the Engineers Report on the Pool Outlet Drain as prepared by Mr. J.M. Spriet, P.Eng; and

That West Elgin Council authorizes staff to initiate the tender process, if required, for the improvement of the Pool Outlet Drain to be considered by Council following the Court of Revision; and

That West Elgin Council consider the provisional By-law as presented in the By-law portion of the agenda for a first and second reading.

**7. Adoption of Minutes**

17

Recommendation:

That the Minutes of the Council meeting on September 23, 2021 and Committee of the Whole meeting on October 5, 2021 be adopted as circulated and printed.

**8. Business Arising from Minutes**

**9. Staff Reports**

**9.1. Building**

**9.1.1. J. Morgan-Beunen, CBO - Building Activity Report September 2021**

29

Recommendation:

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

**9.2. Municipal Drains**

**9.2.1. J. Nethercott, Clerk - Appoint Court of Revision – Hepburn, Lalonde and Shunpiker Drains** 32

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint 1 Member to Court of Revision for Hepburn, Lalonde and Shunpiker Municipal Drains; and

Whereas The Municipality of West Elgin has an interest in the Hepburn and Lalonde Municipal Drains with the Municipality of Chatham-Kent; and

Whereas Courts of Revision have been scheduled by the Municipality of Chatham-Kent on Tuesday November 16, 2021 at 6:00 p.m. via Zoom

Be it resolved that West Elgin Council hereby appoints \_\_\_\_\_ to the Court of Revision for the Hepburn, Lalonde and Shunpiker Municipal Drains:

**9.3. Operations & Community Services**

**9.3.1. L. Gosnell, Manager of Operations & Community Services - West Lorne Complex – Roof Replacement** 63

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: West Lorne Complex Roof Replacement for information purposes.

**9.3.2. L. Gosnell, Manager of Operations & Community Services - Persons with Disabilities Warning Sign Policy** 66

Recommendation:

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

That West Elgin Council adopts a policy regarding requests for disability warning signage made by residents of West Elgin.

<b>9.3.3.</b>	<b><i>L. Gosnell, Manager of Operations and Community Services - Monthly Operations Update – September 2021</i></b>	<b>76</b>
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Recommendation:

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

#### **9.4. Clerks**

<b>9.4.1.</b>	<b>J. Nethercott, Clerk - Accessibility Policy Updates</b>	<b>80</b>
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Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Accessibility Policy Updates; and

That West Elgin Council consider approving the updated Accessibility Policies; HR 8.2 Accessibility Policy, HR 8.3 Emergency Response, HR 8.4 Accommodation in Workplace, HR 8.5 Return to Work and HR 8.6 Temporary Service Disruption in the by-law portion of the agenda.

<b>9.4.2.</b>	<b>J. Nethercott, Clerk - 2022 Municipal and School Board Election Voting Method</b>	<b>99</b>
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Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: 2022 Municipal and School Board Election Voting Method; and

That West Elgin Council direct staff to bring forward a By-law at the next Regular Council Meeting to approve the use of Alternate Voting Methods for the 2022 Municipal and School Board Election; and

That West Elgin Council adopt the staff recommendation that the 2022 Municipal and School Board Election Voting Methods be by Telephone and Internet voting with in-person polling stations or voter help centres.

**9.4.3. J. Nethercott, Clerk - OPP Contract Renewal for Elgin Group 102**

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: OPP Contract Renewal for Elgin Group; and

That West Elgin Council hereby consider approval of the Elgin Group Amending Agreement with the OPP in the By-law Portion of the Agenda.

**9.4.4. J. Nethercott, Clerk - Supporting People and Business Act 118**

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Supporting People and Business Act, for information purposes.

**9.5. Finance/Administration**

**9.5.1. M. Badura, CAO/Treasurer and J. Nethercott, Clerk - Administration Monthly Update for September 2021 125**

Recommendation:

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

**9.5.2. M. Badura, CAO/Treasurer - COVID-19 Vaccination Verification Policy 130**

Secretary's Note: An updated policy was added to the agenda on October 13, 2021.

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: COVID-19 Vaccination Verification Policy; and

That West Elgin hereby adopts the COVID-19 Vaccination Verification Policy as attached.

**10. Committee and Board Report**

**10.1. Councillor Reports from Committees**

## **11. Accounts**

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #10 amounting to \$ 1,887,111.25 in settlement of General, Road, Water and Arena Accounts including EFT#4378-4451, online Payments# 776-791, cheque# 25767-25776 and Payroll PP19-20.

## **12. Waiver of Fees Request**

Recommendation:

That West Elgin Council hereby approves/denies the Waiver of Fees requests under consent item number 12.1

### **12.1. West Elgin Business Group 158**

## **13. Upcoming Meetings**

- October 26 - Tri-County Water Board 7pm
- October 28 - Council 9:30 am
- November 4 - Court of Revision 9:30 am
- November 4 - Committee of the Whole - Fees & Charges Review 9:30 am
- November 18 - Council 9:30 am

## **14. Correspondence**

<b>14.1. Ministry of Municipal Affairs and Housing - Construction Noise</b>	<b>163</b>
<b>14.2. Province of Ontario - Easing of Capacity Limits in Select Settings</b>	<b>165</b>
<b>14.3. ROMA Conference - Virtual Conference 2022</b>	<b>170</b>
<b>14.4. Elgin County Land Division - Notice of Deferral</b>	<b>172</b>
<b>14.5. Elgin County Land Division - Notice of Decision</b>	<b>173</b>
<b>14.6. Elgin County OP Community Engagement Notice</b>	<b>177</b>
<b>14.7. Kingsville - Support of Eye Care in Ontario</b>	<b>179</b>
<b>14.8. West Lorne Lawn Bowling - Request to erect shade structures</b>	<b>181</b>

14.9.	<b>Request to Close Jessie Street</b>	182
14.10.	<b>Robert Van Every - Request of Council</b>	183
15.	<b>By-Laws</b>	
15.1.	<b>By-Law 2021-54 - Accessibility Policies</b>	186
	Recommendation: That By-law 2021-54 being a By-law to repeal and replace a policies with respect to Accessibility – HR 8.2 Accessibility, HR 8.3 Emergency Response, HR 8.4 Accommodation in the Workplace, HR 8.5 Return to Work and HR 8.6 Temporary Service Disruption, be read a first, second, third and final time.	
15.2.	<b>By-Law 2021-55 Pool Outlet Drain</b>	207
	Recommendation: That By-law 2021-55 being a By-Law to provide for the reconstruction of the Pool Outlet Drain in the Municipality of West Elgin, be read a first and second time and be provisionally adopted.	
15.3.	<b>By-Law 2021-56 - Amend OPP Agreement</b>	217
	Recommendation: That By-law 2021-56 being A By-law to Authorize the Mayor and Clerk to Execute an Amending Agreement with Her Majesty the Queen in Right of Ontario as Represented by the Solicitor General for the Provision of Police Services for the Elgin Group Municipalities, be read a first, second and third and final time.	
16.	<b>Confirming By-Law</b>	232
	Recommendation: That By-law 2021-57 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on October 14, 2021, be read a first, second and third and final time.	
17.	<b>Adjournment</b>	
	Recommendation: That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 9:00 a.m. on October 28, 2021 or at the call of the Chair.	

**POOL OUTLET DRAIN**  
**Municipality of West Elgin**



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
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Our Job No. 220248

September 8, 2021

London, Ontario  
September 8, 2021

## **POOL OUTLET DRAIN**

### **Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of parts of the Pool Outlet Municipal Drain serving parts of Lots 10 to 18, Concessions 5 and 6 and parts of Lots 12 to 21, Concessions 6 and 7, and parts of Lots 21 to 25, Concession 9 in the Municipality of Chatham-Kent and parts of Lots A and B, in the Gore Concession and Concessions 5 and 6 in the Municipality of West Elgin. The total watershed area contains approximately 1860 hectares.

### **AUTHORIZATION**

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by one of the affected landowners.

### **HISTORY**

The Pool Drain was last reconstructed pursuant to a report submitted by W.D. Colby, P. Eng. dated January 30, 1990, and consisted of the cleanout and brushing of the open drain from Lot 7, Concession 4 to the westerly limits of the drain located just north of Highway 401 in Lot A, Concession 6. In total, 3,400 lineal meters of open cleanout and brushing were performed as well as the installation of 3 rigid frame culverts.

### **EXISTING DRAINAGE CONDITIONS**

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the landowner, Fleuren Agri Inc. (Roll No. 20-005), indicated that a portion of the Pool Drain in their lands significantly affects their ability to work the lands. They requested that this portion be relocated to the north and west

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the lands would benefit from the relocation of the open drain in a north-easterly direction. This would allow the lands located north of the existing drain to be more efficiently farmed

Preliminary design, cost estimates and assessments were prepared and, based on those, it was decided to proceed with the report.



## DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs.

We would like to point out that there have been no indications of any adverse soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the Pool Outlet Drain, in the lands of Fleuren Agri Inc. (Roll No. 20-005), be relocated to allow the landowner to farm their lands more effectively. The drain shall be relocated to the westerly property lines through the lands of Fleuren Agri Inc. to the Cruickshank Drain, for a total length of 337 lineal meters
- that the existing open drain be backfilled with materials from the existing drain
- that the Cruickshank Drain, from Sta. 0+050 to Sta. 0+198 be officially referred to as the Pool Drain and maintained under the Pool Drain Maintenance Schedules

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

We have reviewed the proposed work with the Department of Fisheries and Oceans (File No. 20-HCAA-02161) and they recommend the following mitigation measure be followed in their letter of advice dated August 30, 2021:

- Complete the works outside of the restricted activity timing window for spring spawning fish (March 15- July 15)
- Complete the proposed works during low or no flow
- Implement and maintain appropriate erosion and sediment control measures, enhancing them if necessary
- Remove all non-biodegradable erosion and sediment control equipment upon completion of the project
- Develop and implement a response plan to avoid a spill of deleterious substances and report any spills of deleterious substances



## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- Seed the realigned channel and allow vegetation to establish prior to diverting flows
- Backfill existing drain when it is dry after flows are diverted to the realigned channel

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- some severe bends in the drain are to be protected from erosion with the installation of quarry stone rip-rap on the ditch bank as specified on the plans
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 535 lineal meters of open ditch cleanout and reconstruction including quarry stone rip-rap bank protection, rock chutes, and bank seeding.

## SCHEDULES

Two schedules are attached hereto and form part of this report, being Schedule 'A' – Allowances and Schedule 'B' - Cost Estimate.

**Schedule 'A' - Allowances.** In accordance with Section 30 of the Drainage Act, allowances are provided for damages to lands and crops along the route of the drain as defined below. Note that no allowance for right-of-way has been paid as it is deemed transferred from the existing open drain that is to be backfilled.

**Schedule 'B' - Cost Estimate.** This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 50,000.00. This estimate includes engineering and administrative costs associated with this project.

Drawing No.'s 1 and 2, Job No. 220248, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain installed with wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

**BENEFIT** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**OUTLET** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

We assess the entire cost of this report to the landowner, Fleuren Agri Inc. (Roll No. 20-005).

## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.


After completion, the entire Pool Outlet Drain, including the newly constructed drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in the report by W.D. Colby, P.Eng., dated January 30, 1990, until such time as the assessment is changed under the Drainage Act.

JMS:bv



Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

  
J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
engineers & architects

SCHEDULE 'A' - ALLOWANCES

POOL OUTLET DRAIN

Municipality of West Elgin

In accordance with Sections 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 30 Damages	TOTALS
MAIN DRAIN				
5	S Pt. B	20-005 (Fleuren Agri Inc.)	\$ 2,350.00	\$ 2,350.00
			=====	
Total Allowances			\$ 2,350.00	\$ 2,350.00
			=====	
TOTAL ALLOWANCES ON THE MAIN DRAIN				\$ <u>2,350.00</u>

**POOL OUTLET DRAIN****Municipality of West Elgin**

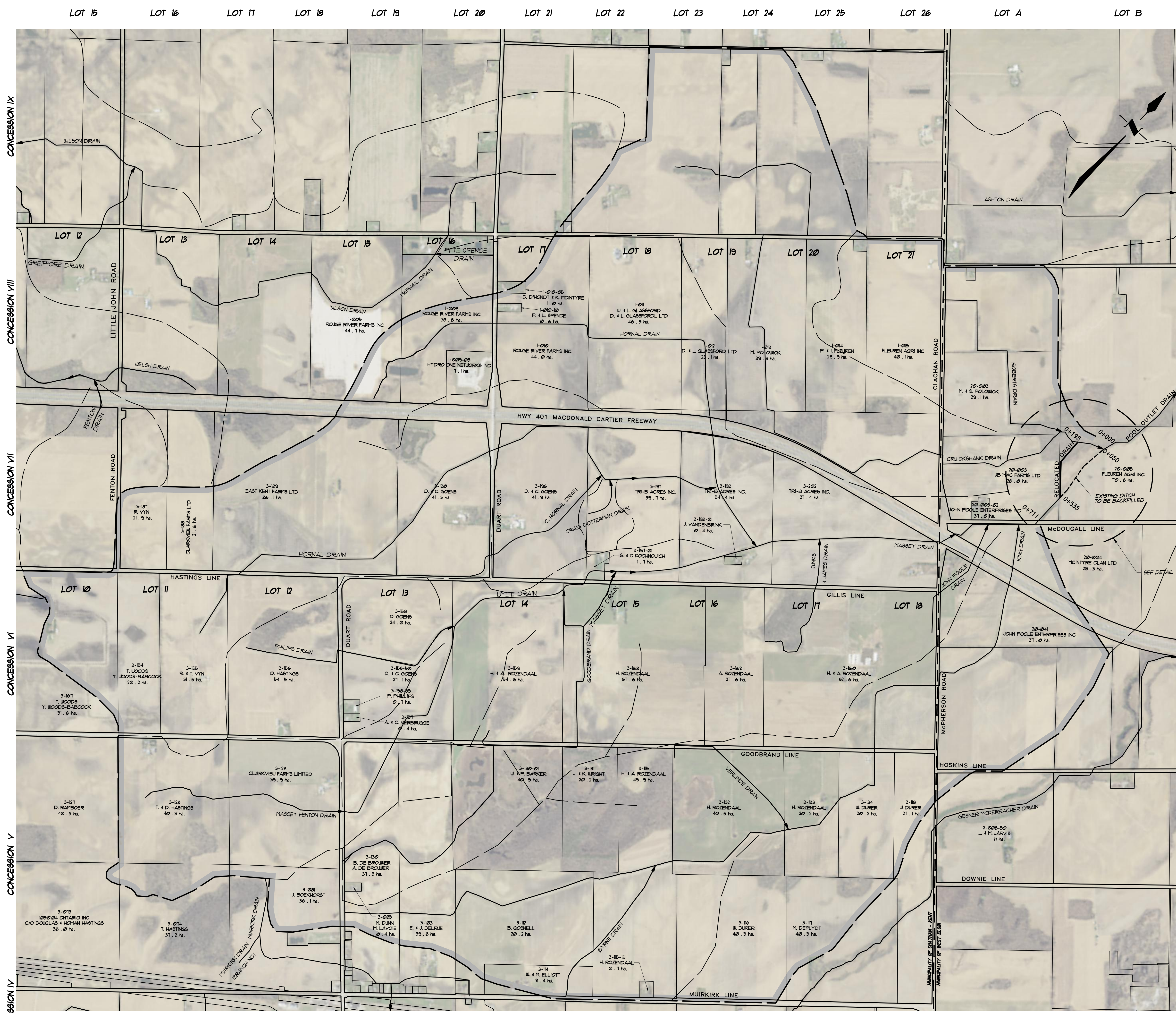
We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**MAIN DRAIN**

148 meters of open ditch re-construction (Approx. 800m³)	\$ 3,000.00
337 meters of open ditch construction (Approx. 4500m³)	\$ 12,500.00
Backfill existing ditch using excavated material from new ditch including hauling	\$ 12,000.00
Seeding of ditch banks and buffer strips. (Approx 6000m³)	\$ 2,000.00
Supply and Install quarry stone rip-rap on outside banks at bends of new alignment 3 locations (Approx. 18m³ req'd)	\$ 3,000.00
Removal and Disposal of Existing Culvert	\$ 500.00
Contingencies	\$ 2,000.00
Allowances under Sections 30 of the Drainage Act	\$ 2,350.00

**ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 1,160.00
Survey, Plan and Final Report	\$ 7,900.00
Expenses	\$ 740.00
Supervision and Final Inspection	\$ <u>2,850.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u><u>50,000.00</u></u></b>



- GENERAL NOTES
- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.

2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
OPEN PORTIONS - 10 meters (INCLUDING 3m BUFFER)  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE THE SAME AS ABOVE

3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.

4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.

5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" SPECIFICATIONS.

6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.20" IN THE SPECIFICATIONS.

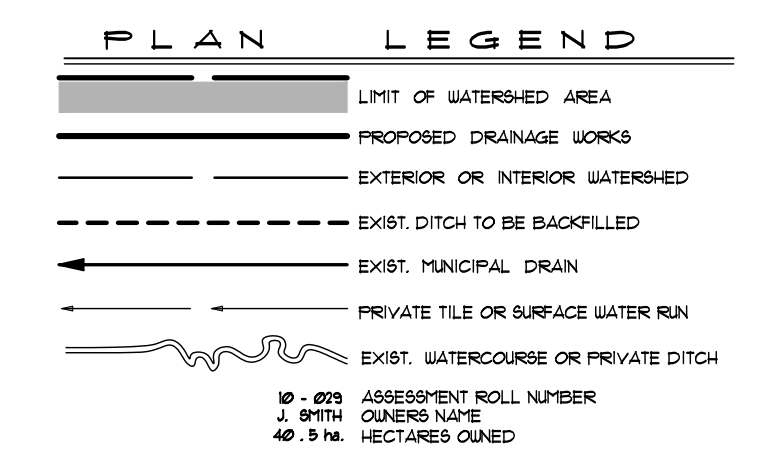
7/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.

8/ EXACT LOCATION TO BE CONFIRMED.
- OPEN PORTIONS

9/ A 3 METER WIDE BUFFER STRIP OF NEW & EXISTING VEGETATION BETWEEN THE TOP OF THE BANK AND THE CULTIVATED LANDS ON WEST SIDES OF THE DITCH SHALL BE MAINTAINED AS PART OF THE OPEN PORTION OF THE DRAIN.

10/ NEWLY EXPOSED DITCH BANKS ARE TO BE HAND SEEDDED UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH "SECTION B.11" IN THE SPECIFICATIONS

11/ SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0 + 453 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSTREAM, AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.



POOL OUTLET DRAIN

Municipality of West Elgin

Drainage Superintendent:  
TOM MOHAN  
519-785-0560

No.

REVISIONS

DATE

Drawn By: AP  
Date: SEPT. 8, 2021

Field Book  
D-GFS

JOB No.  
220248

Drawing No.  
1 of 2

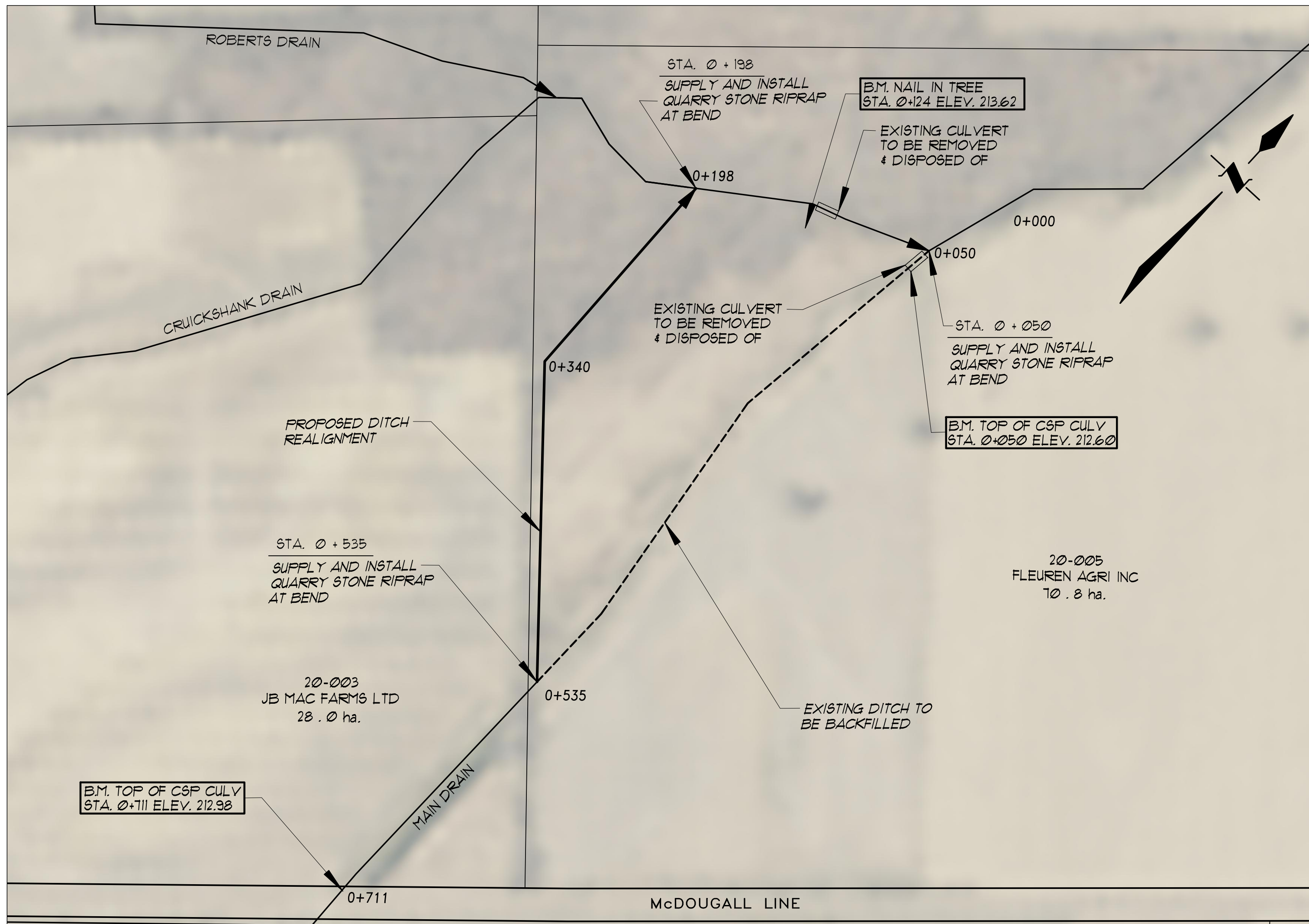
PLAN & NOTES

SPRIET ASSOCIATES  
LONDON  
CONSULTING ENGINEERS

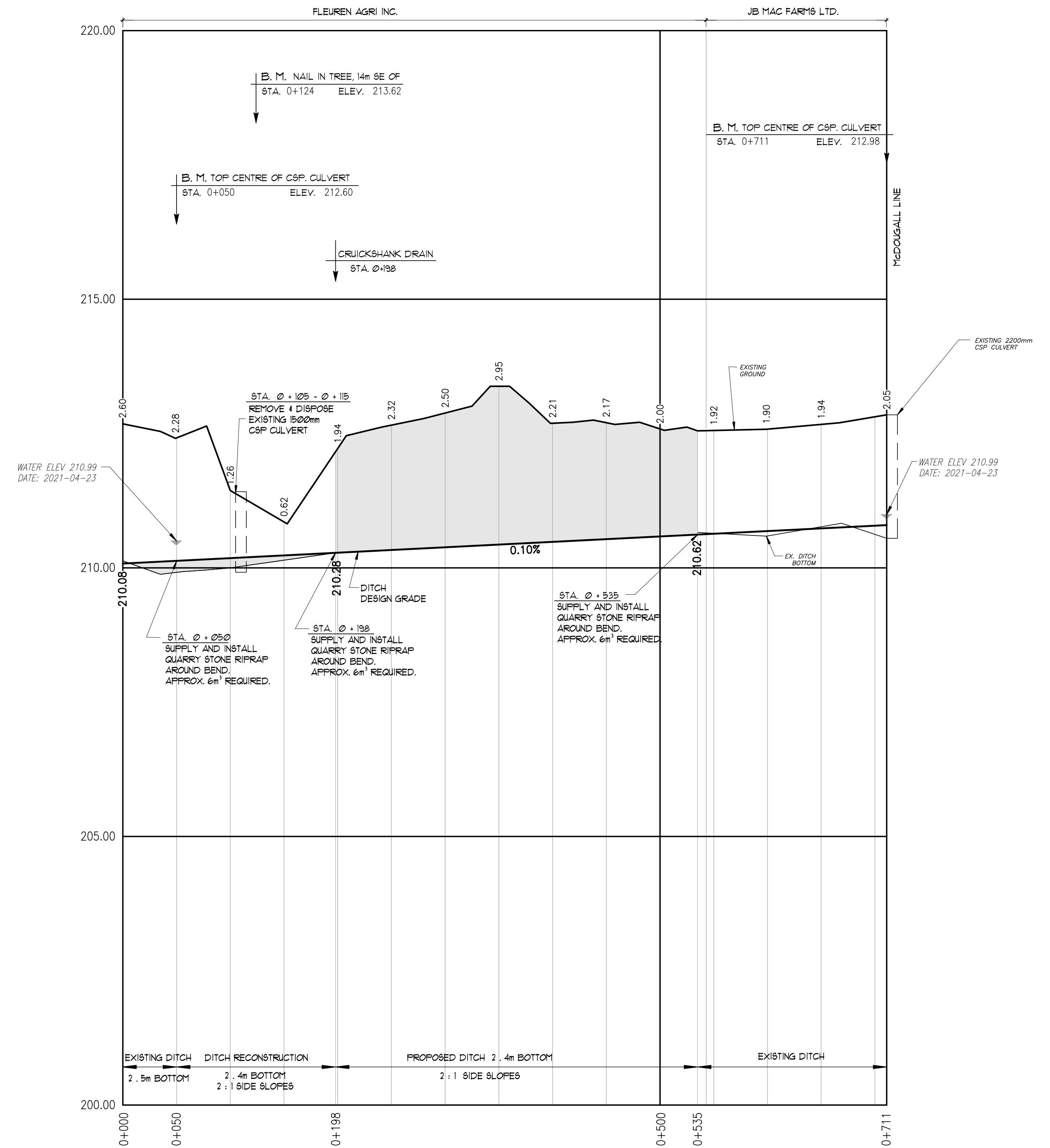
155 YORK STREET - LONDON  
(519) 672-4100 - NEA 1A8

WATERSHED PLAN SCALE 1 : 10,000

16

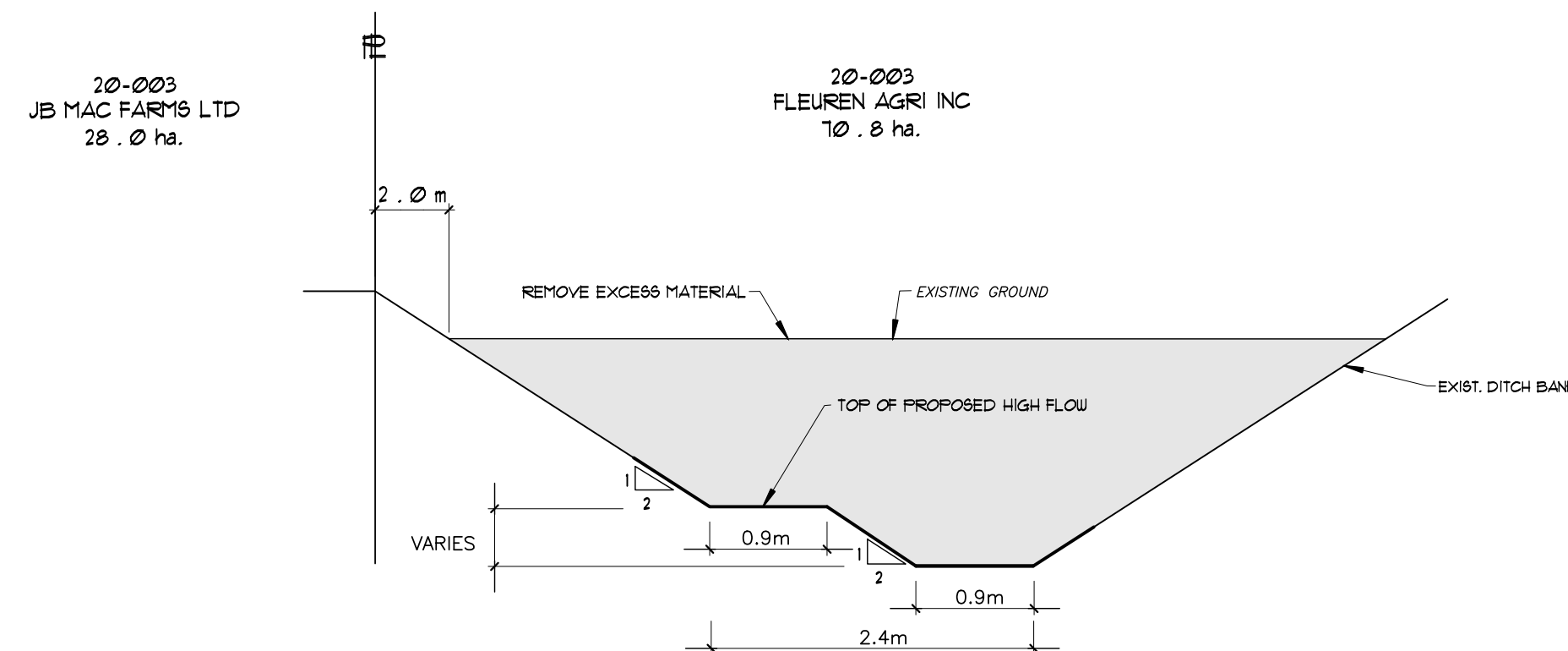


DETAIL PLAN SCALE 1 : 2,000



MAIN DRAIN

SCALE : HOR. 1 : 2,500  
VERT. 1 : 50



TYPICAL DITCH  
DETAIL "A"

N.T.S.

<b>POOL OUTLET DRAIN</b>			
Municipality of West Elgin			
Drainage Superintendent: TOM MOHAN 519-785-0560	No.	REVISIONS	DATE
Drawn By: AP Date: SEPT. 8, 2021	Field Book D-GFS	JOB No. 220248	Drawing No. 2 of 2
PLAN, PROFILE, & DETAIL			
<b>SPRIET ASSOCIATES</b> LONDON CONSULTING ENGINEERS 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8			



# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**September 23, 2021, 9:00 a.m.**

**West Elgin Community Complex - Hybrid Meeting**

**160 Main Street**

**West Lorne**

**Electronic Hybrid Meeting**

**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  
J. Morgan-Beunen, Chief Building Official

**Also Present:**  
Sam Smith, OCWA  
Susan Budden, OCWA  
Laura Sherwood, Hospice Elgin  
Dr. Kevin Mardell, Hospice Elgin  
Kate Dymock, Hospice Elgin

**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 9:02 a.m.

**2. Adoption of Agenda**

**Resolution No. 2021- 296**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Closed Session**

**Resolution No. 2021- 297**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 9:02 a.m. under Section 239(2) (b, e & f) of the *Municipal Act, R.S.O. 2001* consideration will be given to matters pertaining to an identifiable individual, including a municipal or local board employee, litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

**Carried**

**4. Report from Closed Session**

Mayor McPhail reported out of Closed Session at 10:07 a.m.

**Resolution No. 2021- 298**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That West Elgin Council provided direction to staff with regards to a litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board and with regards to identifiable individuals and that information was received that is subject to solicitor-client privilege.

**Carried**

**Resolution No. 2021- 299**  
**Moved: Councillor Rowe**  
**Seconded: Councillor Tellier**

That West Elgin Council hereby approves the Auditors recommendation to refund penalty and interest on Port Glasgow Trailer Park accounts in the amount of \$420.39.

**Carried**

**5. Disclosure of Pecuniary Interest**

Councillor Rowe declared Pecuniary interest in Item # 12.2.1

**6. Ontario Clean Water Agency Quarterly Reports**

**6.1 Water**

**Resolution No. 2021- 300**  
**Moved: Councillor Cammaert**  
**Seconded: Deputy Mayor Leatham**

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

**Carried**

**6.2 Wastewater**

**6.2.1 Rodney Wastewater Treatment Plant Q2**

**Resolution No. 2021- 301**  
**Moved: Councillor Tellier**  
**Seconded: Deputy Mayor Leatham**

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

**Carried**

**6.2.2 West Lorne Wastewater Treatment Plant Q2**

OCWA staff are going to be looking into the possibility of a virtual tour of the water and wastewater facilities for West Elgin website.

**Resolution No. 2021- 302**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

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

**Carried**

**7. Delegations**

Council recessed at 10:33 a.m. and reconvened at 10:40 a.m.

**7.1 Hospice of Elgin**

Laura Sherwood, Kate Dymock and Dr. Kevin Mardell made a presentation on behalf of Elgin Hospice to bring Council up to date on where they are with regards to opening a hospice centre in Elgin County. At this point they have land located at 2 Edgware Road in St Thomas.

**8. Adoption of Minutes**

**Resolution No. 2021- 303**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Minutes of the Council meeting on September 9, 2021 be adopted as circulated and printed.

**Carried**

**9. Business Arising from Minutes**

None.

**10. Staff Reports**

**10.1 Building**

**10.1.1 J. Morgan-Beunen - Building Activity Report August 2021**

**Resolution No. 2021- 304**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Rowe**

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

**Carried**

## **10.2 Operations & Community Services**

### **10.2.1 L. Gosnell, Manager of Operations & Community Services - West Elgin Community Pool 2021**

Council received the report for information purposes.

### **10.2.2 L. Gosnell, Manager of Operations & Community Services - Arena Operational Update**

Council received the report for information purposes.

### **10.2.3 L. Gosnell, Manager of Operations & Community Services - Rodney Christmas Event**

**Resolution No. 2021- 305**  
**Moved: Councillor Rowe**  
**Seconded: Deputy Mayor Leatham**

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

That West Elgin Council supports the Rodney Kiwanis and Rodney Lions 'Night Market' event this December in lieu of a Rodney Santa Clause parade; And

That West Elgin Council supports the closure of Furnival Road in downtown Rodney on December 4, 2021 and directs staff to obtain the necessary approvals from Elgin County.

**Carried**

## **10.3 Planning**

### **10.3.1 B. Pearce, Planner - Seaside Wastewater Treatment Facility – Environmental Compliance Approval Application – Statement of the Municipality Authorization (Planning Report 2021-29)**

**Resolution No. 2021- 306**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Cammaert**

That West Elgin Council hereby receives the report from Bryan Pearce, Planner, regarding Seaside Wastewater Treatment Facility – Environmental Compliance Approval Application – Statement of the Municipality Authorization (Planning Report 2021-29); and

That West Elgin Council authorize the Chief Administrative Officer, to sign Section 7.2 of the Environmental Compliance Approval Application on behalf of the Municipality of West Elgin for the proposed wastewater treatment facility for the proposed development of Seaside in Port Glasgow, having no objection to the construction of the proposed works in the Municipality.

**Carried**

**10.4 Finance/Administration**

**10.4.1 J. Nethercott, Clerk - Dutton Dunwich and West Elgin Waterline Interconnection**

**Resolution No. 2021- 307**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Dutton Dunwich and West Elgin Waterline Interconnection; and

That West Elgin Council hereby directs staff to bring forward the estimated cost of \$36,000 in the 2022 Water Budget for the Water Meter Relocation of the Pioneer Line Interconnection with Dutton Dunwich, pending approval of the ICIP Green Stream – Drinking Water Capital grant application; and

That West Elgin Council hereby direct staff to start saving funds annually to address the remaining interconnections with Dutton Dunwich within the next 15 years.

**Carried**

#### **10.4.2 M. Badura, CAO/Treasurer - Electronic Signs**

**Resolution No. 2021- 308**

**Moved: Councillor Rowe**

**Seconded: Deputy Mayor Leatham**

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

**Carried**

### **11. Committee and Board Report**

#### **11.1 West Elgin Community Centre Board of Management - Minutes August 11, 2021**

#### **11.2 Four Counties Transit Committee - Minutes July 16, 2021**

Councillor Rowe provided an update that the Committee met on Monday and that ridership numbers are down and that the Committee has decided to defer the purchase of a new Bus again this year.

Deputy Mayor Leatham passed on condolences at the passing of Councillor Ian Carruthers from Southwest Middlesex who sat on the Four Counties Transit Committee

#### **11.3 Councillor Reports from Committees**

Councillor Rowe stated that the Dutton Dunwich West Elgin Community Fund Founding donor campaign has been on going and to date they have raised \$40,000 at this time.

Councillor Tellier provided an update on the Youth Task Teams plans for participating in the Christmas Market and that the Rodney Aldborough Agricultural Society hosted successful events this past weekend.

### **12. Councillor Announcements/Inquires**

#### **12.1 Notice of Motion**

#### **12.2 Matters of Urgency**

##### **12.2.1 Councillor Cammaert - Request for Truck Route**

Councillor Rowe declared a conflict on this item.

Manager of Operations & Community Services state he can bring a report back to Council.

### **12.3 Councillor Announcements**

Councillor Rowe stated that Thames Talbot Land Trust receiving lands and hosting a ceremony for the Meadow Woods Nature Land, on October 3 at 10 a.m. and she will be providing greetings on behalf of the Municipality.

Clerk Jana Nethercott reported that unfortunately that representatives from Moraviantown are not able to attend our Celebration of National Day for Truth and Reconciliation.

CAO/Treasurer Magda Badura reported that our VoIP phone system has been under cyber attack at this time and the provider are working on this attack and we do not have any information on when this may end. A statement will be issued through social media and website to update the residents.

### **13. Accounts**

#### **Resolution No. 2021- 309**

**Moved: Councillor Cammaert**

**Seconded: Councillor Rowe**

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #9A amounting to \$ 319,348.16 in settlement of General, Road, Water and Arena Accounts including EFT#4331-4377, online Payments# 765-775 and Payroll PP18.

**Carried**

### **14. Correspondence**

#### **14.1 Ministry of Municipal Affairs and Housing - Site Plan Control Guide**

#### **14.2 City of Sarnia - Renovictions Resolution**

#### **14.3 Township of Scugog - Structure Inventory and Inspections Resolution**

### **15. Confirming By-Law**

**Resolution No. 2021- 310**

**Moved: Councillor Cammaert**

**Seconded: Deputy Mayor Leatham**

That By-Law 2021-53 being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 23, 2021, be read a first, second and third and final time.

**Carried**

**16. Adjournment**

**Resolution No. 2021- 311**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

That the Council of the Municipality of West Elgin hereby adjourn at 12:17p.m. to meet again at 3:00 p.m. October 5, 2021 as Committee of the Whole and as Council at 9:00 a.m. on October 14, 2021 or at the call of the Chair.

**Carried**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk



# **Municipality of West Elgin**

## **Minutes**

### **Committee of the Whole Meeting**

**October 5, 2021, 3:00 p.m.**

**West Elgin Community Complex - Hybrid Meeting**

**160 Main Street**

**West Lorne**

**Electronic Hybrid Meeting**

**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**  
**B. Pearce, Planner**

**Also Present:**  
**P. Kennedy, Dillon Consulting Limited**  
**K. Martel, Dillon Consulting Limited**  
**Z. Sotirakos, Dillon Consulting Limited**  
**E. Karvinen, Watson and Associates**

#### **1. Call to Order**

Mayor McPhail called the meeting to order at 3:03 pm.

#### **2. Adoption of Agenda**

**Moved: Councillor Rowe**

**Seconded: Councillor Tellier**

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

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures.

**4. Official Plan Background Study and Report**

**Moved: Councillor Tellier**

**Seconded: Councillor Rowe**

That West Elgin Committee of the Whole hereby receives the report from Bryan Pearce, Planner, regarding New Official Plan Project – Background Report (Planning Report 2021-30) for information purposes; and

That West Elgin Committee of the Whole receive the New Official Plan Background Review, Issues and Opportunities Report, dated September 13, 2021, as contained within Appendix One of this report, Planning Report 2021-30, for information purposes.

**Carried**

**5. Dillon Consulting and Watson and Associates Presentation on Official Plan Background Study**

Representatives from Dillion Consulting and Watsons and Associated presented a PowerPoint overview of the work that has been done on the new Official Plan to this point.

Mr. Kennedy inquired as to what the issues that each Council member has been hearing and want to see addressed in the new Official Plan.

Mayor McPhail stated that like many other municipalities West Elgin is struggling to provide housing for the industry to attract the workers they required to operate, and he would like to see a clear housing strategy included. Mayor McPhail also stated that the Official Plan needs to be written to cover the requirements of West Elgin, which includes policies to expand waterlines and entice development of appropriately zoned lands that owners are just sitting on.

Councillor Tellier stated that she would like to policies that attract a mix of housing developments and secondary dwellings to keep housing affordable. Councillor Tellier also stated that attracting cultural and recreational amenities can help attract and retain residents.

Councillor Rowe stated that she would like to see strong statement to prevent industrial wind farms and clarify the policies around wind turbines and green energy. Councillor Rowe would also like to see updated information around Cannabis production and sales.

Deputy Mayor Leatham stated that enticing housing development needs to be a priority.

**6. Adjournment**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That West Elgin Committee of the Whole hereby adjourn at 4:56 pm to meet again at the call of the Chair.

**Carried**

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Duncan McPhail, Mayor

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Jana Nethercott, Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Jackie Morgan-Beunen, CBO  
**Date:** 2021-10-14  
**Subject:** Building Activity Report September 2021

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide Council with information regarding the type of permits issued between September 1<sup>st</sup> to 30<sup>th</sup>, 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 September: **13**
- Total Number of those being Demolition Permits issued: **0**
- Number of New Residence Building Permits within: **2**

### **Summary of Permits issued Year-To-Date:**

- 2021: Number of Permits Issued to end of September: **92**
- 2020: Number of Permits Issued to end of September: **80**
- 2021: Total Construction Value to end of September: **\$8,659,950.00**
- 2020: Total Construction Value to end of September: **\$5,937,906.45**
- 2021: Total Permit Fees to end of September: **\$44,395.53**
- 2020: Total Permit Fees to end of September: **\$52,882.40**

### **Financial Implications:**

There are no financial implications associated with this report.



**Report Approval Details**

Document Title:	Building Activity Report October 2021 - 2021-10-Building.docx
Attachments:	
Final Approval Date:	Oct 1, 2021

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

Jana Nethercott



## Staff Report

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**Report To:** Council Meeting

**From:** Jana Nethercott, Clerk

**Date:** 2021-10-14

**Subject:** Appoint Court of Revision – Hepburn, Lalonde and Shunpiker Drains

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### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint 1 Member to Court of Revision for Hepburn, Lalonde and Shunpiker Municipal Drains; and

Whereas The Municipality of West Elgin has an interest in the Hepburn and Lalonde Municipal Drains with the Municipality of Chatham-Kent; and

Whereas Courts of Revision have been scheduled by the Municipality of Chatham-Kent on Tuesday November 16, 2021 at 6:00 p.m. via Zoom

Be it resolved that West Elgin Council hereby appoints \_\_\_\_\_ to the Court of Revision for the Hepburn, Lalonde and Shunpiker Municipal Drains:

### **Purpose:**

The purpose of this report is to appoint members to the Courts of Revision for the above noted Municipal Drains.

### **Background:**

The *Drainage Act, R.S.O. 1990*, required a Court of Revision be held for the purpose of receiving appeals to the assessments for drainage work, as set out in the engineers report. The Court may have three (3) or five (5) members and if two municipalities are involved one (1) member must be from the affected municipality. The Court must be held at least twenty (20) days after but not more than thirty (30) days after mailing the notice.

### **Financial Implications:**

There are no financial implications associated with this report.

### **Policies/Legislation:**

Drainage Act, R.S.O. 1990

**HEPBURN, LALONDE, & SHUNPIKER DRAINS**

**Municipality of Chatham-Kent**

**Community of Orford**



**SPRIET  
ASSOCIATES**

**ENGINEERS & ARCHITECTS**

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
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London, Ontario  
June 14, 2021

## **HEPBURN, LALONDE, & SHUNPIKER DRAINS**

### **Municipality of Chatham-Kent Community of Orford**

To the Drainage Board of the  
The Municipality of Chatham-Kent

Members of the Drainage Board:

We are pleased to present our report on the construction of the Shunpiker Drain and reconstruction of the Hepburn Municipal Drain and the Lalonde Drain serving parts of Lots 15 and 18, Concessions 3 to 4 (Community of Orford) in the Municipality of Chatham-Kent and parts of Lots A and B, Concession 7 in the Municipality of West Elgin.

### **AUTHORIZATION**

This report was prepared pursuant to Section 4 and 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work on the Shunpiker Drain was initiated by a petition signed by the owners whose lands contain over 60 percent of the area requiring drainage. The work on the Hepburn and Lalonde Drains was initiated by a request signed by some of the affected landowners.

### **DRAINAGE AREA**

The total watershed area as described above contains approximately 198 hectares. The area requiring drainage for the Shunpiker Drain is described as the lands located within Lot 17, Concession 4, owned by Shunpiker Farms Ltd. (Roll No. 3-019).

### **HISTORY**

The Lalonde Branch of the Hepburn Drain was last reconstructed pursuant to a report submitted by W.P. Colby, P. Eng., dated September 7, 1972, and consisted of the installation of a new tile drain from the open ditch in the lands of K. Buchner & K. Ferguson (Roll No. 3-056) east to the westerly limits at McPherson Road. The drain consisted of a 300mm diameter tile at a very flat grade.

Following the above an additional report on the Lalonde Branch of the Hepburn Drain with a smaller scope of work was submitted by A.M. Spriet, P.Eng., dated August 20, 1985. This report called for the construction of a gabion basket outlet structure at the outlet of the closed drain, the construction of 115 meters of a surface waterway, and the installation of 360 lineal meters of tile from the outlet east to improve the system capacity.



## EXISTING DRAINAGE CONDITIONS

At a site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the petitioning landowner, Shunpiker Farms Ltd. (Roll No. 3-019), indicated that they required a branch drain to provide an outlet to a portion of his lands in Lot 17, Concession 4 to allow for future field tiling and to alleviate current flooding conditions
- that the landowner, K. Buchner & K. Ferguson (Roll No. 3-056), requested that the existing Lalonde Closed Drain through their lands be replaced as the current drain is in poor condition and contains no cover
- the landowner, Gosnell Farms Ltd. (Roll No. 20-117), indicated that the existing Lalonde drain in their lands does not provide a proper outlet to service their lands. They indicated it is in poor condition and too shallow
- the Drainage Superintendent for Chatham-Kent indicated that the Hepburn Drain – Closed Drain through the lands of K. Buchner & K. Ferguson (Roll No. 3-056), should be replaced at this time due to capacity and depth concerns.

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the lands of Shunpiker Farms Ltd. (Roll No. 3-019) could obtain outlet via the construction of a new drain from the Hepburn Drain easterly to their property line
- that in general, the existing Hepburn - Open Drain does not provide enough outlet (depth) to provide an adequate outlet to the lands within the watershed area. This is attributed to the lack of available outlet provided by the surface culverts under the Chesapeake and Ohio Railway lands and the Entegrus Transmission Inc. lands
- that the existing Lalonde Drain is in poor condition and requires replacement at a deeper depth to provide a sufficient outlet to the lands and ensure adequate cover over the drain for longevity

Preliminary design, cost estimates and assessments were prepared, and informal consultations were held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time and at later dates. These consultations occurred via a variety of formats which were hosted by the Engineer and the Drainage Superintendents for the Municipalities of Chatham-Kent and West Elgin. Based on this input the owners decided to proceed with the report.

## DESIGN CONSIDERATIONS

The proposed drains were designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used was 38mm per 24 hrs.



## DESIGN CONSIDERATIONS (cont'd)

We would like to point out that there have been no indications of any adverse soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the Hepburn Drain – Open Portion be cleaned out from its outlet at the Gesner McKerracher Drain, a distance of 150 meters upstream through the lands of W. Durer (Roll No 3-055) and D. & C. Gilbert. (Roll No. 3-056-12), at which point the drain shall be reconstructed upstream through the lands of D. & C. Gilbert. (Roll No. 3-056-12), Entegrus Transmission Inc., the Chesapeake and Ohio Railway to the outlet of the reconstructed Hepburn Drain - Closed Portion for a total length of 427 meters
- that the Hepburn Drain – Closed Portion (Sta 0+427 – Sta 0+628) be reconstructed commencing at the head of the Open Drain on the North property line of the Hydro One Networks Inc. lands and travel south-easterly through these lands and the lands of K. Buchner & K. Ferguson (Roll No. 3-056), for a distance of 201 lineal meters
- that the Lalonde Drain be reconstructed commencing at the head of the Hepburn Drain and travel easterly through the lands of K. Buchner & K. Ferguson (Roll No. 3-056), and then across the road allowance of McPherson Road. The drain will then head northerly through the lands of W. McMillan (Roll No. 20-118), the Hydro One Networks lands (Roll No. 2-560) the Chesapeake and Ohio Railway lands (Roll No. 80-107), the Orford Sand & Gravel lands (Roll No. 80-108), and into the lands of Gosnell Farms Ltd. (Roll No. 20-117). The total length of the drain will be 915 meters.
- that the Hepburn Drain – Closed Portion (Sta 0+628 – Sta 0+793) be reconstructed commencing at the head of the Hepburn Drain – Closed Portion and travel southerly through the lands of K. Buchner & K. Ferguson (Roll No. 3-056) to the lot line between that property and the lands of Shunpiker Farms Ltd. (Roll No. 3-019), for a total length of 165 meters
- that the crossing under McPherson Road be done by boring to minimize disruption to the traffic
- that catchbasins be installed along the course of the drain, in accordance with the drawings, to alleviate surface flows
- that the Hepburn Drain – Open Portion, upstream from Sta. 0+427, the Hepburn Drain – Closed Portion (Sta 0+628 – Sta 0+793) and the existing Lalonde Branch be officially abandoned from municipal status pursuant to Section 19 of the Drainage Act



## RECOMMENDATIONS (cont'd)

If areas of poor soil are encountered at the time of construction, it may become necessary to install the tile on crushed stone bedding wrapped with geotextile or substitute plastic filter tile through such areas. The additional costs of such work would be an extra to the project. These areas are typically identified at the time of construction but may only become apparent after construction is completed. In this case, the extra costs for removal and reinstallation on stone bedding would be an extra to the project and if already billed become a supplementary billing.

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

It should be noted that there are significant wetlands within the watershed area of the drain, however the proposed drain will not be constructed within them. The proposed construction of the Hepburn, Shunpiker, and Lalonde Drains includes quarry stone outlet protection, surface inlets, and grassed waterway which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- timing of construction is to be only at times of low or no flow
- various sediment basins are to be constructed along the course of the drain at the locations specified on the plan and these basins are to be maintained by the Municipality of Chatham-Kent
- a temporary flow check of silt fencing is to be installed for the duration of the construction at the bottom end of the ditch reconstruction

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 427 lineal meters of open ditch cleanout/reconstruction including quarry stone rip-rap bank protection, bank seeding, construction of road crossing and approximately 1,469 lineal meters of 300mm (12") to 900mm (36") dia. concrete field tile and H.D.P.E. sewer pipe including related appurtenances and including railway and utility crossings.

## SCHEDULES

Four schedules are attached hereto and form part of this report, being Schedule 'A' - Allowances, Schedule 'B' - Cost Estimate, Schedule 'C' - Assessment for Construction, and Schedule 'D' - Assessment for Maintenance.



## SCHEDULES (cont'd)

Schedule 'A' - Allowances. In accordance with Sections 29 and 30 of the Drainage Act, allowances are provided for right-of-way and damages to lands and crops along the route of the drain as defined below.

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 323,000.00. This estimate includes engineering and administrative costs associated with this project.

Schedule 'C' - Assessment for Construction. This schedule outlines the distribution of the total estimated cost of construction over the roads and lands which are involved.

Schedule 'D' - Assessment for Maintenance. In accordance with Section 38 of the Drainage Act, this schedule outlines the distribution of future repair and/or maintenance costs for portions of, or the entire drainage works.

Drawing No.'s 1 and 2, Job No. 220070, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.

**RIGHT-OF-WAY** Section 29 of the Drainage Act provides for an allowance to the owners whose land must be used for the construction, repair, or future maintenance of a drainage works.

For tile drains where the owners will be able to continue to use the land, the allowance provides for the right to enter upon such lands, and at various times for the purpose of inspecting such drain, removing obstructions, and making repairs. Also, the allowance provides for the restrictions imposed on those lands to protect the right-of-way from obstruction or derogation. The amounts granted for right-of-way on tile drains is based on a percentage of the value of the land designated for future maintenance. Therefore, the amounts granted are based on \$6,670.00/ha. through cropped lands. This value is multiplied by the hectares derived from the width granted for future maintenance and the applicable lengths.

## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit as set out under Sections 22, 23, 24 and 26 of the Act.



## ASSESSMENT DEFINITIONS (cont'd)

**BENEFIT** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings, or other structures.

**OUTLET** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek, or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

A modified "Todgham Method" was used to calculate the assessments shown on Schedule 'C'- Assessment for Construction. This entailed breaking down the costs of the drain into sections along its route. Special Assessments were then extracted from each section.

The remainder is then separated into Benefit and Outlet costs. The Benefit cost is distributed to those properties receiving benefit as defined under "Assessment Definitions", with such properties usually being located along or close to the route of the drain. The Outlet Costs are distributed to all properties within the watershed area of that section on an adjusted basis. The areas are adjusted for location along that section, and relative run-off rates. Due to their different relative run-off rates, forested lands have been assessed for outlet at lower rates than cleared lands. Also, roads and residential properties have been assessed for outlet at higher rates than cleared farmlands.

The actual cost of the work involving this report, with the exception of Special Assessments, is to be assessed on a pro-rata basis against the lands and roads liable for assessment for benefit and outlet and for special assessments as shown in detail below and on Schedule 'C' - Assessment for Construction. The Special Assessments shall be levied as noted in the Section "Special Assessment".

## SPECIAL ASSESSMENT

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Entegrus Transmission Inc. (Roll No. 3-205) being the increased cost to the drainage work for excavating through their Right-of-Way across their lands on the Hepburn Drain - Open Portion. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Hepburn Drain (Open Portion)	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Removal of existing culvert	\$6,000.00	\$300.00	\$1,700.00	\$190.00	\$7,590.00



**SPECIAL ASSESSMENT (cont'd)**

In accordance with Section 26 of the Drainage Act, a Special Assessments have been made against Chesapeake & Ohio Railway. (Roll No. 3-204 & 80-107) being the increased cost to the drainage work for installation of a C.S.P. Pipe and a H.D.P.E. pipe under their Right-of-Way across their railway on the Hepburn Drain - Open Portion and the Lalonde Drain. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessments are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Hepburn Drain (Open Portion) Culvert	\$19,000.00	\$200.00	\$5,100.00	\$600.00	\$24,500.00
Lalonde Drain (H.D.P.E. Pipe)	\$20,100.00	\$7,530.00	\$4,400.00	\$430.00	\$17,580.00

In accordance with Section 26 of the Drainage Act, a Special Assessments have been made against Hydro One Networks Inc. (Roll No. 7-057-01 & 2-560) being the increased cost to the drainage work for installation of a H.D.P.E. pipe under their Right-of-Way on the Hepburn Drain - Closed Portion and the Lalonde Drain. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessments are to be calculated as follows:

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Hepburn Drain (Closed Portion)	\$8,000.00	\$3,060.00	\$2,000.00	\$170.00	\$7,110.00
Lalonde Drain	\$6,300.00	\$1,650.00	\$2,400.00	\$180.00	\$7,230.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Municipality of Chatham-Kent and the County of Elgin being the increased cost to the drainage work for boring a 610mm diameter pipe across their road allowance on the Lalonde Drain due to the construction and operation of McPherson Road. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Lalonde Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
610mm dia.	\$17,600.00	\$1,900.00	\$4,400.00	\$500.00	\$20,600.00

The Special Assessment to McPherson Line shall be borne equally by both the Municipality of Chatham-Kent and the County of Elgin as shown in Schedule 'C' - Assessment for Construction.

The above special assessments shall not apply for future maintenance purposes.



**SPECIAL ASSESSMENT (cont'd)**

If any additional work is required to the drainage works due to the existence of buried utilities such as gas pipelines, communications cables, etc. or if any of the utilities require relocation or repair, then, the extra costs incurred shall be borne by the utility involved in accordance with the provisions of Section 26 of the Drainage Act.

**GRANTS**

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

**MAINTENANCE**

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

After completion, the portion of the Hepburn, Lalonde, and Shunpiker Drains located within the Municipality of Chatham-Kent shall be maintained by the Municipality of Chatham-Kent and the Lalonde Drain located within the Municipality of West Elgin shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

Special Assessments shall **not** be pro-rated for future maintenance purposes. Special Benefit Assessments shall only be pro-rated for future maintenance purposes, if the work assessed for special benefit is part of the maintenance.

Repairs or improvements to any railway or utility culvert or bridge or sub-surface road crossing required by the performance of this work and for future repair and/or replacement, shall be the responsibility of the applicable Railway Authority or Utility, entirely at their cost.

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



JMS:bv

J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
engineers & architects

## SCHEDULE 'A' - ALLOWANCES

## HEPBURN, LALONDE &amp; SHUNPIKER DRAIN

Municipality of Chatham-Kent  
Community of Orford

In accordance with Sections 29 and 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
<b>HEPBURN DRAIN (OPEN PORTION)</b>					
<b>Municipality of Chatham-Kent</b>					
4	N. ½ 16	3-055 (W. Durer)	\$ 300.00	\$ 490.00	\$ 790.00
4	Pt. 17 & Pt. 18	3-056-12 (C. & D. Gilbert)	600.00	990.00	1,590.00
Total Allowances			\$ 900.00	\$ 1,480.00	\$ 2,380.00
<b>TOTAL ALLOWANCES ON THE HEPBURN DRAIN (OPEN PORTION)</b>					<b>\$ 2,380.00</b>
<b>HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)</b>					
<b>Municipality of Chatham-Kent</b>					
4	Pt. 17 & Pt. 18	3-056 (K. Buchner & K.Ferguson)	\$ 1,210.00	\$ 980.00	\$ 2,190.00
Total Allowances			\$ 1,210.00	\$ 980.00	\$ 2,190.00
<b>TOTAL ALLOWANCES ON THE HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)</b>					<b>\$ 2,190.00</b>
<b>SHUNPIKER DRAIN</b>					
4	S Pt. 17	3-019 (Shunpiker Farms Ltd.)	\$ 40.00	\$ 30.00	\$ 70.00
4	N Pt. 17	3-056 (K. Buchner & K.Ferguson)	1,210.00	990.00	2,200.00
Total Allowances			\$ 1,250.00	\$ 1,020.00	\$ 2,270.00
<b>TOTAL ALLOWANCES ON THE SHUNPIKER DRAIN</b>					<b>\$ 2,270.00</b>

## SCHEDULE 'A' - ALLOWANCES (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAIN**  
**Municipality of Chatham-Kent**  
**Community of Orford**
**LALONDE DRAIN****Municipality of Chatham-Kent**

4	Pt. 17 & Pt. 18	3-056 (K. Buchner & K.Ferguson)	\$ 3,980.00	\$ 3,240.00	\$ 7,220.00
Total Allowances			\$ 3,980.00	\$ 3,240.00	\$ 7,220.00

**Municipality of West Elgin**

7	N Pt. A	20-117 (Gosnell Farms Ltd)	\$ 40.00	\$ 30.00	\$ 70.00
7	S Pt. A	20-118 (W. McMillan)	490.00	400.00	890.00
Total Allowances			\$ 530.00	\$ 430.00	\$ 960.00

**TOTAL ALLOWANCES ON THE LALONDE DRAIN** **\$ 8,180.00**

**HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)****Municipality of Chatham-Kent**

4	17 & 18	3-056 (K. & K. Buchner)	\$ 1,100.00	\$ 890.00	\$ 1,990.00
Total Allowances			\$ 1,100.00	\$ 890.00	\$ 1,990.00

**TOTAL ALLOWANCES ON THE HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)** **\$ 1,990.00**

**TOTAL ALLOWANCES ON THE HEPBURN, LALONDE & SHUNPIKER DRAIN** **\$ 17,010.00**

**HEPBURN, LALONDE & SHUNPIKER DRAIN****Municipality of Chatham-Kent  
Community of Orford**

We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**HEPBURN DRAIN (OPEN PORTION)**

Clearing & grubbing of ditch bank (Approx. 411m)	\$ 2,500.00
150 meters of open ditch cleanout	\$ 1,000.00
261 meters of open ditch reconstruction	\$ 4,000.00
Levelling of excavated material	\$ 2,500.00
Seeding of ditch banks and buffer strips (Approx 1600m <sup>2</sup> )	\$ 700.00
Sta. 0+252 (Entegrus Transmission Inc.) Remove and dispose of existing 1400mm dia. C.S.P. and excavate new channel through former rail bed level material adjacent to rail bed Excavated material to be placed adjacent to existing rail bed for approx. 15m each way of ditch on the both north and south sides (Approx 350m <sup>3</sup> )	\$ 6,000.00
Construct the following helical corrugated aluminized steel pipe as new crossing including removal of existing C.S.P and disposal of excess material where required	
Sta. 0+409 - Sta 0+425 (Chesapeake & Ohio Railway Company) Supply & delivery of 16m - 1500mm dia, 3.5mm thick, 125mm x 25mm cor.	\$ 9,200.00
Installation of pipe including supply and installation of bedding and backfill material and disposal of any unacceptable material	\$ 8,000.00
Supply and installation of quarry stone riprap (Approx. 12m <sup>3</sup> Q.S. required)	\$ 1,800.00
Exposing and locating existing utilities	\$ 500.00
Contingency	\$ 1,900.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 2,380.00

**HEPBURN, LALONDE & SHUNPIKER DRAIN**  
**Municipality of Chatham-Kent**  
**Community of Orford**

**HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)**

Installation of rodent gate, including quarry stone rip-rap protection around pipe and end of ditch (Approximately 8m³ quarry stone req'd)	
Supply	\$ 250.00
Installation	\$ 1,800.00
Installation of the following concrete field tile and pipe installed on crushed stone bedding including supply & installation of geotextile around tile joints (approx. 500m req'd)	
181 meters of 825mm dia. concrete tile	\$ 10,000.00
20 meters of 900mm dia. H.D.P.E. sewer pipe (Gran "A" backfill & hauling of excess)	\$ 3,000.00
Supply of the above listed tile/pipe	\$ 22,700.00
Supply & delivery of 19mm crushed stone (Approx. 80 tonnes req'd)	\$ 2,600.00
Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 195m)	\$ 1,200.00
Removal of existing outlet structure	\$ 2,500.00
Supply & install one 900mm x 1200mm Junction Box, including lid.	\$ 2,400.00
Exposing and locating existing tile drains and utilities	\$ 500.00
Tile connections and contingencies	\$ 2,200.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 2,190.00

**SHUNPIKER DRAIN**

Installation of the following H.D.P.E. pipe installed on crushed stone bedding	
188 meters of 300mm dia. H.D.P.E. pipe	\$ 7,500.00
Supply of the above listed pipe	\$ 6,000.00
Supply & delivery of 19mm crushed stone (Approx. 75 tonnes req'd)	\$ 2,400.00
Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 188m)	\$ 1,000.00
Supply and install one 600mm x 600mm ditch inlet catchbasin, including grate, berm, ditching and removal and disposal of existing catchbasin	\$ 1,800.00
Exposing and locating existing tile drains and utilities	\$ 500.00
Tile connections and contingencies	\$ 1,000.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 2,270.00

**HEPBURN, LALONDE & SHUNPIKER DRAIN**  
**Municipality of Chatham-Kent**  
**Community of Orford**

**LALONDE DRAIN**

Installation of the following concrete field tile and pipe including supply & installation of geotextile around tile joints (approx. 1300m req'd)	
6 meters of 375mm dia. HDPE pipe	\$ 400.00
181 meters of 450mm dia. HDPE pipe	\$ 11,800.00
75 meters of 525mm dia. concrete tile	\$ 2,000.00
28 meters of 525mm dia. H.D.P.E. sewer pipe (Gran "A" backfill & hauling of excess)	\$ 3,500.00
349 meters of 600mm dia. concrete tile	\$ 9,800.00
250 meters of 675mm dia. concrete tile	\$ 7,500.00
Supply of the above listed tile	\$ 50,700.00
Supply & delivery of 19mm crushed stone (Approx. 90 tonnes req'd)	\$ 3,000.00
Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 674m)	\$ 4,000.00
Supply & install three 900mm x 1200mm ditch inlet catchbasins and two 600mm x 600mm ditch inlet catchbasins including grates, berms, leads, ditching, removal and disposal of existing catchbasin	\$ 11,000.00
26 meters of 610mm dia., 7.9mm thickness smooth wall steel pipe	
Supply	\$ 3,900.00
Installation under McPherson Road by boring	\$ 11,700.00
Grouting of Existing Pipe	\$ 2,000.00
Exposing and locating existing tile drains and utilities	\$ 1,000.00
Tile connections and contingencies	\$ 6,300.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 8,180.00

**HEPBURN, LALONDE & SHUNPIKER DRAIN**  
**Municipality of Chatham-Kent**  
**Community of Orford**

**HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)**

Installation of the following concrete field tile and pipe including supply & installation of geotextile around tile joints (approx. 1300m req'd)	
165 meters of 525mm dia. concrete tile	\$ 4,500.00
Supply of the above listed tile	\$ 6,000.00
Supply & delivery of 19mm crushed stone (Approx. 65 tonnes req'd)	\$ 2,000.00
Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 165m)	\$ 800.00
Supply & install one 900mm x 1200mm ditch inlet catchbasins including grates, berms, leads, ditching, removal and disposal of existing catchbasins	\$ 2,400.00
Exposing and locating existing tile drains and utilities	\$ 500.00
Tile connections and contingencies	\$ 1,000.00
Allowances under Sections 29 and 30 of the Drainage Act	\$ 1,990.00

**ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 7,460.00
Survey, Plan and Final Report	\$ 37,700.00
Expenses	\$ 1,870.00
Supervision and Final Inspection	\$ 5,710.00
<b>TOTAL ESTIMATED COST</b>	<b>\$ 323,000.00</b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## HEPBURN, LALONDE &amp; SHUNPIKER DRAINS

Municipality of Chatham-Kent  
Community of Orford

Job No. 220070

June 14, 2021

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>HEPBURN DRAIN (OPEN PORTION)</b>						
<b>Municipality of Chatham-Kent Community of Orford</b>						
3	Pt. 15	2.8	3-001 (P. Roy)	\$	\$ 62.00	\$ 62.00
3	N Pt. 15	0.4	3-017-25 (D. Wagner)		18.00	18.00
3	Pt. 16	6.4	3-005 (D. & R. Wagner)		284.00	284.00
4	Pt. 15	6.0	3-017-15 (D. Wagner)		266.00	266.00
4	N. ½	16 10.1	3-055 (W. Durer)	1,590.00	448.00	2,038.00
4	SW¼	16 20.2	3-018 (D. & R. Wagner)		894.00	894.00
4	SE¼ & S½	17 52.3	3-019 (Shunpiker Farms Ltd.)		2,319.00	2,319.00
4	Pt. 18	0.1	3-057 (D. & J. Farr)		2.00	2.00
4	Pt. 17 & Pt. 18	19.2	3-056 (K. Buchner & K. Ferguson)		851.00	851.00
4	Pt. 17 & Pt. 18	6.1	3-056-12 (C. & D. Gilbert)	3,190.00	270.00	3,460.00
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)		142.00	142.00
4	R.O.W.	2.2	3-205 (Entegrus Transmission Inc.)	880.00	109.00	989.00
4	R.O.W.	3.6	3-204 (Chesapeake & Ohio Railway Co.)	3,490.00	286.00	3,776.00
4	R.O.W.	1.6	420-7-057-01 (Hydro One Networks Inc.)		69.00	69.00
TOTAL ASSESSMENT ON LANDS				\$ 9,150.00	\$ 6,020.00	\$ 15,170.00
=====						
McPherson Road (50%)		0.9	Municipality of Chatham-Kent	\$	\$ 135.00	\$ 135.00
Gesner Line		2.1	Municipality of Chatham-Kent		233.00	233.00
Unopened Rd. All.		0.4	Municipality of Chatham-Kent		18.00	18.00
Schweitzer Line		0.4	Municipality of Chatham-Kent		42.00	42.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 428.00	\$ 428.00
=====						
<b>SPECIAL ASSESSMENT</b> against Entegrus Transmission Inc. for the increased cost of excavating through their right-of-way						\$ 7,590.00
<b>SPECIAL ASSESSMENT</b> against Chesapeake & Ohio Railway Co. for installing 16m - 1500mm dia, 3.5mm thick, 125mm x 25mm cor. Pipe under their right-of-way						\$ 24,500.00
<b>TOTAL ASSESSMENT IN THE Municipality of Chatham-Kent</b>						<b>\$ 47,688.00</b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>HEPBURN DRAIN (OPEN PORTION) (cont'd)</b>						
<b>Municipality of West Elgin</b>						
7	N Pt. A	26.1	20-117 (Gosnell Farms Ltd)	\$	\$ 1,060.00	\$ 1,060.00
7	Pt. A	0.6	20-117-01 (J. Gosnell)		27.00	27.00
7	S Pt. A	10.1	20-118 (W. McMillan)		448.00	448.00
7	Pt. B	7.4	20-119 (H. Fleming)		328.00	328.00
7	Pt. B	6.4	20-122-01 (J. & J. Crane)		142.00	142.00
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)		248.00	248.00
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)		231.00	231.00
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)		58.00	58.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 2,542.00	\$ 2,542.00
McMillan Line				\$	\$ 38.00	\$ 38.00
McPherson Road (50%)					132.00	132.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 170.00	\$ 170.00
TOTAL ASSESSMENT IN THE Municipality of West Elgin					\$	<u><u>2,712.00</u></u>
TOTAL ASSESSMENT ON THE HEPBURN DRAIN (OPEN PORTION)					\$	<u><u>50,400.00</u></u>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)</b>						
<b>Municipality of Chatham-Kent</b>						
<b>Community of Orford</b>						
3	Pt. 15	2.8	3-001 (P. Roy)	\$	\$ 211.00	\$ 211.00
3	N Pt. 15	0.4	3-017-25 (D. Wagner)		61.00	61.00
3	Pt. 16	6.4	3-005 (D. & R. Wagner)		966.00	966.00
4	Pt. 15	6	3-017-15 (D. Wagner)		906.00	906.00
4	SW¼ 16	20.2	3-018 (D. & R. Wagner)		3,050.00	3,050.00
4	SE¼ & S½ 17	52.3	3-019 (Shunpiker Farms Ltd.)		7,897.00	7,897.00
4	Pt. 17 & Pt. 18	19.2	3-056 (K. Buchner & K. Ferguson)	25,380.00	1,450.00	26,830.00
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)		483.00	483.00
4	R.O.W.	0.9	420-7-057-01 (Hydro One Networks Inc.)	2,800.00	27.00	2,827.00
TOTAL ASSESSMENT ON LANDS				\$ 28,180.00	\$ 15,051.00	\$ 43,231.00
=====						
McPherson Road (50%)		0.7	Municipality of Chatham-Kent	\$	\$ 450.00	\$ 450.00
Gesner Line		2.1	Municipality of Chatham-Kent		634.00	634.00
Unopened Rd. All.		0.4	Municipality of Chatham-Kent		91.00	91.00
Schweitzer Line		0.4	Municipality of Chatham-Kent		121.00	121.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 1,296.00	\$ 1,296.00
=====						
<b>SPECIAL ASSESSMENT</b> against Hydro One Networks Inc. for the increased cost of installing sewer pipe across their Right-of-Way						\$ 7,110.00
<b>TOTAL ASSESSMENT IN THE Municipality of Chatham-Kent</b>						<b>\$ 51,637.00</b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628) (cont'd)</b>						
<b>Municipality of West Elgin</b>						
7	N Pt. A	25.7	20-117 (Gosnell Farms Ltd)	\$	\$ 3,571.00	\$ 3,571.00
7	Pt. A	0.5	20-117-01 (J. Gosnell)		76.00	76.00
7	S Pt. A	10.1	20-118 (W. McMillan)		1,525.00	1,525.00
7	Pt. B	7.4	20-119 (H. Fleming)		1,117.00	1,117.00
7	Pt. B	6.4	20-122-01 (J. & J. Crane)		483.00	483.00
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)		846.00	846.00
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)		785.00	785.00
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)		196.00	196.00
TOTAL ASSESSMENT ON LANDS				\$	\$ 8,599.00	\$ 8,599.00
McMillan Line				\$	\$ 113.00	\$ 113.00
McPherson Road (50%)					451.00	451.00
TOTAL ASSESSMENT ON ROADS				\$	\$ 564.00	\$ 564.00
<b>TOTAL ASSESSMENT IN THE Municipality of West Elgin</b>						<b>\$ 9,163.00</b>
<b>TOTAL ASSESSMENT ON THE HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)</b>						<b>\$ 60,800.00</b>
<b>TOTAL ASSESSMENT ON THE HEPBURN DRAIN</b>						<b>\$ 111,200.00</b>

**SHUNPIKER DRAIN**

**Municipality of Chatham-Kent**  
**Community of Orford**

4	S Pt. 17	13.5	3-019 (Shunpiker Farms Ltd.)	\$ 1,500.00	\$ 9,916.00	\$ 11,416.00
4	N Pt. 17	1.2	3-056 (K. Buchner & K.Ferguson)	14,100.00	484.00	14,584.00
TOTAL ASSESSMENT ON LANDS				\$ 15,600.00	\$ 10,400.00	\$ 26,000.00
<b>TOTAL ASSESSMENT ON THE SHUNPIKER DRAIN</b>						<b>\$ 26,000.00</b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>LALONDE DRAIN</b>						
<b>Municipality of Chatham-Kent</b>						
<b>Community of Orford</b>						
4		17 2.4	3-019 (Shunpiker Farms Ltd.)	\$	\$ 577.00	\$ 577.00
4	Pt. 17 & Pt. 18	9.6	3-056 (K. Buchner & K. Ferguson)	41,040.00	2,309.00	43,349.00
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)		1,539.00	1,539.00
4	R.O.W.	0.9	420-7-057-01 (Hydro One Networks Inc.)		216.00	216.00
TOTAL ASSESSMENT ON LANDS				\$ 41,040.00	\$ 4,641.00	\$ 45,681.00
McPherson Road (50%)				0.7	Municipality of Chatham-Kent	\$ 3,800.00 \$ 1,433.00 \$ 5,233.00
TOTAL ASSESSMENT ON ROADS				\$ 3,800.00	\$ 1,433.00	\$ 5,233.00

**SPECIAL ASSESSMENT (50%** against Municipality of Chatham-Kent for the increased cost of installing 26 meters of 610mm dia., 7.9mm thickness smooth wall steel pipe **\$ 10,300.00**

**TOTAL ASSESSMENT IN THE Municipality of Chatham-Kent** **\$ 61,214.00**

**Municipality of West Elgin**

7	N Pt. A	25.7	20-117 (Gosnell Farms Ltd)	\$ 1,430.00	\$ 16,629.00	\$ 18,059.00
7	Pt. A	0.5	20-117-01 (J. Gosnell)		351.00	351.00
7	S Pt. A	10.1	20-118 (W. McMillan)	4,200.00	5,307.00	9,507.00
7	Pt. B	7.4	20-119 (H. Fleming)		5,203.00	5,203.00
7	Pt. B	6.4	20-122-01 (J. & J. Crane)		2,250.00	2,250.00
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)	10,470.00	3,253.00	13,723.00
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)	6,620.00	3,287.00	9,907.00
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)	1,990.00	690.00	2,680.00
TOTAL ASSESSMENT ON LANDS				\$ 24,710.00	\$ 36,970.00	\$ 61,680.00
McMillan Line				0.3	Municipality of West Elgin	\$ 359.00 \$ 359.00
McPherson Road (50%)				0.7	County of Elgin	3,800.00 1,437.00 5,237.00
TOTAL ASSESSMENT ON ROADS				\$ 3,800.00	\$ 1,796.00	\$ 5,596.00

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>LALONDE DRAIN (cont'd)</b>						
<b>Municipality of West Elgin</b>						
<b>SPECIAL ASSESSMENT (50%</b> against County of Elgin for the increased cost of installing 26 meters of 610mm dia., 7.9mm thickness smooth wall steel pipe						\$ 10,300.00
<b>SPECIAL ASSESSMENT</b> against Hydro One Networks Inc. for the increased cost of installing sewer pipe across their Right-of-Way						\$ 7,230.00
<b>SPECIAL ASSESSMENT</b> against Chesapeake & Ohio Railway for the increased cost of installing sewer pipe across their Right-of-Way						\$ 17,580.00
<b>TOTAL ASSESSMENT IN THE Municipality of West Elgin</b>						<b>\$ 102,386.00</b>
<b>TOTAL ASSESSMENT ON THE LALONDE DRAIN</b>						<b>\$ 163,600.00</b>

**HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)**

**Municipality of Chatham-Kent**  
**Community of Orford**

3	Pt. 15	2.8	3-001 (P. Roy)	\$	\$	180.00	\$	180.00
3	N Pt. 15	0.4	3-017-25 (D. Wagner)			51.00		51.00
3	Pt. 16	6.4	3-005 (D. & R. Wagner)			821.00		821.00
4	Pt. 15	6.0	3-017-15 (D. Wagner)			770.00		770.00
4	SW¼ 16	20.2	3-018 (D. & R. Wagner)			2,592.00		2,592.00
4	SE¼ & S½ 17	38.8	3-019 (Shunpiker Farms Ltd.)	1,000.00		4,979.00		5,979.00
4	Pt. 17 & Pt. 18	2.4	3-056 (K. & K. Buchner)	10,960.00		154.00		11,114.00
<b>TOTAL ASSESSMENT ON LANDS</b>				<b>\$ 11,960.00</b>	<b>\$</b>	<b>9,547.00</b>	<b>\$</b>	<b>21,507.00</b>
Gesner Line				2.1	Municipality of Chatham-Kent	\$	\$	540.00
Unopened Rd. All.				0.4	Municipality of Chatham-Kent			51.00
Schweitzer Line				0.4	Municipality of Chatham-Kent			102.00
<b>TOTAL ASSESSMENT ON ROADS</b>				<b>\$</b>	<b>\$</b>	<b>693.00</b>	<b>\$</b>	<b>693.00</b>

**TOTAL ASSESSMENT ON THE HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793) \$ 22,200.00**

**TOTAL ASSESSMENT ON THE HEPBURN, LALONDE & SHUNPIKER DRAINS \$ 323,000.00**

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## HEPBURN, LALONDE &amp; SHUNPIKER DRAINS

Municipality of Chatham-Kent  
Community of Orford

Job No. 220070

June 14, 2021

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>HEPBURN DRAIN (OPEN PORTION)</b>				
<b>Municipality of Chatham-Kent Community of Orford</b>				
3	Pt. 15	2.8	3-001 (P. Roy)	0.5 %
3	N Pt. 15	0.4	3-017-25 (D. Wagner)	0.1
3	Pt. 16	6.4	3-005 (D. & R. Wagner)	2.1
4	Pt. 15	6.0	3-017-15 (D. Wagner)	1.9
4	N. ½ 16	10.1	3-055 (W. Durer)	9.0
4	SW¼ 16	20.2	3-018 (D. & R. Wagner)	6.5
4	SE¼ & S½ 17	52.3	3-019 (Shunpiker Farms Ltd.)	16.8
4	Pt. 18	0.1	3-057 (D. & J. Farr)	0.1
4	Pt. 17 & Pt. 18	19.2	3-056 (K. Buchner & K. Ferguson)	6.2
4	Pt. 17 & Pt. 18	6.1	3-056-12 (C. & D. Gilbert)	13.5
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)	1.0
4	R.O.W.	2.2	3-205 (Entegrus Transmission Inc.)	4.0
4	R.O.W.	3.6	3-204 (Chesapeake & Ohio Railway Co.)	14.8
4	R.O.W.	1.6	420-7-057-01 (Hydro One Networks Inc.)	0.5
TOTAL ASSESSMENT ON LANDS				=====
				77.0 %
				=====
McPherson Road (50%)		0.9	Municipality of Chatham-Kent	1.0 %
Gesner Line		2.1	Municipality of Chatham-Kent	1.7
Unopened Rd. All.		0.4	Municipality of Chatham-Kent	0.1
Schweitzer Line		0.4	Municipality of Chatham-Kent	0.3
TOTAL ASSESSMENT ON ROADS				=====
				3.1 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of Chatham-Kent</b>				
				<b><u>80.1 %</u></b>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>HEPBURN DRAIN (OPEN PORTION) (cont'd)</b>				
<b>Municipality of West Elgin</b>				
7	N Pt. A	26.1	20-117 (Gosnell Farms Ltd)	7.6 %
7	Pt. A	0.6	20-117-01 (J. Gosnell)	0.2
7	S Pt. A	10.1	20-118 (W. McMillan)	3.3
7	Pt. B	7.4	20-119 (H. Fleming)	2.4
7	Pt. B	6.4	20-122-01 (J. & J. Crane)	1.0
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)	1.8
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)	1.7
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)	0.4
				=====
TOTAL ASSESSMENT ON LANDS				18.4 %
				=====
McMillan Line		0.3	Municipality of West Elgin	0.4 %
McPherson Road (50%)		0.9	County of Elgin	1.1
				=====
TOTAL ASSESSMENT ON ROADS				1.5 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of West Elgin</b>				<b>19.9 %</b>
				<hr/>
<b>TOTAL ASSESSMENT FOR MAINTENANCE FOR THE HEPBURN DRAIN (OPEN PORTION)</b>				<b>100.0 %</b>
				<hr/>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS****Municipality of Chatham-Kent****Community of Orford**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)</b>				
<b>Municipality of Chatham-Kent</b>				
<b>Community of Orford</b>				
3	Pt. 15	2.8	3-001 (P. Roy)	0.5 %
3	N Pt. 15	0.4	3-017-25 (D. Wagner)	0.2
3	Pt. 16	6.4	3-005 (D. & R. Wagner)	2.4
4	Pt. 15	6.0	3-017-15 (D. Wagner)	2.3
4	SW¼ 16	20.2	3-018 (D. & R. Wagner)	7.7
4	SE¼ & S½ 17	52.3	3-019 (Shunpiker Farms Ltd.)	19.9
4	Pt. 17 & Pt. 18	19.2	3-056 (K. Buchner & K. Ferguson)	35.7
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)	1.2
4	R.O.W.	0.9	420-7-057-01 (Hydro One Networks Inc.)	3.7
TOTAL ASSESSMENT ON LANDS				73.6 %
McPherson Road (50%)				1.1 %
Gesner Line				1.6
Unopened Rd. All.				0.3
Schweitzer Line				0.3
TOTAL ASSESSMENT ON ROADS				3.3 %
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of Chatham-Kent</b>				<b>76.9 %</b>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628) (cont'd)</b>				
<b>Municipality of West Elgin</b>				
7	N Pt. A	25.7	20-117 (Gosnell Farms Ltd)	9.0 %
7	Pt. A	0.5	20-117-01 (J. Gosnell)	0.2
7	S Pt. A	10.1	20-118 (W. McMillan)	3.9
7	Pt. B	7.4	20-119 (H. Fleming)	2.8
7	Pt. B	6.4	20-122-01 (J. & J. Crane)	1.2
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)	2.1
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)	2.0
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)	0.5
				=====
TOTAL ASSESSMENT ON LANDS				21.7 %
				=====
McMillian Line		0.3	Municipality of West Elgin	0.3 %
McPherson Road (50%)		0.7	County of Elgin	1.1
				=====
TOTAL ASSESSMENT ON ROADS				1.4 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of West Elgin				<b>23.1 %</b>
				=====
TOTAL ASSESSMENT FOR MAINTENANCE FOR THE HEPBURN DRAIN - CLOSED PORTION (Sta 0+427 - Sta 0+628)				<b>100.0 %</b>
				=====

**SHUNPIKER DRAIN**

**Municipality of Chatham-Kent**  
**Community of Orford**

4	S Pt. 17	13.5	3-019 (Shunpiker Farms Ltd.)	58.6 %
4	N Pt. 17	1.2	3-056 (K. Buchner & K. Ferguson)	41.4
				=====
TOTAL ASSESSMENT ON LANDS				100.0 %
				=====
TOTAL ASSESSMENT FOR MAINTENANCE OF THE SHUNPIKER DRAIN				<b>100.0 %</b>
				=====

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS****Municipality of Chatham-Kent****Community of Orford**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>LALONDE DRAIN</b>				
<b>Municipality of Chatham-Kent</b>				
<b>Community of Orford</b>				
4	17	2.4	3-019 (Shunpiker Farms Ltd.)	0.7 %
4	Pt. 17 & Pt. 18	9.6	3-056 (K. Buchner & K. Ferguson)	28.0
4	Pt. 18	3.2	3-021 (R. Gysemans & T. Rudausky)	1.9
4	R.O.W.	0.9	420-7-057-01 (Hydro One Networks Inc.)	0.3
				=====
TOTAL ASSESSMENT ON LANDS				30.9 %
				=====
McPherson Road (50%)		0.7	Municipality of Chatham-Kent	4.1 %
				=====
TOTAL ASSESSMENT ON ROADS				4.1 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of Chatham-Kent</b>				<b>35.0 %</b>

**Municipality of West Elgin**

7	N Pt. A	25.7	20-117 (Gosnell Farms Ltd)	21.2 %
7	Pt. A	0.5	20-117-01 (J. Gosnell)	0.4
7	S Pt. A	10.1	20-118 (W. McMillan)	9.1
7	Pt. B	7.4	20-119 (H. Fleming)	6.4
7	Pt. B	6.4	20-122-01 (J. & J. Crane)	2.8
7	R.O.W.	2.8	80-107 (Chesapeake & Ohio Railway)	10.4
7	R.O.W.	2.6	80-108 (Orford Sand & Gravel Limited)	8.1
7	R.O.W.	1.3	2-560 (Hydro One Networks Inc)	2.2
				=====
TOTAL ASSESSMENT ON LANDS				60.6 %
				=====
McMillian Line		0.3	Municipality of West Elgin	0.4 %
McPherson Road (50%)		0.7	County of Elgin	4.0
				=====
TOTAL ASSESSMENT ON ROADS				4.4 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE OF THE Municipality of West Elgin</b>				<b>65.0 %</b>
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE LALONDE DRAIN</b>				<b>100.0 %</b>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE (cont'd)

**HEPBURN, LALONDE & SHUNPIKER DRAINS**  
**Municipality of Chatham-Kent**  
**Community of Orford**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)</b>				
<b>Municipality of Chatham-Kent</b>				
3	Pt. 15	2.8	3-001 (P. Roy)	1.1 %
3	N Pt. 15	0.4	3-017-25 (D. Wagner)	0.3
3	Pt. 16	6.4	3-005 (D. & R. Wagner)	5.1
4	Pt. 15	6.0	3-017-15 (D. Wagner)	4.7
4	SW¼ 16	20.2	3-018 (D. & R. Wagner)	16.0
4	SE¼ & S½ 17	38.8	3-019 (Shunpiker Farms Ltd.)	33.8
4	Pt. 17 & Pt. 18	2.4	3-056 (K. & K. Buchner)	34.6
				=====
TOTAL ASSESSMENT ON LANDS				95.6 %
				=====
Gesner Line		2.1	Municipality of Chatham-Kent	3.3 %
Unopened Rd. All.		0.4	Municipality of Chatham-Kent	0.3
Schweitzer Line		0.4	Municipality of Chatham-Kent	0.8
				=====
TOTAL ASSESSMENT ON ROADS				4.4 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE HEPBURN DRAIN - CLOSED PORTION (Sta. 0+628 - Sta. 0+793)</b>				<b>100.0 %</b>

SCHEDULE OF NET ASSESSMENT  
HEPBURN, LALONDE & SHUNPIKER DRAINS

**Municipality of Chatham-Kent**  
**Community of Orford**  
(FOR INFORMATION PURPOSES ONLY)

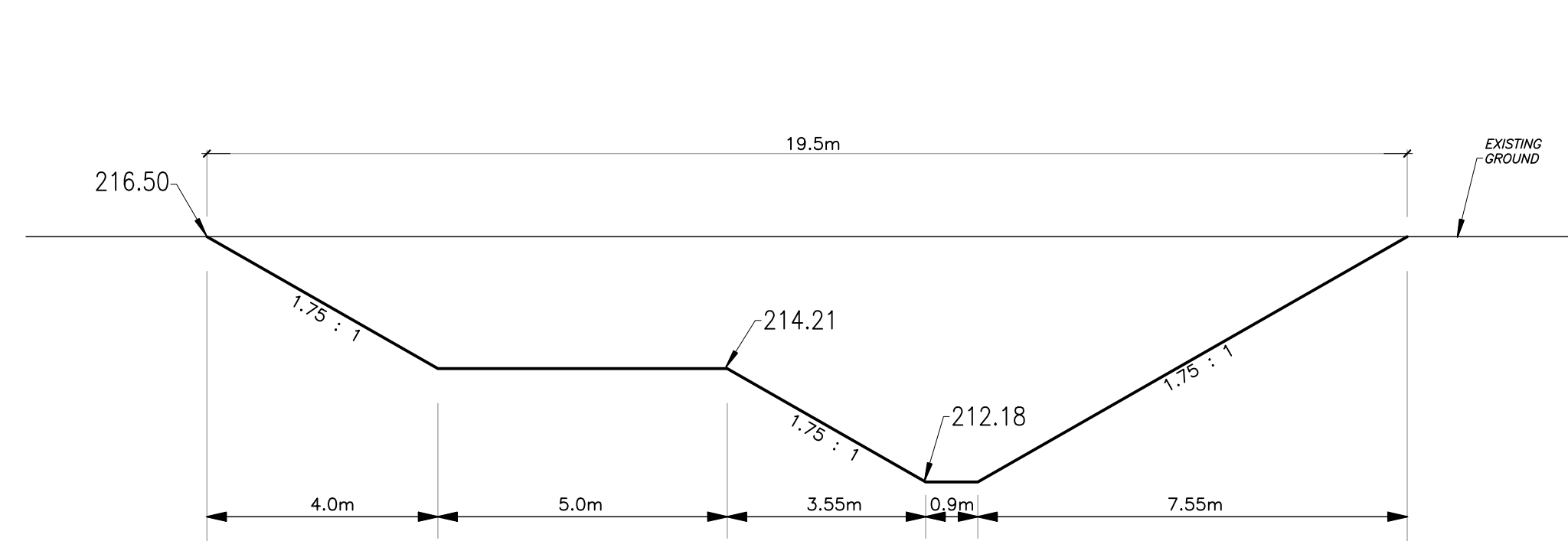
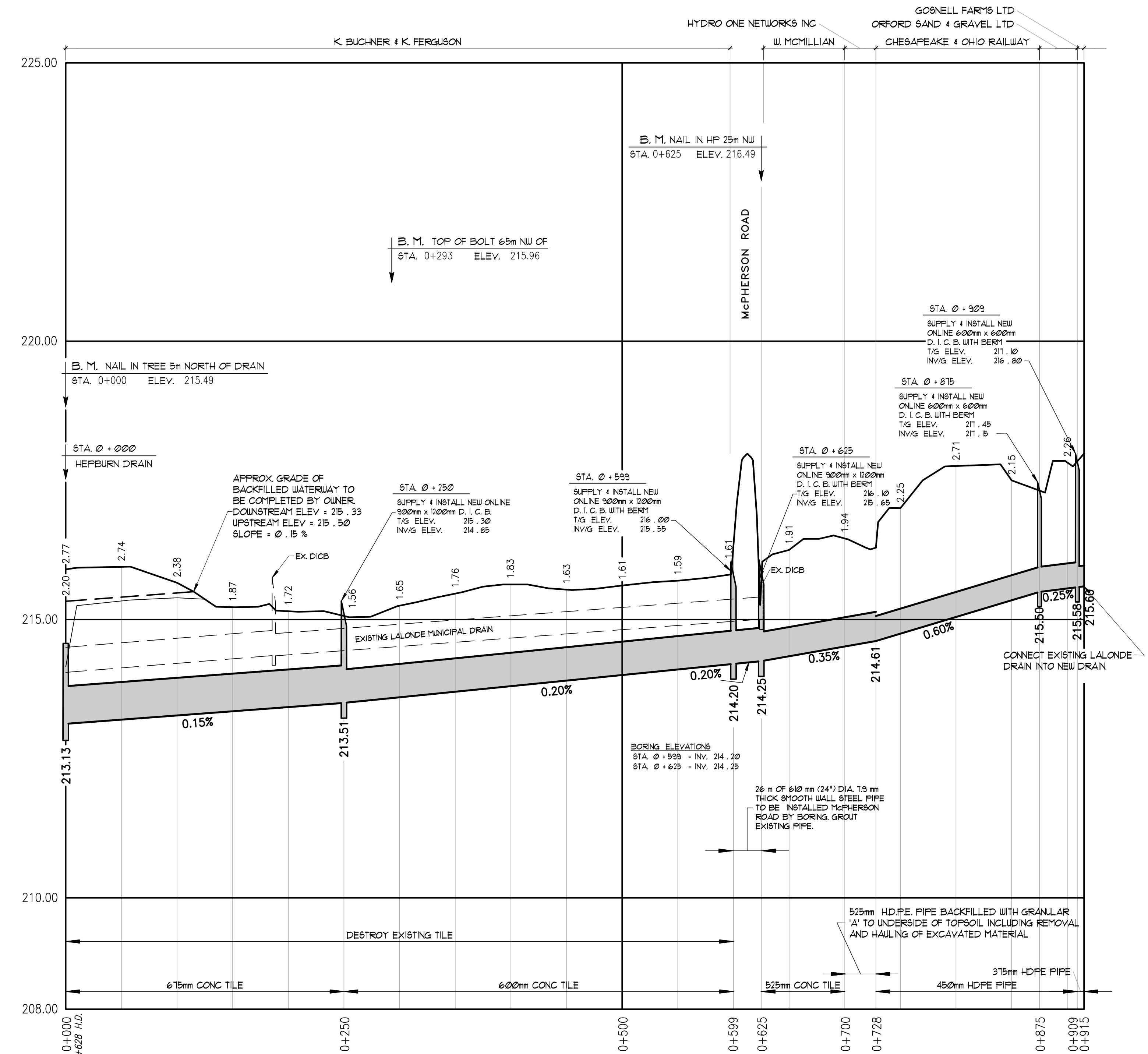
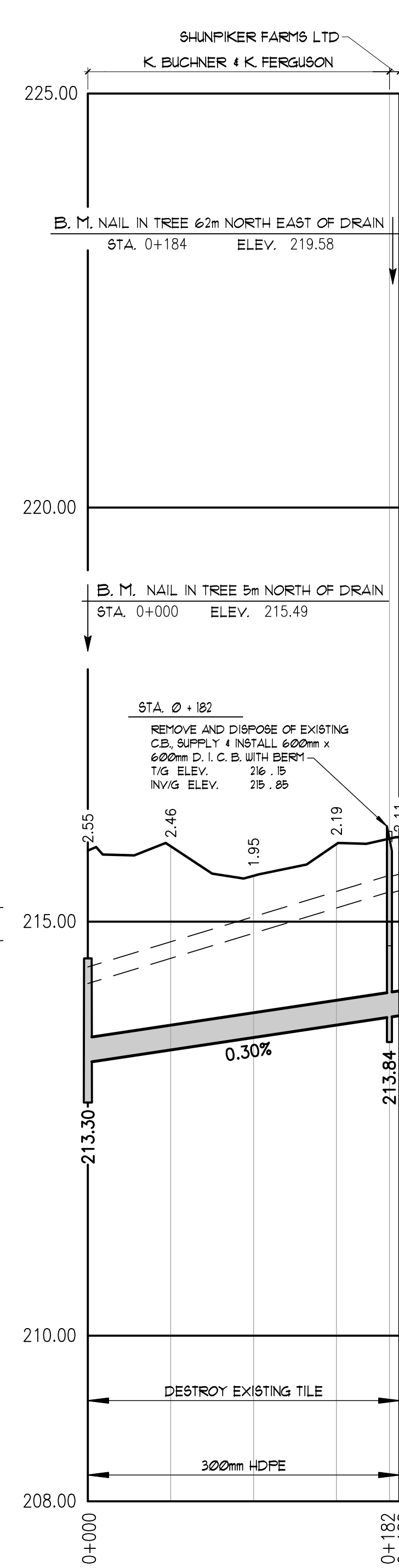
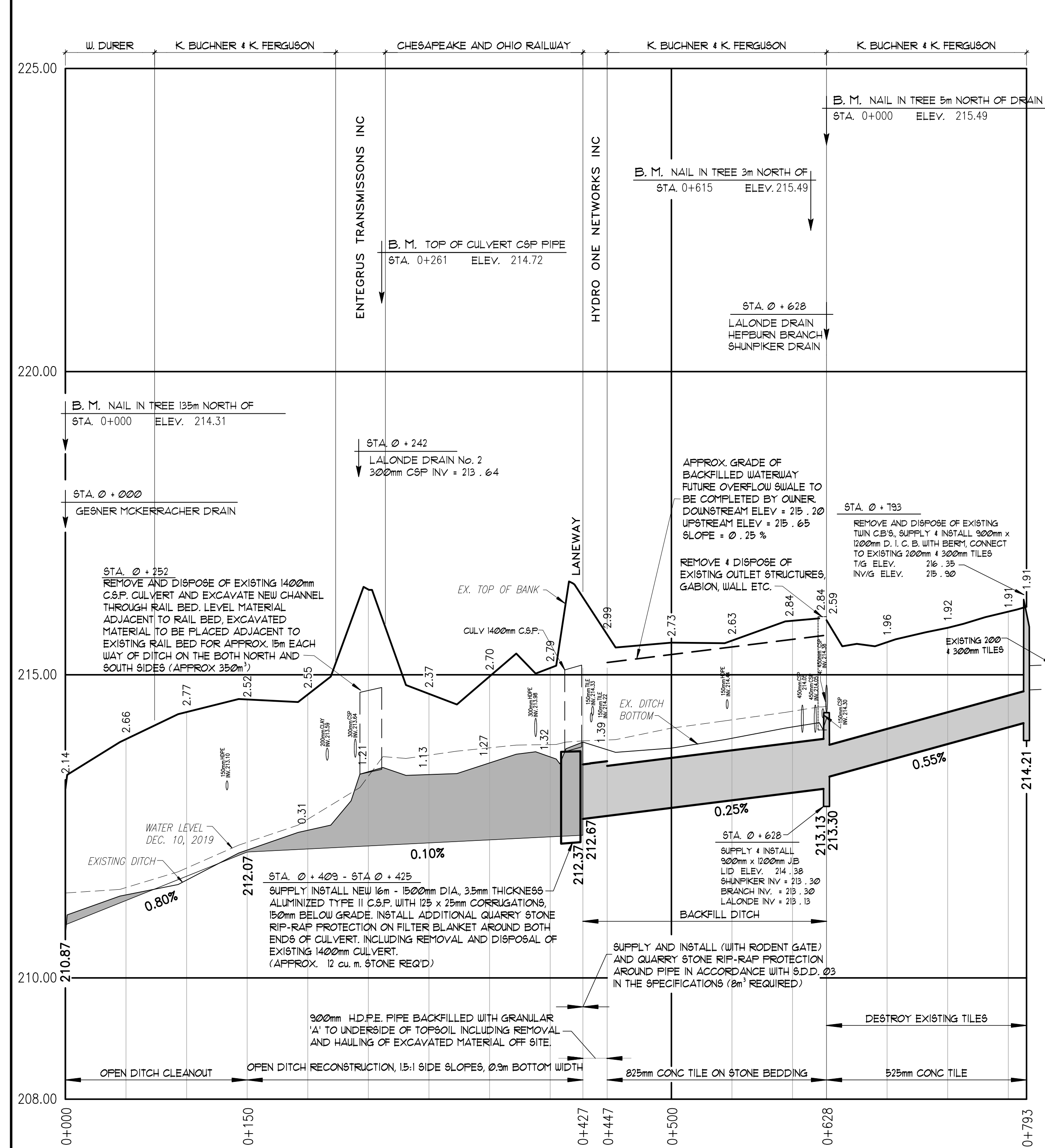
Job No. 220070

June 14, 2021

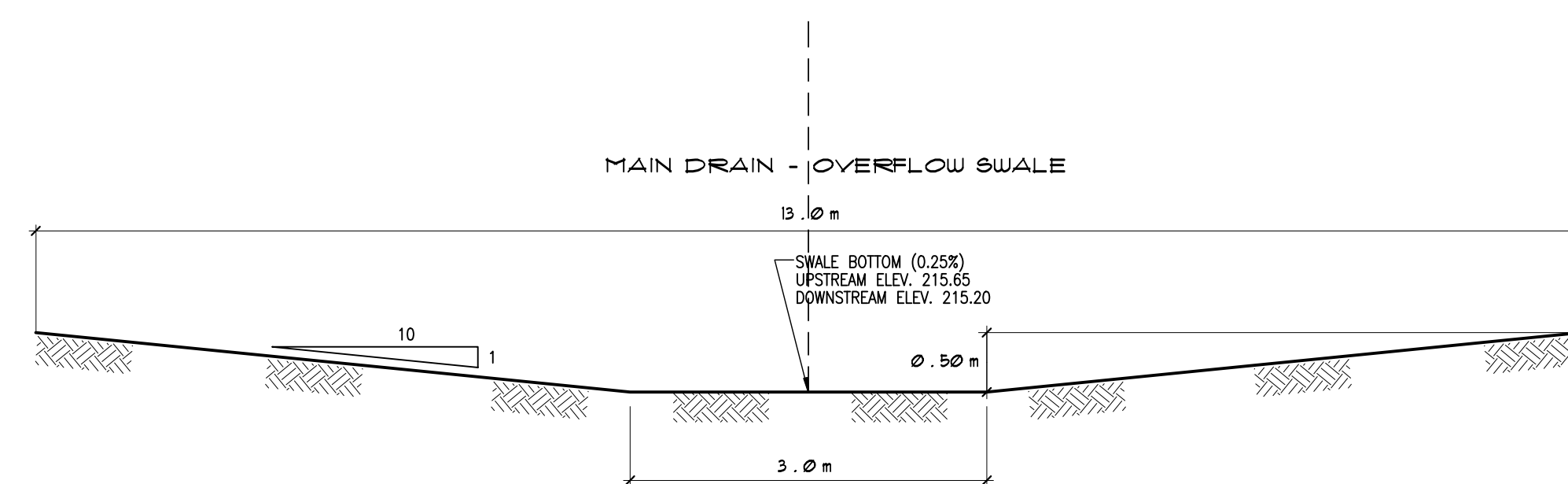
\* = Non-agricultural

	ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
<b>Municipality of Chatham-Kent</b>					
*	3-001 (P. Roy)	\$ 453.00	\$	\$	453.00
	3-017-25 (D. Wagner)	130.00	43.00		87.00
	3-005 (D. & R. Wagner)	2,071.00	690.00		1,381.00
	3-017-15 (D. Wagner)	1,942.00	647.00		1,295.00
	3-055 (W. Durer)	2,038.00	679.00	790.00	569.00
	3-018 (D. & R. Wagner)	6,536.00	2,179.00		4,357.00
	3-019 (Shunpiker Farms Ltd.)	28,188.00	9,396.00	70.00	18,722.00
*	3-057 (D. & J. Farr)	2.00			2.00
	3-056 (K. Buchner & K. Ferguson)	96,728.00	32,243.00	13,600.00	50,885.00
	3-056-12 (C. & D. Gilbert)	3,460.00	1,153.00	1,590.00	717.00
*	3-021 (R. Gysemans & T. Rudausky)	2,164.00			2,164.00
	3-205 (Entegrus Transmission Inc.)	989.00	330.00		659.00
*	Special Assessment	7,590.00			7,590.00
*	3-204 (Chesapeake & Ohio Railway Co.)	3,776.00			3,776.00
*	420-7-057-01 (Hydro One Networks Inc.)	3,112.00			3,112.00
*	Hydro One Networks Inc Special	24,500.00			24,500.00
*	McPherson Road (50%)	5,818.00			5,818.00
*	Special Assessment	10,300.00			10,300.00
*	Gesner Line	1,407.00			1,407.00
*	Unopened Rd. All.	160.00			160.00
*	Schweitzer Line	265.00			265.00
<b>Municipality of West Elgin</b>					
	20-117 (Gosnell Farms Ltd)	22,690.00	7,563.00	70.00	15,057.00
	20-117-01 (J. Gosnell)	454.00	151.00		303.00
	20-118 (W. McMillan)	11,480.00	3,827.00	890.00	6,763.00
	20-119 (H. Fleming)	6,648.00	2,216.00		4,432.00
	20-122-01 (J. & J. Crane)	2,875.00	958.00		1,917.00
*	80-107 (Chesapeake & Ohio Railway)	14,817.00			14,817.00
*	Special Assessment	17,580.00			17,580.00
*	80-108 (Orford Sand & Gravel Limited)	10,923.00			10,923.00
*	2-560 (Hydro One Networks Inc)	2,934.00			2,934.00
*	Special Assessment	14,340.00			14,340.00
*	McMillian Line	510.00			510.00
*	McPherson Road (50%)	5,820.00			5,820.00
*	Special Assessment	10,300.00			10,300.00
<b>TOTALS</b>		<b>\$ 323,000.00</b>	<b>\$ 62,075.00</b>	<b>\$ 17,010.00</b>	<b>\$ 243,915.00</b>





**ENTERGUS TRANSMISSION INC.**  
CROSS SECTION "A"  
STA. 0+250  
NOT TO SCALE



**TYPICAL CROSS SECTION OF OVERFLOW SWALE**  
SWALE CONSTRUCTED OVER BACKFILLED CHANNEL

PLAN LEGEND	
	LIMIT OF WATERSHED AREA
	PROPOSED DRAINAGE WORKS
	EXTERIOR OR INTERIOR WATERSHED
	TO BE INCLUDED FOR FUTURE MAINTENANCE
	EXIST. MUNICIPAL DRAIN
	PRIVATE TILE OR SURFACE WATER RUN
	EXIST. WATERCOURSE OR PRIVATE DITCH
	ASSEMENT ROLL NUMBER
	OWNERS NAME
	HECTARES OWNED

## HEPBURN, LALONDE & SHUNPIKER DRAINS

Chatham-Kent  
Cultivating Growth. Shoring Up the Shore

Municipality of Chatham-Kent

Drainage Superintendent: <b>BLAISE CHAVAILIER</b> 519-808-2452	No.	REVISIONS	DATE
Drawn By: MM	Field Book	JOB No.	Drawing No.
Date: JUNE 14, 2021	GFS	220070	2 of 2

**PROFILES & DETAILS**

**SPRIET ASSOCIATES**  
LONDON CONSULTING ENGINEERS  
155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8



## Staff Report

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**Report To: Council Meeting**

**From: Lee Gosnell, Manager of Operations & Community Services**

**Date: 2021-10-14**

**Subject: West Lorne Complex – Roof Replacement**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: West Lorne Complex Roof Replacement for information purposes.

### **Purpose:**

The purpose of this report is to provide West Elgin Council with an update on emergency roof repairs at the municipal Complex located at 160 Main Street in West Lorne.

### **Background:**

Offices located within the municipal complex in West Lorne experienced water leaks at a few locations over the last few rounds of heavy rain. A contractor was secured to place a tarp over the area where leaks seemed most prevalent, thus preventing further damage.

Staff had the roof system inspected by four contractors and used the suggestions provided to create a replacement proposal. These recommendations include –

- Removal of existing shingles plus clean up and disposal
- Insect plywood sheeting and replace as necessary
- Install new metal flashings, vents and eave protection.
- Apply ice and water guard on eaves and problem areas plus moisture barrier on entire roof.
- Supply and install new GAF Timberline HDZ fiberglass shingles.

All contractors who were consulted agreed this would provide the best protection against further water damage.

Due to the emergency nature of this project staff proceeded under Section 3.10 Purchasing in Emergencies of Council policy AD 1.2 Purchasing Policy :

### **3.10 Purchasing In Emergencies**

#### **(a) Emergency Conditions**

Emergency includes:

- (i) An imminent or actual danger to the life, health or safety of an official or an employee while acting on the Municipality's behalf;
- (ii) The following approval limits shall apply:

1. An imminent or actual danger of injury to or destruction of real or personal property belonging to the Municipality;
2. An unexpected interruption of an essential public service;
3. An emergency as defined by the *Emergency Management Act*, R.S.O. 1990, c.E.9, and the emergency plan formulated thereunder for the Municipality;
4. a spill of a pollutant as contemplated by Part X of the *Environmental Protection Act*.

(b) Process for Emergency Purchases

Where, in the opinion of the C.A.O or designate, an emergency occurs:

- (i) The Treasurer may authorize a purchase in excess of the pre-authorized expenditure limit; and
- (ii) Any purchase issued under such conditions together with a source of funding provided by the Treasurer shall be justified and reported to the next meeting of Municipal Council.

**Financial Implications:**

Four quotes were received as follows (plus applicable tax) –

1. Weekes Construction	\$25,200.00
2. Machado's General Contracting	\$26,500.00
3. Fretz Roofing	\$20,000.00
4. DR Roofing Inc.	\$23,857.86

After careful review of each proposal, it was determined that DR Roofing Inc. met all contract requirements while providing the best price. The contractor was able to arrange his schedule to facilitate the roof replacement during the month of October. Weather pending, roof replacement will be completed during the week of October 18 - 22, 2021.

The required money for this emergency project will come from the West Elgin budget line item for West Lorne Complex building maintenance.

**Report Approval Details**

Document Title:	West Lorne Complex - Roof Replacement - 2021-39-Operations Community Services.docx
Attachments:	
Final Approval Date:	Oct 12, 2021

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

Jana Nethercott



## Staff Report

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**Report To: Council Meeting**

**From: Lee Gosnell, Manager of Operations & Community Services**

**Date: 2021-10-14**

**Subject: Persons with Disabilities Warning Sign Policy**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services and,  
That West Elgin Council adopts a policy regarding requests for disability warning signage made by residents of West Elgin.

### **Purpose:**

The purpose of this report is to assist Council in implementing a comprehensive policy to help staff deal with requests for disability warning signage around the municipality.

### **Background:**

Due to a recent request for 'deaf persons' signage, staff felt it was appropriate to develop a policy which could be used now, and in the future, rather than bringing requests forward individually as they are received. After contacting partner municipalities in Elgin County, it was determined that Malahide Township already has such a policy in place. Although they haven't had many requests since the policy was implemented, staff feel the program has worked well to date. Items covered within this policy include the application process, as well as yearly tracking requirements, so a list of disability warning zones can be kept up to date.

### **Financial Implications:**

The cost to place two (2) 'Persons with Disability Warning Signs' would be approx. \$450.00 including post and installation. This money would be taken from the municipal sign budget located within the public works department.

### **Policies/Legislation:**

'Persons with Disabilities Warning Signs' policy - attached

**Report Approval Details**

Document Title:	Persons with Disabilities Warning Sign Policy - 2021-48-Operations Community Services.docx
Attachments:	- DRAFT - RD 1.3 - Persons with disability warning sign.pdf
Final Approval Date:	Oct 12, 2021

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

Jana Nethercott

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy RD 1.3 Persons With Disability Warning Sign Policy**

**Effective Date:** \_\_\_\_\_

**Review Date:** \_\_\_\_\_

#### **Policy Statement**

Public safety is of the utmost importance to the Council of the Municipality of West Elgin. For various reasons, it may be necessary to install signage to advise of persons with disabilities using existing pedestrian facilities within the community.

#### **Policy**

##### Definitions

“Council” – means the Council of the Municipality of West Elgin.

“Persons with Disability” – means a person diagnosed with a hearing impairment, vision impairment or autism by a medical professional recognized by the College of Physicians and Surgeons of Ontario.

“Manager of Operations & Community Services” – means the Manager of Operations & Community Services for the Municipality of West Elgin or his/her designate.

“Municipality” – means The Municipality of West Elgin.

##### Purpose

The purpose of this policy is to establish a protocol for the installation of Persons with Disability Warning Signs within a Municipality of West Elgin Road allowance.

##### Procedures for installation of Persons with Disability Warning Signs

1. A request for a Persons with Disability Warning Sign must be made in writing to the Manager of Operations & Community Services. A copy of the Persons with Disability Sign Application form (see appendix ‘A’) must be completed in its entirety and accompany the written request.
2. Signs will be limited to Municipality of West Elgin road allowances only.

3. The placement of the sign will adhere to the guidelines outlined in the Ontario Traffic Manuals (OTM) for pedestrian warning signs.
4. The applicant, Parent(s) or legal guardian shall agree to notify the Municipality of West Elgin if the sign is no longer required (i.e. family moves). Municipal staff will proactively send a letter to each participating family annually, requesting confirmation on their continued participation in the program.  
  
The sign(s) will be removed if an acknowledgment is not received within 30 days of the date of the letter.
5. Specific placement of Persons with Disability Warning Signs shall be determined by staff taking into consideration exposure, visibility and the proximity and impact on other regulatory, warning and guide signs.
6. Where it is determined that a sign is not effective or it interferes with existing signage, alternatives, including non-placement will be considered.

#### Authority

The authority for the Persons with Disability Warning Sign Policy shall be by the approval of the Council for the Municipality of West Elgin.

The approval and monitoring of Persons with Disability Warning Signs shall be at the discretion of the Manager of Operations & Community Services or his/her designate.

This Policy shall be administered by the Public Works Department.

This Policy shall be reviewed as required.

## Appendix A – Persons With Disability Warning Sign Application Form

# Persons with Disability Warning Sign Application

Persons with disability Warning Signs are intended to notify drivers that they are approaching a private residence where a person(s) with a permanent disability resides.

## 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 Persons with Disability Warning Sign with the Municipality of West Elgin. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or [clerk@westelgin.net](mailto:clerk@westelgin.net). This information will be kept private and confidential unless otherwise required by law.

### **Applicant:**

### **Address:**

### **Telephone:**

### **Personal Email**

### **Sign is intended for:**

☐ Applicant

☐ Child(ren) under  
primary care of  
applicant

☐ Other

### **Other:**

### **The person(s) the sign is intended for is a:**

☐ Child

☐ Adult (18 years of age or older)

### **Does the person(s) the sign is intended for reside at the above address:**

☐ Yes

☐ No

**If not, please identify their permanent address:**

**Please Note:**

1. The location of sign(s) will be determined through a site review. Generally one sign will be installed per direction on the Municipality of West Elgin road ways, appromiately 100 metres in advance of the address.
2. You are required to contact the Municipality of West Elgin if there are any changes that would require the sign to be changed or removed, such as a change in address, etc.
3. The Municipality of West Elgin will contact you annually by written letter delivered by mail or in persons to the applicants address. The sign(s) will be removed if an acknowledgement is not recieved within 30 days of the date of the letter.
4. Please note hte sign has no legal status under the Ontairo Highway Traffic Act. By signing and submitting this aookcuation you acknowledge the sign is informational only and is not to be construed as a device to protect persons from vehicular traffic.
5. Upon an approved application please allow 6 weeks for the sign to be installed.

**Applicant's Signature:**

**Date:**

**To be completed by a Health Care Professional:**

Council of the Municipality of West Elgin has approved the installation of signs to warn drivers they are approaching a residence where a person with autism, and or who have a hearing or visual impairment resides, and who may not be able to recognize approaching traffic. Does your patient have one or more of the following disabilities:

**Deafness/ Hearing  
impairment:**

**Comments:**

☐ Yes

☐ No

**Blindness/ visual  
Impairment:**

☐ Yes

☐ No

**Comments:**

**Autism**

☐ Yes

☐ No

**Comments:**

**Name:**

**Signature:**

**Date:**

## To be Completed by Municipal Staff:

Application Approved by the Manager of Operations and Community Services for the Municipality of West Elgin or thier designate.

**Name:**

**Signature:**

**Date:**

# Thank You

A member of West Elgin Staff will follow up with you shortly regarding this request.

## Appendix B

The following is a sample of persons with disability warning sign. Each sign tab will be customized to the specific disability.





## Staff Report

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**Report To: Council Meeting**

**From: Lee Gosnell, Manager of Operations & Community Services**

**Date: 2021-10-14**

**Subject: Monthly Operations Update – September 2021**

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide Council with a brief update on municipal operations during the month of September.

### **Background:**

#### Utilities

- Warm weather kept locate requests steady during the month of September
- Staff were called to a water break on William Street in West Lorne when a contractor struck an abandoned water service.
- Crews worked with VanBree Drainage to rectify water issues which were discovered during the Rodney reconstruction project
- Staff completed building maintenance projects including installing trim in the new Council chambers, washroom repair at the library and assisted with obtaining roofing quotes
- Staff arranged for/assisted with the annual elevator inspection at the West Lorne Complex
- With COVID restrictions easing, home visits are being scheduled to complete water meter repair/replacement.
- The utilities department has been handling many servicing requests for new development and assisting in the review process for projects already underway
- Utilities staff assisted with relocation of the municipal office

#### Public Works

- Ditch cleanout was completed on Gray Line and Linden Road
- Staff provided traffic control through the night for a fatal motor vehicle collision on Johnston Line between Furnival Road and Morrison Road
- Staff provided traffic control for the Rodney Agricultural Society's parade
- Tree removal and cleanup was completed at various locations
- Fall grading started on gravel roads as weather permitted
- Roadside mowing was carried out throughout the month, with one last top cut to be completed in early October.

- Crews filled in the old brick fire well which was located behind the town hall in Rodney. This was done for safety reasons and to ensure the water main which runs adjacent to this area would not freeze.
- Crews investigated water seeping from the road surface on Pioneer Line west of Furnival Road and found a plugged drain tile. This was flushed to remove the blockage and the road dried immediately
- Staff responded to resident calls and monitored flooding which occurred with the heavy rain on September 22.
- Operators assisted with grounds maintenance at the Port Glasgow Trailer Park
- Public Works staff assisted with relocation of the municipal office
- Interviews were held for the open public works operator position and a candidate was selected who will start on October 14

### Parks and Recreation

- Grass cutting and fall yard work continues at local parks and sports fields as weather permits
- Washrooms at Miller Park and the marina have been closed for the season; however, staff are opening Miler Park washrooms for some events which are still being held outdoors
- The splashpad has been closed for the season and is awaiting winterization
- West Lorne minor soccer came to a successful end with their final cup day being held in September
- Ice installation at the arena went smoothly and the first skaters were on the ice September 22. Due to vaccine status screening requirements, a security firm was retained to provide personnel during operating hours. We feel this is working well as there have been minimal issues between patrons and arena staff. A part time arena operator was also hired, as in past years, to supplement fulltime shifts once the facility is back to full capacity.
- The official opening of the fish cleaning station took place on Saturday September 18. The station worked well this summer and was very busy. Staff waited until season end to complete topsoil and seeding due to the high foot traffic. The unit will be winterized shortly
- Nature walks continued in Joe's bush during September with 15 – 20 people attending on a regular basis. These will continue into the fall season as weather permits.
- Tai Chi took place at the Miller Park pavilion throughout the month
- Events taking place at the Rodney Recreation Centre included a vaccine clinic Sept. 30, voting for the Federal Election Sept. 20 and the Agricultural Society's drive through dinner on Sept. 16.
- Recreation plans for October include a Halloween themed walk through Joe's bush and a focus on helping get user groups (shuffleboard, pickleball, cards etc....) back in the Rodney Rec Centre. An outdoor market is also being planned by West Lorne community members which will be held in Miler Park on October 23.
- Organizers of the 'Night Market' being held on December 4 in downtown Rodney wish to thank Council for their support of this event. Our Clerk and Operations Co-Ordinator have been attending preliminary meetings and further information will be provided once plans begin to firm up.



**Report Approval Details**

Document Title:	Monthly Operations Update - September 2021 - 2021-49-Operations Community Services.docx
Attachments:	
Final Approval Date:	Oct 12, 2021

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

Jana Nethercott



## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2021-10-14  
**Subject:** Accessibility Policy Updates

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### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Accessibility Policy Updates; and

That West Elgin Council consider approving the updated Accessibility Policies; HR 8.2 Accessibility Policy, HR 8.3 Emergency Response, HR 8.4 Accommodation in Workplace, HR 8.5 Return to Work and HR 8.6 Temporary Service Disruption in the by-law portion of the agenda.

### **Purpose:**

The purpose of this report is to provide Council with updated Accessibility Policies as required as part of the Desk Audit for Accessibility that was done in 2020 by Ministry of Seniors and Accessibility.

### **Background:**

In November of 2020 West Elgin received a notice that we were chosen to have a desk audit done of the Municipality's accessibility. The Ministry for Seniors and Accessibility conducts desk audits on selected organizations to confirm they are in compliance with AODA, 2005, and its associated accessibility standards, and to provide any needed support.

As a result of this audit it was found that some of the Municipal Policies were out of date and needed to be updated. In working with the Accessibility Coordinator for Elgin County the following policies were adapted from Elgin County's policies for the Municipality of West Elgin. By adopting these policies we will be in full compliance with all AODA standards.

### **Financial Implications:**

N/A

### **Policies/Legislation:**

*Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*

*Integrated Accessibility Standard Regulation (O. Reg 191/11)*

*Ontario Human Rights Code, R.S.O. 1990, c. H. 19*

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy HR-8.2 Accessibility Policy**

**Effective Date:**      **October 14, 2021**

**Review Date:**

### **Policy Statement**

The Municipality of West Elgin is committed to eliminating barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The Municipality of West Elgin recognizes the diverse needs of all our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The Municipality of West Elgin is committed to being responsive to the needs of all its residents and employees. In order to meet the needs of people with disabilities the Municipality will:

- Ensure policies, services and facilities address dignity, independence, integration and provide for equal opportunity for people with disabilities.
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the Municipality.
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use or benefit from the Municipality’s goods, services, programs and facilities.
- Communicate with people with disabilities in a manner that takes into account the person’s disability.

The Municipality will promote accessibility by ensuring that compliance is met for all regulations made under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11

Accessibility Policy available upon request in an alternative format.

## Definitions

Disability: as defined by the *Ontario Human Rights Code*, R.S.O. 1990, c. H. 19

Service Animal: For the purposes of this policy, an animal is a service animal for a person with a disability if:

- 1) the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- 2) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
  - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
  - ii. A member of the College of Chiropractors of Ontario.
  - iii. A member of the College of Nurses of Ontario.
  - iv. A member of the College of Occupational Therapists of Ontario.
  - v. A member of the College of Optometrists of Ontario.
  - vi. A member of the College of Physicians and Surgeons of Ontario.
  - vii. A member of the College of Physiotherapists of Ontario.
  - viii. A member of the College of Psychologists of Ontario.
  - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

Guide Dog: a guide dog as defined in the *Blind Persons' Right Act*, R.S.O. 1990, c. B.7

For all other definitions, refer to the *Integrated Accessibility Standard Regulation* (O. Reg 191/11). This regulation will be referred to as the "IASR" for the remainder of this policy.

**Accessibility Planning**

The Municipality, in conjunction with the County of Elgin will establish, implement, maintain and document a joint multi-year accessibility plan, which will outline the Municipality's strategy to prevent and remove barriers and meet the requirements under the Integrated Accessibility Standard Regulation (O. Reg 191/11)

The Municipality will establish and implement a multi-year accessibility plan in consultation with people with disabilities and the Joint Accessibility Advisory Committee.

The plan will be posted on the Municipality's website, and will be available in an accessible format upon request. The plan will be updated at least once every five years.

An annual status report will be prepared outlining the progress taken to implement the strategy of the plan. The status report will be posted on the Municipality's website.

**Procurement**

The Municipality will incorporate accessibility design, criteria and features when purchasing or acquiring goods, services or facilities, except where it is not practicable to do so.

Should the Municipality determine that it is not practicable to incorporate accessibility design, criteria and features when purchasing or acquiring goods, services or facilities, it will provide an explanation upon request.

**Feedback**

The Municipality will accept feedback from members of the public relating to the provision of accessible goods, services or facilities to people with disabilities. The Municipality will ensure that the feedback process is accessible to people with disabilities by providing, or arranging for the provision of accessible formats and communication supports, upon request.

The Municipality will develop procedures that specify the actions that will be taken if a complaint is received about the manner in which it provides goods, services or facilities to people with disabilities.

The Municipality will notify the public about the availability of accessible formats and communications supports with respect to the feedback process. Information regarding the feedback process will be posted on the Municipality's website. Individuals can request this information by contacting the Municipality.

In accordance with section 11 of the "IASR" when seeking feedback from the public, the County will provide accessible formats and/or communication supports to members of the public upon request.

### **Emergency Procedures, Plans and Public Safety Information**

The Municipality will provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

### **Design of Public Spaces**

The Municipality will comply with the requirements found in Part IV.1 of the "IASR" where applicable, in relation to public spaces.

### **Training**

The Municipality will provide training to:

- All people who are an employee of, or a volunteer with the organization
- All people who participate in developing the organizations policies; and
- All other people who provide goods, services or facilities on behalf of the organization

The training will include:

- An overview of the *Ontario Human Rights Code*
- A review of the *Accessibility for Ontarians with Disabilities Act, 2005*
- A review of the *Integrated Accessibility Standards Regulation* (O. Reg 191/11)

- Specific review of “*IASR*” requirements, based on the duties associated with the employee.
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
- How to use equipment or devices available on the Municipality’s premises or otherwise provided by the Municipality that may help with the provision of goods, services or facilities to a person with a disability.
- What to do if a person with a disability is having difficulty accessing the Municipality’s goods, services or facilities.

The training will be appropriate to the duties of the employees, volunteers and other people. Employees will be trained as soon as practicable. Training will be provided to the aforementioned individuals with respect to any policy changes on an ongoing basis. Training records will be kept in accordance with the “*IASR*”.

### **Accessible Formats and Communication Supports/Format of Documents**

The Municipality will provide alternate formats of information and communications that are produced by, or in direct control of the Municipality. This does not apply to information that the Municipality does not control directly or indirectly through a contractual relationship.

This will be done upon request, in a timely manner that takes into account the persons accessibility needs due to disability and at a cost that is no more than the cost charged for the original format.

The public will be notified of the availability of accessible formats and communications supports.

When it is not practicable to provide an alternate format, the Municipality will provide an explanation and a summary of the document in an accessible format.

The Municipality will provide communication supports to members of the public upon request.

If the Municipality is unable to obtain the requested communication support, the Municipality will consult with the individual to determine an appropriate alternative method of communication.

The Municipality will consult with the individual making the request to determine the suitability of an accessible format or communication support.

### **Assistive Devices**

The Municipality will allow people with disabilities to use their own personal assistive devices to obtain goods, services or facilities offered by the Municipality.

If a person with a disability is unable to access a good, service or facility through the use of their own personal assistive device, the Municipality will consult with the individual to determine an alternate means.

### **Service Animals**

The Municipality will ensure that an individual accompanied by a service animal is permitted to enter the premises with the animal and to keep the animal with the individual, unless the animal is otherwise excluded by law from the premises.

If a service animal is excluded by law from the premises, the Municipality will ensure that other measures are available to ensure a person with a disability is able to obtain, use or benefit from the Municipality's goods, services or facilities.

The individual with the service animal is responsible for the care and control of their service animal at all times, while on the Municipality's premises.

### **Support Person**

The Municipality will allow people with disabilities to be accompanied by a support person in all Municipally-owned and operated public facilities. The Municipality reserves the right to request a person with a disability to be accompanied by a support person when on the premises, but only if, after

consulting with the person with a disability and considers the available evidence, the Municipality determines that:

- A support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises; and
- There is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises.

Admission fees will be waived for support persons who accompany a person with a disability.

### **Temporary Service Disruptions**

If a temporary service disruption is planned the Municipality will give the public notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipality's website.

### **Website and Web Content**

In accordance with the "IASR", the Municipality will ensure that websites and web content are created in a manner keeping with the expectations of the Web Content Accessibility Guidelines 2.0 (WCAG). The Municipality is currently creating websites and web content in accordance with WCAG 2.0, level AA as of January 1, 2021. If an individual is having difficulty accessing any Municipally owned or operated website, or content found on said websites, they can contact the Municipality.

Web Content:

Accessible web content is being produced in the following ways:

In-house: Staff receive training that ensures PDF documents are created in accordance with WCAG 2.0 AA

**Purchased Documents or Videos:** The Department purchasing a document or video that will be available on the Municipality's website shall ensure that the document or video is created in a manner that ensures compliance with WCAG 2.0 AA

**Third-Party Documents:** The Municipality will put forward efforts to ensure that documents provided to the Municipality on behalf of a third party, that will be posted on the Municipality's website, and not in direct control of the Municipality through a contractual relationship, will be remediated in accordance with WCAG 2.0, unless it is not practicable to do so.

In the event that it is not practicable to remediate a third-party document, for which the Municipality is not in direct control through a contractual relationship, a member of the public may contact the Municipality to arrange for the information to be provided in an accessible format, upon request. The Municipality will consult with the requesting individual to determine suitability of format.

#### **Legislative Authority**

*Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*

*Integrated Accessibility Standard Regulation (O. Reg 191/11)*

*Ontario Human Rights Code, R.S.O. 1990, c. H. 19*

## **Municipality of West Elgin**

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

#### **Policy HR-8.3 Emergency Workplace Response**

**Effective Date: October 14, 2021**

**Review Date:**

#### **Policy Statement**

The Municipality of West Elgin will make all reasonable efforts to provide individualized workplace emergency response information for employees who have a disability. The Municipality must be made aware of the need for an individualized response. The Municipality will provide emergency response information as soon as practicable.

#### **Definitions:**

##### **Individualized Workplace Emergency Response:**

- refers to the provision of emergency response information to employees or volunteers that is specific to their workplace and provided in a manner that takes into account the nature of their disability

##### **Disability according to the AODA includes:**

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

#### **Responsibilities:**

Employees are responsible for:

- Notifying their manager or Chief Administrative Officer (CAO) of their need

for individualized workplace emergency response information as soon as it becomes apparent. This applies equally to employees who permanently require assistance and those who may have a temporary need.

- Notifying their new manager of their need for individualized workplace emergency response information when they move to a different position or location within the organization.
- Notifying their manager if their emergency response needs change.
- Consenting to having their emergency workplace response information shared with a designated person or persons who can provide assistance to the employee if the employee requires assistance accessing emergency information.

Chief Administrative Officer/Human Resources is responsible for:

- Providing individualized workplace emergency response information to their employee as soon as possible after they become aware of the need for this information.
- Developing plans for employees requiring assistance which will include as a minimum:
  - Identification of both primary and secondary evacuation exits.
  - Procedures for notifying the employee in the event of an emergency in a manner that takes into account their disability.
- Procedures for getting the employee to the evacuation exits.
- With the employee's consent, providing the workplace emergency response information to the person or persons designated by the employer to provide assistance to the employee.
- Reviewing the employee's individualized workplace emergency response plan if the employee's emergency response needs change
  - If the employee moves to a different location in the organization
  - If the employee's overall accommodations needs or plans are reviewed
  - When the employer reviews its general emergency response policies
- Consulting the employee's manager as required.

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy HR-8.4 Accommodation in the Workplace Policy**

**Effective Date: October 14, 2021**

Review Date:

### **The Legal Environment**

The Ontario *Human Rights Code* creates a legal duty of accommodation in Ontario workplaces. The duty of accommodation provides Employees who have needs related to a disability, religious obligation or sex that conflict with their working conditions with the right to be provided with reasonable assistance or accommodation to enable them to participate in the activity of work.

The Employer, the Bargaining Agent (if applicable) and all Employees who are members of the workplace community all share a legal obligation to identify, implement and/or support appropriate accommodation initiatives where employees can be accommodated in the workplace without undue hardship.

### **The Municipality of West Elgin Commitment**

The Municipality of West Elgin is committed to ensuring equality in the workplace. The Municipality of West Elgin is committed to assessing and addressing the legitimate accommodation needs of Employees. Accommodation issues can be successfully identified, assessed and addressed only where all parties are meeting the expectations and responsibilities outlined in this policy. Successful accommodation initiatives require the cooperation of and a consultative approach by Management, the Employee seeking accommodation, the workplace community, the Bargaining Agent and attending medical practitioners. All accommodation requests will be treated in a confidential manner.

The objective of this policy is to facilitate the identification and resolution of accommodation issues that arise out of the following circumstances:

1. The existence of needs attending a condition of "disability" that is in conflict with the employment obligations;
2. The existence of needs arising out of a protected status under human rights legislation that are in conflict with the employment obligations.

It is understood that the Employer's ability to identify, properly assess and implement appropriate accommodation initiatives is dependent upon the support and input of all of the parties as outlined herein.

## **A) Employee Responsibilities**

### **1. Obligation to Communicate Need**

Employees have an obligation to promptly advise Management or Human Resources of any condition of disability or need related to any other protected status that conflicts with their ability to either provide regular attendance at work, perform their regular duties or comply with other terms and conditions of employment.

### **2. Obligation to Provide Information (*Medical or Other*)**

Where a potential accommodation issue has been identified, the Employee seeking accommodation is responsible for promptly responding to all Employer requests for information that the Employer identifies as relevant to assessing or pursuing accommodation initiatives.

### **3. Obligation to Facilitate Accommodation Initiative**

Any Employee requiring accommodation is expected to conduct himself/herself reasonably and provide his/her full cooperation and support to the implementation of accommodation initiatives.

Employees should recognize that a failure to:

1. Communicate an accommodation need;
2. Provide all relevant information in a timely manner; and
3. Cooperate with the implementation of accommodation measures;

may limit the Employer's ability and obligations to successfully address the Employee's accommodation needs.

## **B) Management's Responsibilities**

1. Upon an accommodation issue being raised or communicated by an Employee, Management will:

- (a) assess and verify the existence of an accommodation need;
- (b) assess and identify appropriate accommodation options.

2. Management will monitor the progress of Employees who are being accommodated. Such monitoring will include requests for up-dated information from

Employees and/or attending medical practitioners from time to time. The monitoring and current information will enable the Employer to respond to changing needs and/or identify when the need for accommodation ends.

#### **D) Workplace Community's Responsibilities**

Successful accommodation requires the support and commitment of everyone in the workplace community. All employees are expected to provide their assistance and support where required to facilitate accommodation initiatives. All members of the workplace community have an obligation to respect the right to accommodation of any employee with a qualifying need.

#### **E) Responsibilities of Attending Physicians**

The verification of accommodation issues and identification of appropriate accommodation initiatives is dependent upon relevant and timely input from attending medical practitioners. The attending physicians of any Employee who is faced with an accommodation issue in the workplace shall provide their full cooperation and support by:

1. Responding in a complete and timely manner to any request for information initiated by the Employer.
2. Communicating to the Employer in a timely manner any changes in the Employee's condition that may alter the required scope, duration or nature of an accommodation initiative.

#### **Our Commitment at the Municipality of West Elgin**

Successful accommodation initiatives require the cooperation, input and support of all parties; the Employer, the Employee seeking accommodation, attending physicians, Bargaining Agents and all employees in the workplace community. It is expected that all parties will provide their cooperation and relevant input to ensure that they can successfully address accommodation issues that arise in the workplace. Employee privacy will be taken into consideration throughout the accommodation process.

#### **Recruitment Accommodations**

Accommodations will be provided to candidates during the recruitment process, including assessment, and orientation.

1. Make sure that qualifications are reasonable and pertain to the job. They should focus on education, experience, skills and abilities that reflect the bona fide occupational requirements of the job.

2. Make all potential applicants aware that the Municipality will take steps to accommodate disability related needs in the interview or assessment process. Applicants must identify their needs up front and provide timely information about how their situation or condition may affect their abilities to perform in an interview or test in order to receive employment accommodation.
3. Communicate the offer of accommodation to all applicants at the beginning of the selection process. Explain to the candidates the assessment methods and formats you will use. This is especially helpful for people with disabilities as it helps them identify whether they need an accommodation and the type of accommodation required for each stage of the assessment.
4. When an applicant makes a request for accommodation, consult with the individual to identify what he or she will need in order to be able to allow him or her to compete on an equal basis with other candidates. Obtain as much information on the person's need as possible. Don't get into details about the disability unless you need to clarify the individual's needs. In most cases the candidate is the best source of information.
5. Any accommodations you make should not change the nature of the qualification you are assessing or the level at which you assess it. Design accommodations to allow for equitable assessment of candidates with accommodation needs without placing them at an advantage or disadvantage when comparing them to other candidates.
6. When making an offer of employment, let the individual know of the Municipality's commitment to providing accommodations in the workplace.

## **Workplace Accommodations**

Accommodations will be provided to employees with disabilities during the duration of their employment with the Municipality of West Elgin. Workplace accommodation information will be provided to new employees as soon as practicable. Updated information will be provided to employees whenever there is a change to existing policies on the provision of job accommodations.

The Accommodations Policy and affiliated Procedures will be communicated to employees. Where an employee with a disability requests it, The Municipality shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed in order to perform the employee's duties including information that is generally available to employees in the workplace. Employees will be assessed on an individual basis. Individual accommodation plans will be provided in a format that takes into account the employee's disability. Follow this process for employment accommodations after an offer of employment is made or for an existing employee:

1. Encourage employees to submit their request in writing. However, all forms of requests for accommodations will need to be addressed.
2. Ensure that the employee requesting the accommodation is involved in the development of an accommodation plan. A representative from a bargaining unit or other workplace representative can be present during this process at the request of the employee.
3. Once an accommodation is requested the Chief Administrative Officer (CAO) will request medical information from a physician advising of the need for the accommodation and direction on appropriate modifications and inform the employee of the steps taken to protect their privacy.
4. The CAO will consult with the individual, their Manager and a Health Care Practitioner on accommodation requirements and determine a suitable option.
5. Once the accommodation option has been determined, inform the employee and implement the accommodation as quickly as possible. The CAO will document accommodation plans and include:
  - a. Any information regarding accessible formats or communication supports
  - b. Individualized workplace and emergency response information, if necessary
  - c. The frequency in which the individual accommodation plan will be reviewed and updated and the manner in which it will be done
  - d. Any other accommodation that is to be provided.
6. Determine, with the employee on how often the accommodation plan will be reviewed.
7. If an accommodation is denied, the CAO will inform that employee of the reason for denial.
8. Ask the employee if alternate communication formats are required for the accommodation process and plan.

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy HR-8.5 Return to Work Plan**

**Effective Date:      October 14, 2021**

Review Date:

### **Purpose**

The purpose of this program is to provide a system that assists employees who have been absent from work due to a disability, experienced an occupational or non-occupational injury to return to gainful employment as quickly and easily as possible.

### **Policy**

The Supervisor (Manager or CAO) will liaise with the employee, the employee’s medical practitioner, the Workplace Safety and Insurance Board, or other suitable persons, to enter the employee back into the workplace, at a lesser capacity, if necessary.

Prior to the commencement of a temporary return to work schedule, medically documented capabilities will be obtained. Individual accommodation plans will be used in preparing employees to return to work.

#### **In the case of non-occupational injury or illness:**

- a) The employee is required to his/her treating practitioner complete any forms required and submit the completed forms to the Supervisor by the due date noted.
- b) The employer will temporarily provide reduced hours once medical documentation has been provided to support the need for reduced hours.
- c) It is intended that whatever meaningful and productive duties are assigned, they will be within the employee’s capabilities, keeping within the recommendations of the medical practitioner.
- d) The Modified Work Plan will usually last no longer that six (6) to eight (8) weeks. In many situations, only a short time will be required.

#### **In the case of occupational injury:**

- a) The employee is required to have a Functional Abilities Form completed by their treating practitioner and submit the form back to the Supervisor.
- b) Once medical documentation has been provided to support the need for modified duties and accommodations offered, a Modified Work Plan will be developed.
- c) The employer will temporarily provide reduced hours, reduced tasks, or a combination of both to enable the employee to work gradually.

A Modified Work Plan will be prepared according to the known and/or standard capabilities.

The Modified Work Plan will be reviewed with the employee before the employee begins their modified duties or graduated return to work plan. The employee will sign off on the Modified Work Plan, acknowledging that they will only perform the duties of their position listed on the Modified Work Plan, in order to ensure a safe return to work.

Throughout the program the employee will communicate regularly with the Supervisor. The progress will be monitored throughout the program until the employee returns to full regular duties. Any changes to the program [i.e. extension, additional restrictions] must be discussed with all parties.

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-XX**

#### **Policy HR-8.6 Temporary Service Disruption Policy**

**Effective Date:**      **October 14, 2021**

**Review Date:**

#### **Purpose:**

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

#### **Implementation:**

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that Municipality deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the Municipality’s website and social media.



## Staff Report

**Report To: Council Meeting**

**From: Jana Nethercott, Clerk**

**Date: 2021-10-14**

**Subject: 2022 Municipal and School Board Election Voting Method**

### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: 2022 Municipal and School Board Election Voting Method; and

That West Elgin Council direct staff to bring forward a By-law at the next Regular Council Meeting to approve the use of Alternate Voting Methods for the 2022 Municipal and School Board Election; and

That West Elgin Council adopt the staff recommendation that the 2022 Municipal and School Board Election Voting Methods be by Telephone and Internet voting with in-person polling stations or voter help centres.

### **Purpose:**

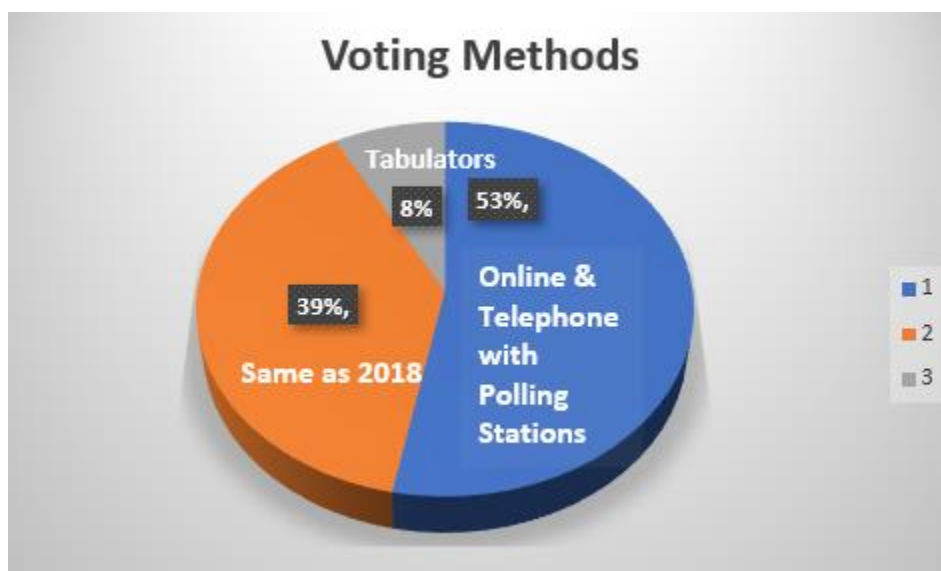
The purpose of this report is to provide Council with the outcome of the Voting Method Survey and to get direction on the voting method for the 2022 Municipal and School Board Election so that planning can begin.

### **Background:**

Council directed staff to send out a survey to residents to gather feedback on their preferred method of voting in the upcoming Municipal and School Board Election. A total of 113 surveys were returned with the following outcome (note not all participants answered all questions):

Question	Online	Paper	Total	Percentages
Should Cost be a factor - Yes	50	23	73	65%
Should cost be a factor - no	22	14	36	32%
Are you comfortable attending a polling station - Yes	58	26	84	74%
Are you comfortable attending a polling station -No	16	10	26	23%
<b>Voting Option Preferred</b>				
Electronic	45	15	60	53%
Same as 2018	26	18	44	39%
Hybrid	6	3	9	8%

While not an overwhelming majority, it appears that online and telephone voting was the most popular option at 53% of the 113 respondents.



A total of 65% of respondents felt that cost should factor into the decision on voting methods. Online and Telephone voting with polling or help centres is estimated to be the most economical option at \$17,750.

A total of 74% of respondents were comfortable attending a polling station, which means that if Council chooses to move forward with the option of Telephone and Online voting with polling stations or voter help centres, voters would not be dissuaded to vote by lack of internet or lack of computer skills. Voters could come to a polling station/voter help centre and use a touch screen to enter their vote and there would be advanced polls/voter help centres as well as voting day polling stations/voter help centres to provide plenty of access for voters.

In the last election 55.2% of all voters voted by alternative voting (online and telephone), so the learning curve would be for those who chose to vote by paper in the last election and staff would be available to provide assistance to those that require it at a polling station/voter help centres. Polling stations/voter help centres also allow for new or unregistered voters to be added to the voting list and get to vote in one place. West Elgin has completed two (2) previous elections with the use of online and telephone ballots and the fact that the majority of votes cast has been through these methods in the last two elections and that polling stations are provided for those who prefer attending in person. Aylmer ran their election with Intelvote this same way (online and telephone voting with voter help centres) in 2018 and intends on doing so again in 2022, with the Township of Malahide also seriously considering this for 2022 and there is a possibility that more cost savings can be realized if other municipalities in Elgin County follow suit.

### **Financial Implications:**

The estimated cost of \$17,750 was the least expensive option brought forward and with the current amount of \$30,000 in the reserve fund for the election we may even realize some cost savings which can be put towards future elections.

**Policies/Legislation:**

*Municipal Elections Act, 1996*



## Staff Report

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**Report To: Council Meeting**

**From: Jana Nethercott, Clerk**

**Date: 2021-10-14**

**Subject: OPP Contract Renewal for Elgin Group**

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### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: OPP Contract Renewal for Elgin Group; and

That West Elgin Council hereby consider approval of the Elgin Group Amending Agreement with the OPP in the By-law Portion of the Agenda.

### **Purpose:**

The purpose of this report is to receive Council approval for the Mayor and Clerk to execute the Amending Agreement with the Ministry of the Solicitor General to provide OPP Policing Services to the Elgin Group Members.

### **Background:**

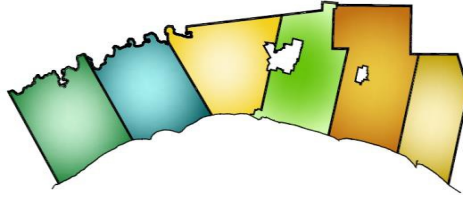
As per the letter attached to this report, from Sally Martyn, Chair of Elgin Group Police Services Board (Elgin Group) the current contract with the OPP expires on December 31, 2021 and with the new Community Safety and Policing Act set to come into effect in 2022, all contracts will become null and void at that time. In order to maintain OPP service the Elgin Group Police Services is recommending extending the current contract for a period of 1 year. To extend the contract, member municipalities are required to pass a by-law to amend the Agreement and the County has provided a draft by-law to adopt this amendment.

### **Financial Implications:**

There are no additional financial considerations

### **Policies/Legislation:**

Police Services Act and Municipal Act



## **ELGIN GROUP POLICE SERVICESBOARD**

**Chair Sally Martyn**

**Tel. 519-631-1460**

450 Sunset Drive

St. Thomas, ON N5R 5V1

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Municipality of Bayham | Municipality of Central Elgin | Municipality of Dutton Dunwich  
Municipality of West Elgin | Township of Malahide | Township of Southwold

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September 7, 2021

Dear Mayor McPhail and Municipality of West Elgin Council,

I write to you in my capacity as Chair of the Elgin Group Police Services Board (Elgin Group) to advise you that Elgin Group's contract with Ontario Provincial Police (OPP) expires on December 31<sup>st</sup>, 2021.

The new Community Safety and Policing Act (CSPA) is set to come into effect next year, and all contracts will become null and void at that time. Instead of entering into a new contract with the Ministry at year's end, the Elgin Group Member Municipalities have the option of extending the current contract for a period of one (1) year. Under the CSPA, all current contracts will become null and void and municipalities will no longer have the option to enter into a contract as the CSPA does not allow for it.

To extend the contract, Member Municipalities will be required to pass a By-law to amend the Agreement and extend the contract until the 31<sup>st</sup> of December 2022. I have enclosed a draft copy of the Elgin Group Amending Agreement, as provided by OPP. Additionally, I have enclosed a draft By-law prepared by Elgin Group's Secretary Administrator and reviewed by the County's Solicitor. Upon review of the draft Agreement, each Council is required to pass the By-law to amend the Agreement.

Please send a copy of the By-law, signed by both the head of Council or presiding officer of the meeting at which the By-law is passed and the Clerk, under the Corporation's seal to Legislative Services Coordinator – Carolyn Krahm ([ckrahm@elgin.ca](mailto:ckrahm@elgin.ca)). Once each Member Municipality has passed the By-law, the Ministry will assemble the final copy of the Amending Agreement and will send it to the Member Municipalities for their signatures.

Earlier this year, Member Municipalities extended their contract with the OPP until December 31<sup>st</sup>, 2021. The Ministry has requested that each Member Municipality re-sign this Agreement (attached) to reflect a date change in Section 26:

26. Notwithstanding the date upon which this Agreement is signed, the term of this

Agreement shall commence on the 1<sup>st</sup> day of July **2015**, and shall conclude on the 31<sup>st</sup> day of December 2021.

Please return the signed Agreement to [ckrahn@elgin.ca](mailto:ckrahn@elgin.ca).

Do not hesitate to contact me directly if you have any questions

Yours very truly,

A handwritten signature in cursive script, appearing to read 'Sally Martyn', with a horizontal line extending from the end of the signature.

Sally Martyn  
Chair, Elgin Group Police Services Board

Enclosures:

1. Draft by-law and Draft Elgin Group Amending Agreement
2. Amending Agreement dated the 1<sup>st</sup> day of July, 2021

Cc: Elgin Group Police Services Board

This AMENDING AGREEMENT is from the 1st day of January, 2015 to the 31<sup>st</sup> day of December, 2022

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL**  
**("Ontario")**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**  
**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**  
**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH**  
**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**("the Elgin Group")**

## **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 1<sup>st</sup> day of January 2015.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December, 2022, as supported by:

Bylaw # XXXX, dated MMMM DD<sup>th</sup>, 2021 of the Corporation of the XXXX (attached as Schedule "A").

NOW THEREFORE, the Parties agree as follows:

- 1. Section 26 of the Agreement shall be replaced with the following:
  - 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of January 2015, and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December, 2022 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be

amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30th day of December, 2021.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
the Municipality of West Elgin

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of Bayham

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Township of Southwold

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of Central Elgin

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of  
Dutton/Dunwich

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Township of Malahide

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

DRAFT

**Schedule “A”**

**BY-LAW OF THE MUNICIPAL COUNCIL  
Elgin Group**

DRAFT

**By-Law Placeholder**

DRAFT

**Schedule "C"**  
**OPP 2021 Annual Billing Statement**

DRAFT

## OPP 2021 Annual Billing Statement

### Elgin Group

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	18,079		
	Commercial and Industrial	885		
	Total Properties	<u>18,964</u>	177.48	3,365,653
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	1.4900%	132.26	2,508,169
<b>Overtime</b>			11.20	212,308
<b>Court Security</b>			9.54	180,918
<b>Prisoner Transportation</b>	(per property cost)		2.11	40,014
<b>Accommodation/Cleaning Services</b>	(per property cost)		4.68	88,752
<b>Total 2021 Estimated Cost</b>			<u><b>337.26</b></u>	<u><b>6,395,813</b></u>
<b>2019 Year-End Adjustment</b>				123,458
<b>Grand Total Billing for 2021</b>				<u><b>6,519,271</b></u>
<b>2021 Monthly Billing Amount</b>				<b>543,273</b>

## OPP 2021 Annual Billing Statement

### West Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
<b>Base Service</b>	<b>Property Counts</b>			
	Household	2,978		
	Commercial and Industrial	179		
	Total Properties	<u>3,157</u>	177.48	560,291
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	0.2165%	115.43	364,398
<b>Overtime</b>			8.34	26,340
<b>Prisoner Transportation</b>			2.11	6,661
<b>Accommodation/Cleaning Services</b>			<u>4.68</u>	<u>14,775</u>
<b>Total 2021 Estimated Cost</b>			<u><b>308.03</b></u>	<u><b>972,466</b></u>

## OPP 2021 Annual Billing Statement

Bayham M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,717		
	Commercial and Industrial	136		
	Total Properties	<u>2,853</u>	177.48	506,339
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.2147%	126.67	361,403
Overtime			14.10	40,218
Prisoner Transportation			2.11	6,020
Accommodation/Cleaning Services			<u>4.68</u>	<u>13,352</u>
Total 2021 Estimated Cost			<u><b>325.04</b></u>	<u><b>927,332</b></u>

## OPP 2021 Annual Billing Statement

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,772		
	Commercial and Industrial	65		
	Total Properties	<u>1,837</u>	177.48	326,023
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.1701%	155.90	286,396
Overtime			10.48	19,260
Prisoner Transportation			2.11	3,876
Accommodation/Cleaning Services			<u>4.68</u>	<u>8,597</u>
Total 2021 Estimated Cost			<u>350.65</u>	<u>644,153</u>

## OPP 2021 Annual Billing Statement

### Central Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	5,708		
	Commercial and Industrial	257		
	Total Properties	<u>5,965</u>	177.48	1,058,644
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.5018%	141.62	844,788
Overtime			11.93	71,133
Court Security			30.33	180,918
Prisoner Transportation			2.11	12,586
Accommodation/Cleaning Services			<u>4.68</u>	<u>27,916</u>
Total 2021 Estimated Cost			<u><b>368.14</b></u>	<u><b>2,195,985</b></u>

## OPP 2021 Annual Billing Statement

Dutton Dunwich M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,673		
	Commercial and Industrial	73		
	Total Properties	<u>1,746</u>	177.48	309,873
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.1472%	141.90	247,759
Overtime			13.43	23,455
Prisoner Transportation			2.11	3,684
Accommodation/Cleaning Services			<u>4.68</u>	<u>8,171</u>
Total 2021 Estimated Cost			<u>339.60</u>	<u>592,942</u>

## OPP 2021 Annual Billing Statement

### Malahide Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	3,231		
	Commercial and Industrial	175		
	Total Properties	<u>3,406</u>	177.48	604,483
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.2397%	118.45	403,426
Overtime			9.37	31,901
Prisoner Transportation			2.11	7,187
Accommodation/Cleaning Services			<u>4.68</u>	<u>15,940</u>
Total 2021 Estimated Cost			<u><b>312.08</b></u>	<u><b>1,062,937</b></u>



## Staff Report

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**Report To:** Council Meeting  
**From:** Jana Nethercott, Clerk  
**Date:** 2021-10-14  
**Subject:** Supporting People and Business Act

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Supporting People and Business Act, for information purposes.

### **Purpose:**

The purpose of this report is to provide Council with an overview of the recently introduced *Supporting People and Business Act*, introduced by the Province on October 7<sup>th</sup> as part of Ontario's Fall Red Tape Reduction Package.

### **Background:**

On October 7<sup>th</sup> Nina Tangri, Associate Minister of Small Business and Red Tape Reduction announced Ontario's Fall Red Reduction Package which introduced the *Supporting People and Business Act*.

This Bill contains several proposed changes to existing legislation and several regulatory proposals of interest to municipalities, including allowing municipalities to enter into special conditional long term loan agreements with Canada Infrastructure Bank, moving towards a new system for transfer payment recipients who receive funding through agreements to provide services and goods to the public, implementing digital productivity tools, providing free police records checks for volunteers, making it easier for restaurants and bars to extend patios.

Some of the new regulatory changes that are of interest to West Elgin:

New Regulation making authority under the Liquor Licence and Control Act, 2019.

Consultation Time: Oct 7, 2021-Nov 21, 2021

The proposed amendments would allow liquor licenced establishments to extend their outdoor licensed premises, with approval from the municipality instead of the AGCO as it is now.

<https://www.ontariocanada.com/registry/view.do?postingId=39208&language=en>

### Supporting Volunteers Under Police Record Checks Reform Act, 2015 and consequential amendments to regulations under the Municipal Act

Consultation Time: Oct 7, 2021-Nov 21, 2021

The proposed amendments would remove municipal and local board powers to charge fees for services for volunteer record checks and reduce barriers for volunteers when obtaining certain types of police checks.

<https://www.ontariocanada.com/registry/view.do?postingId=39177&language=en>  
<https://www.ontariocanada.com/registry/view.do?postingId=39167&language=en>

### Proposed additional Delegation of Planning Decisions

Consultation Time: Oct 7, 2021-Nov 21, 2021

The proposed amendments would make changes to the Planning Act to expand the matters that Council may delegate, including planning decisions that deal with minor amendments to the zoning by-law, to streamline the planning process. This authority could include delegating decisions for temporary use by-laws, lifting of holding conditions, it would be up to each municipality as to determine the extend of this power and if this would streamline their processes. The proposed delegation of authority would not alter any notice of public meeting requirements or limit the right to appeal. It would also not change any requirements under the Act for land use planning decisions to be consistent with Provincial Policy Statements and to conform with the Official Plan.

<https://www.ontariocanada.com/registry/view.do?postingId=39089&language=en>

### Proposed Amendments to Cannabis Licence Act, 2018

Consultation Time: Oct 7, 2021-Nov 21, 2021

The proposed amendments would enable authorized cannabis retailers to provide curbside pick up and delivery services on a permanent basis.

<https://www.ontariocanada.com/registry/view.do?postingId=39202&language=en>

### Proposed Amendments to R.R.O 1990, Reg 565: Public Pools

Consultation Time: Oct 7, 2021-Nov 21, 2021

The proposed amendments would make an attendant optional at certain public wading pools with water depths of 15 cm or less with prior notification to public health unit and the provision of signage and a safety plan. Along with the adjustment of water chemistry levels in line with current scientific evidence.

Currently our wadding is pool is deeper than 15 cm but if the proposed amendment is approved, staff can look into the water level adjustments to see if we can alter the depths to allow the wading pool to open without an attendant.

<https://www.ontariocanada.com/registry/view.do?postingId=39199&language=en>

**Financial Implications:**

N/A

**Policies/Legislation:**

See above.

**From:** [Ontario News](#)  
**To:** [Jana Nethercott](#)  
**Subject:** Ontario Supporting People and Businesses  
**Date:** October 7, 2021 1:07:17 PM

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## NEWS RELEASE

# Ontario Supporting People and Businesses

## Rebuilding Economic Stability While Keeping Ontarians Safe and Healthy

**October 07, 2021**

[Ministry of Economic Development, Job Creation and Trade](#)

TORONTO — The Ontario government continues to support the province's economy by introducing new measures to promote economic stability and encourage investment, while keeping Ontario families, workers, and the environment safe and healthy. Today, Nina Tangri, Associate Minister of Small Business and Red Tape Reduction, announced Ontario's Fall Red Tape Reduction Package and introduced the *Supporting People and Businesses Act*.

"This comprehensive red tape reduction package builds on three years of work to reduce burden and lighten the load for people and businesses weighed down by the pandemic's demands," said Minister Tangri. "Cutting red tape and modernizing our regulatory system will help people and businesses meet the demands of today, while positioning them for a brighter tomorrow."

If passed, the act will support businesses on the ground and help government deliver clear and effective rules that promote public health and safeguard the environment without sacrificing innovation, growth and opportunity.

Some of the proposed changes in the act, include:

- Making it easier for people to become volunteers by providing free police record checks. It will also reduce administrative burden for police services.
- Proposing changes to set the groundwork for the government to allow licensed restaurants, bars and other hospitality businesses create or extend their outdoor patio spaces.
- Creating greater access to veterinarians by developing a “one-health” approach to veterinary facilities that will benefit farmers, the agri-food sector and the general public.
- Increasing financial supports and simplifying the application process for the Second Career program to help those looking for employment, train for occupations in high demand.
- Modernizing regulations under the *Healing Arts Radiation Protection Act* to align with the current Health Canada Safety Codes to ensure they reflect the latest evidence and technology. It will also help to relieve the backlog of appointments due to the COVID-19 pandemic.
- Developing a pilot program for non-electric and electric-assist large cycles that will give municipalities another option to attract and boost tourism while maintaining road safety.

“Since taking office, our government has been working to remove the red tape and regulatory burdens that make growth for businesses more difficult and stifle opportunities for job creators, non-profit organizations, and workers across the province,” said Vic Fedeli, Minister of Economic Development Job Creation and Trade. “Through our work to modernize our regulatory system and make Ontario ripe for future investment and economic prosperity, we’re making Ontario an even better and easier place for businesses to expand and thrive.”

The [2021 Burden Reduction Report](#) shows Ontario continues to make substantial progress in reducing regulatory burdens. In the past three years (ending June 30, 2021) our government has reduced its total number of regulatory compliance requirements by 6.5% and achieved \$373 million in net annual savings to businesses, not-for-profits, municipalities, universities and colleges, school boards and hospitals in regulatory compliance costs.

## Quick Facts

- Since the beginning of the COVID-19 pandemic, Ontario took immediate action to help people and businesses by passing four high-impact burden reduction bills in the past year: the [COVID-19 Economic Recovery Act, 2020](#), [Main Street Recovery Act, 2020](#), [Better for People, Smarter for Business Act, 2020](#) and [Supporting Recovery and Competitiveness Act, 2021](#).
- The *Supporting People and Businesses Act, 2021* is part of [Ontario Onwards: Ontario's COVID-19 Action Plan for a People-Focused Government](#), which includes more than 30 projects that are changing the way people and businesses interact with government.
- To date, the government has taken over 300 actions to reduce burdens — without compromising health, safety, or the environment.

## Additional Resources

- [Ontario Removing Barriers to Support People and Businesses](#)
- [2021 Burden Reduction Report](#)
- [Supporting People and Businesses](#)
- Businesses and consumers are encouraged to visit [SupportOntarioMade.ca](#)

## Media Contacts

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## Staff Report

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**Report To: Council Meeting**

**From: Magda Badura, CAO/Treasurer & Jana Nethercott, Clerk**

**Date: 2021-10-14**

**Subject: Administration Monthly Update for September 2021**

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### **Recommendation:**

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

### **Purpose:**

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

### **Background:**

#### **Municipal Office Operations:**

September was a busy month for all staff. It started off with the water discoloration issues due to the lake turnover. Staff were busy with calls, emails and social media comments on the water discoloration.

The Clerk and Operations and Community Services Coordinator attended a meeting on the Rodney Night Market and have been providing assistance to the committee for this event including a form for vendor sign up and promotional posters. Planning continues for this event and they are currently up to 42 vendors.

Planning has begun for the 2021 Emergency Exercise. This exercise is required annually under Reg 380/04 of the *Emergency Management and Civil Protection Act*. This exercise will be a tabletop exercise held on November 3, 2021.

The phone issues that happened the second and third weeks of September have been rectified. This was the result of a system wide attack on the provider and affected various businesses and municipalities across Ontario.

Fish Cleaning Station Grand Opening was held on Saturday September 18 at 2 pm.

A meeting between the CAO/Treasurer, Clerk and representatives from Elgin County Economic Development, Brian Lima, Colin Galloway and Lindsay Duncan. Elgin County is doing a short video of each municipality in Elgin County and staff discussed possible locations to highlight.

The Clerk worked in conjunction with Dutton Dunwich to host our first Commemoration of the National Day for Truth and Reconciliation. This was the first time this day was commemorated

across the country and there was a large learning curve, but the event went well and was attended by approximately 75 people at the West Lorne Arena and approximately 50 at the Dutton Dunwich Fire Hall.

Staff was busy packing and preparing for the move to the Recreation Centre and back to home offices as a result of the Office Renovations. The move took place in stages when staff had time and couldn't have been done without the full team effort. The Operations and Community Service staff stepped in as the muscles to assist with the heavy lifting and the Administration staff spent hours packing and purging and organizing files. By noon on September 29, the Municipal Office was completely empty and the temporary office at the Recreation Centre was operational by 3 pm on the same day.

#### Service Ontario:

Appointments: 78

Walk-ins (includes same day appointments): 168

Service Ontario is now fully operational at the Recreation Centre, after the closure to facilitate the move of equipment by Service Ontario Staff on September 29.

#### Vital Statistics:

Marriage Licenses – 1

Registered Deaths – 35

Marriage Ceremonies Performed – 0

#### Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of September. There is an additional report that list the Total Service Requests Dealt with in September.

## September 2021 Total Service Requests

Name	Service Requests Count
By-law/Property Standards Complaint	2
Catch Basins	4
Curb and Gutter	1
Flooding	2
Garbage Collection	3
Potholes	2
Public Works - General	3
Sidewalk - General	3
Sign - Maintenance	1
Sign - Request for New	1
Streetlight - General	6
Trees - General	2
Meter Read	2
Water Meter	4
Water Quality	3
Meter Inspection	19
Cumulative Total	58

## September 2021 Open Service Requests

Name	Service Requests Count
By-law/Property Standards Complaint	2
Catch Basins	4
Flooding	1
Sidewalk - General	3
Sign - Maintenance	1
Sign - Request for New	1
Trees - General	1
Meter Read	2
Water Meter	3
Meter Inspection	6
Cumulative Total	24

## September 2021 Closed Service Requests

Name	Service Requests Count
Curb and Gutter	1
Flooding	1
Garbage Collection	3
Potholes	2
Public Works - General	3
Streetlight - General	6
Trees - General	1
Water Quality	3
Meter Inspection	6
Cumulative Total	26



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2021-10-14  
**Subject:** COVID-19 Vaccination Verification Policy

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: COVID-19 Vaccination Verification Policy; and

That West Elgin hereby adopts the COVID-19 Vaccination Verification Policy as attached.

### **Purpose:**

The purpose of this report is to provide Council with information on adopting the COVID-19 Vaccination Verification Policy.

### **Background:**

Since COVID-19 first emerged locally in March of 2020, the Municipality of West Elgin has maintained an ongoing commitment to take action to protect the health and safety of staff and residents. Throughout the pandemic the guidance and regulations have changed frequently, and all efforts have been made to ensure municipal operations pivoted to keep up with these changes in order to keep staff and residents healthy.

Circumstances are once again altering with the emergence of the highly transmissible Delta variant and the most effective way of preventing the spread of COVID-19 has been found to be vaccination, staff are recommending that Council adopt a vaccination verification policy.

On September 14, 2021, the County of Elgin adopted a similar vaccination verification policy. The Township of Southwold, Central Elgin have all since adopted similar policies and Malahide and Dutton-Dunwich are bringing the policy this week. West Elgin has chosen to make no changes to the policy of the County of Elgin.

On September 20, 2021 Southwestern Public Health Medical Officer of Health, Dr. Joyce Locke also issued a letter to all employers and business operators in Elgin, Oxford Counties and City of St Thomas recommending the adoption of a workplace vaccination policy that ensures the safety of volunteers, on-site contractors and other personnel. A copy of this letter is attached to this report.

On October 4, 2021 an email was sent to all staff, including volunteer firefighters, requesting they voluntarily disclose their vaccination status in order to determine how many staff may be required to do testing due to their vaccination status. Below is a chart of the voluntary responses:

**Administration Staff (FT & PT)**

Total of 26 responses out of 26 staff

Fully Vaccinated	23
Partially Vaccinated	0
Not Vaccinated	2
Declined to disclose	1

**Fire Department**

Total of 35 responses out of 38 Firefighters

Fully Vaccinated	30
Partially Vaccinated	2
Not Vaccinated	0
Declined to disclose	3

\*\* note this was a voluntary disclosure where staff were not requested to provide names due to lack of policy, therefore there is no way to determine if a person responded more than once.

This policy will be in place for an undetermined period of time, as long as the risks and impacts of COVID-19 pandemic are present. This policy will be reviewed on a regular basis and amended if needed as information and data regarding the pandemic evolves and informed by the County of Elgin and Public Health.

This Policy will come into force on November 1, 2021 and all disclosures are to be made no later than November 8, 2021 to provide staff time to be educated on the policy and be given the opportunity to get the vaccine for those who were hesitant prior. An online secured form has been set up where Staff, Firefighters and Councillors can submit their documentation and/or vaccination status to the CAO directly, and confidentially.

Staff will each receive a copy of this policy once adopted and will be provided the link to submit their vaccination status and proof as of November 1, 2021. Staff will also be provided with information on the educational sessions once this information has been obtained from the County of Elgin.

**Financial Implications:**

N/A

**Policies/Legislation:**

N/A

September 20, 2021

## **RE: Workplace Vaccination Policies Strongly Recommended**

**To:** Employers and Business Operators in Elgin County, Oxford County, and the City of St. Thomas

Workplaces across our community have worked hard to control the spread of COVID-19; we truly appreciate the sacrifices you have made and your adherence to public health measures.

You may have heard that Ontario has entered the fourth wave of the COVID-19 pandemic, with the more transmissible and dangerous Delta variant dominating. This fall, the risk of COVID-19 transmission in workplaces still exists; we continue to see cases and outbreaks in many workplaces and public settings.

To avoid more restrictive public health measures and closures of workplaces across our community, we need to work together to make workplaces and indoor settings as safe as possible. Employers have an obligation to maintain a safe work environment and take every precaution reasonable to protect their workers under the *Occupational Health and Safety Act*. Many public health measures are already in place to help keep workplaces safe and open, including mandatory masking indoors, physical distancing, and screening of employees. However, the COVID-19 vaccine is one of the best ways to protect your workplace from the risks of COVID-19. The vaccine is safe and effective at reducing virus spread and protecting against serious illness, hospitalization, and death.

As of September 19<sup>th</sup>, 78.8% of the eligible population (12+) in our community is fully vaccinated. However, we must continue to reach more individuals to achieve our goal of at least 90% of the eligible population being fully immunized. Workplaces can help encourage vaccination by implementing a voluntary vaccination policy to prevent new cases, outbreaks, deaths, and business closures.

**Therefore, I strongly recommend all employers and business operators institute a workplace vaccination policy that ensures staff, volunteers, on-site contractors, and other personnel are fully vaccinated (if eligible) to protect their employees and the public from COVID-19.** Workplace vaccination policies will help safeguard your work environment and help us achieve higher overall vaccination in the population.

To support you in developing this policy, Southwestern Public Health has created a “Guidance on Developing Workplace Vaccination Policies.” This includes a sample policy letter that you can adapt for use in your workplace. Please visit [www.swpublichealth.ca/WorkplacesCOVID19](http://www.swpublichealth.ca/WorkplacesCOVID19) to access this electronic guidance.

Your workplace policy should be in writing and adhere to the *Occupational Health and Safety Act*, the *Ontario Human Rights Code*, and privacy laws.

**Additionally, I wish to highlight critical public health measures which all workplaces should be implementing, if not already, to reduce the risk of COVID-19 transmission.**

- **Ensure Compliance with Proof of Vaccination Requirements outlined by the Province:** Effective September 22, 2021, the [Provincial government will require](#) Ontarians to be fully vaccinated and provide proof of vaccination along with photo ID to access higher risk public settings and facilities. Therefore, all settings and facilities identified by the Province should ensure that they are in compliance with these requirements as soon as possible.
- **COVID-19 Screening:** All employees, even those fully vaccinated, must be screened for COVID-19 every day before attending work on-site or in-person. The provincial workplace screening tool can be found at <https://covid-19.ontario.ca/screening/worker/>. Workers who fail active screening (by answering any question 'yes' in the provincial screening tool) must get tested and be restricted from entering the workplace.
- **Remote Work:** Enable employees to work from home wherever reasonably possible.
- **Physical Distancing:** Ensure the number of employees on-site is limited so that physical distancing of 2 metres between employees can be maintained. Employees should be provided with a safe space to take their breaks that allows for physical distancing when face coverings are removed for eating.
- **Face Coverings:** Face coverings that cover the mouth, nose and chin must be worn in all indoor spaces, with limited exceptions. Fully vaccinated employees must still comply with face covering requirements. If employees work within 2 metres of individuals not wearing a face covering, eye protection is also required. See [Ontario Regulation 364/20](#) for more information.
- **Rapid Antigen Testing:** Rapid tests are a tool to help screen asymptomatic employees for COVID-19. It is one of many other measures that can help prevent the spread of COVID-19 in the workplace. Unvaccinated staff should be tested at least once per week, and preferably 2-3 times per week. Employees who screen positive should go to a local assessment centre to obtain a PCR test to confirm if they are infected with COVID-19. Provincial guidance is available for organizations interested in using rapid tests to screen asymptomatic employees before entering the workplace (see <https://covid-19.ontario.ca/provincial-antigen-screening-program>).

Implementation of these critical public health measures will ensure that the risk of COVID-19 transmission is reduced in our workplaces and businesses. Thank you for being such a critical part of the solution and for your ongoing commitment to your employees and patrons' wellbeing and to the pandemic response in Ontario.

Sincerely,



Dr. Joyce Lock, MD, MSC, FRCPC  
Medical Officer of Health  
Southwestern Public Health

## **Municipality of West Elgin**

### **Policy HR-2.34 COVID-19 Vaccination Verification Policy**

**Effective Date: November 1, 2021**

**Review Date:**

## **Background**

The Corporation of the Municipality of West Elgin has an obligation under Provincial legislation to take all necessary precautions reasonable in the circumstances to protect the health and safety of its workforce and members of the public from the hazard of COVID-19 and is committed to providing excellent service to our community and to building trust and confidence in local government.

A key element to ensuring this protection is putting in place a program requiring that all Employees, Members of Council and Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings, interns, students, and volunteers are fully immunized against COVID-19 or regularly tested for COVID-19.

The Municipality of West Elgin considers vaccinations to be fundamental to the protection of individuals and the community. This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting both doses of the COVID-19 vaccine and any subsequent recommended boosters is the best defense against the virus, including variants.

The Province of Ontario announced that beginning September 22, 2021, proof of COVID-19 vaccination will be required to access certain public settings and facilities. This policy aims to achieve full vaccination amongst Municipal Employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Vaccination, in combination with health and safety precautions, have been identified by Public Health as the single most effective means of reducing the transmission of COVID-19 in the workplace and in our community.

Individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in our workplace and in the community.

## **Purpose**

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Municipality of West Elgin has of Employees, Members of Council and Members of Council appointed Committees, volunteers, contractors, and students (interns and students on placements), with respect to COVID-19 and vaccinations.

## Definitions

**Attestation of a medical reason(s) of Ontario Human Rights Code reason(s)** – means a written statement that sets out that the person cannot be vaccinated against COVID-19.

**COVID-19** - a virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Educational Program** - an educational program that has been approved by and/or provided by the County of Elgin and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

**Employees** – means Municipality of West Elgin employees, including full-time, part-time, permanent, temporary, casual staff and volunteer firefighters.

**Fully Vaccinated** – means having received the full series of COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

**Individuals** – means Members of West Elgin Council and Members of Council appointed Committees required to enter a Municipal facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Municipal facilities, and buildings; Volunteers; and Interns and students on placements.

**Proof of Medical Exemption** - written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

- (i) a documented medical reason for not being fully vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason.

**Proof of Vaccination** - documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status

against the COVID-19 virus. Individuals can download copies of their vaccination documentation at this link: [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca). If the individual has a red and white health card, call 1-833-943-3900.

**Vaccine** - for the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

**Vaccines approved by Health Canada** are as follows:

- Pfizer-BioTech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

## Policy

In addition to the current health and safety precautions (personal protective equipment, daily health screening, mandatory masking, social distancing, hand hygiene, enhanced cleaning, etc.), which will be maintained and revised in accordance with Public Health guidance, the Municipality of West Elgin requires all active Employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings, volunteers, interns, and students on placements to select one of the following options:

- **Vaccination with proof of vaccination**
- **Not vaccinated, but in progress to complete vaccination**  
Mandatory rapid testing is required until proof of full vaccination is provided in accordance with vaccine administration guidelines.
- **Not vaccinated due to a medical accommodation**  
Physician or Nurse Practitioner note is required. Mandatory rapid testing is required and will be provided by employer.
- **Not vaccinated**  
Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required to occur outside of working hours, at the expense of the Employee.
- **Decline to Disclose Vaccination Status**  
Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required outside of working hours, at the expense of the

Employee and proof of negative result to be submitted to CAO within 48 hours of results.

The policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting the duration of the pandemic is unknown. The policy will be reviewed on a regular basis and amended as required as new information, data, and Public Health guidance regarding the COVID-19 pandemic evolves.

The Municipality of West Elgin will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving health information and context, to ensure that it continues to optimally protect the health and safety of its Employees in the workplace, volunteers, contractors, students, elected officials and the public that they serve. To that end, and in consultation with Public Health and occupational health and safety resources, the Municipality will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Municipality of West Elgin may decide to deploy new measures (including at an individual level) to protect Employees, volunteers, contractors, students, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted Employees.

Unless a legislated or regulatory exemption applies, all Municipality of West Elgin Employees are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Municipal business. The applicable Health and Safety measures are outlined in the Municipality of West Elgin's COVID-19 Safety Plan.

## **Procedure**

Municipality of West Elgin Employees, including full-time, part-time, permanent, temporary, casual staff and volunteer firefighters; and Members of West Elgin Council and Members of Council appointed Committees required to enter a Municipal facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Municipal facilities, and buildings; Volunteers; and Interns and students on placements will be required to select one of the following options and the following procedure(s) will apply:

### **4.1 Vaccination with proof of vaccination**

- The Municipality of West Elgin requires all Employees and Individuals to whom the policy applies to disclose their COVID-19 vaccination status through a confidential Vaccine Declaration Form. The only acceptable proof of vaccination

is the receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated.

- Employees must disclose their vaccination status to the Municipality of West Elgin in accordance with the established process by no later than Monday November 8, 2021.

Individuals must disclose their vaccination status to the Municipality prior to entering a Municipal facility and/or building.

#### **4.2 Not vaccinated, but in progress to complete vaccination**

- Employees and Individuals who, by Monday, November 8, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), but have disclosed they are in progress to complete vaccination must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion; and,
- Rapid Antigen Testing will be available onsite at no charge for those Employees and Individuals who have scheduled their second dose of the COVID-19 vaccination in accordance with vaccine administration guidelines.

#### **4.3 Not vaccinated due to a medical accommodation**

- Provide Proof of Medical Exemption;
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion; and,
- Rapid Antigen Tests will be supplied by the Municipality for Employees and Individuals who have submitted the required documentation for medical exemption from receiving the vaccination.

If an Employee has a medical reason for not being vaccinated now or in the future, it is the Employee's responsibility to contact CAO to provide a letter to take to their attending physician; each case will be considered on its own facts, in accordance with any applicable legal obligations under the Human Rights Code.

The Municipality will require Proof of Medical Exemption that sets out at least the following:

- That the Employee or Individual cannot be vaccinated against COVID-19; and
- The general nature of the medical reason why the Employee or Individual cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference or self-evaluation; and,
- The effective time period for the medical reason (i.e., permanent or time-limited).

This medical information received is to be submitted to and retained by the CAO in a confidential file.

The Municipality will work with the Employee or Individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures for Employees may include changes to work assignments, work location, as well as regular paid Rapid Antigen Testing.

**note:** These conditions may also be increased following further consultation with Public Health

#### **4.4 Not vaccinated**

The following **conditions will be required to occur outside of working hours** for Employees:

- Employees who, by Monday, November 8, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend Mandatory training / Educational Program (\*);
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided; by means as determined appropriate by the Municipality of West Elgin, in consultation with Public Health, until such time as they are considered fully immunized;
- If an Employee or Individual has chosen not to be vaccinated, without Proof of Medical Exemption (noted above), the Employee shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid

time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test.

- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion. In cases where testing identifies a positive case, or where a negative result cannot be confirmed by the Municipality of West Elgin, Employees will be directed to stay home utilizing sick time or unpaid/personal time until verification in a manner that enables the Municipality of West Elgin to confirm their ability to return to work is provided prior to attending the workplace in accordance with the Municipality of West Elgin COVID-19 Safety Plan and individuals will not be permitted to enter Municipal buildings and/or facilities; and,

(\*) Mandatory training/Educational Program sessions addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

**note:** These conditions may also be increasing following further consultation with Public Health

#### **4.5 Decline to Disclose Vaccination Status**

The following **conditions will be required to occur outside of working hours** for Employees:

- After Monday, November 8, 2021, Employees and Individuals must participate in rapid antigen testing conducted at interval frequency/location(s) and/or by means, as determined appropriate by the Municipality of West Elgin, in consultation with Public Health, until such time as they are considered fully immunized;
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion;
- An Employee or Individual that declines to disclose vaccination status, without Proof of Medical Exemption (noted above), shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test; and,

- Employees must undertake mandatory training/Educational Program (\*).

(\*) Mandatory training/Education Program sessions outside of working hours which addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

**note:** These conditions may also be increasing following further consultation with Public Health

#### **4.6 Additional Testing**

The Municipality of West Elgin reserves the right to require Rapid Antigen Testing of any Employee or individual at any time on a reasonable basis.

Additional details regarding the implementation of this policy will be available in the COVID-19 Safety Plan.

#### **Accommodations**

Employees requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising their Supervisor/Manager/Director. Individuals requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising CAO ([mbadura@westelgin.net](mailto:mbadura@westelgin.net)). The Municipality of West Elgin is committed to fulfilling its obligations under the Ontario Human Rights Code.

#### **Responsibilities**

All levels of management are responsible for the administration of this Policy.

Management/Supervisors are expected to:

- Lead by example;
- Submit Proof of Vaccination and meet the requirements outlined in this policy;
- Ensure Employees have submitted proof of their vaccination status, as outlined in this policy;

- Ensure Employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and,
- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

Employees are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Complete any required Educational Program or training about COVID-19, including regarding vaccinations and safety protocols;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

Individuals are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the Municipality of West Elgin in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

All Municipality of West Elgin Employees are required to create and foster a work environment free from harassment and disrespectful behavior, as outlined in HR Policy 9.1 *Harassment and Violence in the Workplace Policy*.

## **COVID-19 Screening**

Regardless of vaccination status, all active Employees, Members of Council or Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings, volunteers, interns, and students on placements shall:

- a.) Complete daily passive screening for COVID-19 symptoms prior to attending any Municipal facilities and/or buildings;
- b.) Be tested for COVID-19 where persons fail screening (provincial COVID-19 self-assessment) and be restricted from entering Municipal building and/or facility; and
- c.) Provide verification in a manner that enables the Municipality of West Elgin to confirm their ability to return to work or enter Municipal building and/or facility prior to attending the workplace in accordance with the Municipality of West Elgin COVID-19 Safety Plan.

### **New or Rehired Employees**

All new or rehired Employees must provide the required proof of vaccination to CAO prior to commencing their employment, engagement, assignment, or placement. This policy shall form one of the conditions of employment which new Employees accept as part of an offer of employment into such positions.

Individuals can download copies of their vaccination documentation at this link: [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca). If the individual has a red and white health card, call 1-833-943-3900.

### **Consequences of Non-Compliance with Policy**

Employees who fail to comply with this policy will be subject to progressive disciplinary action up to and including termination.

### **Collection of Information and Protection of Privacy Considerations**

The Municipality of West Elgin will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. This information will be retained by Chief Administrative Office (CAO) and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees or Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations

where Employees or Individuals are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to the office (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption) or enter a Municipal building and/or facility.

## **Training**

All Employees and Individuals to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective date of this policy. All new Employees, Council appointed Committee Members, staff of contractors, consultants, volunteers, interns and students on placements will have the policy shared with them prior to commencement of first day of employment or entering a Municipal building and/or facility, where possible.

Employees and Individuals will be required to acknowledge that they have read and understood the policy, by signing an acknowledgement form. Any questions about this policy can be directed to [mbadura@westelgin.net](mailto:mbadura@westelgin.net)

## **Implementation**

Implementation of this policy will be in accordance with applicable Council and/or Corporation by-laws, policies and procedures and legislation.

## **Provincial Legislation**

The Municipality of West Elgin has a legal duty under the Occupational Health and Safety Act (OHSA) to take reasonable precautions to protect workplace health and safety, including hazards posed by infectious disease such as COVID-19 and associated variants.

## **Municipality of West Elgin**

### **Policy HR-2.34 COVID-19 Vaccination Verification Policy**

**Effective Date:** November 1, 2021

**Review Date:**

## **Background**

The Corporation of the Municipality of West Elgin has an obligation under Provincial legislation to take all necessary precautions reasonable in the circumstances to protect the health and safety of its workforce and members of the public from the hazard of COVID-19 and is committed to providing excellent service to our community and to building trust and confidence in local government.

A key element to ensuring this protection is putting in place a program requiring that all Employees, Members of Council and Council appointed Committees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings, interns, students, and volunteers are fully immunized against COVID-19 or regularly tested for COVID-19.

The Municipality of West Elgin considers vaccinations to be fundamental to the protection of individuals and the community. This policy is in line with Public Health guidance and supports the direction that vaccines provide a high level of protection against COVID-19 and related variants. Getting both doses of the COVID-19 vaccine and any subsequent recommended boosters is the best defense against the virus, including variants.

The Province of Ontario announced that beginning September 22, 2021, proof of COVID-19 vaccination will be required to access certain public settings and facilities. This policy aims to achieve full vaccination amongst Municipal Employees and volunteers in alignment with provincial directives and subject to limited exceptions in accordance with the Human Rights Code (Ontario).

Vaccination, in combination with health and safety precautions, have been identified by Public Health as the single most effective means of reducing the transmission of COVID-19 in the workplace and in our community.

Individuals who are unvaccinated are at higher risk of contracting and transmitting COVID-19 in our workplace and in the community.

## **Purpose**

The purpose of the COVID-19 Vaccination Policy is to provide guidelines pertaining to the expectations and requirements the Municipality of West Elgin has of Employees, Members of Council and Members of Council appointed Committees, volunteers, contractors, and students (interns and students on placements), with respect to COVID-19 and vaccinations.

## Definitions

**Attestation of a medical reason(s) of Ontario Human Rights Code reason(s)** – means a written statement that sets out that the person cannot be vaccinated against COVID-19.

**COVID-19** - a virus belonging to a large family called coronavirus which includes the virus that causes the common cold and more severe disease such as Severe Acute Respiratory Syndrome (SARs) and Middle East Respiratory Syndrome (MERS-COV). The virus that causes COVID-19 is a novel coronavirus, named SARS-CoV-2.

**Educational Program** - an educational program that has been approved by and/or provided by the County of Elgin and addresses the following learning components:

- How COVID-19 vaccines work
- Vaccine safety related to the development of the COVID-19 vaccines
- Benefits of vaccination against COVID-19
- Risks of not being vaccinated against COVID-19
- Possible side effects of COVID-19 vaccination

**Employees** – means Municipality of West Elgin employees, including full-time, part-time, permanent, temporary, casual staff and volunteer firefighters.

**Fully Vaccinated** – means having received the full series of COVID-19 vaccine or a combination of COVID-19 vaccines approved by Health Canada; and having received the final dose of the COVID-19 vaccine at least 14 days ago.

**Individuals** – means Members of West Elgin Council and Members of Council appointed Committees required to enter a Municipal facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Municipal facilities, and buildings; Volunteers; and Interns and students on placements.

**Proof of Medical Exemption** - written proof of a medical reason, provided by a physician or nurse practitioner in the extended class that sets out:

- (i) a documented medical reason for not being fully vaccinated against COVID-19, and
- (ii) the effective time-period for the medical reason.

**Proof of Vaccination** - documentation issued by the Ontario Ministry of Health, other province or territory or international equivalent indicating individual immunization status

against the COVID-19 virus. Individuals can download copies of their vaccination documentation at this link: [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca). If the individual has a red and white health card, call 1-833-943-3900.

**Vaccine** - for the purposes of this Policy, a Vaccine is defined as a substance used to stimulate the production of antibodies and provide immunity against SARS-CoV-2.

**Vaccines approved by Health Canada** are as follows:

- Pfizer-BioTech COVID-19 vaccine
- Moderna COVID-19 vaccine
- Janssen (Johnson and Johnson) COVID-19 vaccine
- AstraZeneca/COVISHIELD COVID-19 vaccine

## Policy

In addition to the current health and safety precautions (personal protective equipment, daily health screening, mandatory masking, social distancing, hand hygiene, enhanced cleaning, etc.), which will be maintained and revised in accordance with Public Health guidance, the Municipality of West Elgin requires all active Employees, staff of contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings, volunteers, interns, and students on placements to select one of the following options:

- **Vaccination with proof of vaccination**
- **Not vaccinated, but in progress to complete vaccination**  
Mandatory rapid testing is required until proof of full vaccination is provided in accordance with vaccine administration guidelines.
- **Not vaccinated due to a medical accommodation**  
Physician or Nurse Practitioner note is required. Mandatory rapid testing is required and will be provided by employer.
- **Not vaccinated**  
Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required to occur outside of working hours, at the expense of the Employee.
- **Decline to Disclose Vaccination Status**  
Mandatory rapid testing is required three (3) times per week with 48 hours between testing, as well as completion of an education program. These conditions will be required outside of working hours, at the expense of the

Employee and proof of negative result to be submitted to CAO within 48 hours of results.

The policy is indefinite in nature to address the risks and impacts of the COVID-19 pandemic, noting the duration of the pandemic is unknown. The policy will be reviewed on a regular basis and amended as required as new information, data, and Public Health guidance regarding the COVID-19 pandemic evolves.

The Municipality of West Elgin will continue to closely monitor its COVID-19 risk mitigation strategy and the evolving health information and context, to ensure that it continues to optimally protect the health and safety of its Employees in the workplace, volunteers, contractors, students, elected officials and the public that they serve. To that end, and in consultation with Public Health and occupational health and safety resources, the Municipality will continue to assess other available workplace risk mitigation measures. If it is determined that additional precautions are necessary, the Municipality of West Elgin may decide to deploy new measures (including at an individual level) to protect Employees, volunteers, contractors, students, and elected officials and the public from COVID-19, and may amend this policy accordingly and/or communicate the required precautions to impacted Employees.

Unless a legislated or regulatory exemption applies, all Municipality of West Elgin Employees are expected and required to continue to comply with all applicable health and safety measures to reduce the hazard of COVID-19, including but not limited to compliance with established workplace access controls (e.g. screening), wearing a mask or face covering, using provided Personal Protective Equipment (PPE), maintaining appropriate physical distancing and self-monitoring of potential COVID-19 symptoms when at work or otherwise engaged in Municipal business. The applicable Health and Safety measures are outlined in the Municipality of West Elgin's COVID-19 Safety Plan.

## **Procedure**

Municipality of West Elgin Employees, including full-time, part-time, permanent, temporary, casual staff and volunteer firefighters; and Members of West Elgin Council and Members of Council appointed Committees required to enter a Municipal facility and/or building; Staff of contractors and consultants acting on behalf of the Corporation and performing in Municipal facilities, and buildings; Volunteers; and Interns and students on placements will be required to select one of the following options and the following procedure(s) will apply:

### **4.1 Vaccination with proof of vaccination**

- The Municipality of West Elgin requires all Employees and Individuals to whom the policy applies to disclose their COVID-19 vaccination status through a confidential Vaccine Declaration Form. The only acceptable proof of vaccination

is the receipt or other documentation provided by the Ministry of Health/Public Health, or equivalent out-of-province health body to the person who was vaccinated.

- Employees must disclose their vaccination status to the Municipality of West Elgin in accordance with the established process by no later than Monday November 8, 2021.

Individuals must disclose their vaccination status to the Municipality prior to entering a Municipal facility and/or building.

#### **4.2 Not vaccinated, but in progress to complete vaccination**

- Employees and Individuals who, by Monday, November 8, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), but have disclosed they are in progress to complete vaccination must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion; and,
- Rapid Antigen Testing will be available onsite at no charge for those Employees and Individuals who have scheduled their second dose of the COVID-19 vaccination in accordance with vaccine administration guidelines.

#### **4.3 Not vaccinated due to a medical accommodation**

- Provide Proof of Medical Exemption;
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided;
- Employees and Individuals must provide verification of the negative test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion; and,
- Rapid Antigen Tests will be supplied by the Municipality for Employees and Individuals who have submitted the required documentation for medical exemption from receiving the vaccination.

If an Employee has a medical reason for not being vaccinated now or in the future, it is the Employee's responsibility to contact CAO to provide a letter to take to their attending physician; each case will be considered on its own facts, in accordance with any applicable legal obligations under the Human Rights Code.

The Municipality will require Proof of Medical Exemption that sets out at least the following:

- That the Employee or Individual cannot be vaccinated against COVID-19; and
- The general nature of the medical reason why the Employee or Individual cannot be vaccinated and confirmation that this is a genuine medical condition and not simply the patient's preference or self-evaluation; and,
- The effective time period for the medical reason (i.e., permanent or time-limited).

This medical information received is to be submitted to and retained by the CAO in a confidential file.

The Municipality will work with the Employee or Individual to determine whether and how they may be accommodated, as required, in accordance with the Human Rights Code (Ontario). Without limitation, such measures for Employees may include changes to work assignments, work location, as well as regular paid Rapid Antigen Testing.

**note:** These conditions may also be increased following further consultation with Public Health

#### **4.4 Not vaccinated**

The following **conditions will be required to occur outside of working hours** for Employees:

- Employees who, by Monday, November 8, 2021, disclose that they have not received two doses of COVID-19 vaccine (or a single dose in the case of a single dose vaccine series), or who have not disclosed their vaccination status as required, shall attend Mandatory training / Educational Program (\*);
- Employees and Individuals must participate in mandatory Rapid Antigen Testing three (3) times per week with 48 hours between testing, until proof of full vaccination is provided; by means as determined appropriate by the Municipality of West Elgin, in consultation with Public Health, until such time as they are considered fully immunized;
- If an Employee or Individual has chosen not to be vaccinated, without Proof of Medical Exemption (noted above), the Employee shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid

time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test.

- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion. In cases where testing identifies a positive case, or where a negative result cannot be confirmed by the Municipality of West Elgin, Employees will be directed to stay home utilizing sick time or unpaid/personal time until verification in a manner that enables the Municipality of West Elgin to confirm their ability to return to work is provided prior to attending the workplace in accordance with the Municipality of West Elgin COVID-19 Safety Plan and individuals will not be permitted to enter Municipal buildings and/or facilities; and,

(\*) Mandatory training/Educational Program sessions addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

**note:** These conditions may also be increasing following further consultation with Public Health

#### **4.5 Decline to Disclose Vaccination Status**

The following **conditions will be required to occur outside of working hours** for Employees:

- After Monday, November 8, 2021, Employees and Individuals must participate in rapid antigen testing conducted at interval frequency/location(s) and/or by means, as determined appropriate by the Municipality of West Elgin, in consultation with Public Health, until such time as they are considered fully immunized;
- Employees and Individuals must provide verification of the negative Rapid Antigen Test result in a manner that enables the Municipality of West Elgin to confirm the results at its discretion;
- An Employee or Individual that declines to disclose vaccination status, without Proof of Medical Exemption (noted above), shall pay for each Rapid Antigen Test. The time required to receive a Rapid Antigen Test will be unpaid time/personal time for the Employee or Individual, and mileage will not be paid if travel is required to receive the test; and,
- Employees must undertake mandatory training/Educational Program (\*).

(\*) Mandatory training/Education Program sessions outside of working hours which addresses the following:

- How COVID-19 vaccines work;
- Vaccine safety related to the development of the COVID-19 vaccines;
- The benefits of vaccination against COVID-19;
- The risks of not being vaccinated against COVID-19; and,
- Possible side effects of COVID-19 vaccination.

**note:** These conditions may also be increasing following further consultation with Public Health

#### **4.6 Additional Testing**

The Municipality of West Elgin reserves the right to require Rapid Antigen Testing of any Employee or individual at any time on a reasonable basis.

Additional details regarding the implementation of this policy will be available in the COVID-19 Safety Plan.

#### **Accommodations**

Employees requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising their Supervisor/Manager/Director. Individuals requiring any further Ontario Human Rights Code accommodations under this policy may request accommodations by advising CAO ([mbadura@westelgin.net](mailto:mbadura@westelgin.net)). The Municipality of West Elgin is committed to fulfilling its obligations under the Ontario Human Rights Code.

#### **Responsibilities**

All levels of management are responsible for the administration of this Policy.

Management/Supervisors are expected to:

- Lead by example;
- Submit Proof of Vaccination and meet the requirements outlined in this policy;
- Ensure Employees have submitted proof of their vaccination status, as outlined in this policy;
- Ensure Employees complete any required education or training about COVID-19, including regarding vaccinations and safety protocols; and,

- Continue to enforce workplace precautions that limit the spread of COVID-19 virus.

Employees are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the employer in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Complete any required Educational Program or training about COVID-19, including regarding vaccinations and safety protocols;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

Individuals are expected to:

- Continue to follow all health and safety policies and protocols to ensure personal safety and prevent the spread of COVID-19 before and after vaccination;
- Submit proof of vaccination status, Rapid Antigen Test results or an approved exemption, and meet the requirements outlined in this policy;
- Follow direction provided by the Municipality of West Elgin in cases where Rapid Antigen Testing identifies a positive case including completion of a laboratory-based polymerase chain reaction (PCR) test;
- Adhere to any additional mandates or directives or reporting requirements from provincial or federal authorities; and,
- If additional booster doses of the COVID-19 vaccine are required, ensure subsequent doses are also received.

All Municipality of West Elgin Employees are required to create and foster a work environment free from harassment and disrespectful behavior, as outlined in HR Policy 9.1 *Harassment and Violence in the Workplace Policy*.

## COVID-19 Screening

Regardless of vaccination status, all active Employees, Members of Council or Council appointed Committees, volunteers, interns, and students on placements shall:

- a.) Complete daily passive screening for COVID-19 symptoms prior to attending any Municipal facilities and/or buildings;
- b.) Be tested for COVID-19 where persons fail screening (provincial COVID-19 self-assessment) and be restricted from entering Municipal building and/or facility; and
- c.) Provide verification in a manner that enables the Municipality of West Elgin to confirm their ability to return to work or enter Municipal building and/or facility prior to attending the workplace in accordance with the Municipality of West Elgin COVID-19 Safety Plan.

### Contractor or Consultant Owners

- Ensure any Contractor(s) and/or Consultant(s) acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings receive a letter (Appendix A) and a copy of the policy.
- Ensure the Corporation receives an acknowledgement (Organizational Attestation) from any Contractor and/or Consultant that they received a copy of the policy.
- Take any actions required if a finding of noncompliance by a Contractor or Consultant is identified.

### New or Rehired Employees

All new or rehired Employees must provide the required proof of vaccination to CAO prior to commencing their employment, engagement, assignment, or placement. This policy shall form one of the conditions of employment which new Employees accept as part of an offer of employment into such positions.

Individuals can download copies of their vaccination documentation at this link: [covid19.ontariohealth.ca](https://covid19.ontariohealth.ca). If the individual has a red and white health card, call 1-833-943-3900.

### Consequences of Non-Compliance with Policy

Employees who fail to comply with this policy will be subject to progressive disciplinary action up to and including termination.

## Collection of Information and Protection of Privacy Considerations

The Municipality of West Elgin will maintain vaccination disclosure information, including documentation verifying receipt of a vaccination series approved by Health Canada or the World Health Organization, in accordance with privacy principles and any applicable legislation including the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* and the *Personal Health Information Protection Act (PHIPA)*. This information will be retained by Chief Administrative Office (CAO) and will only be used to the extent necessary for implementation of this policy, for administering health and safety protocols, and infection and prevention control measures in the workplace.

Employees or Individuals may also be required to disclose their vaccination status by law or to otherwise give effect to this policy, including, but not limited to, situations where Employees or Individuals are directed to stay home as a result of the daily screening tool in order to comply with the clearance criteria to return to the office (e.g. after experiencing symptoms, a COVID-19 exposure, or a travel quarantine exemption) or enter a Municipal building and/or facility.

## Training

All Employees and Individuals to whom this policy applies will have this policy shared with them on, or as soon as possible following, the effective date of this policy. All new Employees, Council appointed Committee Members, staff of contractors, consultants, volunteers, interns and students on placements will have the policy shared with them prior to commencement of first day of employment or entering a Municipal building and/or facility, where possible.

Employees and Individuals will be required to acknowledge that they have read and understood the policy, by signing an acknowledgement form.

Any questions about this policy can be directed to [mbadura@westelgin.net](mailto:mbadura@westelgin.net)

## Implementation

Implementation of this policy will be in accordance with applicable Council and/or Corporation by-laws, policies and procedures and legislation.

## Provincial Legislation

The Municipality of West Elgin has a legal duty under the Occupational Health and Safety Act (OHSA) to take reasonable precautions to protect workplace health and safety,

including hazards posed by infectious disease such as COVID-19 and associated variants.

## **Appendix A**

Date:

Dear: \_\_\_\_\_

(Contract or Consultant Owner)

### **Re: Requirements for contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings**

Effective November 1, 2021, the Municipality of West Elgin will require all contractors and consultants acting on behalf of the Corporation and performing work in Municipal facilities and/or buildings to comply with the Municipal “Mandatory Proof of COVID-19 Vaccination Verification Policy”. Since COVID-19 first emerged as a risk to the community, the Municipality of West Elgin has taken every measure to prevent the spread of this virus, and to protect the health and wellbeing of employees and residents. Implementing this policy is in keeping with those efforts and is aligned with Provincial requirements for proof of vaccination as well as with guidance from the Southwest Public Health Unit.

We have attached the full policy for your information with this letter. Under this policy, all contractors and consultants are required to comply with this policy.

We are asking that you review the policy in detail to ensure that any individuals working on behalf of the Municipality of West Elgin can comply with this policy. We also ask that you respond to this letter before November 1, 2021, acknowledging that you are in receipt of the policy.

As a contractor or consultant who is required to follow this policy, you may be subject to review and audit by the Municipality of West Elgin staff to ensure compliance.

If you have any questions about this policy, please contact the undersigned.

Sincerely,

## ORGANIZATIONAL ATTESTATION

I \_\_\_\_\_ (name), \_\_\_\_\_ (title)  
declare \_\_\_\_\_ (name of organization)  
awareness and commitment of compliance to the Municipality of West Elgin COVID-19  
Mandatory Vaccination Policy among its employees attending Municipal facilities or  
working in proximity with Municipal employees as part of their contract  
administration duties to the Municipality of West Elgin.

Date: \_\_\_\_\_

Name (please print): \_\_\_\_\_

Title: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Signature: \_\_\_\_\_

# Welcome

By providing information on 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) until December 31, 2021.

## 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 providing information to West Elgin Council to waive rental fees. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or [clerk@westelgin.net](mailto:clerk@westelgin.net). This information will appear on a Council Agenda.

# 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 business group

## Representative's Name \*

Nicole Zoboki

## Main method of Contact \*

☐ Phone Number

☒ Email Address

## Phone Number

226-919-7123

## Email Address \*

Nickie.zoboki@gmail.com

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

☐ West Elgin Recreation Centre

☐ West Lorne Community Complex Meeting Room

☒ Miller Park Pavilion

☐ Port Glasgow Trailer Park Pavilion

### Reason for waiver of rental fees

We would appreciate the waved fee as it is our first time host an event and hoping to raise money for the community with it as well as celebrate local small business

### Date of Requested Fee Waiver.

☒ One Time Rental

☐ Multiple Rental Dates

**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

2021-10-23



# OFFICE USE ONLY

Date



Council Approval

☐ Received

Clerk Signature

# Thank You

You will receive a confirmation by preferred method of contact once approved by council.

**Ministry of  
Municipal Affairs  
and Housing**

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

**Ministère des  
Affaires municipales  
et du Logement**

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



234-2021-4356

September 29, 2021

**SUBJECT: Expiry of Temporary Regulations (130/20 and 131/20) Limiting  
Municipal Authority to Regulate Construction Noise**

Dear Head of Council:

As you may know, as part of the Province's measures to respond to COVID-19, in April 2020, our government introduced temporary limits on municipal authority to regulate noise from construction to help support expedited construction of healthcare and other projects. I am writing to update you that **these changes are scheduled to expire on October 7, 2021.**

The temporary measures have supported construction of critical healthcare-related infrastructure, while helping to protect the health and safety of construction workers throughout the pandemic.

From October 7 onwards, municipalities will again have the authority to regulate construction noise in their communities at all times of day and night. Should there be priority projects that a municipality wishes to help expedite, as before, municipalities can explore addressing those projects through their local noise bylaws. If your municipality has any questions on these changes, I would encourage you to contact your local [Municipal Services Office](#).

Thank you for your continued support and collaboration throughout the COVID-19 emergency. I look forward to continuing to work together to support Ontario's communities.

Sincerely,

A handwritten signature in blue ink that reads 'Steve Clark'.

Steve Clark  
Minister of Municipal Affairs and Housing

.../2

- c: The Honourable Monte McNaughton, Minister of Labour, Training and Skills  
Development  
Municipal Chief Administrative Officers and Clerks  
Kate Manson-Smith, Deputy Minister of Municipal Affairs and Housing  
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

**From:** [Ontario News](#)  
**To:** [Jana Nethercott](#)  
**Subject:** Ontario Cautiously Lifting Capacity Limits in Select Settings  
**Date:** October 8, 2021 4:25:17 PM

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## NEWS RELEASE

# Ontario Cautiously Lifting Capacity Limits in Select Settings

Public Health and Health Care Indicators Stable or Improving as Vaccination Rates Increase

**October 08, 2021**

[Ministry of Health](#)

TORONTO — With public health and health care indicators remaining stable or improving, the government, in consultation with the Chief Medical Officer of Health, is cautiously lifting capacity limits in select indoor and outdoor settings where proof of vaccination is required, as well as certain outdoor settings that have a capacity below 20,000. This gradual and incremental approach will continue to help protect people and ensure the province continues to cautiously lift public health measures safely.

“As we continue to see more Ontarians roll up their sleeves with over 22 million doses administered, our government is cautiously lifting capacity limits in select settings where we know proof of vaccination requirements are providing an added layer of protection to Ontarians,” said Christine Elliott, Deputy Premier and Minister of Health. “The fight against COVID-19 is not over and we must all remain vigilant by continuing to follow the public health measures we know work and keep us safe, and receiving your first or second dose of the COVID-19 vaccine if you have not already done so.”

In keeping with the government’s cautious approach, effective Saturday, October 9, 2021, at 12:01 a.m., capacity limits will be lifted to allow 100 per cent capacity in the following settings:

- Concert venues, theatres and cinemas;
- Spectator areas of facilities for sports and recreational fitness (would not include gyms, personal training);
- Meeting and event spaces (indoor meeting and event spaces will still need to limit capacity to the number that can maintain physical distancing);
- Horseracing tracks, car racing tracks, and other similar venues; and
- Commercial film and television productions with studio audiences.

To date there has been a limited number of outbreaks in these settings. Other public health and workplace safety measures continue to remain in effect for these settings. This can include wearing face coverings, screening and the collecting of patron information to support contact tracing. In settings where capacity limits have been lifted, the requirement for individuals to maintain two metres of physical distancing are being removed, with limited exceptions. In addition, proof of vaccination will continue to be required in outdoor settings where the normal maximum capacity is 20,000 people or more to help keep these venues safe for patrons.

Since the proof of vaccination requirement went into effect, the province has reached two key milestones in its COVID-19 response, with more than 86.8 per cent of individuals aged 12 and over vaccinated with at least a first dose and more than 81.9 per cent with two doses. The majority of new cases continue to be among the unvaccinated.

“I am thankful for the continued efforts of Ontarians getting vaccinated and following public health measures and advice as we have continued to cautiously and gradually reopen the province. Our public health and health care indicators are continuing to trend in the right direction, and we are able to lift additional restrictions,” said Dr. Kieran Moore, Chief Medical Officer of Health. “However, now is not the time to let our guard down. We must all continue doing our part and continue strictly following the measures that remain in place and get as many people as we can fully vaccinated, especially as we enter the holiday season.”

Capacity limits will continue to remain in effect in all other remaining

settings at this time. The Chief Medical Officer of Health and the government will continue to review data and trends in key public health and health care indicators to determine the necessary and appropriate measures to protect the health and safety of Ontarians.

## Quick Facts

- As a result of Ontario's cautious approach, Ontario continues to report one of the lowest rates of active cases in the country, well below the national average, and the province has trended towards the best-case scenario projected by the Ontario COVID-19 [Science Advisory Table](#).
- On [September 25, 2021](#), the government, based on the advice of the Chief Medical Officer of Health, cautiously eased [capacity limits](#) for select indoor and outdoor settings where proof of vaccination is required.
- As of [September 22, 2021](#), Ontarians are required to be fully vaccinated (two doses plus 14 days) with proof of vaccination along with ID to access certain public settings and facilities.
- Effective October 13, 2021 at 12:01 a.m., proof of vaccination or an [eligible exemption](#) will also be required to attend a social gathering associated with a wedding service, rite or ceremony or a social gathering associated with a funeral service, rite or ceremony in a meeting or event space. Proof of a negative antigen [COVID-19 test](#) within the previous 48 hours will no longer be permitted as an alternative to proof of vaccination.
- Local medical officers of health have the ability to issue Section 22 orders under the Health Protection and Promotion Act, and municipalities may enact by-laws, to target specific transmission risks in the community.
- Anyone with symptoms or who is a known close contact of someone with COVID-19, and other groups that meet provincial testing eligibility criteria, should make an appointment at an assessment centre, participating pharmacy or specimen collection centre. Please visit [Ontario.ca/covidtest](#) to find a testing location and for eligibility criteria to be tested.

## Additional Resources

- [Ontario Cautiously Easing Capacity Limits in Select Settings Where Proof of Vaccination is Required](#)
- [Ontario Releasing Guidance to Support Proof of Vaccination Policy](#)
- [Ontario to Require Proof of Vaccination in Select Settings](#)
- [Using your Vaccination Receipt: Frequently Asked Questions](#)
- Find out how to celebrate holidays and festivals [safely](#) this fall.
- [Questions and Answers](#) document to help clarify requirements under Ontario Regulation 364/20 (under the Reopening Ontario (A Flexible Response to COVID-19) Act, 2020) related to proof of vaccination against COVID-19.
- Businesses may refer to the following [poster](#) to provide guidance for their patrons on requirements for entry.
- Those who have questions about COVID-19 vaccines and would like to speak to an experienced agent or health specialist are encouraged to call the Provincial Vaccine Confidence Line that can be accessed through the Provincial Vaccine Contact Centre: 1-833-943-3900 (TTY for people who are deaf, hearing-impaired or speech-impaired: 1-866-797-0007). The Provincial Vaccine Contact Centre is available in more than 300 languages, seven days a week from 8:00 a.m. to 8:00 p.m.
- For resources in multiple languages to help local communication efforts in responding to COVID-19, visit Ontario's [COVID-19 communication resources webpage](#).
- Visit Ontario's [website](#) to learn more about how the province continues to protect the people of Ontario from COVID-19.

## Media Contacts

### Alexandra Hilkene

Minister Elliott's Office

[alexandra.hilkene@ontario.ca](mailto:alexandra.hilkene@ontario.ca)

### Anna Miller

Communications Division

[media.moh@ontario.ca](mailto:media.moh@ontario.ca)

[416-314-6197](tel:416-314-6197)

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**From:** [Rural Ontario Municipal Association](#)  
**To:** [Jana Nethercott](#)  
**Subject:** ROMA Launches its 2022 Virtual Conference  
**Date:** October 8, 2021 10:03:54 AM

ROMA Update not displaying correctly? [View the online version](#)  
Add Communicate@amo.on.ca to your safe list

## ROMA Updates Banner



October 8, 2021

### ROMA Launches its 2022 Virtual Conference

The ROMA Board is pleased to announce the launch of the 2022 Annual Conference and General meeting: **ROMA 2022: Rural Opportunities** to be held January 24 - 25.

The conference will again be a virtual event that municipal leaders can join safely from anywhere in Ontario. Given the evolving COVID-19 pandemic, and the unpredictable public health environment months from now, the decision to go virtual provides an important level of certainty for those attending or presenting at the event.

The ROMA Conference will again offer informative and engaging content on rural priorities, with a focus on rural economic recovery and growth following the pandemic.

The annual ROMA Conference is an important platform for the municipal community to learn, connect and advocate on matters related to rural municipal government. It is also the last opportunity for municipal leaders to gather on mutual issues of interest before the provincial election in June.

Registration is now open, and early bird rates are in effect until November 1.

Please [click here](#) to access registration information.

For information on how to participate as an exhibitor or sponsor, please contact Victoria van Veen at: [Vvanveen@amo.on.ca](mailto:Vvanveen@amo.on.ca)

Please engage with us on social media:



**\*DISCLAIMER:** Any documents attached are final versions. ROMA assumes no responsibility for any discrepancies that may have been transmitted with this electronic version. The printed versions of the documents stand as the official record.



Please consider the environment  
before printing this.

Rural Ontario Association (ROMA)  
200 University Ave. Suite 801, Toronto ON Canada M5H 3C6

If you wish to Opt-Out of ROMA Updates please [click here](#)





September 23, 2021

John Lamb  
20183 Marsh Line  
Rodney ON N0L 2C0

Ed Dewild  
19922 Pioneer Line  
Rodney ON N0L 1H0

Dear John Lamb & Ed Dewild:

**RE: Severance Application E 67-21** - John Lamb, 20183 Marsh Line, Pt Lot 13, Concession 10, Municipality of West Elgin

A decision on application E 67-21 was deferred at the request of the Land Division Committee on September 22, 2021 in order for the Applicant/Agent to demonstrate how the current owner of the lands meets the Surplus Farm Dwelling Criteria as contained within the County Official Plan. No deferral fee will be charged as per Land Division Committee directive.

Applications deferred by the Land Division Committee will be held for a period of one year from the date of deferral, at which time if no action has been taken the application will lapse. If no action is taken on this file by **September 22, 2022**, this application will lapse.

Please submit any revised severance sketches and additional information on ownership the Secretary Treasurer so this application may be placed on the next available Land Division Committee meeting.

Sincerely,

Aisling Lavery  
Secretary Treasurer  
Land Division Committee  
County of Elgin

c.c. Municipality of West Elgin, [jnethercott@westelgin.net](mailto:jnethercott@westelgin.net),  
[planning@westelgin.net](mailto:planning@westelgin.net)

**DECISION**

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

**PT LOT 9, CONCESSION 2  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 21934 JOHNSTON LINE**

The applicants propose to sever a parcel with a frontage of 19.65 metres (64.46 feet) along Johnston Line by a depth of 218.94 metres (718.31 feet) and an area of 0.6082 hectares (1.50 acres) containing one residence, a shop and a garden shed, surplus to the needs of the owners. The owners are retaining 24.57 hectares (60.73 acres) to remain in agricultural use.

Additionally, there are two easements on the subject lands: one for an underground hydro line and one for an underground water line, each across the retained lands, in favour of the severed lands (as seen on the provided sketches).

Consent requested by: **Pioneer Hay Sales LTD**

Consent granted to: **Pioneer Hay Sales LTD**

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

Conditions: This Decision will expire unless a deed is presented for stamping by: September 22, 2022.

That the requirements of the Municipality of West Elgin are met, including the following:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and retained parcel and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant shall have a private water well assessment completed on the retained parcel to ensure the drinking water source is safe for human consumption, to the satisfaction and clearance of the Municipality.
6. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
7. That the Applicant shall engage a qualified designer and contractor to install a new septic system on the proposed severed parcel through the building permit process pursuant to the Building Code Act, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a drainage reapportionment completed pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
9. That the Applicant's Solicitor prepare an Easement Agreement between the severed and retained parcels for the existing privately owned and operated individual well and associated private waterline, to be registered on title at the



Owner's sole cost and expense, to the satisfaction and clearance of the Municipality.

10. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered Notice of Easement for the water well and waterline once the transaction has occurred to the Municipality.

That the requirements of the County of Elgin and the Land Division Committee are met, including the following:

1. That the owner dedicate lands along the frontage of the severed and retained lots/parcels up to 15 metres from the centerline of construction of Johnston Line County Road 6, to the County of Elgin for the purposes of road widening if the right of way is not already to that width, to the satisfaction of the County Engineer. All costs to be borne by the owner.
2. That, if necessary, an entrance permit be obtained from Elgin County for a new entrance to the severed and/or retained parcel(s). all costs associated with this shall be borne by the owner.
3. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin;
4. Solicitor Undertaking to provide a copy of registered deed for the severed parcel once completed: and
5. Municipal addressing to be provided to Elgin County, from the local municipality, prior to final approval, to the satisfaction of Elgin County Planning.

Reasons: Creation of a surplus farm dwelling lot.



**DECISION**

**Application #E 68-21**

September 22, 2021

Members concurring in the above ruling by recorded vote:

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

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

**CERTIFICATION**

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

Dated this 23<sup>rd</sup> day of September, 2021.

---

Aisling Lavery  
Secretary-Treasurer  
Land Division Committee



**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 68-21**

**PT LOT 9, CONCESSION 2  
MUNICIPALITY OF WEST ELGIN  
MUNICIPAL ADDRESS: 21934 JOHNSTON LINE**

**PIONEER HAY SALES LTD.**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application E 68-21 for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

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

**ANY PERSON** or public body may appeal the decision and/or any condition(s) imposed by the Committee to the Local Planning Appeal Tribunal by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **12<sup>th</sup> day of October 2021**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$300.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the LPAT'S website at [www.elto.gov.on.ca](http://www.elto.gov.on.ca) or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

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

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

Dated at the Municipality of Central Elgin this 23<sup>rd</sup> day of September, 2021.

Aisling Lavery  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of Central Elgin, [dwilson@centralelgin.org](mailto:dwilson@centralelgin.org), [scraig@stthomas.ca](mailto:scraig@stthomas.ca)  
Agent Dan McKillop, [danmckillop@hotmail.ca](mailto:danmckillop@hotmail.ca)

**County of Elgin  
Planning Department**  
450 Sunset Drive  
St. Thomas, Ontario  
N5R 5V1 Canada  
Phone: 519-631-1460  
Fax: 519-631-4549  
[www.progressivebynature.com](http://www.progressivebynature.com)



COUNTY OF ELGIN  
OFFICIAL PLAN REVIEW  
**COMMUNITY  
INFORMATION MEETING(S)**

## Elgin Natural Heritage Systems Study, Source Water Protection

As part of the adoption of the 2013 Official Plan for the County of Elgin, a commitment was made to completing a Natural Heritage Systems Study at the time of the next Official Plan Review. The Elgin Natural Heritage Systems Study (ENHSS) was commissioned in 2016, and is a terrestrial science-based study that provides a landscape level assessment of existing natural heritage features and functions. The draft 2019 study provides analysis and maps showing the existing vegetation patches that meet criteria for ecological importance.

The Clean Water Act, 2006 was approved by the province as a result of the contaminated water tragedy in Walkerton Ontario in 2000. Source Protection Plans were developed across the province and include policies to protect municipal drinking water supplies from land uses that may be a risk to them. A firm was retained to assist the County in the implementation of Source Protection Plan (SPP) policies through the preparation of new policy text that would form the basis of future amendments to the County Official Plan and to the Official Plans and Zoning By-laws of local municipalities that have municipal drinking water systems that are regulated by a Source Protection Plan.

As per Council's direction, the public will have an opportunity to review the draft Elgin Natural Heritage Systems Strategy (2019), and the Source Water Protection Implementation Plan (2017), and provide their feedback and input on the recommendations from these reports.

The County of Elgin is hosting several in-person and one virtual Community Information Meeting(s) on the Elgin Natural Heritage Systems Study, and Source Water Protection. This meeting will include a staff presentation on the draft Elgin Natural Heritage Systems Study, and draft Source Water Protection policies. Your participation is valuable and we welcome your comments!

As part of the County's Official Plan Review process, we have developed Discussion Paper #3 - Elgin Natural Heritage Systems Study, Source Water Protection, and Environmental Policy Amendments and links to the draft Elgin Natural Heritage Systems Strategy, and the Source Water Protection Implementation Plan are available at:

<https://engageelgin.ca/officialplanreview>





COUNTY OF ELGIN  
OFFICIAL PLAN REVIEW

**COMMUNITY  
INFORMATION MEETING(S)**

**MEETING 1 EAST**

DATE: TUESDAY, OCTOBER 26<sup>TH</sup>, 2021  
TIME: 6:30 P.M.  
PLACE: MALAHIDE COMMUNITY PLACE  
12105 WHITTAKER RD  
SPRINGFIELD (TOWNSHIP OF MALAHIDE)

ANY PERSON is invited to attend the Community Information Meeting(s) and share your comments on the draft Elgin Natural Heritage Systems Study, and draft Source Water Protection policies.

**MEETING 2 WEST**

DATE: WEDNESDAY, NOVEMBER 3<sup>RD</sup>, 2021  
TIME: 6:30 P.M.  
PLACE: WEST ELGIN DRAMATICS SOCIETY (WEDS)  
THEATRE  
DUTTON DUNWICH MUNICIPAL OFFICE  
199 CURRIE ROAD.  
DUTTON (MUNICIPALITY OF DUTTON  
DUNWICH)

Registration is required to attend one of the in-person meetings or to provide your comments at the virtual meeting.

**MEETING 3 CENTRAL AND VIRTUAL**

DATE: THURSDAY, NOVEMBER 4<sup>TH</sup>, 2021  
TIME: 6:30 P.M.  
PLACE: MASONIC CENTRE OF ELGIN  
42703 FRUIT RIDGE LINE  
UNION (MUNICIPALITY OF CENTRAL ELGIN)

Please register by email: [opreview@elgin.ca](mailto:opreview@elgin.ca)  
Or phone: 519-631-1460 ext. 183  
Please include your first and last name, phone number, home address with postal code, and any prepared speaking notes with your email request.

REGISTRATION DEADLINE FOR Meeting 1: MONDAY, OCTOBER 25, 2021 AT 4:30PM.  
REGISTRATION DEADLINE FOR Meeting 2 and 3: MONDAY, NOVEMBER 1, 2021 AT 4:30PM.

PLEASE NOTE: Proof of vaccination is required in order to attend any of the in-person meetings





2021 Division Road North  
Kingsville, Ontario N9Y 2Y9  
Phone: (519) 733-2305  
[www.kingsville.ca](http://www.kingsville.ca)  
[kingsvilleworks@kingsville.ca](mailto:kingsvilleworks@kingsville.ca)

October 1, 2021

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

Dear Premier:

**RE: KINGSVILLE COUNCIL SUPPORT OF SAVE EYE CARE IN ONTARIO**

At its Regular Meeting held Monday, September 27, 2021 Council of the Town of Kingsville passed a Resolution in support of Save Eye Care in Ontario as follows:

**"580-2021**

**Moved By** Councillor Laura Lucier  
**Seconded By** Councillor Thomas Neufeld

**Whereas** routine eye care is critical in early detection of eye diseases like glaucoma, cataracts, and macular degeneration, and the health of eyes is critical to overall health and quality of life; and

**Whereas** conditions that may be detected with an annual eye exam include Diabetes mellitus, Glaucoma, Cataract, Retinal disease, Amblyopia (lazy eye), Visual field defects (loss of part of the usual field of vision), Corneal disease, Strabismus (crosses eyes), Recurrent uveitis (an inflammation of the uvea, the middle layer of the eye that consists of the iris, ciliary body and choroid), Optic pathway disease; and

**Whereas** payments from OHIP have only increased 9% over the last 30 years, which has not come close to matching inflation of costs (which include rent, staff, utilities, equipment, taxes and supplies); and

**Whereas** the lack of funding makes it difficult to invest in modern technology, and newer technology means earlier detection of eye disease; and

**Whereas** the Provincial government's refusal to formally negotiate with Optometrists for more than 30 years has forced the Optometrists to absorb approximately 173 Million dollars annually in the cost to deliver eye care to Ontarians; and

**Whereas** the 2021 Ontario Budget did not address OHIP-insured eye care, Ontario Optometrists took action and voted to withdraw OHIP services starting September 1, 2021, unless the government agrees to legally-binding negotiations to fund these services at least to the cost of delivery; and

**Whereas** this job action will jeopardize good eyecare for those who need the care of an optometrist the most and will have the greatest impact on the most vulnerable groups. Children, who's lifetime ability to learn and develop depends on good vision and to the elderly, who are at the greatest risk for vision-threatening ocular diseases.

**Now Therefore Be It Resolved** that The Corporation of the Town of Kingsville requests that the Provincial government recognize the value that access to quality eye care brings to all Ontarians and act now to protect it; and further

**That** the Provincial government address the OHIP-insured eye care immediately and enter into legally-binding negotiations with Ontario Optometrists to fund these services at least to the cost of delivery, prior to any job action taking place; and further

**That** a copy of this resolution be forwarded to Premier Ford, Ontario Minister of Health Christine Elliot, MPP Taras Natyshak, to the Ontario Association of Optometrists, and to all municipalities in Ontario.

**CARRIED"**

Yours very truly,



Sandra Kitchen, Acting Clerk  
Legislative Services Department  
skitchen@kingsville.ca

Enclosure

cc: Honourable Christine Elliott, Ontario Minister of Health  
Taras Natyshak, MPP, Essex  
Chris Lewis, MP, Essex  
Ontario Association of Optometrists  
All Ontario Municipalities



Sept 22, 2021

J. Nethercott, Deputy Clerk  
The Municipality of West Elgin  
22413 Hoskins Line, Box 490  
Rodney, ON N0L 2C0

Dear Jana and Council members,

Thank you for the continued support of the West Lorne Lawn Bowling Club. In view of the increased climate changes occurring, with more heat days, we would like to erect two shade structures on the west side of the greens, where there is currently no protection from the stronger sun rays.

Our members are prepared to provide materials and install the structures, in coordination with the appropriate Recreation supervisor. Because of our grant from the New Horizons Grant for Seniors, it will cover this cost.

Please consider this opportunity to improve the bowling conditions, thus encouraging increased attendance on bowling days, and tournaments.

Thank you for your attention to this issue,

Regards,

*Norah Bennetto*

Norah Bennetto  
Secretary, West Lorne Lawn Bowling Club  
301 Mary Street  
Dutton, On N0L 1J0

Cc Nancy Carey, President

Dear Council,

We are requesting that Jessie St in West Lorne be closed on October 23rd from 8am-4pm for our West Lorne Spooktacular Shopping Event. We are requesting the closure so that we can use it for vendor parking (approximately 30+ vendors) as well as being able to give the food trucks coming a flat surface to park and serve on. In case you are not aware, the proceeds for this event (after expenses) are going to the West Lorne Legion so that they are able to fix the legion and get back up and running. We are also promoting all over Facebook and other social media platforms to bring in people to our small community. Please let me know what you decide so that we can get a site map finalized as well as being able to tell the vendors and food trucks where to park.

Thank you for your time,

Nicole

**From:** [Jana Nethercott](#)  
**To:** [Jana Nethercott](#)  
**Subject:** FW: Undeliverable: Item request for Council Meeting  
**Date:** October 12, 2021 10:25:00 AM  
**Attachments:** [image001.png](#)

---

**Jana Nethercott**

**Clerk**

Municipality of West Elgin

22413 Hoskins Line

Rodney ON N0L 2C0

P: 519.785.0560 ext. 222

C: 519.878.1178

E: [clerk@westelgin.net](mailto:clerk@westelgin.net)

[www.westelgin.net](http://www.westelgin.net)



MUNICIPALITY OF  
**West Elgin**

----- Forwarded message -----

From: Robert Van Every <[\[REDACTED\]](#)>

To: [council@westelgin.net](mailto:council@westelgin.net)

Cc: Magda Badura <[mbadura@westelgin.net](mailto:mbadura@westelgin.net)>

Bcc:

Date: Sun, 10 Oct 2021 18:36:45 -0400

Subject: Item request for Council Meeting

Hello,

I'm writing to request a review of an outstanding property tax bill that is associated with a request to have a water line extension installed on Gray Line back in 2018. I'm not exactly sure what information is required but I have provided a timeline of events below. I have been in discussion with Magda Badura over the summer trying to get to the bottom of what happened. More than 3 years have passed and I still haven't received an engineer's report for a water main extension nor an invoice or outstanding amount owing. However, earlier this year a \$2k fee has been applied to my property tax bill. I find this incredibly concerning given over the course of 2018, 2019, 2020 I have no records of any bills, balances or statement of funds owing or even the Engineer's report. Magda and her colleagues couldn't find any further information internally and has asked me to bring this to your attention as a last resort. I would like to request the charge be waived given these circumstances. Please let me know what

arrangement can be made.

Regards,  
Robert Van Every



**Timeline:**

Feb 2018

Genevieve Scharback provided an estimate that a new water later would be approximately \$60-\$70k based on a previous line that was installed 7 years prior at a cost of \$50k.

Mar 8, 2018

Genevieve confirmed the application process via a request to city council to obtain an engineer's report. The engineer's report would cost \$2-\$3k and the entire project, including the line construction would take approximately 6 months.

Mar 13, 2018

Applications submitted by 3 residents (including myself) to be reviewed at City Council meeting on Mar 22.

Mar 23, 2018

Genevieve confirmed approval of obtaining an Engineer's report

April to May 2018

Follow up with Genevieve a few times with no response.

June 4, 2018

First communication back from Genevieve informing me there would be a call from Mike Kalita re: engineer's report

June 25, 2018

Call from Mike stating cost would be \$177K. Mike thought there may be a mistake with the quote given the initial estimate of \$60-\$70K. Was going to speak with Genevieve and look into it.

July 2018 - January 2019

Follow up with Genevieve numerous times with no response.

Jan 29, 2019

Mike emailed to say he was putting together the engineer's report and documentation and would like to have a discussion but nothing was received with no further

communication.

Fast Forward 2+ years to April 14, 2021 when I receive a property tax bill with an outstanding amount owing in excess of \$2k.



# MUNICIPALITY OF West Elgin

## The Corporation Of The Municipality Of West Elgin

### By-Law No. 2021-54

**A By-law to repeal and replace a policies with respect to Accessibility – HR 8.2 Accessibility, HR 8.3 Emergency Response, HR 8.4 Accommodation in the Workplace, HR 8.5 Return to Work and HR 8.6 Temporary Service Disruption**

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

**Whereas** Section 3 of O'Reg 191/11 *Integrated Accessibility Standards* states that every obligated organization shall develop, implement and maintain policies governing how the organization achieves or will achieve accessibility through meeting its requirements referred to in this Regulation; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to repeal and replace the following policies:  
HR 8.2 Accessibility Policy, HR 8.3 Emergency Workplace Response Policy, HR 8.4 Accommodation in the workplace and HR 8.5 Modified Work Plan; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to enact a policy with regards to Temporary Service Disruptions;

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

1. That the Policy regarding Accessibility, identified as Schedule 'A' attached hereto is authorized and approved.
2. That the Policy regarding Emergency Response, identified as Schedule 'B' attached hereto is authorized and approved.
3. That the Policy regarding Accommodation in the Workplace, identified as Schedule 'C' attached hereto is authorized and approved.
4. That the Policy regarding Return to Work, identified as Schedule 'D' attached hereto is authorized and approved.

5. That the Policy regarding Temporary Service Disruption, identified as Schedule 'E' attached hereto is authorized and approved.

6. That by-laws 2012-89, 2019-90 and 2015-25 are hereby repealed.

7. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 14<sup>th</sup> day of October, 2021.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

## Schedule A

## **Municipality of West Elgin**

### **Schedule “A” to By-Law #2021-54**

#### **Policy HR-8.2 Accessibility Policy**

**Effective Date:**      **October 14, 2021**

Review Date:

### **Policy Statement**

The Municipality of West Elgin is committed to eliminating barriers and improving accessibility for people with disabilities in a manner that respects dignity, independence, integration and equal opportunity.

The Municipality of West Elgin recognizes the diverse needs of all our residents and customers and will respond by striving to provide goods, services and facilities that are accessible to all.

The Municipality of West Elgin is committed to being responsive to the needs of all its residents and employees. In order to meet the needs of people with disabilities the Municipality will:

- Ensure policies, services and facilities address dignity, independence, integration and provide for equal opportunity for people with disabilities.
- Allow people with disabilities to use their own personal devices to obtain, use or benefit from the services offered by the Municipality.
- Accommodate the accessibility needs of people with disabilities to ensure they can obtain, use or benefit from the Municipality’s goods, services, programs and facilities.
- Communicate with people with disabilities in a manner that takes into account the person’s disability.

The Municipality will promote accessibility by ensuring that compliance is met for all regulations made under the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11

Accessibility Policy available upon request in an alternative format.

## Definitions

Disability: as defined by the *Ontario Human Rights Code*, R.S.O. 1990, c. H. 19

Service Animal: For the purposes of this policy, an animal is a service animal for a person with a disability if:

- 1) the animal can be readily identified as one that is being used by the person for reasons relating to the person's disability, as a result of visual indicators such as the vest or harness worn by the animal; or
- 2) the person provides documentation from one of the following regulated health professionals confirming that the person requires the animal for reasons relating to the disability:
  - i. A member of the College of Audiologists and Speech-Language Pathologists of Ontario.
  - ii. A member of the College of Chiropractors of Ontario.
  - iii. A member of the College of Nurses of Ontario.
  - iv. A member of the College of Occupational Therapists of Ontario.
  - v. A member of the College of Optometrists of Ontario.
  - vi. A member of the College of Physicians and Surgeons of Ontario.
  - vii. A member of the College of Physiotherapists of Ontario.
  - viii. A member of the College of Psychologists of Ontario.
  - ix. A member of the College of Registered Psychotherapists and Registered Mental Health Therapists of Ontario

Guide Dog: a guide dog as defined in the *Blind Persons' Right Act*, R.S.O. 1990, c. B.7

For all other definitions, refer to the *Integrated Accessibility Standard Regulation* (O. Reg 191/11). This regulation will be referred to as the "IASR" for the remainder of this policy.

**Accessibility Planning**

The Municipality, in conjunction with the County of Elgin will establish, implement, maintain and document a joint multi-year accessibility plan, which will outline the Municipality's strategy to prevent and remove barriers and meet the requirements under the Integrated Accessibility Standard Regulation (O. Reg 191/11)

The Municipality will establish and implement a multi-year accessibility plan in consultation with people with disabilities and the Joint Accessibility Advisory Committee.

The plan will be posted on the Municipality's website, and will be available in an accessible format upon request. The plan will be updated at least once every five years.

An annual status report will be prepared outlining the progress taken to implement the strategy of the plan. The status report will be posted on the Municipality's website.

**Procurement**

The Municipality will incorporate accessibility design, criteria and features when purchasing or acquiring goods, services or facilities, except where it is not practicable to do so.

Should the Municipality determine that it is not practicable to incorporate accessibility design, criteria and features when purchasing or acquiring goods, services or facilities, it will provide an explanation upon request.

**Feedback**

The Municipality will accept feedback from members of the public relating to the provision of accessible goods, services or facilities to people with disabilities. The Municipality will ensure that the feedback process is accessible to people with disabilities by providing, or arranging for the provision of accessible formats and communication supports, upon request.

The Municipality will develop procedures that specify the actions that will be taken if a complaint is received about the manner in which it provides goods, services or facilities to people with disabilities.

The Municipality will notify the public about the availability of accessible formats and communications supports with respect to the feedback process. Information regarding the feedback process will be posted on the Municipality's website. Individuals can request this information by contacting the Municipality.

In accordance with section 11 of the "IASR" when seeking feedback from the public, the County will provide accessible formats and/or communication supports to members of the public upon request.

### **Emergency Procedures, Plans and Public Safety Information**

The Municipality will provide emergency procedures, plans and public safety information in an accessible format or with appropriate communication supports, as soon as practicable, upon request.

### **Design of Public Spaces**

The Municipality will comply with the requirements found in Part IV.1 of the "IASR" where applicable, in relation to public spaces.

### **Training**

The Municipality will provide training to:

- All people who are an employee of, or a volunteer with the organization
- All people who participate in developing the organizations policies; and
- All other people who provide goods, services or facilities on behalf of the organization

The training will include:

- An overview of the *Ontario Human Rights Code*
- A review of the *Accessibility for Ontarians with Disabilities Act, 2005*
- A review of the *Integrated Accessibility Standards Regulation* (O. Reg 191/11)

- Specific review of “*IASR*” requirements, based on the duties associated with the employee.
- How to interact and communicate with people with various types of disabilities
- How to interact with people with disabilities who use an assistive device or require the assistance of a guide dog or other service animal or the assistance of a support person.
- How to use equipment or devices available on the Municipality’s premises or otherwise provided by the Municipality that may help with the provision of goods, services or facilities to a person with a disability.
- What to do if a person with a disability is having difficulty accessing the Municipality’s goods, services or facilities.

The training will be appropriate to the duties of the employees, volunteers and other people. Employees will be trained as soon as practicable. Training will be provided to the aforementioned individuals with respect to any policy changes on an ongoing basis. Training records will be kept in accordance with the “*IASR*”.

### **Accessible Formats and Communication Supports/Format of Documents**

The Municipality will provide alternate formats of information and communications that are produced by, or in direct control of the Municipality. This does not apply to information that the Municipality does not control directly or indirectly through a contractual relationship.

This will be done upon request, in a timely manner that takes into account the persons accessibility needs due to disability and at a cost that is no more than the cost charged for the original format.

The public will be notified of the availability of accessible formats and communications supports.

When it is not practicable to provide an alternate format, the Municipality will provide an explanation and a summary of the document in an accessible format.

The Municipality will provide communication supports to members of the public upon request.

If the Municipality is unable to obtain the requested communication support, the Municipality will consult with the individual to determine an appropriate alternative method of communication.

The Municipality will consult with the individual making the request to determine the suitability of an accessible format or communication support.

### **Assistive Devices**

The Municipality will allow people with disabilities to use their own personal assistive devices to obtain goods, services or facilities offered by the Municipality.

If a person with a disability is unable to access a good, service or facility through the use of their own personal assistive device, the Municipality will consult with the individual to determine an alternate means.

### **Service Animals**

The Municipality will ensure that an individual accompanied by a service animal is permitted to enter the premises with the animal and to keep the animal with the individual, unless the animal is otherwise excluded by law from the premises.

If a service animal is excluded by law from the premises, the Municipality will ensure that other measures are available to ensure a person with a disability is able to obtain, use or benefit from the Municipality's goods, services or facilities.

The individual with the service animal is responsible for the care and control of their service animal at all times, while on the Municipality's premises.

### **Support Person**

The Municipality will allow people with disabilities to be accompanied by a support person in all Municipally-owned and operated public facilities. The Municipality reserves the right to request a person with a disability to be accompanied by a support person when on the premises, but only if, after

consulting with the person with a disability and considers the available evidence, the Municipality determines that:

- A support person is necessary to protect the health or safety of the person with a disability or the health or safety of others on the premises; and
- There is no other reasonable way to protect the health or safety of the person with a disability and the health or safety of others on the premises.

Admission fees will be waived for support persons who accompany a person with a disability.

### **Temporary Service Disruptions**

If a temporary service disruption is planned the Municipality will give the public notice of the disruption.

Notice of the disruption will include: the reason for the disruption, its anticipated duration and a description of alternative facilities or services, if any that are available.

Procedures for specific service disruptions will be developed, and a copy of the procedures will be available to individuals upon request.

Notice will be given by posting the information in a conspicuous place as well as by posting the information on the Municipality's website.

### **Website and Web Content**

In accordance with the "IASR", the Municipality will ensure that websites and web content are created in a manner keeping with the expectations of the Web Content Accessibility Guidelines 2.0 (WCAG). The Municipality is currently creating websites and web content in accordance with WCAG 2.0, level AA as of January 1, 2021. If an individual is having difficulty accessing any Municipally owned or operated website, or content found on said websites, they can contact the Municipality.

Web Content:

Accessible web content is being produced in the following ways:

In-house: Staff receive training that ensures PDF documents are created in accordance with WCAG 2.0 AA

**Purchased Documents or Videos:** The Department purchasing a document or video that will be available on the Municipality's website shall ensure that the document or video is created in a manner that ensures compliance with WCAG 2.0 AA

**Third-Party Documents:** The Municipality will put forward efforts to ensure that documents provided to the Municipality on behalf of a third party, that will be posted on the Municipality's website, and not in direct control of the Municipality through a contractual relationship, will be remediated in accordance with WCAG 2.0, unless it is not practicable to do so.

In the event that it is not practicable to remediate a third-party document, for which the Municipality is not in direct control through a contractual relationship, a member of the public may contact the Municipality to arrange for the information to be provided in an accessible format, upon request. The Municipality will consult with the requesting individual to determine suitability of format.

#### **Legislative Authority**

*Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11*

*Integrated Accessibility Standard Regulation (O. Reg 191/11)*

*Ontario Human Rights Code, R.S.O. 1990, c. H. 19*

## **Municipality of West Elgin**

### **Schedule “B” to By-Law #2021-54**

#### **Policy HR-8.3 Emergency Workplace Response**

**Effective Date: October 14, 2021**

Review Date:

#### **Policy Statement**

The Municipality of West Elgin will make all reasonable efforts to provide individualized workplace emergency response information for employees who have a disability. The Municipality must be made aware of the need for an individualized response. The Municipality will provide emergency response information as soon as practicable.

#### **Definitions:**

##### **Individualized Workplace Emergency Response:**

- refers to the provision of emergency response information to employees or volunteers that is specific to their workplace and provided in a manner that takes into account the nature of their disability

##### **Disability according to the AODA includes:**

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- a condition of mental impairment or a developmental disability,
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- a mental disorder, or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*; ("handicap")

#### **Responsibilities:**

Employees are responsible for:

- Notifying their manager or Chief Administrative Officer (CAO) of their need

for individualized workplace emergency response information as soon as it becomes apparent. This applies equally to employees who permanently require assistance and those who may have a temporary need.

- Notifying their new manager of their need for individualized workplace emergency response information when they move to a different position or location within the organization.
- Notifying their manager if their emergency response needs change.
- Consenting to having their emergency workplace response information shared with a designated person or persons who can provide assistance to the employee if the employee requires assistance accessing emergency information.

Chief Administrative Officer/Human Resources is responsible for:

- Providing individualized workplace emergency response information to their employee as soon as possible after they become aware of the need for this information.
- Developing plans for employees requiring assistance which will include as a minimum:
  - Identification of both primary and secondary evacuation exits.
  - Procedures for notifying the employee in the event of an emergency in a manner that takes into account their disability.
- Procedures for getting the employee to the evacuation exits.
- With the employee's consent, providing the workplace emergency response information to the person or persons designated by the employer to provide assistance to the employee.
- Reviewing the employee's individualized workplace emergency response plan if the employee's emergency response needs change
  - If the employee moves to a different location in the organization
  - If the employee's overall accommodations needs or plans are reviewed
  - When the employer reviews its general emergency response policies
- Consulting the employee's manager as required.

## **Municipality of West Elgin**

### **Schedule “C” to By-Law #2021-54**

#### **Policy HR-8.4**

#### **Accommodation in the Workplace Policy**

**Effective Date: October 14, 2021**

Review Date:

### **The Legal Environment**

The Ontario *Human Rights Code* creates a legal duty of accommodation in Ontario workplaces. The duty of accommodation provides Employees who have needs related to a disability, religious obligation or sex that conflict with their working conditions with the right to be provided with reasonable assistance or accommodation to enable them to participate in the activity of work.

The Employer, the Bargaining Agent (if applicable) and all Employees who are members of the workplace community all share a legal obligation to identify, implement and/or support appropriate accommodation initiatives where employees can be accommodated in the workplace without undue hardship.

### **The Municipality of West Elgin Commitment**

The Municipality of West Elgin is committed to ensuring equality in the workplace. The Municipality of West Elgin is committed to assessing and addressing the legitimate accommodation needs of Employees. Accommodation issues can be successfully identified, assessed and addressed only where all parties are meeting the expectations and responsibilities outlined in this policy. Successful accommodation initiatives require the cooperation of and a consultative approach by Management, the Employee seeking accommodation, the workplace community, the Bargaining Agent and attending medical practitioners. All accommodation requests will be treated in a confidential manner.

The objective of this policy is to facilitate the identification and resolution of accommodation issues that arise out of the following circumstances:

1. The existence of needs attending a condition of "disability" that is in conflict with the employment obligations;
2. The existence of needs arising out of a protected status under human rights legislation that are in conflict with the employment obligations.

It is understood that the Employer's ability to identify, properly assess and implement appropriate accommodation initiatives is dependent upon the support and input of all of the parties as outlined herein.

## **Employee Responsibilities**

### **1. Obligation to Communicate Need**

Employees have an obligation to promptly advise Management or Human Resources of any condition of disability or need related to any other protected status that conflicts with their ability to either provide regular attendance at work, perform their regular duties or comply with other terms and conditions of employment.

### **2. Obligation to Provide Information (*Medical or Other*)**

Where a potential accommodation issue has been identified, the Employee seeking accommodation is responsible for promptly responding to all Employer requests for information that the Employer identifies as relevant to assessing or pursuing accommodation initiatives.

### **3. Obligation to Facilitate Accommodation Initiative**

Any Employee requiring accommodation is expected to conduct himself/herself reasonably and provide his/her full cooperation and support to the implementation of accommodation initiatives.

Employees should recognize that a failure to:

1. Communicate an accommodation need;
2. Provide all relevant information in a timely manner; and
3. Cooperate with the implementation of accommodation measures;

may limit the Employer's ability and obligations to successfully address the Employee's accommodation needs.

## **Management's Responsibilities**

1. Upon an accommodation issue being raised or communicated by an Employee, Management will:

- (a) assess and verify the existence of an accommodation need;
- (b) assess and identify appropriate accommodation options.

2. Management will monitor the progress of Employees who are being accommodated. Such monitoring will include requests for up-dated information from Employees and/or attending medical practitioners from time to time. The monitoring

and current information will enable the Employer to respond to changing needs and/or identify when the need for accommodation ends.

## **Workplace Community's Responsibilities**

Successful accommodation requires the support and commitment of everyone in the workplace community. All employees are expected to provide their assistance and support where required to facilitate accommodation initiatives. All members of the workplace community have an obligation to respect the right to accommodation of any employee with a qualifying need.

## **Responsibilities of Attending Physicians**

The verification of accommodation issues and identification of appropriate accommodation initiatives is dependent upon relevant and timely input from attending medical practitioners. The attending physicians of any Employee who is faced with an accommodation issue in the workplace shall provide their full cooperation and support by:

1. Responding in a complete and timely manner to any request for information initiated by the Employer.
2. Communicating to the Employer in a timely manner any changes in the Employee's condition that may alter the required scope, duration or nature of an accommodation initiative.

## **Our Commitment at the Municipality of West Elgin**

Successful accommodation initiatives require the cooperation, input and support of all parties; the Employer, the Employee seeking accommodation, attending physicians, Bargaining Agents and all employees in the workplace community. It is expected that all parties will provide their cooperation and relevant input to ensure that they can successfully address accommodation issues that arise in the workplace. Employee privacy will be taken into consideration throughout the accommodation process.

## **Recruitment Accommodations**

Accommodations will be provided to candidates during the recruitment process, including assessment, and orientation.

1. Make sure that qualifications are reasonable and pertain to the job. They should focus on education, experience, skills and abilities that reflect the bona fide occupational requirements of the job.
2. Make all potential applicants aware that the Municipality will take steps to accommodate disability related needs in the interview or assessment process. Applicants must identify their needs up front and provide timely information about

how their situation or condition may affect their abilities to perform in an interview or test in order to receive employment accommodation.

3. Communicate the offer of accommodation to all applicants at the beginning of the selection process. Explain to the candidates the assessment methods and formats you will use. This is especially helpful for people with disabilities as it helps them identify whether they need an accommodation and the type of accommodation required for each stage of the assessment.
4. When an applicant makes a request for accommodation, consult with the individual to identify what he or she will need in order to be able to allow him or her to compete on an equal basis with other candidates. Obtain as much information on the person's need as possible. Don't get into details about the disability unless you need to clarify the individual's needs. In most cases the candidate is the best source of information.
5. Any accommodations you make should not change the nature of the qualification you are assessing or the level at which you assess it. Design accommodations to allow for equitable assessment of candidates with accommodation needs without placing them at an advantage or disadvantage when comparing them to other candidates.
6. When making an offer of employment, let the individual know of the Municipality's commitment to providing accommodations in the workplace.

## **Workplace Accommodations**

Accommodations will be provided to employees with disabilities during the duration of their employment with the Municipality of West Elgin. Workplace accommodation information will be provided to new employees as soon as practicable. Updated information will be provided to employees whenever there is a change to existing policies on the provision of job accommodations.

The Accommodations Policy and affiliated Procedures will be communicated to employees. Where an employee with a disability requests it, The Municipality shall consult with the employee to provide or arrange for the provision of accessible formats and communication supports for information that is needed in order to perform the employee's duties including information that is generally available to employees in the workplace. Employees will be assessed on an individual basis. Individual accommodation plans will be provided in a format that takes into account the employee's disability. Follow this process for employment accommodations after an offer of employment is made or for an existing employee:

1. Encourage employees to submit their request in writing. However, all forms of requests for accommodations will need to be addressed.

2. Ensure that the employee requesting the accommodation is involved in the development of an accommodation plan. A representative from a bargaining unit or other workplace representative can be present during this process at the request of the employee.
3. Once an accommodation is requested the Chief Administrative Officer (CAO) will request medical information from a physician advising of the need for the accommodation and direction on appropriate modifications and inform the employee of the steps taken to protect their privacy.
4. The CAO will consult with the individual, their Manager and a Health Care Practitioner on accommodation requirements and determine a suitable option.
5. Once the accommodation option has been determined, inform the employee and implement the accommodation as quickly as possible. The CAO will document accommodation plans and include:
  - a. Any information regarding accessible formats or communication supports
  - b. Individualized workplace and emergency response information, if necessary
  - c. The frequency in which the individual accommodation plan will be reviewed and updated and the manner in which it will be done
  - d. Any other accommodation that is to be provided.
6. Determine, with the employee on how often the accommodation plan will be reviewed.
7. If an accommodation is denied, the CAO will inform that employee of the reason for denial.
8. Ask the employee if alternate communication formats are required for the accommodation process and plan.

## **Municipality of West Elgin**

### **Schedule “D” to By-Law #2021-54**

#### **Policy HR-8.5 Return to Work Plan**

**Effective Date:      October 14, 2021**

Review Date:

### **Purpose**

The purpose of this program is to provide a system that assists employees who have been absent from work due to a disability, experienced an occupational or non-occupational injury to return to gainful employment as quickly and easily as possible.

### **Policy**

The Supervisor (Manager or CAO) will liaise with the employee, the employee’s medical practitioner, the Workplace Safety and Insurance Board, or other suitable persons, to enter the employee back into the workplace, at a lesser capacity, if necessary.

Prior to the commencement of a temporary return to work schedule, medically documented capabilities will be obtained. Individual accommodation plans will be used in preparing employees to return to work.

#### **In the case of non-occupational injury or illness:**

- a) The employee is required to his/her treating practitioner complete any forms required and submit the completed forms to the Supervisor by the due date noted.
- b) The employer will temporarily provide reduced hours once medical documentation has been provided to support the need for reduced hours.
- c) It is intended that whatever meaningful and productive duties are assigned, they will be within the employee’s capabilities, keeping within the recommendations of the medical practitioner.
- d) The Modified Work Plan will usually last no longer that six (6) to eight (8) weeks. In many situations, only a short time will be required.

#### **In the case of occupational injury:**

- a) The employee is required to have a Functional Abilities Form completed by their treating practitioner and submit the form back to the Supervisor.
- b) Once medical documentation has been provided to support the need for modified duties and accommodations offered, a Modified Work Plan will be developed.
- c) The employer will temporarily provide reduced hours, reduced tasks, or a combination of both to enable the employee to work gradually.

A Modified Work Plan will be prepared according to the known and/or standard capabilities.

The Modified Work Plan will be reviewed with the employee before the employee begins their modified duties or graduated return to work plan. The employee will sign off on the Modified Work Plan, acknowledging that they will only perform the duties of their position listed on the Modified Work Plan, in order to ensure a safe return to work.

Throughout the program the employee will communicate regularly with the Supervisor. The progress will be monitored throughout the program until the employee returns to full regular duties. Any changes to the program [i.e. extension, additional restrictions] must be discussed with all parties.

## **Municipality of West Elgin**

### **Schedule “E” to By-Law #2021-54**

#### **Policy HR-8.6 Temporary Service Disruption Policy**

**Effective Date:**      **October 14, 2021**

**Review Date:**

#### **Purpose:**

The purpose of this procedure is to establish guidelines for providing notification of temporary disruptions of service to people with disabilities. These notices may be for either planned or unexpected disruptions of service.

#### **Implementation:**

Notices for both unexpected and planned service disruptions will be provided in a variety of formats that will take into account a range of disabilities and will outline:

- The reason for the disruption;
- Its anticipated duration;
- A description of alternative facilities or services, if any are available; and,
- Contact information.

Notices for unexpected service disruptions will be posted as soon as possible, using large, clear print and plain language at the physical entrances to the facility and throughout the facility (if required) and in any other location that Municipality deems is necessary.

Notices for planned service disruptions will be posted using large, clear print and plain language at the physical entrances to the facility and throughout the facility where necessary. In addition, planned service disruptions that are intended to last more than 48 hours will be posted on the Municipality’s website and social media.



# MUNICIPALITY OF West Elgin

## The Corporation Of the Municipality Of West Elgin

### By-Law No. 2021-55

#### Being A By-Law to provide for the reconstruction of the Pool Outlet Drain in the Municipality of West Elgin.

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Pool Outlet Drain; and

**Whereas** the reported dated September 8, 2021 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$50,000; and

**Whereas** \$50,000 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin is of the opinion that the improvement of drainage of the area is desirable;

**Now Therefore** be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated September 08, 2021 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 14<sup>th</sup> day of October 2021.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

Read for a third and final time this 18<sup>th</sup> day of November, 2021

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

**POOL OUTLET DRAIN**  
**Municipality of West Elgin**



**SPRIET  
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Our Job No. 220248

September 8, 2021

## **POOL OUTLET DRAIN**

### **Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of parts of the Pool Outlet Municipal Drain serving parts of Lots 10 to 18, Concessions 5 and 6 and parts of Lots 12 to 21, Concessions 6 and 7, and parts of Lots 21 to 25, Concession 9 in the Municipality of Chatham-Kent and parts of Lots A and B, in the Gore Concession and Concessions 5 and 6 in the Municipality of West Elgin. The total watershed area contains approximately 1860 hectares.

### **AUTHORIZATION**

This report was prepared pursuant to Section 78 of the Drainage Act. Instructions were received from your Municipality with respect to a motion of Council. The work was initiated by a request signed by one of the affected landowners.

### **HISTORY**

The Pool Drain was last reconstructed pursuant to a report submitted by W.D. Colby, P. Eng. dated January 30, 1990, and consisted of the cleanout and brushing of the open drain from Lot 7, Concession 4 to the westerly limits of the drain located just north of Highway 401 in Lot A, Concession 6. In total, 3,400 lineal meters of open cleanout and brushing were performed as well as the installation of 3 rigid frame culverts.

### **EXISTING DRAINAGE CONDITIONS**

A site meeting held with respect to the project and through later discussions, the owners reported the following:

- that the landowner, Fleuren Agri Inc. (Roll No. 20-005), indicated that a portion of the Pool Drain in their lands significantly affects their ability to work the lands. They requested that this portion be relocated to the north and west

A field investigation and survey were completed. Upon reviewing our findings, we note the following:

- that the lands would benefit from the relocation of the open drain in a north-easterly direction. This would allow the lands located north of the existing drain to be more efficiently farmed

Preliminary design, cost estimates and assessments were prepared and, based on those, it was decided to proceed with the report.



## DESIGN CONSIDERATIONS

The proposed drain was designed, with respect to capacity, using the Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs.

We would like to point out that there have been no indications of any adverse soil conditions, but no formal soil investigation has been made.

All of the proposed work has been generally designed and shall be constructed in accordance with the DESIGN AND CONSTRUCTION GUIDELINES FOR WORK UNDER THE DRAINAGE ACT.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the Pool Outlet Drain, in the lands of Fleuren Agri Inc. (Roll No. 20-005), be relocated to allow the landowner to farm their lands more effectively. The drain shall be relocated to the westerly property lines through the lands of Fleuren Agri Inc. to the Cruickshank Drain, for a total length of 337 lineal meters
- that the existing open drain be backfilled with materials from the existing drain
- that the Cruickshank Drain, from Sta. 0+050 to Sta. 0+198 be officially referred to as the Pool Drain and maintained under the Pool Drain Maintenance Schedules

## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES

We have reviewed the proposed work with the Department of Fisheries and Oceans (File No. 20-HCAA-02161) and they recommend the following mitigation measure be followed in their letter of advice dated August 30, 2021:

- Complete the works outside of the restricted activity timing window for spring spawning fish (March 15- July 15)
- Complete the proposed works during low or no flow
- Implement and maintain appropriate erosion and sediment control measures, enhancing them if necessary
- Remove all non-biodegradable erosion and sediment control equipment upon completion of the project
- Develop and implement a response plan to avoid a spill of deleterious substances and report any spills of deleterious substances



## ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES (cont'd)

- Seed the realigned channel and allow vegetation to establish prior to diverting flows
- Backfill existing drain when it is dry after flows are diverted to the realigned channel

We are also recommending that the following erosion and sediment control measures be included as part of our reconstruction proposal to help mitigate any potential adverse impacts of the proposed drainage works on water quality and fishery habitat:

- quarry stone rock chutes are to be constructed at surface inlet points to reduce erosion from direct surface water access into the ditch
- some severe bends in the drain are to be protected from erosion with the installation of quarry stone rip-rap on the ditch bank as specified on the plans
- all new tile drain outlets are to be installed with quarry stone rip-rap protection
- some existing tile outlets along the course of the drain are to be repaired using an outlet pipe with a rodent gate with quarry stone rip-rap protection

## SUMMARY OF PROPOSED WORK

The proposed work consists of approximately 535 lineal meters of open ditch cleanout and reconstruction including quarry stone rip-rap bank protection, rock chutes, and bank seeding.

## SCHEDULES

Two schedules are attached hereto and form part of this report, being Schedule 'A' – Allowances and Schedule 'B' - Cost Estimate.

**Schedule 'A' - Allowances.** In accordance with Section 30 of the Drainage Act, allowances are provided for damages to lands and crops along the route of the drain as defined below. Note that no allowance for right-of-way has been paid as it is deemed transferred from the existing open drain that is to be backfilled.

**Schedule 'B' - Cost Estimate.** This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 50,000.00. This estimate includes engineering and administrative costs associated with this project.

Drawing No.'s 1 and 2, Job No. 220248, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.

## ALLOWANCES

**DAMAGES:** Section 30 of the Drainage Act provides for the compensation to landowners along the drain for damages to lands and crops caused by the construction of the drain. The amount granted is based on \$3,613.00/ha. for closed drain installed with wheel machine. This base rate is multiplied by the hectares derived from the working widths shown on the plans and the applicable lengths.



## ASSESSMENT DEFINITIONS

In accordance with the Drainage Act, lands that make use of a drainage works are liable for assessment for part of the cost of constructing and maintaining the system. These liabilities are known as benefit, outlet liability and special benefit liability as set out under Sections 22, 23, 24 and 26 of the Act.

**BENEFIT** as defined in the Drainage Act means the advantages to any lands, roads, buildings or other structures from the construction, improvement, repair, or maintenance of a drainage works such as will result in a higher market value or increased crop production or improved appearance or better control of surface or sub-surface water, or any other advantages relating to the betterment of lands, roads, buildings or other structures.

**OUTLET** liability is assessed to lands or roads that may make use of a drainage works as an outlet either directly or indirectly through the medium of any other drainage works or of a swale, ravine, creek or watercourse.

In addition, a Public Utility or Road Authority shall be assessed for and pay all the increased cost to a drainage works due to the construction and operation of the Public Utility or Road Authority. This may be shown as either benefit or special assessment.

## ASSESSMENT

We assess the entire cost of this report to the landowner, Fleuren Agri Inc. (Roll No. 20-005).

## GRANTS

In accordance with the provisions of Section 85 of the Drainage Act, a grant **may** be available for assessments against privately owned parcels of land which are used for agricultural purposes and eligible for the Farm Property Class Tax rate. Section 88 of the Drainage Act directs the Municipality to make application for this grant upon certification of completion of this drain. The Municipality will then deduct the grant from the assessments prior to collecting the final assessments.

## MAINTENANCE

Upon completion of construction, all owners are hereby made aware of Sections 80 and 82 of the Drainage Act which forbid the obstruction of or damage or injury to a municipal drain.

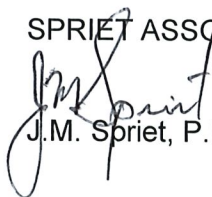
After completion, the entire Pool Outlet Drain, including the newly constructed drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in the report by W.D. Colby, P.Eng., dated January 30, 1990, until such time as the assessment is changed under the Drainage Act.

JMS:bv



Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED

  
J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
engineers & architects

SCHEDULE 'A' - ALLOWANCES

POOL OUTLET DRAIN

Municipality of West Elgin

In accordance with Sections 30 of the Drainage Act, we determine the allowances payable to owners entitled thereto as follows:

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 30 Damages	TOTALS
<b>MAIN DRAIN</b>				
5	S Pt. B	20-005 (Fleuren Agri Inc.)	\$ 2,350.00	\$ 2,350.00
			=====	
Total Allowances			\$ 2,350.00	\$ 2,350.00
			=====	
<b>TOTAL ALLOWANCES ON THE MAIN DRAIN</b>				<b>\$ 2,350.00</b>

**POOL OUTLET DRAIN****Municipality of West Elgin**

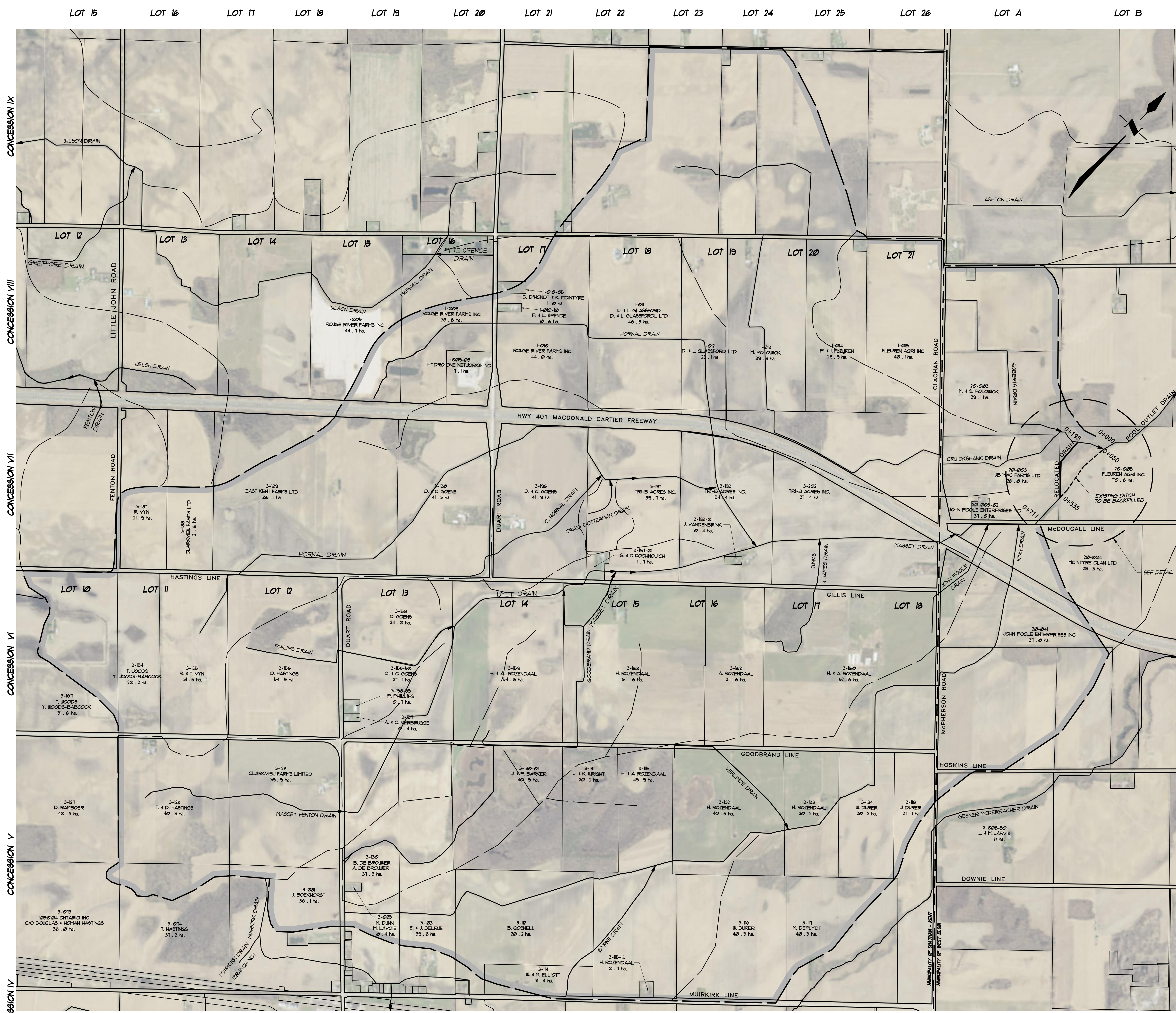
We have made an estimate of the cost of the proposed work which is outlined in detail as follows:

**MAIN DRAIN**

148 meters of open ditch re-construction (Approx. 800m³)	\$ 3,000.00
337 meters of open ditch construction (Approx. 4500m³)	\$ 12,500.00
Backfill existing ditch using excavated material from new ditch including hauling	\$ 12,000.00
Seeding of ditch banks and buffer strips. (Approx 6000m³)	\$ 2,000.00
Supply and Install quarry stone rip-rap on outside banks at bends of new alignment 3 locations (Approx. 18m³ req'd)	\$ 3,000.00
Removal and Disposal of Existing Culvert	\$ 500.00
Contingencies	\$ 2,000.00
Allowances under Sections 30 of the Drainage Act	\$ 2,350.00

**ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 1,160.00
Survey, Plan and Final Report	\$ 7,900.00
Expenses	\$ 740.00
Supervision and Final Inspection	\$ <u>2,850.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u><u>50,000.00</u></u></b>



GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
OPEN PORTIONS - 18 meters (INCLUDING 3m BUFFER)  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE THE SAME AS ABOVE
- 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 12 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" SPECIFICATIONS.
- 6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.28" IN THE SPECIFICATIONS.
- 7/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.
- 8/ EXACT LOCATION TO BE CONFIRMED.

OPEN PORTIONS

- 9/ A 3 METER WIDE BUFFER STRIP OF NEW & EXISTING VEGETATION BETWEEN THE TOP OF THE BANK AND THE CULTIVATED LANDS ON WEST SIDES OF THE DITCH SHALL BE MAINTAINED AS PART OF THE OPEN PORTION OF THE DRAIN.
- 10/ NEWLY EXPOSED DITCH BANKS ARE TO BE HAND SEEDING UPON COMPLETION OF CONSTRUCTION IN ACCORDANCE WITH "SECTION B.11" IN THE SPECIFICATIONS
- 11/ SILT FENCE TO BE PLACED ACROSS DITCH BOTTOM AT STA. 0 + 453 DURING CONSTRUCTION TO PREVENT SILT FROM FLUSHING DOWNSTREAM, AND ARE TO BE MAINTAINED AS NECESSARY DURING CONSTRUCTION. SILT FENCE AND SILT TO BE REMOVED AND DISPOSED OF AFTER CONSTRUCTION.

PLAN LEGEND

- LIMIT OF WATERSHED AREA
- PROPOSED DRAINAGE WORKS
- EXISTING OR INTERIOR WATERSHED
- - - - - EXIST. DITCH TO BE BACKFILLED
- EXIST. MUNICIPAL DRAIN
- PRIVATE TILE OR SURFACE WATER RUN
- EXIST. WATERCOURSE OR PRIVATE DITCH

10 - 025 ASSESSMENT ROLL NUMBER  
J. SMITH OWNERS NAME  
40.5 ha. HECTARES OWNED

# POOL OUTLET DRAIN

## Municipality of West Elgin

Drainage Superintendent:	No.	REVISIONS	DATE
TOM MOHAN			
519-785-0560			

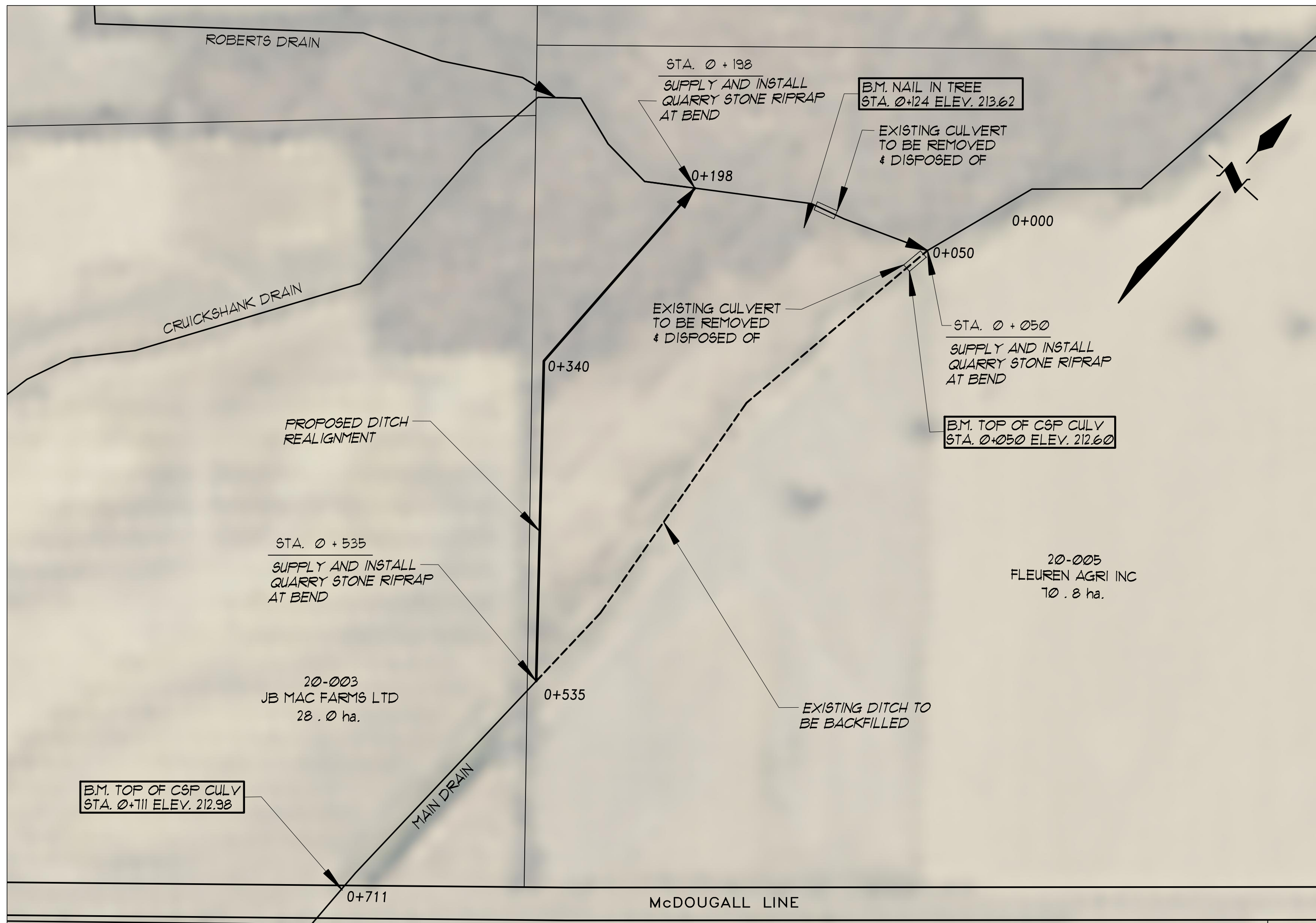
Drawn By: AP	Field Book	JOB No.	Drawing No.
Date: SEPT. 8, 2021	D-GFS	220248	1 of 2

PLAN & NOTES

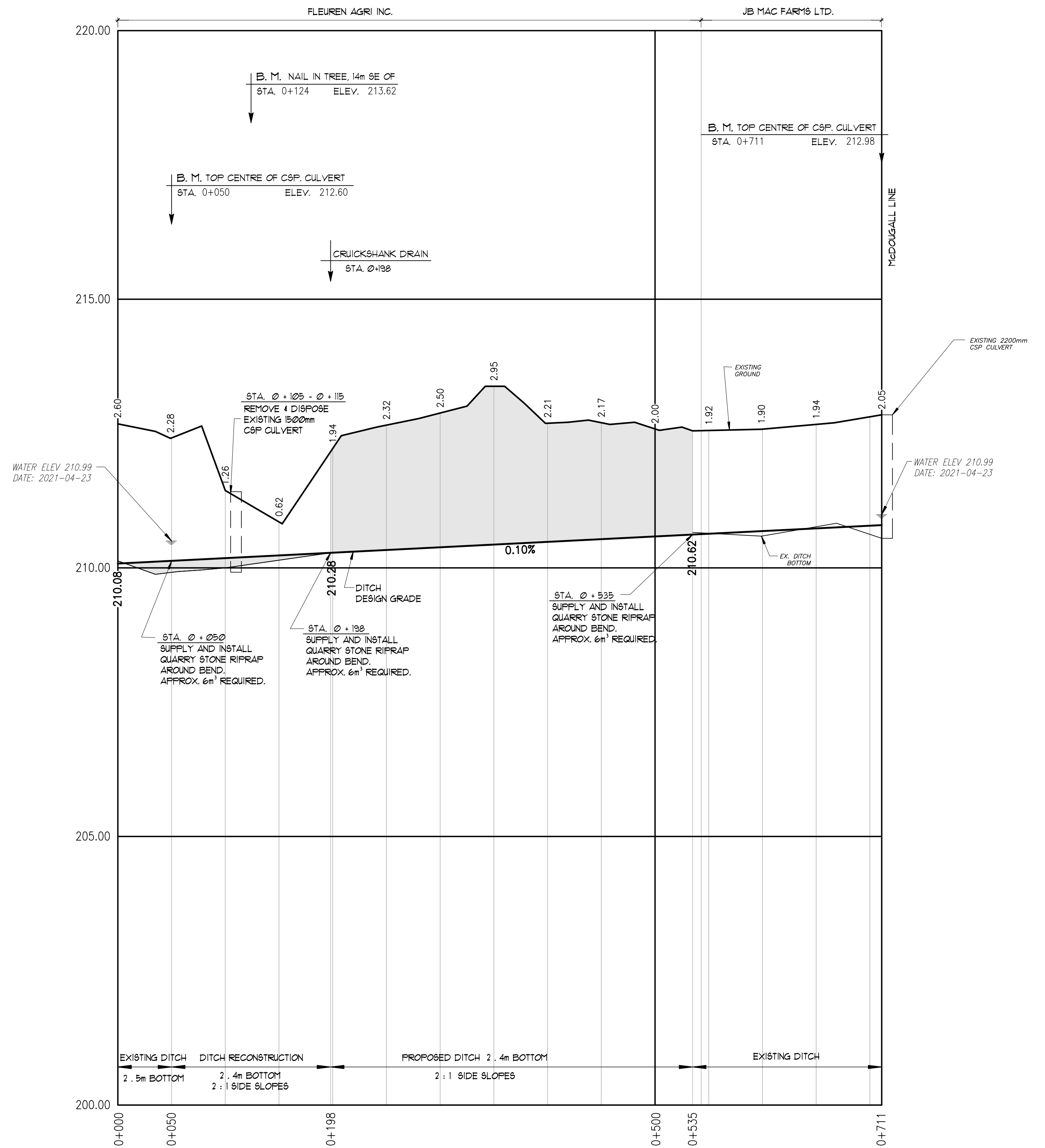
**SPRIET ASSOCIATES**  
LONDON CONSULTING ENGINEERS

155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8

WATERSHED PLAN SCALE 1 : 10,000

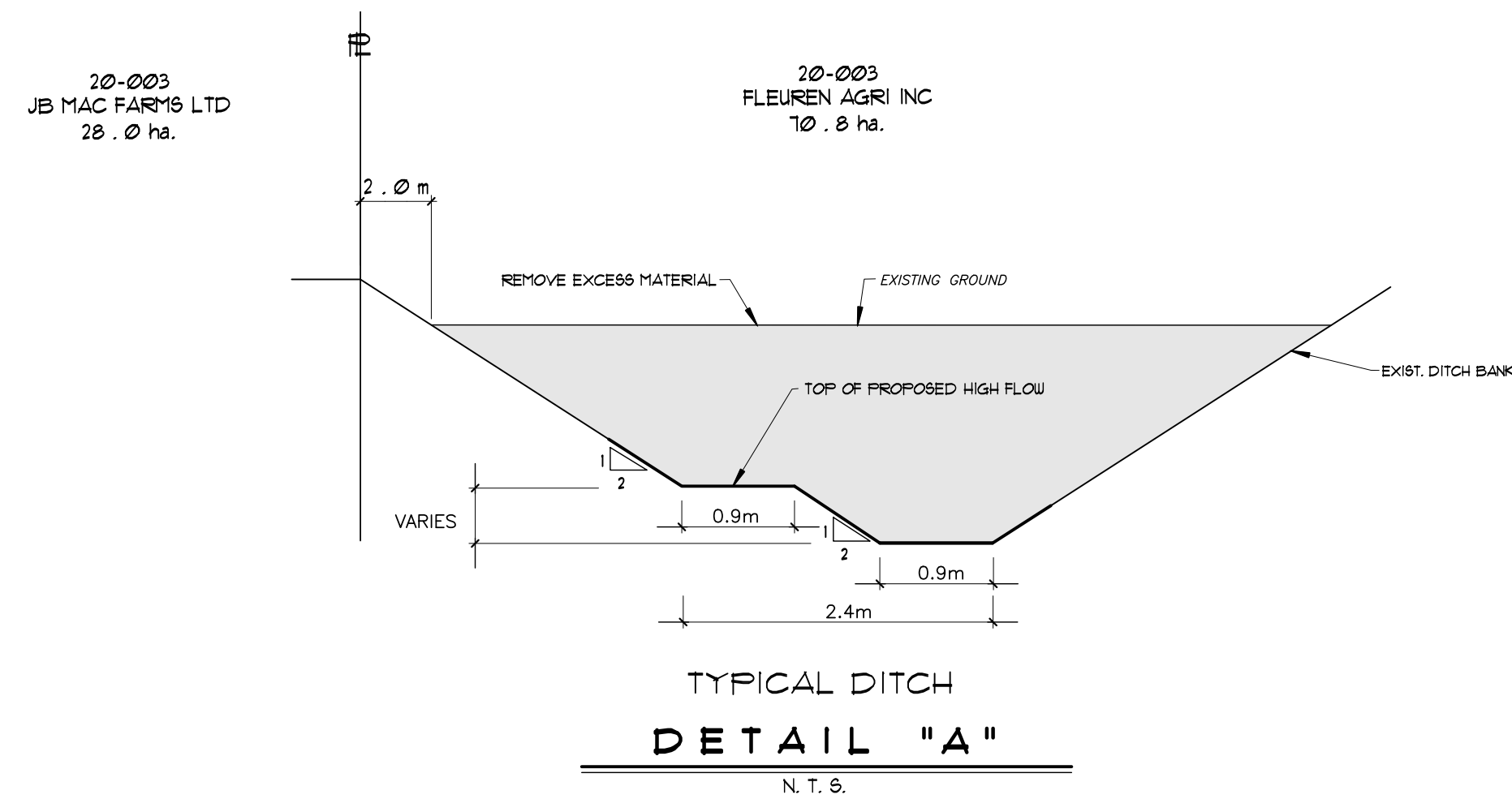


DETAIL PLAN SCALE 1 : 2,000



MAIN DRAIN

SCALE : HOR. 1 : 2,500  
VERT. 1 : 50



TYPICAL DITCH  
DETAIL "A"

N.T.S.

<b>POOL OUTLET DRAIN</b>			
Municipality of West Elgin			
Drainage Superintendent: TOM MOHAN 519-785-0560	No.	REVISIONS	DATE
Drawn By: AP Date: SEPT. 8, 2021	Field Book D-GPS	JOB No. 220248	Drawing No. 2 of 2
PLAN, PROFILE, & DETAIL			
<b>SPRIET ASSOCIATES</b> LONDON CONSULTING ENGINEERS 155 YORK STREET - LONDON (519) 672-4100 - NEA 1A8			



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2021-56**

#### **A By-law to Authorize the Mayor and Clerk to Execute an Amending Agreement with Her Majesty the Queen in Right of Ontario as Represented by the Solicitor General for the Provision of Police Services for the Elgin Group Municipalities**

**Whereas** the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, authorizes municipalities to enter into agreements; and

**Whereas** under Section 4(1) of the *Police Services Act, R.S.O. 1990, c.P. 15* the Solicitor General may enter into an agreement with the council of a municipality or jointly with the councils of two or more municipalities for the provision of police services for the municipality or municipalities by the Ontario Provincial Police; and

**Whereas** under Section 29, the Parties may amend the Agreement by written agreement; and

**Whereas** The Corporation of the Municipality of West Elgin, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of the Township of Southwold, The Corporation of the Municipality of Central Elgin, The Corporation of the Municipality of Dutton Dunwich and The Corporation of the Township of Malahide (herein after collectively called the “Elgin Group”) seek to enter into a single amending agreement for the provision of Police Services by the Ontario Provincial Police;

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

1. The Mayor and the Clerk are hereby authorized on behalf of The Corporation of the Municipality of West Elgin to enter into and execute under its corporate seal and agreement for the provision of Police Services with the Solicitor General of Ontario.
2. The Police Services agreement with the Solicitor General of Ontario shall also be authorized by the five other Municipalities, being the other members of the Elgin Group.
3. The Police Services amending agreement will commence on the 30<sup>th</sup> day of December 2021 and will conclude on the 31<sup>st</sup> day of December 2022.

4. A copy of said amending agreement shall remain attached to and form part of this by-law
5. This by-law shall come into force and effect on upon the final reading thereof.

Read a first, second, and third time and passed this 14<sup>th</sup> day of October, 2021

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Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk

This AMENDING AGREEMENT is from the 1st day of January, 2015 to the 31<sup>st</sup> day of December, 2022

BETWEEN:

**HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO AS REPRESENTED BY THE SOLICITOR GENERAL**  
**("Ontario")**

-and-

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF BAYHAM**  
**THE CORPORATION OF THE TOWNSHIP OF SOUTHWOLD**  
**THE CORPORATION OF THE MUNICIPALITY OF CENTRAL ELGIN**  
**THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH**  
**THE CORPORATION OF THE TOWNSHIP OF MALAHIDE**

**("the Elgin Group")**

## **BACKGROUND**

- A. The Parties entered into the Agreement for the provision of Police Services under Section 10 of the *Police Services Act* (the "Agreement") which commenced on the 1<sup>st</sup> day of January 2015.
- B. The Agreement includes all the Schedules and Appendices to the Agreement.
- C. Pursuant to Section 29, the Parties may amend the Agreement by written agreement.
- D. The Parties wish to further amend the Agreement as set out in this Amending Agreement, by extending the duration of the contract to conclude on the 31<sup>st</sup> of December, 2022, as supported by:

Bylaw # XXXX, dated MMMM DD<sup>th</sup>, 2021 of the Corporation of the XXXX (attached as Schedule "A").

NOW THEREFORE, the Parties agree as follows:

- 1. Section 26 of the Agreement shall be replaced with the following:
  - 26. Notwithstanding the date upon which this Agreement is signed, the term of this Agreement shall commence on the 1st day of January 2015, and shall conclude on the earlier of (i) the 31<sup>st</sup> day of December, 2022 or (ii) the date that the Community Safety and Policing Act, 2019 comes into force.

Relevant terms and conditions of the Agreement, that are not specifically amended but that relate to the amendments set out in this Amending Agreement shall be deemed to be

amended so as to give effect to the changes herein.

Except for the amendments set out herein, the terms and conditions of the Agreement remain in full force and effect and time shall remain of the essence.

Notwithstanding the date upon which this Amending Agreement is signed, this Amending Agreement is effective as of the 30th day of December, 2021.

FOR ONTARIO

\_\_\_\_\_  
Deputy Solicitor General, Community Safety

FOR THE Corporation of  
the Municipality of West Elgin

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of Bayham

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Township of Southwold

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of Central Elgin

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Municipality of  
Dutton/Dunwich

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

FOR THE Corporation of  
the Township of Malahide

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

Date signed by Municipality: \_\_\_\_\_

DRAFT

**Schedule “A”**

**BY-LAW OF THE MUNICIPAL COUNCIL  
Elgin Group**

DRAFT

**By-Law Placeholder**

DRAFT

**Schedule “C”  
OPP 2021 Annual Billing Statement**

DRAFT

## OPP 2021 Annual Billing Statement

### Elgin Group

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	18,079		
	Commercial and Industrial	885		
	Total Properties	<u>18,964</u>	177.48	3,365,653
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	1.4900%	132.26	2,508,169
<b>Overtime</b>			11.20	212,308
<b>Court Security</b>			9.54	180,918
<b>Prisoner Transportation</b>	(per property cost)		2.11	40,014
<b>Accommodation/Cleaning Services</b>	(per property cost)		4.68	88,752
<b>Total 2021 Estimated Cost</b>			<u><b>337.26</b></u>	<u><b>6,395,813</b></u>
<b>2019 Year-End Adjustment</b>				123,458
<b>Grand Total Billing for 2021</b>				<u><b>6,519,271</b></u>
<b>2021 Monthly Billing Amount</b>				<b>543,273</b>

## OPP 2021 Annual Billing Statement

### West Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,978		
	Commercial and Industrial	179		
	Total Properties	<u>3,157</u>	177.48	560,291
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.2165%	115.43	364,398
Overtime			8.34	26,340
Prisoner Transportation			2.11	6,661
Accommodation/Cleaning Services			<u>4.68</u>	<u>14,775</u>
Total 2021 Estimated Cost			<u><b>308.03</b></u>	<u><b>972,466</b></u>

## OPP 2021 Annual Billing Statement

Bayham M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	2,717		
	Commercial and Industrial	136		
	Total Properties	<u>2,853</u>	177.48	506,339
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.2147%	126.67	361,403
Overtime			14.10	40,218
Prisoner Transportation			2.11	6,020
Accommodation/Cleaning Services			<u>4.68</u>	<u>13,352</u>
Total 2021 Estimated Cost			<u><b>325.04</b></u>	<u><b>927,332</b></u>

## OPP 2021 Annual Billing Statement

### Southwold Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
<b>Base Service</b>	<b>Property Counts</b>			
	Household	1,772		
	Commercial and Industrial	65		
	Total Properties	<u>1,837</u>	177.48	326,023
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	0.1701%	155.90	286,396
<b>Overtime</b>			10.48	19,260
<b>Prisoner Transportation</b>			2.11	3,876
<b>Accommodation/Cleaning Services</b>			<u>4.68</u>	<u>8,597</u>
<b>Total 2021 Estimated Cost</b>			<u><b>350.65</b></u>	<u><b>644,153</b></u>

## OPP 2021 Annual Billing Statement

### Central Elgin M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			<b>Cost per Property \$</b>	<b>Total Cost \$</b>
<b>Base Service</b>	<b>Property Counts</b>			
	Household	5,708		
	Commercial and Industrial	257		
	Total Properties	<u>5,965</u>	177.48	1,058,644
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	0.5018%	141.62	844,788
<b>Overtime</b>			11.93	71,133
<b>Court Security</b>			30.33	180,918
<b>Prisoner Transportation</b>			2.11	12,586
<b>Accommodation/Cleaning Services</b>			<u>4.68</u>	<u>27,916</u>
<b>Total 2021 Estimated Cost</b>			<u><b>368.14</b></u>	<u><b>2,195,985</b></u>

## OPP 2021 Annual Billing Statement

Dutton Dunwich M

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	1,673		
	Commercial and Industrial	73		
	Total Properties	<u>1,746</u>	177.48	309,873
Calls for Service	Total all municipalities	168,336,779		
	Municipal portion	0.1472%	141.90	247,759
Overtime			13.43	23,455
Prisoner Transportation			2.11	3,684
Accommodation/Cleaning Services			<u>4.68</u>	<u>8,171</u>
Total 2021 Estimated Cost			<u>339.60</u>	<u>592,942</u>

## OPP 2021 Annual Billing Statement

### Malahide Tp

Estimated costs for the period January 1 to December 31, 2021

Please refer to [www.opp.ca](http://www.opp.ca) for 2021 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
<b>Base Service</b>	<b>Property Counts</b>			
	Household	3,231		
	Commercial and Industrial	175		
	Total Properties	<u>3,406</u>	177.48	604,483
<b>Calls for Service</b>				
	Total all municipalities	168,336,779		
	Municipal portion	0.2397%	118.45	403,426
<b>Overtime</b>			9.37	31,901
<b>Prisoner Transportation</b>			2.11	7,187
<b>Accommodation/Cleaning Services</b>			<u>4.68</u>	<u>15,940</u>
<b>Total 2021 Estimated Cost</b>			<u><b>312.08</b></u>	<u><b>1,062,937</b></u>



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2021-57**

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

**Whereas** Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

**Whereas** Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

**Whereas** it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

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

1. That the actions of the meeting of Council held on October 14, 2021, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 14<sup>th</sup> day of October, 2021.

---

Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk