



Municipality of West Elgin

Agenda

Council Meeting

Date: April 14 2022, 9:30 a.m.
Location: West Elgin Community Complex - Hybrid Meeting
160 Main Street
West Lorne
Electronic Hybrid Meeting

This meeting will be broadcasted and the recording made available after the meeting on the municipal website. If you require an alternate format or accessible communication support or wish to receive the link to the meeting via email please contact the Clerk, at 519-785-0560 or by email at clerk@westelgin.net.

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Employee Recognition - George Nute Retirement

5. Public Meeting

Recommendation:

That Council proceed into a Public Meeting pursuant to Section 34 of the *Planning Act, R.S.O 1990* at _____ a.m. in order to consider a proposed amendment to Zoning By-Law 2015-36.

5.1. Purpose of the Public Meeting

The purpose of the public meeting is to consider and hear comments on a proposed housekeeping amendment to the Zoning By-law.

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

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

5.2. Planning Report

10

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding zoning by-law amendment 2022 housekeeping amendment to the West Elgin Zoning By-law 2015-36, File No. D14 01-2022, for all applicable lands within the municipality;

5.3. Public Comments

5.4. Council Comments

5.5. Recommendation

Recommendation:

That West Elgin Council approve the zoning by-law amendment 2022 housekeeping amendment, in accordance with the draft by-law attached to this report; and

Further That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the April 14, 2022 Council Agenda.

5.6. Close of Public Meeting

Recommendation:

That West Elgin Council hereby closes the public meeting held pursuant to Section 34 of the Planning Act R.S.O 1990 at _____ a.m. to reconvene in the Regular Meeting of Council.

6. Adoption of Minutes

19

Recommendation:

That the Minutes of the Council meeting on March 24, 2022 and the Special Meeting of Council on March 29, 2022 be adopted as circulated and printed.

7. Business Arising from Minutes

8. Staff Reports

8.1. Building

8.1.1. Jackie Morgan-Beunen, CBO - Building Activity Report March 2022

29

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for March 2022 for information purposes.

8.2. Fire

8.2.1. Jeff McArthur, Fire Chief - Monthly Report – March 2022

31

Recommendation:

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

8.3. Operations & Community Services

8.3.1. Lee Gosnell, Manager of Operations & Community Services - Award 2022 Dust Suppressant Tender 34

Recommendation:

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

That West Elgin Council hereby accepts the quote submitted by Eastern Oilfield Services Ltd. at a cost of \$117,000.00 plus applicable taxes for supply and application of dust suppressant included in the 2022 municipal budget.

8.3.2. Lee Gosnell, Manager of Operations & Community Services - Award 2022 Gravel Tender 36

Recommendation:

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

That West Elgin Council hereby accepts the quote submitted by Johnston Brothers Ltd. at a cost of \$299,250.00 plus applicable taxes for supply & application of maintenance gravel included in the 2022 municipal budget.

8.3.3. Lee Gosnell, Manager of Operations & Community Services - Monthly Operations Update – March 2022 38

Recommendation:

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

8.4. Municipal Drains

8.4.1. J. Nethercott, Clerk - Re-Appportionment of Drainage Assessment for the Head Drain 41

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Head Drain due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Head Municipal Drain, as part of severance E37/21 as presented.

8.5. Clerk

8.5.1. J. Nethercott, Clerk - Dutton Child Care Centre Board – Request for Municipal Representation 44

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Dutton Child Care Centre Board – Request for Municipal Representation; and

That West Elgin Council hereby appoints _____, to the Dutton Child Care Centre Board as the West Elgin Municipal Representative for the remainder of the current Council term.

8.6. Finance/Administration

8.6.1. Magda Badura, CAO/Treasurer - Water and Wastewater Billing Collection Policy 46

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Water and Wastewater Billing Collection Policy; and

That West Elgin Council considers the Water and Wastewater Billing Collection Policy in the By-Law portion of the agenda.

8.6.2. Magda Badura, CAO/Treasure - Water Fill Station Retrofit 53

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Water Fill Station Retrofit; and

West Elgin Council hereby approves the purchase of the Surface Mount Access Terminal and installation costs of up to \$26,000 plus applicable taxes for the Water Fill Station Retrofit.

8.6.3. M. Badura, CAO/Treasurer & J. Nethercott, Clerk - Administration Monthly Update – March 2022 58

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administration Monthly Update for March 2022 for information purposes.

9. Approval of Waiver of Fees

9.1. West Lorne Optimist Car Show

63

Recommendation:

That West Elgin Council hereby _____ the request of the West Lorne Optimist to waive the rental fee for Miller Park Pavilion of \$25 plus applicable taxes on July 3, 2022.

9.2. Rodney Horticultural Society

64

Recommendation:

That West Elgin Council hereby _____ the request of the Rodney Horticultural Society to waive the rental fee of \$140 plus applicable taxes for the West Elgin Recreation Centre on Friday May 20 and Saturday May 21, 2022 for the Annual Plant Sale.

9.3. Rodney Kiwanis

65

Recommendation:

That West Elgin Council hereby _____ the Kiwanis Club of Rodney's request to waive rental fees of \$520 plus applicable taxes for their bi-weekly meetings in the large meeting room at the West Elgin Recreation Centre and \$425 plus applicable taxes for the full building rental for the Easter Egg Hunt on April 16, 2022.

10. Committee and Board Report

10.1. Councillor Reports from Committees

10.2. Youth Task Team Minutes - January 31

67

10.3. Four Counties Transit Minutes - February 14, 2022

70

11. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #4 amounting to \$1,952,760.35 in settlement of General, Road, Water and Arena Accounts including EFT#5000-5064, online Payments# 892-903, cheque # 25903-25916 and Payroll PP06/07.

12. Correspondence

12.1. Ministry of Agriculture, Food and Rural Affairs - Avian Flu

73

12.2.	Ministry of Municipal Affairs and Housing - More Homes for Everyone Plan	75
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12.4.	City of Waterloo - Ontario Building Code	78
12.5.	Municipality of Clarington - Natural Heritage System Mapping	81
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12.9.	Rodney Fire Fighters Association - Request to Close Furnival Road	92
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12.11.	Rodney Kiwanis - Port Glasgow Beach Clean Up	95
13.	Council Inquires/Announcements	
13.1.	Notice of Motion	
13.2.	Statements/Inquires by Councillors	
13.3.	Matters of Urgency	
14.	Upcoming Meetings/Events	
	<ul style="list-style-type: none"> April 20, 2022 - So You Want to Run for Council Workshop - 6:30pm at WEDS Theatre - 199 Currie Rd, Dutton April 6, 2022 - Tri-County Water Board Meeting - 7 pm Hybrid format 	
15.	By-Laws	

15.1. By-Law 2022-17 - Delegated Authority During "Lame Duck" Period 96

Recommendation:

That By-law 2022-17, being a By-Law to Delegate Authority to the Chief Administrative Officer for Certain Acts during a "Lame Duck" Period for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

15.2. By-Law 2022-18 - Housekeeping Zoning Amendment 98

Recommendation:

That By-law 2022-18 being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for all the lands within the Municipality of West Elgin, be read a first, second and third and final time.

15.3. By-Law 2022-19 - Water and Wastewater Billing and Collection Policy 101

Recommendation:

That By-law 2022-19 being a By-Law to adopt the Policy AD 3.4 – Water and Wastewater Billing and Collection Policy, be read a first, second and third and final time.

16. Confirming By-Law 102

Recommendation:

That By-law 2022-20 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 14, 2022, be read a first, second and third and final time.

17. 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, d & f) of the *Municipal Act R.S.O. 2001* consideration will be given to matters pertaining to:

1. personal matters about an identifiable individual, including a municipal or local board employee;
2. labour relations or employee negotiations; and
3. advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

18. Report from Closed Session

19. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____
to meet again at 9:30 a.m. on April 28, 2022 or at the call of the Chair.



Staff Report

Report To: Council Meeting

From: Heather James, Planner

Date: 2022-04-14

Subject: Zoning By-law Amendment 2022 Housekeeping Amendment

Recommendation:

That West Elgin Council hereby receives the report from Heather James regarding zoning by-law amendment 2022 housekeeping amendment to the West Elgin Zoning By-law 2015-36, File No. D14 01-2022, for all applicable lands within the municipality;

And that West Elgin Council approve the zoning by-law amendment 2022 housekeeping amendment, in accordance with the draft by-law attached to this report; and

Further That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the April 14, 2022 Council Agenda.

Purpose:

The purpose of this Report is to provide Council with a proposed housekeeping amendment to the Zoning By-law and to hold a statutory public meeting to gather comments on the proposed amendment.

Background:

The West Elgin Zoning By-law came into effect on May 28, 2015. A 2020 office consolidation of the Zoning By-law is available on the website at the link below:

<https://www.westelgin.net/en/business-and-development/zoning.aspx>

Since that time, there has been several site-specific amendments submitted by proponents to facilitate development approvals accordingly. Also, the Municipality has done some occasional housekeeping amendments, as detailed below.

In 2019, West Elgin Council updated the zoning by-law to provide definitions and regulations for cannabis; added regulations for shipping containers and storage units; added regulations for lighting facilities; and, removed minimum ground floor area for a dwelling unit where permitted.

In 2020, West Elgin Council updated the zoning by-law to include revisions to the Future Residential (FR) and Future Development (FD) Zones; added new zone provisions for Section 4.2 Temporary Buildings; revised Section 4.4 Established Building Lines; updated references to Minimum Distance Separation Formulae and how it is to be applied; revised to Section 1.4 Interpretation; and fixed mapping errors on applicable maps.

At the January 13, 2022 Council meeting, the Municipal Planner brought forward a report to Council outlining the proposed changes to the West Elgin Zoning By-law. Council agreed with the changes and directed staff to proceed with holding a public meeting.

As part of the continuous review of the Zoning By-law, in efforts to improve the user-friendliness of the document and areas of concern as a result of development review proposals, the following has been included in the 2022 housekeeping amendment:

1. That Section 17. Hamlet Commercial (C2) Zone, of By-law No. 2015-36, as amended, be amended by modifying Section 17.1.1 Permitted Uses, by inserting “Mobile Food Outlet” after “gas bar”.
2. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by modifying the definition of “Mobile Food Outlet”, by inserting “, as a secondary use to the main use” after “public”.
3. That Section 26. Recreational Vehicle Park (RVP) Zone, of By-law No. 2015-36, as amended, be amended as follows:
 - a. By modifying Section 26.1.1 Permitted Uses, by inserting the following:
 - i. “club as an accessory use” after “campground or trailer park”; and
 - ii. “laundry establishment” as an accessory use, “management office as an accessory use”; “mobile food outlet as a secondary use”; “retail store as a secondary use”; and “washroom facilities as an accessory use” after “dwelling unit or single unit dwelling as an accessory use”.
 - b. By modifying Section 26.2 Special Use Regulations, by inserting Section 26.2.4, after Section 26.2.3, as follows:

26.2.4 RETAIL STORE

Where a retail store is erected as a secondary use to the campground or trailer park, it shall:

- a) only be used by the members of the campground or trailer park, or their approved visitors.
 - b) shall comply with the following:
 - a. Table 26-1.
 - b. have a maximum building floor area of 46.5 square metres (500 square feet).
 - c. up to a maximum 10% floor area of a building with more than one use.
 - d. have a maximum outdoor space associated with the retail store of 4.65 square metres (50 square feet).
4. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after the “Road” definition:

“Road Side Stand

shall mean a structure used to sell fruits, vegetables, or flowers, is accessory to the agricultural use of the site and a minimum of 60% of the goods and materials for sale are grown or produced on site.”

5. That Section 4. GENERAL PROVISIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after Section 4.31 provisions:

“4.32 ROAD SIDE STANDS

Notwithstanding Section 4.1 to the contrary, a road side stand, shall be subject to the following:

- a) shall be permitted only within the Agricultural Zones;
- b) shall not exceed 10 square metres in floor area;
- c) shall not exceed 3 metres in height
- d) may be erected in the front yard or exterior side yard;
- e) may be erected closer to the street line than the main building is to the street line;
- f) may be erected not closer than 1 metre from the lot line.”

6. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by deleting and replacing “Established Building Line”, with the following:

“Established Building Line

means the average distance from the street line of the existing single unit dwellings, where one side of one block has more than one-half of the lots built upon.”

7. That Section 4.4 Established Building Lines, of By-law No. 2015-36, as amended, be further amended by the following:

- a. modifying subsection c), by inserting “between intersecting streets or roads, being the block”, after “road”.
- b. inserting the following after subsection c):
 - i. “d) Section 4.4 shall only be applied within the Residential Zones.
- e) That the established building line shall be deemed to be the following:
 - i) In the case of an interior lot, the average distance from the street line of the existing dwellings on either side of the subject lot.
 - ii) In the case of a corner lot, the average distance from the street line of the existing dwellings on the two lots on the one side of the subject lot, away from the intersection, within the block.

8. That Section 4.15 Minimum Setbacks from County Roads, of By-law No. 2015-36, as amended, be further amended by deleting “*not applicable within settlement area of Rodney and West Lorne” and replacing it with “These provisions are not applicable within the settlement areas of Rodney, West Lorne, New Glasgow, Eagle, Clachan and Port Glasgow.”
9. That Section 4.1 Accessory uses, Buildings and Structures, of By-law No. 2015-36, as amended, be further amended the following:
 - a. modifying subsection c), by inserting “, save and except within the Agriculture Zones” after “exterior side yard”; and
 - b. modifying subsection d) by inserting “, save and except within the Agriculture Zones” after “is to that street”.

The draft by-law is attached to this report. Due to comments received from Council and the public on the proposed amendment, a further revision to the zoning by-law amendment may be required.

Public Meeting Notice:

The public meeting notice was published in the West Elgin Chronicle on March 24, 2022. The notice of public meeting met the circulation requirements under the Planning Act. The notice along with the proposed zoning by-law amendment was also posted on the Municipality’s website for the public’s review.

Circulation of the Application:

The application was circulated to the applicable commenting agencies prior to the public meeting. At the time of submission of this report, no comments were received from public agencies, municipal staff and the public. Comments were received from municipal staff when the draft zoning by-law amendment was written in January 2022 and incorporated into the document.

Financial Implications:

There are costs associated with newspaper notices (notice of public meeting and notice of decision), to advertise the Public Meeting as well as any decision-making of Council. There is budget allocation for advertising within the Planning Budget to capture this cost.

Further, the decision is appealable to the Ontario Land Tribunal, which could have additional costs associated thereto.

Policies/Legislation:

Provincial Policy Statement (PPS):

Under Section 3(5) of the *Planning Act*, the Municipality “shall be consistent with” matters of provincial interest as set out in the Provincial Policy Statements (PPS).

Conclusion: The proposed zoning by-law amendment application is consistent with the PPS.

County of Elgin Official Plan:

A zoning by-law amendment is required to be in conformity with the upper tier Official Plan.

Comment: The proposed zoning by-law amendment conforms to the policies of the County of Elgin Official Plan and an amendment the County's Official Plan is not required.

Conclusion: The proposed zoning by-law amendment application conforms with the County of Elgin Official Plan.

Municipality of West Elgin Official Plan:

Section 10.51. Conformity with the Official Plan states except as may be otherwise provided for by this Plan, the Zoning By-law shall zone land in conformity with the land use designations and policies of this Plan and shall establish regulations to control the use of land and the character, location and use of buildings and structures.

Comment: The proposed zoning by-law amendment conforms to the policies of the Municipality of West Elgin Official Plan and an amendment to the Official Plan is not required.

Conclusion: The proposed zoning by-law amendment application conforms to the Municipality of West Elgin Official Plan.

Related Documents:

Planning Report 2022-01 Housekeeping Amendment to the Zoning By-law – Consideration to Proceed Request.

Report Approval Details

Document Title:	Zoning By-law Amendment 2022 Housekeeping Amendment - 2022-07-Planning.docx
Attachments:	- 2022-xx - Housekeeping Zoning By-law Amendment.docx
Final Approval Date:	Apr 11, 2022

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

Jana Nethercott



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2022-xx

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for all the lands within the Municipality of West Elgin.

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

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

1. That Section 17. Hamlet Commercial (C2) Zone, of By-law No. 2015-36, as amended, be amended by modifying Section 17.1.1 Permitted Uses, by inserting “Mobile Food Outlet” after “gas bar”.
2. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by modifying the definition of “Mobile Food Outlet”, by inserting “, as a secondary use to the main use” after “public”.
3. That Section 26. Recreational Vehicle Park (RVP) Zone, of By-law No. 2015-36, as amended, be amended as follows:
 - a. By modifying Section 26.1.1 Permitted Uses, by inserting the following:
 - i. “club as an accessory use” after “campground or trailer park”; and
 - ii. “laundry establishment” as an accessory use, “management office as an accessory use”; “mobile food outlet as a secondary use”; “retail store as a secondary use”; and “washroom facilities as an accessory use” after “dwelling unit or single unit dwelling as an accessory use”.
 - b. By modifying Section 26.2 Special Use Regulations, by inserting Section 26.2.4, after Section 26.2.3, as follows:

26.2.4 RETAIL STORE

Where a retail store is erected as an secondary use to the campground or trailer park, it shall:

- a) only be used by the members of the campground or trailer park, or their approved visitors.
 - b) shall comply with the following:
 - a. Table 26-1.
 - b. have a maximum building floor area of 46.5 square metres (500 square feet).
 - c. up to a maximum 10% floor area of a building with more than one use.
 - d. have a maximum outdoor space associated with the retail store of 4.65 square metres (50 square feet).
- 4. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after the “Road” definition:

“Road Side Stand
shall mean a structure used to sell fruits, vegetables or flowers, is accessory to the agricultural use of the site and a minimum of 60% of the goods and materials for sale are grown or produced on site.”
- 5. That Section 4. GENERAL PROVISIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after Section 4.31 provisions:

“4.32 ROAD SIDE STANDS

Notwithstanding Section 4.1 to the contrary, a road side stand, shall be subject to the following:

 - a) shall be permitted only within the Agricultural Zones;
 - b) shall not exceed 10 square metres in floor area;
 - c) shall not exceed 3 metres in height
 - d) may be erected in the front yard or exterior side yard;
 - e) may be erected closer to the street line than the main building is to the street line;
 - f) may be erected not closer than 1 metre from the lot line.”
- 6. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by deleting and replacing “Established Building Line”, with the following:

“Established Building Line
means the average distance from the street line of the existing single unit dwellings, where one side of one block has more than one-half of the lots built upon.”

7. That Section 4.4 Established Building Lines, of By-law No. 2015-36, as amended, be further amended by the following:
- a. modifying subsection c), by inserting “between intersecting streets or roads, being the block”, after “road”.
 - b. inserting the following after subsection c):
 - i. “d) Section 4.4 shall only be applied within the Residential Zones.
 - e) That the established building line shall be deemed to be the following:
 - i) In the case of an interior lot, the average distance from the street line of the existing dwellings on either side of the subject lot.
 - ii) In the case of a corner lot, the average distance from the street line of the existing dwellings on the two lots on the one side of the subject lot, away from the intersection, within the block.
8. That Section 4.15 Minimum Setbacks from County Roads, of By-law No. 2015-36, as amended, be further amended by deleting “*not applicable within settlement area of Rodney and West Lorne” and replacing it with “These provisions are not applicable within the settlement areas of Rodney, West Lorne, New Glasgow, Eagle, Clachan and Port Glasgow.”
9. That Section 4.1 Accessory uses, Buildings and Structures, of By-law No. 2015-36, as amended, be further amended the following:
- a. modifying subsection c), by inserting “, save and except within the Agriculture Zones” after “exterior side yard”; and
 - b. modifying subsection d) by inserting “, save and except within the Agriculture Zones” after “is to that street”.

Read a first, second, and third time and finally passed this _____th day of _____ 2022.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



Municipality of West Elgin

Minutes

Council Meeting

March 24, 2022, 9:30 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
Emily Jocius, Operations & Community Services Coordinator

Due to the COVID-19 Pandemic and physical distancing requirements this meeting was held in a hybrid format.

1. Call to Order

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

2. Adoption of Agenda

Resolution No. 2022- 87

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Delegations

4.1 West Lorne Kiwanis Club - Safe Kids Project

Delegate was unable to attend the meeting. Mayor McPhail provided an overview from the information provided to him. The West Lorne Kiwanis are interested in hosting a safety day in Miller Park sometime in August. Mayor and Clerk to follow up with West Lorne Kiwanis regarding a future delegation.

5. Adoption of Minutes

Resolution No. 2022- 88

Moved: Councillor Rowe

Seconded: Councillor Tellier

That the Minutes of the Council meeting on March 10, 2022 be adopted as circulated and printed.

Carried

6. Business Arising from Minutes

None.

7. Staff Reports

7.1 Municipal Drains

7.1.1 J. Nethercott, Clerk - Re-Appportionment of Drainage Assessment for the Kruppe, Schweitzer and Hampton Drains

Resolution No. 2022- 89

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Kruppe, Schweitzer and Hampton Drains due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Kruppe, Schweitzer and

Hampton Municipal Drains, as part of severance E67/21 as presented.

Carried

7.2 Operations & Community Services

7.2.1 E. Jocius, Operations & Community Services Coordinator - Sports Literacy Program

Resolution No. 2022- 90

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That West Elgin Council hereby receives the report from Emily Jocius, Operations and Community Services Coordinator for information purposes.

Carried

7.2.2 L. Gosnell, Manager of Operations & Community Services - Rodney Reconstruction – Accessible Parking

Resolution No. 2022- 91

Moved: Deputy Mayor Leatham

Seconded: Councillor Tellier

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

That West Elgin Council supports the addition of two (2) accessible parking spaces on the south side of Moriah Street, east of Furnival Road, as designed by Elgin County Engineering.

Carried

7.3 Finance/Administration

7.3.1 M. Badura, CAO/Treasurer - Elgin County Library Standardized Lease Rate

Resolution No. 2022- 92

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Elgin County Library Standardized Lease Rate for information purposes.

Carried

8. Committee and Board Report

8.1 Councillor Reports from Committees

Councillor Rowe reported that Four Counties Transportation Committee met for a discussion on the purchase of the new bus. The Committee will meet on May 9 to examine Canadian Manufactured Buses. At this point the Committee is leaning towards continuing with the lift instead of the ramp option.

8.2 Recreation Committee

8.3 West Elgin Community Centre Board of Management

Mayor McPhail and Lee Gosnell reported that the ice is scheduled to start being removed on March 28.

8.4 Rodney Aldborough Agricultural Society - March 8, 2022 Minutes

9. Accounts

Resolution No. 2022- 93

Moved: Councillor Tellier

Seconded: Councillor Cammaert

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3A amounting to \$282,310.32 in settlement of General, Road, Water and Arena Accounts including EFT#4955-4999, online Payments# 887-891, cheque# 25898-25902 and Payroll PP05.

Carried

10. Correspondence

10.1 County of Elgin - 2022 Budget

- 10.2 County of Elgin - Terrace Lodge Fundraising Committee Annual Report**
- 10.3 Elgin County Council Highlights - March 8, 2022**
- 10.4 Middlesex County - Notice of Open House Official Plan Update**
- 10.5 Township of Woolwich - Mental Health Supports Resolution**
- 10.6 Wind Concerns Ontario - Set Backs**
- 10.7 Town of Mono - Resolution in support of Ukraine**
- 10.8 Dutton Child Care - Rodney Summer Camp Rate Reduction Request**

Resolution No. 2022- 94

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby approve the rental rate of \$1,100 per month for the 2022 Rodney Summer Camp and \$40 per hour for the exclusive use of the Rodney Pool.

Carried

- 10.9 Let's Connect Team - Waiver of Fees for Stroller Walk in Miller Park**

Resolution No. 2022- 95

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby approve the waiver of rental fees for the Miller Park on May 17, June 21, July 19, August 16 and September 20, 2022 as requested by the Let's Connect Team.

Carried

- 10.10 Rev James Paterson - Letter regarding housing**

Council directed staff to send a letter indicating their awareness of the need for housing in West Elgin and that West Elgin currently does not own any developable lands at this time and their willingness to provide fee reductions if land is able to be secured.

11. Upcoming Meetings

- April 7, 2022 at 9:30 am - Committee of the Whole - OP Policy Review Meeting
- April 14 at 9:30 am - Council Meeting

12. Council Inquires/Announcements

12.1 Notice of Motion

None.

12.2 Statements/Inquires by Councillors

Mayor McPhail reported that at the last Elgin County Council meeting the Manager of Social Services reported that the West Elgin Emergency Shelter had zero guests over the course of its existence.

Mayor McPhail reported that there is an intention to end the Emergency Declaration in coordination with Elgin County, City of St Thomas and all lower tier municipalities as a group.

12.3 Matters of Urgency

Councillor Tellier reported that she was just informed by Mr. Philips that the Rodney Legion has been given a deadline of March 31, 2022 to move the money that they have set aside for a local project. Staff are willing to set up a reserve fund for this money and a Special Council Meeting shall be called on March 29, 2022 at 1 pm in order to officially establish this reserve fund.

13. By-Laws

13.1 By-Law 2022-13 - Adopt 2022 Operating and Capital Budget

Resolution No. 2022- 96

Moved: Councillor Rowe

Seconded: Councillor Cammaert

That By-law 2022-13 being a By-Law to Adopt the 2022 Operating and Capital Budgets for the Municipality of West Elgin, be read a first, second and third and final time.

Carried

13.2 By-Law 2022-14 - Water and Wastewater Rates for 2022

Resolution No. 2022- 97

Moved: Councillor Rowe

Seconded: Deputy Mayor Leatham

That By-Law 2022-14 being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2022 and to repeal By-Law 2021-32, be read a first, second and third and final time.

Carried

14. Confirming By-Law

Resolution No. 2022- 98

Moved: Councillor Tellier

Seconded: Councillor Rowe

That By-law 2022-15 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 24, be read a first, second and third and final time.

Carried

15. Adjournment

Resolution No. 2022- 99

Moved: Councillor Tellier

Seconded: Deputy Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 10:40 a.m. to meet again at 1:00 p.m. on March 29, 2022 for a Special Meeting of Council or at the Call of the Chair.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

March 29, 2022, 1:00 p.m.

Electronic Participation Meeting via Zoom

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

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

1. Call to Order

Mayor Duncan McPhail called the meeting to order at 1:00 pm.

2. Adoption of Agenda

Resolution No. 2020- 100

Moved: Deputy Mayor Leatham

Seconded: Councillor Cammaert

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Staff Reports

4.1 M. Badura, CAO/Treasurer - Rodney Legion Reserve Fund Creation

Resolution No. 2020- 101

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby receives the report from Magda Badura re: Rodney Legion Reserve Fund Creation; and

That West Elgin Council hereby establishes the Rodney Legion Reserve Fund with the \$130,000 provided by the former Royal Canadian Legion, Rodney Branch 525 to provide funds for projects for the betterment of the Village of Rodney and West Elgin Community; and

That West Elgin Council hereby agrees that disbursement of the funds will require a recommendation from the Rodney Legion Working Group.

Carried

5. New Business

5.1 Port Glasgow Yacht Club Lighting Project

Resolution No. 2020- 102

Moved: Councillor Cammaert

Seconded: Deputy Mayor Leatham

That West Elgin Council hereby support the placement of the seven (7) dusk to dawn lights to be installed by the Port Glasgow Yacht Club on Municipally owned property as requested by the Port Glasgow Yacht Club, pending there be no financial considerations to the Municipality of West Elgin.

Carried

6. Confirming By-Law

Resolution No. 2020- 103

Moved: Councillor Rowe

Seconded: Councillor Tellier

That By-law 2022-16 being a by-law to confirm the proceedings of the Special Meeting of Council held on March 29, 2022, be read a first, second and third and final time.

Carried

7. Adjournment

Resolution No. 2020- 104

Moved: Councillor Cammaert

Seconded: Councillor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 1:15 p.m. to meet again at 9:30 a.m. on April 14, 2022.

Carried

Duncan McPhail, Mayor

Jana Nethercott, Clerk



Staff Report

Report To: Council Meeting
From: Jackie Morgan-Beunen, CBO
Date: 2022-04-14
Subject: Building Activity Report March 2022

Recommendation:

That West Elgin Council hereby receives the report from Jackie Morgan-Beunen, CBO re: Building Permit Report for March 2022 for information purposes.

Purpose:

The purpose of this report is to provide Council with information regarding the type of permits issued between March 1st to 31st, 2022 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 March: 9
- Total Number of those being Demolition Permits issued: 1
- Number of New Residence Building Permits within: 1

Summary of Permits issued Year-To-Date:

- 2022: Number of Permits Issued to end of March: 15
- 2021: Number of Permits Issued to end of March: 15
- 2022: Total Construction Value to end of March: \$1,917,000.00
- 2021: Total Construction Value to end of March: \$676,525.00
- 2022: Total Permit Fees to end of March: \$12,310.71
- 2021: Total Permit Fees to end of March: \$4,692.85

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Building Activity Report March 2022 - 2022-03-Building.docx
Attachments:	
Final Approval Date:	Apr 5, 2022

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2022-04-14
Report: 2022-05
Subject: Monthly Report – March 2022

Recommendation:

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

Purpose:

To provide Council with an update on fire department activities in the month of March 2022.

Background:

Emergency Responses

Medical	1	Assist EMS
MVC	2	1 clean up only
Other	2	Burn complaint, CO alarm sounding.
<i>TOTAL</i>	<i>5</i>	

Training & Meetings

The department has resumed a regular training schedule. Topics in March included smoke & carbon monoxide requirements, fire extinguishers, and ladders.

Rodney Station #1 hosted two days of the Elgin-Middlesex NFPA 1001 Recruit Class in March with WEFD members assisting with instruction.

Six firefighters are attending the NFPA 1001 Firefighter Levels 1 & 2 in Elgin-Middlesex, and two firefighters attending Level 2.

An officer meeting was held, with various items discussed including training and the budget.

Fire Prevention

Two routine fire inspections were completed, along with follow-up on a previous inspection.

Other Activities/Information

A posting for a Captain for Station #1 Rodney was made. Interviews are being scheduled.

New Lesson Plan and Training Safety Plan forms were implemented, providing an improved structure for training sessions and consistency among stations.

The breathing air compressor and SCBA conversion items have been ordered, with estimated delivery times pending.

The surplus trailer and van were listed on GovDeals and sold.

Financial Implications:

There are no financial implications associated with this report.

Report Approval Details

Document Title:	Monthly Activity Report - March 2022 - 2022-05-Fire.docx
Attachments:	
Final Approval Date:	Apr 11, 2022

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2022-04-14

Subject: 2022 Dust Suppressant

Recommendation:

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

That West Elgin Council hereby accepts the quote submitted by Eastern Oilfield Services Ltd. at a cost of \$117,000.00 plus applicable taxes for supply and application of dust suppressant included in the 2022 municipal budget.

Purpose:

To accept the quote from Eastern Oilfield Services Ltd. for the supply, haul and spread of approx. 2,250,000 liters of natural dust suppressant.

Background:

Five quotes were received by the deadline of April 8, 2022, and are listed below (before taxes) –

1. Pollard Highway Products Ltd.	\$236,250.00
2. Den-Mar Brines Limited.	\$202,500.00
3. 552976 Ontario Limited	\$294,750.00
4. Da-Lee Group	\$298,125.00
5. Eastern Oilfield Services Ltd.	\$117,000.00

Financial Implications:

This years' dust suppressant tender received interest from five suppliers and included a competitive submission from Eastern Oilfield Services Ltd. of Bothwell, Ontario. A substantial portion of the tender amount comes from transportation of the product. Eastern's supply is local to the West Elgin area, which helps reduce the overall cost due to a decrease in time and fuel requirements. The municipality received brine from this contractor last year, and staff felt they did an excellent job. Therefore, we recommend award of the 2022 dust suppressant tender to Eastern Oilfield Services Ltd.

Report Approval Details

Document Title:	2022 Dust Suppressant - 2022-36-Operations & Community Services.docx
Attachments:	
Final Approval Date:	Apr 11, 2022

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2022-04-14

Subject: 2022 Gravel Tender

Recommendation:

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

That West Elgin Council hereby accepts the quote submitted by Johnston Brothers Ltd. at a cost of \$299,250.00 plus applicable taxes for supply & application of maintenance gravel included in the 2022 municipal budget.

Purpose:

To accept the quote from Johnston Brothers Ltd. for the supply, haul and spread of approx. 15,000 tonnes of 'A' gravel.

Background:

The closing date for this years' maintenance gravel tender was April 8, 2022. As of the closing date, two submissions had been received as follows –

- | | |
|--------------------------|----------------------------------|
| 1. Johnston Bros. Gravel | \$299,250.00 plus applicable tax |
| 2. McKenzie & Henderson | \$360,000.00 plus applicable tax |

This represents an increase of \$2.46 per tonne over last years' price but remains in-line with the 2022 budget amount as staff anticipated higher pricing.

While the increase is significant, it was expected. High fuel prices, and demand on aggregate due to booming construction, have driven gravel prices higher across the province. Johnston Bros. Gravel is a local company and have been supplying gravel to the municipality for many years.

For these reasons, we recommend awarding the 2021 Maintenance Gravel contract for 15,000 tonnes of 'A' gravel to Johnston Brothers Ltd.

Report Approval Details

Document Title:	2022 Gravel Tender - 2022-37-Operations & Community Services.docx
Attachments:	
Final Approval Date:	Apr 11, 2022

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

Jana Nethercott



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2022-04-14

Subject: Monthly Operations Update – March 2022

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update on operations carried out during the month of March.

Background:

Utilities

- Crews repaired a watermain leak on John Street in West Lorne between Graham and Mary
- Meters were read in March and ongoing meter repairs were scheduled and completed
- Locate requests are increasing and a major Fibre installation project continues south of Rodney to Port Glasgow
- The high flow system at the Rodney water fill station was repaired and is running again
- Regular maintenance and duties were completed in a timely manner

Public Works

- Plowing and salting operations continued periodically throughout the month
- Crews worked with a local tree contractor to remove dead trees within the ROW
- Gravel roads were dragged as weather permitted to level and repair potholes left from winter operations and spring thaw
- Survey work was undertaken at the municipal landfill to set new grade stakes for identifying height and footprint
- Staff calculated, made, and installed multiple 911 civic address signs
- All county intersections were swept, and curb/gutter should be completed in April
- Crews patched potholes in hard surface roads as weather permitted
- Spring basin cleaning started in West Lorne, with approx. half the basins being done by month's end. Operators will finish in West Lorne and start in Rodney this month
- Crews made repairs to damaged guiderail on Talbot Line

Parks and Recreation

- Arena activities wrapped up on March 27, which was one week longer than originally scheduled to facilitate WLMH playoffs
- Arena ice was removed, and compressors shut down by Drennan Refrigeration
- Staff have completed a thorough cleaning of the arena, which is done at seasons' end
- Recreation staff are now on summer shift and working from the parks shop.
- Winter sidewalk maintenance continued as required for intermittent snowfall
- Staff completed cleaning, set up and tear down for programming and events at the Rodney Recreation Centre
- Indoor programming continued at the Rec Centre during March which included pickle ball, card playing, walking group and shuffleboard
- New programming which is currently being developed includes –
 - Sports literacy in conjunction with Elgin County Libraries
 - Outdoor activity challenge
 - Support for Mental Health week in early May
 - Return to outdoor walking program / nature walks
 - Development of a youth fitness program to be held outdoors through the summer
- Work at the Scout Hall in West Lorne was completed, and rentals have started. Booking can be done through the West Elgin municipal office.

Report Approval Details

Document Title:	Monthly Operations Update - March 2022 - 2022-38-Operations Community Services.docx
Attachments:	
Final Approval Date:	Apr 11, 2022

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

Jana Nethercott



Staff Report

Report To: Council Meeting
From: Jana Nethercott, Clerk
Date: 2022-04-14
Subject: Apportionment of Drainage Assessment for the Head Drain due to Severance of Land, Pursuant to Section 65 (2) of the Drainage Act, R.S.O. 1990

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Apportionment of Drainage Assessment for the Head Drain due to Severance of Land, Pursuant to Section 65 (2) of the *Drainage Act, R.S.O. 1990*; and

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the Head Municipal Drain, as part of severance E37/21 as presented.

Purpose:

The purpose of this report is to confirm Council's approval of the drainage assessment apportionment due to severance of lands in the Head Municipal Drain system, copy attached.

Background:

The Drainage Act, R.S.O. 1990, section 65 (2) requires that if the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1).

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

Drainage Act, R.S.O. 1990



MUNICIPALITY OF
West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Head Drain Watershed or System.
Latest Engineer's Report prepared by Todgham and Case
under the date of March 11, 1966 By law # 66-16

Original Assessment Information as per Last Report

Roll # 020-09500 Owner: Ron Downie
Concession # Gore Lot: E 1/2 Lot 5
Original Assessment: _____ Benefit: \$540.00 Outlet: _____
Area: 9.2 ha
Total Drainage Assessment: _____ Benefit: \$3100.00 Outlet: _____

Proposed New Assessment of Lands - Split 1 retained

Roll # 020-09500 Owner: Ron Downie
Concession # Gore Lot: E 1/2 Lot 5
Original Assessment: _____ Benefit: \$501.00 Outlet: _____
Area: 8.53 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 severed

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: \$39.00 Outlet: _____
Area: 0.67 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Ron Downie [Signature] MARCH 24/22
Name (Print) Signature Date
[Signature] Fran Downie MAR 24/22
Name (Print) Signature Date

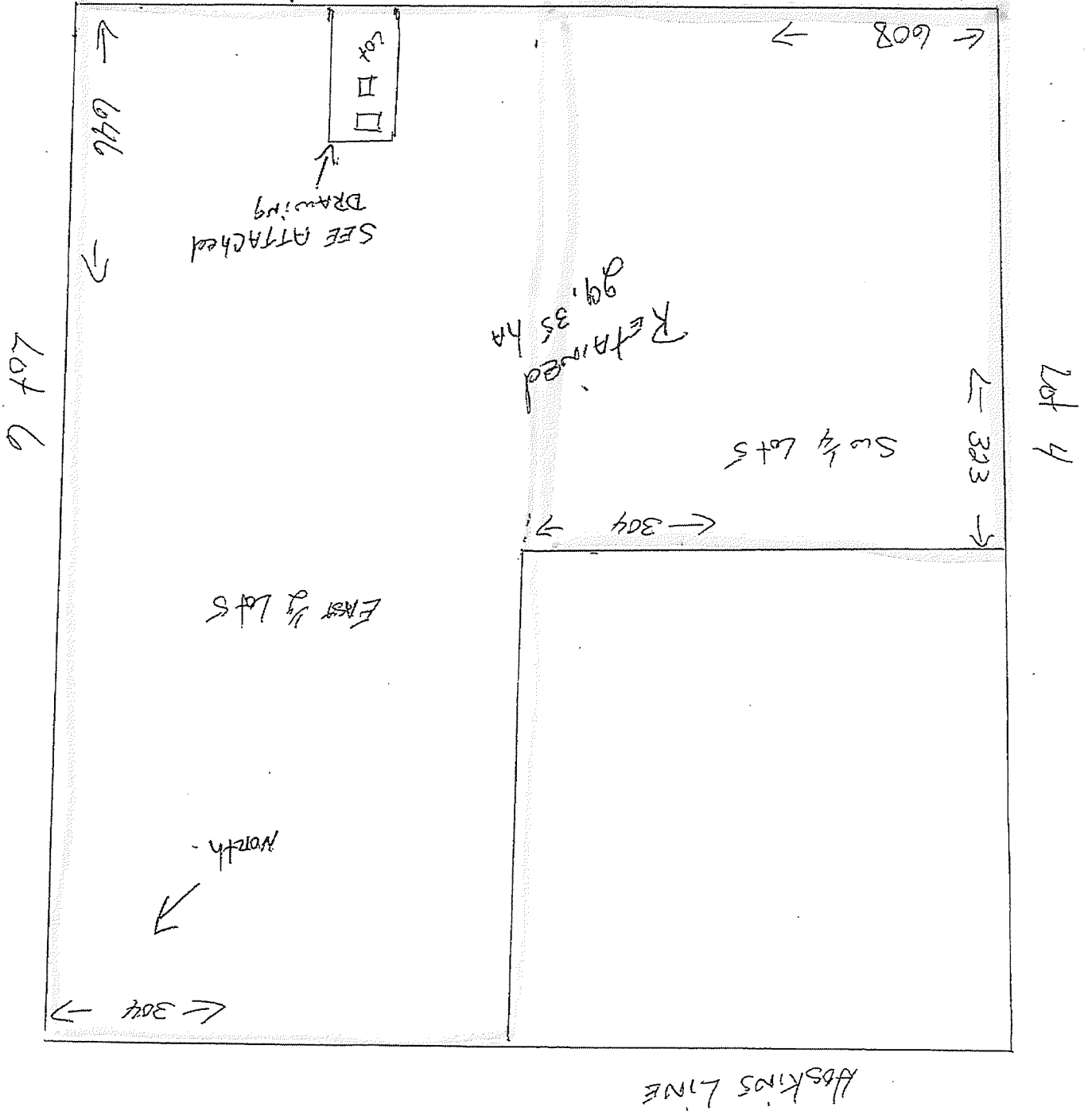
Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date

2009 Severance
 reapportioned under a
 this parcel was
 cell # 020-09501
 Downie Line
 reapportionment based on
 cell # 020-09500
 above cell #





Staff Report

Report To: Council Meeting

From: Jana Nethercott, Clerk

Date: 2022-04-14

Subject: Dutton Child Care Centre Board – Request for Municipal Representation

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Dutton Child Care Centre Board – Request for Municipal Representation; and

That West Elgin Council hereby appoints _____, to the Dutton Child Care Centre Board as the West Elgin Municipal Representative for the remainder of the current Council term.

Purpose:

The purpose of this report is for Council to nominate one member of Council to the Dutton Child Care Centre Board for the remainder of the Council term.

Background:

A letter (attached) was submitted from Dutton Child Care Centre requesting a board member be appointed from Municipal Council due to the two (2) recent announcements of child care locations within the Municipality of West Elgin.

As this is the final year of the Council term, it was explained to them that any appointment would only be until November 14, 2022 and then another appointment would be required (no request required) once the new Council has been sworn in.

Financial Implications:

N/A

Policies/Legislation:

N/A



DUTTON CHILD CARE CENTRE

We Care.

3 Lions Road
Dutton, Ontario
N0L 1J0
519.762.2399

Municipality of West Elgin
22413 Hoskins Line
Rodney, On
N0L 2C0

April 6, 2022

Dear Mayor McPhail, Deputy Mayor Leatham and Councillors:

Dutton Co-Operative Child Care Centre Inc. is recruiting *new Board Members!*

As I am sure you are aware, Dutton Co-Operative Child Care Centre Inc. has provided inclusive, high-quality child care services to the community since 1977. Over the past 45 years, we have increased our licensed child care programs and have become an invaluable part of this "growing community." We take pride in our growth and look forward to the future innovation in the child care industry.

With the recent public announcements of our expansion of services into 2 additional locations in the surrounding communities, we would like to ask that a council member from the Municipality of West Elgin to be assigned to be a member on our Board of Directors. We welcome your voice and knowledge about the needs in our community and look forward to working together.

Our mission is to provide inclusive, high-quality, child care programs, educational learning experiences and family resources in collaboration with area partners to help build a healthy community.

In the near future, 2023, Dutton Co-Operative Child Care Centre Inc. will be providing child care services in a new building at the Aldborough Public School in Rodney and at St. Mary's Catholic School in West Lorne. With this exciting announcement comes new challenges. We need your skills to support this exciting expansion of services!

Dutton Co-Operative Child Care Centre Inc. wants to "thank you" for your continuous support over the years and we look forward to your support on our Board of Directors.

Regards,

Pam Wardell

Executive Director

pam@duttonchildcare.ca

www.duttonchildcare.ca

"Working together for the children in our community."



Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2022-04-14

Subject: Water and Wastewater Billing Collection Policy

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Water and Wastewater Billing Collection Policy; and

That West Elgin Council considers the Water and Wastewater Billing Collection Policy in the By-Law portion of the agenda.

Purpose:

The purpose of this report is to provide Council with a final version of the Water and Wastewater Billing Collection Policy and to obtain Council's approval for this policy to begin on July 1, 2022.

Background:

Council received a report at the Council meeting on January 27, 2022 regarding a draft of the Water and Wastewater Billing Collection Policy and provided staff with direction to move forward with the policy. Staff spend a bit more time reviewing and fine tuning the policy and procedures to create the final version of the policy as attached.

Pool Fill Credit: The pool fill credit will no longer be offered. The pool fill credit was designed to rebate customers for the wastewater portion of their water bill for the amount of water that is used to fill the pool. This calculation is labour intensive for staff and often results in a small rebate as the flat fee portion of wastewater is not rebated. Below are the stats from the past two years to illustrate that this will affect a very few customers.

	2021	2020
Total amount credited	\$1,825.63	\$ 2,615.80
Average credit amount	\$ 45.64	\$ 52.32
Max. Credit	\$ 164.63	\$ 148.29
Min. Credit	\$ 2.97	\$ 1.81
Total number of credits	40	50

Equal Monthly Billing: in this updated version of the policy staff are proposing allowing Equal Monthly Billing payments for customers who also agree to pre-authorized payments. The amount of the equal monthly billing is calculated by the average of the last 6 regular water bills, plus 5% (to account for irregular bills and rate increases that may have taken place). These customers will pay equal payments January to November with December being the catch-up month. Monthly billing amounts will be adjusted annually to account for increases in the utility pricing and any increase in

usage. The notice of the increase will be included with the December bill. No interest will accrue on outstanding balances or on overpayments for equal monthly billing.

Due Dates: Due dates for accounts receivable will now all align on the last day of the month following the bill and penalty will be added for all outstanding accounts on the first.

Past Due Accounts Process:

Number of Days Past Due	Step	Delivery	Notice Information
15 days	First Notice generated for outstanding amounts greater than \$100	Canada Post or Email (based on bill delivery)	Requesting payment or to set up payment plan
45 days – with no payment arrangements made	Final Notice generated for outstanding amounts greater than \$400	Hand delivered or by Courier	Informing if no payment or payment arrangements made outstanding balance will be added to taxes within 15 days
60 days – with no payment arrangements made	All outstanding amounts greater than \$400 plus an administrative fee are transferred to the tax roll		

Financial Implications:

Collection of outstanding utility accounts

Policies/Legislation:

Municipal Act

Municipality of West Elgin

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

Policy AD 3.4

Water and Wastewater Billing and Collection Policy

Effective Date: July 1, 2022

Review Date:

Policy Statement

The Municipality of West Elgin recognizes the importance of having a written billing and collection policy for water and wastewater accounts to be fair and consistent with customers. This policy incorporates good and acceptable business practices and efficiencies.

Scope

The Water and Wastewater Billing and Collection Policy applies to all customer water and wastewater service accounts within the geographic boundaries of the Municipality of West Elgin. Municipal staff assigned to the administration and collection of water and wastewater account shall adhere to this policy.

Policy

1. Billing Cycle

- 1.1. Water meters shall be read bi-monthly (January, March, May, July, September, November). Bills will be issued in the month following the reading.
- 1.2. Water and wastewater bills will be mailed a minimum of fifteen (15) days before the due date.
- 1.3. Due dates will be the last day of the month following the bill.

2. Payment

- 2.1. Payments of the net amount will be accepted if received on or before the due date (including those processed by the bank teller or electronically).
- 2.2. Payments received after the due date shall incorporate a penalty of 2%, as per the Fees and Charges By-Law.

- 2.3. If payment is received after the due date, and the payment only reflects the net amount due, the penalty charge will remain outstanding and will appear on the next bill issued.
- 2.4. Invoices are payable at the Municipal Office (22413 Hoskins Line, Rodney ON), on-line banking, at a banking institution or telephone banking.
- 2.5. Payment at the Municipal Office will be in the form of cash, cheques, money order or debit card.
- 2.6. Payment may also be made by arranging a Pre-Authorized Payment Plan (PAP) if a customer provides a completed Pre-Authorized Payment Plan Application form and a void cheque or bank withdraw form, for the bank account for which the funds are to be withdrawn at least fifteen (15) days prior to the due date. PAP payments will be withdrawn on the due date and for the total amount due, as indicated on the customer's bill.
- 2.7. Equal Monthly Billing is available if a customer fills out the Equal Payment Plan Application form and a void cheque or bank withdraw form is provided for the bank account for which the funds are to be withdrawn. The amount is calculated by the last 6 regular bills, plus 5%, with the ability to take into consideration an irregular bill. Equal Monthly Billing is only available as Pre-Authorized Payments.
- 2.8. For Equal Monthly Billing Customers January to November bills will be equally billed, with December as the catch-up month. Monthly amounts will be adjusted annually to account for increase in utility pricing and any increase in usage. Notice will be provided to customers with the December bill.
- 2.9. Equal Monthly Billing accounts are exempt from late penalties and will not accrue interest on outstanding balances, nor will interest accrue on credits.
- 2.10. If there is no past consumption history for the property, the equal monthly payment plan will default to the average consumption for a family of four or 21 cubic meters per month.
- 2.11. A customer can alter or cancel the Equal Monthly Billing or Pre-Authorized Payment Plan by providing notice to the Municipality, in writing no less than fifteen (15) calendar days prior to the next due date.

3. Tenants

3.1. Where a property is tenant occupied, the landlord is responsible for the payment of the water and wastewater charges.

4. Seasonal Service

4.1. Accounts where there is a request for service to be temporarily disconnected, a fee will be charged as established by the fees and charges by-law, for the disconnection.

4.2. Where the service has been temporarily disconnected at the request of the account holder and a request is made for reconnection, a fee will be charged as established by the fees and charges by-law, for the reconnection.

4.3. A minimum of five (5) business days' notice is required for a temporary service disconnection or reconnection. The customer or designated person must be in attendance while the service is disconnected or reconnected.

5. Final Accounts

5.1. Where the Municipality has been notified that a final meter reading is required as a result of a property sale, the final meter reading shall be done on the inside reader. A fee will be charged to the current owner, as established by the fees and charges by-law and will be applied to the final billing.

5.2. Notifications of final readings need to be made at least two (2) business days prior to the date requested.

5.3. Equal Monthly Billing applications shall not apply to final billings.

5.4. Where a property has been sold, payment must be made within thirty (30) days of the final bill being issued.

5.5. Where a final bill has not been paid by the due date, and the balance is \$20.00 or greater, on the fifteenth (15) day after due date a letter will be sent to the current owner informing them that should payment not be received within fifteen (15) days, the overdue charges will be added to the property tax account, subject to the provisions of Section 1(3) of the *Municipal Act, 2001* which includes the ability to include outstanding charges in the cancellation price for a tax sale.

5.6. Where there is a credit balance on the account over \$20.00 a cheque will be mailed to the property owner who paid the over payment. Overages less than \$20.00 will not be returned.

5.7. Costs associated with the use of a collection agency are the responsibility of the consumer.

6. Collection

6.1. Amounts owing will appear as past due on the next bill.

6.2. The Municipality is able to exercise its right to ensure revenue security for water and wastewater. Section 298(2) of the *Municipal Act, 2001*, provides that a municipality may add unpaid utility fees, which include water and/or wastewater arrears, to the respective property's tax roll. Ontario Regulation No. 581/06 additionally identifies such fees or charges associated with the supply of water and sewage services as having a "priority lien status" as described in Section 1 of the Act, regardless of who is the consumer.

6.3. Prior to transferring outstanding amounts to the property tax roll, reasonable efforts shall be undertaken by the municipality to provide the following notifications:

- First Notice shall be issued fifteen (15) days after the due date, for all accounts greater than \$100, mailed by Canada Post regular mail or e-mail, providing information on payment arrangements and updated amount due, with penalty applied.
- For all outstanding amounts over \$400, Final Notices are hand delivered or sent by courier if accounts remain overdue thirty (30) days beyond the date of the issuance of the First Notice and no payment arrangements have been made with the Municipality.
- All outstanding amounts over \$400, plus an administrative fee, as set by the fees and charges by-law, are transferred to the tax rolls fifteen (15) days after delivery of the Final Notices.

7. Not Sufficient Funds

7.1. If during any calendar year, the Municipality receives two (2) or more NSF (not sufficient funds) cheques or pre-authorized payments (including equal monthly pre-authorized payment plan), the customer will be notified in writing that the Municipality will only accept payment on the account by cash, certified cheque, money order or debit until the customer has re-established a good payment record for one year.

7.2. A charge, as determined by the fees and charges by-law, will be applied to the customer's account for each payment returned by their financial institution for the reasons laid out in section 7.1.

8. Late Payment Charges

8.1. Late payments are the day after the stated due date on the billing.

8.2. Late payments are adjusted only if it was charged as a result of the Municipality's error or mission. It shall be at the discretion of the Treasurer to determine if the error was a result of action taken by the Municipality.

9. Small Balance Write-Offs

9.1. When an account has been finalized, if the outstanding balance is less than \$20.00, this amount may be written off, and no action will be taken to recover this amount

10. Uncollectable Amounts

10.1. On a semi-annual basis, where all collection efforts have been exhausted, a staff report will be presented to Council by the Treasurer recommending that the account balances be written off as uncollectable.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2022-04-14
Subject: Water Fill Station Retrofit

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer re: Water Fill Station Retrofit; and

West Elgin Council hereby approves the purchase of the Surface Mount Access Terminal and installation costs of up to \$26,000 plus applicable taxes for the Water Fill Station Retrofit.

Purpose:

The purpose of this report is to gain Councils approval to use funds from the Municipal Modernization Grant towards the Water Fill Station Retrofit

Background:

West Elgin's Water Fill Station users currently must apply through the municipal office to set up an account and get a personal identification number (PIN) for the station. If the user is not a resident of West Elgin, a \$200 deposit is required at the time of sign up. Once the account paperwork has been completed, staff must enter the information into an older computer program, which is only on one computer and cannot be transferred and then the information is transferred via analog phone line (or land line) to the Water Fill Station. This time-consuming process can be complicated if the connection through the phone line is weak and therefore the information is slow to be received. Once the user is able to access the water at the fill station, the information is downloaded to the same computer bi-monthly and an invoice is mailed out, similar to the current utility bills.

The new system operates similar to a gas pump. New users do not have to attend the municipal office during business hours to set up an account or receive a PIN number, nor will there be staff time allocated to invoicing and processing payments. Users go to the tower, insert their method of payment, obtain the water and leave. Payment options include Debit or Credit Card. Users will be charged a 3% fee for the use of Credit Card, as this is what it costs the Municipality to have that option and this system allows for that to be factored in by method of payment.

The replacement of the Water Fill Station to a pay per use system was slated for a future capital project, however as the previous system requires a land or analog phone line and to install one in the renovated office, would require an additional expense to install this line and then monthly charges, it was thought that moving this purchase up and using the Modernization Grant Funds to cover the cost made the most sense financially. This system also is more convenient for users and saves staff time in creation of invoices and tracking payments and deposits.

Financial Implications:

Staff are currently investigating quotes. At this time the system that staff have received a quote for (as attached), there will be no annual fees as the cost of the internet for this system is no charge from NFTC and if we require support we will be required to pay for a full year at a cost of \$1095.

The quote attached to this report does have a cellular communication package quoted in and staff has chosen to install fiber internet to this location, which is why the quote is \$2,000 over the requested funds approval.

Policies/Legislation:

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

Email: sales@flowpointsystems.com

PRICE QUOTATION

Quotation Number: 0322-S-0072

Quotation Date: 2022-02-18

Expiration Date: 2022-03-18

Ship Via: INCLUDED

FOB: FOB FACTORY

Sales Person: Aaron Morrison

Terms: NET 30 DAYS

To: MUNICIPALITY OF WEST ELGIN

22413 HOSKINS LINE

RODNEY, ON N0L2C0

Attn: STEVE

Line	Description	Quantity	Rate	Extended
1	ACCESS TERMINAL C/W CREDIT CARD/PRINTER 21" WIDE X 31" TALL X 16" DEEP NEMA 3R POWDERCOATED ALUMINUM INCLUDES ALLEN BRADLEY PLC AND FLOWPOINT STAINLESS STEEL KEYPAD SURFACE WALL MOUNT	1.00	-	-
2	CELLULAR COMMUNICATION PACKAGE	1.00	-	-
3	FREIGHT-CAN	1.00	-	-
4	ONE DAY ONSITE STARTUP	1.00	-	-
ALL PRICES ARE IN CANADIAN DOLLARS			Quotation Total:	\$27,457.93

This is a quotation on the goods named, and is subject to the following conditions:

- Taxes are not included.
- Installation is by others. Owner is responsible for all utility service connections including water service to and from station. Owner is responsible for offloading and / or storing the station until it is installed.
- All Shop Drawing Submittals and O&M Manuals are in Electronic Form (PDF) only. Hard copies, binding, and printing costs are by others
- Payment Terms: 20% on approval of shop drawings, 80% on delivery of goods.
- Ex Works Factory means the Owner is responsible for the station during freight (including, but not limited to any damage to unit during freight and all shipping charges)
- Start Up services require: 1. Minimum 3 weeks notice to book 2. Completion of Start-up readiness checklist.

In lieu of a formal purchase order commitment, to accept this quotation as your purchase order please sign below.

Name

Position

Signature

Date

**Flowpoint Environmental Systems LP**

8703 98 ST

Morinville, AB, T8R 1K6

CANADA

Phone: (877) 655-5585

Fax: (888) 655-5588

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Sales Person: Aaron Morrison

Terms: NET 30 DAYS

Flowpoint One Year Manufacturer's Warranty (Included):

Flowpoint Environmental Systems (Manufacturer) warranty is as follows, and extends ONLY to the original purchaser of the equipment and is limited to the purchase price of each part. Manufacturer warrant products against defects in materials or workmanship as follows:

DURATION: The Manufacturer's warranty will apply for a period of 1 (one) year from the date of commissioning (start up) or 18 months from the date of shipment, whichever comes first.

PARTS: Manufacturer will supply, at no charge, new or rebuilt replacement parts in exchange for parts that the Manufacturer determines are defective subject to the limitations of this warranty. Manufacturer warrants any such replacement parts against defects in materials or workmanship for the remaining portion of the original warranty period.

This warranty "does not cover" installation of the system or damages incurred during shipping.

This warranty "does not cover" consumer instruction, physical set up or adjustment of any electronic equipment, communication / signal reception problems, loss of use of the equipment, or unused programming charges due to equipment malfunction.

This warranty "does not cover" cosmetic damage, damage due to lightning, electrical surges, fire, flood, or other acts of God, accident, misuse, abuse, vandalism, repair or alteration by other than factory service, negligence, or improper or neglected maintenance.

This warranty "does not cover" equipment sold AS IS, REFURBISHED, or WITH ALL FAULTS, auction sales, equipment removal or reinstallation, nor equipment purchased, serviced, or operated by other dealers.





Staff Report

Report To: Council Meeting

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

Date: 2022-04-14

Subject: Administration Monthly Update – March 2022

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and Jana Nethercott, Clerk re: Administration Monthly Update for March 2022 for information purposes.

Purpose:

The purpose of this report is to provide Council with an update on Administration activities for the month of March 2022.

Background:

Municipal Office Operations:

Staff returned to the newly renovated Municipal Office starting with Service Ontario and the front counter on March 7 and the rest of the staff on March 21. All full time staff are in the office daily. The storage container was emptied and returned on March 28. There are still some small touchups and minor installations continuing in the office and staff are continuing with the unpacking of boxes.

Interviews for the positions of Administrative and Records Management Assistant and Administrative and Accounting Clerk were held on March 25 and 28. Brittany Jessome and Theresa Richards will be starting April 19 and May 2 respectively.

Staff met with representatives from Ricoh on March 17 to start working on the automation of the AP system, which is the first step of the Modernization and Digital Transformation Project, being funded by the Municipal Modernization Program – Intake 3 Grant. This step will fully automate the Accounts Payable process from start to finish.

Water meters were read the week of March 14.

The Township of Malahide, who provides the IT support, had a recent staffing change with the Manager of IT leaving for another position. A third party contractor has been retained by Malahide to cover until the position has been filled.

Spring 2022 Tax Sale was held in March. There were originally 4 properties put up for Tax Sale with 2 properties being redeemed prior to the opening. In the end 97 bids were opened for 2 properties live via YouTube. One property was subsequently redeemed after the opening. Subsequently one property has been sold.

Service Ontario: (March 1 to 23)

Appointments: 10

Walk-ins (includes same day appointments): 116

Total Customers: 126 (9 days):

Service Ontario operated at 53% capacity

Vital Statistics:

Marriage Licenses – 0

Registered Deaths – 22

Marriage Ceremonies Performed – 0

Service Requests (CityWide):

Attached please find a summary of Open and Closed Calls for the month of March. All Open requests are either waiting for parts to complete the job or require more follow up. There is an additional report that list the Total Service Requests worked on with in March.

Opened Service Requests - March 2022

Name	Service Requests Count
By-law/Property Standards Complaint	1
By-law/Property Standards Inquiry	1
Culverts	1
Public Works - General	2
Sign - Maintenance	1
Stormwater	1
Cumulative Total	7

Closed Service Requests - March 2022

Name	Service Requests Count
By-law/Property Standards Complaint	1
Ditch	1
Garbage Collection	5
Potholes	1
Public Works - General	3
Sign - Maintenance	1
Sign - Request for New	4
Tree Fallen	2
Water Leak	2
Cumulative Total	20

Total Service Requests Dealt With - March 2022

Name	Service Requests Count
By-law/Property Standards Complaint	2
By-law/Property Standards Inquiry	1
Culverts	1
Ditch	1
Garbage Collection	5
Potholes	1
Public Works - General	5
Sign - Maintenance	3
Sign - Request for New	4
Stormwater	1
Streetlight - Maintenance	1
Tree Fallen	2
Water Leak	2
Cumulative Total	29

From: [Jana Nethercott](#)
To: [Jana Nethercott](#)
Subject: FW: Letter to council regarding Car Show
Date: March 28, 2022 2:04:30 PM

From: Nikki Chase [REDACTED]
Sent: March 28, 2022 12:42 PM
To: Emily Jocius <EJocius@westelgin.net>
Subject: Letter to council regarding Car Show

To: The councillors of West Elgin,

I am writing this letter on behalf of the West Lorne Optimist Club . We are hosting a Car show on Sunday July 3, 2022 in Miller Park. We are asking if you would please considered waiving the \$25 pavilion rental fee for that day?

Our Club is also asking if the municipality would like to donate to this event as you have in previous years.

Thank you for your time,
Sincerely,
Nikki Chase
West Lorne Optimist member.

April 6, 2022

Municipality of West Elgin

22413 Hoskins Line

Rodney ON N0L 2C0

TO: Mayor and Councillors

RE: Waiver of Rental Fees

The Rodney and District Horticultural Society will be holding our 21st Plant Sale on Saturday, May 21, 2022. We hold our sale in the Large Meeting Room of the Recreation Centre. We have booked the following dates and times.

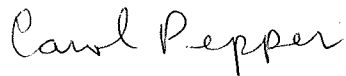
Friday, May 20, from 4:00 to 6:00 p.m for setting up.

Saturday, May 21, from 7:30 a.m. to 12:00 p.m. for setting up, the Plant Sale itself and cleaning up.

As our Plant Sale is our main fundraiser, we are requesting a "Waiver of the Rental Fees".

Thank you for your consideration.

Yours truly,

A handwritten signature in cursive script that reads "Carol Pepper".

Carol Pepper

President,

Rodney and District Horticultural Society

21140 Marsh Line

Rodney, ON N0L 2C0

Capepper43@gmail.com

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

Re: Invoice: 0068282 Facility Contract 393

Dear Mayor McPhail and Councillors,

I am writing as the President of The Kiwanis Club of Rodney. We resumed our Wednesday evening meetings in the meeting room at the Recreation Center on March 23, 2022, after a hiatus through the fall and winter to accommodate the Municipal Office construction. Accessing the room that evening was itself an issue, but that is not why I am writing to you.

Today (April 7, 2022) I received invoices for the rental of the ice at the West Elgin Arena for free skates during the March Break, as expected (\$255, which was paid by cheque in February.) What surprised me more was that we also received an invoice for the rental/use of the meeting room on the 23rd. I have attached it to this letter. The amount of the invoice is \$45.23, a \$40 rental fee plus applicable taxes. To my knowledge, and that of our Treasurer we have not been charged or invoiced for any rentals/usage of any part of the facility. We are indeed a service club, and cannot function with such expenses, as we all are volunteers in this non-profit group. My first and current thought is that this is probably a mistake or an automatic charge, given that this is our first use of the facility in almost a year. Please let me and our Club know what our current rental situation is, so that we can continue our year in a viable fashion.

We truly appreciate your consideration of this letter, and the Council's ongoing support of our work and projects in the community.

Sincerely,

Larry Schneider
President
The Kiwanis Club of Rodney

Larry Schneider, President
The Kiwanis Club of Rodney
221 Second Street, Rodney NOL2C0
April 11, 2022

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

Dear Mayor McPhail and Councillors,

I am writing as the President of The Kiwanis Club of Rodney, to request that our rental fees for the Recreation Center for our regular meetings at 7 p.m. on the second and fourth Wednesdays of each month, plus the special events which we hold, such as the Pancake Dinner, Easter Egg Hunt and so on, be waived. We remain a group of volunteers serving the West Elgin community through service projects such as our new Blue Box Literacy campaign, assisting the Caring Cupboard, and supporting families in need, as well as providing numerous community events such as those listed above, Toonie Tuesdays, and the Night Market, coming again mid-November.

Several months ago, we completed and submitted our rental agreement with the specific dates needed, but have had to delay actually using the center until late March, for obvious reasons. We are quite glad to be back!

Please let me know of your decision.

Respectfully yours, in the name of Kiwanis,

A handwritten signature in cursive script that reads "Larry Schneider". The ink is dark and the signature is written in a fluid, personal style.

Larry Schneider

WEYTT meeting minutes: January 28th, 2022

Attendance: Kelly P., Aloria S., Destiny V., Jess R., Kellie C., Taraesa T.,

Regrets: Angela B.

Agenda Items	Discussion	Actions/Person responsible	Timeframe of actions
Youth Chatter in the community (Roundtable)	<p>YWCA – virtual programming available for West Elgin. No in person programming.</p> <p>Produce box available at Aldborough on February 14th. (Connect with Taraesa for more details).</p> <p>Welkin – Youth Engagement Preparing for Mental Health week. They are looking to collaborate with youth groups in Elgin. More information to come.</p> <p>WECHC: online programming for February. Back to in person programming in March.</p>		
Grant funder (update)	<p>Final report: June 2022.</p> <p>If there are remaining funds, we can allot them to upcoming youth initiatives.</p>		
Training update	<p>Youth interested in Mental Health first aide/first aide training.</p> <p>Kelly: Able to get a trainer to come out to the WECHC on March 15th-16th. Details: Training Location Address: 153 Main St. West Lorne, ON. Dates for Training: March 15th- March 16th Start Time: 9:00am Course Title: Standard First Aid & CPR/AED Level C (2-day in class) Number of Participants: 8</p> <p>Side Gig program – registration has closed. They are running the Summer Company (For Entrepreneurs 15 – 29) later this year. They have offered to come to our next YTT meeting and discuss the program to youth interested.</p>	<p>Destiny: Assist with making a poster to promote first aide training</p> <p>Any youth interested in the summer company program please contact me.</p>	
Building Safer Spaces	<p>Destiny, Aloria and Kelly working with the school on this project. \$20,000 of our funding will go towards</p> <ul style="list-style-type: none">➤ Revamping the courtyard➤ Creating spaces for youth to hangout on school property➤ Aloria and Destiny have been visiting students in their 4th period classes to get some ideas of what students would like to see.	<p>If anyone is interested in helping with this project please let Kelly know.</p>	

Recreational Committees/ Community Events	Aloria and Destiny will be writing a letter to council to have youth members of the Recreational Committees of West Elgin and Dutton Dunwich. Kelly reached out to additional youth but no one else came forward wanting to assist.	Letter will be sent to West Elgin council prior to their next meeting on February 10 th .	
Rodney Night Market	Update from Rodney Night Marker – Many youth were very successful and sold a lot. Next market is in Dutton on Father's Day weekend. It was agreed that we should support youth in this market by paying for their registration fees. Discussion on should we buy our own sun shelters for the market for youth to use? Currently borrowing WECHC and SWPH but we will revisit this discussion closer to the date.		
Wellness Thursdays at the Park	Needing service provides/community members to assist with this in order to run it. We need to be consistent with this if we are going to run it therefore it will require multiple people to run. This is not a weekly requirement: you can sign up as little/many times as your schedule allows.	Contact Kelly if interested.	
Sponsoring youth initiatives in the community	If we have additional funds in June that have not been spent, we can put it towards youth initiatives in the community. What initiatives are we wanting to support?	If you have any thoughts, send them to Kelly and she will bring them forward at the next meeting.	
Social Media Management	Destiny is managing social media. Should be posting more. Even if it is just a motivational quote to keep followers engaged. Needing assistance will posting if any youth are interested.	Send Destiny your favourite motivational quotes so she has a gallery to choose from.	

Honorariums	Submit hours to Kelly using the tracking sheets. This will help Kelly keep track of hours and also will be helpful to share on our final report for grant funders to see how much time the youth put into the project.		
Meeting Times	Next Meeting: 28/03/2022		

Four Counties Transportation Services Committee

Minutes

**February 14, 2022, 8:30 a.m.
Electronic Participation Meeting via Zoom**

Present: Bonnie Rowe, Chair
Marigay Wilkins, SWM
John Wright, Chatham-Kent
Duncan McPhail, West Elgin
Ann-Marie Millson, Chatham-Kent
Mark McGill, SWM
Lorie Arens, Adult Day Program

Regrets: Ron Challis, Newbury
Shelley Vergeer, WECHC

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

1. Call to Order

Chair Bonnie Rowe called the meeting to order at 8:33 a.m.

2. Welcome New Member

Chair Bonnie Rowe welcomed Mark McGill as the new representative from Southwest Middlesex.

3. Adoption of Agenda

Moved: Marigay Wilkins

Seconded: Duncan McPhail

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

Carried

5. Minutes

Moved: Duncan McPhail

Seconded: Lorie Arens

That Four Counties Transportation Services Committee hereby approve the Minutes of January 10, 2022 as printed and circulated.

Carried

6. Business Arising from Minutes

Chair Bonnie Rowe inquired if there had been any feedback on the agreement. Marigay Wilkins reported that Southwest Middlesex hasn't had this brought forward but will be coming shortly. Chair Rowe is anticipating that by they June meeting there will be comments from participating municipalities.

7. Financial Information

Financials were missing from the Agenda package and were distributed by email. CAO/Treasure Magda Badura went through the financials and rider summary on the screen.

Ridership is still low compared to 2020, however higher than 2021.

Moved: Mark McGill

Seconded: John Wright

That the Four Counties Transportation Services Committee hereby receive the Financials as of January 31, 2022.

Carried

8. New Business

8.1 New Bus Purchase

Chair Bonnie Rowe thanked Ian Clark from Chatham-Kent for providing information on their experience with Metrolinx. Magda Badura stated that the previous dealership was able to give us a discount, but she will compare the prices through Metrolinx and the dealership once the Board decides the model and the size of the vehicle.

The Adult Day Program is on the road to returning to normal numbers and therefore more than 6 persons could be using the bus and with a smaller van, more than one trip would be required.

Marigay Wilkins stated she will support whatever the Board decides, however the concern has been about getting a driver for the Bus with the qualifications of a B License as in the past we have always had 2 drivers and at present we only have the one. Chair Rowe stated that at this time it appears that West Elgin Community Health Centre is struggling to get a driver and their vehicle only requires a G license.

Chair Rowe stated that it appears our estimates on the cost of a new Bus may be \$10,000 to \$15,000 more than anticipated last year.

Suggestion to go with a ramp verses a hydraulic lift due to the mechanical costs of the lift and the lift would assist the driver with loading clients with limited mobility.

Moved: Duncan McPhail

Seconded: Marigay Wilkins

That Staff return to the Committee with a report on the cost of a 16 passenger Bus to replace the existing Four Counties Transit Bus.

Carried

9. Adjournment

CAO/Treasurer stated that a meeting should be held in March to follow up on the Bus purchase.

Moved: Lorie Arens

Seconded: Ann-Marie Millson

That the Four Counties Transportation Services Committee hereby adjourn at 9:13 a.m. to meet again on March 21, 2022, or at the call of the chair.

Carried

Bonnie Rowe, Chair

Jana Nethercott, Clerk

Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074
www.ontario.ca/OMAFRA

Ministère de l'Agriculture, de
l'Alimentation et des Affaires rurales

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074
www.ontario.ca/MAAARO



Ontario

April 8, 2022

Magda Badura
CAO/Treasurer
Municipality of West Elgin
treasurer@westelgin.net

Dear Ms. Badura,

The Canadian Food Inspection Agency (CFIA) has confirmed cases of highly pathogenic avian influenza (H5N1) in Ontario.

While the CFIA leads the disease response for highly pathogenic avian influenza, and has imposed permitting requirements in defined areas of the province, I am writing to inform you and your constituents that Ontario is taking action to help limit the spread of the virus in the province.

On the advice and recommendation of the Chief Veterinarian for Ontario, I have issued a Minister's Order under the *Animal Health Act, 2009*, for the purpose of limiting the commingling of birds from different locations in Ontario, in order to reduce the likelihood of disease transmission in domestic birds by limiting direct contact.

Effective April 9, 2022, this Order temporarily prohibits events where birds commingle, such as bird shows, bird sales and swaps, portions of fairs where birds are exhibited, sport and educational displays where birds are brought from multiple locations, vaccination gatherings for birds from multiple locations, and prohibits the movement of birds to those events. Temporarily reducing direct contact between birds from different locations will limit the spread of avian influenza and protect flock health. This Order will expire on May 9, 2022, but may be extended if required.

This Order builds on the government's actions to limit the spread of avian influenza, including increasing surveillance and testing capacity and providing education and resources for all those along the poultry supply chain. As well, the Ontario government has expanded mental health supports for farmers and their families.

I also continue to encourage your constituents to further enhance their biosecurity measures.

If your municipality permits backyard flocks, I strongly encourage you to share these essential resources with them. Additionally, I am asking you to take a proactive approach in limiting public events that involve the commingling of birds.

Avian influenza subtype H5N1 has been identified in Ontario, and eight other provinces, including Nova Scotia, and Alberta, as well as numerous US states. Avian influenza is not a threat to food safety but impacts domesticated and wild birds. Ontario poultry and eggs are safe to eat when, as always, proper handling and cooking takes place. People working with poultry should take additional precautions and are strongly encouraged to follow all public health guidelines and maintain strict biosecurity.

I understand that temporarily stopping participation in these activities is disappointing news for many Ontario farmers, bird owners and hobbyists. By pausing these activities in the short term, I firmly believe we will help protect the poultry industry for the long term.

For more information on the Minister's Order, please visit [NEWSROOM](#) and [OMAFRA's Avian Influenza webpage](#).

The Ontario Ministry of Agriculture, Food and Rural Affairs continues to monitor this quickly developing situation and may implement further measures as part of the response to this disease.

I appreciate your cooperation as we continue to work together to enhance biosecurity and reduce the spread of avian influenza.

Sincerely,



Lisa M. Thompson

Minister of Agriculture, Food and Rural Affairs

Resources:

- [OMAFRA Avian Influenza Website](#)
- [CFIA Avian Biosecurity – Protect Poultry, Prevent Disease](#)
- [Checklist to Implementing an Effective Biosecurity Plan](#)
- [Suggested Solutions for Farmers – Deterring Migratory Birds](#)
- [Biosecurity Recommendations for Small Flock Poultry Owners](#)
- [How to prevent and detect disease in backyard flocks and pet birds](#)
- [Biosecurity for Small Poultry Flocks During High Risk Periods for Avian Influenza](#)
- [Mental health resources for farmers](#)

March 31, 2022

Good Afternoon,

On March 30, 2022, the government released its [More Homes for Everyone Plan](#), that proposes targeted policies and initiatives for the immediate term to address market speculation, protect homebuyers and increase housing supply.

Details about the range of measures in the government's plan can be found in the news release here: [Ontario is Making It Easier to Buy a Home | Ontario Newsroom](#).

The More Homes for Everyone Plan is informed by a three-part consultation with industry, municipalities and the public. This includes the Rural Housing Roundtable and the first ever Ontario-Municipal Housing Summit, letters to all 444 municipalities asking for their feedback, and follow-up meetings with the leaders of municipal organizations. On behalf of the ministry, thank you for being part of our consultations and sharing your valuable input.

The government also introduced [Bill 109 - the More Homes for Everyone Act, 2022](#), and is seeking feedback on the changes proposed under the legislation and on other initiatives, through a series of housing related public consultations. This includes seeking input on how to support gentle density for [multi-generational and missing middle housing](#), as well as addressing [housing needs in rural and northern communities](#). These and other related consultations can be found through the [Environmental Registry of Ontario and the Ontario Regulatory Registry](#).

The government committed to prioritizing implementation of the [Housing Affordability Task Force's recommendations](#) over the next four years, with a housing supply action plan every year, starting in 2022-23. To facilitate this, the government plans to establish a Housing Supply Working Group, that would engage with municipal and federal governments, partner ministries, industry, and associations to monitor progress and support improvements to its annual housing supply action plans.

Ontario looks forward to continued collaboration with municipalities to address the housing crisis and hear your ideas and advice on the More Homes for Everyone Plan.

Sincerely,



Kate Manson-Smith

Deputy Minister

- c. Joshua Paul, Assistant Deputy Minister – Housing Division
Sean Fraser, Assistant Deputy Minister – Planning and Growth Division
Caspar Hall, Assistant Deputy Minister – Local Government Division

**Ministry of
Municipal Affairs
and Housing**

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

**Ministère des
Affaires municipales
et du Logement**

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



234-2022-1674

April 6, 2022

Dear Head of Council:

For the past two years, you, your council colleagues and municipal staff have been at the forefront of the response to COVID in Ontario. I deeply appreciate your continued collaboration with the province and your inspiring dedication.

With key public health and health system indicators continuing to remain stable or improve, Ontario is cautiously and gradually easing public health and workplace safety measures with [all remaining measures, directives and orders to end by April 27, 2022](#).

Today I am writing to inform you of the status of the emergency orders that were led by my ministry and made in early 2020 under the *Emergency Management and Civil Protection Act*, and later continued under the *Reopening Ontario Act, 2020*, to help municipalities address some of the challenges brought on by the pandemic.

The Work Deployment Measures for Municipalities Order will end on April 27, 2022

Since April 16, 2020, [O. Reg. 157/20](#), Work Deployment Measures for Municipalities (order) provided municipalities with the flexibility to deploy certain staff to where they were needed most in response to COVID-19 pressures.

The order was a temporary measure and, in line with the province's lifting of public health measures, it will end on April 27, 2022.

Any deployments your municipality has made using the authority in the order will need to end by April 27, 2022. If your municipality is relying on the order to deploy staff, it is important to work collaboratively and in good faith with your bargaining agents to develop staffing plans beyond April 27, 2022.

The Patios Order will end on April 27, 2022

[O. Reg. 345/20](#), Patios, eliminated Planning Act requirements for notice and public meetings and removed the ability to appeal when municipalities passed temporary use by-laws for new or expanded restaurant and bar patios. This allowed municipalities to pass or amend these by-laws quickly to address local circumstances and needs as they evolved.

The order was a temporary measure and, in line with the province's lifting of public health measures, will end on April 27, 2022.

As the order will end on April 27, 2022, your municipality may wish to consider making any necessary changes to temporary use by-laws for restaurant and bar patios prior to this date. Changes were made as part of Bill 13, the *Supporting People and Businesses Act, 2021* in December 2021 to help streamline the planning system and provide municipal councils broader authority to allow more planning decisions to be made by committees of council or staff. Municipalities can now delegate decisions dealing with minor amendments to zoning by-laws, such as temporary use by-laws, should they choose to (and subject to having appropriate official plan policies in place).

Temporary Health or Residential Facilities

[O. Reg 141/20](#) came into effect on April 9, 2020. It has exempted temporary shelters and health facilities, established to respond to the effects of the pandemic, from the requirement to obtain a building permit or a change of use permit under the Building Code Act, from complying with the technical requirements of the Building Code and with certain by-laws and approvals under the Planning Act, subject to certain conditions related to protecting public health and safety.

This order will also end on April 27, 2022. I understand that some of these temporary facilities are still in use to respond to the effects of the pandemic. I intend to make amendments to the Building Code that would continue to exempt these facilities from the need for a building permit and compliance with the Building Code on a temporary basis, while ensuring they continue to be regularly inspected. Your municipality may wish to consider if any new temporary use or zoning by-laws or amendments to existing temporary use or zoning by-laws may be needed before the order ends on April 27, 2022.

There may be other emergency orders that are ending and may impact your municipality. For the latest information, please visit the government's page on [COVID-19 emergency information](#).

If your municipality has any questions about any of the changes outlined above, we encourage your staff to contact [your local Municipal Services Office](#).

Thank you again for your continued support in protecting the health and well-being of Ontarians while delivering the services they depend upon.

Sincerely,



Steve Clark
Minister of Municipal Affairs and Housing

C: Chief Administrative Officers
Municipal Clerks
Kate Manson Smith, Deputy Minister of Municipal Affairs and Housing
Brian Rosborough, Executive Director, Association of Municipalities of Ontario

March 23, 2022

Hon. Steve Clark
Minister of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay St.
Toronto, ON M7A 2J3

**RE: Resolution from the City of Waterloo passed March 21st, 2022 re: Ontario
Must Build it Right the First Time**

Dear Minister Clark,

Please be advised that the Council of the Corporation of the City of Waterloo at its Council meeting held on Monday, March 21st, 2022 resolved as follows:

WHEREAS the Province of Ontario adopted greenhouse gas reduction targets of 30% by 2030, and emissions from buildings represented 22% of the province's 2017 emissions,

WHEREAS all Waterloo Region municipalities, including the City of Waterloo, adopted greenhouse gas reduction targets of 80% below 2012 levels by 2050 and endorsed in principle a 50% reduction by 2030 interim target that requires the support of bold and immediate provincial and federal actions,

WHEREAS greenhouse gas emissions from buildings represent 45% of all emissions in Waterloo Region, and an important strategy in the TransformWR community climate action strategy, adopted by all Councils in Waterloo Region, targets new buildings to be net-zero carbon or able to transition to net-zero carbon using region-wide building standards and building capacity and expertise of building operators, property managers, and in the design and construction sector,

WHEREAS the City of Waterloo recently adopted a net-zero carbon policy for new local government buildings and endorsed a corporate greenhouse gas and energy roadmap to achieve a 50% emissions reduction by 2030 for existing local government buildings and net-zero emissions by 2050 (provided the provincial electricity grid is also net-zero emissions),

WHEREAS the draft National Model Building Code proposes energy performance tiers for new buildings and a pathway to requiring net zero ready construction in new buildings, allowing the building industry, skilled trades, and suppliers to adapt on a predictable and reasonable timeline while encouraging innovation;

WHEREAS the Ministry of Municipal Affairs and Housing is consulting on changes for the next edition of the Ontario Building Code (ERO #: 019-4974) that generally aligns with the draft National Model Building Code except it does not propose adopting energy performance tiers, it does not propose timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier, and, according to Efficiency Canada and The Atmospheric Fund, it proposes adopting minimum energy performance standards that do not materially improve on the requirements in the current Ontario Building code;

WHEREAS buildings with better energy performance provide owners and occupants with lower energy bills, improved building comfort, and resilience from power disruptions that are expected to be more common in a changing climate, tackling both inequality and energy poverty;

WHEREAS municipalities are already leading the way in adopting or developing energy performance tiers as part of Green Development Standards, including Toronto and Whitby with adopted standards and Ottawa, Pickering, and others with standards in development;

WHEREAS the City of Waterloo is finalizing Green Development Standards for its west side employment lands and actively pursuing Green Development Standards in partnership with the Region of Waterloo, the Cities of Kitchener and Cambridge, and all local electricity and gas utilities through WR Community Energy;

WHEREAS while expensive retrofits of the current building stock to achieve future net zero requirements could be aligned with end-of-life replacement cycles to be more cost-efficient, new buildings that are not constructed to be net zero ready will require substantial retrofits before end-of-life replacement cycles at significantly more cost, making it more cost-efficient to build it right the first time.

THEREFORE BE IT RESOLVED THAT Council request the Province of Ontario to include energy performance tiers and timelines for increasing minimum energy performance standards step-by-step to the highest energy performance tier in the next edition of the Ontario Building Code, consistent with the intent of the draft National Model Building Code and the necessity of bold and immediate provincial action on climate change;

THAT Council request the Province of Ontario to adopt a more ambitious energy performance tier of the draft National Model Building Code as the minimum requirement for the next edition of the Ontario Building Code than those currently proposed;



THAT Council request the Province of Ontario provide authority to municipalities to adopt a specific higher energy performance tier than the Ontario Building Code, which would provide more consistency for developers and homebuilders than the emerging patchwork of municipal Green Development Standards;

THAT Council request the Province of Ontario to facilitate capacity, education and training in the implementation of the National Model Building Code for municipal planning and building inspection staff, developers, and homebuilders to help build capacity; and

THAT this resolution be provided to the Minister of Municipal Affairs and Housing, to area MPPs, and to all Ontario Municipalities.

Please accept this letter for information purposes only.

If you have any questions or require additional information, please contact me.

Sincerely,



Julie Scott
City Clerk, City of Waterloo

CC (by email):

Catherine Fife, M.P.P (Waterloo)
Laura Mae Lindo, M.P.P (Kitchener Centre)
Belinda C. Karahalios, M.P.P (Cambridge)
Amy Fee, M.P.P (Kitchener-South Hespeler)
Mike Harris, M.P.P (Kitchener-Conestoga)



If this information is required in an alternate format, please contact the Accessibility Co-ordinator at 905-623-3379 ext. 2131

April 5, 2022

To All Ontario Municipalities:

Re: Correspondence Regarding the Municipality of Clarington's Comprehensive Zoning By-law Review Project, Zone Clarington

File Number: PG.25.06

At a meeting held on April 4, 2022, the Council of the Municipality of Clarington approved the following Resolution #PD-037-22:

That the correspondence arising from the following Resolution, #C-398-21, passed on December 13, 2021, be forwarded directly to all municipalities in Ontario.

"Whereas rural property owners and farmers in Clarington and across the Province are affected by the natural heritage system mapping;

And Whereas the mapping of natural heritage systems conflicts between the Greenbelt Natural Heritage System, Conservation Authority mapping, official plan mapping, and zoning bylaw mapping;

And Whereas the over-reach of natural heritage system mapping often results in environmental protection designations which are not justified, and are not protecting natural heritage features, and which negatively affects thousands of rural property owners and farmers;


And Whereas municipalities which are engaged in official plan updates and zoning bylaw updates have no clear direction on natural heritage systems mapping from the Province;

And Whereas a thorough investigation into the designated natural heritage systems by the provincial ministries are desperately needed immediately to ensure appropriate mapping is done and the designations are indeed accurate;

Now therefore be it resolved that:

1. The Provincial Government be requested to issue a cease and desist order on all updates to Natural Heritage System designations in official plans and zoning bylaws, thereby pausing the updates until a review of same by the province can be completed.
2. Clarington not proceed further with any revisions to its natural heritage system in its zoning bylaw pending the provincial review.
3. A copy of this resolution be forwarded to:
 - a) The Minister of Municipal Affairs and Housing;
 - b) The Minister of the Environment, Parks and Conservation;
 - c) All Durham MPP's;
 - d) The Region of Durham and all Durham municipalities; and
 - e) AMO for distribution to all rural municipalities."

Yours truly,



John Paul Newman
Deputy Clerk

JPN/lp

c: R. Windle, Director of Planning and Development Services
A. Burke, Senior Planner

TO: OCWA Clients

March 22, 2022

RE: New OCWA President and CEO

As many of you are aware, last year I announced my intention to retire from OCWA after spending more than 30 years with the Agency, including the last five as President and CEO. I am pleased to announce that Alicia Fraser has been selected as the new President and CEO.

Alicia is currently OCWA's Vice President of Operations, South Peel (Peel Region). Her appointment as President and CEO will be effective March 31, 2022. With Alicia's leadership, the Agency will continue to provide safe, reliable and efficient water and wastewater services.

Alicia has been with OCWA since 2016, joining the Agency as Vice President, Engineering, Capital and Support Services, before taking on the role of Vice President of Operations, South Peel in 2019. During her time at OCWA, Alicia has played a critical role in driving a number of significant Agency initiatives, including the restructuring of OCWA's technical services team to meet our clients' needs, as well as the delivery of our health and safety, Asset Stewardship Quality Management System and waste diversion programs. In her current role, Alicia is responsible for overseeing the operation and maintenance of water and wastewater treatment and water transmission that serve approximately 1.5 million people in the Regions of Peel and York. Alicia's significant engineering and operational background and expertise have served our clients and the Agency well and will continue to do so in her new position.

I would like to thank you for putting your trust in OCWA. I feel privileged to have been part of an incredible team that provides services essential to the health and well-being of so many Ontarians. At no time has that feeling been stronger than during these challenging years of the COVID-19 pandemic, as OCWA has continued the safe and reliable operation of our clients' systems and the protection of their communities and the environment.

I would also like to take this time to thank the Senior Leadership Team at OCWA, who have provided great support to me during my tenure and will provide this same invaluable support to Alicia. Under Alicia's leadership, I am confident the OCWA Team will continue to meet the needs of our client partners.

Thank you again for putting your trust in OCWA to support the health and well-being of your community.



Nevin McKeown
Outgoing President & CEO, OCWA

From: [Ontario Volunteer Service Awards \(MHSTCI\)](#)
To: [Jana Nethercott](#)
Subject: Nominations for the 2022 Ontario Senior of the Year Award / Mises en candidature pour le Prix de la personne âgée de l'année de l'Ontario 2022
Date: April 5, 2022 11:24:06 AM

(Un message en français suivra)

Dear Mayor, Reeve and Members of Council:

I am writing to invite you to submit a nomination for the 2022 [Senior of the Year Award](#).

Ontario's seniors have worked hard to help build this great province that we all enjoy today. This award gives each municipality the opportunity to honour one of their outstanding local seniors for the contributions they've made to enrich the social, cultural, and civic life of their community.

The deadline for nominations is April 30, 2022. For more information on how to submit a nomination online, please visit the [Senior of the Year](#) webpage. Once you submit a nomination, a personalized certificate with your nominee's name will be sent to you. I encourage you to present it to your nominee in June in conjunction with Seniors Month.

The Ontario government is delighted to celebrate Seniors Month with municipalities across the province. Seniors have generously given their time, knowledge and expertise to make this province the best place in this country to live and work. It is important that we take the time to celebrate our older population and their valuable contributions.

This year's theme for Seniors Month is Stay Active, Connected, and Safe. To help promote Seniors Month in your community, please visit the Seniors Month webpage: [Celebrating seniors in Ontario](#) for more information.

If you have any questions about the upcoming 2022 Senior of the Year Award, please contact the Volunteer Recognition Unit at OntarioVolunteerServiceAwards@ontario.ca.

Thank you in advance for your support of local seniors and Seniors Month.

Sincerely,

[Original signed by](#)

Raymond Cho
Minister for Seniors and Accessibility

Monsieur le Maire / Madame la Mairesse, Préfet et Membres du Conseil :

Je vous écris pour vous inviter à soumettre une candidature pour le [Prix de la personne âgée de l'année de l'Ontario](#) de 2022.

Les personnes âgées de l'Ontario ont travaillé fort pour aider à bâtir cette belle province dont nous profitons tous aujourd'hui. Ce prix donne à chaque municipalité l'occasion d'honorer une personne âgée exceptionnelle de sa localité pour les contributions qu'elle a apportées à l'enrichissement de la vie sociale, culturelle et civique de sa communauté.

La date limite de soumission des candidatures est le 30 avril 2022. Pour obtenir de plus amples renseignements concernant la façon de soumettre une candidature en ligne, veuillez visiter la page Web du [Prix de la personne âgée de l'année de l'Ontario](#). Une fois que vous aurez soumis une candidature, un certificat personnalisé avec le nom de votre candidat vous sera envoyé. Je vous encourage à le présenter à votre candidat en juin dans le cadre du Mois des aînés.

Le gouvernement de l'Ontario est ravi de célébrer le Mois des aînés avec les municipalités de toute la province. Les personnes âgées ont généreusement donné leur temps, leurs connaissances et leur expertise pour faire de cette province le meilleur endroit au pays où vivre et travailler. Il est important que nous prenions le temps de célébrer nos aînés et leurs précieuses contributions.

Cette année, le thème du Mois des aînés est « Restez actif, connecté et en sécurité ». Pour aider à promouvoir le Mois des aînés dans votre communauté, veuillez visiter la page Web du Mois des aînés : [Hommage aux personnes âgées de l'Ontario](#), pour de plus amples renseignements.

Si vous avez des questions au sujet du Prix de la personne âgée de l'année de 2022, veuillez communiquer avec l'Unité de la reconnaissance des bénévoles à l'adresse suivante : OntarioVolunteerServiceAwards@ontario.ca.

Merci d'avance pour votre soutien aux personnes âgées de votre région et au Mois des aînés.

Sincèrement,

[*Original signed by*](#)

Raymond Cho
Ministre des Services aux aînés et de l'Accessibilité

Municipality of West Elgin Council

March 25, 2022

Dear Partners,

I am writing with introduction and invitation to participate in an historic initiative taking place in our community. The Government of Canada has created a commemorative pin to mark the Platinum Jubilee of Her Majesty Queen Elizabeth II in 2022, quantities of which are being distributed through Members of Parliament. Karen Vecchio, MP has decided to use this occasion to recognize outstanding members of the Elgin-Middlesex-London community via nomination by fellow community members, with the pins to be awarded to successful nominees at a ceremony in June.

The pins are to be distributed on an equitable per capita basis among Elgin-Middlesex-London municipalities.

Several nomination categories have been established:

- **Arts and Culture** – Recognizing those individuals or groups who make exceptional contributions to the visual, literary, arts, or who advocate for cultural diversity and vitality.
- **Community Commitment** – Recognizing “unsung heroes,” or individuals who make outstanding contributions to the community, lead by example, and inspire excellence through community commitment in dynamic participation, leadership, and active citizenship.
- **Environment** – Recognizing individuals who make significant contributions in environmental stewardship, protection, and education.
- **Heritage**—Recognizing individuals who make exceptional contributions to the preservation of natural, built, and cultural heritage through conservation, projects, education, or advocacy.
- **Health, Wellness, Activity and Sport** – Recognizing those individuals or groups who make exceptional contributions to enhancing mental, physical, or emotional wellbeing, and active lifestyles in the community.
- **Reconciliation in Action** – Honouring Indigenous leaders and/or allies committed to finding a new path forward. These individuals engage their communities in dialogue and action to strengthen relationships. These individuals also support healing and building more just and equitable communities for all people. These individuals may also be champions or advocates committed to the reconciliation movement.
- **Entrepreneurship** – Recognizing individuals who have taken an innovative approach to solving a problem, filling a need, or breaking into a new market.

These individuals have drive, ingenuity, and a solid vision for their businesses that separate them from their competitors. They may have a founder, owner, leader, or other innovator who has been operating for a minimum of three (3) years.

- **Young Person of Distinction** – Recognizing exceptional young people aged 18-25 who demonstrate leadership, maturity, and compassion. These individuals have made a significant difference in our community to a cause or pursuit of a personal dream while showing perseverance, innovation, and a keen understanding of community issues.
- **COVID-19 Pandemic Response Award** – Salutes individuals who supported the resilience, resourcefulness, and tenacity that have been the hallmark of our community's response to the pandemic.

The nomination deadline is Thursday, May 12, 2022.

Your support is requested in increasing awareness of this remarkable opportunity and making the nomination form readily accessible in your communities. Please consider promoting the initiative using the attached graphic and above details, and having printed copies of the attached nomination form available in your municipal office.

Any questions regarding the initiative can be directed to the office of Karen Vecchio, MP at 519-637-2255.

Thank you very much for your consideration and I look forward to seeing you soon.

Sincerely,



Mary French, Warden
County of Elgin

THE PLATINUM JUBILEE OF HER MAJESTY QUEEN ELIZABETH II NOMINATION FORM

NOMINEE MUST BE A RESIDENT OF ELGIN-MIDDLESEX-LONDON • PLEASE PRINT CLEARLY

NOMINEE INFORMATION			
Last Name		Given Name (s)	
Street Address			Apartment/Unit #
City/Town		Prov.	Postal Code
Phone ()		E-mail Address	
Gender	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE <input type="checkbox"/> OTHER	Language	<input type="checkbox"/> ENGLISH <input type="checkbox"/> FRENCH
Date of Birth (mm/dd/yy) / /		Military? <input type="checkbox"/> YES <input type="checkbox"/> NO	Rank (Specify)
Is the Nominee a Canadian citizen? YES <input type="checkbox"/> NO <input type="checkbox"/>		Is the Nominee currently alive? YES <input type="checkbox"/> NO <input type="checkbox"/>	
Current Position of Nominee (Optional)			

RECOGNITION CATEGORY <div style="margin-top: 10px;"> <input type="checkbox"/> Arts and Culture <input type="checkbox"/> Community Commitment <input type="checkbox"/> Environment <input type="checkbox"/> Heritage <input type="checkbox"/> Health, Wellness, Activity & Sport </div>	<div style="margin-top: 10px;"> <input type="checkbox"/> Reconciliation in Action <input type="checkbox"/> Entrepreneurship & Innovation <input type="checkbox"/> Young Person of Distinction <input type="checkbox"/> COVID-19 Pandemic Response Award <input type="checkbox"/> Other _____ </div>
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SUMMARY OF NOMINEE'S ACHIEVEMENTS

Use this space to provide a short citation or brief summary of the nominee's achievements.

**Nomination forms that are not thorough and complete will NOT be considered.*

NOMINATOR INFORMATION		
Last Name	Given Name	
Street Address		Apartment/Unit #
City/Town	Prov.	Postal Code
Phone ()	E-mail Address	
Relation to the Nominee	How long have you known the Nominee?	

REFERENCES (OPTIONAL)	
<i>List up to three other references willing to vouch for your Nominee.</i>	
Full Name	Relation to Nominee
Company/Organization	Phone ()
Address	
Full Name	Relation to Nominee
Company/Organization	Phone ()
Address	
Full Name	Relation to Nominee
Company/Organization	Phone ()
Address	
May we contact your listed references?	YES <input type="checkbox"/> NO <input type="checkbox"/>
May we contact you for more information?	YES <input type="checkbox"/> NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE	
I certify that the answers enclosed are true and complete to the best of my knowledge.	
Signature	Date

All completed submission can be emailed to the Office of Karen Vecchio at karen.vecchio@parl.gc.ca or dropped off at 215- 750 Talbot St. St. Thomas, ON N5P 1E2 (CASO Station)
**** Please note no postage is required to mail to the Office of Karen Vecchio ****

RECOGNITION CATEGORY

AWARD CATEGORY	RECOGNITION/ CRITERIA
ARTS AND CULTURE	Recognizing those individuals or groups who make exceptional contributions to the visual, literary, arts, or who advocate for cultural diversity and vitality
COMMUNITY COMMITMENT	Recognizing “unsung heroes”, or individuals who make outstanding contributions to the community, lead by example, and inspire excellent through community commitment in dynamic participation, leadership, and active citizenship.
ENVIRONMENT	Recognizing individuals who make significant contributions in environmental stewardship, protection, and education.
HERITAGE	Recognizing individuals who make exceptional contributions to the preservation of natural, built, and cultural heritage through conservation, projects, education, or advocacy.
HEALTH, WELLNESS, ACTIVITY & SPORT	Recognizing those individuals or groups who make exceptional contributions to enhancing mental, physical, emotional well-being, and active lifestyles in the community.
RECONCILIATION IN ACTION	Honouring indigenous leaders and/or allies, committed to finding a new path forward. These individuals engage their communities in dialogue and action to strengthen relationships. These individuals also support healing and building more just and equitable communities for all people. These individuals may also be champions or advocates committed to the reconciliation movement.

**Nomination forms that are not thorough and complete will NOT be considered.*

ENTREPRENEURSHIP & INNOVATION	<p>Recognizing individuals who have taken an innovative approach to solving a problem, filling a need or breaking into a new market. This individual has drive, ingenuity and a solid vision for his/her business that separates them from their competitors. They may be a founder, owner, leader, or other innovator who has been operating for a minimum of three (3) years.</p>
YOUNG PERSON OF DISTINCTION	<p>Recognizes an exceptional young person aged 18-25 (ages?) who demonstrates leadership, maturity and compassion. These individuals have made a significant difference in our community to a cause or pursuit of a personal dream while showing perseverance, innovation and a keen understanding of community issues.</p>
COVID-19 PANDEMIC RESPONSE AWARD	<p>Salutes individuals who supported the resilience, resourcefulness and tenacity that have been the hallmark of our community's response to the pandemic.</p>

**Nomination forms that are not thorough and complete will NOT be considered.*

April 11, 2022

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

Via email clerk@westelgin.net

We would like to request that on the 13th of May from 4PM until 8PM that the Rodney Firefighters Association be allowed to hold a Cruise Night in the town of Rodney on Furnival Road.

The portion of Furnival Road that we would request to be closed would be From Queen Street to Victoria Street. We would also need Harper Street at Padfield Lane and Moriah Street at Stinson Street closed as well.

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

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

Sincerely,

 Recoverable Signature



Dan Balint

Treasurer - Rodney Fire Fighters Association

Signed by: S-1-12-1-284606501-1215775718-2824976807-2570373678/46cb50c8-d2fc-400b-af9f-0192799fa332

April 06, 2022

Sent via email

Office of the Prime Minister
80 Wellington Street
Ottawa, ON
K1A 0A2

Dear Mr. Trudeau:

Re: Resolution # 2022-241 – HST rebate on new homes in Ontario

Please be advised that the following resolution was passed at the April 06, 2022 meeting of the Council of the Municipality of Grey Highlands.

2022-241

Paul Allen, Dane Nielsen

Whereas attainable housing has been a concern of hopeful homeowners for many years; and

**Whereas attainable housing is a priority of all levels of government; and
Whereas the Government of Ontario will rebate a portion of the provincial part of HST paid for a house to a maximum of \$24,000 if HST was paid on the land, or \$16,080 if HST was not paid on the land regardless of the fair market value of the house; and**

Whereas the Government of Canada will rebate a portion of the federal part of HST paid for a house only if the fair market value is under \$450,000; and

Whereas the average fair market value of a new home in Ontario is well above the \$450,000 threshold; now

Therefore be it resolved that the Municipality of Grey Highlands requests that the Federal government remove or increase the \$450,000 fair market value threshold to reflect today's housing costs; and

That council direct staff to circulate this resolution to Prime Minister Justin Trudeau, Premier Doug Ford, MP Alex Ruff, MPP Bill Walker, Provincial and Federal Finance Ministers, The Ministry of Municipal Affairs and Housing, AMO, Grey Bruce Home Builders and Trades Association, Ontario Home Builders Association and all Municipalities in Ontario.

CARRIED.

The Municipality of Grey Highlands

206 Toronto Street South, Unit One - P.O. Box 409 Markdale, Ontario N0C 1H0
519-986-2811 Toll-Free 1-888-342-4059 Fax 519-986-3643
www.greyhighlands.ca info@greyhighlands.ca

If you require anything further, please contact this office.

Sincerely,

Amanda Fines-VanAlstine

Amanda Fines-VanAlstine
Council & Committee Coordinator
Municipality of Grey Highlands

cc. Premier, Doug Ford
MP, Alex Ruff
MPP, Bill Walker
Federal Minister of Finance, Chrystia Freeland
Provincial Minister of Finance, Peter Bethlenfalvy
Ministry of Municipal Affairs and Housing
Association of Municipalities Ontario
Grey Bruce Home Builders' Association
Ontario Home Builders' Association
All Municipalities in Ontario

Larry Schneider, President
The Kiwanis Club of Rodney
221 Second Street, Rodney NOL2C0
April 11, 2022

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

Dear Mayor McPhail and Councillors,

I am writing as the President of The Kiwanis Club of Rodney, to request your support and assistance with the first endeavour of our new Key Club at WESS, which has been revived after a hiatus during the pandemic, and with changing Kiwanis leadership. The Kiwanis Clubs of Rodney and West Lorne are co-sponsors of this enthusiastic group of teenagers! (a first in memory.)

The students' self-selected first project will be a cleanup of the Port Glasgow beach area, perhaps extending to the Marina area, on Wednesday, April 20, 2022, commencing after 3:15 approximately, after the end of the school day, and transportation from the school to Port Glasgow. There could be as many as 14-20 people involved. Kiwanians, the students, the school advisors, and the Yacht Club are all quite keen for this first field project to be a huge success! Thus trust, support, supplies and personal appearances/kind words will be wonderfully welcome!

In addition to having a few members of council stop by to say hi and encourage, we are asking for: up to 20 **bags** for collecting cans, bottles, and refuse. We also hope to gather sticks up from the area, piling them up for the Yacht Club and Municipal workers to have an easier time of doing so. If anyone were to pitch in, or one or two workers could lend a hand, even if for a few minutes, that would be splendid. Sanitary **gloves** for the workers would be a necessary item as well, given the current circumstances. If there are any reachers, **grabbers** or spikes that could be used to assist, those would also be greatly appreciated.

Respectfully yours, in the name of Kiwanis,

A handwritten signature in cursive script that reads "Larry Schneider".

Larry Schneider



MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

By-Law No. 2022-17

Being a By-Law to Delegate Authority to the Chief Administrative Officer for Certain Acts during a “Lame Duck” Period for the Corporation of the Municipality of West Elgin

Whereas Section 23.1 of the *Municipal Act, S.O. 2001, c. 25* states that Council is authorized to delegate certain powers and duties; and

Whereas Section 5 of the *Municipal Act, S.O. 2001, c. 25* provides that a municipalities power shall be exercised by by-law; and

Whereas Section 275 of the *Municipal Act, S.O. 2001, c. 25*, as amended, restricts the actions described in subsection (3) after the first day during the election period for a new Council; and

Whereas Section 275 (3) of the *Municipal Act, S.O. 2001, c. 25*, as amended, restricts Council from taking the following action:

- a) The appointment or removal from office of any officer of the municipality;
- b) The hiring or dismissal of any employee of the municipality;
- c) The disposition of any real or personal property of the municipality which has a value exceeding \$50,000.00 at the time of disposal; and
- d) Making any expenditure or incurring any other liability which exceeds \$50,000.00; and

Whereas Section 275 (6) of the *Municipal Act, S.O. 2001, c. 25* states that nothing in this section prevents any person or body exercising authority of a municipality that is delegated to the person or body prior to nomination day for the election of a new Council; and

Whereas Council deems it expedient to delegate authority to the Staff to take action, where necessary, on certain acts during the “Lame Duck” period of August 19, 2022 to November 16, 2022;

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

1. That the Chief Administrative Officer is hereby delegated authority to be the financial signing authority for expenditures, outside the current budget, exceeding \$50,000 and/or for the disposition of any real or personal property of the municipality which has value exceeding \$50,000 at the time of disposal.
2. That the Chief Administrative Officer is hereby delegated the authority to hire or remove any officer from/to employment with the Municipality of

West Elgin. That the authority to hire as delegated be restricted to not exceed the overall previously allotted compliment number of staff positions excluding those that are 100% provincially funded.

3. That the Chief Administrative Officer is hereby delegated to have discretion to bind the Corporation for projects/ new funding opportunities with the Provincial and/or Federal governments(s) in instances where the contribution of other levels of government totals 66% or greater with a cap of \$100,000 for the municipal contribution.
4. That should any authority delegated under this By-Law be exercised the sitting Council shall be informed by way of an information report at the next regularly scheduled or special Council meeting.
5. This By-Law shall come into force and effect upon the final passage thereof.
6. That this By-Law is in effect for the 2022 Municipal Elections and will expire on November 16, 2022.

Read a first, second, and third time and finally passed this 14th day of April, 2022

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2022-18

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for all the lands within the Municipality of West Elgin.

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

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

1. That Section 17. Hamlet Commercial (C2) Zone, of By-law No. 2015-36, as amended, be amended by modifying Section 17.1.1 Permitted Uses, by inserting “Mobile Food Outlet” after “gas bar”.
2. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by modifying the definition of “Mobile Food Outlet”, by inserting “, as an accessory use to the main use” after “public”.
3. That Section 26. Recreational Vehicle Park (RVP) Zone, of By-law No. 2015-36, as amended, be amended as follows:
 - a. By modifying Section 26.1.1 Permitted Uses, by inserting the following:
 - i. “club as an accessory use” after “campground or trailer park”; and
 - ii. “laundry establishment” as an accessory use, “management office as an accessory use”; “mobile food outlet as an accessory use”; “retail store as an accessory use”; and “washroom facilities as an accessory use” after “dwelling unit or single unit dwelling as an accessory use”.
 - b. By modifying Section 26.2 Special Use Regulations, by inserting Section 26.2.4, after Section 26.2.3, as follows:

26.2.4 RETAIL STORE

Where a retail store is erected as an accessory use to the campground or trailer park, it shall:

- a) only be used by the members of the campground or trailer park, or their approved visitors.
 - b) shall comply with the following:
 - a. Table 26-1.
 - b. have a maximum building floor area of 46.5 square metres (500 square feet).
 - c. up to a maximum 10% floor area of a building with more than one use.
 - d. have a maximum outdoor space associated with the retail store of 4.65 square metres (50 square feet).
- 4. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after the “Road” definition:

“Road Side Stand
shall mean a structure used to sell fruits, vegetables or flowers, is accessory to the agricultural use of the site and a minimum of 60% of the goods and materials for sale are grown or produced on site.”
- 5. That Section 4. GENERAL PROVISIONS, of By-law No. 2015-36, as amended, be amended by inserting the following after Section 4.31 provisions:

“4.32 ROAD SIDE STANDS

Notwithstanding Section 4.1 to the contrary, a road side stand, shall be subject to the following:

 - a) shall be permitted only within the Agricultural Zones;
 - b) shall not exceed 10 square metres in floor area;
 - c) shall not exceed 3 metres in height
 - d) may be erected in the front yard or exterior side yard;
 - e) may be erected closer to the street line than the main building is to the street line;
 - f) may be erected not closer than 1 metre from the lot line.”
- 6. That Section 2. DEFINITIONS, of By-law No. 2015-36, as amended, be amended by deleting and replacing “Established Building Line”, with the following:

“Established Building Line
means the average distance from the street line of the existing single unit dwellings, where one side of one block has more than one-half of the lots built upon.”

7. That Section 4.4 Established Building Lines, of By-law No. 2015-36, as amended, be further amended by the following:
 - a. modifying subsection c), by inserting “between intersecting streets or roads, being the block”, after “road”.
 - b. inserting the following after subsection c):
 - i. “d) Section 4.4 shall only be applied within the Residential Zones.
 - e) That the established building line shall be deemed to be the following:
 - i) In the case of an interior lot, the average distance from the street line of the existing dwellings on either side of the subject lot.
 - ii) In the case of a corner lot, the average distance from the street line of the existing dwellings on the two lots on the one side of the subject lot, away from the intersection, within the block.
8. That Section 4.15 Minimum Setbacks from County Roads, of By-law No. 2015-36, as amended, be further amended by deleting “*not applicable within settlement area of Rodney and West Lorne” and replacing it with “These provisions are not applicable within the settlement areas of Rodney, West Lorne, New Glasgow, Eagle, Clachan and Port Glasgow.”
9. That Section 4.1 Accessory uses, Buildings and Structures, of By-law No. 2015-36, as amended, be further amended the following:
 - a. modifying subsection c), by inserting “, save and except within the Agriculture Zones” after “exterior side yard”; and
 - b. modifying subsection d) by inserting “, save and except within the Agriculture Zones” after “is to that street”.

Read a first, second, and third time and finally passed this 14th day of April, 2022.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2022-19

Being a By-Law to adopt the Policy AD 3.4 – Water and Wastewater Billing and Collection Policy

Whereas section 5(3) of the *Municipal Act 2001, S.O. 2001, c25*, as amended, provides that a municipal power shall be exercised by by-law; and

Whereas the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt a policy with respect to Water and Wastewater Billing and Collection;

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

1. That the Policy AD 3.4 – Water and Wastewater Billing and Collection Policy, identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on July 1, 2022.

Read a first, second, and third time and finally passed this 14th day of April, 2022.

Duncan McPhail
Mayor

Jana Nethercott
Clerk



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2022-20

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 14, 2022.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law;

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

1. That the actions of the meeting of Council held on April 14, 2022, 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 14th day of April, 2022.

Duncan McPhail
Mayor

Jana Nethercott
Clerk