



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: January 26 2023, 9:30 a.m.  
Location: West Elgin Community Complex - Hybrid Meeting  
160 Main St  
West Lorne  
Electronic Hybrid Meeting

This meeting will be held in a Hybrid format. This meeting is broadcasted and the recording made available after the meeting on the municipal website, pending any technical difficulties. 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](mailto:clerk@westelgin.net).

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Public Meeting Under the Drainage Act

Recommendation:

That Council proceed into a Public Meeting pursuant to Section 42 of the *Drainage Act*, to consider the Engineers Report for the DK Andrews Municipal Drain.

4.1 DK Andrews Municipal Drain Engineers Report

4.2 Public Comments

4.3 Council Comments

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#### **4.4 Recommendation**

Recommendation:

That West Elgin Council hereby receives and conditionally approves the Engineers Report on the DK Andrews Municipal Drain as presented; and

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

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

#### **4.5 Close of Public Meeting Under the Drainage Act**

Recommendation:

That West Elgin Council hereby close the Public Meeting held pursuant to Section 42 of the *Drainage Act* at \_\_\_\_\_ a.m. to reconvene in the Regular Meeting of Council.

#### **5. Public Meeting Under the Planning Act - Gray Line**

Recommendation:

That the Council of the Municipality West Elgin proceed into a Public Meeting at \_\_\_\_\_ a.m. pursuant to Section 34 of the *Planning Act* in order to hear an application to rezone a property on Gray Line as a condition of a consent application E60-22.

## **5.1 Purpose of the Public Meeting**

The purpose of the public meeting is to consider and hear comments on a proposed amendment to the Zoning By-law for lands legally described as being Part Lot 4, Concession 14, Part 1, RP 11R 58140 & Part Lot 1 RP 11R 10300, as a condition of Consent Application E60-22 to rezone the lot addition lands from Lakeshore Residential Special Use Regulation 1 - Holding 7 to Recreational Vehicle Park to match the zoning of the receiving lot at 21527 Gray Line and to amend the zoning on the retained parcel to recognize a reduction in the lot frontage created as a result of the lot addition.

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](mailto: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 the 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 Zoning By-law Amendment Application D14 12-2022 - Gray Line Recommendation Report 2023-01**

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## **5.3 Applicant Comments**

## **5.4 Public Comments**

## **5.5 Council Comments**

## **5.6 Recommendation**

Recommendation:

That West Elgin Council approve the rezoning of the severed parcel (lot addition) from Lakeshore Residential Special Use Regulation 1 – Holding 7 (LR-1-H-7) to Recreation Vehicle Park (RVP);

That West Elgin Council approve an amendment to the existing zoning of the retained parcel to recognize the reduced lot frontage of 12 m, 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 January 26, 2023, Council Agenda.

## **5.7 Close of Public Meeting**

Recommendation:

That West Elgin Council hereby adjourn the public meeting for Gray Line, held pursuant to Section 34 of the *Planning Act* at \_\_\_\_\_ a.m. to reconvene in Regular Meeting of Council.

## **6. Public Meeting Under Planning Act - 242 Furnival Road**

Recommendation:

That the Council of the Municipality West Elgin proceed into a Public Meeting at \_\_\_\_\_ a.m. pursuant to Section 34 of the *Planning Act* in order to hear an application to rezone a property at 242 Furnival Road, Rodney.



## **6.1 Purpose of Public Meeting**

The purpose of the public meeting is to consider and hear comments on a proposed amendment to the Zoning By-law for lands legally described as Part of Lot 1, Blk B, Plan 67 and located on in the southwest corner of the intersection of Furnival Road and Harper Street, to amend the existing Village Core (C1) zoning to permit the addition a single residential unit in the rear portion on the ground floor.

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](mailto: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 the 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.

## **6.2 Zoning By-law Amendment Application D-14 13-2022 – Recommendation Report, 242 Furnival Road – 2023-02 - Planning**

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## **6.3 Applicant Comments**

## **6.4 Public Comments**

## **6.5 Council Comments**

## **6.6 Recommendation**

Recommendation:

That West Elgin Council hereby approve the zoning amendment for the subject parcel at 242 Furnival Road to permit a ground floor residential unit utilizing up to 60% of the ground floor space and located at the rear of the existing building;

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the January 26, 2023, Council Agenda

## **6.7 Close of Public Meeting**

Recommendation:

That West Elgin Council hereby adjourn the public meeting held pursuant to Section 34 of the *Planning Act* at \_\_\_\_\_ a.m. to reconvene in Regular Meeting of Council.

## **7. Public Meeting Under Planning Act - 22100 Downie Line**

Recommendation:

That the Council of the Municipality West Elgin proceed into a Public Meeting at \_\_\_\_\_ a.m. pursuant to Section 34 of the *Planning Act* in order to hear an application to rezone a property on 22100 Downie Line, as a condition of Consent Application E75-22.

### **7.1 Purpose of the Public Meeting**

The purpose of the public meeting is to consider and hear comments on a proposed amendment to the Zoning By-law is to consider a condition of Consent Application E75-22, to rezone the lot addition lands (severed parcel) from Agricultural, (A1) to Highway Commercial, (C3) to match the zoning of the receiving lot (12711 Furnival Road) and to amend the zoning on the retained parcel to recognize a reduction in the minimum lot area created as a result of the lot addition. The subject lands are legally described as Part of Lot 6, Concession Gore and located on the north side of Downie Line.

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](mailto: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 the 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.

### **7.2 Zoning By-law Amendment Application D14 14-2022 – 22100 Downie Line Recommendation Report 2023-03**

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### **7.3 Applicant Comments**

#### **7.4 Public Comments**

#### **7.5 Council Comments**

#### **7.6 Recommendation**

Recommendation:

That West Elgin Council approve the rezoning of the severed parcel (lot addition) from General Agricultural (A1) Zone to Highway Commercial, (C3) Zone;

That West Elgin Council approve an amendment to the existing zoning of the retained parcel to recognize the reduction in lot area, and

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the January 26, 2023, Council Agenda

#### **7.7 Close of Public Meeting**

Recommendation:

That West Elgin Council hereby adjourn the public meeting held pursuant to Section 34 of the *Planning Act* at \_\_\_\_\_ a.m. to reconvene in Regular Meeting of Council.

### **8. Adoption of Minutes**

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Recommendation:

That the Minutes of the Council meeting on January 12, 2023 be adopted as circulated and printed.

### **9. Business Arising from Minutes**

### **10. Consent Agenda**

Recommendation:

That West Elgin Council hereby receives and files the consent agenda.

#### **10.1 Communications from Other Municipalities/Groups**

##### **10.1.1 LTVCA - Changes to CAs re Bill 23**

67

##### **10.1.2 What's New in Elgin January 2023**

73

### **11. Staff Reports**

## **11.1 Municipal Drains**

### **11.1.1 J. Nethercott, Clerk - Appoint Engineers – Major Improvement for Eastlake & Wright Drains 93**

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Engineers – Major Improvement for Eastlake & Wright Drains; and

That West Elgin Council hereby appoints Spriet Associates Engineers & Architects to prepare an Engineers reports for the Major Improvement for the Eastlake and Wright Drains under Section 78 of the *Drainage Act*.

### **11.1.2 J. Nethercott, Clerk - Appoint Court of Revision Members for DK Andrews Drain 98**

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision Members for DK Andrews Drain; and

That the Court of Revision for the DK Andrews Drain is hereby scheduled on February 23, 2023 at 9:00 a.m; and

Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the DK Andrews Drain:

## **11.2 Operations & Community Services**

### **11.2.1 L. Gosnell, Manager of Operations & Community Services - Shuffleboard Group Meeting Results 100**

Recommendation:

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

That West Elgin Council hereby consider an annual fee for Municipal Programs that would provide a discount opposed to paying \$3 per individual attendance.

## **11.3 Clerk's**

Recommendation:

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Parking By-law for Council's consideration

**11.4 Finance/Administration**

**12. Committee and Board Report**

**12.1 Councillor Reports from Committees**

**13. Accounts**

**14. Consideration of Items Requiring Discussion**

**14.1 West Lorne Optimist Club - Waiver of Fees Request**

**122**

Recommendation:

That West Elgin Council hereby approve the West Lorne Optimist Club's request to waive rental fees for their monthly Kids Craft Program from February to June at the Scout Hall, in the total amount of \$125 +hst.

**14.2 Request to Appoint Member to Terrace Lodge Fundraising Committee**

**123**

**15. Up Coming Meetings**

- Four Counties Transit Committee - January 27 @ 1 pm
- Committee of the Whole (Training Session) - January 30 @ 9 am
- Tri-County Water Board Meet and Greet - January 30 @ 7 pm (Tri-County Water Plant)
- Council - February 9 @ 9:30 am

Recommendation:

That West Elgin Council hereby sets February 16, 2023 at 9:30 a.m. as a Committee of the Whole Meeting, to receive and review the draft 2023 Operating and Capital Budgets.

**16. Council Inquires/Announcements**

**16.1 Notice of Motion**

**16.2 Statements/Inquires by Councillors**

### **16.3 Matters of Urgency**

## **17. By-Laws**

### **17.1 By-Law 2023-05 - Provisionally Adopt DK Andrews Engineers Report 127**

Recommendation:

That By-law 2023-05 Being A By-Law to provide for the DK Andrews Drain in the Municipality of West Elgin, be read a first and second time and provisionally adopted

### **17.2 By-Law 2023-06 - ZBLA - D14 12-2022 Gray Line 144**

Recommendation:

That By-Law 2023-06, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for Property on Gray Line, be read a first, second, and third and final time.

### **17.3 By-Law 2023-07 - ZBLA - D14 13-2022 Furnival Rd 146**

Recommendation:

That By-Law 2023-07, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for Property Located at 242 Furnival Road, be read a first, second, and third and final time.

### **17.4 By-Law 2023-08 - ZBLA - D14 14-2022 Downie Line 149**

Recommendation:

That By-Law 2023-08, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law N0. 2015-36 for Property Known as 22100 Downie Line, be read a first, second, and third and final time.

### **17.5 By-Law 2023-09 Interim Tax Levy 152**

Recommendation:

That By-law 2023-09. being a By-Law to Provide for an Interim Tax Levy for 2023, be read a first, second and third and final time.

**17.6 By-Law 2023-10 - 2023 Fees and Charges**

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Recommendation:

That By-Law 2023-10, Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2023, be read a first, second, and third and final time.

**18. Confirming By-Law**

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Recommendation:

That By-law 2023-11 being a By-law to confirm the proceeding of the Regular Meeting of Council held on January 26, 2023, be read a first, second and third and final time.

**19. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 9:30 a.m. on February 9, 2023 or at the call of the Chair.

**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin**



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Our Job No. 221274

October 13, 2022



**D.K. ANDREWS DRAIN**

**Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of the D.K. Andrews Municipal Drain serving parts of Lot Z, Concessions 2 and 3 in the Municipality of West Elgin and parts of Lots 1 and 2, Concessions 2 and 3 in the Municipality of Dutton Dunwich. The total watershed area contains approximately 90 hectares.

**AUTHORIZATION**

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

**HISTORY**

The D.K. Andrews Drain was last reconstructed pursuant to a report submitted by J.R. Spriet, P. Eng. dated August 31, 1981, and consisted of the construction of a new Main Drain and Branch, commencing at the outlet and running southerly through Lot Z, Concessions 2 and 3, to the east side of Dunborough Road. In total, 960 lineal meters of 300mm to 450mm diameter field tile was installed.

**EXISTING DRAINAGE CONDITIONS**

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

- that the requesting landowner, Brian McGill Farms Ltd. (Roll No. 4-047 & 70-049), indicated that the existing drain did not provide sufficient capacity to drain his lands in a reasonable amount of time
- that the Drainage Superintendent for the Municipality of West Elgin indicated that the existing drain was in good condition with few repairs required



## EXISTING DRAINAGE CONDITIONS (cont'd)

- that the landowner, Herman Minnema Farms Ltd. (Roll No. 70-022), indicated that his lands were systematically tiled and had no issues with drainage on them

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

- that the existing D.K. Andrews Drain, constructed in the early 1980's, is in good condition but undersized by today's standards
- that the new drain should be constructed on the easterly limits of the lands of Herman Minnema Farms Ltd. (Roll No. 70-022) to minimize disruption to the field tile
- that the drain could be twinned following an alternate route from the head of the Main Drain downstream through the lands of Brian McGill Farms Ltd. (Roll No. 4-047) to the point where Branch "A" connects to the same lands

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time in which it was suggested that the drain be twinned along the alternate route. Based on this suggestion it was decided to proceed with the request.

## DESIGN CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hrs based on a twinned design.

We would like to point out that there have been no indications of any adverse soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFRA Publication 852.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the D.K. Andrews Drain be twinned to provide the above lands with a sufficient outlet. The drain shall commence at the outlet at the McEachren Drain and travel south-easterly through the lands of Herman Minnema Farms Ltd. (Roll No. 70-022), parallel to Dunborough Road, for a distance of 570 lineal meters. The drain shall then cross under Dunborough Road into the lands of Brian McGill Farms Ltd. (Roll No. 4-047) where it will then travel south-easterly, parallel to the property line, to its head at the point where the existing drain crosses into these lands, for a total length of 861 lineal meters



**RECOMMENDATIONS (cont'd)**

- that the crossing under Dunborough Road be done by boring to minimize disturbance to the operation of the roadway
- that the existing drain and the new drain be interconnected at Sta. 0+560 and Sta. 0+861 to ensure they work effectively together
- that catchbasins be installed to alleviate surface flows and ponding
- that Branch "A" from the main drain to the new basin at Sta. 0+590 be officially abandoned pursuant to Section 19 of the drainage act.

**ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES**

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the D.K. Andrews Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

**SUMMARY OF PROPOSED WORK**

The proposed work consists of approximately 916 lineal meters of 300mm (12") to 525mm (21") diameter concrete field tile & H.D.P.E. pipe, including related appurtenances.

**SCHEDULES**

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 182,000.00. This estimate includes engineering and administrative costs associated with this project. The assessed cost in the Municipality of West Elgin is \$ 83,580.00 and the estimated cost in the Municipality of Dutton Dunwich is \$ 98,420.00.

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

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

Drawing No. 1, Job No. 221274, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



## ALLOWANCES

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

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

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

## ASSESSMENT DEFINITIONS

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

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

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

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

## ASSESSMENT

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



**ASSESSMENT (cont'd)**

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

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

**SPECIAL ASSESSMENT**

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

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
610mm dia. Steel pipe	\$20,800.00	\$1,120.00	\$4,000.00	\$600.00	\$24,280.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Municipality of West Elgin Water Department being the increased cost to the drainage work for lowering a 200mm diameter watermain on Dunborough Road, road allowance due to its conflict with the new DK Andrews Drain. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Main Drain	\$7,500.00	\$2,500.00	\$250.00	\$10,250.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against West Elgin Water Department for the cost of locating and determining the elevation of their watermains on the Main Drain, being the increased cost to the drainage works due to the construction and operation of their watermain. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.





## SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Lagasco Inc. for the cost of locating and determining the elevation of their gas mains on the Main Drain, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.

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

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

## GRANTS

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

## MAINTENANCE

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

After completion, the D.K. Andrews Drain, excluding the 1981 drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

The above existing portions of the drain shall be maintained in accordance with the grades and dimensions and maintenance assessments as set out in the plans and specifications contained in the report by J.R. Spriet, P.Eng., dated August 31, 1981.

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

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
engineers & architects

## SCHEDULE 'A' - ALLOWANCES

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

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

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
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## MAIN DRAIN

## MUNICIPALITY OF WEST ELGIN

2	Pt. Z	70-022 (Herman Minnema Farms Ltd)	\$ 4,170.00	\$ 3,390.00	\$ 7,560.00
Total Allowances			\$ 4,170.00	\$ 3,390.00	\$ 7,560.00

**TOTAL ALLOWANCES IN THE MUNICIPALITY OF WEST ELGIN** **\$ 7,560.00**

## MUNICIPALITY OF DUTTON DUNWICH

2	Pt. 1	4-047 (Brian McGill Farms Ltd)	\$ 1,790.00	\$ 1,460.00	\$ 3,250.00
Total Allowances			\$ 1,790.00	\$ 1,460.00	\$ 3,250.00

**TOTAL ALLOWANCES IN THE MUNICIPALITY OF DUTTON DUNWICH** **\$ 3,250.00**

**TOTAL ALLOWANCES ON THE D.K. ANDREWS DRAIN** **\$ 10,810.00**

**D.K. ANDREWS DRAIN****Municipality of West Elgin**

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

**MAIN DRAIN**

6 meters of 600mm dia., H.D.P.E. plastic sewer pipe including rodent gate,  
quarry stone rip-rap protection around pipe and end of ditch  
(Approximately 8m<sup>3</sup> quarry stone req'd)

Supply	\$	1,100.00
Installation	\$	1,300.00

Installation of the following concrete field tile and H.D.P.E. sewer pipe including supply  
& installation of bedding, backfill, and geotextile around tile joints (approx. 1450m req'd)

55 meters of 300mm dia. concrete tile	\$	1,700.00
100 meters of 450mm dia. concrete tile 2000D	\$	2,900.00
161 meters of 450mm dia. concrete tile	\$	4,700.00
200 meters of 525mm dia. concrete tile 2000D	\$	6,600.00
366 meters of 525mm dia. concrete tile	\$	12,100.00

Supply of the above listed tile & pipe	\$	46,800.00
--	----	-----------

Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 833m)	\$	5,000.00
--	----	----------

Supply & install two 900mm x 1200mm ditch inlet catchbasins and one 600mm x 600mm ditch inlet catchbasin including, berms, leads, ditching, coring and required prefabricated fittings and removal and disposal of existing basins	\$	12,400.00
--	----	-----------

12 meters of 450mm dia. H.D.P.E. pipe		
Supply	\$	1,100.00
Installation under laneway by open cut	\$	3,000.00

16 meters of 610mm dia., 7.9mm thickness smooth wall steel pipe		
Supply	\$	5,900.00
Installation under Dunborough Road by boring	\$	12,900.00
Grouting of Existing Pipe	\$	2,000.00

Relocation of Watermain with offset	\$	7,500.00
-------------------------------------	----	----------

Exposing and locating existing tile drains and utilities	Preconstruction	\$	3,500.00
	Construction	\$	1,100.00

Tile connections and contingencies	\$	6,400.00
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Allowances under Sections 29 and 30 of the Drainage Act	\$	10,810.00
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## SCHEDULE 'B' - COST ESTIMATE (cont'd)

**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin****ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 4,180.00
Survey, Plan and Final Report	\$ 22,900.00
Expenses	\$ 1,950.00
Supervision and Final Inspection	\$ <u>4,160.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u><u>182,000.00</u></u></b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

Job No. 221274

October 13, 2022

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL	
MAIN DRAIN							
Municipality of West Elgin							
2	Pt.	Z	15.0	70-022 (Herman Minnema Farm	\$ 34,680.00	\$ 2,965.00	\$ 37,645.00
3	Pt.	Z	5.0	70-049 (Brian McGill Farms Ltd)	2,000.00	2,316.00	4,316.00
TOTAL ASSESSMENT ON LANDS					\$ 36,680.00	\$ 5,281.00	\$ 41,961.00
Dunborough Road					\$ 8,800.00	\$ 4,498.00	\$ 13,298.00
Stalker Line						1,211.00	1,211.00
TOTAL ASSESSMENT ON ROADS					\$ 8,800.00	\$ 5,709.00	\$ 14,509.00
SPECIAL ASSESSMENT (50%) against the County of Elgin for the increased cost of installing 16 meters of 610mm dia. 7.9mm thickness smooth steel wall steel pipe							\$ 12,140.00
SPECIAL ASSESSMENT against Lagasco Gas for the increased cost of locating and determining the elevation of their gasmain prior to construction							\$ 2,360.00
SPECIAL ASSESSMENT against Municipality of West Elgin for the increased cost of locating and determining the elevation of their watermain prior to construction							\$ 2,360.00
SPECIAL ASSESSMENT against Municipality of West Elgin for the increased cost of offsetting their 200mm dia. waterline							\$ 10,250.00
TOTAL ASSESSMENT IN THE Municipality of West Elgin							\$ 83,580.00

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

**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
<b>MAIN DRAIN (cont'd)</b>						
<b>Municipality of Dutton-Dunwich</b>						
2	Pt. 1	35.2	4-047 (Brian McGill Farms Ltd)	\$ 19,390.00	\$ 23,337.00	\$ 42,727.00
2	Pt. 2	6.0	4-049 (T. Pettingill)		5,180.00	5,180.00
3	W. Pt. 1	0.4	4-078 (Crinan Community Center)		345.00	345.00
3	Mid Pt. 1	0.3	4-079-10 (J. Wilkie)		259.00	259.00
3	Pt. 1	15.4	4-079 (Brian McGill Farms Ltd)		13,296.00	13,296.00
3	Pt. 2	8.3	4-081 (T. Pettingill)		7,166.00	7,166.00
TOTAL ASSESSMENT ON LANDS				\$ 19,390.00	\$ 49,583.00	\$ 68,973.00
Duff Line		1.9	County of Elgin	\$	\$ 5,595.00	\$ 5,595.00
Dunborough Road		0.6	County of Elgin	9,900.00	1,812.00	11,712.00
TOTAL ASSESSMENT ON ROADS				\$ 9,900.00	\$ 7,407.00	\$ 17,307.00
<b>SPECIAL ASSESSMENT (50%)</b> against the County of Elgin for the increased cost of installing 16 meters of 610mm dia. 7.9mm thickness smooth steel wall steel pipe						\$ 12,140.00
<b>TOTAL ASSESSMENT IN THE Municipality of Dutton-Dunwich</b>						<b>\$ 98,420.00</b>
<b>TOTAL ASSESSMENT ON THE MAIN DRAIN</b>						<b>\$ 182,000.00</b>

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

Job No. 221274

October 13, 2022

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>MAIN DRAIN</b>				
<b>Municipality of West Elgin</b>				
2	Pt. Z	15.0	70-022 (Herman Minnema Farms Ltd)	20.2 %
3	Pt. Z	5.0	70-049 (Brian McGill Farms Ltd)	3.3
				=====
TOTAL ASSESSMENT ON LANDS				23.5 %
				=====
Dunborough Roac		1.8	County of Elgin	8.8 %
Stalker Line		0.8	County of Elgin	1.2
				=====
TOTAL ASSESSMENT ON ROADS				10.0 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of West Elgin</b>				<b>33.5 %</b>
<b>Municipality of Dutton-Dunwich</b>				
2	Pt. 1	35.2	4-047 (Brian McGill Farms Ltd)	32.9 %
2	Pt. 2	6.0	4-049 (T. Pettingill)	5.2
3	W. Pt. 1	0.4	4-078 (Crinan Community Center)	0.3
3	Mid Pt. 1	0.3	4-079-10 (J. Wilkie)	0.3
3	Pt. 1	15.4	4-079 (Brian McGill Farms Ltd)	13.2
3	Pt. 2	8.3	4-081 (T. Pettingill)	7.1
				=====
TOTAL ASSESSMENT ON LANDS				59.0 %
				=====
Duff Line		1.9	County of Elgin	5.6
Dunborough Roac		0.6	County of Elgin	1.9
				=====
TOTAL ASSESSMENT ON ROADS				7.5 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of Dutton-Dunwich</b>				<b>66.5 %</b>
<b>TOTAL ASSESSMENT FOR MAINTENANCE FOR THE MAIN DRAIN</b>				<b>100.0 %</b>

# SCHEDULE OF NET ASSESSMENT

## D.K. ANDREWS DRAIN

### Municipality of West Elgin

(FOR INFORMATION PURPOSES ONLY)

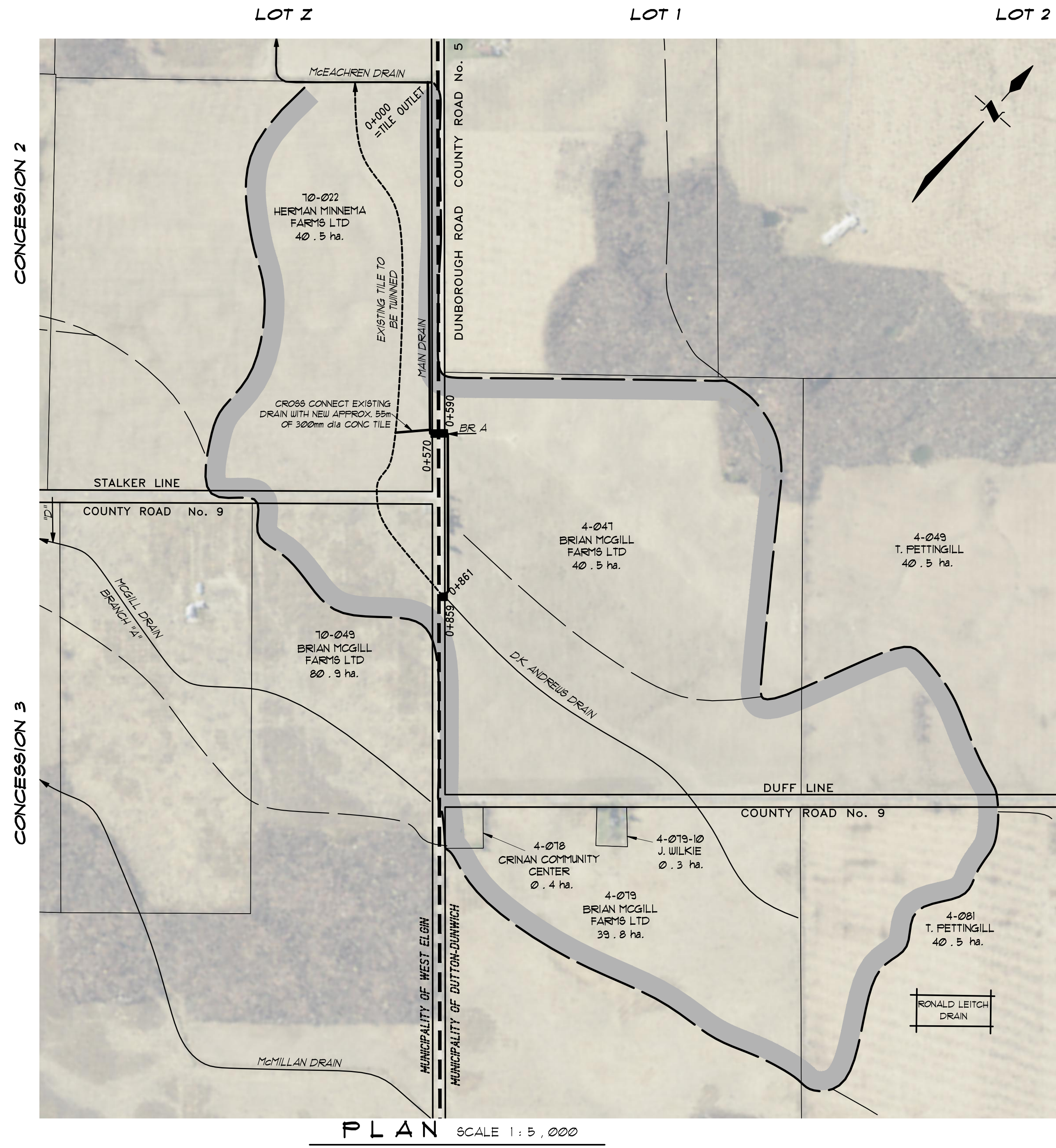
Job No. 221274

October 13, 2022

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
<b>Municipality of West Elgin</b>				
70-022 (Herman Minnema Farms Ltd)	\$ 37,645.00	\$ 12,548.00	\$ 7,560.00	\$ 17,537.00
70-049 (Brian McGill Farms Ltd)	4,316.00	1,439.00		2,877.00
* Dunborough Road	13,298.00			13,298.00
* Special Assessment	12,140.00			12,140.00
* Stalker Line	1,211.00			1,211.00
* Lagasco inc.				
* Special Assessment	2,360.00			2,360.00
* Mun. of West Elgin (Water Department)				
* Special Assessment (Locating)	2,360.00			2,360.00
* Special Assessment (Relocating)	10,250.00			10,250.00
<b>Municipality of Dutton-Dunwich</b>				
4-047 (Brian McGill Farms Ltd)	42,727.00	14,242.00	3,250.00	25,235.00
4-049 (T. Pettingill)	5,180.00	1,727.00		3,453.00
* 4-078 (Crinan Community Center)	345.00			345.00
* 4-079-10 (J. Wilkie)	259.00			259.00
4-079 (Brian McGill Farms Ltd)	13,296.00	4,432.00		8,864.00
4-081 (T. Pettingill)	7,166.00	2,389.00		4,777.00
* Duff Line	5,595.00			5,595.00
* Dunborough Road	11,712.00			11,712.00
* Special Assessment	12,140.00			12,140.00
<b>TOTALS</b>	<b>\$ 182,000.00</b>	<b>\$ 36,777.00</b>	<b>\$ 10,810.00</b>	<b>\$ 134,413.00</b>





CONCESSION 2

CONCESSION 3

CONCESSION 2

CONCESSION 3

## GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
CLOSED PORTIONS - 15 METERS  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE 10M.
- 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.

- a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.
- b) CONTRACTOR TO NOTIFY ALL UTILITIES 72 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.
- c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.

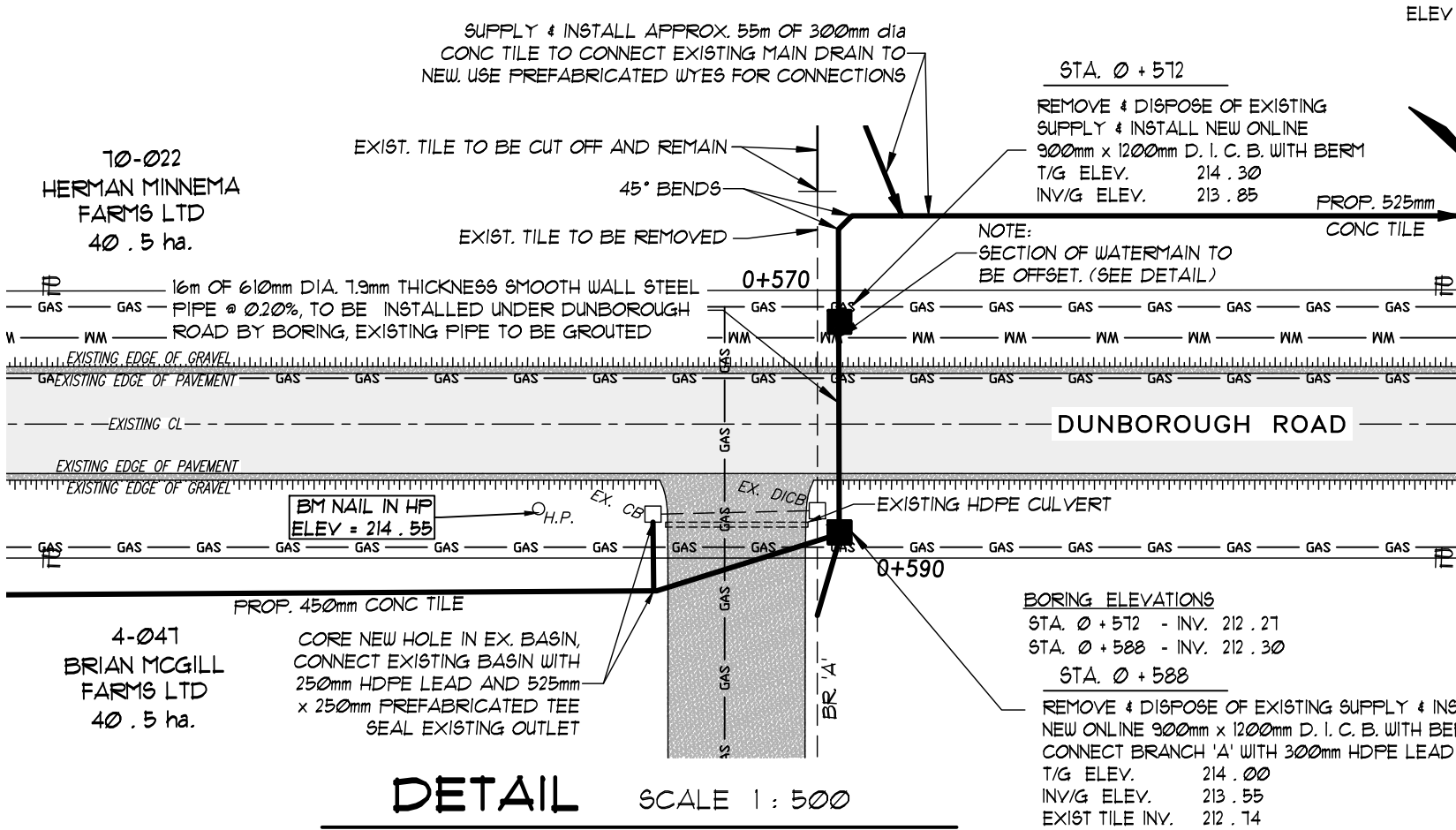
- 5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" SPECIFICATIONS.
- 6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.28" IN THE SPECIFICATIONS.
- 7/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.

## CLOSED PORTIONS

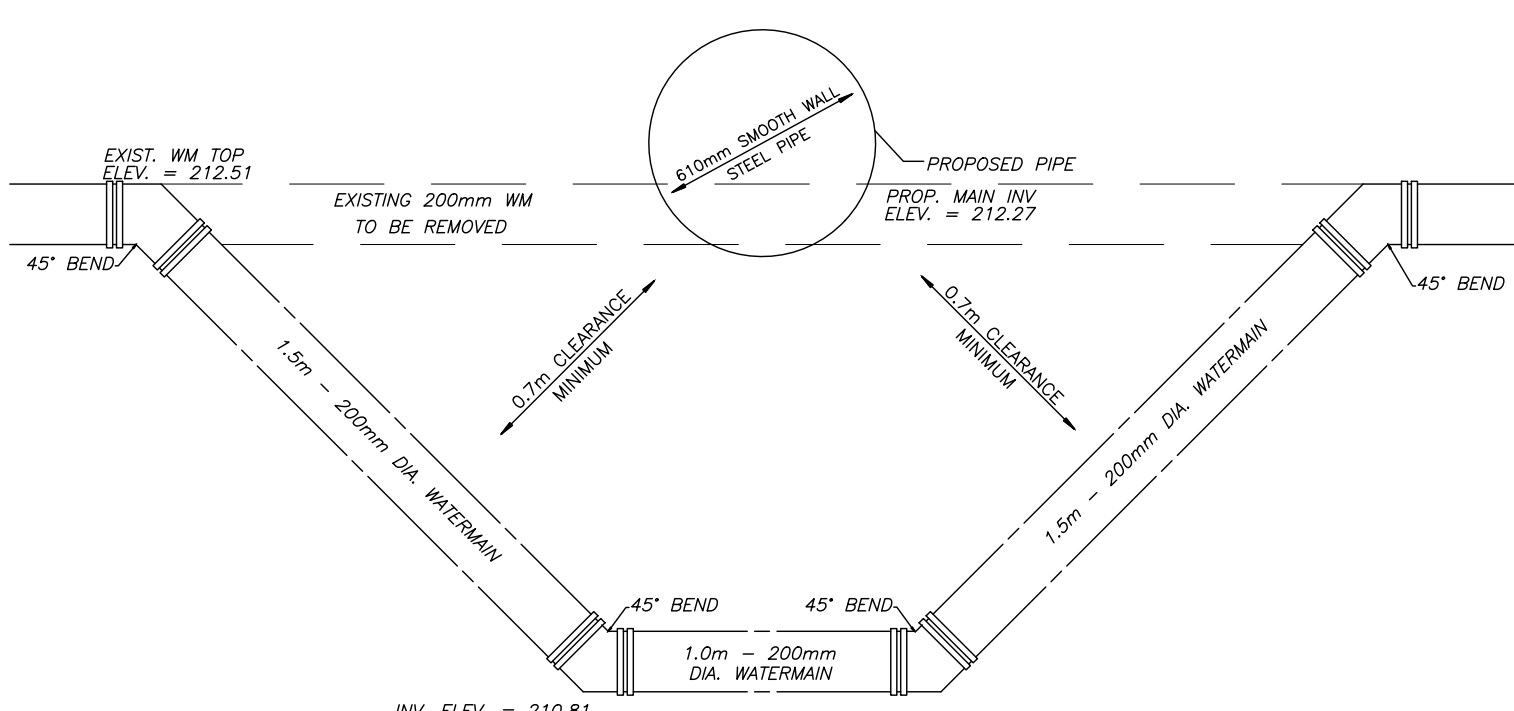
- a) ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO "SECTION C.1" IN THE SPECIFICATIONS.
- a) SEWER PIPE TO BE CONCRETE, H.D.P.E. PLASTIC 320 KPA (BELL & SPIGOT WITH RUBBER GASKETS, CONFORMING TO C.S.A. 1026-09), PVC ULTRA RIB OR PVC SDR 35
- b) CONCRETE TILE SHALL BE HEAVY DUTY (2000-D) WHERE NOTED

- EXISTING TILE DRAINS TO BE EXPOSED IN AS MANY LOCATIONS AS ARE NECESSARY TO CONFIRM THEIR EXACT LOCATION AND ELEVATION PRIOR TO CONSTRUCTION. EXACT LOCATION OF NEW TILE DRAINS THEN TO BE CONFIRMED BY DRAINAGE SUPERINTENDENT OR ENGINEER.
- a) INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH "SECTION C - TILE DRAIN" IN THE SPECIFICATIONS.
  - b) ALL CONCRETE TILE AND TILE-PIPE JOINTS TO BE WRAPPED WITH GEOTEXTILE IN ACCORDANCE WITH "SECTION C.8" IN THE SPECIFICATIONS.
  - c) NO CONSTRUCTION EQUIPMENT OR FARM MACHINERY SHALL CROSS OVER THE MOUNDED BACKFILLED TILE TRENCHES UNTIL SUFFICIENT SETTLEMENT HAS OCCURRED.
  - d) STRIP AND STOCKPILE TOPSOIL FROM CONSTRUCTION AREA (4 METRE WIDTH) FOR ENTIRE LENGTH OF NEW DRAIN (EXCEPT LANEWAYS & ROADS). EXCESS SPOIL TO BE LEVELLED AND TOPSOIL RELEVELLED OVER SPOIL, MOUNDED TRENCH AND REMAINING CONSTRUCTION AREA.

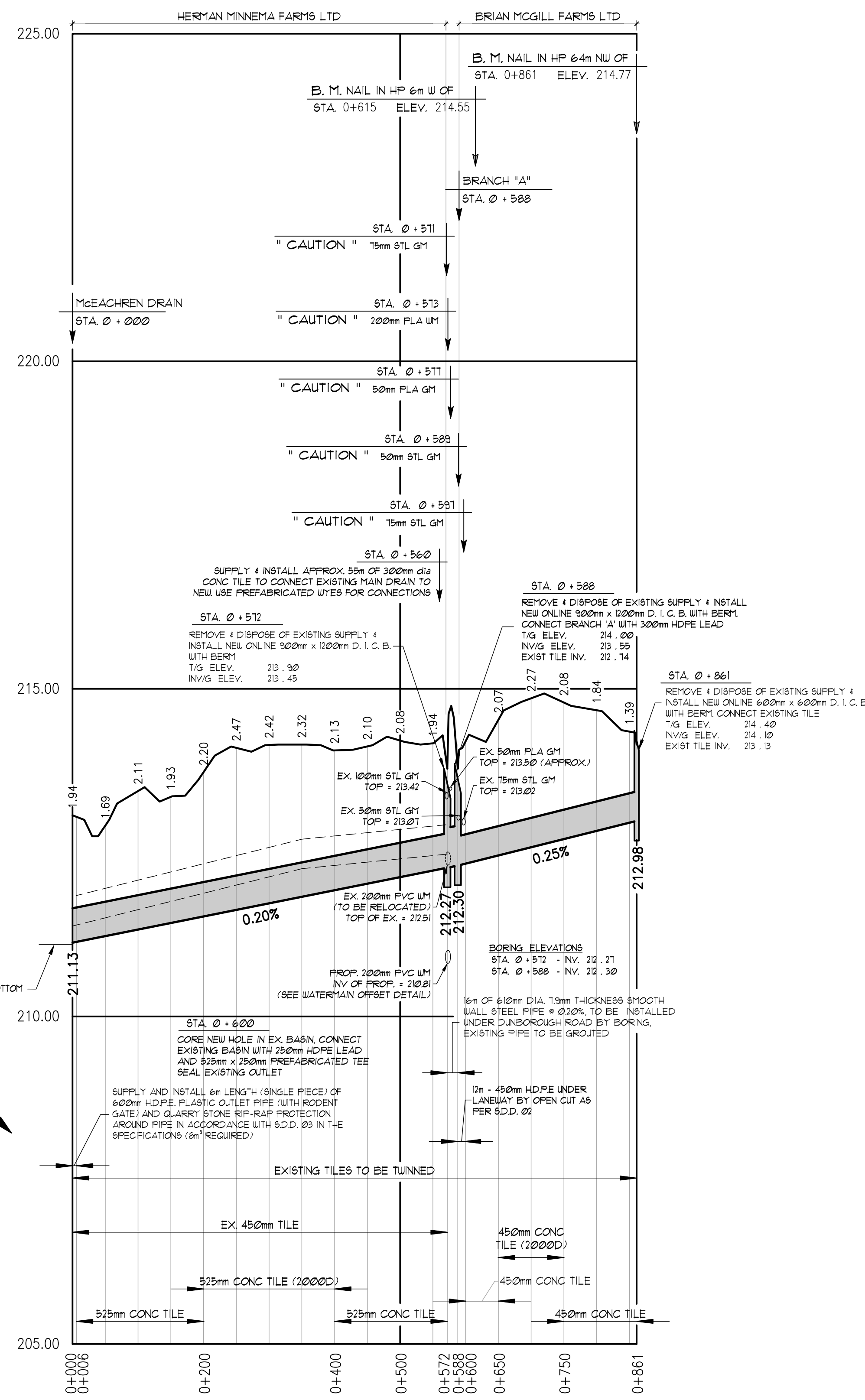
- a) IT SHALL BE NOTED THAT AREAS OF POOR SOIL CONDITION MAY BE ENCOUNTERED ALONG THE COURSE OF THE DRAIN. IF SUCH CONDITIONS ARE ENCOUNTERED AND IF THE TRENCH WALLS AND/OR TRENCH BOTTOM AND/OR TRENCH BOTTOM BECOME UNSTABLE, THEN THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE DRAINAGE SUPERINTENDENT OR ENGINEER.
- b) IF SO ORDERED BY THE DRAINAGE SUPERINTENDENT OR ENGINEER, THE CONTRACTOR SHALL INSTALL THE TILE OR PIPE ON A BEDDING OF 19mm (3/4") CRUSHED STONE THROUGH THE AREA OF UNSTABLE TRENCH. THE CRUSHED STONE SHALL BE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS "TERRAFIX 360 R" OR APPROVED EQUAL. THE LIMITS OF THIS WORK SHALL BE DETERMINED BY THE DRAINAGE SUPERINTENDENT OR ENGINEER.
- c) PAYMENT FOR THIS WORK SHALL BE IN ACCORDANCE WITH THE CONTINGENCY AMOUNTS SHOWN ON PAGE 3 OF THE "FORM OF TENDER".
- d) ALL CONCRETE TILE AND TILE-PIPE JOINTS TO BE WRAPPED WITH GEOTEXTILE IN ACCORDANCE WITH "SECTION C.8" IN THE SPECIFICATIONS.



DETAIL SCALE 1:500

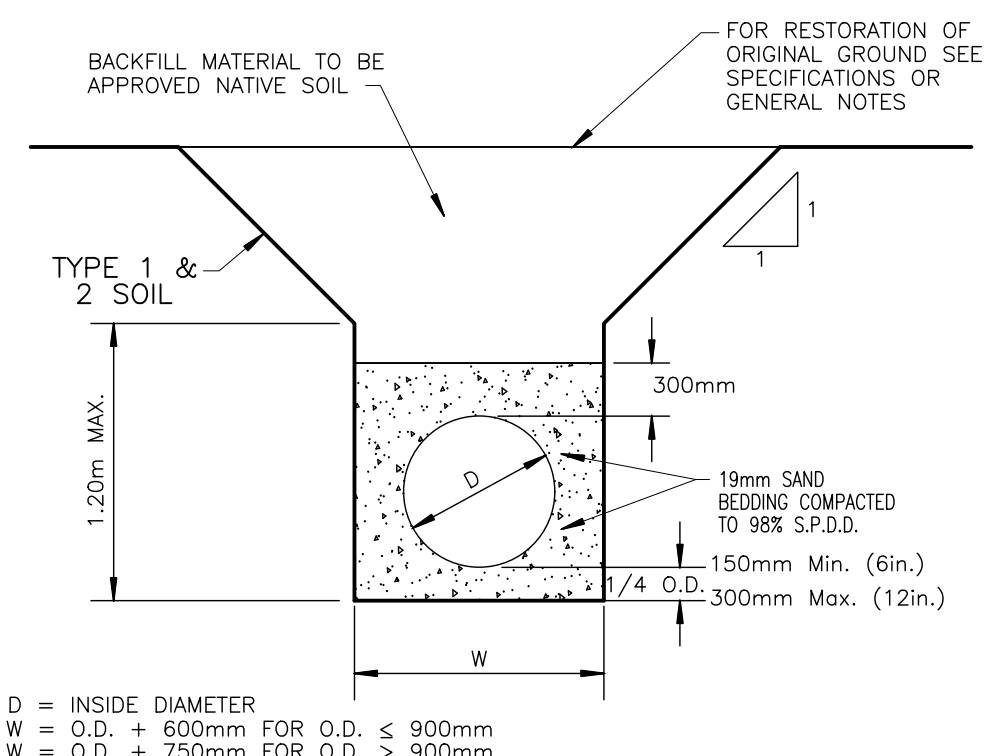


WATERMAIN OFFSET DETAIL SCALE 1:25



MAIN DRAIN

SCALE: HOR. 1:5,000  
VERT. 1:50



BEDDING FOR PLASTIC SEWER PIPE  
DETAIL "A"

N.T.S.

## PLAN LEGEND

- LIMIT OF WATERSHED AREA
- PROPOSED DRAINAGE WORKS
- EXTERIOR OR INTERIOR WATERSHED
- - - - - TO BE TUNNED
- EXIST. MUNICIPAL DRAIN
- PRIVATE TILE OR SURFACE WATER RUN
- EXIST. WATERCOURSE OR PRIVATE DITCH

4-023 ASSESSMENT ROLL NUMBER  
J. BITH OWNERS NAME  
40.5 ha. HECTARES OWNED

## D.K. ANDREWS DRAIN

Municipality of  
West Elgin

Drainage Superintendent:  
TOM MOHAN  
519-785-0560

No.	REVISIONS	DATE



Drawn By: MJ & MM	Field Book	JOB No.	Drawing No.
Date: OCT. 13, 2022	GFS	221274	1 of 1

## PLAN, PROFILE, DETAILS & NOTES

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





## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2022-12-20  
**Subject:** Zoning By-law Amendment Application D14 12-2022 - Gray Line Recommendation Report 2023-01

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 12-2022 – Gray Line Recommendation Report (Planning Report 2023-01);

That West Elgin Council approve the rezoning of the severed parcel (lot addition) from Lakeshore Residential Special Use Regulation 1 – Holding 7 (LR-1-H-7) to Recreation Vehicle Park (RVP);

That West Elgin Council approve an amendment to the existing zoning of the retained parcel to recognize the reduced lot frontage of 12 m, 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 January 26, 2023, Council Agenda.

### **Purpose:**

The purpose of the Zoning By-law Amendment is to address conditions of Consent Application E60-22, to 1) rezone lot addition lands to be conveyed to the abutting recreational vehicle park, and 2) to amend the zoning on the retained parcel to address a further reduction in the remaining lot frontage. The lot addition lands will be rezoned from Lakeshore Residential Special Use Regulation 1, Holding 7 (LR-1-H-7) Zone to Recreational Vehicle Park (RVP) Zone. The retained parcel will remain within the LR-1-H-7 but will be amended to recognize the further reduction in the lot frontage resulting from the lot addition.

**Background:**

Below is background information, in a summary chart:

<b>Application</b>	D 14 12-2022 (condition of E60-2022)
<b>Owners</b>	Lou Nitra & Clayton Jones Morley
<b>Applicant</b>	Hickory Grove Campers Association
<b>Legal Description</b>	Part Lot of 4, Concession 14 & Part 1, RP 11R 10300
<b>Entrance Access</b>	Gray Line
<b>Lot Addition</b>	6,578 m <sup>2</sup> to be conveyed and rezoned to RVP
<b>Retained Parcel</b>	87,700 m <sup>2</sup> to be rezoned to recognize reduced lot frontage

Figure One below, shows the location of the subject property (outlined in red) and receiving lot to the west (outlined in blue).





Figure Two shows the survey sketch prepared as part of the application for severance. The severed portion has received provisional approval to be transferred as a lot addition to the abutting campgrounds to the west to address existing encroachments onto the subject property. These are the lands to be rezoned to Recreational Vehicle Park, (RVP) to match that of the receiving lot.

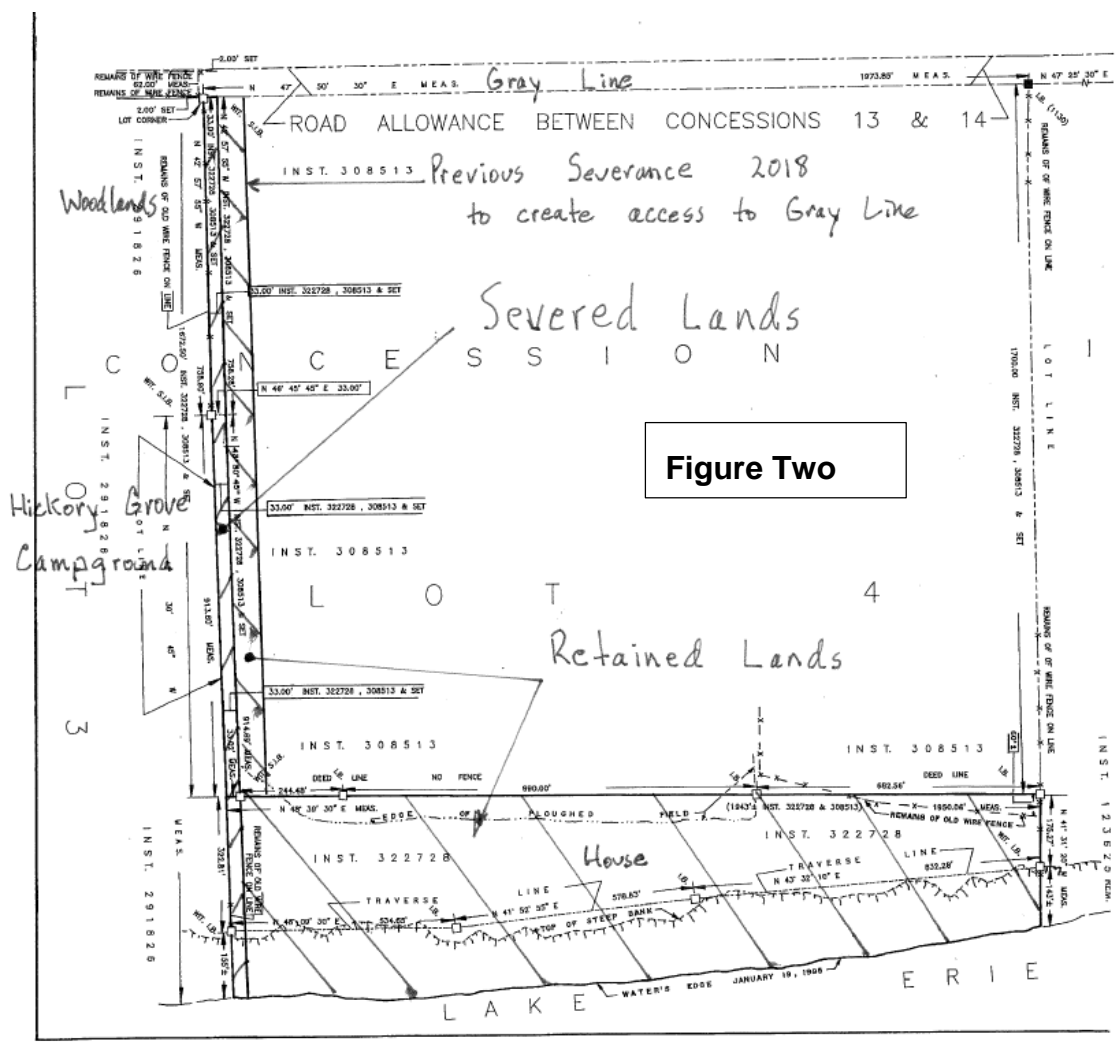


Figure Two

### Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The reconfiguration may result in a minimal change in assessment.

### Policies/Legislation:

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

**PPS:**

The lot line adjustment raised no issue of Provincial significance. The proposed zoning is a housekeeping matter. Development ability on the properties in question will remain subject to the same requirements including any limitation due to proximity to the bluffs along Lake Erie. The proposal is consistent with PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. The County has acknowledged the discrepancy between the County and West Elgin Official Plans. The intent is for the County to address this as part of the five year review process. Section E1.2.3.4 outlines that consents are permitted for legal or technical reasons including minor boundary adjustments which do not result in the creation of new lots. The Land Division Committee approved the lot addition subject to rezoning of the lot addition lands and retained lands. The proposed zoning amendment conforms with the policies of the County Official Plan.

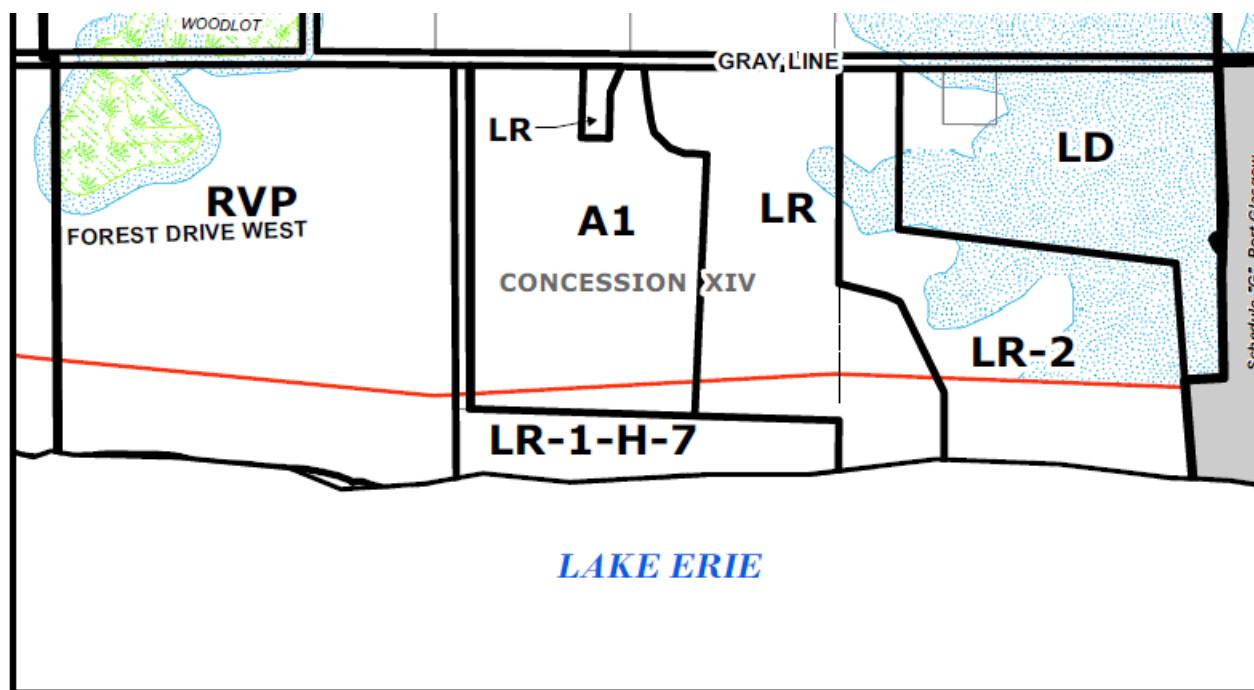
**WEOP:**

The subject lands are designated as Lakeshore Area, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP. The use of the properties in question will not change and will continue to conform with the Lakeshore Area policies of the OP. Therefore, this proposal conforms to the OP.

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

The subject lands are zoned Lakeshore Residential Special Use Regulation 1 – Holding 7 (LR-1-H-7) on Schedule "A" Map 75 of the ZBL as depicted in Figure Three.

Figure Three



**Municipality of WEST ELGIN: RURAL AREA**

**Schedule "A"**

SCALE 1:10,000

0 50 100 200 300 400 500 Metres

Municipality of West Elgin Zoning By-Law



**Map No. 75**

The permitted use within the Lakeshore Residential Special Use Regulation (LR-1) are limited to a seasonal dwelling with site-specific regulations recognizing its location. The H-7 is a holding symbol which requires the establishment of permanent access and frontage and determination if the seasonal dwelling has been constructed in compliance with the Ontario Building Code. The access and driveway have been completed, the compliance item with OBC remains outstanding. The LR-1-H-7 zoning will remain in place but will be amended to recognize the reduction in lot frontage.

The receiving lot is zoned Recreational Vehicle Park (RVP). While it is not specifically required that any parcel of land is within a single zone it does provide clarity of use if the lot addition lands are rezoned to match that of the receiving lot so there is no confusion on what regulations are applicable to the affected property. As such the lot addition lands will be rezoned to Recreational Vehicle Park (RVP).

#### **Interdepartmental Comments:**

The zoning application was circulated to municipal staff for comment. Items specific to the consent application were addressed as conditions at the Land Division Committee. The zoning application on its own raised no issue.

External agencies are also circulated for comment. At the time of writing West Elgin has not received any feedback on the application.

**Public Comment:**

As required by the Planning Act all landowners within 120 m of the subject parcel were circulated. At the time of writing of this report no comments have been received.

**Summary:**

The proposed zoning amendment is consistent with the PPS, conforms to both the CEOP and West Elgin OP, and addresses the application condition(s) of consent included in the provisional approval decision of the Land Division Committee for the County of Elgin.

Prepared by:

A handwritten signature in black ink, appearing to read 'Robert Brown', with a long horizontal flourish extending to the right.

Robert Brown, H. Ba, MCIP, RPP  
Planner  
Municipality of West Elgin

**Report Approval Details**

Document Title:	Zoning By-law Amendment Application D14 12-2022 - Gray Line Recommendation Report 2023-01
Attachments:	- 2023-xx - D14 12-2022 Hickory Grove Campers Association.pdf
Final Approval Date:	January 26, 2023

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

Jana Nethercott

**Report Approval Details**

Document Title:	Zoning By-law Amendment Application D-14 12-2022 - Recommendation Report - 2023-01-Planning.docx
Attachments:	- 2023-xx - ZBLA - D14 12-2022 Gray Line - DRAFT.pdf
Final Approval Date:	Jan 13, 2023

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. 2023-xx**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property on Gray Line.**

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

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

1. That Schedule "A" Map No. 75 to By-law No. 2015-36, is hereby amended by changing the subject property from **Lakeshore Residential Special Regulation 1 – Holding – 7 (LR-1-H-7) Zone** to **Recreational Vehicle Park (RVP) Zone** for those lands outlined in heavy solid lines and described as RVP, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 4, Concession 14, Pt. 1, RP 11R 5840 & Pt. 1, RP 11R 10300; Municipality of West Elgin.
2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as 13.3.1 d) as follows:  
  
"13.3.1 d)      Minimum Lot Frontage                      12 metres"
3. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

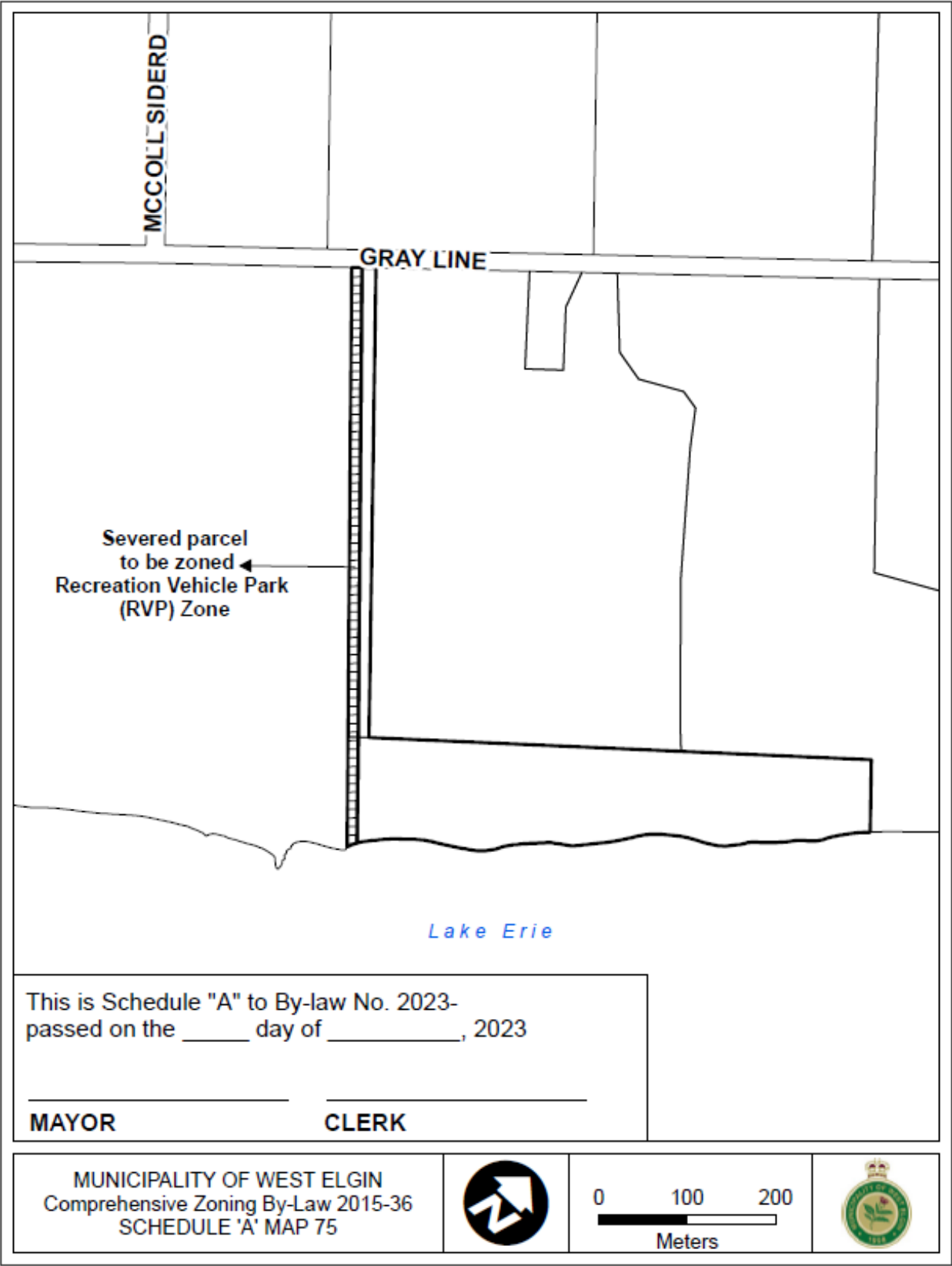
Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January 2023.

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Duncan McPhail  
Mayor

---

Jana Nethercott  
Clerk







## Staff Report

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**Report To:** Council Meeting

**From:** Robert Brown, Planner

**Date:** 2022-12-21

**Subject:** Zoning By-law Amendment Application D-14 13-2022 – Recommendation Report, 242 Furnival Road – 2023-02 - Planning

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 13 2022 – 242 Furnival Road Recommendation Report (Planning Report 2023-02);

That West Elgin Council approve the zoning amendment for the subject parcel at 242 Furnival Road to permit a ground floor residential unit utilizing up to 60% of the ground floor space and located at the rear of the existing building;

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the January 26, 2023, Council Agenda

### **Purpose:**

The purpose of the Zoning By-law Amendment is to consider amendment of the existing Village Core (C1) Zone to permit conversion of a portion of the ground floor of the existing building for residential purposes. The existing C1 zoning will be amended to include a special use regulation permitting residential on the ground floor at the rear of the building.

### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	D 14 13-2022
<b>Owner/Applicant</b>	509692 Ontario Ltd.
<b>Legal Description</b>	Part Lot 1, Blk B, Plan 67
<b>Civic Address</b>	242 Furnival Road
<b>Lot Area</b>	390.71 sq. m (4,205.7 sq. ft.)
<b>Frontage</b>	10.8 m (35 ft.)

Figure One below, shows the location of the subject property (outlined in blue).

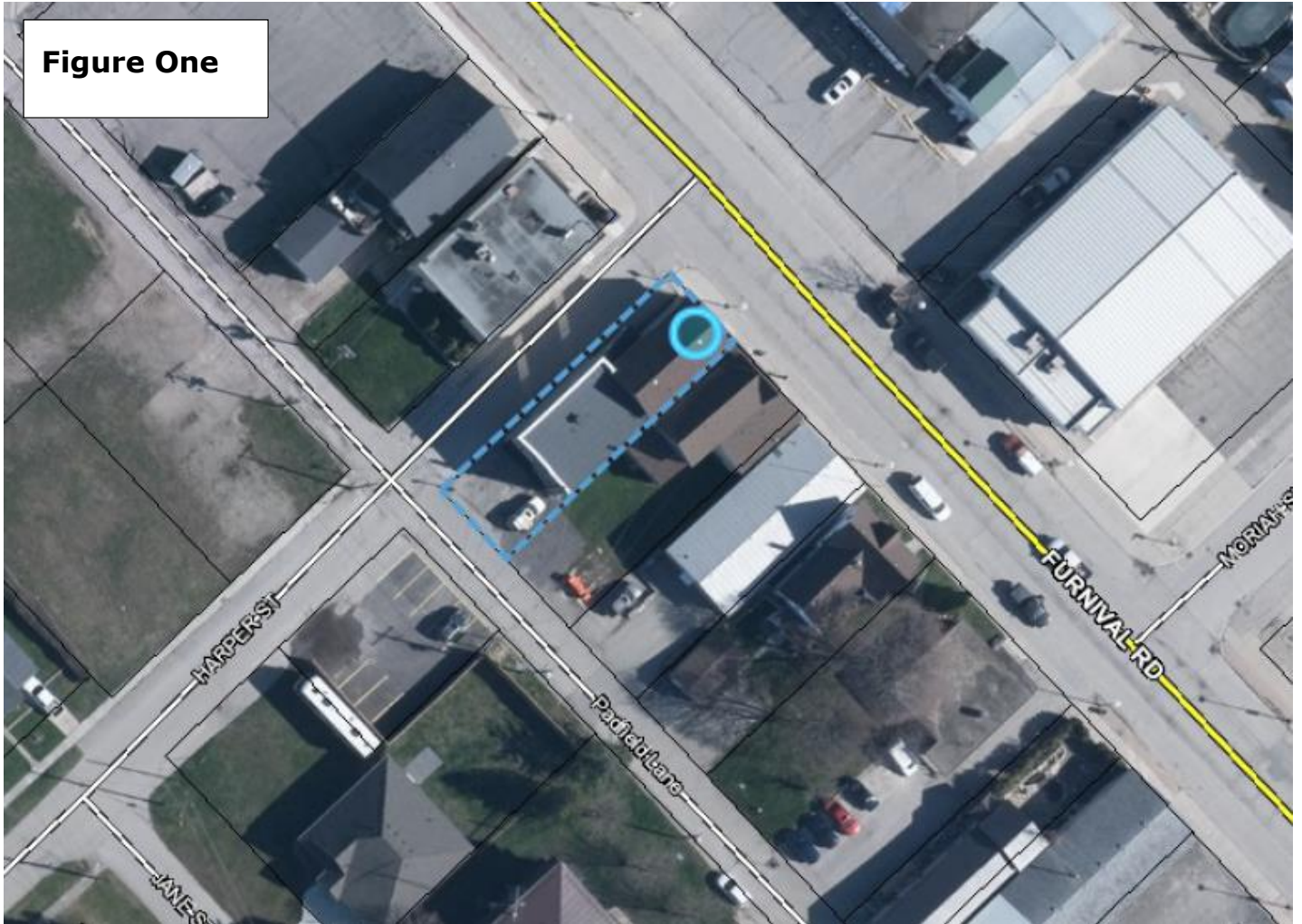
**Figure One**

Figure Two outlines the configuration on the lot and the proposed location of the residential space on the ground floor.

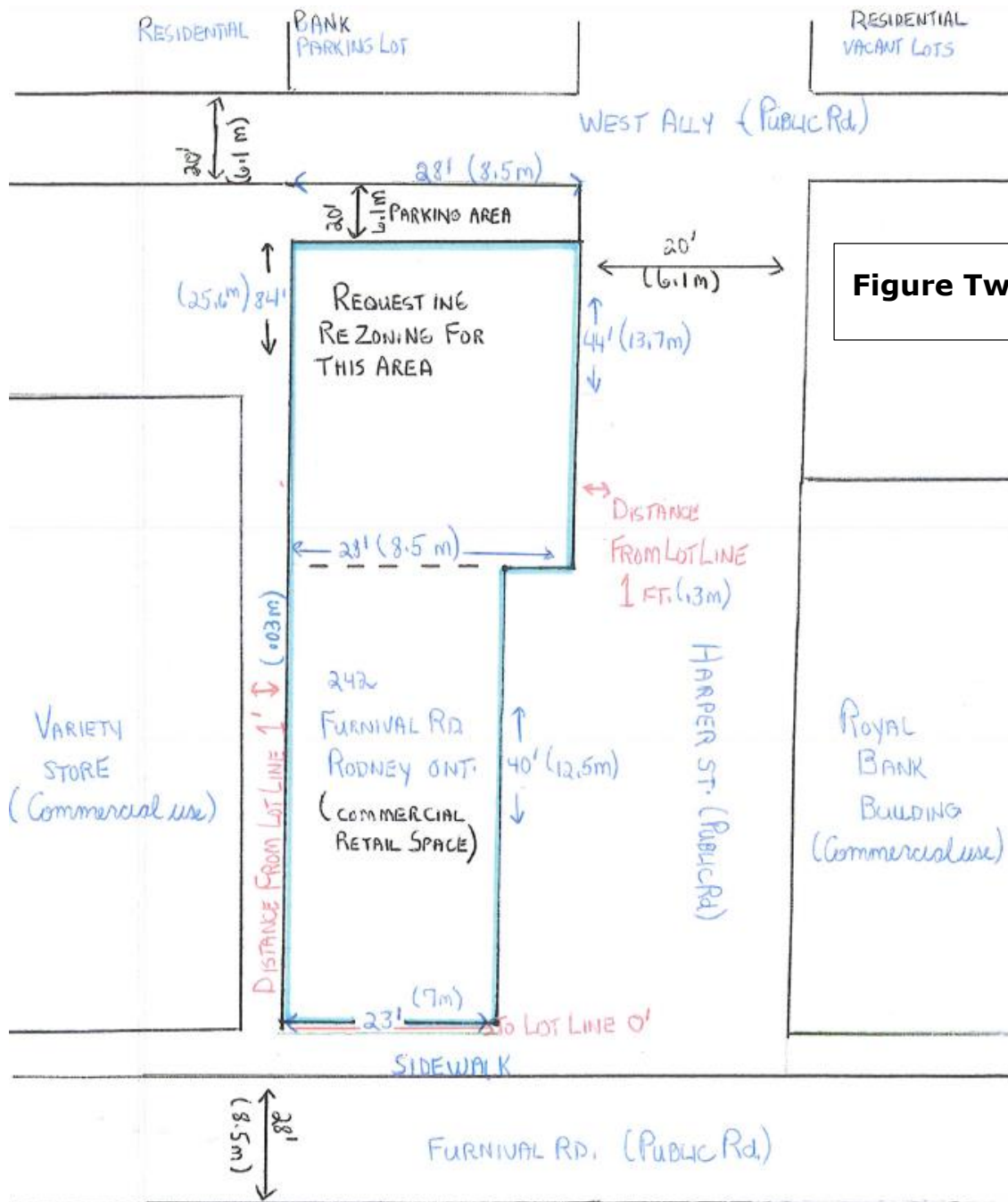


Figure Two

**Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The rezoning and subsequent partial change of use may result in a minimal change in assessment.

**Policies/Legislation:**

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

**PPS:**

Provincial Policy encourages the reuse and redevelopment of existing building stock to support a variety of uses including the growing need for housing. The proposed zoning will provide an additional dwelling unit within the downtown core while continuing to also maintain available commercial space. The proposal is consistent with PPS.

**CEOP:**

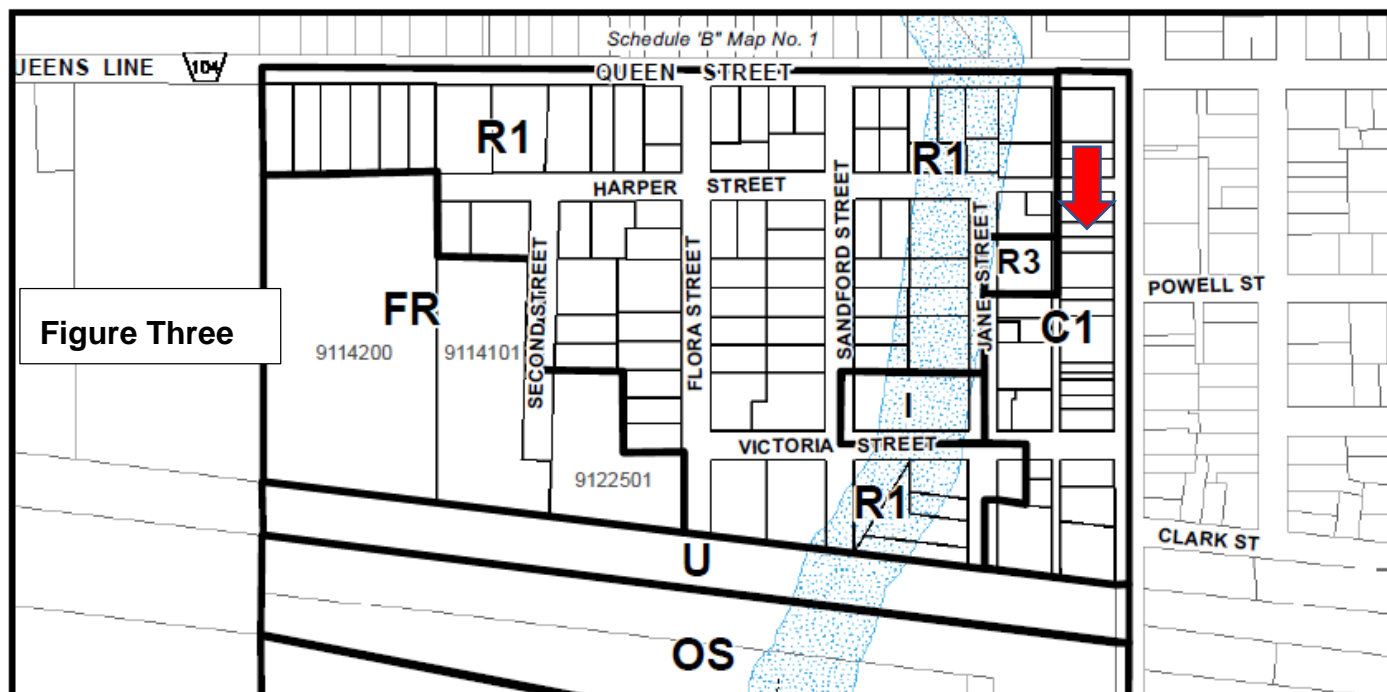
The subject lands are within the Tier One Settlement Area of Rodney on Schedule 'A' Land Use in the CEOP. Settlement areas shall be the focus of growth and their vitality and regeneration shall be promoted. There are a range of urban and rural settlement areas in Elgin County where there is a concentration of development and mix of permitted land uses including a variety of housing types, commercial and employment uses, institutional uses, community and recreational facilities, and open space. The proposed zoning amendment conforms with the policies of the County Official Plan.

**WEOP:**

The subject lands are designated as Downtown Core, as shown on the Village of Rodney Land Use and Transportation Schedule 'C' of the Official Plan. Mixed use commercial residential is permitted within the Downtown Core designation. Residential uses are primarily anticipated on the second floor of commercial buildings so as not to remove the commercial character of the street front. In the case of the requested zoning the proposed residential, while on the ground floor, will be limited to the rear portion of the building thus maintaining commercial space and not impacting the commercial character of the streetscape. Therefore, this proposal maintains the spirit of the Downtown Core designation.

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

The subject lands are zoned Village Core (C1) Zone on Schedule “B” Map 3 of the ZBL as depicted in Figure Three.



The permitted uses within the Village Core (C1) Zone do permit dwelling units within a main building but limited to above the first storey. The proposed amendment would permit a ground floor dwelling unit but will limit it to a percentage of the ground floor and to the rear of the building.

### Interdepartmental Comments:

The zoning application was circulated to municipal staff for comment.

### Building Dept Comment:

If the requested zoning is approved a building permit will be required for the conversion of the proposed ground floor space to residential. The purpose of the permit is to ensure that all conversion works are done in accordance with the Ontario Building Code.

No other departments had applicable comment on the proposed zoning amendment application.

External agencies are also circulated for comment. At the time of writing West Elgin has not received any feedback on the application.

### Public Comment:

As required by the Planning Act all landowners within 120 m of the subject parcel were circulated. At the time of writing of this report no comments have been received.

**Summary:**

To proposed zoning amendment is consistent with the PPS, conforms to both the CEOP and West Elgin OP and will provide an additional housing opportunity in the downtown area.

Prepared by:



Robert Brown, H. Ba, MCIP, RPP  
Planner  
Municipality of West Elgin

**Report Approval Details**

Document Title:	Zoning By-law Amendment Application D-14 13-2022 – Recommendation Report, 242 Furnival Road – 2023-02 - Planning
Attachments:	- 2023-xx - D14 13-2022 509692 Ontario Ltd.pdf
Final Approval Date:	January 26, 2023

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

Jana Nethercott

**Report Approval Details**

Document Title:	Zoning By-law Amendment Application D-14 13-2022 - Recommendation Report - 2023-02-Planning.docx
Attachments:	- 2023-xx - ZBLA - D14 13-2022 Furnival Rd - DRAFT.pdf
Final Approval Date:	Jan 13, 2023

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. 2023-xx**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property located at 242 Furnival Road.**

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

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

1. That Schedule "B" Map No. 3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Village Core (C1) Zone** to **Village Core Special Regulation 3 (C1-3) Zone** for those lands outlined in heavy solid lines and described as C1, on Schedule "B" attached hereto and forming part of this By-law, being Pt. Lot 1, Blk B, Plan 67; Municipality of West Elgin.
2. That Section 16.3 to By-law No. 2015-36, as amended, of the Municipality of West Elgin being the Site-Specific Zones of the Village Core (C1) Zone is hereby amended by adding the following:
  - 16.3.3 a) Defined Area

C1-3 as shown on Schedule "B" Map No. 3 to this By-law.
  - b) Permitted Uses

Those uses permitted in the C1 Zone, and  
A single residential dwelling unit on the ground floor, not exceeding 60% of the total ground floor area and located at the rear of the existing building.
3. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January 2023.

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Duncan McPhail  
Mayor


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Jana Nethercott  
Clerk




<b>HARPER ST</b>			
	<b>Padfield Lane</b>	<div style="border: 2px solid black; padding: 5px; margin: 10px auto; width: 80%;"> <b>Lands to be rezoned from Village Core (C1) Zone to Village Core Special Regulation 3 (C1-3) Zone</b> </div>	
		<b>FURNIVAL RD</b>	
This is Schedule "A" to By-law No. 2023- passed on the ____ day of _____, 2023			
_____ <b>MAYOR</b>	_____ <b>CLERK</b>		


**MUNICIPALITY OF WEST ELGIN**  
 Comprehensive Zoning By-Law 2015-36  
 SCHEDULE 'B' MAP 3



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Meters





## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2023-01-03  
**Subject:** Zoning By-law Amendment Application D14 14-2022 – 22100 Downie Line Recommendation Report 2023-03

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 14 2022 – 22100 Downie Line Recommendation Report (Planning Report 2023-03);

That West Elgin Council approve the rezoning of the severed parcel (lot addition) from General Agricultural (A1) Zone to Highway Commercial, (C3) Zone;

That West Elgin Council approve an amendment to the existing zoning of the retained parcel to recognize the reduction in lot area, and

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the January 26, 2023, Council Agenda

### **Purpose:**

The purpose of the Zoning By-law Amendment is to address conditions of Consent Application E75-22, to 1) rezone the lot addition lands to be conveyed to the abutting commercial property, and 2) to amend the zoning on the retained parcel to address the minor reduction in the existing lot area. The lot addition lands will be rezoned from General Agricultural (A1) Zone to Highway Commercial (C3) Zone. The retained parcel will remain within the General Agricultural (A1) Zone but will be amended with a special regulation to recognize the further reduction in lot area resulting from the lot addition.

**Background:**

Below is background information, in a summary chart:

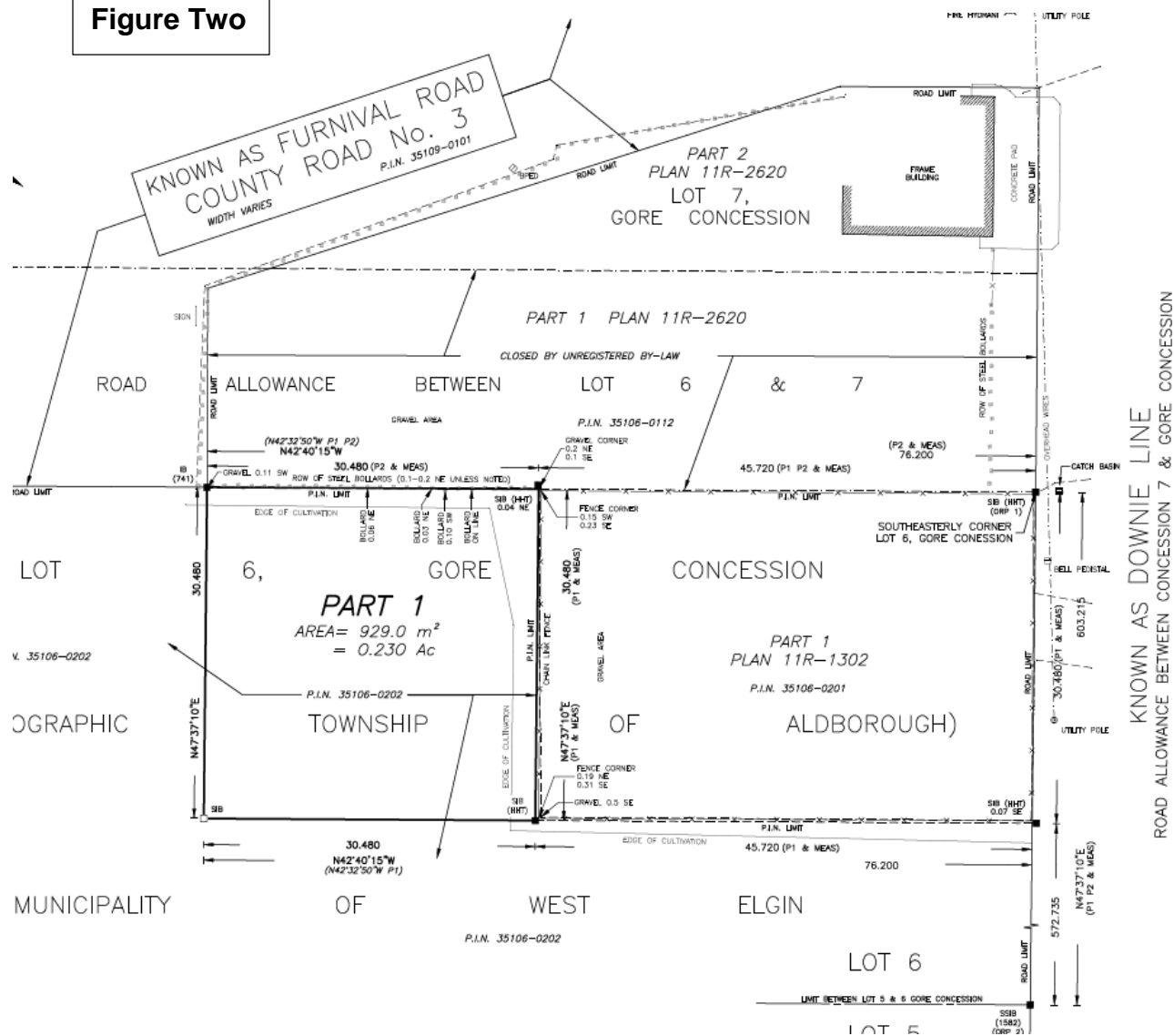
<b>Application</b>	D 14 14-2022 (condition of E75-2022)
<b>Owners</b>	Petrus & Ida Fleuren
<b>Applicant</b>	In The Hunt Trailers Inc (Chris Liddy)
<b>Legal Description</b>	Part Lot 6, Concession Gore
<b>Entrance Access</b>	Downie Line and Furnival Rd
<b>Lot Addition</b>	929 m <sup>2</sup> to be conveyed and rezoned to C3
<b>Retained Parcel</b>	19.4 ha to be rezoned to recognize the reduced lot area

Figure One below, shows the location of the lot addition lands (outlined in red), the receiving lot (outlined in green) and the retained farm parcel (outlined in blue).



Figure Two shows the survey sketch prepared as part of the application for severance. The severed portion has received provisional approval to be transferred as a lot addition to the abutting commercial property.

**Figure Two**



### **Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The reconfiguration may result in a minimal change in assessment.

### **Policies/Legislation:**

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

**PPS:**

Provincial Policy recognizes that existing businesses located within the agricultural designation may need to expand but subject to minimizing any loss of agricultural lands and not creating a negative impact on the ongoing operations of surrounding agricultural lands. The proposed zoning allows for the lot addition lands to be used for additional outdoor storage and display area for the existing business. The lot addition itself represents a minor boundary adjustment. The existing business has been in this location for some time and has not impacted existing agricultural uses nor will it impact ongoing use of the surrounding agricultural lands. The proposal is consistent with PPS.

**CEOP:**

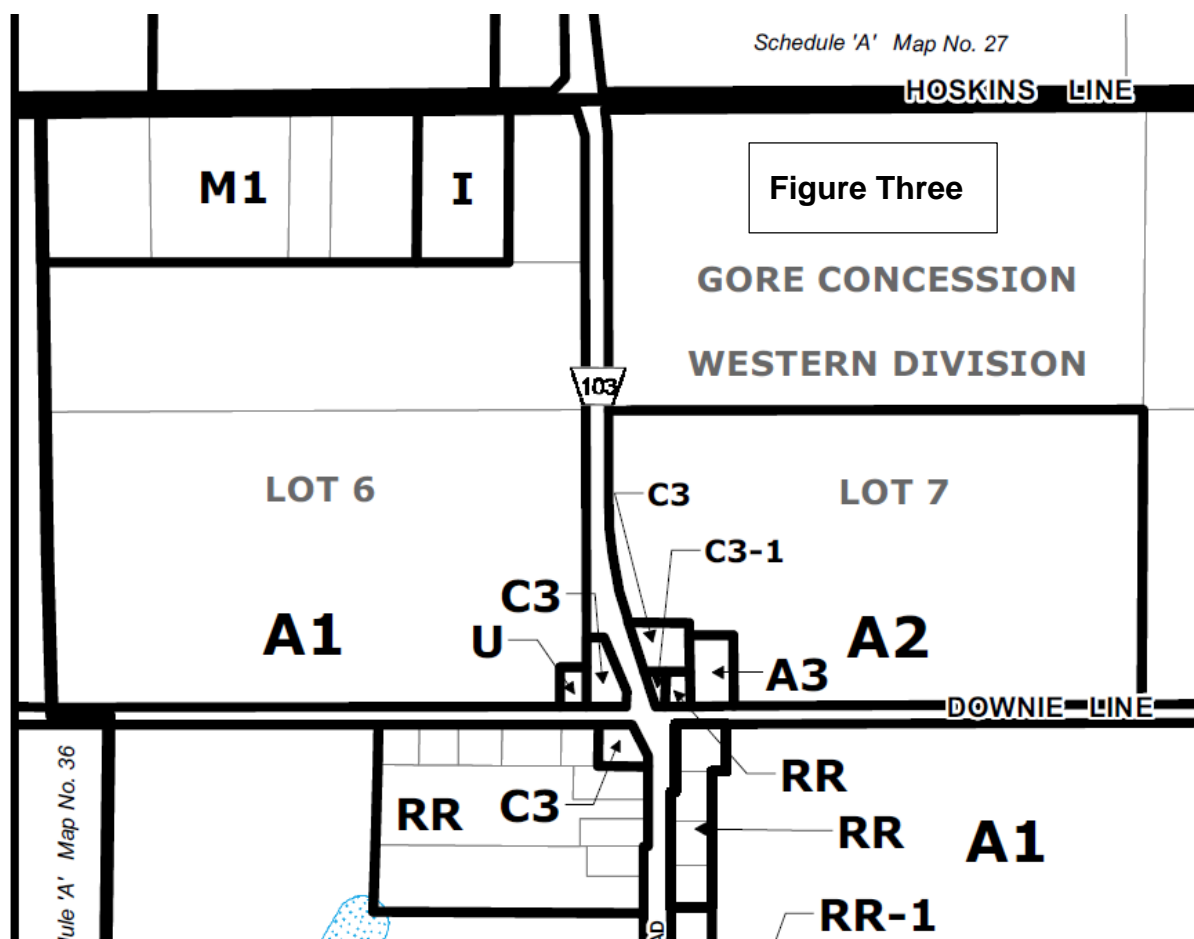
The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Section E1.2.3.4 outlines that consents are permitted for legal or technical reasons including minor boundary adjustments which do not result in the creation of new lots. The Land Division Committee approved the lot addition subject to rezoning of the lot addition lands and retained lands. The proposed zoning amendment conforms with the policies of the County Official Plan.

**WEOP:**

The majority of the subject lands are designated as Agricultural, as shown on the Rural Area Land Use and Transportation Schedule 'E' of the OP. The lot addition portion, to be rezoned, is located in the southeast corner of the subject parcel and appears to be located within a small area designated Industrial at the intersection of Furnival Road and Downie Line. Therefore, this proposal conforms to the OP.

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

The subject lands are zoned General Agricultural, (A1) Zone on Schedule "A" Map 37 of the ZBL while the receiving lot is zoned Highway Commercial (C3) Zone as depicted in Figure Three. The proposed amendment will rezone the lot addition lands to match that of the receiving lot. The retained parcel will be placed within a Special Regulation under the General Agricultural (A1) Zone to recognize the minor reduction in lot area resulting from the lot addition.



The zoning application was circulated to municipal staff for comment. Items specific to the consent application were addressed as conditions at the Land Division Committee. The zoning application on its own raised no issue.

External agencies are also circulated for comment. At the time of writing West Elgin has not received any feedback on the application.

### **Public Comment:**

As required by the Planning Act all landowners within 120 m of the subject parcel were circulated. At the time of writing of this report no comments have been received.

**Summary:**

To proposed zoning amendment is consistent with the PPS, conforms to both the CEOP and West Elgin OP, and addresses the application conditions of consent included in the provisional approval decision of the Land Division Committee for the County of Elgin.

Prepared by:

A handwritten signature in black ink, appearing to read 'Robert Brown', with a long horizontal flourish extending to the right.

Robert Brown, H. Ba, MCIP, RPP  
Planner  
Municipality of West Elgin

## Report Approval Details

Document Title:	Zoning By-law Amendment Application D14 14-2022 – 22100 Downie Line Recommendation Report 2023-03
Attachments:	- 2023-xx - D14 14-2022 22100 Downie Line.pdf
Final Approval Date:	January 26, 2023

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

Jana Nethercott



**Report Approval Details**

Document Title:	Zoning By-law Amendment Application D-14 14-2022 - Recommendation Report - 2023-03-Planning.docx
Attachments:	- 2023-xx - ZBLA - D14 14-2022 Downie Line - DRAFT.pdf
Final Approval Date:	Jan 12, 2023

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. 2023-xx**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property known as 22100 Downie Line.**

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

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

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Highway Commercial (C3) Zone** for those lands in cross-hatch and described as C3, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession Gore; Municipality of West Elgin.
2. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **General Agricultural Special Regulation 6 (A1-6) Zone** for those lands outlined in heavy solid lines and described as A1-6, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession Gore; Municipality of West Elgin.
3. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as 5.3.6 a) as follows:

“5.3.6 a)      **Defined Area** (22100 Downie Line)

A1-6 as shown on Schedule “A” Map No. 37

**Minimum Lot Area** – 19 ha

4. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

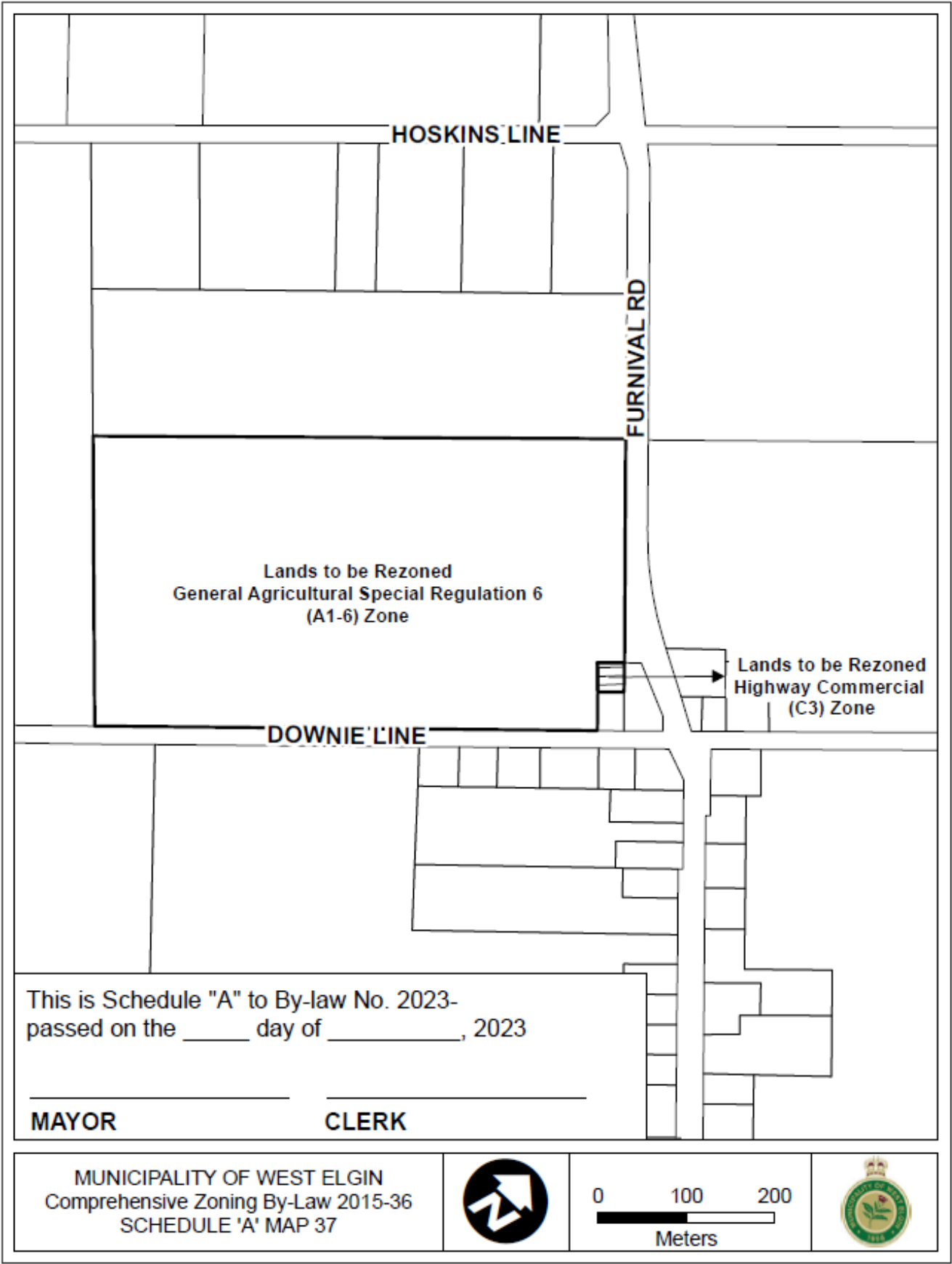
Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk





# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**January 12, 2023, 9:30 a.m.**

**West Elgin Community Complex - Hybrid Meeting**

**160 Main St**

**West Lorne**

**Electronic Hybrid Meeting**

**Present:**

**Mayor D. McPhail**  
**Deputy Mayor R. Leatham**  
**Councillor T. Tellier**  
**Councillor M. Navackas**  
**Councillor B Denning**

**Staff Present:**

**M. Badura, CAO/ Treasurer**  
**J. Nethercott, Clerk**  
**L. Gosnell, Manager of Operations & Community Services**  
**Robert Brown, Planner**

**This Meeting was held in Hybrid format and the recording available at  
[www.westelgn.net](http://www.westelgn.net) (pending no technical difficulties)**

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

Mayor Duncan McPhail called the meeting to order at 9:32 a.m.

**2. Adoption of Agenda**

**Resolution No. 2023- 01**

**Moved: Councillor Denning**

**Seconded: Councillor Tellier**

That West Elgin Council hereby adopts the Agenda as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

**3.1 Deputy Mayor Leatham - R. Brown, Planner - Road Allowance  
Closure Request – O'Malley Rd – Recommendation Report 2022-48**

Is requester of the Road Closure.

**4. Public Meeting**

**Resolution No. 2023- 02**

**Moved: Councillor Navackas**

**Seconded: Deputy Mayor Leatham**

That Council proceed into a Public Meeting pursuant to Subsection 7(6) of the *Building Code Act, R.S.O. 1992* as amended, to allow for public comments on purposed Building Department Fees.

**Carried**

**4.1 Call to Order**

Mayor McPhail called the Public meeting to Order at 9:33 a.m.

**4.2 Presentation of Proposed Building Fees**

CAO/Treasurer Magda Badura presented the proposed Building Fees for 2023. The fees have been increased by 5% to keep up with the cost of inflation and match the fee increases seen across the board for West Elgin Fees.

**4.3 Comments from the Public**

Clerk made three calls for public comments both in person and virtually. No public indicated a request to speak.

**4.4 Comments from Council**

There were no comments from Council.

#### **4.5 Close of Public Meeting**

**Resolution No. 2023- 03**

**Moved: Councillor Denning**

**Seconded: Councillor Navackas**

That West Elgin Council hereby closes the Public Meeting, held pursuant to Subsection 7(6) of the *Building Code Act, R.S.O. 1992* as amended at 9:36 a.m. in order to reconvene the Regular Meeting of Council.

**Carried**

#### **5. Adoption of Minutes**

**Resolution No. 2023- 04**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Tellier**

That the Minutes of the Council meeting on December 19, 2022 and November 17, 2022 be adopted as circulated and printed.

**Carried**

#### **6. Business Arising from Minutes**

None.

#### **7. Consent Agenda**

**Resolution No. 2023- 05**

**Moved: Councillor Navackas**

**Seconded: Councillor Tellier**

That West Elgin Council hereby receive and file the Consent Agenda.

**Carried**

#### **8. Staff Reports**

##### **8.1 By-Law Enforcement**

##### **8.1.1 M. Badura, CAO/Treasurer - Verbal Update on Parking Infraction Blitz**

CAO/Treasurer Magda Badura reported that on December 22, 2022 By-law Enforcement issued 15 parking violations in advance

of the approaching storm, to vehicles parked overnight on the street, which is contrary to Parking By-law 2001-50, which does not permit overnight parking on any street in the Municipality any time. Administration considered the number of complaints and the common comment that the resident was not aware of the by-law. The decision has been made to cancel these infractions and issue refunds. Residents who paid the tickets at the Municipal Office will receive a refund from the Municipal Office and those that paid in St Thomas will receive a refund from there.

Deputy Mayor Leatham left the meeting at 9:44 a.m. after declaring a pecuniary interest in item 8.2.1.

## **8.2 Planning**

### **8.2.1 R. Brown, Planner - Road Allowance Closure Request – O'Malley Rd – Recommendation Report 2022-48**

*Deputy Mayor Leatham declared a conflict on this item. (Is requester of the Road Closure.)*

**Resolution No. 2023- 06**

**Moved: Councillor Denning**

**Seconded: Councillor Navackas**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding a request to close the unopened portion of the O'Malley Road road allowance from Gibb Line east to the easterly limit of property at 23855 Gibb Line, and

Council direct administration to begin the formal road closure process for the unopened portion of O'Malley Road.

**Carried**

Deputy Mayor Leatham returned to the meeting at 9:48 a.m.

## **8.3 Operations & Community Services**

### **8.3.1 L. Gosnell, Manager of Operations & Community Services - Blacks Road Surface Treatment Request**

Mr. Gosnell presented his report outlining the criteria for hard surfacing of a road and the projected costs for doing so for the requested 2.4 km stretch of Blacks Road.

Councillor Denning inquired what the traffic count on this section of Blacks Road is compared to other gravel roads within the Municipality. Mr. Gosnell replied that this would be considerably lower than many other gravel roads. Mr. Gosnell further reported that staff would be doing an updated traffic count in the summer of 2023 and that even if there was cost savings from the project that was covered by the grant, no grant funds can be used towards the paving of this portion of the road.

**Resolution No. 2023- 07**

**Moved: Councillor Navackas**

**Seconded: Councillor Denning**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services re: Blacks Road Surface Treatment Request for information purposes.

**Carried**

#### **8.4 Municipal Drains**

##### **8.4.1 J. Nethercott, Clerk - Appoint Engineers for Various Municipal Drains**

**Resolution No. 2023- 08**

**Moved: Councillor Tellier**

**Seconded: Councillor Denning**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Engineers for Various Municipal Drains; and

That West Elgin Council hereby appoints Spriet Associates Engineers & Architects to prepare Engineers reports for the following Municipal Drains: Primak, Stricker, and Calixte Municipal Drains.

**Carried**



**8.4.2 J. Nethercott, Clerk - Appoint Engineers for New Municipal Drain Construction**

**Resolution No. 2023- 09**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Navackas**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Engineer for New Municipal Drain Construction; and

That West Elgin Council hereby appoints Spriet Associates Engineers & Architects to prepare Engineers report for the new Municipal Drain Construction as requested by Scott Mohan under Section 4 of the *Drainage Act*.

**Carried**

**8.5 Clerk's**

**8.5.1 J. Nethercott, Clerk - Appointment to Elgin Group Police Services Board**

**Resolution No. 2023- 10**

**Moved: Councillor Tellier**

**Seconded: Councillor Navackas**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appointment to Elgin Group Police Services Board; and

That West Elgin Council hereby appoints Ida McCallum as the representative to the Elgin Group Police Services Board as the Community Representative from Western Elgin.

**Carried**

**8.5.2 J. Nethercott, Clerk - Advisory Committees**

**Resolution No. 2023- 11**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Denning**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Advisory Committees; and

That West Elgin Council hereby directs staff to proceed with hosting discussion with the County of Elgin Economic Development Department to update the terms of reference and work plan for an Economic Development Committee and to proceed as per the Advisory Committee Policy to post the vacancies on the Recreation Committee.

**Carried**

**9. Committee and Board Report**

**9.1 Councillor Reports from Committees**

Councillor Denning reported that the West Elgin Community Centre Board of Management met on January 10, 2023 for their first meeting of this term. The Board members are eagerly waiting for a response from OMHA regarding the West Lorne Minor Hockey program.

**10. Upcoming Meetings & Events**

- Four Counties Transit Committee Meeting - January 16, 2023 at 8:30 am
- Council Meeting - January 26, 2023 at 9:30 am
- Tri-County Water Board Plant Tour and Meet & Greet of new Committee - January 30, 2023 at 7 pm (Water Plant)

**11. Accounts**

**Resolution No. 2023- 12**

**Moved: Deputy Mayor Leatham**

**Seconded: Councillor Navackas**

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #1 amounting to \$2,759,683.53 in settlement of General, Road, Water and Arena Accounts including EFT#5983-6176, online Payments#1038-1054, cheque# 26084-26107 and Payroll PP25/26.

**Carried**

## **12. Consideration of Items Requiring Discussion**

### **12.1 Rodney Kiwanis Club Road Closure Request**

Councillor Denning inquired what the cost was to the Municipality for closing these roads. Mr. Gosnell reported that in the past it was between \$500 and \$700 per closure for the staff time.

Councillor Navackas inquired if it would cost less for the Rodney Night Market to close another road? Mr. Gosnell stated the costs are the same no matter the road. Clerk Jana Nethercott reported that the reason for using Furnival Road and the set up of the Night Market was to also allow the bricks and mortar stores to participate and benefit from the market customers.

**Resolution No. 2023- 13**

**Moved: Councillor Denning**

**Seconded: Councillor Tellier**

That West Elgin Council hereby approves the Rodney Kiwanis Club's request to close Furnival Road as follows:

Toonie Tuesday Opening Night - August 8, 2023 from 4:00 p.m. - 8:30 p.m.

Toonie Tuesday Final Night - August 29, 2023 from 4:00 p.m. - 8:30 p.m.

Rodney Night Market - November 18, 2023 from 1:00 p.m. - 10:00 p.m.

**Carried**

### **12.2 Rodney Kiwanis Club Request to Waive Fees**

**Resolution No. 2023- 14**

**Moved: Councillor Denning**

**Seconded: Councillor Navackas**

That West Elgin Council hereby approves the Kiwanis Club of Rodney's request to waive fees for:

- Rodney Recreation Centre Feb 21 4 pm to 9 pm for pancake supper at a cost of \$425.00
- Rodney Recreation Centre April 8 8 am to 12 noon for Easter Egg Hunt at a cost of \$120.00
- Rodney Recreation Meeting Room Wednesdays for meetings (18 occurrences) at a cost of \$900.00

Plus applicable taxes and any increase to fees once as per the Fees and Charges By-law.

**Carried**

**13. Council Inquires/Announcements**

**13.1 Notice of Motion**

None

**13.2 Statements/Inquires by Councillors**

Councillor Navackas stated that she has been doing research on the practicalities of switching to nighttime meetings and in her research discovered that some municipalities are looking at switching to day time meetings and she was interested in other Councillors take on the situation. Discussion took place with Councillor Tellier pointing out that West Elgin Council is the only one to host meetings during the day. Council provided direction to staff to bring back a report on meeting time preferences and a draft survey to receive feedback from residents.

**13.3 Matters of Urgency**

CAO/Treasurer Magda Badura reported that she will be scheduling Integrity Commissioner Training for January 30, 2023 between 9 am and 11:30 am.

**14. Closed Session**

**Resolution No. 2023- 15**

**Moved: Councillor Navackas**

**Seconded: Deputy Mayor Leatham**

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 10:47 a.m. under Section 239(2)(b) in order to give consideration to items pertaining to personal matters about identifiable individual(s) including municipal or local board employee(s).

**Carried**

**15. Report from Closed Session**

Council reported out of Closed Session at 11:17 a.m.

**Resolution No. 2023- 16**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Tellier**

That West Elgin Council hereby direct the CAO/Treasurer to follow the April 23, 2019 letter regarding the discussed Human Resources Matter.

**Carried**

**16. By-Laws**

**16.1 By-Law 2023-01 Appoint Committee of Adjustment**

**Resolution No. 2023- 17**  
**Moved: Councillor Tellier**  
**Seconded: Councillor Navackas**

That By-Law 2023-01, being a By-Law to Constitute and Appoint a Committee of Adjustment for the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**16.2 By-Law 2023-02 Appoint Chief Building Official and Deputy Chief Building Official**

**Resolution No. 2023- 18**  
**Moved: Deputy Mayor Leatham**  
**Seconded: Councillor Denning**

That By-Law 2023-02, being a By-Law to Appoint a Chief Building Official (CBO) and Deputy CBO for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

**Carried**

**16.3 By-Law 2023-04 - Shared Services Agreement with the Township of Southwold**

**Resolution No. 2023- 19**

**Moved: Councillor Navackas**

**Seconded: Councillor Denning**

That By-Law 2023-04, being a By-law to Authorize the Execution of an Agreement an agreement for the provision of Building Code Act Administration and the Enforcement Services with the Township of Southwold, be read a first, second and third and final time.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2023- 20**

**Moved: Councillor Tellier**

**Seconded: Deputy Mayor Leatham**

That By-law 2023-03 being a By-law to confirm the proceeding of the Regular Meeting of Council held on January 12, 2023, be read a first, second and third and final time.

**Carried**

**18. Adjournment**

**Resolution No. 2023- 21**

**Moved: Councillor Tellier**

**Seconded: Councillor Denning**

That the Council of the Municipality of West Elgin hereby adjourn at 11:19 a.m. to meet again at 9:30 a.m. on January 26, 2023 or at the call of the Chair.

**Carried**

---

Duncan McPhail, Mayor

---

Jana Nethercott, Clerk

January 12, 2023

Planning Departments of the:

Municipality of Lakeshore  
Municipality of Leamington  
Municipality of Chatham-Kent  
Municipality of West Elgin  
Municipality of Dutton Dunwich  
Township of Southwold  
Municipality of Middlesex Centre  
Municipality of Strathroy-Caradoc  
Municipality of Southwest Middlesex  
City of London

Re: **Legislative and regulation changes affecting Conservation Authorities, effective January 1, 2023: Royal Assent of Bill 23, More Homes, Built Faster Act (2022) and O. Reg. 596/22**

Further to the Royal Assent of Bill 23, the province has recently released a new Minister's regulation on Prescribed Acts as well as Minister's Direction on Fees. CA staff wanted to provide you with an important update on the Province's implementation of Bill 23 as they are moving forward with a few aspects effective January 1.

Municipalities are still required to circulate planning applications to conservation authorities so we can review and comment on natural hazard and source water protection matters per O. Reg. 686/21 and the Provincial Policy Statement. The scope of our reviews will also continue to include aspects of wetlands and stormwater management as they relate to natural hazard management (hydric and unstable soils) and source water protection. Please ensure planning applications continue to be circulated to conservation authorities.

The Lower Thames Valley Conservation Authority would like to share the following information and clarification regarding its programs and services and our fee schedules.

PLAN REVIEW SERVICES

Conservation Authorities continue to provide plan review and commenting under the Mandatory Programs and Services Regulation (O.R. 686/21) which includes natural hazards and source water protection. Recent changes to our non-mandatory review and commenting services for development applications as per the Prescribed Acts Regulation (O. Reg. 596/22) does not affect Conservation Authorities' provision of mandatory programs or services (Category 1) related to those prescribed Acts. Municipalities should continue with their regular circulation process to the Lower Thames Valley Conservation Authority.

The Prescribed Acts Regulation restricts CAs from providing services related to **reviewing** and **commenting** on a proposal, application, or other matter made under a number of Acts, which are as follows:

- The Aggregate Resources Act
- The Condominium Act, 1998
- The Drainage Act
- The Endangered Species Act, 2007
- The Environmental Assessment Act
- The Environmental Protection Act
- The Niagara Escarpment Planning and Development Act
- The Ontario Heritage Act
- The Ontario Water Resources Act
- The Planning Act

The Lower Thames Valley Conservation Authority is committed to working with you to clarify planning responsibilities moving forward. Further to this commitment, we will reach out to you in the near future to set up a meeting regarding next steps. In the meantime, we continue to review all planning applications that were previously submitted in a timely manner to support your ability to meet the legislated deadlines under the Planning Act. LTVCA staff are committed to work with you to ensure that you have the information that you need to make informed and timely decisions.

#### PERMITS

The Lower Thames Valley Conservation Authority will continue to provide its regular permitting services including addressing new provisions concerning Minister's Zoning Orders and Community Infrastructure and Housing Accelerator Orders (Conservation Authorities Act, s. 28.0.1) as amended through Bill 23. All other Section 28 regulations remain unaffected for permitting for works within Hazard lands. We will continue to collaborate with you on efficient delivery of such permits as they arise.

Please note that the provision allowing the Minister to issue regulations to exempt certain development projects with Planning Act approval in certain municipalities from conservation authority permits is not currently in effect.

#### UPDATED FEE SCHEDULE

The updated fee policy and associated fee schedules (see link below) for planning and permitting for 2023 meets the requirements of the Minister's List of classes of programs and services in respect of which conservation authorities may charge a fee. The Ministerial Order received from the Ministry of Natural Resources and Forestry on December 28, 2022, has issued a direction to freeze the LTVCA's fees for planning and permitting for the year of 2023 so no additional changes will be made to our fee schedule for planning and permitting during this time. The 2023 LTVCA Fee Policy and associated Schedules were approved by the LTVCA's Board of Directors on December 15, 2022, and are now in effect.

LTVCA Fee Policy & Schedules: [https://www.lowerthames-conservation.on.ca/wp-content/uploads/2022/12/Fee-Policy-Schedules\\_FINAL-Dec-15-2022.pdf](https://www.lowerthames-conservation.on.ca/wp-content/uploads/2022/12/Fee-Policy-Schedules_FINAL-Dec-15-2022.pdf)

LTVCA Planning Fee Schedule: [https://www.lowerthames-conservation.on.ca/wp-content/uploads/2023/01/Schedule-1\\_Planning-Fees-BoD-approved\\_Dec-15-2022.pdf](https://www.lowerthames-conservation.on.ca/wp-content/uploads/2023/01/Schedule-1_Planning-Fees-BoD-approved_Dec-15-2022.pdf)



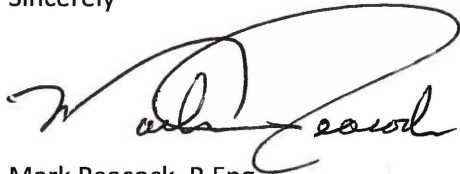
#### OTHER SERVICES PROVIDED THROUGH MOUs/AGREEMENTS

The recent legislative changes do not affect other services provided to municipalities. The Lower Thames Valley Conservation Authority will continue work on formalizing these arrangements through a Memoranda of Understanding and agreements where they are not already present.

We appreciate that these are uncertain and somewhat complicated times, so please feel free to contact the LTVCA if you have any questions. We will also ensure that we continue open communication with all our municipalities to continue to share information, address any concerns and work closely with you and your staff on implementing changes and finding solutions.

We look forward to providing you with exemplary services. If you have any questions or concerns, please contact either myself, [Mark.Peacock@ltvca.ca](mailto:Mark.Peacock@ltvca.ca) or ext. 224, or Valerie Towsley at [Valerie.Towsley@ltvca.ca](mailto:Valerie.Towsley@ltvca.ca) or ext. 226.

Sincerely



Mark Peacock, P.Eng.  
CAO/Secretary-Treasurer



Valerie Towsley  
Watershed Resource Planner

c.c. Municipal Mayors and Clerks  
Municipal Building Departments  
LTVCA Board Members

*Attachment:* Letter from MNRF re: Legislative and regulation changes affecting conservation authorities, December 28, 2022



Ministry of Natural Resources and  
Forestry

Resource Planning and Development  
Policy Branch  
Policy Division  
300 Water Street  
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles et  
des Forêts

Direction des politiques de planification et  
d'exploitation des ressources  
Division de l'élaboration des politiques  
300, rue Water  
Peterborough (Ontario) K9J 3C7

**To:** Conservation authorities and participating municipalities, Conservation Ontario  
and the Association of Municipalities of Ontario

**From:** Jennifer Keyes, Director

**Date:** December 28, 2022

**Subject:** Legislative and regulation changes affecting conservation authorities

Good afternoon,

I am writing to provide you with information on amendments to the *Conservation Authorities Act* made as part of the *More Homes Built Faster Act, 2022*, as well as two regulations that have been approved by the province in support of Ontario's Housing Supply Action Plan, both of which will come into effect on January 1, 2023. In addition, the Minister of Natural Resources and Forestry has issued a direction regarding fees that will be distributed separately from this letter. A notice will be posted to the Environmental Registry of Ontario (ERO) in the coming weeks regarding these decisions.

### Legislative Amendments

As you are likely aware, the *More Homes Built Faster Act, 2022* was passed this Fall, receiving Royal Assent on November 28, 2022. Several changes were made to the *Conservation Authorities Act* that are intended to further focus conservation authorities on their core mandate, support faster and less costly approvals, streamline conservation authority processes, and help make land suitable for housing available for development.

Notably, one part of the *More Home Built Faster Act, 2022* which came into effect upon Royal Assent were changes to Section 28.0.1 of the *Conservation Authorities Act*, which include provisions to require a conservation authority to issue a permission or permit where a Minister's Zoning Order has been made under section 47 of the *Planning Act*. This section was amended to also apply to orders made under section 34.1 of the *Planning Act*, otherwise known as the "community infrastructure and housing accelerator" tool, in addition to some other minor changes.

Other changes, which will come into effect on January 1, 2023, include:

- Updates to Section 21 of the Act so that a disposition of land in respect of which the Minister has made a grant under section 39 requires authorities to provide a notice of the proposed disposition to the Minister instead of requiring the Minister's approval. Authorities will also be required to conduct public consultations before disposing of lands that meet certain criteria.
- Sections 21.1.1 and 21.1.2 of the Act which provide that authorities may not provide a program or service related to reviewing and commenting on proposals, applications, or other matters under prescribed Acts.
- A new section 21.3 that enables the Minister to issue temporary direction to a conservation authority preventing the authority from changing the amount of a fee it charges under subsection 21.2 (10) of the Act.

Remaining legislative changes regarding conservation authority development regulations will not come into effect until proclaimed, following the creation of a new Minister's regulation with supporting regulatory details. This regulation is currently being consulted on until December 30<sup>th</sup> on the ERO, #019-2927: Proposed updates to the regulation of development for the protection of people and property from natural hazards in Ontario.

### New Regulatory Requirements

Following the passing of these legislative amendments, the government has proceeded with making two regulations, both of which will come into effect on January 1, 2023.

Amendments were made to Ontario Regulation 686/21: Mandatory Programs and Services to require conservation authorities to identify conservation authority lands suitable for housing. This requirement is part of the preparation of the land inventory required to be completed by conservation authorities by December 31, 2024, and certain considerations for identifying whether or not lands are suitable for housing are listed.

A new Minister's regulation (Ontario Regulation 596/22: Prescribed Acts – Subsections 21.1.1 (1.1) and 21.1.2 (1.1) of the Act) was also made to focus conservation authorities' role when reviewing and commenting on proposals, applications, or other matters related to development and land use planning. Under this regulation, conservation authorities are no longer able to provide a municipal (Category 2) or other (Category 3) program or service related to reviewing and commenting on a proposal, application, or other matter made under the following Acts:

- |   |  |
|---|--|
| • The <i>Aggregate Resources Act</i>      | • The <i>Niagara Escarpment Planning and Development Act</i> |
| • The <i>Condominium Act, 1998</i>        | • The <i>Ontario Heritage Act</i>                            |
| • The <i>Drainage Act</i>                 | • The <i>Ontario Water Resources Act</i>                     |
| • The <i>Endangered Species Act, 2007</i> | • The <i>Planning Act</i>                                    |
| • The <i>Environmental Assessment Act</i> |  |
| • The <i>Environmental Protection Act</i> |  |

This regulation does not affect conservation authorities' provision of mandatory programs or services (Category 1) related to reviewing and commenting on a proposal, application, or other matter made under those Acts.

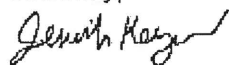
An administrative update to the "Determination of Amounts Owed Under Subsection 27.2 (2) of the Act" regulation (O. Reg. 401/22) was also made to update the methods of determining amounts owed by specified municipalities for operating expenses and capital costs related to mandatory the *Clean Water Act, 2006* and *Lake Simcoe Protection Act, 2008* programs and services to enable use of a benefit-based apportionment method.

I appreciate that with these most recent amendments, along with changes made over the last number of years, this is a time of significant transition for conservation authorities and their member municipalities. Throughout this time, conservation authorities have continued to deliver on their important roles in protecting people and property from natural hazards, conserving and managing lands, and drinking water source protection.

The ongoing efforts of conservation authorities to implement these changes is acknowledged, including initiatives led by conservation authorities and Conservation Ontario that have contributed to the Government's objectives of improving accountability and transparency and supporting timely development approvals to help address Ontario's housing supply crisis.

If you have any questions, please reach out to the Ministry of Natural Resources and Forestry at [ca\\_office@ontario.ca](mailto:ca_office@ontario.ca). I look forward to working with you in the coming year.

Sincerely,



Jennifer Keyes

Director, Resources Planning and Development Policy Branch  
Ministry of Natural Resources and Forestry

# WHAT'S NEW IN **ELGIN**

**Elgin County  
Economic  
Development &  
Tourism**



[www.progressivebynature.com](http://www.progressivebynature.com)

January 2023



Welcome to a brand new year! The first quarter is often thought of as a time of quiet reflection, of cozier times spent in the house in anticipation of warmer weather. We are here to remind you that Elgin is Open All Year Round and our businesses continue to deliver world-class service over the winter months! From classes and experiences to retail, dining, and accommodations, there's no need to hibernate and your favourite 2023 memories await right here in our own backyard. With a whole year before us, full of possibility, we are so excited to experience Elgin with you over the coming months. Be sure to keep a close eye on our social media feeds for suggestions on fun ways to spend your winter weekends!

From all of us at Elgin County Economic Development and Tourism, we wish you a happy and prosperous New Year and look forward to working with you in 2023.



# WELCOMES AND SHOUTOUTS



A big shoutout to Wayside Dining & Bar in Talbotville and owner Bob Patel (pictured left) for the incredible work they do to serve the community. In support of the Feed The Hungry program, which Bob and his team at the Wayside manage, they are raffling off a handcrafted deer. To enter, Bob and Ankit ask that you stop into the Wayside Dining & Bar (10680 Sunset Dr, in Talbotville) and donate \$25, or some goods for the cold (socks, blankets etc) and autograph the deer. Once their goal of \$25,000 has been raised they will choose one lucky winner who will win this handcrafted deer.

The Feed the Hungry Program operates around St. Thomas and area and supplies hot meals for people in need. This season, Bob says, they have supplied over 450 Turkey dinners for those in need.

Pictured here with the deer are Bob and Ankit with representatives from both Elgin County Economic Development and Tourism and Community and Cultural Services.

# NEW BUSINESS FEATURE



There is so much new and exciting happening in the town of Rodney! Our department is thrilled to join the Municipality of West Elgin in extending a warm welcome to some incredible new small businesses, 2 of which are featured below. Thanks to support from the My Main Street Program through the St. Thomas Economic Development Corporation, these local entrepreneurs have hit the ground running on providing high-quality products and service, and they all make for a great trip out to the community. They look forward to meeting you soon!

## Vertere Living

Hello!! 🖐️

Visit my shop and see what's good!



Vertere Living is a lovely new shop and studio that's really painting the town! This is a recent venture (opened November 2022) by owner Tobi, who lives in West Lorne with her husband, kids, and pets and works full-time in healthcare. What started as a furniture restoration hobby born from childhood memories of looking for old bottles with her dad has quickly become a growing business. She had previously worked on flipping thrifted and found furniture pieces in a relative's garage space, and when that was no longer available she was able to find a new facility that has opened the door to more of a public-facing opportunity.

Tobi's business name is centered on the Latin word 'vertere,' which means 'to turn,' a term that she feels symbolizes the process of taking an old, discarded piece of furniture and making it into something new and beautiful. She sees that process as being tied to a larger 'turning' that she hopes to facilitate through her work, of shifting consumer values towards embracing pre-loved items and making more environmentally-conscious purchasing choices. Tobi grounds this in the idea that we are all connected to the earth. She hopes that her work will demonstrate to consumers that alternative options exist to the lower-quality, higher-priced, increasingly difficult to obtain new furniture currently offered by big-box stores.



This is truly a passion project for Tobi, who loves the organic process of getting inspired by individual pieces and imagining their potential. She learns to do by doing and is always interested in developing new techniques and enhancing her skills. Both hobby and business provide a no-pressure creative outlet where she is able to test the waters and grow at her own pace, balanced with her family and work priorities.

In addition to Tobi's incredible refinished furniture pieces, the shop also features vintage items, art, crafts, and gifts sourced from mainly women-owned small businesses and operators who share her values. She hopes to introduce both in-person and virtual workshops where people can learn the basics of furniture refinishing. She would also like to develop an educational component to the business through encouraging people to reimagine what they have instead of buying new.

Be sure to check out the shop's Instagram below, and keep an eye out for more beautiful creations to come from the shop in 2023! All best wishes to Tobi for this exciting new business putting Rodney on the map!

**Vertere Living**  
**102 Furnival Road, Rodney N0L 2C0**

[Contact](#)

[Website](#)

[Instagram](#)



**FETCH Dog Grooming**



There's a new groomer in town, and she's already got the tails wagging! We are thrilled to welcome Alex and FETCH Dog Grooming to Rodney at 226 Furnival, which has been home to a variety of downtown businesses over the years. This venture is a true homecoming for Alex, who grew up in the village but moved to London when she was in high school.

While studying at Beal she was introduced to a summer job program and matched with a London dog groomer. This fateful arrangement was the perfect fit for kick-starting her career, but it also brought Alex full circle to a treasured childhood memory that in hindsight was the event that got the ball rolling for her. She remembers that as a small child, her family had a dog that they took to the local groomer in West Lorne. One day, she was allowed to stay for the appointment and help groom her dog, and the experience stuck with her.

After getting her industry start in London, Alex eventually became an active member of the Ontario Dog Grooming Association and is certified at multiple levels through the Canadian Professional Pet Stylists. She decided to move back to the West Elgin area to open her own business, and she is already building a dedicated clientele. Alex says that she was required to vow to treat every pet that comes through her business like her own upon graduation from grooming academy. This is something she takes very seriously, and as a dog lover each day is living the dream.

Alex has already established herself as an industry trendsetter unique from other groomers and she works hard to continually upgrade her skills to meet industry standards. She also competes in shows! On the home front, she observes that rural residents view their dogs as working members of the family, and people put a great deal of time into ensuring that their beloved companions are in top form. Alex takes great care to treat the local pooch population as such when they come in for service.

Down the road, Alex hopes to continue building her clientele and pursuing further skill development. Given her experiences as a young person growing up in a rural area, she prioritizes the facilitation of youth opportunities and would like to hire an assistant who could be trained just as she was. What an incredible example of youth entrepreneurship, and of a rural young person using their skills to benefit their home community.



**FETCH Dog Grooming**  
226 Furnival Rd., Rodney  
519) 868-4751  
Email: [fetchdoggrooming226@gmail.com](mailto:fetchdoggrooming226@gmail.com)  
Website



## RESOURCES & OPPORTUNITIES



### Southwestern Ontario Development Fund

The newest SWODF application intake will be open **from January 12, 2023** to February 23, 2023. You can find more information about eligibility and the intake process [HERE](#)

For advice on developing and strengthening your application, you are encouraged to contact your regional advisor or Business Advisory Services at:

Business Advisory Services - Western Region Main Office  
[westernregionbas@ontario.ca](mailto:westernregionbas@ontario.ca)  
Toll-free: 1-800-267-6592

## Skills Development Fund

The Skills Development Fund offers funding to organizations for innovative projects that address challenges to hiring, training or retaining workers, including apprentices, to drive Ontario's economic growth. [Applications are open until January 31, 2023.](#) [Details](#)

## Canada Summer Jobs

Canada Summer Jobs provides wage subsidies to employers with 50 or fewer full-time employees to create quality summer work experiences for young people aged 15-30 years. [Applications are open until January 12, 2023](#) and more details are available [HERE](#)

## Business Scale-up and Productivity- FedDev Ontario

Thinking of taking things to the next level? Funding under this stream helps to accelerate the growth of firms and assist with the adoption of new, innovative technologies that support scale-up, productivity, and the development of and entry into new markets to help companies become globally competitive. More details [HERE](#)

## Community Economic Development and Diversification- FedDev Ontario

Funding is available to businesses and not-for-profit organizations in small communities who are working to develop, diversify, and transform their local economies. [DETAILS](#)

## Free Virtual Session- Challenges and Opportunities in the Accommodation and Food Service Industry

Hosted by the Elgin-Middlesex-Oxford Workforce Planning and Development Board, January 19 at 11:00am. Details and registration [HERE](#)

**Are you an immigrant or a racialized person who has experienced discrimination in St. Thomas or Elgin County in the last three years?**

Survey participants wanted.



ST. THOMAS • ELGIN  
Local Immigration Partnership  
Building Welcoming, Caring, and Inclusive Communities



Western Social Science  
Network for Economic  
and Social Trends (NEST)  
Western Social Science Research and Policy



Funded by:  
Immigration, Refugees  
and Citizenship Canada

Financé par :  
Immigration, Réfugiés  
et Citoyenneté Canada

Are you an Immigrant or Racialized Person who has Experienced Discrimination in St. Thomas or Elgin County in the Last Three Years?

If you are, and you have experienced discrimination in a Workplace Setting, in a Public Place, or By the Police, please consider participating in a [virtual interview](#) with researchers

at Western University.

By sharing your stories and feedback, you will help communities across the region become more inclusive and welcoming. If you are interested in participating, please fill out a short survey and the researchers will contact you.



## FALL 2022 TOURISM BUSINESS SURVEY



**We want to hear from you! If you operate a tourism-related business in Elgin County, the department would greatly appreciate your taking the time to complete our quick survey summarizing the summer 2022 tourism season [HERE](#). Thanks so much for your consideration!**

**Have an opportunity you'd like us to share? Please send details to [economicdevelopment@elgin.ca](mailto:economicdevelopment@elgin.ca)**



# BUSINESS PLANNING

## Boot Camp

A FOUR-PART SERIES



*Sarah Noble*

Marketing &  
Communications



*Elle Crevits*

Business  
Advisor

JAN. 23 & 24

2.00 pm - 4.00 pm

JAN. 30 & 31

09.00 am - 3.00 pm

**SBECINNOVATION.CA**

Is 2023 the year you start working toward a new business or a new business growth goal?

When was the last time you brushed up your business plan, or are you on the journey without your map?

This FREE four-part Business Planning Boot Camp is designed to support entrepreneurs to refresh their plan or start from scratch with the support needed to polish it up too.

Because if you are looking for funds, you are going to need a plan.

If you are looking to grow, you are going to need a plan.

If you are looking to start, this is the starting line.

Join Sarah and Elle from the St. Thomas-Elgin Small Business Enterprise Centre in



*Your Workforce. Our Future.*

# Launching TODAY!

Help us build the solution to workplace issues  
by providing us with on-the-ground facts.

[www.employerone.ca](http://www.employerone.ca)

Canada

EMPLOYMENT  
ONTARIO

Ontario

This project is funded in part by the Government of Canada and the Government of Ontario.

Please consider quickly completing the Elgin-Middlesex-Oxford Workforce Development Board's new Employer One Survey by clicking [HERE](#). The insights of businesses of all sizes and in all sectors are greatly appreciated and we hope to see a strong showing for Elgin-specific data.



Attention all makers and crafters! Epiphany in Aylmer, a lovely artisan market, is looking for vendors to add to their local lineup. Check them out and get connected [HERE](#)

## Provincial Government Updates

### Ontario Helping Small and Medium-Sized Businesses Lower Electricity Costs

The Ontario government is launching a new pilot program to explore dynamic electricity pricing and its ability to lower electricity bills for small and medium-sized businesses including retail stores, commercial offices and farms. The pilots will test alternate pricing structures that encourage participants to shift electricity consumption to hours where electricity demand is low, helping to reduce costs for businesses. The pilots will help inform the government on the potential for alternate pricing options to provide electricity system benefits and in turn, lower electricity bills for all customers.

Small and medium-sized businesses, farms and community centres that are included in the Class B electricity rate class and don't have access to time-of-use or tiered rates may be eligible to participate in the new pilot program. The OEB plans to open applications in early 2023, check in with your MPP office for updates.

### Ontario Providing Free Naloxone Kits in Workplaces by June 2023

The Ontario government is launching a first-of-its-kind program to make free naloxone kits (and free training) available at workplaces where there is a risk of staff witnessing or experiencing an opioid overdose. Of the workers who died from opioid-related causes last year, 30 per cent were employed in construction – by far the most impacted industry. Bars



and nightclubs have also seen increased opioid usage and accidental overdoses, often because of recreational drugs laced with deadly opioids such as fentanyl and carfentanyl.

Businesses can determine if they are eligible for the program and find additional information on accessing naloxone kits and training at [Ontario.ca/workplacenaloxone](https://ontario.ca/workplacenaloxone). Once the requirement is in effect, Ministry of Labour, Immigration, Training and Skills Development's inspectors will take an education-first approach to enforcement.

### **Changes to the Employment Standards Act: business and IT consultants**

Effective January 1, 2023, the Employment Standards Act (ESA) will no longer apply to employees who are defined in the ESA as business consultants or information technology consultants, providing they meet specified criteria outlined in the Working for Workers Act. More information about the change will soon be published in Your Guide to the ESA. In the meantime, you can find the legislation set out in Schedule 2 of the Working for Workers Act.

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## **DEPARTMENTAL ACTIVITY**





On December 14, staff attended the Elgin Federation of Agriculture's Annual General Meeting at Great Lakes Farms near Port Stanley. It was a great evening to catch up with local farmers, hear about their news and concerns, and celebrate the amazing Donna Lunn's retirement from the board after an inspiring legacy of service to the Elgin ag community. Best wishes, Donna!



On December 20, staff attended an open house event hosted by Harvest Bowl, an incredible local organization that gleans Elgin-grown produce and processes it into nutritious soup mixes for our neighbours in need. We are so lucky to have such a dedicated group of farmers, businesses, and volunteers in our community! Learn more about Harvest Bowl [HERE](#)



# FESTIVAL AND EVENT TRACKER



- January 20 - PD Day Activities at [Backus-Page House Museum](#)
- January 20 and 21 - Paranormal Investigation event at Backus-Page House Museum [TICKETS](#)
- January 25 - [Guided nature walk](#) through John E. Pearce Provincial Park at Backus-Page House Museum
- January 27 7pm-8:30pm - New Year, New You Vision Board Workshop at the St. Thomas-Elgin Public Art Centre (details below)
- January 28 - Quiz Night hosted by the Kiwanis Club of Rodney (details below)
- Saturdays in January 8am-3pm - [The Old Imperial Farmers' Market](#)

## Family P.D. Day Event



January 20, 2023  
anytime 10am to 4pm

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### **Backus-Page House Museum**

29424 Lakeview Line  
Wallacetown, ON  
N0L2M0 [www.backuspagehouse.ca](http://www.backuspagehouse.ca)

**CHILDREN MUST BE ACCOMPANIED BY  
AN ADULT**

COST: \$10 per child, \$5 per adult

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### Special Activities:

- Complete our scavenger hunt through the Backus-Page House and Agricultural Centre.
- Try your hand at making butter and/or pastilles (candy).
- Complete your visit with a self guided tour through the wetlands of John E. Pearce Provincial Park.

# Guided Walk:

## A Hike Through Nature And History



### Jan

Tues, 10th - 10am

Wed, 25th - 1pm

### Feb

Thurs, 9th - 10am

Fri, 24th - 1pm

### Mar

Sat, 11th - 10am

Sun, 29th - 10am

**BACKUS-PAGE**

HOUSE MUSEUM

# PARANORMAL INVESTIGATION

\$25 / PERSON

JANUARY 20 AND 21, 2023

**6:45PM**

Group 1 arrives.

1 Hour Paranormal Investigation  
with Whispers Beyond Paranormal

-

**8:30PM**

Group 2 arrives.

1 Hour Paranormal Investigation  
with Whispers Beyond Paranormal

[www.backuspagehouse.ca/events](http://www.backuspagehouse.ca/events)





*Creative Workshop!*

**NEW YEAR, NEW YOU!**

## Make Your Own Vision Board!

**Friday, January 27 2023 | 7:00-8:30 | St. Thomas-Elgin Public Art Centre**

Ready to accomplish your vision in 2023? Join us for a Vision Board Workshop in the main gallery space as we sip tea to relaxing music to lift your mood towards creativity, resolve, and success while we create together!

This evening will include a mindfulness intro and exercise set on focusing and creativity to truly work towards accomplishing your goals and pursuing your dreams! Create your piece on large poster board, smaller poster and framed for an inspired piece for your wall, or any other size or output you feel led to... the possibilities are endless!

**\$25**  
Supplies included

Bring a friend or  
come on your own.

Meet local creatives.

Advance payment and  
registration required.

Space is limited.



In collaboration with  
Paula Morritt Design



## UPCOMING NETWORKING EVENTS



- January Business after 5 hosted by the St. Thomas & District Chamber of Commerce, January 18- [Details](#)

- 'The Pitch' annual business plan event hosted by the Elgin Business Resource Centre, January 25- [DETAILS AND TICKETS](#)
- 'Lunch with the Mayors' hosted by the St. Thomas and District Chamber of Commerce, March 8- [DETAILS AND TICKETS](#)

**Have an event you'd like us to share? Please send details to [economicdevelopment@elgin.ca](mailto:economicdevelopment@elgin.ca)**

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**Elgin County Economic Development & Tourism |**  
[www.elgincounty.ca](http://www.elgincounty.ca)



Elgin County | 450 Sunset Drive, St. Thomas, N5R 5V1 Canada

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## Staff Report

---

**Report To:** Council Meeting

**From:** Jana Nethercott, Clerk

**Date:** 2023-01-26

**Subject:** Appoint Engineers – Major Improvement for Eastlake & Wright Drains

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Appoint Engineers – Major Improvement for Eastlake & Wright Drains; and

That West Elgin Council hereby appoints Spriet Associates Engineers & Architects to prepare an Engineers reports for the Major Improvement for the Eastlake and Wright Drains under Section 78 of the *Drainage Act*.

### **Purpose:**

The purpose of this report is to appoint an engineer to produce a report for Major Improvements to the Eastlake and Wright Drainage Works under Section 78 of the *Drainage Act* filed by Mike Miller, owner of 51419 Ontario Limited.

### **Background:**

Notice of the request for Major Improvement to the Eastlake and Wright Drains was filed with the Municipality on January 4, 2023. The Lower Thames Valley Conservation Authority waived their right to request an environmental approval on January 10, 2023.

### **Policies/Legislation:**

*Drainage Act*

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

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

Re: Eastlake Drain

(Name of Drain)

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

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

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☐ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

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

Enclosing a portion of the open drain to improve the workability of the land

### Property Owners

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

Property Description

Con. 11 S Pt Lot A , Con. 11 SW1/4 Lot B

Ward or Geographic Township  
Aldborough

Parcel Roll Number  
3434000040002

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

**Ownership****Corporation**

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

**Corporation (The individual with authority to bind the corporation must sign the form)**

Name of Signing Officer (Last, First Name) (Type/Print)

Miller , Mike

Position Title

President

Name of Corporation

571419 Ontario Limited

I have the authority to bind the Corporation.

Signature



Date (yyyy/mm/dd)

2023/01/04

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

Last Name

Miller

First Name

Mike

Middle Initial

**Mailing Address**

Unit Number

Street/Road Number

22727

Street/Road Name

Silver Clay Line

PO Box

City/Town

Rodney

Province

Ontario

Postal Code

N0L 2C0

Telephone Number

Cell Phone Number (Optional)

519-868-2033

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 5<sup>th</sup> day of January 20 23

Name of Clerk (Last, First Name)

Nethercott, Jana

Signature of Clerk



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

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

Re: Wright Drain

(Name of Drain)

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

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

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☐ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

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

Enclosing a portion of the open drain to improve the workability of the land

### Property Owners

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

Property Description

Con. 11 S Pt Lot A , Con. 11 SW1/4 Lot B

Ward or Geographic Township  
Aldborough

Parcel Roll Number  
3434000040002

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

**Ownership****Corporation**

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

**Corporation (The individual with authority to bind the corporation must sign the form)**

Name of Signing Officer (Last, First Name) (Type/Print)

Miller, Mike

Position Title

~~President~~ secretary

Name of Corporation

571419 Ontario Limited

I have the authority to bind the Corporation.

Signature



Date (yyyy/mm/dd)

2023/01/04

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

Last Name

Miller

First Name

Mike

Middle Initial

**Mailing Address**

Unit Number

Street/Road Number

22727

Street/Road Name

Silver Clay Line

PO Box

City/Town

Rodney

Province

Ontario

Postal Code

N0L 2C0

Telephone Number

Cell Phone Number (Optional)

519-868-2033

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 5<sup>th</sup> day of January 20 23

Name of Clerk (Last, First Name)

Wethercott, Jana

Signature of Clerk





## Staff Report

---

**Report To:** Council Meeting

**From:** Jana Nethercott, Clerk

**Date:** 2023-01-26

**Subject:** Appoint Court of Revision Members for DK Andrews Drain

---

### **Recommendation:**

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Appoint Court of Revision Members for DK Andrews Drain; and

That the Court of Revision for the DK Andrews Drain is hereby scheduled on February 23, 2023 at 9:00 a.m; and

Be it resolved that West Elgin Council hereby appoints the following members to the Court of Revision for the DK Andrews Drain:

- 
- 

### **Purpose:**

The purpose of this report is to appoint three (3) members to the Court of Revision for the DK Andrews Municipal Drain.

### **Background:**

The *Drainage Act, R.S.O. 1990*, required a Court of Revision be held for the purpose of receiving appeals to the assessments for drainage work, as set out in the engineers report. The Court may have three (3) or five (5) members and where there are more than one municipality involved, the Court is to consist of two (2) members from the initiating municipality and one member each from the other involved municipalities. To be appointed to the Court a member must be on or be eligible to be elected to Council. The Court must be held at least twenty (20) days after but not more than thirty (30) days after mailing the notice.

DK Andrews Drain is also within the boundaries of Dutton Dunwich therefore, West Elgin as the initiating municipality has two (2) seats and Dutton Dunwich will have one.

The Court of Revision is an appeal body established under the *Drainage Act*, to allow land owners to challenge the drainage assessments in Engineers Reports quickly and informally. The Court of Revision has one power, to reallocate funds in the drainage assessment schedule. To appeal to the Court of Revision, a property owner assessed for drainage works must give written notice of appeal to the Clerk of the initiating municipality at least ten (10) days prior to the sitting of the Court, however the Court may decide to hear late appeals as long as a resolution is passed allowing late appeals by the Court.

**Financial Implications:**

There are no financial implications associated with this report

**Policies/Legislation:**

*Drainage Act, R.S.O.1990,*

Respectfully Submitted  
*Jana Nethercott, Clerk*



## Staff Report

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**Report To:** Council Meeting

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

**Date:** 2023-01-26

**Subject:** Shuffleboard Group Meeting Results

---

### **Recommendation:**

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

That West Elgin Council hereby consider an annual fee for Municipal Programs that would provide a discount opposed to paying \$3 per individual attendance.

### **Purpose:**

To provide a report on the meeting between members of the Rodney Shuffleboard Group, Lee Gosnell, Manager of Operations and Community Services, and Brittany Jessome, acting Recreation Coordinator, and develop a resolution for the Rodney Shuffleboard Group Recreation Centre rental fees.

The decision made by Council will become the discount model the Municipality will apply to all Municipally run programs.

### **Background:**

The Rodney Shuffleboard Group has been using the Main Area at the Rodney Recreation Center twice weekly for two hours at a time. In the past, West Elgin Council made the decision to waive the rental fees but required the Shuffleboard Group to pay an annual premium for Facility Insurance. The Rodney Shuffleboard Group submitted a Waiver of Fees request for the 2023 season, which was presented at the Regular Meeting of Council on December 19, 2023. West Elgin Council passed **Resolution No. 2022- 433**, approving the waiver of fees for only the month of January 2023, requiring the Rodney Shuffleboard Group to pay rental fees for the remainder of 2023. Staff met with the Group to discuss options for the Shuffleboard Group's continued use of the facility. It was suggested that Shuffleboard be run as a Municipal Program. As per our Fees and Charges By-Law, this would require each participant to pay \$2 per event (proposed increase to \$3 in 2023 Fees and Charges). The Rodney Shuffleboard Group has requested the consideration of an annual premium to be charged at the beginning of each season that would provide for a discount from the total amount that would be paid if they followed the Fees and Charges By-Law. If it were adopted as a Municipally Run Program, they would not need to pay the annual insurance premium, and the Municipality would be responsible for equipment provisions when requested.



The annual premium will be applied regardless of the date a member begins attending, until the break-even point which would occur after the number of free games have been missed. If a member joins at that point, it would be more cost effective for that participant to pay per use.

### **Financial Implications:**

The Rodney Shuffleboard Group has reported that they have 16 participants on a regular basis. If we took the proposed 2023 Fees and Charges fee of \$3/attendance and multiplied that by the number of dates they played which would be 77 dates according to the attached proposed contract, each participant would be paying \$231 for the year. We would then multiply that total by the 16 reported participants, to ascertain what the approximate revenue would be for the year.

$$\begin{array}{r}
 \$3/\text{person} \\
 \times \quad 77 \text{ dates} \\
 \hline
 = \quad \$231 \\
 \times \quad 16 \\
 \hline
 = \quad \mathbf{\$3,696}
 \end{array}$$

If the Rodney Shuffleboard Group decides to continue as a privately run program, the fee for the rental of the Main Area is \$30/hr (or \$60/date as they rent for 2 hours at a time) + applicable taxes. If we multiply the \$60/rental by the total for the 77 dates in the proposed contract plus applicable taxes, their rental for the year would cost \$5220.60. They would also need to pay the annual facility insurance premium. Last year, the fee was \$125. That would equal a total of **\$5345.60**.

In summary, running Shuffleboard as a Municipal Program would save the Rodney Shuffleboard Group a total of \$1,649.60, as opposed to renting the facility as a private group.

Regarding the requested discount, we have proposed taking a 10% discount off the annual rate of \$231/person as a Municipally run program. This would reduce the annual fee to \$207.90, a total of \$23.10 reduced from the annual fee. This would be the equivalent of 7 free dates. See the table below for additional discount options.

<b>Proposed Discount Options</b>				
<b>Discount %</b>	<b>Reduced Amount</b>	<b>Total Fee After Discount</b>	<b># of Free Games</b>	<b>Total Annual Revenue (based on 16 players)</b>
0%	\$0	\$231	0	\$3,696
10%	\$23.10	\$207.90	7	\$3,326.40
15%	\$34.65	\$196.35	11	\$3,141.60
20%	\$46.20	\$184.80	15	\$2,956.80

### **Policies/Legislation:**

By-Law 2022-38 – Fees and Charges

**Report Approval Details**

Document Title:	Shuffleboard Group Fees Meeting Results- 2023-08-Operations Community Services.docx
Attachments:	- Proposed Contract.PDF
Final Approval Date:	Jan 23, 2023

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:** 2023-01-26  
**Subject:** Parking By-law

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jana Nethercott, Clerk re: Parking By-law for Council's consideration

### **Purpose:**

The purpose of this report is to seek Council direction on updating the Parking By-law

### **Background:**

West Elgin and other Elgin County Municipalities jointly adopted the Elgin County Parking By-law in November of 2001, along with entering into an agreement with the County for Provincial Offences Administration. The Parking By-law included with it Set Fines and Short Form Wording, which are a list of the fines levied for contravening the by-law. There were several advantages for the local municipal partners to all adopt the County's by-law, allowing local by-law enforcement officials to enforce parking control on County roads, having standardized parking infractions and enforcement across the County and having the County legal team write and apply for the set fines with the Ministry of the Attorney General. Each municipality was able to amend schedules which are the particulars for each municipality.

The recent parking enforcement blitz brought to the attention that this by-law is over 20 years old and has not seen an increase in the set fines. Staff are under the opinion that this by-law needs a review due to the age and low rates of fines. In doing research it appears that Central Elgin is the only local municipal to repeal and replace the by-law in order to increase the set fines and fine tune some of the provisions. Staff have reached out to Central Elgin and the process they went through is basically as described above and took roughly 6-8 months.

Staff's recommendation is to send a letter to County Council and other Elgin County local municipal partners to request a review of the Elgin County Parking By-law EC-01 along with the set fines. In looking at the local municipal partners websites, it appears that Central Elgin is the only municipality to do a review and update to the by-law and set fines, this was completed in March of 2022. Staff spoke to Central Elgin and was informed that they worked with the County Legal department to write new short form wording and set fines and that it took them a long time to get these approved through the Ministry of the Attorney General (which is required for set fines). Central Elgin was unique in that they were required to add additional set fines and short form wording as part of the paid parking at the beach. Staff believe, however that it is past the time for a comprehensive review of the parking by-law and set fines county wide

**Financial Implications:**

Increased set fines could lead to increased revenues from Provincial Offences, which is an alternative revenue source

Respectfully submitted,

Jana Nethercott  
Clerk

**CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

**BY-LAW NO. 2001-50**

**Being a By-Law to Regulate Parking and Traffic**

**IN CONJUNCTION WITH**

**COUNTY OF ELGIN PARKING BY-LAW NO. EG1**

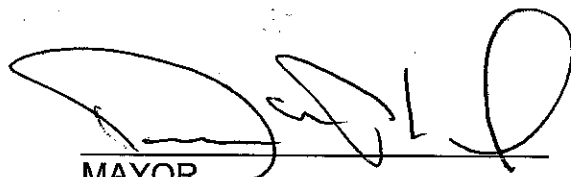
WHEREAS that pursuant to the Municipal Act, Section 210, Chapter 45, R.S.O. as amended, a council of a municipality may pass bylaws for the regulation of traffic, and further that the Municipality of West Elgin does hereby approve the County Parking Bylaw No. EG1 and attached schedules, and the enforcement of that bylaw,

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN HEREBY ENACTS AS FOLLOWS:

1. THAT this By-Law incorporates the County of Elgin By-Law No. EG1, being a bylaw to regulate traffic, and in particular parking infractions and the fee schedules attached,
2. FURTHER that the By-Law shall govern the parking within the Municipality of West Elgin and the enforcement thereof,
3. THAT this By-Law shall come into force and effect upon the date of the final passing thereof and shall continue in force and effect until repealed.

READ A FIRST AND SECOND TIME on this 22<sup>nd</sup> day of November 2001.

READ A THIRD TIME on this 22<sup>nd</sup> day of November 2001  
AND finally SIGNED, SEALED AND NUMBERED AS **BY-LAW NO. 2001-50 – Elgin County Parking By-Law.**

  
MAYOR

  
CLERK

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

## **By-Law No. EG1**

WHEREAS, pursuant to Section 210 of the Municipal Act, being Chapter M.45, R.S.O. 1990, as amended, a council of a municipality may pass by-laws for the regulation of traffic.

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

### **PART "A"**

### **DEFINITIONS**

#### **1. DEFINITIONS in this By-Law:**

"ANY PROVISION OF THIS BY-LAW" means any provision of this By-Law for the contravention of which the Municipal Act permits a procedure for the voluntary payment of penalties out of court.

"AUTHORIZED SIGN" means any sign or device placed or erected on a highway under the authority of this By-law by the Roads Superintendent for the purpose of regulating, warning or guiding traffic.

"BICYCLE" is a vehicle as defined under the Highway Traffic Act.

"BOULEVARD" shall be construed to mean that portion of every highway within the limits of the Municipality of West Elgin which is not used as a sidewalk or a travelled roadway.

"BUS STOP" means a part of a highway designated as a point at which buses stop to take on or let off passengers.

"COMMERCIAL MOTOR VEHICLE" means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on highways.

"CORNER" with reference to a highway intersection means the point of intersection of the prolongation of the lateral curb lines or in the absence of curbs the prolongation of the edges of the roadways.

"CORPORATION" means the Corporation of the Municipality of West Elgin.

"COUNCIL" means the current Council of the Corporation of the Municipality of West Elgin.

"CROSSWALK" means,

- (i) that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or, in the absence of curbs, from the edges of the roadway, or
- (ii) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.

"CURBLINE" means, where the curb is constructed "curbline" shall be construed as meaning the edge of the travelled portion of the highway.

"DESIGNATED PARKING SPACE" or "DESIGNATED DISABLED PERSON PARKING SPACE" means a parking space located on any public highway under the jurisdiction of the Corporation of the Municipality of West Elgin or on any property owned or occupied by the Corporation of the Municipality of West Elgin or any local board thereof and designated for parking of vehicles and marked by an official sign indicating such space to be for the sole use of vehicles displaying a disabled person parking permit.

“DISABLED PERSON PARKING PERMIT” means a disabled person parking permit issued under the Highway Traffic Act or a permit, numbered plate or other marker or device issued by another jurisdiction and recognized under the Highway Traffic Act.

“DRIVEWAY” means improved land on a highway which provides vehicular access from the roadway to a laneway or a parking area on adjacent land.

“GROSS WEIGHT” means the combined weight of vehicle and load.

“HANDICAPPED PERSON” means an individual who has been issued a disabled person parking permit by the Province of Ontario and who has met the requirements of the Highway Traffic Act.

“HEAVY TRUCK” means any commercial motor vehicle which has a rated gross vehicle weight exceeding 4,535.92 kilograms (10,000 pounds) according to the current permit or vehicle registration which has been issued under the Highway Traffic Act, or its foreign equivalent for such vehicle, regardless of the actual weight of such vehicles, but does not include a vehicle operated by or on behalf of the Corporation or a school bus which is in the course of transferring children or handicapped adults to and from schools.

“HIGHWAY” includes a common and public Highway, Street, Avenue, Parkway, Driveway, Square, Place, Bridge, Viaduct or Trestle, any part of which is intended for or used by the general public for passage of vehicles and includes the area between the lateral property lines thereof.

“HOLIDAY” includes Sunday, New Year’s Day, Good Friday, Easter Monday, Victoria Day, Dominion day, the day proclaimed as a Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, the day proclaimed as birthday of the reigning sovereign, and any day appointed by proclamation of the Governor General or the Lieutenant-Governor-In-Council as a public holiday or for a general fast or thanksgiving and the next following day when any such holiday falls on a Saturday or a Sunday, and any day appointed by proclamation of the Municipal Council.

“INTERSECTION” means the area embraced within the prolongation or connection of the lateral curblines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

“LANEWAY” means improved land adjacent to the highway which provides access from the highway to a parking area on adjacent land.

“LOADING ZONE” means the part of a highway set apart for the exclusive purpose of parking a vehicle to load or unload same.

“METERED PARKING SPACE” means a parking space for which a meter or other mechanical device is provided or any space adjacent to which a parking meter or other mechanical device is located.

“MOTOR VEHICLE” includes an automobile, motorcycle, motor-assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building or winter control machine.

“M.T.O.” means the Ministry of Transportation of Ontario.

“OFFICER” means the By-Law Enforcement Officer of the Municipality or any other person authorized by Council and charged with the enforcement of this By-Law.

“OFFICIAL SIGN” means a sign approved by the Ministry of Transportation of Ontario.



“PARK” or “PARKING”, when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers.

“PARKING INFRACTION” means any unlawful parking, standing or stopping of a vehicle that constitutes an offence.

“PARKING METER” means a device that shall indicate thereon the length of time during which a vehicle may be parked which shall have as a part thereof a receptacle for receiving and storing coins, a slot or place in which such coins may be deposited, a timing mechanism to indicate the passage of the interval of time during which the parking is permissible and which shall also display a signal when said interval of time shall have elapsed.

“PARKING METER COVER” means a hood, bag or other covering for a parking meter that is placed over a parking meter by an authorized official to indicate that a parking meter is not to be used.

“POLICE OFFICER” means a member of the Police Force having jurisdiction in the area.

“ROADWAY” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadway collectively.

“SIDEWALK” includes all such parts of a highway as are set aside by the Municipality for use of pedestrians or use by the general public for the passage of pedestrians.

“STAND” or “STANDING”, when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal.

“STOP” or “STOPPING”, when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal.

“TIME” means that where an expression of time occurs or where any hour or other period of time is stated, the time referred to shall be standard time except in periods when daylight saving time is in effect, in which periods, it shall be daylight saving time.

“TRAFFIC CONTROL SIGNAL” means any device, manually, electrically or mechanically operated for the regulation or control of traffic.

“U-TURN” means the turning of a vehicle within a roadway so as to proceed in the opposite direction.

“VEHICLE” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle, the cars of electric or steam railways running only upon rails.

## **2. ABBREVIATIONS**

In this Schedule to this By-Law the following abbreviations and symbols stand for the words respectively set forth opposite thereto as follows:

(a) Ave.	-	Avenue
Blvd.	-	Boulevard
Pl.	-	Place
St.	-	Street

Cres. - Crescent  
Ct. - Court  
Dr. - Drive  
Rd. - Road

(b) mm - Millimetre  
cm - Centimetre  
m - Metre  
km/h - Kilometres Per Hour  
kg - Kilograms

(c) A.M. - Ante Meridian  
P.M. - Post Meridian

### **3. DISTANCES:**

Where a distance is used in this By-Law as part of a prohibition of parking or stopping within a specified distance of an object, structure, land or a part of a highway, such distance shall be measured:

- (a) from the limit of the road allowance; or
- (b) from a point referenced to a lot line or limit; and
- (c) all distances/dimensions are measured in the metric measurement of metres.

### **4. INTERPRETATION – GENERAL:**

In this By-Law

- (a) words purporting the singular number or the masculine gender only include more persons, parties or things of the same kind that one and females as well as males and converse.
- (b) a word interpreted in the singular number has a corresponding meaning when used in the plural.
- (c) "May" shall be construed as imperative.
- (d) definitions and interpretations not otherwise included herein but otherwise provided for in the Highway Traffic Act, RSO 1990, Chap. H. 8, or any successor legislation thereto, shall extend and apply to this By-Law.

### **5. SCHEDULES ADOPTED:**

All schedules referred to in this By-Law shall form part of this By-Law and each entry in a column of such a schedule shall be read in conjunction with the entry or entries across therefrom, and not otherwise.

## **PART "B"** **GENERAL TRAFFIC**

### **6. APPLICATION OF BY-LAW:**

This By-Law applies to all highways under the jurisdiction of the Corporation of the Municipality of West Elgin.

### **7. AUTHORITY TO IMPLEMENT TEMPORARY PROVISIONS:**

The By-Law Enforcement Officer is hereby given authority as the occasion arises and when required in order to assist in the care of moving traffic, to set apart and indicate or designate on highways in the Municipality space or spaces for the parking of a vehicle or vehicles by causing lines to be painted, signs to be erected or otherwise upon the pavement, curbs or surface of the roadway or immediately adjacent thereto, or on the highway or highways or portions of highways, as a temporary provision for the restriction of parking on highways or portions of highways and to make such other temporary provision for directing the traffic as may be necessary. Such temporary changes shall not be effective after the next subsequent Council meeting unless confirmed by resolution of the Council at such meeting, which resolution shall stipulate the length of time such change(s) shall be in effect.

**8. BY-LAW SUBJECT TO THE HIGHWAY TRAFFIC ACT:**

The provisions of this By-Law are subject to the provisions of the Highway Traffic Act RSO 1990, Chap. H. 8, as amended and any successor legislation thereto.

**9. DISPLAYING FOR SALE:**

No person shall park any vehicle on any highway for the purpose of displaying the same for sale.

**10. EMERGENCY FIRE REGULATIONS:**

No driver of any vehicle shall drive his vehicle within 150m of any building which is on fire; nor shall he drive his vehicle over or across any line of a hose laid by the Fire Department, and at the direction of the Fire Chief for the area, the Police authority shall place signs on the highway on which the building on fire is situated, and any adjoining highways which may be deemed necessary for the purpose, closing such parts of highways to traffic until the fire is out, and no driver shall pass such sign or approach nearer to the fire than such sign.

**11. FUNERALS AND PARADES:**

No person shall drive any vehicle, except emergency vehicles, between the vehicles in any duly authorized parade or funeral procession on any highway, provided the vehicles in such parade or procession are properly designated.

**12. INTERFERENCE WITH AUTHORIZED/OFFICIAL SIGNS AND PARKING METERS:**

No person shall alter, deface, remove or destroy any sign erected by the Municipality or any pavement lines or other marks for guiding the parking of vehicles or the regulations of traffic, or deface, injure, tamper with, open, wilfully break, destroy or impair the usefulness of any parking meter, and no person shall alter, interfere with, or change the position of any such sign, line or other mark or parking meter, unless he has been duly authorized so to do.

**13. OBEDIENCE TO ALL PARKING METERS, SIGNS, AND SIGNALS:**

It shall be the duty of all persons using the highways to observe the directions indicated by any permanent or temporary meters, signs, or signals erected or placed for the purpose of regulating or directing traffic.

**14. PLAYING ON PAVEMENTS:**

No person shall engage in any game or sports activity upon a roadway and no person upon roller skates or skateboards, or sleigh, express wagon or riding in or by means of any coaster, toy vehicle or similar device go upon any roadway.

**15. PROHIBITION OF THE REPAIRING, WASHING, WAXING OR GREASING OF VEHICLES:**

No person shall make use of the roadway for the purpose of washing, waxing, greasing or repairing any vehicle, except such emergency repairs as are necessary to enable the vehicle to be removed from the highway and disabled vehicles shall be removed or caused to be removed from the highway by the driver or owner without delay.

**16. NO DRIVING ON SIDEWALK, PATH, OR BOULEVARD:**

No driver of any vehicle shall drive within, upon, across or along any sidewalk, path or boulevard except at a driveway.

**17. ABANDON VEHICLES:**

No person shall abandon any vehicle, including any vehicle that is incapable of being propelled or driven by any kind of power, on or near a highway or roadway.

**18. UNAUTHORIZED SIGNS:**

No person shall place, maintain or display on any highway any unauthorized device which is an imitation of, or purports to be, or resembles any official sign or signal, or which purports to direct parking or the movement of traffic or the actions of operators of vehicles. Any such device shall be deemed a public nuisance and any Police or other Officer authorized to enforce this By-Law may remove the same without notice.

**19. BUS STOPS:**

- (i) Buses operated over a highway in the Municipality shall take on or discharge passengers only on the right-hand side of the bus. When stopping all buses shall stop in such a manner as not to obstruct traffic.
- (ii) When an authorized bus stop sign is on display, no vehicle shall stand any closer than 15m before the said sign.

**PART C**  
**REGULATED PARKING**

**20. GENERAL PARKING REGULATIONS:**

Subject to or in conjunction with the provisions of Sections 21, no person shall stop or park a vehicle or permit a vehicle to be stopped or parked:

- (1) On or within any sidewalk, crosswalk, crossover or boulevard;
- (2) In front of or within 1m of any lane, driveway or alley entrance;
- (3) Except at points where parking is otherwise designated, with the right-hand wheels of the vehicle at a greater distance from the curbline than 0.15m or in Winter, subject to Subsection (5), as nearly within such distance as the conditions of the highway permit;
- (4) On the roadway side of a vehicle stopped or parked at the edge or curb of a highway;
- (5) At the edge or curb on the left side of the roadway having regard to the direction such vehicle was proceeding except where parking is permitted on the left-hand side of the roadway of a highway designated for one-way traffic;
- (6) In such position as to obstruct traffic;
- (7) Within 8m of any Fire Hall on the side of the highway on which the Fire Hall is located or within the 30m of such Fire Hall on the opposite side of the roadway;
- (8) On any street within 9m of the projection of the curbline of any intersecting street except where such intersection is visibly and lawfully designated as a "Bus Stop" at which intersection all vehicles shall be parked in accordance with the instructions set out on the designating sign or signs;
- (9) On any bridge, subway and/or any approach thereto;
- (10) Within 3m of the point of the curbline which is nearest any fire hydrant;
- (11) Within 2m of the space on the same side of the highway directly in front of the entrance to church, hospital, hotel, theatre, hall or other public building where large numbers of people assemble, except while actually taking on or discharging passengers, other than a bus in a bus stop, or other than a taxi-cab in a taxi-cab stand, when any such stop or stand has been officially designated and appropriately signed;
- (12) Within 15m of an intersection with Signal Light Traffic Control System installed;
- (13) Within 15m of the nearest rail of a level Railway Crossing;
- (14) In a position or place that prevents or is likely to prevent the removal of any vehicle already parked on the highway;
- (15) On any highway where the travelled portion of the roadway is less than 6m wide;
- (16) Within 15m of a pedestrian crossover;
- (17) Alongside or adjacent to the tracks of any railway;
- (18) Within a loading zone;
- (19) On any lands owned by the Municipality where signs prohibiting stopping or parking have been erected;
- (20) Where appropriate signs are erected and on display at any place or location for emergency vehicles only;
- (21) Where appropriate signs are erected and on display on highways and between the limits set out respectively in Schedule "A" hereto.

## **21. SPECIFIC PARKING REGULATIONS:**

### **(1) Church Services**

Where appropriate signs are displayed and authorized by a By-Law of the Municipality, persons in attendance during church services and church functions are exempt from general parking regulations set out above.

### **(2) Restricted Parking**

Subject to Subsection 21 (3) through Subsection 23(8) inclusive below, and where appropriate signs are erected and on display, no person shall park a vehicle on any highway at the side and between the limits set out respectively in Columns 1, 2, and 3 of Schedule "B" to this By-Law during the times or days set out in Column 4 of the said Schedule for a longer period of time than that set out in Column 5 of the Schedule.

### **(3) Maximum Parking Time Limits**

No person shall permit a vehicle to remain parked or standing upon any part of any street in the Municipality for a period longer than five (5) hours.

### **(4) Overnight Parking on Municipal Roads**

Notwithstanding any provisions of this Section, no vehicle shall remain parked or standing upon any part of any street in the Municipality between the hours of 3:00 A.M. and 5:00 A.M.

### **(5) Parking on One-Way Streets**

Notwithstanding Section 20 (3) hereof, where Council, under this By-Law, has designated certain streets as one-way streets, vehicles parking on the left-hand side of the street shall park with the left-hand wheels of the vehicle at not more than 0.3m from the curbline or, in winter, as nearly as possible within such distance as the conditions of the highway permit.

### **(6) Parking in Space Controlled by Parking Meter**

#### **(i) Parking Times**

No driver of a vehicle shall park such vehicle in a parking meter zone between the hours of 9:00 a.m. and 6:00 p.m., Mondays to Fridays inclusive, and except where such days are legally and lawfully proclaimed holidays, unless the driver of such vehicle deposits in the parking meter provided for the parking space the sums as indicated in Columns 1 and 2 of Schedule "D" hereto and thereafter activates the meter.

#### **(ii) Maximum Parking Limit on Meter**

(a) No driver of a vehicle shall allow such vehicle to remain parked for a longer period than that for which payment has been made in the form of coins deposited in the parking meter or meters, provided, however, that this shall not prevent the driver of the vehicle from using the unexpired time remaining in the meter from its previous use without depositing a coin therein.

(b) No driver of a vehicle shall allow such vehicle to remain in a parking space for a longer period than the maximum time permitted on the parking meter.

(c) No driver of a vehicle shall park such vehicle in such a manner that it is not wholly within the area designated as a parking space, and if the vehicle is of such length as to prevent it from being parked within one parking space, then the person parking same shall make the necessary deposit of coins in the parking meter or meters for adjoining parking space(s).

#### **(iii) Parking Procedures at Meter**

No driver of a vehicle shall park such vehicle in a parking space unless the front and rear of such vehicle is alongside or as close as practical to the parking meter provided for such space.

- (iv) **Parking Meter Locations**  
The highways or parts of highways set out in Column 1 of Schedule “D” of this By-Law are designated as parking meter zones between the limits set out in Column 2 of the said Schedule.
- (v) **Parking Meter Rates**  
The parking meter rates, as set out in Column 2 of Schedule “D” of this By-Law for the type of parking meter set out in Column 1 shall be the parking rates for on-street parking as approved by Council.
- (7) **Parking of Heavy Trucks and Buses**
  - (i) No person shall park a heavy truck, or a bus, or a school bus, or allow a heavy truck, or a bus, or a school bus to stand on any highway in any residential zone within the territorial limits of the Municipality.
  - (ii) The provisions of subsection (i) of this section do not apply to prohibit the parking or standing of any heavy truck upon a highway in any residential zone while the operator thereof is actually engaged in the delivery of goods or services to any premises within such zone or to prohibit the parking or standing of any bus or school bus upon a highway in such zone while the operator thereof is actually engaged in the embarking or disembarking of passengers within that zone.
- (8) **Parking in Designated Disabled Person Parking Space**
  - (i) Subject to that set forth in subsection (ii) to this section, no person or organization shall park a vehicle in a designated disabled person parking space unless a currently valid disabled person parking permit has been issued to that person, organization or to a passenger being picked up or transported in the vehicle and such permit is displayed on or in the vehicle in accordance with the requirements of the Highway Traffic Act.
  - (ii) Vehicles displaying currently valid permits, numbered plates, or other markers and devices bearing the international symbol of access for the disabled and issued by other jurisdictions are entitled to the same privileges as vehicles displaying disabled person parking permits issued by the Province of Ontario.

## **PART “D”**

### **STREET DESIGNATIONS AND TRAFFIC SIGNS**

#### **22. ONE-WAY STREETS:**

The highway set out in Column 1 of Schedule “C” to this By-Law, within the limit set out in Column 2 of the said Schedule, are hereby designated for one-way traffic only in the direction set out in Column 3 of the said Schedule.

#### **23. EXEMPTION – MUNICIPAL VEHICLES PERFORMING WORK ON HIGHWAYS:**

The provisions of Part “C” of this By-Law do not apply to vehicles of the Municipality where such vehicles are actually engaged in the performance of cleaning, maintenance, duty, repair, construction, snow or ice removal or other work on any highway or any vehicle under contract to the Municipality and engaged in any of the aforesaid activities.

## **PART “E”**

### **PAYMENT OF PENALTIES OUT OF COURT**

#### **24. PROVISIONS FOR PENALTIES:**

A specified penalty payable out of court within seven days time may be imposed for the contravention of any provision of the By-Law that constitutes a parking infraction, by the

inclusion in a parking infraction notice under Part II of the Provincial Offences Act of the words and penalties set out in Schedule "F" of this By-Law.

**25. METHOD OF PAYING VOLUNTARY PENALTY:**

An early penalty payment out of court may be made on or before the date specified on the parking infraction notice by cheque or money order payable to the Corporation of the County of Elgin sent by prepaid mail to an address or post office indicated on the parking infraction notice and on such payment being made, no further proceedings will be taken.

**26. DEFAULT IN PAYING VOLUNTARY PAYMENT:**

If default is made in paying a penalty out of court in accordance with this part, any fine imposed under this By-Law for the contravention thereof shall be recoverable under the provision of the Provincial Offences Act, all the provisions of which shall apply.

## **PART "F"** **GENERAL PROVISIONS**

**27. GENERAL PENALTY:**

Except where otherwise expressly provided by this By-Law or the Highway Traffic Act, every person who:

- (a) Contravenes any provision of the By-Law; or
- (b) Is the owner of a vehicle that is parked or stopped in contravention of any provision of this By-Law;

Is guilty of an offence and on conviction is liable to a fine not exceeding Two Thousand Dollars (\$2,000) exclusive of costs.

**28. ILLEGALLY PARKED VEHICLES:**

Where a vehicle has been parked, stopped or left standing in contravention of this By-Law, the owner of the vehicle, notwithstanding that he was not the driver of the vehicle at the time of contravention of the By-Law, is guilty of an offence and is liable to the fine prescribed for the offence unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent.

**29. REMOVAL OF VEHICLES:**

Any officer duly appointed or otherwise holding jurisdiction for enforcement of the provisions of the By-Law and/or Highway Traffic Act, upon discovery of any vehicle parked in contravention of this By-Law may cause it to be moved or taken to a place or stored in a suitable place and all costs and charges for removing, care, and storage thereof, in any, are a lien upon the vehicle, which may be enforced in the manner provided by Section 52 of the Mechanics' Lien Act or any successor legislation.

**30. AUTHORITY TO ENFORCE THIS BY-LAW:**

Any By-Law enforcement officer duly appointed by the Municipality and any police officer holding jurisdiction within the territory limits of the Municipality is authorized to enforce the provisions of this By-Law. In addition, any other officer appointed by the Municipality for purposes of enforcement of the non-moving violations of this By-Law is authorized to enforce such non-moving violations. For the purposes as so set forth, the said officers shall be considered Provincial Offences Officers for the purposes of enforcement of this By-Law.

**31. ENFORCEMENT – PROVINCIAL OFFENCES ACT (ONTARIO):**

Subject to any provisions set forth above, enforcement herein shall be pursuant to the provisions of the Provincial Offences Act (Ontario), and any conflict between the provisions of the By-Law and the said Provincial Offences Act (Ontario), save and except that relating to payment of penalties out of court, shall be resolved in favour of the said Provincial Offences Act (Ontario).



**32. EXCESS COINS AND PARKING METERS:**

Where a person deposits one or more coins in a parking meter in excess of that required for the parking time allowed by the meter, no change shall be remitted and no increase in parking time shall be allowed.

**33. EXECUTIVE ACTS AUTHORIZED:**

The Mayor and the Administration are hereby authorized to do all things and the Mayor and the Administrator are hereby authorized to execute on behalf and under seal of the Municipality any document necessary to give effect to this By-Law.

**34. HEADINGS NOT PART OF THE BY-LAW:**

The headings in the body of this By-Law form no part of the By-Law but are inserted for convenience of reference only.

**35. DEVIATION FROM FORMS:**

Where a form of words or expressions are prescribed in any schedule to this By-Law, deviations therefrom not affecting the substance or calculated to mislead do not vitiate them.

**36. CONFLICT WITH HIGHWAY TRAFFIC ACT:**

In the event of conflict between the provisions of this By-Law and the Highway Traffic Act, the provisions of the Act prevail.

**37. FORMER BY-LAWS REPEALED:**

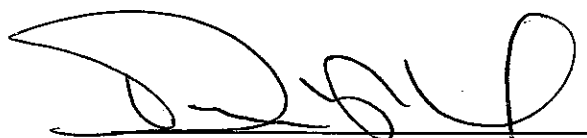
All other By-Laws pertaining to the regulation of traffic and parking on highways in the Municipality that are inconsistent with the terms of this By-Law be and the same are hereby repealed.

READ a first time this 22 NOVEMBER 2001

READ a second time this 22 NOVEMBER 2001

READ a third time and finally passed this 22 NOVEMBER 2001.

  
Chief Administrative Officer

  
Mayor

**SCHEDULE "A"**

**By-Law No.**

**PART "A" – DEFINITION OF ROAD ALLOWANCES**

**PART "B"**

When properly worded signs have been erected and are on display no person shall park a vehicle on the highway or part of the highway known as:

**PART “C”**

The following locations are hereby designated as Crosswalk Zones of 2.0m in width:

**SCHEDULE “B”**

**By-Law No.**

**RESTRICTED PARKING**

Column 1 Highway	Column 2 Side	Column 3 To/From	Column 4 Times of Day	Column 5 Time Length
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**SCHEDULE “C”**

**By-Law No.**

**DESIGNATED ONE-WAY STREETS**

Column 1 Highway	Column 2 To/From	Column 3 Direction
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**SCHEDULE “D”**

**PARKING METER RATES**

Column 1 Maximum Time Period	Column 2 Parking Meter Rate
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**SCHEDULE “E”**

**PARKING METER LOCATIONS**

Column 1 Highway	Column 2 Side	Column 3 From To
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**SCHEDULE PART "C-1"**

**formerly By-Law No. 2000-02  
Municipality of West Elgin**

**No Parking Zones – Section 22 (1)  
in the Former Village of Rodney & Former Township of Aldborough**

Column 1	Column 2	Column 3		Column 4
<u>HIGHWAY</u>	<u>SIDE OR SIDES</u>	<u>FROM</u>	<u>TO</u>	<u>TIMES OR DAYS</u>
Harper St.	Both	Furnival Road	Jane St.	Any time
Queen St.	North	Monroe St.	Third St.	Any time
King St.	Both	West side of Furnival Road	West side of Jane St.	Any time Any time
Jane St.	Both	King St. North	Projection of northerly property line of 173 Jane St.	Any time

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# **SCHEDULE PART "C-2"**

## **NO PARKING ZONES SECTION 22(1) FORMER VILLAGE OF WEST LORNE**

Column 1	Column 2	Column 3		Column 4
<u>Highway or other road</u>	<u>Side or Sides</u>	<u>From</u>	<u>To</u>	<u>Times Or Days</u>
Argyle St.	Both	Maple St.	Elm St.	Any time
Elm St.	North	East side of Graham Road	East side Argyle St.	Any time
Finney St.	Both	Jane St.	Gilbert St.	8:00 a.m. to 4:00 p.m. Monday to Friday
Frederic	Both	West Side of Graham Road	West side Finney St.	Any time
Graham Rd. East (high school)	East	91 m. northerly from the Village limit	120 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. West (high school)	West	109 m. northerly from the Village limit	127 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. East (Arena)	East	109 m. south of Jessie St.	33 m. south	Any time
Graham Rd. East	East	South side of Main St.	31 m. south	Any time
Jane St.	South	West side of Graham Road	West side of Finney St.	Any time
John St.	North	East side of Graham Road	Village limits	Any time
Main St. (Bank)	North	West side of Graham Road	23 m. west	Any time
Main St.	South	West side of Graham Road	20 m. west	Any time

Parking Lot 2	South side of arena wall	36 m. east of Graham Road	6 m. east	Any time except for emergency vehicles
West Elgin Municipal Complex (Graham Rd.)	Both	East of Graham Road	36 m. east	Any time

**SCHEDULE PART "C-3"**  
**MUNICIPALITY OF WEST ELGIN**  
**formerly BY-LAW NO. 2000-02**  
**POLICE PARKING – section 22 (3)**

Column 1	Column 2	Column 3	Column 4	Column 5
<u>HIGHWAY</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>	<u>TIME PERIOD</u>
Main St.	South	East side of Graham Road	21.3 m. further east	Any time

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## SCHEDULE "F"

### PENALTIES – PARKING INFRACTIONS

Item	Short Form Wording	Provision Creating or Defining Offence	Early Voluntary Payment (within 7 days)	Set Fine
1)	Park on Highway – Display for Sale	9	\$20.00	\$25.00
2)	Park on or Within Sidewalk/Crosswalk/ Cross Over/Boulevard	20(1)	\$20.00	\$25.00
3)	Park Blocking Lane/Driveway/Alley	20(2)	\$20.00	\$25.00
4)	Park Within 1m of Lane/Driveway/Alley	20(2)	\$20.00	\$25.00
5)	Park More the 0.15m from Curb	20(3)	\$20.00	\$50.00
6)	Park in Winter – Right Hand Wheels of Vehicle Not as Close as Practical	20(3)	\$20.00	\$25.00
7)	Park on Roadway Side of Vehicle	20(4)	\$20.00	\$25.00
8)	Park on Left Side of Roadway where Prohibited	20(5)	\$20.00	\$25.00
9)	Parked – Obstructing Traffic	20(6)	\$20.00	\$25.00
10)	Park within 8m of Fire Hall	20(7)	\$20.00	\$25.00
11)	Park within 30m of Fire Hall	20(7)	\$20.00	\$25.00
12)	Park within 9m of Intersection	20(8)	\$20.00	\$25.00
13)	Park on Bridge/Subway	20(9)	\$20.00	\$25.00
14)	Park on Approach to Bridge/Subway	20(9)	\$20.00	\$25.00
15)	Park within 3m of Fire Hydrant	20(10)	\$20.00	\$25.00
16)	Park within 2m of Entrance to Public Building	20(11)	\$20.00	\$25.00
17)	Park within 15m of Intersection with Signal Lights	20(12)	\$20.00	\$25.00
18)	Park within 15m of Railway Crossing	20(13)	\$20.00	\$25.00
19)	Park Preventing Removal of Other Vehicle	20(14)	\$20.00	\$25.00
20)	Park on Highway – Travelled Portion Less Than 6m	20(15)	\$20.00	\$25.00
21)	Park within 15m of Pedestrian Crossover	20(16)	\$20.00	\$25.00
22)	Park Alongside Railway Tracks	20(17)	\$20.00	\$25.00
23)	Park Adjacent to Railway Tracks	20(17)	\$20.00	\$25.00
24)	Park within Loading Zone	20(18)	\$20.00	\$25.00
25)	Park in Signed Area where Prohibited	20(19)	\$20.00	\$25.00
26)	Park in Signed Area – Emergency Vehicles Only	20(20)	\$20.00	\$25.00
27)	Park in Signed Area	20(21)	\$20.00	\$25.00
28)	Park in Signed Area – Contrary to Restrictions	21(2)	\$20.00	\$25.00
29)	Park in excess of Five Hours	21(3)	\$20.00	\$25.00
30)	Park Between 3:00a.m. and 5:00a.m.	21(4)	\$20.00	\$25.00
31)	Park Left Hand Wheels of Vehicle more than 0.3m from Curblane	21(5)	\$20.00	\$25.00
32)	Park in Winter – Left Hand Wheels of Vehicle Not as Close as Practical	21(5)	\$20.00	\$25.00
33)	Park at Meter – Fail to Deposit Monies	21(6)(i)	\$12.50	\$15.00
34)	Park at Expired Meter – Longer than Deposit Paid	21(6)(ii)(a)	\$12.50	\$15.00
35)	Park at Expired Meter – Longer than Maximum Time	21(6)(ii)(b)	\$12.50	\$15.00
36)	Park at Meter – Outside Meter Zone	21(6)(ii)(c)	\$20.00	\$25.00
37)	Park at Meter – Too Far from Meter	21(6)(iii)	\$20.00	\$25.00
38)	Park Heavy Truck/Bus/School Bus on Highway in Residential Zone	21(7)(i)	\$20.00	\$25.00
39)	Park in Designated Disabled Person Parking Space	21(8)(i)	\$40.00	\$55.00

**Note:** Penalty provision for the offences indicated above is Part F, Paragraph 27, of By-law EG1, a certified copy of which has been filed.



## **Brittany Jessome**

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**From:** Trisha Pearson [REDACTED]  
**Sent:** Wednesday, January 11, 2023 7:47 AM  
**To:** Brittany Jessome  
**Cc:** Jenn Johnston  
**Subject:** Use of Scout Hall

Good morning Brittany,

The West Lorne Optimist Club is looking to once again start up our in person kids craft program. The program runs for 2 hours once a month. In the past, the municipality was generous enough to donate the use of a hall in West Lorne for this program. The craft program is free to participants up to age 12.

I am sending this email in hopes that the municipality might be willing to donate the use of the scout hall in West Lorne for this program?

We appreciate your assistance and look forward to hearing from you.

Trisha Pearson  
President, West Lorne Optimist Club

Sent from my iPhone



January 17, 2023

Mayor McPhail and Members of Council  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON N0L 2C0

**Subject: Recruitment of Members for the Terrace Lodge Redevelopment Fundraising Committee**

Dear Mayor McPhail and Members of Council,

As you are aware, Terrace Lodge Long-Term Care Home in the Township of Malahide is currently underway, and making great progress. As part of the redevelopment process, the Terrace Lodge Redevelopment Fundraising Committee is raising funds to provide value added supports for the residents of Terrace Lodge through the Comforts of Home Campaign. Through our campaigning efforts and the generosity of our donors, the Committee has already been able to purchase various items including outdoor benches, two outdoor gazebos, televisions, memory care kits, electric fireplaces and furniture for the lounge, along with entertainment subscriptions (i.e. Netflix, Amazon Prime, etc.).

I am extremely proud to share that we have raised 49% of our campaign goal of \$675,000. The campaign has received \$329,000 in total donations, with \$114,600 raised in 2022 alone. None of this would have been possible without the support of our dedicated Committee members. The Committee worked tirelessly in 2022 to promote and raise funds for the campaign. Efforts included participating in new initiatives and events such as the Warden's Fundraising Gala as well as attending many local fairs across Elgin County.

With a new term just beginning, and with the Fundraising Committee having been officially reinstated by County Council resolution, it is time to appoint or reappoint members from your municipality to ensure momentum can be maintained and the goals achieved. We must work together to provide the Comforts of Home to our Terrace Lodge residents.

At this time, I therefore respectfully request that the Council of the Municipality of West Elgin appoint, by resolution, one (1) member, either an Elected Official or a member of the public, to serve on the Terrace Lodge Redevelopment Fundraising Committee for a four-year term. Attached are the Committee Terms of Reference approved by Elgin County Council that outlines the goals and responsibilities of the Committee. This is a great opportunity to make a difference in the lives of our seniors' community.

If you have any questions, please do not hesitate to contact me.

Yours truly,

Councillor Dominique Giguère  
Terrace Lodge Redevelopment Fundraising Committee

**County of Elgin**  
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## **Schedule A-2 – Standing Committee – Terrace Lodge Redevelopment Committee**

### **TERRACE LODGE REDEVELOPMENT - FUNDRAISING COMMITTEE**

#### **TERMS OF REFERENCE**

The following Terms of Reference describe the scope of the committee's responsibilities, the limits of authority, the results it is expected to achieve and the reporting required.

#### **PURPOSE**

The Terrace Lodge Redevelopment Fundraising Committee (herein referred to as "Fundraising Committee") is a sub-committee of the Terrace Lodge Redevelopment Project Steering Committee (herein referred to as "Steering Committee"). Working in collaboration with the Steering Committee, the purpose of the Fundraising Committee is to plan, coordinate, implement and evaluate fund development activities in support of the operational and "value added" revenue generation in support of Terrace Lodge Redevelopment Project. The Fundraising Committee shall not support the capital costs associated with the Terrace Lodge Redevelopment Project.

#### **REPORTING/ACCOUNTABILITY**

The Fund Development Committee is a Sub-Committee of the Terrace Lodge Redevelopment Project Steering Committee. The Fund Development Committee will provide reports to the Steering Committee through the distribution of the committee's minutes.

#### **MEMBERSHIP**

The Fundraising Committee membership includes elected officials representing the East Elgin municipalities and representatives of local service groups, local businesses and community members.

Representatives of the Councils or a member of the public of Elgin's seven (7) Local Municipalities including:

- One (1) Member of Municipality of Central Elgin;
- One (1) Member of Municipality of Bayham;
- One (1) Member of Township of Malahide;
- One (1) Member of Town of Aylmer;
- One (1) Member of Municipality of Dutton Dunwich
- One (1) Member of Municipality of West Elgin; and,
- One (1) Member of Township of Southwold
  
- One (1) Elgin County Councillor
- One (1) Member of the Terrace Lodge Auxiliary;
- A minimum of four (4) and a maximum of ten (10) members from local service groups, local businesses, and the community that represent the catchment area;
- Long-Term Care Staff including Director of Homes and Seniors Services, Terrace Lodge Administrator, and Manager of Program and Therapies

## **TERMS**

Members from municipal council are appointed for the duration of their term on local Council.

Community Members are appointed for a four (4) year term and shall be eligible for re-appointment.

## **SECRETARY**

An employee of the County shall be the Secretary of the Committee and shall act as a resource person in a non-voting capacity.

## **SCOPE OF RESPONSIBILITIES**

To assist the Terrace Lodge Redevelopment Project Steering Committee to meet its project targets, including working with staff and volunteers to recommend goals and objectives of the fundraising initiatives:

Recommend and draft a Fundraising Plan and Fundraising Target that supports and encourages community engagement with Terrace Lodge Redevelopment Project both the short and long-term, for approval by the Terrace Lodge Redevelopment Steering Committee;

Support the staff and volunteers to identify, research, solicit, foster and steward major prospect and donors so as to build a pipeline of project specific support;

Assist with the development and cultivation of mutually supportive fundraising partnerships with local community groups and organizations;

Monitor and evaluate progress in meeting fundraising targets and return on investment;

Oversee the formation/review of policies and procedures associated with fundraising activities so that they are conducted in accordance with County of Elgin Policies;

Create and recommend fundraising policies that ensure that fundraising best practices are maintained and that committee's program is donor-centric;

Promote and support fundraising events/activities by attending, volunteering and/or giving monetary/in-kind assistance to the level that committee members are able;

Review and recommend levels of sponsorship recognition and evaluate methods of donor recognition and stewardship opportunities so that all donations of time and money are recognized appropriately.

## **MEETINGS**

Meetings will be held as necessary or an estimated 6 times per year.

## **ADMINISTRATION OF FUNDS**

Elgin County will administer funds and will issue tax receipts.

## **VOTING/QUORUM**

The Fundraising Committee shall endeavour to operate by consensus. In case of disagreement, Committee members shall cast votes. Decision-making is limited to providing advice and recommendations.

A quorum will be five (5) Members at the meeting who are entitled to vote.

Members of the Fundraising Committee will attempt to advise County staff at least two days in advance if unable to attend a meeting of the Committee. If quorum cannot be met, the meeting may be cancelled and rescheduled.

## **REVIEW**

An evaluation of the Fund Development Committee will be conducted from time-to-time as the Terrace Lodge Redevelopment Project Steering Committee deems necessary.

Draft approved by County Council: January 10, 2023



# MUNICIPALITY OF West Elgin

## The Corporation Of the Municipality Of West Elgin

### By-Law No. 2023-05

#### Being A By-Law to provide for the DK Andrews Drain in the Municipality of West Elgin

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the DK Andrews Drain; and

**Whereas** the reported dated October 13, 2022 has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$182,000.00; and

**Whereas** \$83,580.00 is the estimated amount to be contributed by the Municipality of West Elgin for the drainage works; and

**Whereas** \$98,420.00 is the estimated amount being assessed to the Municipality of Dutton Dunwich; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin is of the opinion that the improvement of drainage in the area is desirable;

**Now Therefore** be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated October 13, 2022 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That The Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$83,580.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;
  - b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;
  - d) money paid under subsection 61(3) of the *Drainage Act*; and
  - e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more

than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).

- 5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
- 6. For paying the amount of \$12,610.00 being the amount assessed upon the lands and road belonging to or controlled by the municipality a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin in each year for 5 years after the passing of this By-Law to be collected in the same manner and at the time as other taxes collected.
- 7. All assessments of \$5,000.00 or less are payable in the first year in which assessments are imposed.
- 8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 26<sup>th</sup> day of January, 2023.

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Duncan McPhail	Jana Nethercott
Mayor	Clerk

Read for a third and final time this 23<sup>rd</sup> day of February, 2023

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Duncan McPhail	Jana Nethercott
Mayor	Clerk



**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin**



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Our Job No. 221274

October 13, 2022

**D.K. ANDREWS DRAIN**

**Municipality of West Elgin**

To the Mayor and Council of  
the Municipality of West Elgin

Mayor and Council:

We are pleased to present our report on the reconstruction of the D.K. Andrews Municipal Drain serving parts of Lot Z, Concessions 2 and 3 in the Municipality of West Elgin and parts of Lots 1 and 2, Concessions 2 and 3 in the Municipality of Dutton Dunwich. The total watershed area contains approximately 90 hectares.

**AUTHORIZATION**

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

**HISTORY**

The D.K. Andrews Drain was last reconstructed pursuant to a report submitted by J.R. Spriet, P. Eng. dated August 31, 1981, and consisted of the construction of a new Main Drain and Branch, commencing at the outlet and running southerly through Lot Z, Concessions 2 and 3, to the east side of Dunborough Road. In total, 960 lineal meters of 300mm to 450mm diameter field tile was installed.

**EXISTING DRAINAGE CONDITIONS**

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

- that the requesting landowner, Brian McGill Farms Ltd. (Roll No. 4-047 & 70-049), indicated that the existing drain did not provide sufficient capacity to drain his lands in a reasonable amount of time
- that the Drainage Superintendent for the Municipality of West Elgin indicated that the existing drain was in good condition with few repairs required



## EXISTING DRAINAGE CONDITIONS (cont'd)

- that the landowner, Herman Minnema Farms Ltd. (Roll No. 70-022), indicated that his lands were systematically tiled and had no issues with drainage on them

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

- that the existing D.K. Andrews Drain, constructed in the early 1980's, is in good condition but undersized by today's standards
- that the new drain should be constructed on the easterly limits of the lands of Herman Minnema Farms Ltd. (Roll No. 70-022) to minimize disruption to the field tile
- that the drain could be twinned following an alternate route from the head of the Main Drain downstream through the lands of Brian McGill Farms Ltd. (Roll No. 4-047) to the point where Branch "A" connects to the same lands

Preliminary design, cost estimates and assessments were prepared, and an informal public meeting was held to review the findings and preliminary proposals. Further input and requests were provided by the affected owners at that time in which it was suggested that the drain be twinned along the alternate route. Based on this suggestion it was decided to proceed with the request.

## DESIGN CONSIDERATIONS

The Drainage Coefficient method contained in the "DRAINAGE GUIDE FOR ONTARIO", Publication 29 by the Ontario Ministry of Agriculture, Food, and Rural Affairs (OMAFRA) is typically used to design municipal drains. The Drainage Coefficient defines a depth of water that can be removed in a 24-hour period and is expressed in millimetres per 24 hours. The coefficient used to design this drain with respect to capacity was 38mm per 24 hrs based on a twinned design.

We would like to point out that there have been no indications of any adverse soil conditions. It should be noted that no formal soil investigation has been made, with this information being provided by the owners.

The proposed design and report have been generally completed using the "GUIDE FOR ENGINEERS WORKING UNDER THE DRAINAGE ACT IN ONTARIO" OMAFRA Publication 852.

## RECOMMENDATIONS

We are therefore recommending the following:

- that the D.K. Andrews Drain be twinned to provide the above lands with a sufficient outlet. The drain shall commence at the outlet at the McEachren Drain and travel south-easterly through the lands of Herman Minnema Farms Ltd. (Roll No. 70-022), parallel to Dunborough Road, for a distance of 570 lineal meters. The drain shall then cross under Dunborough Road into the lands of Brian McGill Farms Ltd. (Roll No. 4-047) where it will then travel south-easterly, parallel to the property line, to its head at the point where the existing drain crosses into these lands, for a total length of 861 lineal meters



**RECOMMENDATIONS (cont'd)**

- that the crossing under Dunborough Road be done by boring to minimize disturbance to the operation of the roadway
- that the existing drain and the new drain be interconnected at Sta. 0+560 and Sta. 0+861 to ensure they work effectively together
- that catchbasins be installed to alleviate surface flows and ponding
- that Branch "A" from the main drain to the new basin at Sta. 0+590 be officially abandoned pursuant to Section 19 of the drainage act.

**ENVIRONMENTAL CONSIDERATIONS AND MITIGATION MEASURES**

There are no significant wetlands or sensitive areas within the affected watershed area or along the route of the drains. The proposed construction of the D.K. Andrews Drain includes quarry stone outlet protection and surface inlets which greatly help reduce the overland surface flows and any subsequent erosion. A temporary flow check of silt fencing is to be installed in the ditch downstream of the tile outlet for the duration of the construction.

**SUMMARY OF PROPOSED WORK**

The proposed work consists of approximately 916 lineal meters of 300mm (12") to 525mm (21") diameter concrete field tile & H.D.P.E. pipe, including related appurtenances.

**SCHEDULES**

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

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

Schedule 'B' - Cost Estimate. This schedule provides for a detailed cost estimate of the proposed work which is in the amount of \$ 182,000.00. This estimate includes engineering and administrative costs associated with this project. The assessed cost in the Municipality of West Elgin is \$ 83,580.00 and the estimated cost in the Municipality of Dutton Dunwich is \$ 98,420.00.

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

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

Drawing No. 1, Job No. 221274, and specifications form part of this report. They show and describe in detail the location and extent of the work to be done and the lands which are affected.



## ALLOWANCES

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

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

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

## ASSESSMENT DEFINITIONS

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

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

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

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

## ASSESSMENT

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



**ASSESSMENT (cont'd)**

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

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

**SPECIAL ASSESSMENT**

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

Drain	Cost of Work	Less Equivalent Drain Cost (Fixed)	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
610mm dia. Steel pipe	\$20,800.00	\$1,120.00	\$4,000.00	\$600.00	\$24,280.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against the Municipality of West Elgin Water Department being the increased cost to the drainage work for lowering a 200mm diameter watermain on Dunborough Road, road allowance due to its conflict with the new DK Andrews Drain. The Special Assessment shall be made up of the actual cost of this work and both the final and estimated values of the Special Assessment are to be calculated as follows:

Drain	Cost of Work	Plus Administration Cost	Plus Interest & Net H.S.T.	Special Assessment
Main Drain	\$7,500.00	\$2,500.00	\$250.00	\$10,250.00

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against West Elgin Water Department for the cost of locating and determining the elevation of their watermains on the Main Drain, being the increased cost to the drainage works due to the construction and operation of their watermain. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.





## SPECIAL ASSESSMENT (cont'd)

In accordance with Section 26 of the Drainage Act, a Special Assessment has been made against Lagasco Inc. for the cost of locating and determining the elevation of their gas mains on the Main Drain, being the increased cost to the drainage works due to the construction and operation of their utilities. The Special Assessment shall be as shown on Schedule 'C' and shall **not** apply when pro-rating future maintenance costs.

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

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

## GRANTS

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

## MAINTENANCE

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

After completion, the D.K. Andrews Drain, excluding the 1981 drain, shall be maintained by the Municipality of West Elgin at the expense of all upstream lands and roads assessed in Schedule 'D' - Assessment for Maintenance and in the same relative proportions until such time as the assessment is changed under the Drainage Act.

The above existing portions of the drain shall be maintained in accordance with the grades and dimensions and maintenance assessments as set out in the plans and specifications contained in the report by J.R. Spriet, P.Eng., dated August 31, 1981.

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

Respectfully submitted,

SPRIET ASSOCIATES LONDON LIMITED



J.M. Spriet, P.Eng.



**SPRIET ASSOCIATES**  
engineers & architects

## SCHEDULE 'A' - ALLOWANCES

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

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

CONCESSION	LOT	ROLL NUMBER (Owner)	Section 29 Right-of-Way	Section 30 Damages	TOTALS
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## MAIN DRAIN

## MUNICIPALITY OF WEST ELGIN

2	Pt. Z	70-022 (Herman Minnema Farms Ltd)	\$ 4,170.00	\$ 3,390.00	\$ 7,560.00
Total Allowances			\$ 4,170.00	\$ 3,390.00	\$ 7,560.00

**TOTAL ALLOWANCES IN THE MUNICIPALITY OF WEST ELGIN** **\$ 7,560.00**

## MUNICIPALITY OF DUTTON DUNWICH

2	Pt. 1	4-047 (Brian McGill Farms Ltd)	\$ 1,790.00	\$ 1,460.00	\$ 3,250.00
Total Allowances			\$ 1,790.00	\$ 1,460.00	\$ 3,250.00

**TOTAL ALLOWANCES IN THE MUNICIPALITY OF DUTTON DUNWICH** **\$ 3,250.00**

**TOTAL ALLOWANCES ON THE D.K. ANDREWS DRAIN** **\$ 10,810.00**



**D.K. ANDREWS DRAIN****Municipality of West Elgin**

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

**MAIN DRAIN**

6 meters of 600mm dia., H.D.P.E. plastic sewer pipe including rodent gate,  
quarry stone rip-rap protection around pipe and end of ditch  
(Approximately 8m<sup>3</sup> quarry stone req'd)

Supply	\$	1,100.00
Installation	\$	1,300.00

Installation of the following concrete field tile and H.D.P.E. sewer pipe including supply  
& installation of bedding, backfill, and geotextile around tile joints (approx. 1450m req'd)

55 meters of 300mm dia. concrete tile	\$	1,700.00
100 meters of 450mm dia. concrete tile 2000D	\$	2,900.00
161 meters of 450mm dia. concrete tile	\$	4,700.00
200 meters of 525mm dia. concrete tile 2000D	\$	6,600.00
366 meters of 525mm dia. concrete tile	\$	12,100.00

Supply of the above listed tile & pipe	\$	46,800.00
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Strip, stockpile and releve topsoil from tile trench and adjacent working area (4m wide) specified on drawings (approx. 833m)	\$	5,000.00
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Supply & install two 900mm x 1200mm ditch inlet catchbasins and one 600mm x 600mm ditch inlet catchbasin including, berms, leads, ditching, coring and required prefabricated fittings and removal and disposal of existing basins	\$	12,400.00
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12 meters of 450mm dia. H.D.P.E. pipe		
Supply	\$	1,100.00
Installation under laneway by open cut	\$	3,000.00

16 meters of 610mm dia., 7.9mm thickness smooth wall steel pipe		
Supply	\$	5,900.00
Installation under Dunborough Road by boring	\$	12,900.00
Grouting of Existing Pipe	\$	2,000.00

Relocation of Watermain with offset	\$	7,500.00
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Exposing and locating existing tile drains and utilities	Preconstruction	\$	3,500.00
	Construction	\$	1,100.00

Tile connections and contingencies	\$	6,400.00
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Allowances under Sections 29 and 30 of the Drainage Act	\$	10,810.00
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## SCHEDULE 'B' - COST ESTIMATE (cont'd)

**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin****ADMINISTRATION**

Interest and Net Harmonized Sales Tax	\$ 4,180.00
Survey, Plan and Final Report	\$ 22,900.00
Expenses	\$ 1,950.00
Supervision and Final Inspection	\$ <u>4,160.00</u>
<b>TOTAL ESTIMATED COST</b>	<b>\$ <u>182,000.00</u></b>

## SCHEDULE 'C' - ASSESSMENT FOR CONSTRUCTION

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

Job No. 221274

October 13, 2022

CON.	LOT	HECTARES AFFECTED		ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL
MAIN DRAIN							
Municipality of West Elgin							
2	Pt.	Z	15.0	70-022 (Herman Minnema Farm	\$ 34,680.00	\$ 2,965.00	\$ 37,645.00
3	Pt.	Z	5.0	70-049 (Brian McGill Farms Ltd)	2,000.00	2,316.00	4,316.00
TOTAL ASSESSMENT ON LANDS					\$ 36,680.00	\$ 5,281.00	\$ 41,961.00
Dunborough Road			1.8	County of Elgin	\$ 8,800.00	\$ 4,498.00	\$ 13,298.00
Stalker Line			0.8	County of Elgin		1,211.00	1,211.00
TOTAL ASSESSMENT ON ROADS					\$ 8,800.00	\$ 5,709.00	\$ 14,509.00
SPECIAL ASSESSMENT (50%) against the County of Elgin for the increased cost of installing 16 meters of 610mm dia. 7.9mm thickness smooth steel wall steel pipe							\$ 12,140.00
SPECIAL ASSESSMENT against Lagasco Gas for the increased cost of locating and determining the elevation of their gasmain prior to construction							\$ 2,360.00
SPECIAL ASSESSMENT against Municipality of West Elgin for the increased cost of locating and determining the elevation of their watermain prior to construction							\$ 2,360.00
SPECIAL ASSESSMENT against Municipality of West Elgin for the increased cost of offsetting their 200mm dia. waterline							\$ 10,250.00
TOTAL ASSESSMENT IN THE Municipality of West Elgin							\$ 83,580.00

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

**D.K. ANDREWS DRAIN**  
**Municipality of West Elgin**

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	BENEFIT	OUTLET	TOTAL	
MAIN DRAIN (cont'd)							
Municipality of Dutton-Dunwich							
2	Pt.	1	35.2	4-047 (Brian McGill Farms Ltd)	\$ 19,390.00	\$ 23,337.00	\$ 42,727.00
2	Pt.	2	6.0	4-049 (T. Pettingill)		5,180.00	5,180.00
3	W. Pt.	1	0.4	4-078 (Crinan Community Center)		345.00	345.00
3	Mid Pt.	1	0.3	4-079-10 (J. Wilkie)		259.00	259.00
3	Pt.	1	15.4	4-079 (Brian McGill Farms Ltd)		13,296.00	13,296.00
3	Pt.	2	8.3	4-081 (T. Pettingill)		7,166.00	7,166.00
TOTAL ASSESSMENT ON LANDS				\$ 19,390.00	\$ 49,583.00	\$ 68,973.00	
Duff Line		1.9	County of Elgin	\$	\$ 5,595.00	\$ 5,595.00	
Dunborough Road		0.6	County of Elgin	9,900.00	1,812.00	11,712.00	
TOTAL ASSESSMENT ON ROADS				\$ 9,900.00	\$ 7,407.00	\$ 17,307.00	
SPECIAL ASSESSMENT (50%) against the County of Elgin for the increased cost of installing 16 meters of 610mm dia. 7.9mm thickness smooth steel wall steel pipe							\$ 12,140.00
TOTAL ASSESSMENT IN THE Municipality of Dutton-Dunwich						\$ 98,420.00	
TOTAL ASSESSMENT ON THE MAIN DRAIN						\$ 182,000.00	

## SCHEDULE 'D' - ASSESSMENT FOR MAINTENANCE

## D.K. ANDREWS DRAIN

## Municipality of West Elgin

Job No. 221274

October 13, 2022

CON.	LOT	HECTARES AFFECTED	ROLL No. (OWNER)	PERCENTAGE OF MAINTENANCE COST
<b>MAIN DRAIN</b>				
<b>Municipality of West Elgin</b>				
2	Pt. Z	15.0	70-022 (Herman Minnema Farms Ltd)	20.2 %
3	Pt. Z	5.0	70-049 (Brian McGill Farms Ltd)	3.3
				=====
TOTAL ASSESSMENT ON LANDS				23.5 %
				=====
Dunborough Roac		1.8	County of Elgin	8.8 %
Stalker Line		0.8	County of Elgin	1.2
				=====
TOTAL ASSESSMENT ON ROADS				10.0 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of West Elgin</b>				<b>33.5 %</b>
<b>Municipality of Dutton-Dunwich</b>				
2	Pt. 1	35.2	4-047 (Brian McGill Farms Ltd)	32.9 %
2	Pt. 2	6.0	4-049 (T. Pettingill)	5.2
3	W. Pt. 1	0.4	4-078 (Crinan Community Center)	0.3
3	Mid Pt. 1	0.3	4-079-10 (J. Wilkie)	0.3
3	Pt. 1	15.4	4-079 (Brian McGill Farms Ltd)	13.2
3	Pt. 2	8.3	4-081 (T. Pettingill)	7.1
				=====
TOTAL ASSESSMENT ON LANDS				59.0 %
				=====
Duff Line		1.9	County of Elgin	5.6
Dunborough Roac		0.6	County of Elgin	1.9
				=====
TOTAL ASSESSMENT ON ROADS				7.5 %
				=====
<b>TOTAL ASSESSMENT FOR MAINTENANCE IN THE Municipality of Dutton-Dunwich</b>				<b>66.5 %</b>
<b>TOTAL ASSESSMENT FOR MAINTENANCE FOR THE MAIN DRAIN</b>				<b>100.0 %</b>

SCHEDULE OF NET ASSESSMENT

**D.K. ANDREWS DRAIN**

**Municipality of West Elgin**

(FOR INFORMATION PURPOSES ONLY)

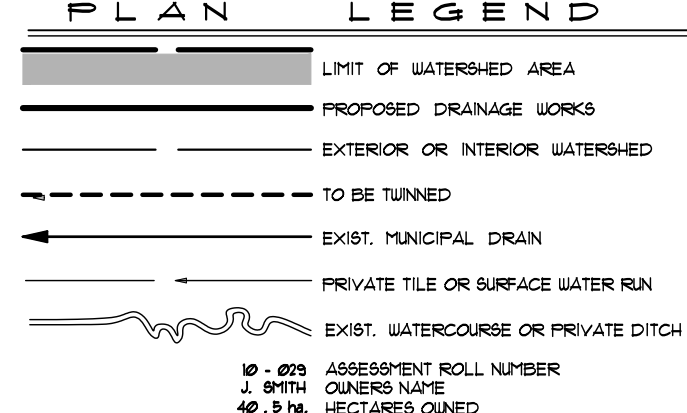
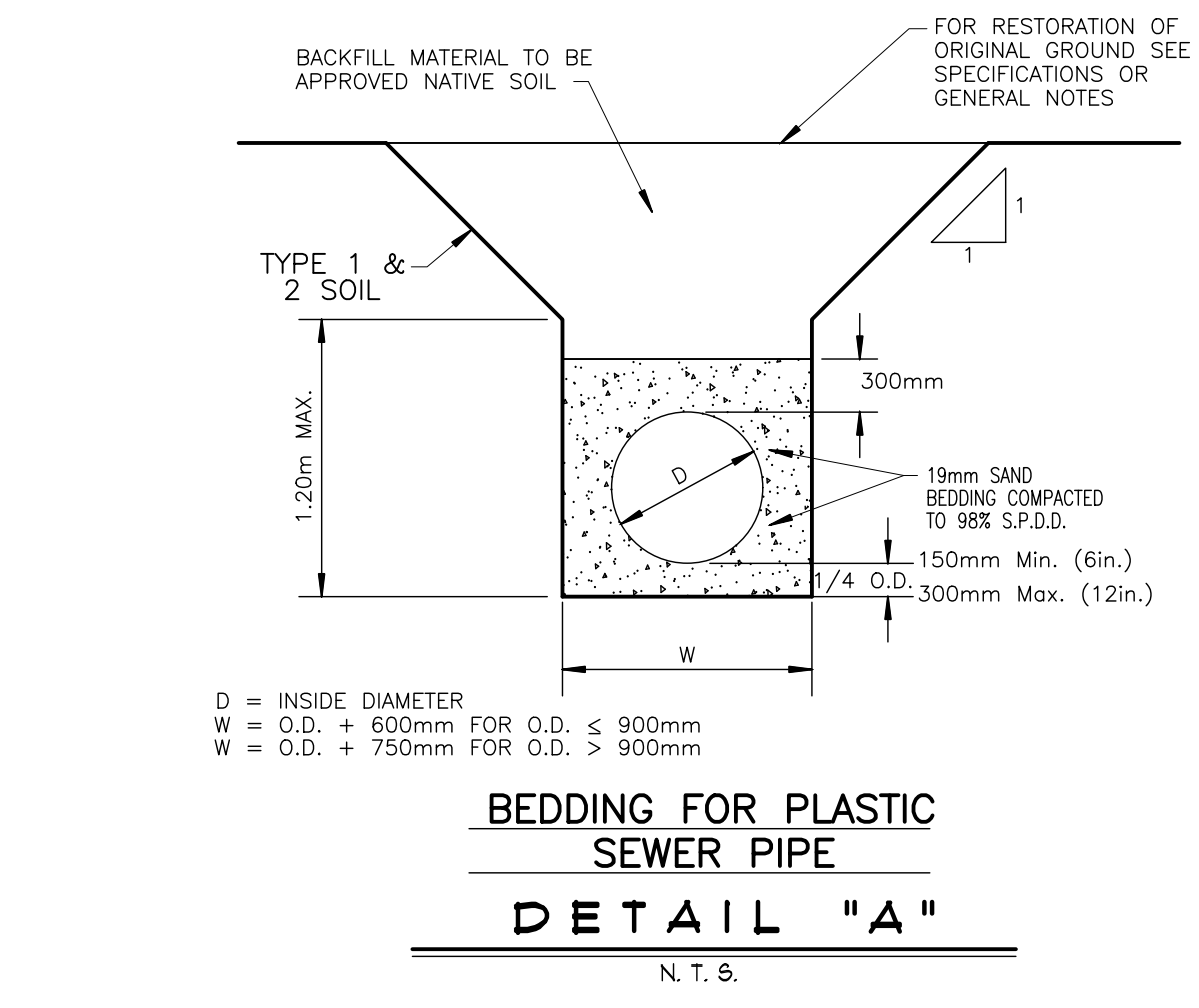
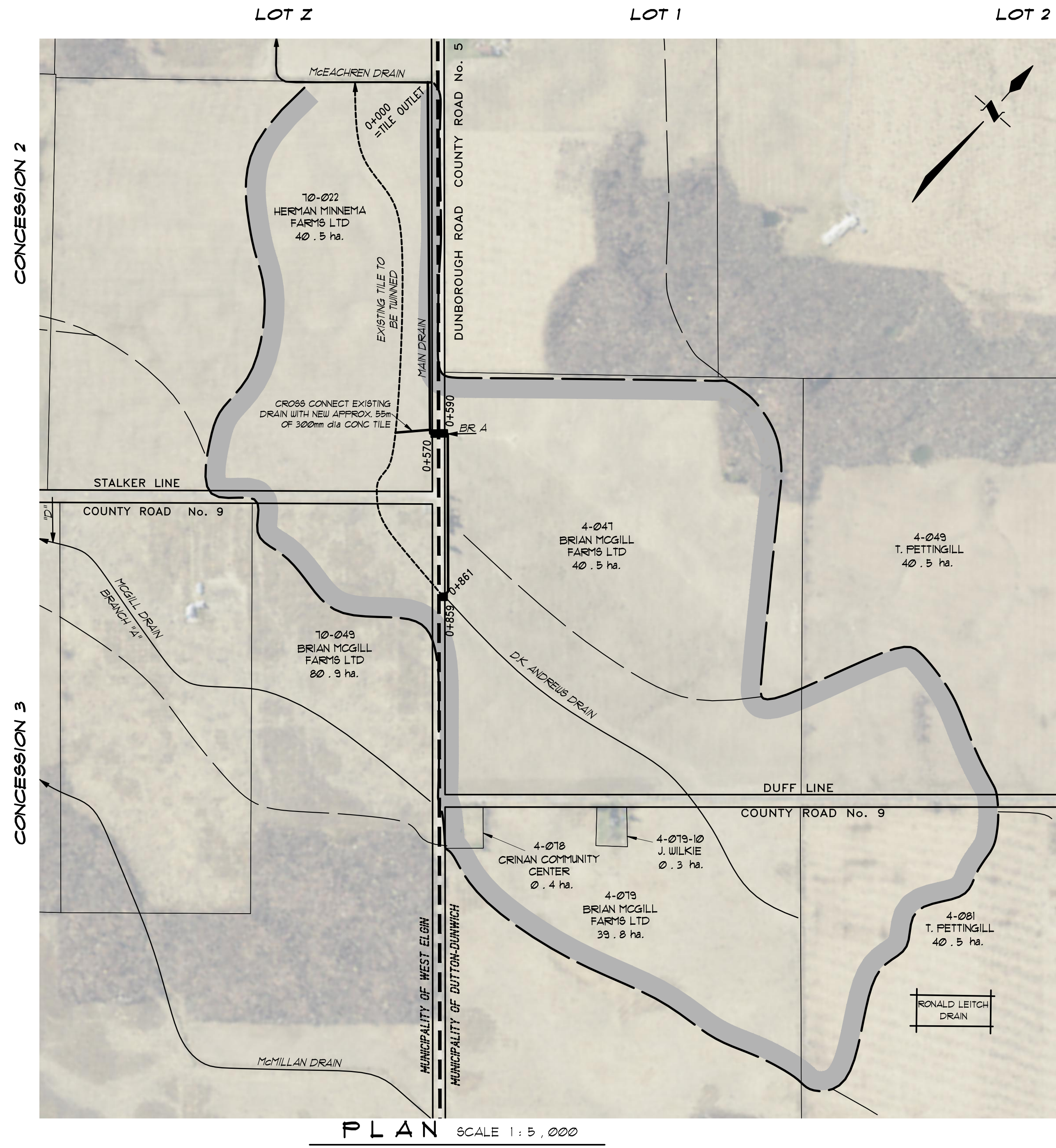
Job No. 221274

October 13, 2022

\* = Non-agricultural

ROLL NUMBER (OWNER)	TOTAL ASSESSMENT	GRANT	ALLOWANCES	APPROX. NET
<b>Municipality of West Elgin</b>				
70-022 (Herman Minnema Farms Ltd)	\$ 37,645.00	\$ 12,548.00	\$ 7,560.00	\$ 17,537.00
70-049 (Brian McGill Farms Ltd)	4,316.00	1,439.00		2,877.00
* Dunborough Road	13,298.00			13,298.00
* Special Assessment	12,140.00			12,140.00
* Stalker Line	1,211.00			1,211.00
* Lagasco inc.				
* Special Assessment	2,360.00			2,360.00
* Mun. of West Elgin (Water Department)				
* Special Assessment (Locating)	2,360.00			2,360.00
* Special Assessment (Relocating)	10,250.00			10,250.00
<b>Municipality of Dutton-Dunwich</b>				
4-047 (Brian McGill Farms Ltd)	42,727.00	14,242.00	3,250.00	25,235.00
4-049 (T. Pettingill)	5,180.00	1,727.00		3,453.00
* 4-078 (Crinan Community Center)	345.00			345.00
* 4-079-10 (J. Wilkie)	259.00			259.00
4-079 (Brian McGill Farms Ltd)	13,296.00	4,432.00		8,864.00
4-081 (T. Pettingill)	7,166.00	2,389.00		4,777.00
* Duff Line	5,595.00			5,595.00
* Dunborough Road	11,712.00			11,712.00
* Special Assessment	12,140.00			12,140.00
<b>TOTALS</b>	<b>\$ 182,000.00</b>	<b>\$ 36,777.00</b>	<b>\$ 10,810.00</b>	<b>\$ 134,413.00</b>





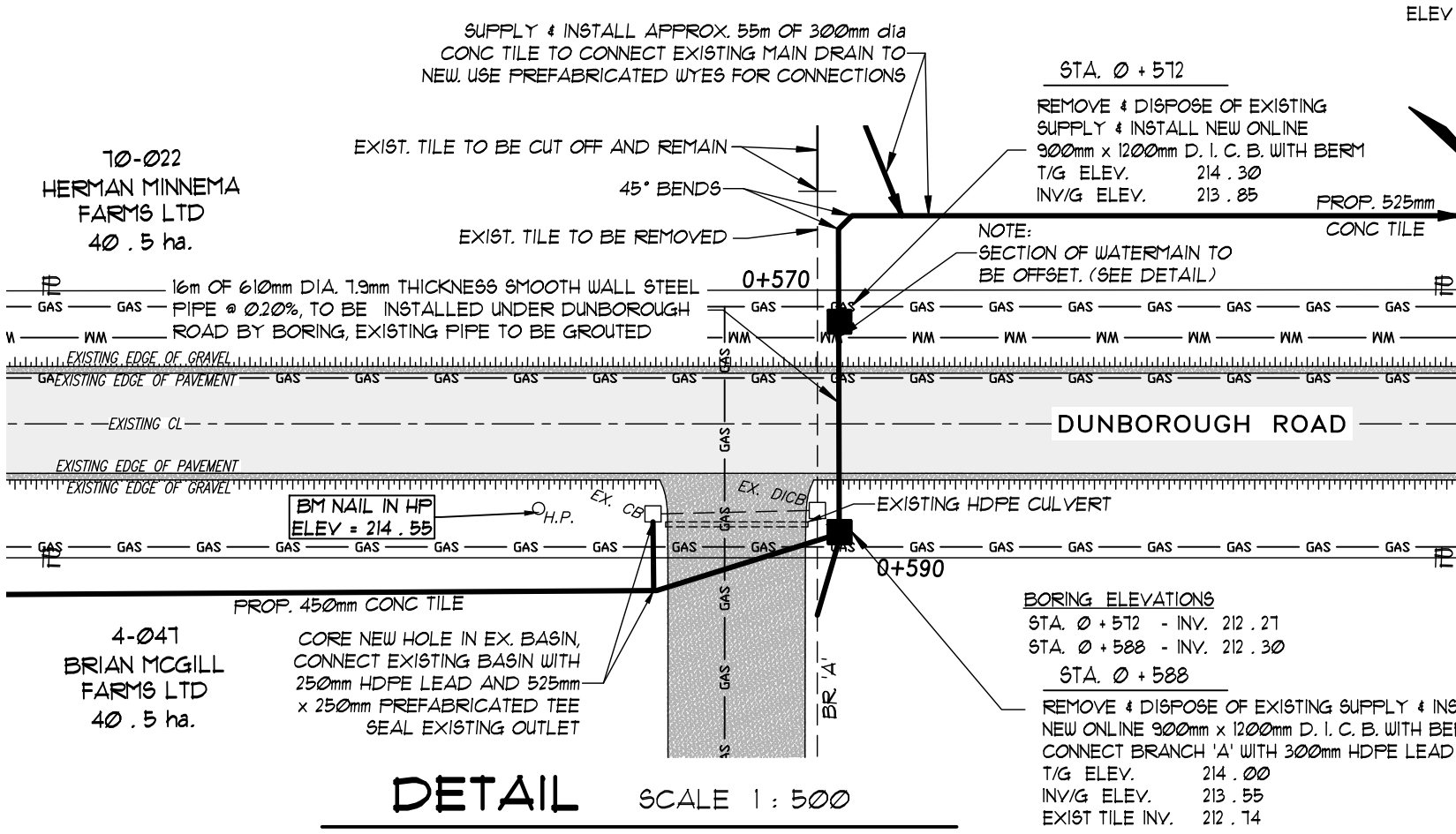
# GENERAL NOTES

- 1/ OUR SPECIFICATIONS DATED JANUARY 2020 APPLY TO THIS PROJECT.
- 2/ THE WORKING WIDTH AVAILABLE TO THE CONTRACTOR TO CONSTRUCT THE NEW DRAINS SHALL CONSIST OF THOSE LANDS IMMEDIATELY ADJACENT TO THE DRAIN AND CONNECTIONS AND SHALL NOT EXCEED THE FOLLOWING AVERAGE WIDTHS:  
CLOSED PORTIONS - 15 METERS  
THE WORKING WIDTH FOR PURPOSES OF FUTURE MAINTENANCE SHALL BE 10M.
- 3/ ALL OWNERS ALONG THE COURSE OF THE DRAIN SHALL MAKE AN ACCESS ROUTE FROM THE NEAREST ROAD TO THE DRAIN LOCATION AVAILABLE TO THE CONTRACTOR THE AVERAGE WIDTH OF THIS ROUTE SHALL NOT EXCEED 8 METERS. THE ACCESS ROUTE SHALL ALSO APPLY FOR FUTURE MAINTENANCE PURPOSES.
- 4/ a) ALL UTILITIES TO BE LOCATED AND EXPOSED PRIOR TO CONSTRUCTION SO THAT THE NEW TILE GRADES CAN BE CONFIRMED. IF THERE IS A CONFLICT IN ELEVATION BETWEEN THE PROPOSED DRAIN AND THE UTILITY, THE ENGINEER IS TO BE NOTIFIED IMMEDIATELY.  
b) CONTRACTOR TO NOTIFY ALL UTILITIES 72 HOURS PRIOR TO HIS SCHEDULED TIME FOR STARTING THE ABOVE WORK.  
c) THE COST FOR THIS WORK SHALL BE INCLUDED IN THE ITEM ON THE EXTENT OF WORK AND NO EXTRA PAYMENT SHALL BE MADE TO THE CONTRACTOR, EXCEPT IF ROAD RESTORATION IS REQUIRED.
- 5/ ALL TREES, SCRUB, BRUSH, ETC. TO BE CLEARED AND GRUBBED IN ACCORDANCE WITH "SECTION B.3 AND C.4" SPECIFICATIONS.
- 6/ RIP-RAP TO BE SUPPLIED AND INSTALLED IN ACCORDANCE WITH "SECTION A.28" IN THE SPECIFICATIONS.
- 7/ CONTRACTOR TO ARRANGE A PRE-CONSTRUCTION MEETING WITH THE ENGINEER, DRAINAGE SUPERINTENDENT, AND THE AFFECTED OWNERS. ALL PARTIES SHALL RECEIVE 48 HOURS NOTICE TO THE MEETING.

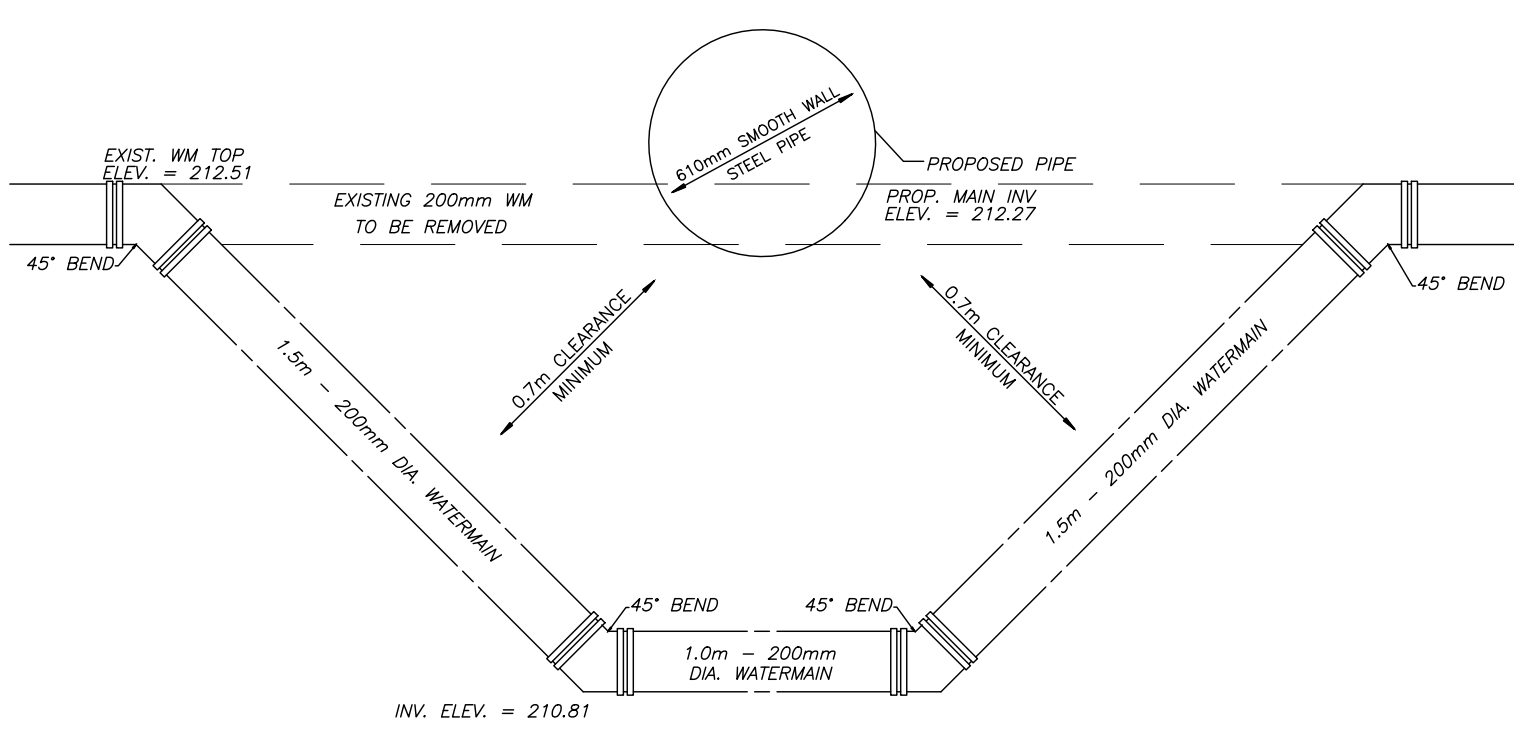
## CLOSED PORTIONS

- a) ALL CONCRETE AND PLASTIC TILE AND PIPE TO CONFORM TO "SECTION C.1" IN THE SPECIFICATIONS.
  - a) SEWER PIPE TO BE CONCRETE, H.D.P.E. PLASTIC 320 KPA (BELL & SPIGOT WITH RUBBER GASKETS, CONFORMING TO C.S.A. 1026-09), PVC ULTRA RIB OR PVC SDR 35
  - b) CONCRETE TILE SHALL BE HEAVY DUTY (2000-D) WHERE NOTED)
- EXISTING TILE DRAINS TO BE EXPOSED IN AS MANY LOCATIONS AS ARE NECESSARY TO CONFIRM THEIR EXACT LOCATION AND ELEVATION PRIOR TO CONSTRUCTION. EXACT LOCATION OF NEW TILE DRAINS THEN TO BE CONFIRMED BY DRAINAGE SUPERINTENDENT OR ENGINEER.
- a) INSTALLATION OF TILE AND TRENCH WIDTHS SHALL BE IN ACCORDANCE WITH "SECTION C - TILE DRAIN" IN THE SPECIFICATIONS.
  - b) ALL CONCRETE TILE AND TILE-PIPE JOINTS TO BE WRAPPED WITH GEOTEXTILE IN ACCORDANCE WITH "SECTION C.8" IN THE SPECIFICATIONS.
  - c) NO CONSTRUCTION EQUIPMENT OR FARM MACHINERY SHALL CROSS OVER THE MOUNDED BACKFILLED TILE TRENCHES UNTIL SUFFICIENT SETTLEMENT HAS OCCURRED.
  - d) STRIP AND STOCKPILE TOPSOIL FROM CONSTRUCTION AREA (4 METRE WIDTH) FOR ENTIRE LENGTH OF NEW DRAIN (EXCEPT LANEWAYS & ROADS). EXCESS SPOIL TO BE LEVELLED AND TOPSOIL RELEVELLED OVER SPOIL, MOUNDED TRENCH AND REMAINING CONSTRUCTION AREA.

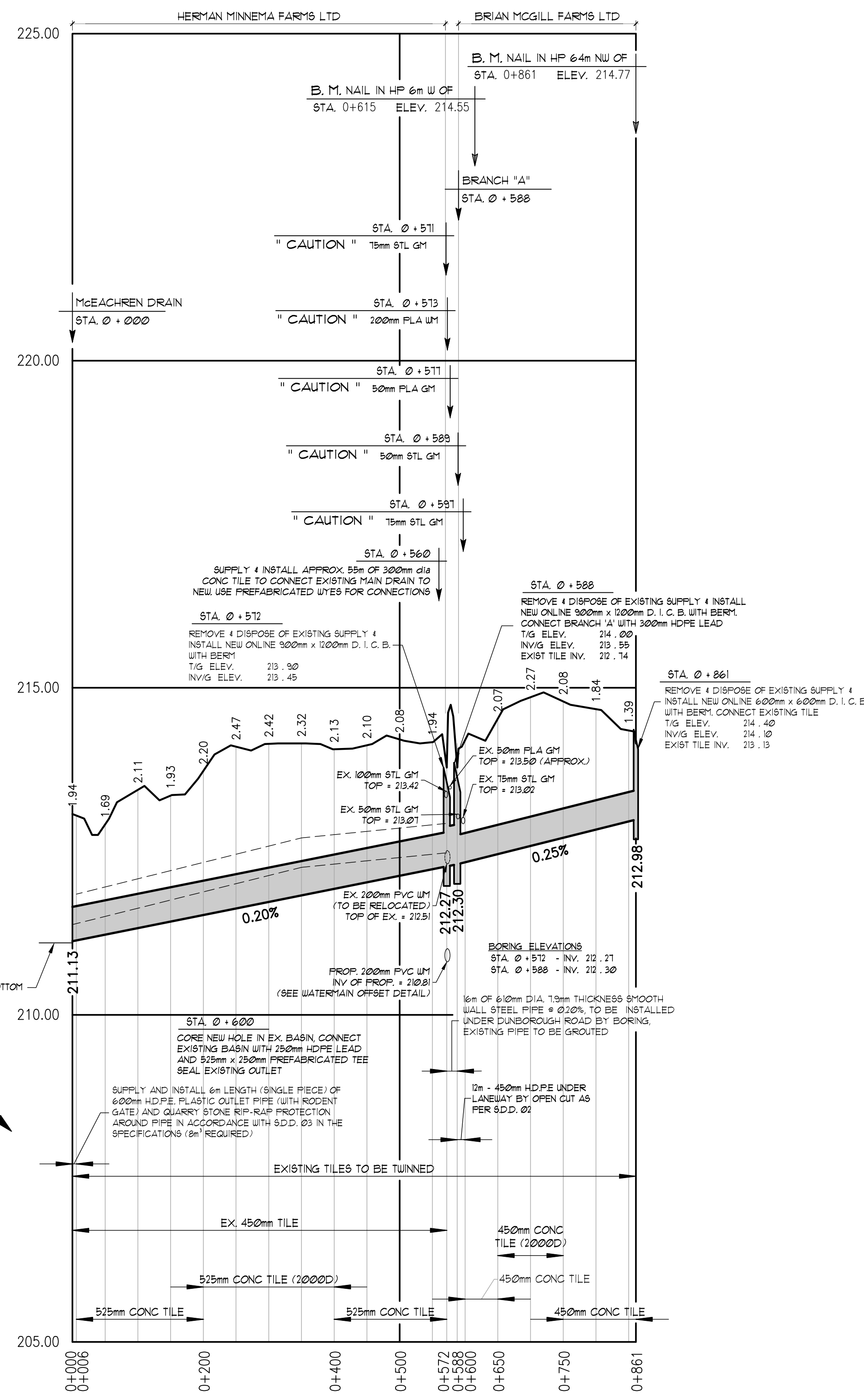
- a) IT SHALL BE NOTED THAT AREAS OF POOR SOIL CONDITION MAY BE ENCOUNTERED ALONG THE COURSE OF THE DRAIN. IF SUCH CONDITIONS ARE ENCOUNTERED AND IF THE TRENCH WALLS AND/OR TRENCH BOTTOM AND/OR TRENCH BOTTOM BECOME UNSTABLE, THEN THE CONTRACTOR SHALL IMMEDIATELY CONTACT THE DRAINAGE SUPERINTENDENT OR ENGINEER.
- b) IF SO ORDERED BY THE DRAINAGE SUPERINTENDENT OR ENGINEER, THE CONTRACTOR SHALL INSTALL THE TILE OR PIPE ON A BEDDING OF 19mm (3/4") CRUSHED STONE THROUGH THE AREA OF UNSTABLE TRENCH. THE CRUSHED STONE SHALL BE COMPLETELY WRAPPED IN GEOTEXTILE SUCH AS "TERRAFIX 360 R" OR APPROVED EQUAL. THE LIMITS OF THIS WORK SHALL BE DETERMINED BY THE DRAINAGE SUPERINTENDENT OR ENGINEER.
- c) PAYMENT FOR THIS WORK SHALL BE IN ACCORDANCE WITH THE CONTINGENCY AMOUNTS SHOWN ON PAGE 3 OF THE "FORM OF TENDER".
- d) ALL CONCRETE TILE AND TILE-PIPE JOINTS TO BE WRAPPED WITH GEOTEXTILE IN ACCORDANCE WITH "SECTION C.8" IN THE SPECIFICATIONS.



DETAIL SCALE 1:500



WATERMAIN OFFSET DETAIL SCALE 1:25



MAIN DRAIN

SCALE: HOR. 1:5,000  
VERT. 1:50

**D.K. ANDREWS DRAIN**  
Municipality of West Elgin

Drainage Superintendent: <b>TOM MOHAN</b> 519-785-0560	No.	REVISIONS	DATE
Drawn By: MJ & MM	Field Book	JOB No.	Drawing No.
Date: OCT. 13, 2022	GFS	221274	1 of 1

PLAN, PROFILE, DETAILS & NOTES

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





# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2023-06**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property on Gray Line.**

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

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

1. That Schedule "A" Map No. 75 to By-law No. 2015-36, is hereby amended by changing the subject property from **Lakeshore Residential Special Regulation 1 – Holding – 7 (LR-1-H-7) Zone** to **Recreational Vehicle Park (RVP) Zone** for those lands outlined in heavy solid lines and described as RVP, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 4, Concession 14, Pt. 1, RP 11R 5840 & Pt. 1, RP 11R 10300; Municipality of West Elgin.
2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as 13.3.1 d) as follows:  
  

**“13.3.1 d)      Minimum Lot Frontage                      12 metres”**
3. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January, 2023.



MCCOLL SIDERD

GRAY LINE

Severed parcel  
to be zoned  
Recreation Vehicle Park  
(RVP) Zone

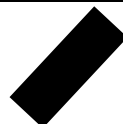
Lake Erie

This is Schedule "A" to By-law No. 2023-06  
passed on the 26th day of January, 2023

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law 2015-36  
SCHEDULE 'A' MAP 75



0 100 200  
Meters





# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2023-07**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property located at 242 Furnival Road.**

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

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

1. That Schedule "B" Map No. 3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Village Core (C1) Zone** to **Village Core Special Regulation 3 (C1-3) Zone** for those lands outlined in heavy solid lines and described as C1, on Schedule "B" attached hereto and forming part of this By-law, being Pt. Lot 1, Blk B, Plan 67; Municipality of West Elgin.
2. That Section 16.3 to By-law No. 2015-36, as amended, of the Municipality of West Elgin being the Site-Specific Zones of the Village Core (C1) Zone is hereby amended by adding the following:

"16.3.3 a) **Defined Area**

C1-3 as shown on Schedule "B" Map No. 3 to this By-law.

b) **Permitted Uses**

Those uses permitted in the C1 Zone, and

A single residential dwelling unit on the ground floor, not exceeding 60% of the total ground floor area and located at the rear of the existing building."

3. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

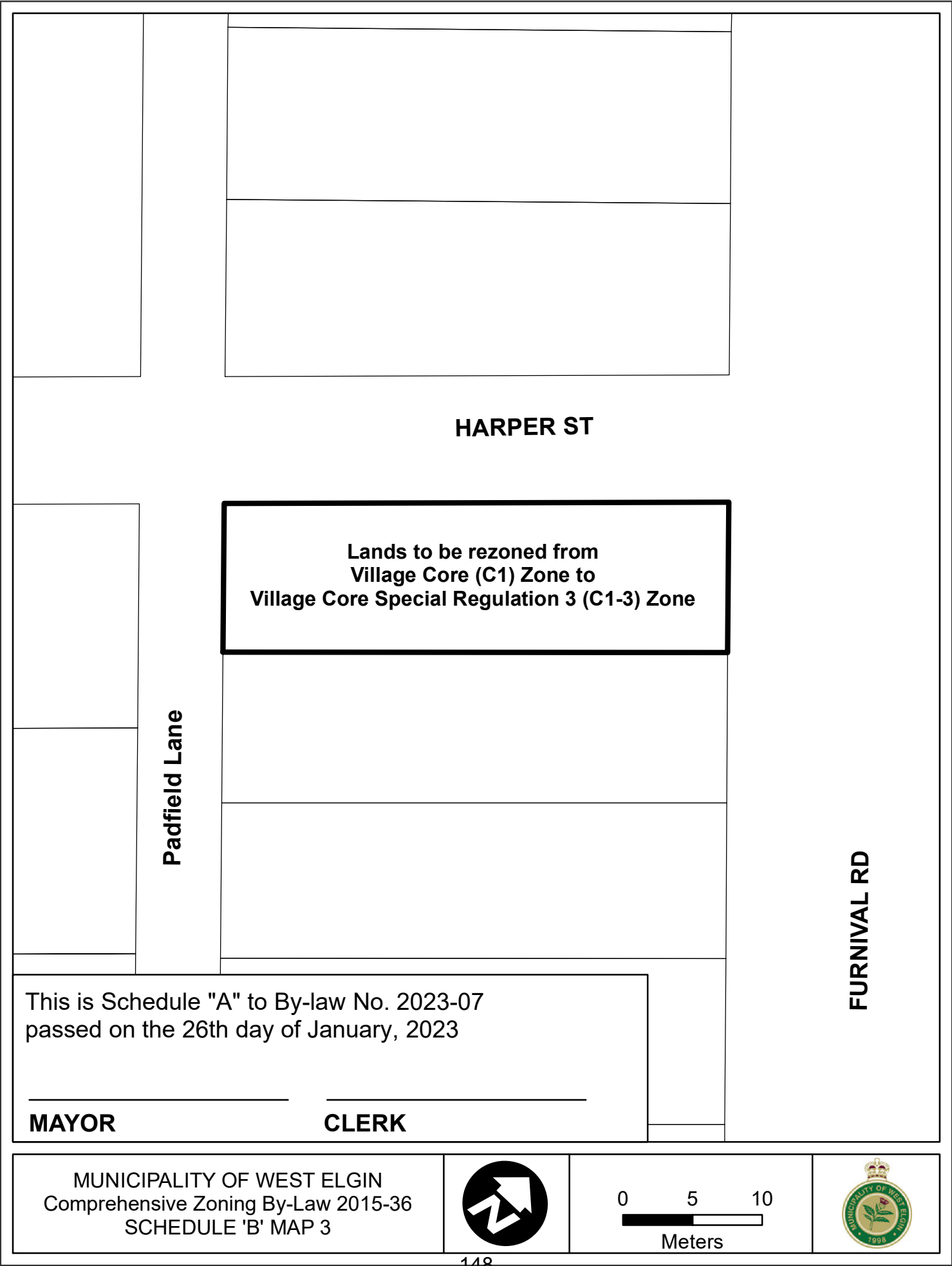
Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk





# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2023-08**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property known as 22100 Downie Line.**

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

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

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Highway Commercial (C3) Zone** for those lands in cross-hatch and described as C3, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession Gore; Municipality of West Elgin.
2. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **General Agricultural Special Regulation 6 (A1-6) Zone** for those lands outlined in heavy solid lines and described as A1-6, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession Gore; Municipality of West Elgin.
3. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as 5.3.6 a) as follows:

"5.3.6 a)      **Defined Area** (22100 Downie Line)

A1-6 as shown on Schedule "A" Map No. 37

**Minimum Lot Area** – 19 ha

4. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT) (formerly the Local Planning Appeal Tribunal (LPAT)), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk

HOSKINS LINE

FURNIVAL RD

Lands to be Rezoned  
General Agricultural Special Regulation 6  
(A1-6) Zone

Lands to be Rezoned  
Highway Commercial  
(C3) Zone

DOWNIE LINE

This is Schedule "A" to By-law No. 2023-08  
passed on the 26th day of January, 2023

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law 2015-36  
SCHEDULE 'A' MAP 37



0 100 200  
Meters







# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2023-09**

#### **Being a By-Law to Provide for an Interim Tax Levy for 2023**

**Whereas** Section 317 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.; and

**Whereas** Section 317(3) of the *Municipal Act* provides that the amounts levied on a property shall not exceed 50% of the total taxes for municipal and school purposes levied on the property in the year 2022; and

**Whereas** the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. The amounts levied on all rateable assessment shall be as follows:  
For all property classes there shall be imposed and collected an interim levy on each property equal to the prescribed percentage, or 50% if no percentage is prescribed, of the total taxes for municipal and school purposes levied on the property for the previous year.
2. The Interim Levy on the properties classed as Commercial, Industrial or Multi Residential shall be adjusted by 50% of the 2022 entitlement under the capping legislation provisions.
3. That interim taxes will be payable in two instalments to be due March 31, 2023 and June 30, 2023.
4. There shall be imposed on all taxes interest as per By-law 2003-06 on the first day of default and on the first day of each calendar month during which the default continues.

5. The Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxes under this by-law, a notice specifying the amount of taxes payable.
6. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered as per Section 343 of the *Municipal Act*.
7. The subsequent levy for 2023 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. The provisions of Section 317 of the *Municipal Act*, as amended apply to this by-law with necessary modifications.
9. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 4 of this by-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
10. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. That this by-law will take effect upon the final passing thereof, and may be cited as the "2023 Interim Tax Levy By-law."

Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January, 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2023-10**

#### **Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin For 2023**

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

**Whereas** Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

**Whereas** Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

**Whereas** Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control; and

**Whereas** Section 69 of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, provide that council of a municipality may by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters; and

**Whereas** it is deemed expedient to pass this by-law;

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

1. The fees and charges listed in the column headed "Fee" on the attached schedules of this by-law are approved and imposed for the associated department commencing on the date this by-law is approved.

2. All fees and charges listed on the schedules attached hereto are subject to applicable taxes, unless otherwise specified.
3. The fees and charges, listed on the schedules attached hereto, plus applicable taxes, are due and payable:
  - a) at the time of the transaction for which the fee or charge is imposed; or
  - b) if subsection 3.1 a) is not applicable, upon the due date specified in any invoice issued by The Corporation of the Municipality of West Elgin to any person or party in connection with a fee or charge listed on the schedules attached hereto.
4. The fees and charges, listed in the schedules, attached hereto, can be paid by debit, cash, cheque or by any other manner authorized by the Municipality of West Elgin.
5. Fees and charges listed on the schedules attached hereto, and imposed on a person or party, constitute a debt of the person or the party to The Corporation of the Municipality of West Elgin. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
6. Council of the Municipality of West Elgin reserves the right to waive or alter any fee at their discretion on a case by case basis, through resolution of Council.
7. By-Law 2021-68 is hereby repealed.

Read a first, second, and third time and finally passed this 26<sup>th</sup> day of January, 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk



# MUNICIPALITY OF West Elgin

## Administration

## 2023 Fees

### Animal Control

Kennel Licence	\$ 160.00
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### Requests

Reprint of Tax/Water Bills or Statements	\$ 15.00
Tax Certificates	\$ 65.00
Zoning Certificates/ Letters	\$ 65.00
Fire Report	\$ 65.00
Septic Records Search	\$ 65.00
Work Order Inquires	\$ 65.00

### General

Mileage (per km)	\$ 0.61
NSF Fee	\$ 50.00
Copies of Zoning or Official Plan By-Law	\$ 55.00
Photocopies	\$ 0.50
Tax Sale Packages	\$ 10.00
Fax (per page)	\$ 1.25
Courier Delivery (Flat Rate)	\$ 10.00
Burial Permit	\$ 10.00
Marriage License	\$ 120.00
Marriage Ceremony	\$ 315.00
Rehersal fee	\$ 50.00
Penalty on late payments (per month)	2%
Truck, Air Brake and Bus MTO Books	\$ 18.95
Driver and Motorcycle MTO Books	\$ 14.95
Transfer of Fee to Property Taxes	\$ 50.00
General Research Fee per hour	\$ 30.00
By-law Appeal Hearing Fee	\$ 125.00

### Drainage

Tile Drain loan application	\$ 150.00
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# MUNICIPALITY OF West Elgin

## Administration

## 2023 Fees

Drainage Reapportionment (first Drain)	\$	80.00
Drainage Reapportionment (additional drains)	\$	55.00
Drain Maintenance (min charge)	\$	35.00

## Road Allowance Closure

Application Fee	\$	400.00
Legal, advertising, registration, etc.		cost recovery

## MFIPPA

Application Fee	\$	5.00
Search/Preparation Time per hour	\$	30.00
Photocopies	\$	0.20
Shipping (minimum)	\$	10.00



# MUNICIPALITY OF West Elgin

## By-Law

## 2023 Fees

By-law Appeal Hearing Fee  
First Visit  
Second Visit (Compliant)  
Second Visit (Non -Compliant)  
Subsequent Visits (Max Fine \$500)  
Materials & Labour for Clean Up  
Adminstration Fee

\$	150.00
No Charge	
No Charge	
\$	50.00
\$	50.00
Cost + Admin Fee	
\$	30.00





# MUNICIPALITY OF West Elgin

## Building Fees

## 2023 Fees

### Residential - Group C Occupancies

1st Floor per square foot	\$1.00/sf
2nd & 3rd floor per square foot	\$1.00/sf
Basement	\$0.55/sf
Crawlspace	\$0.40/sf
Garage/Porch/Deck/Storage/Workshop	\$0.40/sf
Alt & Reno where square footage cannot be determined as above	\$13/\$1,000 Const. Value
Minimum Fee for all permits	\$350.00

### Accessory Buildings - Decks, Porches etc.

Less than 250 sf	\$ 170.00
251 to 500 sf	\$170 + \$0.21/sf over 250 sf
501 to 1000 sf	\$275 + \$0.11/sf over 500 sf
Over 1000 sf	\$315 + \$0.08/sf over 1000 sf

### Farm Buildings

Livestock Buildings & Manure Pits	\$110 + \$8/\$1,000 CV
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### Non Livestock Agricultural Buildings

Less than 250 sf	\$184.00
251 to 500 sf	\$184 + \$0.21/sf over 250 sf
501 to 1000 sf	\$275 + \$0.11/sf over 500 sf
1001 to 1500 sf	\$315 + \$0.09/sf over 1000 sf
1501 to 3000 sf	\$375 + \$0.06/sf over 1500 sf
3001 sf or greater	\$450 + 0.05/sf over 3000 sf

### Sewage System Permits

New Class 4 or 5 sewage system	\$ 560.00
Repair to sewage system	\$ 360.00
Permit Renewal Fee	\$ 160.00

### Miscellaneous Permit Fees

Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	\$ 160.00
Demolition Permit	\$ 160.00



# MUNICIPALITY OF West Elgin

Building Fees	2023 Fees
In Ground Swimming Pools (includes fencing)	\$ 160.00
Fence around Above Ground Pools	\$ 160.00
Building Re-locations	\$ 160.00
Transfer of Permit Fee	\$ 160.00
Tent Permit (greater than 60 m squared)	\$ 160.00
Re-inspection Fee (not ready for insp)	\$ 160.00
Change of Use (no construction)	\$ 160.00
Septic Inspection due to severance	\$ 160.00
Indemnity/Security Deposit (refundable)	\$500 or \$1,000
Conditional Permit	\$ 330.00
Sign permit	\$ 160.00
Building Research Fee (per hour)	\$ 35.00
Water Service Inspection fee	\$ 80.00

Commercial - Group D & E Occupancies, Including Mix Use Group C	
Minor int reno less than 1000 sf GFA	\$1.00/sf - min \$410
Major int reno 1000 sf and over GFA	\$1.00/sf - min \$960
New Construction & Additions	\$13/\$1,000 Const. Value - min \$1,500
Group A & B Occupancies	\$13/\$1,000 Const. Value - min \$1,000
Industrial - Group F Occupancies	\$13/\$1000 Const. Value - min \$1,000

New Fees	
Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses	\$13/\$1,000 Const. Value - min. \$1,000
Alternative Solution Review	TBD by CBO - based on peer review cost
Additional Plans Review(changes to original submission)	25% addition to original permit fee
Expedite Permit Review (if time allows)	25% addition to permit fee
Plumbing - new Water Service Connection or Sewer Connection	\$ 200.00
Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere	\$500.00/structure

*Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)*



MUNICIPALITY OF  
**West Elgin**

Fire Department Fees	2023 Fees
Emergency Services on Provincial Highways - per hour, per road	MTO Posted rate
Emergency Services on Roads in Municipality (Non-residents)	MTO Posted rate
Emergency services on private property by outside agencies	Based on Actual Costs
Inspection Services - per inspection	\$ 125.00



# MUNICIPALITY OF West Elgin

## Planning

## 2023 Fees

Consent (severance) application (Sections 53 and 57 of the Planning Act)	\$850 (plus \$425 per additional lot)
Minor variance application (Section 45(1) to 45(3) of the Planning Act)	\$ 1,050.00
Zoning by-law amendment application	\$ 1,300.00
Holding zone symbol removal by-law	\$ 550.00
Temporary use by-law (Sections 39 and 39.1 of the Planning Act)	\$ 1,200.00
Temporary use by-law Extension Requests	\$ 600.00
Deeming by-law	\$ 1,200.00
Zoning Certificate/letter	\$ 70.00
Official plan amendment application	\$ 2,550.00
Site plan control application	\$ 2,600.00
Site plan amendment	\$ 1,550.00
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 5,500.00
Planning and Development Agreement (plus engineering, consultant and/or legal costs)	combining with SPA fee, no separate fee now
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)	combined in SP amend or plan amend, no separate fee now
Plan of subdivision/condo amendment - New	\$ 2,900.00
Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)
Cash-In-lieu of Parkland Fee (subdivision and condominiums)	As per Section 51.1 of the Planning Act- based on land valuation calculation
Part Lot Control Application	\$ 900.00
Part Lot Control Extension Request	\$ 450.00
Telecommunications Towers	\$ 750.00
Re-Notification Fee of Planning Application, based on Proponent Request	50% of Application Fee
Processing of inquiries related to acquisition of Municipal owned land (including road allowances)	\$ 450.00
Change of Conditions to Consent Request	\$ 450.00



# MUNICIPALITY OF West Elgin

## Planning

## 2023 Fees

Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums

Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal

Draft Plan Extension Comments to the County / Ontario Land Tribunal

Reactivating a planning application that has not been acted on in 12 months

Condominium Exemption Comments to the County

\$	1,300.00
\$	600.00
\$	900.00
50% of Application Fee	
\$	900.00

\*\*\* Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot, where applicable \*\*\*



# MUNICIPALITY OF West Elgin

## Port Glasgow Trailer Park

## 2023 Fees

### Seasonal Fees

Lots with 30 amp service	\$ 1,984.50
Additional charge for Lakefront	\$ 105.00
Winter Storage	\$ 55.00

### Additional Fees

Air Conditioner	\$ 88.00
Freezer	\$ 88.00
Fridge	\$ 88.00
Electric Dryer	\$ 88.00
Electric Hot Water Heater	\$ 88.00
Combo Electric/Gas Hot Water Heater	\$ 88.00
Electric Golf Carts	\$ 66.00
Electric Car	\$ 66.00
Boat Trailer Parking	\$ 55.00
Refundable deposit for key to laundry room	\$ 10.00
Coin access washer	\$ 3.00
Coin access dryer	\$ 3.00
Rental of Dance Hall	\$ 27.00
Clean up deposit for Dance Hall Rental	\$ 100.00
Rental of Pavillion (per day)	\$ 27.00
Rental of Pavillion (per hour)	\$ 7.00
Rental of Recreation Hall (per day)	\$ 27.00
Seasonal Lot Transfer of Lease	\$ 110.00
Booth Rental (June to Sept) (per month)	per RFP
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00

### Transient Fees

#### Daily Rates

Tents	\$ 39.00
1 Man Tent (no motorized vehicle)	\$ 16.50
Sites with hydro and water	\$ 50.00
Sites with hydro and water and sewer	\$ 55.00

#### Weekly Rates (7 days)

Sites with Hydro and Water	\$ 315.00
Sites with hydro and water and sewer	\$ 347.00

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP  
Transient Bookings require prepayment and are non-refundable



# MUNICIPALITY OF West Elgin

## Public Works

## 2023 Fees

### 911 Signs

Sign	\$	35.00
Post	\$	35.00
Sign & Post together	\$	60.00

### Recycling

Composter	Cost recovery	
Blue Box	\$	8.00
New Home Construction ( max 2)	No charge	

### Landfill - Tipping Fees

Pick up Load	\$	42.00
1/2 pick up load	\$	21.00
Large Item Fee (Couches, Mattress etc)(per item)	\$	10.00
Removal of Refridgerant	\$	26.25
Shingles/Construction Materials/ Commercial	\$	150.00

### Permits

Entrance Permit	\$	200.00
Refundable deposit for above permits	\$	400.00
Road Occupancy Permit (to work under/on road)	\$	200.00
Moving Permit	\$	200.00
Refundable deposit for above permits	\$	1,000.00

\*\*\* Above requires Certificate of Insurance Naming Municipality as Co-Insured \*\*\*

### Oil & Gas exploration - Road user agreement for construction

Agreement fee	\$	252.00
Annual fee (per km)	\$	110.25
Refundable deposit for damages (per km)	\$	1,000.00

### Work on Road allowance on behalf of ratepayer





# MUNICIPALITY OF West Elgin

## Public Works

## 2023 Fees

Time  
Equipment

current employee rate based on current Ontario Provincial Standard Specification
---

Material

cost
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Administration fee

5% of total invoice cost before taxes
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## Work on Private Property as a result of Municipal Order

Time (minimum 2 hours)  
Equipment

current employee rate based on current Ontario Provincial Standard Specification
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Material

cost
------

Administration fee

5% of total invoice cost before taxes
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## Work on Road Allowance on behalf of Elgin County

Time  
Equipment

current employee rate
-----------------------

Material

Bsed on Elgin County Maintenance Agreement
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Administration fee  
Municipal Consent

cost
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5% of total invoice cost before taxes
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\$200 +\$0.25/m
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# MUNICIPALITY OF West Elgin

## Recreation 2023 Fees

### Arena Ice Rental

Prime Time Adult Rate	\$ 168.00
Prime Time Youth Rate	\$ 142.00
Off Prime Rate (adult & youth)	\$ 79.00
Arena Warm Room Rental (per hour)	\$ 22.00
Skate Sharpening	\$ 6.00

### Public Skating

per person	\$ 3.00
per family	\$ 8.00

### Summer Main Floor

Per day (8 hours)	\$ 450.00
Per hour	\$ 47.00
Set up (per hour per staff member)	\$ 50.00
Additional Clean up (per hour per staff member)	\$ 50.00

### Booth Rental

Per month (open 3 days per week)	As per RFP
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### Advertising Space Rental (Per Season)

Wall Signs (3 x 6')	\$ 105.00
Ice Logos (plus expenses)	\$ 525.00
Zamboni (per full side)	\$ 525.00
Board Wrapping	\$ 260.00

\*\*\* Above does not include the cost of the sign/wrap \*\*\*

### Recreation - General

Miller Park Pavillion (per hour)	\$ 7.00
Miller Park Pavillion (per day)	\$ 27.00
Staff Screening due to COVID Requirements (per hour)	\$ 27.00



# MUNICIPALITY OF West Elgin

Recreation		2023 Fees
Scout Hall (per hour)	\$	27.00
Municipally Run Program (per person/per session)	\$	3.00
West Elgin Recreation Centre		
Main Floor Rental (per hour)	\$	32.00
Large Meeting Room (per hour)	\$	22.00
Kitchen per hour	\$	42.00
Small Meeting Room (per hour)	\$	15.00
Full Building Full Day Rental (8+ hours)	\$	450.00
Full building (per hour)	\$	80.00
Staff Set Up fee (per hour per staff member)	\$	50.00
Baseball Diamond		
Baseball Diamond - with lights (per season per team)	\$	420.00
Baseball Diamond - without lights (per season per team)	\$	210.00
Baseball Tournaments (per day)	\$	105.00
Soccer Fields		
Minor Soccer (per player)	\$	13.00
Adult Soccer (per team)	\$	210.00
Soccer Tournaments (per day/ per field)(adults)	\$	105.00
Sand Ring (per day)	\$	315.00
Sand Ring with overnight camping	\$	525.00
Swimming Pool		
Family Season Pass	\$	189.00
Family Monthly Pass	\$	115.00
Single Season Pass	\$	100.00
Single Monthly Pass	\$	63.00
Open Swim Admission (per person)	\$	3.00
Open Swim Admission (per family)	\$	8.00
Swimming Lessons (per 2 week Session)	\$	75.00
Private Swimming Lessons (per 2 week Session)	\$	110.00
Pool Rental (per hour - include 2 Life Gaurds)	\$	70.00
Additional Life Gaurds (per hour)(if required)	\$	30.00
Aqua Fit (per class)	\$	6.00
Aqua Fit (for 10 visits)	\$	50.00
Adult and Senior Swim (per vist)	\$	3.00



# MUNICIPALITY OF West Elgin

Recreation	2023 Fees
Swim Team / Synchronized Swimming (season)	\$ 70.00

\*\*\* Note: Public skate/ Open swim times prices based on 1.5 hour \*\*\*



# MUNICIPALITY OF West Elgin

## Water

## 2023 Fees

### Administration

Water Security Deposits - Tennants (Commercial)  
 Water Service disconnect/reconnect  
 Call Out Fee (Business Hours 7:30 am - 3:30 pm)  
 After Hours Call Out Fee  
 Transfer of account

\$200 or a total of 3 months' average billing	
\$	65.00
\$	65.00
\$	130.00
\$	50.00

### Water Service Connections

Water service installation- materials  
 Water service installation - labour & machine time  
 1 inch service  
 For Special Sizing Contact Office

Cost	
Current municipal rate	
\$	1,200.00

### Water connection fee - Municipalities

Southwest Middlesex Water Customer within West Elgin Boundaries  
 Dutton Dunwich Water Customer within West Elgin Boundaries

As determined by SWM
As determined by Dutton Dunwich



# MUNICIPALITY OF **West Elgin**

## **The Corporation Of The Municipality Of West Elgin**

### **By-Law No. 2023-11**

**Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on January 26, 2023.**

**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 January 26, 2023, 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 Deputy 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 26<sup>th</sup> day of January, 2023.

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Duncan McPhail  
Mayor

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Jana Nethercott  
Clerk