



Municipality of West Elgin

Agenda

Council Meeting

Date: November 23, 2023, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Agenda as presented.

3. Disclosure of Pecuniary Interest

4. Delegations

4.1 West Elgin Dutton Dunwich Community Fund Update

9

4.2 Jennifer Kirkham, Mischevious Cat Productions Re: Strategic Plan

20

5. Adoption of Minutes

43

Recommendation:

That the Minutes of the Council meeting on November 9, 2023, be adopted as circulated and printed.

5.1	Elgin Group Police Services Board Minutes, September 20, 2023	52
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Recommendation:

That Council acknowledge receipt of the Elgin Group Police Services Board Minutes, dated September 20, 2023.

6. Business Arising from Minutes

7. Consent Agenda

7.1 Monthly Staff Reports

7.1.1	West Elgin Fire Department	57
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Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: September & October 2023 Fire Report for information purposes.

7.2 Communications from Other Municipalities

7.2.1	County of Elgin (Planning) E74-23 No Appeals	61
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7.2.2 County of Elgin Council Highlights November 14, 2023

7.2.3	County of Elgin Letter to Premier Ford Re: Bill 21	62
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7.2.4 Municipality of Wawa Resolutions

7.2.4.1	RC23261 Automated Enforcement System	65
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7.2.4.2	RC23262 Support Water Training	66
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7.2.4.3	RC23263 Amend Legislation Act. Digital Publication	68
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7.2.4.4	RC23265 Support Tax Credit Firefighter	70
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7.2.5	Town of Owen Sound Re: Support for Township of McKellar Re Amendment to the Legislation Act, 200	72
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7.2.5.1	Township of Ryerson Re: Support Township of McKellar Call for an Amendment to the Legislation Act, 2006	75
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7.2.6	Dufferin County Re: Violence Against Women Resolution	76
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7.2.7	Town of Orangeville - Gender Based Violence and Intimate Partner Violence an Epidemic	78
7.2.8	Municipality of Temagami Re: Resolution 23-455 Letter of Support	80
7.2.9	Municipality of Shuniah Re: Unnecessary Noise - Engine Brakes	82
7.2.10	Township of Bonfield Resolutions	
7.2.10.1	Support Township of McKellar Call for an Amendment to the Legislation Act, 2006	83
7.2.10.2	Municipality of Grey Highlands Support Re: School Bus Arm Cameras	84
7.2.10.3	Municipality of Bluewater Support Re: Childcare availability in Ontario	85
7.2.10.4	Township of Archipelago Support Re: Cigarette Producer Responsibility	86
7.2.10.5	Municipality of Wawa Re: Support Tax Credit Firefighter	87
7.2.11	Town of Parry Sound Re: request legislative change to permit on-line public notices	88
7.2.12	Town of Orangeville Re: Ontario Works Financial Assistance Rates	89
7.2.13	Town of Aylmer Re: requesting Provincial consideration for amendments to the Residential Tenancies Act	91
7.2.14	County of Prince Edward Resolutions	
7.2.14.1	Resolution 2023-568 Re: Establish a guaranteed livable income	93
7.2.14.2	Resolution 2023-569 Re: Source Water Protection Program	95

8. Staff Reports

8.1 Fire

8.1.1 Emergency Ontario Grant Opportunities

97

Recommendation:

That West Elgin Council approve staff applying for the Community Emergency Preparedness Grant (CEPG).

8.2 Operations & Community Services

8.2.1 Snow Blade

129

Recommendation:

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

That West Elgin Council approve the purchase of one (1) new Metal Pless 6' Plow from Colvoy Equipment of Brantford for the quoted price of \$17,755.00 plus applicable taxes

8.3 Planning

8.3.1 Severance Application E81-23 - Comments to Elgin County

132

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E81-23 – Comments to the County of Elgin (Planning Report 2023-51);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E81-23, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

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

8.3.2	Rodney South Redevelopment	139
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Robert Brown, Planner regarding direction and options for planning approvals required for the redevelopment of the lands outlined in Figure One of this report.</p> <p>Further that West Elgin Council consider the options presented and determine a course of action as part of the 2024 budget deliberations.</p>	
8.4	Clerk's	
8.4.1	WECHC Flu Clinic, November 7, 2023, Request for Fee Waiver	146
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Flu Clinic Request for Hall Rental Waiver; and</p> <p>That Council approve/deny the request to waive the fees from the Flu Clinic on November 7, 2023, referencing Contract number 691 in the amount of \$289.28.</p>	
8.4.2	Letter of Support Request - Rodney Aldborough Fair	149
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Request received to provide a letter of support for the Rodney Aldborough Fair; and</p> <p>That Council directs the Clerk to prepare a letter of support for the Rodney Aldborough Agricultural Society's Elgin County Grant Application.</p>	
8.5	Finance/Administration	

8.5.1 Reserve and Reserve Fund Policy 151

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Reserves and Reserve Funds Policy; and

That West Elgin Council provides input and feedback on how to establish consistent principles, standards and guidelines for the maintenance, management and accounting of the Municipality of West Elgin's reserve and reserve funds.

8.5.2 Closure of Employment Services 165

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Notice of Closure – Employment Services Elgin for information only.

8.5.3 Four Counties Transit Bus 169

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Consideration of Declaring Four Counties Transit Bus Surplus for the purpose of Disposition; and That West Elgin Council declare the transit bus as surplus and authorize staff to sell at auction or dispose as deemed necessary.

9. Committee and Board Report

9.1 Councillor Reports from Committees

9.2 Resignation of Recreation Committee Member 172

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Clerk: Re Resignation of a Recreation Committee Member; and

That Council direct staff to initiate the recruitment process for a new member of the Recreation Committee.

10. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #11A amounting to \$ \$688,865.93 in settlement of General, Road, Water and Arena Accounts including EFT#7444-7492 online Payments#1276-1284, Cheque# 26333-26340 and Payroll Pay Period 23.

11. Consideration of Items Requiring Discussion

11.1 Potential for Dog Park

11.2 Municipality of West Elgin 25-Year Anniversary

12. Council Inquires/Announcements

12.1 Statements/Inquires by Councillors

12.2 Matters of Urgency

13. Upcoming Meetings

- November 29 - Four Counties Transit - 8:30am (Council Chambers)
- December 6 - Recreation Committee - 7:00pm (Virtual)
- December 13 - Arena Board - 9:00am (Council Chambers)
- December 21 - Council Meeting - 4:00pm (Council Chambers)

14. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to:

1. Section 239 (2) (b), personal matters about an identifiable individual, including municipal or local board employees;
2. Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board; and
3. Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

15. Report from Closed Session

16. Confirming By-Law

173

Recommendation:

That By-law 2023-101 being a By-law to confirm the proceeding of the Regular Meeting of Council held on November 23, 2023, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm on Thursday, December 21, 2023, or at the call of the Chair.



Dutton Dunwich
-West Elgin
Community Fund

Updates to Municipal Councils Spring 2023



Dutton Dunwich
-West Elgin
Community Fund

History of Community Fund

- **Elgin-St. Thomas Community Foundation**
- **Delegation to Councils 2020**
- **Steering Committee**
- **Education of Committee**
- **Planning, Communications**
- **Fundraising**



ELGIN - ST. THOMAS
**Community
Foundation**

Norma I McMillan Fund

Investing in the community you call home.

For Dutton Dunwich- West Elgin, Forever.

*Norma McMillan had a lifelong love
of Dutton Dunwich and West Elgin.*



*"That's why we decided to start a Fund in her
name within the Dutton Dunwich-West Elgin
Community Fund." ~ A nephew*

**Dutton Dunwich-
West Elgin
Community Fund**



GIVE locally. INVEST
in Dutton Dunwich-
West Elgin.
Create a LASTING
LEGACY in the
community you
call home...



Launched in 2003,
Elgin - St. Thomas Community
Foundation (ESCF) currently
has granted over \$2 million to
charitable causes since inception.

We bring together people like you
— who care about making a lasting
difference in their community — with
charitable organizations that are
addressing some of this area's most
pressing priorities.

Founding Donor Campaign





Dutton Dunwich
-West Elgin
Community Fund

Named Funds

- **Norma I. McMillan Fund**
- **Galbraith Family Fund**
- **Fred and Joanne Groch Fund**



Dutton Dunwich
- West Elgin
Community Fund

Granting from Community Fund

First Grant Cycle 2021

- West Elgin Daffodil Auxiliary Food Bank
- Dutton Funrazors / Municipality of Dutton Dunwich
- Pearce Williams Summer Camp
- West Elgin Dramatics Society





Dutton Dunwich
-West Elgin
Community Fund

Granting from Community Fund

Second Grant Cycle 2022

- West Elgin Community Health Centre – Community Gardens
- Backus-Page House Museum – Accessible People-Mover





Dutton Dunwich
- West Elgin
Community Fund

Moving Forward

- Community Awareness
- Encouraging and Assisting Donors
- Yearly Granting



Dutton Dunwich
-West Elgin
Community Fund

Thank-you



MUNICIPALITY OF
West Elgin

Strategic Plan

Council Session
November 9, 2023

Agenda

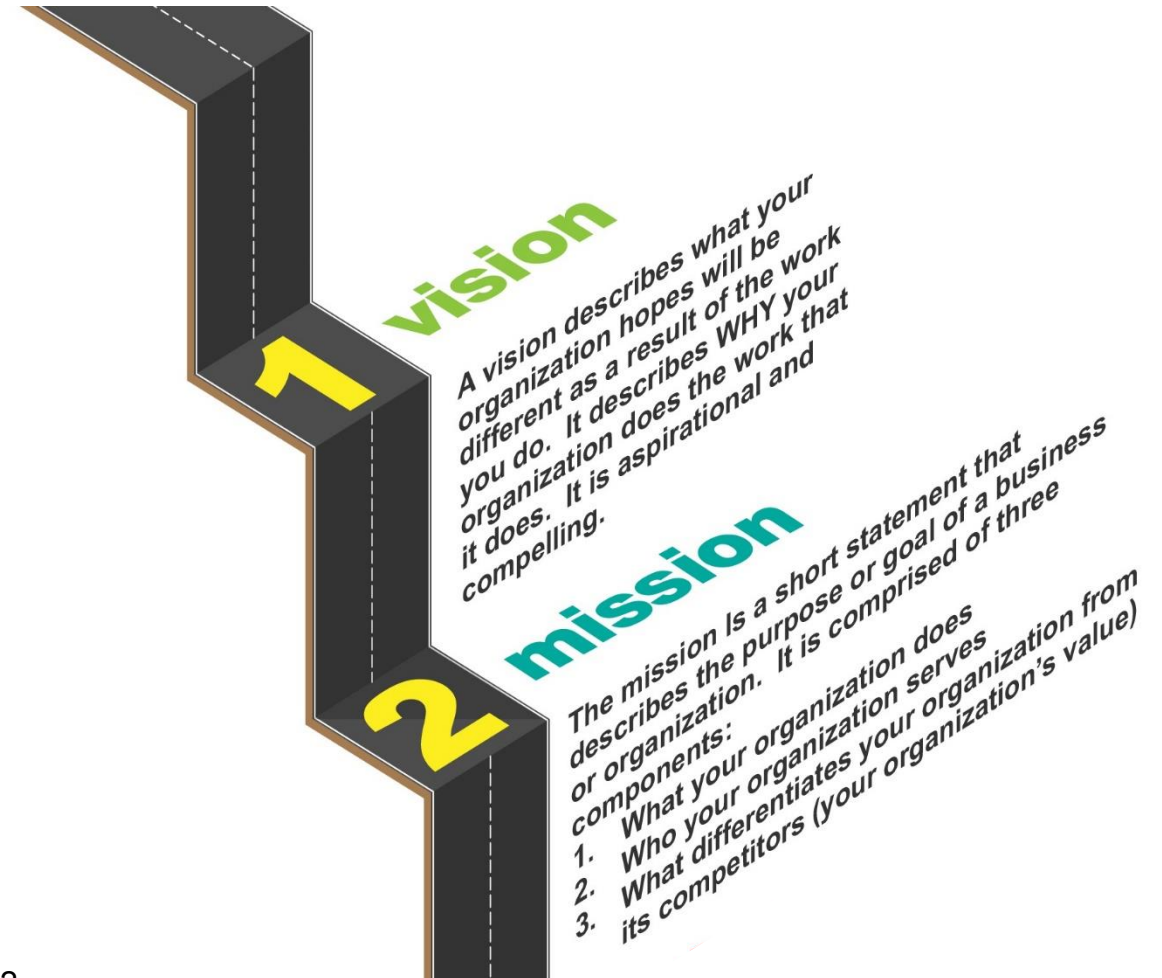
1. Strategic Plan Framework
2. Engagement Strategy
3. Draft 2023-2027 Strategic Plan
4. Next Steps



Strategic Plan Framework: Foundational Pieces

Vision

Mission Statement



Strategic Plan Framework

Components of the Strategic Plan	Brief Description	Example
Strategic Priorities	A high level, strategic area of focus which will help the organization achieve its vision.	Planning for the Future
Goals	High level goals within the strategic area of focus. Those areas you want to focus on over the course of your Council term. The areas in which you want to make a difference.	We have a strong vision for the future, focused on opportunities for sustainability and growth.
Objectives (priorities within the goals)	Short-term, strategies that you want to accomplish in each of the goals. They make it clear what you want to accomplish in each goal. They define what you will accomplish in regards to your goals over the course of the Strategic Plan.	<ol style="list-style-type: none"> 1. Ensuring sustainability and fiscal responsibility through long-range budgeting 2. Ensuring adequate land for future growth 3. Understanding and exploring partnerships that are in the best interest of our community 4. Ensuring we have community facilities, assets, infrastructure, and green space to meet the needs of the future



Strategic Priorities

Goals

Objectives

Engagement Strategy

- **Session with Council, May 2023**
- **Community Survey, July and August 2023**
- **Input from Senior staff**

Council Session

Key Themes – Potential Strategic Priorities:

- Infrastructure
- Housing
- Recreation
- Business/economic development/tourism
- Relationship with the community/community engagement

Community Survey

- 394 respondents
- 2,100 households
- 4.45 confidence interval



Municipality of West Elgin Strategic Plan - Community Survey

The Municipality of West Elgin is developing its next four year Strategic Plan.

Help us identify what we should focus on by completing the following questions. This survey should take you less than 10 minutes to complete.

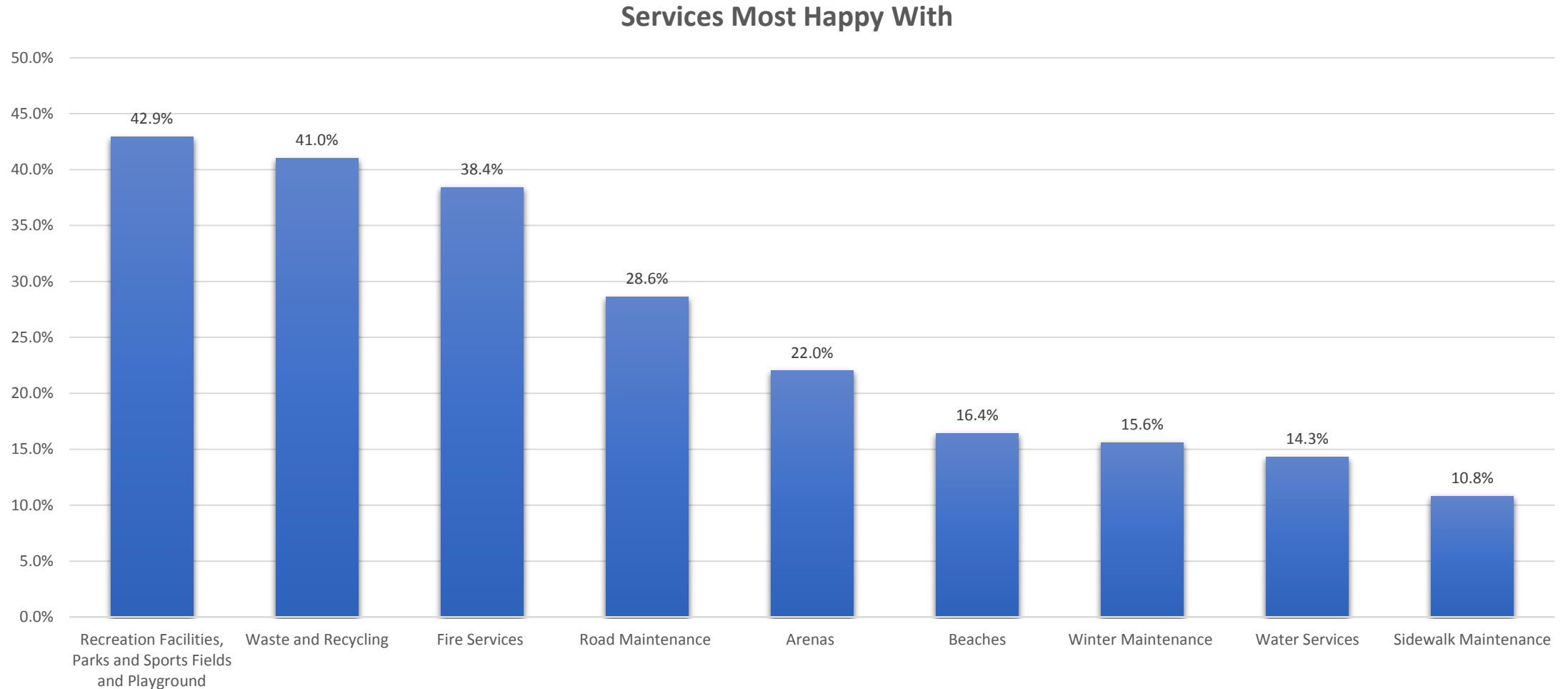
Your responses are anonymous and will be themed with all of the responses that we receive.

1. Of the services provided by the Municipality of West Elgin, what services are you most happy with? Select your **top three** services from the list below.

- ☐ Arms
- ☐ Beaches
- ☐ Community Standards (By-laws)
- ☐ Emergency Preparedness
- ☐ By-law Enforcement
- ☐ Fire Services
- ☐ Recreation Facilities, Parks, Sport Fields and Playgrounds, organizing events and programs
- ☐ Road Maintenance (snow removal, dust control, road repairs, infrastructure maintenance)
- ☐ Sidewalk Maintenance
- ☐ Traffic Management
- ☐ Trails
- ☐ Waste and Recycling
- ☐ Wastewater Services
- ☐ Water Services
- ☐ Winter Maintenance
- ☐ Planning and Development
- ☐ None of the above

In the box below please explain why you are not happy with some of the current services.

Current Services – Services Most Happy With



Current Services – Why Not Happy

- **Road Maintenance:** Potholes, dust control, gravel road conditions, and snow removal, including damage caused by snow plowing
- **Drainage and Flooding Management:** Drainage issues and flooding, which is a recurring problem in the municipality.
- **Sidewalk Maintenance:** condition (rough, uneven, and unsafe sidewalks), and the need for repairs and weed control.
- **Waste and Recycling Services:** Missed pickups, pickiness in collection, the need for yard waste recycling, the need to address hazardous waste disposal and environmental concerns, and improved efficiency.
- **Traffic Management:** Accidents (with the need for better traffic control during accidents), speeding concerns, general concerns about traffic safety, and the need for traffic lights at specific intersections.
- **Parks and Recreation Facilities and Services:** Need for upgrades and improvements to parks and recreational facilities, including playgrounds, parks, pools and trails, and a desire for more recreation programs and facilities, especially for families, youth and children.
- **Water and Wastewater Services:** High cost of water and wastewater services, as well as the availability of clean drinking water for all residents.

Areas for New or Enhanced Services

- Infrastructure Improvement
- Recreation and Community Services
- Housing
- Economic Development
- Traffic Management
- Transportation
- Environment
- Waste Management
- Community Engagement

Focus for the Next Strategic Plan

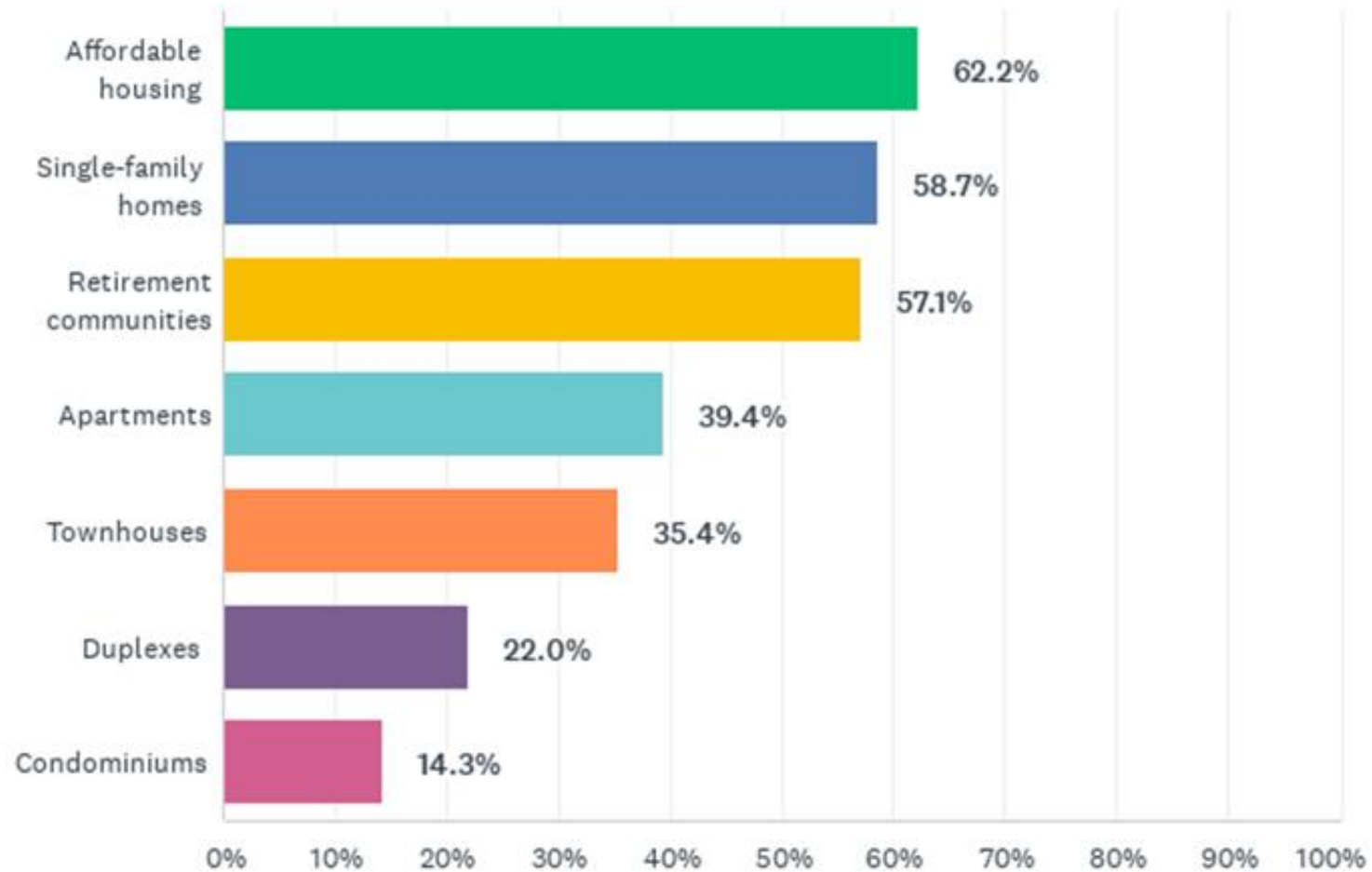
Item	Weighted Average Rating (out of 10)
Taxes and water bills, exploring innovative funding opportunities to deliver services effectively without burdening taxpayers	8.59
Supporting local businesses, attracting new investment, and creating job opportunities to promote sustainable economy within the municipality	8.45
Relationship between the community and the Municipality	7.91
Recreation services	7.67
Housing for seniors (including supports for aging in place)	7.52
Long term planning for growth and development	7.49
Building and strengthening partnerships with neighbouring municipalities, community organizations, and stakeholders to foster collaboration and achieve common goals	6.90
Increased population growth (including keeping people in West Elgin)	6.73
Affordable housing	6.66
Tourism (including capitalizing on the natural features)	6.24
Town Hall - symbol of West Elgin's heritage and identity. Restoring it can help preserve the town's history for future generations to appreciate and enjoy	5.08

Future Recreation Program and Events

Suggestions were made in the following areas:

- Recreation Activities
- Community Events and Cultural Activities
- Community Facilities and Infrastructure
- Community Engagement and Information

Housing needed in West Elgin



Community Engagement

How the municipality can better connect with them and others in the community:

- Social Media (Facebook)
- Email Communication
- Community Meetings (Town Halls)
- Website Improvements
- Electronic Signs
- Newsletter (Print/Digital)
- Improved Transparency and Accessibility

Community Survey

Key Themes – Potential Strategic Priorities:

- Infrastructure improvement
- Recreation
- Housing, housing for seniors, affordable housing
- Economic development/business/job opportunities
- Taxes/water bills
- Community engagement/relationship between the community and the municipality
- Long-term planning for growth and development

Draft 2023-2027 Strategic Plan

- Vision
- Mission Statement
- Strategic Priorities
- Goals
- Objectives



Potential Vision Statements

1. West Elgin is a thriving, safe, and sustainable community that maintains its small-town charm while embracing growth and development.
2. West Elgin is a thriving, inclusive, and sustainable community that is characterized by a small-town charm, affordable living, and a commitment to preserving our rural identity while embracing progress.
3. West Elgin embodies the unique small-town charm that makes our community special while fostering an environment of growth, opportunity, and inclusivity for all.
4. West Elgin is a place of timeless charm and forward-thinking progress.

Potential Mission Statements

1. The Municipality of West Elgin is committed to responsible leadership through sound fiscal management and the delivery of quality programs and services for the citizens of West Elgin.
2. To enhance the quality of life for present and future generations by providing progressive, professional services and leadership that reflects the needs of all those who work, live, visit, or play in West Elgin.
3. To provide service excellence with a focus on fiscal responsibility, sustainability, and innovation.
4. To meet the needs of our residents and business community by delivering efficient and effective government services with an approach that is financially sustainable and environmentally responsible.

DRAFT 2023-2027 Strategic Plan

Strategic Priorities	Infrastructure Improvement	Recreation	Economic Development	Community Engagement
Goals	To improve West Elgin's infrastructure to support long-term growth	To provide recreation and leisure activities to attract and retain residents	To ensure a strong economy that supports growth and maintains a lower cost of living	To enhance communication with residents
Objectives	<ol style="list-style-type: none"> 1. Increase the capacity of the stormwater management system 2. Increase use of the water and wastewater system, subject to capacity confirmation 3. Create affordable housing for seniors 4. Fund infrastructure improvements 	<ol style="list-style-type: none"> 1. Enhance year round programming for all age groups, including the expansion of summer programming 2. Identify and collaborate with partners to run recreation programming 3. Build multi-surface courts in West Lorne 	<ol style="list-style-type: none"> 1. Attract more small businesses, retail and industry to West Elgin 2. Explore transportation services to St. Thomas 3. Enhance the view of West Elgin as a tourism destination 	<ol style="list-style-type: none"> 1. Implement the new software for automatic texting 2. Expand the use and reach of social media channels

Next Steps

- Confirm and approve 2023-2027 Strategic Plan

Thank you!

Jennifer Kirkham
Mischevious Cat Productions
jenkirkham02@gmail.com
519-694-3358





Municipality of West Elgin

Minutes

Council Meeting

November 9, 2023, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Deputy Mayor Tellier
Councillor Navackas
Councillor Denning (Arrived at 5:03pm, during Closed Session)
Councillor Statham

Regrets: Mayor Leatham

Staff Present: M. Badura, CAO/ Treasurer
L. Gosnell, Manager of Operations & Community Services
Robert Brown, Planner (Virtual)
Terri Towstiuc, Clerk
Tom Mohan, Drainage Superintendent

Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

1. Call to Order

Deputy Mayor Tellier called the meeting to order at 4:00 pm.

The Clerk advised that Item 11, "*Consideration of Items Requiring Discussion*" was removed from the agenda in error. The agenda has been revised and amended to include this item.

2. Adoption of Agenda

Resolution No. 2023- 336

Moved: Councillor Navackas

Seconded: Councillor Statham

That Council hereby adopts the November 9, 2023 Agenda, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Public Meeting

Resolution No. 2023- 337

Moved: Councillor Statham

Seconded: Councillor Navackas

That Council proceed into a Public Meeting pursuant to the *Planning Act*, 1990.

Carried

4.1 Zoning By-law Amendment Application D-14 21-2023

Resolution No. 2023- 338

Moved: Councillor Navackas

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 21-2023 – Recommendation Report (Planning Report 2023-50).

That West Elgin Council approve the zoning by-law amendment for the subject parcel on Marsh Line to rezone the property from Residential First Density, Holding One (R1-H-1) Zone to Residential First Density Special Regulation 9 (R1-9) including site-specific regulations as outlined in Figure Three of this report.

That West Elgin Council consider the by-law to amend the comprehensive Zoning By-law, as presented in the by-law portion of the November 9, 2023, Council Agenda.

Carried

4.2 Adjournment of Public Meeting

Resolution No. 2023- 339

Moved: Councillor Navackas

Seconded: Councillor Statham

That Council adjourn the Public Meeting, pursuant to the *Planning Act*, 1990.

Carried

5. Adoption of Minutes

Resolution No. 2023- 340

Moved: Councillor Navackas

Seconded: Councillor Statham

That the Minutes of the Regular Council meeting, held on October 26, 2023, be adopted as circulated and printed.

Carried

6. Business Arising from Minutes

None.

7. Consent Agenda

Resolution No. 2023- 341

Moved: Councillor Statham

Seconded: Councillor Navackas

That Council approve the Consent Agenda for November 9, 2023.

Carried

7.1 Communications from Other Municipalities

7.1.1 County of Elgin, Council Highlights, October 24, 2023

Councillor Navackas advised that the Health Board was denied funding, resulting in an increase to Elgin County.

7.1.2 County of Elgin, Letter dated October 27, 2023 to Hon. Doug Ford Re: Resolution in Support of Updating the Municipal Freedom of Information and Protection of Privacy Act

7.1.3 County of Elgin, Notice of Decision dated October 25, 2023 Re: E 74-23, 23625 Pioneer Line

7.1.5 Town of Plympton-Wyoming, Motion 10, Re: Call for an Amendment to the Legislation Act, 2006

7.1.6 Municipality of Wawa Resolution RC23249 Re: Short Term Rental Proposed Legislation

7.1.7 Township of Machar Resolution 213-23 Re: Short Term Rental Proposed Legislation

7.2 Other Items

7.2.1 ROMA Delegation 2024

7.2.2 Emergency Preparedness Provincial Funding

7. Consent Agenda

7.1 Communications from Other Municipalities

7.1.4 Notice of Hearing, Ontario Energy Board Re: Enbridge Gas Increase to Distribution Rates

Councillor Navackas requested to pull item from Consent Agenda, to be discussed under Item 11, *"Consideration of Items Requiring Discussion"*.

8. Staff Reports

8.1 Building

Resolution No. 2023- 342

Moved: Councillor Navackas

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of October 2023

Carried

8.2 Municipal Drains

8.2.1 Lamont Drain

Resolution No. 2023- 343

Moved: Councillor Statham

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Lamont Drain Tender Results and Court of Revision; and

That Council schedule the Court of Revision for the Lamont Drain for Thursday, November 23, 2023, at 3:45pm; and

That Council accept the low tender from McNally Excavating Ltd for the Lamont Drain, with work to commence February 15, 2024, pending no delays following the Court of Revision.

Carried

8.3 Clerk's

8.3.1 2024 Council, Committee and Board Schedule

Resolution No. 2023- 344

Moved: Councillor Statham

Seconded: Councillor Navackas

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk; and

That Council approve the 2024 Council and Committee Dates, as presented.

Carried

8.3.2 Security Camera Policy

Resolution No. 2023- 345

Moved: Councillor Navackas

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk; and

That Council approve the Security Camera Policy, with authorizing By-law, to be passed in the By-law portion of the meeting.

Carried

8.3.3 Agreement for the Provision of Police Services under

Resolution No. 2023- 346

Moved: Councillor Navackas

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk; and

That Council Authorize the Deputy Mayor and CAO to sign the Final Agreement for Police Services, to be forwarded to the County of Elgin, no later than November 16, 2023.

Carried

9. Accounts

Resolution No. 2023- 347

Moved: Councillor Navackas

Seconded: Councillor Statham

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #11 amounting to \$ \$547,942.25 in settlement of General, Road, Water and Arena Accounts including EFT#7375-7443 online Payments#1268-1275, Cheque# 26321-26332 and Payroll Pay Period 22.

Carried

10. Council Inquires/Announcements

10.1 Statements/Inquires by Councillors

Deputy Mayor Tellier advised that herself and Councillor Statham attended the Rodney Remembrance Day Service on November 5, 2023 at the Rodney Library, laying a wreath on behalf of the Municipality and one on behalf of the County of Elgin.

Deputy Mayor Tellier advised Council that the Old Town Hall Committee had it's first meeting on November 8th, with a follow-up meeting on November 22, 2023, at 5:30pm.

11. Consideration of Items Requiring Discussion

Councillor Navackas requested item 7.1.4 be discussed, advising opposition to the proposed increase in rates from Enbridge Gas Inc. Staff was directed to prepare a letter in opposition, regarding the proposed rates.

Resolution No. 2023- 348

Moved: Councillor Navackas

Seconded: Councillor Statham

That Council direct staff to provide a letter of opposition to Enbridge Gas Inc., regarding proposed increases gas rates.

Carried

12. Upcoming Meetings

- November 15 - Recreation - 7pm Virtual
- November 20 - Emergency Management Training - 9am Firehall Training Room (Control Group Only)
- November 23 - Court of Revision - 3:45pm - Council Chambers

- November 23 - Council - 4:00pm - Council Chambers
- November 29 - Four Counties Transit Committee - 8:30am - Council Chambers/Hybrid
- November 22 - Old Town Hall - 5:30pm - Municipal Office Board Room

13. **Closed Session**

Resolution No. 2023- 349

Moved: Councillor Statham

Seconded: Councillor Navackas

That Council hereby proceeds into Closed Session at 4:30 pm, to discuss matters in accordance with Section 239(2)(b), being personal matters about an identifiable individual, including municipal or local board employees.

Carried

14. **Report from Closed Session**

Councillor Denning arrived at 5:03pm, during the Closed Session.

Deputy Mayor Tellier to provide Rise & Report from Closed Session.

That Council received two (2) items pursuant to Section 239 (2)(b), being personal matters about identifiable individuals, including municipal or local board employees. Council gave Staff direction to proceed as required, resulting in the following recommendation:

Resolution No. 2023- 350

Moved: Councillor Denning

Seconded: Councillor Statham

That Council hereby declare the lands known as the unopened portion of O'Malley Road allowance from Gibb Line east to the easterly limit of property at 23855 Gibb Line; and

That Council hereby Stop Up and permanently Close the unopened portion of O'Malley Road allowance from Gibb Line east to the easterly limit of property at 23855 Gibb Line, legally described at RDAL BTN LT 16 AND 17 CON 2 ALDBOROUGH, PIN 351080202; and

That Council direct staff to bring back the necessary Stop up and Permanently Close by-law, at the next regular meeting of Council.

Carried

15. By-Laws

15.1 By-law 2023-97, Zoning By-law Amendment Application D-14 21-2023

Resolution No. 2023- 351

Moved: Councillor Denning

Seconded: Councillor Statham

That By-Law 2023-97, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property located on Marsh Line, be read a first, second, and third and final time.

Carried

15.2 By-law 2023-98, Emergency Management, All Encompassing By-law

Resolution No. 2023- 352

Moved: Councillor Navackas

Seconded: Councillor Statham

That By-law 2023-98, Being a By-Law to adopt an Emergency Management Program and Emergency Response Plan and to meet other Requirements under the Emergency Management and Civil Protection Act and Repeal By-law 2004-60, 2004-90 and 2022-58, be read a first, second and third and final time.

Carried

15.3 By-law 2023-99, Security Camera Policy

Resolution No. 2023- 353

Moved: Councillor Denning

Seconded: Councillor Statham

That By-law 2023-99, Being a By-Law to adopt Policy AD-4.3 – Security Camera Policy, be read a first, second and third and final time.

Carried

16. Confirming By-Law

Resolution No. 2023- 354

Moved: Councillor Statham

Seconded: Councillor Navackas

That By-law 2023-100, being a By-law to confirm the proceeding of the Regular Meeting of Council held on November 9, 2023, be read a first, second and third and final time.

Carried

17. Adjournment

Resolution No. 2023- 355

Moved: Councillor Denning

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 5:51 to meet again at 4:00 pm on Thursday November 23, 2023, or at the call of the Chair.

Carried

Taraesa Tellier, Deputy Mayor

Terri Towstiuc, Clerk

Minutes
ELGIN GROUP POLICE SERVICES BOARD
September 20, 2023

The Elgin Group Police Services Board met in the Central Elgin Boardroom at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

David Jenkins, Chair
Trudy Kanellis, Vice-Chair
Ida McCallum, Board Member
Dominique Giguère, Board Member
Andrew Sloan, Board Member
Inspector Jennifer Neamtz, Detachment Commander (virtual)
Sergeant Ed Sanchuk (virtual)
Sergeant Eugene Laarman
Sergeant Brad Cook
Constable Jeff Beaumaster
Constable Nathen Bearss
Carolyn Krahn, Secretary/Administrator

Call to Order:

The Chair called the meeting to order at 1:02 p.m.

Adoption of Minutes:

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT the minutes of the meeting held on May 10, 2023 be adopted.

- Motion Carried.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

- 1) 2023 Ontario Association of Police Services Boards Spring Conference – Vice Chair
Trudy Kanellis

T. Kanellis provided a summary of the 2023 Ontario Association of Police Services Boards (OAPSB) Spring Conference.

Moved by: Andrew Sloan

Seconded by: Ida McCallum

RESOLVED THAT the report from the Vice-Chair, dated June 2, 2023 be received and filed.

- Motion Carried.

2) Realizing Efficiencies in Crime Detection and Resolution – Sergeant Ed Sanchuk

Sergeant Sanchuk provided an overview of the CAMSafe program. This program creates a database of private security cameras within communities that will act as a resource for police when investigating crimes. Participation is voluntary; participants can delete their account at any time; CAMSafe does not have access to footage or cameras; and only police have access to the registry information. This program was developed by Belleville Police and has been successfully implemented in several jurisdictions. Elgin County OPP will be implementing this program and will begin a communications campaign to promote the program in Elgin.

Moved by: Trudy Kanellis

Seconded by: Dominique Giguère

RESOLVED THAT the report be received and filed.

- Motion Carried.

3) Project Lifesaver – Constable Jeff Beaumaster

Constable Beaumaster presented information on Project Lifesaver. Project Lifesaver is a program designed to protect and quickly locate individuals with cognitive disorders who are prone to wandering. The method relies on proven radio technology and specially trained search and rescue teams. Individuals enrolled in Project Lifesaver wear a small transmitter on the wrist or ankle that emits an individualized frequency signal. If an enrolled client goes missing, the caregiver notifies the OPP, and a trained emergency team responds to the wanderer's area. The first responders will then use the client's individualized frequency to locate the position of the individual and bring them back to safety. Elgin County OPP will be implementing this program in partnership with the St. Thomas Police, Aylmer Police, and Chatham-Kent Police. The OPP is collaborating with local community partners to purchase the receivers. Caregivers are responsible to purchase the transmitter for their loved ones. The purchase price is currently around \$400; however, funds from community partners may be available to help families purchase the transmitters. It is anticipated that the program will be up and running by January 2024.

Moved by: Dominique Giguère

Seconded by: Trudy Kanellis

RESOLVED THAT the report be received and filed.

- Motion Carried.

4) OPP Tow Program – Sergeant Eugene Laarman

Sergeant Laarman delivered a comprehensive presentation on the OPP Tow Program, highlighting significant changes made by the OPP in response to system abuses in Toronto. Sergeant Laarman distinguished between two types of towing requests: consumer/owner-requested towing, where the owner/driver initiates the tow service, and police-requested towing, which occurs when the police act on behalf of a vehicle owner who is either absent or unable to authorize the tow. Police may also request towing based on legislative authority, such as vehicle impoundment in cases of impaired driving, stunt driving, or evidence collection.

Under the new rules, each tow truck company must apply to the OPP to be considered, and must be approved by a local commander. Annually, the company must provide its ownership, registration, licence, vehicle, equipment, and insurance, and submit its principals to a criminal history background check. A company can also be removed if it fails to pass the requirements. The OPP maintains information on capabilities of registered towing companies. When a tow request arises, officers select the nearest towing service that can adequately address the specific situation. Each tow request must be documented, and each officer can only use a company once per shift.

Moved by: Ida McCallum

Seconded by: Andrew Sloan

RESOLVED THAT the report be received and filed.

- Motion Carried.

5) Detachment Commander's Quarterly Report – Inspector Jennifer Neamtz

Inspector Neamtz presented the Detachment Commander's quarterly update. Elgin County OPP have been actively engaged in various initiatives aimed at enhancing community safety. They have been working closely with community partners to address the specific needs of Elgin County, especially focusing on public safety through general patrols and traffic initiatives. Elgin County OPP has been actively involved in educating the community about scams and frauds, while also investigating cases and supporting victims. During the summer months, there has been a focus on boating and water safety. The Crime Unit continues its investigations into benchmark criminal offenses, while the Community Street Crime Unit focuses on drug-related investigations, both units contributing significantly to maintaining community safety. Traffic initiatives, such as the S.P.E.E.D. Campaigns and Commercial Motor Vehicle training, are also planned for this fall. In addition to their various activities, the Elgin County OPP has submitted grant applications for three provincial grant opportunities, each aimed at enhancing community safety.

Inspector Neamtz also highlighted the work of the Elgin County OPP Community Response Unit. The Unit continues to deliver programs in local Catholic and private

schools, but not in schools in the Thames Valley District School Board (TVDSB). The Board has been conducting a review of allowing officers in schools since Fall 2021. Since that time, there has been an increase in assaults and other crimes in schools. Inspector Neamtz has participated with the TVDSB in the review, and it is expected to be completed soon.

Moved by: Dominique Giguère
Seconded by: Trudy Kanellis

RESOLVED THAT the Chair of the Police Services Board send a letter in support of returning police officers to the schools in the Thames Valley District School Board.

- Motion Carried.

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the report be received and filed.

- Motion Carried.

Correspondence:

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT Correspondence Items #1-3 be received and filed.

- Motion Carried.

Other Items:

D. Giguère asked a question regarding how residents should report speeding complaints. Inspector Neamtz responded that residents could telephone the non-emergency line to report concerns. For cases that present an immediate threat to public safety such as possible impaired drivers, residents should call 911. Residents may also go through their local councils to submit general traffic complaints with councillors forwarding the complaints to Inspector Neamtz. Sergeant Laarman added that residents should include as much detail as possible when reporting traffic complaints, including any trends related to time of day.

New Business:

None.

Closed Session Items:

None.

Next Meeting:

The Elgin Group Police Services Board will meet again on Wednesday, November 15 at 1 pm.

Adjournment:

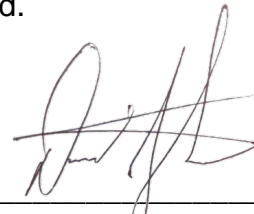
Moved by: Trudy Kanellis
Seconded by: Ida McCallum

RESOLVED THAT we do now adjourn 2:30 p.m.

- Motion Carried.



Carolyn Krahn,
Secretary/Administrator.



David Jenkins
Chair.



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2023-11-23
Report: 2023-13
Subject: Monthly Report – September & October 2023

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: September & October 2023 Fire Report for information purposes.

Purpose:

To provide Council with an update on fire department activities in the month of September & October 2023.

Background:

Emergency Responses

Fire	2
No loss outdoor fire	1
Other cooking/toasting/smoke/steam	1
Alarm System Malfunction	2
Human-Perceived Emergency	1
CO false alarm	1
Gas leak	1
Ruptured Water Line	1
Vehicle Extrication	1
Vehicle Collision	6
Other Rescue	1
Assistance to Police	1
Assistance to Other Agencies	1
Call cancelled on route	1
Incident not found	1
TOTAL	22

Training & Meetings

Department topics included an auto extrication scenario and pumper operations.

Several firefighters have received Provincial Certification recently in various NFPA Standards including NFPA 1001 Firefighter, NFPA 1002 Pumper Operations, and NFPA 1072 Hazardous Materials.

Members attended DZ license training, NFPA 1006 Auto Extrication, and NFPA 1035 Public Life Safety Educator.

The Fire Chief attended a County Chiefs meeting in Malahide, a County Chiefs meeting regarding the Elgin-Middlesex Regional Fire School at the County Building, a County Chiefs/Deputies meeting in Central Elgin and the Annual Emergency Management Exercise in Dutton-Dunwich.

Fire Prevention

Firefighters went door to door in West Lorne on September 28th, promoting Ontario's first Annual Test Your Smoke Alarm Day.

Station 2 hosted a Fire Prevention Week Open House, a community pumpkin carving event, and provided hot dogs & hot chocolate for trick or treaters on Halloween.

Other Activities/Information

Recruitment was completed, with four new recruits joining. They will be attending NFPA 1001 Recruit training starting in January.

Several firefighters will be recognized at a ceremony on November 25th for years of service awards, from the past five years, along with training accomplishments.

The updated Tiered Response Agreement for medical assist calls is now in place, removing the 10-minute delay that was put into place in 2020.

A potential joint tanker purchase with two other Elgin County Fire Departments is awaiting pricing and specifications.

A draft automatic aid agreement for WEFD's response area south of Wardsville has been sent to Southwest Middlesex Fire for review.

The pump repair on Rodney's Tanker has been completed.

Financial Implications:

There are no financial implications associated with this report.

Respectfully submitted. Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - June, July 2023 - 2023-09-Fire.docx
Attachments:	
Final Approval Date:	Aug 7, 2023

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

Terri Towstiuc

Report Approval Details

Document Title:	Monthly Activity Report - September, October 2023 - 2023-13-Fire.docx
Attachments:	
Final Approval Date:	Nov 21, 2023

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

Terri Towstiuc



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

November 15, 2023

Dan McKillop
29094 Silver Clay Line
Dutton, ON
N0L 1J0

Dear Dan McKillop,

RE: Severance Application E 74-23
Diane Marie Kuranyi
23625 Pioneer Line

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by **October 25, 2025**, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that three signed copies of the necessary documents be forwarded together with the \$300.00 fee charged for affixing the consent stamp. Two originals will be stamped and returned; the third copy will be retained for our file. In the event it is necessary to have a survey, two copies of the reference plan are required, one copy to accompany the documents, one copy to be forwarded electronically.

Sincerely,

Paul Clarke
Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin: Terri Towstiuć, jnethercott@westelgin.net; Robert Brown, planning@westelgin.net

**County of Elgin
Planning Department**
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
Fax: 519-631-4549
www.progressivebynature.com

November 16, 2023

Hon. Doug Ford
Premier of Ontario
Premier's Office
Room 281
Legislative Building, Queen's Park
Toronto, ON M7A 1A1
premier@ontario.ca

Re: Resolution in Support for Bill 21, Fixing Long-Term Care Amendment Act

Dear Premier Ford,

At its meeting on November 14, 2023 Elgin County Council considered a resolution passed by the Council of the Corporation of the City of Cambridge in support of Bill 21, Fixing the Long-Term Care Amendment Act (Till death do us part), and passed the following resolution:

"Moved by: Councillor Noble
Seconded by: Councillor Couckuyt

RESOLVED THAT Elgin County Council support the resolution from the Council of the City of Cambridge regarding support of Bill 21, Fixing Long-Term Care Amendment Act; and

THAT a copy of this resolution be sent to the Premier of Ontario, Member of Parliament Karen Vecchio, and all Ontario Municipalities.

Motion Carried."

A copy of the motion from the City of Cambridge is attached for your reference.

Yours truly,



Jenna Fentie
Manager of Administrative Services/Deputy Clerk
jfentie@elgin.ca

cc Karen Vecchio, Member of Parliament
All Ontario Municipalities

The Corporation of the City of Cambridge
Corporate Services Department
Clerk's Division
The City of Cambridge
Tel: (519) 740-4680 ext. 4585
mantond@cambridge.ca

October 27, 2023

Re: Support for Bill 21, Fixing Long-Term Care Amendment Act

At its Council Meeting of October 24, 2023, the Council of the Corporation of the City of Cambridge passed the following Motion:

WHEREAS the care, support, and happiness of older adults in Cambridge is a priority for City Council;

WHEREAS older adults deserve dignity in care and should have the right to live with their partner as they age;

WHEREAS within the Province of Ontario couples do not have the right to be accommodated together when entering long term care facilities;

WHEREAS the separation of spouses upon entering long term care facilities is a common occurrence across Ontario;

WHEREAS Bill 21, Fixing Long-Term Care Amendment Act (Till death do us part) was first introduced in the provincial legislature in 2019 and was reintroduced in 2022;

WHEREAS Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission and to have accommodation made available for both spouses so they may continue to live together;

WHEREAS Bill 21 passed its second reading in the provincial legislature on November 15, 2022 and was subsequently ordered referred to the Standing Committee on Social Policy and has since yet to be called to the Standing Committee;

WHEREAS the Conservative provincial Government may bring forward a new Bill that in principle supports the intent of Bill 21 to fix the Long-Term Care Amendment Act;

BE IT RESOLVED THAT the City of Cambridge supports any future Bill to fix the Long-Term Care Amendment Act;

AND THAT the City of Cambridge requests the provincial legislature enact any current and future proposed Bills to fix the Long-Term Care Amendment Act.

AND FURTHER THAT the City Clerk be directed to send a copy of this motion to the Region of Waterloo, Province of Ontario, The Honourable Premier of Ontario, The Right Honourable Provincial Members of Parliament, and all Ontario Municipalities.

Should you have any questions related to the approved resolution, please contact me.

Yours Truly,



Danielle Manton
City Clerk

Cc: (via email)
Hon. Premier Ford
Hon. Provincial Members of Parliament
Region of Waterloo
Province of Ontario
All Ontario Municipalities





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23261	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS speeding on Municipality of Wawa roads is a concern, and can occur in all areas of the community; and

WHEREAS barriers and delays to enforcement pose a danger to the community; and

WHEREAS the Municipality of Wawa like many other small communities in Northern Ontario has limited resources to implement speed mitigation, road design and re-design; and

WHEREAS local police service has limited resources to undertake speed enforcement; and;

WHEREAS s.205.1 of the Highway Traffic Act (HTA) provides that Automated Speed Enforcement systems (ASE) may only be placed in designated community safety zones and school safety zones,

THEREFORE, BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa does hereby support the request of the City of Cambridge in that the Ontario Government amend s.205. 1 of the HTA to permit municipalities to locate an ASE system permanently or temporarily on any roadway under the jurisdiction of municipalities and as determined by municipalities and not be restricted to only community safety zones and school safety zones;



AND FURTHERMORE THAT a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, Paul Calandra, Algoma Manitoulin MPP Michael Mantha, the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
	

This document is available in alternate formats.





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23262	Meeting Order: 7
Moved by: 	Seconded by: 

WHEREAS the Corporation of the Municipality of Wawa is a small community in Northern Ontario with limited financial resources; and

WHEREAS the Municipality owns and operates the water treatment facility, water distribution facility, wastewater treatment facility and wastewater collection facility which service the residents of the Municipality of Wawa; and

WHEREAS the Municipality of Wawa requires Class II Water Treatment Operators for its facilities; and

WHEREAS the Municipality of Wawa attempts to provide training as prescribed by the Province of Ontario to obtain the necessary classification(s); and

WHEREAS it has struggled in obtaining a full staff compliment who is eager to take on the responsibilities of water treatment, distribution, wastewater collection and treatment operations; and

WHEREAS any new employees of the Municipality of Wawa require certification and training is becoming increasingly difficult to procure; and

WHEREAS the Province of Ontario has implemented stringent review of water treatment plants to ensure compliance; and

WHEREAS the Province of Ontario is promoting and providing an increased number of training opportunities for a variety of trades;

THEREFORE, BE IT RESOLVED that the Council of the Corporation of the Municipality of Wawa petitions the Province of Ontario to expand water treatment training opportunities for communities within Ontario; and

p.2....



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHERMORE, that the training be delivered in a method that is flexible and affordable; and

FURTHERMORE, utilize existing networks, such as Contact North, for on-line exam preparation and exam supervision; and



FURTHERMORE, the Council of the Corporation of the Municipality of Wawa forward a copy of this resolution to Premier Doug Ford, Minister of Environment, Conservation and Parks, Andrea Khanjin, Algoma Manitoulin MPP Michael Mantha and Walkerton Clean Water Centre, and all Ontario Municipalities.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL
	

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The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23263	Meeting Order: 8
Moved by: Cathy Cannon	Seconded by: [Signature]

WHEREAS the local newspaper company Algoma News Review has ceased the print publication of its weekly newspaper and printed its final edition on July 6, 2022; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the Municipality of Wawa cannot comply with publication requirements in Provincial Acts and Regulations as the Algoma News Review publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small rural Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa does hereby support the Township of McKellar and request the Provincial Government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial acts and Regulations; and

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

FURTHERMORE request the support of all Ontario Municipalities; and

FURTHERMORE THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing Paul Calandra, Algoma Manitoulin MPP Michael Mantha, and the Association of Ontario Municipalities (AMO).

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL

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The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, November 7, 2023

Resolution # RC23265	Meeting Order: 10
Moved by: <i>Cathy Fannon</i>	Seconded by: <i>J. M. Al</i>

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and

WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and;

WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and;

WHEREAS in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and;

WHEREAS volunteer firefighters account for 71% of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;

p.2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- It would also help retain these volunteers in a time when volunteerism is decreasing.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and;

FURTHERMORE THAT a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Algoma Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

Disclosure of Pecuniary Interest and the general nature thereof.

- ☐ Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

MAYOR - MELANIE PILON	CLERK - MAURY O'NEILL

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Staci Landry, Deputy Clerk
City of Owen Sound
808 2nd Avenue East
Owen Sound, ON N4K 2H4



Telephone: 519-376-4440 ext. 1235
Facsimile: 519-371-0511
Email: slandry@owensound.ca
Website: www.owensound.ca

November 10, 2023

Via Email

Hon. Doug Downey
Attorney General
McMurtry-Scott Building
11th Floor, 720 Bay Street
Toronto, ON M7A 2S9
Doug.Downey@pc.ola.org

Dear Minister Downey:

Re: Support for Township of McKellar's Resolution respecting a Call for an Amendment to the *Legislation Act*, 2006

City Council, at its meeting held on November 6, 2023, considered the above-noted matter, and passed Resolution No. R-231106-006 as follows:

"THAT in consideration of correspondence received on the November 6, 2023 Consent Agenda respecting a Call for an Amendment to the *Legislation Act*, 2006, City Council requests that:

- 1. Staff send a letter to the Attorney General, in support of the resolution from the Township of McKellar; and**
- 2. The letter be sent to the Minister of Municipal Affairs and Housing, M.P. and M.P.P. for Bruce-Grey Owen Sound, and all Ontario municipalities."**

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

Sincerely,

A handwritten signature in cursive script that reads "Staci Landry".

Staci Landry
Deputy Clerk

Encl. Township of McKellar – Call for an Amendment to the *Legislation Act*, 2006

cc: Hon. Paul Calandra, Minister of Municipal Affairs and Housing
Alex Ruff, MP Bruce-Grey-Owen Sound
Rick Byers, MPP Bruce-Grey-Owen Sound
All Ontario Municipalities



Township of McKellar

701 Hwy #124, P.O. Box 69, McKellar, Ontario POG 1C0

Phone: (705) 389-2842

Fax: (705) 389-1244

October 19, 2023

Hon. Doug Downey
Attorney General
McMurtry-Scott Bldg 11th Flr, 720 Bay St.
Toronto, ON M7A 2S9

Sent via email: Doug.Downey@ontario.ca

RE: Call for an Amendment to the *Legislation Act, 2006*

Dear Mr. Downey,

At the Regular Meeting of Council held on October 17, 2023, the Council of the Corporation of the Township of McKellar carried the following resolution:

Resolution No. 23-671

Moved by: Councillor Kekkonen

Seconded by: Councillor Zulak

WHEREAS Metroland Media Group has sought bankruptcy protection and will cease the print publication of its weekly community newspapers across Ontario, moving to an online-only model; and

WHEREAS Neil Oliver, Chief Executive Officer and President of Metroland Media Group, said the 71 Metroland community publications will be digital only going forward; and

WHEREAS the *Legislation Act, 2006* provides a definition of “newspaper” which applies to every Ontario Act and Regulation, as in a provision requiring publication, means a document that, (a) **is printed in sheet form**, published at regular intervals of a week or less and circulated to the general public, and (b) consists primarily of news of current events of general interest; (“journal”); and

WHEREAS Ontario Municipalities are required to follow publication and notice requirements for Provincial Acts and Regulations; and

WHEREAS communities such as the West Parry Sound Area cannot comply with publication requirements in Provincial Acts and Regulations as the Parry Sound North Star news publication is no longer being printed in sheet form and there are no other local news publications fitting the definition of “newspaper”; and

WHEREAS some small, rural, Ontario Municipalities may not have the means to bring an application to the Court to ask for directions and approval of an alternate manner of providing notice;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of McKellar does hereby request the Provincial government to make an amendment to the *Legislation Act, 2006* to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations; and

FURTHER request the support of all Ontario Municipalities; and

FURTHER THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Ontario Municipalities (AMO); CEO and President of Metroland Media Group, Neil Oliver and all Ontario Municipalities.

Carried

Regards,



Karlee Britton
Deputy Clerk
Township of McKellar
deputyclerk@mckellar.ca
(705) 389-2842 x5

cc:

Paul Calandra, Minister of Municipal Affairs and Housing
Graydon Smith, MPP Parry Sound-Muskoka
The Association of Ontario Municipalities (AMO)
Neil Oliver, CEO & President, Metroland Media Group
All Ontario Municipalities



CORPORATION OF THE TOWNSHIP OF RYERSON

Date: November 14, 2023

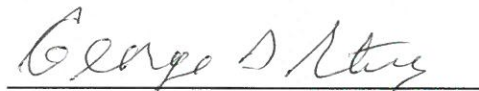
Resolution Number: R- 178 - 23

Moved by: Councillor Robertson

Seconded by: Councillor Miller

Be it resolved that the Ryerson Township Council support the resolution No. 23-671 passed by the McKellar Township Council to amend the Legislation Act, 2006 to include digital publications as an acceptable means of publication and notice requirements for Provincial Acts and Regulations.

Carried ☒ Defeated ☐



(Chair Signature)

Declaration of Pecuniary Interest by: _____

RECORDED VOTE					
Vote called by Clerk in random order, Chair to vote last					
Members of Council		Yea	Nay	Abstention	Absent
Councillors	Beverly Abbott				
	Glenn Miller				
	Delynne Patterson				
	Dan Robertson				
Mayor	George Sterling				

November 10, 2023

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

At its regular meeting on November 9, 2023, Dufferin County Council passed the following resolution:

WHEREAS the safety of our community and its members is of extreme importance to every Dufferin County resident, as well as to Dufferin County Council;

WHEREAS gender-based violence and intimate partner violence (IPV), often referred to as domestic violence, means any use of physical or sexual force, actual or threatened in an intimate relationship, including emotional and/or psychological abuse or harassing behaviour;

WHEREAS on August 16th, 2023, Justice Minister Arif Virani described gender-based violence as "an epidemic" in the federal government's formal response to a coroner's inquest, also stating that his government is committed to ending the gender-based violence epidemic "in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response";

WHEREAS by declaring gender-based violence and intimate partner violence an epidemic, the County of Dufferin can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic;

WHEREAS the incidences of gender-based violence and intimate partner violence have increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors has not kept pace;

BE IT RESOLVED THAT the County of Dufferin officially declare intimate-partner violence an epidemic, as per recommendation #1 from the Culleton, Kuzyk, and Warmerdam (CKW) Inquest;

AND BE IT FURTHER RESOLVED THAT the County of Dufferin recommends that gender-based violence and intimate partner violence be declared an epidemic in the Province of Ontario;

AND THAT the County of Dufferin requests that the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and all municipalities and regions in Ontario declare gender-based violence and intimate partner violence an epidemic;

AND THAT the County of Dufferin requests that the provincial and federal governments enact the additional 85 recommendations from the CKW Inquest, which provides a roadmap to preventing intimate partner violence from escalating to femicide;

AND THAT the County of Dufferin requests that the federal government starts this enactment by adding the word "femicide" as a term to the Criminal Code of Canada;

AND THAT the County of Dufferin requests that the provincial and federal governments provide the necessary support to municipalities, regions, and their emergency and social services to meaningfully address the gender-based violence and intimate partner violence epidemic;

AND THAT the Clerk be directed to send a copy of this motion to the Honourable Premier of Ontario, Doug Ford, The Right Honourable Prime Minister of Canada, Justin Trudeau, Members of Parliament, Members of Provincial Parliament, the United Nations, and all Ontario Municipalities.

Thank you,

Michelle Dunne

Michelle Dunne
Clerk

Cc Prime Minister Trudeau
Kyle Seeback, MPP
Sylvia Jones, MP
United Nations of Canada
Federation of Canadian Municipalities (FCM)
Association of Municipalities of Ontario (AMO)
All Ontario Municipalities



Corporate Services

November 13, 2023

Re: Gender Based Violence and Intimate Partner Violence an Epidemic

Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on October 30, 2023, approved the following resolution:

WHEREAS the safety of our community and its members is of extreme importance to every Orangeville resident, as well as to Orangeville Council; and

WHEREAS gender-based violence and intimate partner violence (IPV), often referred to as domestic violence, means any use of physical or sexual force, actual or threatened in an intimate relationship, including emotional and/or psychological abuse or harassing behaviour; and

WHEREAS on August 16th, 2023, Justice Minister Arif Virani described gender-based violence as “an epidemic” in the federal government’s formal response to a coroner’s inquest, also stating that his government is committed to ending the gender-based violence epidemic “in all its forms, and is working to address any gaps in the Criminal Code to ensure a robust justice system response”; and

WHEREAS by declaring gender-based violence and intimate partner violence an epidemic, the Town of Orangeville can join the growing number of municipalities and regions in demanding action from all levels of government to address this growing epidemic; and

WHEREAS the incidences of gender-based violence and intimate partner violence have increased exponentially throughout the COVID-19 pandemic and has not decreased, while funding to provide the growing demand of services and support for victims and survivors has not kept pace;

BE IT RESOLVED THAT:

- 1. The Town of Orangeville officially declare intimate-partner violence an epidemic, as per recommendation #1 from the Culleton, Kuzyk, and Warmerdam (CKW) Inquest; and BE IT FURTHER RESOLVED THAT:**
- 2. The Town of Orangeville recommends that gender-based violence and intimate partner violence be declared an epidemic in the Province of Ontario; and**
- 3. That the Town of Orangeville requests that the Federation of Canadian Municipalities (FCM), the Association of Municipalities of Ontario (AMO), and all municipalities and regions in Ontario declare gender-based violence and intimate partner violence an epidemic; and**
- 4. That the Town of Orangeville requests that the provincial and federal governments enact the additional 85 recommendations from the CKW Inquest, which provides a roadmap to preventing intimate partner violence from escalating to femicide; and**
- 5. That the Town of Orangeville requests that the federal government starts this enactment by adding the word “femicide” as a term to the Criminal Code of Canada; and**
- 6. That the Town of Orangeville requests that the provincial and federal governments provide the necessary support to municipalities, regions, and their emergency and social services to meaningfully address the gender-based violence and intimate partner violence epidemic; and**
- 7. That the Acting Clerk be directed to send a copy of this motion to the County of Dufferin, the Honourable Premier of Ontario, Doug Ford, The Right Honourable Prime Minister of Canada, Justin Trudeau, Members of Parliament, Members of Provincial Parliament, the United Nations, and all Ontario Municipalities.**

Carried Unanimously.

Yours truly,

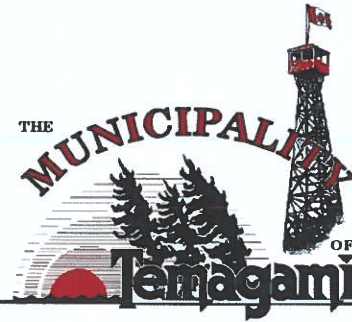
Tracy Macdonald
Acting Clerk

**The Corporation of the
Municipality of Temagami**

7 Lakeshore Drive
P.O. Box 220
Temagami, Ontario
POH 2H0

E-MAIL: communicate@temagami.ca
WEBSITE: www.temagami.ca

PHONE: (705) 569-3421
FAX: (705) 569-2834



Hon. Catherine Fife, MPP
100 Regina St, S. Suite 220
Waterloo, ON,
N2J 4A8

November 13, 2023

Dear Hon. Catherine Fife,

I am writing to you today to inform you that the Council for the Corporation of the Municipality of Temagami does hereby support your Bill amendment to the 'Residents' Bill of Rights set out in Section 3 of Fixing Long-Term Care Act'. Temagami whole heartedly supports the right for residents to not be separated upon admission.

We commend the efforts of Cambridge resident Jim McLeod to ensure that future residents do not go through the pain and agony of separation in an already difficult position. The 'Till Death Do Us Part Act' is an important piece of Legislation that needs to be called to the Standing Committee on Social Policy.

Please find attached Resolution 23-455 affirming the support from the Council for the Corporation of the Municipality of Temagami.

Sincerely,

Rhonda Smith
Municipal Clerk
The Municipality of Temagami

cc. Hon. Doug Ford,
Anthony Rota, MP,
Victor Fedelico, MPP,



THE CORPORATION OF THE MUNICIPALITY OF TEMAGAMI
Regular Council Meeting

Resolution Number: 23-455
Title: MPP Catherine Fife
Date: Thursday, November 9, 2023

MOVED BY: M. Youngs
SECONDED BY: J. Platts

BE IT RESOLVED THAT the Council for the Corporation of the Municipality of Temagami does hereby receive the report from the MPP Catherine Fife;
AND FURTHER THAT the Council for the Corporation of the Municipality of Temagami does hereby direct the Municipal Clerk to provide a letter of support to Ms. Fife.

CARRIED

 Declaration of Conflict of Interest:

A true copy of the resolution by the Council of the Municipality of Temagami



COUNCIL RESOLUTION

Resolution No.: 399-23

Date: Nov 14, 2023

Moved By: 

Seconded By: 

WHEREAS excessive noise resulting from the operation of moving vehicles falls under the jurisdiction of the Highway Traffic Act, R.S.O. 1990, c. H.8. ("Highway Traffic Act") which is enforced by provincially appointed officers;

AND WHEREAS municipalities, including the Municipality of Shuniah, have received complaints from residents regarding noises associated with the use of engine retarder brakes on heavy vehicles;

AND WHEREAS the Ministry of Transportation recommends the use of engine braking in certain circumstances, such as the downgrade located on Spruce River Road to avoid overheating brakes, and as a form of backup brake if brakes fail;

AND WHEREAS a higher engine noise is typically emitted for a short period of time (e.g., ten (10) to thirty (30) seconds), depending on the vehicle's speed and vehicles may make a loud "chattering" or "jackhammer" exhaust noise when this braking system is engaged;

AND WHEREAS this noise can be amplified if the vehicle has no muffler or an improper muffling system;

AND WHEREAS noise emissions from commercial vehicles form part of the Ministry of Transportation's inspection process;

AND WHEREAS installation of "courtesy" signs that request the drivers to limit the use of loud compression style brakes are difficult to enforce and there is evidence of these types of signs not being beneficial;

BE IT RESOLVED THAT the Province of Ontario be requested to enhance enforcement for deficient muffler systems to address concerns around excessive and unnecessary noise from engine brakes.


FURTHER BE IT RESOLVED THAT a copy of this motion be forwarded to Premier Doug Ford, Minister of Transportation Prabmeet Sarkaria, MPP Kevin Holland, MP Marcus Powlowski, MPP Lise Vaugeois, and MP Patty Hajdu.

☒ **Carried**

☐ **Defeated**

☐ **Amended**

☐ **Deferred**



Signature

Municipality of Shuniah, 420 Leslie Avenue, Thunder Bay, Ontario, P7A 1X8



BONFIELD TOWNSHIP
OFFICE OF THE DEPUTY CLERK

365 HIGHWAY 531

BONFIELD ON P0H 1E0

Telephone: 705-776-2641 Fax: 705-776-1154

Website: <http://www.bonfieldtownship.com>

Email: deputyclerk@bonfieldtownship.com

RESOLUTION OF COUNCIL

November 14th, 2023

No. 14

Moved by Councillor Featherstone

Seconded by Councillor Clark

WHEREAS the care, support, and happiness of older adults in Bonfield is a priority for Council;

WHEREAS older adults deserve dignity in care and should have the right to live with their partner as they age; WHEREAS within the Province of Ontario, couples do not have the right to be accommodated together when entering long term care facilities;

WHEREAS the separation of spouses upon entering long term care facilities is a common occurrence across Ontario; WHEREAS Bill 21, Fixing Long-Term Care Amendment Act (Till death do us part) was first introduced in the provincial legislature in 2019 and was reintroduced in 2022; WHEREAS Bill 21 amends the Residents' Bill of Rights set out in section 3 of Fixing Long-Term Care Act, 2021 by adding the right of residents not to be separated from their spouse upon admission and to have accommodation made available for both spouses so they may continue to live together; WHEREAS Bill 21 passed its second reading in the provincial legislature on November 15, 2022 and was subsequently ordered referred to the Standing Committee on Social Policy and has since yet to be called to the Standing Committee; WHEREAS the Conservative Provincial Government may bring forward a new Bill that in principle supports the intent of Bill 21 to fix the Long-Term Care Amendment Act; BE IT RESOLVED THAT the Township of Bonfield supports any future Bill to fix the Long-Term Care Amendment Act; AND THAT the Township of Bonfield requests the provincial legislature to enact any current and future proposed Bills to fix the Long-Term Care Amendment Act; AND FURTHER THAT a copy of this resolution be sent to The Honourable Premier of Ontario, Nipissing District MPP Vic Fedeli and all Ontario Municipalities.

Carried Jason Corbett

DIVISION VOTE

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 14 of the Township of Bonfield's Regular Council Meeting of November 14th, 2023, and which Resolution is in full force and effect.

Andrée Gagné

Deputy Clerk-Treasurer



**BONFIELD TOWNSHIP
OFFICE OF THE DEPUTY CLERK**

365 HIGHWAY 531
BONFIELD ON P0H 1E0

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Email: deputyclerk@bonfieldtownship.com

RESOLUTION OF COUNCIL

November 14th, 2023

No. 16

Moved by Councillor Featherstone

Seconded by Councillor Clark

BE IT RESOLVED THAT Council for the Township of Bonfield hereby supports the Resolution passed by the Municipality of Grey Highlands on June 21, 2023 requiring all stop arm cameras on to be installed and paid for by the Province on all school buses for the start of the 2023-2024 school year; AND BE IT FURTHER RESOLVED THAT a copy of this Resolution be forwarded to Premier Doug Ford; Attorney General Doug Downey; the Ministry of Education; the local Member of Provincial Parliament, MPP Vic Fedeli; the Association of Municipalities of Ontario (AMO) and all Ontario Municipalities.

Carried Jason Corbett

DIVISION VOTE

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 16 of the Township of Bonfield's Regular Council Meeting of November 14th, 2023, and which Resolution is in full force and effect.

Andrée Gagné

Deputy Clerk-Treasurer



**BONFIELD TOWNSHIP
OFFICE OF THE DEPUTY CLERK**

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RESOLUTION OF COUNCIL

November 14th, 2023

No. 17

Moved by Councillor Clark

Seconded by Councillor Featherstone

BE IT RESOLVED THAT Council for the Township of Bonfield supports the Municipality of Bluewater in urging Minister Thompson to address the issues of childcare availability in our province and to improve childcare availability; AND THAT a copy of this resolution be sent to the Honourable Doug Ford, Premier of Ontario, Honourable Michael Parsa, Minister of Children, Community and Social Services, the local Member of Provincial Parliament, MPP Vic Fedeli and all Ontario Municipalities.

Carried Jason Corbett

DIVISION VOTE

FOR

Donna Clark

Jason Corbett

Steve Featherstone

Dan MacInnis

Narry Paquette

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 17 of the Township of Bonfield's Regular Council Meeting of November 14th, 2023, and which Resolution is in full force and effect.

Andrée Gagné

Deputy Clerk-Treasurer



BONFIELD TOWNSHIP OFFICE OF THE DEPUTY CLERK

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RESOLUTION OF COUNCIL November 14th, 2023

No. 18

Moved by Councillor Featherstone

Seconded by Councillor Clark

THAT the Township of Bonfield supports the Township of the Archipelago's resolution passed at their October 13, 2023 Council meeting calling upon the Province to include cigarette manufacturers within the scope of producer responsibility regulations and programs; AND THAT a copy of this resolution be sent to the Honourable Doug Ford Premier of Ontario, the Honourable Andrea Khanjin Minister of the Environment, Conservations and Parks, relevant Members of Provincial Parliament (MPPs), Leader of the Opposition parties, All Municipalities in Ontario, Pollution Probe, urging their support and action in this matter.

Carried Jason Corbett

DIVISION VOTE

FOR


Donna Clark _____
Jason Corbett _____
Steve Featherstone _____
Dan MacInnis _____
Narry Paquette _____

AGAINST

Declaration of Pecuniary Interest/Conflict of Interest

Declared interest, abstained from discussion, and did not vote on the question.

CERTIFIED to be a true copy of Resolution No. 18 of the Township of Bonfield's Regular Council Meeting of November 14th, 2023, and which Resolution is in full force and effect.


Andrée Gagné
Deputy Clerk-Treasurer



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OFFICE OF THE DEPUTY CLERK**

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RESOLUTION OF COUNCIL

November 14th, 2023

No. 15

Moved by Councillor Clark

Seconded by Councillor Featherstone

WHEREAS Canada has 90,000 volunteer firefighters who provide fire and all hazard emergency services to their communities; in addition, approximately 8,000 essential search and rescue volunteers respond to thousands of incidents every year; and WHEREAS many of these individuals receive some form of pay on call, an honorarium, or are given some funding to cover expenses, but they do not draw a living wage from firefighting; and; WHEREAS without volunteer firefighters and search and rescue volunteers, thousands of communities in Canada would have no fire and emergency response coverage; and; WHEREAS in 2013, the federal government initiated a tax credit recognizing these individuals, and calling on the federal government to increase this tax credit from \$3,000 to \$10,000; and; WHEREAS volunteer firefighters account for 71 % of Canada's total firefighting essential first responders;

- The tax code of Canada currently allows volunteer firefighters and search and rescue volunteers to claim a \$3,000 tax credit if 200 hours of volunteer services were completed in a calendar year;
- This works out to a mere \$450 per year, which we allow these essential volunteers to keep of their own income from their regular jobs, \$2.25 an hour;
- If they volunteer more than 200 hours, which many do, this tax credit becomes even less;
- These essential volunteers not only put their lives on the line and give their time, training and efforts to Canadians, but they also allow cities and municipalities to keep property taxes lower than if paid services were required;
- It would also help retain these volunteers in a time when volunteerism is decreasing.

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Bonfield call upon the Government of Canada to support Bill C-310 and enact amendments to subsections 118.06 (2) and 118.07 (2) of the Income Tax Act in order to increase the amount of the tax credits for volunteer firefighting and search and rescue volunteer services from \$3,000 to \$10,000; and FURTHERMORE THAT a copy of the resolution be shared with the Association of Fire Chiefs of Ontario, Nipissing Mutual Aid Association, Association of Municipalities of Ontario and all Ontario municipalities.

Carried Jason Corbett

CERTIFIED to be a true copy of Resolution No. 15 of the Township of Bonfield's Regular Council Meeting of November 14th, 2023, and which Resolution is in full force and effect.

Andrée Gagné
Deputy Clerk-Treasurer



9.3.4.

THE CORPORATION OF THE TOWN OF PARRY SOUND
RESOLUTION IN COUNCIL

NO. 2023 – 166


DIVISION LIST

YES NO

DATE: November 7, 2023

Councillor **G. ASHFORD**
Councillor **J. BELESKEY**
Councillor **P. BORNEMAN**
Councillor **B. KEITH**
Councillor **D. McCANN**
Councillor **C. McDONALD**
Mayor **J. McGARVEY**

MOVED BY:



SECONDED BY:



CARRIED: ✓ DEFEATED: _____ Postponed to: _____

WHEREAS Section 87 of the Legislation Act, 2006 defines "newspaper", in Acts and regulations requiring publication, as a document that,

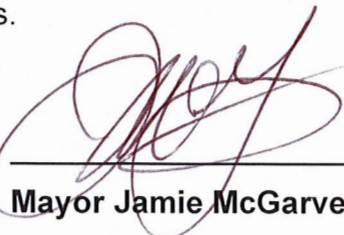
- a) is printed in sheet form, published at regular intervals of a week or less and circulated to the general public, and
- b) consists primarily of news of current events of general interest; ("journal"); and

WHEREAS Ontario Municipalities are required to follow prescribed publication and notice requirements of Provincial Acts and Regulations; and

WHEREAS the Town of Parry Sound and many other municipalities in Ontario cannot comply with publication requirements in Provincial Acts and Regulations since effective September 15, 2023, Metroland Media Group ceased the print publication of its weekly community newspapers across Ontario, moving to an online-only model, and there are no other local news publications in Parry Sound fitting the definition of "newspaper" per the Legislation Act,

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Parry Sound does hereby request the Provincial government to make an amendment to the Legislation Act, 2006 to include on-line publications as an acceptable means of complying with public notice requirements that refer to newspaper publication in Provincial Acts and Regulations; and

THAT this resolution be forwarded to the Minister of Municipal Affairs and Housing, Paul Calandra; Parry Sound-Muskoka MPP, Graydon Smith; The Association of Municipalities of Ontario (AMO); and all Ontario Municipalities.



Mayor Jamie McGarvey

Corporate Services

November 20, 2023

Re: Ontario Works Financial Assistance Rates

Please be advised that the Council of the Corporation of the Town of Orangeville, at its Regular Council Meeting held on November 13, 2023, approved the following resolution:

WHEREAS poverty is taking a devastating toll on communities, undermining a healthy and prosperous Ontario, with people in receipt of Ontario Works being disproportionately impacted; and

WHEREAS the cost of food, housing, and other essential items have outpaced the highest inflation rates seen in a generation; and

WHEREAS people in need of social assistance have been legislated into poverty, housing insecurity, hunger, poorer health, their motives questioned, and their dignity undermined; and

WHEREAS Ontario Works Financial Assistance rates have been frozen since 2018; and

WHEREAS the newly introduced Common Assessment Tool (CAT) questionnaire developed by the Provincial Government for use with Ontario Works and Ontario Disability Program recipients contains complex and invasive personal health related questions; and

WHEREAS the use of the Common Assessment Tool (CAT) provides no benefit to clients, it does not score, provide results, assess client need, and does not match those in need to the services they require; and

WHEREAS the Common Assessment Tool (CAT) contains questions mirrored in the Ontario Health Common Assessment of Needs, used by health providers; and

WHEREAS privacy obligations under The Personal Health Information Protection ACT (PHIPA) do not extend to municipal delivery agents for Ontario Works; and

WHEREAS designated Service Managers are doing their part, but do not have the resources, capacity, or tools to provide the necessary income and health related supports to people experiencing poverty; and

WHEREAS leadership and urgent action is needed from the Provincial Government to immediately develop, resource, and implement a comprehensive plan to address the rising levels of poverty in Ontario, in particular for those on Ontario Works:

THEREFORE BE IT RESOLVED THAT The Town of Orangeville calls on the Provincial Government to urgently:

- a. At least double Ontario Works rates and index rates to inflation, answering calls already made by “Raise the Rates” campaign and the “Income Security Advocacy Centre”;**
- b. Commit to ongoing cost of living increases above and beyond the rate of inflation to make up for the years they were frozen;**
- c. Commit to jointly working between the Ministry of Children, Community, and Social Services and the Ministry of Health on the best methods of assessing client needs and then matching those in need to the services they require;**
- d. AND FURTHER THAT a copy of this motion be sent to the Minister of Children, Community, and Social Services, the Minister of Health, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario, the Ontario Municipal Social Services Association, the Western Ontario Wardens Caucus, the Eastern Ontario Wardens Caucus, and all Ontario Municipalities**

Carried.

Yours truly,

Tracy Macdonald
Deputy Clerk

November 16, 2023

The Honourable Doug Ford, M.P.P.
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Re: Motion regarding Provincial Consideration for Amendments to the Residential Tenancies Act

At their Regular Meeting of Council on November 15, 2023, the Council of the Town of Aylmer endorsed the following motion regarding Provincial Consideration for Amendments to the Residential Tenancies Act:

Whereas the Ontario government has acknowledged an affordable housing and housing supply crisis, communicating a targeted approach to build 1.5 million homes by 2031; and

Whereas nearly one-third of Ontario households rent, rather than own, according to the most recent 2021 Census of Population; and

Whereas the Ontario government has reported that Ontario broke ground on nearly 15,000 purpose-built rentals in 2022, a 7.5 percent increase from 2021 and the highest number on record, with continued growth into 2023; and

Whereas the Residential Tenancies Act, 2006, provides for the maximum a landlord can increase most tenants rent during a year without the approval of the Landlord and Tenant Board; and

Whereas the Ontario government recently strengthened protections for tenants with the intention of preserving affordability, by holding the rent increase guideline for 2024 to 2.5 percent, well below the average inflation rate of 5.9 percent; and

Whereas the rental increase guideline protection does not apply to rental units occupied for the first time after November 15, 2018, leaving an increasing number of tenants susceptible to disproportionate and unsustainable rental increases compared to those benefiting from legislated increase protection;

Now Therefore Be It Resolved that the Council of the Town of Aylmer requests provincial consideration for amendments to the Residential Tenancies Act, 2006, to ensure that all tenants benefit from protections intended to preserve affordability;

That a copy of this Resolution be sent to:

- Honourable Doug Ford, Premier of Ontario
- Honourable Paul Calandra, Minister of Municipal Affairs and Housing
- Honourable Rob Flack, Associate Minister of Housing
- The Association of Municipalities of Ontario (AMO)
- And all Ontario Municipalities.

Thank you,

Owen Jaggard

Deputy Clerk / Manager of Information Services | Town of Aylmer

46 Talbot Street West, Aylmer, ON N5H 1J7

519-773-3164 Ext. 4913 | Fax 519-765-1446

ojaggard@town.aylmer.on.ca | www.aylmer.ca

CC:

Minister of Municipal Affairs and Housing paul.calandra@pc.ola.org

Associate Minister of Housing rob.flack@pc.ola.org

Association of Municipalities of Ontario resolutions@amo.on.ca

November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding urging the Federal and Provincial governments to establish a guaranteed livable income was carried:

RESOLUTION NO. 2023-568

DATE: November 14, 2023

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Maynard

WHEREAS on November 23, 2021 Prince Edward County was certified as a 'Living Wage' Employer at the "support" level, through the Ontario Living Wage Network;

AND WHEREAS the Ontario livable wage for Hastings & Prince Edward, in 2022 was determined to be \$19.05, which is \$3.55 more than the Provincial minimum wage rate of \$15.50; and this rate is paid to all staff including students in 2023;

AND WHEREAS our residents on programs such as Ontario Works, receive targeted fixed monthly incomes of \$733, and ODSP recipients receive \$1,376;

AND WHEREAS the current Ontario minimum wage rate, a person working 37.5 hours per week will earn approximately \$2,500 monthly (before tax);

AND WHEREAS in accordance with the 2023 Vital Signs Report, up to 3,500 residents (10.1% to 13.5%) are living on low income (less than \$36,000 a year after taxes) and PEC's median income lags behind Ontario by \$7,500/year;

AND WHEREAS the median rent for one bedroom in Prince Edward County in accordance with the County Housing Plan for 2023 \$1,513 a month;

AND WHEREAS rent is considered affordable, when it is no more than 30% of gross annual income and the number of people receiving government benefits has increased to a level above the provincial average in Prince Edward County. Extrapolated, a full 30% of County residents are deemed to be low-income and unable to afford either market real estate or rental housing prices;

AND WHEREAS as of March 31, 2023, there are 1,089 households on the Prince Edward - Lennox and Addington Social Services wait list for subsidized housing in Prince Edward County;

AND WHEREAS, in accordance with the County Food Collective, Food bank use is up 26% in Prince Edward County and as many as 6,000 residents experience food insecurity over a year's time;

AND WHEREAS on July 25, 2023 Council expressed support for a more generous Canada Child Benefit targeting low-income families struggling with food insecurity and urged Federal government expedite its 2021 election promise to roll-out Canada's first national school food policy, and endorsed the Coalition for Healthy School Food mission to work with partners across Canada to advocate for a universal cost-shared healthy Canada-wide school food program on September 26, 2023;

AND WHEREAS the 2017 Business Retention and Expansion (BR+E) study/survey identified the general affordable workforce housing as a primary obstacle in our workforce attraction;

AND WHEREAS the collected data of housing and poverty statistics, and continuing to examine their pending economic vulnerability as a result is important in establishing a livable income;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County join other municipalities across Ontario, including Belleville, Napanee to urge the Federal and Provincial governments to establish a Guaranteed Livable Income program; and

THAT this resolution be sent to The Right Honourable Justin Trudeau, Prime Minister of Canada, The Honourable Doug Ford, Premier of Ontario, The Honourable Michael Parsa, M.P.P., Minister of Children, Community and Social Services, Ryan Williams, Bay of Quinte M.P.P., Todd Smith, Bay of Quinte M.P.P, Marit Stiles, Leader of the Official Opposition of Ontario and Pierre Poilievre Leader of the Official Opposition of Canada requesting a response on this matter within 30 days of receipt; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), and The Eastern Ontario Wardens' Caucus (EOWC).

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace,
CAO

November 17, 2023

Please be advised that during the regular Council meeting of November 14, 2023 the following motion regarding support for the Province to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, storm water management systems, and certain water taking activities was carried:

RESOLUTION NO. 2023-569

DATE: November 14, 2023

MOVED BY: Councillor Maynard

SECONDED BY: Councillor Roberts

WHEREAS the Municipality, in support of the Quinte Conservation Authority, actively supports the Source Water Protection Program, as part of local efforts to implement the Clean Water Act, 2006 and its regulations to protect local municipal drinking water sources;

AND WHEREAS the Ministry of the Environment, Conservation and Parks (MECP) is proposing to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities;

AND WHEREAS In 2018, Bill 68, the Open for Business Act was passed, whereby it legislated that less complex activities that pose low-risk to the environment should not be required to go through the approval process and instead, should self-register on the Environmental Activity and Sector Registry (EASR);

AND WHEREAS Quinte Conservation Authority has outlined in their October 24, 2023 report to their Board, that the activities proposed to move to the EASR may pose too much risk to drinking water, and can pose threats to human health and the environment;

AND WHEREAS Quinte Conservation Authority noted the source water protection concern generally lies in the fact the Ministry will no longer undertake an up-front detailed review of applications related to the specified activities, thereby potentially weakening regulatory oversight;

AND WHEREAS the specified activities, which have the potential to cause significant adverse impacts to the natural environment and human health will no

longer be subject to public and site-specific scrutiny prior to commencing operation in Ontario;

THEREFORE BE IT RESOLVED THAT the Council of the Corporation of Prince Edward County supports the concerns outlined by Quinte Conservation Authority and urges the Provincial government to stop the Ministry of the Environment, Conservation and Parks (MECP) proposal to expand the use of the permit-by-rule to waste management systems, stormwater management systems, and certain water taking activities; and

THAT this resolution be sent to Premier Doug Ford, Todd Smith, Bay of Quinte M.P.P. and Andrea Khanjin, Minister of the Environment, Conservation and Parks; and

THAT this resolution be shared with all 444 municipalities in Ontario, The Federation of Canadian Municipalities (FCM), The Association of Municipalities Ontario (AMO), The Eastern Ontario Wardens' Caucus (EOWC) and all Ontario Conservation Authorities.

CARRIED

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Maynard and Marcia Wallace, CAO





Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2023-11-23
Report: 2023-14
Subject: Community Emergency Preparedness Grant

Recommendation:

That West Elgin Council approve staff applying for the Community Emergency Preparedness Grant (CEPG).

Purpose:

To provide Council with information on the CEPG, and to seek approval for application.

Background:

The CEPG will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations, and community groups in preparing for and responding to emergencies. The grant will provide funding to help community organizations purchase emergency supplies, equipment, and services.

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

1. Portable radios

- a. This year funds were approved for new portable radios and a similar purchase will likely be presented for Council approval again. Staff were advised approximately 18 months ago that the current radio model we primarily have are being discontinued, therefore we have shifted to purchasing the replacement model. While the current radios continue to work properly, replacement batteries are becoming challenging to source. Applying for funding would assist in fast tracking our radio replacement and ensure we continue to have approximately one radio for each firefighter, which is critical for communications and firefighter safety.
- b. Staff's position are radios are eligible for funding, based on the importance of their use for response to many of the potential provincial emergency hazards/events, as listed in Appendix A.

The Municipality of West Elgin is listed as an eligible municipality in Appendix C, of which the document has been included as a part of this report.

Deadline to submit applications is November 30, 2023. Applicants notified of funding decisions in February 2024. Applicants must demonstrate they can complete the activity (i.e., procurement, training, plan development) by the program end date of July 31, 2024. Any funds not spent must be returned to the province.

Financial Implications:

None.

Respectfully submitted. Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	
Attachments:	
Final Approval Date:	

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

Report Approval Details

Document Title:	Community Emergency Preparedness Grant - 2023-14-Fire.docx
Attachments:	- cepg-funding-guide-en-final (1).pdf
Final Approval Date:	Nov 21, 2023

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

Terri Towstiuc



Emergency Management Ontario

Community Emergency Preparedness Grant (CEPG) Application Guidelines 2023-24

Table of contents

Program overview.....	1
Eligible applicants	1
Ineligible applicants	2
Eligibility requirements	2
Application review and assessment criteria.....	3
Project budget.....	5
Eligible expenses	6
Taxes.....	7
Procurement.....	7
Ineligible costs	7
Letter of approval.....	8
Report back requirements	9
Successful applicant obligations	9
Post program quality assurance and potential audits	10
Timelines.....	10
How to apply	11
Links to Quick reference guides and video tutorial.....	11
Application Technical Requirements	11
Where to get more information.....	11
Appendices	12
Appendix A: Potential provincial emergency hazards/events	12
Appendix B: Program definitions/glossary	18
Appendix C: List eligible municipalities, population under 100,000 (Statistics Canada data from 2021).....	19
Appendix D: Emergency Management Ontario sector list and maps	26

Program overview

The Community Emergency Preparedness Grant (CEPG) will support Ontario's goal to help ensure Ontarians are safe, practiced and prepared before, during and after emergencies. It will help build capacity and enhance the resiliency of local governments, First Nations and community groups in preparing for and responding to emergencies. The grant will provide funding to help community organizations purchase emergency supplies, equipment and services.

An “emergency” is a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise. (Definition as per the [Emergency Management and Civil Protection Act, R.S.O. 1990, c. E.9 \(ontario.ca\)](#)).

The merit-based grant of \$5,000 to \$50,000 is targeted at small and medium communities. It is an application-based program with successful applicants demonstrating need (emergency and occurrence), capacity (ability to fulfill and manage resources gained through grant funding) and alignment with program objectives.

Eligible applicants

The grant is focused on those communities – typically small and medium – in need of building capacity in emergency management. Organizations must have an emergency management mandate. Eligible applicants include:

- Municipalities with a population under 100,000 (based on Statistics Canada data from 2021)
 - Note: The combined funding for an upper tier municipality and all of its lower tier municipalities may be limited
 - See Appendix C for a list of eligible municipalities
- Local services boards
- First Nations communities, Indigenous organizations, including Tribal Councils, and other Indigenous service organizations that support emergency management programming in First Nation communities
- Non-government organizations (NGOs) with an emergency preparedness mandate
 - For the purposes of this grant, NGOs must:
 - Be a registered charity or a not-for-profit corporation without share capital
 - Demonstrate that they host, as a primary activity, regular gatherings of religious, spiritual, community or cultural significance, as well as demonstrate that they have a clear emergency preparedness and response component to their mandate.
 - Registered charities must be registered with the Canada Revenue Agency as a charity by December 31, 2022

- Not-for-profit corporations that are not registered charities must be incorporated by December 31, 2022
- Be operational in Ontario before January 1, 2022
- These are defined as follows:
 - Primary activity: A primary activity is a distinctive and indispensable component of how an organization achieves its mandate
 - Regular: A gathering is regular if it takes place at least once a month.
 - A gathering has “religious, spiritual or cultural significance” if its central purpose is:
 - Related to a specific and comprehensive system of belief that governs one’s conduct and practices and addresses ultimate questions of human existence, such as ideas about life, purpose, death, and the existence or non-existence of a creator and/or a higher or different order of existence, including the spiritual beliefs and practices of Indigenous cultures; and/or
 - Related to the affirmation or celebration of cultural elements that are meaningful to the identity of a community or group of individuals (e.g., language, country of origin, race, ethnic or national customs and traditions, Indigenous beliefs and practices, gender or sexual identity).
 - Emergency preparedness and response mandate: your organization has a mandate to be prepared and respond to emergencies as defined above in the program overview.

Ineligible applicants

- Organizations and NGOs without an emergency preparedness mandate
- Individuals
- Crown corporations
 - Federal/provincial/municipal agencies
 - Universities, colleges, schools, and hospitals
- Municipalities with a population over 100,000 (Statistics Canada data from 2021)

Eligibility requirements

- Each organization can only submit one application.
- Organizations must be a legal entity, have governance structures and accountability processes to administer and manage public funds, have an Ontario bank account and use the funds for activities taking place in Ontario and that benefit Ontarians.
- Funded projects must align to the Potential provincial emergency events listing (see Appendix A)
- Grants awarded under the Community Emergency Preparedness Grant Program are governed by an agreement between applicants and the province. General terms and

conditions are provided in section I of the application form. Please read section I carefully as you must agree to all terms and conditions to be awarded a grant.

- The application must be complete and include the following attachment:
 - Organization's approval authority framework – document identifying the organization's governance structure or decision-making body or person with the required authority to approve and commit to a contract.
- Submission must be approved and signed by the organization's authority to commit to a contract with the Government of Ontario.
- Submission of an application will serve as a commitment from the organization to complete the project if a grant is awarded.

Application review and assessment criteria

Among others, the following criteria will be used to review applications:

- All applications will be reviewed; only complete and eligible applications will be considered. Additional/follow up questions may be asked to complete the application.
- Community collaborations are encouraged e.g., where municipalities may work with other municipalities to share their equipment.
- Applicants must demonstrate how the activity or purchase they propose will increase emergency preparedness and resiliency for their organization and community.
 - For example: a community organization applies for funding to purchase generators, develop protocols, and conduct training on the equipment. The purchase of generators will allow refrigeration during a power outage. This will impact the community by allowing a reliable source of food, or communications during prolonged power outages for community members who may not have access to refrigeration.
- Applicants must demonstrate they can:
 - Sustain programs post-grant timeframe without additional government funding.
 - Maintain and operate equipment after purchase.
 - For the above example of the request to purchase generators, the applicant must demonstrate that they have a sufficient operating budget to purchase fuel and pay for regular maintenance of the equipment.
- Applicants must demonstrate they can complete the activity (i.e., procurement, training, plan development) by the program end date of July 31, 2024. Any funds not spent must be returned to the province.

- To ensure transparency and accountability in the expenditure of public funds, all other contributions for eligible portions of the project must be declared and, depending on the total value, may decrease the value of the funding.
- Applicants must provide a report back two weeks after the project completion date.

Application criteria	Evaluation
Organization	The applicant can deliver and has a mandate to support emergency management.
Project description	The project description has a clear alignment with the identified emergency type and there is a likelihood for it to occur in the specified community.
Provincial emergency type	Likelihood and impact of provincial emergency event identified.
Sustainability	The application indicates a clear sustainability plan.
Collaboration	The applicant has identified if the project collaborates with other organizations such as other municipalities, First Nations, and/or Local services boards.
Project timelines	The applicant has attested to deliver the project within program timeframe. Project completion must be before July 31, 2024.
Expected Outcomes/ Performance Measures	Performance measures in building capacity and capabilities have been identified as part of the application. A target and baseline value has been provided for applicable measure(s).
Project budget	The project budget is itemized and supporting assumptions have been provided for the estimates. See Project Budget section for more information.
No duplication of expenses	Funds disbursed can support another emergency management related government program but cannot be duplicated, i.e., invoices cannot be repurposed or submitted for reimbursement under multiple programs.

Project budget

- Funds awarded must be used from within the project timeframe.
- Applicants are required to provide a detailed budget for their proposed initiative, with an itemized list of expenses. Each itemized cost must include a description of how the cost was estimated (e.g., from previous invoice, or quote received). Not all submitted expenses may be approved. See example below.
- Applicants must follow the OPS Travel, Meals and Expenses Directive for any travel, meals, and hospitality expenses. Refer to the link here for details [Travel, Meal and Hospitality Expenses Directive | ontario.ca](#).
- All expenses must be reasonable, well supported and justified and must directly relate to the project. Include only eligible expenses in the project budget.
- Expenses detailed within the budget cannot be reallocated or moved to a different category without prior written approval from the ministry.
- There is a potential for a funding hold back that may be released upon submission of report back.
- The lists of eligible and ineligible expense categories provided below are not exhaustive. Other expenses could be considered.

Example of itemized expenses

Expense category	Items	Assumptions	Planned spending
<i>Identify the Expense Category: Capital Equipment/ Operating Equipment/ Supplies/ Training/ Services/ Administration</i>	<i>List out the items (e.g., chainsaws)</i>	<i>Provide how the cost was estimated.</i>	<i>Provide the cost estimate</i>
Operating Equipment	5 smoke detectors, 20 hard hats, 20 flashlights	5 smoke detectors prices based on previous invoices from January 2023. Hard hats and flashlights based on estimates from Home Depot's retail site as of August 2, 2023	\$2,500

Eligible expenses

Identify expense requirements within the budget of the application. Definition for capital and operating expenses is available in Appendix B Program definitions/glossary.

The CEPG is organized into five cost categories:

Equipment – Capital and operating

Equipment expenses must be separated between capital and operating.

Capital (Minor capital)	Operating
Generators Water pump and purification systems Mobile communication tower Sandbagger machine Flatbed trailers Excavators	Water pump parts Chain saws Air scrubbers Two-way radio Weather radios GPS phones Drones Other: hard hats, shovels, cots, smoke detectors/fire extinguishers, personal protective equipment, flashlights, and high visibility safety vests.

For other equipment, refer to the useful life table below, as the basis to determine whether the item to be purchased qualifies as a capital expense:

Items	Useful life
Machinery & equipment	5+ years
Information technology (IT hardware) – including leases	3+ years
IT software	10+ years

Alternatively, consider the equipment's manufacturer's guide or make a determination based upon your organization's best estimate as to whether the item qualifies as a capital expense.

All other cost categories are operating:

Supplies

- Sandbags, first aid kits, batteries, and emergency preparedness promotional material (e.g., printed brochures, fridge magnet, signage etc.)

Training

- Exercises, incident management system training/licencing, emergency management training, first aid, specialized equipment training, mental health crisis management and response; donation management, emergency evacuation procedures

Services

- Emergency plan development; exercise planning and coordination, risk assessment, emergency preparedness promotional strategy, emergency preparedness website, installation services

Administration costs

- Up to 10% of overall budget for administration costs to complete the project
- May include other costs that are difficult to estimate (e.g., telecommunication charges, printing, office supplies, travel, etc.)

Taxes

Taxes are eligible expenses if they are directly related to the project. However, any tax rebates, credits or refunds received by the organization must be identified and removed from the project cost.

Procurement

Organizations receiving funding are expected to adhere to their organization's procurement practices, as applicable.

NGOs that received \$10 million in Ontario government funding in fiscal year 2022-23 must follow the Broader Public Sector (BPS) Procurement Directive. This excludes municipalities, Local services boards, and First Nations.

Review the [BPS Procurement Directive](#)

Ineligible costs

- Funds expensed outside of the term of the agreement

- Vehicles of any type including boats and all-terrain vehicles (ATVs)
- Vehicle upgrades
- New construction or upgrades to facilities (other than emergency power)
- Equipment not used directly in response to an emergency
- Major capital expenditures. For example, buildings, vehicles, public works or forestry/parks functionality upkeep or maintenance are not eligible under the program.

Letter of approval

- A letter of approval will be issued to applicants who will be awarded a grant.
- Recipients will be required to acknowledge receipt of the approval letter, and submit the following:
 - Certificate of insurance with a commercial general liability limit of not less than \$2 million (\$2,000,000) in the organization's name, which confirms the insurance coverage and indemnity as required by the Terms and Conditions of the grant program, including any additional insurance requirements as per section 12.0 of the Terms and Conditions, signed by an authorized insurance representative. The certificate of insurance must:
 - Identify a duration of coverage for the organization up to the contract end date.
 - Identify the Treasury Board Secretariat as an additional insured, represented in the following language, "His Majesty the King in right of Ontario, his ministers, agents, appointees and employees".
 - List the Treasury Board Secretariat as the Certificate Holder and include the ministry's mailing address in the policy:

Treasury Board Secretariat
Emergency Management Ontario
25 Morton Shulman Avenue
Toronto ON M3M 0B1
 - Include a statement that the Certificate Holder (the Ministry) will be notified of any cancellation or material change within 30 days.
 - Email or memo to the elected official or head (i.e., Chief, Regional Chair, Mayor, Warden, Head of Council, President) of your organization notifying them of approved project funding
 - If not set up, register for direct deposit at [Doing business with the Government of Ontario | ontario.ca](https://www.ontario.ca/doing-business)

Report back requirements

All recipients of grant funding will be required to report back to the Province in accordance with the terms and conditions provided within the application form.

Report back requirements include, but are not limited to, providing documentation on the following:

1. Attestation of outcomes – confirm outcomes are met as described in submitted application.
2. Expense summary – actual expense against proposed budget from submitted application. Identify any over or underspending.
3. Performance measure results. – provide actual results
4. Emergency preparedness project summary - demonstrate how the project has increased emergency preparedness for your organization and/or community.
5. Any testimonial (optional).
6. Survey (optional).

Failure to meet any reporting requirements may impact an organization's ability to receive holdback funding and future funding in any future iterations of the Program.

Successful applicant obligations

- Recipients of grant funding must comply with all relevant terms and conditions. Please see the application form for further information.
- In accordance with the terms and conditions:
 - Applicants should be aware that Government of Ontario institutions are bound by the [Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.F.31](#), as amended from time to time, and that any information provided to them in connection with their 2023-24 Community Emergency Preparedness Grant Program application may be subject to disclosure in accordance with that Act.
 - Applicants are advised that the names and addresses of organizations receiving grants, the amount of the grant awards and the purpose for which grants are awarded is information that could be made available to the public.
 - Applicants permit the province to verify/audit information submitted (at the discretion of the province) to ensure that it is complete and accurate and that funds were used for the purpose(s) intended.
 - Applicants agree that if the funds were not used or will not be used for the intended purpose(s), or if specified services were not delivered, or if the intended outcomes were not achieved, the province has the right at a future date to recover parts or all the funds transferred.

- Applicants must obtain prior written consent from the ministry for any change to the project scope once funding is approved.
- Applicants must acknowledge Ontario's support in electronic and print media as part of any project-related publications, and in a form and manner directed by the province.
- Applicants posting publicly (includes all website, publications, speaking engagements, etc.) will require approval from Treasury Board Secretariat - Emergency Management Ontario, prior to publication.
 - Approval may take 30 days, please plan communications accordingly and in advance.
- Your organization/municipality/location may be asked to participate in an announcement with government officials.
- The ministry expects all grant applicants to comply with all federal, provincial and municipal laws and regulations (e.g., health and safety, environmental approvals, zoning by-laws, human rights, animal welfare, accessibility).

Post program quality assurance and potential audits

A post-program quality assurance process may be conducted on approved projects

The quality assurance process will confirm that funds were utilized as approved and performance metrics were met as indicated.

Successful recipients are required to keep all documents related to the approved project and supporting expenses for seven years to support any audit requests.

Timelines

Milestone	Timeline
Deadline to submit applications	November 30, 2023, at 5:00 pm EST
Applicants notified of funding decisions	February 2024
Project reporting due	Two weeks from project completion date

How to apply

- All applications must be submitted electronically through Transfer Payment Ontario (TPON)
- Visit <https://www.ontario.ca/GetFunding> to learn how to create a My Ontario Account, register for TPON, and get a TPON account
- Registration may take up to **five (5) business days** so give yourself plenty of time to register before starting the application process

Links to Quick reference guides and video tutorial

[Quick Reference Guide](#)

Video Tutorial How to Submit for Funding: [TPON - How to Submit for Funding Video](#)

In the video, applicants will find a step-by-step process on how to submit funding requests on TPON. It covers important aspects from logging in to navigating the See Funding Opportunities menu card and accessing helpful resources.

For assistance, please contact **TPON Client Care** at 416-325-6691 or 1-855-216-3090 or TPONCC@Ontario.ca

Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time.

TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll-free: 1-800-268-7095.

Application Technical Requirements

- Install Google Chrome internet browser
- Install the latest Adobe Acrobat Reader <https://get.adobe.com/reader/>
- Create a TPON Account <https://www.ontario.ca/GetFunding>

Where to get more information

For questions regarding program requirements or eligibility, please contact:

ServiceOntario

Monday to Friday, 8:30 a.m. to 5:00 p.m. Eastern time, excluding holidays.

Toll-free: 1-855-216-3090

TTY: 416-325-3408

Toll-free TTY: 1-800-268-7095

emocommunitygrants@ontario.ca

Appendices

Appendix A: Potential provincial emergency hazards/events

Source: Office of the Fire Marshal and Emergency Management Hazard Identification Report 2019

Hazard	Description
Agriculture and Food	
Farm animal disease	<p>Animal Diseases: Any deviation of the farm animal body from its normal or healthy state. Infectious diseases can spread from animals to animals and from animals to humans (zoonotic).</p> <p>Foreign Animal Diseases (FAD): Animal diseases that are foreign to Canada. Some diseases are eradicated within Canada. There are also diseases that have never been diagnosed within the country but exist internationally. These outside sources of disease present a threat to the Canadian livestock population (e.g., Notifiable Avian Influenza, Foot and Mouth).</p> <p>Animal Hazards: Condition that affect domestic livestock and wild species and may in turn have an impact on human health and safety (i.e., radiation sickness due to nuclear incidents, lead poisoning).</p>
Food contamination	<p>Food contamination: Broadly defined as any situation that involves or could involve food which might pose a high risk to humans. The contamination or adulteration of food by physical, chemical or biological agents is invariably the cause of such emergencies.</p> <p>Food-borne hazard: A biological, chemical, or physical agent in, or a condition of, food that has the potential to cause an adverse health effect.</p> <p>Food-borne illness: Human illness with evidence indicating a food was the source of exposure to the contaminant causing illness. Food-borne illness occurs when a person consumes food contaminated with bacteria, viruses, parasites, or toxins</p>
Plant disease or infestation	<p>Plant Disease: Generally defined as any series of harmful physiological processes caused by irritation of the plant by some invading agent. These invading agents are typically referred to as plant pathogens, and include viruses, bacteria, fungi and algae.</p> <p>Pest Infestation: An invasion by plant pests classified by the feeding habits of the pest: either foliage feeding or root feeding.</p>
Environmental	
Avalanche	A snow avalanche ensues when a pent-up snow mass loses its hold and is discharged from a slope.

Hazard	Description
Drought or low water	<p>Drought (also referred to as a period of low water) is an extended period, with one or more of the following:</p> <ul style="list-style-type: none"> • Three months or greater with below average precipitation which may be combined with high rates of evaporation. • Conditions in which the water levels in streams are at the minimum required for the survival of aquatic life. Water must be rationed only for high priority uses since many wells are becoming dry. • Conditions that have socioeconomic impacts that are felt over a much larger area than the individual properties that the drought/low water conditions have been reported at.
Earthquake	<p>An earthquake occurs when rocks break and slip along a fault in the earth. Energy is released during an earthquake in several forms, including as movement along the fault, as heat, and as seismic waves that radiate out from the "source" in all directions and cause the ground to shake, sometimes hundreds of kilometers away.</p>
Erosion	<p>The gradual wearing away and removal of soil or rock particles by water, ice, snow, air, plants, animals, or humans. Eroded sediment or dissolved material may be transported just a few millimetres, or thousands of kilometres.</p>
Extreme cold	<p>Extreme cold events occur when winter temperatures drop significantly below average for that time of the year.</p>
Extreme heat	<p>Extreme heat is when:</p> <ul style="list-style-type: none"> a) the temperature for a region is significantly above the average high for an extended period b) the average daytime high and nighttime minimums are expected to be above a certain temperature; or c) there is a high humidex.
Flood	<p>An overflow or inundation of water from a river or other body of water, or over land, which causes or threatens damage</p>
Fog	<p>A cloud at the earth's surface, consisting of tiny water droplets, or under very cold conditions, ice crystals or ice fog. It is generally found in calm or low wind conditions. Under foggy conditions, visibility is reduced to less than 1 kilometre.</p>
Hurricane	<p>Hurricanes are tropical cyclones that occur in the Atlantic Ocean and northeastern Pacific Ocean, with maximum sustained surface winds of at least 118 km/h. Tropical cyclone is a generic term for the family of tropical low-pressure systems, including tropical depressions, tropical storms, and hurricanes.</p>

Hazard	Description
	Hurricanes are known as typhoons in the western Pacific, very severe cyclonic storms in the North Indian Ocean, and severe tropical cyclones in Australia.
Landslide	A landslide is any type of slope failure or downward movement of rock and/or sediment. The flow of soil (earth or debris) or rock down a slope can range from a few cubic meters to more than 10 km.
Land subsidence	Land subsidence is a gradual settling or sudden sinking of the Earth's surface owing to subsurface movement of earth materials.
Lightning	Lightning is an electrical discharge caused by a build-up of static electricity between thunderclouds, or between thunderclouds and the ground. It can deliver as much as 100 million volts of electricity and strike a target up to 16 kilometres away, making it an extremely dangerous form of severe weather.
Thunderstorm	Thunderstorms are local storms, usually produced by a cumulonimbus cloud and accompanied by thunder and lightning. They can bring lightning, heavy rain, hail, strong winds and tornadoes.
Storm surge	An abnormal, sudden rise of sea or lake level associated with a storm event.
Tornado	A violently rotating column of air that results in the formation of a funnel cloud that extends fully or partially from the cumuliform cloud to the surface.
Wildland fire	Any fire in forests, shrub lands and grasslands. Some are uncontrolled wildfires are started by lightning or humans. A small number are prescribed fires set by authorized forest managers to mimic natural fire processes that renew and maintain healthy forests.
High wind	High wind events can be defined as strong, non-tornadic winds that have the potential to cause damage in Ontario.
Winter weather	Winter weather is a severe weather event with varieties of precipitation that can form only at low temperatures, such as a snow, freezing rain and ice.
Extraterrestrial	
Space object crash (any)	A space object crash is any event in which a natural or human-made object falls to the earth. It may either impact the surface or produce an air burst in which the object explodes while travelling through the atmosphere.
Space weather	A collection of physical processes, beginning at the Sun and ultimately affecting human activities on Earth and in space.
Hazardous Materials	
Chemical	A chemical release is defined as the uncontrolled release of a hazardous chemical, either as a solid, liquid or a gas.

Hazard	Description
Nuclear (facility)	<p>The source of a 'Nuclear Emergency' is a reactor facility, unlike radiological emergencies.</p> <p>A Nuclear Emergency is an emergency that has led to or could lead to the release of radioactive material, or exposures to uncontrolled sources of radiation, which pose, or could pose, a threat to health and safety, property, and the environment.</p>
Oil or natural gas	<p>The uncontrolled release of oil, natural gas, or both.</p> <p>The release could be from a pipeline or distribution system, vehicles, a well, a storage facility, or a combination of these.</p>
Radiological	<p>An emergency caused by ionizing radiation, released by a source other than a reactor facility.</p>
Health	
Water quality	<p>A widespread or severe incident of contamination that presents a danger to or otherwise endangers the general health and well-being of the public.</p>
Infectious disease	<p>An infectious disease outbreak is defined generally as a widespread incident of disease or other situation that presents a danger to the general health and well-being of the human population.</p> <p>Infectious diseases can become an epidemic or pandemic:</p> <ul style="list-style-type: none"> • Epidemic: An outbreak of infection that spreads rapidly and affects many individuals in a given area or population at the same time. • Pandemic: An epidemic occurring worldwide, crossing international boundaries and usually affecting a large number of people.
Substance use and overdose	<p>A public health emergency resulting from problematic or harmful use of prescription drugs or other controlled substances.</p>
Public Safety	
Active threat	<p>An active threat is a situation where an individual is actively engaged in killing or attempting to kill people in a populated area.</p>
Civil disorder	<p>A group or groups of people engaged in act of civil disobedience (such as a demonstration, riot, or strike) that disrupts a business, organization or community and requires intervention to maintain public safety.</p>
Crowd disaster	<p>Incidents resulting from crowd forces or behaviour that reach levels that difficult to resist or control.</p>

Hazard	Description
Cyber attack	An attack via cyberspace, for the purpose of disrupting, disabling, destroying, or maliciously controlling a computing environment/infrastructure; or destroying the integrity of the data or stealing controlled information.
Electromagnetic pulse	An EMP is a burst of electromagnetic energy produced by weapons designed and deployed with the intent to produce EMP. An EMP can occur as a radiated, electric, or magnetic field or a conducted electric current, depending on the source.
Geopolitical pressures	The influence of foreign and national geopolitical pressures originating beyond Ontario provincial political boundaries, leading to an imminent or real threat to the province.
Sabotage	Any acts of coercion, collusion, tampering, destruction, corruption or subversive actions, intended to cause disruption or damage and a threat to public safety In acts of sabotage, physical human injury is not the intent of the action.
Chemical, Biological, Radiological, Nuclear, Explosive (CBRNE)	CBRNE materials that are intentionally released with malicious intent to cause harm to humans, property, business, or the environment. These materials can be weaponized or non-weaponized.
Structural	
Dam failure	The uncontrolled release of stored water due to the breaching or destruction of a dam or barrier intended to hold back water or other fluids.
Fire explosion	Fire: A rapid oxidation process, which is a chemical reaction resulting in the evolution of light and heat in varying intensities. Any instance of destructive and uncontrolled burning, including explosions. Explosion: The sudden conversion of potential energy (chemical, mechanical, or nuclear) into kinetic energy that produces and violently releases gas.
Mine	An unplanned event that jeopardizes the structural integrity, ground stability, or normal conditions of a mine site or mining plant that presents a risk to the safety of workers, people near the mine, the property of the mine, the environment or the economy. This hazard can be divided into two parts; •operational mine emergencies, and •abandoned mine emergencies.
Structural failure	The loss of structural integrity in a building or structure that results in the structure losing shape, caving in, or being flattened or reduced to debris.

Hazard	Description
Supply and Distribution	
Communications failure	Events where loss of standard radio, mobile or landline telecommunications, Internet, or satellite-based networks or devices results in communications failure.
Electrical energy failure	A disruption of electrical power generation, transmission or distribution, leading to severe concerns.
Food shortage	Food Shortages result from events adversely affecting the food supply through changes in food security, food quality, or food safety, which threaten the wellbeing of the public.
Medical drug, blood product, or supply shortage	A medical drug, blood product or supplies shortage emergency refers to a disruption in the manufacture, supply and/or distribution of blood products, drugs and/or medical supplies, including many that are needed for life-threatening conditions.
Petroleum product shortage	A Petroleum Product Shortage emergency refers to a disruption in the supply, refinement or transmission of petroleum products such as diesel, heating fuels, and propane, gasoline, oil or natural gas.
Water or wastewater disruption	The disruption of infrastructure that manages potable water, used wastewater or sewage, causing emergency conditions. This includes any combination of domestic, industrial, or commercial activities, surface runoff or storm water, and any sewer inflow or sewer infiltration.
Transportation	
Aviation	Transportation emergencies involving aircraft.
Marine	Transportation emergencies involving marine vehicles and/or incidents in waterways, including in water below ice.
Public transit systems	Result when disruptions of public transit systems are significant enough to cause serious financial, reputational, economic, social or other consequences to the community.
Rail, light rail, or subway	An emergency involving railway vehicles travelling on a railway track or railway line with a set of two parallel rows of long pieces of steel and is intended to be kept separate from road ways and other vehicular traffic although it may occasionally intersect it. Funicular vehicles are not included.
Road and highway	Transportation emergencies involving road vehicles on roadways or highways.

Appendix B: Program definitions/glossary

Baseline: the before measurement that is taken before the project begins or any actions were applied. The baseline value should be below the target value

Capacity: the amount that something can produce (e.g., the organization aims to increase training capacity).

Capital expenses: expenditures to acquire, construct or upgrade physical assets.

Emergency: a situation or an impending situation that constitutes a danger of major proportions that could result in serious harm to persons or substantial damage to property and that is caused by the forces of nature, a disease or other health risk, an accident or an act whether intentional or otherwise.

Equipment: equipment is a tangible asset that benefits an organization over several years of use.

Operating expenses: the cost an organization spends on an ongoing, day to day basis and for the purpose of this funding, must be directly tied to project execution and completion.

Preparedness: Actions taken prior to an emergency or disaster to ensure an effective response. These actions include the formulation of emergency response plans, business continuity/continuity of operations plans, training, exercises, and public awareness and education.

Supplies: supplies are used to support operations, and are often exhaustible and have a limited lifespan after they've served their purpose

Target: the quantifiable benchmarks you want to reach to meet your project goals

Appendix C: List eligible municipalities, population under 100,000 (Statistics Canada data from 2021)

Addington Highlands (Township)	Assiginack (Township)	Brant (County)
Adelaide Metcalfe (Township)	Athens (Township)	Brethour (Township)
Adjala-Tosorontio (Township)	Atikokan (Town of)	Brighton (Municipality of)
Admaston-Bromley (Township)	Augusta (Township)	Brock (Township)
Alberton (Township)	Aurora (Town of)	Brockton (Municipality of)
Alfred and Plantagenet (Township)	Aylmer (Town of)	Brockville (City of)
Algonquin Highlands (Township)	Baldwin (Township)	Brooke-Alvinston (Municipality of)
Alnwick-Haldimand (Township)	Bancroft (Town of)	Bruce (County)
Amaranth (Township)	Bayham (Municipality of)	Bruce Mines (Town of)
Amherstburg (Town of)	Beckwith (Township)	Brudenell, Lyndoch and Raglan (Township)
Armour (Township)	Belleville (City of)	Burk's Falls (Village of)
Armstrong (Township)	Billings (Township)	Burpee and Mills (Township)
Arnprior (Town of)	Black River-Matheson (Township)	Caledon (Town of)
Arran-Elderslie (Municipality of)	Blandford-Blenheim (Township)	Callander (Municipality of)
Ashfield-Colborne- Wawanosh (Township)	Blind River (Town of)	Calvin (Municipality of)
Asphodel-Norwood (Township)	Bluewater (Municipality of)	Carleton Place (Town of)
	Bonfield (Township)	Carling (Township)
	Bonnechere Valley (Township)	Carlow-Mayo (Township)
	Bracebridge (Town of)	
	Bradford West Gwillimbury (Town of)	

Casey (Township)	Cobourg (Town of)	East Ferris (Municipality of)
Casselman (Municipality of)	Cochrane (Town of)	East Garafraxa (Township)
Cavan Monaghan (Township)	Cockburn Island (Township)	East Gwillimbury (Town of)
Central Elgin (Municipality of)	Coleman (Township)	East Hawkesbury (Township)
Central Frontenac (Township)	Collingwood (Town of)	East Zorra-Tavistock (Township)
Central Huron (Municipality of)	Conmee (Township)	Edwardsburgh-Cardinal (Township)
Central Manitoulin (Municipality of)	Cornwall (City of)	Elgin (County)
Centre Hastings (Municipality of)	Cramahe (Township)	Elizabethtown-Kitley (Township)
Centre Wellington (Township)	Dawn-Euphemia (Township)	Elliot Lake (City of)
Chamberlain (Township)	Dawson (Township)	Emo (Township)
Champlain (Township)	Deep River (Town of)	Englehart (Town of)
Chapleau (Township)	Deseronto (Town of)	Enniskillen (Township)
Chapple (Township)	Dorion (Township)	Erin (Town of)
Charlton and Dack (Municipality of)	Douro-Dummer (Township)	Espanola (Town of)
Chatsworth (Township)	Drummond-North Elmsley (Township)	Essa (Township)
Chisholm (Township)	Dryden (City of)	Essex (Town of)
Clarence-Rockland (City of)	Dubreuilville (Township)	Evanturel (Township)
Clearview (Township)	Dufferin (County)	Faraday (Township)
Cobalt (Town of)	Dutton-Dunwich (Municipality of)	Fauquier-Strickland (Township)
	Dysart et al (Municipality of)	Fort Erie (Town of)
	Ear Falls (Township)	

Fort Frances (Town of)	Grey Highlands (Municipality of)	Horton (Township)
French River (Municipality of)	Grimsby (Town of)	Howick (Township)
Front of Yonge (Township)	Guelph-Eramosa (Township)	Hudson (Township)
Frontenac (County)	Haldimand (County)	Huntsville (Town of)
Frontenac Islands (Township)	Haliburton (County)	Huron (County)
Gananoque (Town of)	Halton Hills (Town of)	Huron East (Municipality of)
Gauthier (Township)	Hamilton (Township)	Huron Shores (Municipality of)
Georgian Bay (Township)	Hanover (Town of)	Huron-Kinloss (Township)
Georgian Bluffs (Township)	Harley (Township)	Ignace (Township)
Georgina (Town of)	Harris (Township)	Ingersoll (Town of)
Gillies (Township)	Hastings (County)	Innisfil (Town of)
Goderich (Town of)	Hastings Highlands (Municipality of)	Iroquois Falls (Town of)
Gordon-Barrie Island (Municipality of)	Havelock-Belmont- Methuen (Township)	James (Township)
Gore Bay (Town of)	Hawkesbury (Town of)	Jocelyn (Township)
Grand Valley (Town of)	Head, Clara and Maria (Township)	Johnson (Township)
Gravenhurst (Town of)	Hearst (Town of)	Joly (Township)
Greater Madawaska (Township)	Highlands East (Municipality of)	Kapuskasing (Town of)
Greater Napanee (Town of)	Hilliard (Township)	Kawartha Lakes (City of)
Greenstone (Municipality of)	Hilton Beach (Village of)	Kearney (Town of)
	Hilton (Township)	Kenora (City of)
	Hornepayne (Township)	Kerns (Township)
		Killaloe, Hagarty and Richards (Township)

Killarney (Municipality of)	Leeds and Grenville (United Counties of)	Marmora and Lake (Municipality of)
Kincardine (Municipality of)	Leeds and the Thousand Islands (Township)	Matachewan (Township)
King (Township)	Lennox and Addington Co	Mattawa (Town of)
Kingsville (Town of)	Limerick (Township)	Mattawan (Municipality of)
Kirkland Lake (Town of)	Lincoln (Town of)	Mattice-Val Côté (Township)
La Vallee (Township)	Loyalist (Township)	McDougall (Municipality of)
Laird (Township)	Lucan Biddulph (Township)	McGarry (Township)
Lake of Bays (Township)	Macdonald, Meredith and Aberdeen Additional Tp	McKellar (Township)
Lake of the Woods (Township)	Machar (Township)	McMurrich-Monteith (Township)
Lakeshore (Municipality of)	Machin (Municipality of)	Mcnab-Braeside (Township)
Lambton Shores (Municipality of)	Madawaska Valley (Township)	Meaford (Municipality of)
Lanark (County)	Madoc (Township)	Melancthon (Township)
Lanark Highlands (Township)	Magnetawan (Municipality of)	Merrickville-Wolford (Village of)
Larder Lake (Township)	Malahide (Township)	Middlesex Centre (Municipality of)
LaSalle (Town of)	Manitouwadge (Township)	Middlesex (County)
Latchford (Town of)	Mapleton (Township)	Midland (Town of)
Laurentian Hills (Town of)	Marathon (Town of)	Minden Hills (Township)
Laurentian Valley (Township)	Markstay-Warren (Municipality of)	Minto (Town of)
Leamington (Municipality of)		Mississippi Mills (Municipality of)

Mono (Town of)	North Dumfries (Township)	Oliver Paipoonge (Municipality of)
Montague (Township)	North Dundas (Township)	Opasatika (Township)
Moonbeam (Township)	North Frontenac (Township)	Orangeville (Town of)
Moosonee (Town of)	North Glengarry (Township)	Orillia (City of)
Morley (Township)	North Grenville (Municipality of)	Oro-Medonte (Township)
Morris-Turnberry (Municipality of)	North Huron (Township)	Otonabee-South Monaghan (Township)
Mulmur (Township)	North Kawartha (Township)	Owen Sound (City of)
Muskoka (District Municipality)	North Middlesex (Municipality of)	Papineau-Cameron (Township)
Muskoka Lakes (Township)	North Perth (Municipality of)	Parry Sound (Town of)
Nairn and Hyman (Township)	North Stormont (Township)	Pelee (Township)
Neebing (Municipality of)	Northeastern Manitoulin and The Islands (Municipality of)	Pelham (Town of)
New Tecumseth (Town of)	Northern Bruce Peninsula (Municipality of)	Pembroke (City of)
Newbury (Village of)	Northumberland (County)	Penetanguishene (Town of)
Newmarket (Town of)	Norwich (Township)	Perry (Township)
Niagara Falls (City of)	O'Connor (Township)	Perth (County)
Niagara-on-the-Lake (Town of)	Oil Springs (Village of)	Perth East (Township)
Nipigon (Township)		Perth South (Township)
Nipissing (Township)		Perth (Town of)
Norfolk (County)		Petawawa (Town of)
North Algona Wilberforce (Township)		Peterborough (City of)
North Bay (City of)		Peterborough (County)
		Petrolia (Town of)

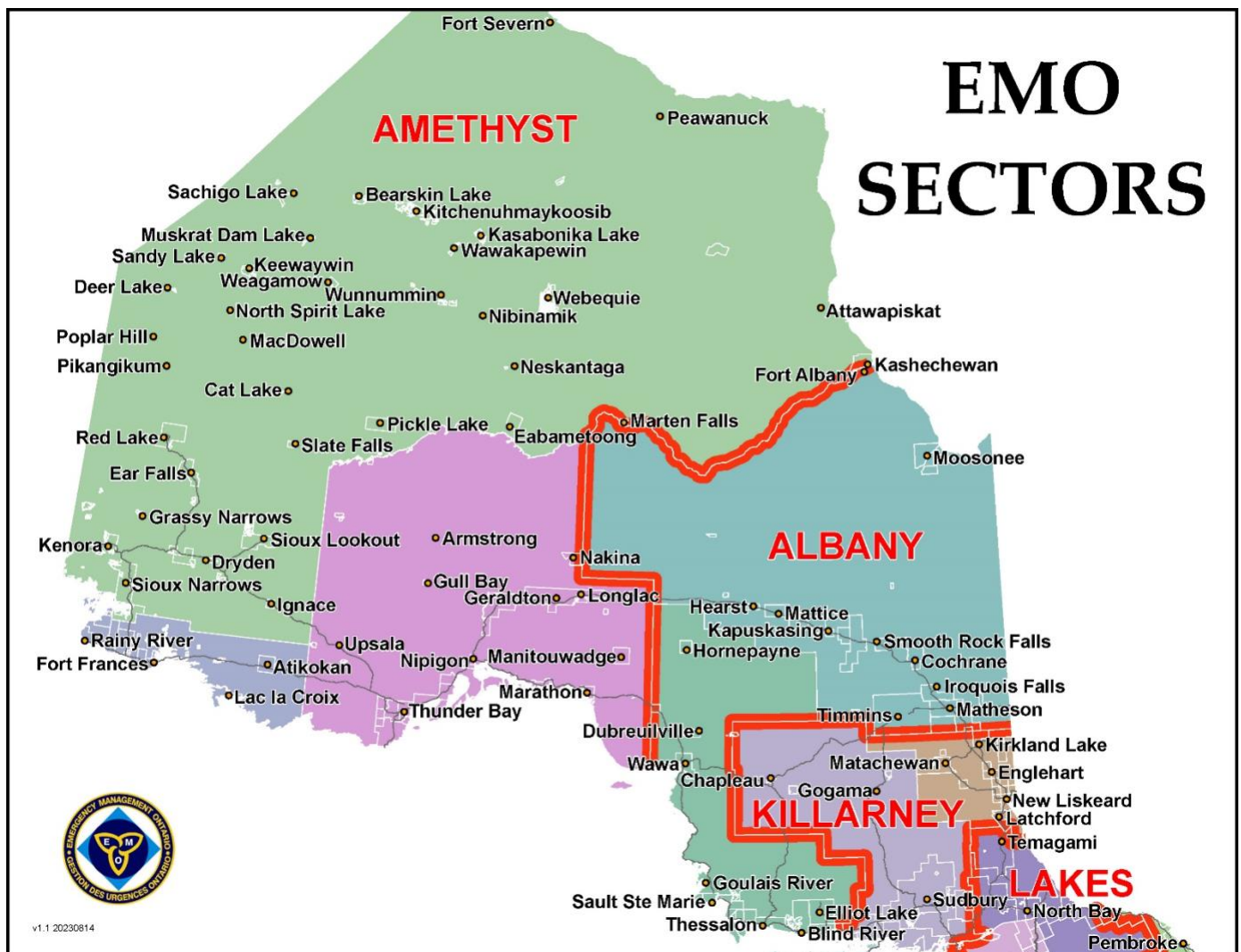
Pickering (City of)	Russell (Township)	South Dundas (Municipality of)
Pickle Lake (Township)	Ryerson (Township)	South Frontenac (Township)
Plummer Additional (Township)	Sables-Spanish Rivers (Township)	South Glengarry (Township)
Plympton-Wyoming (Town of)	Sarnia (City of)	South Huron (Municipality of)
Point Edward (Village of)	Saugeen Shores (Town of)	South River (Village of)
Port Colborne (City of)	Sault Ste. Marie (City of)	South Stormont (Township)
Port Hope (Municipality of)	Schreiber (Township)	Southgate (Township)
Powassan (Municipality of)	Scugog (Township)	Southwest Middlesex (Municipality of)
Prescott and Russell (United Counties of)	Seguin (Township)	South-West Oxford (Township)
Prescott (Town of)	Selwyn (Township)	Southwold (Township)
Prince Edward Co	Severn (Township)	Spanish (Town of)
Prince (Township)	Shelburne (Town of)	Springwater (Township)
Puslinch (Township)	Shuniah (Municipality of)	St. Charles (Municipality of)
Quinte West (City of)	Sioux Lookout (Municipality of)	St. Clair (Township)
Rainy River (Town of)	Sioux Narrows-Nestor Falls (Township)	St. Joseph (Township)
Ramara (Township)	Smiths Falls (Town of)	St. Marys (Town of)
Red Lake (Municipality of)	Smooth Rock Falls (Town of)	St. Thomas (City of)
Red Rock (Township)	South Algonquin (Township)	Stirling-Rawdon (Township)
Renfrew (County)	South Bruce (Municipality of)	Stone Mills (Township)
Renfrew (Town of)	South Bruce Peninsula (Town)	
Rideau Lakes (Township)		

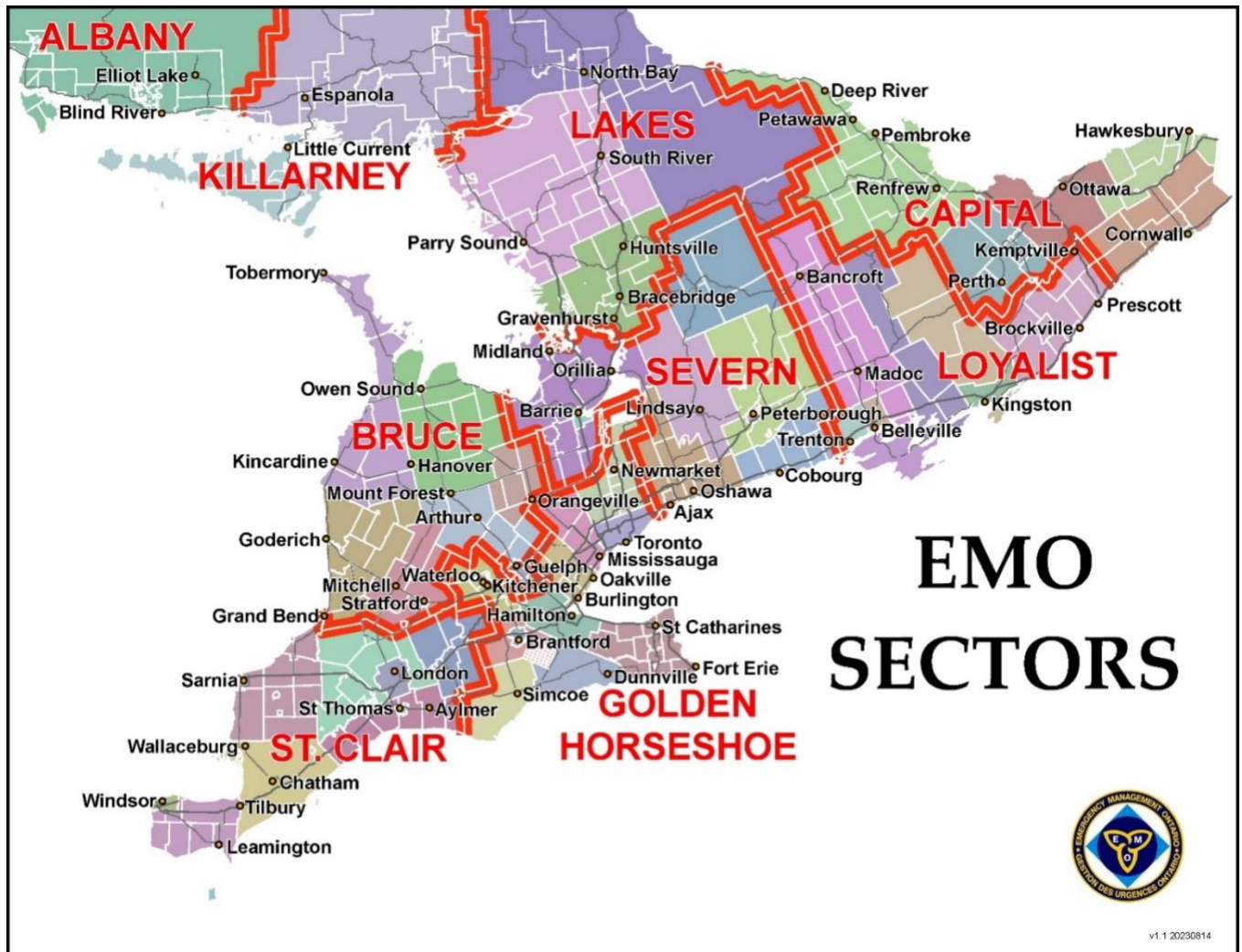
Stormont, Dundas and Glengarry (United Counties of)	The North Shore (Township)	Wellesley (Township)
Stratford (City of)	Thessalon (Town of)	Wellington (County)
Strathroy-Caradoc (Municipality of)	Thornloe (Village of)	Wellington North (Township)
Strong (Township)	Thorold (City of)	West Elgin (Municipality of)
Sundridge (Village of)	Tillsonburg (Town of)	West Grey (Municipality of)
Tarbutt (Township)	Timmins (City of)	West Lincoln (Township)
Tay (Township)	Tiny (Township)	West Nipissing (Municipality of)
Tay Valley (Township)	Trent Hills (Municipality of)	West Perth (Municipality of)
Tecumseh (Town of)	Trent Lakes (Municipality of)	Westport (Village of)
Tehkummah (Township)	Tudor and Cashel (Township)	Whitchurch-Stouffville (Town of)
Temagami (Municipality of)	Tweed (Municipality of)	White River (Township)
Temiskaming Shores (City of)	Tyendinaga (Township)	Whitestone (Municipality of)
Terrace Bay (Township)	Uxbridge (Township)	Whitewater Region (Township)
Thames Centre (Municipality of)	Val Rita-Harty (Township)	Wilmot (Township)
The Archipelago (Township)	Wainfleet (Township)	Wollaston (Township)
The Blue Mountains (Town of)	Warwick (Township)	Woodstock (City of)
The Nation (Municipality of)	Wasaga Beach (Town of)	Woolwich (Township)
	Wawa (Municipality of)	Zorra (Township)
	Welland (City of)	

Appendix D: Emergency Management Ontario sector list and maps

Refer to maps for sector boundaries

- Albany
- Amethyst
- Bruce
- Capital
- Golden Horseshoe
- Killarney
- Lakes
- Loyalist
- St. Clair
- Severn







Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2023-11-23

Subject: Snow Blade

Recommendation:

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

That West Elgin Council approve the purchase of one (1) new Metal Pless 6' Plow from Colvoy Equipment of Brantford for the quoted price of \$17,755.00 plus applicable taxes

Purpose:

The purpose of this report is to seek Councils' approval for the purchase of a hydraulic snow blade, to be utilized within the parks & recreation department.

Background:

Within the parks and recreation budget for 2023, there was \$20,000.00 allocated for the purchase of a new finishing mower. This scheduled replacement was based on years of service, but after a thorough inspection this fall, it was decided that refurbishment of the current mower would be a better course of action. The mower has been well maintained, and upgrades will extend service life for a fraction of the replacement cost.

While completing assessment of parks & recreation equipment, winter maintenance activities were also discussed. This department currently handles snow removal along municipal sidewalks, at facility parking lots such as the arena, and is also required to assist public works when snow builds up in the village cores and needs to be cleared. They currently use a trackless sidewalk machine, Kubota tractor with front loader, and pickup mounted plow to accomplish these operations. While the trackless machine works well to plow and salt on normal sidewalks, its size and small V plow make it awkward and inefficient for cleaning parking areas and downtown. The truck mounted plow is limited to use in parking areas only, and the Kubota loader tractor can maneuver in downtown areas, but operations are time consuming due to the small bucket.

Staff feel the perfect complement to snow removal operations would be a hydraulic blade system (specifically designed for snow) which would be used on parks & recreations' Kubota tractor during the winter months. This system would easily clean large areas such as facility parking, while being versatile enough to quickly handle snow removal from the downtown core. This will also increase productivity for public works, as they must wait for the snow to be pushed from the sidewalk and boulevard into the parking stalls before it can be loaded.

After speaking with industry suppliers, staff sought quotes for a unit which would be most suitable for the tractor it would be installed on. The following pricing was received from Colvoy Equipment and Hyde Park Equipment.

1. Colvoy Equipment	Metal Pless AGLT0627-11	\$17,755.00
2. Hyde Park Equipment	Metal Pless AGLT0627-11	\$17,975.00
3. Hyde Park Equipment	Metal Pless AGLT0727-12	\$18,900.00

Both companies quoted delivery in early December, and staff can mount the plow and install controls once the unit arrives.

Financial Implications:

Due to successful refurbishment of the finishing mower, staff are recommending re-allocation of the budget amount for this project towards purchase of the snow blade from Colvoy Equipment. Once the new blade is received, the old plow pickup mounted plow could be declared surplus and sold, which would offer additional savings for this project.

Respectfully submitted by,

Lee Gosnell, Manager of Operations & Community Services

Report Approval Details

Document Title:	Snow Blade - 2023-30-Operations Community Services.docx
Attachments:	
Final Approval Date:	Nov 21, 2023

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

Terri Towstiuc



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2023-11-15
Subject: Severance Application E81-23 – Comments to Elgin County – Recommendation Report (Planning Report 2023-51)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E81-23 – Comments to the County of Elgin (Planning Report 2023-51);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E81-23, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

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

Purpose:

The purpose of this report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E81-23, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate the re-establishment of a lot on the south side of Pioneer Line, between Wellington St. and Catherine Road as shown in Figure One. The lands were originally two separate holdings, however have merged over time as a result of being under the same ownership.

Background:

Below is background information, in a summary chart:

Application	E81-23
Owner/Applicant	Helen Okolisan
Legal Description	Pt. Lot 17, Concession 9, Pt. 35, Plan 119, Part Pt. 2, Pts. 4, 5 & 7, RP 11R 2721 & Pt. 3, RP 11R2900
Civic Address	24953 Pioneer Line
Entrance Access	Severed – Pioneer / Retained – Maple St.
Water Supply	Municipal water service

Sanitary Service	Private on-site individual septic system
Existing Land Area	1.53 ha (3.78 ac.)

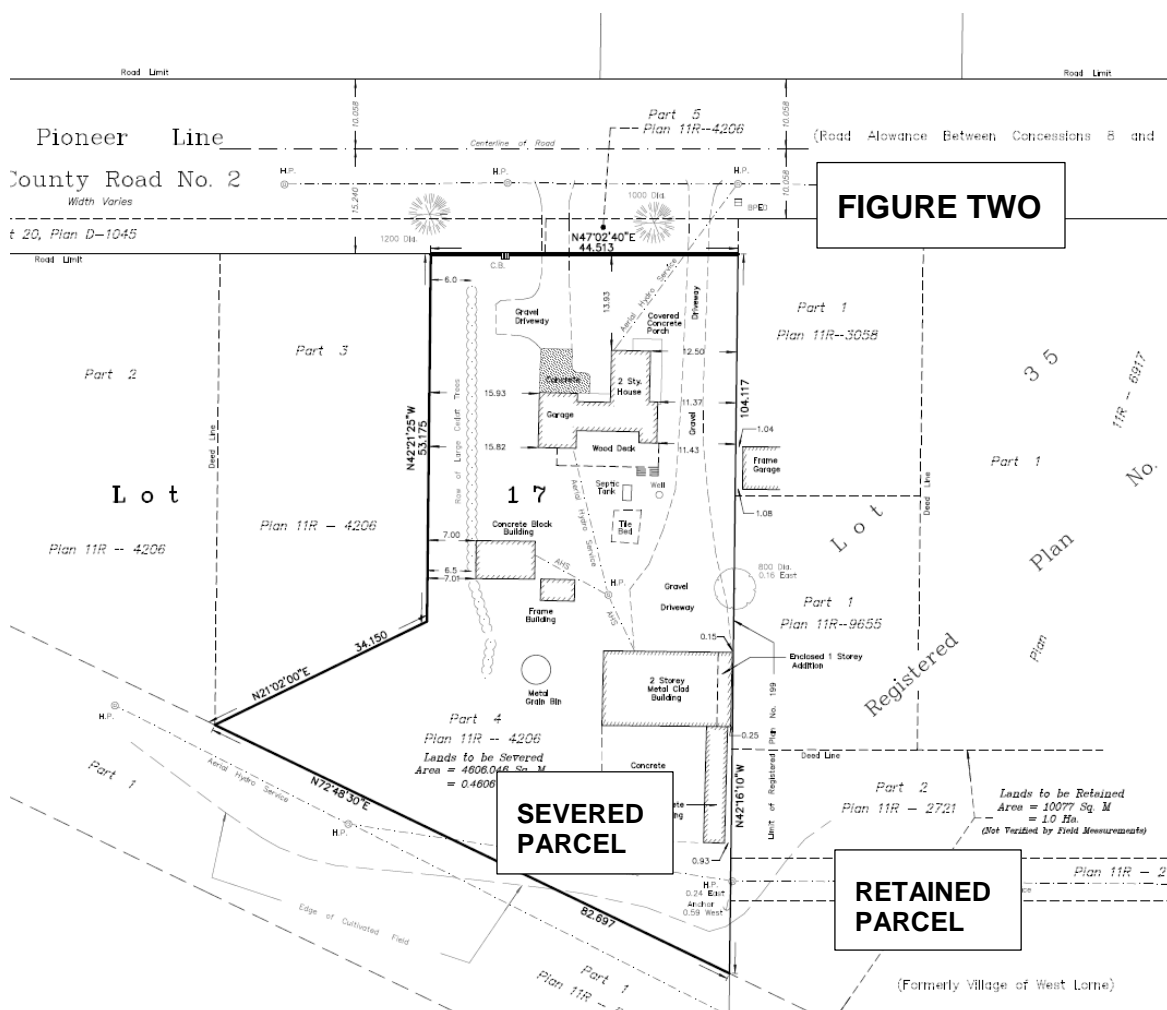
Figure One below depicts the existing parcel and the proposed lot creation. The red outline is the proposed new lot fronting on Pioneer Line. The blue outline is the retained parcel with access and frontage from the end of Maple St.



The Public Hearing is scheduled for December 13, 2023, at the Elgin County Land Division Committee Meeting.

Figure Two and the below chart show the details from the survey sketch prepared as part of the application for severance.

Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
E81-23	44.513 m (146 ft)	114.12 m (341.6 ft)	0.46 ha (1.14 ac.)	16.46 m (54 ft)	irregular	1.0 ha +/- 2.0 (2.47 ac.)



Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed lot creation will have a minimal impact on assessment value.

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 do not conflict with Provincial Plans. Within the Municipality of West Elgin, they must also make decisions that conform to the County of Elgin Official Plan (CEOP) and Municipality of West Elgin Official Plan (OP) and make decisions that represent good land use planning.

With regard to this proposal involving severance, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

PPS:

The proposed lot creation is within the West Lorne settlement area and raises no issues of Provincial significance. The proposal is consistent with PPS.

CEOP:

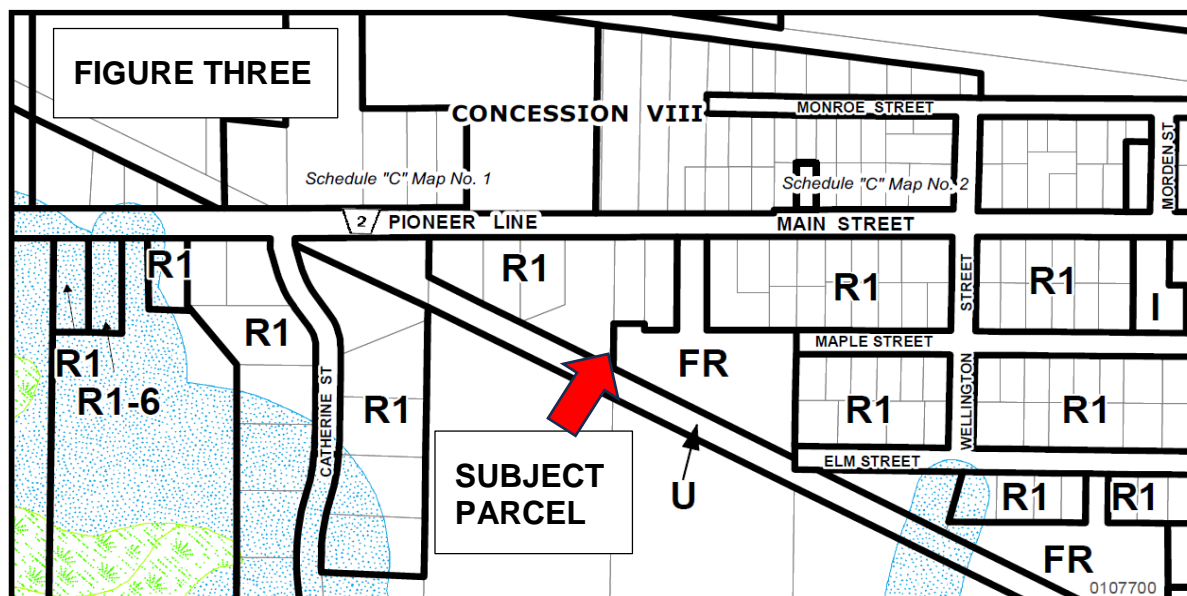
The subject lands are within the Tier One Settlement Area of West Lorne on Schedule 'A' Land Use in the CEOP. New lot creation is subject to Section E.1.2.3.1. The proposed lot creation has been reviewed in the context of items a) through m) of the applicable section. The proposed lot creation raises no issues of concern and as such is in conformity with the CEOP.

OP:

The subject lands are designated as Residential Area, as shown on the Land Use & Transportation Plan Schedule 'D' of the OP. The proposed lot creation is via consent and as such subject to Section 10.4. The proposed lot is generally in conformity with the provisions of this section however an existing outbuilding along the east lot line will require a minor variance to recognize the existing side yard setback. The retained lands do have frontage at the end of Maple St. however are within the Future Residential zone which has no regulations applicable to the lot creation. Therefore, this proposal conforms to the OP subject to addressing the zoning deficiency on the severed parcel.

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

The subject lands are zoned Residential First Density (R1), while the retained lands are zoned Future Residential (FR), both on Schedule C, Map 5 of the ZBL as depicted in Figure Three. The severed parcel contains an existing outbuilding that is located along the east lot line that will not comply with the side yard setback for a detached accessory structure as such a minor variance will be required to recognize the exiting setback. All other regulations for the severed parcel will be in compliance with the R1 zone. As there are no regulations applicable to the FR zone on the retained lands there are no zoning issues. As such, subject to approval of the necessary minor variance on the severed parcel, the proposed lots will conform with the West Elgin Zoning By-law.



Interdepartmental Comments:

The severance application was circulated to municipal staff for comment. It was noted that a septic inspection is necessary for the severed parcel. This has been completed and approved. Access to the retained parcel was also reviewed as there is an existing easement over the retained parcel at the end of Maple St to afford access to a lot that was created many years earlier. The title records were reviewed and there continues to be enough width at the end of Maple St. for it to be extended in the event that the remnant lands develop in the future. As such municipal staff agreed with the severance moving forward as proposed. At the time of submission of this report, no other comments or concerns were received from Administration.

Summary:

It is the Planner's opinion that the proposed lot creation consent, is consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL; and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report.

The County of Elgin, as the Planning Approval Authority, will have to review the application accordingly against the planning documents (PPS, CEOP, OP and ZBL) and obtain comments from the other agencies and members of the public through the public consultation process, as part of their decision-making on the planning application.

Prepared by:



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

Report Approval Details

Document Title:	Severance Application E81-23 - Comments to Elgin County - Recommendation Report - 2023-51-Planning.docx
Attachments:	- Planning Report 2023-51 - Appendix One - West Elgin Conditions E81-23.pdf
Final Approval Date:	Nov 20, 2023

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

Terri Towstiuć

Planning Report 2023-51: Appendix One

Consent Application E81-23 – West Elgin Conditions

Consent Application E81-23 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant have a drainage reapportionment completed (if required) pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
5. That the applicant make application for and receive approval of a minor variance to address the existing reduced easterly side yard setback of the outbuilding on the severed parcel to the satisfaction of the Municipality;
6. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
7. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2023-10-25
Subject: Rodney South Redevelopment – Direction & Options Report –
(Planning Report 2023-49)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding direction and options for planning approvals required for the redevelopment of the lands outlined in Figure One of this report.

Further that West Elgin Council consider the options presented and determine a course of action as part of the 2024 budget deliberations.

Purpose:

To provide Council with an outline of planning approval options and other requirements for the possible redevelopment of lands located on the east and west side of Furnival Road on lands under a variety of ownership.

Background:

Several weeks ago lands located on the east and west side of Furnival Road along the former rail lands at the south end of the Rodney downtown core area were listed for sale. The westerly parcel is approximately 2,000 sq. m in area with 24 m of frontage, the easterly parcel is 4,680 sq. m with 32 m of frontage. (outlined in red on Figure One) The lands are designated Downtown Core by the Official Plan. The easterly parcel is zoned Public Utilities (U) Zone while the westerly parcel is in the Open Space (OS) Zone.

A notice of motion from Council was put forward at the October 12, 2023 meeting to explore redevelopment of the lands for higher density residential purposes and what planning approval would be necessary to facilitate such a change.

Financial Implications:

If the municipality were to undertake changes to the Zoning By-law and/or Official Plan designation on the lands no application fees would be collected so costs associated with these changes would be borne by the Municipality. However, redevelopment of the lands for possible alternative uses would result in new development and increased assessment value. The land is currently vacant and underutilized. The specific financial implications of the various options are outlined in more in the report.

Policies/Legislation:

Because the lands are within the Rodney settlement area redevelopment of the property for potential higher density residential on the edge of the downtown core is a logical option moving forward. Such a move would be supported by the Provincial Policy Statement along with the County and West Elgin Official Plan. There are however some additional considerations that need to be factored into any discussion or decision on the zoning of the lands including the following:

- 1) The land is privately owned at present and the property owner(s) may not wish to have the zoning on the property changed.

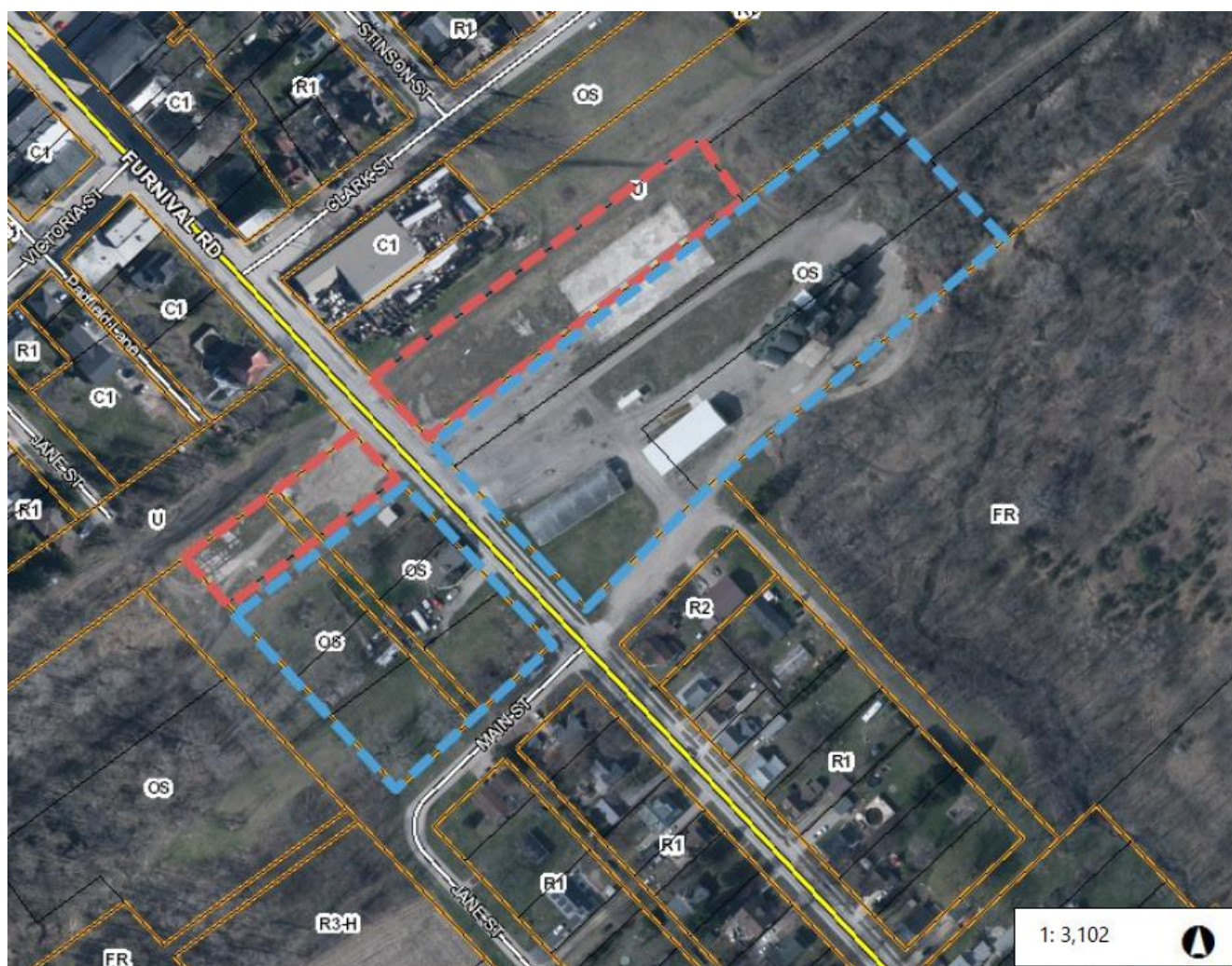
Comment: The current mix of zoning on the properties significantly limits potential on the property and would likely result in some form of zoning and/or official plan amendments even if the municipality did not proceed with a zoning change.

- 2) In addition to the lands already described there are additional lands to the south that have similar redevelopment potential and could also benefit from consideration (outlined on blue on Figure One)

Comment: The easterly parcel is 17,768 sqm with 90 m of frontage, the westerly lands at 7,520 sqm with 88 m of frontage. These lands are under different ownerships and also contain buildings or structures. One of the parcels is occupied by a dwelling and a portion of the property has hydro infrastructure that may require relocation or potentially impact redevelopment. The other rationale for including these lands is to ensure compatibility with the lands to the south.

- 3) The lands were a former grain elevator and farm supply business. This is generally considered a commercial and/or industrial use. As such the lands have the potential for contamination and a Record of Site Condition (RSC) would be required to permit residential uses on the site.

Comment: Based on the former uses the contamination on the site may be limited but could include items such as fuel, fertilizer, farm chemicals and creosote. To encourage redevelopment of properties considered potential brownfields often Municipalities have incentive programs that can cover a portion of testing costs. Other options can include tax incentives if certain types of development are being proposed by a potential developer. The municipality could also create a community improvement plan (CIP) specific to the area that provides funding options. It would also be worth exploring any Provincial or Federal funding sources for brownfield redevelopment. Some of the possible funding options would be potentially increased by the establishment of a CIP.



Potential Planning Approvals

The current zoning and official plan designation on the properties in question already limits potential redevelopment options. In order to clarify and expand the options there are two amendments specific to the subject lands that should be considered:

- 1) Amendment of the current Downtown Core Official Plan designation to allow for mixed use including medium to high density residential and commercial.
- 2) Amendment to the current zoning to a site-specific zone that would permit the same mixed use including residential and commercial. The amendment would need to include the use of the H-Holding symbol on the zone to require a Record of Site Condition, a conceptual development plan and confirmation of service capacity.

Both the Official Plan amendment and zoning amendment would help to layout a potential framework to facilitate redevelopment on the property by providing a degree of flexibility but also outlining the basics of the Municipalities vision for the site.

Options

#1 – Do nothing.

Comment: As noted above it is highly likely that for the lands in question to be redeveloped a zoning amendment, at minimum, would be necessary. There has been at least one inquiry about development on a portion of the lands that were for sale. The request was not consistent with potential residential redevelopment. If no change is made to the current policy and regulations in place on the property it is difficult to ensure that the new development is both appropriate and consistent.

This option has minimal short term financial implications.

#2 – Specific Official Plan Amendment - Only

Comment: The current Downtown Core designation applicable to the property would permit residential development but not exclusively and there are limitations. Putting the lands in a site-specific Downtown Core designation would allow staff to establish a direction or vision for the overall redevelopment of the lands in question and provide staff with the tools to inform prospective developers and more importantly outline and defend that vision. Zoning on the properties would remain as is until such time as a viable project(s) came forward.

This option would have some short-term financial implications related to the amendment in terms of staff time and review likely less than \$5K.

#3 – Specific Official Plan Amendment – Secondary Plan

Comment: The only Secondary Plan in West Elgin is the Port Glasgow Secondary Plan. This option takes Option #2 and does a much deeper dive on the specific area and will outline criteria and policy for not just simply potential land use but criteria for services, open space, type of design, transportation and how to implement the vision. Part of this option could also include the establishment of a Community Improvement Plan which can help with potential grants or funding but isn't guaranteed. Again, zoning would remain as is. One of the secondary plan policies would require a zoning amendment at the time of development.

There are a couple of directions this can take, each with different financial implications. Securing an outside consultant to undertake the work or rely on in house staff to complete the secondary plan. Outside consulting will likely require a budget of \$20K to \$30K and a request for proposal. Using existing internal staff is, in part, staff time but also added consulting time as planning services are currently contracted and based on the provision of day-to-day services, not special projects. Council would need to consider additional time allowance for planning services likely in the \$10K to \$15K range.

#4 – Specific Official Plan Amendment & Zoning By-law Amendment

Comment: This would be a combination of either Option #2 or Option #3 but would rezone the lands to a site-specific classification based on the policy to be developed.

Financial implications of Option #4 are similar to those of Option #2 or #3 but would increase slightly to address the zoning amendment. I would estimate that this would add approx.. \$2K to \$3K.

#5 – Zoning Amendment Only

Comment: This is an option and certainly better than Option #1 however it would limit what the zoning amendment could achieve as the Official Plan only anticipates a combination of commercial and residential in the Downtown Core designation. This option also does not address the longer-term vision if medium to high density residential is the goal as it doesn't provide policy support for staff to guide development as it only deals with use.

Financial implications are limited to the staff time to prepare a report, provide notice and draft a zoning amendment.

As noted earlier the former use or uses on the subject lands may have resulted in contamination. In order to permit a more sensitive use on the lands, residential, a Record of Site Condition (RSC) is required under the Environmental Protection Act. An RSC is achieved through review and testing of a subject site in phases. A Phase One is a historical review of the site to determine what the likelihood of contamination is. The cost for this can range between \$8 to \$12K. If Phase One determines that contamination is potentially present a Phase Two is undertaken which is actually testing of the site. You can anticipate \$20K to \$30K or higher depending on the level of contamination. Should the site be found to be acceptably clean then information is filed with the MECF for the actual RSC. This filing can add an additional \$25K. Undertaking any of this work would require the permission of the current property owners.

If the site is found to be contaminated and requires mitigation and/or clean-up costing is impossible to estimate but can easily cost hundreds of thousands of dollars.

Conclusions

Both the northerly lands and southerly lands are strategically located at the southerly edge of the Rodney downtown area. While the Official Plan designation is Downtown Core and provides for a reasonably wide variety of different uses that is not reflected in the current zoning. Much of the challenge with providing higher density housing is the availability of pre-zoned lands that afford the ability to attract certain development. In this case higher density residential which is often a challenge to get approved and integrated into an existing area.

Amending the zoning on a portion of or all of the lands noted in the report for higher density residential use will require some level of investment by the municipality however there are programs available that can help to offset at least a portion of the initial costs. Access to that funding often requires that a municipal have the property assessed to determine that it is contaminated and to what level. It may also require that the lands be located within a Community Improvement Plan (CIP). Establishment of a CIP is reasonably straightforward, but it too requires a level of investment by the municipality. The advantage is that the CIP can be limited to a specific area such as the lands highlighted in the report and limited to reuse and redevelopment of former industrial lands. The lands in question are well suited to the establishment of a limited CIP and could be approached as a pilot project for West Elgin.

In addition to grants or loans the establishment of a secondary plan area can also provide an opportunity to recoup Municipal investment as redevelopment can be made subject to a special charge to offset any clean-up or other costs the Municipality may incur.

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:	Rodney South Redevelopment - Direction and Options Report - 2023-49-Planning.docx
Attachments:	
Final Approval Date:	Nov 20, 2023

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

Terri Towstiuc



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-11-23
Subject: Flu Clinic Request for Hall Rental Waiver

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Flu Clinic Request for Hall Rental Waiver; and

That Council approve/deny the request to waive the fees from the Flu Clinic on November 7, 2023, referencing Contract number 691 in the amount of \$289.28.

Purpose:

The purpose of this report is to provide Council with a request for fee waiver received from the West Elgin Community Health Centre, for the November 7, 2023 Flu Clinic.

Background:

On November 15, 2023, an email request for a waiver of fees was received from Shelley Vergeer, West Elgin Community Health Centre, for the Flu Clinic held on November 7, 2023.

It was noted that in the past, Council approved to waive the fees for the Clinic, as a gesture to the health and wellbeing of the residents of West Elgin.

Attached is a formal letter from the WECHC, requesting the fee waiver for Contract number 691 in the amount of \$289.28, along with the contract/invoice.

Financial Implications:

Fee Waiver of Contract number 691 in the amount of \$289.28

Policies/Legislation:

Fee By-law 2022-72

Respectfully submitted by,

Terri Towstiuc,
Clerk

November 15, 2023

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

Dear Council,

My name is Shelly Vergeer, and I am the System Navigator/Health Promoter at the West Elgin Community Health Centre. I am reaching out to you on behalf of the West Elgin Community Health Centre. For the past several years the Health Centre has offered Community Flu/COVID Clinics in West Elgin. This is for the Health and Wellbeing of our residents within our communities.

We have been fortunate enough in the past to receive an In-Kind donation for the hall rental annually. The Municipality of West Elgin has been generous enough to provide the Rodney Recreation Centre to us free of charge. We would like to ask the Council if they would consider a donation of the Rodney Recreation Centre again this year for the clinic that was held on November 7, 2023.

If you have any questions, please feel free to contact me at 519-768-1715 ext. 2224. It would be greatly appreciated if you were able to assist us with our request.

Sincerely,

Shelly Vergeer
System Navigator/Health Promoter
519-768-1715 Ext. 2224
svergeer@wechc.on.ca



The The Corporation Of The Municipality Of West Elgin hereby grants WEST ELGIN COMMUNITY HEALTH CENTRE (hereinafter called the "Contractee"), represented by WEST ELGIN COMMUNITY HEALTH CENTRE, permission to use the Facilities as outlined below, subject to the Terms and Conditions of this Contract contained herein and attached hereto all of which form part of this Contract.

WEST ELGIN COMMUNITY HEALTH CENTRE
153 MAIN STREET
WEST LORNE, ON N0L 2P0

Customer Number 000300049
Customer Phone (519) 768-1715
Customer Email payables@wehc.on.ca
Total Hrs Booked: 8.00

- i) Conditions of Use (attached)
- ii) Dates and Times of Use

Facility	Services	Day	Start Date/Time	End Date/Time	Qty	Unit Chg	Fee
Main Area	Main Floor Rental/Hour	Tuesday	NOV 7,2023 11:00 AM	NOV 7,2023 07:00 PM	8.00	\$32.00	\$256.00
Total Fee							\$256.00
Total Taxes							\$33.28
Grand Total							\$289.28

- iii) Payment Method Monthly Billing

The undersigned has read and on behalf of the Contractee agrees to be bound by this Contract and the Terms and Conditions contained herein and attached hereto, and hereby warrants and represents that he/she executes this Contract on behalf of the Contractee and has sufficient power, authority and capacity to bind the Contractee with his/her signature.

X _____
PLEASE SIGN AND RETURN ONE COPY

WEST ELGIN COMMUNITY HEALTH CENTRE
153 MAIN STREET
WEST LORNE, ON N0L 2P0

Date _____

X _____

THE CORPORATION OF THE MUNICIPALITY
OF WEST ELGIN
22413 HOSKINS LINE
RODNEY N0L 2C0

Date _____



Staff Report

Report To: Council Meeting

From: Terri Towstiuc, Clerk

Date: 2023-11-23

Subject: Request for Letter of Support Re: Rodney Aldborough Fair

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Request received to provide a letter of support for the Rodney Aldborough Fair; and

That Council directs the Clerk to prepare a letter of support for the Rodney Aldborough Agricultural Society's Elgin County Grant Application.

Purpose:

The purpose of this report is to provide Council with a request received on November 13, 2023, to provide a letter of support for the Rodney Aldborough Agricultural Society.

Background:

An email was received from Janet Johnston, Past Treasurer for the Rodney Aldborough Agricultural Society, requesting a letter of support from Council, to apply for the County of Elgin 2024 Grant.

Attached is a sample letter, previously sent in 2021, supporting the Rodney Aldborough Agricultural Society's application for the Elgin County grant, to provide financial assistance for the annual fall fair.

Financial Implications:

N/A

Policies/Legislation:

N/A

Respectfully submitted by,

Terri Towstiuc
Clerk



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

October 20, 2021

To Whom It May Concern:

The Municipality of West Elgin is pleased to offer support for the Rodney Aldborough Agricultural Society in its application to the County of Elgin for a grant to host the 2022 Rodney Fair.

The Municipality of West Elgin is proud to have the annual fall fair in our municipality. The Rodney Aldborough Agricultural Society has been hosting the annual fall fair for 165 years and continues to show others how important it is to come together and showcase what this community has to offer. We look forward to the opportunity to support the Rodney Aldborough Agricultural Society in hosting the Rodney Fair for the third week of September, 2022. They have the opportunity to host on municipally owned grounds and inside of the West Elgin Recreation Centre for the week.

Sincerely,

Duncan McPhail, Mayor
Municipality of West Elgin

P: 519.785.0560
F: 519.785.0644

E: dmcphail@westelgin.net
www.westelgin.net



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-11-23
Subject: Reserves and Reserve Funds Policy

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Reserves and Reserve Funds Policy and that West Elgin Council provides input and feedback on how to establish consistent principles, standards and guidelines for the maintenance, management and accounting of the Municipality of West Elgin's reserve and reserve funds.

Background:

The enclosed Draft Reserves and Reserve Funds Policy is presented to the Council for their review and input in shaping a new policy for reserves and reserve funds. The purpose of the policy is to establish consistent principles, standards and guidelines for the maintenance, management and accounting of The Corporation of the Municipality of West Elgin's reserves and reserve funds. The primary goal of this policy is to guarantee that funds are allocated to the relevant reserves, ensuring their availability to support the Municipality's long-term objectives.

Furthermore, it is imperative to initiate the establishment of new reserve funds to facilitate future projects in long-term capital planning. The identified reserve funds are listed below and submitted for the consideration of the council.

Name	Purpose
Hockeyville – Arena Expansion	Funds received from Kraft Hockeyville and earmarked for changerooms expansion.
Playground Equipment - Rodney	Established for the purpose of purchase and construction of playground equipment in Rodney.
Dehumidification System	Requested by West Elgin Community Centre Board of Management to purchase and install dehumidification system in the arena.
Parks & Recreation – Pool	Funds received from Rodney Cemetery Board.
Municipal Buildings – Old Rodney Town Hall Washroom Fund	Funds received from Rodney Cemetery Board.

These proposed reserve funds are strategically aligned to address upcoming capital needs and investments, fostering a proactive approach to financial preparedness for the Municipality's sustained growth and development.

There is also a requirement to eliminate obsolete reserve funds that are no longer available. The subsequent table outlines the reserve funds that have been exhausted.

Name	Purpose
RES – Haven Lake Road	Established in 2016; funds received from the sale of Haven Lake Road.
Prior's Year Capital	Established for the purpose of completing miscellaneous capital projects. Proposed for consolidation to Asset Management.
Reserves – Safe Restart Funding	Established as per Transfer Payment Agreement.
Reserves – 2021 COVID-19 Recovery Funding	Established as per Transfer Payment Agreement.

Respectfully submitted by,

Magda Badura
CAO/Treasurer

Report Approval Details

Document Title:	Reserves and Reserve Funds Policy - 2023-35-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- DRAFT Reserve Fund.docx- Reserve Schedule.xlsx
Final Approval Date:	Nov 20, 2023

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

Terri Towstiuć

<p style="text-align: center;">Municipality of West Elgin</p> <p style="text-align: center;">Schedule “A” to By-Law #2023-XX</p> <p style="text-align: center;">Policy AD 3.5</p> <p style="text-align: center;">Reserves and Reserve Funds</p>	
Effective Date:	November 23, 2023
Review Date:	

1.0 Purpose

The purpose of this policy is to establish consistent principles, standards and guidelines for the maintenance, management and accounting of The Corporation of the Municipality of West Elgin reserves and reserve funds.

The core objective of this policy is to ensure that monies are set aside and made available for the long-term goals of the Municipality.

2.0 Scope

The Reserves and Reserve Funds Policy applies to all reserves and reserve funds established by The Corporation of the Municipality of West Elgin.

3.0 References

Municipal Act, 2001, S.O. 2001, c. 25

Municipal Act, 2001, S.O. 2001, c. 25 Section 290 provides that a municipality shall set out amounts to be paid into and out of reserves.

Under Section 417 of the *Municipal Act*, municipalities have the authority to provide for reserve funds in annual budgets for any purpose for which it has the authority to spend money. Additionally, a municipality may, by by-law, provide that the money raised for a reserve fund may be spent or applied to a purpose other than that for which the fund was established.

4.0 Definitions

Discretionary Reserve Fund – reserve funds created at the discretion of Council whenever revenues are earmarked to finance future expenditures for a purpose designated by Council. Interest earned by a discretionary reserve fund shall be allocated to the fund on an annual basis based on the actual balance of the fund. Revenues set aside for acquisition of fixed assets is an example of a discretionary reserve fund.

Obligatory Reserve Fund – reserve funds that are required by legislation or agreement to be segregated from the Municipality’s general revenues for a special purpose or for works to be undertaken on behalf of the contributors. These funds are classified in the financial statements as “Deferred Revenue”. Interest earned by an obligatory reserve fund shall be allocated to the fund on an annual basis based on the actual balance of the fund. Development Charges, the Federal Gas Tax and Cash-Lieu-of Parkland are examples of obligatory reserve funds.

Reserve – an allocation from net revenue at the discretion of council, after the provision for all known expenditures, as part of an overall strategy for funding programs and projects that are set out in the annual budgets or budget forecasts and is authorized under the provisions set out in the Municipal Act. It has no reference to any specific assets and does not require the physical segregation of money or assets. Revenues set aside for working funds is an example of reserves.

Reserve Fund – a fund with assets which are segregated and restricted to meet the purpose of the reserve fund. It is based on a statutory requirement or defined liability payable in the future and is usually prescriptive as to the basis for collection and use of monies in the fund. All interest earnings derived from such funds shall form part of the reserve fund and shall be allocated to the funds on an annual basis based on the actual balance of the reserve fund. There are two types of reserve funds: obligatory reserve funds and discretionary reserve funds.

5.0 Background

Reserves and reserve funds are valuable long-term financial planning tools used by municipalities to set aside funds for future purchases and projects. The Municipality of West Elgin includes provisions in its annual Operating Budget to fund its reserves and reserve funds, as well as draws from its reserves to partially fund the Corporation’s Capital Budget.

There are several instances in which the Municipality of West Elgin will use its reserves or reserve funds, including:

1. To facilitate long term financial planning;
2. To smooth tax rate impacts;
3. To plan for the impact and financing of major capital projects over time;
4. To absorb the cost of one-time expenses not included in the established annual operating budget contribution;
5. To provide for the cost of equipment or facility replacements; and/or
6. To fund known future obligations and take advantage of financial opportunities that may arise.

This policy establishes the objectives for reserves and reserve funds, a standard of care, as well delineates the responsibilities for their management and administration.

6.0 Roles & Responsibilities

1. Municipal Council

Council for the Corporation of the Municipality of West Elgin shall be responsible for:

- i. Developing and evaluating municipal policies;
- ii. Ensuring that administrative and controllership policies, practices and procedures are in place;
- iii. Approving transactions to and from reserves and reserve funds through the budget process or by specific resolution and/or by-laws; and
- iv. Maintaining the financial integrity of the Municipality.

Treasurer

The Treasurer shall be responsible for:

- v. Developing and updating this policy as necessary and presenting changes to Council;
- vi. Retaining the overall authority for establishing and managing reserves and reserve funds, or delegating this authority in writing when applicable;
- vii. Ensuring that the principles and requirements outlined in this policy are applied consistently across all departments;
- viii. Performing transfers to and from reserves and reserve funds as authorized by Council;
- ix. Recommending strategies for the adequacy of reserve levels;
- x. Reporting to Council the reserve balances and forecast as part of the annual budget approval process;
- xi. Developing long range fiscal planning strategy to effectively meet the Corporation's capital financing and capital asset replacement requirements;
- xii. Monitoring and reconciling all receipts to and disbursements from reserve and reserve fund accounts to ensure compliance with provincial regulations, PSAB and Reserve Policy;
- xiii. Determining the need for reserves and reserve funds for operating and capital operation;
- xiv. Ensuring a review and report to Council of the adequacy and continuing need for reserves and reserve funds is undertaken when deemed necessary;
- xv. Arranging for the preparation and presentation of required reports and/or bylaws for the creation or termination of any new or obsolete reserve or reserve funds; and
- xvi. Developing appropriate strategies, procedures and processes for the investment of reserves and reserve funds;

2. Department Heads

Department Heads shall:

- i. Provide the Treasurer with the most current capital asset information to be used in the assessment of the adequacy of capital lifecycle reserves;
- ii. Inform the Treasurer when reserve or reserve funds transfers are required; and
- iii. Consult with the Treasurer when reserve funds are required for unbudgeted transactions.

7.0 Objectives

Reserves and reserve funds are key components of the Corporation's long-term fiscal strategy. The Municipality of West Elgin will maintain adequate reserves in order to:

1. Replace and rehabilitate major capital infrastructure assets as required;
2. Provide a buffer for significant unanticipated expenditures beyond the control of the Corporation; and
3. Supply funds for new major capital assets identified in the Corporation's long-term corporate strategy.

This policy is intended to promote fiscal prudence, particularly as identified through the creation and management of reserves, as well as to establish best practices for the Corporation of the Municipality of West Elgin's reserves and reserve funds.

The primary objectives for reserves and reserve funds are:

1. Adherence to statutory requirements;
2. Promotion of financial stability and flexibility; and
3. Provision for major capital expenditures.

7.1 Adherence to Statutory Requirements

It shall be the Corporation's practice to establish and maintain segregated funds and/or reserves that meet all statutory obligations.

All reserves and reserve funds will be managed in accordance with provincial legislation as outlined in the *Municipal Act, 2001, S.O. 2001, c. 25*:

1. Money raised for a reserve fund shall be paid into a special account and shall be invested only in securities or classes of securities prescribed (*Section 417 (4)*);
2. As permitted by the Corporation, money held in any fund (including General, Capital and Reserves and Reserve Funds) may be combined for

- investment purposes (*Section 418 (3)*); and
3. Earnings from combined investments shall be credited to each segregated fund in proportion to the amount invested in it (*Section 418 (4)*).

Furthermore, it will be the Corporation's practice to establish all reserves and reserve funds by bylaw or resolution, and that all appropriations be approved by Council either through the annual budget or by specific resolution or bylaw. Notwithstanding, revolving reserves such as working capital, insurance and employee benefits may be used at any time for the purpose approved by Council.

7.2 Financial Stability & Flexibility

It will be the Corporation's practice to maintain adequate non-capital reserves to achieve long-term financial stability and flexibility.

To meet these objectives, the following types of funds will be established and adequately funded:

1. Reserves for known and recurring material cash flow deficiencies (e.g. Working Capital);
2. Reserves for large or lumpy periodic or one-time payments (e.g. Roads Capital);
3. Reserves for long-term contingencies (e.g. Property Rehabilitation);
4. Reserves for potential liabilities; and
5. Reserves for unanticipated expenditures (e.g. Contingency).

7.3 Provision for Major Capital Expenditures

It will be the Corporation's practice to maintain adequate reserves to replace and rehabilitate major capital assets as required, and to provide for new capital assets that have been identified in the Asset Management Plan.

To achieve this, the following principles will apply where practicable:

1. Reserves for the full cost of replacement or rehabilitation of major assets will be funded from ongoing operations at a rate which reflects the consumption of that asset by current ratepayers. Contributions to this reserve will commence in the fiscal year that the asset is acquired or put in service and will be based on an estimate of the useful life of the underlying asset.
2. Where the total cost is material, the purchase of minor assets which must be replaced on an ongoing basis (e.g. computers, furniture, vehicles) will be made from a reserve maintained at a three to five year rolling average (based on the asset's useful life) of the anticipated expenditure requirements and funded from operations and appropriations made by Council.
3. The established annual operating budget contribution will include an

annual contribution for the replacement of major capital assets of at least 5% of the prior year's tax levy. This amount will also depend on the required amount in the Asset Management Plan.

4. These contributions will be allocated to asset replacement reserves based upon reserve adequacy analyses or at the discretion of the Treasurer.
5. Reserves will be maintained for growth related capital projects that will be fully funded from developer contributions. That component of the growth-related project which benefits the existing ratepayers or for which a discount has been given, shall be funded from tax rates in the year the project is built. Notwithstanding, debt may be issued for growth projects when required.

8.0 Creating Reserves & Reserve Funds

Reserves shall be created one of two ways – through the reserve's inclusion in the annual operating or capital budgets approved by Council, or through a resolution of Council. The document or resolution which introduces the reserve or fund must clearly identify the name of the reserve being created, as well as its intended purpose. Note that, should it be necessary, Council has the ability to amend a reserve through a resolution of Council.

Municipal reserves and reserve funds are divided into two categories – Operating Reserves and Capital Reserves. Operating Reserves consist of the reserves that have been established to provide funding for unexpected events, losses of income and large unbudgeted expenses. Capital Reserves are used to fund specific replacement/renewal of capital assets which include equipment and vehicles, recreation facilities, municipal facilities, fire equipment and road infrastructure.

Reserves and reserve funds are further distinguished by their classification as either an Obligatory Reserve Fund or as a Discretionary Reserve Fund. An Obligatory Reserve Fund is established through either terms of an agreement entered into by the Municipality or through legislation from a higher level of government. A Discretionary Reserve Fund is established through by-law. In such a case, the by-law will clearly identify the name of the reserve fund, the funding method and the purpose for the reserve fund. Note that, a reserve fund can only be used for its identified purpose, unless Council amends or repeals the establishing by-law.

In order to create a reserve fund, at least one of the following conditions must apply:

1. A mandatory obligation exists, either pursuant to legislation or contract;
2. The funds are intended for purchasing or maintaining capital assets;
3. The funds are donated for a specific purpose; and/or
4. The funds are intended to fund a future liability.

8.1 Approval

Approval of funding to and from the reserves and reserve funds will be in accordance with the Municipality's budget and reports to Council as referred to above.

9.0 Investment of Reserves & Reserve Funds

Reserves and reserve funds may be invested for a term that will not exceed its expected date of need. The related investment income will be credited monthly to the specific reserve or reserve fund it was drawn from according to its proportionate share of the investment portfolio and based on the weighted average return for realized income during the month.

10.0 Contributions to and Withdrawals from Reserves & Reserve Funds

All contributions to and/or withdrawals from reserves and reserve funds shall be approved by Council as either part of the annual budget approval process or by resolution, with the following exceptions:

1. A direct contribution to a reserve or reserve fund, such as development charge contributions, or a settlement in account of prior year events.
2. Transfers that are the direct result of the year end surplus/deficit.
3. A transfer of funds between asset replacement reserves based upon reserve adequacy analyses, Asset Management Plan reports or other related information, at the discretion of the CAO/Treasurer.

All contributions to and/or withdrawals from reserve and reserve funds will be clearly identified and segregated within the Corporation's accounting system and will be accounted for by either an entry to or from an operating cost centre or a capital project.

Funding strategies developed for reserves and reserve funds will take into account fairness to current and future tax/rate payers.

11.0 Timing of Contributions to & Transfers from Reserves & Reserve Funds

Contributions to reserves and reserve funds which have been approved in the budget will be transferred to the reserves on an annual basis during the second half of the year and following final tax billing.

Transfers to Capital Projects as approved in the budget will begin in September and continue during the year-end process to ensure actual reserve allocations equal actual expenses incurred. Transfers from a reserve fund will not occur if the transfer puts the reserve in a negative balance.

Transfers to Operating projects as approved in the budget will be completed during the year end process to ensure actual reserve allocation equals actual expenses incurred.

Year-end water, sanitary sewer and stormwater budget surplus will be allocated to the relevant reserve fund during the year end process. Deficits will be funded from the reserve funds.

The year-end general operating surplus, after adjustments for capital transfers and specific operating surplus reserve allocations, will be transferred to the Asset Management Reserve during the year-end process.

Year-end operating deficits will be funded from the Surplus/Deficit Reserve during the year-end process. If funds in the reserve are inadequate to cover the deficit, the Treasurer will make a recommendation to Council for an alternative reserve funding source.

12.0 Closing Reserves & Reserve Funds

If the purpose or purposes for which a reserve or reserve fund was created has been accomplished and/or the reserve or reserve fund is determined to no longer be necessary, the Treasurer, in consultation with the Department Head and Chief Administrative Officer, shall report to Council with a recommendation to:

1. Close the reserve or reserve funds account;
2. Dispose of any remaining funds; and/or
3. Amend the reserve by-law.

A resolution of Council will be required in order to close a reserve. Additionally, in order to close a reserve fund, the by-law which established it will need to be repealed.

13.0 Allocation of Operating Surplus/Deficit

Provided there is a minimum balance of \$150,000 in the Surplus/Deficit Reserve, the following revenues shall be identified and transferred by the Treasurer to specific reserves as follows:

Dividends from investments or holdings of the Corporation will be identified and transferred by the Treasurer to the Council Initiatives Reserve.

Supplemental taxation revenues (net of write-offs) received in the current year contributing to a year-end operating surplus will be identified and transferred by the Treasurer to the Future Debt Payments Reserve or Industrial Land Sales Reserve as required to meet the objectives for future capital projects.

The remaining year-end operating surplus, after adjustments for capital transfers,

will be transferred to the Asset Management Reserve. The Treasurer can make a recommendation to Council that the surplus be transferred to an alternative reserve but such recommendations must be approved by Council through resolution.

14.0 Interest Allocation

Reserve funds will be invested in accordance with Section 418 of the *Municipal Act, 2001, S.O. 2001, c.25*. Earnings shall be credited to each separate reserve that invested funds.

Where multiple reserve funds are included in one bank account, interest shall be allocated to reserve funds on an annual basis based on the actual balance of the reserve fund.

15.0 Temporary Borrowing

Intra-fund lending from reserves and reserve funds is permitted to cover a reserve short-term deficit, and to temporarily finance capital fund expenditures or operating cash flow deficiencies to avoid external temporary borrowing costs. In order to lend from reserves, the following conditions must be met:

1. Borrowing must not adversely affect the intended purpose of the reserve.
2. A plan to repay the reserve within a reasonable timeframe is required.
3. Interest equivalent to the Municipality's interest of reserve fund bank accounts will be applied to outstanding amounts borrowed; and
4. Where applicable, legislative requirements may apply. For example, the Development Charges Act permits inter-fund borrowing only between development charge reserve funds, as well as prescribes a minimum interest rate (i.e. Bank of Canada prime rate).

16.0 Annual Reporting

A year-to-date reserve report will be included in the budget package created and provided to Council each year.

As required under development charges legislation, the Treasurer will provide Council with a financial statement related to the Development Charge By-law and will include information regarding Development Charge Reserve funds. This statement will then be forwarded to the Minister of Municipal affairs and Housing within 60 days of Council's receipt.

Year-end audit and financial statements, including the balances of reserves, both obligatory and discretionary, will be presented with note disclosure and comparative figures as required to meet PSAB reporting standards.

When required, reporting to Council or other agencies may exist for reserved

residual balances related to grants or other contributed funds (e.g. Federal and Provincial Grants).

17.0 Classification, Categories & Lists of Reserves & Reserve Funds

1. Schedule A: Listing of the Municipality Reserves

DRAFT

Schedule B: List of Reserves

Acct. No.	Name	Description
01-3000-3001	Working Capital	For operating cash flow during the year to offset the needs to borrow.
01-3000-3014	Tax Rate Stabilization	For smoothing operating budget spikes.
01-3000-3002	Contingencies	Funds used for major unforeseen circumstances.
01-3000-3036	Animal Control	Established to assist with future cost of Animal Control services.
01-3000-3016	Building Department Surplus	Established from an annual surplus to cover building department future contingencies, capital investments, or unforeseen expenses.
01-3000-3032	Economic Development	Established to support connectivity project to expand broadband internet access, build communication networks, or improve connectivity in remote or underserved areas.
01-3000-3027	Election	Established to address unforeseen circumstances, challenges, or additional needs that may arise during the planning, conduct, and aftermath of elections.
01-3000-3004	Fire Equipment	Established for fire fighting and emergency equipment. Proposed for consolidation to Asset Management Reserve.
01-3000-3020	Fire Communication	Established for future replacement of fire emergency communication equipment. Proposed for consolidation to Asset Management Reserve.
01-3000-3018	West Lorne Heritage Homes Hub	Established for Phase 2 construction (municipal works)
01-3000-3022	Downtown Improvement	Established to revitalize the downtown areas of both villages.
01-3000-3023	Insurance	Established for the purpose of providing financial protection, ensuring compliance with regulations, and contributing to the overall resilience and stability.
01-3000-3029	2021/22 Capital Carried Forward	Officially established to address capital projects initially postponed to the upcoming fiscal year. The purpose of this fund is to allocate resources and provide smooth continuation and successful completion of projects deferred from the previous fiscal year. The proposal suggests consolidating these funds into the Asset Management Reserve.
01-3000-3030	Prior's Year Capital	Established for the purpose of completing miscellaneous capital projects. Proposed for consolidation to Asset Management.
01-3000-3009	ONTARIO INVESTS	Ontario Invests - Improve Service Delivery & Efficiency grant received in 2019 for the purpose of improving service delivery by modernizing and improve the way we provide services to our community.
01-3000-3015	Reserves - Safe Restart Funding	Established according to the Transfer Payment Agreement.
01-3000-3038	Reserves - 2021 COVID-19 Recovery Funding	Established according to the Transfer Payment Agreement.
01-3000-3100	OCIF Funding	Restricted Capital expenditures on core infrastructure projects (such as roads, bridges, water and wastewater, including sanitary and stormwater facilities) that are part of an asset management plan.
01-3000-3101	RES - FEDERAL GAS TAX	Formerly Federal Gas Tax - Canada Community Building Fund is a restricted reserve fund with permanent source of funding provided up front, to support local infrastructure priorities.
01-3000-3102	RES - PROVINCIAL GAS TAX	Established for future replacement of Four Counties Transit Bus.
01-3000-3007	RES-WASTE MANAGEMENT	Established for the purpose of covering the cost associated with the landfill closure.
01-3000-3024	RES-MUNICIPAL BUILDINGS	For construction, maintenance, or renovation of municipal buildings (217 Furnival Rd. & 22413 Hoskins Line)
01-3000-3035	Reserves - Rodney Library	
01-3000-3034	Reserves - West Lorne Complex	
01-3000-3005	RES-RECREATION	Established for the purpose of constructing multi-sports courts.
01-3000-3011	RES - MARINA/WASHROOMS	Established for the purpose of capital improvements.
01-3000-3017	RES-TRAILER PARK	To ensure financial stability and address the costs associated with capital replacement.
01-3000-3025	RES-MARINA PIER EXTENSION	Established with the goal of financially supporting the Port Glasgow Yacht Club in their efforts to safeguard the marina from tides, currents, waves, and storm surges.
01-3000-3006	RES-PARKLAND	Money in the fund shall be limited to park or other public recreational purposes.
01-3000-3010	Reserves - Developments	Established for development study.
01-3000-3012	RES - WL COMM IMPROVEMENT	Earmarked for West Lorne.
01-3000-3019	RES-CN-RODNEY PARK LAND	Money in the fund shall be limited to park or other public recreational purposes.
01-3000-3028	Reserves - Planning - Official Plan	To cover the cost associated with Official Plan updates.
01-3000-3021	RES-POLICING	Funds set aside to cover potential increases without facing unexpected financial challenges.
01-3000-3003	RES-ROADS	Established for the future replacement of Public Works Capital Equipment
01-3000-3031	County Roads Reserves	Established from an annual surplus to cover County Roads future deficit.
01-3000-3201	DISC RESERVES - RODNEY SEWAGE	Restricted use for sewer replacement and maintenance.
01-3000-3202	DISC RESERVES - WEST LORNE SEWAGE	Restricted use for sewer replacement and maintenance.
01-3000-3008	RES-WATER CONSTRUCTION	Restricted use for waterworks replacement and maintenance.
01-3000-3013	RES - GEN WATER CONSTRUCTIO	Restricted use for waterworks replacement and maintenance.
01-3000-3203	DISC RESERVES - WEST ELGIN WATER DEPT	Restricted use for waterworks replacement and maintenance.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-11-23
Subject: Notice of Closure – Employment Services

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Notice of Closure – Employment Services Elgin for information only.

Purpose:

The purpose of this report is to notify the West Elgin Council that our longstanding service provider, Employment Services Elgin is unable to continue offering services to our residents due to funding constraints.

Background:

I wanted to bring to your attention a recent communication we received from Employment Services Elgin regarding the termination of our lease agreement at 160 Main St in West Lorne.

According to the email, Employment Services Elgin has formally confirmed that they will be ending their lease as of December 31st, 2023, and are providing notice of the termination of their agreement with the Municipality of West Elgin. They expressed gratitude for the years of partnership and support from the West Elgin community and expressed a desire to maintain a connection as they continue to offer employment services in the communities of West Elgin in the future.

Financial Implications:

2024 Budget Deliberations

Respectfully submitted by,

Magda Badura, CAO Treasurer

Report Approval Details

Document Title:	Notice of Closure - Employment Services - 2023-36-Administration Finance.docx
Attachments:	- West Lorne office.pdf
Final Approval Date:	Nov 21, 2023

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

Terri Towstiuc

From: [Jodi Annett-Kish](#)
To: [Magda Badura](#)
Cc: [Joannah Johnston](#)
Subject: West Lorne office
Date: November 16, 2023 10:50:14 AM

Greetings Magda,

As per our conversation today, this email is to confirm that we will be ending our lease as of December 31st, 2023 at 160 Main St in West Lorne and therefore are providing formal notice of the termination of our agreement with the Municipality of West Elgin.

On behalf of Employment Services Elgin, we would like to thank the West Elgin community for the many years of partnership and support in providing space for employment services at West Elgin Support Services. We hope to continue our connection as we offer employment services within the communities of West Elgin in the future.

Please let me know if you would also like to receive this notification more formally on ESE letterhead and I can provide that as well.

Kind regards,
Jodi

Jodi Annett-Kish
Executive Director
Elgin-St. Thomas Youth Employment Counselling Centre

Employment Services Elgin
400 Talbot Street
St. Thomas, ON N5P 1B8
employmentserviceselgin.ca

Employment Services Elgin
West Elgin Support Services
160 Main Street
West Lorne ON, N0L 2P0

Ignite Youth Centre
745 Talbot Street
St. Thomas, ON N5P 1E3
igniteyouthcentre.ca

Phone: 519-633-5200 Ext. 236

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Staff Report

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

Date: 2023-11-23

Subject: Consideration of Declaring Four Counties Transit Bus Surplus for the Purpose of Disposition.

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Consideration of Declaring Four Counties Transit Bus Surplus for the purpose of Disposition; and That West Elgin Council declare the transit bus as surplus and authorize staff to sell at auction or dispose as deemed necessary.

Purpose:

The purpose of this report is to obtain council approval to declare Four Counties Transit Bus surplus and proceed with the sale.

Background:

The Four Counties Transit Bus, a 2015 GMC model, was acquired in 2015. Four years ago, the Transit Board made the strategic decision to upgrade the sole unit by replacing the existing bus with a newer model. Seizing a funding opportunity, staff submitted an application under the Investing in Canada Infrastructure Program: Public Transit Stream. The application proved successful, securing funding based on the market value of a new bus, amounting to \$90,000.00.

Federal Contribution	\$24,649.20
Provincial Contribution	\$20,538.95
Municipal Contribution	\$44,811.85

The newly acquired 2024 FORD E-Series bus arrived on September 26, 2023, and officially began its operational service on November 21, 2023. In light of this upgrade, it is imperative to declare GMC bus surplus as no requirement for extra unit is warranted.

Financial Implications:

None.

Policies/Legislation:

Purchasing Policy and Procedures AD-1.2

Report Approval Details

Document Title:	Four Counties Transit Bus - 2023-37-Administration Finance.docx
Attachments:	
Final Approval Date:	Nov 21, 2023

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

Terri Towstiuc



Staff Report

Report To: Council Meeting

From: Terri Towstiuc, Clerk

Date: 2023-11-23

Subject: Resignation of a Recreation Committee Member

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk: Re Resignation of a Recreation Committee Member; and

That Council direct staff to initiate the recruitment process for a new member of the Recreation Committee.

Purpose:

The purpose of this report is to provide Council with an update on the status of the Recreation Committee members.

Background:

During 2023, it has been noted that attendance was low with a member of the Committee. Staff contacted the member who is currently attending post-secondary education and found it challenging to commit to the Recreation Committee.

Staff received a formal resignation from the member on November 8th and wished them much success with Post Secondary Education.

This member was the only “student” member of the Committee. While it is not necessary to obtain a student for the Recreation Committee, it is preferable to have one student member.

Financial Implications:

None.

Policies/Legislation:

Respectfully submitted by,

Terri Towstiuc, Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2023-101

Being a By-Law to confirm the proceedings of the Special Meeting of Council held on November 23, 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 Special meeting of Council held on November 23, 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 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 23rd day of November 2023.

Richard Leatham, Mayor

Terri Towstiuc, Clerk