



Municipality of West Elgin

Agenda

Council Meeting

Date: December 21, 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. Public Meeting - Marsh Line, Public Comment

13

At the regular meeting of Council on November 9, 2023, the Public was not provided an opportunity to speak on the subject application. This revisit is to provide any members of the public affected by the application the opportunity to speak.

Recommendation:

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 December 21, 2023, Council Agenda.

4.1 Public Comment

4.2 Further Council Comment

4.3 Further Planner's Comment

5. Committee of Adjustment

Refer to Committee of Adjustment Agenda, December 21, 2023.

Recommendation:

That Council proceed into a Public Meeting pursuant to the Planning Act, for the purpose of two (2) Minor Variance Applications.

6. Delegations

6.1 Ron Fox & Rick McFadden, Port Glasgow Yacht Club Re: Marina Pier Proposal

6.2 Don Shropshire and Carolyn Krahn, County of Elgin, Council Education Session Re: Business Retention and Expansion

36

7. Adoption of Minutes

60

Recommendation:

That the Minutes of the Regular Council meeting on November 23, 2023 and the Special Council Meeting on December 7, 2023, be adopted as circulated and printed.

8. Business Arising from Minutes

9. Consent Agenda

Recommendation:

That West Elgin Council hereby receives and files the Consent Agenda for December 15, 2023 as presented.

9.1 Communications from Other Municipalities

9.1.1	County Council Highlights, December 6, 2023	74
9.1.2	Elgin County, Notice of Decision, E 81-23	81
9.1.3	Township of South Glengarry - Amendment to Legislation Act	84
9.1.4	Town of Bracebridge - Request for Amendments to Legislation Act, 2006	85
9.1.5	Town of Amherstburg Re: Cigarette Producer Responsibility	87
9.1.6	Coleman Township, Letter of Support Re: Conservation Officer Reclassification	88
9.1.7	Town of South Bruce Peninsula R-407-2023 Request to Amend Highway Traffic Act for Use of Automated Speed Enforcement Systems	89

9.2 Other Items

9.2.1	Four Counties Health Services, Fall 2023 Newsletter	90
9.2.2	Hospice of Elgin Project Overview	94
9.2.3	Watson & Associates Economists Ltd. Presentation to the Standing Committee on Heritage, Infrastructure and Cultural Policy on Bill 134	96
9.2.4	West Lorne Horticulture Society Letter Re: Community Complex Meeting Room	114
9.2.5	Summerfest 2024	115
9.2.6	MECP Update on Amendments to the MTO Class EA	119

9.2.7	Child Care and Early Years System Service Plan Community Consultation	121
9.2.8	AMCTO Legislative Express	123
9.2.9	Rural Economic Development (RED) Program	129
9.2.10	Update on amendments to the Public Work Class EA	130
10.	Staff Reports	
10.1	Building	
10.1.1	Building Department Summary Report - November 2023	132
	Recommendation: That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of November 2023.	
10.2	Operations & Community Services	
10.2.1	Monthly Operations Update – October and November 2023	134
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.	
10.3	Clerk's	
10.3.1	Frivolous and Vexatious Request Policy, Update	136
	Recommendation: That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Frivolous and Vexatious Request Policy; And That Council approve the policy as amended and reviewed with the County of Elgin Legal Department; And That the policy be adopted in the by-law portion of the meeting.	

10.3.2	Joint Diversity, Equality, and Inclusion Plan	146
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Joint Diversity, Equality, and Inclusion Plan; And</p> <p>That Council approve the Joint Diversity, Equality, and Inclusion Plan, as presented; And</p> <p>That Council direct staff to post the plan on the Website, as required.</p>	
10.3.3	Trumpia Automate Software Update	182
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Trumpia Enrollment Update as Information Only.</p>	
10.3.4	2023-2027 West Elgin Strategic Plan	186
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: 2023-2027 West Elgin Strategic Plan; And</p> <p>That Council hereby approve the final 2023-2027 West Elgin Strategic Plan, as presented by Jennifer Kirkham, Mischievous Cat Productions.</p>	
10.3.5	Off-Leash Dog Park	188
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk; And</p> <p>That Council direct staff to:</p> <ol style="list-style-type: none"> 1. Initiate a resident survey specific to Off-Leash Dog Parks in Municipality, advertising of Social Media, Municipal Website, Electronic Sign and the Newspaper, for a two week period; And That Council direct staff to bring back a report once the survey has been completed. OR 2. Begin the process to install an off-leash dog park, as discussed, with the costs associated to be brought forth during budget deliberations. 	

10.3.6 Mobile Bakery Proposal

198

Recommendation:

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

That Council hereby direct staff to _____.

10.4 Finance/Administration

10.4.1 Reserve and Reserve Fund Policy

217

Recommendation:

That West Elgin Council hereby receives the report from M. Badura re: Reserves and Reserve Funds Policy and that West Elgin council approves the policy as presented; and

That a new Reserve Fund entitled Arena Facility Upgrades (01-3000-3040) be created to be used to transfer Kraft Hockeyville funds and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled Arena Dehumidification System (01-3000-3042) be created to be used to transfer money to reserves and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled “Playground Equipment – Rodney Park” (01-3000-3041) be created to be used to transfer donations received throughout the year.

That a new Reserve Fund entitled “Parks & Recreation – Pool” (01-3000-3043) be created to be used to transfer donation received from Rodney Cemetery Board.

That a new Reserve Fund entitled “Municipal Buildings – Old Town Hall Washroom Fund” (01-3000-3044) to be used to transfer donations received from Rodney Cemetery Board.

That the Federal Gas Tax Reserve Funds (01-3000-3101) be renamed to “Canada Community Building Fund Reserve Fund”;

That the RES- WL COMM IMPROVEMENT (01-3000-3012) be

That depleted Reserves – RES-HAVEN LAKE ROAD (01-300-3026) be closed.

That West Elgin Council hereby authorizes that the following list of 2023 approved projects be carried forward to the 2024 fiscal year for completion and that the balance of the 2023 budget allowances for each of the respective projects be carried forward to the 2023 fiscal year.

10.4.4	2023 EI Premium Reduction	264
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer; And</p> <p>That West Elgin Council hereby approves payment from the Premium Employment Insurance Rate reduction to all full-time employees in the total amount of \$1,530.73, being 5/12 of the total savings of \$ \$3,673.74 realized by West Elgin in 2023.</p>	
10.4.5	2024 Employee and Council Remuneration	266
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Employee and Council Remuneration; and that West Elgin Council approves wage increase of 3.3% as indicated in attached Schedule A, B, C & D.</p>	
10.4.6	2024 Fees and Charges	272
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2024 Fees and Charges; And</p> <p>That West Elgin Council approves recommended rates as presented in Schedule A of this report.</p>	
10.4.7	2024 Municipal Insurance Renewal	291
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer, re: 2024 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated Dec. 18, 2023.</p>	
10.4.8	Creation of GIS/Asset Management Position	350
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: GIS/Asset Management position; And</p> <p>That West Elgin Council authorize staff to formalize shared services agreement with the Township of Southwold.</p>	

11. Committee and Board Report

11.1 Councillor Reports from Committees

11.1.1 Heritage Homes Minutes, October 2023

374

Recommendation:

That Council hereby receive and file the Heritage Home Minutes for October 2023.

12. Accounts

Recommendation:

That the Mayor and Treasurer are hereby authorized to sign Payment Voucher #12 amounting to \$ \$780,072.83 in settlement of General, Road, Water and Arena Accounts including EFT#7493-7645 online Payments#1285-1299, Cheque# 26343-26354 and Payroll Pay Period 24-25.

13. Consideration of Items Requiring Discussion

13.1 Elgin International Club, Liquor License Extension Request

376

Recommendation:

That the Council of the Municipality of West Elgin direct staff to write a letter of support for a Liquor License Extension, for the events as request by the Elgin International Club.

13.2 Letter to Council dated December 5, 2023 Re: Closure of Employment Services Office

378

Recommendation:

That Council hereby receive the letter dated December 5, 2023 from Jenn Blanchard and Jennifer Keech Re: Closure of Employment Services Office; And

That Council _____.

14. Council Inquires/Announcements

14.1 Notice of Motions (2), Councillor Navackas

Recommendation:

That Council directs staff to review existing policies and Rental agreements for Municipal Facilities; And

That Council requests staff to provide a follow-up report and recommendations to establish a Code of Conduct for anyone renting and attending events at Municipal Facilities at a future meeting of Council.

Recommendation:

That council direct staff to submit a grant application for The FedDev grant for the Farms Open West Elgin ten (10) day event.

14.2 Statements/Inquires by Councillors

14.3 Matters of Urgency

15. By-Laws

15.1 By-law 2023-92, Lamont Drain (3rd Reading Only) 380

Recommendation:

That By-law 2023-92, Being a By-law to Provide for Drainage Works in the Municipality of West Elgin for the Lamont Drain, be read a third and final time.

15.2 By-law 2023-103, Employee Remuneration 382

Recommendation:

That By-law 2023-103, Being a By-Law to Set Rates of Remuneration for Municipal Employees, be read a first, second and third and final time.

15.3 By-law 2023-104, Council Remuneration 387

Recommendation:

That By-law 2023-104, Being a By-Law to Set Rates of Remuneration for Member of Council, be read a first, second and third and final time.

15.4 By-law 2023-105, Marsh Line Rezoning 389

Recommendation:

That By-law 2023-105, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for VL NS of Marsh Line and repeal By-law 2023-97, be read a first, second and third and final time.

15.5 By-law 2023-106, MPAC Data Sharing Agreement 392

Recommendation:

That By-law 2023-106, Being a By-law to Authorize the Execution of an Agreement with the Municipal property Assessment Corporation (MPAC) for the purpose of a Data Sharing and Services Agreement, be read a first, second and third and final time.

15.6 By-law 2023-107, 2024 Fees and Charges 447

Recommendation:

That By-law 2023-107, Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2024, and Repeal By-law 2023-10, be read a first, second and third and final time.

15.7 By-law 2023-108 Unreasonable, Frivolous or Vexatious Complaints Policy 464

Recommendation:

That By-law 2023-108 Being a By-Law to adopt Policy HR- 9.2 Unreasonable, Frivolous or Vexatious Complaints Policy, be read a first, second and third and final time.

15.8 By-law 2023-109, Reserve and Reserve Fund Policy 474

Recommendation:

That By-law 2023-109 Being a By-Law to adopt Policy AD 3.5 Reserve and Reserve Fund Policy, be read a first, second and third and final time.

16. Confirming By-Law 488

Recommendation:

That By-law 2023-110, being a By-law to confirm the proceeding of the Regular Meeting of Council held on December 21, 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 4:00 pm on Thursday, January 11, 2024 or at the call of the Chair.



Staff Report

Report To: Council Meeting

From: Robert Brown, Planner

Date: 2023-11-01

Subject: Zoning By-law Amendment Application D-14 21-2023 – Recommendation Report – (Planning Report 2023-50)

Recommendation:

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.

Purpose:

The Municipality of West Elgin has received the above-noted application for lands located on the north side of Marsh Line, west of Graham Road. The subject property is designated Residential by the Official Plan. The current zoning on the property is Residential First Density Holding One, (R1-H-1) Zone under the West Elgin Comprehensive Zoning By-law.

The subject lands total 6.71 ha (16.5 ac.) in area with frontage along Marsh Line. The property is currently vacant and split by an open municipal drain. A draft plan of subdivision was approved for the development of 67 residential building lots in 1989. More recently a request was filed with the County of Elgin for a redline amendment to address adjustments that were needed as a result of discussion with Municipal staff i.e. conveyance of lands along Marsh Line, an additional block for stormwater management and the width of Street “A” to accommodate a maintenance corridor along the municipal drain. The County has approved the redline amendment as a minor adjustment to the original plan and now includes 66 lots total, see Appendix A. With the completion of the engineering review and adjustments to the plan the applicant has now filed an application for a site-specific zoning amendment to both remove the H-1 Holding symbol and establish site-specific regulations which are outlined in greater detail under the zoning section of this report

Background:

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

Owner:	Marsh Line Development
Applicant/Agent:	SBM (Sandra Congdon/Ben Hyland)
Legal Description:	Part of Lot 18, Concession 9
Civic Address:	Marsh Line
Entrance Access:	New streets to be constructed
Water Supply:	Existing: None Proposed: Municipal water service
Sewage Disposal:	Existing: None Proposed: Municipal sanitary service
Storm water:	New comprehensive system required
Lot Area:	6.71 hectares (16.5 acres)
Use of Lands:	Existing: Vacant Proposed: single detached residential



Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. Development of the property overall will result in a significant increase in assessment value at full build out.

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.

PPS:

The subject lands are within the settlement area of West Lorne which permits a variety of densities and land uses, provided the necessary infrastructure and transportation is available (Section 1.1.3). The approval authority for plans of subdivision in 1989 was the Ministry of Municipal Affairs & Housing. Appendix B attached outlines the comment and approval provided at that time.

Since the property is bisected by a municipal drain a portion of the property is located within the Conservation Authorities regulated area. Appendix C outlines that the LTVCA is satisfied that items related to the drain and storm water management have been addressed.

CEOP:

The subject lands are within the Tier One settlement area designation on Schedule 'A' Land Use in the CEOP. The property would be considered a residential area with the settlement area and subject to the policies of Section C1.1.1 Residential Area.

It is the objective of this Plan to:

- a) maintain and *enhance* the character and identity of existing residential areas;

Comment: The proposed development will be a continuation of single detached residential housing consistent with the land to the east.

- b) encourage the provision of a range of housing types to accommodate persons with diverse social and economic backgrounds, needs and desires while promoting the maintenance and improvement of existing housing;

Comment: The subdivision represents the first significant residential development in West Elgin in several years and will help to supplement housing stock for the community.

- c) promote the efficient use of existing and planned *infrastructure* by supporting opportunities for various forms of *residential intensification*, where appropriate;

Comment: Both sanitary service and water service, including capacity, are available along Marsh Line to provide full servicing without extension of municipal infrastructure.

d) encourage increases in density in new *development* areas to maximize the use of *infrastructure* and minimize the amount of land required for new *development*;

Comment: The existing Todd Lane subdivision area has a density of 8.6 units per ha. The new development increases the density to 9.8 units per ha or approx. 1.2 additional dwellings or eight homes total.

e) ensure that residential areas permit a variety of complementary and *compatible* land uses including *special needs* housing, community facilities, schools, small-scale commercial uses and recreational open space areas;

Comment: most of the services needed to support the new development are just north of the development along Graham Road.

f) require a high standard of urban design for *development* and *redevelopment*; and,

Comment: The layout of the subdivision is consistent with current standards.

g) encourage local municipalities to establish comprehensive design guidelines and policies to foster the establishment of communities that are safe, functional and attractive.

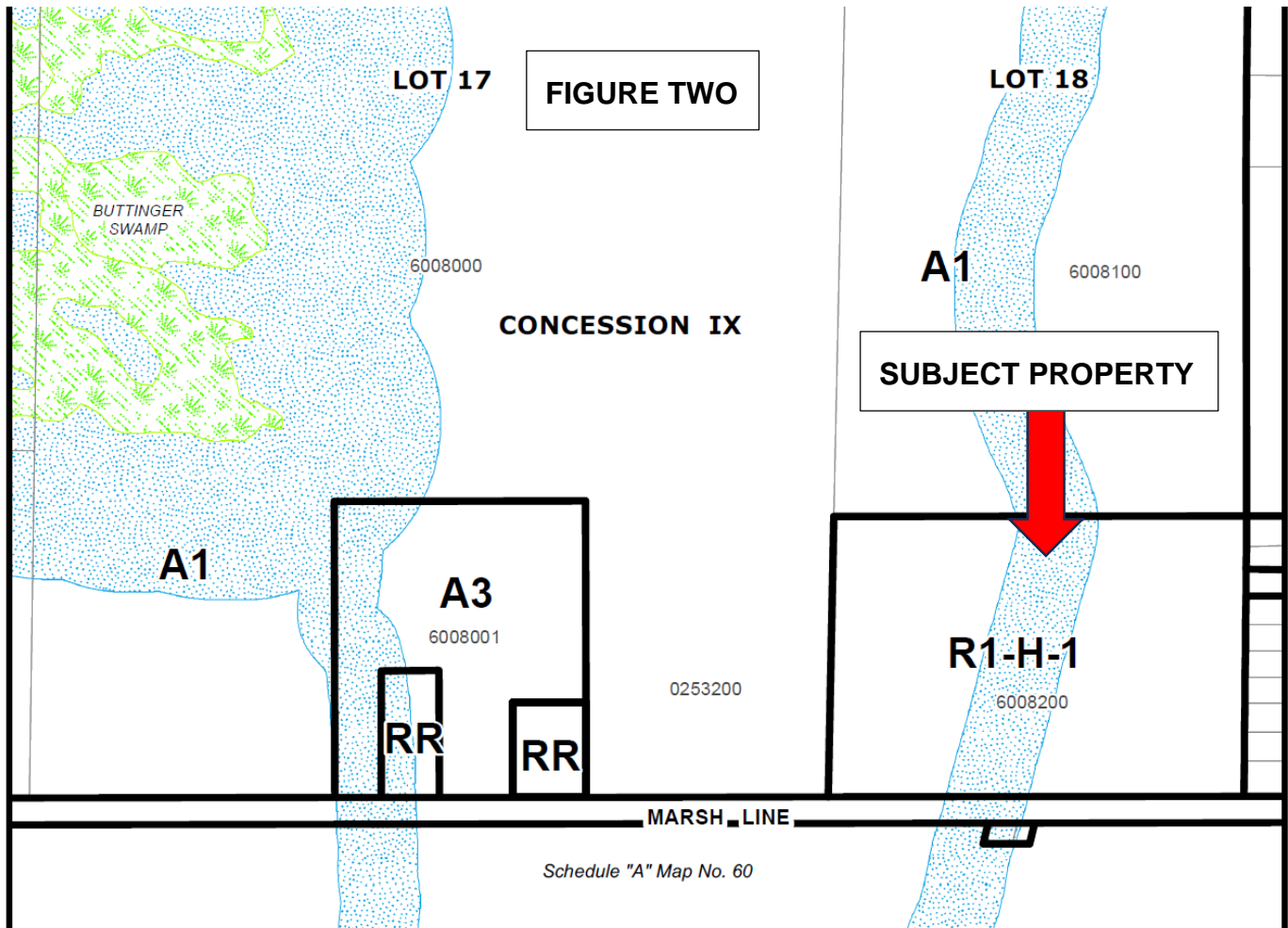
Comment: Each subdivision development is reviewed for compatibility with surrounding development and every effort is made to increase the overall positive addition to area and community as a whole.

OP:

The subject lands are designated as Residential, as shown on Land Use and Transportation Plan Schedule 'D' of the OP. The proposed development is a logical extension of the existing residential area to the east. The lands to the north are currently outside the West Lorne settlement area however the subdivision has been designed so that connection can be made in the future if those lands are incorporated into the settlement area in the future. As such, the requested zoning amendment on the subject lands conforms with the Official Plan.

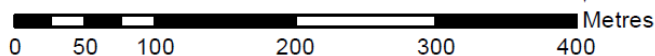
Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned Residential First Density Holding One (R1-H-1) Zone on Schedule C, Map 5 of the Zoning By-law, as depicted in Figure Two. In order to proceed with the proposed development an amendment is required to rezone the property to a site-specific Residential First Density Special Use Regulation 9 (R1-9). The attached chart outlines the requested amendments to the standard R1 zone. (Figure Three) The bold items are those being proposed. Appendix D also includes a full outline of the applicants request by their consultant.



**Municipality of WEST ELGIN:
WEST LORNE and AREA**

SCALE 1:5,000



Municipality of West Elgin Zoning By-Law

Schedule "C"

Map No. 5

The rezoning provides a greater degree of flexibility for the development to offer a variety of lot sizes and maximize the use of serviceable lands. The requested amendments are consistent with newer development.

The applicant had also suggested the zoning of the lands to be conveyed to the municipality, namely the stormwater facilities and open drain, be placed in an Open Space classification. Typical practice in subdivisions is to simply include these facilities in the overall zoning on the property as they will be conveyed to the Municipality and Open Space zoning is not required. This was discussed with the applicant and there was no objection to this approach.

FIGURE THREE – ZONING DETAIL

Item	Regulation	R1 Zoning	Proposed R1-XX	Compliance
1	Lot Area (m ²) Min.	600	440.0*	NO*
2	Permitted Use	Home Occupation Single Unit Dwelling	Home Occupation Single Unit Dwelling	Yes
3	Lot Frontage (m) Min. a) Corner Lot b) Interior Lot	18.0 15.0	18.0 12.8*	Yes No*
4	Front Yard (m) Min.	7.5	6.0*	NO*
5	Side Yard (m) Min. a) Single Unit Dwelling b) Single Unit Dwelling without attached garage. c) Single Unit Dwelling Corner Lot	a) 1.5 m + 0.5m for each additional or partial storey above the first b) 1.5 m + 0.5 m for each additional or partial storey above the first on one side and 4.5 m on the other side c) 7.5 m on the side abutting a street and 1.5 m + 0.5m for each additional or	a) 1.2* b) 1.2m on one side and 4.0m on the other side * c) 1.2m on the interior side yard and 4.0m on the exterior side yard *	NO*

		partial storey above the first on the other side		
6	Rear Yard (m) Min.	7.5	7.5	Yes
7	Setback from a Municipal Drain (m) Min. (Section 4.12(b))	15 metre setbacks from the top-of-bank of a municipal drain having a width of 4.5 metres or more from top-of-bank to top-of-bank.	15.0	Yes
8	Height (m) Max.	10.5	<10.5	Yes
9	Lot Coverage (%) Max.	30.0	40.0	NO*
10	Dwelling Units / Lot	1	1	Yes
11	Municipal Services	No dwelling shall be erected or used that is not connected to the municipal water supply system and the municipal sanitary sewage system.		Yes
12	Parking	1 Space per Unit	1 Space per Unit	Yes

Circulation Of The Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on October 20, 2023, 20 days prior to the public meeting (minimum 20 days required). The notice is also posted to the Municipal website.

Municipal Department Comments:

The zoning by-law amendment application was circulated to staff. Technical review has been completed and all engineering comments addressed. A development agreement will be the final step prior to the subdivision moving forward to construction.

Agency Comments:

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

Lower Thames Valley Conservation Authority (LTVCA)

The full comment from the LTVCA is included as Appendix C. There was no objection to proposed development on the subject lands however the Conservation Authority did outline a permit will be required prior to works on the site moving forward.

Public Comments:

At the time of submission of this report one comment had been received from a neighbouring land owner regarding how storm water would be managed on the property. The property owner was advised that a storm water management plan/system has been designed and reviewed for the development and that the new system will not be connected to the existing residential subdivision to the east.

Summary/Conclusion:

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

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

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

Prepared by:



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 21-2023 - Recommendation Report - 2023-50-Planning.docx
Attachments:	<ul style="list-style-type: none">- Appendix A - SBM-20-3300 Creeks Edge SUBDIVISION PLAN AND ZONING CHART.pdf- Appendix B - Ministry Approval.pdf- Appendix C - Final LTVCA Comment Apr 2023.pdf- Appendix D - 01 - SBM-20-3300 Creeks Edge - ZBA Proposal Summary.pdf
Final Approval Date:	Nov 2, 2023

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

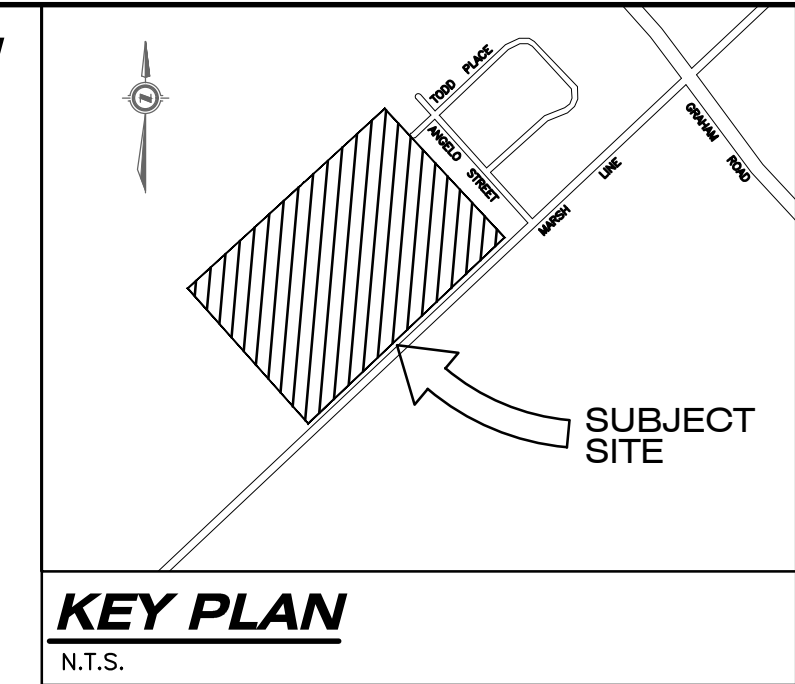
Terri Towstiuc



LEGAL INFORMATION
PART OF
LOT 18 CONCESSION 9
IN THE
TOWNSHIP OF ALDBOROUGH
COUNTY OF ELGIN

WASTE REMOVAL
WASTE TO BE STORED IN DWELLINGS AND
HOMEOWNER TO PLACE AT CURB NO
EARLIER THAN 6:00PM THE EVENING
BEFORE THE DAY OF MUNICIPAL PICK-UP

CANADA POST
PROPOSED DWELLINGS WILL RECEIVE MAIL DELIVERY
TO CENTRALIZED CANADA POST SUPERBOX(ES) ON
CAST-IN-PLACE CONCRETE PAD(S). LOCATION(S) TO
BE DETERMINED BY CANADA POST AND DETAIL ON
SHEET 15.1



KEY PLAN
N.T.S.

TODD PLACE

ANGELO STREET

EX. AGRICULTURAL

EX. RESIDENTIAL

WILTON MUNICIPAL DRAIN

MARSH LINE

SEWERS

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

LOT AREA

ZONING DATA CHART		
ITEM	R1	REQUIRED
1	PERMITTED USES	SINGLE UNIT DWELLING, HOME OCCUPATION
2	LOT FRONTAGE (m MIN)	15(ON INTERIOR LOT) 18(ON CORNER LOT)
3	LOT AREA (m² MIN)	600
4	SIDE YARD WIDTH 1. A SINGLE UNIT DWELLING 2. SINGLE UNIT DWELLING WITHOUT ATTACHED GARAGE OR CARPORT 3. SINGLE UNIT DWELLING ON A CORNER LOT	1. 1.5m+0.5m FOR EACH ADDITIONAL OR PARTIAL STOREY ABOVE THE FIRST 2. 1.5m+0.5m FOR EACH ADDITIONAL OR PARTIAL STOREY ABOVE THE FIRST ON ONE SIDE AND 4.0m ON THE OTHER SIDE 3. 7.5m ON THE SIDE ABUTTING A STREET AND 1.0m+0.5m FOR EACH ADDITIONAL OR PARTIAL STOREY ABOVE THE FIRST ON THE OTHER SIDE
5	REAR YARD DEPTH (m MIN)	7.5
6	MAXIMUM LOT COVERAGE (%)	30
7	FRONT YARD DEPTH (m MIN)	7.5
8	HEIGHT MAXIMUM (m)	10.5

AS CONSTRUCTED SERVICES	COMPLETION	No.	REVISIONS	D/M/Y	BY	CONSULTANT
DESIGN	FZ	1	FOR ZONING APPLICATION	14/09/23	FZ	
DRAWN	FZ					
CHECKED	SC					
APPROVED	BH					
DATE	14/09/2023					
CAD	SBM-20-3300					

STRIK BALDINELLI MONIZ
PLANNING - CIVIL - STRUCTURAL - MECHANICAL - ELECTRICAL
1599 Adelaide St. N, Unit 301, London, Ontario, N5X 4E8
Tel: (519) 471-6667 Fax: (519) 471-0034
Email: sbm@sbmld.ca

**PRELIMINARY
NOT FOR
CONSTRUCTION**

MARSH LINE DEVELOPMENTS
2260 HURON STREET
LONDON ONTARIO
N5V 5A6
P: (519)-701-2198
E: CARANGROUP@GMAIL.COM

SCALE
SCALE - 1:500
5.0 0 10.0m

TITLE	PROJECT No.
SUBDIVISION PLAN - ZONING CHART	SBM-20-3300
CREEK'S EDGE SUBDIVISION	SHEET No. 1
34T-89007 WEST ELGIN, ON.	PLAN FILE No. -

MINISTRY STAFF REPORT

Planning System:	Old Act
File Number(s):	34-T-89007
Upper Tier:	Elgin County
Municipality:	Municipality of West Elgin (formerly the Township of Aldborough)
Applicant:	P. Civiero Investments Inc.
Date Rec'd by Ministry:	September 27, 1989
Date Determined Complete:	October 2, 1989
Decision Target Date:	N/A
Related Files:	34 OP 0165 009
OP Conformity:	Yes
PPS Issues:	No

RECOMMENDATION:

That this proposal be Draft Approved, subject to the attached conditions.

PROPOSAL:

This proposal consists of a 6.69 hectare site that is to be developed into 67 single detached dwellings, and four blocks, one block being Block 68, to be used as Parkland, and three blocks, Blocks 69,70 and 71, to be used as a municipal road widening. Full municipal water and sanitary sewers services are to be provided. The site is located on part of the south half of Lot 18, Concession 9 and fronting on the north side of Hog Street west of, and immediately abutting, the Village of West Lorne.

BACKGROUND:

This proposed draft plan of subdivision was submitted to this Ministry on September 27, 1989. An amendment to the Official Plan of the Township of Aldborough permitting the proposed development was required before draft approval could proceed. As such, OPA #9, which proposed to redesignate the subject lands from "Restricted Agriculture" to "Rural Residential-Special Policy Area No. 1", was adopted by the Township of Aldorough Council on March 22, 1989, and subsequently approved by this Ministry on February 14, 1992. Water and sanitary servicing issues were a concern in this OPA, but have since been addressed.

CONSULTATION:

This application was circulated in 1990 to the Lower Thames Valley Conservation Authority, the Township of Aldborough, Ontario Hydro, and the Ministries of Transportation, Agriculture, Food and Rural Affairs, Natural Resources, and Environment and Energy. The LTVCA, Hydro, MTO, and OMAFRA has no objections to this proposal. MOEE and MNR responded with comments.

MOEE orginially had concerns with respect to sanitary sewage and potable water treatment. These issues have since been addressed and are no longer a concern. MOEE, along with MNR requested a stormwater quality management plan to be completed. This plan has been submitted to the MOE and the LTVCA (acting on behalf of MNR), and neither agency has objections to it. In 1994, the MNR conducted an assessment of a wetland adjacent to the subject property and determined that it was not provincially significant.

The following is to be included in Notes to Draft Approval. MOE indicated that should waste materials and/or other contaminants be discovered on the subject property, then MOE should be consulted, and further approvals may be necessary. MNR indicated that approval and the issuance of a work permit will

be required to any alteration of the tributary of Brocks Creek (Wilton Drain) which flows through the subject property.

MINISTRY ASSESSMENT:

This application clearly conforms to policies 1.5, 2.2, 5.1, and 5.3 of the Growth and Settlement Policy Guidelines.

In March, 1997, this Ministry advised the applicant (by way of letter) that this proposal would be refused if the MOE and MNR concerns regarding the completion of a stormwater quality management plan were not addressed. Consequently, the applicant submitted this plan to both the MOE and the LTVCA (acting on behalf of MNR) for review (see Conditions 9, 10 and 11). No objections were raised at that time. No other issues need to be addressed with regards to this proposal.

RECOMMENDATION:

That this proposal be Draft Approved, subject to the attached conditions.

Area Planner: 

Date: March 20/1998

Senior Planner: 

Date: 98/03/20

**Ministry of
Municipal Affairs
and Housing**

Provincial Planning Services Branch
777 Bay St 14th Flr
Toronto ON M5G 2E5
Telephone Toll Free: 1-800-935-0696
Fax Number: (416) 585-4245

**Ministère des
Affaires municipales
et du Logement**

Direction des services provinciaux d'aménagement
777, rue Bay 14^e étage
Toronto ON M5G 2E5
Téléphone (sans frais): 1-800-935-0696
Télécopieur: (416) 585-4245



24 March 1998

FILE COPY

Ms P. Civiero
P Civiero Investments Inc.
1461 Hurontario Street
Mississauga, Ontario
L5G 3H5

Dear Ms Civiero

Subject: Approval of Draft Plan of Subdivision
Township of Aldborough
Part of Lot 18, Conc. 9
Our File Number: 34-T-89007

The above plan has been approved subject to the amendments and conditions noted. A signed copy is enclosed.

When the survey has been completed and the final plan prepared, the following should be forwarded to this Ministry:

- (a) the original
- (b) four mylar copies
- (c) three white paper prints

Yours truly,

A handwritten signature in blue ink, appearing to read "Milena Avramovic".

Milena Avramovic
Senior Planner
Provincial Planning Services Branch

Encl:

April 3, 2023

Municipality of West Elgin
199 Currie Road
Dutton, ON N0L 1J0

Attn: **Robert Brown**

Re: **Creek's Edge Subdivision**
0 Marsh Line
Part Lot 18; Concession 9 S
Community of West Lorne
Municipality of West Elgin

Thank you for providing the LTVCA with the opportunity to review the Creek's Edge Subdivision proposal for development on the southwesterly limits of the Community of West Lorne. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as the Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, R.S.O. 152/06 under the Conservation Authorities Act. After reviewing our files and mapping, staff determined that the property in question is subject to the Authority's Development and Alterations to Watercourses portion of the regulations. The issue of concern in this area is the Wilton Drain (aka Brock Creek) and erosion.

An application from this office is required prior to any works/construction/alteration taking place within the regulated area. The property is not subject to flooding of a general nature and as such structures are not required to be flood proofed. However, the flood proofing of structures for the purposes of prevention of flood damage from local, overland drainage waters is always recommended. Setbacks from the waterway will be required to any proposed structure(s).

Staff have reviewed the following documents that were submitted to this office on March 30, 2023:

1. SBM-20-3300 Creek's Edge Subdivision – SWM Design Brief 2023-03-29 sld.
2. SBM-20-3300 Creek's Edge Subdivision – Civil 2023-03-29 sld.
3. Response to First Submission Technical Review Comments
4. SBM-20-3300 Creek's Edge Subdivision - Water Servicing Design Brief 2022.06.16
5. Report 5927 - Geotechnical Engineering Report

As a result of our review, staff have the following comments to make as it relates to the Functional Servicing and Stormwater Management Plan Report:

All previous staff comments have been addressed.

I trust this is satisfactory, but if you should have any questions, or require more information, please call the office.

Yours truly

A handwritten signature in blue ink, appearing to read 'C. Wilson', with a long horizontal flourish extending to the right.

Connor Wilson
Planner

A handwritten signature in blue ink, appearing to read 'Elizabeth Philip', with a long horizontal flourish extending to the right.

Elizabeth Philip, P.Eng.
Water Resources Engineer

Cc: Bryan Pearce
Brian Lima

September 21, 2023

SBM-20-3300

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

Attn: Robert Brown, Planner

**RE: Zoning By-Law Amendment Proposal Summary - Creek's Edge Subdivision
West Lorne, ON**

Dear Mr. Brown:

Strik, Baldinelli, Moniz Ltd. (SBM) has been retained by Marsh Land Developments to prepare and submit a Zoning By-Law Amendment Application for lands legally described as Lot 18 Concession 9 in the Geographic Township of Aldborough in the Municipality of West Elgin, County of Elgin (herein referred to as the "Subject Lands"). The subject lands are located north of Marsh Line and east of Graham Road, within the Settlement Area Boundary of West Lorne. The following sections outline the development intentions for the site and the required zoning by-law amendment (ZBA) application to facilitate the desired built form on the site.

1. Application Information

Key Contact (Agent):

Sandra Congdon, CPT

Strik, Baldinelli, Moniz Ltd.

P: 519.471.6667 X 197

E: scongdon@sbmltd.ca

Applicant/Proponent:

Marsh Line Developments

Site Description

Lot 18 Concession 9 in the Former Twp. of Aldborough,
Now in the Municipality of West Elgin, in the County of Elgin

Site area: 6.71ha/16.58ac

Site frontage: 320.15m (Marsh Line)

2. Site Description

The subject lands are located within the defined settlement area of the community of West Lorne. Located on the north side of Marsh Line, the site has a frontage of $\pm 320\text{m}$ and a total area of 6.71 ha (See **Figure 1**). The subject lands are generally flat and currently used for agricultural production. The subject land consists of cultivated lands except for a narrow buffer of brush/vegetated area associated with the natural heritage area to the north and the Wilton Municipal Drain which bisects the property. (See **Figure 2**)



Figure 1. Context Map, Subject Lands (Elgin Mapping)



Figure 2. Street view of the Subject Lands (Google: June 2023)

3. Summary of Proposal

The subject lands are currently under the approval of the draft plan of Subdivision 34T-89007 (dated September 1989). A recent application (34T-WE89007) had provided redline revisions to the to the approved draft plan of subdivision as required to accommodate necessary changes through the detailed engineering design process. These redlines maintained the overall lotting pattern of the 1989 plan. Staff recommended to Council (September 12, 2023) that the revised draft plan be granted approval. The development will create 66 single detached residential lots, public roadways, and associated storm water management facilities (See **Figure 3**).

In support of the residential development and to better align with the revisions to the Draft Plan of Subdivision, the applicant is seeking approval for a Zoning By-law Amendment (ZBA) from its current “Residential First Density” with “Holding Provision 1” (R1-H-1) zoning to “Residential First Density” (R1-XX) with site specific conditions and Open Space (OS) zoning. The requested site specific conditions of the R1 zone are in support of a built form that is in line with current development standards, market demand, and appropriate for the development area.

4. Services and Infrastructure

The subject lands are located within the settlement area of the community of West Lorne and have access to full municipal services via Marsh Line. A stormwater management facility (Bock 68) is also centrally located to the Draft Plan area, offering both quality and quantity controls prior to discharging to the Wilton Municipal Drain.

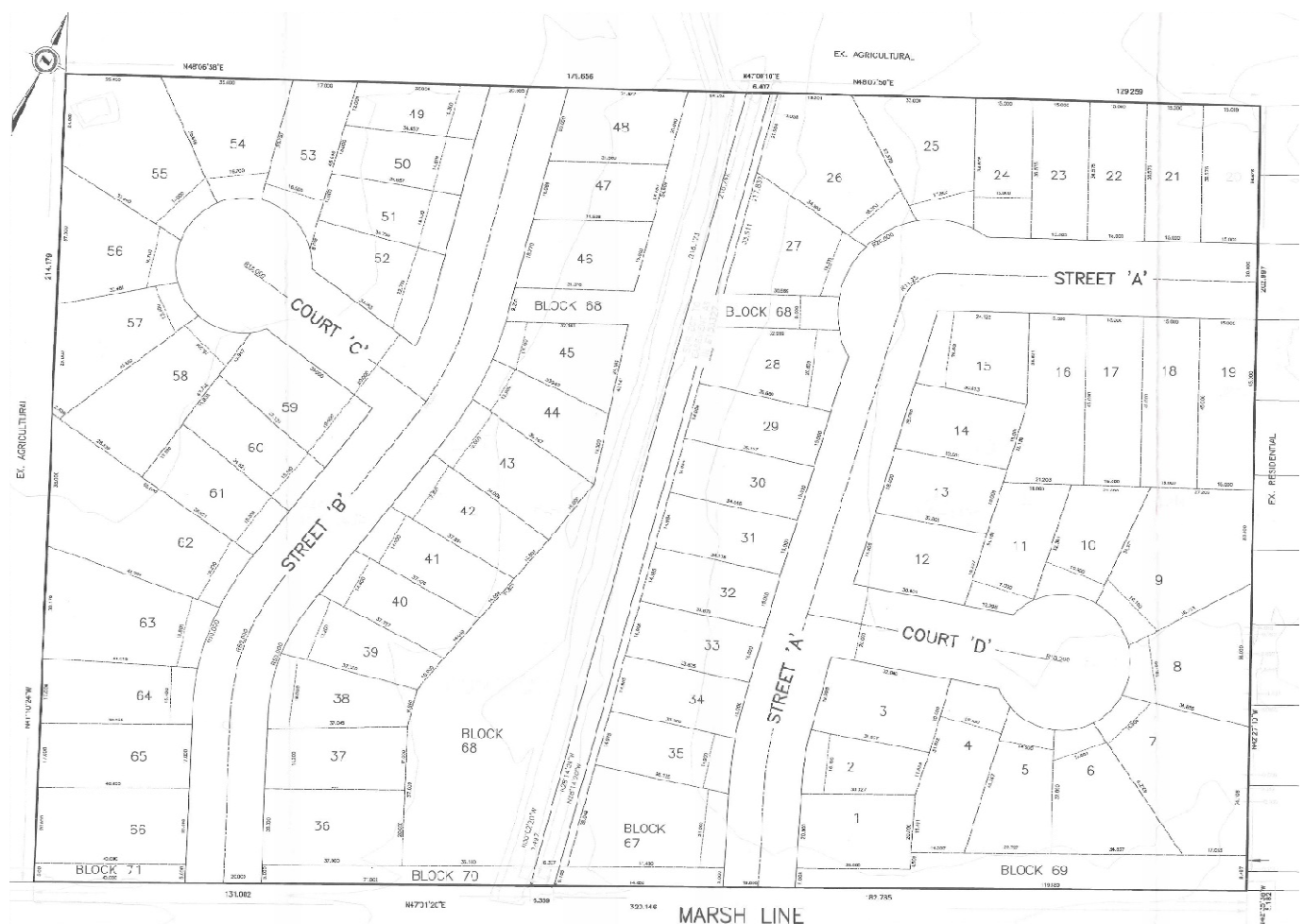


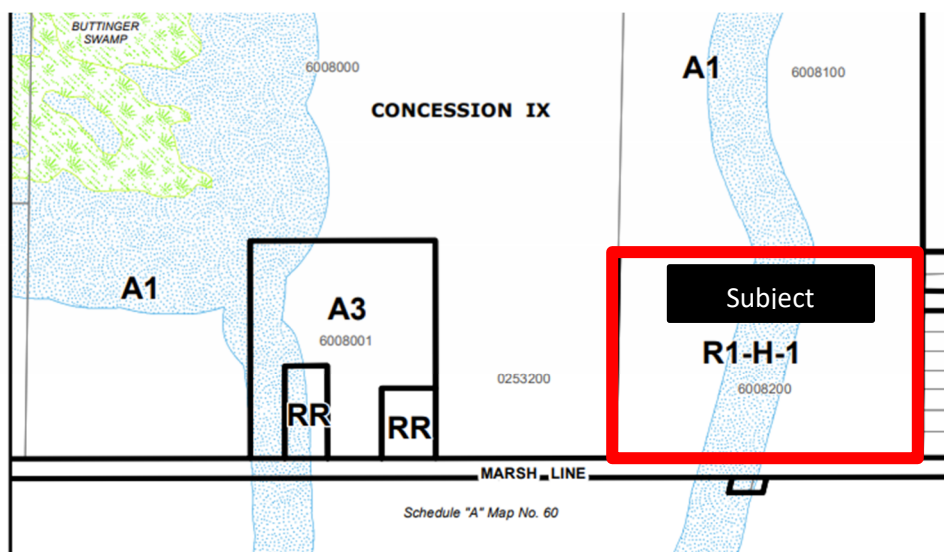
Figure 3. (Revised) Draft Plan of Subdivision 34T-89007 (June 2023)

5. Planning Framework

The following Official Plan policies are applicable to the subject lands:

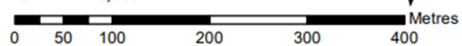
- County of Elgin Official Plan:
 - Schedule 'A' Land Use – Teir 1 Settlement Area
- Municipality of West Elgin Official Plan:
 - Schedule 'D' Land Use and Transportation Plan – Residential, Service Area B
 - Schedule 'E' Land Use and Transportation Plan – Urban Area

The proposed development is in conformity with the Official Plan policies of both the Municipality of West Elgin and the County of Elgin, particularly with regard to fully serviced residential development within the settlement area.



**Municipality of WEST ELGIN:
WEST LORNE and AREA**

SCALE 1:5,000



Municipality of West Elgin Zoning By-Law

Schedule "C"

Map No. 5

Figure 4. Schedule 'C' Map 5 Zoning By-Law – West Lorne Area



Figure 5. Proposed Amendment to Schedule "C", Map 5, of the Zoning Bylaw

Proposed Zoning By-law Amendment

As per the Municipality of West Elgin Zoning By-Law, Schedule 'C' Map 5, the subject lands are currently zoned R1-H-1 (See **Figure 4**). It is the request of the applicant that the lands be rezoned "Residential First Density" (R1-XX) with site specific conditions and Open Space (OS) (See **Figure 5**).

Removal of the holding provision (H-1) is contingent on the owner entering into a development agreement with the municipality ensuring fulfillment of development obligations and responsibilities. The development agreement is currently under review and as such the holding provision will be removed as part of the rezoning process.

The draft plan of subdivision contains multiple blocks intended for storm water management facilities (Blocks 67, 69-71) and one block that contains the existing Wilton Municipal Drain (Block 68). It is the intent of the applicant to rezone these lands "Open Space" (OS). All provision of the Open Space Zone, as outlined in Section 25 of Zoning By-law 2015-36, can be achieved and no site-specific provisions are requested.

Below, is a comparative analysis of the standard R1 zone (ZB 2015-36) and the requested site-specific conditions.

Table 1. Zoning Chart – R1-XX Zone

Item	Regulation	R1 Zoning	Proposed R1-XX	Compliance
1	Lot Area (m ²) Min.	600	440.0*	NO*
2	Permitted Use	Home Occupation Single Unit Dwelling	Home Occupation Single Unit Dwelling	Yes
3	Lot Frontage (m) Min. a) Corner Lot b) Interior Lot	18.0 15.0	18.0 12.8*	Yes No*
4	Front Yard (m) Min.	7.5	6.0*	NO*
5	Side Yard (m) Min. a) Single Unit Dwelling b) Single Unit Dwelling without attached garage. c) Single Unit Dwelling Corner Lot	a) 1.5 m + 0.5m for each additional or partial storey above the first b) 1.5 m + 0.5 m for each additional or partial storey above the first on one side and 4.5 m on the other side c) 7.5 m on the side abutting a street and 1.5 m + 0.5m for each additional or	a) 1.2* b) 1.2m on one side and 4.0m on the other side * c) 1.2m on the interior side yard and 4.0m on the exterior side yard *	NO*

		partial storey above the first on the other side		
6	Rear Yard (m) Min.	7.5	7.5	Yes
7	Setback from a Municipal Drain (m) Min. (Section 4.12(b))	15 metre setbacks from the top-of-bank of a municipal drain having a width of 4.5 metres or more from top-of-bank to top-of-bank.	15.0	Yes
8	Height (m) Max.	10.5	<10.5	Yes
9	Lot Coverage (%) Max.	30.0	40.0	NO*
10	Dwelling Units / Lot	1	1	Yes
11	Municipal Services	No dwelling shall be erected or used that is not connected to the municipal water supply system and the municipal sanitary sewage system.		Yes
12	Parking	1 Space per Unit	1 Space per Unit	Yes

* Zoning Deficiency

As outline above in Table 1, the applicant is requesting relief from Section 8 Residential First Density (R1) Zone, Table 8-1 to create the following site-specific conditions:

1. That the minimum lot area be permitted to 440.0m², whereas 600.0m² is required.
2. That the minimum lot frontage be permitted to be 12.8m on an interior lot, whereas 15.0m is required.
3. That the minimum front yard setback be 6.0m, whereas 7.5m is required.
4. That the minimum side yard setback be permitted as follows:
 - a. Single Unit Dwelling: 1.2m
 - b. Single Unit Dwelling without attached garage: 1.2m on one side and 4.0m on the other side.
 - c. Single Unit Dwelling Corner Lot: 1.2m on the interior side yard and 4.0m on the exterior side yard.
5. That the maximum lot coverage be 40.0 %, whereas only 30.0 % is currently permitted.

As stated earlier, the original draft plan of subdivision was approved in 1989 but never developed. A change in ownership has brought new life to the project. Over the last 34 years, development standards have evolved, recent revisions to the draft plan of subdivision are reflective of this. The recent redlines to the plan made minor modifications to elements like road width, bringing a section of Street A from 19m to 20m to accommodate engineering requirements, and changing the former Lot 36 into Block 67 to provide stormwater management.

Block 68 was changed from parkland to a stormwater management block as well. However, the overall lotting and road pattern from the 1989 Draft Plan has been maintained.

Elements of the requested site-specific conditions, like lot frontage and lot area, are reflective of the original subdivision design. While other site-specific conditions requested such as reductions to the required front and side yards and an increase in the allowable lot coverage are reflective of current development standards and the desired built form proposed within the development.

6. Closing

This Planning Justification Brief has been submitted as part of a complete application package to amend the current Zoning of the subject lands. The proposal allows for the logical development of the subject lands within the parameters of the approved plan of subdivision. The proposed development is compatible and sensitive to the surrounding residential uses and maintains connections for future development opportunities.

Thank you for your consideration and we look forward to working with the Municipality in the next steps of the Zoning By-Law Amendment application process. Feel free to contact the undersigned should you require any further information, or verification of the submitted materials.

Respectfully submitted,

Strik, Baldinelli, Moniz Ltd.

Planning • Civil • Structural • Mechanical • Electrical



Sandra Congdon, CPT
Planning Technician

T: 519-471-6667 x 197

E: scongdon@sbmltd.ca

cc. Aldo Caranci and Jim Bujouves, Marsh Line Developments
Ben Hyland and Nick Dyjach, SBM Ltd.

Encl. Appendix A: Draft Plan of Subdivision
Appendix B: Subdivision Plan and Zoning Chart
Appendix C: Proposed Zoning Map

DECEMBER 21, 2023

PLANNING FOR GROWTH



Carolyn Krahn
Manager of Economic Development, Tourism & Strategic
Initiatives

Don Shropshire
Chief Administrative Officer/Clerk





Introduction

- How should the County set up planning and economic development to make sure we get the most out of the Amazon Fulfillment Centre, the PowerCo SE Gigafactory, and other related investments that are expected to boost our community and economy?
- These developments are generating significant economic activity and increasing land demand in the area.
- We would like to maximize the benefits for our communities through careful planning.
- The goal of today's presentation is to help you define the growth that you want in West Elgin and Elgin County.

THE POWERCO SE GIGAFACTORY EFFECT

- The PowerCo SE Gigafactory is not just a factory; it's a catalyst for economic change.
- It's expected to create 3,000 direct jobs and thousands more indirect jobs. There could be as many as 30,000 new jobs.
- Increased job competition and population growth will have a regional impact.



Competition for Investments & Skilled Labour

- Elgin County, St. Thomas, London, and beyond will be competing for ancillary-type industrial investments.
- As businesses flock to our region, skilled labour competition will intensify.
- This influx of jobs will attract a diverse range of people.
- Assessing workforce needs and investing in training are crucial.
- Existing businesses need support amid all this development.

Factors for Consideration

- To support this growth, careful financial and land use planning is essential to support the demands of housing, business (industrial and commercial), agriculture and recreation.
- Infrastructure upgrades are necessary for accommodating population and business growth.
- Housing affordability and supply, transportation, education, healthcare, public safety, recreation, and other social services must be addressed.

COMMUNITY ENGAGEMENT

- Aligning developments with community priorities is vital.
- Welcoming newcomers and immigrants ensures our communities remain safe and inclusive places, where all residents thrive.
- Community engagement plays a pivotal role in achieving this.



Benefits of Growth

- Industrial growth offers tax revenue, job creation, economic stimulation, and improved infrastructure.
- An increase in industrial tax revenue will support the increase in service levels required by population growth.
- It enhances property values and fosters community vibrancy.
- Sustainable and well-planned growth is essential for long-term benefits.

Preparing for Development

We need to understand the type and level of growth desired.

- Do you want to attract new residents?
- Do you want to attract and grow your commercial businesses?
- Do you want to attract and grow your industrial tax base?
- What kinds of incentives will be needed to attract these investments? Is the proximity to PowerCo SE sufficient incentive or are additional incentives needed to compete with neighbouring municipalities?

Discussion

- What is the appetite in your community to welcome investment?
- How aggressively would you like to pursue growth?
- In terms of incentives to attract businesses, how aggressive do you think we should be?
- How welcoming will our communities be to newcomers? What steps can we take to ensure inclusivity and a smooth transition for newcomers?

Costs

- Growth involves costs to different levels of government and across the public and private sector.
 - Municipal – water, wastewater, planning, roads, cultural services, emergency services, parks and recreation, etc.
 - School Boards – planning for and building new schools, recruiting staff for new schools
 - Private – housing development, commercial development, industrial development
- Economic development expenses include business attraction efforts and workforce development initiatives.
- Effective financial planning is crucial for project sustainability.

Funding Sources

- Diverse funding sources are essential to support growth.
- Funding sources for infrastructure development include property taxes, grants, debentures, development charges, and user fees.
- Partnerships with other municipalities.
- Public-private partnerships and regional initiatives can also provide funds.
- What expectations should we have regarding financial support from the provincial and federal governments?

Discussion

- How much are you willing to invest to drive growth forward?
- Where do you see opportunities for collaboration between the Local Municipalities, the County, and the City; and when might we find ourselves in competition?
- When it comes to infrastructure, do you think it's feasible for us to make shared investments in key areas like water, wastewater, road networks, rail, public transportation etc.?

Supporting Existing Businesses: Business Retention & Expansion

- Growth presents opportunities and challenges for our existing businesses.
- They may have opportunities to supply PowerCo SE with materials, but they may also be in competition for employees.
- Launched in November 2023, **our BR+E program will support existing businesses.**
- The goal is to understand local business challenges and opportunities through business visits and confidential interviews.
- The program aims to **strengthen relationships** with existing businesses and **address immediate concerns.**
- The BR+E program will focus on various sectors, including, industrial, commercial, and agriculture.
- The program will be overseen by a dedicated Leadership Team comprised of representatives from each Local Municipality.

Creating an Investment Attraction Roadmap

- We have submitted an application to FedDev for a grant to develop and implement an investment attraction strategy.
- The goal is to position Elgin County for industrial growth and to attract new investments.
- The project includes:
 - clarifying goals with our Local Municipal Partners,
 - updating vacant land inventory,
 - completing a master servicing study,
 - identifying parcels ready for development,
 - addressing servicing gaps,
 - updating incentives,
 - streamlining planning processes,
 - developing a workforce attraction and retention plan, and
 - creating a marketing and lead generation strategy.

Next Steps

- 1.What are your goals for residential growth, commercial expansion, and industrial development?
- 2.How do you want to engage with your community to assess its appetite for welcoming growth?
- 3.What is your plan to support infrastructure development (e.g. roads, water, etc.) to accommodate the desired growth?
- 4.How will you support the costs of new infrastructure? Property taxes, grants, debentures, development charges, user fees, partnerships with neighboring municipalities, public-private partnerships?
- 5.How can you champion the BR+E program and provide support to existing businesses?
- 6.Would you like to work with us to develop and implement an investment attraction strategy for the region?

Planning Options

What structure and investments in planning and economic development are needed to support the desired growth?

Commitment to review planning options

- Oxford, Middlesex and Huron County
- Paul Hicks, Republic

Middlesex, Oxford and Huron Counties

Common elements

- Planning staff are employed by the County.
- Planning staff are assigned to Local Municipalities based on volume of work, e.g., a community with high volume planning might have two or more staff assigned to do their planning work or two communities that have low volume might share a single planner.

Middlesex, Oxford and Huron Counties

- Planners have offices in the communities to which they are assigned.
 - In addition to their primary office in the Local Municipality planning staff may have office space at the County building or WFH.
- County levy covers the cost of the service.

Staff Assignment

- Middlesex rotates planners in the different Municipalities, whereas Huron and Oxford more often keep the planners serving the same community.
 - Rotating the planners builds capacity and new skills that support professional development.
 - Maintaining planners offers continuity.

Oxford County

- County planning services include
 - developing one Official Plan for the County (that includes all LMPs), and
 - statutory duties, Secondary Plans, zoning and site plan approvals.
- Costs distributed through County Levy, no area rating, allocation of planning staffing is weighted based on population.

Middlesex County

- Development was iterative – voluntary participation.
- Pooled planning offers broader and deeper set of skills and support to LMP and County planning decisions.
- Junior Planners are assigned a wide variety of duties and receive mentoring and support from senior planners.
- Financial growth support by \$10M investment reserve, that offers 8 year, interest free loans to LMPs.
 - LMP must invest a minimum 10% stake

Huron County

- Succession planning – new grads from Guelph, mentored by senior rural planners.
- Promote hybrid model, planners working from home, LMP (min. 1 day/week) and County (shared space model).
- Planners shifted based on fit, same planner does both the LMP and County planning for a given file (delegated responsibility, allows for shorter response time).
- Economic Development used to report to Director, Planning, now reports to the CAO.
- Planning Services includes a Climate Change Officer and a Forestry Conservation Officer.

Additional Considerations

- Feedback from Paul Hicks, A/Manager Planning, Elgin County
- Consider Central Elgin / St. Thomas Planning Services
- What do LMP and County Councils want for community development and growth in the next five to ten years? What are they prepared to invest to support the desired growth?
- What is the capacity of our consolidated current planning staff? What additional skills and experience are needed?
- Other?

Next Steps

- Confirm timing and expectations.
- Seeking direction from Councils regarding their desired growth plans.
- Seeking direction from Councils regarding the preferred model for Planning Services .
- Considering direction and support required for economic development.



Municipality of West Elgin

Minutes

Council Meeting

November 23, 2023, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Navackas
Councillor Denning
Councillor Statham

Staff Present: M. Badura, CAO/ Treasurer
L. Gosnell, Manager of Operations & Community Services
Jeff McArthur, Fire Chief
Robert Brown, Planner
Terri Towstiuc, Clerk

Also Present: DDWECF Members: B. Rowe, E. Sebestyn & J. Galbraith
J. Kirkham, Mischevious Cats, Strategic Planning

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

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

2. Adoption of Agenda

Resolution No. 2023- 356

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Agenda as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Delegations

4.1 Dutton Dunwich West Elgin Community Fund Update

Bonne Rowe, Dutton Dunwich West Elgin Community Fund representative spoke to Council to provide an update on the exciting opportunities that they have had to assist local charities through grants, to assist with various projects to benefit local communities.

Ms. Rowe advised this group is dedicated to the Dutton Dunwich West Elgin area, and have established over \$240,000 since it was established in 2020, and have granted over \$11,000.

4.1.1 Dutton Dunwich West Elgin Community Fund Info Sheet

4.1.2 DDWECF Request for Scout Hall Fee Waiver

Resolution No. 2023- 357

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That Council approve the request from the Dutton Dunwich West Elgin Community Fund Steering Committee to waive fees for use of the Scout Hall meeting room, for an approximate total of \$162.00 per year.

Carried

4.2 Jennifer Kirkham, Mischevious Cat Productions Re: Strategic Plan

Jennifer Kirkham, Mischevious Cats Productions, provided council with a presentation outlining the responses received from the West Elgin Community Survey, to form a 2023-2027 Strategic Plan. Council provided feedback to Ms. Kirkham, collaborating to establish a vision, mission, goals and objectives for the future of West Elgin.

Ms. Kirkham will provide a final copy for adoption, at a future meeting of Council.

5. Adoption of Minutes

Resolution No. 2023- 358

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

5.1 Elgin Group Police Services Board Minutes, September 20, 2023

Resolution No. 2023- 359

Moved: Councillor Navackas

Seconded: Councillor Statham

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

Carried

6. Business Arising from Minutes

None.

7. Consent Agenda

Resolution No. 2023- 360

Moved: Councillor Denning

Seconded: Councillor Statham

That Council adopt the Consent Agenda as presented.

Carried

7.1 Monthly Staff Reports

7.1.1 West Elgin Fire Department

Monthly Update, September & October, 2023

7.2 Communications from Other Municipalities

7.2.1 County of Elgin (Planning) E74-23 No Appeals

7.2.2 County of Elgin Council Highlights November 14, 2023

7.2.3 County of Elgin Letter to Premier Ford Re: Bill 21

7.2.4 Municipality of Wawa Resolutions

7.2.4.1 RC23261 Automated Enforcement System

7.2.4.2 RC23262 Support Water Training

**7.2.4.3 RC23263 Amend Legislation Act. Digital
Publication**

7.2.4.4 RC23265 Support Tax Credit Firefighter

Councillor Statham removed to *Items Requiring Consideration*.

7.2.5 Town of Owen Sound Re: Support for Township of McKellar Re Amendment to the Legislation Act, 200

7.2.5.1 Township of Ryerson Re: Support Township of McKellar Call for an Amendment to the Legislation Act, 2006

7.2.6 Dufferin County Re: Violence Against Women Resolution

7.2.7 Town of Orangeville - Gender Based Violence and Intimate Partner Violence an Epidemic

7.2.8 Municipality of Temagami Re: Resolution 23-455 Letter of Support

7.2.9 Municipality of Shuniah Re: Unnecessary Noise - Engine Brakes

7.2.10 Township of Bonfield Resolutions

7.2.10.1 Support Township of McKellar Call for an Amendment to the Legislation Act, 2006

7.2.10.2 Municipality of Grey Highlands Support Re: School Bus Arm Cameras

7.2.10.3 Municipality of Bluewater Support Re: Childcare availability in Ontario

7.2.10.4 Township of Archipelago Support Re: Cigarette Producer Responsibility

7.2.10.5 Municipality of Wawa Re: Support Tax Credit Firefighter

Councillor Statham removed to *Items Requiring Consideration*.

7.2.11 Town of Parry Sound Re: request legislative change to permit on-line public notices

7.2.12 Town of Orangeville Re: Ontario Works Financial Assistance Rates

7.2.13 Town of Aylmer Re: requesting Provincial consideration for amendments to the Residential Tenancies Act

Councillor Navackas removed to *Items Requiring Consideration*.

7.2.14 County of Prince Edward Resolutions

7.2.14.1 Resolution 2023-568 Re: Establish a guaranteed livable income

7.2.14.2 Resolution 2023-569 Re: Source Water Protection Program

8. Staff Reports

8.1 Fire

8.1.1 Emergency Ontario Grant Opportunities

Resolution No. 2023- 361

Moved: Deputy Mayor Tellier

Seconded: Councillor Navackas

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

Carried

8.2 Operations & Community Services

8.2.1 Snow Blade

Resolution No. 2023- 362

Moved: Councillor Navackas

Seconded: Councillor Statham

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; And

That West Elgin Council grants approval to transfer the allocated capital funds earmarked for the purchase of a Pull Type Finishing Mower to Metal Pless 6' Plow.

Carried

8.3 Planning

8.3.1 Severance Application E81-23 - Comments to Elgin County

Resolution No. 2023- 363

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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.

Carried

8.3.2 Rodney South Redevelopment

Resolution No. 2023- 364

Moved: Councillor Statham

Seconded: Councillor Navackas

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.

Carried

8.4 Clerk's

8.4.1 WEHC Flu Clinic, November 7, 2023, Request for Fee Waiver

Resolution No. 2023- 365

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

Carried

8.4.2 Letter of Support Request - Rodney Aldborough Fair

Resolution No. 2023- 366

Moved: Deputy Mayor Tellier

Seconded: Councillor Navackas

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.

Carried

8.5 Finance/Administration

8.5.1 Reserve and Reserve Fund Policy

Council provided various amendments to the Reserve and Reserve Fund Policy. The Policy will be brought back at a future meeting of Council for adoption.

Resolution No. 2023- 367

Moved: Councillor Statham

Seconded: Councillor Navackas

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.

Carried

8.5.2 Closure of Employment Services

Resolution No. 2023- 368

Moved: Councillor Denning

Seconded: Councillor Navackas

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

Carried

8.5.3 Four Counties Transit Bus

Resolution No. 2023- 369

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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.

Carried

9. Committee and Board Report

9.1 Councillor Reports from Committees

Councillor Denning provided an update for the Arena Board, indicating "Arena Renaming" initiative is being brought back, which was started prior to the COVID-19 pandemic. There is much work to be done, with a goal of Summer 2024 renaming.

Deputy Mayor Tellier advised the Old Town Hall Committee met again November 22, with many positive ideas being shared for the future of the Old Town Hall, Rodney. The Committee will meet again once more prior to Christmas break.

9.2 Resignation of Recreation Committee Member

Resolution No. 2023- 370

Moved: Councillor Navackas

Seconded: Councillor Statham

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.

Carried

10. Accounts

Resolution No. 2023- 371

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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.

Carried

11. Consideration of Items Requiring Discussion

11.1 Potential for Dog Park

Deputy Mayor Tellier advised Council that there has been requests from residents for a Dog Park. Council discussed the potential of locations, initial costs and long-term maintenance cost. Council directed staff to canvas neighbouring municipalities for their experience and operating costs and bring back to Council for the next meeting.

11.2 Municipality of West Elgin 25-Year Anniversary

Council acknowledged that September 1, 2023 was the 25th Anniversary of West Elgin. Council acknowledged that during that time, the municipalities was busy with Kraft Hockeyville, and would like to hold an Anniversary event. A suggestion was made to combine the future Arena renaming, with a 25th Anniversary celebration.

Councillor Denning acknowledge Mr. H Mezenburg and Mr. D. McPhail as vital parties in the amalgamation and West Elgin history, with both passing in 2023. Councillor Denning also congratulated and thanked all members of Council from the past 25 years.

11.3 Items Moved from Section 7, Consent Agenda, for Discussion.

Councillor Statham requested Items 7.2.4.4 and 7.2.10.5, both regarding Tax Credits for Firefighters be moved.

Councillor Navackas requested item 7.2.12 regarding Provincial Consideration for Amendments to the Residential Tenancies Act be moved.

Both items were for staff to prepare and forward letters of support.

Resolution No. 2023- 372

Moved: Councillor Navackas

Seconded: Councillor Statham

That Council direct staff to provide a letter of support for items 7.2.4.4, 7.2.10.5 and 7.1.13.

Carried

12. Council Inquires/Announcements

12.1 Statements/Inquires by Councillors

CAO M. Badura invited Council to a Tree Lighting Ceremony at 5:45 at the West Elgin Community Complex, prior to the start of the Santa Clause Parade on Saturday November 25, 2023 in West Lorne. Council agreed that this would be a great opportunity to start an annual tradition.

12.2 Matters of Urgency

None.

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

Resolution No. 2023- 373

Moved: Councillor Denning

Seconded: Councillor Navackas

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 6:30 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.

Carried

15. Report from Closed Session

Mayor Leatham declared Pecuniary Interest on Item 6.2 during the Closed Meeting and left prior to any discussion. Mayor Leatham did not return to the meeting. Deputy Mayor Tellier was chair for this portion of the Closed Meeting and continued for the "Return to Open".

The Clerk reported out of Council at 7:56pm that Council received two (2) items pursuant to Section 239 (2) (b), personal matters about an identifiable individual(s), including municipal or local board employees, Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board, and Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Council gave Staff direction to proceed, as required.

16. Confirming By-Law

Resolution No. 2023- 374

Moved: Councillor Navackas

Seconded: Councillor Statham

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.

Carried

17. Adjournment

Resolution No. 2023- 375

Moved: Councillor Navackas

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 7:58pm, to meet again at 4:00pm on Thursday, December 21, 2023, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

December 7, 2023, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Navackas
Councillor Denning
Councillor Statham

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

1. Call to Order

Mayor Leatham called the meeting to order at 4:00 pm

2. Adoption of Agenda

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Agenda as presented.

Carried

4. Council Motions Received

4.1 Motions Received in Writing - Deputy Mayor Tellier

Moved: Councillor Navackas

Seconded: Councillor Denning

That Council approve a donation of \$200 to Quad County Support Services to aid in their holiday gift basket program to cover the cost of two baskets.

Carried

Moved: Councillor Navackas
Seconded: Councillor Denning

That Council approve a donation of \$200 to the West Elgin Community Health Centre Kitchen Kids program to aid in purchasing groceries for the program.

Carried

5. Closed Session

Moved: Councillor Navackas
Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 4:05 pm, to discuss matters pursuant to Section 239 (2) (b), personal matters about an identifiable individual, including municipal or local board employees; Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board; and Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

6. Report from Closed Session

Mayor Leatham disclosed Pecuniary Interest in the Closed Session, regarding item 4.4, O'Malley Road. Mayor Leatham left the meeting at 4:37pm, prior to any discussion on item 4.4 O'Malley Road. Mayor Leatham left for the remainder of the evening, including "return to open". Deputy Mayor Tellier took the seat of Chair for the remainder of the Evening.

Report at 4:41pm: That Council received four (4) items pursuant to Section 239 (2) (b), personal matters about an identifiable individual, including municipal or local board employees; Section 239 (2) (c) a proposed or pending acquisition or disposition of land by the municipality or local board; and Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board. Council gave Staff direction to proceed as required, resulting in the following recommendation:

Moved: Councillor Navackas
Seconded: Councillor Statham

WHEREAS pursuant to Section 3.5 of Procedural By-law 2023-77, Council may suspend part or any part of the Procedural By-law by a vote with the consent of Council Members present unless that part(s) is prescribed by statute or law; and

WHEREAS having received new from information and advice from staff, Council wishes to reconsider Resolution 2023-350;

THEREFORE be it resolved that, despite any section of the Procedural By-Law that might prevent such reconsideration, Council hereby:

1) Repeals Resolution 2023-350, passed on November 9, 2023, in Open Session, which stated:

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.

2) Repeals the direction provided to municipal employees or officers during agenda item number 13 at the November 9, 2023 meeting of Council, more specifically identified as item number 7 in the closed session minutes of November 9, 2023

Carried

7. Confirming By-law

Moved: Councillor Navackas

Seconded: Councillor Denning

That By-law 2023-102 being a By-law to confirm the proceeding of the Special Meeting of Council held on December 7, 2023, be read a first, second and third and final time.

Carried

8. Adjournment

Moved: Councillor Denning

Seconded: Councillor Navackas

That the Council of the Municipality of West Elgin hereby adjourn at 4:44 pm, to meet again at 4:00pm on Thursday, December 21, 2023, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Council Highlights

**Tuesday,
December 6, 2023**

In This Issue:

**Ed Ketchabaw Re-Elected as
2024 Elgin County Warden**

**Harmonizing Care: Empowering
Elgin Homes Through
Streamlined Policy Approval**

**Fanning the Flames of Efficiency:
County Council Greenlights
Fire Training Coordinator**

**Safeguarding Scenic Routes:
Englobe Corp.'s Path to Slope
Stability on Fingal Line and Glen Erie
Line**

**Rekindling Connections: A Plea for
the Return of School Resource
Officers in Elgin County**

**Extending the Pulse: Elgin County's
Continuation of Vital Ambulance
Services with Medavie**

**Charting the Road Ahead: MTOs
Transformative Plans and Strategic
Insights for Highway 3 & 4**

**Elgin County's Partnership
Continues with Re:Public Urbanism
for 2024 Planning Services**

**Pioneering Efficiency in POA
Prosecutions with Extended
Green Light**



Ed Ketchabaw Re-Elected as 2024 Elgin County Warden

After two rounds of a split vote, Elgin County Council re-elected Ed Ketchabaw, Mayor of the Municipality of Bayham, as the Warden of Elgin County during their annual election meeting held on December 5, 2023. Warden Ketchabaw is set to continue his role as the head of Elgin County Council for the upcoming 2024 governance year.

In his capacity as the head of County Council, Warden Ketchabaw will undertake a range of responsibilities, including presiding over Council meetings, providing leadership to Council, representing the County at official functions, serving as the County's spokesperson, and more.

Elgin's 2024 Deputy Warden will be Grant Jones, Mayor of the Township of Southwold. The position of Deputy Warden is held by the most immediate past Warden who is a sitting member of Council.



Expressing gratitude for the opportunity, Warden Ketchabaw stated, "It is an honour to have been re-elected by County Council to serve as Elgin County's Warden for the year 2024. I eagerly anticipate collaborating with Council and staff to ensure that Elgin County

remains a vibrant community where people aspire to live, work, and thrive for many years to come."

Harmonizing Care: Empowering Elgin Homes Through Streamlined Policy Approval

The County of Elgin Homes, which includes Bobier Villa, Elgin Manor, and Terrace Lodge, recognizes the importance of having policies and procedures that comply with legislative requirements such as the *Fixing Long-Term Care Act*. These policies are essential for meeting the Ministry of Long-Term Care (MLTC) standards and providing clear guidance for all Homes staff in delivering care and services. To ensure that these policies are up-to-date, they are reviewed annually, incorporating changes in legislation.

Currently, all policies and procedures undergo approval by the County Council, which can cause delays in implementation and create challenges during MLTC home inspections. To address this, staff recommended that the Director of Homes and Seniors Services be granted the authority to approve these policies and procedures to ensure a more efficient and timely process. County Council approved this recommendation, which ultimately enhances the delivery of care and services to residents and solidifies a streamlined approval process for policies and procedures within the three (3) County of Elgin Homes.

Fanning the Flames of Efficiency: County Council Greenlights Fire Training Coordinator

The County's Emergency Management Department has identified substantial gaps and an overwhelming workload related to the Elgin-Middlesex Regional Fire School (EMRFS) over the past two years. To address this issue, the department proposed the addition of a full-time Fire Training Coordinator position to enhance efficiency and productivity. The request, presented ahead of the budget approval process, is prompted by the immediate start of fire training early in the new year and the urgent need for additional resources to prepare and implement 2024 fire courses. County Council approved hiring a Fire Training Coordinator to alleviate the department's workload, with the associated costs offset by a projected increase in revenue, ensuring the position's full coverage by course fees.

Safeguarding Scenic Routes: Englobe Corp.'s Path to Slope Stability on Fingal Line and Glen Erie Line

County Council has approved Englobe Corp. to provide geotechnical investigative and construction plans for remediating unstable road slopes on Fingal Line and Glen Erie Line. With the proposed 2024 Capital Budget allocating funds for these projects, Englobe Corp. submitted a proposal for geotechnical fieldwork, borehole drilling, laboratory testing, and remediation design at a total cost of \$209,500 plus HST.

Refreshing the Elgin County Brand: Addressing Accessibility

In a joint effort between Elgin County's Corporate Communications & Engagement Coordinator and the Accessibility Coordinator, the official County logo has been updated to better align with the latest branding, marketing, and accessibility requirements. The refresh was carried out by an external graphic designer at a cost of \$316.40.

The updated logo conforms to the Web Content Accessibility Guidelines (WCAG) 2.0 Level AA as per the Integrated Accessibility Standards Regulation (IASR). This update comes at an opportune time as the County's website is also being redeveloped, and it is important to ensure that the County's colours, fonts, and branding are accessible to everyone. Elgin County Council has unanimously approved the updated logo to be implemented immediately on all web and digital-based corporate assets.

Current Logo:



Refreshed Logo:



Rekindling Connections: A Plea for the Return of School Resource Officers in Elgin County

The Elgin Group Police Services Board (EGPSB) issued a letter to Elgin County Council expressing their deep concern regarding the ongoing pause of the School Resource Officer (SRO) program in schools within the Thames Valley District School Board (TVDSB) district. EGPSB advocates for the return of police officers to area schools while acknowledging the importance of building positive relationships with students and the need for adaptation to address the concerns raised during the pause. This program was designed not only to educate students about important topics such as alcohol and drugs but also to build positive relationships with Elgin's youth. Council directed the Warden to send a letter to the chair of the TVDSB that not only supports but echoes the concerns of the EGPSB.



Extending the Pulse: Elgin County's Continuation of Vital Ambulance Services with Medavie

The County of Elgin is responsible for providing land ambulance services and has been in productive negotiations with Medavie since the original agreement was signed in 2014. The current agreement is set to expire on December 31, 2023, and in order to allow for ongoing negotiations towards a new, longer-term contract, Council has approved an extension of the current Land Ambulance Services Agreement with Medavie EMS Elgin Ontario Incorporated for up to six months.



Charting the Road Ahead: MTO's Transformative Plans and Strategic Insights for Highway 3 & 4

Elgin's Director of Engineering Services provided Council with an overview of the Ontario Ministry of Transportation (MTO)'s Preliminary Design, Detailed Design, and Class Environmental Assessment for Highway 3 improvements from Highway 4 to Centennial Avenue. Following the second Public Information Centre (PIC) on November 22, 2023, key highlights involved utilizing two median width designs for the Highway 3 cross-section to reduce property impacts.

The proposed construction staging spans five years, starting in 2025, with specific projects each year. The County is advised to minimize construction detour durations, conduct formal assessments on roads used as detour routes, ensure restoration to pre-detour conditions, design cul-de-sacs for easy turnaround, and consider traffic signalization at Clinton Line and Highway 4.

Elgin County's Partnership Continues with Re:Public Urbanism for 2024 Planning Services

Council approved the authorization for the Warden and CAO/Clerk to execute an agreement with Re:Public Urbanism for planning services in 2024. Re:Public Urbanism has provided planning services to Elgin County since the beginning of 2022. Initially, they only offered limited services. However, in May 2022, their scope expanded, allowing them to work on the County Official Plan and provide planning services related to the County's approval authority function. The revised agreement extended their services through 2023, and now the County is looking at options for planning services in 2024.

Pioneering Efficiency in POA Prosecutions with Extended Green Light

Elgin County Council has given the green light to extend the Interim Transfer Agreement for Parts III and IX of the Provincial Offences Act to continue until January 3, 2026. The Province of Ontario has mandated the transfer of Parts III and IX POA prosecutions to Municipalities in a phased approach, which began as a pilot project. The successful implementation in Elgin County, which has demonstrated effective resource utilization and cost savings, has prompted the extension request. Elgin County initially took on this responsibility in December 2021, successfully managing more serious offences through a full-time prosecutor.



For the complete **December 6, 2023 Agenda Package**, please visit the following link:
[County Council Agenda Package](#)

December 5, 2023

Ed Ketchabaw Re-Elected as 2024 Elgin County Warden

Central Elgin, ON – Elgin County Council has re-elected Ed Ketchabaw, Mayor of the Municipality of Bayham, as the Warden of Elgin County during its annual election meeting held on December 5, 2023. Warden Ketchabaw is set to continue his role as the head of Elgin County Council for the upcoming 2024 governance year.

In his capacity as the head of County Council, Warden Ketchabaw will undertake a range of responsibilities, including presiding over Council meetings, providing leadership to Council, representing the County at official functions, serving as the County's spokesperson, and more.

Elgin's 2024 Deputy Warden will be Grant Jones, Mayor of the Township of Southwold. The position of Deputy Warden is held by the most immediate past Warden who is a sitting member of Council.

Expressing gratitude for the opportunity, Warden Ketchabaw stated, "It is an honour to have been re-elected by County Council to serve as Elgin County's Warden for the year 2024. I eagerly anticipate collaborating with Council and staff to ensure that Elgin County remains a vibrant community where people aspire to live, work, and thrive for many years to come."

- 30 -

For additional information, please contact:

Jenna Fentie

Manager of Administrative Services/Deputy Clerk

jfentie@elgin.ca

(519) 631-1460 x156

Warden Ed Ketchabaw

warden@elgin.ca

519-619-8432



DECISION

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**PART OF LOT 35, PART OF LOT 17 ON REGISTERED PLAN No. 117
MUNICIPALITY OF WEST ELGIN
24953 PIONEER LINE**

The applicant proposes to sever a parcel with a frontage of 44.513m (146 feet), a depth of 104.117m (341 feet) and an area of 0.4606ha (1.14 acres) to create a new residential lot. The applicant is retaining a lot with an area of 1ha (2.47 acres) proposed to remain in agricultural use.

DECISION: The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Severance applications E 81-23 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: December 13, 2025.

That the following requirements of the County of Elgin are met, including the following:

1. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. Municipal addressing be provided by the local municipality to Elgin County, to the satisfaction of Elgin County.

That the following requirements of the Municipality of West Elgin are met, including the following:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant 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*.

DECISION

Application #E 81-23

December 13, 2023

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John “Ian” Fleck (Chair)	X	
Tom Marks	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews	X	
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of two years from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of two years from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or (33).

CERTIFICATION

I, Paul Clarke, Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 13th day of December, 2023.



Paul Clarke
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 81-23

**PART OF LOT 35, PART OF LOT 17 ON REGISTERED PLAN No. 117
MUNICIPALITY OF WEST ELGIN
24953 PIONEER LINE**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 81-23** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (the Tribunal) by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **2nd day of January, 2024**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the Tribunal website at <https://olt.gov.on.ca/appeals-process/forms/> or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

ADDITIONAL INFORMATION regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 13th day of December, 2023.



Paul Clarke
Secretary-Treasurer
Land Division Committee

c.c.

Municipality of West Elgin: Jana Nethercott, 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

Resolution Number 335-2023

Title: Notice of Motion - Support Resolution - Amendment to the Legislation Act

Date: Monday, November 20, 2023

Moved by Deputy Lang

Seconded by Councillor Tomarshi

BE IT RESOLVED THAT the Council of the Township of South Glengarry hereby supports the resolution passed by the Township of McKellar and requests that the Provincial government 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 that this resolution be forwarded to the Minister of Municipal Affairs and Housing, MPP Nolan Quinn, the Association of Municipalities of Ontario and the Township of McKellar.

CARRIED

TIED

DEFEATED

POSTPONED



Mayor Lachlan McDonald

November 27, 2023

Re: Item for Discussion – Request for Amendment to Legislation Act, 2006

At its meeting of November 15, 2023, the Council of the Corporation of the Town of Bracebridge ratified motion #23-GC-229, regarding the Request for Amendment to Legislation Act, 2006, as follows:

“WHEREAS Metroland Media Group sought bankruptcy protection and ceased the print publication of more than seventy (70) of its weekly community newspapers across Ontario;

AND WHEREAS Metroland Media Group will offer a digital-only format for its customers in place of the more than seventy (70) weekly community newspapers;

AND WHEREAS the Legislation Act, 2006 provides a definition of “newspaper” that is applicable to every Provincial Act and Regulation, 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;

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

AND WHEREAS communities such as the Town of Bracebridge cannot comply with publication requirements in Provincial Acts and Regulations as the Bracebridge Examiner 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 Bill 73, Supporting Ontario’s Community, Rural and Agricultural Newspapers Act, 2023, is an Act to amend various Acts with respect to the publication of notices in newspapers, however, it does not address the needs of communities that have no local news publications fitting the definition of “newspaper” being “(a) is printed in sheet form, published at regular intervals of a month or less and circulated to the general public, and (b) consists primarily of news of current events of general interest.”;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Bracebridge 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 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); the Association of Municipal Managers, Clerks and Treasurers of Ontario (AMCTO); and, all Ontario Municipalities.”

1000 Taylor Court
Bracebridge, ON
P1L 1R6 Canada

telephone: (705) 645-5264
corporate services and finance fax: (705) 645-1262
public works fax: (705) 645-7525
planning & development fax: (705) 645-4209

In accordance with Council's direction, I am forwarding you a copy of the resolution for you reference.

Please do not hesitate to contact me if I can provide any additional clarification in this regard.

Yours truly,

A handwritten signature in black ink, appearing to read 'Lori McDonald', written in a cursive style.

Lori McDonald
Director of Corporate Services/Clerk



The Corporation of The Town of Amherstburg

November 21, 2023

SENT VIA EMAIL

Premier of Ontario
Legislative Building
Queens Park
Toronto, ON, M7A 1A4
VIA EMAIL: premier@ontario.ca

Attn: The Honourable Doug Ford Premier of Ontario

Re: Cigarette Producer Responsibility

Dear Premier Ford,

At its meeting on November 13, 2023 the Town of Amherstburg Council considered a resolution passed by the Council of the Corporation of The Township of The Archipelago in support of amending legislation to ensure cigarette manufacturers are responsible for the collection, recycling, and proper disposal of cigarette waste and passed the following resolution:

Resolution # 20231113-009

Moved By Councillor Allaire
Seconded By Councillor Pouget

That a letter of support for item 16.1 - Township of The Archipelago | Resolution 2023-178 Cigarette Producer Responsibility **BE SENT** to all municipalities and the appropriate Minister.

Sincerely,

Michael Prue, Mayor
Town of Amherstburg

**Resolution
Regular Council Meeting**



Agenda Number: 9.4.
Resolution Number 23-371
Title: 23-R-49 Letter of Support - Conservation Officer Reclassification
Date: Monday, November 20, 2023

Seconded by: M. Lubbock

Moved by: S. Cote

WHEREAS Ontario has 196 field Conservation Officers including 6 canine handlers who provide protection to Municipalities Natural Resources and uphold public safety by enforcing hunting and firearm laws and investigate gruesome injuries and even deaths that result from hunting-related accidents; in addition, Conservation Officers are often First Responders and ensure public safety by facilitating evacuations and enforcing Emergency Area orders during forest fires during record breaking wildfires such as we witnessed this past summer; and

WHEREAS Conservation Officers perform comparable work to Police Officers and other Enforcement Officers within the province and are professional, armed Peace Officers trained to police standards and undergo the same training; and

WHEREAS Ontario Municipalities are required that their constituents are informed, and their interests are safeguarded and ensure they have access to outreach and natural resources compliance services; and

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Coleman does here by support the Ontario Conservation Officer's Association (OCA) in their efforts to have Conservation Officers in the Province of Ontario reclassified as Enforcement Officers and be compensated fairly; and

FURTHER request the support of all Ontario Municipalities; and

FURTHERMORE, THAT this resolution with a letter of support be forwarded to Ontario Premiere Doug Ford, the Minister of Natural Resources Graydon Smith, the Local Provincial Member of Parliament (MPP) John Vanthof, Temiskaming Municipal Association and the Federation of Northern Ontario Municipalities.

CARRIED

YES: 4

NO: 0

ABSENT: 0

S. Cote

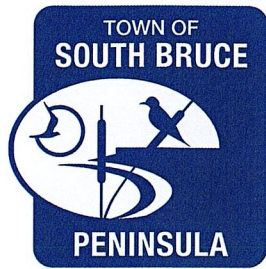
M. Lubbock

P. Rieux

L. Perry

Certified True Copy

Christopher W. Oslund
CAO/Clerk - Treasurer



Excerpt from Council Meeting Minutes – November 21, 2023

29. Notice of Motion – Deputy Mayor Hull – Request to Amend Highway Traffic Act for Use of Automated Speed Enforcement Systems

R-407-2023

It was **Moved** by C. Hull, **Seconded** by K. Durst and **Carried**

Whereas speeding on the roads of the Town of South Bruce Peninsula is a concern and can occur in all areas of the community;

And whereas the Town of South Bruce Peninsula has limited resources to implement effective traffic calming measures, speed mitigation, road design and re-design;

And whereas current barriers and delays to enforcement pose a danger to the community;

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 Town of South Bruce Peninsula supports the request of Parry Sound and the City of Cambridge 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 that a copy of this resolution be forwarded to the Ontario Minister of Transportation, the Ontario Minister of Municipal Affairs and Housing, MPP Rick Byers, the Association of Municipalities of Ontario (AMO) and all Ontario municipalities;

And further that a delegation be requested at the Rural Ontario Municipalities Association Conference regarding our request to amend the *Highway Traffic Act* in order for the municipality to utilize automated enforcement systems.

Pulse

Published by Four Counties Health Services Foundation Communications Committee

Patient Medical Equipment Appeal - \$67,500



Staff Members Leigh McKenzie,
Laurie McGill, Denise Lutz

The approaching holiday season is often a time for reflection and gratitude. As we look back on world events of 2023, we at Four Counties Health Services (FCHS) and FCHS Foundation are thankful to be a part of such a peaceful, vibrant, and supportive community here in Southwestern Ontario.

We are so fortunate to have our hospital as the heartbeat of the Four Counties area. Our commitment to you is to support this high quality of life by providing the healthcare we would expect for our own families.

Our dedicated staff, physicians, and volunteers strive for continued excellence in the care they provide. With this activity comes the need to refresh and renew existing equipment and technology, which are essential tools to deliver quality, safe, and efficient care to you and your loved ones.

Because of our generous donors, we are able to provide modern medical equipment with emerging technologies to enhance this care. Please consider contributing to our Fall Appeal. We appreciate your support!

CADD Pumps (2)

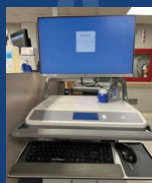


Pain Management for
Palliative Patients

Palliative
Care

\$12,000

Work Station on Wheels (2)



Access to Patient
Information

Active Care
Nursing Unit

\$16,000

iStat POC Analyzer



Performs Whole
Blood Analysis

Emergency
Department

\$7,500

IT Infrastructure



Connectivity to Electronic
Medical Records

Hospital
Wide

\$20,000

Staff Training



Supporting
FCHS Staff

Hospital
Wide

\$12,000

FCHS Middlesex
Hospital Alliance **FOUNDATION**

Name: _____

Address: _____

City: _____ Province: _____

Postal Code: _____

YES! Here is my gift to help support the FCHS Medical Equipment Appeal

Donation Amount: \$ _____

Payment Method: ☐ **CHEQUE** ☐ **VISA** ☐ **MASTERCARD**

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____

Email: _____

☐ **YES!** I would like to join the **Monthly Giving Program**

CHARITABLE REG. # 11892 9546 RR0001

1824 Concession Dr., R.R. #3 Newbury, ON N0L 1Z0

(519) 693-4441, ext. 2438 info.fchs.foundation@mha.tvh.ca

FCHS Foundation Update



As Chair of the Foundation, I bring greetings on behalf of our Board of Directors. Please take a moment to recognize these dedicated community members featured in the image below. I am proud to serve and work with them to support the Foundation in its efforts to make Four Counties Health Services a hospital we are grateful to have in the Four Counties area.

Our Board is proud to shine a light on how your generosity is making a difference for patients receiving care at Four Counties Hospital and how this impacts the sustainability of the area we serve. From our Emergency, Ambulatory Care, Physiotherapy, Diagnostic Imaging, Diabetes Departments and our Inpatient Unit, your support radiates brightly.

Just a reminder that the provincial government does not fund the purchase of capital equipment and this responsibility lies solely on FCFS Foundation and you, the donor. THANK YOU! Your generosity in supporting our fall fundraising campaign allows us to continue providing capital equipment required for direct patient care here at FCFS.

This autumn, our presentation team has been out on the road visiting many local municipalities and service clubs to provide an update on hospital services and to highlight the need for community support. At each visit we hear gratifying stories emphasizing the importance of our hospital to area residents.



FCFS Open House, June 3, 2023

On behalf of the Board, thank you for your considerate support of our efforts to keep healthcare close to home.

Tom Jeffery
Board Chair, FCFS Foundation

Meet FCFS Foundation Volunteer Board & Part-Time Administrative Staff



Tom Jeffery
Board Chair



Scott Gawley
Board Director



Pam White
Board Director



Rosemary Bartlett
Clerical Assistant



Kirk Patterson
Board Vice Chair



Janneke Newitt
Board Director



Nan Brooks
Middlesex Hospital Alliance Representative



Jackie Van Eerd Beatty
Fundraising Coordinator



Judy Bodkin
Board Director



Lynda Pelcz
Board Director



Jackie Herdman
FCFS Auxiliary Representative



Martha Wortner
Administrative Assistant & Board Secretary/Treasurer



Harry Denkers
Board Director



Joanne Vansevent
Board Director



Steph Ouellet
FCFS Representative

YES! I would like to join the Monthly Giving Program

I would like to give \$ _____

METHOD OF PAYMENT: I authorize The Foundation of Four Counties Hospital to withdraw from my bank account through my financial institution on the 10th day of each month.

☐ I have enclosed a VOID cheque ☐ I prefer to use my credit card ☐ VISA ☐ MASTERCARD

Card No.: _____ Expiry: _____ CVC: _____

Signature: _____ Date: _____

You will receive a tax receipt at the end of the year. At any time you can change or cancel your monthly contribution by notifying

The Foundation: 519-693-4441 x 2438

At FCFS Foundation, we appreciate your support and treat your information with respect. We do not rent, sell or trade any personal information. The information you provide will be used to issue your charitable donation receipt and to keep you informed of events and fundraising opportunities in support of FCFS. If at any time you wish to be removed from our mailing list, simply contact us: 519-693-4441 ext. 2438 or info@fchsfoundation@mha.tvh.ca

What's Happening

at Four Counties Health Services

Welcoming Dr. Elisheva Chernick as New Chief of Staff at MHA



We are thrilled to announce the appointment of Dr. Elisheva Chernick as the new Chief of Staff at Middlesex Hospital

Alliance (MHA), effective July 1, 2023. Serving both Four Counties Health Services and Strathroy Middlesex General Hospital, Dr. Chernick joins our leadership team with an impressive background and a commitment to delivering exceptional healthcare services to our community.

A Wealth of Experience

With nearly 35 years in the medical field, Dr. Chernick has been a General Practitioner Anesthesiologist for over two decades. She served as Anesthesiology Head of Department at MHA from 2021-2023 and was the first full-time Chief of Emergency Medicine at Woodstock General Hospital. Her leadership roles at the Ontario Medical Association further demonstrate her outstanding capabilities.

A Fond Farewell to Dr. Ferguson

As we warmly welcome Dr. Chernick, we also express our heartfelt thanks to Dr. Ian Ferguson. After serving as our Chief of Staff for five years, Dr. Ferguson is embarking on a well-deserved retirement. His unwavering commitment and leadership have touched our organization and enriched the lives of many patients.

Looking Ahead

We are incredibly excited about the positive impact Dr. Chernick will make as our new Chief of Staff, particularly as the role has evolved and expanded to a near full-time capacity. On behalf of the entire MHA Board, staff, and administration, we are optimistic about the journey ahead under Dr. Chernick's capable leadership.

Four Counties Health Services Yearly statistics (April 1, 2022-March 31, 2023)



11,698
Emergency Visits (9,422)



12 Beds
98.38%
Occupancy Rate
(86.29%)



488
Inpatient Discharges (414)



7,545
Physiotherapy Visits (6,194)



8 Volunteers (0)
205 Volunteers Hours (0)



9,604
Imaging Department
Exams (8,492)



411
Endoscopies (24)



851
Diabetes Education
Individual Visits (1,074)

(Previous year's numbers denoted in brackets)

27th Annual Golf Tournament

Friday, July 14th, 2023

FCHS Foundation's 2023 Golf Tournament and Raffle raised \$35,778 for patient medical equipment at Four Counties Health Services!

This amount has allowed us to fund both a Piccolo Analyzer for liver function testing and an Ergonomic Ultrasound Stretcher for the Digital Imaging Department at FCHS.

The Foundation is grateful to our golfers, sponsors, prize donors, raffle ticket purchasers, and volunteers for their support. Pictured below are our event sponsors.

THANK YOU!

Platinum Sponsors	Gold Sponsors	Silver Sponsors	Bronze Sponsors
      	<p>Axiom Mutual Insurance Company Bester Mechanical CF Industrial Products Inc Chorley & Bisset Consulting Engineers Clark-Haasen Electric Durell Control Systems Inc Haggerty Creek Inc Harris Brothers Ltd Hicks Wealth Mgmt Group @ RBC Dominion Securities Kiwanis Club of Rodney Inc Linde Mechanical Inc McNaughton Automotive Limited Salus Mutual Thames Glass Limited Van Heck Funeral Home Ltd</p>	<p>Authentic Customs General Contracting (London) Inc Bothwell Automotive Bothwell Fine Furniture Bothwell Foodland Compressor Engineering Group Inc Glencoe Guardian Pharmacy Hamstra Carpet One Harold Marcus Ltd Johnston Bros (Bothwell) Ltd Logan Motor Vehicle Repair Melbourne Farm Automation Ltd OH Solutions Inc Optimist Club of Bothwell Royal Canadian Legion Bothwell Br 252 Royal Canadian Legion Melbourne Br 510 Sabbe's Tree Farm Ventri Door Technologies</p>	<p>BMO Nesbitt Burns CR Creative Co Ltd Delta Elevator Co Ltd McNaughton Dodge Chrysler Inc Old Autos Publication Inc PaintShopOne Ltd Shapton Engineering Ltd Waddick Fuels</p>

FCHS Facilities Update



In the summer of 2023, the Ministry of Health and Long-Term Care released their draft HIRF funding announcements and Four Counties Health Services received \$264,957 for the 2023/24 fiscal year. These funds will go directly to paying the residual contract amount for the replacement of all rooftop exhaust fans. Once these fans are replaced, it will provide energy and maintenance savings as well as bring these systems up to current code all while providing a more pleasant atmosphere for staff, patients, and visitors to the facility.

This fall we will be submitting applications for 3 additional projects to be considered for 2024/25 fiscal HIRF funding. These funds are critical in maintaining the infrastructure of our hospitals. We have been very fortunate to receive great funding over the past decade as it has allowed us to replace aged HVAC units, roofing, windows and doors, etc. Our Facilities team takes great pride in providing services to ensure we support our goal of delivering exceptional care while building for future growth!

Ryan Whitney
 Manager, Facilities & Maintenance Services

Municipal & Service Club Presentations



Village of Newbury - \$5,000



Municipality of West Elgin - \$6,500



Municipality of Brooke-Alvinston - \$5,000



Dutton & District Lions Club - \$6,000



Kiwanis Club of West Lorne - \$3,000



RCL BR 221 West Elgin
 Poppy Fund - \$1,000



Confederation Chapter of IODE in
 Ridgetown - \$500



Optimist Club of West Lorne - \$1,000

Building Elgin County's first Hospice!



Hospice of Elgin is building a 17,000 sq ft “cottage-like” healthcare facility.

- Elgin County is the last region without a Hospice in Southwestern Ontario.
- With no dedicated palliative care beds in the hospital, there is an immediate need for a Hospice.
- 75% of Canadians want to die at home, but only 15% do.
- We have an aging population, higher than the provincial average.
- Caregiver burnout is on the rise.



Hospice will
provide care to
500
individuals and 4,000
family members each
year



Palliative Care Clinic



Ten private hospice
suites offering 24-7 care



Dining and living room, for
more of life's celebrations



A spiritual care space for
all faiths and traditions



A family sleep room allowing
loved ones to stay overnight



Children's play space



Two suites dedicated to respite,
allowing individuals to return
home after a short stay



Grief and Bereavement Centre

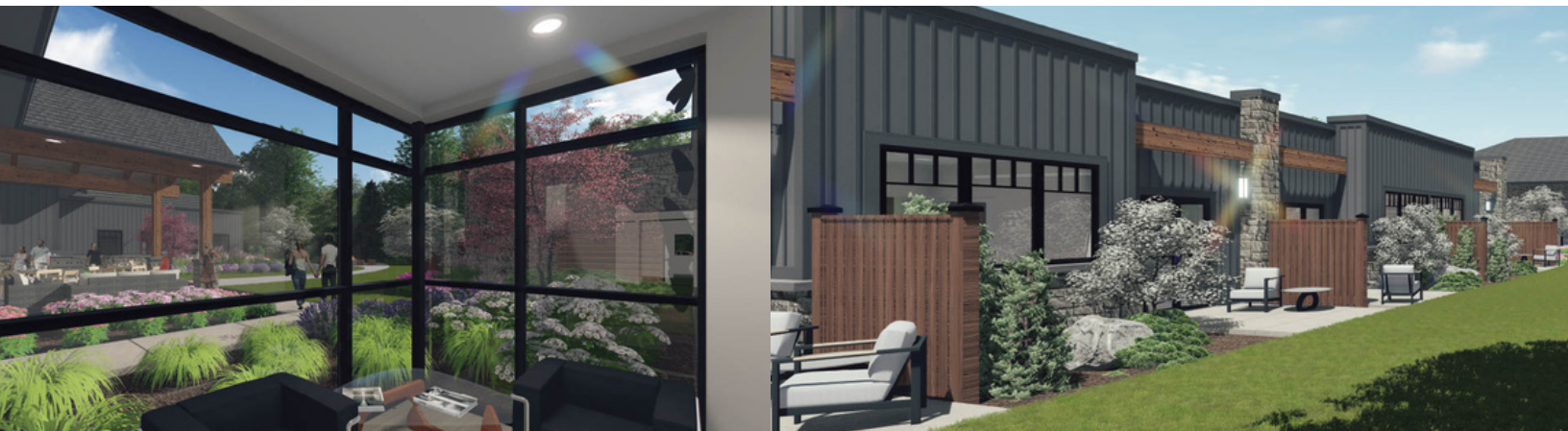


A family café for families
to refuel

***\$17 million is needed to build Hospice of Elgin,
a project that will impact our community for
generations to come!***

- Hospice will be built at 8 South Edgeware Road, St. Thomas, Ontario
- Construction is on the horizon, with plans to begin in early 2024!
- Once doors open, care will be offered at **no cost**.
- Care will be provided for individuals and their entire family, and most care will help individuals stay in their home.
- Hundreds of passionate community volunteers are leading this project.

75%
raised
so far!



Types of Charitable Gifts: Cash Gifts, Pledges, Gift in Will (Bequest), Securities, Life Insurance, Re-Insured Gift Annuity, Registered Retirement Funds – RRSPs & RRIFs, Real Estate.

**HOW TO
DONATE**



IN PERSON



BY PHONE



ONLINE

Contact Us

Hospice of Elgin

519.631.7495 | www.elginhospice.com

613 Talbot Street, unit 102,

St. Thomas, ON N5P 1C6

Charitable Registration # 701658916 RR0001



Presentation to the Standing Committee on Heritage, Infrastructure and Cultural Policy on Bill 134

Peter Simcisko, Managing Partner
Erik Karvinen, Manager

Introduction



- At the outset, we would like to thank the Committee for inviting us to speak.
- We are providing a high-level summary PowerPoint presentation along with a detailed letter submission regarding Bill 134 as it relates to:
 - Definition of an “affordable residential unit” for the purposes of development-related charge discounts and exemptions.
- This presentation will provide certain highlights for the Committee’s consideration.

Watson & Associates Economists Ltd.

Powerful Insights. Informed Strategies. Since 1982.



- Watson & Associates Economists Ltd. is a firm of municipal economists, planners and accountants which has been in operation since 1982. With a municipal client base of more than 250 Ontario municipalities and utility commissions, the firm is recognized as a leader in the municipal finance/local government and land economics field.
- Our background is exceptional and includes:
 - Having undertaken over one-half of the consulting work completed in Ontario in the development charges field during the past decade;
 - Provided submissions and undertook discussions with the Province when the *Development Charges Act* was first introduced in 1989 and with each subsequent amendment undertaken in 1997, 2015 and 2019 (including being a member of the Provincial Technical Working Group on the 2020 development charges and community benefits charges regulations);
 - Having undertaken a significant number of community benefits charges strategies and parkland dedication reviews for municipalities arising from the recent *Planning Act* amendments;
 - Undertaking numerous studies that focus on growth management, population and employment forecasting, urban land needs, municipal competitiveness, land use planning policy and financial/economic impact analysis;
 - Preparing asset management plans and conservation authority fees and charges studies.

Observations



- Preliminary analysis of the potential impacts of the proposed definitions of affordability have been assessed using data from the Provincial Policy Statement – 2022 Housing Tables.

Market rent lower than “affordable” rent in all regional market areas.

Affordability threshold for ownership units calculated using the income test is generally lower than 90% of the average market purchase price.

Based on the provincial averages, market purchase prices are approximately double the affordable purchase prices.

- The source of data to be used for the Affordable Residential Units Bulletin and the level of data disaggregation (by geography and unit type) have not yet been specified. Until these are known, the full impacts of the proposed definitions cannot be assessed with accuracy.

Technical Clarifications Needed with Respect to the Bulletin



- Geographic scope of the Bulletin (local municipal data vs. regional market data).
- Level of data disaggregation by unit type.
- Definition of accommodation costs.
- Definition of rental units (relative to definition for the purposes of sections 26.1 and 26.2 of the *Development Charges Act*).
- Bulletin publication frequency.
- Basis for determination of gross annual income.
- Basis for determination of average market rents and purchase prices.

Considerations for the Standing Committee



Technical details related to the Bulletin need to be carefully considered.

Effectiveness of the proposed exemptions with respect to incentivizing affordable housing needs to be analyzed and periodically reviewed.

Administration of agreements and funding of exemptions continue to place further resourcing and financial burdens on municipalities.

October 27, 2023

To Ministry of Municipal Affairs and Housing:

Re: Changes to the Definition of an "Affordable Residential Unit" in the Development Charges Act, 1997 for the Purpose of Municipal Development-Related Charge Discounts and Exemptions (Tracking Number 23-MMAH017)

On behalf of our many municipal clients, we are submitting our comments related to the proposed changes to the *Development Charges Act* (D.C.A.) under Bill 134 (*Affordable Homes and Good Jobs Act*).

1. Introduction

The exemptions for affordable residential units were included in the *More Homes Built Faster Act* (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C., C.B.C. and parkland dedication were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions required the Minister of Municipal Affairs and Housing to publish an "Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin." This bulletin would inform average market rent and purchase price to be used in determining which developments qualify as affordable residential units. At the time of writing, this bulletin had not been published by the Minister.

2. Proposed Amendments to the D.C.A.

The definition proposed under Bill 134 modifies the affordable residential unit definition by:

- introducing an income-based test for affordable rent and purchase price; and
- increasing the threshold for the market test of affordable rent and purchase price.

The proposed amendment would provide the exemption based on the lesser of the two measures. Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- the tenant and purchaser transacting the affordable unit being at arm's length;
- the intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and



- exemptions for attainable residential units and associated rules (requiring further regulations).

3. Illustration of the Proposed Amendment

The proposed definition of an affordable residential unit is generally consistent with the 2020 Provincial Policy Statement (P.P.S.) and considers both income-based and market-price approaches to derive an affordable housing definition for both rental and ownership housing units. This is in contrast to the current D.C.A. definition implemented through Bill 23, which is solely based on the market-price approach.

The following provides an illustrative example of the two approaches and how the application of the affordable residential unit definitions would differ for rental and ownership housing. This example uses 2022 data for the Kingston regional market area. Note, this example is meant to be illustrative and uses data from the P.P.S. Housing Tables (provided for reference in the appendix). The source of data to be used by the Province for the Affordable Residential Units bulletin, and the level of data disaggregation (by geography and unit type) has not yet been specified.

3.1 Rental Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for renter households in the 60th percentile in 2022 was \$68,900.
- 30% of this annual household income is \$20,670 or \$1,720 per month.
- The average market rent is \$1,390 per month.
- 80% of the average market rent is \$1,120 per month.
- Under the proposed definition, affordable residential units with a rental rate of \$1,390 per month or less would be exempt from D.C.s. This rental threshold is 25% (or \$278/month) higher than the current D.C.A. definition, which would establish this rental threshold at \$1,112 per month.

Proposed Bill 134 D.C.A. Definition (October 2023)

Lesser of a) or b) of the following

a) the income-based affordable rent based on 60 th percentile average household income \$68,900.	\$1,720 (1)
b) average market rent identified for the residential unit.	\$1,390 (2)
Affordable Rental Unit (max. rent)	\$1,390

Current D.C.A. Definition (More Homes Built Faster Act)

Where rent is no more than 80% of the average market rent	\$1,112 (2)
---	-------------

Affordable Rental Unit (max. rent)	\$1,112
---	----------------

Notes:

(1) Provincial Policy Statement Housing Table - Table 3: Renter Household Incomes and Affordable Rents, 2022

(2) Provincial Policy Statement Housing Table - Table 4. Average Rent by Bedroom Count



3.2 Ownership Housing Example

Applying the proposed affordable residential unit definition under Bill 134 for the Kingston regional market area:

- The average annual household income for all households in the 60th percentile in 2022 was \$108,300.
- Annual accommodation costs equal to 30% of this annual household income (\$108,300 x 0.3 / 12 = \$2,708) represent the carrying cost per month derived from typical monthly mortgage costs, property taxes, and mortgage insurance costs.^[1] This calculation equates to a purchase price of \$372,500.
- 90% of the average purchase price is \$523,500 (based on an average resale house price of \$581,700).
- 80% of the average purchase price is \$465,360.
- Under the proposed definition, affordable residential units purchased at \$372,500 or less would be exempt from D.C.s. This purchase price threshold is approximately 20% (or \$92,860) lower than under the current D.C.A. definition, which would establish the purchase price at \$465,360.

Proposed Bill 134 D.C.A. Definition (October 2023) Lesser of a) or b) of the following

a) the income-based affordable purchase price based on 60 th income percentile household income of \$108,300.	\$372,500 (1)
b) 90% of the average purchase price.	\$523,500 (2)
Affordable Ownership Unit (max. purchase price)	\$372,500

Notes:

(1) Provincial Policy Statement Housing Table - Table 1: All Households Incomes and Affordable House Prices, 2022

(2) Provincial Policy Statement Housing Table - Table 2: Average Resale House Price and 10% Below Average Resale Price, 2022

Current D.C.A. Definition (More Homes Built Faster Act)

Where the price of the unit is no more than 80% of the average purchase price.	\$465,360 (2)
--	---------------

Affordable Ownership Unit (max. purchase price)	\$465,360
--	------------------

4. Comments on the Proposed Amendment

In comparison to the current D.C.A. definition of affordable residential units, the following observations are provided:

- The refined definition of affordable residential units presented in Bill 134 aligns with the income-based approach utilized in the 2020 P.P.S. This, in contrast to

^[1] Mortgage payments based on a 25-year mortgage at 4.79% interest rate and 5% down payment. Estimated monthly property taxes = 0.125% of house value. Canada Mortgage and Housing Corporation mortgage loan insurance premium = 4.0% of loan amount. It is not yet clear if/to what extent these align with “accommodation costs” to be considered for the purposes of the income-based test proposed in Bill 134.



the current market-based approach, better aligns with how a number of municipalities define affordable developments in their housing strategies. However, as provided in our comments on Bill 23, while it is an admirable goal to create additional affordable housing units, further D.C., C.B.C., and parkland exemptions will continue to provide further financial burdens on municipalities to fund these exemptions.

- Based on the P.P.S. Housing Tables provided in the appendix:
 - The rent at which a residential unit would be considered affordable is higher under the Bill 134 proposal, compared to the current D.C.A. definition. This would imply that more rental units would receive the exemption relative to the wording provided in Bill 23, providing a greater incentive for affordable rental units.
 - Based on the information contained in this data source, the income test appears to be irrelevant for rental units, as market rent is consistently lower than the affordable rent (based on 60th percentile average household income) across all regional market areas.
 - Conversely, the affordability threshold for ownership housing units, exhibited in this data source, would generally appear to be lower when applying the income-based approach. As a result, Bill 134 is anticipated to incentivize purpose-built rental units over ownership housing.
 - Moreover, this would appear to provide exemptions for ownership affordable residential units that are more aligned with household income than market value.
 - It should also be noted that, based on the provincial average in the data tables, average market purchase prices are approximately double the affordable purchase prices. Based on this observation, only very small residential units, such as studio-type condominium units, may be priced at a point where they would qualify for the affordable residential units exemption. This would mean that establishing affordability using averages across all unit types may not help address the problem of “missing middle”^[1] housing, which would typically be geared towards families.
- The proposed definition considers local income in addition to market prices. While the definition clearly identifies that annual incomes for households within

^[1] The “missing middle” describes a range of medium-density housing types between single-detached houses and apartment buildings. This includes a range of multi-unit or clustered housing types compatible in scale with single-family homes that help meet the growing demand for walkable urban living, such as duplexes, triplexes, fourplexes, rowhouses, and townhouses. Source: [https://www.evergreen.ca/downloads/pdfs/2018/What is the Missing Middle Evergreen CUI s2.pdf](https://www.evergreen.ca/downloads/pdfs/2018/What%20is%20the%20Missing%20Middle%20Evergreen%20CUI%20s2.pdf)



the “applicable local municipality” will be used in the income-based test, the local municipality does not appear in the average market rent/purchase price definition. Concerns about the geographic scope of the bulletin and potential implications across local municipalities due to variations in income levels still remain.

- The income level is set at the 60th percentile of gross annual income in the applicable local municipality, distinguishing between renter households and all other households. The basis for determination of gross annual income is not provided in the legislation and will be informed by the Minister’s bulletin.
- For affordable households, the rent would be established at 30% of income, and purchase price at accommodation costs equal to 30% of income. A definition of accommodation costs is not provided in the legislation and will be informed by the Minister’s bulletin. The basis for calculating accommodation costs is unclear, and carrying costs need to reflect representative costs of home ownership, including typical mortgage costs, property taxes, and property insurance, as well as condominium fees, where applicable.
- The basis for market rents and purchase prices will be required. Many municipalities utilize Canada Mortgage and Housing Corporation data for establishing average market rents in affordable housing strategies. As noted earlier, it is unclear from the legislation how the average market rents and purchase prices will be determined.
- As currently written, the legislation is unclear if market rent and purchase price will be determined using overall averages or averages disaggregated by dwelling unit type or size. Establishing average rents and purchase prices using overall averages across all dwelling unit types will provide higher average values than those established by dwelling unit type and size, which would have greater exemption implications for municipalities with a larger amount of high-density development. As noted earlier, this approach would also tend to favour smaller condominium units, which would more likely meet the affordability threshold, in contrast to larger family sized units, which would likely not qualify for D.C. exemptions.
- Subsections 4.1 (5) and (6) of the D.C.A. currently identify the market rent/purchase price in the year the unit is occupied/sold as identified in the bulletin. This would appear to indicate an annual publication of the bulletin. The proposed definition of the “affordable residential units bulletin” does not imply an annual publication. The timing for publishing the bulletin should be clarified.
- The D.C.A. defines “rental housing development” for the purposes of the mandatory instalment payments in section 26.1 of the D.C.A. and the discounts for rental housing development in section 26.2. Affordable residential rental units within subsection 4.1 (2) are not specifically defined as rental housing



development and, therefore, it does not appear that there is a requirement for those units to be in a building or structure with four or more units.

- The introduction of the income test for affordable residential units will increase municipal administration costs of agreements and the requirement to ensure these units remain affordable over a 25-year period. These administrative burdens will be cumbersome and will need to be monitored and coordinated by both upper-tier and lower-tier municipalities. Further clarification is required with respect to:
 - The parties to the agreement (e.g., developer vs. builder vs. owner);
 - The Minister of Municipal Affairs and Housing establishing standard forms of agreement, as provided under subsection 4.1 (12); and
 - Reporting requirements and onus (i.e., should the municipality reach out to the parties of each agreement or should the parties to the agreement be required to report to the municipality?).

We appreciate the opportunity to provide comments related to the proposed changes on behalf of our municipal clients.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Gary Scandlan, BA, PLE, Managing Partner

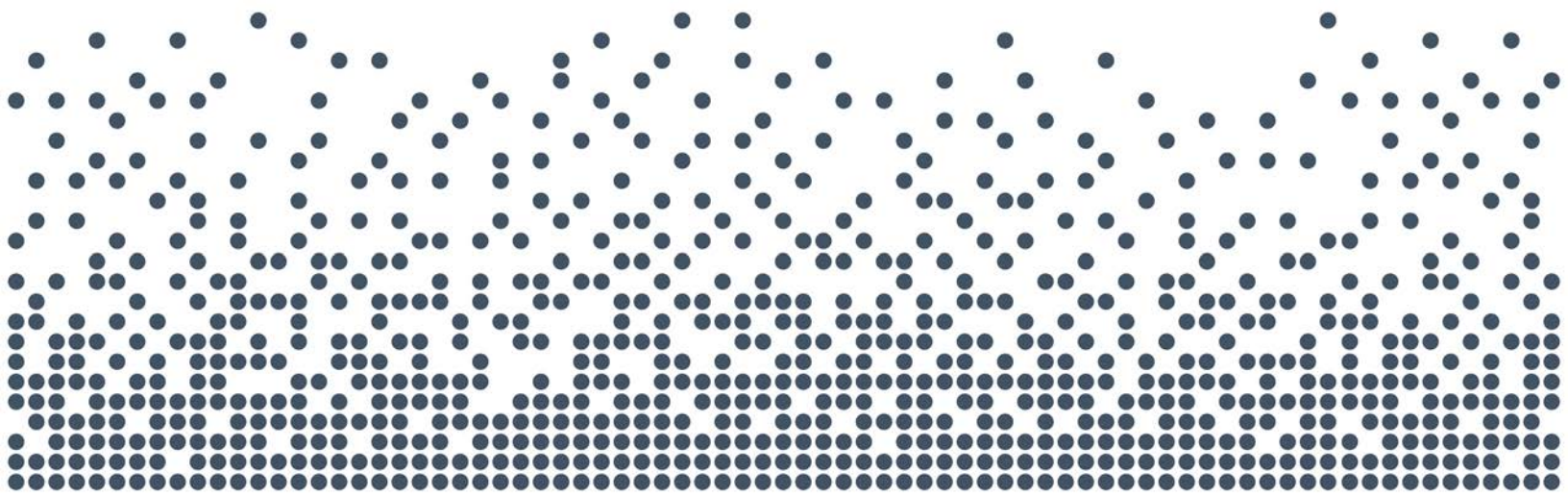
Andrew Grunda, MBA, CPA, CMA, Principal

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner



Appendix

Provincial Policy Statement – Housing Table

Table 1: All Households Incomes and Affordable House Prices, 2022

Regional Market Area	10th Income Percentile	10th Percentile Affordable House Price	20th Income Percentile	20th Percentile Affordable House Price	30th Income Percentile	30th Percentile Affordable House Price	40th Income Percentile	40th Percentile Affordable House Price	50th Income Percentile	50th Percentile Affordable House Price	60th Income Percentile	60th Percentile Affordable House Price	70th Income Percentile	70th Percentile Affordable House Price	80th Income Percentile	80th Percentile Affordable House Price	90th Income Percentile	90th Percentile Affordable House Price
Ontario	\$31,200	\$107,200	\$49,100	\$168,800	\$65,400	\$225,000	\$82,300	\$283,200	\$100,500	\$345,900	\$120,400	\$414,300	\$145,800	\$501,700	\$179,000	\$615,800	\$236,400	\$813,400
City of Toronto	\$26,300	\$90,600	\$42,400	\$146,000	\$58,800	\$202,200	\$75,100	\$258,500	\$92,800	\$319,300	\$112,700	\$387,700	\$138,100	\$475,100	\$176,800	\$608,200	\$247,500	\$851,400
Central	\$36,700	\$126,200	\$56,100	\$193,100	\$74,600	\$256,600	\$92,800	\$319,300	\$112,700	\$387,700	\$134,800	\$463,700	\$160,200	\$551,200	\$196,600	\$676,600	\$254,100	\$874,300
Regional Municipality of Durham	\$40,700	\$139,900	\$61,400	\$211,300	\$80,100	\$275,600	\$99,400	\$342,100	\$118,200	\$406,700	\$140,300	\$482,700	\$165,700	\$570,200	\$198,900	\$684,200	\$251,900	\$866,600
Regional Municipality of Halton	\$42,400	\$146,000	\$66,300	\$228,100	\$87,800	\$302,200	\$110,500	\$380,100	\$133,700	\$459,900	\$160,200	\$551,200	\$192,200	\$661,400	\$234,200	\$805,800	\$309,300	\$1,064,300
City of Hamilton	\$29,600	\$101,900	\$46,000	\$158,100	\$61,400	\$211,300	\$77,300	\$266,100	\$93,900	\$323,100	\$113,800	\$391,500	\$137,000	\$471,300	\$169,000	\$581,600	\$221,000	\$760,200
District Municipality of Muskoka	\$29,400	\$101,100	\$46,400	\$159,600	\$61,000	\$209,800	\$75,100	\$258,500	\$91,700	\$315,500	\$108,300	\$372,500	\$129,300	\$444,700	\$159,100	\$547,400	\$209,900	\$722,200
Regional Municipality of Niagara	\$30,000	\$103,400	\$45,100	\$155,100	\$58,300	\$200,700	\$72,400	\$249,000	\$87,800	\$302,200	\$105,000	\$361,100	\$124,800	\$429,500	\$152,500	\$524,600	\$198,900	\$684,200
Regional Municipality of Peel	\$40,200	\$138,400	\$61,900	\$212,900	\$81,200	\$279,400	\$99,400	\$342,100	\$118,200	\$406,700	\$139,200	\$478,900	\$164,600	\$566,400	\$196,600	\$676,600	\$251,900	\$866,600
County of Simcoe	\$35,100	\$120,900	\$52,600	\$180,900	\$69,400	\$238,700	\$85,600	\$294,600	\$102,700	\$353,500	\$121,500	\$418,100	\$143,600	\$494,100	\$173,400	\$596,800	\$223,200	\$767,800
Regional Municipality of York	\$38,000	\$130,800	\$59,700	\$205,300	\$80,600	\$277,500	\$100,500	\$345,900	\$123,700	\$425,700	\$149,100	\$513,100	\$179,000	\$615,800	\$218,700	\$752,600	\$282,800	\$973,100
Eastern	\$31,400	\$108,000	\$49,100	\$168,800	\$65,400	\$225,000	\$81,800	\$281,300	\$99,400	\$342,100	\$118,200	\$406,700	\$142,500	\$490,300	\$174,600	\$600,600	\$227,600	\$783,000
City of Cornwall	\$27,000	\$92,700	\$40,700	\$139,900	\$53,000	\$182,500	\$66,700	\$229,600	\$80,600	\$277,500	\$97,200	\$334,500	\$116,000	\$399,100	\$141,400	\$486,500	\$183,400	\$631,000
County of Hastings	\$28,900	\$99,600	\$43,300	\$148,000	\$55,700	\$191,600	\$68,900	\$237,200	\$82,900	\$285,100	\$99,400	\$342,100	\$118,200	\$406,700	\$142,500	\$490,300	\$183,400	\$631,000
Kawartha Lakes Division	\$29,600	\$101,900	\$45,500	\$156,600	\$60,100	\$206,800	\$74,000	\$254,700	\$90,600	\$311,700	\$107,200	\$368,700	\$129,300	\$444,700	\$154,700	\$532,200	\$203,300	\$699,400
Haliburton County	\$27,800	\$95,800	\$41,500	\$142,900	\$54,400	\$187,000	\$66,700	\$229,600	\$81,200	\$279,400	\$97,200	\$334,500	\$116,000	\$399,100	\$140,300	\$482,700	\$182,200	\$661,400
City of Kawartha Lakes + Haliburton	\$29,200	\$100,300	\$44,600	\$153,600	\$58,800	\$202,200	\$72,900	\$250,900	\$87,800	\$302,200	\$105,000	\$361,100	\$125,900	\$433,300	\$152,500	\$524,600	\$201,100	\$691,800
City of Kingston	\$28,700	\$98,800	\$45,100	\$155,100	\$59,200	\$203,700	\$74,000	\$254,700	\$89,500	\$307,900	\$108,300	\$372,500	\$130,400	\$448,500	\$160,200	\$551,200	\$209,900	\$722,200
County of Lanark	\$32,500	\$111,800	\$49,900	\$171,800	\$65,400	\$225,000	\$80,100	\$275,600	\$97,200	\$334,500	\$114,900	\$395,300	\$135,900	\$467,500	\$163,500	\$562,600	\$212,100	\$729,800
UC of Leeds and Grenville	\$30,500	\$104,900	\$46,000	\$158,100	\$60,100	\$206,800	\$75,100	\$258,500	\$90,600	\$311,700	\$107,200	\$368,700	\$128,200	\$440,900	\$155,800	\$536,000	\$201,100	\$691,800
County of Lennox and Addington	\$32,300	\$111,000	\$48,600	\$167,200	\$64,500	\$222,000	\$79,000	\$271,800	\$93,900	\$323,100	\$110,500	\$380,100	\$129,300	\$444,700	\$158,000	\$543,600	\$194,400	\$669,000
Prince Edward Division	\$32,000	\$110,200	\$46,800	\$161,200	\$60,500	\$208,300	\$74,600	\$256,600	\$90,600	\$311,700	\$107,200	\$368,700	\$127,000	\$437,100	\$156,900	\$539,800	\$212,100	\$729,800
County of Lennox & Addington + Prince Edward Division	\$32,000	\$110,200	\$47,700	\$164,200	\$62,800	\$215,900	\$77,300	\$266,100	\$92,800	\$319,300	\$109,400	\$376,300	\$128,200	\$440,900	\$156,900	\$539,800	\$201,100	\$691,800
County of Northumberland	\$32,900	\$113,300	\$48,600	\$167,200	\$63,200	\$217,400	\$77,300	\$266,100	\$92,800	\$319,300	\$110,500	\$380,100	\$131,500	\$452,300	\$160,200	\$551,200	\$207,700	\$714,600
City of Ottawa	\$35,100	\$120,900	\$56,100	\$193,100	\$75,100	\$258,500	\$93,900	\$323,100	\$112,700	\$387,700	\$134,800	\$463,700	\$162,400	\$558,800	\$198,900	\$684,200	\$258,500	\$889,500
City of Peterborough	\$29,400	\$101,100	\$44,200	\$152,000	\$58,300	\$200,700	\$72,400	\$249,000	\$87,300	\$300,300	\$105,000	\$361,100	\$125,900	\$433,300	\$154,700	\$532,200	\$203,300	\$699,400
UC of Prescott and Russell	\$33,100	\$114,000	\$51,300	\$176,400	\$69,800	\$240,200	\$87,300	\$300,300	\$105,000	\$361,100	\$124,800	\$429,500	\$146,900	\$505,500	\$175,700	\$604,400	\$218,700	\$752,600
County of Renfrew	\$29,400	\$101,100	\$44,600	\$153,600	\$59,700	\$205,300	\$74,000	\$254,700	\$89,500	\$307,900	\$105,000	\$361,100	\$125,900	\$433,300	\$154,700	\$532,200	\$203,300	\$699,400
Southwestern	\$31,400	\$108,000	\$47,700	\$164,200	\$62,300	\$214,400	\$77,900	\$268,000	\$93,900	\$323,100	\$112,700	\$387,700	\$134,800	\$463,700	\$164,600	\$566,400	\$214,300	\$737,400
City of Brantford	\$31,200	\$107,200	\$47,700	\$164,200	\$62,300	\$214,400	\$77,900	\$268,000	\$93,900	\$323,100	\$112,700	\$387,700	\$133,700	\$459,900	\$161,300	\$555,000	\$205,500	\$707,000
County of Bruce	\$31,600	\$108,700	\$48,200	\$165,700	\$62,800	\$215,900	\$79,000	\$271,800	\$96,100	\$330,700	\$116,000	\$399,100	\$143,600	\$494,100	\$176,800	\$608,200	\$240,800	\$828,600
Municipality of Chatham-Kent	\$28,300	\$97,300	\$41,100	\$141,400	\$53,000	\$182,500	\$65,000	\$223,500	\$79,500	\$273,700	\$95,000	\$326,900	\$114,900	\$395,300	\$139,200	\$478,900	\$183,400	\$631,000
County of Dufferin	\$38,900	\$133,800	\$61,000	\$209,800	\$82,300	\$283,200	\$100,500	\$345,900	\$119,300	\$410,500	\$141,400	\$486,500	\$164,600	\$566,400	\$196,600	\$676,600	\$245,300	\$843,800
County of Grey	\$28,700	\$98,800	\$43,300	\$149,000	\$56,600	\$194,600	\$70,700	\$243,300	\$86,200	\$296,500	\$103,800	\$357,300	\$124,800	\$429,500	\$153,600	\$528,400	\$205,500	\$707,000
County of Huron	\$29,400	\$101,100	\$44,200	\$152,000	\$57,400	\$197,700	\$72,400	\$249,000	\$86,700	\$298,400	\$102,700	\$353,500	\$123,700	\$425,700	\$151,400	\$520,700	\$198,900	\$684,200
County of Lambton	\$30,900	\$106,400	\$46,400	\$159,600	\$61,000	\$209,800	\$76,200	\$262,300	\$91,700	\$315,500	\$109,400	\$376,300	\$132,600	\$456,100	\$162,400	\$558,800	\$214,300	\$737,400
City of London	\$28,900	\$99,600	\$44,200	\$152,000	\$58,300	\$200,700	\$72,400	\$249,000	\$87,800	\$302,200	\$105,000	\$361,100	\$127,000	\$437,100	\$155,800	\$536,000	\$205,500	\$707,000
County of Norfolk	\$32,000	\$110,200	\$48,600	\$167,200	\$63,200	\$217,400	\$78,400	\$269,900	\$95,000	\$326,900	\$111,600	\$383,900	\$132,600	\$456,100	\$158,000	\$543,600	\$201,100	\$691,800
County of Oxford	\$33,600	\$115,600	\$50,800	\$174,900	\$65,000	\$223,500	\$79,500	\$273,700	\$96,100	\$330,700	\$112,700	\$387,700	\$132,600	\$456,100	\$159,100	\$547,400	\$203,300	\$699,400
City of St. Thomas	\$31,800	\$109,600	\$47,300	\$161,200	\$61,400	\$211,300	\$76,200	\$262,300	\$91,700	\$315,500	\$107,200	\$368,700	\$127,000	\$437,100	\$152,500	\$524,600	\$192,200	\$661,400
City of Stratford	\$32,500	\$111,800	\$48,600	\$167,200	\$62,300	\$214,400	\$77,300	\$266,100	\$92,800	\$319,300	\$110,500	\$380,100	\$130,400	\$448,500	\$156,900	\$539,800	\$201,100	\$691,800
Regional Municipality of Waterloo	\$34,000	\$117,100	\$51,700	\$177,900	\$68,100	\$234,100	\$84,500	\$290,800	\$101,600	\$349,700	\$121,500	\$418,100	\$144,700	\$497,900	\$175,700	\$604,400	\$227,600	\$783,000
County of Wellington	\$35,400	\$121,600	\$54,400	\$187,000	\$71,300	\$245,200	\$88,400	\$304,100	\$107,200	\$368,700	\$128,200	\$440,900	\$151,400	\$520,700	\$183,400	\$631,000	\$238,600	\$821,000
City of Windsor	\$30,500	\$104,900	\$46,400	\$159,600	\$60,100	\$206,800	\$74,000	\$256,600	\$90,600	\$311,700	\$108,300	\$372,500	\$130,400	\$448,500	\$162,400	\$558,800	\$212,100	\$729,800
Northeastern	\$27,400	\$94,300	\$41,500	\$142,900	\$54,400	\$187,000	\$68,500	\$235,700	\$84,500	\$290,800	\$102,700	\$353,500	\$124,800	\$429,500	\$153,600	\$528,400	\$198,900	\$684,200
Algoma District	\$26,500	\$91,200	\$38,400	\$132,300	\$50,400	\$173,300	\$62,800	\$215,900	\$77,300	\$266,100	\$95,000	\$326,900	\$116,000	\$399,100	\$142,500	\$490,300	\$185,600	\$638,600
Algoma DSSAB	\$26,100	\$89,700	\$36,700	\$126,200	\$47,700	\$164,200	\$58,800	\$202,200	\$72,400	\$249,000	\$89,500	\$307,900	\$109,400	\$376,300	\$135,900	\$467,500	\$176,800	\$608,200
Cochrane DSSAB	\$27,200	\$93,500	\$41,500	\$142,900	\$55,200	\$190,100	\$70,700	\$243,300	\$86,700	\$298,400	\$107,200	\$368,700	\$130,400	\$448,500	\$162,400	\$558,800	\$205,500	\$707,000
City of Greater Sudbury	\$29,800	\$102,600	\$46,000	\$158,100	\$61,000	\$209,800	\$75,700	\$260,400	\$92,800	\$319,300	\$112,700	\$387,700	\$138,100	\$475,100	\$169,000	\$581,600	\$221,000	\$760,200
Manitowlin District	\$24,300	\$83,600	\$34,200	\$117,800	\$46,800	\$161,200	\$58,300	\$200,700	\$71,300	\$245,200	\$85,600	\$294,600	\$102,700	\$353,500	\$123,700	\$425,700	\$160,200	\$551,200
Sudbury District	\$27,400	\$94,300	\$42,400	\$146,000	\$55,700	\$191,600	\$68,900	\$237,200	\$84,500	\$290,800	\$100,500	\$345,900	\$121,500	\$418,100	\$148,000	\$509,300	\$190,000	\$653,800
Manitowlin - Sudbury DSSAB	\$27,200	\$93,500	\$42,000	\$144,400	\$54,800	\$188,500	\$67,600	\$232,600	\$82,900	\$285,100	\$98,300	\$338,300	\$118,200	\$406,700	\$142,500	\$490,300	\$185,600	\$638,600
Nipissing DSSAB	\$26,700	\$92,000	\$39,800	\$136,800	\$52,100	\$179,400	\$65,000	\$223,500	\$80,100	\$275,600	\$96,100	\$330,700	\$117,100	\$402,900				

Table 2: 10% Below Average Resale Price, 2022

Regional Market Area	Average Resale Price 2022	10% Below Average Resale Price 2022
Ontario	\$813,000	\$731,700
City of Toronto	\$1,146,500	\$1,031,800
Central	\$1,030,100	\$927,100
Regional Municipality of Durham	\$893,000	\$803,700
Regional Municipality of Halton	\$1,206,300	\$1,085,700
City of Hamilton	\$805,100	\$724,600
District Municipality of Muskoka	\$920,800	\$828,700
Regional Municipality of Niagara	\$667,700	\$601,000
Regional Municipality of Peel	\$1,052,500	\$947,300
County of Simcoe	\$791,500	\$712,300
Regional Municipality of York	\$1,271,000	\$1,143,900
Eastern	\$536,800	\$483,100
City of Cornwall	\$384,400	\$345,900
County of Hastings	\$495,000	\$445,500
City of Kawartha Lakes	\$671,100	\$604,000
City of Kingston	\$581,700	\$523,500
County of Lanark	\$520,300	\$468,200
UC of Leeds and Grenville	\$470,000	\$423,000
County of Lennox and Addington	\$638,700	\$574,800
County of Northumberland	\$673,300	\$606,000
City of Ottawa	\$670,900	\$603,800
City of Peterborough	\$675,200	\$607,700
UC of Prescott and Russell	\$462,400	\$416,200
County of Renfrew	\$399,600	\$359,700
Southwestern	\$650,900	\$585,800
City of Brantford	\$672,400	\$605,200
County of Bruce	\$589,500	\$530,500
Municipality of Chatham-Kent	\$410,900	\$369,800
County of Dufferin	\$923,900	\$831,500
County of Grey	\$712,200	\$641,000
County of Huron	\$569,700	\$512,700
County of Lambton	\$527,000	\$474,300
City of London	\$621,600	\$559,400
County of Norfolk	\$626,900	\$564,200
County of Oxford	\$639,000	\$575,100
City of St. Thomas	\$558,400	\$502,600
City of Stratford	\$609,000	\$548,100
Regional Municipality of Waterloo	\$754,800	\$679,300
County of Wellington	\$830,400	\$747,400
City of Windsor	\$523,400	\$471,000
Northeastern	\$375,800	\$338,200
Algoma DSAB	\$256,700	\$231,000
Cochrane DSSAB	\$254,400	\$229,000
City of Greater Sudbury	\$414,600	\$373,100
Manitoulin-Sudbury DSSAB	\$332,800	\$299,500
Nipissing DSSAB	\$393,800	\$354,400
Parry Sound DSSAB	\$692,300	\$623,100
Sault Ste. Marie DSSAB	\$312,600	\$281,300
Timiskaming DSSAB	\$246,300	\$221,700
Northwestern	\$322,500	\$290,300
Kenora DSSAB	\$356,400	\$320,800
Rainy River DSSAB	\$247,800	\$223,000
Thunder Bay DSSAB	\$320,400	\$288,300

Source: Real Property Solutions House Price Index

Note: The average resale price may be influenced, particularly in smaller areas, by the number and type of house resales.

Contact: Stewart Houghton | Community and Supportive Housing Division | Housing.Research@ontario.ca

Provincial Policy Statement – Housing Table

Table 3: Renter Household Incomes and Affordable Rents, 2022

Regional Market Area	10th Income Percentile	10th Percentile Affordable Rent	20th Income Percentile	20th Percentile Affordable Rent	30th Income Percentile	30th Percentile Affordable Rent	40th Income Percentile	40th Percentile Affordable Rent	50th Income Percentile	50th Percentile Affordable Rent	60th Income Percentile	60th Percentile Affordable Rent	70th Income Percentile	70th Percentile Affordable Rent	80th Income Percentile	80th Percentile Affordable Rent	90th Income Percentile	90th Percentile Affordable Rent
Ontario	\$23,000	\$570	\$30,700	\$770	\$41,500	\$1,040	\$52,600	\$1,310	\$64,500	\$1,610	\$77,900	\$1,950	\$93,900	\$2,350	\$113,800	\$2,840	\$149,100	\$3,730
City of Toronto	\$22,500	\$560	\$31,400	\$780	\$43,700	\$1,090	\$56,600	\$1,410	\$69,800	\$1,750	\$84,500	\$2,110	\$101,600	\$2,540	\$123,700	\$3,090	\$163,500	\$4,090
Central	\$24,500	\$610	\$33,400	\$830	\$44,600	\$1,120	\$56,100	\$1,400	\$68,500	\$1,710	\$82,300	\$2,060	\$98,300	\$2,460	\$120,400	\$3,010	\$155,800	\$3,890
Regional Municipality of Durham	\$25,000	\$620	\$34,000	\$850	\$45,100	\$1,130	\$55,700	\$1,390	\$68,100	\$1,700	\$81,800	\$2,040	\$97,200	\$2,430	\$118,200	\$2,960	\$152,500	\$3,810
Regional Municipality of Halton	\$25,600	\$640	\$38,000	\$950	\$51,300	\$1,280	\$65,000	\$1,620	\$79,500	\$1,990	\$95,000	\$2,380	\$114,900	\$2,870	\$140,300	\$3,510	\$187,800	\$4,700
City of Hamilton	\$20,800	\$520	\$28,900	\$720	\$38,900	\$970	\$47,700	\$1,190	\$57,900	\$1,450	\$69,800	\$1,750	\$83,400	\$2,090	\$100,500	\$2,510	\$129,300	\$3,230
District Municipality of Muskoka	\$21,400	\$540	\$27,600	\$690	\$35,400	\$880	\$45,500	\$1,140	\$53,900	\$1,350	\$65,400	\$1,640	\$77,900	\$1,950	\$93,900	\$2,350	\$124,800	\$3,120
Regional Municipality of Niagara	\$21,700	\$540	\$28,300	\$710	\$36,700	\$920	\$44,600	\$1,120	\$53,900	\$1,350	\$64,500	\$1,610	\$77,900	\$1,920	\$95,000	\$2,380	\$122,600	\$3,070
Regional Municipality of Peel	\$25,200	\$630	\$38,400	\$960	\$52,100	\$1,300	\$65,000	\$1,620	\$78,400	\$1,960	\$92,800	\$2,320	\$109,400	\$2,730	\$130,400	\$3,260	\$166,800	\$4,170
County of Simcoe	\$25,000	\$620	\$32,900	\$820	\$43,700	\$1,090	\$53,900	\$1,350	\$65,800	\$1,650	\$79,000	\$1,970	\$93,900	\$2,350	\$113,800	\$2,840	\$146,900	\$3,670
Regional Municipality of York	\$24,500	\$610	\$35,400	\$880	\$47,700	\$1,190	\$61,400	\$1,540	\$75,700	\$1,890	\$90,600	\$2,260	\$109,400	\$2,730	\$133,700	\$3,340	\$176,800	\$4,420
Eastern	\$22,800	\$570	\$30,300	\$760	\$40,700	\$1,020	\$50,800	\$1,270	\$62,300	\$1,580	\$75,100	\$1,880	\$90,600	\$2,260	\$109,400	\$2,730	\$141,400	\$3,540
City of Cornwall	\$21,400	\$540	\$26,700	\$670	\$32,500	\$810	\$41,100	\$1,030	\$49,500	\$1,240	\$58,800	\$1,470	\$71,300	\$1,780	\$86,700	\$2,170	\$111,600	\$2,790
County of Hastings	\$22,500	\$560	\$28,100	\$700	\$35,400	\$880	\$44,600	\$1,120	\$53,000	\$1,330	\$63,200	\$1,580	\$76,800	\$1,920	\$92,800	\$2,320	\$118,200	\$2,960
Kawartha Lakes Division	\$19,400	\$490	\$26,100	\$650	\$31,800	\$800	\$41,100	\$1,030	\$49,900	\$1,250	\$61,900	\$1,550	\$74,600	\$1,860	\$95,000	\$2,380	\$124,800	\$3,120
Haliburton County	\$20,100	\$500	\$27,000	\$670	\$32,300	\$810	\$40,700	\$1,020	\$48,200	\$1,200	\$58,300	\$1,460	\$74,000	\$1,850	\$93,900	\$2,350	\$119,300	\$2,980
City of Kawartha Lakes + Haliburton	\$19,400	\$490	\$26,100	\$650	\$31,800	\$800	\$41,100	\$1,030	\$49,500	\$1,240	\$61,400	\$1,540	\$74,600	\$1,860	\$93,900	\$2,350	\$122,600	\$3,070
City of Kingston	\$21,000	\$520	\$29,200	\$730	\$38,400	\$960	\$47,300	\$1,180	\$57,400	\$1,440	\$68,900	\$1,720	\$82,900	\$2,070	\$100,500	\$2,510	\$132,600	\$3,310
County of Lanark	\$21,200	\$530	\$27,800	\$700	\$37,100	\$930	\$45,500	\$1,140	\$54,400	\$1,360	\$65,000	\$1,620	\$75,700	\$1,890	\$93,900	\$2,350	\$122,600	\$3,070
UC of Leeds and Grenville	\$21,700	\$540	\$27,400	\$680	\$35,100	\$880	\$42,900	\$1,070	\$51,300	\$1,280	\$61,900	\$1,550	\$75,700	\$1,890	\$90,600	\$2,260	\$116,000	\$2,900
County of Lennox and Addington	\$22,500	\$560	\$28,500	\$710	\$35,100	\$880	\$45,100	\$1,130	\$55,700	\$1,390	\$65,800	\$1,650	\$79,000	\$1,970	\$100,500	\$2,510	\$123,700	\$3,090
Prince Edward Division	\$24,100	\$600	\$28,900	\$720	\$38,000	\$960	\$46,400	\$1,160	\$57,400	\$1,440	\$66,300	\$1,660	\$77,900	\$1,950	\$98,300	\$2,460	\$127,000	\$3,180
County of Lennox + Addington + Prince Edward Division	\$23,000	\$570	\$28,700	\$720	\$36,200	\$910	\$46,000	\$1,150	\$56,600	\$1,410	\$66,300	\$1,660	\$78,400	\$1,960	\$100,500	\$2,510	\$125,900	\$3,150
County of Northumberland	\$23,200	\$580	\$28,900	\$720	\$37,600	\$940	\$45,500	\$1,140	\$54,800	\$1,370	\$66,300	\$1,660	\$81,200	\$2,030	\$98,300	\$2,460	\$125,900	\$3,150
City of Ottawa	\$23,600	\$590	\$34,200	\$860	\$46,000	\$1,150	\$58,300	\$1,460	\$70,700	\$1,770	\$85,100	\$2,130	\$100,500	\$2,510	\$121,500	\$3,040	\$156,900	\$3,920
City of Peterborough	\$21,700	\$540	\$27,800	\$700	\$35,400	\$880	\$43,700	\$1,090	\$53,000	\$1,330	\$63,600	\$1,590	\$76,200	\$1,910	\$91,700	\$2,290	\$117,100	\$2,930
UC of Prescott and Russell	\$23,200	\$580	\$28,100	\$700	\$35,800	\$890	\$44,200	\$1,100	\$53,000	\$1,330	\$66,300	\$1,660	\$80,100	\$2,000	\$97,200	\$2,430	\$124,800	\$3,120
County of Renfrew	\$21,000	\$520	\$27,400	\$680	\$37,100	\$930	\$46,800	\$1,170	\$57,900	\$1,450	\$71,300	\$1,780	\$85,100	\$2,130	\$101,600	\$2,540	\$129,300	\$3,230
Southwestern	\$22,100	\$550	\$29,800	\$750	\$39,300	\$980	\$48,600	\$1,220	\$58,300	\$1,460	\$69,400	\$1,730	\$83,400	\$2,090	\$100,500	\$2,510	\$129,300	\$3,230
City of Brantford	\$23,200	\$580	\$29,800	\$750	\$38,900	\$970	\$47,700	\$1,190	\$57,400	\$1,440	\$69,400	\$1,730	\$82,300	\$2,060	\$101,600	\$2,540	\$129,300	\$3,230
County of Bruce	\$21,900	\$550	\$27,400	\$680	\$35,800	\$890	\$44,200	\$1,100	\$53,500	\$1,340	\$63,200	\$1,580	\$78,400	\$1,960	\$98,300	\$2,460	\$134,800	\$3,370
Municipality of Chatham-Kent	\$19,400	\$490	\$27,000	\$670	\$33,600	\$840	\$41,500	\$1,040	\$49,500	\$1,240	\$58,300	\$1,460	\$70,300	\$1,760	\$85,100	\$2,130	\$108,300	\$2,710
County of Dufferin	\$25,000	\$620	\$31,800	\$800	\$40,200	\$1,010	\$51,300	\$1,280	\$63,600	\$1,590	\$78,400	\$1,960	\$92,800	\$2,320	\$113,800	\$2,840	\$145,800	\$3,650
County of Grey	\$18,800	\$470	\$26,300	\$660	\$32,300	\$810	\$40,700	\$1,020	\$49,100	\$1,230	\$58,300	\$1,460	\$71,300	\$1,780	\$87,800	\$2,200	\$116,000	\$2,900
County of Huron	\$20,500	\$510	\$26,700	\$670	\$34,200	\$860	\$43,300	\$1,080	\$52,100	\$1,300	\$61,900	\$1,550	\$75,100	\$1,880	\$92,800	\$2,320	\$125,900	\$3,150
County of Lambton	\$20,100	\$500	\$27,800	\$700	\$35,100	\$880	\$43,700	\$1,090	\$53,900	\$1,350	\$64,100	\$1,600	\$76,800	\$1,920	\$93,900	\$2,350	\$123,700	\$3,090
City of London	\$20,800	\$520	\$29,400	\$730	\$38,400	\$960	\$47,700	\$1,190	\$57,000	\$1,430	\$67,600	\$1,690	\$80,600	\$2,020	\$97,200	\$2,430	\$122,600	\$3,070
County of Norfolk	\$21,400	\$540	\$27,800	\$700	\$35,800	\$890	\$44,200	\$1,100	\$54,400	\$1,360	\$64,500	\$1,610	\$80,100	\$2,000	\$100,500	\$2,510	\$134,800	\$3,370
County of Oxford	\$24,500	\$610	\$30,700	\$770	\$40,700	\$1,020	\$50,800	\$1,270	\$60,500	\$1,510	\$72,400	\$1,810	\$85,100	\$2,130	\$102,700	\$2,570	\$128,200	\$3,200
City of St. Thomas	\$23,200	\$580	\$28,300	\$710	\$35,400	\$880	\$43,700	\$1,090	\$52,100	\$1,300	\$62,300	\$1,560	\$74,600	\$1,860	\$90,600	\$2,260	\$113,800	\$2,840
City of Stratford	\$24,100	\$600	\$31,400	\$780	\$40,700	\$1,020	\$49,100	\$1,230	\$57,900	\$1,450	\$68,900	\$1,720	\$82,900	\$2,070	\$101,600	\$2,540	\$129,300	\$3,230
Regional Municipality of Waterloo	\$24,500	\$610	\$34,000	\$850	\$45,100	\$1,130	\$55,200	\$1,380	\$66,300	\$1,660	\$78,400	\$1,960	\$92,800	\$2,320	\$111,600	\$2,790	\$142,500	\$3,560
County of Wellington	\$24,700	\$620	\$33,400	\$830	\$44,200	\$1,100	\$55,200	\$1,380	\$65,800	\$1,650	\$78,400	\$1,960	\$92,800	\$2,320	\$110,500	\$2,760	\$140,300	\$3,510
City of Windsor	\$19,700	\$490	\$27,600	\$690	\$36,200	\$910	\$44,600	\$1,120	\$53,500	\$1,340	\$63,200	\$1,580	\$75,700	\$1,890	\$92,800	\$2,320	\$120,400	\$3,010
Northeastern	\$19,700	\$490	\$26,500	\$660	\$32,900	\$920	\$41,500	\$1,040	\$49,900	\$1,250	\$60,100	\$1,500	\$72,900	\$1,820	\$88,400	\$2,210	\$117,100	\$2,930
Algoma District	\$18,300	\$460	\$25,900	\$650	\$30,700	\$770	\$38,000	\$950	\$45,500	\$1,140	\$53,900	\$1,350	\$65,000	\$1,620	\$80,100	\$2,000	\$105,000	\$2,620
Algoma DSSAB	\$18,300	\$460	\$25,400	\$640	\$28,900	\$720	\$35,400	\$880	\$42,900	\$1,070	\$50,800	\$1,270	\$61,000	\$1,520	\$75,100	\$1,880	\$100,500	\$2,510
Cochrane DSSAB	\$19,000	\$480	\$26,500	\$660	\$31,400	\$780	\$40,200	\$1,010	\$48,600	\$1,220	\$59,200	\$1,480	\$75,100	\$1,880	\$92,800	\$2,320	\$121,500	\$3,040
City of Greater Sudbury	\$21,400	\$540	\$28,700	\$720	\$37,600	\$940	\$46,000	\$1,150	\$55,700	\$1,390	\$66,700	\$1,670	\$79,000	\$1,970	\$97,200	\$2,430	\$123,700	\$3,090
Manitoulin District	\$23,600	\$590	\$32,700	\$820	\$42,900	\$1,070	\$52,100	\$1,300	\$65,000	\$1,620	\$76,200	\$1,910	\$90,600	\$2,260	\$112,700	\$2,760	\$142,500	\$3,560
Sudbury District	\$17,700	\$440	\$25,400	\$640	\$29,200	\$730	\$39,300	\$980	\$49,900	\$1,250	\$59,700	\$1,490	\$71,800	\$1,800	\$92,800	\$2,320	\$119,300	\$2,980
Manitoulin - Sudbury DSSAB	\$18,300	\$460	\$25,900	\$650	\$30,500	\$760	\$40,700	\$1,020	\$50,800	\$1,270	\$60,500	\$1,510	\$73,500	\$1,840	\$90,600	\$2,260	\$116,000	\$2,900
Nipissing DSSAB	\$20,800	\$520	\$26,700	\$670	\$32,900	\$820	\$41,100	\$1,030	\$48,600	\$1,220	\$57,900	\$1,450	\$69,400	\$1,730	\$84,500	\$2,110	\$108,300	\$2,710
Parry Sound DSSAB	\$19,900	\$500	\$26,100	\$650	\$30,900	\$770	\$48,200	\$1,200	\$57,000	\$1,430	\$68,900	\$1,720	\$84,500	\$2,110	\$112,700	\$2,760	\$142,500	\$3,560
City of Sault Ste. Marie	\$18,600	\$460	\$26,100	\$650	\$31,800	\$800	\$38,900	\$970	\$46,400	\$1,160	\$54,800	\$1,370	\$66,700	\$1,670	\$81,200	\$2,030	\$105,000	\$2,620
Timiskaming DSSAB	\$17,600	\$440	\$24,300	\$610	\$26,500	\$660	\$32,000	\$800	\$41,100	\$1,030	\$50,800	\$1,270	\$65,000	\$1,620	\$81,200	\$2,030	\$113,800	\$2,840
Northwestern	\$19,200	\$480	\$27,200	\$680	\$34,500	\$860	\$43,300	\$1,080	\$53,000	\$1,330	\$63,600	\$1,590	\$77,300	\$1,930	\$95,000	\$2,380	\$123,700	\$3,090
Kenora DSSAB	\$24,100	\$600	\$29,800	\$750	\$38,900	\$970	\$48,600	\$1,220	\$58,300	\$1,460	\$71,800	\$1,800	\$92,800	\$2,320	\$110,500	\$2,760	\$142,500	\$3,560
Rainy River DSSAB	\$19,200	\$480	\$25,200	\$630	\$28,500	\$710	\$39,800	\$990	\$49,100	\$1,230	\$61,000	\$1,520	\$72,900	\$1,820	\$93,900	\$2,350	\$130,400	\$3,260
Thunder Bay DSSAB	\$18,300	\$460	\$26,700	\$670	\$34,000	\$850	\$42,400	\$1,060	\$52,100	\$1,300	\$62,300	\$1,56						

Average Apartment Rents, Ontario, 2022

Table 4. Average Rent by Bedroom Count

Regional Market Area	Bachelor Rent	1 Bedroom Rent	2 Bedroom Rent	3 Bedroom Rent	4+ Bedroom Rent	Total Bedroom Rent
Ontario	\$1,179	\$1,350	\$1,555	\$1,835	\$2,549	\$1,470
City of Toronto	\$1,316	\$1,537	\$1,811	\$2,083	\$2,633	\$1,673
Central	\$1,297	\$1,514	\$1,754	\$2,014	\$2,425	\$1,644
Regional Municipality of Durham	\$1,074	\$1,284	\$1,460	\$1,662	**	\$1,425
Regional Municipality of Halton	\$1,145	\$1,510	\$1,784	\$1,910	**	\$1,696
City of Hamilton	\$919	\$1,142	\$1,334	\$1,486	**	\$1,238
District Municipality of Muskoka	\$814	\$965	\$1,203	\$1,281	**	\$1,143
Regional Municipality of Niagara	\$858	\$1,071	\$1,260	\$1,389	**	\$1,199
Regional Municipality of Peel	\$1,148	\$1,484	\$1,666	\$1,849	\$1,768	\$1,601
County of Simcoe	\$985	\$1,226	\$1,430	\$1,572	**	\$1,338
Regional Municipality of York	\$1,048	\$1,383	\$1,539	\$1,881	**	\$1,489
Eastern	\$1,078	\$1,273	\$1,485	\$1,694	\$2,773	\$1,381
City of Cornwall	\$780	\$825	\$1,003	\$1,035	**	\$941
County of Hastings	\$913	\$1,109	\$1,295	\$1,579	**	\$1,245
City of Kawartha Lakes	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
Haliburton County	**	**	**	**	**	**
City of Kawartha Lakes + Haliburton County	\$777	\$1,070	\$1,292	\$1,294	**	\$1,169
City of Kingston	\$975	\$1,211	\$1,472	\$1,624	**	\$1,390
County of Lanark	**	\$900	\$1,119	**	**	\$982
UC of Leeds and Grenville	\$767	\$912	\$1,141	\$1,161	**	\$1,066
County of Lennox and Addington	**	\$913	\$989	**	**	\$955
Prince Edward Division	**	\$1,024	\$1,124	**	**	\$1,089
County of Lennox & Addington + Prince Edward Division	**	\$943	\$1,042	**	**	\$1,002
County of Northumberland	**	\$1,231	\$1,650	\$1,756	**	\$1,544
City of Ottawa	\$1,122	\$1,348	\$1,633	\$1,865	**	\$1,462
City of Peterborough	\$873	\$1,090	\$1,339	\$1,517	**	\$1,244
UC of Prescott and Russell	\$501	\$680	\$1,131	**	**	\$1,014
County of Renfrew	\$508	\$879	\$1,066	**	**	\$1,028
Southwestern	\$888	\$1,132	\$1,354	\$1,472	**	\$1,261
City of Brantford	\$885	\$1,165	\$1,259	\$1,326	**	\$1,233
County of Bruce	**	\$1,054	\$1,409	\$1,488	**	\$1,324
Municipality of Chatham-Kent	\$867	\$954	\$1,088	\$1,058	**	\$1,036
County of Dufferin	**	\$1,269	\$1,455	\$1,588	**	\$1,372
County of Grey	\$742	\$931	\$1,069	\$1,145	**	\$1,019
County of Huron	**	\$787	\$948	**	**	\$877
County of Lambton	\$873	\$1,011	\$1,221	\$1,554	**	\$1,142
City of London	\$863	\$1,127	\$1,400	\$1,617	**	\$1,291
County of Norfolk	\$610	\$882	\$1,021	**	**	\$979
County of Oxford	\$886	\$1,161	\$1,384	\$1,468	**	\$1,311
City of St. Thomas	\$790	\$1,042	\$1,292	**	**	\$1,208
City of Stratford	\$743	\$1,257	\$1,350	\$1,434	**	\$1,310
Regional Municipality of Waterloo	\$1,075	\$1,245	\$1,469	\$1,631	**	\$1,398
County of Wellington	\$989	\$1,324	\$1,490	\$1,504	**	\$1,424
City of Windsor	\$791	\$1,010	\$1,174	\$1,316	**	\$1,065
Northeastern	\$751	\$914	\$1,151	\$1,281	**	\$1,064
Algoma District	\$741	\$880	\$1,009	\$964	**	\$958
Algoma DSSAB	\$741	\$880	\$1,009	\$964	**	\$958
Cochrane DSSAB	\$570	\$944	\$1,062	\$1,120	**	\$1,004
City of Greater Sudbury	\$796	\$930	\$1,254	\$1,472	**	\$1,135
Manitoulin District	**	**	**	**	**	**
Sudbury District	**	**	**	**	**	**
Manitoulin - Sudbury DSSAB	**	**	**	**	**	**
Nipissing DSSAB	\$674	\$905	\$1,116	\$1,311	**	\$1,040
Parry Sound DSSAB	**	**	**	**	**	**
City of Sault Ste. Marie	\$746	\$917	\$1,087	\$1,005	**	\$1,015
Timiskaming DSSAB	**	**	**	**	**	**
Northwestern	\$751	\$956	\$1,168	\$1,446	**	\$1,084
Kenora DSSAB	**	\$836	\$1,008	**	**	\$911
Rainy River DSSAB	**	**	**	**	**	**
Thunder Bay DSSAB	\$757	\$964	\$1,175	\$1,457	**	\$1,094

Source: CMHC, Rental Market Survey, October 2022

** Data suppressed to protect confidentiality, not statistically reliable or not available

Contact: Stewart Houghton | Community and Supportive Housing Division | Housing.Research@ontario.ca



October 3, 2023

On behalf of the West Lorne and Community Horticultural Society, I wish to express our displeasure at the decision by the West Elgin Municipal Council to take sole possession of the meeting room at the Community Complex in West Lorne. The room served as home to several service clubs, after school programs and many other events. While the decision did not sit well with our society, it was made worse by the fact that there was never an opportunity for discussion. The lack of transparency was evident by the fact that we were informed of this decision when we were told to remove all items from storage. Our Society viewed this room and the building as our home. We had intended to remain indefinitely, as evident by the fact that we had established roots there, literally. The construction and growth of the Centennial Gardens was designed to draw attention to the Society achieving its 100th anniversary. It was also intended to add to the aesthetic beauty of the building and the community. We agreed to look after the upkeep of the gardens which is now bitterly ironic since we no longer have a connection to the building. We would hope that council would see fit to revisit this issue, do the right thing and reverse this decision.

Respectfully,

Samm Okolisan,
President

West Lorne and Community Horticultural Society



Magda Badura
Chief Administrative Officer
Municipality of West Elgin
22413 Hoskins Line
Rodney Ontario
N0L 2C0

Dear Magda

I noticed on your website that you state that all applications for grants must be submitted NLT 31 December, I am assuming that this letter falls within that category. You will receive a properly signed letter shortly but I wanted to ensure that we achieved your timeline therefore the submission via this media. If Council requires an in person deputation please advise me via my email. I am currently out of the country and will not be returning until May of next year, but I will make arrangements for one of our Directors to attend to respond to questions if need be.

Please allow me to introduce our organization, we as you can see, are the Summerfest Committee, which falls under the auspices of the Columbus Club, which in turn falls under the auspices of the Knights of Columbus. Our Summerfest is an event which runs in the late Spring of each year (June), we provide live, top notch entertainment to the Community, while doing so, we raise money for our community, all proceeds are donated to a worthy charity, this year, as per last, we have chosen the HOSPICE Elgin. This will be our 18th year in operation. We have raised in excess of \$56,000, all of which went back into the Community.

It is almost time for our 16th Summerfest in the 18th year of our organization, and we have big news! We have continued our expansion of Summerfest entertainment to a two-day celebration. This is the reason why we are writing you, as our Festival evolves we would like to expand our partnership within the whole Elgin Community, when I say partnership, please understand that we expect nothing of you or your Council other than some financial sponsorship, either in the way of a grant or donation, and hopefully your personal participation. Your Council, and by extension, your communities will reap the benefits as the Summerfest Committee promote this fact through all our promotional opportunities, before, during and after the event. In a nutshell, the citizens of Elgin County will fully understand that you and your Council are a big part of bringing this very popular event to St.Thomas and Elgin.

As Summerfest grows in popularity so too does the expense of organizing it and execution of the event, therefore your support is both requested and will be greatly appreciated. Our Sponsorship Committee, is very active, as such we have solicited donations from local businesses and organizations, this contributed significantly to the overall success of our events over the years.

As stated earlier, all the profits, from Summerfest go towards an organization in the community. Our 2024 benefactor is once again the **Hospice of Elgin**. This will include at least one Columbus Club 50/50 charity draw, www.summerfest5050.ca (Licence # RAF1313833)

Our two-day event will be held at the Columbus Club on Wellington Street in St.Thomas. Due to popular demand we will once again be holding this event "Under the Canvas". Our entertainment lineup is a very exciting one this year, it will no doubt bring back many memories for most, for those of a younger age, it will introduce them to nostalgic type music that we enjoyed, yet is still very popular today. The Summerfest Committee, personally searched, and even attended a concert to confirm "the fit", as such we have already secured the bands for 2024. We have taken the liberty to attach a copy of our poster for next year, as you can see there is something for everyone.

Friday evening we will be offering a fish dinner (\$25) with live entertainment, dinner will be between 5-7. On Saturday (Tickets \$35 in advance) Tony Morgan and "Point Taken" will open the show, entertaining from 5-7pm and the main event will start at 8pm, 3 acts will perform until 11pm. These acts are "Jersey Seasons", a tribute to Frankie Valli and the Four Seasons, "American Graffiti" featuring Frankie and the Flash Backs, a tribute to Rock and Roll from the 50's through to the 70's, closing will be the "Beach Party Boys" a tribute to the Beach Boys, all acts are top rated in North American. As well this year we will include a Vendors Market Friday from 4pm to 6pm and Saturday 10am until 4pm; many vendor tents will be set up starting just after the entrance gate, forming a "gauntlet" to the entertainment tent.

We look forward to your generous support which will go a long way in supporting the long overdue Hospice of Elgin. On behalf of the Summerfest Committee thank you for your continued support, if you are a new Sponsor then we warmly welcome you into the "Team".

I assume you may require a deputation from our Committee to provide further information or answers to questions, please advise me via email should you require this or are in need of more written information. I am currently out of the country and will be for a few months but I will appoint representation to attend once you provide be the date, time and location.

Please note my email address is as follows, gerry_holden@outlook.com

Respectfully Submitted,

Gerry Holden, Chair, Summerfest Committee

Roy Esbaugh, President, Columbus Club St.Thomas



PRESENTS

SUMMERFEST

Under the Canvas

Columbus Club - 265 Wellington St Thomas, ON

A weekend to support our community

in support of  **HOSPICE OF ELGIN**

Fri. June 21st and Sat. June 22nd

FRIDAY NIGHT

4 - 6 PM

Vendors Market

Fish Fry

Local
Entertainment

***Tickets
\$25 Each***

SATURDAY

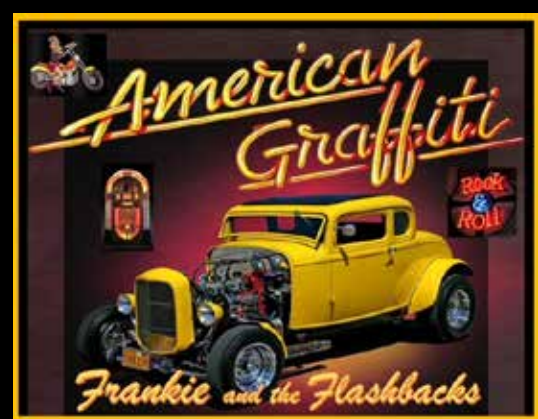
10 AM - 4 PM

Vendors Market

Tony Morgan &
POINT TAKEN

5 - 7 PM

***Tickets
\$35 Advance
\$40 at the Gate***



8 - 11 PM



Tickets Available at :

Columbus Club
265 Wellington Street
519-631-2166

Elford Automotive
9 Anderson Ave.
519-631-8083

From: [EA Modernization \(MECP\)](#)
To: [EA Modernization \(MECP\)](#)
Subject: Update on amendments to the MTO Class EA
Date: December 15, 2023 5:02:07 PM

Greetings:

I want to thank you for your interest and involvement to date in actions the government is taking to modernize Ontario's environmental assessment program. Today, I am writing to provide you with an update on decisions made by the province on the proposed amendments to the Class Environmental Assessment for Provincial Transportation Facilities (MTO Class EA).

Ministers Decision

Following consultation with Indigenous communities, proponents, stakeholders and government agencies, the Minister has made changes to the MTO Class EA to better align assessment requirements with potential environmental impact.

The amendments include:

- changing the assessment requirements for projects so they better align with a project's potential for environmental impacts, including:
 - renaming Project Groups to more accurately reflect the types of projects in each group
 - shifting certain projects to lower Project Group to better align their assessment requirements with their potential for impact
 - removing the option to "step down" a Group B project to a Group C as it is no longer needed as a result of project group changes
 - exempting additional projects from the requirements of the EAA where they are considered to have a low potential for impacts (e.g., rehabilitation projects within the existing right of way)
 - establishing a screening process that, if successfully completed, would exempt additional projects from requirements of the EAA on a case-by-case basis
- eliminating the requirement to advance the planning of projects beyond preliminary design stage of the MTO Class EA process, consistent with other Class EA processes
- creating a formal issues resolution process to address concerns raised during the MTO Class EA process and public review periods
- improving the MTO Class EA's readability so it's easier to understand and follow
- addressing outdated references to legislation, organizations, and terminology

Note: the amended Class EA does not include any changes related to the [Moving to a project list approach under the Environmental Assessment Act](#). At the time of this decision to amend the Class EA, the review of input received on that proposal remains underway.

These amendments will reduce duplication and improve the process for lower-risk transportation infrastructure projects, while maintaining strong environmental oversight and protection.

The amendments to the MTO Class EA came into effect on December 15, 2023, which is the day the decision was posted on the ERO. Detailed information on the amendments can be found at: <https://ero.ontario.ca/notice/019-7678>.

Background

In 2019, the Ministry of the Environment, Conservation and Parks sent a request to all provincial Class EA holders to propose changes that would better align requirements for projects with their potential for environmental impacts, eliminate duplication and find efficiencies in the Class EA assessment process. In response, the Ministry of Transportation (MTO) submitted a proposal that recommended several amendments to the MTO Class EA.

On July 8, 2020, the proposed amendments to the MTO Class EAs were posted to the Environmental Registry of Ontario (ERO) for a 45-day public comment period.

On behalf of the ministry, I would like to thank you for providing comments on the proposed amendments to the MTO Class EA. All comments received on the proposed amendments have been considered by the Minister when making the decision about the amendments.

If you have any questions or concerns, please contact the ministry's EA Modernization Team: EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks

From: [Spriggs, Sheri](#)
To: [lcross@merrymount.on.ca](#); [clittle@merrymount.on.ca](#); [nliabotis@merrymount.on.ca](#); [skelly@merrymount.on.ca](#); [mvandenneucker@swpublichealth.ca](#); [JKlassen@centralchc.com](#); [bfellinger@wehc.on.ca](#); [CindydaCosta@wehc.on.ca](#); [Vanzanten, Dana](#); [vacres@elgin.ca](#); [abenton@ldcsb.ca](#); [h.gerrits@tvdsb.ca](#); [MProulx@caselgin.on.ca](#); [annab@mcson.org](#); [Jackie Anger \(janger@ywcaste.ca\)](#); [krista.thompson@swo.ymca.ca](#); [lori.gower@swo.ymca.ca](#); [joelle.rinker@swo.ymca.ca](#); [P.Vandenbroek@communitylivingelgin.com](#); [t.stones@communitylivingelgin.com](#); [ttcns78@gmail.com](#); [earlyonwest@gmail.com](#); [vwiebe@welkin.ca](#); [phontar.stelip@gmail.com](#); [janet.gritzan@tvcc.on.ca](#); [Terri Towstiuc](#); [kcoelho@ywcaste.ca](#); [mneerhof@FanshaweC.ca](#); [Dyke, Sean](#); [sfier@fsmc.ca](#); [Jennifer Barber \(jennifer.barber@swo.ymca.ca\)](#); [kayla@striveswo.ca](#); [dbernardo@fsmc.ca](#); [Beth McGonigle](#); [dfeasey@wehc.on.ca](#)
Cc: [Sulowski, Teresa](#); [Sinclair, John](#); [FitzGibbon, John](#); [Le, Huyen](#)
Subject: Child Care and Early Years System Service Plan -Community Partner Consultation - January 16 -9 am-12 pm
Date: December 15, 2023 10:47:06 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Good morning,

We are holding the consultation with community partners regarding our Child Care and Early Years System Service Plan on **Tuesday January 16th** from 9:00 am – 12:00 pm, here at the Social Services offices -230 Talbot St. St Thomas.

We recognize that this date may not be convenient for all, however, it was a bit challenging to get optimal participation for two community meetings on the same day. If you previously declined this date, and can now attend, or, if you can send someone else from your organization in your place, we would greatly appreciate it. Ideally, the person who attends works directly with parents/families and would have first- hand knowledge of families' experiences and challenges with accessing the child care and early years system.

*We would love if you could join us for lunch, after the meeting, from 12:00 -1:00 pm. If you haven't already, please let me know if you will be joining us, and if you have any dietary requirements.

A reminder about the meeting, parking details, and agenda items/the questions we will be discussing will be shared one week prior to the meeting.

Please note: We are co-ordinating the Community Partners Forum for the Child Care and Early Years System Service Plan, and the EarlyON Governance Committee on the same date, hoping that it makes it easier for participants who will be attending both meetings.

A calendar invitation will be shared shortly.

Have a wonderful weekend,
Sheri

Sheri Spriggs, RECE
Quality Initiatives Coordinator



Phone: 519-631-9350 ext. 7185

Email: sspriggs@stthomas.ca

230 Talbot Street,

St. Thomas, ON N5P 1B2

www.stthomas.ca



From: [REDACTED]
To: [Terri Towstiuć](#)
Subject: Fw: AMCTO Legislative Express
Date: December 15, 2023 8:59:05 AM

From: AMCTO | The Municipal Experts <amcto@amcto.com>
Sent: December 13, 2023 12:00 PM
[REDACTED]
Subject: AMCTO Legislative Express

Year-End Review/Look Ahead to 2024

View this email [in your browser](#).



[About AMCTO](#) | [Professional Growth](#) | [Advocacy & Policy](#) | [Network & Community](#)



December 13, 2023

In this issue...

- [Introductions and Highlights](#)
- [Policy Spotlight](#)
- [Policy Updates](#)
- [Bills and Lawmaking](#)

Introduction & Highlights

As another year wraps up and the Legislative Assembly starts its holiday break, we at AMCTO are reflecting on 2023. This year we were pulled in many directions, including advocating for a return to the provincial assessment cycle, supporting municipalities in the transition to strong mayors, continuing our work on the municipal reporting burden, promoting municipal financial sustainability, and researching and laying the foundation for exciting advocacy initiatives in the year to come.

Strong Mayors

Perhaps one of the biggest changes this year was the roll-out of strong mayor powers. There are now 46 municipalities with strong mayor powers. Notably, [four municipalities did not sign housing](#)

pledges and were not included in the updated regulation. This change has brought about significant new challenges for administrators across the province, who have risen to the occasion by developing new processes, protocols, and politics.

We are beginning to see some impacts of this legislation at the local level including organizational repercussions. In addition to supporting municipalities through the strong mayor transition, we will continue to look for opportunities to advocate for the strengthening of municipal administration through clarifying roles and responsibilities between council and staff.

Municipal Modernization

Thanks to the dedication of our members, in 2023 we have made significant strides in advocating for updated municipal legislation through the work of our *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* Working Group and *Municipal Elections Act (MEA)* Working Group. We look forward to sharing a proactive legislative submission with government regarding MFIPPA modernization in early 2024 and finalizing our recommendations on the MEA early in the new year. We will also be considering how AMCTO can support efforts to modernize the *Provincial Offences Act*.

We continued engagement with Elections Ontario on the voters list transition. Responsibility for provision of the Primary List of Electors (PLEs) for municipal elections will transfer to Elections Ontario from the Municipal Property Assessment Corporation (MPAC) on January 1, 2024. We will continue to work with both organizations to support our members through this transition. To learn more about their approach and to get onboarded with their municipal portal, please reach out to Elections Ontario.

Municipal Reporting Burden

Reducing the reporting burden continues to be an advocacy priority. This year, we were pleased to see some successes, such as our feedback on the Ministry of Municipal Affairs and Housing's reporting regulation resulting in the roll-back of their request for historical data. Understanding that there is more work to be done, we are continuing to collect and analyze data to help better identify and understand the most common, problematic reporting requirements. Please continue to provide your feedback through our intake form (linked below).

SUBMIT YOUR CONCERNS

AMCTO's advocacy would not be possible without your support, feedback, and subject matter expertise. We encourage you to volunteer as part of our Roster of Municipal Advisors. This is a great way to advance important sector issues and have your voice heard.

JOIN OUR ROSTER OF ADVISORS

Policy Spotlight

Many municipalities across the province offered online voting during the 2022 municipal elections. With increasing costs of administering elections, more municipalities may be considering online voting in 2026 and beyond.

In consultation with municipalities, the Digital Governance Standards Institute has been drafting an online electoral voting standard that specifies technical design requirements for online voting services and best practices for election administrators.

The Digital Governance Council (formerly the CIO Strategy Council), that oversees the Institute,

works “across public and private sectors to strengthen trust in Canada’s digital economy by collaboratively identifying, prioritizing and acting on digital governance opportunities and challenges”. As part of this work, the Institute develops technology governance standards to help enable greater trust and confidence in Canada’s digital systems.

According to the Institute, municipal election administrators can use the voluntary online electoral voting standard to assess their online voting service providers, as well as to inform requests for proposals if they are considering implementing online voting in their elections. It can also be used to help guide election administrators in the development of policies and procedures related to online voting.

While this standard is not government policy nor a requirement, it could be useful for Ontario municipalities looking to begin or improve online voting in their communities. As we prepare our *Municipal Elections Act (MEA)* proactive submission, it is important for us to consider cross-jurisdictional work such as this which could improve the security and operational experience in local elections.

The Institute has launched a public review of its standard and is seeking comments until **February 28, 2024**. Feedback from our members would help ensure the standard is as useful as possible to those working on-the-ground and that local issues are taken into consideration.

[LEARN MORE AND SUBMIT YOUR FEEDBACK](#)

Policy Updates

Government Announces 2024 Ontario Municipal Partnership Fund (OMPF) - The Government announced that it will be continuing to provide \$500 million in funding through the OMPF.

[READ MORE](#)

Ontario and Toronto Announce New Deal - Premier Ford and Toronto Mayor, Olivia Chow, have released the details of their new deal, a result of 10 weeks of working group discussions. As part of this new deal, Ontario has agreed to provide the city with up to \$1.2 billion in provincial operating supports over three years as well as capital relief.

[READ MORE](#)

Supreme Court of Canada Ruling for Municipalities – A recent decision from the Supreme Court of Canada may result in increased liability for municipalities undertaking important infrastructure and construction projects.

[READ MORE](#)

Bills & Lawmaking

Bills Passed & Government Bills:

Bill 136, Greenbelt Statute Law Amendment Act, 2023 (Royal Assent received December 6) - This *Act* amends the *Greenbelt Act, 2005* and other acts to restore lands previously removed from the Greenbelt, and ensures that future changes to the Greenbelt can only be made through legislation.

[READ MORE](#)

Bill 139, *Less Red Tape, More Common Sense Act, 2023* (Royal Assent received December 4) - This *Act* represents the legislative component to the Government's fall 2023 red tape reduction package. Highlights include reducing paperwork demands for physicians, amending the *Ontario Heritage Act, 1990*, to make it easier for faith groups to alter their places of worship, and reviewing regulations under the *Nutrient Management Act, 2002*.

[READ MORE](#)

Bill 141, *Life Lease Act, 2023* (Referred to Standing Committee on Heritage, Infrastructure and Cultural Policy) - This Bill would enact a new act to make it easier to engage in life lease arrangements. If passed, this would define a life lease as a written tenancy agreement that involved payment of an entrance fee for a rental unit. The person who is first entitled to occupy the rental unit is granted a right of occupancy for life or for a fixed term of not less than 50 years. The act would set rules for how life lease arrangements would work in Ontario.

[READ MORE](#)

Bill 146, *Building a Strong Ontario Together Act (Budget Measures), 2023* (Royal Assent received December 4) - This *Act* is the legislative component to the Fall Economic Statement introduced on November 2.

[READ MORE](#)

Bill 149, *Working for Workers Four Act, 2023* (Referred to Standing Committee on Social Policy) - If passed, this would make various changes to protect employees including requiring employers to discuss salary ranges in job postings and if artificial intelligence is used during the hiring process. It would also ban the use of Canadian work experience as a requirement in job postings or application forms.

[READ MORE](#)

Bill 150, *Planning Statute Law Amendment Act, 2023* (Royal Assent received December 6) - This *Act* reverses official plan decisions for the Cities of Barrie, Belleville, Guelph, Hamilton, Ottawa and Peterborough, the Regions of Halton Niagara, Peel, Waterloo and York, and the County of Wellington. This winds back provincial changes to official plans and official plan amendments, including changes to urban boundaries.

[READ MORE](#)

Bill 154, *New Deal for Toronto Act, 2023* (Royal Assent received December 6) - This *Act* enacts the *Recovery Through Growth Act (City of Toronto), 2023*, and the *Rebuilding Ontario Place Act, 2023* to help implement the changes announced

[READ MORE](#)

through the New Deal for Toronto.

Bill 159, Preventing Unethical Puppy Sales Act, 2023 (Ordered for Second Reading) - This Bill would amend the *Provincial Animal Welfare Services Act, 2019* to allow the Lieutenant Governor in Council to make regulations governing record-keeping with respect to dogs and prohibit the sale or transfer of dogs. It would also prohibit the operation of puppy mills.

[READ MORE](#)

Private Members Bills:

Bill 156, Homes You Can Afford in the Communities You Love Act, 2023 (Ordered for Second Reading) - This Bill introduced by Green Party Leader, Mike Schreiner, would make various amendments to the *Planning Act* to require official plans to contain policies authorizing the use of up to four residential units in settlement areas, and require the council of each local municipality to pass a bylaw to give effect to such policies. If passed, it would also require official plans to authorize midrise housing developments from 6-11 stories on major streets, including transit corridors.

[READ MORE](#)

Resources

Advocacy & Policy Resources for Members - As an AMCTO member, you have access to additional policy tools and resources available on our website. Sign in to view the latest reports, guides, research papers and more.

Academic Research - Here you will find reports, datasets, papers, tools, resources and other research of interest. Our objective is to be a conduit for municipal research and the advancement of the municipal profession by bridging the important work done by academics, think-tanks, and other expert organizations and professionals. Our aim is to assist AMCTO members with enhancing their professional practice by incorporating evidence-based information with the latest research and analysis from Ontario, Canada and international sources.

[READ MORE](#)

Curated Sector Research & Reports - In order to further support our members' and municipal professionals' knowledge and understanding of sector best practices, and in order to provide a look ahead at policy and public sector trends, we have put together the following curated list of academic research and reports. The goal of these tools and resources is to inform and educate. The content listed here does not represent AMCTO's specific advocacy or policy positions or constitute endorsements of any kind.



[READ MORE](#)

AMCTO Thought Leadership - Here you will find several reports and position papers that demonstrate our municipal sector expertise and illustrate our members' breadth of knowledge and hands-on approaches to municipal government operations and administration. This includes recent papers and reports from students and recent graduates of our Executive Diploma in Municipal Management and Diploma in Municipal Administration programs.

[READ MORE](#)



AMCTO | The Municipal Experts

2680 Skymark Avenue, Suite 610, Mississauga, Ontario L4W 5L6

Tel: (905) 602-4294

www.amcto.com

You are receiving this email because you have subscribed to receive AMCTO communications.

[Unsubscribe](#)



Ministry of Agriculture,
Food and Rural Affairs

Office of the Minister

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

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

Bureau du ministre

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



Ontario

December 18, 2023

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

Dear Ms. Badura:

Our government is committed to supporting economic growth in rural communities and ensuring Ontario is open for business. The Rural Economic Development (RED) program is just one tool for communities to complete outcome-based projects that will have tangible benefits across the province. This aligns with our government's priorities to remove barriers to investment, open doors to rural economic development and create good jobs throughout Ontario.

To further our commitment to supporting rural communities, I am pleased to share with you that a new intake for the RED program will be opening in January 2024.

When the intake is open, we will be sharing additional information with you directly. You will also be able to find all program information, including how to apply, on my ministry's website at: ontario.ca/REDprogram.

If you have further questions at this time, you are welcome to contact the Agricultural Information Contact Centre at 1-877-424-1300 or ag.info.omafra@ontario.ca.

I encourage you to take advantage of this funding opportunity and submit an application for your economic development project when the intake is open. Together, we can ensure Ontario's communities thrive.

Please accept my best wishes.

Sincerely,

Lisa M. Thompson
Minister of Agriculture, Food and Rural Affairs

From: [EA Modernization \(MECP\)](#)
To: [EA Modernization \(MECP\)](#)
Subject: Update on amendments to the Public Work Class EA
Date: December 18, 2023 5:11:18 PM

Greetings:

I want to thank you for your interest and involvement to date in actions the government is taking to modernize Ontario's environmental assessment program. Today, I am writing to provide you with an update on decisions made by the province on the proposed amendments to the Public Work Class Environmental Assessment (Public Work Class EA).

Ministers Decision

Following consultation with Indigenous communities, proponents, stakeholders and government agencies, the Minister has made changes to the Public Work Class EA to better align assessment requirements with potential environmental impact.

The amendments include:

- Changing the name from the "Class EA for Public Work" to the "Government Property Class EA".
- Exempting low-risk projects to allow for a better fit of EA effort to potential environmental risks, based on implementation experience and/or changes to address public interest by allowing for more efficient implementation of projects for communities (e.g. operation and maintenance, emergencies, administrative undertakings with no physical works, small structures, etc.)
- Clarifying the roles of the applicant and proponents.
- Replacing the Category Listing Matrix and changing the screening process to allow proponents to screen (exempt) projects subject to the Class EA process or to elevate a project to a Category C project based on a series of screening questions.
- Including provisions for the proponent to consider and address any potential impacts related to source water protection, as well as to assess climate change impacts and consider cumulative effects, in Category B and C projects.
- General amendments to simplify the assessment process, provide information on the duty to consult and consultation with Indigenous communities, improve notification and identification of stakeholders, and update the Class EA, where appropriate, to align with other Class EAs and consequential amendments.

Note: the amended Class EA does not include any changes related to the [Moving to a project list approach under the Environmental Assessment Act](#). At the time of this decision to amend the Class EA, the review of input received on that proposal remains underway.

These amendments will better align the assessment requirements for projects in respect of government property with their anticipated environmental impacts; clarify process requirements; and increase the efficiency of the class environmental assessment process, **while** maintaining strong environmental oversight and protection.

The amendments to the Public Work Class EA came into effect on **December 18, 2023**, which is the day the notice of the amendment was posted on the ERO. **Detailed information on the amendments can be found at:** <https://ero.ontario.ca/notice/019-7877>.

Background

In 2019, the Ministry of the Environment, Conservation and Parks sent a request to all provincial Class EA holders to propose changes that would better align requirements for projects with their potential for environmental impacts, eliminate duplication and find efficiencies in the Class EA assessment process. In response, the Ministry of Infrastructure (MOI) submitted a proposal that recommended several amendments to the Public Work Class EA.

On July 8, 2020, the proposed amendments to the Public Work Class EAs were posted to the Environmental Registry of Ontario (ERO) for a 45-day public comment period.

On behalf of the ministry, I would like to thank you for providing comments on the proposed amendments to the Public Work Class EA. All comments received on the proposed amendments have been considered by the Minister when making the decision about the amendments.

If you have any questions or concerns, please contact the ministry's EA Modernization Team: EAModernization.MECP@ontario.ca.

Sincerely,

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2023-12-21
Subject: Building Department Summary Report – November 2023

Recommendation:

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

Purpose:


The purpose of this report is to provide Council with a summary of Building Department activities for the month of November 2023.

Background:

Please see attached Summary Report.

Respectfully submitted by,

Corey Pemberton, CBO

 MUNICIPALITY OF West Elgin				Municipality of West Elgin			
				Permit Comparison Summary			
				Issued For Period January - November			
Current Year to Date				Previous Year to Date			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	18	4,139	502,835	Accessory structures	24	8,923	1,145,500
Agricultural	16	19,304	5,961,450	Agricultural	2	898	600,000
Change of Use		-	-	Change of Use			
Commercial	2	23,100	1,700,000	Commercial	3	6,847	60,500
Demolition	6	960	124,200	Demolition	11	1,650	124,521
Heating		-	-	Heating			-
Industrial Building				Industrial Building			
institutional Building	2	10,060	765,000	institutional Building			
Miscellaneous	2	660	169,000	Miscellaneous			
Plumbing	1	400	3,000	Plumbing	1	300	10,000
Pools	6	960	111,706	Pools	1	150	6,000
Residential Building	19	62,239	10,263,262	Residential Building	30	39,948	5,880,938
Sewage System	13	8,330	289,820	Sewage system	13	6,675	140,500
Signs	2	320	44,000	Signs			-
Combined Use		-	-	Combined Use			-
TOTAL	87	130,472	19,934,273	TOTAL	85	65,391	7,967,959

Current Year				Previous Year			
TOTAL PERMIT ISSUED		87			85		
TOTAL DWELLING UNITS CREATED		12			13		
TOTAL PERMIT VALUE		19,934,273			7,967,959		
TOTAL PERMIT FEE		130,472			65,391		
TOTAL INSPECTION COMPLETED(YTD)		735			452		

November 2022 Compared to November 2023							
Current Year				Previous Year			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1		10,000	Accessory structures	2	302	110,000
Agricultural	1	646	500,000	Agricultural	2		2,408,000
Change of Use				Change of Use			
Commercial				Commercial		2,075	
Demolition				Demolition	1	150	5,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	3	8,452	1,212,256	Residential Building	2	1,130	1,015,000
Sewage System	3	1,480	76,500	Sewage System	1	350	5,000
Signs				Signs			
Combine Use				Combined Use			
TOTAL	8	10,577	1,798,756	TOTAL	8	4,007	3,543,000



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2023-12-21

Subject: Monthly Operations Report – October and November 2023

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with an update on municipal operations during the month of December.

Background:

Public Works

- Landfill operations are taking place to cover and start a new area for waste placement.
- Fall grading of gravel roads is under way.
- Backhoe training completed for new municipal employee completed and documented.
- Mowing operations completed for the year. Staff are working on cleaning and putting away equipment.
- Staff completed rehab work at the municipal gravel pit located on Johnston Line.
- Two full-time operators from public works completed their Industrial Vegetation spray course.
- Completed installation of a new 42" culvert on Crinan Line.
- Working at Heights course completed by employees who will be utilizing the new boom lift.
- Winter sand trucked in, blended with a 5% mixture of salt, and stockpiled.
- Guard rail posts replaced on Talbot Line and Graham Road.
- Washout along Graham Road at the Thames River bridge corrected.
- Sign work was completed on various roads in West Elgin.
- County and municipal road patrols completed.
- Public works supervisor and Landfill attendant completed a landfill operations course through the Ontario Chapter of SWANA
- Public Works Operators assisted the Utilities department with excavation projects.
- Winter equipment was inspected and installed on the trucks, preparing them for winter season.
- Pothole patching along various roads as weather permitted.
- Tree removal and brushing operations at various locations within the municipality.
- Winter operations were required on a few occasions during the months of October and November.

Parks and Recreation

- Closed and winterized both public washrooms located at Miller Park and the marina.
- Full and part-time staff working regular schedules at the arena.
- Parks supervisor completed training of new part time/casual arena staff member.
- One parks & recreation operator attended Industrial Vegetation spray course.
- Working at heights training for parks staff who will be utilizing boom lift.
- Grass cutting and leaf cleanup to prepare parks for winter.
- Regular cleaning and set-up duties at the Rodney Rec Center
- Staff hung Christmas decorations from downtown lighting in both Rodney and West Lorne.
- Installation of Christmas lights on WL Complex tree was completed in time for the annual Santa Claus Parade
- West Lorne Minor Hockey had 2 tournaments which kept staff extra busy on affected weekends.
- Snow equipment for sidewalks was inspected and made ready for the upcoming winter season.

Utilities

- Installed water service to newly created lot in New Glasgow.
- Repaired leak on 3" watermain at corner of Chestnut and Ridge Streets in West Lorne.
- Water and sewer connections were completed for the Arvai townhouse development.
- Installation of new radio read hardware for water reading started on route 5 (Crinan area).
- 1" service installed for new home build on Silver Clay Line east of Graham Road
- 2" service installed for new commercial build on Pioneer Line east of Kerr Road
- All seasonal water shut offs were completed during the month of November.
- Staff completed a watermain offset on Dunborough Road for a new municipal drain being installed.
- Installation of Radio Read hardware on Route 5 was completed, tested. and used for November water reads.
- Staff worked in conjunction with Flynn Roofing to determine the cause of water damage in the West Lorne library below the flat roof.
- All locates, reads, and other regular duties were completed.

Financial Implications:

N/A

Policies/Legislation:

N/A

Respectfully submitted by,

Lee Gosnell, Manager of Operations & Community Services



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-12-21
Subject: Update, Frivolous and Vexatious Request Policy

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Frivolous and Vexatious Request Policy; And

That Council approve the policy as amended and reviewed with the County of Elgin Legal Department; And

That the policy be adopted in the by-law portion of the meeting.

Purpose:

The purpose of this report is to provide a follow-up Frivolous and Vexatious Request Policy, for approval.

Background:

At the regular meeting of Council on October 26, 2023, Council directed staff to prepare a finalized Frivolous and Vexatious Request Policy, to be reviewed by the Elgin County, Director of Legislative Services, and brought back to Council for Final Approval, at a future regular meeting of Council.

The Policy was presented to the Elgin County, Director of Legislative Services, with some suggested amendments, as attached.

One noted suggestion for Council's decision, and the ability for the person being placed with conditions to have or not have the ability to appeal the conditions places upon them. (See last paragraph of the draft policy.)

Financial Implications:

None.

Respectfully submitted by,

Terri Towstiuc, Clerk

Municipality of West Elgin

Schedule “A” to By-Law #2023-108

Policy HR- 9.2

Unreasonable, Frivolous or Vexatious Complaints Policy

Effective Date: December 21, 2023

Review Date: December 21, 2023

1. Introduction

The Municipality of West Elgin is committed to providing exemplary service to all residents. The Municipality aims to address service requests and Complaints equitably, comprehensively, and in a timely manner.

Unreasonable Complaints have significant staff time and resource implications for the organization, which impact the Municipality’s ability to deliver excellent customer service for all residents and which may impede staff’s attention to other essential issues.

2. Purpose

This policy contributes to the Municipality’s commitment to service and good governance by addressing service requests and Complaints equitably and efficiently while protecting staff from Unreasonable behaviour. Addressing Complaints equitably and efficiently includes ensuring that municipal resources are not negatively impacted by Unreasonable Complaints. This policy is to be read in conjunction with the Municipality’s Complaint and Public Feedback Policy, By-Law 2018-42, which provides the public with an avenue for the submission and processing of Complaints that do not meet the criteria of this policy. This policy supports other West Elgin policies aimed at ensuring a healthy workplace for staff, which includes HR 9.1 – Harassment and Violence in the Workplace Policy. This policy serves as a guide for Municipality of West Elgin Employees to:

1. identify situations that meet the criteria of Frivolous, Vexatious and/or Unreasonable Complaints;
2. identify the associated actions that may be undertaken in such circumstances; and
3. ensure that the associated actions are applied as fairly and consistently as practicable across the organization.

3. Definitions

CAO means Chief Administrative Officer of the Municipality of West Elgin.

Customer means any person who uses or is affected by Municipal services or who submits a Complaint, and includes residents, visitors, businesses and community groups.

Complaint means an expression of dissatisfaction related to a Municipality of West Elgin program, service, facility, or staff member, where a member of the public believes that the Municipality has not provided a service experience to the Customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected. A Complaint can be spoken, written or submitted by another method of communication.

Employee means all full-time, part-time, temporary, seasonal and staff hired on a contract basis for a defined period of time (Planner, Engineers, etc.), of the Municipality, as well as students and volunteers. However, Employee does not mean third-party services engaged by the Municipality, nor any agent thereof.

Harassment or **Harass** means engaging in a course of behaviour, comment, or conduct, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwanted. It includes any definition in policy HR 9.3 – Workplace Harassment and Discrimination, and includes but is not limited to behaviour, conduct or comment that is directed at or is offensive to another person:

- a) on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
- b) which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate, or ridicule the recipient.

Request means the act of asking for something to be given or done, such as a request made to the Municipality on behalf of a member of the public for a specific service, or to notify the Municipality that a scheduled service was not provided on time. Examples include: requesting road repairs, missed garbage collection, non-functioning street light, no water service, a potential by-law infraction, etc.

4. Identifying the Conduct or Behaviour

The decision to classify someone's behaviour as Unreasonable or to classify a Request or Complaint as Frivolous or Vexatious could have serious consequences,

including restricting that person's access to Municipal services, facilities, and staff. If an incident presents an immediate threat, contact 9-1-1.

Each case must be determined in light of its own circumstances. In some instances, a decision to classify a Complaint or behaviour under this policy may be as a result of a pattern of conduct. In other circumstances, a single incident may warrant the application of this policy. The definitions and examples below are meant to help staff identify Frivolous, Vexatious, and Unreasonable conduct. These examples are not determinative, nor is the list exhaustive.

Unreasonable means a Complaint/Request that is likely to cause distress or disruption to the Municipality, its Employees, or other members of the public, without any proper or justified cause. This includes behaviour that, because of the nature or frequency of the Customer's contact with the Municipality, negatively affects the ability of staff to deliver equitable, excellent customer service for all residents or to attend to other essential issues. Unreasonable conduct may include:

- repeatedly submitting Complaints about an issue which staff have already investigated and resolved or determined to be baseless;
- repeatedly and baselessly challenging the adequacy of staff response(s) to Requests or Complaints;
- refusing to accept that an issue falls outside of the scope of the Municipality's jurisdiction;
- insisting that a Complaint be resolved while refusing to co-operate with the investigation process;
- deliberately providing false or misleading information or making unfounded allegations regarding a municipal service or staff;
- immediately demanding to speak with a supervisor without giving staff the opportunity to resolve their issue through regular channels and procedures; and,
- sending an excessive volume and frequency of correspondence, to one or more Municipal staff members, through one or more customer service channels without providing a reasonable opportunity for staff to investigate and respond to issues.

Vexatious means a Complaint/Request that is pursued in a manner that is intended to inconvenience, embarrass, or Harass any person. This could occur as an isolated event or as part of a pattern of conduct that amounts to the misuse of Municipal processes and procedures. Vexatious conduct may include:

- a stated intent to cause inconvenience, disruption or annoyance;

- sending a very high volume and frequency of correspondence with the intention of overwhelming Municipal staff;
- intentionally impeding the Municipality's ability to provide effective service or intentionally embarrassing or slandering Municipality staff, including by implication;
- failing to display due regard for any member of staff, including through hostile, abusive or offensive language; fixating on an individual member of staff; or exhibiting behaviours defined in the Municipality's Workplace Violence, Harassment and Discrimination Prevention Policy.
- making Requests containing baseless accusations or Complaints or making unjustified or falsified Complaints about staff who are trying to deal with issues;
- baseless Complaints that employ Municipal processes in an attempt to Harass third parties (for example, falsely reporting a neighbour for property standards violations as an act of retribution); and
- denying or changing prior statements as a matter proceeds.

Frivolous means a Complaint/Request that is trivial in nature or that does not have a proper or justified cause. Frivolous conduct may include:

- filing a Request or Complaint that lacks any serious purpose or value;
- filing a Request where complying with the request would impose a burden on the Municipality that is grossly disproportionate to the benefit conferred to the person and/or community; and
- requesting information that the requester has already seen, or requesting information with the clear intention to reopen issues that have already been considered and concluded.

5. Application and Scope

This policy applies to all Municipal departments. This policy does not apply to:

- Complaints covered by the Code of Conduct for Members of Council and Local Boards;
- Complaints about members of advisory and quasi-judicial committees and local and other boards;
- Any instance where there is a statutory or prescribed provision or process that conflicts with this policy, including processes prescribed by the by-laws and other policies of the Municipality;

- Complaints from Employees about other Employees or working conditions;
- Allegations of violations of Canada's Criminal Code; or
- Where legal action against the Municipality or a Municipal official has been threatened or commenced.

Additionally, this policy does not apply to typical Complaints, which are addressed through the Municipality's Complaint and Public Feedback Policy By-Law 2018-42, which provides the public with an avenue for submitting Complaints and provides a consistent practice for handling Complaints.

This policy only applies to conduct consistent with the behaviours defined in this policy. There is no rigid test or criteria to determine whether a Complaint is Unreasonable, Frivolous or Vexatious. When determining whether a Complaint falls under this policy, staff should consider whether the Request is likely to cause distress, disruption or irritation, and whether it is without proper or justified cause. The decision may be a result of a repeated pattern of conduct, where the Customer has engaged in one or more of the behaviours identified in this policy.

Staff should also consider the importance of the substance of any Request and of the importance of maintaining public access to local government before designating any conduct as Unreasonable, Frivolous or Vexatious under this policy. Decisions to designate should protect the well-being of staff or promote the greater public interest. Responses to designated conduct should be tailored to minimize the negative impacts upon staff, the public interest, and the Customer.

The Municipality may also refuse to address Complaints that fall within this policy, and this decision is at the Municipality's sole discretion.

6. Roles and Responsibilities

Except where conduct or behaviour presents a threat to the well-being of a person, which shall be understood to include Harassing and discriminatory behaviour, staff will not apply this policy until staff have ensured that:

- the Request has been dealt with properly and in line with the relevant internal procedures and statutory guidelines;
- staff have made reasonable efforts to satisfy or resolve the Request; and
- the Customer is not presenting a new Request or new material or information about the situation.

All staff are responsible for maintaining detailed records of their interactions, actions and decisions. These records must justify any action(s) being taken to restrict a person's access to Municipal staff. Records must be retained in accordance with the

Records Retention By-law.

The roles of staff in enforcing this policy are detailed below.

Employees

If an Employee believes that a behaviour, Request, Complaint or series thereof is Unreasonable, Frivolous or Vexatious, the Employee should consult their supervisor or the designate thereof. The Employee should provide supporting records and materials and advise of steps that have been taken to resolve the issue, including, as appropriate:

- the length of time that staff have been in contact with the Customer;
- the history of interactions with the Customer;
- the amount of correspondence that has been exchanged with the Customer;
- the number of Requests that the Customer has brought and the status of each;
- the nature of the Customer's behaviour;
- a list of other departments and staff the Customer may also have contacted;
- any behaviour or conduct that may contravene any law or policy, including Harassment and discrimination;
- the total amount of staff time, whether in detailed form or a reliable estimate, that has been consumed and the impact of the same upon the ability to provide Municipal services to all Customers; and
- the impact of the behaviour of the Customer upon the staff member's well-being.

Supervisors

The applicable Supervisor or their designate is responsible for reviewing the information provided by staff in a timely manner. The Supervisor must determine, considering the input and well-being of staff, the equitable provision of Municipal services, and the rights of the Customer, whether this policy could apply to the behaviour or conduct identified by staff. Before making a determination, Supervisors may conduct a reasonable investigation, including by reviewing documentation or by contacting other staff, if the Customer has contacted multiple departments. The Supervisor will contact the CAO to summarize the situation and propose the restrictions to be applied, if any, under this policy.

CAO

The CAO or their designate will consider Complaints from Supervisors on an individual basis. The final decision to classify a Complaint or a pattern of behaviour as Unreasonable, Frivolous or Vexatious will be made by the CAO or their

designate, in consultation with involved staff members. The CAO or their designate will, independently or jointly with applicable supervisors and/or staff:

- review the information provided by staff;
- review the course of action recommended by the Supervisor;
- as necessary, investigate or direct further investigation and consult with staff or supervisors;
- ensure that the restrictions proposed, the duration thereof, and the review date therefor are reasonable;
- as applicable, notify relevant supervisors and staff of the situation, the resulting restrictions, and the duration thereof;
- ensure that all relevant staff are aware of and trained on this policy; and
- ensure that the person(s) affected by restrictions, if any, are appropriately notified of the restrictions, their duration thereof, and the review date therefor.

7. Restrictions

Where behaviour, conduct, or a Complaint is designated as Unreasonable, Frivolous or Vexatious, restrictions will be tailored to deal with the individual circumstances. Restrictions will promote:

- excellent, efficient and equitable public service;
- staff health, safety, and well-being;
- compliance with applicable laws and policies; and
- access to Local Government services.

To this end, any restrictions applied should minimally impair a Customer's access to local government services while ensuring that such access does not impair the overall quality of services provided to the public and does not adversely impact the well-being of staff. Except where to do so would be counter to the purpose of this or any other policy of the Municipality, restrictions shall be time-limited or shall be subject to periodic review, to ensure that restrictions best balance the priorities of this policy.

Restrictions should be tailored to the circumstances, so the list of restrictions below is not exhaustive. Restrictions may include one or more of the following:

- placing limits on the number and/or duration of contacts with staff per period of time;
- offering a restricted time slot for telephone calls or to respond to emails;

- limiting the Customer to one method of contact (telephone, letter, email, etc.);
- limiting the Customer to a single point of contact designated by the Municipality;
- requiring any contact to take place in the presence of a witness and, if in person, in a suitable location;
- requiring the Customer to make contact only through a third party (e.g. solicitor, counsellor, friend);
- requiring that the Customer produce a fulsome disclosure of documentation or information before proceeding further with a process;
- limiting or regulating the Customer's use of the Municipality's services;
- refusing Customer access to Municipal buildings, except by appointment;
- closing a case or Request;
- informing the Customer that further contact on the matter of the Complaint/Request will not be acknowledged or replied to; or
- other actions, as appropriate.

8. Notice, Appeal, and Review

Except where to do so would be counter to the purpose of this or any other policy of the Municipality, a Customer shall be notified of restrictions impacting their access to Municipal Services and shall have the right to appeal those restrictions.

Notifying the Customer

When the decision has been made to classify conduct, behaviour, Requests or Complaints as Frivolous, Vexatious or Unreasonable in nature, the subject person, where possible and appropriate, will receive written notification from the Municipality. The notification will be delivered in a timely manner and will:

- detail the actions staff have taken under this policy and the basis therefor;
- explain the impact upon the Customer's contacts with the Municipality;
- advise the Customer of the right of appeal under this policy; and
- advise the Customer of the duration of the restrictions or when the restrictions will be reviewed.

Appeal

The Customer will have the ability to make one appeal to the Municipality regarding the decision to impose restrictions. An appeal shall put the basis for the appeal concisely in writing, shall:

1. be addressed to the CAO,
2. be received by the Municipality within 30 days of the date that the Customer was notified of the restrictions; and

3. not be longer than 1,000 words in length, unless otherwise permitted by the CAO.

The CAO will investigate and review the appeal. In doing so, the CAO may, but is not required to, take any reasonable steps, including consulting further with staff, supervisors, and the Customer.

On Appeal, the CAO may confirm, rescind or amend the restrictions. The CAO or their designate will communicate the appeal decision to the Customer in writing within 15 business days of the decision.

In the event that a Complaint cannot be resolved through the process outlined within this policy, the Municipality may direct the Complaint to the Provincial Ombudsman's Office, in which event the Municipality's file will be deemed closed.

Periodic Review of Restrictions

When any restriction is put in place under this policy, a review date will be set, except where to do so would be counter to the purposes of this or another policy. The review date will be set based on the circumstances of the case. The status of the subject person will be reviewed by the relevant supervisor or their designate on or before the review date. Upon review, the supervisor or designate will recommend to the CAO that the restrictions be lifted, amended or removed. The CAO may accept the recommendation of the supervisor or may take any other appropriate action, including investigating further or amending the recommendations.

The subject person shall be notified of the extension and be given another date for review. The Customer will be informed of the outcome of the review, where possible.



Staff Report

Report To: Council Meeting

From: Terri Towstiuć, Clerk

Date: 2023-12-21

Subject: Joint Diversity, Equality, and Inclusion (DEI) Plan

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Clerk Re: Joint Diversity, Equality, and Inclusion Plan; And

That Council approve the Joint Diversity, Equality, and Inclusion Plan, as presented; And

That Council direct staff to post the plan on the Website, as required.

Purpose:

The purpose of this report is to provide Council with an update regarding the Joint Diversity, Equality, and Inclusion Plan, as presented to County of Elgin Council on November 28, 2023.

Background:

The Joint DEI Plan is a collaborative effort between the County of Elgin and its Local Municipal Partners. The Joint DEI Plan outlines the DEI progress made and the DEI goals that will be implemented from 2024-2026, across Elgin County.

While collaborating with the County of Elgin, the following progress and goal list was established for West Elgin: Please find attached the updated draft of the Joint DEI Plan. Also, please see below West Elgin's list of progress and goals for the Plan:

DEI Progress

- Participate in recognition days to commemorate and raise awareness of important dates relating to DEI (Orange Shirt Day, Pink Shirt Day etc.)
- Sharing of resources and posting information internally and externally related to DEI topics and important DEI related dates
- Has a process in place for monitoring discrimination and harassment and responding allegations made by employees and/or members of the public
- Provide equal opportunities as a municipal employer, service provider and contractor
- Offer flexible work arrangements to meet individualized needs of each employee
- Provide opportunities for community members to consult and participate in decision-making processes as it relates to DEI and accessibility
- Ensuring materials and information are accessible and available in language(s) used by the intended audience
- Celebration of holidays and important calendar dates for faith-based groups, human rights groups, and cultural groups

- Offers an affordable and accessible transportation option to members of the community
- Promotes the respect, knowledge, and appreciation of cultural diversity and inclusion of Indigenous and racialized communities in the cultural fabric of the municipality
- Monitors services to ensure they are accessible, inclusive and equitably provided

DEI Goals

- To provide staff with the knowledge, skills and resources to reduce racism and discrimination, and improve inclusion and diversity
- To improve collaboration with diverse community members and organizations in West Elgin
- Provide professional development opportunities and training on topics relating to DEI (unconscious bias, mental health and wellness, anti-discrimination etc.)
- Ensuring the Municipality incorporates a DEI lens when conducting performance evaluations for employees
- Work alongside the Union to identify gaps in DEI awareness and provide training
- Develop and implement a process for evaluating the Municipality's satisfaction with DEI
- Continue to identify, promote and reshare resources on topics relating to DEI
- Develop leadership awareness of DEI and accountability ensuring leaders have an understanding, competence, and resources to discuss a variety of topics relating to DEI
- Evaluate flexibility and accommodation practices ensuring they meet industry best practice, incorporate and consider DEI, and are barrier free
- Provide opportunities to welcome newcomers to the municipality

The report was presented to County Council, with the following resolution passed:

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled “Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026” dated November 28, 2023 from the Accessibility Coordinator be received, filed, and approved.

Motion Carried

Attached is the report presented to County Council and the full DEI Plan, for Council's consideration and approval.

Financial Implications:

None.

Policies/Legislation:

Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11 (AODA)
Ontario Human Rights Code, R.S.O. 1990, c. H. 19 (the Code).

Respectfully submitted by,

Terri Towstiuic
 Clerk



Report to County Council

From: Sarah Savoie, Accessibility Coordinator

Date: November 28, 2023

Subject: Elgin County and LMPs Joint Diversity, Equity, and Inclusion Plan 2024-2026

Recommendations:

THAT the report titled *Elgin County and LMPs Joint Diversity, Equity and Inclusion Plan 2024-2026*, dated November 28, 2023, from Accessibility Coordinator Sarah Savoie, be received, filed and approved.

Introduction:

The purpose of this report is to provide Elgin County Council with an opportunity to review, provide input on, and approve the Joint Diversity, Equity and Inclusion (DEI) Plan. The Joint DEI Plan is a collaborative effort between the County of Elgin and its Local Municipal Partners. The Joint DEI Plan outlines the DEI progress made and the DEI goals that will be implemented from 2024-2026, across Elgin County.

The Joint DEI Plan was created to reflect best practices and is comparable to work that has been/is being completed by other Municipalities in Ontario. Note: there is no specific legislation that requires Municipalities to have a DEI Plan, however, the Joint DEI Plan does consider, and account for, legislative requirements under the [Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c. 11](#) (AODA) and the [Ontario Human Rights Code, R.S.O. 1990, c. H. 19](#) (the Code).

Discussion:

The Joint DEI Plan includes the following sections:

- Decolonization and Reconciliation
 - Provides information stating the County and its LMPs will continue to collaborate with Indigenous communities and partners to advance mutual DEI goals
 - States the County's commitment to supporting the Calls to Action
 - Notes the County has implemented a Land Acknowledgement Statement
- Purpose
 - Outlines the reason for creating a Joint DEI Plan, and how the County and its LMPs are dedicated to responding to and eliminating patterns of systemic discrimination and to ensure the needs of all residents are met
 - Provides 5 overarching objectives the Joint DEI Plan strives to achieve

- Statement of Commitment
 - Demonstrates the County and its LMPs commitment to creating a workplace environment and community that is diverse, equitable and inclusive for all
 - Includes the main aims the Joint DEI Plan will achieve and how the plan acts as a framework for ensuring policies, practices and procedures are non-discriminatory, fair, and just
- Scope
 - Includes the way the plan is applied and who it is applied to
- Legislative Authority
 - Includes all legislation (with links) that may have requirements that can impact the Joint DEI Plan
 - Acknowledges the Joint DEI Plan will adhere to all relevant legislation as well as international and Indigenous related guidelines/treaties/acts
- Plan Coordination
 - Provide information on how the plan was created, who was involved, and the approval process
 - Includes participating municipalities information
- Implementation
 - Outlines the way the County and its LMPs will implement the plan
- Evaluation, Reporting and Outcomes
 - Describes how the Joint DEI Plan will be communicated, the right to freedom from discrimination, the protected grounds, DEI progress reports, and DEI topics
 - Includes information on the outcomes and how it will be measured
- Overview of Diversity, Equity and Inclusion
 - Why DEI Matters -explains the current climate for municipalities, ongoing challenges, and why it is important to address DEI
 - DEI Statistics in Canada
 - DEI Statistics in Ontario
 - Demographic Profile of Elgin County
 - Applying DEI at Work -what areas of the workplace it can be applied to
 - Benefits of DEI in the Workplace
 - CSA Psychological Health and Safety Standard Commitment
- Challenges and Directives
 - Discussed potential challenges that may impact the implementation of the Joint DEI Plan
 - How challenges can be addressed
- DEI Training
 - How and when training will be provided and who must take the training
- Sections on the Progress and Goals for 2024-2026, for all of the following:
 - Elgin County (general) Progress
 - EC HR Goals
 - EC Legislative Services Goals

- EC Community & Cultural Services Goals
- EC Engineering / Facilities / Planning Goals
- EC Economic Development / Tourism Goals
- EC Finance / Purchasing
- EC Homes & Seniors Services
- EC POA / Legal
- Municipality of Bayham
- Municipality of Central Elgin
- Municipality of Dutton Dunwich
- Municipality of West Elgin
- Town of Aylmer
- Township of Malahide
- Township of Southwold
- Communication and Contact Information
 - Information provided on feedback process, compliance, LMP websites, and contact information
 - Includes statement that “this document is available in accessible format and/or with communication supports, upon request”

Financial Implications:

Staff time allocated to the creation and implementation of the Joint DEI Plan goals.

Alignment with Strategic Priorities:

Serving Elgin	Growing Elgin	Investing in Elgin
<input checked="" type="checkbox"/> Ensuring alignment of current programs and services with community need. <input checked="" type="checkbox"/> Exploring different ways of addressing community need. <input checked="" type="checkbox"/> Engaging with our community and other stakeholders.	<input type="checkbox"/> Planning for and facilitating commercial, industrial, residential, and agricultural growth. <input checked="" type="checkbox"/> Fostering a healthy environment. <input checked="" type="checkbox"/> Enhancing quality of place.	<input checked="" type="checkbox"/> Ensuring we have the necessary tools, resources, and infrastructure to deliver programs and services now and in the future. <input checked="" type="checkbox"/> Delivering mandated programs and services efficiently and effectively.

Additional Comments: None.

Local Municipal Partner Impact:

Local Municipal Partners were responsible for providing a list of progress and goals to incorporate in the Joint DEI Plan. Local Municipal Partners will oversee the implementation of the goals set in the Joint DEI Plan between 2024-2026. Collaboration between the County of Elgin and its Local Municipal Partners may take place regarding specific DEI and accessibility related goals (where applicable).

Communication Requirements:

The Joint Accessibility Advisory Committee has reviewed and approved the Joint DEI Plan. The Joint DEI Plan will then require approval from County Council, before being sent to Local Municipal Partner Councils for approval. The Joint DEI Plan is expected to be posted on the County website and Local Municipal Partners' websites.

On an annual basis, the County and its Local Municipal Partners may publish a progress report to demonstrate the work that has been done under the Joint DEI Plan.

Conclusion:

The information contained in this report is intended to provide a high-level overview of the Joint DEI Plan, its purpose, and the goals that the County of Elgin and its Local Municipal Partners have set out to achieve between 2024-2026.

All of which is Respectfully Submitted

Approved for Submission

Sarah Savoie,
Accessibility Coordinator

Don Shropshire,
Chief Administrative Officer

Amy Thomson,
Director of Human Resources



Elgin County and Local Municipal Partners Joint Diversity, Equity and Inclusion Plan 2024-2026



Municipality of
Dutton Dunwich



MUNICIPALITY OF
West Elgin



the TOWNSHIP of
MALAHIDE
A proud tradition, a bright future.



TOWNSHIP OF
Southwold

Table of Contents

Decolonization and Reconciliation	3
Purpose.....	3
Plan Coordination.....	5
Evaluation, Reporting, and Outcomes.....	6
Overview of Diversity Equity and Inclusion.....	8
Why DEI Matters.....	8
Benefits of DEI in the Workplace	10
CSA Psychological Health and Safety Standard Commitment	11
Challenges and Directives.....	11
DEI Training	12
County of Elgin (EC).....	13
Elgin County DEI Progress (General).....	13
EC Human Resources DEI Goals.....	16
EC Legislative Services (Admin) Goals	17
EC Community and Cultural Services (Libraries / Archives / Museum) Goals.....	18
EC Engineering / Facilities / Planning Goals	19
EC Economic Development / Tourism Goals.....	19
EC Finance / Purchasing	20
EC Homes & Seniors Services	21
EC POA / Legal	22
Municipality of Bayham	22
Municipality of Central Elgin	23
Municipality of Dutton Dunwich	24
Municipality of West Elgin	26
Town of Aylmer	27
Township of Malahide	28
Township of Southwold	29
Communication and Contact Information	30
Feedback.....	30
Compliance.....	30
Local Municipal Partner Websites.....	30
Contact Information	30

Decolonization and Reconciliation

The County of Elgin and its Local Municipal Partners are supportive of all communities and will continue to foster meaningful relationships and collaborate with Indigenous communities and partners to advance mutual diversity, equity and inclusion goals.

The County of Elgin supports the Truth and Reconciliation Commission of Canada's work to implement the 94 [Calls to Action](#). The County further supports and encourages its employees to participate in activities and wear orange shirts to honour the National Day for Truth and Reconciliation, which takes place annually on September 30. The County recognizes that decolonization and reconciliation go beyond the scope of the Commission's recommendations, and the County has and continues to work with Indigenous leaders to support the recommendations and other relevant initiatives.

The County of Elgin has implemented a Land Acknowledgement Statement. The full report on the development of a Rural Indigenous Strategy can be viewed in the [County Council Agenda Package August 10, 2021](#), on page 319.

Purpose

The County of Elgin and its Local Municipal Partners are regulated by the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act, 2005*, *Employment Equity Act*, *Ontario's Anti-Racism Strategic Plan* and so forth, and are dedicated to responding to and eliminating patterns of unfair treatment and forms of systemic discrimination that still take place, often resulting from bias, stereotypes, and prejudice. The County and its LMPs recognize that creating a community that celebrates diversity and inclusion ensures that goods, services, and facilities provided meet the needs and ambitions of the entire population.

One of the main objectives of the DEI Plan is to enhance staff awareness and knowledge of diversity, equity, and inclusion, and how it impacts the workforce. Staff will be provided with training, tools and resources that help increase DEI across the County and Local Municipalities.

This Plan strives to:

1. Increase the County and LMPs understanding and deepen the commitment to DEI.
2. Strengthen DEI within the organizational culture and workplace morale.
3. Engage staff in DEI efforts, and foster opportunities for leadership, advancement and development.
4. Identify, remove and prevent barriers to DEI across the County.
5. Determine and implement industry best practices regarding DEI initiatives.

Statement of Commitment

The County of Elgin and its LMPs are committed to creating a workplace environment and community that is diverse, equitable and inclusive for all.

The Diversity, Equity and Inclusion (DEI) Plan aims to:

- Identify and address any forms of discrimination that create barriers to services, community engagement, inhibit flexibility, participation and equity in the workplace.
- Work with marginalized groups to counter historical, attitudinal, structural, systemic, and institutional practices that hinder inclusivity.
- Implement training, programs, and initiatives that recognizes the full range of human differences and ensures fairness and justice.
- Embrace differences amongst employees and residents with empathy and curiosity.
- Create a workplace culture/environment that is safe, open, and inclusive for everyone.
- Increase awareness of the different barriers that prevent DEI in the workforce.

The plan seeks to make employees and residents feel valued and accepted. Further, it strives to remove barriers so that all community members can participate in an equitable environment. The plan emphasizes the importance of recognizing the systematic, structural, unified and intersectional aspects of discrimination, and the benefits of undertaking inclusive action. The plan acts as a framework for embracing diversity in the workplace, and seeks to create policies, procedures and practices that are fair, just, and non-discriminatory.

Scope

This plan applies to all persons who deal with members of the public or other third parties on behalf of the County and its LMPs, whether the person does so as an employee, member of Council, agent, volunteer, student placement, Committee member, or otherwise and all persons who participate in developing the County's policies and procedures governing the provision of goods, services or facilities to members of the public or other third parties.

Legislative Authority

The plan adheres to the legislative requirements set out in the following:

- *Accessibility for Ontarians with Disabilities Act* (AODA)
- *Integrated Accessibility Standards Regulation* (ISAR)
- *Accessible Canada Act*
- *Ontario Human Rights Code* (OHRC)
- *Employment Standards Act* (ESA)
- *Occupational Health and Safety Act*
- *Canadian Charter of Rights and Freedoms*
- *Universal Declaration of Human Rights*
- *International Convention on the Elimination of All Forms of Racial Discrimination*
- *The Citizenship Act*
- *Canadian Multiculturalism Act*
- *Employment Equity Act*
- *Ontario's Anti-Racism Strategic Plan*

In addition to the above legislation, several policies and agreements set out requirements, recommendations and frameworks relating to Indigenous-Municipal governance:

- Treaties
- United Nations Declaration on the Rights of Indigenous Peoples
- Report of the Royal Commission on Aboriginal Peoples
- Truth & Reconciliation Calls to Action
- National Inquiry into Missing and Murdered Indigenous Women and Girls Calls for Justice

Plan Coordination

This plan was created through a collaborative effort between the County Accessibility Coordinator, Human Resources Department, and Local Municipal Partners. All staff are responsible for identifying, removing and preventing discrimination across the County.

The plan went through several phases of revision, and was taken to the Joint Accessibility Advisory Committee for feedback and input. A DEI Survey was circulated amongst staff at the County to identify areas needing improvement and to provide input. Input from the survey was incorporated into the goals section of the DEI Plan.

The final DEI Plan was received and approved by County Council. After County Council approved the plan, it was sent to all LMPs to take to their respective Councils to be received and adopted.

The plan is available on the County and LMPs websites in accessible format.

Participating Municipalities

The Municipality of Bayham	56169 Heritage Line, PO Box 160 Stratfordville, ON N0J 1Y0
The Municipality of Central Elgin	450 Sunset Drive, St. Thomas, ON N5R 5V1
The Municipality of Dutton Dunwich	199 Currie Road, Dutton, ON N0L 1J0
The Municipality of West Elgin	22413 Hoskins Line Rodney, ON N0L 2C0
The Town of Aylmer	46 Talbot Street West, Aylmer, ON N5H 1J7
The Township of Malahide	87 John Street South, Aylmer, ON N5H 2C3
The Township of Southwold	35663 Fingal Line, Fingal, ON N0L 1K0

Implementation

In order to implement the DEI Plan, the County and its LMPs will undertake the following actions:

- Review County and LMP documents to ensure the use and incorporation of inclusive and gender-neutral language.

- Collect, analyze, and interpret data and feedback to assist with identifying ways to enhance DEI within the organization, as well as opportunities for engagement with the community.
- Review policies and practices to ensure it aligns with goals outlined in the DEI Plan.
- Increase workplace DEI activities and events to increase engagement and awareness.
- Engage with local businesses and communities to provide recognition of diversity, equity and inclusion initiatives that have a positive impact across the County.
- Create an Intranet and web page for DEI that includes resources and important DEI dates that highlights and celebrates DEI.
- Promote staff awareness and participation in internal and external events for DEI (Black History Month, Women's History Month, Pride Parade, Orange Shirt Day etc.).
- Ensure recruitment, selection and retention practices account are diverse, equitable and inclusive.
- Provide free training information through the DEI plan and offer training to staff on topics not covered through the free training.

Evaluation, Reporting and Outcomes

The success of the DEI Plan requires that information and communication is transparent, and that the evaluation, reporting, and intended outcomes of the plan are clearly stated.

As laid out in the Ontario Human Rights Code, all employees have a right to Freedom from Discrimination with respect to five social areas and seventeen personal attributes.

The protected grounds for the five social areas include:

1. Employment
2. Housing
3. Services
4. Unions and Vocational Associations
5. Contracts

The protected grounds for the seventeen personal attributes include:

1. Citizenship
2. Race
3. Place of Origin
4. Ethnic Origin
5. Colour
6. Ancestry
7. Disability
8. Age
9. Creed
10. Sex/Pregnancy
11. Family Status

12. Marital Status
13. Sexual Orientation
14. Gender Identity
15. Gender Expression
16. Receipt of Public Assistance (housing)
17. Record of Offences (in employment)

The Plan will focus on addressing diversity, equity, and inclusion in the workplace and community, and combat any form of discrimination, direct or indirect. The plan will be updated on an annual basis, as necessary. The DEI Plan provides an overview of diversity, equity and inclusion, and the County and its LMPs goals regarding DEI spanning 2024-2026. The purpose is to provide a high-level overview of all DEI projects and initiatives, and the way that each municipality intends to approach different topics relating to DEI.

DEI Progress Reports

The DEI Plan will be assessed and updated on an annual basis as needed. A DEI Progress Report will be completed annually to demonstrate commitment to implement the DEI Plan goals.

DEI Topics

This list is not exhaustive, there are many other topics that connect to DEI.

- Anti-racism and anti-oppression
 - Indigenous awareness
 - Lasting impact of colonialism
 - Addressing unconscious and implicit biases
 - Black and racialized Canadians
 - Micro-aggressions
- LGBTQ2+
 - Gender identity
 - Sexual orientation
- Accessibility
 - Disability awareness
 - Barriers to accessibility
 - Accommodations in the workplace
- Women
 - Understanding feminism
 - Sexism in the workplace
- Immigrants and Refugees
 - Addressing myths about immigrants and refugees
 - Benefits of a multicultural and diverse workplaces
 - Cultural competence and diversity
- Mental Health
 - Mental health first aid
 - Combatting stigmas and bias towards mental illness and addiction
 - Homelessness

- Age
 - Generational diversity
 - Digital divide

The outcomes of this plan will be measured using the following:

- Use surveys to get feedback regarding DEI.
- Obtain statistics and demographic information as it relates to DEI.
- Review statistics/demographic info to identify areas for improvement regarding: recruitment, selection, retention, employee satisfaction, community outreach etc.
- Review HR policies and procedures to ensure industry best practices.
- Get feedback on questions related to diverse, inclusive, and equitable workplaces from exit interviews, stay interviews, and employee engagement questionnaires.
- Examine workplace accommodations to ensure accessibility and inclusivity, consider a Universal Design approach.
- Partner with Council to join the following:
 - Canadian Coalition of Municipalities Against Racism and Discrimination (CCMARD -United Nations).
 - Canadian Coalition of Inclusive Municipalities (UNESCO -United Nations)
 - City for All Women Initiative (CAWI).
- Create an annual report to demonstrate progress towards DEI goals laid out in the plan.
- Form DEI related committees at the County level and encourage LMP participation.

Overview of Diversity, Equity and Inclusion

Why DEI Matters

Diversity, equity and inclusion in municipalities is imperative. Systemic discrimination remains an ongoing challenge, and when left unaddressed, these issues can grow and become difficult to mitigate. The community is growing, which can lead to an increase in inequities regarding resources, access and power. These barriers impact marginalized communities' access to healthcare, employment, housing, and County goods, services, and facilities. These inequities negatively impact both the community and the workplace.

Elgin County and its Local Municipal Partners are responsible for the wellbeing and quality of life of its residents. Addressing these inequities can help ensure the inclusion of all residents. DEI creates a more sustainable community where people from all walks of life have the right to, and can participate fully in social, economic, political, and cultural life.

The demographic and economic changes require focused efforts to advance DEI practices and policies to address unfair treatment and forms of systemic discrimination that still take place. This Plan is a systemic response to these imbalances in accessibility, economic status, religious beliefs, ability, gender and gender identity,

geographic location, sexual orientation, race, Indigenous ancestry, age and other similar markers of identity.

The Plan aims to incorporate best practices recognized and identified in various Municipalities plans, practices, charters and reports on DEI, and unite the different initiatives the County is currently undertaking to affirm and advance its commitment and focus on DEI.

DEI Statistics in Canada

In accordance with the Diversity for Social Impact:

- In 2018, 23.6% of the population are foreign-born.
- A majority of immigrants are from Asia.
- Over 6 million people identify as a member of a visible minority group.
- 61.4% of women and 70.1% of men participated in the labour force in 2019.
- In 2016, less than 1/5 of all leadership roles were held by women.
- In 2017, it was reported that 11% of women and 5% of men have a mental health related disability.
- In 2017, for First Nations people living off reserves 51% of women and 40% of men reported unemployment due to not having enough education.

DEI Statistics in Ontario

According to Ontario Public Service Inclusion & Diversity Blueprint:

- Ontario is home to the largest population of Indigenous people in the country.
- 48% of Ontario's population will be racialized by 2036.
- 1 in 7 Ontarians has a disability.
- By 2020, Millennials will make up half of the global workforce.
- The majority of visible minority members live in Toronto, Montreal and Vancouver
- N 2017, 40% of racialized people in Ontario reported experiencing discrimination due to race in the last 5 years.

Demographic Profile of Elgin County

According to the Census Profile 2021 for Elgin County:

- 20% of the population is age 65 and over.
- 9.6% of residents live in low-income status.
- Over 2000 residents identify as Indigenous.
- Over 4200 residents are visibly minorities including South Asian, Chinese, Black, Filipino, Arab, Latin American, Southeast Asian, West Asian, Korean, Japanese, and multiple.
- Over half the population is religious.

The County is a growing and changing community. The population of the surrounding local Municipalities is increasing and becoming more diverse due to everchanging immigration, migration, urbanization, and aging society. For further information on the demographic profile of the County, visit Census Profile 2021 –Elgin County. Due to the

changing demographics, the County is dedicated to focusing its efforts towards advancing inclusive practices and policies.

Applying DEI at Work

DEI can be applied to various areas of the workplace, and can enhance existing practices related to, but not limited to, the following:

- Communications
- Engaging Community
- Gathering Information/Research
- Leading and Supervising
- Monitoring and Evaluation
- Planning: Services, Programs, Events
- Policy and Procedure Development
- Recruitment, Hiring, Selection and Retention
- Strategic Planning
- Training
- Customer Service

Benefits of DEI in the Workplace

According to the OSP Inclusion & Diversity Blueprint, DEI can lead to:

1. **Diverse Talent:** ensuring that the workplace is reflective of the population and better represents the public we serve.
2. **Inclusive Leaders:** allows for better collaboration between the County, its LMPs, internal and external stakeholders and the community.
3. **Diversity of Thought & Experience:** ensures workplace embraces DEI perspectives.
4. **Greater Collaboration:** allows for better creativity and innovation in the organization.
5. **Responsive Public Service:** ensures policies, programs and services are equitable and inclusive.
6. **Increased Innovation:** improves the creativity and diverse thought and decision making.
7. **Better Employee Satisfaction:** ensures employees feel included and are represented throughout the organization.
8. **Team Performance:** enhances team engagement and collaboration
9. **Reduces Bias:** ensures that all employees are treated with respects, and are free from discrimination.

DEI Plans and policies are proven to increase efficiency in customer satisfaction, and contribute to the following improvements for Municipalities:

- Increases social capital, engagement, collaboration, and feeling of belonging.
- Better physical, psychological and social health and safety.
- Decreases healthcare and social services costs.

- Increases economic prosperity and productivity.
- Increases growth and tax revenue.
- Creates a better understanding and empathy for decisions made by the Municipality.

CSA Psychological Health and Safety Standard Commitment

The County of Elgin and its Local Municipal Partners are committed to ensuring a psychologically healthy and safe workplace. Under the CSA Psychological Health and Safety in the Workplace Standard, there is a section pertaining to diversity that indicates the connection between psychological health and safety and diversity in the workplace. It states the following:

Section 4.3.6 Diversity

Organizations comprise diverse populations and groups.

- The organization shall consider the unique needs of these diverse populations and solicit input when these needs are relevant to complying with the requirements of this Standard.
- The organization shall consider workplace factors that can impact the ability of these workers to stay at work or return to work.
- While psychological health and safety in the workplace is a shared responsibility among stakeholders, the organization should support individual workers to seek assistance internally or externally when needed.
- The organization shall take steps to link workers in need to internal resources and should also take steps to link workers to community or other resources.

Challenges and Directives

While the County and its LMPs are committed to achieving greater diversity, equity and inclusion, it is important to recognize the challenges with its implementation:

- Financial and resource limitations.
- Competing priorities for staff.
- Uncertain about what best practices or approaches to apply.
- Disbelief inequities exist (ex: “there is no gender pay gap”).
- Limited political support.
- Lack of knowledge regarding the intersectional lens.
- Department DEI initiatives happening in isolation without corporate-wide framework.
- Need for greater demographic data or feedback on DEI.
- Absence of DEI related performance measures.
- Some DEI issues are not given as much attention as others.

These challenges can be addressed by:

- Realizing that DEI change is fluid, constant and there is no one size fits all approach.

- Change can be achieved through many avenues and is not limited.
- Tensions are not always negative, it is important to address implicit biases to improve awareness and understanding which can result in some discomfort.
- Asking questions is important to determine who is included, what causes exclusion, and how can the organization be more inclusive.
- Issues may be complex and should involve various stakeholders and the community.
- Engagement with community organizations is critical to advancing DEI goals.

The County encourages people to be allies and commit to using info learned to take a stand and advocate for all marginalized groups. Being an ally is not a one-time thing, it is a lifelong learning process of asking questions and turning insights into action.

DEI Training

The County will provide training to:

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

General DEI Training

- An overview of the *Ontario Human Rights Code*
- An overview of the protected grounds in Canada
- Identify common barriers to DEI and how to mitigate them
- Discuss important definitions and their implications in the workplace
- Address intersectionality and privilege as it relates to the workforce
- Discuss the importance of DEI Fundamentals

The training will be appropriate to the duties of the employees, volunteers, Council members, and Committee members. It will be provided on an ongoing basis, and updated as needed. A list of free online training resources will be provided in a DEI Guide on various DEI related topics.

County of Elgin (EC)

Elgin County DEI Progress (General)

- Partners with Homewood Health which includes mental health and DEI related resources and supports.
- Participated in Orange Shirt Day to support reconciliation efforts and demonstrating support for Indigenous communities.
- Participated in Pink Shirt Day to support anti-bullying initiatives throughout Canada.
- Provides comprehensive benefit package to employees.
- Engages the Joint Accessibility Advisory Committee on many aspects of accessibility planning and consultation processes.
- Provided ongoing training on the AODA and Ontario Human Rights Code.
- Creation of the Multi-Year Accessibility Plan with LMPs spanning 2021-2026.
- Community and Cultural Services hosted facilities tour and collections review of museum and archives with Chippewas of the Thames First Nation and Oneida Nation of the Thames to review Indigenous collections and discussed ways to work more closely together on future cultural programming.
- Community and Cultural Services have actively been working with Oneida Language and Cultural Centre since 2019 on the following:
 - On-site curatorial support to better display their artifacts to the community.
 - Providing free collection management software to the Centre.
 - They now input their artifacts into the “Museums of Elgin County Database” which we host.
 - Installing (late fall 2023) a 16’ x 8’ mural on the exterior of the Heritage Centre depicting Oneida’s settlement story which went proceeded through Elgin County in 1840.
 - Library staff are working with Oneida’s educational resource centre to promote usage of our system by Oneida residents.
 - Rack cards were mailed to residents in 2022 promoting the Shedden branch.
 - The Digital Services Librarian visits Oneida bi-monthly to distribute cards and promote programs.
- Elgin County Library hosted 2 drag queen story times (Belmont 2019 and Dutton 2022) and work regularly with Rainbow Optimists Club on inclusionary programming.
- Elgin County Library completed the M.I. Understanding Project.
- Elgin County Library participates in the Indigenous Reads program annually.
- Elgin County Library has implemented Library policies that address DEI issues: Collection Development Policy (approved September 2022), Collection Acknowledgement Statement (June 2023, Membership & Circulation Policy, Program Policy (expected approval September 2023).
- Elgin County Library provides opportunities for cardholders to have their voices heard and participate in collection purchasing and that decision making as well

as offer objections to these decisions (e.g. Suggest to Purchase form, Request for Reconsideration form).

- Elgin County Library has amended an approach to holiday stickering of the Library collection through a DEI lens (Collection Development Team project).
- Elgin County Library has analyzed who our Library cardholders are, as well as County residents, and assessing the composition of our collections using a DEI lens and diversity audit for community fit.
- Elgin County Library has selected new purchases and discarding Library collections using DEI information and resources and the Collection Development Policy which includes a DEI lens.
- Community and Cultural Services provided training in 2023 on inclusive labelling and displays of library materials.
- Elgin County Homes & Senior Services have achieved the following progress:
 - Collection and utilization of resident demographic data to plan services and activities:
 - Faith and spiritual program need based on resident demographics
 - Language, culture and ancestral history.
 - Recognition of persons with disabilities and ensuring access to accessible programming.
 - Recreation program development, implementation and review are based on each and collective resident-assessed interests, abilities, past participation, cultural heritage and perceived or actual barriers to promoting inclusion and participation.
 - Information, programming and resources specific to low-German-speaking residents based on the area demographic and assessed need.
 - Elgin Homes Grant projects and projects gather demographic data based on participation and report to the Government of Canada, including mentoring others, age, gender identity, and project benefits and outcomes (2019 - 2022).
 - Leadership Team members actively promote equity, diversity and inclusion:
 - MPT (8 hours volunteer) and 4 Recreationists participated in the Taking it to the Streets Reimagining Dementia "A Creative Coalition for Justice" Art Show and Film Screening. These Hands Project was a featured Art Exhibit. The focus was to create a more just, caring and inclusive society for everyone impacted by dementia—consultation with the Homes Resident and Family Council and resident participants (September 2023).
 - Seniors in Sync Grant project, utilizing technology to recognize individuals' ancestral roots and celebrate diversity in Elgin County through recorded interviews and collaboration with the Elgin County Archives, volunteers and staff (2021).
 - Finding our Heartbeat Drumming Project, utilizing and consulting with Tribal Spirit Music Drums, Studio Arts Music School to create a

virtual drumming program for the residents. It was hands-on and celebrated the diversity and history of drums and their importance worldwide; the project continues in the Homes (2022 - 2023). Staff offered, and MPT and project lead participated in the Indigenous Canada Course provided by the University of Alberta.

- These Hands, a Published Book and Photographic Art Project, celebrates the accomplishments and lifelong contributions of seniors living in our communities. Fifty-seven residents and community members participated in creating the Book and Photographic Art.
- These Hands Art Show with Audio, Elgin-St. Thomas Public Art Gallery (April 2022).
- Recorded in an Audio format (2022) and is currently being created in an accessible e-book format (Cooperative Education Student 2023).
- MPT and Recreationist presented "These Hands" at the City of London Dearness Home to assist and promote similar projects in the long-term care sector.
- MPT and Recreationist attended and presented at the Therapeutic Recreation Ontario Conference (2023). Which provides education and guest speakers related to inclusion, diversity, and the role recreation professionals play in ensuring each individual can reach their highest potential.
- MPT attended and presented at the Recreation Professionals of Ontario Conference "Robotic Technology." Participated in the Inclusive Environments for LGBTQ2, provided by the Egale Human Rights Trust and the Indigenous Cultural Competency Training Cycle 1-4 (2019).
- MPT attended the Aging and Spirituality Conference 2021 (Virtual attendance).
- Terrace Lodge accommodated a Recreation staff with a physical disability utilizing a ride/walker to continue her role in the Home.
- Elgin Homes ensures inclusive volunteer services recruitment, onboarding, training and positions which support and recognize diversity.
- MPTs and Recreationists offer support to individuals with language, culture or persons with disabilities to ensure they have access to resources such as:
 - Local affiliated churches, spiritual resources, and organizations.
 - Adaptive resources and equipment to promote independence through leisure.
 - Access to or collaboration with local agencies that provide support, such as the CNIB, Alzheimer Society, Community Living, Canadian Multifaith Federation, Music Care

Conference, Room 220, and Mennonite Community Services.

- Recreation teams at Bobier Villa and Elgin Manor implemented a collaborative project with Dietary services called “Countries of Discovery”. For each month starting in April of 2023, each home had chosen a country to explore where related programs/activities and residents’ meal (lunch service) were focused during the month (i.e. April = Greece, May = Mexico, October = Germany, etc.) Input from residents, families and staff were strongly promoted to enhance cultural feedback, inclusion and participation. This project continues for the remainder of 2023 and is projected to continue in 2024.

EC Human Resources DEI Goals

The work done to ensure diversity, equity and inclusion is addressed across the County includes, but is not limited to:

- Working with other County departments to support various organizations that emphasize DEI in their mission and values.
- Sign the declaration or join different groups focused on DEI (Canadian Coalition of Inclusive Municipalities, Canadian Coalition of Municipalities Against Racism and Discrimination, City for All Women Initiative etc.).
- Facilitate networking and collaboration with the community to learn from and share ideas and get input from experts on DEI, and uphold an environment where employees feel comfortable expressing their authentic selves at work.
- Establishing a DEI Plan and related procedures and guides.
- Creating a monthly DEI Calendar highlighting important dates (updated annually).
- Include DEI content on HR page on the Intranet (ongoing).
- Compose a list of funding available to Municipalities to support DEI projects (ongoing).
- Supporting projects and initiatives undertaken in the County and local Municipalities that focus on diversity, equity, inclusion, and accessibility.
- Conduct mandatory DEI training for all staff at the County and Council members.
- Encourage staff to take Indigenous Awareness training via the Four Seasons of Reconciliation Professional Development Course or Indigenous Awareness by MOOC.
- Develop anti-discrimination and diversity education campaigns that elevates the voices and perspectives of diverse groups and celebrates diversity (2SLGBTQI+, Racialized Canadians, Indigenous, persons with disabilities, women, etc.)
- Review the anti-harassment and discrimination policies on an ongoing basis, and ensure the process results in appropriate action being taken to address incidents.
- Ensure there is a clear confidential process for reporting harassment or discrimination in the workplace or in the policies, procedures, goods, services, and facilities.
- Review and implement inclusive practices in place to accommodate diverse needs (disability, religious observances, parental/caregiver obligations, and etc.)

- Implement the CSA Psychological Health and Safety Standard and implement initiatives focused on workplace wellness and mental health.
- Ensure people with disabilities continue to be consulted, including through the Joint Accessibility Advisory Committee, regarding decisions that can impact accessibility or create/eliminate barriers.
- Include diverse perspectives in decision making processes that impact the County, the organization, and community.
- Create a handbook (or guide) on DEI including definitions, FAQs, and tips.
- Include DEI components into the employee performance and evaluation process, and ensure that people of diverse backgrounds have equal opportunities for advancement/promotion across the organization.
- Develop a benchmark to measure progress and conduct regular staff DEI surveys.
- Work alongside the Union to identify gaps in DEI awareness and provide training.
- Review recruitment, selection and retention process to ensure best practices are used during the hiring process and consideration is given to DEI.
 - Create standardized job templates that are accessible.
 - Encourage applicants of all backgrounds to apply.
- Apply a DEI lens to all policies, processes, procedures, etc.
- Encourage open conversations around DEI and areas needing improvement.

EC Legislative Services (Admin) Goals

- Provide opportunities for community members to be heard and participate in decision-making processes.
 - This will be accomplished by issuing public surveys (i.e. budget survey) when public input is required, and also by utilizing the Engage Elgin website that allows community members to provide feedback and get information about ongoing County projects.
- Celebration of holidays and important calendar dates for community organizations.
 - With Council's approval, Admin will continue to arrange and hold flag raisings in support of various community organizations (i.e. Elgin County Pride, Childhood Cancer Awareness, Elder Abuse, etc.).
 - Make every attempt to acknowledge significant holidays and cultural milestones through our weekly CAO updates, on the Intranet, and on our Facebook page.
- Representative marketing on municipal platforms.
 - Continue to and make a more conscious effort to include representation of ethnicities, LGBTQ2+ communities in our social media advertising i.e. job postings showing equal representation of men and women and diverse ethnic backgrounds for all county positions.
- Gathering demographic information of surveys of staff and the public.
 - Include questions at the beginning of our surveys asking for information on an individual's background, if they choose to indicate it.

EC Community & Cultural Services (Libraries / Archives / Museum) Goals

- Elgin County Library
 - Continue to recognize and embrace the principles of Truth and Reconciliation with Ontario's diverse Indigenous population.
 - Continue to engage in meaningful dialogue with Indigenous people and First Nation bands and is committed to drawing on resource and strategies developed by the Canadian and International library community.
 - Continue to commit to policies and actions that addresses the value of Indigenous collection materials and enables Indigenous authors and content creators to be included and highlighted.
 - Elgin County Library will continue to offer commit to the provisions of library services for Indigenous people and include plans or policies to partner with Indigenous people and their communities.
 - Accessing and using other DEI toolkits created by community partners for our own programming and outreach work (e.g. STELIP's Planning Events That Are Culturally Inclusive Guidebook).
 - Provide free or low-cost programs for County residents.
 - Continue to provide inclusive programs that meet the needs of everyone, e.g. First Nations Communities Read, Drag Queen Storytime, M.I. Understanding.
 - Ensure program accommodation for sensory or other needs.
 - Ensure the Library has diverse partners and is at community tables to support diverse groups, e.g. Oneida Friendship Resource Centre partnership.
 - Continue to support National Day for Truth and Reconciliation with programs.
 - Continue to review and eliminate outdated subject terms in cataloguing of Library materials through a DEI lens.
 - Continue to evaluate how customers access our systems (and Library services).
 - Provide DEI support to existing Library teams and Committees (Collection Development Team, Collection Reference and Processing Team, Supervisors' Meetings, eResources Team).
 - Provide ongoing regular training and resources for all Library staff with regards to DEI at annual staff development day.
- Elgin County Museum and Elgin County Archives
 - Continue to be committed to the implementation of the Truth and Reconciliation of Canada: Calls to Action as it pertains to museums and archives.
 - Continue to commit to policies and actions that addresses the value of Indigenous collections and the importance of historical research for purposes that may include Truth and Reconciliation, healing, self-awareness, land acknowledgement and treaty rights.
 - Continue to make existing Indigenous and non-Indigenous collections fully available for research and understanding with appropriate descriptive

language that considers Indigenous traditions and methods of communication.

- Continue to commit to repatriating existing Indigenous collections wherever feasible.
- Continue to commit to the provision of museum and archives services for Indigenous people that include plans or policies to partner with Indigenous people and their communities.

EC Engineering / Facilities / Planning Goals

- Ensuring spaces with County owned facilities are sensory-friendly.
- Involve DEI representatives in project planning.
- Continue to design public spaces in accordance with the Building Code and AODA requirements.
- Support and contribute to an inclusive community.
- Create an inclusive and equitable work environment.
- Offer flexible work arrangements to meet the individualized needs of each employee.

EC Economic Development / Tourism Goals

- Inclusive Representation in Tourism Marketing
 - Ensure that all marketing materials, such as videos and photography, accurately represent the diverse demographics of Elgin County, promoting an inclusive and welcoming image to potential visitors.
- Comprehensive Diversity and Inclusion Training
 - Actively participate in ongoing diversity and inclusion training for all department staff, fostering an environment that values and celebrates differences while promoting cultural awareness and sensitivity.
- Enhanced Diversity in Summer Tourism Assistants Recruitment
 - Develop and implement a recruitment process for hiring summer tourism assistants that focuses on increasing representation from diverse backgrounds, fostering a more inclusive and diverse team.
- Engagement through Community Partnerships
 - Strengthen partnerships with community organizations, ensuring all voices are heard in decision-making processes.
- Equitable and Inclusive Service Monitoring
 - Regularly assess and monitor the accessibility, inclusivity, and equitable provision of services, including grant programs and business surveys, to guarantee that they are accessible to all members of the community.
- Diverse and Inclusive Event Planning
 - Incorporate diversity and inclusion principles into event planning, ensuring that all gatherings and consultations are accessible to diverse groups, and actively encourage their participation in regional events and discussions.
- Promotion of Elgin's Diverse Workforce and Community

- Raise awareness about the diverse composition of Elgin County's workforce and community, offering resources to local employers to encourage inclusivity and diversity within their workforce.
- Inclusive Support for Businesses
 - Provide comprehensive support to both existing and new businesses, offering informational resources that guide them in delivering inclusive services that cater to the diverse needs of local residents.
- Empowering Underrepresented Business Owners
 - Actively attract and support businesses owned by underrepresented groups, including new immigrants, through tailored assistance and resources, fostering an environment that promotes their success and growth.
- Amplifying Indigenous History and Practices
 - Increase awareness and knowledge of Indigenous history and cultural practices through educational initiatives. Incorporate land acknowledgments in corporate communications and events, and provide accessible resources for community members to deepen their understanding.
- Elevated Cultural Feedback Mechanisms
 - Enhance feedback collection methods, such as social media and surveys, to gather insights about cultural offerings, enabling continuous improvement and ensuring that cultural programming resonates with the diverse community.
- Provision of Up-to-Date Demographic Data
 - Provide relevant departments and the business community with current data on resident demographics, community changes, and other trends that impact the inclusive delivery of services. This information will facilitate informed decision-making and strategic planning that addresses the evolving needs of the diverse population.

EC Finance / Purchasing

- Continue to ensure that documents are made available in accessible format and/or with communication supports upon request.
- Coordinate with other departments to identify a designated space that can be utilized for meetings that require confidentiality, that ensures full accessibility for people with disabilities.
- Engage in ongoing training on accessibility, diversity, equity and inclusion related topics (implicit biases, accessible customer service, anti-discrimination, etc.).
- Support and contribute to an inclusive community.
- Create an inclusive and equitable work environment.
- Offer flexible work arrangements to meet the individualized needs of each employee.
- Review the process for accessing personal financial information and ensure that employees with disabilities are accommodated upon request.

EC Homes & Seniors Services

- Demonstrate a shared responsibility and commitment to welcoming and affirming communities for all members of the diverse populations who live, work and visit the County of Elgin's Long-Term Care Homes.
- Support the development and implementation of a Long-Term Care Home-specific DEI assessment, which can be utilized at the County of Elgin 3 Long-Term Care Homes, to support equitable and respectful care and services within the Homes. Focus to include areas such as:
 - Mission, Vision and Values that commit us to practice diversity, equity and inclusion,
 - Policy and procedures that promote diversity, equity and inclusion,
 - Including diversity, equity and inclusion as a standing agenda item on committees such as Joint Health and Safety, resident council, family council, etc.,
 - Practices to incorporate DEI into Long-Term Care Homes services and activities,
 - Staff, resident, family and volunteer engagement, and
 - Education and training.
- Participate in the review of Corporate policies and procedures regarding the process for submitting and responding to complaints about harassment and discrimination to ensure it reflects DEI best practices.
- Through the Long-Term Care Home review/assessment process, identify areas for improvement and highlight areas of strength.
- Ensure the application of a DEI lens with regards to the Quality Improvement initiatives at the Homes to support work related to the DEI assessment outcomes.
- Develop a Home specific DEI policy to support residents within the three Long-Term Care Homes that incorporates opportunities for residents to engage in personal reflection and bring awareness to unconscious biases; and recognition that the resident is the expert in their own life, etc.
- Provide training on an ongoing basis to staff on topics related to DEI (implicit bias, anti-discrimination, DEI fundamentals, psychological safety etc.).
- Update new hire (employees and volunteers) orientation programs to include diversity, equity and inclusion.
- Create awareness and taking an inclusive approach to incorporate cultural considerations (based on resident demographics) to plan services and activities such as meal planning and programming processes.
- Continue to include information and resources on DEI related dates and celebrations in communications.
- Continue to ensure staff awareness and encourage the use of Employee Assistance Plan and Homewood Health resources.
- Seek out meaningful partnerships with community-based organizations and community groups to advance equity, diversity and inclusion within the Homes and enhance life for residents from various communities.

EC POA / Legal

- Ensure that all personnel practices align with the County DEI Plan.
 - Review DEI Plan *at least* annually and review internal legal department practices to ensure alignment.
 - Promote engagement with the DEI Plan internally with the department *at least* semi-annually.
- With regard to professional regulatory continuing professional development for licensees of the Law Society of Ontario (“LSO”), exceed the minimum EDI requirement for CPD credits in each annual cycle.
- Support legal industry DEI groups through the LSO and bar associations.
- Ensure that prosecutions have regard to the Gladue Principles where indigenous defendants are involved.
- Provide corporate support advice on policy compliance regarding DEI principles to ensure all departmental practices align with the County DEI Plan.
- In conjunction with the Human Resources department training, deliver annual training through the Management Team on legal obligations regarding human rights and responsibilities regarding forms of discrimination that may occur in the workplace.
- When conducting legal reviews of corporate documents and processes, ensure that all corporate practices within the document align with the County DEI Plan and make recommendations for changes when deficiencies or non-alignment are noted.
- Over a five-year window, review all corporate practices to ensure that internal policies, protocols and procedures align with the County DEI Plan.

Municipality of Bayham

Bayham DEI Progress

- Review policies to ensure best practices for workplace discrimination and harassment.
- Provides clear, confidential processes for reporting any violations of harassment and discrimination.
- Strive for a diverse, talented workforce that is reflective of our community
- Offer an Employee Assistance Program.
- Supports individuals who experience discrimination.
- Offer flexible work arrangements to meet individualized needs of each employee.
- Provides a welcoming culture to enable employees who come from all backgrounds to feel comfortable being their authentic selves at work, fostering an open, safe and inclusive environment for everyone.
- Implemented the following DEI related policies:
 - Personnel Policy
 - Code of Conduct for Members of Council
 - Council/Staff Relations
 - Non-Union Work From Home
 - Accessibility Policies

- Council Pregnancy & Parental Leave
- Construct accessible recreation facilities such as the Port Burwell Gazebo and Vienna Pavilion.
- Provide use of speaking mechanisms to Council on agendas through formal delegation or the use of open forum.

Bayham DEI Goals

- Provide inclusive voting methods for the 2026 Election.
- Incorporate DEI training for new Council in 2026.
- Encouraging diverse perspectives in consultation processes.
- Review selection and recruitment process.
- Develop policies while applying a DEI lens and aligning it with corporate strategic priorities.
- Engage with Elgin County regarding general benefits provision to ensure changing workplace demographics and needs are met.
- Roll out mandatory diversity and inclusion training to all staff, beginning at the management level.
- Create more opportunities to engage youth and seniors.
- Continue to improve access to information and services for all residents.

Municipality of Central Elgin

Central Elgin DEI Progress

- Offers flexible work arrangements to meet the individualized needs of each employee.
- Actions focused on truth and reconciliation through staff education, awareness and reflection to honour the National Day for Truth and Reconciliation, including education sessions on Indigenous history, truth and reconciliation, resources and training materials.
- Ensures that all Council materials receive an accessibility review via Adobe Pro before publishing Agendas in addition to accessibility features included with the iCompass platform.
- Continues to ensure closed captioning for all live-streamed meetings.
- Continues to leverage partnerships and community tables.
- Provides opportunities for community members to be heard and participate in decision-making processes.

Central Elgin DEI Goals

- Increase the diversity of job applicants and new staff hired.
- Provide staff with the knowledge, skills and resources to reduce racism and discrimination, and improve inclusion and diversity.
- Develop a Communications Plan that includes specifications for accessibility requirements.
- Offer car-side Commissioner of Oaths for individuals who aren't able to easily access the municipal office.

- Conduct representative marketing on municipal platforms (Training portals, Website, Social Media).
- Provide opportunities for community members to be heard and participate in decision-making processes.
- Review & adapt the recruitment, hiring, and promotion policies, processes, and practices to ensure barriers to employment are understood & addressed.
- Provide training on how to have 'courageous conversations' to address bias and support DEI.
- Understand who we are and how workplace policies and practices impact us through developing and implementing actions to address gaps.
- Develop and implement process for evaluating organization satisfaction with DEI.
- Encourage opportunities for cross-training and job shadowing across the organization with increased use of courtesy postings.
- Identify and address systemic barriers within the Corporation.

Municipality of Dutton Dunwich

Dutton Dunwich DEI Progress

- Developed and implemented a DEI Plan and Policy in 2022 to provide a framework to staff that supports existing and future policies and procedures.
 - The plan and framework were provided to all staff to raise education and awareness and equip staff with the knowledge, skills, and resources to reduce racism and discrimination, and improve DEI.
- Strive for a diverse, talented workforce that is reflective of our community.
- Provides a welcoming culture to enable employees who come from all backgrounds to feel comfortable being their authentic selves at work, fostering an open, safe and inclusive environment for everyone.
- Provides clear, confidential processes for reporting any violations of harassment and discrimination.
- Has identified and addressed systemic barriers within the Municipality.
- Works with diverse communities to ensure our programs and services meet the needs of everyone.
- Issues and complaints are addressed in accordance with the procedures outlined in the Harassment and Discrimination Prevention Policy.
- Supports individuals who experience discrimination.
- Implemented various AODA policies to destigmatize and treat others with dignity.
- Increased the diversity of job applicants and new staff.
- Reviewed recruitment practices to remove barriers impacting the employment of a diverse workforce.
- Improved collaboration with diverse community members and organizations to actively celebrate National Truth and Recognition day with our local Indigenous communities, schools, and other community members.
- Continue to engage our diverse communities in a meaningful way.
- Developed policies while applying a DEI lens and aligning it with corporate strategic priorities.
- Implemented the following DEI related policies:

- Violence in the Workplace Policy (WE 01-2014)
- Workplace Harassment and Discrimination Policy (WE 02-2014)
- Commitment to a Civil Workplace Environment and Workplace Interactions Policy (WE 03-2014)
- Accommodations in the Workplace Policy (WE 04-2014)
- Emergency Workplace Response for Employees with Disabilities Policy (WE 05-2014)
- Code of Conduct for Employees Policy (WE 12-2014)
- Code of Conduct for Members of Council and Local Boards Policy (WE 17-2114)
- Post-Traumatic Stress Disorder – Anti Stigma Policy (WE 24-2017)
- Council Member/Staff Relationship Policy (WE 25-2020)
- Return to Work – Accommodating Employees with PTSD Procedure (HS&W 75-2017)
- Accessibility Training Procedure (A 09-2017)
- Requests for Accessible Formats and Communication Procedure (A 10-2017)
- Service Animals in the Workplace Procedure (A 11-2017)
- Support Persons Procedure (A 12-2017)
- Waiver or Reduction of Rental Fees for Municipally Owned Facilities Policy (A 23-2019)
- Patron Conduct Policy (AP 02-2015)
- Hiring Policy (RR 04-2014)
- General Grants Policy - Culture and Heritage (F&A 11-2016)

Dutton Dunwich DEI Goals

- Set objectives for advancing DEI at all stages of the employment life cycle, including recruitment, hiring, retention and advancement throughout the Municipality reflecting the qualities and differences of the broader population it serves.
- Ensure budget planning, staffing and other resources necessary to meet our DEI goals are available.
- Provide for DEI education and training.
- Support and promote the breaking down of barriers, deconstructing biases, identifying systemic racism, and fostering and promoting an inclusive, respectful, and welcoming environment for all who interact with the Municipality.
- Continue to commit to the principles of DEI when doing business, delivering services, programs and providing opportunities.
- To provide opportunities for community members to be heard and participate in decision-making process.
- Developing a well-thought out and systematic education plan, including implementing ongoing (vs one-time) Unconscious Bias, Anti-Bias & Diversity Flexible work arrangements to meet the individualized needs of each employee.
- Celebration of holidays and important calendar dates for faith-based groups, human rights groups, and cultural groups.

- Continue to focus on truth and reconciliation through staff education, awareness and reflection to honour the National Day for Truth and Reconciliation, including education sessions on Indigenous history, truth and reconciliation, resources and training materials.
- Seek out and celebrate DEI to mark Black History Month, International Women's Day, Asian Heritage Month, Jewish Heritage Month, National AccessAbility Week, National Indigenous History Month, Pride Month, Emancipation Day and Islamic Heritage Month.
- Providing free or low-cost recreation programs for residents with low incomes.
- Create more opportunities to engage youth and seniors.
- Ensuring spaces are sensory-friendly or offering times with reduced noise and stimulation.
- Understanding and affirming how we need to treat each other through anti-racism training for all staff and management.
- Continue to improve access to information and services for all residents.
- Understanding who we are and how workplace policies and practices impact us through developing and implementing actions to address gaps.
- Establishing anonymous and safe means for staff to share experiences, feedback, and complaints.
- Review Municipal forms for inclusive language and gender neutrality.
- Review the recruitment process.
- Creating programs that provide recognition of DEI activities that positively impact the Corporate culture and foster a welcoming environment for staff.
- Have a Cultural Celebrations Calendar of events.
- Promote staff awareness and participation in events and initiatives i.e., Black History Month.
- Actively attract ethnic businesses.
- Investigate a quiet room/space at a Municipal facility.
- Promote and provide training and/or educational sessions on DEI fundamentals, anti-Black racism/anti-racism.
- Continually reinforce and set expectations for a harassment free and respectful workplace.

Municipality of West Elgin

West Elgin DEI Progress

- Participate in recognition days to commemorate and raise awareness of important dates relating to DEI (Orange Shirt Day, Pink Shirt Day etc.).
- Sharing of resources and posting information internally and externally related to DEI topics and important DEI related dates.
- Has a process in place for monitoring discrimination and harassment and responding allegations made by employees and/or members of the public.
- Provide equal opportunities as a municipal employer, service provider and contractor.
- Offer flexible work arrangements to meet individualized needs of each employee.
- Provide opportunities for community members to consult and participate in decision-making processes as it relates to DEI and accessibility.

- Ensuring materials and information are accessible and available in language(s) used by the intended audience.
- Celebration of holidays and important calendar dates for faith-based groups, human rights groups, and cultural groups.
- Offers an affordable and accessible transportation option to members of the community.
- Promotes the respect, knowledge, and appreciation of cultural diversity and inclusion of Indigenous and racialized communities in the cultural fabric of the municipality.
- Monitors services to ensure they are accessible, inclusive and equitably provided.

West Elgin DEI Goals

- To provide staff with the knowledge, skills and resources to reduce racism and discrimination, and improve inclusion and diversity.
- To improve collaboration with diverse community members and organizations in West Elgin.
- Provide professional development opportunities and training on topics relating to DEI (unconscious bias, mental health and wellness, anti-discrimination etc.).
- Ensuring the Municipality incorporates a DEI lens when conducting performance evaluations for employees.
- Work alongside the Union to identify gaps in DEI awareness and provide training
- Develop and implement a process for evaluating the Municipality's satisfaction with DEI.
- Continue to identify, promote and reshare resources on topics relating to DEI.
- Develop leadership awareness of DEI and accountability ensuring leaders have an understanding, competence, and resources to discuss a variety of topics relating to DEI.
- Evaluate flexibility and accommodation practices ensuring they meet industry best practice, incorporate and consider DEI, and are barrier free.
- Provide opportunities to welcome newcomers to the municipality.

Town of Aylmer

Aylmer DEI Progress

- Review recruitment/ candidate pool generation existing and best practices to increase diversity of job applicants and new staff hired. The goal is to attract and leverage a diverse workforce.
- Provide opportunities for community members to be heard and participate in decision-making processes through public engagement aimed at engaging a diverse community. The goal is to improve collaboration with diverse community members and organizations in Aylmer.
- Establishment of a corporate communication policy (2021) to implement best practices, with the goal of engaging a diverse community.

- Encourage opportunities for cross-training and job shadowing across the organization.

Aylmer DEI Goals

- Reviewing organizational capacity and need for specific positions or departments to support DEI work.
- Reviewing organizational complaint processes to ensure complaints stemming from one of more of the protected grounds of the Ontario Human Rights Code are addressed appropriately.
- Continued review and consideration of flexible work arrangements to meet the individualized needs of each employee.
- Continue working with community organizational stakeholders to ensure that diverse populations are able to effectively and efficiently engage with Town programs and services. Part of this includes engaging diverse communities in a meaningful way.
- Increase vigilance against systemic and individual discrimination. Support individuals who experience discrimination.
- Monitor services to ensure they are accessible, inclusive and equitably provided
- Create more opportunities to engage youth and seniors.
- Provide opportunities to welcome newcomers to the municipality.

Township of Malahide

Malahide DEI Progress

- What do we already do in recruitment process.
- What do we already do in training of all staff.
- Monitor discrimination in the municipality and act to address it.
- Support individuals who experience discrimination.
- Provide equal opportunities as a municipal employer, service provider and contractor.
- Support measures that promote equity in the labour market.
- Flexible work arrangements to meet the individualized needs of each employee.
- Continue to promote existing resources while creating additional corporate learning opportunities on diversity and inclusion topics that are available to all staff (e.g. mental health, unconscious bias, plain language, anti-oppression).

Malahide DEI Goals

- Create a handbook (or guide) on DEI including definitions, FAQs, and tips.
- Include DEI components into the employee performance and evaluation process.
- Develop a benchmark to measure progress and conduct regular staff DEI surveys.
- Ensure there is a clear confidential process for reporting harassment or discrimination in the workplace or in the policies, procedures, goods, services, and facilities.
- Work alongside the Union to identify gaps in DEI awareness and provide training.

- Review recruitment, selection and retention process to ensure best practices are used during the hiring process and consideration is given to DEI.
- Facilitate networking and collaboration with the community to learn from and share ideas and get input from experts on DEI.
- Offer skill-building opportunities that will develop our workforce.
- Encourage opportunities for cross-training and job shadowing across the organization with increased use of courtesy postings.
- Facilitate networking and collaboration to learn from others with expertise in diversity and inclusion.
- Monitor services to ensure they are accessible, inclusive and equitably provided
- Review recruitment, selection and retention process to ensure best practices are used during the hiring process and consideration is given to DEI.

Township of Southwold

DEI Progress

- Provided staff with the knowledge, skills and resources to reduce racism and discrimination, and improve inclusion and diversity.
- Provide opportunities for community members to be heard and participate in decision-making processes.
- Offer flexible work arrangements to meet the individualized needs of each employee.
- Established anonymous and safe means for staff to share experiences, feedback, and complaints.
- Actions focused on truth and reconciliation through staff education, awareness and reflection to honour the National Day for Truth and Reconciliation, including education sessions on Indigenous history, truth and reconciliation, resources and training materials.
- Provided clear, confidential processes for reporting any violations of harassment and discrimination policies.
- Encouraged opportunities for cross-training and job shadowing across the organization with increased use of courtesy postings.
- Implemented secondments and acting assignments as a tool for employee development and create supporting policies and procedures.
- Developed and implemented a diversity and inclusion lens to help staff identify barriers in Regional policies, programs and services.

DEI Goals

- Developing a well-thought out and systematic education plan, including implementing ongoing (vs one-time) Unconscious Bias, Anti-Bias & Diversity Training – starting with leaders and champions.
- Developing supportive resources like a DEI Lens Toolkit to support staff across the municipality to integrate DEI into their work (see Ottawa's EI Lens Handbook, Appendix A), or a DEI Guide or DEI Policy to supplement the DEI Plan.
- Roll out mandatory diversity and inclusion training to all staff, beginning at the management level.

- Create a quick reference handbook on diversity and inclusion that includes definitions, FAQs and tips on the best way to address issues and inappropriate behavior.
- Create more opportunities for education and awareness on DEI topics for residents.

Communication and Contact Information

Feedback

The County and its Local Municipal Partners accept all feedback from members of the public relating to the provision of accessible goods, services or facilities as it pertains to diversity, equity, inclusion and accessibility.

The County and its Local Municipal Partners will develop procedures that specify the actions that will be taken if a complaint is received about the manner it provides goods, services or facilities. Information regarding the feedback process will be posted on the County's website. Individuals can request this information by contacting the County.

Compliance

The County is compliant with the various legislative requirements that oversee diversity, equity and inclusion throughout the Province of Ontario and Canada as a whole.

This plan will be available on Elgin County's website, located at www.elgincounty.ca. A hard copy can be obtained by contacting the County's Human Resources Department.

Local Municipal Partner Websites

Municipality of Bayham: <https://www.bayham.on.ca/>

Municipality of Central Elgin: <https://www.centralelgin.org/en/index.aspx>

Municipality of Dutton Dunwich: <https://www.duttondunwich.on.ca/>

Municipality of West Elgin: <https://www.westelgin.net/en/index.aspx>

Town of Aylmer: <https://aylmer.ca/>

Township of Malahide: <https://www.malahide.ca/en/index.aspx>

Township of Southwold: <https://www.southwold.ca/en/index.aspx>

Contact Information

The County encourages people to reach out if they have any questions, comments, or concerns regarding the County DEI Plan, or with accessing goods, services, and/or facilities.

Address: 450 Sunset Drive,
St. Thomas, ON, N5R 5V1

Email: hr@elgin.ca

Phone: 519-631-1460 x 125

Website: www.elgincounty.ca

This document is available in accessible format and/or with communication supports, upon request.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-12-21
Subject: Trumpia Update

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Trumpia Enrollment Update as Information Only.

Purpose:

The purpose of this report is to provide Council with an update on enrollment number for Trumpia automated texting software.

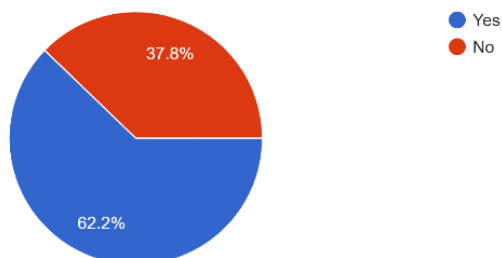
Background:

At the Regular Meeting of Council on September 14, 2023, Council was provided with a report regarding the implementation of Trumpia Automated Texting Software, for use in the event of facilities closure, significant weather, waste management issues and emergency management.

To date, there have been 187 residents enroll in the program. The Municipal Office has advertised on the website, newsletters, Facebook page and electronic sign. Staff will continue to advertise to increase enrollment numbers.

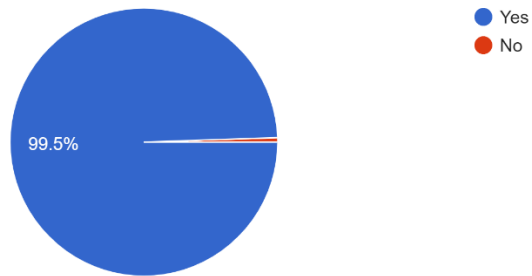
Testing has been successfully completed internally, and Trumpia will be used for the change in garbage collection schedule over the week of Christmas.

Would you like to receive notifications for the West Elgin Arena? I.e. closure due to bad weather
180 responses



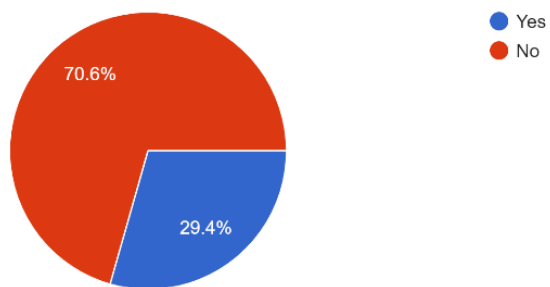
Would you like to receive notifications for Significant Weather Events? I.e. flooding, snow storm, etc...

186 responses



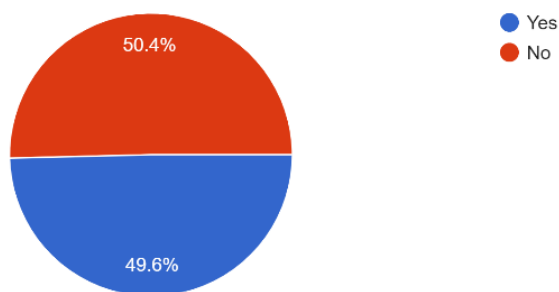
Would you like to receive notifications for Garbage & Recycling Issues (Tuesday pick up)

119 responses



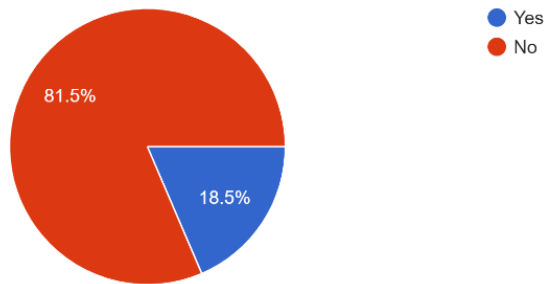
Would you like to receive notifications for Garbage & Recycling Issues (Wednesday pick up)

129 responses



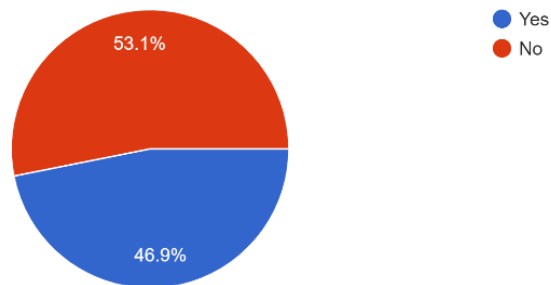
Would you like to receive notifications for Garbage & Recycling Issues (Monday pick up)

124 responses



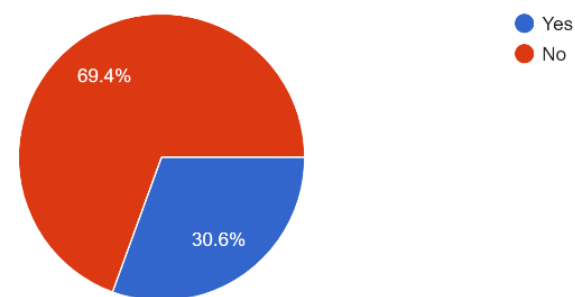
Would you like to receive notifications for Garbage & Recycling Issues (Thursday pick up)

128 responses



Would you like to receive notifications for Garbage & Recycling Issues (Friday pick up)

108 responses



Financial Implications:

None

Policies/Legislation:

None

Respectfully submitted by,
Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-12-21
Subject: 2023-2027 West Elgin Strategic Plan

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: 2023-2027 West Elgin Strategic Plan; And

That Council hereby approve the final 2023-2027 West Elgin Strategic Plan, as presented by Jennifer Kirkham, Mischievous Cat Productions.

Purpose:

The purpose of this report is to provide Council with the finalized version of 2023-2027 West Elgin Strategic Plan, as presented and amended by Jennifer Kirkham, Mischievous Cat Productions.

Background:

At the regular meeting of Council on November 23, 2023, Council received a delegation from Jennifer Kirkham, Mischievous Cat Productions, who presented the Draft 2023-2027 Strategic Plan, based on the responses received from the West Elgin Community Survey completed in the Fall of 2023.

Council provided feedback to Ms. Kirkham, collaborating to establish a vision, mission, goals and objectives for the future of West Elgin, resulting in the final plan.

Financial Implications:

Cost Strategic Plan, Mischievous Cat Productions

Policies/Legislation:

Strategic Plan

Respectfully submitted by,

Terri Towstiuc
Clerk



Vision

West Elgin embodies the unique small-town charm and rural identity that makes our community special, while fostering an environment of growth, opportunity, and inclusivity for all.

Mission Statement

To enhance the quality of life for residents and meet the needs of our business community by providing progressive, professional and financially sustainable services and leadership that reflects the needs of all those who work, live, visit, or play in West Elgin.

20230-2027 Strategic Priorities, Goals and Objectives

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"> Forecast the enhanced needs of municipal infrastructure Advocate for funding for infrastructure improvements Advocate for funding for affordable housing for seniors 	<ol style="list-style-type: none"> Identify and collaborate with partners to run recreation programming Enhance year round programming for all age groups, including the expansion of summer programming Build multi-surface courts in West Lorne 	<ol style="list-style-type: none"> Attract more small businesses, retail and industry to West Elgin Explore transportation services to St. Thomas Enhance the view of West Elgin as a tourism destination 	<ol style="list-style-type: none"> Implement the new software for automatic texting Expand the use and reach of social media channels



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-12-21
Subject: Municipal Off-Leash Dog Park

Recommendation:

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

That Council direct staff to:

1. Initiate a resident survey specific to Off-Leash Dog Parks in Municipality, advertising of Social Media, Municipal Website, Electronic Sign and the Newspaper, for a two week period; And

That Council direct staff to bring back a report once the survey has been completed.

OR

2. Begin the process to install an off-leash dog park, as discussed, with the costs associated to be brought forth during budget deliberations.

Purpose:

The purpose of this report is to provide Council with research and information to potentially move forward with off-leash dog park(s) within the Municipality.

Background:

Recent interactions with residents have prompted the need to investigate the potential for off-leash dog park(s) within the Municipality. The recent community survey found that the following comments were received:

Individual comments (there were 11 out of all of the respondents) about dog parks from the community survey include:

- *Dog park -PLEASE!! There are SO many dogs in West Lorne, and I would love to be able to take my dogs to run freely and safely.*
- *A dog park would be great*
- *Dog park*
- *dog park*
- *Maybe having a dog park for people who have animals with not lots of yard since people complain about pets in the soccer fields etc.*
- *Dog park*

- *What about a small dog pool area that can be drained and filled with fresh water. It only has to be a few inches deep to keep safe, but what a great way for people to bring their dogs in for a cool down in the summer.*
- *Would like a dog park*
- *Available off leash dog park*
- *A large dog park in the area would be a huge benefit for locals*
- *Just a huge dog park would be nice. There's nothing close by & pl have to drive 45 mins or more to find a decent one.*

In efforts to establish better communication with residents regarding specifics topics, a survey can be initiated by staff on Google Forms or similar platform, to obtain further suggestions from residents. A similar approach was taken in the Town of Perth, resulting in a response of 740 resident responses between a Survey Monkey and Open House. This gave residents the opportunity to provide in put and comment, for a 2-week period via social media, newspaper and a mail-out to all residents within 100 metres of the potential location(s).

In addition to the cost of fencing, a capital expense should be considered of approximately \$20,000.00, which would include the cost of hydro/lighting, water, a pathway from the parking area and signage. The estimated cost for maintenance would be \$5,000-\$7,000 annual, which would cover cutting/trimming grass, hydro for the lights, water consumption, garbage bags and labour.

Email correspondence was exchanged with Intact Public Entities, who advised they do not typically charge for these exposures as they consider them normal operations of a Municipality, and provided a Risk Management document for consideration, which is attached to this report.

Also attached to this report are sample conditions, rules and regulations that apply to off-leash dog parks in Strathroy Caradoc, and Midland, for reference.

Financial Implications:

Commercial Fencing \$36,073.46 (Used higher quote)

Capital Expense \$20,000.00

Annual Maintenance \$7,000.00

Total to Budget \$63,073.46

Policies/Legislation:

By-law 2023-80, Animal Control

Dog Owners Liability Act, R.S.O. 1990, as amended.

Respectfully submitted by,

Terri Towstiuic
Clerk

| The off-leash dog park is open from May 1st until October 31st.

Rules and Regulations

- Dogs must be wearing up-to-date license tags.
- Female dogs in heat, dogs with illness and dogs less than 4 months old are not allowed in the park.
- Aggressive dogs need to be out of the park. Please leash and remove any dog that becomes aggressive in the park.
- No dog may be in the park without an adult human attending at the same time. All dogs always remain the responsibility of the owner or guardian.
- Dogs outside of the park boundaries must be on a leash. When in the leash-free park, always carry a leash with you.
- Dogs are not allowed to chase people or wildlife, and may not dig up fencing, bushes, or trees. Dogs that dig holes must have their owners fill them in immediately.
- Pinch (prong) and spike collars are not allowed in the leash free area.
- Infants and toddlers are not allowed in the leash-free area. Children between the ages of 6-16 years of age must be with an adult. Do not allow your children to run and scream or approach a dog without permission from the dog's guardian.
- Glass containers are not permitted in the park.

- Smoking is not allowed, at any time, on the property.
- Dog guardians must clean and dispose of dog feces.
- Do not bring food or drinks into the dog park.

The Town of Midland is not responsible for any injury or damage from the use of the off-leash dog park. For emergencies please call 911.

Pursuant to the **Dog Owners Liability Act, R.S.O., 1980** as amended, all Pit Bull Dogs must have a muzzle and always leashed. Leash free zones are NOT exempt from the Act, Pit Bull Dogs are not allowed within the leash-free park. Dog Owners are liable to fines up to \$10,000 and imprisonment for up to six (6) months for contraventions.

Strathroy Caradoc

Hours: Open from 6:00 a.m. to 10:00 p.m. daily.

Conditions of Use

In an effort to promote safety within the off-leash park, the Municipality has developed the following conditions of use. These are not intended to hinder or limit anyone, but to prevent altercations and issues for dogs and owners. If the rules are followed, many problems can be avoided. Dog owners must take the initiative to be responsible and conscientious in their use of the park, ensuring that their actions support the privilege of sharing parkland and open spaces with the community. The following conditions of use apply:

- 1) Use the off-leash dog park at your own risk.
- 2) Up-to-date vaccinations and license tags must be on your dog's collar at all times.
- 3) Leash your dog while entering and exiting.
- 4) Keep your dog within sight and under verbal control.
- 5) Do not allow your dog to chase wildlife.

- 6) Fill the holes if your dog digs.
- 7) Pick up poop. Failure to remove excrement could result in a \$105 fine.
- 8) No glass containers are allowed at this park.
- 9) Help keep the park clean.
- 10) No puppies under 4 months of age, female dogs in heat, sick dogs, or aggressive/out of control dogs.
- 11) No play toys, balls, dog treats, or human food allowed at this park (any of these could cause aggressive behaviour to occur).
- 12) Children must be supervised by an adult at all times. Unsupervised children under 14 years of age are not permitted at this park. You are responsible for your own children and their behaviour.
- 13) Off-leash area users are subject to the Dog Owners' Liability Act and the Strathroy-Caradoc Animal Care & Control By-law.

- [Strathroy-Caradoc Animal Care and Control By-law](#) (PDF [161 kB])
- [Dog Owners' Liability Act, R.S.O. 1990, c. D.16](#)



Risk Management Considerations for Off-Leash Dog Parks

Many municipalities have been approached by groups in the community to establish off-leash or leash-free parks within public areas. While these parks may provide exercise and socialization opportunities for Fido, they expose municipalities to considerable risk.

Risk Management Considerations

Although your municipality would be able to rely on any dog owners legislation applicable in your province that requires dog owners to maintain control of their animals at all times (such as the *Dog Owners Liability Act* in Ontario), there is a potential for liability because you are the occupier permitting the existence of the leash-free zone. It is foreseeable that injuries could occur in the off-leash parks.

For example, you might see:

- A child or adult being attacked by an unleashed dog.
- A conflict between two or more unleashed dogs.
- An injury to a dog owner trying to protect their dog from another.

Due to the likelihood of these incidents and the lack of viable risk controls to serve in the municipality's defence, some percentage of fault would likely be attached to the municipality permitting off-leash zones.

The municipality has a duty of care to implement controls that mitigate risk.

Rules should be posted on municipal websites and signs at and around the park. Signs should use simple language and should note fines for not following park rules:

- All visitors use the park at their own risk.
- State the hours of the park.
- Warn users and others that it is an off-leash park.
- Advise that children should be supervised at all times.
- Puppies under four months old and aggressive dogs should not use the park.
- No food or glass containers are allowed.
- Owners must clean up after their dog and properly dispose of waste.

- Remind dog owners of their responsibility to keep their animal under control at all times.
- Choke collars or collars with spikes are not allowed.
- If a dog digs a hole, the owner is responsible for filling it prior to their departure.
- Limit the number of dogs per person to two.
- Professional dog walkers cannot enter the park with more than two dogs.

The park should be physically separate from the general public. It shouldn't be located around playgrounds, sports fields, public pathways or schools.

The municipality must conduct inspections to monitor the use of the off-leash dog park.

Remove or repair hazards as soon as they are reported.

Ensure that there are waste receptacles placed around the park.

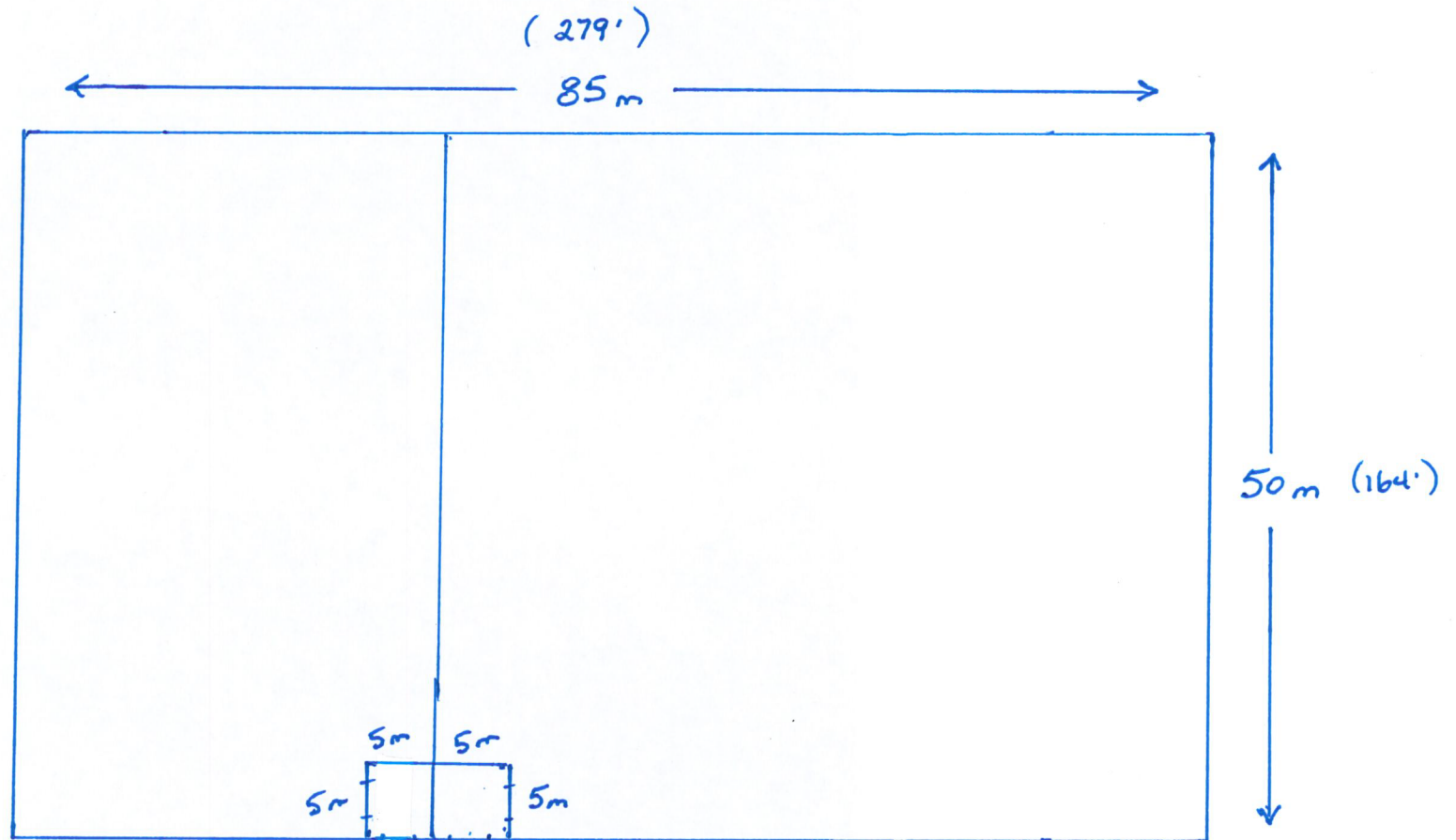
Instruct owners that their pets must be licensed and have up to date vaccinations, including rabies.

Consider working with a dog group in the community. Members are likely to be regular visitors to the off-leash dog park and will have a vested interest in its upkeep. Ask them to be vigilant in reporting misbehaviour, aggression or irresponsibility on behalf of dogs and/or their owners.

Thoroughly inspect the park on a regular basis. There have been several cases recently where poison has been left around the park and dogs have ingested toxic material. In one instance antifreeze was injected into cupcakes. They were left by trees for dogs to find and eat. This reinforces why a "no food" rule is important. It allows out of the ordinary objects to be located quickly.

Dog Park

Lee Gosnell [REDACTED]



- Approx 1 acre
- 48" chain link
- possible 72" gates for mower access.



320 EXETER RD. LONDON, ON N6L 1A3
PHONE: (519) 680-7099 FAX: (519) 680-0396

QUOTATION

Quotation #:	718163GB
Date:	12-18-2023
Sales Rep:	George

Customer:

Municipality of West Elgin
171 Graham St
West Lorne, On N0L 2P0
Attn: Lee Gosnell

Phone No.

Phone No.

Fax No.

785-0560 x 232

Re: Dog Park Fence

We are pleased to offer our quotation for fencing based on the following:

Materials:

Terminal Post(s):	15	3 1/2 in x 7.5' .120 Wall HDG
Line Post:		2 3/8 in x 6.5' .100 Wall HDG
Top Rail:		1 11/16 in x 21' .100 Wall HDG
Chain Link:		2 in x 9 ga x 48 in W.G.W. 1.2 oz - K.K
Gates:	4	4' W x 4' H Single Swing - Frame & Fabric F.F.H. Galvanized
Footings:		Concrete

Quotation is for a 4' ft high commercial grade galvanized chain link fence.

Option: Two Gate Posts & One 6' ft Wide Single Swing Gate : \$ 720.00 Plus Tax

Site Information:

Overall Height	4 Ft.
Fence Length	1,113.0 Ft.
Gate Length	16.0 Ft.
Overall Length	1,129.0 Ft.
Post Spacing	10 Ft.

Components:

Top Rail:	included
Tension Wire:	included

Terms & Conditions Of Contract: Due Upon Completion.

Simpson's Fence (London) LTD (hereafter "company") and the purchaser do agree:

1. All special "conditions" must be included in this contract. No representations, warranties, understandings, terms or agreements are valid unless they are included in this contract.
2. The company will coordinate locates for public utilities or, at the discretion of the company, provide purchaser with the information to do so.
3. Purchaser is responsible for adhering to all applicable government rules and regulations, and obtains all permits if required.
4. Purchaser will advise the company of the location of property stakes and any private utility lines. Failure to inform shall oblige customer to indemnify the company against all claims for damages.
5. Company cannot be held responsible for any filling, leveling or landscaping after fence installation.
6. This contract does not include removal or disposal of existing fence or debris unless otherwise stated above.
7. Company assumes no responsibility for damages to vegetation, unmarked private underground wires, pipes, sprinklers, etc.
8. Company is not responsible for wind and weather damage, acts of God, or other causes beyond company's control.
9. Where necessary to break concrete or asphalt, purchaser grants company permission to do so and waives all claims for cracks and damages, which may occur.
10. All wood fencing is sold "as is". Cracking, warping and discoloration are all inherent characteristics of wood for which company holds no responsibility.
11. Should purchaser fail to make required payments, company has the right to cease work. All materials remain property of company until contract is paid for in full.
12. Interest of 2% per month (24% per annum) charged on overdue accounts.
13. Installation schedule: 8 to 12 weeks approximately (may be longer if custom materials required and/or during peak season).
14. Conditional upon approved credit report.
15. Hand digging due to tough digging and / or proximity of utilities will be subject to extra charges
16. Changes to any items shown above will be invoiced accordingly.

TO ACCEPT QUOTATION, SIGN AND RETURN ONE COPY WITH P.O.

Installed Amount

\$31,923.42

DATE: _____ NAME: _____

H.S.T.

4,150.04

P.O. #: _____ SIGNATURE: _____

Installed Total

\$36,073.46

This quotation is valid for 7 days.



QUOTATION

Quotation #:	718165GB
Date:	12-18-2023
Sales Rep:	George

Customer:

Municipality of West Elgin
171 Graham St
West Lorne, On N0L 2P0
Attn: Lee Gosnell

Phone No.

Phone No.

Fax No.

785-0560 x 232

Re: Dog Park Fence

We are pleased to offer our quotation for fencing based on the following:

Materials:

Terminal Post(s):	7	2 3/8 in x 7.5' .100 Wall HDG
Gate Post(s)	8	2 3/8 in x 6.5' Sch.40 HDG
Line Post:		1 7/8 in x 6.5' Galvalume
Top Rail:		1 1/4 in x 10' Galvalume
Chain Link:		2 in x 11 ga x 48 in W.G.W. 1.2 oz
Gates:	4	4' W x 4' H Single Swing - Frame & Fabric F.F.H. Galvanized Commercial Gates
Footings:		Concrete.

Quotation is for a heavy residential grade galvanized fence. Gates are commercial grade. Line posts are the larger 1 7/8 in tube which are normally used for main posts on residential grade fence and the main posts are pipe.

Option: Two 3 1/2 in Gate Posts & Single 6' ft Wide Commercial Gate : \$720.00 plus tax

Site Information:

Overall Height	4 Ft.
Fence Length	1,113.0 Ft.
Gate Length	16.0 Ft.
Overall Length	1,129.0 Ft.
Post Spacing	10 Ft.

Components:

Top Rail:	included
Tension Wire:	included

Terms & Conditions Of Contract: Due Upon Completion.

Simpson's Fence (London) LTD (hereafter "company") and the purchaser do agree:

- All special "conditions" must be included in this contract. No representations, warranties, understandings, terms or agreements are valid unless they are included in this contract.
- The company will coordinate locates for public utilities or, at the discretion of the company, provide purchaser with the information to do so.
- Purchaser is responsible for adhering to all applicable government rules and regulations, and obtains all permits if required.
- Purchaser will advise the company of the location of property stakes and any private utility lines. Failure to inform shall oblige customer to indemnify the company against all claims for damages.
- Company cannot be held responsible for any filling, leveling or landscaping after fence installation.
- This contract does not include removal or disposal of existing fence or debris unless otherwise stated above.
- Company assumes no responsibility for damages to vegetation, unmarked private underground wires, pipes, sprinklers, etc.
- Company is not responsible for wind and weather damage, acts of God, or other causes beyond company's control.
- Where necessary to break concrete or asphalt, purchaser grants company permission to do so and waives all claims for cracks and damages, which may occur.
- All wood fencing is sold "as is". Cracking, warping and discoloration are all inherent characteristics of wood for which company holds no responsibility.
- Should purchaser fail to make required payments, company has the right to cease work. All materials remain property of company until contract is paid for in full.
- Interest of 2% per month (24% per annum) charged on overdue accounts.
- Installation schedule: 8 to 12 weeks approximately (may be longer if custom materials required and/or during peak season).
- Conditional upon approved credit report.
- Hand digging due to tough digging and / or proximity of utilities will be subject to extra charges
- Changes to any items shown above will be invoiced accordingly.

TO ACCEPT QUOTATION, SIGN AND RETURN ONE COPY WITH P.O.

Installed Amount

\$25,434.55

DATE: _____ NAME: _____

H.S.T.

3,306.49

P.O. #: _____ SIGNATURE: _____

Installed Total

\$28,741.04

This quotation is valid for 7 days.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2023-12-21
Subject: Mobile Bakery Request

Recommendation:

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

That Council hereby direct staff to _____.

Purpose:

This report is to provide Council with background information regarding proposed mobile food and refreshment outlets/trucks.

Background:

Recently, requests have been submitted to Council to allow a mobile bakery home based business in the parking lot of the West Elgin Arena or surrounding area. The proposal was circulated to all the Senior Management Team, requesting input from each department.

From a planning perspective, the C1 Zone would be a suitable location with a proper agreement in place. The arena parking lot technically isn't permitted in the OS zone but if the municipality allows it then the only issue is one of optics from the public or another business that might not look favorably on us supporting a business by providing a free spot. It appears that mobile food outlets were added to the C1 zone not the C2, as the C2 is a hamlet commercial and less likely to be a good spot for a food truck.

From a public safety perspective, the West Elgin Arena parking lot would not be an ideal location, while events are taking place. Having a potential line-up for refreshment services, which vehicles are navigating through the parking lots, would pose significant risk to drivers and pedestrians.

From a Fire perspective, If the mobile bakery will produce grease laden vapors, a commercial hood system meeting the requirements of NFPA 96 is needed. Otherwise, only proper fire extinguishers are required.

In early 2021, a report and draft by-law was presented to Council, with a recommendation that indicated *"That staff further investigate issues surrounding parking and bring forward a recommendation for a public meeting regarding the possibility of licensing mobile food outlets at a future meeting"*. However, the draft by-law was not finalized, and there is currently no policy in place to govern the use of Mobile food trucks. The report and draft by-law that was presented by the previous Clerk is attached to this report.

Noted in the 2021 report is “*There are a number of considerations for Council with regards to Food Trucks or Mobile Food Outlets such as where they should be permitted to be located, the fact that they are tourist attractions, they can take business away from bricks and mortar restaurants, that they don’t pay taxes but can become a by-law enforcement issue.*”

In consultation with Bylaw Enforcement, a sample from the Municipality of West Perth was provided, for reference, and is also attached to this report.

Financial Implications:

N/A

Policies/Legislation:

Municipal Act, 2001

Ontario Regulation 493/17 of the Health Protection and Promotion Act

West Elgin Comprehensive Zoning By-law 2015-36

Respectfully submitted by,

Terri Towstiuc
Clerk

To the Members of Council,

I, Krista Harris, am interested in purchasing a mobile Bakery Café business that is currently for sale. But before making a final decision, I am requesting more information in securing a commercial space from which to operate, as well as the permits and licensing requirements and regulations for running such a business in West Lorne.

For the last five years, I have homeschooled my two children and now run a small homeschool, named Harris Academy. My children are currently 11 and 12 years old. They are mature, responsible, and friendly children, whom I have helped facilitate jobs for in the community such as tutoring other children, lawn mowing, raking and snow shoveling and yard work. The kids are also involved in Sea Cadets and Navy League.

One of the benefits of homeschooling is the flexibility it allows us to pursue opportunities to work together as a family. Recently, we have started baking and participating in local shows as “The Harris Kids’ Bakery”. This has been an enjoyable experience for us as a family and has introduced my children to the entrepreneurial world. And now, coincidentally, a mobile Bakery Café is for sale. As a family, we have discussed what running such a business would look like for our family, and how we could incorporate such a versatile business into our daily lives.

On October 31, 2023, we viewed the mobile trailer. The owner has done quite well for herself and it will be a fairly turnkey operation to take over. Currently, the Bakery is set up at a convenient location in her town throughout the week, and the rest of the time she is able to tow it to shows and other venues of her choice.

My plan would be similar. Firstly, I would like to establish a presence throughout the week near the West Lorne arena or in that parking lot. It is an excellent location, situated between the 401 and HWY 3 as well as at the arena, soccer fields and parks. The Bakery Café would service a wide range of customers, from commuters to high school students, parents dropping their kids off at school, Rockland Flooring employees, to parents and all those participating in local sports and events at the arena and soccer fields. Secondly, I would like the versatility to travel and participate in many different Markets and shows. And finally, I would like the flexibility to set business hours that work with my homeschooling in order to include my children in this business venture.

I am considering running the Bakery Tuesdays – Thursdays, 8:00-9:30, and 11:30-1:00. Additionally, I’d like to set up the mobile Bakery during some (pre-determined) sports practices and games, tournaments and special events. In addition, we would participate in local shows, events and Markets. And, as my children enter High School and become more independent in their learning, there will be the possibility for extending days and hours of operation. Thank you for your time and consideration. I look forward to your input.

Sincerely,
Krista Harris



Staff Report

Report To: Council Meeting

From: Jana Nethercott, Clerk

Date: 2021-03-25

Subject: Proposed licensing of Mobile Food Outlets or Food Trucks

Recommendation:

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re: Proposed licensing of Mobile Food Outlets or Food Trucks; and

That West Elgin Council here by direct staff to _____

Purpose:

The purpose of this report is to inform about some requests received by staff regarding operating Food Trucks in West Elgin, to provide information to Council to consider with regard to Mobile Food Outlets or Food Trucks and gage Council's interest in updating the Comprehensive Zoning By-law and passing a by-law to regulate and license Mobile Food Outlets or Food Trucks

Background:

Recently West Elgin staff have received a number of inquires regarding the possibility of bringing Food Trucks to West Elgin for the upcoming summer season, most of these inquires have been from outside of the municipality.

There are a number of considerations for Council with regards to Food Trucks or Mobile Food Outlets such as where they should be permitted to be located, the fact that they are tourist attractions, they can take business away from bricks and mortar restaurants, that they don't pay taxes but can become a by-law enforcement issue.

Location

Currently the Comprehensive Zoning By-Law 2015-36 does define "Mobile Food Outlet as a structure designed as an integral part of a self-propelled motor vehicle or as a unit which is towed by a motor vehicle, from which food and refreshment is made available to the general public" and they are permitted only in the C1 Village Core Zone. There are no other regulations for Mobile Food Outlets or Food Trucks.

Staff would like to propose that Mobile Food Outlets or Food Trucks also be permitted in the C2 or Hamlet Commercial Zone, which would permit these in Clachan, Eagle, Port Glasgow and New Glasgow. In order to do this a housekeeping zoning by-law amendment would need to be done, which would trigger the public process. This allows for mobile food outlets or food trucks along a visible tourism corridor of Talbot Trail, which could be a great draw for tourism.

Another factor in the location that must be considered is the fact that in both C1 and C2 Zones, we have “bricks and mortar” restaurants, which pay taxes and have suffered greatly during the pandemic. In order to protect these restaurants and tax payers, we need to pass a licensing by-law to restrict their location within these zones. Staff are proposing that we restrict the locations as follows:

1. Not allowed on Municipal property unless in conjunction with a municipally approved event – this will allow for food trucks to be present during events at Rodney Park and Miller park during community events with no municipal license required. This also prevents Food Trucks from setting up at the Marina or Beach and taking away business from the Food Booth that traditionally operates at that location.
2. Not within 150m of a restaurant – this provides protection to bricks and mortar restaurants that a Food Truck won't be set up too close to a restaurant and take away their business, but still allows for Food Trucks to be present on the fringes of the downtowns and along Talbot Trail, where bricks and mortar restaurants are existing.
3. Not allowed to park on the roadways – this also provides protection to bricks and mortar restaurants and prevents hazardous along roadways.

Inspections

There are required inspections by Provincial Law:

- Southwestern Public Health as per O'Reg 493/17
- Mobile food Service Equipment Annual Inspection required by TSSA

It is suggest that West Elgin Fire Inspection be done to ensure the Mobile Food Outlet conforms with Fire Code.

Fees

The Municipal Act does allow for fees to be charged for licensing of business. As there will be staff time involved and the current fee for the Fire Inspections is \$50.00, staff are proposing a fee of \$100 per year, including the Fire Inspection Fee. This fee can be set annually in the Fees and Charges By-law.

Next Steps

If Council wishes to move forward with licensing of Mobile Food Outlets Set fines should be drawn up and the draft by-law be sent for review with the Ministry of Attorney General prior to passage to ensure compliance with any set fines proposed. Once approved the by-law and set fines would be presented to Council for approval.

Notice should be provided in the local newspaper, on the website and social media of any new licensing.

A zoning by-law amendment can be brought forward following the appropriate notice, to permit the expansion of zones that a mobile food outlet could be permitted.

Financial Implications:

N/A

Policies/Legislation:

Municipal Act, 2001

Ontario Regulation 493/17 of the Health Protection and Promotion Act

West Elgin Comprehensive Zoning By-law 2015-36



MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 20YY-XX

A by-law for the regulation of Mobile Food Outlet and the licensing of such premises.

Whereas Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

And Whereas subsection 151(1) of the *Municipal Act, 2001* provides that, without limiting sections 9 and 10 of the Act, a municipality may provide for a system of licences with respect to a business;

And Whereas it is deemed desirable for the public to exercise its licencing powers for the purposes of Health and safety;

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

1. Definitions

1.1. **“Licence”** shall mean a licence under the provisions of this by-law.

1.2. **“Medical Officer of Health”** shall mean the Medical Officer of Health for Southwestern Public Health Unit or his/her duly authorized delegate.

1.3. **“Mobile Food Outlet”** a structure designed as an integral part of a self-propelled motor vehicle or as a unit which is towed by a motor vehicle, from which food and refreshment is made available to the general public.”

1.4. **“Municipality”** means the Municipality of West Elgin or the geographic area of the Municipality of West Elgin as the context suggests.

1.5. **“Municipal Clerk”** means the Clerk or designate as defined by Section 228 of the *Municipal Act, 2001*, S.O. 2001, c.25.

- 1.6. **“Restaurant”** means a building, designed, used or intended for the servicing of food or refreshments to the public where the servicing and consumption of food or refreshments takes place entirely within such building or at outside tables immediately adjacent to such building and may include a dining lounge licensed under the *Liquor License Act*.

2. Interpretation

- 2.1. The requirements of this By-law are in addition to requirements contained in any other applicable by-laws of the Municipality or applicable provincial or federal statutes or regulations.
- 2.2. If there is a conflict between a provision of this By-law and any other by-law of the Municipality or a provincial or federal statute or regulation, the most restrictive in relation to the regulation of animals shall prevail.

3. Scope

- 3.1. The provisions of this By-law apply to the entire geographic area of the Municipality.

4. Licensing of Mobile Food Service Premises

- 4.1. No person shall operate a Mobile Food Outlet within the limits of the Municipality of West Elgin unless and until the operator has obtained a separate license for each Mobile Food Service Premises, as issued under the provisions of this by-law. Such licence must be posted in a visible spot.
- 4.2. No person shall operate a Mobile Food Outlet on municipal public property, unless in conjunction with a municipally approved event.
- 4.3. No person shall operate a Mobile Food Outlet within 150 m of a restaurant.
- 4.4. No person shall operate a Mobile Food Outlet on private property without the written consent of the property owner.
- 4.5. No person shall operate a Mobile Food Outlet on a sidewalk or boulevard adjacent to a public highway.
- 4.6. No person shall operate a Mobile Food Service Premises, the sanitary condition of which is not satisfactory to any public health inspector.
- 4.7. No person shall operate a Mobile Food Service Premises, which has not been approved by a public health inspector prior to commencement of operation in the calendar year which the premises is set to operate.
- 4.8. No person shall operate a Mobile Food Outlet which has not been inspected by the West Elgin Fire Chief or his/her designate prior to commencement of operation in the calendar year which the premises is set to operate.

4.9. All Mobile Food Outlets must conform to all Municipal By-Laws.

5. Application

5.1. Every application for a licence shall be in the form as shown in attached Schedule "A", which forms part of this by-law and shall provide any other information relating to the application as required by the Municipality.

5.2. Every application for a Mobile Food Outlet shall:

5.2.1. provide written consent of property owner

5.2.2. be accompanied by the required licence fee

5.2.3. be accompanied by Mobile Food Premises Inspection Report R.R.O. 1990, Regulation 562, signed by the Southwest Public Health Official

5.2.4. be accompanied by proof of insurance in accordance with Section 7 of this by-law

5.2.5. be accompanied by a current Mobile Food Service Equipment (MFSE) Annual Inspection Certificate for MFSE's from Technical Standards & Safety Equipment (TSSA)

5.2.6. Signed Inspection from West Elgin Fire Chief or his/her designate

5.3. Applications shall be processed and approved by the Clerk and/or his/her designate.

6. Fees

6.1. A licence fee shall be charged on an annual basis in accordance with Fees and Charges By-Law, as amended.

6.2. No application shall be reviewed or issues a licence unless fees have been paid in full.

7. Insurance

The licensee shall provide the Municipality of West Elgin with a valid insurance certificate of a minimum of two million dollars (\$2,000,000.00) liability insurance.

8. Enforcement

Any person who contravenes any provision of this by-law is guilty of an offence and is liable to a fine as provided for in Part One the *Provincial Offences Act*.

9. Enactment

This by-law shall come into force and effect upon the final passing thereof.

Read a first and second time this _____

Read a third time and passed this _____

Duncan McPhail
Mayor

Jana Nethercott
Clerk

DRAFT

BY-LAW 2018-____
APPLICATION FOR MOBILE FOOD SERVICE PREMISES

Name of Applicant: _____

Address of Applicant: _____

Telephone No: _____ **Email:** _____

Location of Mobile Food Service: _____

Documents Attached:

- License Fee (\$50.00 per Mobile Food Service Premises)
- Motor Vehicle Registration
- Photograph of Mobile Food Service Premises
- Proof of Insurance
- Written Permission from Property Owner
- Mobile Food Service Equipment (MFSE) Annual Inspection Certificate from TSSA

West Elgin Fire Department

I hereby certify that I or an authorized officer of this department have inspected the Mobile Food Service Premises within the last three (3) months and confirm that it conforms to applicable sections of the Ontario Fire Code.

Date: _____

Signature: _____
Fire Chief

I hereby certify that all the information contained in this form is true and accurate to the best of my knowledge.

Signature of Applicant

Date

Office Use Only

Licence No: _____

Date Issued: _____

Personal information collected on this form is collected under the authority of the Municipal Act, 2001 and will be used for the purpose of creating a record of Mobile Food Service Premises licences. Questions about this collection should be directed to the Clerk of the Municipality of West Elgin at 22413 Hoskins Line, Rodney Ontario, N0L 2C0, 519-785-0560.



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

March 29, 2021

At the Regular Meeting of Council on March 25, 2021 the Council of the Municipality of West Elgin passed the following Resolution:

Resolution No. 2021- 98

Moved: Councillor Tellier

Seconded: Councillor Rowe

That West Elgin Council hereby receives the report from J. Nethercott, Clerk re:
Proposed licensing of Mobile Food Outlets or Food Trucks; and

That West Elgin Council here by direct staff to bring forward a housekeeping zoning amendment to allow Mobile Food Outlets in the Commercial 2 Zone; and

That staff further investigate issues surrounding parking and bring forward a recommendation for a public meeting regarding the possibility of licensing mobile food outlets at a future meeting.

Carried

Jana Nethercott
Clerk

The Corporation of the Municipality of West Perth

By-law 69-2017

Being a By-law to licence Refreshment Vehicles and regulate Refreshment Vehicles within the Municipality of West Perth

Whereas under Subsection 8(3) of the Municipal Act, 2001, a by-law respecting a matter may,

(a) regulate or prohibit the matter; (b) require persons to do things respecting the matter; and (c) provide for a system of licences respecting the matter;

Whereas under Subsection 11(2) of the Municipal Act, 2001, a municipality may exercise its licensing powers for the purpose of consumer protection and to protect the health and safety of the general public;

Whereas under Section 151 of the Municipal Act, 2001, a municipality may provide for a system of licences with respect to any business wholly or partly carried on within the municipality, including the sale or hire of goods or services on an intermittent or onetime basis;

Whereas Section 391 of the Municipal Act, 2001 enables a municipality to pass a by-law imposing fees or charges for services or activities provided or done by or on behalf of it; and

Whereas the Council of the Corporation of the Municipality of West Perth deems it appropriate to update the Refreshment Vehicle licensing regulations.

Now therefore, the Council of The Corporation of the Municipality of West Perth hereby enacts as follows:

1. Definitions

In this by-law,

- a. **Applicant** means a Person seeking a Licence or renewal of a Licence and is the Person who is managing or responsible for the overall operations of a Refreshment Vehicle;
- b. **Charitable organization** means an organization which is created primarily for a charitable object or purpose in Ontario, is operated not for profit, and includes a religious organization or minor sports group;
- c. **Eating Establishment** has the same meaning as an eating establishment or restaurant as defined in the Municipality's Zoning By-law;
- d. **Fire Chief** means the Fire Chief of the Municipality or an authority having designation in accordance with the Fire Protection and Prevention Act, 1997;
- e. **Health Inspector** means a Public Health Inspector acting under the direction of the Perth District Health Unit Medical Officer of Health;
- f. **Highway** shall have the same meaning as in the Highway Traffic Act, R.S.O. 1990, c. H.8;
- g. **Licence** means a licence issued by the Municipal Clerk to operate a Refreshment Vehicle in accordance with this By-law;
- h. **Licensee** means a Person to whom a Licence has been issued and shall include any Person operating a licenced Refreshment Vehicle;
- i. **Mobile Barbecue** means an open-air barbecue affixed to a cart which is on wheels or is capable of being moved from place to place by a person on which food is prepared and sold or offered for sale to the public;
- j. **Motor Vehicle** means a Motor Vehicle as defined in the Highway Traffic Act, R.S.O. 1990.
- k. **Municipal Act, 2001** means the Municipal Act, 2001, S.O. 2001, c.25;
- l. **Municipal Clerk** means the Clerk of the Municipality or a designate;

- m. **Municipality** means The Corporation of the Municipality of West Perth or the geographic area of West Perth, as the context requires;
- n. **Officer** means an Ontario Provincial Police Officer as defined in the Police Services Act, R.S.O. 1990, and shall include a Municipal Bylaw Enforcement Officer, whose duties include the enforcement of this By-law, including a Fire Prevention Officer, Fire Chief, or any Assistant(s) to The Fire Marshal;
- o. **Person** includes an individual, association, firm, partnership, corporation, trust, organization, trustee or agent, and their heirs, executors or legal representatives;
- p. **Refreshment** includes any form of food or drink intended for human consumption;
- q. **Refreshment Vehicle**, also commonly known as a Food Truck, a commercial operation from which food is cooked and/or refreshments prepared, carried and offered for sale for consumption to the general public, and shall include a conveyance provided with or without wheels or runners used for the carriage of persons or goods and shall include, but not be limited to a car, truck, trailer, motorcycle, cart, carriage, container, wagon, snowmobile or all-terrain vehicle;
- r. **Special Community Events** shall mean a special event or any event that has been sanctioned as a Community Event of Municipal Significance by resolution of Council;
- s. **Special Event** means an event held in the Municipality for which a special events permit has been issued by the Municipality or which has been sanctioned by the Municipality;
- t. **Trailer** means a Trailer as defined in the Highway Traffic Act, R.S.O. 1990;
- u. **Zone** means a Zone as defined in the Municipality of West Perth's Zoning By-law, as amended from time to time.

2. General

Prohibitions

- 2.1. No Person shall operate a Refreshment Vehicle in the Municipality without a Licence.
- 2.2. No Person shall operate a Refreshment Vehicle with a suspended or revoked Licence.
- 2.3. Every Licensee shall conform to the requirements and conditions of the Licence throughout the Licence term.
- 2.4. No Person shall obstruct an Officer during the performance of a duty under this By-law.
- 2.5. No Person shall sell Refreshments from a Refreshment Vehicle between the hours of 11:00 p.m. and 7:00 a.m.
- 2.6. Every Person providing Refreshments from a Refreshment Vehicle shall do so in accordance with the Health Protection and Promotion Act, R.S.O. 1990, c.H.7, as amended, and regulations made thereunder and any successor legislation in substitution thereof.

Licensing Procedures

- 2.7. Every application for a Licence shall be completed and submitted on forms prescribed by the Municipal Clerk.
- 2.8. A Licence is not transferrable.
- 2.9. Licences are valid from the date of issuance and expire on December 31st of each year, unless revoked or suspended.
- 2.10. Licences will not be prorated.

- 2.11. The Municipal Clerk shall refuse to issue or renew a Licence where:
- 2.11.1. The application for a Licence fails to meet the requirements for issuance set forth in this by-law or any other Municipality by-law or applicable regional by-law or provincial or federal law.
 - 2.11.2. The Applicant is not at least 18 years of age without written consent of the parent or guardian;
 - 2.11.3. The application is incomplete;
 - 2.11.4. The Licence was issued in error;
 - 2.11.5. The prescribed fee has not been paid;
 - 2.11.6. The Applicant has submitted false information in support of the application;
 - 2.11.7. An Officer or Health Inspector, by way of inspection, has determined that the Refreshment Vehicle is not in compliance with this By-law.

Licensing Requirements

- 2.12. Every Licence application to operate a Refreshment Vehicle shall include:
- 2.12.1. An application fee as prescribed in the current General Fees and Charges By-Law;
 - 2.12.2. A photograph of the Refreshment Vehicle;
 - 2.12.3. A copy of the Motor Vehicle or Trailer registration, if applicable;
 - 2.12.4. If a Motor Vehicle, a valid safety standards certificate issued by a provincially authorized Motor Vehicle inspection mechanic certifying that the Motor Vehicle to which the licence application relates complies in all respects with the applicable equipment and performance standards set out in the regulations made under the Highway Traffic Act, R.S.O. 1990, c.H.18, as amended, or any successor legislation in substitution thereof;
 - 2.12.5. Indemnification and proof of Commercial General Liability insurance in the amount of two million dollars (\$2,000,000), and naming the Municipality as an additional insured.
 - 2.12.5.1 Proof of Automobile Liability insurance in the amount of two million dollars (\$2,000,000), coverage against claims for bodily injury and/or property damage for all licenced vehicles and equipment owned or leased by the Applicant, if applicable;
 - 2.12.5.2 All renewal certificates for such insurance shall be provided thirty (30) days prior to the expiry of the insurance during the term;
 - 2.12.5.3 The Corporation of the Municipality of West Perth may require additional types of insurance coverage or higher limits of insurance coverage as determined by the Municipal Clerk.
 - 2.12.6. A current proof of inspection and approval in writing from the Perth District Health Unit;
 - 2.12.7. Approved Mobile Food Service Equipment Inspection Self Checklist from the West Perth Fire Department;
 - 2.12.8. Where the Refreshment Vehicle is fitted with propane or natural gas, a current certificate issued within thirty (30) days of the date of the Refreshment Vehicle licence application, on the prescribed TSSA

Application for Field Approval of Mobile Food Service Equipment, by a provincially authorized propane or natural gas fitter, as the case may be, certifying that the Refreshment Vehicle complies with the applicable equipment and performance standards as prescribed by the Province of Ontario; and

- 2.12.9. The Municipal Clerk may impose conditions not specified in this By-law as a requirement of obtaining or renewing a Licence.

Licencing Renewal Requirements

- 2.13. Every renewal Licence application to operate a Refreshment Vehicle shall meet the applicable licencing requirements and be accompanied by a renewal fee.

Operating Requirements

- 2.14. Every Licensee shall produce the Licence issued in accordance with this By-law when requested to do so by an Officer or Health Inspector.
- 2.15. Every Licensee shall affix the Licence to the Refreshment Vehicle so it is clearly visible to the public and customers at all times.
- 2.16. The Refreshment Vehicle and immediate surrounding location shall be kept in a clean and sanitary condition at all times.
- 2.17. Every Licensee shall equip the Refreshment Vehicle with a garbage receptacle of sufficient size to accommodate all waste material generated by the operation of the Refreshment Vehicle.
- 2.18. Every Refreshment Vehicle shall be equipped with a fire extinguisher that is maintained in good working order and has been approved for such use by the Fire Chief.

Location Requirements

- 2.19. No Person shall operate a Refreshment Vehicle within 60 metres of a school unless authorized to do so by the applicable school board.
- 2.20. No Person shall operate a Refreshment Vehicle within 60 metres from the front entrance of an Eating Establishment.
- 2.21. No person shall operate a Mobile Food Service Equipment /Refreshment Vehicle within 30 metres of a re-fueling station or any other volatile environment.
- 2.22. No Person shall operate a Refreshment Vehicle at a Special Event or within 100 metres of the Special Event unless the event organizer has approved the Refreshment Vehicle as a vendor at the Special Event.
- 2.23. No Person shall operate a Refreshment Vehicle on property owned or managed by the Municipality, unless the Refreshment Vehicle has been awarded the rights to operate at that location by the Municipality.
- 2.23.1. A Refreshment Vehicle authorized to operate at a Municipally owned or operated location shall not be subject to setback requirements for schools or eating establishments.
- 2.24. No Person shall operate a Refreshment Vehicle on a Highway, unless:
- 2.24.1. The Municipality or other applicable road authority has authorized a portion of the Highway for that purpose.
- 2.25. No Person shall operate a Refreshment Vehicle in a Residential Zone, unless:

- 2.25.1. The Refreshment Vehicle is servicing an active construction site for no longer than thirty (30) minutes.
- 2.26. No Person shall operate a Refreshment Vehicle from a location unless the Licensee has obtained the land owner or property manager's permission.
- 2.27. The Licensee shall comply with all Municipal by-laws, including, but not limited to Zoning By-laws and Property Standards By-Law, and comply with all provincial and federal legislation.
- 2.28. Every Licensee shall keep a location log for each day the Refreshment Vehicle is operating that includes a note for each stop made by the Refreshment Vehicle for the purpose of preparing or offering food for sale, and the date, time, duration, and location of the stop.
- 2.28.1. Upon request of an Officer, the Licensee shall immediately produce this location log.

3. Enforcement and Penalties

Inspections

- 3.1. An Officer may, at any reasonable time, enter upon any property for the purpose of carrying out an inspection to determine whether or not the provisions of this by-law have been complied with.
- 3.2. No person shall prevent hinder or interfere or attempt to prevent hinder or interfere with an inspection undertaken by an Officer.

Revoke, Suspend or Cancel a Licence

- 3.3. The Municipal Clerk may revoke, suspend, or cancel a Licence if the Licensee fails to comply with any provision of this by-law and such noncompliance is not remedied following notice from the Municipality specifying the particulars of the noncompliance.

Offences and Penalties

- 3.4. Every person who contravenes any provision of this By-law is guilty of an offence and upon conviction is liable to a fine pursuant to the provisions of the Provincial Offences Act, R.S.O. 1990, c. P.33 and/or the Municipal Act, 2001.

Ultra Vires

- 3.5. It is hereby declared that notwithstanding that any section of this By-law, or parts thereof, may be found by any court of law to be invalid or beyond the power of the Council to enact, such section or sections or parts thereof shall be deemed to be severable and that all other sections or parts of this By-law are separate and independent therefore and enacted as such.

Conflict

- 3.6. In the event of a conflict between any provision of this By-law and any other By-law in effect in the Municipality of West Perth or with any other law, statute or regulation applying to the Municipality, the more restrictive requirement shall apply.

4. Appeal Process

- 4.1. The Clerk shall provide in writing to the Applicant or Licensee the particulars for refusing to issue, refusing to renew a license or revoking, suspending or cancelling a license including information regarding the Appeal Process as outlined in Section 3 to this By-law.

- 4.2 When an Applicant or Licensee is not entitled to a License as set out in Sections 3 of this By-law, the Applicant or Licensee may appeal this decision and request a hearing to the Council of the Municipality of West Perth, within 14 days of the decision.
- 4.3 Upon receipt of a written request from an Applicant or Licensee for a hearing, the Clerk shall provide the Applicant or Licensee with written notice of the date, time and location of the hearing and such notice shall be provided at least twenty days prior to such hearing.
- 4.4 The provisions of the Statutory Powers and Procedures Act, R.S.O. 1990, Chapter S.22, or any successor thereof, shall apply to all hearings conducted by Council under this By-law.
- 4.5 If the Applicant or Licensee who has been sent notice of the hearing does not appear at the appointed time and place of the hearing, Council may proceed with the hearing in the absence of the Applicant or Licensee.
- 4.6 Council may uphold or vary the recommendation of the Clerk or do any act or make any decision and the Applicant or Licensee shall not be entitled to any further hearing on the matter before Council and the decision of Council shall be final.
- 4.7 The Council of the Municipality of West Perth may, by Resolution, delegate the holding of the aforesaid Hearing to a Appeal Committee of Council.

5. Exemptions

- 5.1 Notwithstanding Section 2.1 of this By-law, a Licensee of a Refreshment Vehicle shall be permitted to operate in a Public Park in conjunction with and during a Special Community Event provided written approval has been obtained from the Municipality in advance.
- 5.2 The provisions of the By-law shall not apply to a mobile barbecue operated in connection with a charitable fundraising event, or a community event held on a Municipal property, or where written approval has been obtained from the Municipality in advance.

6. Short Title

The short title of this by-law shall be the “Refreshment Vehicle By-law”

7. Effective Date

This By-law comes into full force and effect on the date of its passing.

Read a first and second time this day of 24th day of July, 2017

Read a third and final time and finally passed this 24th day of July, 2017

Mayor Walter McKenzie

Clerk Carla Preston

The Municipality of West Perth

By-law 69-2017

Being a By-law to Licence Refreshment Vehicles and
regulate Refreshment Vehicles with the Municipality of West Perth

Part I – Provincial Offences Act

Item	Column 1 Short Form Wording	Column 2 Provision Creating or Defining Offence	Column 3 Set Fine
1.	Operating a Refreshment Vehicle without a licence.	2.1	\$350.00
2.	Operating a Refreshment Vehicle with a suspended or revoked licence.	2.2	\$350.00
3.	Obstructing an Officer during performance of a duty.	2.4	\$350.00
4.	Operating a Refreshment Vehicle at a prohibited time.	2.5	\$350.00
5.	Operating a Mobile Food Service Equipment/Refreshment Vehicle within 60 metres of a school without authorization.	2.19	\$350.00
6.	Operating a Refreshment Vehicle with 60 metres of an Eating Establishment.	2.20	\$350.00
7.	Operating a Mobile Food Service Equipment/Refreshment Vehicle within 30 metres of a re-fueling station or volatile environment.	2.21	\$350.00
8.	Operating a Refreshment Vehicle at a Special Event or within 100 metres of Special Event without authorization.	2.22	\$350.00
9.	Operating a Refreshment Vehicle on municipal property without authorization.	2.23	\$350.00
10.	Operating a Refreshment Vehicle on a highway.	2.24	\$350.00
11.	Operating a Refreshment Vehicle in a Residential Zone.	2.25	\$350.00
12.	Operating a Refreshment Vehicle from location without property authorization.	2.26	\$350.00

Note the general penalty provision for the offences listed above is Section 3 of By-law 69-2017, a certified copy of which has been filed,
and Section 61 of the Provincial Offences Act, R.S.O. 1990, c.P.33, as amended.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: Reserve and Reserve Fund Policy

Recommendation:

That West Elgin Council hereby receives the report from M. Badura re: Reserves and Reserve Funds Policy and that West Elgin council approves the policy as presented; and

That a new Reserve Fund entitled Arena Facility Upgrades (01-3000-3040) be created to be used to transfer Kraft Hockeyville funds and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled Arena Dehumidification System (01-3000-3042) be created to be used to transfer money to reserves and accumulate interest at the rate the municipality earns from the financial institution;

That a new Reserve Fund entitled “Playground Equipment – Rodney Park” (01-3000-3041) be created to be used to transfer donations received throughout the year.

That a new Reserve Fund entitled “Parks & Recreation – Pool” (01-3000-3043) be created to be used to transfer donation received from Rodney Cemetery Board.

That a new Reserve Fund entitled “Municipal Buildings – Old Town Hall Washroom Fund” (01-3000-3044) to be used to transfer donations received from Rodney Cemetery Board.

That the Federal Gas Tax Reserve Funds (01-3000-3101) be renamed to “Canada Community Building Fund Reserve Fund”;

That the RES- WL COMM IMPROVEMENT (01-3000-3012) be renamed to “West Lorne Main Street Reconstruction Reserve Fund”.

That \$40,940.66 be transferred from the RES – Prior Year’s Capital (01-3000-3030) to the Contingencies Reserve (01-3000-3002); and \$150,000.00 be transferred to Arena Facility Upgrades (01-3000-3040) (Res. 2023-117); and close depleted account RES – Prior Year’s Capital (01-3000-3030);

That depleted Reserves – Safe Restart Funding (01-3000-3015) be closed;

That depleted Reserves – 2021 COVID-19 Recovery funding (01-3000-3038) be closed; and

That depleted Reserves – RES-HAVEN LAKE ROAD (01-300-3026) be closed.

Purpose:

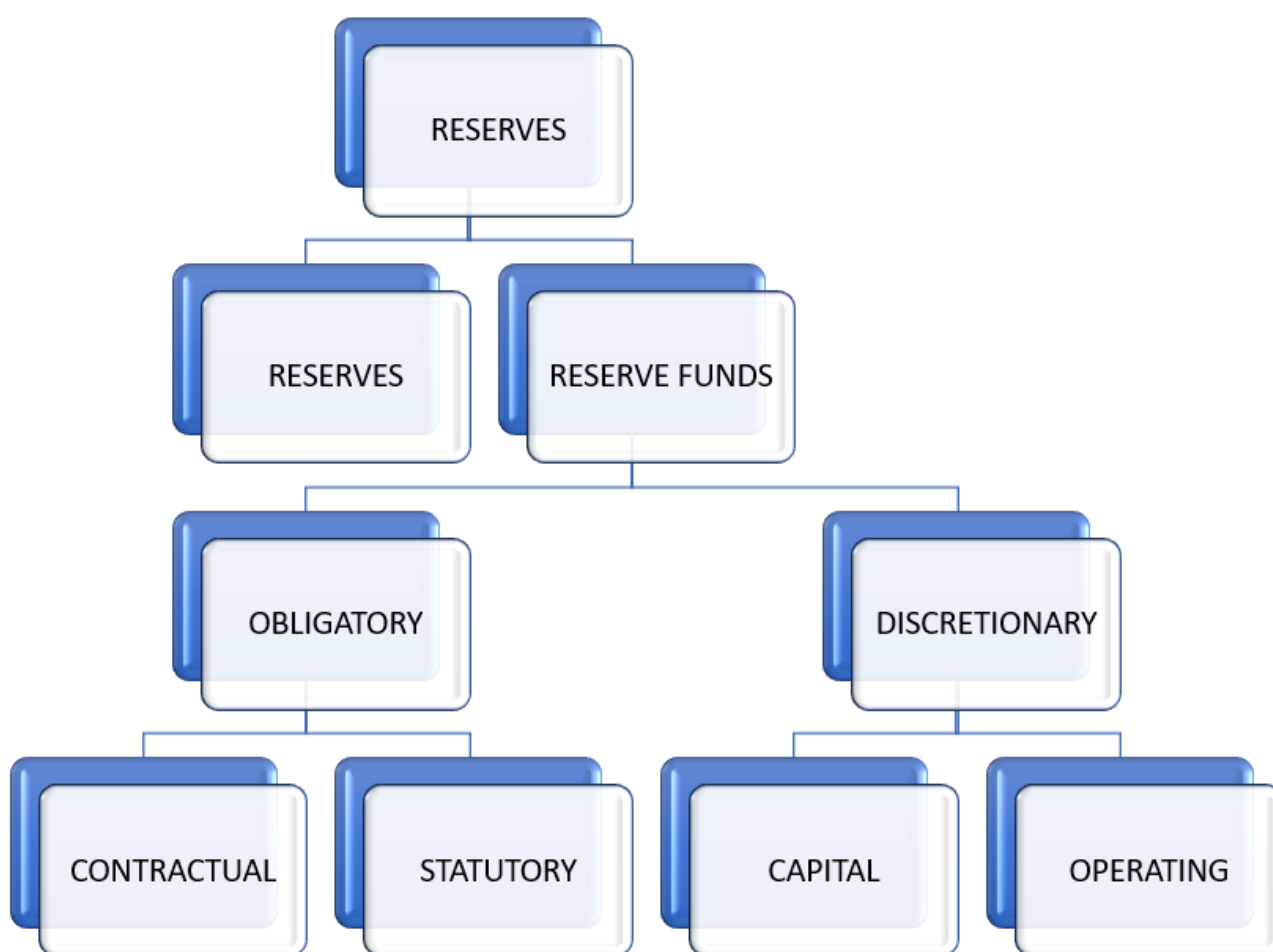
The purpose of this report is to provide council with the clarification on the questions that have been raised during regular session of council meeting on November 23, 2023.

Background:

At the last regular meeting of council the following questions and concerns have been raised:

1. In Sec. 4.0 Definitions were lacking clarity – in order provide clarity to definitions Schedule A: Classifications and Categories of Reserves chart has been created.

Schedule A: Classification and Categories of Reserves.



2. In Sec. 6.0 under Roles and Responsibilities; integrate specific protocols with respect to some of the responsibilities. It was suggested to develop regular review of the policy. Reference was made to *Sec. xiv "Ensuring a review and report to Council of the adequacy and continuing need for reserves and reserve funds is undertaken when deemed necessary"*; deemed necessary was replaced with at least annually.

3. *Sec. 7.2 – 2 Reserves for large or lumpy periodic or one-time payments (e.g. Roads Capital);* was replaced with lump-sum.
4. *Sec. 10 – require reference to the municipal act.*
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:
 - A direct contribution to a reserve or reserve fund, such as parkland fees, or a settlement in account of prior year events.
 - Transfers that are the direct result of the year end surplus/deficit.
 - 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 Treasurer.

Yearly budget, local municipalities

290 (1) For each year, a local municipality shall, in the year or the immediately preceding year, prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality, including,

- (a) amounts sufficient to pay all debts of the municipality falling due within the year;
- (b) amounts required to be raised for sinking funds or retirement funds; and
- (c) amounts required for any board, commission or other body. 2001, c. 25, s. 290 (1); 2006, c. 32, Sched. A, s. 120 (1).

Exception

(1.1) Despite subsection (1), a budget for a year immediately following a year in which a regular election is held, may only be adopted in the year to which the budget applies. 2006, c. 32, Sched. A, s. 120 (2).

Detail and form

(2) The budget shall, in such detail and form as the Minister may require, set out the following amounts:

1. The estimated revenues, including the amount the municipality intends to raise on all the rateable property in the municipality by its general local municipality levy and the amount it intends to raise on less than all the rateable property in the municipality by a special local municipality levy under section 312.
2. The estimated portion of the estimated revenues described in paragraph 1, if any, to be paid into the municipality's reserve, sinking and retirement funds.
3. The estimated expenses, subject to any regulation made under clause 292 (2) (a).
4. The estimated portion of the estimated expenses described in paragraph 3, if any, to be paid out of the municipality's reserve, sinking and retirement funds. 2009, c. 18, Sched. 18, s. 2.

Reserve fund adjustment

(3) The total calculated under paragraph 1 shall be at least equal to the total calculated under paragraph 2:

1. The amount described in paragraph 1 of subsection (2), added to the amount described in paragraph 4 of subsection (2).
2. The amount described in paragraph 2 of subsection (2), added to the amount described in paragraph 3 of subsection (2). 2009, c. 18, Sched. 18, s. 2.

Allowance

(4) In preparing the budget for a year, the local municipality,

- (a) shall not include in the estimated revenues described in paragraph 1 of subsection (2) the estimated proceeds of any borrowing during the year;
- (b) shall treat as estimated revenues any surplus of any previous year that resulted because,
 - (i) revenues for that year were greater than the amount described in paragraph 1 of subsection (2) for that year, or
 - (ii) expenses for that year were less than the amount described in paragraph 3 of subsection (2) for that year;
- (c) shall provide for any deficit of any previous year that resulted because,
 - (i) revenues for that year were less than the amount calculated by deducting for that year the amount described in paragraph 2 of subsection (2) from the amount described in paragraph 1 of subsection (2), or
 - (ii) expenses were incurred by the municipality that were not in the budget for that year and were not paid for that year from a reserve, sinking or retirement fund;
- (d) shall provide for the cost of the collection of taxes and any abatement or discount of taxes;
- (e) shall provide for taxes and other revenues that in the opinion of the treasurer are uncollectible and for which provision has not been previously made;
- (f) may provide for taxes and other revenues that it is estimated will not be collected during the year; and
- (g) may provide for such reserve funds as the municipality considers necessary. 2009, c. 18, Sched. 18, s. 2.

(5) REPEALED: 2017, c. 10, Sched. 1, s. 37.

Yearly budget from boards, etc.

(6) Despite any other Act, for the purpose of preparing and adopting its budget for a year, the local municipality may by by-law require that the year's budget of every board, commission or other body, other than an upper-tier municipality or school board, for which the municipality is required by law to levy a tax or provide money, be submitted to the municipality on or before a date specified by the local municipality, and that the budget shall be in such detail and form as the by-law provides. 2009, c. 18, Sched. 18, s. 2.

Legislation Act, 2006

(7) Part III (Regulations) of the *Legislation Act, 2006* does not apply to a requirement of the Minister under subsection (2). 2009, c. 18, Sched. 18, s. 2.

Definition

(8) In this section,

Reserve funds

417 (1) If a local board, conservation authority or any other body exercising a power with respect to municipal affairs under any Act in unorganized territory does not have power under another Act or another section of this Act to establish and maintain a reserve fund, it may, under this subsection, provide in its budget for the establishment or maintenance of a reserve fund for any purpose for which it has authority to spend money. 2006, c. 32, Sched. A, s. 181; 2009, c. 34, Sched. I, s. 22.

Approval

(2) If the approval of a municipality is required by law for a capital expenditure or the issue of debentures by or on behalf of a local board, the local board must obtain the approval before providing for a reserve fund for those purposes in its budget. 2001, c. 25, s. 417 (2).

Investment

(3) The money raised by a body exercising a power with respect to municipal affairs under any Act in unorganized territory for a reserve fund shall be paid into a special account and may be invested only in the securities or classes of securities prescribed. 2001, c. 25, s. 417 (3).

Expenditure of reserve funds

(4) A municipality may by by-law provide that the money raised for a reserve fund established under subsection (1) may be spent, pledged or applied to a purpose other than that for which the fund was established. 2001, c. 25, s. 417 (4).

Regulations

(5) The Lieutenant Governor in Council may make regulations prescribing securities or classes of securities for the purpose of subsection (3). 2001, c. 25, s. 417 (5).

It was determined that no additional reference to the Municipal Act is required as the information is already included under Sec. 3.0 References.

Sec. 15 Temporary Borrowing – should there be a timeline set?

Temporary borrowing is allowed to cover a reserve short-term deficit and to fund expenditures or operating cash flow deficiencies to avoid external temporary borrowing costs. For example, transferring money from reserves to pay for the large project until funding is received.

Financial Implications:

None

Policies/Legislation:

Policy AD 3.5

Respectfully submitted by,
Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	2023 Reserve and Reserve Fund Policy - 2023-45-Administration Finance.docx
Attachments:	- Reserve Schedule - Draft Copy.pdf
Final Approval Date:	Dec 19, 2023

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

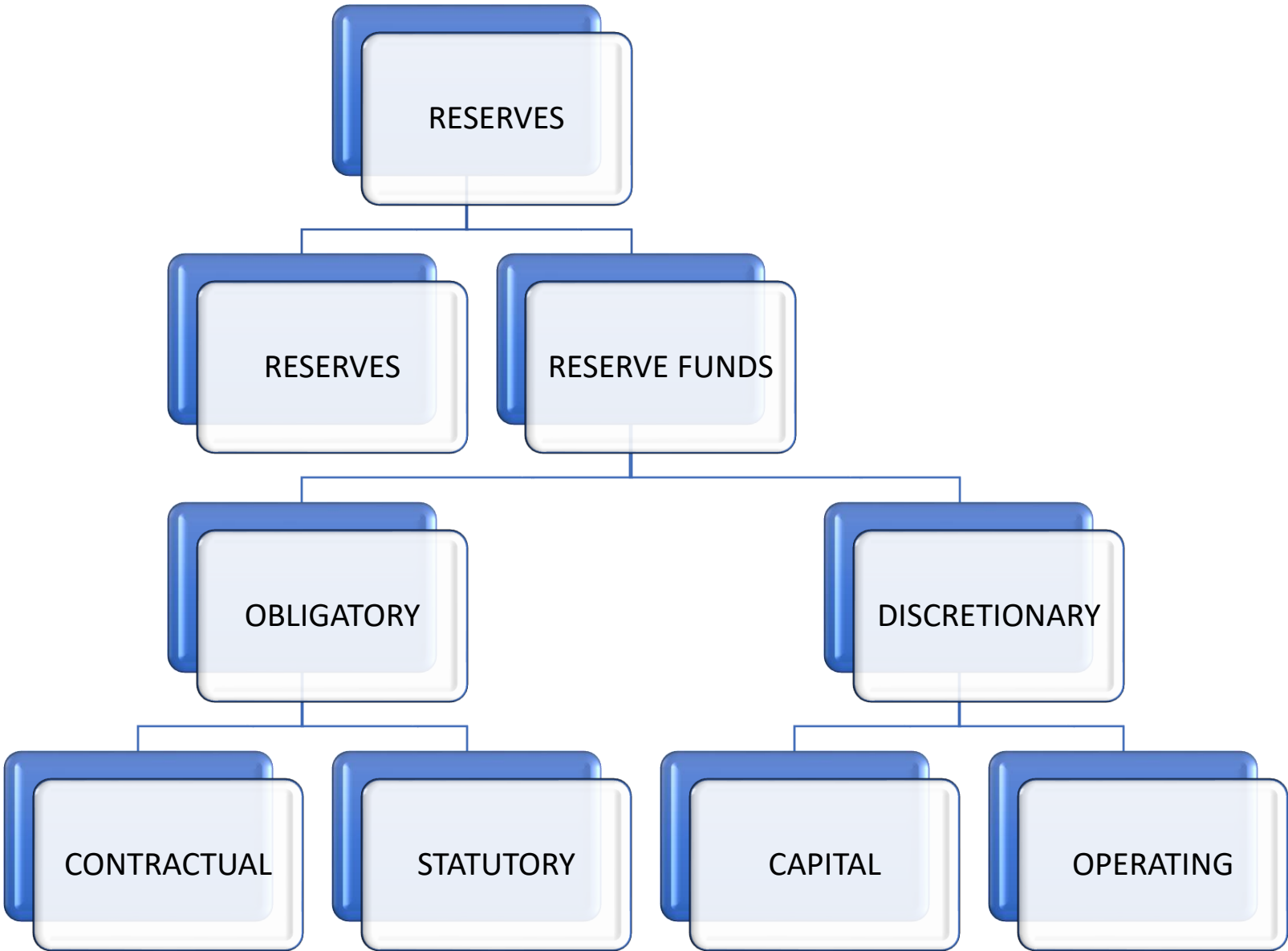
Terri Towstiuc

Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserves	01-3000-3001	Working Capital	For operating cash flow during the year to offset the needs to borrow.
Reserves	01-3000-3014	Tax Rate Stabilization	For smoothing operating budget spikes.
Reserves	01-3000-3002	Contingencies	Funds used for major unforeseen circumstances.
Reserves	01-3000-3036	Animal Control	Established to assist with future cost of Animal Control services.
Reserves	01-3000-3016	Building Department Surplus	Established from an annual surplus to cover building department future contingencies, capital investments, or unforeseen expenses.
Reserves	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.
Reserves	01-3000-3027	Election	Established to address unforeseen circumstances, challenges, or additional needs that may arise during the planning, conduct, and aftermath of elections.
Reserves	01-3000-3004	Fire Equipment	Established for fire fighting and emergency equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3020	Fire Communication	Established for future replacement of fire emergency communication equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3018	West Lorne Heritage Homes Hub	Established for Phase 2 construction (municipal works)
Reserves	01-3000-3022	Downtown Improvement	Established to revitalize the downtown areas of both villages.
Reserves	01-3000-3023	Insurance	Established for the purpose of providing financial protection, ensuring compliance with regulations, and contributing to the overall resilience and stability.
Reserves	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.
Reserves	01-3000-3030	Prior's Year Capital	Established for the purpose of completing miscellaneous capital projects. Proposed for consolidation to Asset Management.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	01-3000-3015	Reserves - Safe Restart Funding	Established according to the Transfer Payment Agreement.
Reserve Fund - Obligatory	01-3000-3038	Reserves - 2021 COVID-19 Recovery Funding	Established according to the Transfer Payment Agreement.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	01-3000-3102	RES - PROVINCIAL GAS TAX	Established for future replacement of Four Counties Transit Bus.

Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserve Fund - Discretionary	01-3000-3007	RES-WASTE MANAGEMENT	Established for the purpose of covering the cost associated with the landfill closure.
Reserves	01-3000-3024	RES-MUNICIPAL BUILDINGS	For construction, maintenance, or renovation of municipal buildings (217 Furnival Rd. & 22413 Hoskins Line)
Reserves	01-3000-3035	Reserves - Rodney Library	
Reserves	01-3000-3034	Reserves - West Lorne Complex	
Reserves	01-3000-3005	RES-RECREATION	Established for the purpose of constructing multi-sports courts.
Reserves	01-3000-3011	RES - MARINA/WASHROOMS	Established for the purpose of capital improvements.
Reserves	01-3000-3017	RES-TRAILER PARK	To ensure financial stability and address the costs associated with capital replacement.
Reserves	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.
Reserves	01-3000-3006	RES-PARKLAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3026	RES-HAVEN LAKE ROAD	Established in 2016; funds received from the sale of Haven Lake Road.
Reserves	01-3000-3010	Reserves - Developments	Established for development study.
Reserves	01-3000-3012	RES - WL COMM IMPROVEMENT	Earmarked for West Lorne.
Reserves	01-3000-3019	RES-CN-RODNEY PARK LAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3028	Reserves - Planning - Official Plan	To cover the cost associated with Official Plan updates.
Reserves	01-3000-3021	RES-POLICING	Funds set aside to cover potential increases without facing unexpected financial challenges.
Reserves	01-3000-3003	RES-ROADS	Established for the future replacement of Public Works Capital Equipment
Reserves	01-3000-3031	County Roads Reserves	Established from an annual surplus to cover County Roads future deficit.
Reserve Fund - Discretionary	01-3000-3201	DISC RESERVES - RODNEY SEWAGE	Restricted use for sewer replacement and maintenance.
Reserve Fund - Discretionary	01-3000-3040	Arena Facility Upgrades	Funds received from Kraft Hockeyville and earmarked for changerooms expansion. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3041	Playground Equipment - Rodney Park	Established for the purpose of purchase and construction of playground equipment in Rodney.
Reserve Fund - Discretionary	01-3000-3042	Dehumidification System	Requested by West Elgin Community Centre Board of Management to purchase and install dehumidification system in the arena. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3043	Parks & Recreation - Pool	Funds received from Rodney Cemetery Board.
Reserve Fund - Discretionary	01-3000-3044	Municipal Buildings - Old Rodney Town Hall Washroom Fund	Funds received from Rodney Cemetery Board.



Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserve Fund - Discretionary	01-3000-3007	RES-WASTE MANAGEMENT	Established for the purpose of covering the cost associated with the landfill closure.
Reserve Fund - Discretionary	01-3000-3040	Arena Facility Upgrades	Funds received from Kraft Hockeyville and earmarked for changerooms expansion. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3041	Playground Equipment - Rodney Park	Established for the purpose of purchase and construction of playground equipment in Rodney.
Reserve Fund - Discretionary	01-3000-3042	Dehumidification System	Requested by West Elgin Community Centre Board of Management to purchase and install dehumidification system in the arena. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3043	Parks & Recreation - Pool	Funds received from Rodney Cemetery Board.
Reserve Fund - Discretionary	01-3000-3044	Municipal Buildings - Old Rodney Town Hall Washroom Fund	Funds received from Rodney Cemetery Board.
Reserve Fund - Discretionary	01-3000-3201	DISC RESERVES - RODNEY SEWAGE	Restricted use for sewer replacement and maintenance.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	01-3000-3101	Canada Community Building Fund Reserve	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.
Reserve Fund - Obligatory	01-3000-3102	RES - PROVINCIAL GAS TAX	Established for future replacement of Four Counties Transit Bus.
Reserves	01-3000-3001	Working Capital	For operating cash flow during the year to offset the needs to borrow.
Reserves	01-3000-3002	Contingencies	Funds used for major unforeseen circumstances.
Reserves	01-3000-3003	RES-ROADS	Established for the future replacement of Public Works Capital Equipment
Reserves	01-3000-3004	Fire Equipment	Established for fire fighting and emergency equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3005	RES-RECREATION	Established for the purpose of constructing multi-sports courts.
Reserves	01-3000-3006	RES-PARKLAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3010	Reserves - Developments	Established for development study.
Reserves	01-3000-3011	RES - MARINA/WASHROOMS	Established for the purpose of capital improvements.
Reserves	01-3000-3012	RES - WL COMM IMPROVEMENT	Earmarked for West Lorne.
Reserves	01-3000-3014	Tax Rate Stabilization	For smoothing operating budget spikes.
Reserves	01-3000-3016	Building Department Surplus	Established from an annual surplus to cover building department future contingencies, capital investments, or unforeseen expenses.
Reserves	01-3000-3017	RES-TRAILER PARK	To ensure financial stability and address the costs associated with capital replacement.
Reserves	01-3000-3018	West Lorne Heritage Homes Hub	Established for Phase 2 construction (municipal works)
Reserves	01-3000-3019	RES-CN-RODNEY PARK LAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3020	Fire Communication	Established for future replacement of fire emergency communication equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3021	RES-POLICING	Funds set aside to cover potential increases without facing unexpected financial challenges.
Reserves	01-3000-3022	Downtown Improvement	Established to revitalize the downtown areas of both villages.

Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserves	01-3000-3023	Insurance	Established for the purpose of providing financial protection, ensuring compliance with regulations, and contributing to the overall resilience and stability.
Reserves	01-3000-3024	RES-MUNICIPAL BUILDINGS	For construction, maintenance, or renovation of municipal buildings (217 Furnival Rd. & 22413 Hoskins Line)
Reserves	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.
Reserves	01-3000-3027	Election	Established to address unforeseen circumstances, challenges, or additional needs that may arise during the planning, conduct, and aftermath of elections.
Reserves	01-3000-3028	Reserves - Planning - Official Plan	To cover the cost associated with Official Plan updates.
Reserves	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.
Reserves	01-3000-3031	County Roads Reserves	Established from an annual surplus to cover County Roads future deficit.
Reserves	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.
Reserves	01-3000-3034	Reserves - West Lorne Complex	
Reserves	01-3000-3035	Reserves - Rodney Library	
Reserves	01-3000-3036	Animal Control	Established to assist with future cost of Animal Control services.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2023 YTD Financials as of November 30, 2023

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 YTD Financials as of November 30, 2023 to be received and filed.

Purpose:

To provide a Financial Report for the period of January 1 to November 30, 2023.

Background:

The enclosed financial report details the Year-to-Date account balances up to November 30, 2023. The majority of routine operating revenues and expenses are currently at around 75% of the annual budget, aligning with expectations. However, capital costs and certain project-related accounts will continue to exhibit significant variations from the annual budget until the end of the year.

It's important to note that contributions from reserves will only be recorded upon completion of projects and once the required reserve amount is determined.

Determining the year-end financial position is challenging due to several factors:

- Supplementary taxes, write-offs, County and School Board levies, and payments are not budgeted and will be finalized closer to year-end.
- Levy payments to County and School Boards occur quarterly.
- Some asset and liability accounts, such as investment entries, remain unreconciled until year-end.
- Certain expense account postings are not allocated until the end of the year.
- Capital entries, including reserve allocations, are prepared at year-end, such as amortization.
- Year-end adjustments and audit entries are finalized at the close of the year.
- Upon reviewing the report, there are currently no significant concerns with the 2023 financial position.

Financial Implications:

None

Policies/Legislation:

Report Approval Details

Document Title:	2023 YTD Financials as of November 30, 2023 - 2023-43-Administration Finance.docx
Attachments:	- Financials as of Nov 30 2023.pdf
Final Approval Date:	Dec 18, 2023

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

Terri Towstiuc

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Municipal Taxes			
01-6000-6001 Municipal Taxation	(3,957,096.85)	(4,000,266.00)	
01-6000-6040 LOCAL IMPROVEMENTS - WATER LINES	(14,048.56)	(12,087.32)	
01-6000-6041 LOCAL IMPROVEMENTS - TILE DRAINS	(22,948.11)	(22,948.11)	
01-6000-6042 LOCAL IMPROVEMENTS - MUNICIPAL DRAINS	(22,541.18)	(16,313.06)	
01-6000-6050 PIL - COMMERCIAL	(95,773.22)	(95,000.00)	
	<u>\$ (4,112,407.92)</u>	<u>\$ (4,146,614.49)</u>	
Miscellaneous Revenue and Grants			
01-6100-6101 TAX CERTIFICATES	(7,785.00)	(10,000.00)	
01-6100-6102 PHOTOCOPIES	-	(100.00)	
01-6100-6103 911 SIGNS	(475.00)	(700.00)	
01-6100-6104 BURIAL PERMITS	(1,360.00)	(4,000.00)	
01-6100-6105 MARRIAGE LICENCES	(3,215.00)	(6,500.00)	
01-6100-6106 PARKING TICKETS - ELGIN CTY	-	(8,000.00)	
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	(2,500.00)	(2,500.00)	
01-6100-6108 MISC - NSF CHEQUES-MAPS-	(1,368.61)	(500.00)	
01-6100-6110 INTEREST	(419,823.20)	(120,000.00)	Interest earned will be allocated to Reserve Funds in December.
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	(33,688.01)	(30,000.00)	
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	(41,353.50)	(40,000.00)	
01-6100-6113 Agreement - Juice Connect 5yr 2021-2026	(1,200.00)	(1,200.00)	
01-6100-6120 ADMINISTRATION FEES	(20,234.10)	(20,715.50)	
01-6100-6121 REPRINT OF TAX/WATER BILL	(165.00)	(150.00)	
01-6100-6190 REBATES	(1,219.73)	(500.00)	
01-6100-6200 GRANT - OMPF	(1,843,100.00)	(1,843,100.00)	
01-6100-6204 GRANT - OCIF	(366,035.00)	(366,035.00)	
01-6100-6208 GRANT - SUMMER STUDENT	(4,340.00)	(6,200.00)	
01-6100-6210 GRANT - ICIP: COVID Stream - Local Government	10,000.00	-	Hold back to be received at the end of the year.
01-6100-6213 GRANT - Municipal Modernization Service & Digital	-	(48,500.00)	Project to be completed in Spring of 2024
01-6100-6216 Grant - Rodney Cemetery	(45,000.00)	-	Funds received from Rodney Cemetery Board, Washrooms & Pool
01-6100-7900 TRANSFER TO RESERVES	366,035.00	366,035.00	
01-6100-7901 TRANSFER FROM RESERVES	(15,000.00)	(15,000.00)	
	<u>\$ (2,431,827.15)</u>	<u>\$ (2,157,665.50)</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Council			
01-7000-7400 WAGES	66,294.71	78,956.80	} Under budget due to vacancy
01-7000-7401 CPP EXPENSE	2,249.95	2,368.70	
01-7000-7403 EHT EXPENSE	1,292.72	1,579.14	
01-7000-7440 CONFERENCES/SEMINARS/MEETINGS	11,696.82	20,000.00	
01-7000-7442 MILEAGE	297.00	1,000.00	
01-7000-7443 MEALS	728.09	1,000.00	
01-7000-7444 RECOGNITION AWARD	225.14	15,000.00	
01-7000-7614 Legal - Integrity Commissioner	10,276.53	5,000.00	complaints submitted to integrity commissioner
01-7000-7660 OTHER SUPPLIES	4,102.01	4,000.00	
	<u>\$ 97,162.97</u>	<u>\$ 128,904.64</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Administration			
01-7010-7400 WAGES	454,803.05	552,254.49	Under budget due to vacancy
01-7010-7401 CPP EXPENSE	20,885.01	22,090.18	
01-7010-7402 EI EXPENSE	7,038.57	8,283.82	
01-7010-7403 EHT EXPENSE	10,514.48	11,045.09	
01-7010-7404 WSIB	14,066.82	17,175.11	
01-7010-7405 LIFE INSURANCE	2,227.35	3,040.89	
01-7010-7406 BENEFITS EXPENSE	26,739.14	50,048.46	
01-7010-7407 OMERS EXPENSE	43,650.65	61,359.15	
01-7010-7408 POST RETIREMENT BENEFITS	10,330.11	5,000.00	
01-7010-7411 COVID-19	(127.20)	-	
01-7010-7415 TRAINING	2,738.08	7,000.00	
01-7010-7430 WAGES TRANSFER-IN	3,572.96	-	
01-7010-7440 CONFERENCES/SEMINARS/MEETINGS	4,480.31	5,000.00	
01-7010-7441 MEMBERSHIPS & DUES	6,837.47	6,500.00	
01-7010-7442 MILEAGE	1,011.06	1,000.00	
01-7010-7443 MEALS	566.47	1,000.00	
01-7010-7444 Employee Recognition	1,186.55	1,000.00	
01-7010-7445 GRANTS/DONATIONS	21,273.60	30,000.00	
01-7010-7446 Staff Recruitment	1,901.69	1,000.00	
01-7010-7448 TAX SALES	508.80	-	
01-7010-7449 ASSET MANAGEMENT	22,992.72	20,000.00	
01-7010-7450 HEALTH & SAFETY	-	1,000.00	
01-7010-7451 MARRIAGE LICENSE	3,150.00	3,500.00	
01-7010-7452 BOOT & CLOTHING ALLOWANCE	810.48	1,950.00	
01-7010-7470 911 EMERGENCY	-	2,500.00	
01-7010-7510 Insurance - Cyber	16,200.00	16,740.00	
01-7010-7601 PHONE & INTERNET	7,658.18	7,000.00	
01-7010-7602 SOFTWARE LICENSE	44,324.11	41,500.00	
01-7010-7610 EQUIPMENT LEASES	14,540.97	12,300.00	
01-7010-7611 EQUIPMENT MAINTENANCE	2,896.26	3,500.00	
01-7010-7613 EQUIPMENT PURCHASE	2,114.54	10,000.00	
01-7010-7618 SUBSCRIPTIONS	846.83	500.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7010-7650 OFFICE SUPPLIES	6,663.50	9,000.00	
01-7010-7651 POSTAGE & COURIER	11,574.54	6,000.00	Allocation done at year-end
01-7010-7652 ADVERTISING	3,150.30	1,000.00	
01-7010-7653 BANK CHARGES	5,849.63	8,500.00	
01-7010-7675 LEGAL	25,509.93	45,000.00	
01-7010-7676 AUDIT	24,209.13	25,000.00	
01-7010-7677 CONSULTING SERVICES	919.55	8,000.00	
01-7010-7680 CONTRACTED SERVICES	31,843.31	28,000.00	Zouling Technologies and Payworks
01-7010-7682 Strategic Plan, Organizational & Pay Equity Review	22,164.77	85,000.00	Strategic Plan and Org Review to be approved by council on Dec. 21 2023
01-7010-7699 BILLABLE	10,468.72	-	external cost awaiting to be invoiced.
01-7010-8004 CAPITAL - SECURITY CAMERAS	19,931.99	21,000.00	
	<u>\$ 912,024.43</u>	<u>\$ 1,139,787.19</u>	

Municipal Building

01-7011-6322 BACK ST LOT (BELL)RENT	(8,176.99)	(8,200.00)
01-7011-7500 HYDRO	3,905.71	5,000.00
01-7011-7501 GAS	2,112.53	3,500.00
01-7011-7502 WATER	157.58	300.00
01-7011-7510 INSURANCE	54,659.53	70,826.05
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	2,754.98	5,000.00
01-7011-7516 JANITORIAL	9,941.69	13,083.16
01-7011-7520 GROUNDS MAINTENANCE	1,959.24	2,500.00
	<u>\$ 67,314.27</u>	<u>\$ 92,009.21</u>

Old Town Hall

01-7012-7500 HYDRO	1,150.14	1,000.00	
01-7012-7510 INSURANCE	14,381.28	5,141.88	change in insurance coverage
	<u>\$ 15,531.42</u>	<u>\$ 6,141.88</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Fire			
01-7070-6310 REVENUE - MTO	(13,589.35)	(15,000.00)	
01-7070-6800 PROCEEDS ON ASSET DISPOSAL	(779.57)	-	
01-7070-7400 WAGES	3,463.20	162,375.12	Firefighters wages to be processed the week of Dec. 18, 2023
01-7070-7401 CPP EXPENSE	-	60.00	
01-7070-7402 EI EXPENSE	79.04	30.00	
01-7070-7403 EHT EXPENSE	67.54	30.00	
01-7070-7404 WSIB	107.37	13,000.00	
01-7070-7405 LIFE INSURANCE	10,140.12	10,000.00	
01-7070-7410 PUBLIC EDUCATION	4,404.38	2,000.00	
01-7070-7415 TRAINING	21,917.83	23,600.00	
01-7070-7440 CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7070-7441 MEMBERSHIPS & DUES	225.00	300.00	
01-7070-7442 MILEAGE	9,033.84	7,000.00	
01-7070-7443 MEALS	1,171.26	1,000.00	
01-7070-7444 EMPLOYEE RECOGNITION	220.63	2,000.00	
01-7070-7450 HEALTH & SAFETY	4,391.43	2,000.00	
01-7070-7451 Personal Protective Equipment	32,535.29	26,328.00	
01-7070-7452 UNIFORMS	3,564.92	5,850.00	
01-7070-7453 Operational Supplies	1,209.14	-	
01-7070-7500 HYDRO	8,373.77	8,000.00	
01-7070-7501 GAS	4,646.02	6,000.00	
01-7070-7502 WATER	898.35	1,000.00	
01-7070-7510 INSURANCE	29,913.47	24,730.01	
01-7070-7515 BUILDING REPAIRS & MAINTENANCE	21,543.75	15,500.00	
01-7070-7516 JANITORIAL	1,126.41	1,221.12	
01-7070-7529 Administration Expense	508.80	-	
01-7070-7601 PHONE & INTERNET	4,837.70	5,000.00	
01-7070-7602 SOFTWARE LICENSE	4,516.11	5,000.00	
01-7070-7611 EQUIPMENT MAINTENANCE	30,665.19	17,000.00	
01-7070-7613 EQUIPMENT PURCHASE	29,646.48	35,300.00	
01-7070-7614 EQUIPMENT RENTAL	3,928.13	3,500.00	
01-7070-7615 RADIO LICENCING	10,946.06	22,000.00	
01-7070-7621 HYDRANTS RENTAL	19,600.00	19,600.00	

Municipality of West Elgin

Statement of Financial Position

As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7070-7650 OFFICE SUPPLIES	11.58	500.00	
01-7070-7651 POSTAGE & COURIER	157.11	50.00	
01-7070-7652 ADVERTISING	-	500.00	
01-7070-7660 OTHER SUPPLIES	1,763.52	100.00	
01-7070-7680 CONTRACTED SERVICES	55,856.43	93,711.92	
01-7070-7701 FUEL - GAS	-	500.00	Allocation done at year-end
01-7070-7702 FUEL - DIESEL	-	6,000.00	Allocation done at year-end
01-7070-7705 VEHICLE - REPAIRS & MAINTENANCE	56,699.91	22,000.00	
01-7070-7900 TRANSFER TO RESERVES	130,000.00	130,000.00	Tanker and communication equipment
01-7070-8000 CAPITAL	26,452.70	55,000.00	
	\$ 520,253.56	\$ 713,286.17	

01-7090-7440 CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7090-7680 CONTRACTED SERVICES	463,553.05	933,338.00	Police services billed as of June-2023
01-7090-7681 COURT COSTS	-	15,000.00	billed at year-end
	\$ 463,553.05	\$ 948,838.00	

01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY	\$ 68,007.00	\$ 68,007.00	
--	---------------------	---------------------	--

01-7120-6330 SEPTIC PERMITS	(6,660.00)	(8,000.00)	
01-7120-6331 BUILDING PERMITS	(107,823.96)	(87,535.83)	approximately 130 building permits issued
01-7120-6332 PLUMBING PERMITS	-	(500.00)	
01-7120-6333 SEPTIC - CLEARANCE CERTIFICATE	-	(100.00)	
01-7120-7415 TRAINING	20.35	-	
01-7120-7602 Software License	6,105.60	6,105.60	
01-7120-7650 OFFICE SUPPLIES	288.97	-	
01-7120-7652 Advertising	-	200.00	
01-7120-7680 CONTRACTED SERVICES - Plans Review	77,297.74	87,444.00	
01-7120-7900 TRANSFER TO RESERVES	-	2,386.23	
	(30,771.30)	0.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7121-7622 Emergency Measures	<u>\$ 662.53</u>	<u>\$ 5,000.00</u>	
By-Law Enforcement			
01-7140-7370 BY-LAW ENFORCEMENT	88.69	-	
01-7140-7415 Training	20.35	-	
01-7140-7651 POSTAGE & COURIER	109.23	-	
01-7140-7680 Contracted Services	40,668.01	60,480.00	
	<u>\$ 40,886.28</u>	<u>\$ 60,480.00</u>	
Animal Control			
01-7150-6341 KENNEL LICENSE	(480.00)	(300.00)	
01-7150-6342 LIVESTOCK CLAIMS	-	(100.00)	
01-7150-7476 LIVESTOCK CLAIMS	-	300.00	
01-7150-7651 Postage & Courier	2.81	-	
01-7150-7660 OTHER SUPPLIES & SERVICES	418.10	-	
01-7150-7680 CONTRACTED SERVICES	9,438.33	10,000.00	
01-7150-7901 Transfer from Reserves	(9,900.00)	(9,900.00)	
	<u>(520.76)</u>	<u>-</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Roads - Municipal			
01-7200-6211 GRANT - GAS TAX	(165,304.90)	(165,304.90)	
01-7200-6212 GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	(200,000.00)	
01-7200-6350 FSC - ROADS	(112,682.25)	(140,000.00)	
01-7200-6351 COUNTY SHARE OF ADMIN OH	-	(25,697.17)	
01-7200-6352 LICENCE FEES - AGGREGATE PRODUCERS	(8,229.36)	(15,000.00)	
01-7200-7001 A-BRIDGES/CULVTS-WAGES	22,807.23	21,641.88	
01-7200-7002 A-BRIDGES/CULVTS-MT	32,025.56	16,235.29	
01-7200-7003 A-BRIDGES/CULVTS-MATERIAL	24,581.96	15,000.00	
01-7200-7011 B-1-MOWING/SPRAY-WAGES	21,476.08	18,920.27	
01-7200-7012 B-1-MOWING/SPRAY-MT	14,957.25	13,000.00	
01-7200-7013 B-1-MOWING/SPRAY-MATERIAL	1,388.04	12,500.00	
01-7200-7021 B-2-BRUSHING-WAGES	44,404.60	46,863.54	
01-7200-7022 B-2-BRUSHING-MT	48,471.93	21,647.06	
01-7200-7023 B-2-BRUSHING-MATERIAL	21,802.81	40,000.00	
01-7200-7031 B-3-DITCHING-WAGES	7,412.69	14,325.70	
01-7200-7032 B-3-DITCHING-MT	11,827.98	5,411.76	
01-7200-7033 B-3-DITCHING-MATERIAL	315.45	1,000.00	
01-7200-7041 B-4-CATCHBASINS-WAGES	7,320.68	27,592.00	
01-7200-7042 B-4-CATCHBASINS-MT	4,328.46	10,823.53	
01-7200-7043 B-4-CATCHBASINS-MATERIAL	94.39	2,500.00	
01-7200-7051 B-5-DEBRIS/LITTER-WAGES	1,621.89	11,024.04	
01-7200-7052 B-5-DEBRIS/LITTER-MT	1,296.75	3,247.06	
01-7200-7053 B-5-DEBRIS/LITTER-MATERIA	214.20	500.00	
01-7200-7061 C-1-HARDTOP-WAGES	6,958.51	8,616.06	
01-7200-7062 C-1-HARDTOP-MT	3,947.90	5,411.76	
01-7200-7063 C-1-HARDTOP-MATERIAL	3,741.95	10,000.00	
01-7200-7071 C-2-ROD/WL ST-WAGES	515.85	1,302.34	
01-7200-7072 C-2-ROD/WL ST-MT	556.30	1,082.35	
01-7200-7073 C-2-ROD/WL ST-MATERIAL	-	500.00	
01-7200-7081 C-3-SHOULDER MAINT-WAGES	9,467.56	3,104.75	
01-7200-7082 C-3-SHOULDER MAINT-MT	6,845.33	4,500.00	
01-7200-7083 C-3-SHOULDER MAINT-MATERI	2,361.91	1,000.00	
01-7200-7091 C-4-RESURFACING-WAGES	1,391.84	1,207.72	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7200-7092 C-4-RESURFACING-MT	1,510.80	-	
01-7200-7101 D-2 GRADING/SCARIFI-WAGES	55,285.51	49,814.59	
01-7200-7102 D-2 GRADING/SCARI-MT	123,737.88	64,941.18	
01-7200-7103 D-2 GRADING/SCARI-MATERIAL	57.38	5,000.00	
01-7200-7111 D-3 DUST LAYER-WAGES	519.58	1,260.69	
01-7200-7112 D-3 DUST LAYER-MT	1,078.40	1,082.35	
01-7200-7113 D-3 DUST LAYER-MATERIAL	168,476.97	210,000.00	
01-7200-7121 D-5 GRAVEL RESURFACE-WAGE	237.86	5,539.27	
01-7200-7122 D-5 GRAVEL RESURFACE-MT	10,315.55	8,658.82	
01-7200-7123 D-5 GRAVEL RESUR-MATERIAL	212,574.32	180,000.00	
01-7200-7131 E-1 SNOW PLOW/REMOV-WAGES	11,098.73	27,423.66	
01-7200-7132 E-1 SNOW PLOW/REMOV-MT	14,309.91	24,000.00	
01-7200-7133 E-1 SNOW PLOW/REM-MATERIA	2,468.83	5,000.00	
01-7200-7141 E-2 SANDING/SALTING-WAGES	2,915.86	11,003.60	
01-7200-7142 E-2 SANDING/SALTING-MT	3,956.69	8,000.00	
01-7200-7143 E-2 SANDING/SALT-MATERIAL	42,966.46	25,000.00	
01-7200-7151 E-3 PLOW/SAND/SALT-WAGES	2,365.07	14,124.23	
01-7200-7152 E-3 PLOW/SAND/SALT-MT	4,550.96	12,000.00	
01-7200-7161 F SAFETY-WAGES	14,938.61	16,988.58	
01-7200-7162 F SAFETY-MT	8,312.99	10,823.53	
01-7200-7163 F SAFETY-MATERIAL	3,881.03	20,000.00	
01-7200-7171 G-1 MUN DR REPAIR-WAGES	4,233.31	2,696.11	
01-7200-7172 G-1 MUN DR REPAIR-MT	5,612.58	5,411.76	
01-7200-7173 G-1 MUN DR REPAIR-MATERIA	33,753.89	-	
01-7200-7181 J SHOP-WAGES	28,071.66	37,819.13	
01-7200-7182 J SHOP-MT	2,957.58	1,082.35	
01-7200-7183 J SHOP-MATERIAL	3,633.36	5,000.00	
01-7200-7191 K-EQUIP REPAIR-WAGES	25,996.26	52,810.94	
01-7200-7192 K-EQUIP REPAIR-MT	16,268.57	1,623.53	
01-7200-7193 K-EQUIP REPAIR-MATERIAL	3,717.59	7,500.00	
01-7200-7201 R-GRAVEL PITS REHAB-WAGES	1,191.15	7,967.68	
01-7200-7202 R-GRAVEL PITS REHAB-MT	1,296.40	10,823.53	
01-7200-7203 R-GRAVEL PIT REHAB-MATERI	354.11	1,000.00	
01-7200-7211 RP-PATROL-WAGES	14,912.09	31,082.91	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7200-7212 RP-PATROL-MT	8,665.70	8,117.65	
01-7200-7220 WAGES - ADMIN	43,575.66	46,429.14	
01-7200-7231 M-MISC Wages	46,093.24	70,000.00	
01-7200-7232 M-MISC MT	65,338.89	70,000.00	
01-7200-7250 BACKHOE #10	316.48	2,500.00	
01-7200-7251 BULLDOZER	40,926.13	5,000.00	
01-7200-7252 EXCAVATOR	5,139.15	-	
01-7200-7253 GRADER #1	3,237.56	5,000.00	
01-7200-7254 GRADER #2	4,579.88	5,000.00	
01-7200-7255 LOADER #18	1,835.01	3,000.00	
01-7200-7256 LOADER #6	663.28	3,000.00	
01-7200-7257 MOWERS	-	1,000.00	
01-7200-7258 PICKUP #1	5,482.39	3,500.00	
01-7200-7259 PICKUP#15	3,337.31	3,500.00	
01-7200-7260 PICKUP #3	107.81	-	
01-7200-7261 PICKUP#4	1,894.25	3,500.00	
01-7200-7262 TRACTOR#5	-	1,000.00	
01-7200-7263 TRAILERS	4,076.69	2,500.00	
01-7200-7264 TRUCK#11	3,924.84	5,000.00	
01-7200-7265 Pickup 2013-1	-	2,500.00	
01-7200-7266 TRUCK#12	5,352.24	7,500.00	
01-7200-7267 TRUCK#17	21,464.54	12,500.00	
01-7200-7268 TRUCK #7	8,420.84	12,500.00	
01-7200-7270 TRUCK #8	15,617.33	12,500.00	
01-7200-7272 TRUCK#9	4,081.84	7,500.00	
01-7200-7273 VAC TRAILER#19	1,452.59	2,500.00	
01-7200-7415 TRAINING	26,972.48	20,000.00	
01-7200-7440 CONFERENCES/SEMINARS/MEETINGS	1,175.44	2,000.00	
01-7200-7441 MEMBERSHIPS & DUES	367.90	1,500.00	
01-7200-7446 STAFF RECRUITMENT	164.85	-	
01-7200-7450 HEALTH & SAFETY	1,355.56	5,000.00	
01-7200-7452 UNIFORMS	10,183.51	7,500.00	
01-7200-7500 HYDRO	4,279.56	4,000.00	
01-7200-7501 GAS	595.68	2,500.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7200-7502 WATER	749.52	1,000.00	
01-7200-7510 INSURANCE	127,595.16	127,595.16	
01-7200-7515 BUILDING REPAIRS & MAINTENANCE	3,180.81	12,500.00	
01-7200-7516 JANITORIAL	703.81	1,000.00	
01-7200-7601 PHONE & INTERNET	1,520.03	1,500.00	
01-7200-7609 TOOLS	677.05	2,500.00	
01-7200-7613 COMPUTER HARDWARE	241.59	-	
01-7200-7630 COMPUTER SOFTWARE & LICENSES	1,017.60	2,500.00	
01-7200-7650 OFFICE SUPPLIES	64.11	500.00	
01-7200-7651 POSTAGE & COURIER	7.12	-	
01-7200-7660 OTHER SUPPLIES	635.28	500.00	
01-7200-7699 BILLABLE	15,204.31	-	external billing to be done in December
01-7200-7701 FUEL - GAS	38,280.86	27,500.00	allocation done at year-end
01-7200-7702 FUEL - DIESEL	35,180.76	45,000.00	allocation done at year-end
01-7200-7703 FUEL - COLOUR DIESEL	55,080.69	70,000.00	allocation done at year-end
01-7200-7900 TRANSFER TO RESERVES	165,304.90	338,304.90	Federal Gas Tax transfer to reserves
01-7200-7901 TRANSFER FROM RESERVES	-	(810,000.00)	allocation done at year-end
01-7200-8000 CAPITAL - EQUIPMENT OVER \$10,000	51,592.32	750,000.00	purchase of the grader was deferred to 2024
01-7200-8052 CAPITAL - Fence	-	12,500.00	cancelled
01-7200-8106 CAPITAL - BLACKS RD RECONSTRUCTION	20,868.59	25,000.00	completed
01-7200-8112 CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYI	221,326.62	270,000.00	completed
01-7200-8115 CAPITAL - Public Works Shed	-	20,000.00	Completed; awaiting invoice
01-7200-8116 CAPITAL - Walker St Reconstruction	-	10,000.00	Will not be completed in 2023, transfer to reserves 2021
01-7200-8117 CAPITAL - Storm Water Management Plan	26,322.11	100,000.00	To be completed in Jan-2024
01-7200-8118 CAPITAL - Bridge - Fleming Line	24,524.16	25,000.00	Completed
	\$ 1,499,767.31	\$ 1,595,380.72	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Roads - County			
01-7220-6351 ELGIN COUNTY	(458,694.37)	(539,640.49)	
01-7220-7001 A-BRIDGES/CULVTS-WAGES	6,606.56	5,500.00	
01-7220-7002 A-BRIDGES/CULVTS-MT	4,236.44	4,329.41	
01-7220-7003 A-BRIDGES/CULVTS-MATERIAL	325.26	5,000.00	
01-7220-7011 B-1-MOWING/SPRAY-WAGES	18,690.43	15,000.00	
01-7220-7012 B-1-MOWING/SPRAY-MT	8,947.29	8,117.65	
01-7220-7013 B-1-MOWING/SPRAY-MATERIAL	2,598.89	12,500.00	
01-7220-7021 B-2-BRUSHING-WAGES	7,071.67	8,500.00	
01-7220-7022 B-2-BRUSHING-MT	7,501.16	5,411.76	
01-7220-7023 B-2-BRUSHING-MATERIAL	11,049.37	12,500.00	
01-7220-7031 B-3-DITCHING-WAGES	1,181.65	4,000.00	
01-7220-7032 B-3-DITCHING-MT	2,211.45	5,411.76	
01-7220-7033 B-3-DITCHING-MATERIAL	-	500.00	
01-7220-7041 B-4-CATCHBASINS-WAGES	3,572.21	5,000.00	
01-7220-7042 B-4-CATCHBASINS-MT	2,614.35	3,247.06	
01-7220-7043 B-4-CATCHBASINS-MATERIAL	-	1,500.00	
01-7220-7051 B-5-DEBRIS/LITTER-WAGES	216.68	1,500.00	
01-7220-7052 B-5-DEBRIS/LITTER-MT	-	1,623.53	
01-7220-7061 C-1-HARDTOP-WAGES	16,953.23	6,000.00	
01-7220-7062 C-1-HARDTOP-MT	12,823.63	3,247.06	
01-7220-7063 C-1-HARDTOP-MATERIAL	37,278.87	7,500.00	
01-7220-7071 C-2-ROD/WL ST-WAGES	1,644.67	3,500.00	
01-7220-7072 C-2-ROD/WL ST-MT	1,614.00	2,705.88	
01-7220-7073 C-2-ROD/WL ST-MATERIAL	8,747.66	7,500.00	
01-7220-7081 C-3-SHOULDER MAINT-WAGES	4,174.71	8,500.00	
01-7220-7082 C-3-SHOULDER MAINT-MT	5,834.75	8,658.82	
01-7220-7083 C-3-SHOULDER MAINT-MATERI	65.71	1,000.00	
01-7220-7131 E-1 SNOW PLOW/REMOV-WAGES	1,263.46	6,000.00	
01-7220-7132 E-1 SNOW PLOW/REMOV-MT	1,326.58	3,247.06	
01-7220-7133 E-1 SNOW PLOW/REM-MATERIA	4,919.76	3,000.00	
01-7220-7141 E-2 SANDING/SALTING-WAGES	3,365.91	7,000.00	
01-7220-7142 E-2 SANDING/SALTING-MT	5,937.54	8,117.65	
01-7220-7143 E-2 SANDING/SALT-MATERIAL	30,041.74	75,000.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7220-7151 E-3 PLOW/SAND/SALT-WAGES	4,650.75	25,000.00	
01-7220-7152 E-3 PLOW/SAND/SALT-MT	14,526.92	29,764.71	
01-7220-7161 F SAFETY-WAGES	10,484.98	9,209.41	
01-7220-7162 F SAFETY-MT	7,846.39	5,411.76	
01-7220-7163 F SAFETY-MATERIAL	97,201.73	125,000.00	
01-7220-7171 G-1 MUNICIPAL DRAIN REPAIR - WAGES	2,325.39	1,700.00	
01-7220-7172 G-1 MUN DR REPAIR - MT	1,280.90	2,164.71	
01-7220-7173 G-1 MUN DR REPAIR - MATERIALS	594.09	2,000.00	
01-7220-7211 RP-PATROL-WAGES	37,182.28	74,841.41	
01-7220-7212 RP-PATROL-MT	14,759.06	16,235.29	
01-7220-7213 RP-PATROL-MATERIAL	3,142.35	5,000.00	
01-7220-7225 ADMINISTRATIVE OVERHEAD	-	26,600.00	
01-7220-7901 TRANSFER FROM RESERVES	-	(33,904.44)	
	<u>\$ (51,883.90)</u>	<u>\$ 0.00</u>	

Service Ontario

01-7240-6210 MTO - MGCS FUNDING	(24,732.19)	(25,000.00)	
01-7240-6345 MTO - DRIVER LICENSE COMMISSION	(6,126.37)	(10,000.00)	
01-7240-6346 MTO - HEALTH CARD SERVICES COMMISSION	(1,248.36)	(1,500.00)	
01-7240-6347 MTO - HUNTING LICENCE COMMISSION	(1,008.44)	(300.00)	
01-7240-6348 MTO - MISCELLANEOUS	(435.69)	(300.00)	
01-7240-7400 WAGES	24,184.24	28,246.40	
01-7240-7401 CPP EXPENSE	1,257.66	1,412.32	
01-7240-7402 EI EXPENSE	551.93	564.93	
01-7240-7403 EHT EXPENSE	492.51	282.46	
01-7240-7404 WSIB	734.95	847.39	
01-7240-7407 OMERS EXPENSE	2,176.60	2,542.18	
01-7240-7415 Training	81.41	100.00	
01-7240-7650 OFFICE SUPPLIES	36.00	-	
01-7240-7660 OTHER SUPPLIES	366.93	500.00	
	<u>\$ (3,668.82)</u>	<u>\$ (2,604.32)</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Four Counties Transit			
01-7280-6121 DONATIONS/MISC REVENUE	(200.00)	-	
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	(24,750.71)	
01-7280-6212 GRANT - PROVINCIAL GAS TAX	(35,454.00)	(35,867.00)	
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	(45,188.15)	
01-7280-6214 GRANT - SAFE RESTART	-	-	
01-7280-6355 BUS TRIP FEES	(9,974.00)	(7,000.00)	
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(2,415.20)	(1,000.00)	
01-7280-7400 WAGES	39,768.65	38,682.46	
01-7280-7401 CPP EXPENSE	2,098.39	1,934.12	
01-7280-7402 EI EXPENSE	907.50	773.65	
01-7280-7403 EHT EXPENSE	793.66	580.24	
01-7280-7404 WSIB	1,232.85	1,160.47	
01-7280-7407 OMERS	1,181.74	-	
01-7280-7415 Training	498.62	200.00	
01-7280-7510 INSURANCE	4,534.00	4,534.00	
01-7280-7601 PHONE & INTERNET	997.03	1,400.00	
01-7280-7651 POSTAGE & COURIER	113.32	200.00	
01-7280-7652 ADVERTISING	-	500.00	
01-7280-7660 OTHER SUPPLIES	170.00	300.00	
01-7280-7675 LEGAL	8,421.66	2,000.00	
01-7280-7699 BILLABLE	-	-	
01-7280-7701 FUEL - GAS	10,138.69	15,000.00	
01-7280-7705 REPAIRS & MAINTENANCE	13,432.99	5,000.00	
01-7280-7900 TRANSFER TO RESERVES	-	5,000.00	
01-7280-7901 Transfer from Reserves	-	(93,811.85)	
01-7280-8000 CAPITAL - TRANSIT BUS	139,201.76	139,000.00	
	<u>\$ 175,447.66</u>	<u>\$ 8,647.23</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Street Lights			
01-7290-7500 HYDRO	26,859.72	25,000.00	
01-7290-7611 REPAIR & MAINTENANCE	11,309.91	10,000.00	
01-7290-7613 EQUIPMENT PURCHASE	-	2,500.00	
	\$ 38,169.63	\$ 37,500.00	
Sidewalks			
01-7295-7274 Sidewalks - Materials	-	2,500.00	
01-7295-7275 Sidewalks - MT	-	2,500.00	
01-7295-7430 Sidewalks - Wages	1,646.63	10,157.07	
01-7295-7901 Transfer from Reserves	-	(60,000.00)	
01-7295-8000 SIDEWALKS - CAPITAL OVER \$10,000	-	100,000.00	
	\$ 1,646.63	\$ 55,157.07	
Sewer - Rodney			
01-7300-6100 SEWER BILLINGS	(168,351.26)	(169,922.73)	
01-7300-6211 GRANT - Green Stream Intake 1	-	(700,000.00)	
01-7300-6371 Sewer Billings - Flat Charge	(190,212.79)	(224,728.71)	
01-7300-7500 HYDRO	57,211.52	65,000.00	
01-7300-7502 WATER	30,586.82	5,000.00	
01-7300-7510 INSURANCE	9,263.16	9,263.16	
01-7300-7511 TAXES	29,759.36	30,000.00	
01-7300-7520 GROUNDS MAINTENANCE	-	1,000.00	
01-7300-7602 SOFTWARE LICENSE	661.44	650.00	
01-7300-7611 SEWER MAINTENANCE	59,588.56	25,000.00	
01-7300-7680 CONTRACTED SERVICES	128,198.40	165,586.00	
01-7300-7900 TRANSFER TO RESERVES	-	93,152.27	
01-7300-7901 TRANSFER FROM RESERVES	-	(300,000.00)	
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES	480,939.00	1,000,000.00	
	\$ 437,644.21	\$ (0.01)	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Sewer - West Lorne			
01-7301-6370 SEWER BILLINGS	(209,606.38)	(238,477.00)	
01-7301-6371 Sewer Billings - Flat Charge	(235,853.04)	(281,168.01)	
01-7301-7500 HYDRO	38,071.24	45,000.00	
01-7301-7502 WATER	3,805.79	1,000.00	
01-7301-7510 INSURANCE	8,702.64	8,702.64	
01-7301-7511 TAXES	20,947.11	21,429.11	
01-7301-7520 GROUNDS MAINTENANCE	1,017.60	500.00	
01-7301-7602 SOFTWARE LICENSE	661.44	650.00	
01-7301-7611 SEWER MAINTENACE	36,633.71	20,000.00	
01-7301-7653 Debt Exp - Principal	-	22,401.19	
01-7301-7654 INTEREST EXPENSE	2,462.47	500.00	
01-7301-7680 CONTRACTED SERVICES	153,674.28	184,901.00	
01-7301-7900 TRANSFER TO RESERVES	-	134,561.07	
01-7301-8000 CAPITAL - WEST LORNE SEWAGE UPGRADES	20,937.15	80,000.00	
	\$ (158,545.99)	\$ -	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Water			
01-7310-6111 PENALTY, INTEREST & MISC.	(10,994.15)	(12,000.00)	
01-7310-6120 WATER - Change of Occupancy	(2,130.00)	(7,000.00)	
01-7310-6360 WATER REV - RESIDENTIAL	(393,262.67)	(532,603.37)	
01-7310-6361 WATER REV-NON RESIDENTIAL	(69,309.80)	(96,086.69)	
01-7310-6362 Bulk Water Station	(15,050.34)	(12,000.00)	
01-7310-6364 WATER - New Water Services	(21,703.48)	(20,000.00)	
01-7310-6365 WATER - Disconnect/Reconnect Fees	(3,695.00)	(6,000.00)	
01-7310-6370 WATER - Fire Hydrants	(19,600.00)	(19,600.00)	
01-7310-6371 Water - Flat Charge	(393,896.98)	(538,641.08)	
01-7310-7145 VEHICLE EXP	1,423.07	2,500.00	
01-7310-7281 WATERMAIN REPAIR & MAINTENANCE	19,733.74	40,000.00	
01-7310-7282 HYDRANT REPAIR & MAINTENANCE	25,552.68	25,000.00	
01-7310-7400 WAGES	125,964.72	163,750.94	
01-7310-7401 CPP EXPENSE	6,924.23	8,187.55	
01-7310-7402 EI EXPENSE	2,278.67	3,275.02	
01-7310-7403 EHT EXPENSE	2,238.32	1,637.51	
01-7310-7404 WSIB	3,936.53	4,912.53	
01-7310-7405 LIFE INSURANCE	858.37	979.29	
01-7310-7406 BENEFITS EXPENSE	11,825.84	14,306.31	
01-7310-7407 OMERS EXPENSE	10,948.48	12,464.53	
01-7310-7415 Training	788.59	2,500.00	
01-7310-7430 WAGES TRANSFER-IN	97.88	-	
01-7310-7431 WAGES TRANSFER OUT	(3,819.09)	-	
01-7310-7440 CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7310-7442 MILEAGE	-	1,000.00	
01-7310-7450 HEALTH & SAFETY	207.09	500.00	
01-7310-7452 UNIFORMS	773.26	1,500.00	
01-7310-7500 HYDRO	3,437.09	8,500.00	
01-7310-7501 GAS	1,195.70	1,300.00	
01-7310-7502 WATER	657.85	1,100.00	
01-7310-7510 INSURANCE	21,218.40	21,218.40	
01-7310-7511 TAXES	913.71	1,000.00	
01-7310-7515 BUILDING REPAIRS & MAINTENANCE	1,803.26	7,500.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7310-7516 JANITORIAL	396.79	200.00	
01-7310-7519 METER REPAIR & MAINTENANCE	10,074.33	12,500.00	
01-7310-7529 Locates - Ontario One Call	882.13	2,000.00	
01-7310-7601 PHONE & INTERNET	2,484.87	2,500.00	
01-7310-7602 SOFTWARE LICENSE	7,183.13	2,000.00	
01-7310-7609 TOOLS	1,607.97	2,500.00	
01-7310-7611 EQUIPMENT MAINTENANCE	4,539.85	1,500.00	
01-7310-7613 EQUIPMENT PURCHASE	-	2,500.00	
01-7310-7650 OFFICE SUPPLIES	129.28	2,000.00	
01-7310-7651 POSTAGE & COURIER	7,403.78	11,000.00	
01-7310-7653 Bulk Water Station Fees	856.61	600.00	
01-7310-7676 AUDIT FEES	-	1,500.00	
01-7310-7680 CONTRACTED SERVICES	139,063.17	152,097.00	
01-7310-7682 Water Expense - Tri County	389,130.12	613,172.02	
01-7310-7699 BILLABLE	30,691.92	-	
01-7310-7701 FUEL - GAS	-	8,000.00	
01-7310-7901 TRANSFER FROM RESERVES	-	(123,769.96)	
01-7310-8001 CAPITAL - WATER LINE EXT	-	50,000.00	
01-7310-8004 CAPITAL - AMR SOFTWARE & HARDWARE	120,082.39	150,000.00	
01-7310-8005 CAPITAL - METER REPLACEMENT	-	30,000.00	
	<u>\$ 23,842.31</u>	<u>\$ 0.00</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Landfill			
01-7350-6374 FSC - REFRIGERANT FEES	(3,594.70)	(3,500.00)	
01-7350-6375 FSC - TIPPING FEES	(24,921.00)	(22,500.00)	
01-7350-6376 Recycling/London Salvage	(11,977.34)	(17,500.00)	
01-7350-6378 Stewardship Ontario - Recycling Box/Data Call	(42,693.27)	(41,300.00)	
01-7350-6381 MRF Fees - City of London	(12,806.12)	(20,000.00)	
01-7350-6383 Resource Recovery - RLG	(47,126.75)	-	
01-7350-7307 RECYCLING EXPENSE	24,893.06	12,500.00	
01-7350-7308 MRF FEES EXPENSE	23,182.66	20,000.00	
01-7350-7309 HAZARDOUS WASTE DAY	(6,500.00)	6,500.00	Cost accrued in 2022 was never billed by City of St. Thomas
01-7350-7310 FREON REMOVAL	1,410.12	3,250.00	
01-7350-7350 GARBAGE COLLECTION	258,973.35	295,311.04	
01-7350-7355 RECYCLING COLLECTION	125,623.22	143,090.70	
01-7350-7400 WAGES	31,290.42	30,079.30	
01-7350-7401 CPP EXPENSE	1,681.98	1,503.96	
01-7350-7402 EI EXPENSE	714.02	601.59	
01-7350-7403 EHT EXPENSE	626.34	300.79	
01-7350-7404 WSIB	969.99	902.38	
01-7350-7407 OMERS	2,751.61	2,707.14	
01-7350-7415 TRAINING EXPENSE	1,495.87	-	
01-7350-7511 TAXES	3,577.17	3,600.00	
01-7350-7516 JANITORIAL	279.38	600.00	
01-7350-7519 MATERIALS	684.20	1,000.00	
01-7350-7520 GROUNDS MAINTENANCE	84,705.38	60,000.00	
01-7350-7530 GREEN LANE DISPOSAL	64,756.81	80,000.00	
01-7350-7531 CONTRACTS & AGREEMENTS	44,950.76	40,000.00	
01-7350-7611 EQUIPMENT MAINTENANCE	33.52	500.00	
01-7350-7613 EQUIPMENT PURCHASE	-	2,500.00	
01-7350-7650 OFFICE SUPPLIES	1,385.57	1,500.00	
01-7350-7652 ADVERTISING EXP	727.61	500.00	
01-7350-7680 CONTRACTED SERVICES	1,113.00	2,500.00	
01-7350-7901 Transfer from Reserves	-	(15,000.00)	
	526,206.86	589,646.90	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Cemeteries			
01-7400-7430 WAGES TRANSFER IN	893.11	500.00	
01-7400-7520 GROUNDS MAINTENANCE	-	5,000.00	
	893.11	5,500.00	
 Parks & Recreation - Arena			
01-7600-6121 DONATIONS - ARENA RENAMING	(2,034.01)	-	
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	(99,804.88)	
01-7600-6203 Kraft Hockeyville 2023	(250,000.00)	-	
01-7600-6204 Facility Rental	(491.50)	-	
01-7600-6501 ICE RENTAL	(139,432.74)	(120,000.00)	
01-7600-6502 SIGN RENTAL	(4,987.50)	(3,750.00)	
01-7600-6504 PUBLIC SKATING	(1,414.65)	(5,000.00)	
01-7600-6505 SKATE SHARPENING	(904.00)	(600.00)	
01-7600-7351 Kraft Hockeyville Expenses	420.34	-	
01-7600-7415 TRAINING	2,238.72	3,000.00	
01-7600-7430 Wages Transfer In	95,391.03	123,000.00	
01-7600-7440 CONFERENCES/SEMINARS/MEETINGS	-	1,000.00	
01-7600-7441 MEMBERSHIPS & DUES	493.75	350.00	
01-7600-7450 HEALTH & SAFETY	76.26	1,000.00	
01-7600-7452 UNIFORMS	-	1,000.00	
01-7600-7500 HYDRO	49,617.07	60,000.00	
01-7600-7501 GAS	6,648.01	7,500.00	
01-7600-7502 ARENA - WATER	4,706.70	7,000.00	
01-7600-7510 INSURANCE	40,665.24	41,538.86	
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	7,678.76	15,000.00	
01-7600-7516 JANITORIAL	946.60	750.00	
01-7600-7520 GROUNDS MAINTENANCE	105.55	-	
01-7600-7529 ADMINISTRATION EXPENSE	2,500.00	2,500.00	
01-7600-7531 CONTRACTS & AGREEMENTS	2,228.16	3,000.00	
01-7600-7601 PHONE & INTERNET	2,610.37	4,000.00	
01-7600-7609 TOOLS	26.09	250.00	
01-7600-7611 EQUIPMENT MAINTENACE	15,879.66	12,500.00	
01-7600-7613 EQUIPMENT PURCHASE	-	7,500.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7600-7614 EQUIPMENT RENTAL	324.74	350.00	
01-7600-7650 OFFICE SUPPLIES	-	500.00	
01-7600-7660 OTHER SUPPLIES	163.91	500.00	
01-7600-7701 FUEL - GAS	16.66	2,500.00	
01-7600-7900 Transfer to Reserves	-	40,000.00	
01-7600-7901 Transfer from Reserves	-	(24,500.00)	
01-7600-8003 CAPITAL - DRAIN REPAIR & EAVESTROUGH	15,300.00	10,000.00	
01-7600-8006 CAPITAL - Roof Painting	10,684.80	14,500.00	
01-7600-8008 CAPITAL - Zamboni Conversion	-	10,000.00	
01-7600-8009 CAPITAL - Floor for Warm Room	-	20,000.00	
	<u>\$ (140,541.98)</u>	<u>\$ 135,583.98</u>	

Parks & Recreation - Marina

01-7610-6202 Share of Deficit - Yacht Club	(5,000.00)	-	
01-7610-7430 WAGES - TRANSFER IN	14,319.00	7,735.60	
01-7610-7500 HYDRO	2,756.42	2,000.00	
01-7610-7502 WATER	-	500.00	water allocaiton will be done at YE
01-7610-7503 SEWAGE EXPENSE	1,901.68	1,000.00	
01-7610-7504 Fish Cleaning Station	826.86	10,000.00	wages allocation will be done at YE
01-7610-7511 PROPERTY TAXES	2,402.25	2,500.00	
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	863.86	500.00	
01-7610-7516 JANITORIAL	596.13	500.00	
01-7610-7520 GROUNDS MAINTENANCE	526.06	7,500.00	
01-7610-7900 Transfer to Reserves	50,000.00	50,000.00	
	<u>\$ 69,192.26</u>	<u>\$ 82,235.60</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Parks & Recreation - Programming			
01-7611-6401 SOCCER	(5,774.00)	(4,750.00)	
01-7611-6403 BASEBALL	(2,625.00)	(2,000.00)	
01-7611-6404 HANGING BASKETS DONATIONS	(2,400.00)	(2,600.00)	
01-7611-6406 Municipal Run Programs	(3,582.00)	(6,000.00)	
01-7611-7328 Municipal Programs	246.19	20,000.00	
01-7611-7329 VOLLEYBALL	-	500.00	
01-7611-7330 SOCCER	3,571.77	3,000.00	
01-7611-7331 BASEBALL	-	500.00	
01-7611-7332 TENNIS	-	500.00	
01-7611-7333 BASKETBALL	225.44	-	
01-7611-7334 LAWNBOWLING	55.52	1,500.00	
01-7611-7335 PLAYGROUND EQUIPMENT	-	1,000.00	
01-7611-7336 SPLASHPAD	1,556.93	8,500.00	
01-7611-7338 Flower Baskets	3,189.63	3,000.00	
01-7611-7340 Holiday Parade	1,470.71	5,000.00	
01-7611-7342 CANADA DAY	6,938.67	7,500.00	
01-7611-7343 RODNEY FAIR	8,761.50	10,000.00	
01-7611-7430 WAGES - TRANSFER IN	47,446.54	7,735.60	
01-7611-7510 Insurance	65.88	100.00	
01-7611-7900 TRANSFER TO RESERVES	50,000.00	50,000.00	
	\$ 109,147.78	\$ 103,485.60	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Parks & Recreation - Recreation Center			
01-7612-6401 FSC - REC CENTRE	(9,223.28)	(4,000.00)	
01-7612-7430 WAGES TRANSFER IN	9,317.48	25,785.34	
01-7612-7441 MEMBERSHIPS & DUES	-	250.00	
01-7612-7500 HYDRO	8,199.41	8,000.00	
01-7612-7501 GAS	4,390.32	5,000.00	
01-7612-7502 WATER	945.80	2,000.00	
01-7612-7515 BUILDING REPAIRS & MAINTENANCE	1,424.81	12,500.00	
01-7612-7516 JANITORIAL	260.98	1,000.00	
01-7612-7520 GROUNDS MAINTENANCE	-	1,000.00	
01-7612-7601 PHONE & INTERNET	1,361.59	1,500.00	
01-7612-7611 EQUIPMENT MAINTENANCE	371.42	500.00	
01-7612-7613 EQUIPMENT PURCHASE	-	1,000.00	
01-7612-8004 CAPITAL - CEILING REPLACEMENT	-	25,000.00	
	\$ 17,048.53	\$ 79,535.34	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Parks & Recreation - Pool			
01-7613-6403 FSC - POOL	(21,821.00)	(20,000.00)	
01-7613-7400 WAGES	32,431.38	27,710.00	
01-7613-7401 CPP EXPENSE	583.30	554.20	
01-7613-7402 EI EXPENSE	740.10	554.20	
01-7613-7403 EHT EXPENSE	632.39	277.10	
01-7613-7404 WSIB	1,005.36	831.30	
01-7613-7415 TRAINING EXPENSE	839.52	2,500.00	
01-7613-7430 WAGES TRANSFER IN	11,101.72	10,314.14	
01-7613-7442 MILEAGE	117.57	-	
01-7613-7450 HEALTH & SAFETY	200.31	250.00	
01-7613-7452 UNIFORMS	-	250.00	
01-7613-7500 HYDRO	7,227.36	5,000.00	
01-7613-7501 GAS	2,778.92	5,000.00	
01-7613-7502 WATER	8,890.20	6,000.00	
01-7613-7515 BUILDING REPAIRS & MAINTENANCE	940.61	1,000.00	
01-7613-7520 POOL MAINTENANCE	3,597.26	1,500.00	
01-7613-7531 CONTRACTS & AGREEMENTS	1,572.90	2,000.00	
01-7613-7601 PHONE & INTERNET	800.18	1,000.00	
01-7613-7612 POOL CHEMICALS	6,774.62	7,500.00	
01-7613-7613 EQUIPMENT PURCHASE	6,886.50	2,500.00	
01-7613-7650 OFFICE SUPPLIES	91.04	250.00	
01-7613-7652 ADVERTISING	-	500.00	
01-7613-7660 OTHER SUPPLIES	-	250.00	
01-7613-8002 CAPITAL - Liner & Tile Repair	-	50,000.00	deferred to 2024
	\$ 65,390.24	\$ 105,740.94	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Parks & Recreation - Operations			
01-7614-6407 PARKS - PAVILLION RENTAL	(643.90)	(500.00)	
01-7614-6408 Scoutt Hall Rental	(673.00)	(2,000.00)	
01-7614-6410 DONATIONS	(320.00)	-	
01-7614-7335 JOE'S BUSH	25.64	500.00	
01-7614-7336 OLD JAIL	12.82	500.00	
01-7614-7337 SCOUT HALL	2,694.41	5,000.00	
01-7614-7415 TRAINING	3,872.27	2,500.00	
01-7614-7430 Wages Transfer-In	84,345.41	109,367.33	
01-7614-7441 MEMBERSHIPS & DUES	593.59	1,000.00	
01-7614-7450 HEALTH & SAFETY	1,588.69	500.00	
01-7614-7452 UNIFORMS	1,100.65	1,500.00	
01-7614-7500 HYDRO	2,429.92	2,500.00	
01-7614-7501 GAS	1,533.69	1,500.00	
01-7614-7502 WATER	1,014.02	1,500.00	
01-7614-7510 INSURANCE	40,855.40	40,855.40	
01-7614-7515 BUILDING REPAIR & MAINTENANCE	1,486.98	3,000.00	
01-7614-7516 JANITORIAL	1,432.31	1,500.00	
01-7614-7520 GROUNDS MAINTENANCE	10,478.52	-	
01-7614-7601 PHONE & INTERNET	2,677.95	3,000.00	
01-7614-7609 TOOLS	203.30	500.00	
01-7614-7611 EQUIPMENT MAINTENANCE	8,810.57	5,000.00	
01-7614-7613 EQUIPMENT PURCHASE	829.83	2,000.00	
01-7614-7650 OFFICE SUPPLIES	250.53	500.00	
01-7614-7660 OTHER SUPPLIES	20.33	250.00	
01-7614-7678 Recreation - Master Plan	-	40,000.00	Deferred to 2024
01-7614-7701 FUEL- GAS	210.73	10,000.00	
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	-	2,500.00	
01-7614-7901 TRANSFER FROM RESERVES	-	(25,000.00)	
01-7614-8006 CAPITAL - Christmas Lights	8,051.46	7,500.00	
01-7614-8007 CAPITAL - Pull type finishing mower	-	20,000.00	
	<u>\$ 172,882.12</u>	<u>\$ 235,472.73</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Port Glasgow Trailer Park			
01-7620-6378 FSC - MISCELLANEOUS	(908.91)	(500.00)	
01-7620-6410 PGTP - BOOTH RENTAL	-	(750.00)	
01-7620-6411 PGTP - CAMP FEES SEASONAL	(355,598.92)	(351,000.00)	
01-7620-6412 FSC - CAMP FEES-TRANSIENT	(48,165.06)	(50,000.00)	
01-7620-6413 FSC - LAUNDROMAT	(4,025.00)	(4,000.00)	
01-7620-7300 GARBAGE COLLECTION	2,640.23	15,000.00	
01-7620-7400 WAGES	54,041.58	52,338.22	
01-7620-7401 CPP EXPENSE	2,975.17	2,616.91	
01-7620-7402 EI EXPENSE	1,233.19	1,046.76	
01-7620-7403 EHT EXPENSE	1,053.79	523.38	
01-7620-7404 WSIB	1,675.23	1,570.15	
01-7620-7407 OMERS EXPENSE	-	4,710.44	
01-7620-7415 TRAINING	162.81	250.00	
01-7620-7430 WAGES TRANSFER IN	59.91	500.00	
01-7620-7452 BOOT & CLOTHING ALLOWANCE	-	500.00	
01-7620-7500 HYDRO	62,318.91	62,500.00	
01-7620-7501 GAS	815.02	700.00	
01-7620-7502 WATER	5,715.66	6,000.00	
01-7620-7503 SEWAGE EXPENSE	4,610.33	10,000.00	
01-7620-7510 INSURANCE	20,187.36	20,109.21	
01-7620-7511 PROPERTY TAXES	4,531.46	4,500.00	
01-7620-7515 Building Repair & Maintenance	5,977.94	15,000.00	
01-7620-7516 JANITORIAL	1,325.35	2,000.00	
01-7620-7520 GROUNDS MAINTENANCE	24,949.32	40,000.00	
01-7620-7529 ADMINISTRATION EXPENSE	10,000.00	10,000.00	
01-7620-7601 PHONE & INTERNET	1,184.49	1,000.00	
01-7620-7611 EQUIPMENT MAINTENACE	1,652.81	3,000.00	
01-7620-7613 EQUIPMENT PURCHASE	112.85	2,500.00	
01-7620-7650 OFFICE SUPPLIES	713.16	500.00	
01-7620-7651 POSTAGE & COURIER	346.09	1,000.00	
01-7620-7652 ADVERTISING	1,608.82	500.00	
01-7620-7653 Bank Charges	1,530.41	600.00	
01-7620-7660 OTHER SUPPLIES	34.93	250.00	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
01-7620-7675 Legal Exp	-	10,000.00	
01-7620-7680 CONTRACTED SERVICES	814.08	-	
01-7620-7701 FUEL EXP	724.32	2,500.00	
01-7620-7901 TRANSFER FROM RESERVES	-	(280,465.07)	
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT	-	15,000.00	
01-7620-8005 CAPITAL - Stairs	-	400,000.00	
	\$ (195,702.67)	\$ -	

Library - Rodney

01-7650-6321 RENT - LIBRARY - RODNEY	(18,207.00)	(24,276.00)
01-7650-7500 HYDRO	1,741.40	2,000.00
01-7650-7501 GAS	818.21	1,200.00
01-7650-7502 WATER	644.89	800.00
01-7650-7510 INSURANCE	1,184.76	1,200.00
01-7650-7515 BUILDING REPAIRS & MAINTENANCE	1,732.83	5,000.00
01-7650-7516 JANITORIAL	3,418.04	3,968.64
01-7650-7900 Transfer to Reserves	-	10,107.36
	(8,666.87)	-

Library - West Lorne

01-7655-6108 WEST ELGIN SUPPORT SERVICES	-	(14,568.64)
01-7655-6321 RENT - LIBRARY WL	(22,860.75)	(30,481.00)
01-7655-7430 Wages Transfer In	357.16	-
01-7655-7500 HYDRO	5,380.99	7,000.00
01-7655-7501 GAS	1,348.53	3,000.00
01-7655-7502 WATER	2,984.99	3,000.00
01-7655-7510 INSURANCE	1,928.34	2,000.00
01-7655-7515 BUILDING REPAIRS & MAINTENANCE	4,580.26	10,000.00
01-7655-7516 JANITORIAL	10,158.63	11,905.92
01-7655-7601 PHONE & INTERNET	1,592.63	1,800.00
01-7655-7900 Transfer to Reserves	-	6,343.72
	\$ 5,470.78	\$ -

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Planning			
01-7700-6430 PLANNING FEES	(49,660.00)	(30,000.00)	
01-7700-7415 TRAINING EXPENSE	20.35	-	
01-7700-7442 MILEAGE	3,731.87	4,800.00	
01-7700-7651 POSTAGE & COURIER	833.65	-	
01-7700-7652 ADVERTISING	150.00	-	
01-7700-7675 LEGAL - Official Plan	16,034.12	25,000.00	
01-7700-7680 CONTRACTED SERVICES	59,689.84	66,000.00	
01-7700-7901 TRANSFER FROM RESERVES	-	(25,000.00)	
	<u>\$ 30,799.83</u>	<u>\$ 40,800.00</u>	
Economic Development			
01-7710-6751 ELGINCENTIVES	(11,062.60)	-	
01-7710-7360 ELGINCENTIVES	14,371.79	-	
01-7710-7361 ECONOMIC DEV - CCC	-	10,000.00	
01-7710-7441 MEMBERSHIPS & DUES	-	500.00	
01-7710-7652 ADVERTISING	675.00	1,000.00	
01-7710-7901 Transfer from Reserves	-	(10,000.00)	
	<u>\$ 3,984.19</u>	<u>\$ 1,500.00</u>	

Municipality of West Elgin
Statement of Financial Position
As of November 30, 2023

	<u>2023 Actuals</u>	<u>2023 Budget</u>	<u>Notes:</u>
Drains			
01-7720-6390 OSG - MD INSPECTOR	-	(21,000.00)	OMAFRA Grant - 2 yrs behind
01-7720-6392 DRAIN MAINTENACE - ADMINISTRATION FEE	-	(500.00)	
01-7720-7400 WAGES	30,333.33	23,400.00	
01-7720-7401 CPP EXPENSE	1,621.33	1,512.93	
01-7720-7402 EI EXPENSE	692.19	605.17	
01-7720-7403 EHT EXPENSE	593.74	605.17	
01-7720-7404 WSIB	940.37	907.76	
01-7720-7406 BENEFITS IN LIEU	-	6,858.54	Reclassified at year-end
01-7720-7407 OMERS	2,186.03	2,106.00	
01-7720-7415 TRAINING EXPENSE	81.41	100.00	
01-7720-7442 MILEAGE	349.04	700.00	
01-7720-7601 PHONE & INTERNET	279.08	300.00	
01-7720-7651 POSTAGE & COURIER	485.86	300.00	
01-7720-7705 Vehicle Expense	-	1,000.00	
	<u>\$ 37,562.38</u>	<u>\$ 16,895.57</u>	
Debentures			
01-8000-7480 TILE DRAINS EXP	29,741.52	22,948.11	
01-8000-7481 MUNICIPAL DRAINS	16,313.06	16,313.06	
01-8000-7482 WATERLINE	12,087.31	12,087.32	
	<u>\$ 58,141.89</u>	<u>\$ 51,348.49</u>	
Net Surplus/Deficit	<u>\$ (1,675,904.13)</u>	<u>\$ (0.00)</u>	



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2023 Carry Forward Projects

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2023 Carry Forward Projects; And

That West Elgin Council hereby authorizes that the following list of 2023 approved projects be carried forward to the 2024 fiscal year for completion and that the balance of the 2023 budget allowances for each of the respective projects be carried forward to the 2023 fiscal year.

Purpose:

The purpose of this report is to advise Council of 2023 approved projects, which will not be completed in 2023, and to request that the unspent funds be carried forward to 2024.

The department managers have provided a synopsis for each of their respective projects including rationale for the need to carry the project forward for completion in 2024.

The following projects are being carried forward to 2024:

1. WL Fire Hall Washroom Renovations -	\$30,000.00
2. Bridge – Port Glasgow Marina -	\$50,000.00
3. Ceiling Replacement at the Recreation Center -	\$25,000.00
4. Liner Replacement at the Rodney Pool -	\$50,000.00
5. Sidewalk Extension (Graham Rd/Marsh Ln. -	\$40,000.00

Reasons for Capital Project Deferral:

High Construction Costs:

One of the primary reasons for deferring capital projects is the escalating construction costs in the current market. The high cost of materials, labor, and other associated expenses has created a challenging economic environment. In response to these cost increases, we have made the strategic decision to set money aside and defer projects until we have sufficient funds to complete them without compromising quality or stretching our financial capacity.

Flooding Impact on Critical Infrastructure:

The second key factor contributing to the deferral decision is the impact of recent flooding events. These unforeseen circumstances have necessitated a shift in our priorities, redirecting our attention and resources towards addressing critical infrastructure affected by flooding.

Financial Implications:

The balance of the 2023 budget allowances for the projects will be carried forward to the 2024 fiscal budget. The exact amount of the carryover is unknown until year end reconciliation of projects has been completed. The enclosed table provides a visual representation of the actual transfers to and from reserves for the fiscal year 2021/2022, along with a projected estimate for the year 2023.

Respectfully submitted by,

Magda Badura
CAO/Treasurer

Report Approval Details

Document Title:	Deferral of 2023 Capital Projects - 2023-39-Administration Finance.docx
Attachments:	- Deferred Capital.pdf
Final Approval Date:	Dec 12, 2023

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

Terri Towstiuc

2021-2023 Deferred Capital

Department	Project Name	2021	2022	2023	Total
Fire	Compressor	\$ 60,000.00	\$ (60,000.00)	\$ -	\$ -
Fire	Washrooms Reno			\$ 30,000.00	\$ 30,000.00
Parks & Recreation - Arena	Drain Repair & Eavestrough	\$ 10,000.00		\$ (10,000.00)	\$ -
Parks & Recreation - Arena	Roof Painting	\$ 25,000.00	\$ (10,500.00)	\$ (14,500.00)	\$ -
Parks & Recreation - Marina	Bridge	\$ 20,000.00	\$ -	\$ 50,000.00	\$ 70,000.00
Parks & Recreation - Operations	Pull Type Finishing Mower - Snow Blade		\$ 25,000.00	\$ (25,000.00)	\$ -
Parks & Recreation - Operations	Master Plan			\$ 40,000.00	\$ 40,000.00
Parks & Recreation - Recreation Center	Ceiling Replacement			\$ 25,000.00	\$ 25,000.00
Parks & Recreation - Pool	Liner Repair			\$ 50,000.00	\$ 50,000.00
Roads - Municipal	PW Shed	\$ 75,000.00	\$ (75,000.00)	\$ -	\$ -
Roads - Municipal	Walker St Reconstruction		\$ 10,000.00	\$ -	\$ 10,000.00
Roads - Municipal	Storm Water Management		\$ 100,000.00	\$ (26,322.11)	\$ 73,677.89
Sidewalks	Graham Rd/Marsh Ln	\$ 60,000.00		\$ 40,000.00	\$ 100,000.00
Total		\$ 250,000.00	\$ 239,500.00	\$ 398,677.89	\$ 398,677.89



MUNICIPALITY OF West Elgin

Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2023 EI Premium Reduction

Recommendation:

That West Elgin Council hereby receives the report from Magda Badura, CAO/Treasurer and;

That West Elgin Council hereby approves payment from the Premium Employment Insurance Rate reduction to all full-time employees in the total amount of \$1,530.73, being 5/12 of the total savings of \$3,673.74 realized by West Elgin in 2023.

Background:

The Municipality of West Elgin is eligible for the Municipal Government reduced rate of Employment Insurance (EI) contribution. The EI premium rate is 1.4 x the EI deduction from an employee's pay. The Municipality of West Elgin's contribution to EI is 1.163 x the employee's deduction for EI. The Savings realized by the Municipality for 2023 is \$3,673.74. According to Employment Insurance Act Paragraph 68(1)(c) of the EI Regulation, the Municipality of West Elgin is responsible for returning at least 5/12 of the savings from the premium rate reduction to all employees for whom the reduced rate applies. As of PP26 there are 18 full-time employees on payroll and they will receive prorated amount based on their last 12 months of service.

EI Premium Rate @ 1.4	\$ 21,701.44
Township Portion @ 1.163	<u>\$ 18,027.70</u>
Total Savings	\$ 3,673.74
Employee Payout ($\frac{5}{12}$)	\$ 1,530.73

This matter has been discussed and approved in principle by Council, however as a housekeeping matter I respectfully request that Council pass a resolution to formally authorize this payment.

Financial Implications:

None

Policies/Legislation:

Employment Insurance Act, Paragraph 68(1)

Report Approval Details

Document Title:	2023 EI Premium Reduction - 2023-40-Administration Finance.docx
Attachments:	
Final Approval Date:	Dec 14, 2023

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

Terri Towstiuc



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2024 Employee and Council Remuneration

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Employee and Council Remuneration; and that West Elgin Council approves wage increase of 3.3% as indicated in attached Schedule A, B, C & D.

Purpose:

The purpose of this report is to inform Council members about the established guidelines for annual adjustments to the Pay Grid, emphasizing the recommended adjustment based on the Statistics Canada Ontario Consumer Price Index (CPI) for All Goods.

Background:

In 2021, Council endorsed a Pay Administration Policy outlining procedures for the annual adjustment of the Pay Grid. As outlined in the policy, the recommended adjustment is determined based on the Statistics Canada Ontario Consumer Price Index (CPI) for All Goods for the 12 months ending October 31st, which currently stands at 3.3%. It is noteworthy that last year, despite a 6.5% CPI adjustment, Council opted for a 4% increase. It's essential to acknowledge that, as there are no set limits on increases, Council retains the discretion to approve wage adjustments based on their considered judgment.

In line with the policy, the proposed 3.3% adjustment will be applied to the wage grid for full-time, part-time, seasonal, firefighters and Council staff rates. Furthermore, wage rate adjustments for employees represented by CUPE will adhere to the terms outlined in their collective agreement.

Financial Implications:

2024 Operating Budget

Policies/Legislation:

By-Law 2023-103 and 2023-104

Respectfully submitted by,
Magda Badura, CAO/Treasurer

Report Approval Details

Document Title:	2024 Employee and Council Remuneration - 2023-38-Administration Finance.docx
Attachments:	- 2024 Employee Remuneration.pdf
Final Approval Date:	Dec 5, 2023

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

Terri Towstiuc

2024

Increase 3.3%

FULL-TIME:

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
CAO/Treasurer	\$ 105,316.95	\$ 111,899.26	\$ 118,481.57	\$ 125,063.88	\$ 131,646.18
Manager, Operations & Community Services	\$ 94,785.25	\$ 100,709.33	\$ 106,633.41	\$ 112,557.49	\$ 118,481.57
Chief Building Official	\$ 81,986.47	\$ 87,110.63	\$ 92,234.78	\$ 97,358.94	\$ 102,483.09
Planner	\$ 71,385.65	\$ 75,847.25	\$ 80,308.85	\$ 84,770.46	\$ 89,232.06
Municipal Clerk	\$ 67,366.46	\$ 71,576.87	\$ 75,787.27	\$ 79,997.67	\$ 84,208.08
Deputy Treasurer	\$ 62,016.28	\$ 65,892.29	\$ 69,768.31	\$ 73,644.33	\$ 77,520.34
Financial Analyst/Tax Collector	\$ 62,016.28	\$ 65,892.29	\$ 69,768.31	\$ 73,644.33	\$ 77,520.34
Administrative Assistant/Accounting Clerk	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Admin Assistant/Records Management	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Operations & Community Services Coordinator	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Supervisor, Public Works	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Supervisor, Parks & Recreation	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Supervisor, Utilities	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Facility Operator	Refer to Collective Agreement				
Public Works Department Operator					
Utilities Operator					

Schedule B - By-law 2023-103

	2024				
	Increase 3.3%				
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
PART-TIME					
Part-Time Drainage Superintendent	24.79	26.34	27.89	29.44	30.99
Meter Reader	24.79	26.34	27.89	29.44	30.99
Service Ontario Clerk	23.63	25.10	26.58	28.06	29.53
By-law Officer	23.63	25.10	26.58	28.06	29.53
Bus Driver	23.63	25.10	26.58	28.06	29.53
Landfill Attendant	*** Refer to Collective Agreement ***				
Janitor	20.52	21.81	23.09	24.37	25.65
Administrative Assistant	20.52	21.81	23.09	24.37	25.65

SEASONAL

	2024		Increase 3.3%		
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
Supervisor - Life Guard	18.26	18.76	19.26	19.76	20.26
Life Guard	17.19	17.69	17.69	18.19	18.69
Seasonal Operator - Roads/Parks & Rec/Water	16.55	17.05	17.55	18.05	18.55
Port Glasgow Trailer Park Supervisor					\$ 36,043.58
Port Glasgow Trailer Park Assistant					\$ 18,021.80

2024

Increase 3.3%

WEST ELGIN FIRE DEPARTMENT

	Annual	Hourly
Deputy Chief	\$ 4,076.43	
Station Chief	\$ 2,911.73	
Captains	\$ 1,164.70	
Fire Fighting	\$ -	\$ 29.11
Training Officer	\$ 2,911.73	
Officers Meetings	\$ -	\$ 29.11
Training	\$ -	\$ 29.11
Fire Prevention Officer	\$ 2,911.73	
Fire Inspector		\$ 51.65



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2024 Fees and Charges

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2024 Fees and Charges and That West Elgin Council approves recommended rates as presented in Schedule A of this report.

Purpose:

The purpose of this report is to seek council's approval on proposed 2024 Fees and Charges schedules presented in this report.

Background:

Every year the West Elgin Council reviews and approves fees and charges schedules at its discretion. To maintain current service levels without excessively burdening the general tax rate, it is imperative to adjust user fees to sufficiently cover these costs. The proposed fee increases will help to generate additional revenue for the municipality and will play a crucial role in funding public services and supporting relevant programs. The justifications for the proposed fees are outlined below.

Administration:

Kennel License – Starting January 1, 2024, the London Humane Society will be providing us with this service. The Municipality will issue the kennel license upon completion of the inspection by the London Humane Society. This service will be available to our municipality on as needed and cost recovery basis.

General – Marriage License – covering the expenses of issuing a license and administering ceremonies during both business hours and weekends.

Burial Permit – adjusted to cover administrative costs and align with other municipalities.

Building:

The fees associated with the issuance of building permits have been reviewed with the Chief Building Official, and no concerns have been raised. Building department fees align with other municipalities.

Fire:

Inspection services – cost recovery.

Planning:

The fees associated with the planning applications have been reviewed with the Planning Consultant, and no concerns have been raised. Planning department fees align with other municipalities.

Port Glasgow Trailer Park:

The municipally owned trailer park continues to have the most affordable seasonal fees compared to other parks in the area. However, the annual operating costs are consistently increasing. Our recommendation is to raise seasonal fees in alignment with the annual inflation rate. Additionally, it is recommended to increase additional fees related to hydro usage. Currently, users are not covering the cost of hydro, their contributions amount to less than one-third of the total annual cost.

	2023	2022	2021	2020	2019	2018
Operating Expenses	\$213,000	\$203,317	\$221,307	\$163,803	\$206,014	\$204,653
Hydro	\$62,318	\$61,741	\$56,028	\$51,285	\$60,286	\$52,318
PGTP Residents Contribution	\$20,416	\$19,908	\$18,600	\$18,359	\$18,330	N/A

Public Works:

911 Signs – over the years cost of sign purchase was kept relatively low, a proposed increase of \$18.50 will not fully cover administrative and installation cost but will lighten the level of deficit.

Recycling – to mitigate the impact of price fluctuations, a proposed increase of \$1.60 is recommended.

Landfill – The direct cost of operating the landfill remain consistently high, and due to strict regulations imposed by the province, there is no alternative but to offset the tipping fees by approximately 20%.

Landfill	2023	2022	2021
Operating Direct Cost	\$148,795	\$139,458	\$153,685
Tipping Fees	\$26,702	\$22,275	\$27,451

Recreation:

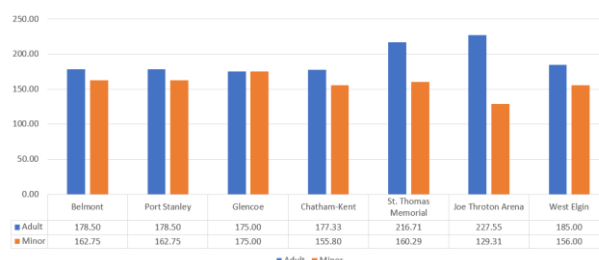
Arena:

2024 Operating and Capital Budget was presented and approved by the Arena Board Committee on November 8, 2023. Below is the comparison of 2023 and 2024 proposed prime time rates. Prime time is being utilized at 64% and non-prime time is being utilized at 11%. Below table, shows rate comparison with other municipalities for 2023 and 2024.

2023 Prime Time Rates – Adult & Minor

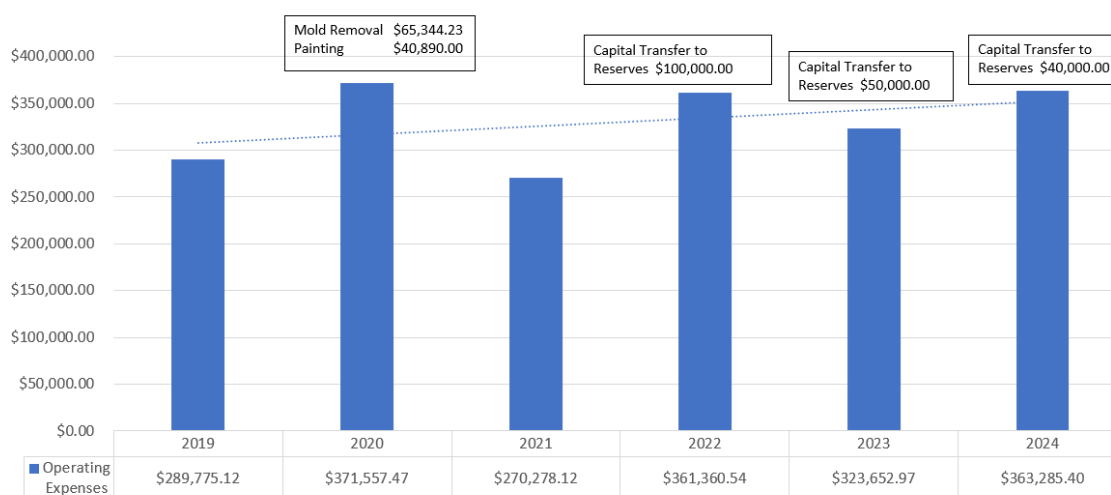


2024 Prime Time Rates – Adult & Minor



All 27 public skates are currently sponsored, ensuring a steady revenue flow throughout the entire season. To address the challenges posed by high operating costs, we are suggesting an increase in the advertising fees.

2019 - 2024 Operating & Capital Expenses



Recreation – general – during strategic planning sessions, one of the council's objectives was to improve recreational programming. This involves a substantial investment in our facilities, such as replacing the ceiling at the recreation center and creating multi-use courts in West Lorne. As we enhance municipal programming, we foresee an increase in operating costs, utilities, and recreational supplies, along with an increase in staff time.

Scout Hall: The current rates for the Scout Hall generate less than 20% revenue of the total operating cost. Despite being fully renovated in 2021 and fully accessible, the proposed rate increase will help to address the existing deficit.

Soccer Fields: The information in the table below outlines the cost of paint purchased for maintaining the soccer fields. However, it does not account for additional expenses related to line painting, staff time, grass cutting, and overall field maintenance.

	2023	2022	2021
Paint Purchase	\$3,572	\$3,047	\$1,515
Revenue	\$5,564	\$4,595	\$3,292

Pool:

The operational cost for the pool during July and August of 2023 amounted to \$87,211. As part of our strategy, an enhancement in pool programming is planned and therefore the fees will need to align with the anticipated changes and improvements in the future.

Transit:

The Four Counties Transit Committee approved the 2024 Four Counties Transit Budget and Fees and Charges schedule on October 17, 2023. According to year-to-date expenses in 2023, the current operating cost is at \$2.33 per kilometer. An increase in riders' fees has been formulated to mitigate the costs to the municipalities.

Water:

Minor adjustments are suggested for water fees to address the administrative costs.

Financial Implications:

2024 Budget deliberations

Policies/Legislation:

By-Law 2023-107

Respectfully submitted by,

Report Approval Details

Document Title:	2024 Fees and Charges - 2023-44-Administration Finance.docx
Attachments:	- 2024 Fees and Charges Schedules.pdf
Final Approval Date:	Dec 18, 2023

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

Terri Towstiuć



MUNICIPALITY OF West Elgin

2024 Fees Charges - By-Law 2023-107

Administration	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Animal Control					

Kennel Licence	\$ 150.00	\$ 160.00	\$ 200.00	\$ 40.00	25%
----------------	-----------	-----------	-----------	----------	-----

Requests					
-----------------	--	--	--	--	--

Reprint of Tax/Water Bills or Statements	\$ 15.00	\$ 15.00	\$ 15.00	\$ -	0%
Tax Certificates	\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Zoning Certificates/ Letters	\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Fire Report	\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Septic Records Search	\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Work Order Inquires	\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%

General					
----------------	--	--	--	--	--

Mileage (per km)	\$ 0.610	CRA Rate	CRA Rate		
NSF Fee	\$ 40.00	\$ 50.00	\$ 55.00	\$ 5.00	10%
Copies of Zoning or Official Plan By-Law	\$ 50.00	\$ 55.00	\$ 60.00	\$ 5.00	9%
Photocopies	\$ 0.50	\$ 0.50	\$ 0.50	\$ -	
Tax Sale Packages	\$ 10.00	\$ 10.00	Cost recovery	\$ -	
Fax (per page)	\$ 1.25	\$ 1.25	\$ 1.25	\$ -	0%
Courier Delivery (Flat Rate)	\$ 8.00	\$ 10.00	\$ 15.00	\$ 5.00	50%
Burial Permit	\$ 10.00	\$ 10.00	\$ 20.00	\$ 10.00	100%
Marriage License	\$ 110.00	\$ 120.00	\$ 150.00	\$ 30.00	25%
Marriage Ceremony	\$ 300.00	\$ 315.00	\$ 350.00	\$ 35.00	11%
Rehersal fee	\$ 50.00	\$ 50.00	\$ 100.00	\$ 50.00	100%
Penalty on late payments (per month)	2%	2%	2%	\$ -	
Truck, Air Brake and Bus MTO Books	\$ 18.95	\$ 20.00	\$ 20.00	\$ -	
Driver and Motorcycle MTO Books	\$ 14.95	\$ 16.00	\$ 16.00	\$ -	
Transfer of Fee to Property Taxes	\$ 50.00	\$ 50.00	\$ 60.00	\$ 10.00	20%
General Research Fee per hour	\$ 30.00	\$ 30.00	\$ 35.00	\$ 5.00	17%
By-law Appeal Hearing Fee	\$ 125.00	\$ 125.00	\$ 125.00	\$ -	



MUNICIPALITY OF West Elgin

2024 Fees Charges - By-Law 2023-107

Administration	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Drainage					
Tile Drain loan application	\$ 150.00	\$ 150.00	\$ 160.00	\$ 10.00	7%
Drainage Reapportionment (first Drain)	\$ 75.00	\$ 80.00	\$ 85.00	\$ 5.00	6%
Drainage Reapportionment (additional drains)	\$ 50.00	\$ 55.00	\$ 60.00	\$ 5.00	9%
Drain Maintenance (min charge)	\$ 30.00	\$ 35.00	\$ 40.00	\$ 5.00	14%
MFIPPA					
Application Fee	\$ 5.00	\$ 5.00	\$ 5.00	\$ -	0%
Search/Preparation Time per hour	\$ 30.00	\$ 30.00	\$ 30.00	\$ -	0%
Photocopies	\$ 0.20	\$ 0.20	\$ 0.20	\$ -	0%
Shipping (minimum)	\$ 8.00	\$ 10.00	\$ 10.00	\$ -	0%



MUNICIPALITY OF West Elgin

Building Fees	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Residential - Group C Occupancies					
1st Floor per square foot	\$0.95/sf	\$1.00/sf	\$1.10/sf	\$ 0.10	10%
2nd & 3rd floor per square foot	\$0.95/sf	\$1.00/sf	\$1.10/sf	\$ 0.10	10%
Basement	\$0.50/sf	\$0.55/sf	\$0.60/sf	\$ 0.05	9%
Crawlspace	\$0.35/sf	\$0.40/sf	\$0.50/sf	\$ 0.10	25%
Garage/Porch/Deck/Storage/Workshop	\$0.35/sf	\$0.40/sf	\$0.50/sf	\$ 0.10	25%
Alt & Reno where square footage cannot be determined as above	\$12/\$1000 Const. Value	\$13/\$1,000 Const. Value	\$15/\$1,000 Const. Value	\$ 2.00	0%
Minimum Fee for all permits	\$300.00	\$350.00	\$400.00	\$ 50.00	14%
Accessory Buildings - Decks, Porches etc.					
Less than 250 sf	\$ 150.00	\$ 170.00	\$ 180.00	\$ 10.00	6%
251 to 500 sf	\$150+ \$0.20/sf over 250 sf	\$170 + \$0.21/sf over 250 sf	\$180 + \$0.25/sf over 250 sf	\$ 10.00	6%
501 to 1000 sf	\$260 + \$0.10/sf over 500 sf	\$275 + \$0.11/sf over 500 sf	\$280 + \$0.15/sf over 500 sf	\$ 5.00	2%
Over 1000 sf	\$300 + \$0.08/sf over 1000 sf	\$315 + \$0.08/sf over 1000 sf	\$320 + \$0.10/sf over 1000 sf	\$ 5.00	2%
Farm Buildings					
Livestock Buildings & Manure Pits	\$100 + \$7.25/\$1000 CV	\$110 + \$8/\$1,000 CV	\$120 + \$9/\$1,000 CV	\$10 + \$1.00	9%
Non Livestock Agricultural Buildings					
Less than 250 sf	\$ 175.00	\$184.00	\$190.00	\$ 6.00	3%
251 to 500 sf	\$175 + \$0.20/sf over 250 sf	\$184 + \$0.21/sf over 250 sf	\$190 + \$0.25/sf over 250 sf	\$6.00 + \$0.04/sf	3%
501 to 1000 sf	\$260 + \$0.10/sf over 500 sf	\$275 + \$0.11/sf over 500 sf	\$280 + \$0.15/sf over 500 sf	\$5.00 + \$0.04	2%
1001 to 1500 sf	\$300 + \$0.08/sf over 1000 sf	\$315 + \$0.09/sf over 1000 sf	\$320 + \$0.15/sf over 1000 sf	\$5.00 + \$0.06	2%
1501 to 3000 sf	\$355 + \$0.05/sf over 1500 sf	\$375 + \$0.06/sf over 1500 sf	\$380 + \$0.10/sf over 1500 sf	\$5.00 + \$0.04	1%
3001 sf or greater	\$425 + \$0.04/sf over 3000 sf	\$450 + 0.05/sf over 3000 sf	\$460 + 0.10/sf over 3000 sf	\$10 + \$0.05	2%
Sewage System Permits					
New Class 4 or 5 sewage system	\$ 550.00	\$ 560.00	\$ 570.00	\$ 10.00	2%
Repair to sewage system	\$ 350.00	\$ 360.00	\$ 370.00	\$ 10.00	3%
Permit Renewal Fee	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%



MUNICIPALITY OF West Elgin

Building Fees	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Miscellaneous Permit Fees					
Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Demolition Permit	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
In Ground Swimming Pools (includes fencing)	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Fence around Above Ground Pools	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Building Re-locations		\$ 160.00	\$ 170.00	\$ 10.00	6%
Transfer of Permit Fee	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Tent Permit (greater than 60 m squared)	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Re-inspection Fee (not ready for insp) - NEW			\$ 100.00	\$ 100.00	0%
Change of Use (no construction)	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Septic Inspection due to severance	\$ 150.00	\$ 160.00	\$ 170.00	\$ 10.00	6%
Indemnity/Security Deposit (refundable)	\$500 or \$1000	\$500 or \$1,000	\$500 or \$1,000	\$ -	0%
Conditional Permit	\$ 325.00	\$ 330.00	\$ 340.00	\$ 10.00	3%
Sign permit	\$150	\$ 160.00	\$ 170.00	\$ 10.00	6%
Building Research Fee (per hour)	\$ 30.00	\$ 35.00	\$ 40.00	\$ 5.00	14%
Water Service Inspection fee	\$ 75.00	\$ 80.00	\$ 90.00	\$ 10.00	13%
Commercial - Group D & E Occupancies, Including Mix Use Group C					
Minor int reno less than 1000 sf GFA	\$0.95/sf - min \$400	\$0.96/sf - min \$410	\$1.00/sf - min \$420	\$0.04 - min \$10.00	4%
Major int reno 1000 sf and over GFA	\$0.95/sf - min \$950	\$0.95/sf - min \$960	\$1.00/sf - min \$970	\$0.05 - min \$10.00	5%
New Construction & Additions	\$12.00/\$1000 Const Value - min \$1500	\$13/\$1,000 Const. Value - min \$1,500	\$14/\$1,000 Const. Value - min \$1,500	\$ 1.00	8%
Group A & B Occupancies	\$12/\$1000 const value - \$1000.00 min	\$13/\$1,000 Const. Value - min \$1,000	\$14/\$1,000 Const. Value - min \$1,000	\$ 1.00	8%
Industrial - Group F Occupancies	\$12/\$1000 const value - \$1000.00 min	\$13/\$1000 Const. Value - min \$1,000	\$14/\$1000 Const. Value - min \$1,000	\$ 1.00	8%
New Fees					
Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses	\$12/\$1000 const value - \$1000 min.	\$13/\$1,000 Const. Value - min. \$1,000	\$14/\$1,000 Const. Value - min. \$1,000	\$ 1.00	8%
Alternative Solution Review	TBD by CBO - based on peer review cost	TBD by CBO - based on peer review cost	TBD by CBO - based on peer review cost	\$ -	0%
Additional Plans Review(changes to original submission)	25% addition to original permit fee	25% addition to original permit fee	25% addition to original permit fee	\$ -	0%
Expedite Permit Review (if time allows)	25% addition to permit fee	25% addition to permit fee	25% addition to permit fee	\$ -	0%
Plumbing - new Water Service Connection or Sewer Connection	\$200.00	\$ 200.00	\$ 250.00	\$ 50.00	25%
Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere	\$500.00/structure	\$500.00/structure	\$500.00/structure	\$ -	0%
Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)					



Fire Department Fees	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Emergency Services on Provincial Highways - per hour, per road	MTO Posted rate	MTO Posted rate	MTO Posted rate		
Emergency Services on Roads in Municipality (Non-residents)	MTO Posted rate	MTO Posted rate	MTO Posted rate		
Emergency services on private property by outside agencies	based on actual costs	Based on Actual Costs	Based on Actual Costs		
Inspection Services - per inspection	\$ 125.00	\$ 125.00	\$ 150.00	\$ 25.00	20%



Planning	2022 Fees	2023 Fees	2024 Fees	\$ Increase	% Increase
Consent (severance) application (Sections 53 and 57 of the Planning Act)	\$ 800.00	\$850 (plus \$425 per additional lot)	\$850 (plus \$425 per additional lot)		
Minor variance application (Section 45(1) to 45(3) of the Planning Act)	\$ 1,000.00	\$ 1,050.00	\$ 1,100.00	\$ 50.00	5%
Zoning by-law amendment application	\$ 1,200.00	\$ 1,300.00	\$ 1,350.00	\$ 50.00	4%
Holding zone symbol removal by-law	\$ 500.00	\$ 550.00	\$ 600.00	\$ 50.00	9%
Temporary use by-law (Sections 39 and 39.1 of the Planning Act)	\$ 1,200.00	\$ 1,200.00	\$ 1,250.00	\$ 50.00	4%
Temporary use by-law Extension Requests	\$ 600.00	\$ 600.00	\$ 650.00	\$ 50.00	8%
Deeming by-law	\$ 1,200.00	\$ 1,200.00	\$ 1,250.00	\$ 50.00	4%
Zoning Certificate/letter	\$ 60.00	\$ 70.00	\$ 80.00	\$ 10.00	14%
Official plan amendment application	\$ 2,400.00	\$ 2,550.00	\$ 2,600.00	\$ 50.00	2%
Site plan control application	\$ 1,000.00	\$ 2,600.00	\$ 2,650.00	\$ 50.00	2%
Site plan amendment	N/A	\$ 1,550.00	\$ 1,600.00	\$ 50.00	3%
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 4,000.00	\$ 5,500.00	\$ 5,600.00	\$ 100.00	2%
Planning and Development Agreement (plus engineering, consultant and/or legal costs)	\$ 1,500.00	combining with SPA fee, no separate fee now	combining with SPA fee, no separate fee now	\$ -	0%
Plan of subdivision/condo amendment		\$ 2,900.00	\$ 3,000.00	\$ 100.00	3%
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)	\$ 750.00	combined in SP amend or plan amend, no separate fee now	combined in SP amend or plan amend, no separate fee now	\$ -	0%
Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)	\$2000 or as per Section 51.1 of the Planning Act (whichever is lower)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)	\$ -	0%
Cash-In-lieu of Parkland Fee (subdivision and condominiums)	As per Section 51.1 of the Planning Act-based on land valuation calculation	As per Section 51.1 of the Planning Act-based on land valuation calculation	As per Section 51.1 of the Planning Act-based on land valuation calculation	\$ -	0%
Part Lot Control Application	\$ 800.00	\$ 900.00	\$ 900.00	\$ -	0%
Part Lot Control Extension Request	\$ 400.00	\$ 450.00	\$ 450.00	\$ -	0%
Telecommunications Towers	\$ 500.00	\$ 750.00	\$ 750.00	\$ -	0%
Re-Notification Fee of Planning Application, based on Proponent Request	50% of Application Fee	50% of Application Fee	50% of Application Fee	\$ -	0%
Processing of inquiries related to acquisition of Municipal owned land (including road allowances)	\$ 400.00	\$ 450.00	\$ 450.00	\$ -	0%
Change of Conditions to Consent Request	\$ 400.00	\$ 450.00	\$ 450.00	\$ -	0%
Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums	\$ 1,200.00	\$ 1,300.00	\$ 1,300.00	\$ -	0%
Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal	\$ 500.00	\$ 600.00	\$ 600.00	\$ -	0%
Draft Plan Extension Comments to the County / Ontario Land Tribunal	\$ 800.00	\$ 900.00	\$ 900.00	\$ -	0%
Reactivating a planning application that has not been acted on in 12 months	50% of Application Fee	50% of Application Fee	50% of Application Fee	\$ -	0%
Condominium Exemption Comments to the County	\$ 800.00	\$ 900.00	\$ 900.00	\$ -	0%

*** Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot where applicable ***



MUNICIPALITY OF West Elgin

Port Glasgow Trailer Park	2022 Fee	2023 Fee	2024 Fee	\$ Increase	% Increase
Seasonal Fees					
Lots with 30 amp service	\$ 1,890.00	\$ 1,985.00	\$ 2,100.00	\$ 115.00	6%
Additional charge for Lakefront	\$ 100.00	\$ 105.00	\$ 120.00	\$ 15.00	14%
Winter Storage	\$ 50.00	\$ 55.00	\$ 60.00	\$ 5.00	9%
Additional Fees					
Air Conditioner	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Freezer	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Fridge	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Electric Dryer	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Electric Hot Water Heater	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Combo Electric/Gas Hot Water Heater	\$ 84.00	\$ 88.00	\$ 100.00	\$ 12.00	14%
Electric Golf Carts	\$ 63.00	\$ 66.00	\$ 100.00	\$ 34.00	52%
Electric Car	\$ 63.00	\$ 66.00	\$ 100.00	\$ 34.00	52%
Boat Trailer Parking	\$ 52.50	\$ 55.00	\$ 60.00	\$ 5.00	9%
Refundable deposit for key to laundry room	\$ 10.00	\$ 10.00	\$ 10.00	\$ -	0%
Coin access washer	\$ 3.00	\$ 3.00	\$ 3.00	\$ -	0%
Coin access dryer	\$ 2.00	\$ 3.00	\$ 3.00	\$ -	0%
Rental of Dance Hall	\$ 25.00	\$ 27.00	\$ 30.00	\$ 3.00	11%
Clean up deposit for Dance Hall Rental	\$ 100.00	\$ 100.00	\$ 100.00	\$ -	0%
Rental of Pavillion (per day)	\$ 25.00	\$ 27.00	\$ 40.00	\$ 13.00	48%
Rental of Pavillion (per hour)	\$ 5.00	\$ 7.00	\$ 10.00	\$ 3.00	43%
Rental of Recreation Hall (per day)	\$ 25.00	\$ 27.00	\$ 40.00	\$ 13.00	48%
Seasonal Lot Transfer of Lease	\$ 105.00	\$ 110.00	\$ 125.00	\$ 15.00	14%
Booth Rental (June to Sept) (per month)	Per RFP	per RFP	per RFP		
Cleaning of yard at an individual trailer site (per hour)	\$ 40.00	\$ 40.00	\$ 50.00	\$ 10.00	25%



MUNICIPALITY OF West Elgin

Port Glasgow Trailer Park Transient Fees		2022 Fee	2023 Fee	2024 Fee	\$ Increase	% Increase
Daily Rates						
Tents	\$	36.75	\$ 39.00	\$ 45.00	\$ 6.00	15%
1 Man Tent (no motorized vehicle)	\$	15.75	\$ 16.50	\$ 20.00	\$ 3.50	21%
Sites with hydro and water	\$	47.25	\$ 50.00	\$ 60.00	\$ 10.00	20%
Sites with hydro and water and sewer	\$	52.50	\$ 55.00	\$ 65.00	\$ 10.00	18%
Weekly Rates (7 days)						
Sites with Hydro and Water	\$	299.25	\$ 315.00	\$ 330.00	\$ 15.00	5%
Sites with hydro and water and sewer	\$	330.75	\$ 347.00	\$ 360.00	\$ 13.00	4%
Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP						



MUNICIPALITY OF West Elgin

Public Works	2022 Fee	2023 Fees	2024 Fees	\$ Increase	% Increase
911 Signs					
Sign	\$ 30.00	\$ 31.50	\$ 50.00	\$ 18.50	59%
Post	\$ 30.00	\$ 31.50	\$ 50.00	\$ 18.50	59%
Sign & Post together	\$ 50.00	\$ 52.50	\$ 80.00	\$ 27.50	52%
Recycling					
Composter	Cost recovery	Cost recovery	Cost recovery		
Blue Box	\$ 8.00	\$ 8.40	\$ 10.00	\$ 1.60	19%
New Home Construction (max 2)	No Charge	No charge	No charge		
Landfill - Tipping Fees					
Pick up Load	\$ 40.00	\$ 42.00	\$ 45.00	\$ 3.00	7%
1/2 pick up load	\$ 20.00	\$ 21.00	\$ 25.00	\$ 4.00	19%
Large Item Fee (Couches, Mattress etc)(per item)	\$ 10.00	\$ 10.50	\$ 15.00	\$ 4.50	43%
Removal of Refridgerant	\$ 25.00	\$ 26.25	\$ 30.00	\$ 3.75	14%
Shingles/Construction Materials/ Commercial	\$ 100.00	\$ 105.00	\$ 120.00	\$ 15.00	14%
Permits					
Entrance Permit	\$ 100.00	\$ 105.00	\$ 120.00	\$ 15.00	14%
Refundable deposit for above permits	\$ 400.00	\$ 420.00	\$ 450.00	\$ 30.00	7%
Road Occupancy Permit (to work under/on road)	\$ 100.00	\$ 105.00	\$ 120.00	\$ 15.00	14%
Moving Permit	\$ 100.00	\$ 105.00	\$ 120.00	\$ 15.00	14%
Refundable deposit for above permits	\$ 1,000.00	\$ 1,050.00	\$ 1,100.00	\$ 50.00	5%
*** Above requires Certificate of Insurance Naming Municipality as Co-Insured ***					
Oil & Gas exploration - Road user agreement for construction					
Agreement fee	\$ 240.00	\$ 252.00	\$ 265.00	\$ 13.00	5%
Annual fee (per km)	\$ 105.00	\$ 110.25	\$ 120.00	\$ 9.75	9%
Refundable deposit for damages (per km)	\$ 1,000.00	\$ 1,050.00	\$ 1,100.00	\$ 50.00	5%

Public Works				\$ Increase	% Increase
Work on Road allowance on behalf of ratepayer					
Time	current employee rate	current employee rate	current employee rate		
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification		
Material	cost	cost	cost		
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	5% of total invoice cost before taxes		
Work on Private Property as a result of Municipal Order					
Time (minimum 2 hours)	current employee rate	current employee rate	current employee rate		
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification		
Material	cost	cost	cost		
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	5% of total invoice cost before taxes		
Work on Road Allowance on behalf of Elgin County					
Time	current employee rate	current employee rate	current employee rate		
Equipment	Bsed on Elgin County Maintenance Agreement	Bsed on Elgin County Maintenance Agreement	Bsed on Elgin County Maintenance Agreement		
Material	cost	cost	cost		
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes	5% of total invoice cost before taxes		
Municipal Consent	\$200 +\$0.25/m	\$200 +\$0.25/m	\$200 +\$0.25/m		



Recreation	2022 Fees	2023 Fees	2024 Fees	Increase \$	Increase %
Arena					
Ice Rental					
Prime Time Adult Rate	\$ 159.30	\$ 168.00	\$ 185.00	\$ 17.00	10%
Prime Time Youth Rate	\$ 135.40	\$ 142.00	\$ 156.00	\$ 14.00	10%
Off Prime Rate (adult & youth)	\$ 75.22	\$ 79.00	\$ 87.00	\$ 8.00	10%
Arena Warm Room Rental (per hour)	\$ 20.00	\$ 21.00	\$ 25.00	\$ 4.00	19%
Skate Sharpening	\$ 5.00	\$ 6.00	\$ 10.00	\$ 4.00	67%
Public Skating					
per person	\$ 3.00	\$ 3.00	\$ 5.00	\$ 2.00	67%
per family	\$ 7.00	\$ 8.00	\$ 10.00	\$ 2.00	25%
Sponsored Public Skating		\$ 118.50	\$ 130.50	\$ 12.00	10%
Summer Main Floor					
Per day (8 hours)	\$ 425.00	\$ 450.00	\$ 495.00	\$ 45.00	10%
Per hour	\$ 45.00	\$ 47.00	\$ 52.00	\$ 5.00	11%
Set up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00	\$ 5.00	10%
Additional Clean up (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 55.00	\$ 5.00	10%
Booth Rental					
Per month (open 3 days per week)	As per RFP	As per RFP	As per RFP		
Advertising Space Rental (Per Season)					
Wall Signs (3 x 6')	\$ 100.00	\$ 105.00	\$ 150.00	\$ 45.00	43%
Ice Logos (plus expenses)	\$ 500.00	\$ 525.00	\$ 600.00	\$ 75.00	14%
Zamboni (per full side)	\$ 500.00	\$ 525.00	\$ 600.00	\$ 75.00	14%
Board Wrapping	\$ 250.00	\$ 260.00	\$ 350.00	\$ 90.00	35%
*** Above does not include the cost of the sign/wrap ***					
Recreation - General					
Miller Park Pavillion (per hour)	\$ 5.00	\$ 7.00	\$ 10.00	\$ 3.00	43%
Miller Park Pavillion (per day)	\$ 25.00	\$ 27.00	\$ 40.00	\$ 13.00	48%
Staff Screening due to COVID Requirements (per hour)	\$ 25.00	\$ 27.00	\$ 30.00	\$ 3.00	11%
Scout Hall (per hour)	\$ 25.00	\$ 27.00	\$ 35.00	\$ 8.00	30%
Municipally Run Program (per person/per session)	\$ 2.00	\$ 3.00	\$ 5.00	\$ 2.00	67%

Recreation	2022 Fees	2023 Fees	2024 Fees	Increase \$	Increase %
West Elgin Recreation Centre					
Main Floor Rental (per hour)	\$ 30.00	\$ 32.00	\$ 50.00	\$ 18.00	56%
Large Meeting Room (per hour)	\$ 20.00	\$ 22.00	\$ 40.00	\$ 18.00	82%
Kitchen per hour	\$ 40.00	\$ 42.00	\$ 50.00	\$ 8.00	19%
Small Meeting Room (per hour)	\$ 15.00	\$ 15.00	\$ 25.00	\$ 10.00	67%
Full Building Full Day Rental (8+ hours)	\$ 425.00	\$ 450.00	\$ 550.00	\$ 100.00	22%
Full building (per hour)	\$ 75.00	\$ 80.00	\$ 100.00	\$ 20.00	25%
Staff Set Up fee (per hour per staff member)	\$ 45.00	\$ 50.00	\$ 60.00	\$ 10.00	20%
Baseball Diamond					
Baseball Diamond - with lights (per season per team)	\$ 400.00	\$ 420.00	\$ 450.00	\$ 30.00	7%
Baseball Diamond - without lights (per season per team)	\$ 200.00	\$ 210.00	\$ 250.00	\$ 40.00	19%
Baseball Tournaments (per day)	\$ 100.00	\$ 105.00	\$ 150.00	\$ 45.00	43%
Soccer Fields					
Minor Soccer (per player)	\$ 12.00	\$ 13.00	\$ 15.00	\$ 2.00	15%
Adult Soccer (per team)	\$ 200.00	\$ 210.00	\$ 250.00	\$ 40.00	19%
Soccer Tournaments (per day/ per field)(adults)	\$ 100.00	\$ 105.00	\$ 150.00	\$ 45.00	43%
Sand Ring (per day)	\$ 300.00	\$ 315.00	\$ 350.00	\$ 35.00	11%
Sand Ring with overnight camping	\$ 500.00	\$ 525.00	\$ 600.00	\$ 75.00	14%
Swimming Pool					
Family Season Pass	\$ 180.00	\$ 189.00	\$ 200.00	\$ 11.00	6%
Family Monthly Pass	\$ 110.00	\$ 115.00	\$ 150.00	\$ 35.00	30%
Single Season Pass	\$ 95.00	\$ 100.00	\$ 125.00	\$ 25.00	25%
Single Monthly Pass	\$ 60.00	\$ 63.00	\$ 80.00	\$ 17.00	27%
Open Swim Admission (per person)	\$ 3.00	\$ 3.00	\$ 5.00	\$ 2.00	67%
Open Swim Admission (per family)	\$ 7.00	\$ 8.00	\$ 10.00	\$ 2.00	25%
Swimming Lessons (per 2 week Session)	\$ 65.00	\$ 75.00	\$ 90.00	\$ 15.00	20%
Private Swimming Lessons (per 2 week Session)	\$ 100.00	\$ 110.00	\$ 150.00	\$ 40.00	36%
Pool Rental (per hour - include 2 Life Gaurds)	\$ 65.00	\$ 70.00	\$ 100.00	\$ 30.00	43%
Additional Life Gaurds (per hour)(if required)	\$ 25.00	\$ 30.00	\$ 50.00	\$ 20.00	67%
Aqua Fit (per class)	\$ 5.00	\$ 6.00	\$ 10.00	\$ 4.00	67%
Aqua Fit (for 10 visits)	\$ 45.00	\$ 50.00	\$ 90.00	\$ 40.00	80%
Adult and Senior Swim (per vist)	\$ 3.00	\$ 3.00	\$ 5.00	\$ 2.00	67%
Swim Team / Synchronized Swimming (season)	\$ 65.00	\$ 70.00	\$ 90.00	\$ 20.00	29%
*** Note - Public skate/ Open swim times prices based on 1.5hour ***					



MUNICIPALITY OF West Elgin

2024 Fees and Charges - By-Law 2023-107

Four Counties Transit	2022 Fee	2023 Fees	2024 Fees	Increase \$	Increase %
Trips within Service Area					
Mileage (per km)	\$ 0.70	\$ 0.80	\$ 1.50	\$ 0.70	88%
One way Trip	\$ 6.00	\$ 7.00	\$ 8.00	\$ 1.00	14%
Round Trip (per person)	\$ 12.00	\$ 14.00	\$ 16.00	\$ 2.00	14%
Trips outside Service Area					
Round Trip (per person) + Mileage	\$ 35.00	\$ 40.00	\$ 50.00	\$ 10.00	25%
Special trips					
During normal hours (per hour) + mileage	\$ 35.00	\$ 40.00	\$ 50.00	\$ 10.00	25%
Outside normal hours (per hour)+ mileage	\$ 50.00	\$ 60.00	\$ 70.00	\$ 10.00	17%



Water		2022 Fee	2023 Fees	2024 Fees	Increase \$	Increase %
Administration						
		\$200 or a total of 3 months' average	\$200 or a total of 3 months' average billing	N/A		
Water Security Deposits - Tennants (Commercial)		\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Water Service disconnect/reconnect		\$ 60.00	\$ 65.00	\$ 70.00	\$ 5.00	8%
Call Out Fee (Business Hours 7:30 am - 3:30 pm)		\$ 120.00	\$ 130.00	\$ 140.00	\$ 10.00	8%
After Hours Call Out Fee		\$ 50.00	\$ 50.00	\$ 60.00	\$ 10.00	20%
Transfer of account						
Water Service Connections						
Water service installation- materials		Cost	Cost	Cost		
Water service installation - labour & machine time		current municipal rate	Current municipal rate	Current municipal rate		
1 inch service		\$ 1,200.00	\$ 1,200.00	\$ 1,300.00	\$ 100.00	8%
For Special Sizing Contact Office						
Water connection fee - Municipalities						
Southwest Middlesex Water Customer within West Elgin Boundaries		As determined by SWM	As determined by SWM	As determined by SWM		
Dutton Dunwich Water Customer within West Elgin Boundaries		As determined by Dutton Dunwich	As determined by Dutton Dunwich	As determined by Dutton Dunwich		



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: 2024 Municipal Insurance Renewal

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer, re: 2024 Insurance Programs as set out in the renewal documents provided by Intact Public Entity dated Dec. 18, 2023.

Background:

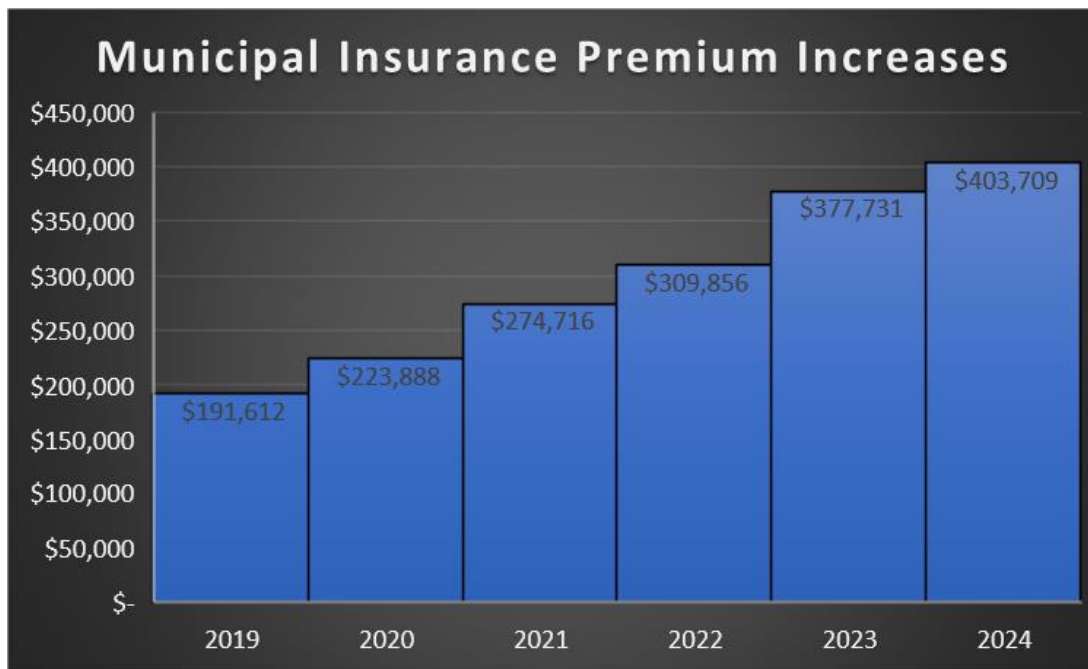
The Municipality's comprehensive insurance program is provided by Intact Public Entities (formerly Frank Cowan Insurance). Attached to this report is the policy renewal information for 2024. Historically, staff have met with Aran Myers, Regional Manager to review the renewal documents, obtain additional information on the increase in premiums and explore options to contain costs. Unfortunately, staff received the attached renewal documents very close to our council agenda consolidation date, so staff have not been available to meet with Mr. Myers, but since there are no significant changes to our coverage, we are comfortable recommending approval. If Council so desires, Mr. Myers can make himself available at a future date if Council has any questions about the Municipality's insurance program and coverage provided by Intact Public Entity.

Financial Implications:

The current policies expire December 31, 2023. A copy of the proposal for coverage from January 1, 2024 to December 31, 2024 for the Municipality of West Elgin is attached in Appendix "A".

The Municipality renewal contains a summary of the costs for insurance coverage. Most of the increase of \$25,978 or 6.87% is due to the General Liability component. This is the largest component of the premium and is showing an increase of \$10,771 or 5%. The General Liability component is greatly affected by the hard market and the Municipality's past claims experience, although this was much lower than anticipated. Property coverage is showing an increase of \$10,763 or 13%, largely attributed to inflation applied to building values. The automobile policy is also up by \$3,314 or 9%. This is due to a combination of increased values. Other components are having a minor impact on the overall increase.

Following is a chart illustrating the costs for the Municipal Insurance Program since 2019.



Following is a detailed breakdown by insurance line.

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 215,417	\$ 226,188
Errors and Omissions Liability	7,649	8,031
Non-Owned Automobile Liability	216	216
Environmental Liability	3,197	3,357
Crime	836	836
Board Members Accident	335	335
Volunteers' Accident	541	541
Conflict of Interest	455	455
Legal Expense	2,124	2,124
Cyber	15,000	15,000
Facility User Solution	1,000	1,000
Property		
Property	82,359	93,122
Equipment Breakdown	3,314	3,272
Automobile		
Owned Automobile	36,820	40,134
Owned Automobile – Transit	4,534	4,925
Excess		
Follow Form- 1 st layer	3,934	4,173
Total Annual Premium	\$ 377,731	\$ 403,709
(Excluding Taxes Payable)		

While increased costs are not desirable, the Municipality has limited options when it comes to municipal insurance. Experience has shown that shopping coverage, while sometimes initially beneficial, often does not lead to long-term savings. Currently the few municipalities that are issuing RFP's for coverage are seeing limited interest, with often just the incumbent and possibly one other proposal being submitted. These proposals are also seeing significant increases in cost as well. Locally, municipalities have discussed options to work together on joint RFP's for insurance coverage. Based on the excellent support and service provided by Intact Public Entity and the many risk reduction and risk management services that are provided as part of the insurance program, staff would recommend renewal of the Insurance Program for 2024, as proposed. In the past, deductible level was increased to \$15,000. This generated some immediate savings and should be beneficial over the long-term if claims remain minimal. While the deductible could be further increased, staff are not recommending a further increase at this time. The additional savings would be minimal for the added risk. As of this year, all Insurance Reserves have been depleted to help mitigate large increases in the past.

Financial Implications:

The increased insurance costs will put upward pressure on the Municipality Tax Levy of approximately \$25,978. This would translate into an increase to the levy less than 1%.

Respectfully submitted by,

Report Approval Details

Document Title:	2024 Municipal Insurance Renwal - 2023-42-Administration Finance.docx
Attachments:	- Appendix A - Municipal Insurance.pdf
Final Approval Date:	Dec 18, 2023

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

Terri Towstiuc



2024 Municipal Insurance Program

CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

Renewal Report for the Policy Term January 1, 2024 to January 1, 2025

Submitted by: Intact Public Entities Inc.
Address: 278 Pinebush Rd., Suite 200
Cambridge, ON N1T 1Z6

phone: 1-800-265-4000
email: connectwithus@intactpublicentities.ca

Prepared by:
Aran Myers
Regional Manager

Ref 21770/jn 18 December 2023



How to Report a Claim

In the event you need to report a claim, please call your insurance broker during regular business hours, or alternatively **call Intact Public Entities at 1-800-265-4000** where you will be given options based on the type of claim you are reporting. After hours claim reporting is available through that number. You can also email IPE during business hours: **mail.claims@intactpublicentities.ca**



About Intact Public Entities

Intact Public Entities is a Canadian leader in providing specialized insurance programs, including risk management and claims services to municipal, public administration and community-based organizations across Canada. Proven industry knowledge, gained through over nine decades of partnering with insurance companies and independent brokers, gives Intact Public Entities the ability to effectively manage the necessary risk, advisory and claims services for both standard and complex issues. Intact Public Entities is a wholly-owned subsidiary of Intact Financial Corporation with its head office located in Cambridge, Ontario. For additional information about Intact Public Entities visit www.intactpublicentities.ca.

Intact Public Entities is a Managing General Agent (MGA) with the authority to write and service business on behalf of strategic partners who share our commitment and dedication to protecting specialized organizations. Because our partners are long-term participants on our program, they understand the nature of fluctuating market conditions and complex claims and are prepared to stay the course.

Canadian Owned Company With 90+ Years of Continuous Operation

Market Leader

Municipal, Public Administration & Community Services

Municipal market share leader in Ontario with strong representation of municipal, public administration and community-based organizations across Canada.

Innovative

New Products & Services

Cyber Risk Insurance
Fraudulently Induced Transfer
Road Reviews
Fleet Management

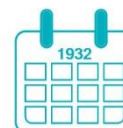
In-House

Claims & Risk Management

In-house claims management = faster turn around, single point of contact, specialized expertise in the municipal claims environment.



**Municipal Market Share
Leader in Ontario**



**First Municipal Client
The Village of Ayr, Ontario**

The Advantage of a Managing General Agent

The MGA model is different than a traditional broker/insurer arrangement in that an MGA provides specialized expertise in a specific, niche area of business. As an MGA we also offer clients additional and helpful services in the area of risk management, claims and underwriting. And unlike the reciprocal model, a policy issued by an MGA is a full risk transfer vehicle not subject to retroactive assessments but rather a fixed term and premium.

We invite you to work with a partner who is focused on providing a complete insurance program specific to your organization that includes complimentary value-added services that help drive down the cost of claims and innovative first to market products and enhancements. You will receive personalized service and expertise from a full-service, local and in-house team of risk management, claims, marketing and underwriting professionals.

As a trusted business partner, we believe in participating in and advocating for the causes that affect our clients. For this reason, we affiliate with and support key provincial and national associations. In order for Intact Public Entities to be effective in serving you, we, as an MGA, believe in fully understanding your needs, concerns and direction. Our support is delivered through thought leadership, financial resources, advocacy, services, education and more.

Risk Management Services

We are the leader in specialized risk management and place emphasis on helping your organization develop a solid plan to minimize exposure before potential incidents occur. Risk management is built into our offerings for all clients, fully integrated into every insurance program. Our risk management team is comprised of analysts, inspectors and engineers who use their expertise to help mitigate risk. We do everything we can to minimize your exposure before potential incidents occur. This includes providing education, road reviews, fleet reviews, contract analysis and property inspections.

Claims Management Services

Our in-house team of experts has the depth of knowledge, experience and commitment to manage the complicated details of claims that your organization may experience. You deal with the public often in sensitive instances where serious accusations can be made. Your claims are often long-tail in nature and can take years to settle. Some claims aren't filed until years after the occurrence or accident. You want a team of professionals on your side that will vigorously defend your reputation. We understand your risks and your exposures and have maintained a long-term commitment to understanding the complex issues your organization may face so that we can better service your unique claims requirements.



*Please note that the information contained in this document is proprietary and confidential and is to be used for the sole purpose of determining the successful proponent. Permission must be obtained from Intact Public Entities prior to the release of any information contained herein for any other purpose than evaluating this submission.

Best in Class Value Added Services

Intact Public Entities offers more than just an insurance policy. As a leading MGA specializing in public entities, we provide Canadian municipalities with a complete insurance program. What's the difference? A vested interest in helping you reduce your total cost of risk while providing you with complimentary best in class value-added services that help improve your overall performance.

Advocacy & Municipal Association Support

Intact Public Entities employees are continually recruited to serve on legislative committees and are aware of changes that will be introduced. We can move quickly to help you begin to modify your policies and procedures to maintain regulatory compliance.

Intact Public Entities advocates and supports your public entities across the country.



Risk Management

Asset Valuation and Risk Inspections

Inspections provide you with calculated reconstruction costs for insurance purposes and ensure insurance to value. Inspections also analyze potential areas of harm and provide risk recommendations to reduce the frequency and severity of incidents.

Roads & Sidewalks

Road Risk Assessment

Non-repair of road liability claims are costly to defend, result in high court awards and greatly impact a municipality's cost of risk. To help municipalities minimize exposure to non-repair of road claims, road assessments can be employed to review documentation, compliance with the Ontario Traffic Manual, adequacy of policies and procedures and select road segments.

Sidewalk Services

Our sidewalk consulting services can help to reduce the frequency of falls on your sidewalks.

Driver Trainer

Fleets and individual drivers can receive comprehensive driver training through the use of seminars, tools and guidelines that assist with everything from pre-employment checklists and driver management policies to defensive and cooperative driving education.

Fleet Management Evaluation

Have your municipality's fleet risk management practices evaluated. Topics for review include: management structure with the fleet, areas of operation/travel, driver training/hiring practices and loss control management.

MMS Compliance

Our Minimum Maintenance Standards (MMS) compliance analysis focuses on reviewing your policies/procedures/ documentation and comparing these to the required standards set under the MMS as well as the best practices developed by the Ontario Good Roads Association

Municipal Education

Education & Seminars

Over 10,000 municipal employees from almost every department have received training from Intact Public Entities over the past few years. Training can be provided through customized sessions on the topics of your choosing or be tied to a policy/procedure review or claims review. We can also provide training through a webinar format and record these webinars so your managers can use them at any time to train new staff or as a refresher for existing staff. We have also partnered with Ontario Good Roads Association and the Association of Ontario Road Supervisors to provide technical training on several books of the Ontario Traffic Manual. Every year we offer Regional Training Sessions to larger audiences on topics such as Building Inspection Losses, Fleet Safety, Trails and Cycling on Municipal Roads. We are always interested in hearing from you as to the type of training your municipality requires.

Institute of Municipal Risk Management

Register for courses specific to your role as a Councillor or municipal employee. The Institute is a collaborative initiative with the Association of Ontario Municipalities and features a variety of courses. Content rich material will help participants identify existing and emerging risks; become familiar with laws, statutes and legislation; and understand the importance of risk management protocols relating to a variety of municipal areas such as roads, sidewalks and claims management. Visit municipaleducation.ca for more information or to register.

Reviews & Analysis

Contract Reviews

This complimentary service is among our most popular because a third-party contract review can make a substantial difference. You'll receive valuable feedback and insight from a Paralegal on the suitability and effectiveness of liability provisions and insurance clauses in contracts and agreements.

Policy and Procedural Reviews

Includes an audit of systems and processes to reduce potential losses within your organization. Reviews focus on identifying gaps or inconsistencies between written policies and procedures, operational procedures and current legislation. The review also includes a claims analysis to identify trends, patterns and adherence or its lack of to the written operational policies and procedures.

Online Resource Library - Risk Management Centre of Excellence

You'll receive access to hundreds of relevant and helpful resources and templates designed to provide you with the tools needed to manage municipal risk.

Claims Services

Claims Management Best Practices Framework

Manage claims under your deductible with greater efficiency using our tested claims analytics and measures that are guaranteed to have a positive effect on cost savings. Couple this with strong claims and risk management and your organization will be better prepared to help mitigate and manage future incidents.

In-House Claims Management Services

Your claims will be handled better. We have in-house claims authority – others may not. Why does this matter? You'll experience faster turnaround, one point of contact, reduced frustration, better claims resolution and improved expense management.

Claims History Analysis

Identify the cause of claims and focus on trends and patterns to help eliminate risk sources so as to better identify risk trends and address them with mitigation techniques.

Guidewire ClaimCenter® Claims Management

View the status of claims in addition to data mining capabilities for risk management purposes so as to better identify risk trends and address them with mitigation techniques.

Claims Education

Customized municipal seminars on claims related topics delivered to solve specific risk issues.

Expertise

Canadian municipal claims experience and expertise is important. Our understanding of the complex municipal landscape allows us to better service your unique claims requirements.

Natural Asset Management Roadmap



We understand that municipalities play a pivotal role in climate resiliency which is why we are proud to sponsor the Natural Asset Management Roadmap Program for municipal clients.

Natural Asset Management Roadmap Program

Developed by Natural Assets Initiative (NAI), the program provides direction, support and guidance to local governments as they develop roadmaps to account for natural assets in their asset management strategies.

What is a roadmap?

For many local governments a "roadmap" is a good first step for a municipality to get a handle on how to manage and value natural assets. The roadmap pulls together individuals from various municipal departments to discuss and centralize their expertise.

Roadmaps have proven to be a relatively low-effort, high-impact activity requiring no more than a few days of effort for the project lead and a few hours from the other staff participants; yet it provides a strong foundation for participants to get started on Natural Asset Management (NAM) with confidence that they are on the right track.

In Ontario, municipalities are required to have an approved asset management plan for all municipal infrastructure assets that identifies current levels of service and the cost of maintaining those levels of service under O. Reg. 588/17, Asset Management Planning for Municipal Infrastructure by July 1, 2024. The Natural Asset Management Roadmap Program is a great tool to help municipalities ensure they are meeting the proper criteria.

More about the Natural Asset Management Roadmap Program

The NAI will deliver all aspects of the roadmap curriculum to participants including:

- Introductory Training Webinar on NAM
- Roadmap Workshop
- Coaching and support throughout the roadmap development process

Most local governments complete their roadmap within four months and find many great benefits to doing so including:

- Building awareness about NAM among a cross-functional staff group.
- Understand how your local government is considering natural assets in planning and delivering services.
- Completing a NAM roadmap that includes the actions they will take over the short to medium term to integrate NAM into their asset management practices.
- Learning from their peers and building a network helping to advance NAM.

Getting Started is Easy

1. Visit intactpublicentities.ca/natural-asset-management-roadmap-program to complete and submit the Expression of Interest form. You'll be notified when an opening is available.
2. No cost if you're an IPE client, the roadmap and \$850 fee is included.
3. Have questions? Contact your company representative.

Your Insurance Coverage

Important Information

General Information

The premium quoted is based on information provided at the date of this Report (the date is noted on the first page of this report/quotation). Additional changes to information are subject to satisfactory underwriting information and express approval by Intact Public Entities Inc. Changes in information and coverage may also result in premium changes.

For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings.

Wildfire and Flood Exposures

Due to the high risk of wildfires and active floods, Intact Public Entities Inc. is taking a very conservative approach to such exposures/natural disasters. We are currently reviewing all risks to determine if any part of a risk is within 50km of an active wildfire or 15km of an active flood event.

Quoting and Binding Coverage Restrictions

The quote provided is only valid for 60 days. Should you require an extension beyond the 60 days from the date of this report, you must contact an underwriter at Intact Public Entities Inc. for written confirmation that the quotation is still valid.

Coverage quoted cannot be bound unless expressly agreed to in writing by an underwriter at Intact Public Entities. Intact Public Entities Inc. reserves the right to decline to bind coverage.

Your marketing representative can assist in co-ordinating your correspondence with the correct underwriter for the account should you wish a quotation extension or are requesting coverage be bound.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Casualty

Coverage Description	(\$) *Deductibles	(\$) Limit of Insurance
General Liability (Occurrence Form) <i>Broad Definition of Insured</i>	15,000	15,000,000 Per Claim No Aggregate
Voluntary Medical Payments		50,000 Per Person 50,000 Per Accident
Voluntary Property Damage		50,000 Per Occurrence 50,000 Annual Aggregate
Voluntary Compensation - Employees		50,000 Each Person 250,000 Annual Aggregate
Sewer Backup	15,000 Per Claimant	Included
Wrongful Dismissal (Legal Expense – Claims Made)	5,000	250,000 Per Claim 250,000 Aggregate
Forest Fire Expense		1,000,000 1,000,000 Aggregate
Abuse Liability – Claims Made Form Retroactive Date: January 1, 2023	15,000	2,000,000 Per Claim 2,000,000 Aggregate
Errors & Omissions Liability (Claims Made Form)	5,000	15,000,000 Per Claim No Aggregate
Non-Owned Automobile Liability		15,000,000
Legal Liability for Damage to Hired Automobiles	500	250,000
Environmental Liability (Claims Made Form)	5,000	2,000,000 Per Claim 4,000,000 Aggregate

*Your deductible may be a Deductible and Reimbursement Clause (including expenses) refer to Policy Wordings

Follow Form – Excess Liability Coverage Description

(\$) Limit of Insurance

Excess Limit	10,000,000
Underlying Policy	(\$) Underlying Limit
General Liability	15,000,000
Abuse Exclusion Applies	
Errors & Omissions Liability	15,000,000
Non-Owned Automobile	15,000,000
Owned Automobile	15,000,000
Total Limit of Liability (\$)	25,000,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Crime

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Employee Dishonesty – Form A (Commercial Blanket Bond)		1,000,000
Loss Inside the Premises (Broad Form Money & Securities)		300,000
Loss Outside the Premises (Broad Form Money & Securities)		300,000
Audit Expense		200,000
Money Orders and Counterfeit Paper Currency		200,000
Forgery or Alteration (Depositors Forgery)		1,000,000
Computer and Transfer Fraud (Including Voice Computer Toll Fraud)		200,000

Accident

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Board Members: Persons Insured Mayor, Deputy Mayor and Three (3) Councillors		
Board Members Accidental Death & Dismemberment		250,000
Paralysis		500,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		300
Accidental Death of a Spouse while Travelling on Business		Included
Volunteers Accidental Death & Dismemberment		50,000
Paralysis		100,000
Weekly Income – Total Disability		500
Weekly Income – Partial Disability		250

Conflict of Interest

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Fees Expenses	Nil	100,000 Per Claim No Aggregate

Legal Expense (Claims Made)

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Legal Defence Cost	Nil	100,000 500,000 Aggregate

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Property

Coverage is on an All Risk Basis unless otherwise specified. Basis of Settlement is Replacement Cost unless otherwise specified. The Deductible is on a Per Occurrence Basis.

Coverage for Property insured on a blanket basis:

- A margin clause endorsement has been applied to your policy, this provides a margin of 115% for each building and contents insured on blanket basis for when coverage is provided on both a Replacement Cost and Actual Cash Value Basis.

Coverage for Property insured on a scheduled basis:

- A co-insurance clause of 90% for property insured on a replacement cost basis will apply; and
- A co-insurance clause of 80% for property insured on an actual cash value basis.

Coverage Description	(\$) Deductibles	Basis	(\$) Limit of Insurance
Property of Every Description - Blanket	15,000	RC	38,461,500
Scheduled Items Coverage, Deductible and Basis of Settlement as per Schedule	Refer to Schedule		2,523,600
Excluded Item or Locations	Refer to Schedule		Refer to Schedule

Property Supplemental Coverage

(Included in the Total Sum Insured unless otherwise specified in the wording)

Building By-laws	15,000	10,000,000
Building Damage by theft	15,000	Included
Debris Removal	15,000	Included
Electronic Computer Systems		
Electronic Computer Hardware and Media	15,000	Included
Electronic Computer Systems Breakdown		Not Insured
Electronic Computer Systems – Extra Expense		Not Insured
Extra Expense Period of Restoration	15,000	90 Days
Expediting Expense	15,000	Included
Fire or Police Department Service Charges	15,000	Included
First Party Pollution Clean-up	15,000	1,500,000
Fungi and Spores	15,000	10,000
Furs, Jewellery and Ceremonial Regalia		

Ceremonial Regalia	15,000	Included
Furs and Jewellery	15,000	25,000
Inflation Adjustment	15,000	Included
Live Animals Birds or Fish	15,000	25,000
Newly Acquired Property	15,000	1,000,000
Professional Fees	15,000	Included
Property and Unnamed Locations	15,000	Included
Property Temporarily Removed Including while on Exhibition and during Transit	15,000	Included
Recharge of Fire Protection Equipment Expense	15,000	Included
Sewer Backup and Overflow	15,000	Included
Municipal & Public Administration Extension Endorsement (In Addition to the Total Sum Insured unless specifically scheduled in the wording)		
Accounts Receivable	15,000	500,000
Bridges and Culverts	15,000	50,000
Buildings Owned due to Non Payment of Municipal Taxes	15,000	100,000
Buildings in the Course of Construction Reporting Extension By Laws – Governing Acts	15,000	1,000,000
By Laws – Governing Acts	15,000	25,000
Consequential Loss Caused by Interruption of Services		
On Premises	15,000	Included
Off Premises	15,000	1,000,000
Cost to Attract Volunteers Following a Loss	15,000	10,000
Docks, Wharves and Piers	15,000	100,000
Errors and Omissions	15,000	Included
Exterior Paved Surfaces	15,000	50,000
Extra Expense	15,000	500,000
Fine Arts		
At Insured's Own Premises	15,000	25,000
On Exhibition	15,000	100,000
Fundraising Expenses	15,000	10,000
Green Extension	15,000	50,000
Growing Plants		
Any One Item	15,000	1,000
Per Occurrence	15,000	100,000
Ingress and Egress	15,000	Included
Leasehold Interest	15,000	25,000
Master Key	15,000	25,000
Peak Season Increase	15,000	25,000

Personal Effects	15,000	25,000
Property of Others	15,000	25,000
Rewards: Arson, Burglary Robbery and Vandalism	15,000	25,000
Signs	15,000	Included
Vacant Property	15,000	1,000,000
Valuable Papers	15,000	500,000
Business Interruption		
Rent or Rental Value	15,000	500,000
Additional Endorsements		
Virus and Bacteria Exclusion	Not Applicable	Included
Earthquake Coverage		
Earthquake Coverage	Not Applicable	Excluded
Flood Coverage		
Flood Coverage	Not Applicable	Excluded

(\$) Total Amount of Insurance 43,655,100

RC = Replacement Cost ACV = Actual Cash Value VAL = Valued

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Equipment Breakdown (Advantage/BM31)

Coverage Description	(\$) Deductibles / Waiting Period	(\$) Limit of Insurance
Direct Damage	15,000	50,000,000 Per Accident
Extra Expense		500,000
Consequential Damage	5,000	50,000
Expediting Expense		Included
Hazardous Substances		500,000
Ammonia Contamination		500,000
Water Damage		500,000
Professional Fees		500,000
Interruption by Civil Authority		30 days
Errors and Omissions		500,000
Loss of Data		100,000
Selling Price		Included
By-Law Cover		Included
Off Premises Mobile Object		25,000
Brands and Labels		250,000
Environmental "Green" Coverage		250,000
Service Interruption		Included Within 2500 metres
Contingent Business Interruption		25,000
Public Relations Coverage		10,000
Business Interruption – Gross Rents		500,000

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Owned Automobile

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		15,000,000
Property Damage		Included
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy

Direct Compensation – Property Damage

*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.

Loss or Damage**

Specified Perils (excluding Collision or Upset)

Comprehensive (excluding Collision or Upset)

Collision or Upset

All Perils	5,000	Included
------------	-------	----------

Endorsements

Fire Department Vehicles	Included
--------------------------	----------

Replacement Cost	Included
------------------	----------

#5 - Permission to Rent or Lease Automobiles and Extending Coverage to Specified Lessee(s)	Included
--	----------

#21B - Blanket Fleet Coverage	50/50
-------------------------------	-------

* This policy contains a partial payment of loss clause.

A deductible applies for each claim except as stated in your policy.

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Automobile (Transit)

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Liability		
Bodily Injury		2,000,000
Property Damage		
Accident Benefits		As stated in Section 4 of the Policy
Uninsured Automobile		As stated in Section 5 of the Policy

Direct Compensation – Property Damage

*This policy contains a partial payment of recovery clause for property damage if a deductible is specified for direct compensation-property damage.

Loss or Damage**

Specified Perils (excluding Collision or Upset)		
Comprehensive (excluding Collision or Upset)		
Collision or Upset		
All Perils	10,000	Included

Endorsements

Replacement Cost		Included
#6C - Public Passenger Vehicle		8,000,000

INDICATION OF TERMS

REFERENCE NUMBER:	3832546
COMPANY NAME:	The Corp of the Municipality of West Elgin
TOTAL PAYABLE:	CAD15,500.00
Premium breakdown:	
Cyber & Privacy:	CAD11,100.00
Cyber Crime:	CAD3,900.00
Policy Administration Fee:	CAD500.00
BUSINESS OPERATIONS:	Municipality
LEGAL ACTION:	Worldwide
TERRITORIAL SCOPE:	Worldwide
REPUTATIONAL HARM PERIOD:	12 months
INDEMNITY PERIOD:	12 months
WAITING PERIOD:	8 hours
WORDING:	Cyber, Private Enterprise (CA) v3.1
ENDORSEMENTS:	Public Entity Amendatory Clause Schedule Of Information Service of Suit Clause
SUBJECTIVITIES:	This quote is subject to the following being provided by the stated deadline: <ul style="list-style-type: none"> 1. Signed version of the application form submitted, dated within 30 days of the required inception date. (14 days post binding) 2. Please confirm last years total gross revenue. terms subject to change (prior to binding)
POLICY PERIOD:	12 months
DATE OF ISSUE:	07 Dec 2023
OPTIONAL EXTENDED REPORTING PERIOD:	12 months for 100% of applicable annualized premium
ADDITIONAL NOTES:	
SECURITY:	Certain Lloyd's underwriters and other insurers
UNDERWRITER:	Jack Baldry

THIS INDICATION OF TERMS IS ONLY VALID FOR 30 DAYS FROM THE DATE OF ISSUE
PLEASE REFER TO THE FOLLOWING PAGES FOR A FULL BREAKDOWN OF LIMITS,

DECLARATIONS

THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN EACH AND EVERY CLAIM LIMIT

INSURING CLAUSE 1: CYBER INCIDENT RESPONSE

SECTION A: INCIDENT RESPONSE COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD0 each and every claim

SECTION B: LEGAL AND REGULATORY COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION C: IT SECURITY AND FORENSIC COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION D: CRISIS COMMUNICATION COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION E: PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION F: THIRD PARTY PRIVACY BREACH MANAGEMENT COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION G: POST BREACH REMEDIATION COSTS

Limit of liability: CAD50,000 each and every claim, subject to a maximum of 10% of all sums we have paid as a direct result of the cyber event

Deductible: CAD0 each and every claim



INSURING CLAUSE 2: CYBER CRIME

SECTION A: FUNDS TRANSFER FRAUD

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION B: THEFT OF FUNDS HELD IN ESCROW

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION C: THEFT OF PERSONAL FUNDS

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION D: EXTORTION

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION E: CORPORATE IDENTITY THEFT

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION F: TELEPHONE HACKING

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION G: PUSH PAYMENT FRAUD

Limit of liability: CAD50,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION H: UNAUTHORIZED USE OF COMPUTER RESOURCES

Limit of liability: CAD250,000 each and every claim

Deductible: CAD10,000 each and every claim



INSURING CLAUSE 3: SYSTEM DAMAGE AND BUSINESS INTERRUPTION

SECTION A: SYSTEM DAMAGE AND RECTIFICATION COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION B: INCOME LOSS AND EXTRA EXPENSE

Limit of liability: CAD1,000,000 each and every claim, sub-limited to CAD1,000,000 in respect of system failure

Deductible: CAD10,000 each and every claim

SECTION C: ADDITIONAL EXTRA EXPENSE

Limit of liability: CAD100,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION D: DEPENDENT BUSINESS INTERRUPTION

Limit of liability: CAD1,000,000 each and every claim, sub-limited to CAD1,000,000 in respect of system failure

Deductible: CAD10,000 each and every claim

SECTION E: CONSEQUENTIAL REPUTATIONAL HARM

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim

SECTION F: CLAIM PREPARATION COSTS

Limit of liability: CAD25,000 each and every claim

Deductible: CAD0 each and every claim

SECTION G: HARDWARE REPLACEMENT COSTS

Limit of liability: CAD1,000,000 each and every claim

Deductible: CAD10,000 each and every claim



THE FOLLOWING INSURING CLAUSES ARE SUBJECT TO AN AGGREGATE LIMIT

INSURING CLAUSE 4: NETWORK SECURITY & PRIVACY LIABILITY

SECTION A: NETWORK SECURITY LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

SECTION B: PRIVACY LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

SECTION C: MANAGEMENT LIABILITY

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

SECTION D: REGULATORY FINES

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

SECTION E: PCI FINES, PENALTIES AND ASSESSMENTS

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

INSURING CLAUSE 5: MEDIA LIABILITY

SECTION A: DEFAMATION

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

SECTION B: INTELLECTUAL PROPERTY RIGHTS INFRINGEMENT

Aggregate limit of liability:	CAD1,000,000	in the aggregate, including costs and expenses
Deductible:	CAD10,000	each and every claim, including costs and expenses

INSURING CLAUSE 6: TECHNOLOGY ERRORS AND OMISSIONS

NO COVER GIVEN



INSURING CLAUSE 7: COURT ATTENDANCE COSTS

Aggregate limit of liability: CAD100,000 in the aggregate

Deductible: CAD0 each and every claim

PUBLIC ENTITY AMENDATORY CLAUSE

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: The Corp of the Municipality of West Elgin

WITH EFFECT FROM: -

It is understood and agreed that the following amendments are made to this Policy:

1. The DEFINITION of "Company" is deleted in its entirety and replaced with the following:

"Company" means

the organization stated in the Declarations page and any of its departments or divisions that are included within the operating budget provided to us by you in your application for this insurance.

2. The DEFINITION of "Senior executive officer" is deleted in its entirety and replaced with the following:

"Senior executive officer" means

board members and executive committee members of the company or any individual holding an equivalent position in the company.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

SCHEDULE OF INFORMATION

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: The Corp of the Municipality of West Elgin

WITH EFFECT FROM: -

The information stated below has been provided to us as part of your application for this Policy. It is important that this information is correct as we may seek to avoid this Policy or reject a claim in the event of any reckless or deliberate non-disclosure or misrepresentation.

If any of the information below is incorrect, please contact us as soon as is reasonably practicable.

1. Company web address: westelgin.net
2. Number of employees: 80
3. Annual revenue: CAD11,400,000
4. You have not experienced a cyber event in the past three years that has resulted in a direct financial loss of more than CAD10,000
5. You have not had any legal action brought or threatened against you in the last five years as a direct result of a cyber event
6. You have not had any regulatory action initiated against you in the last five years as a direct result of a cyber event
7. You are not involved in the direct supply of goods or services to the cannabis industry, nor are you involved directly with the use or supply of cryptocurrency

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE POLICY

SERVICE OF SUIT CLAUSE

ATTACHING TO POLICY N/A

NUMBER:

THE INSURED: The Corp of the Municipality of West Elgin

WITH EFFECT FROM: -

In any action to enforce the obligations of the underwriting members of the Lloyd's syndicates and other subscribing insurers, they can be designated or named, in respect of the Lloyd's syndicates, as "Lloyd's Underwriters" and such designation will be binding on the members as if they had each been individually named as defendant. Service of such proceedings against Lloyd's syndicates may validly be made upon the Attorney In Fact in Canada for Lloyd's Underwriters whose address for such service is 200 Bay Street, Suite 2930, P.O. Box 51, Toronto, Ontario, M5J 2J2, and service of such proceedings against other subscribing insurers may validly be made upon Norton Rose Fulbright Canada LLP whose address for such service is One Place Ville Marie, Suite 2500, Montréal, Quebec, H3B 1R1.

SUBJECT OTHERWISE TO THE TERMS AND CONDITIONS OF THE
POLICY

Schedule of Coverage

(Coverage is provided for those item(s) indicated below)

Facility User Solution

Coverage Description	(\$) Deductibles	(\$) Limit of Insurance
Commercial General Liability *an abuse exclusion is included within the wording		2,000,000
Medical Expenses – Per Person		10,000
Non Owned Automobile		2,000,000

Account Premium

Prior Term	Total Annual Premium (Excluding Taxes Payable)	\$ 377,731	Total Annual Premium (Excluding Taxes Payable)	\$ 403,709
------------	---	------------	---	-------------------

*Please refer to the insurance contract for all limits, terms, conditions and exclusions that apply.

The premium Quoted is subject to a 15% minimum retained (unless otherwise stated).

Non-Accumulation of Limits Agreement is Applicable

Cost Analysis

	Expiring Program Term	Renewal Program Term
Casualty		
General Liability	\$ 215,417	\$ 226,188
Errors and Omissions Liability	7,649	8,031
Non-Owned Automobile Liability	216	216
Environmental Liability	3,197	3,357
Crime	836	836
Board Members Accident	335	335
Volunteers' Accident	541	541
Conflict of Interest	455	455
Legal Expense	2,124	2,124
Cyber	15,000	15,000
Facility User Solution	1,000	1,000
Property		
Property	82,359	93,122
Equipment Breakdown	3,314	3,272
Automobile		
Owned Automobile	36,820	40,134
Owned Automobile – Transit	4,534	4,925
Excess		
Follow Form- 1 st layer	3,934	4,173
Total Annual Premium	\$ 377,731	\$ 403,709
(Excluding Taxes Payable)		

Changes to Your Insurance Program

For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings.

Please be advised of the following changes to your insurance program that now apply:

Property Policy

Amended deductible from \$5,000 to \$15,000 as per minimum Deductible Guidelines.

Amended the following equipment:

- 2004 Daewoo Solar 140LC-v Excavator - ACV
- 2007 John Deere 544 JZ-Bar Loader - ACV
- 2005 John Deere LT Crawler Dozer - ACV
- 2017 John Deere 672G Motor Grader - RC
- Case 580SN WT T4 Loader - RC
- John Deere Tractor
- 2004 Case International DX33 Tractor - ACV
- 2007 Kubota F2880E Tractor - ACV

Building Values Increased

- Building values have been increased in order to reflect inflationary trends.

Building Bylaws and Newly Acquired Property Update

- Please be advised, we will no longer be showing “Included” for these coverages. A specific limit will now be shown.
- Newly Acquired Property will no longer be included in the Total Insured Value.

Margin Clause and Coinsurance Percentage

Please note, a Margin Clause & Co-Insurance Blanket Limit applies at renewal if completed Statement of Values is not received prior to binding. Co-Insurance would apply.

Equipment Breakdown

- Amended Deductible from \$5,000 to \$15,000 as per minimum Deductible Guidelines.
- Your **Equipment Breakdown Advantage Policy** is now provided by Intact Insurance Company as the Insurer. For additional information please refer to the document within this report entitled: Notice to Insureds Changes to your Equipment Breakdown Advantage Policy.

NOTICE TO THE INSURED CHANGES TO YOUR EQUIPMENT BREAKDOWN ADVANTAGE POLICY

Your **Equipment Breakdown Advantage Policy** is now provided by Intact Insurance Company as the Insurer. The new policy aims to offer broad coverage for damage to electronic equipment, mechanical equipment, and production machinery. Due to changes in carriers, the structure of the wording, definitions, limitations and exclusions are different however we have endeavoured to make the change seamless and are providing a comparable product.

The information contained in this document provides general information only, for complete information refer to your Declarations, Summary of Coverages and all wordings forming part of your policy.

We strongly encourage you to review your policy with your broker.

COVERAGE ADDITIONS AND ENHANCEMENTS include:

- **Broad Buried Cable/Piping Coverage** - Is now covered through a return of coverage when such piping is in a **conduit** beneath the surface of the ground;
- **Errors or Omissions** - In the event of any unintentional error or omission in the statements of values that you file with us or in the description of the insured property, we shall indemnify you subject to a maximum recovery of **\$500,000** in respect of any one breakdown;
- **Loss of Data** - If data is lost or damaged, we will pay, up to the amount of **\$100,000** in respect of any one breakdown;
- **Service Interruption** - Coverage will apply if there is a breakdown of equipment not owned or operated which is situated on or within a **2500** metre radius of the premises which is increased from the previous 1000 metres;
- **Brands & Labels Limit Increase** - We shall indemnify you, subject to a maximum of **\$250,000** in respect to any one breakdown;
- **Selling Price** - Coverage for your finished manufactured products or your merchandise is Included where previously no coverage was available charges to which these manufactured products or merchandise would have been subject had no loss occurred;
- **Off-Premises Portable Objects Limit Increase** - We will pay, up to a maximum of **\$25,000** in respect of any one breakdown;
- **Public Relations** - We will pay, up to an amount of **\$10,000** in respect of any one breakdown;
- **Environmental "GREEN" Improvements** - If the equipment requires replacement due to a breakdown, we will pay you additional costs to replace your equipment with one that is better for the environment, and more efficient than the equipment being replaced. We will not pay more than **125% to a maximum amount of \$250,000** in respect of any one breakdown of what the cost would have been to replace with like kind, capacity, size, quality and function.

COVERAGE REDUCTION includes:

- **New Acquisitions** - This Extension of Coverage under your new Policy now extends for a period of **180 days only** (or to the date such location is added to your Policy by endorsement, or until the expiry date of your Policy, whichever occurs first). While there is a reduction in the time period, your new Policy provides up to the policy limit for **both Business Interruption and Property Damage**.
- **Data Compromise and Identity Recovery Coverage** are no longer coverages offered under the Equipment Breakdown policy offering.

ADDITIONAL QUESTIONS

We truly believe that you will appreciate the greater flexibility and solid protection your new **Equipment Breakdown Advantage** Form provides. The above is only an overview of the changes, please read your new policy wording carefully and keep it in a safe place, along with this notice and your insurance contract.

If you wish to review your policy coverage with an insurance professional or if you have any other questions, please contact your insurance broker - your best source for information and advice.

Program Options

Intact Public Entities offers a comprehensive insurance program. Outlined below are the program options, followed by your current coverage highlights.

Crime Coverage – Other Optional Coverages

- Other Optional Coverages are also available. See attached Crime Cover Options page for further details.
- Quote is available on request (completed application is required).

Crime Coverage – Fraudulently Induced Transfer Coverage

- Fraudulently Induced Transfer Coverage is now available. Covers a loss when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.
- For coverage information and available options refer to the Fraudulently Induced Transfer Endorsement Coverage Highlights Sheet.

Property Coverage – Income Replacement

- Income can change from year to year so it is important to annually review your Business Interruption needs.
- Higher limits or Optional Coverages to protect your income are available.
- All income producing facilities need to be considered (e.g. arenas, pools, libraries, community halls etc.)

Property Coverage – Earthquake and Flood

- Earthquake and Flood coverage can be added to buildings and other property.
- A quote is available upon request.

Remotely Piloted Aircraft Systems (UAV) Coverage

- Property and/or Liability Cover may be available for Remotely Piloted Aircrafts (UAV).
- Application required to quote.
- For Coverage information refer to the Remotely Piloted Aircraft (UAV) Highlight Sheet.



Description of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Municipal Liability Coverage Highlights

Overview

We are specialists at insuring Municipal & Public Administrations. Our liability wording has been specially designed to meet the unique needs of these types of risks.

Coverage

- Limits up to \$50,000,000 Available.
- Occurrence coverage with No General Aggregate.
- Territory – World-wide for all coverage.
- Products and Completed Operations – liability arising out of the Insured's operations conducted away from the Insured's premises once those operations have been completed or abandoned.
- Bodily Injury including coverage for assault and battery.
- Personal Injury coverage - broad coverage (including advertising coverage) for acts that violate or infringe on the rights of others.
- Liquor Liability for bodily injury or property damage imposed upon an Insured by a Liquor Liability Act.
- Blanket Contractual for liability assumed by the Insured in contracts, whether reported to the insurer or not.
- Products Liability - legal liability incurred by an Insured because of injury or damage resulting from a product's exposure.
- Professional/Malpractice Liability including for bodily injury or property damage from professional exposures.
- Employers Liability providing coverage for liability to employees for work-related bodily injury or disease, other than liability imposed on the Insured by a workers compensation law.
- Sewer backup Liability
- Watercraft Liability - full coverage with no restrictions.
- Tenants legal liability
- Cross Liability
- Broad Definition of Insured.

Common Endorsements

In addition to the base wording, we have many optional endorsements to tailor coverage for individual accounts including:

- Wrongful Dismissal (Legal Expense)
- Forest Fire Expense
- Marina Liability Extension
- Sexual Abuse Therapy and Counselling Extension for long term care homes.
- Other endorsements specifically crafted for a particular exposure.

Coverage is Provided for Unique Exposures

- Products and Completed Operations Aggregate Limit may come into play for exposures such as road maintenance, snow removal, garbage collection / waste disposal, street cleaning or other duties that the Insured Municipality has to perform on behalf of third parties.
- Assault and battery coverage is imperative when there are security exposures (e.g. police).
- Products exposures such as utilities (e.g. water) are covered.
- Full Malpractice including Medical Malpractice as well as professional exposures are covered.
- Professional exposures include those such as medical, engineering, design errors or building inspection operations.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Municipal & Public Administration Errors and Omissions Liability Coverage Highlights

Municipal & Public Administration Errors and Omissions Insurance

Municipal & Public Administration Errors and Omissions Insurance (E&O) Coverage protects risks from civil litigation caused by allegations of professional negligence or failure to perform professional duties. Errors and Omissions focuses on providing coverage when there is financial loss to a third party (rather than bodily injury or property damage as general liability does).

Features

Limits	Typically limits follow that of our Liability. We have the availability to offer up to \$50,000,000.
Defence Costs	Over and above the Limit of Insurance. Whether a potential claim is baseless, or not, mounting legal expense can have serious monetary consequences for an Insured.
No Annual Aggregate	With higher out of court settlements and increased damage awards, large or even a series of small claims can quickly erode an annual aggregate limit.
Claims Made Policy	Pays for claims occurring and reported during the policy period. Our policy provides retroactive coverage (no date need be specified) and stipulates that a claim is first known only when written notice is first received.
Claims Definition	The definition of claim also includes arbitration, mediation or alternative dispute resolution proceedings.
Insured Definition	Includes Councilors, Statutory Officers, Council Committees, Firefighters, Employees and Volunteers.

Coverage Is Provided For Unique Exposures

Insurance	No exclusion for failure to procure or maintain adequate insurance bonds or coverage (e.g. construction projects).
Benefit Plans	Errors or Omissions in administering Employee Benefit Plans are covered.
Misrepresentations	Municipal governments are required to provide information with respect to local matters and must ensure the information which is provided is accurate, true and not misleading. Our definition of a Wrongful Act covers misstatements or misleading statements
Other Specialists and Services	Covers errors or omissions when they are rendered in connection with operations that are typical of public sector such as those of building inspections, zoning, planning, developing or regulating by-laws. Officials and employees acting in good faith are often times the subject of lawsuits.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Non-Owned Automobile Coverage Highlights

Overview

Non-Owned and hired automobile liability insurance covers bodily injury and property damage caused by a vehicle not owned by the Insured (including rented or borrowed vehicles). Coverage is provided for Third Party Liability arising from the use or operation of any automobile not owned or licensed in the name of the Insured if it results in bodily injury (including death), property damage (if the property was not in possession of the Insured) to a third party.

Features

SEF No. 96 Contractual Liability:

- When renting a vehicle you engage in a contractual relationship with the rental company where you assume liability for the operation of the automobile. It is therefore important that contractual coverage is added to the policy by way of an endorsement known as SEF (Standard Endorsement Form) No. 96. Contractual Liability coverage is automatically provided for all written contractual agreements with our Non-Owned Automobile coverage.

SEF No. 99 Long Term Lease Exclusion:

- When Contractual Liability is provided under the policy there is also an exclusion for Long Term Leased vehicles SEF No. 99. This excludes coverage for vehicles hired or leased for longer than a certain period such as 30 days.

Territory:

- The Non-Owned Automobile policy provides coverage while in Canada and United States.

Termination Clause:

- The standard termination clause has been amended in that the Insured may still provide notice of cancellation at any time, however, the Insurer must provide ninety days' notice of cancellation to the Insured rather than the standard 15 or 30 days.

SEF No. 94 Legal Liability (Physical Damage) to a Hired/Rented Automobile:

- We automatically provide coverage for damage to a vehicle that you have hired or rented. Coverage is provided via endorsement SEF No. 94. We automatically provide 'All Perils' coverage. The limit of coverage will vary per client.

Additional Information

Courts have repeatedly held that when an automobile is used on a person's behalf or under a person's direction, that person (or entity) has a responsibility for the operation of the automobile and may be held liable for damages in the event of an accident even though he or she is not the owner or driver of the vehicle. This common law principle has been supported by a number of court decisions making an employer responsible for the use and operation of an automobile when an employee is operating an automobile (not owned by the employer) while being used for the employer's business.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Environmental Coverage Highlights

Overview

Pollution incidents are a significant risk that can result in serious harm to public health and safety as well as to the environment.

We provide pollution liability insurance for claims for third party bodily injury and property damage. Coverage is provided on a blanket basis resulting from pollution conditions on or migrating from premises owned, occupied, rented or leased by the insured that are discovered and are reported during the policy period. The policy responds to events that are gradual in nature as well as those that are sudden and accidental, causing third party damage whether pollutants are released on land, into the atmosphere or in the water.

Features

Defence Costs

- Our Defence costs are over and above the limit of insurance and will respond even if allegations are groundless or false.

Storage Tanks

- Seepage or leakage from both above and below ground storage tanks are covered without being specifically listed on the policy.

Territory

- Worldwide territory.

Limits of Insurance

- Both a 'per incident' and an 'aggregate' limit is applicable.

Additional Information

Environmental exposures pose an imminent and substantial threat to public health, safety or welfare or to the environment. Exposures could stem from: wastewater treatment plants, electric utility plants, construction sites, flood and rainwater runoff or retention basins, underground fuel storage tanks, herbicides, pesticides, and fertilizers, road salts and chemicals used to de-ice roads and bridges, contaminated waste from medical facilities or health clinics, marina's, fire-fighting chemicals or even contaminated swimming pools.

An environmental exposure arising from sewers is covered under our liability.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Crime Coverage Highlights

Overview

Our crime coverage is one of the broadest and most flexible in the industry. An Insured may elect to purchase any or all of the Standard Crime Coverage we have available. In addition to the Standard crime coverage the Insured may elect to also purchase any of our Optional Coverages.

Optional Crime Coverage Includes:

- Extortion Coverage (Threats to persons and property).
- Pension or Employment Benefit Plan coverage.
- Residential Trust Fund Coverage.
- Credit Card Coverage.
- Client Coverage (Third Party Bond).
- Fraudulently Induced Transfer Coverage (otherwise known as Social Engineering). *Separate Coverage Highlights Sheet for Fraudulently Induced Transfer Coverage is available.*

For more information on our Optional Coverage refer to our **Crime Coverage Options Highlight Sheet**.

Features of Our Standard Crime Coverage

Below is a brief description of the Standard Crime Coverage an Insured may elect to purchase:

Employee Dishonesty – Form A Commercial Blanket Bond

- This protects the employer from financial loss due to the fraudulent activities of an employee or group of employees. The loss can be the result of theft of money, securities or other property belonging to the employer.

Loss Inside and Loss Outside the Premises (Broad Form Money and Securities)

- Covers loss by theft, disappearance, or destruction of the Insured's money and securities inside the Insured's premises (or Insured's bank's premises) as well as outside the Insured's premises while in the custody of a messenger.

Money Orders and Counterfeit Paper Currency

Covers Loss

- Due to acceptance of a money order that was issued (or is purported to have been issued) by a post office or express company; and
- From the acceptance of counterfeit paper currency of Canada or the United States.

Forgery and Alteration

- Covers loss due to dishonesty from a forgery or alteration to a financial instrument (cheque, draft or promissory note).

Audit Expense

- Coverage for the expenses that are incurred by the Insured for external auditors to review their books in order to establish the amount of a loss. This is a separate limit of insurance.

Computer and Transfer Fraud (Including Voice Computer Toll Fraud)

- Loss caused when money, securities, or other property is transferred because of a fraudulent computer entry or change. The entry or change must be within a computer system that the Insured owns (and on their premises).
- Loss caused when money or securities are transferred, paid, or delivered from the Insured's account at a financial institution based on fraudulent instructions (at the financial institutions premises).
- Voice computer toll fraud covers the cost of long distance calls if caused by the fraudulent use of an account code or a system password.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Board Members' (Including Councillors') Accidental Death and Dismemberment Coverage Highlights

D&D and Paralysis Limits	Option 1	Option 2
Accidental Death or Dismemberment (including loss of life and heart attack coverage)	\$100,000	\$250,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit		
Permanent Total Disability - Accidental Death and Dismemberment Limit		

Weekly Indemnity	Option 1	Option 2
Total Loss of Time	\$300	\$500
Partial Loss of Time	\$150	\$300

Accident Reimbursement - \$15,000

Chiropractor	Crutches [†]
Podiatrist/Chiropodist	Splints [†]
Osteopath	Trusses [†]
Physiotherapist	Braces (excludes dental braces) [†]
Psychologist	Casts [†]
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant [‡]	Rental of Wheelchair
Transportation to nearest hospital [†]	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies [‡]	Blood or Blood Plasma [‡]
Services of Physician or Surgeon outside of the province	Semi Private or Private hospital room [‡]

[†]Maximum \$1,000 per accident. [‡]If prescribed by physician

Dental Expenses

Dental Expenses	\$5,000
-----------------	---------

Occupational Retraining – Rehabilitation

Retraining – Rehabilitation for the Named Insured	\$15,000
Spousal Occupational Training	\$15,000

Repatriation

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
--	----------

Dependent Children – Per Child

Dependent Children's Education (limit is per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit is per year- maximum 4 years)	\$10,000

Transportation/Accommodation

(When Treatment Is Over 100km From Residence)

Transportation costs for the Insured when treatment is over 100km from home.	\$1,500
Transportation and accommodation costs when Insured is being treated over 100km from home.	\$15,000

Home Alternation and Vehicle Modification

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
---	----------

Seatbelt Dividend

10% of Principal Sum	\$25,000
----------------------	----------

Funeral Expense

Benefit for loss of life	\$10,000
--------------------------	----------

Identification Benefit

Benefit for loss of life	\$5,000
--------------------------	---------

Eyeglasses, Contact Lenses and Hearing Aids

When Insured requires these items due to an accident.	\$3,000
---	---------

Convalescence Benefit – Per Day

Insured Coverage	\$100
One Family Member Coverage	\$50

Workplace Modification Benefits

Specialized equipment for the workplace.	\$5,000
--	---------

Elective Benefits

Complete Fractures

Skull	\$ 5,200	Foot & Toes	\$ 2,200
Lower Jaw	\$ 2,800	Two or More Ribs	\$ 1,900
Collar Bone	\$ 2,800	Colles' fracture	\$ 2,800
Shoulder Blade	\$ 3,500	Potts' fracture	\$ 3,400
Shoulder Blade complications	\$ 3,700	Dislocation	
Thigh	\$ 4,600	Shoulder	\$ 2,200
Thigh/hip joints	\$ 4,600	Elbow	\$ 2,200
Leg	\$ 3,500	Wrist	\$ 2,500
Kneecap	\$ 3,500	Hip	\$ 4,600
Knee/joint complications	\$ 4,000	Knee	\$ 3,500
Hand/Fingers	\$ 2,200	Bones of Foot or Toe	\$ 2,500
Arm (between shoulder & elbow)	\$ 4,600	Ankle	\$ 2,800
Forearm (between wrist & elbow)	\$ 2,800		

Aggregate Limit

Aggregate Limit only applicable when 2 or more board members are injured in same accident.	\$ 2,500,000
--	--------------

Coverage Extensions

- Standard coverage is applicable while the Insured is 'On Duty'. Coverage for Accidents that may occur 24/7 may be purchased.
- Accidental Death of a Spouse While Travelling on Business is automatically included when this coverage is purchased. This endorsement provides for Accidental Death of a spouse when the spouse is travelling with an Insured Person on business. Coverage applies while travelling to or from such an event and /or if the loss of life occurs within one year of the accident.
- When Board Members' Accidental Death and Dismemberment Coverage is purchased, the Insured also has the option to purchase Critical Illness Coverage.

Additional Information

- Loss of life payments up to 365 days from date of Accident or if permanently disabled up to 5 years.
- Weekly Indemnity coverage pays in addition to Elective Benefits.
- Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Volunteers' Accidental Death and Dismemberment Coverage Highlights

AD&D and Paralysis Limits

Accidental Death or Dismemberment	\$50,000
Paralysis Coverage – 200% of Accidental Death and Dismemberment Limit	\$100,000

Weekly Indemnity

Total Loss of Time	\$500
Partial Loss of Time	\$250

† Volunteer must be gainfully employed immediately prior to an accident for weekly indemnity benefits

Accident Reimbursement - \$15,000

Chiropractor	Crutches†
Podiatrist/Chiropodist	Splints†
Osteopath	Trusses†
Physiotherapist	Braces (excludes dental braces) †
Psychologist	Casts†
Registered or Practical Nurse	Oxygen Equipment – Iron Lung
Trained Attendant or Nursing Assistant‡	Rental of Wheelchair
Transportation to nearest hospital†	Rental of Hospital Bed
Prescription drugs or Pharmaceutical supplies‡	Blood or Blood Plasma†
Services of Physician or Surgeon outside of the	Semi Private or Private hospital room‡

†Maximum \$1,000 per accident. ‡If prescribed by physician.

Dental Expenses

Dental Expenses	\$5,000
-----------------	---------

Occupational Retraining – Rehabilitation

Retraining – Rehabilitation for the Volunteer	\$15,000
Spousal Occupational Training	\$15,000

Repatriation

Repatriation Benefit (expenses to prepare and transport body home)	\$15,000
--	----------

Dependent Children – Per Child

Dependent Children's Education (limit per year- maximum 4 years)	\$10,000
Dependent Children's Daycare (limit per year- maximum 4 years)	\$10,000

Transportation/Accommodation (When Treatment Is Over 100km From Residence.)

Insured Coverage	\$1,500
Family Member	\$15,000

Home Alteration and Vehicle Modification

Expenses to modify the Insured's home and/or vehicle after an accident.	\$15,000
---	----------

Seatbelt Dividend

10% of Principal Sum when proof of wearing a seatbelt.	\$5,000
--	---------

Funeral Expense

Benefit for loss of life.	\$10,000
---------------------------	----------

Identification Benefit

Transportation and accommodation costs for family member to identify Insured's remains.	\$5,000
---	---------

Eyeglass, Contact Lenses and Hearing Aids

When Insured requires these items due to an accident.	\$3,000
---	---------

Convalescence Benefit – Per Day

Confined to hospital.	\$100
Outpatient.	\$ 50

Workplace Modification Benefits

Specialized equipment for the workplace.	\$5,000
--	---------

Aggregate Limit

Aggregate Limit only applicable when 2 or more volunteers are injured in same accident.	\$ 1,000,000
---	--------------

Additional Information

- Loss of life payments up to 365 days from date of Accident Weekly Indemnity payments take other income sources into consideration (e.g. automobile, CPP, group plans).
- Coverage is applicable to Insured 80 years of age or under.
- Coverage is afforded to the Volunteer only when they are 'On Duty'.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Conflict of Interest Coverage Highlights

Overview

Conflict of Interest can be described as a situation in which public servants have an actual or potential interest that may influence or appear to influence the conduct of their official duties or rather divided loyalties between private interests and public duties.

Conflict of Interest coverage provides protection for the cost of legal fees and disbursements in defending a charge under the Municipal Conflict of Interest Act (or other similar Provincial Legislation in the respective province of the Insured).

Features

Coverage is offered as a standalone coverage providing the client a separate limit of insurance that is not combined with any other coverage such as legal expense coverage.

- Per Claim Limit only – No Annual Aggregate.
- Coverage provided on a Reimbursement Basis.

Coverage Description

Coverage is provided for legal costs an Insured incurs in defending a charge under the Provincial Conflict of Interest Act if a court finds that:

- There was no breach by the Insured; or
- The contravention occurred because of true negligence or true error in judgment; or
- The interest was so remote or insignificant that it would not have had any influence in the matter.

Additional Information

Coverage is provided for elected or appointed members of the Named Insured including any Member of its Boards, Commissions or Committees as defined in the 'Conflict of Interest Act' while performing duties related to the conduct of the Named Insured's business.

Conflict of Interest coverage is applicable to only those classes of businesses that are subject to the Municipal Conflict of Interest Act (or other similar Provincial legislation in the respective province of the Insured).

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Legal Expense Coverage Highlights

Coverage Features

We offer comprehensive Legal Expense Coverage to protect an Insured against the cost of potential legal disputes arising out of your operations.

- Coverage will pay as costs are incurred.
- Broad Core Coverage.
- Optional Coverage.
- Coverage for Appeals for Legal Defence Costs and any Optional Coverage purchased.
- Unlimited Telephone Legal Advice and access to Specialized Legal Representation in event of legal disputes.
- Additional Optional Coverage available.
- Broad Definition of Insured including managers, employees and volunteers.

Broad Core Coverage

The core coverage provides Legal Defence Costs for:

- Provincial statute or regulation (including human rights tribunals).
- Criminal Code Coverage when being investigated or prosecuted. Coverage is applicable whether pleading guilty or a verdict of guilt is declared.
- Civil action for failure to comply under privacy legislation.
- Civil action when an Insured is a trustee of a pension fund for the Named Insured's employees.

Optional Coverage

In addition to the Core Coverage an Insured can mix and match any of the following Optional Coverage:

- Contract Disputes and Debt Recovery
- Statutory License Protection
- Property Protection
- Tax Protection

Limits and Deductibles

- Coverage is subject to an Occurrence and an Aggregate Limit.
- The Core Coverage is typically written with no deductible however a deductible may be applied to Optional Coverage.

Exclusions

- Each Insuring Agreement is subject to Specific Exclusions and Policy Exclusions.
- Municipal Conflict of Interest Act (or other similar provisions of other Provincial legislation) is excluded.
* Conflict of Interest Coverage may be provided under a separate policy for eligible classes of business.

Telephone Legal Advice and Specialized Legal Representation

- General Advice (available from 8 am until 12 am local time, 7 days a week).
- Emergency access to a Lawyer 24 hours a day, 7 days a week.
- Services now automatically include the option of using an appointed representative from a panel of Lawyers with expertise in a variety of areas.

Client Material and Wallet Card

- The 'Legal Expense Important Information' wording attached to each policy explains the steps that are to be taken in event of a claim.
- A wallet card is now attached to the policy which the Named Insured can copy & distribute to each Insured (e.g. managers, employees, etc.).

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Property Coverage Highlights

Overview

Property insurance is about planning for the unexpected and protecting your physical assets in order to minimize your business disruption should a loss occur. It is important that your property insurance includes broad coverage to protect these assets (e.g. buildings and other property you own, lease or are legally liable for) from direct physical loss.

We will work closely with you to customize a property coverage solution. We cover a wide variety of property, including buildings, inventory and supplies, office furniture and fixtures, computers, electronics, equipment (including unlicensed mobile equipment, maintenance and emergency equipment) and other unique property.

The Intact Public Entities property wording is flexible and adaptable. Your policy will be comprised of a Base Property Wording and a Municipal & Public Administration Extension of Coverage Endorsement as well as any miscellaneous or specific endorsements to tailor coverage to meet your needs.

Features and Benefits

Features and Benefits include:

- Coverage is typically written on an all-risk basis including replacement cost.
- Our standard practice is to write property on a Property of Every Description (POED) or blanket basis, however, coverage can be scheduled separately if required.
- We have two Deductible Clauses: A standard Deductible Clause and a Dual Policy Deductible Clause. The Dual Policy Deductible clause states how a deductible will be applied when there is both an automobile policy and a property policy involved in the same loss (when both policies are written with Intact Public Entities)
- Worldwide Coverage
- Unlicensed Equipment (e.g. Contractors Equipment): Automatically includes Replacement Cost as the basis of settlement regardless of age. This can be amended to an Actual Cash Value (ACV) or Valued basis if required (applicable only if the Insured owns the unlicensed equipment)
- Flood and Earthquake coverage are available

Supplemental Coverage Under the Base Property Wording

The Base Property Wording automatically includes numerous Supplemental Coverages such as:

- | | |
|---|---|
| • Building Bylaws | • Furs, Jewellery and Ceremonial Regalia |
| • Building Damage by Theft | • Inflation Adjustment |
| • Debris Removal Expense | • Live Animals, Birds or Fish |
| • Electronic Computer Systems | • Newly Acquired Property |
| • Expediting Expense | • Professional Fees |
| • Fire or Police Department Service Charges | • Property at Unnamed Locations |
| • First Party Pollution Clean-Up Coverage | • Property Temporarily Removed including while on Exhibition and during Transit |
| • Fungi (covers the expense for any testing, evaluating or monitoring for fungi or spores required due to loss) | • Recharge of Fire Protective Equipment |
| | • Sewer Back Up and Overflow |

Note: The Supplemental Coverage does not increase your Total Sum Insured in most cases.

Municipal & Public Administration Extensions of Coverage Endorsement

Each Extension of Coverage has an individual Limit of Insurance and will be shown on the Summary of Coverage/Declarations Page.

The Limit of Insurance for each Extension of Coverage is over and above the Total Sum Insured (unless shown as 'included' on the declarations or otherwise stipulated within the wording).

- Accounts Receivable
- Bridges and Culverts
- Building Coverage Owned Due to the Non Payment of Municipal Taxes – *Named Perils Coverage applies.*
- Building(s) in the Course of Construction Reporting Extension
- By Laws – Governing Acts
- Consequential Loss caused by Interruption of Services
- Cost to Attract Volunteers Following a Loss
- Docks, Wharves and Piers
- Errors and Omissions
- Exterior Paved Surfaces
- Extra Expense
- Fine Arts at Own Premises and Exhibition Site
- Fundraising Expenses
- Green Extension
- Growing Plants
- Ingress and Egress
- Leasehold Interest
- Master Key
- Peak Season Increase
- Personal Effects
- Property of Others
- Rewards: Arson, Burglary, Robbery and Vandalism
- Signs
- Vacant Properties – *Named Perils Coverage applies on an Actual Cash Value basis.*
- Valuable Papers

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Equipment Breakdown Advantage Highlights

Overview

Property policies typically exclude losses that Equipment Breakdown Insurance is designed to cover.

Equipment Breakdown Coverage insures against losses (property damage and business interruption) resulting from 'accidents' (as defined in the wording) to various types of equipment such as pressure, mechanical, electrical and pressure equipment. Coverage also extends to electronic equipment for 'electronic circuitry impairment'. Coverage typically extends to production machinery unless specifically excluded.

Features

Coverage is extended to pay for:

Property Damage: The cost to repair or replace damaged equipment or other covered property, including computers, due to a covered accident.

Business Income: The loss of business income due to an interruption caused by a covered accident from the date of loss until such equipment is repaired or replaced or could have been repaired or replaced plus additional time to allow your business to become fully operational.

Extra Expense: Additional costs (e.g., equipment rental) you incur after a covered loss to maintain normal operations.

Expediting Expenses: The cost of temporary repairs or to expedite permanent repairs to restore business operations.

Service Interruption: Business income and extra expense resulting from a breakdown of equipment owned by a supplier with whom the Insured has a contract to supply a service. If there is no contract, the equipment must be within 2500 metres of the location.

Data Restoration: The restoration of data that is lost or damaged due to a covered loss.

By laws: The additional costs to comply with building laws or codes.

Other Coverage: Spoilage, Hazardous Substances, Ammonia, Water damage, Professional Fees, Errors and Omissions, Newly Acquired Locations or Civil Authority

Coverage Automatically Includes:

Microelectronics Coverage: Provides insurance when physical damage is not detectable or when firmware or software failure causes non-physical damage. Triggered when covered equipment suddenly stops functioning as it had been and that equipment or a part containing electronic circuitry must be replaced.

Service Interruption: Pays for business interruption and extra expense when your cloud computing service provider experiences an outage due to an equipment breakdown.

Off Premises Objects: Extends coverage to transportable equipment anywhere in North America.

Brands and Labels: Pays for the cost of removing labels or additional cost of stamping salvaged merchandise after a loss.

Equipment Upgrade: Pays for any increase in the replacement of new equipment that is capable of performing the same functions that may include technological improvements, 25% max of \$250,000.

Selling Price: Pays for regular cash selling price at the time of loss of such manufactured products or merchandise at the location

Other Benefits

Public Relations Coverage: (when business income coverage is purchased other than extra expense) pays for public relations assistance to help manage your reputation that may be damaged by business interruption or data loss.

Contingent Business Interruption: (when business income coverage is purchased other than extra expense) pays for Business Income resulting from a covered accident to property not owned, operated or controlled by the Insured.

Additional Information

Intact automatically provide inspection services for boilers and pressure vessels to satisfy the provincial inspection requirements on our behalf.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved

Owned Automobile Coverage Highlights

Overview

We can provide mandatory automobile coverage for all licensed vehicles owned and/or leased by the Insured.

Features

Third-Party Liability Coverage:

- Coverage is provided for Third Party Liability (bodily injury and property damage) protecting you if someone else is killed or injured, or their property is damaged. It will pay for claims as a result of lawsuits against you up to the limit of your coverage, and will pay the costs of settling the claims. Coverage is for licensed vehicles you own and/or leased vehicles.

Standard Statutory Accident Benefits Coverage:

- We automatically provide standard benefits if you are injured in an automobile accident, regardless of who caused the accident. Optional Increased Accident Benefits Coverage is available upon written request.

Optional Statutory Accident Benefits Coverage - Available upon request

- Including coverage for: Income Replacement; Caregiver, Housekeeping & Home Maintenance; Medical & Rehabilitation; Attendant Care; Enhanced Medical Rehabilitation & Attendant Care; Death & Funeral; Dependent Care; Indexation Benefit (Consumer Price Index) – Ontario

Direct Compensation Property Damage:

- Covers damage to your vehicle or its contents, and for loss of use of your vehicle or its contents, to the extent that another person was at fault for the accident as per statute.

Physical Damage Coverage:

- Various basis of settlement including: Replacement Cost, Valued Basis and Actual Cash Value. Refer to Automobile Replacement Cost Coverage Change Highlights page for details on Replacement Cost Coverage.

Additional Information

Blanket Fleet Endorsement:

- Coverage may be provided on a blanket basis under the 21B – Blanket Fleet Endorsement. When this endorsement is attached to the policy, premium adjustment is done on renewal. Adjustment is made on a 50/50 or pro rata basis as specified in the endorsement. Mid-term endorsements are not processed on policies with this blanket cover.

Single Loss:

- If a single loss involves both the Automobile and Property Insurance policies, the Property policy deductible is waived only on any insured property attached to the automobile.

For a list of vehicles quoted, refer to Exhibit "B".

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Commercial Follow Form Excess Liability Coverage Highlights

Overview

Excess liability coverage provides an additional limit of insurance coverage over and above the limits of insurance afforded under the applicable underlying insurance. An excess policy offers you additional insurance protection over and above the limits of your underlying policy. Example if your underlying policy has an occurrence limit, an excess policy can provide additional protection in event of a catastrophic loss. It can provide added protection if an aggregate limit on an underlying policy has been exhausted.

The follow form excess policy typically “follows” the insuring agreements, exclusions, and conditions of the underlying policy. This means that we not only provide additional limits of liability over the primary liability policy, but such coverage matches the underlying policy (except in instances where an endorsement has been attached amending coverage).

We offer a layered structure when writing excess coverage. We provide **primary** insurance policies to a maximum limit of \$15,000,000 on the casualty policies (Liability, E&O, Miscellaneous Professional Including Bodily Injury or Claims Made Malpractice coverage (depending on your policy), Non Owned Automobile and Owned Automobile including garage coverage).

We have the ability to provide excess coverage over all classes of business where the primary policy is written by Intact Public Entities. We also have the capacity to provide you with exceptionally high excess limits to meet your needs.

Coverage Specifics

- Coverage will attach in the event of exhaustion of underlying insurance (unless specifically shown in your policy documents).
- This coverage is subject to the same terms, definitions, conditions, exclusions and limitations of the applicable underlying insurance (except as otherwise stated in your policy). This feature provides the flexibility to provide excess limits over a number of different types of policies.
- Our Declaration Pages/Schedules of Coverage clearly identify underlying coverages that the excess coverage is written over.
- Underlying insurance is required to be maintained in full force and effect for excess coverage to apply.
- Prior and Pending Litigation is expressly excluded from coverage.
- Incident is a defined term and means an occurrence, accident, offence, act, or other event, to which the underlying insurance applies.
- S.P.F. 7, Standard Excess Automobile policy or the applicable form applies for any automobile coverage
- Where an aggregate limit is stated in the Declarations pages, it will apply separately to each consecutive annual period and to any remaining period of less than twelve (12) months.
- Coverage can be tailored to your individual circumstances by way of endorsements

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Facility User Solution Coverage Highlights

Overview

The **Intact Public Entities User Solution** provides you (the facility owner) with the knowledge that the person(s) renting or leasing your facilities have insurance for events they are hosting.

You also have peace of mind knowing they have added you (the facility owner) as an 'additional insured' to that insurance. As an 'additional insured' your interests are covered when a claim occurs as a result of negligence by someone renting or leasing the facilities.

With the **Intact Public Entities Facility User Solution** we automatically cover a variety of 'Sporting' and 'Non-Sporting Events.'

Features

We provide coverage on one master policy with:

- The option of insuring all of your rented or leased facilities or only selected facilities.
- The option of \$2,000,000 or \$5,000,000 liability limits for all users.
- Coverage under a commercial general liability form with extensions for Tenants Legal Liability, Medical Expenses and Non Owned Automobile Coverage.
- Coverage is written on a Reporting Basis – with a deposit premium at inception and premium being adjusted annually.

Activities or Events Insured

Approved Activities include the following Non-Sporting and Sporting Events:

Non Sporting Events

Anniversaries, arts, art shows and exhibits, auctions, banquets, bazaars, birthday parties, bridge, chess clubs, crafts, dance parties, dance recitals, dinners, engagement parties (e.g. Jack and Jill events), fashion shows, graduations, music recitals or other family celebrations (e.g. christenings, showers, graduations etc.), photo shoots, picnics, religious services, retirement parties, reunions, seasonal markets, seminars, speakers, talent shows, theatre performances, weddings or other ceremonies, workshops/classroom instruction.

Sporting Events

Badminton, baton twirling, bowling, curling, dance lessons, horseshoes, lawn bowling, public skating, shuffle board, table tennis, tai chi, tennis, ball/roller/floor hockey, baseball, basketball, broomball, cheer leading, cricket, dodge ball, dry land training, field hockey, figure skating, fitness classes, frisbee, handball, non-contact sports (martial arts, pick up hockey, pick up lacrosse, touch/flag football), pickle ball, racquet ball, ringette, slo-pitch, soccer, softball, squash, swimming with life guard, synchronized swim, t-ball, track & field, volleyball and yoga.

Excluded Activities

Alpine skiing, bachelorette/stagette parties, bike racing, boxing, climbing walls, contact sports, cycling, fireworks, gymnastics, horse related, kabaddi, kayaking, kickboxing, motor vehicle activities, rugby, skateboarding, snowboarding, stag/bachelor parties, tackle football or wrestling.

While we do provide coverage under the program for sporting activities, we do not provide coverage for Organized Sports Teams/Leagues.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.



Program Options Highlights of Coverage

Intact Public Entities offers a Comprehensive Insurance Program to meet your needs.

"Your Insurance Coverage" provides a schedule of proposed coverages, limits and deductibles included in this proposal.

Highlights of coverage follow providing a summary of coverage. Highlight pages may include description of optional coverages.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Crime Coverage Options

Extortion Coverage (Threats to Persons and Threats to Property)

Coverage for both 'Threats to a Person' and 'Threats to Property' are sold together with a separate limit of insurance applying to each.

Threats to Person:

- Coverage responds when a threat is communicated to the Insured to do bodily harm to a director, officer or partner of the Insured (or a relative) when these persons are being held captive and the captivity has taken place within Canada or the U.S.A.

Threats to Property:

- Coverage responds when a threat is communicated to the Insured to do damage to the premises or to property of the Insured is located in Canada or the U.S.A.

Pension or Employee Benefit Plan Coverage

Coverage is for loss resulting directly from a dishonest or fraudulent act committed by a fiduciary (a person who holds a position of trust) in administering a pension or employee benefit plan. Coverage is provided whether the fiduciary is acting alone or in collusion with others. Fiduciary relationships may be created by statute however; individuals may also be deemed fiduciaries under common law.

Residential Trust Fund Coverage (for Select Classes of Business Only)

- Covers loss of property (money, securities or other property) belonging to a resident when it is held in trust by a residential facility. Coverage is for loss directly attributable to fraudulent act(s) committed by an employee of the facility whether the employee was acting alone or in collusion with others.
- A residential facility comprises a wide range of facilities and includes any residential facility operated for the purpose of supervisory, personal or nursing care for residents.
- Coverage stipulates that the 'resident' must be a person who is unable to care for themselves (this could be due to age, infirmity, mental or physical disability).
- When a resident is legally related to the operator of the residential facility, coverage is specifically excluded.

Credit Card Coverage

Coverage is for loss from a third party altering or forging a written instruction in connection with a corporate credit card issued to an employee, officer or partner.

Client Coverage (Third Party Bond)

Coverage is extended to provide for theft of a clients' property by an employee (or employees) of the Insured.

Fraudulently Induced Transfer Coverage

Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured has transferred, paid or delivered money or securities to this third party.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Fraudulently Induced Transfer Endorsement Coverage Highlights (Social Engineering)

Overview

Fraud today has become much more sophisticated and complex with Fraudulently Induced Transfer Crimes (otherwise known as Social Engineering) trending in today's marketplace. In response to this trend we now offer a Fraudulently Induced Transfer Endorsement as part of our suite of Crime Coverage.

These types of crimes are usually a targeted approach where criminals are after something definite from the target, either money (usually in the form of a wire transfer) or information (such as a list of vendors, routing numbers, etc.). Often times communications are sent to an employee (most often via email, telephone or a combination of the two), which are doctored to appear as if they are sent by a senior officer of the company or by one of its customers or vendors. Essentially criminals prey on human and procedural vulnerabilities. The standard crime coverage does not respond to these types of losses as an employee of the organization has voluntarily parted with the money or securities and would be considered an active participant in the loss.

Example 1

Instructions to an employee supposedly coming from a vendor or customer are often accomplished by informing the employee that they have changed banks and require the company to use the new banking information for future payments.

Example 2

Instructions to an employee supposedly coming from an internal source (e.g. senior staff) to bypass in-house safeguards and redundancies, criminals apply pressure by imposing a time constraint, demanding secrecy or simply flattering the ego of the target by including him or her "in" on an important business transaction.

Fraudulently Induced Transfer coverage is an optional endorsement that may be purchased. Coverage is subject to a satisfactory supplementary application being completed.

Fraudulently Induced Transfer Losses, Cyber Losses and Current Crime Policies

Even though this fraud often involves emails and wire transfers, cyber policies are not designed to cover them:

- Cyber policies cover losses that result from unauthorized data breaches or system failures. Fraudulently Induced Transfer actually depends on these systems working correctly in order to communicate with an organization's employees and transfer information or funds.
- Crime policies cover losses that result from theft, fraud or deception. As the underlying cause of a loss is 'fraud', a company would claim a loss under its crime policy rather than its cyber policy. Without this endorsement, coverage would be denied under a crime policy due to the Voluntary Parting Exclusion.

Fraudulently Induced Transfer Endorsement Features

- Coverage is provided when an Insured under the policy has been intentionally misled by someone claiming to be a vendor, client or another employee of the company and the Insured (employee) has transferred, paid or delivered money or securities to this third party.
- Fraudulently Induced Transfer is defined as: The intentional misleading of an employee, through misrepresentation of a material fact which is relied upon by an employee, believing it to be genuine to voluntarily transfer funds or valuable information to an unintended third party.

Limits and Deductible

The Fraudulently Induced Transfer Endorsement is subject to:

- Separate Limits of Insurance (both an Occurrence and Aggregate);
- A separate deductible;
- Limits ranging from \$10,000 - \$100,000.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

Remotely Piloted Aircraft Systems (UAV) Coverage Highlights

Overview

- Transport Canada is responsible for regulating UAV's. Their terminology for UAV's (Unmanned Aerial Vehicles) has changed and these are now considered to be Remotely Piloted Aircraft Systems (RPAS) rather than UAV's (Unmanned Aerial Vehicles). Regulations regarding operator licensing has also changed.
- Liability or property policies can be enhanced with endorsements to cover Remotely Piloted Aircraft Systems (RPAS) or UAV's. Coverage may be available when operators are in compliance with current regulations. Coverage offered is intended to close the gap in liability and property insurance because of aviation exclusions.

Property Coverage

- Property: (Optional Coverage).
- All Risk Coverage for the Remotely Piloted Aircraft Systems (RPAS) including all permanently attached equipment and Ground or Operating Equipment (including any detachable equipment such as cameras etc.).
- Coverage includes electrical and mechanical breakdown.
- Basis of settlement options include: Replacement Cost, Valued Amount or Actual Cash Value.
- **In addition to the standard exclusions within the Property All Risk Wording, the following exclusions also apply:**
- Those used for military purposes, personal or recreational use.
- Those being rented to, leased to or lent to others.
- Mysterious disappearance after commencement of a flight unless Remotely Piloted Aircraft Systems - RPAS (UAV) remains unrecovered for 30 days.
- If they are not in compliance with the manufacturer's specifications (e.g. the weight payload) is exceeded, when operated in wind at a higher speed than recommended etc.).
- Remotely Piloted Aircraft Systems - RPAS (UAV's) must not exceed 500 meters in altitude or the range of 1km from the operator.
- Hijacking or unauthorized control of the Remotely Piloted Aircraft Systems -RPAS (UAV) or Equipment.
- Failure to comply with any statute, permit, rule, regulation or any requirement for qualification to operate the Remotely Piloted Aircraft Systems - RPAS (UAV) or the equipment.

Liability Coverage

- While Transport Canada mandates a minimum amount of insurance (\$100,000), coverage will follow the liability limit up to \$15,000,000. Higher limits may be available.
- We will extend liability to Remotely Piloted Aircraft Systems (RPAS).
- Having a range of up to a maximum of 1km from the operator.
- With an altitude of 500 metres or less.
- Operators meeting all Transport Canada regulations.
- Not being used for military purposes, personal or recreational use.

Important Information

While our endorsements are primarily designed to offer coverage for Remotely Piloted Aircraft Systems - RPAS (UAV's) 25kg or less, we may be able to offer coverage for those falling outside of these parameters through our general aviation market.

The information provided by Intact Public Entities Inc. is intended to provide general information only. For full details with respect to coverage, exclusions, conditions and limitations refer to the policy wordings. While coverage may be quoted, once a policy is issued coverage is only applicable if shown on Declaration Page or Schedule of Coverage. Intact Design® is a registered trademark of Intact Financial Corporation. All other trademarks are properties of their respective owners. TM & © 2023 Intact Public Entities Inc and/or its affiliates. All Rights Reserved.

EXHIBIT “A”

Estimate of Values

The information contained herein is confidential, commercial, financial, scientific and/or technical information that is proprietary to Intact Public Entities Inc. and cannot be disclosed to others. Any such disclosure could reasonably be expected to result in significant prejudice to the competitive position of Intact Public Entities Inc., significant interference with its competitive position and/or cause it undue loss. TM & © 2023 Intact Public Entities Inc. and/or its affiliates. All Rights Reserved.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2023-12-21
Subject: Creation of GIS/Asset Management Position

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: GIS/Asset Management position; and That West Elgin Council authorize staff to formalize shared services agreement with the Township of Southwold.

Purpose:

The report serves to obtain Council authorization to proceed with the creation of a permanent GIS/Asset Management Specialist position on a part-time basis to be shared with the Township of Southwold and the Municipality of Dutton-Dunwich.

Background:

As Council is aware, asset management planning in municipalities is becoming an increasingly important municipal strategic tool. Not only are asset management plans and the effective organization of data required under various provincial legislation, they are also used increasingly to inform more accurate budget deliberations and, if developed properly, can help to make operations more efficient. Data from asset management planning is also used to help the municipality successfully receive necessary grant funding. Having municipal assets organized in a GIS format means that all of our departments can provide better response times to locates and to contractors completing municipal projects. This will become increasingly more important as the province moves towards a dedicated locator model.

Historically, the Municipality has relied on a shared services model with Malahide to provide GIS services, through the overall management of the Elgin Mapping interface. Malahide staff have been able to provide the basic management of the parcel fabric and help with the creation of maps, however they do not have the capacity to build out the GIS layers as required for West Elgin.

In 2021, the municipality pledged its commitment to implementing Public Sector Digest's CityWide asset management software. While significant progress has been made, it has not yet met the necessary legislative requirements. Designating a dedicated individual for asset management will ensure compliance with legislative standards and facilitate the full utilization of the software.

Comment:

Elgin County now provides local municipalities with a GIS platform to store and develop GIS applications. GIS and Asset Management are becoming increasingly intertwined and there is the potential to make advancements in the GIS quite quickly. Municipal staff are very interested to expand our use of the GIS platform, but we need someone with the right education, skills and training to implement the ideas. Existing staff do not have the experience or skills using the ArcPro solution offered by Elgin County.

Staff have been in communication with the Township of Southwold to discuss the interest in sharing the services, and they have reviewed the draft job description and agreed with its content. All CAOs have endorsed the creation of the position and anticipated that their councils will support the recommendations as well. Discussions on the mechanism for sharing the service have remained high level at this point, however there was general consensus that Southwold should be the hiring municipality and each respective municipality is agreeable to doing a simple three-way cost split. The mechanics for sharing the service will be brought forward to Council at a subsequent meeting.

Increased development pressure and the opportunity to advance strategic planning goals of developing an improved infrastructure plan warrant the hiring of the position sooner. As part of this year's organization review the creation of a GIS/Asset Management Technician is included in the Phase 1 recommendations as shown below.

High-Level Implementation Plan

pg. 11

Phase 1: Quick Wins (6 months)

R10: Facilitate first CAO-led staff town hall

R1: Formalize 3-level leadership model

R2: Establish a 4-department model with timelines to add manager-level positions

R3: Create and fill Manager, Corporate Services (Treasurer) position

R6: Create and fill the shared Specialist, Asset Management position

R7: Move forward with a shared Generalist, HR position in partnership with Elgin County

R10: Provide mandatory "people management" training for all managers and supervisors

Phase 2: Building Capacity

(1 year)

R4: Revise the Manager of Operations & Community Services to become the Manager, Infrastructure & Development Services

R5: Revise the Municipal Clerk position to become the Manager, Community Services (Municipal Clerk)

R8: Add emergency planning to the Fire Services Department and formalize the Fire Chief as the CEMC

© 2023 Linton Consulting Services Inc. All rights reserved.



Financial Implications:

Estimated annual cost to West Elgin of approximately \$35,000 will be included in 2024 Operating Budget.

Report Approval Details

Document Title:	Creation of GIS Asset Management Position - 2023-41-Administration Finance.docx
Attachments:	<ul style="list-style-type: none">- Agreement_Shared Services_GIS Asset Management.docx- 2a. GIS and Asset Management Coordinator.pdf
Final Approval Date:	Dec 15, 2023

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

Terri Towstiuc

*GIS and Asset Management Coordinator
Shared Services Agreement*

This agreement made this_____ day of_____, 2023.

Between:

*The Corporation of the Township of Southwold
(Hereinafter referred to as "Southwold")*

*Of the First
Part*

- and -

*The Corporation of the Municipality of Dutton/Dunwich
(Hereinafter referred to as "Dutton/Dunwich")*

Of the Second Part

- and -

*The Corporation of the Municipality of West Elgin
(Hereinafter referred to as "West Elgin")*

Of the Third Part

Whereas the Councils of Southwold, Dutton/Dunwich and West Elgin wish to share resources between the municipalities for GIS and Asset Management Coordinator;

And Whereas Section 9 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority;

Now Therefore the parties hereto mutually agree as follows:

General

1. That the services of the Southwold GIS and Asset Management Coordinator will be shared with Dutton/Dunwich and West Elgin to:
 - a. Provide administration of the asset database management and Geographical Information Systems of each respective municipality;
 - b. Provide mapping services for each municipality;

- c. Assist the three partner municipalities with the development and ongoing maintenance of the corporate asset management program including: updating the asset database; collecting and maintaining GIS related data; acquiring relevant field data; supporting the finance department in PSAB related entries; and performing lifecycle analysis related to the rehabilitation or upgrade of each municipality's various infrastructure assets.
2. Schedule "A" attached hereto and forming part of this agreement is the GIS and Asset Management Coordinator job description, which sets out the main responsibilities and working conditions for the GIS and Asset Management Coordinator while performing duties for Southwold, Dutton/Dunwich, and West Elgin.
3. The GIS and Asset Management Coordinator shall be an employee of Southwold and shall be subject to the employment policies and procedures, as adopted and implemented, by Southwold.
4. The GIS and Asset Management Coordinator's immediate supervisor is the Southwold Director of Infrastructure and Development.
5. While providing service to Dutton/Dunwich, the GIS and Asset Management Coordinator shall comply with Dutton/Dunwich operating policies and procedures. The Dutton/Dunwich CAO/Treasurer shall be the GIS and Asset Management Coordinator's immediate supervisor for operational matters in Dutton/Dunwich. Operational matters do not include the GIS and Asset Management Coordinator's employment terms, human resources or disciplinary matters. Any concerns or issues from Dutton/Dunwich about GIS and Asset Management Coordinator's employment matters shall be directed to the Southwold CAO/Clerk.

6. While providing service to West Elgin, the GIS and Asset Management Coordinator shall comply with West Elgin operating policies and procedures. The West Elgin Manager of Operations & Community Service shall be the GIS and Asset Management Coordinator's immediate supervisor for operational matters in West Elgin. Operational matters do not include the GIS and Asset Management Coordinator's employment terms, human resources or disciplinary matters. Any concerns or issues from West Elgin about GIS and Asset Management Coordinator's employment matters shall be directed to the Southwold CAO/Clerk.
7. The GIS and Asset Management Coordinator, Southwold Director of Infrastructure and Development shall be authorized to determine administrative and scheduling details to implement this agreement.

Service Provision and Cost Sharing

8. The parties agree that GIS and Asset Management Coordinator Services provided under this agreement shall be provided equally to Southwold, Dutton/Dunwich, and West Elgin, based on a 40 hour work week.
9. The parties recognize that due to the nature of asset collection projects, availability of resources, weather, support staffing, meetings, training, and other non-routine events, there is not the expectation that time will be balanced over each day or week. Balancing of time dedicated to Southwold, Dutton/Dunwich, and West Elgin will be viewed over a longer period of time, such as monthly or quarterly.
10. The following GIS and Asset Management Coordinator costs will be shared equally by Southwold,

Dutton/Dunwich, and West Elgin:

- a) Wages*
- b) Manulife Benefits*
- c) OMERS Pension Contributions*
- d) Small equipment used exclusively by the GIS and Asset Management Coordinator*
- e) Conference Attendance*
- f) GIS and Asset Management Coordinator Training applicable to all municipalities*
- g) Travel for common activities, including meetings, conferences, training at the current Southwold travel rate*
- h) Meals and accommodation for common activities*

11. Should it be determined that there is a significant imbalance of time attributable to one of the municipalities, that portion greater than 40% will be treated as a surcharge or credit at year end, as applicable, based on the Wages, Benefit and OMERS portion of the costs only.

12. Southwold shall invoice Dutton/Dunwich West Elgin on a quarterly basis for GIS and Asset Management Coordinator Services provided. The invoice provided shall include details on costs, hours worked and vehicle usage.

13. The GIS and Asset Management Coordinator will record information related to hours worked in each municipality, along with hours that are common GIS and Asset Management Coordinator duties attributable to all municipalities for payroll purposes. Southwold will provide reports on a regular basis to the GIS and Asset Management Coordinator to adjust hours to maintain

overall balance and reports will be provided to inform possible future amendments to this agreement.

14. Vacation Time, Sick Leave and Statutory Holiday time taken by the GIS and Asset Management Coordinator shall be attributable to Southwold, Dutton/Dunwich and West Elgin equally. The GIS and Asset Management Coordinator will be required to ensure actual time worked is adjusted accordingly to account for Vacation, Sick Leave and Statutory Holiday time actually taken.
15. The reporting location for the GIS and Asset Management Coordinator when attending Dutton/Dunwich shall be 199 Currie Road, Dutton ON NOL 1J0. The reporting location for the GIS and Asset Management Coordinator when attending West Elgin shall be 22413 Hoskins Line, Rodney ON NOL 2C0. It is understood by all parties that due to the nature of services being provided by the GIS and Asset Management Coordinator, service provided will not be exclusive to the municipality in which the GIS and Asset Management Coordinator is working from and services in common for all municipalities could be provided from any location. It is agreed that the GIS and Asset Management Coordinator will work primarily within the Southwold office or remotely, in accordance with Southwold human resources policies and procedures.
16. Each municipality shall provide an appropriate workspace for providing GIS and Asset Management Coordinator services, in accordance with approved service levels.

17. The Township of Southwold will provide computer and communication equipment that can be utilized for all municipalities. Any service subscriptions and software requirements that are exclusive to one municipality, are the responsibility of that municipality.

Ongoing Review

18. The GIS and Asset Management Coordinator, West Elgin Manager of Operations & Community Service, Dutton/Dunwich CAO/Treasurer and Southwold Director of Infrastructure and Development shall meet annually to review operation of this agreement. Each municipality's CAOs are authorized to make administrative and minor operational adjustments for efficient implementation of this agreement, upon mutual agreement.
19. On an annual basis, the CAO of each municipality shall report to their respective Council on the operation of this agreement.

Agreement Term

20. This agreement shall commence on **DATE** and shall continue until amended or terminated in accordance with the provisions set out in this agreement.

Agreement Amendment

21. This agreement may be amended at any time, subject to agreement by all parties. Any amendment shall be in writing and approved by the respective municipal Councils.

Agreement Termination

22. Either party may terminate this agreement by providing written notice to the other party.
23. Termination of the agreement will take place 6 months after notification has been provided in writing and acknowledged by the other parties, or at another date, mutually agreed upon, in writing, by the parties.

GIS and Asset Management Coordinator Resignation, Termination, Inability to Fulfil Position

24. Should the GIS and Asset Management Coordinator be unable to fulfill the responsibilities and requirements set out in this agreement, Southwold shall:
- a) immediately notify West Elgin and Dutton/Dunwich
 - b) work collaboratively with West Elgin and Dutton/Dunwich to maintain the provision of GIS and Asset Management Coordinator services in the short-term, until the GIS and Asset Management Coordinator position is filled, or another course of action is determined
25. Notwithstanding Section 22, either party may immediately terminate this agreement if the GIS and Asset Management Coordinator is unable to fulfill the responsibilities and requirements set out in this agreement.
26. Southwold shall not be held liable for failure to provide service under this agreement should the GIS and Asset Management Coordinator be unable to fulfill the responsibilities and requirements contained in this agreement.

GIS and Asset Management Coordinator Recruitment

27. Should Southwold be required to recruit to fill the GIS and Asset Management Coordinator position, West Elgin and Dutton/Dunwich shall be entitled to have up to one Senior Management member participate in the interview process and provide input to determine the preferred candidate. Southwold shall take into consideration input

from West Elgin and Dutton/Dunwich interviewers, but the final determination on the candidate to be selected and employment terms shall be determined by Southwold.

Written Notice

28. Where required under this agreement, written notice shall be provided as follows:

Township of Southwold
Attn:
CAO/Clerk
35663 Fingal
Line Fingal ON
NOL 1K0

Municipality of West Elgin
Attn: CAO/Treasurer
22413 Hoskins
Line Rodney ON
NOL2C0

Municipality of Dutton/Dunwich
Attn: CAO/Treasurer
199 Currie Road,
Dutton ON NOL
1J0

Severability

29. The parties agree that in the event that any provision, clause, Article or attachment herein, or part thereof, which form part of the agreement, are deemed void, invalid or

unenforceable by a court of competent jurisdiction, the remaining provisions, clauses, Articles, attachments or parts thereof, shall be and remain in full force and effect.

Governing Law

30. Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

Insurance and Liability

31. Southwold, Dutton/Dunwich and West Elgin agree that they will each maintain insurance policies with the following provisions for the duration of this agreement:
- a. A Broad Form Property Policy insuring against loss or damage to any kind of owned, rented or leased equipment or property that is being used or could be used to provide GIS and Asset Management Coordinator Shared Services pursuant to this agreement in an amount not less than the full replacement cost.
 - b. A General Liability Policy insuring against injury or damage to persons or property, underwritten by an insurer licensed to conduct business in the Province of Ontario with a limit of not less than \$5,000,000. The policy shall be endorsed to include each parties to the agreement as an additional insured with respect to the GIS and Asset Management Coordinator Shared Service Agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

Mutual Indemnification

32. Southwold covenants and agrees that it shall indemnify, defend and save harmless West Elgin and Dutton/Dunwich from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of Southwold to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of West Elgin and Dutton/Dunwich. This indemnity shall survive the early termination or expiry of this Agreement.

33. West Elgin covenants and agrees that it shall indemnify, defend and save harmless the Southwold and Dutton/Dunwich from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the West Elgin to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is caused by the negligence or willful misconduct of the Southwold and Dutton/Dunwich. This indemnity shall survive the early termination or expiry of this Agreement.

34. Dutton/Dunwich covenants and agrees that it shall indemnify, defend and save harmless the Southwold and West Elgin from any liability, cost, demands, damages, expenses, claims and suits arising out of or in any way related to the obligations of the Dutton/Dunwich to carry out the work or otherwise meet the obligations provided for in this Agreement, including the failure to perform such work adequately or at all, except to the extent that same is

caused by the negligence or willful misconduct of the Southwold and West Elgin. This indemnity shall survive the early termination or expiry of this Agreement.

Counterpart Signing

35. This agreement may be executed in any number of counterparts, each of which when executed and delivered shall constitute a duplicate original, but all counterparts together shall constitute a single agreement.

IN WITNESS WHEREOF the said parties have duly executed this agreement by their proper authorized officers in that behalf and affixed their Corporate Seals.

The Corporation of the Township of Southwold

Mayor

Clerk

The Corporation of the Municipality of Dutton/Dunwich

Mayor

Clerk

The Corporation of the Municipality of West Elgin

Mayor

Clerk



POSITION DESCRIPTION

1. Position Title:

GIS and Asset Management Coordinator

2. Reporting Relationship:

Reporting to the Director of Infrastructure and Development

3. Positions Supervised:

None

4. Scope of Position:

Under general direction of the Director of Infrastructure and Development, the GIS and Asset Management Coordinator is responsible for the asset database management and Geographical Information Systems of Southwold, Dutton Dunwich and West Elgin, as well as, for fulfilling the mapping needs of each municipality.

The GIS and Asset Management Coordinator assists the three partner municipalities with the development and ongoing maintenance of the corporate asset management program including: updating the asset database; collecting and maintaining GIS related data; acquiring relevant field data; supporting the finance department in PSAB related entries; and performing lifecycle analysis related to the rehabilitation or upgrade of each municipality's various infrastructure assets.

5. Principle Responsibilities:

Asset Management:

- Assisting the senior management team, participates in the preparation of the Corporate Asset Management Plans in accordance with Provincial Regulations and providing annual reports on the state of municipally owned infrastructure;

- Works with senior staff in the preparation of Strategic Asset Management Policies to promote best practices and link asset management planning with budgeting, operations, maintenance, and other associated municipal planning activities;
- Aligns infrastructure replacement/maintenance/rehabilitation projects with asset management plans and corporate priorities;
- Develops and implements infrastructure & asset management initiatives that are aligned with the corporate vision and strategic plans of the respective partner municipalities;
- Works with senior staff to establish supporting policy, governance model and an organizational framework for oversight of the Asset Management Plan and implementation process;
- Oversees condition analysis of infrastructure asset inventories using industry accepted engineering practices and provides a summary of the condition of the assets;
- Completes detailed analysis of inspection reports, conditional assessments and consultant's reports on municipal assets to develop and maintain infrastructure asset condition and replacement indexes for individual assets based on the information, inspections and maintenance repair history for rehabilitation and/or replacement needs for all corporate assets;
- Analyzes, interprets and provides advice on best practices to maintain existing infrastructure in accordance with industry standards and emerging technology including: streetlights, trails, bridges and culverts, curb and sidewalks, playgrounds, pedestrian bridges, sports field improvements, park improvements etc.;
- Identifies and maintains a database of asset management priority recommendations to inform the development of current and long-range capital project budgets and legislated reporting requirements for assets;
- Establishes and recommends policies, procedures, processes, and schedules for updating and maintaining the asset management program, including financial reporting to meet corporate and legislative requirements.

Geographic Information Systems Database

- Ensures all GIS data is kept up to date within the three municipalities for infrastructure assets maintained and operated by each respective municipality and coordinates the exchange of information among all departments.
- Works with staff to produce maps & develop asset profiles to assist Directors with annual budgeting.

- Analyses the asset and geomatic database in addition to performing lifecycle analysis relating to the rehabilitation or upgrade of the municipality's various infrastructure assets.
- Ensures that all inspections and condition assessment information is kept up to date.

6. Authority of Position

- Authority limited to direction given and to operating within accepted procedures.
- May be required to provide direction to summer students engaged in the collection of data in the field.

7. Working Relationships

7.1 Director of Infrastructure and Development

Receives direction and guidance.

7.2 With Other Staff Members

Usual cooperation and courtesy.

7.3 With Public

Interaction with the public is limited but may be required while gathering information or dealing with other organizations.

8. Required Knowledge and Skill

- Post-secondary College diploma/certification in Geographic Information Systems, Asset Management, Civil Engineering Technology or equivalent.
- 4 to 5 years related experience in asset management and GIS, preferably in a government/institutional setting would be preferred
- Comprehensive knowledge of the operation and maintenance of water, sewer, road, building, and other infrastructure.

- Proficiency in Microsoft Office products including Outlook, Word, Excel, Access, Teams, Adobe Acrobat, etc.
- Proficient with ArcGIS and ESRI suite of extensions
- Proficient in the operation of an Asset Management database system (PSD Citywide or similar)
- Effective office, time management and organizational skills.
- Diplomatic, tactful, creative, discreet, flexible, resourceful, dependable, well-organized, friendly, emotionally mature and professional. Maintains confidentiality.
- Capable of working in the field to collect data for GIS and Asset Management purposes.
- Knowledge of PSAB requirements would be an added asset
- Must possess and maintain a valid Class G Province of Ontario (or equivalent) driver's license

9. Working Conditions/Effort

- Works in a busy, open area, public office. Work is subject to frequent interruptions. Work is multi-tasked.
- May be eligible to work-from-home for some portion of time.
- Some outside, field work will be required to collect asset information.
- Usual hours of work are 35 hours per week with the possibility of some overtime for special projects.
- Most work is completed at a desk using computer equipment.
- Risk of personal injury while performing duties is minimal. Position requires sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily office activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports and data entry using a computer keyboard. Additionally, the position requires near, far, and color

vision in reading correspondence, reports, and using the computer, and hearing is required when providing phone and face-to-face customer service. The need to lift, drag, and push files, paper, and documents weighing up to 25 pounds also is required. Outdoor field work could result in some exposure to the elements (rain, snow, wind, heat, cold). Appropriate safety precautions are needed when working on a roadway.

10. Impact of Error

- Typographical or data entry errors if unnoticed could change the meaning of a document, letter, report, etc. which could cause possible problems for the Township.
- Mechanical and clerical errors could be traced and corrected after delay and duplication of effort.
- Incorrect information could lead to poor decisions and recommendations with respect to asset management planning.

West Lorne Heritage Homes
154 Munroe Street, West Lorne N0L 2P0
519-768-3474

Board of Directors Meeting - October 23, 2023

Directors Present: Cidalia Coehlo, Taresea Tellier, Diane Nestor, Robert White, Richard Latham, Gwen McLain

Absent: Marg Varga

Guests: Heather Bell, David James

Property Manager: Patty Reid

1. **Approval of Agenda:** Richard Latham, Second: Cidalia Coehlo. All in favour.
Carried.
2. **Approval of Minutes of June 27th, 2023:** Cidalia Coehlo, Second: Marg Varga. All in Favour. Carried.
3. **Declaration of Conflict of Interest:** N/A
4. **Correspondence:** N/A
5. **Business Arising from the Minutes:**
 - a) Replacement of washers and dryers. \$8,700.00 to buy or they will install at 50/50 in coin. Warranty 3 month labour \$100 per hour labour after. Install at \$1,597.00 with 50% of coin to Coin-A-Matic. Will leave for now and look at later as well as look at other companies.
 - b) A gentleman has been going around pretending to be a volunteer with WEHC. Be aware of this. He has been banned there and the Hub activities except for doctor appointments.

Reports:

HUB –

- A Public Health Unit might be coming a couple times a month to offer services. No problem with using parking spaces.
- The Horticultural Society wants to use the hall the first of Tuesday of the month for 7 General Meetings \$25 per meeting paid up front. Motion to Accept: Robert White, Second: Diane Nestor. All in Favour. Carried.

Heritage Homes Report: Unit 16 was vacated and Theo and Marg Van Dyke moving in November 1, 2023.

Heritage Homes Tenants: As per Marg Varga all is OK.

6. **Financial Reports:**

March, April, May, June and July 2023 approval:

There was no quorum for approval of Financials in person in September. Emailed approvals:

Motion for acceptance: Cidalia Coehlo, Second: Robert White. All in Favour. Carried.

7. **Committee Reports:**

- David James is volunteering to join the Heritage Homes Building Committee

- Heather Bell has volunteered to be on the Board at Heritage Homes

Motion to Accept: Robert White. Seconded by Cidalia Coehlo. All in favour. Carried.

8. **New Business**

Due to Robert White retiring from the Board, Richard Latham will carry on as President with a New Vice President being Heather Bell. Motion to accept: Robert White, Seconded Taeresa Tellier.

9. **Future Meetings:** January 22, 2024.

10. **Adjournment of Meeting:** Motion: Taresea Tellier. Second: Cidalia Coehlo. Carried

Elgin International Club
c/o 104 Regency Drive
Chatham, Ontario
N7L 5A3
519-476-5870
Dec. 7, 2023

West Elgin Municipal Council
22413 Hoskins Line
Rodney, Ontario
N0L 2C0

Municipal Council,

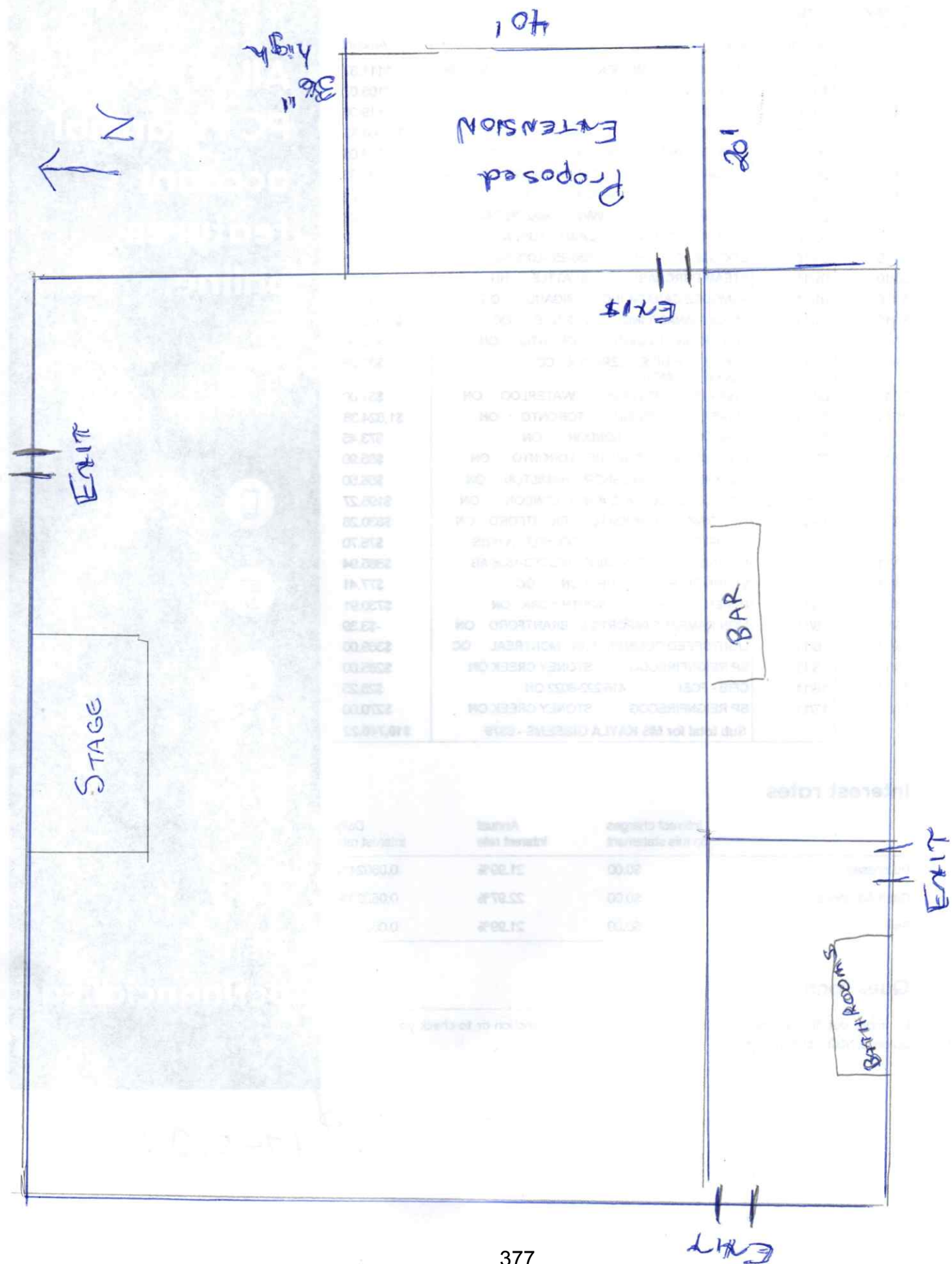
We are requesting to extend our Liquor License number 801297 to include a patio location for the event scheduled for Sunday Dec. 31st and the event will run from 9 pm to 2 am. . Please find attached a copy of a map of the proposed area.

This is a Club event where proceeds will be used for some of the repairs needed in our Club so it is available for the community to use for rentals. This event would benefit from an outside area wherein the patrons could take their alcoholic drinks as well as becoming a smoking area.

As you can see, the area is adjacent to an existing exit and will be fenced in order to contain any drinking/smoking to this enclosed area.

We are hopeful that Council will be able to approve this request and provide a letter of permission so that it may be submitted to the AGCO. My apologies for not delivering this personally but I am not able to drop it off today. Also I wanted to send this as soon as possible so it may be considered at the next Council meeting. Please do not hesitate to contact me if you require any more information.

Most respectfully,
Lori Parker – President



December 5, 2023

Dear Mayor Richard Leatham and West Elgin Municipal Council,

We respectfully write to you today with concerns about the closure of the physical office of Employment Services Elgin in West Lorne. We share these concerns as community residents and taxpayers, and our thoughts expressed today are our own and are in no way connected or influenced by any employer of ours', past or present.

Last month, Employment Services Elgin notified you that they would not be renewing their lease at their location at 160 Main Street in West Lorne. This is public knowledge, as referenced in the Municipal Council Agenda for November 23.

For those who may be unaware of the structure, West Elgin Support Services was a partnership of local non-profit support agencies. Employment Services Elgin was the core tenant and they provided office space for other agencies to use. Over the years some of these partners included: YWCA St. Thomas Elgin, Ontario Works, West Elgin Community Health Centre Transportation Dispatch, Violence Against Women Services Elgin County, Elgin-Oxford Legal Clinic, Quad County Support Services, and Community Living Elgin. The centre developed strong working relationships with other organizations such as Contact North and Fanshawe College. It was also an outreach location for Service Canada, who attended twice monthly to help with services such as Employment Insurance and CPP.

We are sure you'd agree that losing access to a central hub of community services in this way is by no means an enhancement to services. Certainly, the broad model of service that Employment Services Elgin plans to deliver will provide benefit for a select number of residents with very specific needs.

We understand that a great deal of community services can now be offered remotely, or from a temporary location, but urge you to consider that not everyone has access to the technology or literacy skills to do this.

We would like to respectfully request that council consider the impact of this loss to the community they serve. We would encourage you to ask your community residents about their experiences using the services there, and see if it is something that could be supported on a smaller level with Municipal support.

By closing the office location, local residents will have limited access to job opportunities, there will foreseeably be a reduction in skill development workshops and programs that were readily available locally, and this will hinder the overall economic growth of the community. Additionally,

residents may face challenges in finding relevant information and support for employment, potentially resulting in a decline in the overall well-being of the community.

Residents should be concerned about the closure of West Elgin Support Services because it directly affects their livelihoods and economic stability. This office provided essential services like job placement, career counseling, and skill development, which contribute to individual and community prosperity. The closure will lead to reduced access to resources, and a negative impact on the overall quality of life.

Being actively involved and advocating for the preservation of this office is crucial for residents to sustain their economic well-being.

We propose a community town hall meeting with the funders, board of directors and management team of this organization.

Sincerely,

A handwritten signature in cursive script that reads "JBlanchard".

Jenn Blanchard

A handwritten signature in cursive script that reads "Jennifer Keech-Leveille".

Jennifer Keech



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2023-92

Being a By-Law to provide for drainage works on the Lamont Drain in the Municipality of West Elgin.

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

Whereas the report dated September 6, 2023, has been authored by J.M Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

Whereas the estimated total cost of the drainage work is \$140,500.00; and

Whereas \$140,500.00 is the estimated amount being assessed to the Municipality of West Elgin; and

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

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

1. That the report dated September 6, 2023 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$140,500.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the *Drainage Act*;

- b) monies paid as allowances;
 - c) commuted payments made in respect of lands and roads assessed with the municipality;
 - d) money paid under subsection 61(3) of the *Drainage Act*; and
 - e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
 5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
 6. For paying the amount of \$5,490.00 (McLean Line, 375mm dia.) and \$5,350.00 (Blacks Road, 30mm dia.) and \$6,250.00 (McLean Line, 200mm. dia.), and \$7,190.00 (McLean Line, 300mm) being the Special Assessment amount for Culvert Access, upon the lands and road belonging to or controlled by the Municipality of West Elgin, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin in each year for 5 years after the passing of this By-Law to be collected in the same manner and at the time as other taxes collected.
 7. All assessments of \$5,000.00 or less are payable in the first year in which assessments are imposed.
 8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 12th day of October 2023.

Provisionally adopted this 12th day of October 2023.

Taraesa Tellier, Deputy-Mayor

Terri Towstiuc, Clerk

Read for a third and final time this _____th day of _____, 2023.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



**The Corporation of The Municipality of West Elgin
By-Law 2023-103**

A By-Law to Set Rates of Remuneration for Municipal Employees

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

Whereas Section 283(1) of the *Municipal Act* provides that a municipality may pay expenses of the officers and employees of the municipality; and

Whereas it is deemed desirable and expedient to set the remuneration and expenses for all persons employed by the Corporation of the Municipality of West Elgin;

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

1. Remuneration for full time positions as per Schedule "A".
2. Remuneration for part time positions as per Schedule "B".
3. Remuneration for seasonal positions as per Schedule "C".
4. Remuneration for West Elgin Fire Department positions as per Schedule "D"
5. Schedules A, B, C and D shall increase annually as per October's Consumer Price Index (CPI).
6. Employee benefits in addition to remuneration shall be paid as set forth in the human resources policies as amended from time to time.
7. Remuneration of any other person engaged by Council for specific purposes shall be fixed by resolution of Council.
8. An employee shall be paid the current CRA mileage rate for each kilometer he/she has traveled in their personal vehicle for work purposes. If employees travel together then mileage is paid only to the driver.
9. By-Law 2022-74 is hereby repealed.
10. This By-Law shall come into force and effect on January 1, 2024.

Read a first, second and third and finally passed this 21st day of December 2023.

2024

Increase 3.3%

FULL-TIME:

	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
CAO/Treasurer	\$ 105,316.95	\$ 111,899.26	\$ 118,481.57	\$ 125,063.88	\$ 131,646.18
Manager, Operations & Community Services	\$ 94,785.25	\$ 100,709.33	\$ 106,633.41	\$ 112,557.49	\$ 118,481.57
Chief Building Official	\$ 81,986.47	\$ 87,110.63	\$ 92,234.78	\$ 97,358.94	\$ 102,483.09
Planner	\$ 71,385.65	\$ 75,847.25	\$ 80,308.85	\$ 84,770.46	\$ 89,232.06
Municipal Clerk	\$ 67,366.46	\$ 71,576.87	\$ 75,787.27	\$ 79,997.67	\$ 84,208.08
Deputy Treasurer	\$ 62,016.28	\$ 65,892.29	\$ 69,768.31	\$ 73,644.33	\$ 77,520.34
Financial Analyst/Tax Collector	\$ 62,016.28	\$ 65,892.29	\$ 69,768.31	\$ 73,644.33	\$ 77,520.34
Administrative Assistant/Accounting Clerk	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Admin Assistant/Records Management	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Operations & Community Services Coordinator	\$ 47,293.85	\$ 50,249.71	\$ 53,205.58	\$ 56,161.44	\$ 59,117.31
Supervisor, Public Works	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Supervisor, Parks & Recreation	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Supervisor, Utilities	\$ 30.94	\$ 32.87	\$ 34.81	\$ 36.74	\$ 38.68
Facility Operator	Refer to Collective Agreement				
Public Works Department Operator					
Utilities Operator					

Schedule B - By-law 2023-103

	2024				
	Increase 3.3%				
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>
PART-TIME					
Part-Time Drainage Superintendent	24.79	26.34	27.89	29.44	30.99
Meter Reader	24.79	26.34	27.89	29.44	30.99
Service Ontario Clerk	23.63	25.10	26.58	28.06	29.53
By-law Officer	23.63	25.10	26.58	28.06	29.53
Bus Driver	23.63	25.10	26.58	28.06	29.53
Landfill Attendant	*** Refer to Collective Agreement ***				
Janitor	20.52	21.81	23.09	24.37	25.65
Administrative Assistant	20.52	21.81	23.09	24.37	25.65

SEASONAL

	2024		Increase 3.3%		
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Supervisor - Life Guard	18.26	18.76	19.26	19.76	20.26
Life Guard	17.19	17.69	17.69	18.19	18.69
Seasonal Operator - Roads/Parks & Rec/Water	16.55	17.05	17.55	18.05	18.55
Port Glasgow Trailer Park Supervisor					\$ 36,043.58
Port Glasgow Trailer Park Assistant					\$ 18,021.80

2024

Increase 3.3%

WEST ELGIN FIRE DEPARTMENT

	Annual	Hourly
Deputy Chief	\$ 4,076.43	
Station Chief	\$ 2,911.73	
Captains	\$ 1,164.70	
Fire Fighting	\$ -	\$ 29.11
Training Officer	\$ 2,911.73	
Officers Meetings	\$ -	\$ 29.11
Training	\$ -	\$ 29.11
Fire Prevention Officer	\$ 2,911.73	
Fire Inspector		\$ 51.65



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law 2023-104

A By-Law to Set Rates of Remuneration for Members of Council

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

Whereas Section 283 (1) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may pay any part of the remuneration and expenses of the members of any local board of the municipality and of the officers and employees of the local board; and

Whereas Section 283 (2) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality may pay expenses of the members of its council or of a local board of the municipality and of the officers and employees of the municipality or local board if the expenses are of those persons in their capacity as members, officers or employees and if, the expenses are actually incurred or the expenses are, in lieu of the expenses actually incurred, a reasonable estimate, in the opinion of the council, of the actual expenses incurred; and

Whereas Section 283 (7) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that “ on or after December 1, 2003 a council shall review a by-law under subsection 5 at a public meeting at least once during the four-year period corresponding to the term of office of its members after a regular election”; and

Whereas despite any Act, a municipality may only pay the expenses of the members of its Council, Officers and Employees if the expenses are of those persons in their capacity, and if the expenses are actually incurred; or the expenses are in lieu of the expenses actually incurred, a reasonable estimate of the actual expense that would be incurred; and

Whereas it is deemed desirable and expedient to set the remuneration and expenses for all Members of Council of the Municipality of West Elgin;

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

1. The Mayor shall be paid an annual rate of \$20,669.92. This shall be for attendance at all Council meetings, committee meetings, conventions,

seminars and to perform all other duties which are associated with the Office of the Mayor.

2. The Deputy Mayor shall be paid an annual rate of \$17,318.04. This shall be for attendance at all Council meetings, committee meetings, conventions, seminars and to perform all other duties which are associated with the Office of the Deputy Mayor.
3. Councillors shall be paid an annual rate of \$14,524.81. This shall be for attendance at all Council meetings, committee meetings, conventions, seminars and to perform all other duties which are associated with the Office of Council.
4. The amounts identified in sections 1, 2 and 3 shall not include any amounts paid directly by any Joint Boards or Committees.
5. The amounts identified in sections 1, 2 and 3 shall be increased annually by the percentage increase provided to the municipal employees.
6. The amounts identified in sections 1, 2 and 3 shall be paid in equal monthly payments, payable the final day of each month.
7. In addition to the above, Council members are entitled to receive a mileage reimbursement of \$0.61 per kilometer for the use of their personal vehicles, while travelling outside of the Municipality of West Elgin for matters relating to municipal business.
8. All members of Council shall receive reimbursement for:
 - a. Cost of registration for attendance at approved conventions and seminars;
 - b. Travelling costs associated with conventions and seminars
 - c. The cost of overnight accommodation to a maximum of \$500 per day, upon submission of receipts. The amount paid will be equal to the receipts submitted to the maximum amount.
9. That By-Law 2023-73 is hereby repealed and replaced.
10. This By-Law shall come into force and effect on January 1, 2024.

Read a first, second and third and finally passed this 21st day of December, 2023.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2023-105

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for VL NS of Marsh Line and repeal By-law 2023-97

Whereas the Council of the Corporation of the Municipality of West Elgin deems it necessary to repeal By-law 2023-97, passed in error.

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

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

1. That Schedule "C" (West Lorne) Map 5 to By-law No. 2015-36, is hereby amended by changing the subject property from Residential First Density Holding One (R1-H-1) Zone to a Site-Specific Residential First Density Special Use Regulation 9 (R1-9) Zone, for those lands angle hatched and described as R1-9 on Schedule "A" attached hereto and forming part of this By-law, being Part of Lot 18, Concession 9, in the Municipality of West Elgin, in the County of Elgin.
2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection to Section 8.3 Site-Specific Zones:

"8.3.9 a) Defined Area

R1-9 as shown on Schedule "C", Map 5.

b) Permitted Uses

home occupation
single unit dwelling

- c) Notwithstanding the provisions of Section 9 of the By-law, the lands zoned R1-9 the following Zone Standards Apply:

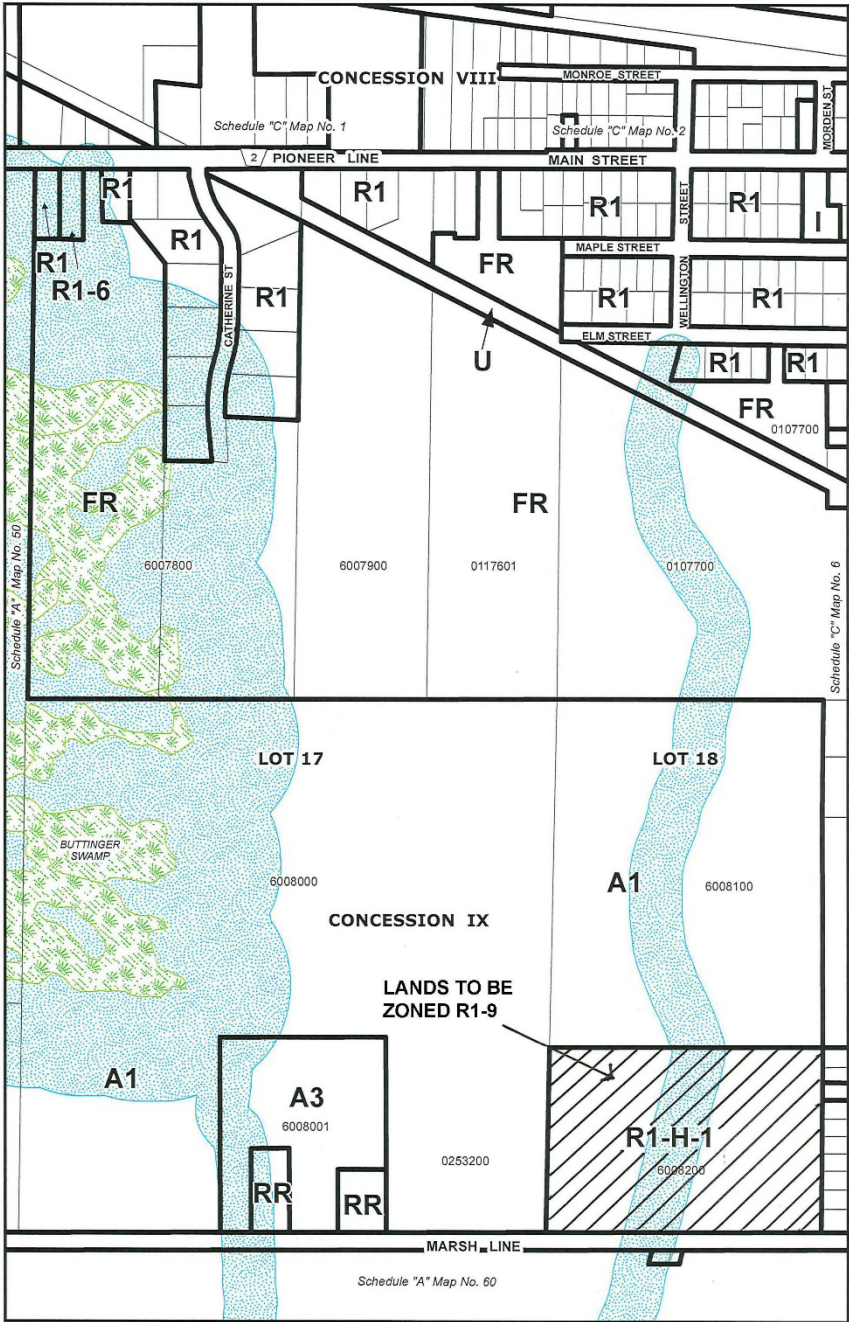
i)	Minimum Lot Area	440 sq. m
ii)	Minimum Lot Frontage (interior lot)	12.8 m
iii)	Minimum Front Yard	6 m
iv)	Minimum Exterior Side Yard	4.0 m
v)	Minimum Interior Side Yard with attached garage	1.2 m
vi)	Minimum Interior Side Yard no attached garage	1.2 m on one side & 4.0 m on the other side
vii)	Maximum Lot Coverage	40%

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

Read a first, second, and third time and finally passed this 21st day of December 2023.

Richard Leatham
Mayor

Terri Towstiuc
Clerk



This is Schedule "A" to By-law No.
2023-105 passed on the 21st day
of December, 2023

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
Comprehensive Zoning By-Law
2015-36 SCHEDULE 'C' MAP 5



0 100 200
Meters





MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2023-106

Being a By-law to Authorize the Execution of an Agreement with the Municipal property Assessment Corporation (MPAC) for the purpose of a Data Sharing and Services Agreement

Whereas Section 9 of the *Municipal Act, 2001*, S.O. 2001, c.25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

Whereas Section 20 of the *Municipal Act, 2001*, S.O. 2001 as amended authorizes a municipality to enter into agreements; and

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with the Municipal property Assessment Corporation (MPAC).

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with the Municipal property Assessment Corporation (MPAC), Attached hereto as "Schedule A".
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on December 21, 2023.

Read a first, second, and third time and passed this 21st day of December 2023.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

Data Sharing and Services Agreement

This Data Sharing and Services Agreement (the “**DSSA**”) integrates and clarifies many existing MPAC-Municipality agreements including: The Service Level Agreement (the “**SLA**”), the Municipal License Agreement and Product Use Sheets, the Municipal Connect License and the Ontario Parcel Master Agreement General Municipal Licence Agreement (the “**OPMA GMLA**”).

The DSSA contains the following areas of focus:

- The **Service Level Agreement** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality’s timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified.
- The **MPAC Permitted Uses of Municipality Documents** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality’s information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers and stakeholders, and commercialize data and insights to offset the Municipality’s levy payments. The Municipality’s information will be protected from disclosure to, and unauthorized access by, third parties.
- The **Municipality Permitted Uses of MPAC Data Products** provide the Municipality and its consultants with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the **Data Terms and Conditions of Use** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

The DSSA was developed in consultation with representatives from the Municipal Liaison Group and is intended to be a framework for the continued evolution of the relationship between MPAC and the Municipality. The DSSA includes commitments for MPAC to regularly update service levels, dependencies and data products in consultation with the Municipal Liaison Group.



MUNICIPAL PROPERTY ASSESSMENT CORPORATION
SOCIÉTÉ D'ÉVALUATION FONCIÈRE DES MUNICIPALITÉS

Data Sharing and Services Agreement

This Data Sharing and Services Agreement is dated as of the January 1, 2024 (the “**Effective Date**”)

Between:

Municipal Property Assessment Corporation (“**MPAC**”)

And

The **Municipality of West Elgin** (the “**Municipality**”), (collectively the “**Parties**”)

1. Overview

This Agreement includes the following sections:

- Section 3: Service Level Agreement
- Section 4: MPAC Permitted Uses of Municipality Documents
- Section 5: Municipality Permitted Uses of MPAC Data Products
- Section 6: Data Terms and Conditions of Use

2. Appendices

The following appendices are incorporated into this Agreement:

- Appendix 1: Definitions
- Appendix 2: Service Level Agreement Exhibits

3. Service Level Agreement

3.1. Purpose

This Service Level Agreement (the “**SLA**”) is a statement of MPAC’s commitment to the Municipality to maintain high performance standards when providing Services, and the Municipality’s commitment to perform the Dependencies that MPAC requires to meet these standards.

3.2. MPAC Service Levels

MPAC will provide the Services in a manner that meets the Service Levels in Appendix 2 (Service Level Agreement Exhibits) pertaining to the Assessment Roll (Part 1); Assessment In-Year Maintenance (Part 2) and Support Services (Part 3).

3.3. Municipality Documents and Dependencies

The Municipality will make reasonable efforts to perform the Dependencies in such a manner and on a timely basis to enable MPAC to meet the Service Levels.

The Dependencies include:

- Dependencies specified in Appendix 2 (Service Level Agreement Exhibits); and
- Delivery of the following source documents (the “**Municipality Documents**”):

3.3.1. Building Permits and Building Plans

- Provide MPAC with all Complete Building Permits and available Building Plans within 30 days of issuance by the Municipality.
- Provide non-residential Building Plans to MPAC within 10 days of a request from MPAC.
- Provide MPAC with timely updates on the progress of construction, alterations and additions and notify MPAC that applicable properties have become occupied.
- Notify MPAC of any available information pertaining to new construction, alterations and additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.

3.3.2. Severances and Consolidations

- Deliver to MPAC (or MPAC’s agent) information required to process SCIFs including information on lot zoning, lot addresses and lot servicing.

3.3.3. Tax Applications and Vacancy Rebates

- Deliver all required supporting documentation available for a Tax Application to allow MPAC to process a Completed MPAC Response Form, including all documentation required from the taxpayer.
- Provide MPAC with all required supporting documentation by May 15th (or the next Business Day) for MPAC to respond to the Municipality regarding a Tax Application prior to August 15th of that same calendar year, or on such timeline as agreed to by the Parties.
- Deliver all required supporting documentation and information to support the processing of a Vacancy Unit Rebate Application.

3.3.4. Other Data as Mutually Agreed Upon by the Municipality and MPAC

- Deliver available digital official plan and zoning schedules (shape files), planning information and development application information (staff reports, studies, by-laws, etc.) as requested by MPAC and agreed to by the Municipality, acting reasonably.
- Deliver other Dependencies as agreed to by the Parties during the Term.

3.4. Delivery and Reporting

Each Party will make reasonable efforts to provide SLA deliverables to the other Party in the manner specified by the other Party, acting reasonably. This may include delivery by MPAC to the Municipality's Consultants and the use of electronic portals, e-permitting solutions and APIs.

MPAC will report on its Service Level performance through Municipal Connect. Where possible, SLA reports will indicate whether a failure to meet a Dependency affected MPAC's performance of the Services in accordance with a Service Level.

3.5. Relationship Meetings

Upon request from the Municipality, a MPAC Regional Manager and/or MPAC Account Manager shall meet the Municipality at an agreed-upon schedule to discuss the Service Levels, provided that MPAC shall meet the Municipality at least once per year unless otherwise declined by the Municipality.

3.6. MPAC Failure to Achieve a Service Level

If MPAC fails to meet a Service Level, MPAC will:

- 3.6.1.** Within 10 days, initiate a problem review to identify the causes of such failure;
- 3.6.2.** Within 30 days, provide a remediation plan and timelines to correct the problem;
- 3.6.3.** Within 60 days, make recommendations to improve procedures and communications between MPAC and the Municipality;
- 3.6.4.** Discuss the failure at the next relationship meeting;
- 3.6.5.** In the event of two consecutive failures of such Service Level or a failure of a Service Level with a Measurement Period of more than one year, the non- performance will be brought to the attention of the MPAC Vice President and Chief Operating Officer and the MPAC Vice President and Chief Valuation and Standards Officer; and
- 3.6.6.** In the event of additional consecutive failures of such Service Level after escalation, MPAC or the Municipality may refer the non-performance to the MPAC Quality Service Commissioner appointed pursuant to the *Municipal Property Assessment Corporation Act, 1997, S.O. 1997, c. 43, Sched. G*.

3.7. Municipality Failure to Meet Dependencies

MPAC will notify the Municipality of instances where a missed Dependency is at risk of causing or has caused a missed Service Level. MPAC will discuss the Dependency at the

next relationship meeting and work with the Municipality to make recommendations to improve procedures and communications between MPAC and the Municipality. The Municipality shall have no further liability or responsibility to MPAC whatsoever for any costs, expenses, losses or damages of any kind in relation to the Municipality's missed Dependency.

3.8. Exceptions to Failures to Meet Service Levels and Dependencies

Neither Party will be considered to have missed their respective Service Level or Dependency if the non-performance occurs as a consequence of any of the following events and the non-performing Party has taken reasonable efforts to mitigate non-performance:

- 3.8.1.** Changes in Applicable Laws;
- 3.8.2.** Failures by third parties not subcontracted by MPAC or the Municipality to provide data or information necessary for performance of the Service Level, including property owners, government, the ARB, courts and the Land Registry Office;
- 3.8.3.** Directions from any Governmental or Regulatory Authority that delay or prevent the performance of a Service Level; or
- 3.8.4.** Any other cause beyond the Party's reasonable control, including, third party network failures, cyberattacks, fires, riots, acts of war, labour disputes (including strikes and lockouts), pandemic, acts of terrorism, accident, explosion, flood, storm, acts of third party providers.

In addition, MPAC will not be considered to have missed a Service Level if the non-performance occurs as a consequence of any of the following events and MPAC has taken reasonable efforts to mitigate non-performance:

- 3.8.5.** Non-performance by the Municipality of a Dependency required by such Service Level; or
- 3.8.6.** The occurrence of any applicable exceptions in Appendix 2 (Service Level Agreement Exhibits).

3.9. Changes to Service Levels and Dependencies

MPAC will conduct a review of the Service Levels and Dependencies at least once every four years with the Municipal Liaison Group.

MPAC may propose the addition or modification of a Service Level or Dependency in consultation with the Municipal Liaison Group and other municipalities. MPAC will make reasonable efforts to agree on the proposed addition or modification with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice to the Municipality of the addition or modification of Service Levels or Dependencies following consultation with and approval by the Municipal Liaison Group. Upon the expiry of such notice period, the Service Levels or Dependencies will be deemed amended in accordance with the written notice.

Notwithstanding any other provision in this SLA, MPAC may at any time change or terminate any Service Levels or other provisions in this SLA if required by Applicable Laws.

3.10. Service Level Agreement Limitation of Liability

With respect to this Section 3 (Service Level Agreement), neither Party will be liable for any claim for a failure to meet a Service Level or Dependency, or any associated losses or damages, including any direct, indirect, consequential, special, tax related (including, for greater clarity, liability for loss of past or future tax revenue in the event an assessment is amended by MPAC, the ARB, or a court for any reason), administrative, or other loss or damage, credit, discount or other remedy in relation to this SLA or any alleged breach thereof, regardless of whether such claim arises in contract (including fundamental breach), tort or any other legal theory.

This SLA does not create any rights or liabilities for either Party beyond those set out in any applicable legislation, including the *Municipal Act, 2001*, S.O. 2001, c. 25 and the regulations thereunder, and the *Assessment Act*, R.S.O. 1990, c. A.31 (the “**Assessment Act**”) and the regulations thereunder, in each case, as amended from time to time.

For greater clarity, this SLA does not impact MPAC’s obligations under the *Assessment Act*, and MPAC will continue to perform such obligations as required by, and in compliance with, the *Assessment Act*. This SLA does not derogate from MPAC’s obligations under such policies, procedures and standards established by the Minister under Section 10 of the *Municipal Property Assessment Corporation Act, 1997*, S.O. 1997, c. 43, Sched. G (the “*MPAC Act*”) or the statutory duties of MPAC under the *Assessment Act* and/or *MPAC Act*. Where MPAC’s Service Levels under the DSSA differ from or conflict with such policies, procedures and standards, the requirement containing a more stringent, more timely or higher level of service by MPAC to the Municipality shall apply. The Municipality may request that the Minister issue an order under Section 10(3) of the *MPAC Act* to compel compliance by MPAC and/or may refer any non-compliance to the MPAC Quality Service Commissioner.

4. MPAC Permitted Uses of Municipality Documents

4.1. MPAC Licence to Municipality Documents

The Municipality will licence Municipality Documents to MPAC, subject to the Data Terms and Conditions of Use in Section 6 below, for the following uses pursuant to MPAC’s rights and obligations under the *Assessment Act*, the *MPAC Act* and other applicable legislation (the “**MPAC Permitted Uses**”):

- 4.1.1. To meet the Service Levels outlined in the SLA;
- 4.1.2. To perform property assessment, valuation and other duties assigned to MPAC and its property assessors pursuant to Section 9(1) of the *MPAC Act*; and
- 4.1.3. To update, maintain, modify, adapt and verify MPAC databases and information. Pursuant to Section 9(2) of the *MPAC Act*, updated MPAC databases are used to engage in any activity consistent with MPAC’s duties that MPAC’s board of directors considers to be advantageous to MPAC, which include the following:
 - 4.1.3.1. Providing taxpayers with information to review whether their property assessments are accurate and equitable;
 - 4.1.3.2. Providing MPAC Data Products to municipalities, including upper-tier municipalities through Municipal Connect and other stakeholders; and
 - 4.1.3.3. Commercialization of data to offset MPAC’s levy on municipalities.

For greater certainty, the MPAC Permitted Uses shall be in compliance with Applicable Law including MFIPPA and do not include disclosing the Municipality Documents (or any reproduction of the Municipality Documents) directly to any third party or enabling any third party to ascertain, derive, determine or recreate the Municipality Documents.

4.2. Access to Municipality Documents by MPAC Consultants

MPAC may disclose Municipality Documents to a consultant, contractor, agent or supplier retained by MPAC (a “**Consultant**”) solely for the MPAC Permitted Uses in accordance with this Agreement. MPAC is responsible for ensuring that any Consultant abides by the terms and conditions as set out in Section 6 (Data Terms and Conditions).

5. Municipality Permitted Uses of MPAC Data Products

5.1. MPAC Data Products

MPAC will licence products to the Municipality (the “**MPAC Data Products**”), subject to the Data Terms and Conditions of Use in Section 6 below, for the following permitted uses (the “**Municipality Permitted Uses**”):

- MPAC Data Products licensed only for Internal Planning Purposes;
- MPAC Data Products licensed only for Internal Planning Purposes and Internal Operational Purposes;
- MPAC Data Products licensed for Internal Planning Purposes, Internal Operational Purposes and specified External Distribution Purposes; and
- Custom Products subject to additional licensing terms.

5.2. Delivery

All MPAC Data Products will be delivered to the Municipality through Municipal Connect unless otherwise agreed to by the Parties. MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect.

5.3. Internal Planning Purposes

For the purposes of this Agreement, an “**Internal Planning Purpose**” is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the *Assessment Act* where MPAC Data is kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.

5.4. Internal Operational Purposes

For the purposes of this Agreement, an “**Internal Operational Purpose**” is defined as the delivery of operations, programs, services or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

5.5. Access to MPAC Data Products by Consultants

The Municipality may disclose MPAC Data Products to a consultant, contractor, agent or supplier retained by the Municipality (a “**Consultant**”) solely for the Municipality’s use of such MPAC Data Products in accordance with this Agreement. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

5.6. External Distribution

For the purposes of this Agreement, an “**External Distribution Purpose**” is defined as the distribution of MPAC Data Products to any third party other than to a Consultant.

Certain MPAC Data Products are licensed to the Municipality for External Distribution Purposes. These MPAC Data Products will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

The Municipality is responsible for ensuring that its distribution of such MPAC Data Products abides by any appended terms and conditions. Only specified MPAC Data Products are permitted to be published on the Municipality’s open data websites.

Other MPAC Data Products are not available for external distribution. The municipality may make a Custom Product request for additional external distribution licences.

5.7. Municipality Requests for Custom Products

The Municipality and wholly owned municipal entities may request that MPAC create and license additional custom products for the Municipality’s purposes (“**Custom Products**”). Fees and other licensing terms (including Municipality Permitted Uses) may apply.

In emergency situations and during any declared federal, provincial, or municipal states of emergency, MPAC will make all reasonable efforts to support a Custom Product request including those pertaining to External Distribution Purposes for the purpose of responding to or dealing with, or facilitating a response to or dealing with, the emergency situation or state of emergency.

5.8. Access to MPAC Data Products by Other Third Parties

Unless otherwise expressly permitted by the terms appended to an MPAC Data Product, other third parties to the Municipality including wholly owned and wholly funded municipal entities are not entitled to receive or use MPAC Data Products. Such third parties may contact their MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

In determining whether fees will apply to MPAC Data Products for other third parties, MPAC will consider the following framework in collaboration with the third party requestor:

Entity Type	Fee for MPAC Data Products	Fee for Supplier Data	May Include But Not Limited To
100% Municipally Funded or Created Entities / DSSABs / LRAs / LSBs / Planning Boards / Conservation Authorities Non-Profit Purpose	No, Unless Custom Product	Yes Supplier Discounts May Apply	BIA / Economic Development, Childcare, Police Services, Fire Services, Emergency Services, Library Boards, Water / Wastewater, Social / Community Housing, Boards of Council, Committees of Council, DSSABs, LRAs, LRBs, Planning Boards, Conservation Authorities
Partially Municipally Owned / Funded Entities Non-Profit Purpose	Reduced or No Fees	Yes Supplier Discounts May Apply	Community Partnerships, Arena Boards, Business Incubators, Public Health Units
Municipal Entities, and Entities Not Created by the Municipality For-Profit Purpose	Commercial Rates, With Consideration For Exceptional Circumstances	Yes	LDCs, Telecommunication Companies, Airports, Certain Infrastructure Projects

5.9. Changes to MPAC Data Products

MPAC may propose the addition or modification of a MPAC Data Product including any appended terms and conditions in consultation with the Municipal Liaison Group.

MPAC will provide at least 90 days written notice for the addition or modification of any MPAC Data Product following consultation with the Municipal Liaison Group. Upon the expiry of such notice period, the amended MPAC Data Product will be deemed effective in accordance with the written notice.

6. Data Terms and Conditions of Use

6.1. Application

- 6.1.1. This Data Terms and Conditions of Use (the “**Terms and Conditions**”) will apply to the licensing of all MPAC Data Products and Municipality Documents (the “**Licensed Data**”).
- 6.1.2. Where supplementary terms and conditions have been appended to MPAC Data Products, they will override any conflict with these Terms and Conditions.
 - 6.1.2.1. This includes data from the Ontario Parcel, where the provisions of the General Municipal Licence Agreement – OPMA Assessment Mapping Data Products (the “**OPMA GMLA**”) apply.

6.2. Licence Grants

- 6.2.1. MPAC hereby grants to the Municipality a non-exclusive, non-transferable and revocable right to use MPAC Data Products solely for the Municipality Permitted Uses

set out in Section 5, provided that the Municipality complies with these Terms and Conditions.

6.2.2. The Municipality hereby grants to MPAC a non-exclusive, non-transferable and revocable right to use Municipality Documents solely for the MPAC Permitted Uses set out in Section 4, provided that MPAC complies with these Terms and Conditions.

6.2.3. No other uses of the Licensed Data are permitted.

6.3. Restrictions

6.3.1. Unless otherwise authorized by these Terms and Conditions, the Licensee will not:

6.3.1.1. transfer, sell, lend, trade, pledge, sublicense, assign, lease, disseminate, disclose or otherwise dispose of Licensed Data, in whole or in part, or any reproduction of Licensed Data, in whole or in part, to any other person or entity, including its Affiliates;

6.3.1.2. post or transmit Licensed Data on any publicly accessible network or open data website, including the Internet, or on any network that does not have secure access by internal authorized users only;

6.3.1.3. modify, adapt, disassemble, reverse engineer, screen scrape, or otherwise tamper with Licensed Data, in whole or in part, or incorporate Licensed Data, in whole or in part, into anything to be used by another person or entity;

6.3.1.4. use Licensed Data to engage in the development of any product or service that competes with the Licensor such as creating a product that competes with commercial data offerings;

6.3.1.5. ascertain, derive or determine, or attempt to ascertain, derive or determine, algorithms or methodologies related to the creation or development of Licensed Data, in whole or in part, including the development of a model, algorithm or artificial intelligence which predicts an estimate or a proxy for any data element contained in the Licensed Data;

6.3.1.6. remove, obscure or otherwise alter markings or notices on Licensed Data relating to the use or distribution of Licensed Data or the intellectual property and proprietary rights of the Licensor and its Suppliers in or to Licensed Data; or

6.3.1.7. store, attempt to store or knowingly permit any person or entity to store Licensed Data, in whole or in part, so as to create a separate depository of Licensed Data or any part thereof, or a database.

For clarity, where the Municipality is the Licensee, the restrictions in this Section 6.3 apply only to the MPAC Data Products; where MPAC is the Licensee, the restrictions in this Section 6.3 apply only to the Municipality Documents.

6.4. Ownership of Licensed Data

6.4.1. The Licensee acknowledges that Licensed Data contains confidential technical and commercial information of the Licensor and its Suppliers and agrees to ensure that Licensed Data will only be used for the applicable MPAC or Municipality Permitted Purposes by the Licensee.

6.4.2. The Licensee acknowledges that (i) copyright, trade secret rights and other intellectual property and proprietary rights reside in Licensed Data, (ii) the Licensor and its Suppliers hold copyright and other intellectual and proprietary rights in Licensed Data and all right, title and interest in and to Licensed Data will at all times be vested in and remain the property of the Licensor, (iii) no change made to Licensed Data, however extensive, will affect or negate the right, title and interest of the Licensor and its

Suppliers in the Licensed Data; (iv) no ownership rights in the Licensed Data are transferred to the Licensee, and (v) the Licenser reserves all copyright, trade secret, intellectual property and proprietary rights not expressly granted hereunder.

6.5. Disclaimers

- 6.5.1.** The Licensee acknowledges that (i) the Licenser provides Licensed Data on an “as is” and “where available” basis and makes no guarantee, warranty, representation or condition of accuracy, completeness, usefulness for the Licensee’s purpose or intent to provide updates, fixes, maintenance or support, (ii) the Licenser and its Suppliers expressly disclaim all warranties, representations or conditions, express or implied, including warranties of merchantability and fitness for use, non-infringement of third party rights or those arising by law or by usage of trade or course of dealing, and (iii) all risk as to the results and performance of the Licensed Data is assumed by the Licensee.
- 6.5.2.** Where the Licensed Data is supplied by the Licenser through a website, the Licensee recognizes that the operation of the Licenser’s website may not be uninterrupted or secure. Without limiting the foregoing disclaimer, the Licenser makes no representation, warranty or condition that (i) its website is compatible with the Licensee’s equipment and/or software, (ii) its website will be continuously available or will function without interruption, (iii) its website will be error free or that errors will be corrected, (iv) use of its website will be free of viruses or other destructive or disruptive components, or (v) use of its website will not infringe the rights (including intellectual property rights) of any person.
- 6.5.3.** The Licensee will not be obligated to defend any third party intellectual property claims made against the Licenser.

6.6. Indemnity and Limitation of Liability

- 6.6.1.** The Licensee agrees that (i) the Licenser and its Suppliers will not be liable to the Licensee or any other person for any late delivery of Licensed Data, loss of revenue, profit or savings, lost or damaged data or other commercial or economic loss or for any indirect, incidental, special or consequential damages whatsoever, even if the Licenser or its Suppliers have been advised of the possibility of such damages or for claims of any nature by a third party, (ii) such limitation of liability will apply whether or not liability results from a fundamental term or condition or a fundamental breach of these Terms and Conditions, arising from use of Licensed Data or otherwise (and whether arising in contract, tort or under any other theory of law or equity) under, arising from, connected with or related to, these Terms and Conditions, (iii) the Licensee agrees to indemnify and hold harmless the Licenser and its Suppliers and their respective officers, directors, employees and representatives from and against all claims, actions, damages or losses in respect of any breach of these Terms and Conditions by the Licensee, its Consultants or any third party that accesses the Licenser Data; and (iv) in respect of the indemnity provided in this section, the Licensee will pay resulting costs, damages, reasonable legal fees, penalties and expenses finally awarded. Subject to the above limitations, the Licenser’s maximum aggregate liability for this Section 6 hereunder for the Licensed Data is limited to \$5,000.

6.7. No Unauthorized Disclosure of Licensed Data

- 6.7.1.** Unless otherwise authorized by these Terms and Conditions, the Licensee will hold all Licensed Data in confidence, and will not reproduce or otherwise disclose any

Licensed Data except to the Licensee's employees and Consultants to the extent such parties need to know such information to fulfil or perform their obligations under these Terms and Conditions, are informed of the confidential nature of Licensed Data, are directed to hold Licensed Data in the strictest confidence, and agree to act in accordance with these Terms and Conditions.

- 6.7.2.** The Licensee will make all reasonable efforts to ensure that Licensed Data is stored on its system or otherwise handled such that Licensed Data is secure from unauthorized access.
- 6.7.3.** The Licensee will promptly notify the Licenser of any misuse, misappropriation or unauthorized disclosure of such Licensed Data which has come to the Licensee's attention and promptly take all reasonably necessary corrective actions to investigate, contain and remediate the incident.
- 6.7.4.** The Licensee acknowledges that: (i) unauthorized disclosure of Licensed Data could reasonably be expected to significantly prejudice the competitive position of the Licenser and its Suppliers and, absent any final decision or order of any competent court or tribunal, will not disclose Licensed Data to any other person without the written consent of the Licenser; and (ii) the Licensee will give, where reasonably practical and legally permissible, at least three business days notice to the Licenser of the possibility of any such decision, order or decision and will co-operate with the Licenser and its Suppliers in respect thereto.

6.8. Compliance with Applicable Laws Including Freedom of Information Requests and/or Disclosure to External Parties

- 6.8.1.** The Licensee agrees to comply with all Applicable Laws including the Licensee's obligations under MFIPPA.
- 6.8.2.** For greater certainty, when considering the statutory disclosure of any Licensed Data, in respect to a Freedom of Information request or otherwise, the Licensee acknowledges that it may be required to provide notice of Third Party Information to the Licenser under Section 21 of MFIPPA before any release decision is made. The Licensee may also transfer the relevant parts of an FOI request to the Licenser using the greater interest provisions of Section 18 of MFIPPA.

6.9. Records and Audit

- 6.9.1.** The Licensee agrees to maintain adequate records during the Term and for at least two years after termination of the Agreement to substantiate compliance. For greater certainty, such records may include user requests, access and storage logs, security policies, documented controls and contracts with third parties accessing Licensed Data.
- 6.9.2.** Upon at least ten days' written notice by MPAC, the Municipality will permit the MPAC or its representatives to access its premises, equipment and software during business hours to allow electronic or manual audits to be conducted solely for compliance with the Permitted Uses of MPAC Data Products, provided that MPAC and its representatives take all reasonable steps to minimize interference with the Municipality's operations.

6.10. Term and Termination

- 6.10.1.** The Term of this Agreement shall be four years from the Effective Date.
- 6.10.2.** Upon the conclusion of the Term, the Agreement shall automatically renew for an additional year unless the Municipality provides written notice to MPAC of its intent to

not renew the Agreement, in which event the Agreement shall terminate at the conclusion of the current Contract Year.

- 6.10.3.** The Parties may mutually agree in writing to terminate this Agreement.
- 6.10.4.** The Licensor may provide written notice to the Licensee where (i) the Licensee is in breach of any Terms and Conditions; or (ii) if these Terms and Conditions conflict with any Applicable Laws or legal instrument arising thereunder.
- 6.10.5.** The Parties will meet within ten days of such notice and make all reasonable efforts to develop and agree to a remedial course of action.
- 6.10.6.** Should the Parties be unable to agree to a remedial course of action, the Licensor may terminate the Licensee's licence and right to use the Licensor Data.
- 6.10.7.** In addition to or in lieu of termination rights, the Licensee agrees that the Licensor is entitled to injunctive relief to restrain any continuation of a breach of these Terms and Conditions after receipt of written notice to the Licensee to cease activities causing the breach.
- 6.10.8.** For greater clarity, any termination under these Terms and Conditions does not impact either Party's obligations to provide legislated products to the other Party, including MPAC's obligations to provide statutory products to the Municipality under the *Assessment Act* or other applicable legislation.

6.11. Destruction and Post Termination Obligations

- 6.11.1.** When Licensed Data is no longer required for the purposes set out in these Terms and Conditions or upon termination of the Agreement, upon request of the Licensor, the Licensee agrees to destroy Licensed Data and provide written confirmation of same.
- 6.11.2.** Notwithstanding the foregoing, if applicable, the Parties may retain one copy of applicable Licensed Data to permit the Parties to satisfy their respective regulatory record retention obligations, where such copy of Licensed Data will not be accessible by the Licensee or its officers, directors, employees, representatives or agents in the ordinary course.

7. General

- 7.1.1.** This Agreement will not be assignable, either in whole or in part, by either Party without the prior written consent of the other Party.
- 7.1.2.** This Agreement replaces and supersedes any earlier agreements, undertakings, arrangements or otherwise, verbal or in writing, between the Parties with respect to the subject matter covered, including the Service Level Agreement, the Municipal Licence Agreement and Product Use Sheets, the Municipal Connect Licence and the OPMA GMLA.
- 7.1.3.** Sections 6.3 (Restrictions), 6.4 (Ownership of Licensed Data), 6.5 (Disclaimers), 6.6 (Indemnity and Limitation of Liability), 6.7 (No Unauthorized Disclosure of Licensed Data), 6.9 (Records and Audit) and 6.11 (Destruction and Post Termination Obligations) will survive the termination of this Agreement.
- 7.1.4.** This Agreement will be construed and interpreted in accordance with the laws of the Province of Ontario and the Parties agree to attorn to the exclusive jurisdiction of the courts of Ontario for resolution of any dispute hereunder.
- 7.1.5.** Unless otherwise advised in writing, any notice to be delivered hereunder will, in the case of the Municipality, be to its Clerk at City Hall or Administrative Centre and, in the case of MPAC, will be to its President and Chief Administrative Officer.
- 7.1.6.** No waivers or amendments will be effective unless expressly written and signed by both Parties.

- 7.1.7.** If any provision of this Agreement is held to be invalid, illegal or unenforceable by a court of competent jurisdiction, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired thereby, and such provision will be deemed to be restated to reflect the parties' original intentions as nearly as possible in accordance with Applicable Laws.

By signing below, each Party acknowledges that it has read and understood the terms of this Agreement, and for good and valuable consideration, agrees to be bound by these terms:

“MUNICIPALITY”

MUNICIPAL PROPERTY ASSESSMENT CORPORATION

Signed: _____

Signed: Carmelo Lipsi

Name: _____

Name: Carmelo Lipsi

Title: _____

Title: Vice-President and COO

Date: _____

Date: April 24, 2023.

Signed: _____

Signed: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Data Sharing and Services Agreement Appendix 1 – Definitions

<u>Term</u>	<u>Definition</u>
Acknowledgment	The successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.
Affiliates	An affiliate as defined in the <i>Business Corporations Act</i> , R.S.O. 1990, c. B.16.
Agreement	The Data Sharing and Services Agreement.
API	Application Programming Interface
Applicable Laws	Applicable statutes, bylaws, regulations, orders, ordinances or judgments, in each case of any Governmental or Regulatory Authority.
Apportionment	An apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended.
ARB	Assessment Review Board.
Assessment Act	<i>Assessment Act</i> , R.S.O. 1990, c. A.31.
Assessment-Sale Price Ratio or ASR	Assessment-Sale Price Ratio has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
Building Plan	Documents outlining the details of construction projects submitted to the Municipality.
Building Permit	A new official permit, or any updates or revisions to an existing official permit, issued by the Municipality, that evidences the granting by the Municipality of its formal permission for the commencement of construction, demolition, addition or renovation to a property.
Business Day	Monday to Friday, excluding Federal and Provincial statutory holidays observed by MPAC at its offices in Pickering, Ontario.
Condominium Plan	A new registered condominium plan.
Condominium Plan Information Form or CPIF	Condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001</i> , S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended.
Coefficient of Dispersion or COD	Coefficient of Dispersion has the meaning defined in the IAAO Glossary for Property Appraisal and Assessment (Second Edition).
Complete Building Permit	A Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).

<u>Term</u>	<u>Definition</u>
Completed MPAC Response Form	An MPAC Response Form completed by MPAC and delivered to the Municipality.
Completed Tax Application	A Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.
Completed Vacant Unit Rebate Application	A Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.
Consolidation	The amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.
Consultant	A consultant, contractor, agent or supplier retained by the Licensee who uses Licensed Data solely for the Licensee's use of Licensed Data in accordance with this Agreement, provided that prior to delivery of Licensed Data to Consultant, the Licensee has an executed contract with Consultant wherein Consultant agrees to adhere to Section 6 (Data Terms and Conditions of Use).
Contract Year	Initially, the period commencing on the Effective Date and ending 12 months following the Effective Date, and thereafter, each successive twelve-month period during the Term, provided that the final Contract Year will end on the last day of the Term.
Custom Products	Custom products created and licensed by MPAC to the Municipality subject to additional licensing terms and conditions. Custom Products may also be created and licensed by MPAC to third parties.
Data Terms and Conditions of Use	The terms and conditions for use by the Municipality, MPAC and Consultants of Licensed Data.
Dependencies	The activities which the Municipality must complete in a timely manner in order for MPAC to be able to perform the Services in a manner that meets the Service Levels.
DSSA	The Data Sharing and Services Agreement.
Effective Date	The date upon which the Agreement shall be effective.
Enquiry	An Urgent Enquiry and a Non-Urgent Enquiry.
External Distribution Purpose	The distribution of MPAC Data Products to any third party other than to a Consultant.
Governmental or Regulatory Authority	Any government, regulatory authority, governmental department, agency, commission, bureau, official, minister, court, board or tribunal or other law or regulation making entity having jurisdiction over MPAC or the Municipality.
IAAO	International Association of Assessing Officers.

<u>Term</u>	<u>Definition</u>
IAAO Standards	The technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Internal Planning Purposes	A municipal planning or assessment base management activity pursuant to Section 53 of the <i>Assessment Act</i> where MPAC Data Products are kept internal to the Municipality and not used for the delivery of operations, programs, services, information or any other purposes by the Municipality.
Internal Operational Purposes	The delivery of operations, programs, services or information by the Municipality where MPAC Data Products are kept internal to the Municipality and only used for such operational purposes by the Municipality.
Land Registry Office	Offices of the government of Ontario in which title or ownership in real property is registered.
Land Registry System	System through which land registration documents are submitted to and recorded by the Land Registry Office.
Licensed Data	MPAC Data Products for the Municipality; Municipality Documents for MPAC.
Licensee	The Municipality for MPAC Data Products; MPAC for Municipality Documents.
Licensor	MPAC for MPAC Data Products; the Municipality for Municipality Documents.
MFIPPA	<i>Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c. M.56.</i>
Monthly PRAN Report	The report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.
MPAC	Municipal Property Assessment Corporation.
MPAC Data Products	Licensed MPAC data products made available by MPAC in accordance with the Agreement.
MPAC Regional Manager	MPAC's Regional Manager of Municipal and Stakeholder Relations for the Municipality.
MPAC Account Manager	MPAC's Account Manager of Municipal and Stakeholder Relations for the Municipality.
MPAC's Response Form	MPAC's form used for recording Tax Application information.
Measurement Period	The period of time used to measure MPAC's performance of a Service against the related Service Level.
MPlan	A new registered plan of subdivision.
Municipal Connect	MPAC's website portal for distributing MPAC Data Products to the Municipality.

<u>Term</u>	<u>Definition</u>
Municipal Liaison Group (MLG)	An MPAC committee comprised of municipal and association representatives. Membership reflects a broad spectrum of Ontario municipal issues and interests.
Municipal Licence Agreement	The Property Assessment Information Licence – Municipalities effective January 1, 2007 previously executed by the Parties.
Municipality	The municipality which is a Party to the Agreement.
Municipal Connect Licence	The Municipal Connect Terms and Conditions Of Use which authorized municipal users agreed to when accessing MPAC data on Municipal Connect.
Municipality Documents	Source documents from the Municipality required to meet the Dependencies.
New Assessment Forecast	MPAC's forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either: (i) Building Permits issued in respect of such Property Categories during such calendar year; or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
New Assessment Report	A report that sets out: (i) MPAC's forecasted increase to the assessed value of each Property Category <u>during each of the immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.
Non-Urgent Enquiry	Any Enquiry received by MPAC from the Municipality submitted to MPAC's WorkSight portal.
Omitted Assessment Change	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> .
OPMA Agreement	The General Municipal Licence Agreement – OPMA Assessment Mapping Data Products which licenses Ontario Parcel data to the Municipality.
Parties	MPAC and the Municipality and Party means either one of them, as applicable.

<u>Term</u>	<u>Definition</u>
Permit Tracking System	MPAC's central repository of Building Permits.
PRAN	The Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , as amended from time to time.
Preliminary New Assessment Forecast	MPAC's forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.
Product Use Sheets	Amendments to the Municipal Licence Agreement for MPAC data to fulfill the Municipality's custom MPAC data requests previously executed by the Parties.
Property Category	All properties located in the Province of Ontario that MPAC classifies as: (i) residential; (ii) residential condominium; (iii) commercial and industrial; or (iv) new registered plans of subdivision; or (v) properties owned by the Province of Ontario or the Government of Canada.
Property Class	The property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i> , and the property subclasses provided in the regulations made thereunder, all as amended from time to time.
Response	The provision of a sufficient answer to the Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.
RPlan	A reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P. 13</i> , following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.
Severance / Consolidation Information Form or SCIF	The form which sets out information related to an Apportionment, and is used by the Municipality to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended, or Section 322(1) of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended.
Service Levels	The criteria set out in the SLA that MPAC commits to achieving when providing the Services.
Services	The services that MPAC provides to the Municipality as provided in the SLA.

<u>Term</u>	<u>Definition</u>
Service Level Agreement (SLA)	A set of Service Levels developed by MPAC and municipalities that establishes meaningful performance standards for assessment services.
Severance	The separation, authorized by the Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.
Supplementary Assessment Change	A change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act, R.S.O. 1990, c. A.31</i> , effective on the date on which the property commences to be used for any purpose.
Suppliers	For MPAC Data Products, MPAC and MPAC data licensors which may include Teranet Inc. and its affiliates and the Province of Ontario. For Municipality Documents, the Municipality and the Municipality's data suppliers.
Tax Application	An application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i> , as amended from time to time; (ii) in the case of a municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i> , as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.
Term	The duration of the Agreement as specified in Section 6.10.
Terms and Conditions	The Data Terms and Conditions of Use.
Third Party Information	Trade secrets or scientific, technical, commercial, financial or labour relations information that is supplied by the Licensor to the Licensee in confidence, either implicitly or explicitly, pursuant to MFIPPA.
Timely Building Permit	A Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.
Timely Completed Tax Application	A Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.
Timely Completed Vacant Unit Rebate Application	Collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.
Urgent Enquiry	An Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.

<u>Term</u>	<u>Definition</u>
Vacant Unit Rebate Application	An application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006</i> , S.O. 2006, c. 11, Sched. A, as amended from time to time; or (ii) in the case of a municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011</i> , S.O. 2001, c. 25, as amended from time to time.
Year End Tax File	The electronic data file that MPAC delivers to the Municipality each calendar year for municipal planning and tax purposes.
Year End Tax File Error	A problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.

Appendix 2 - Service Level Agreement Exhibits

Pursuant to Section 3.2 of the Agreement, the following exhibits collectively provide the Service Levels to the Service Level Agreement.

PART 1 SERVICE LEVELS APPLICABLE TO THE ASSESSMENT ROLL

Service Level Name:	Accuracy of Assessment of Residential Properties
Service Level Objective:	To measure the accuracy and/or uniformity of reassessment values, for residential properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio (“ ASR ”) as set forth in the IAAO Standards. Uniformity will meet the Coefficient of Dispersion (“ COD ”) standards as set forth in the IAAO Standards.
Definitions:	“ IAAO Standards ” means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	This Service Level will be measured in accordance with the IAAO Standards. Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Farm Properties
Service Level Objective:	To measure the accuracy and/or uniformity of reassessment values, for farm properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	<p>Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.</p> <p>Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.</p>
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	<p>This Service Level will be measured in accordance with the IAAO Standards.</p> <p>Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.</p>
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Multi-Residential Properties
Service Level Objective:	To measure the accuracy and/or uniformity, for multi-residential properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	<p>Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards.</p> <p>Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.</p>
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	<p>This Service Level will be measured in accordance with the IAAO Standards.</p> <p>Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.</p>
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy of Assessment of Commercial and Industrial Properties
Service Level Objective:	To measure the accuracy and/or uniformity, for commercial and industrial properties, against the internationally recognized mass appraisal IAAO Standards.
Service Level Requirement:	Accuracy will meet the acceptable range of the Assessment-Sale Price Ratio ("ASR") as set forth in the IAAO Standards. Uniformity will meet the Coefficient of Dispersion ("COD") standards as set forth in the IAAO Standards.
Definitions:	"IAAO Standards" means the technical standards related to property tax administration, property tax policy, valuation of property, mass appraisal and related disciplines that are maintained and published by the IAAO, as amended from time to time.
Measurement Process:	This Service Level will be measured in accordance with the IAAO Standards. Where MPAC determines, acting reasonably, that there is inadequate sales data within a Municipality to calculate the ASR or COD, MPAC shall determine the appropriate geographic area to use to calculate a statistically reliable ASR or COD, as applicable.
Measurement Period:	N/A.
Frequency:	At the time of the province-wide reassessment.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	With the assessment roll.

Service Level Name:	Accuracy and Timeliness of Delivery of the Year-End Tax File
Service Level Objective:	To provide the Year-End Tax File annually no later than December 8th, in the agreed upon format, that can be successfully loaded into a Municipality's system.
Service Level Requirements:	<p>MPAC will deliver the Year-End Tax File to Municipalities no later than December 8th of each calendar year. If a Year-End Tax File Error is discovered that prevents the Year-End Tax File from being loaded, MPAC will provide a Year-End Tax File Error free replacement Year-End Tax File within seven Business Days of a Municipality notifying MPAC of the Year-End Tax File Error.</p> <p>MPAC will provide a minimum of six months' notice of any changes to the format of the Year-End Tax File.</p>
Definitions:	<p>"Year-End Tax File Error" means a problem with the Year-End Tax File that requires revisions by MPAC in order for the Municipality to load or levy taxes from such Year-End Tax File.</p> <p>"Year-End Tax File" means the electronic data file that MPAC delivers to each Municipality each calendar year for municipal planning and tax purposes.</p>
Measurement Process:	MPAC will monitor the number of timely Year-End Tax Files delivered by December 8th each calendar year to Municipalities in the agreed upon format, and will identify the number of Year-End Tax Files that cannot be loaded.
Measurement Period:	Calendar year.
Formula:	N/A.
Dependencies:	<p>Each Municipality must be capable of accepting the Year-End Tax File in the applicable format.</p> <p>Data provided in the Year-End Tax File may be used only in accordance with Section 53(3) of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31.</p>
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annually, and the report will include a list, provided by MPAC, of the quality control process checks performed by MPAC on the Year-End Tax File.

Part 2
SERVICE LEVELS APPLICABLE TO ASSESSMENT IN-YEAR MAINTENANCE

Service Level Name:	Timeliness of Processing Building Permit Notifications
Service Level Objective:	To ensure all Building Permit notifications are loaded to MPAC's Permit Tracking System database within a specified time.
Service Level Requirements :	<p><u>Paper Building Permits.</u> At least 90% of the total number of Building Permits that MPAC receives in paper format from a Municipality in a calendar month will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Not Received in the Predefined Format.</u> At least 90% of the total number of Building Permits that MPAC receives electronically from a Municipality in a calendar month that have not been completed in the predefined format as published by MPAC will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p> <p><u>Electronic Building Permits Received in the Predefined Format.</u> All Building Permits that MPAC receives electronically from a Municipality in a calendar month completed in the predefined format as published by MPAC, will be added into MPAC's Permit Tracking System within 30 days following MPAC's receipt of such Building Permits from such Municipality.</p>
Definitions:	<p>"Complete Building Permit" means a Building Permit that includes, at a minimum, the following information to enable MPAC to log it into the Permit Tracking System: (i) permit number; (ii) issue date; (iii) municipal address (iv) legal description and (iv) assessment roll number (where known).</p> <p>"Permit Tracking System" means MPAC's central repository of Building Permits.</p> <p>"Timely Permit" means a Building Permit that MPAC added into the Permit Tracking System within 30 days following MPAC's receipt of such Building Permit from the Municipality.</p>

Measurement Process:	<p>MPAC will track each Building Permit that it receives in paper format from the moment it arrives in MPAC's central processing facility. Each paper-format Building Permit that MPAC receives at its Central Processing Facility will be stamped with the date and time of such receipt.</p> <p>MPAC will track each Building Permit that it receives electronically from the moment it is received in the designated mailbox or through the MPAC-designated web service.</p>
Measurement Period:	Calendar month.
Formula:	$\text{Total number of Timely Permits in a calendar month} \div \text{Total number of Building Permits loaded into MPAC's Permit Tracking System for the Municipality in the same calendar month, expressed as a percentage.}$
Dependencies:	All Building Permits delivered by Municipalities to MPAC, whether electronically or in paper format, must be Complete Building Permits.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Monthly.

Service Level Name:	Timeliness of Delivery of the Quarterly and Preliminary New Assessment Forecasts
Service Level Objective:	To deliver preliminary and quarterly forecasting reports to Municipalities predicting new assessment growth.
Service Level Requirements:	<p>MPAC will deliver a New Assessment Forecast to Municipalities within 30 days following the end of each of the first three quarters in a calendar year. For clarity, MPAC will deliver a total of three New Assessment Forecasts to Municipalities during a calendar year.</p> <p>MPAC will deliver a Preliminary New Assessment Forecast to Municipalities within 30 days following the commencement of the fourth quarter of each calendar year.</p>
Definitions:	<p>“New Assessment Forecast” means MPAC’s forecasted increase to the assessed value of each Property Category during a calendar year that directly results from either</p> <p>(i) Building Permits issued in respect of such Property Categories during such calendar year or (ii) the Municipality notifying MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.</p> <p>“Preliminary New Assessment Forecast” means MPAC’s forecasted increase to the assessed value of each Property Category during the immediately subsequent calendar year, based on: (i) Building Permits; (ii) notifications from the Municipalities in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (iii) other historical data and information that MPAC previously received in respect of each such Property Category.</p>
Measurement Process:	<p>MPAC will track the period of time from the end of the calendar quarter until MPAC delivers the New Assessment Forecast.</p> <p>MPAC will track the period of time beginning at the commencement of the fourth calendar quarter until MPAC delivers the Preliminary New Assessment Forecast.</p>
Measurement Period:	Calendar quarter.
Formula:	N/A.

<p>Dependencies:</p>	<p>All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.</p> <p>Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.</p> <p>All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must contain sufficient information to enable MPAC to predict accurate new assessment growth.</p>
<p>Additional Exceptions:</p>	<p>N/A.</p>
<p>Delivery of Service Level Report by MPAC:</p>	<p>Quarterly for the New Assessment Forecasts (except for the fourth calendar quarter of a calendar year).</p> <p>Annually for the Preliminary New Assessment Forecast.</p>

Service Level Name:	Timeliness of MPAC's delivery of the New Assessment Report to Municipalities.
Service Level Objective:	To provide a report to Municipalities that compares actual versus forecasted new assessment growth.
Service Level Requirement:	MPAC will deliver the New Assessment Report to Municipalities within 30 days following the end of each calendar year.
Definitions:	<p>"New Assessment Report" means a report that sets out:</p> <p>(i) MPAC's forecasted increase to the assessed value of each Property Category <u>during each of the immediately preceding five calendar quarters</u> that directly results from Building Permits issued in respect of such Property Category during each such quarter or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada; and (ii) MPAC's forecasted increase to the assessed value of each Property Category <u>during a calendar year</u> that directly results from Building Permits issued in respect of such Property Category during such calendar year or notifications from the Municipality in respect of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada.</p>
Measurement Process:	MPAC will track the period of time from the end of the calendar year until MPAC delivers the New Assessment Report.
Measurement Period:	Calendar year.
Formula:	N/A.
Dependencies:	<p>All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by MPAC within 30 days following their issuance by the Municipality.</p> <p>Municipalities must notify MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada in a timely manner.</p> <p>All notifications by Municipalities to MPAC of new construction, alterations or additions to properties owned by the Province of Ontario or the Government of Canada must</p>

	contain sufficient information to enable MPAC to predict accurate new assessment growth.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annual.

Service Level Name:	Processing of Supplementary and Omitted Assessments
Service Level Objective:	Process Supplementary Assessment Change and Omitted Assessment Change in a timely manner.
Service Level Requirement:	Process at least 85% of the total value of Supplementary Assessment Change and related Omitted Assessment Change within one year of such Supplementary Assessment Change or Omitted Assessment Change, and the balance of the total value of Supplementary Assessment Change and related Omitted Assessment Change in accordance with the requirements of Sections 33 and 34 of the <i>Assessment Act</i> .
Definitions:	<p>"Supplementary Assessment Change" means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for supplementary treatment in accordance with Section 34 of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31, effective on the date on which the property commences to be used for any purpose.</p> <p>"Omitted Assessment Change" means a change in assessed value as a consequence of construction following issuance of a Building Permit that is liable for omitted tax treatment in accordance with Section 33 of the <i>Assessment Act</i>, R.S.O. 1990, c. A.31.</p>
Measurement Process:	<p>For each Property Category, MPAC will track the period of time it takes from when the property commences to be used until the Supplementary Assessment Change and the related Omitted Assessment Change is entered into and approved in MPAC's systems.</p> <p>For each Property Category, MPAC will measure the Supplementary Assessment Change and the related Omitted Assessment Change attributable to properties that commence to be used that are entered and approved in MPAC's systems.</p>
Measurement Period:	Calendar year.
Formula:	$\frac{\text{Total value of Supplementary Assessment Change and Omitted Assessment Change for each Property Category within the calendar year approved in MPAC's systems within one year following the date each property becomes occupied}}{\text{Total value of Supplementary Assessment Change and the Omitted Assessment Change for that same Property Category within the calendar year, expressed as a percentage.}}$

Dependencies:	All Building Permits delivered by Municipalities to MPAC must be Complete Building Permits and must be received by
	<p>MPAC within 30 days following their issuance by the Municipality.</p> <p>The Municipality must provide non-residential building plans to MPAC within 10 days of request by MPAC.</p> <p>The Municipality must notify MPAC that applicable properties have become occupied and/or provide MPAC with timely updates on the progress of construction, alterations or additions.</p>
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Annually.

Service Level Name:	Timeliness of Delivery of Monthly PRAN Reports
Service Level Objective:	To deliver Monthly PRAN Reports to Municipalities by specified dates.
Service Level Requirements:	MPAC will deliver the Monthly PRAN Report to Municipalities within 30 days following the end of each calendar month.
Definitions:	<p>"Monthly PRAN Report" means the report prepared by MPAC that sets out: (i) all of the PRANs issued by MPAC during the immediately preceding calendar month; (ii) changes in property values and Property Class associated with such PRANs, excluding changes due to factual errors related to school support and MPlans; and (iii) reasons for MPAC's issuance of such PRANs.</p> <p>"MPlan" means a new registered plan of subdivision.</p> <p>"PRAN" means the Post Roll Amended Notice, which MPAC may issue to correct one or more factual errors in the assessed value, classification or tax status of a property pursuant to Section 32(1.1) of the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, as amended from time to time.</p> <p>"Property Class" means the property classes set forth under the <i>Assessment Act, R.S.O. 1990, c. A. 31</i>, and the property subclasses provided in the regulations made thereunder, all as amended from time to time.</p>
Measurement Process:	N/A.
Measurement Period:	Calendar month.
Formula:	N/A.
Dependencies:	N/A.
Additional Exceptions:	N/A.
Delivery of Service Level Report by MPAC:	Monthly

Service Level Name:	Timeliness of Delivery of the Severance/Consolidation Information Form ("SCIF")
Service Level Objective:	To deliver to Municipalities at least 90% of the total number of SCIFs within 150 days of plan registration
Service Level Requirement:	<p>At least 90% of the total number of SCIFs in respect of MPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following such registration.</p> <p>100% of the total number of SCIFs in respect of MPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration.</p> <p>At least 90% of the total number of SCIFs in respect of RPlans registered in the Land Registry System during a calendar year will be delivered by MPAC to the Municipality within 150 days following the registration of the first sale on such RPlan.</p> <p>100% of the total number of SCIFs in respect of RPlans registered in the Land Registry System will be delivered by MPAC to the Municipality within one year following such registration of the first sale on such RPlan.</p>
Definitions:	<p>"Apportionment" means an apportionment by MPAC of the assessed value made pursuant to Section 356 of the <i>Municipal Act, 2001, S.O. 2001, c. 25</i>, as amended, or Section 322 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended.</p> <p>"Consolidation" means the amalgamation of two or more lots or parcels of land that have the same ownership, into one parcel or lot of land.</p> <p>"MPlan" means a new registered plan of subdivision.</p> <p>"RPlan" means a reference plan, a graphical representation of descriptions of land, and representations of divisions of land, under the <i>Planning Act, RSO 1990 Ch.P.13</i>, following a transfer of a property, that is deposited in a Land Registry Office located within the Province of Ontario.</p> <p>"SCIF" means the Severance/Consolidation Information Form, which sets out information related to an Apportionment, and is used by Municipalities to apportion unpaid taxes among the parcels as provided under section 356(1) of <i>Municipal Act</i>,</p>

	<p>2001, S.O. 2001, c. 25, as amended, or Section 322(1) of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended.</p> <p>“Severance” means the separation, authorized by a Municipality or its authorized delegate, of a piece of land to form a new lot or a new parcel of land.</p>
Measurement Process:	For each property, MPAC will track the period of time commencing when the applicable MPlan or RPlan and sale is registered in the Land Registry System until the SCIF in respect of such MPlan or RPlan is entered into MPAC’s systems and thereby delivered to the Municipality.
Measurement Period:	Semi-annually.
Formula:	<p>Total number of SCIFs in respect of MPlans delivered to the Municipality within 150 days in a given reporting period ÷ total number of SCIFs in respect of MPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p> <p>Total number of SCIFs in respect of RPlans delivered to the Municipality within 150 days in a given reporting period ÷ total number of SCIFs in respect of RPlans were delivered to the Municipality within the same reporting period, expressed as a percentage.</p>
Dependencies:	Delivery by the Municipality to MPAC (or MPAC’s agent) of required information in order for MPAC to be able to process SCIFs including, without limitation, information on lot zoning, lot addresses, and lot servicing.
Additional Exceptions:	Any delay in MPAC’s receipt of the information from the Land Registry System and/or any other third party required in order to complete the SCIF.
Delivery of Service Level Report by MPAC:	Semi-annually.

Service Level Name:	Timeliness of Delivery of the Condominium Plan Information Form (“CPIF”)
Service Level Objective:	To deliver to Municipalities at least 90% of the total number of CPIFs within 150 days following registration.
Service Level Requirement:	<p>At least 90% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System during a calendar year will be delivered by MPAC to Municipalities within 150 days following such registration.</p> <p>100% of the total number of CPIFs in respect of Condominium Plans registered in the Land Registry System will be delivered by MPAC to Municipalities within one year following such registration.</p>
Definitions:	<p>“Condominium Plan” means a new registered condominium plan.</p> <p>“CPIF” means condominium plan information form which is used by the Municipality as a basis to apportion the unpaid taxes pursuant to Section 356 of the <i>Municipal Act, 2001</i>, S.O. 2001, c. 25, as amended, or Section 322 of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended.</p>
Measurement Process:	For each property, MPAC will track the period of time from when the Condominium Plan in respect of such property is registered in the Land Registry System until the CPIF in respect of such Condominium Plan is entered into MPAC’s systems and thereby delivered to the Municipality.
Measurement Period:	Semi-annually.
Formula:	Total number of CPIFs delivered to the Municipality within 150 days in a given reporting period ÷ total number of CPIFs delivered to the Municipality in the same reporting period, expressed as a percentage.
Dependencies:	N/A.
Additional Exceptions:	Any delay in MPAC’s receipt of information from the Land Registry System and/or any other third party required in order to complete the CPIF.
Delivery of Service Level Report by MPAC:	Semi-annually.

Service Level Name:	Timeliness of delivery of completed Tax Applications
Service Level Objective:	To complete and return to Municipalities at least 90% of Tax Applications within 90 days of receipt.
Service Level Requirements :	<p>At least 90% of the total number of Tax Applications received by MPAC during a calendar year will be reviewed, responded to and such response delivered through MPAC's Response Form to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p> <p>All Tax Applications received by MPAC on or before May 15th of a calendar year will be reviewed, responded to and such responses delivered by MPAC to the Municipality on or before August 15th of that same calendar year.</p>
Definitions:	<p>"Completed Tax Application" means a Tax Application whose factual information MPAC has reviewed and for which MPAC has provided a response on MPAC's Response Form, for the Municipality's use in deciding whether to approve or reject the Tax Application.</p> <p>"MPAC's Response Form" means MPAC's form used for recording Tax Application information.</p> <p>"Completed MPAC Response Form" means an MPAC Response Form completed by MPAC and delivered to the Municipality.</p> <p>"Tax Application" means an application for a refund of, or adjustment to, property taxes that: (i) in the case of the City of Toronto, has been filed under Sections 323 or 325 of the <i>City of Toronto Act, 2006</i>, S.O. 2006, c. 11, Sched. A, as amended from time to time; (ii) in the case of a Municipality other than the City of Toronto, has been filed under Sections 357 or 358 of the <i>Municipal Act, 2001</i>, S.O. 2001, c. 25, as amended from time to time; and (iii) the Municipality has delivered to MPAC for MPAC's review.</p> <p>"Timely Completed Tax Application" means a Completed Tax Application that MPAC has delivered to the Municipality within 90 days following MPAC's receipt of such Tax Application.</p>
Measurement Process:	MPAC will track the period of time commencing when MPAC receives a Tax Application from the Municipality until MPAC

	delivers a Completed Tax Application to such Municipality. MPAC will track the accuracy of Completed Tax Applications.
Measurement Period:	Calendar quarter.
Formula:	Total number of Timely Completed Tax Applications in a calendar quarter for the Municipality ÷ Total number of Tax Applications received by MPAC in that same calendar quarter for the Municipality, expressed as a percentage.
Dependencies:	<p>MPAC must receive all required supporting documentation to the Tax Application in order to process a Completed MPAC Response Form, including, without limitation, all documentation required from the taxpayer.</p> <p>In order for MPAC to deliver a response in respect of a Tax Application to a Municipality prior to August 15th, MPAC must receive all required supporting documentation to such Tax Application, including, without limitation, all documentation required from the taxpayer, by May 15th (or the next Business Day) of that same calendar year.</p>
Additional Exceptions:	The failure of any third party to provide any information required to accurately provide a Completed Tax Application or MPAC's Response Form.
Delivery of Service Level Report by MPAC:	Quarterly.

Service Level Name:	Timeliness of Delivery of Completed Vacant Unit Rebate Applications
Service Level Objective:	To complete and return 100% of the original and interim Vacant Unit Rebate Applications within 60 days.
Service Level Requirement:	100% of the total number of Vacant Unit Rebate Applications received by MPAC during the calendar quarter will be reviewed, responded to and such response delivered by MPAC to the Municipality within 60 days following MPAC's receipt of such Vacant Unit Rebate Application.
Definitions:	<p>"Completed Vacant Unit Rebate Application" means a Vacant Unit Rebate Application whose factual information MPAC has reviewed and responded to.</p> <p>"Timely Completed Vacant Unit Rebate Application" means collectively, a Completed Vacant Unit Rebate Application and the property specific facts related to such Vacant Unit Rebate Application, that MPAC has delivered to the Municipality within 60 days of MPAC's receipt of such Vacant Unit Rebate Application.</p> <p>"Vacant Unit Rebate Application" means an application for a vacant unit rebate of property taxes that: (i) in the case of the City of Toronto, has been filed as part of Toronto's tax rebate program that it created and maintains as required by Section 331 of the <i>City of Toronto Act, 2006, S.O. 2006, c. 11, Sched. A</i>, as amended from time to time; or (ii) in the case of a Municipality other than the City of Toronto, has been filed as part of such Municipality's tax rebate program that it created and maintains as required by Section 364 of the <i>Municipal Act, 2011, S.O. 2001, c. 25</i>, as amended from time to time.</p>
Measurement Process:	MPAC will track the period of time commencing when MPAC receives a Vacant Unit Rebate Application from the Municipality until MPAC delivers a Completed Vacant Unit Rebate Application and related factual information in respect of such Vacant Unit Rebate Application to such Municipality.
Measurement Period:	Calendar quarter.
Formula:	Total number of Timely Completed Vacant Unit Rebate Applications for a Municipality in a calendar quarter ÷ Total number of Vacant Unit Rebate Applications received by MPAC for such Municipality in that same calendar quarter, expressed as a percentage.

Dependencies:	MPAC must be in receipt of all necessary information from the Municipality in order to process a Vacant Unit Rebate Application.
Additional Exceptions:	This Service Level does not apply to Vacant Unit Rebate Applications that are resubmitted pursuant to section 41(1) of O. Reg. 121/07 made under the <i>City of Toronto Act</i> , as amended from time to time, in the case of the City of Toronto, or in the case of all Municipalities except for the City of Toronto, section 4(1) of O. Reg. 325/01 made under the <i>Municipal Act</i> , as amended from time to time.
Delivery of Service Level Report by MPAC:	Quarterly.

Part 3
SERVICE LEVEL APPLICABLE TO SUPPORT SERVICES

Service Level Name:	Response to and Resolution of Municipal Enquiries
Service Level Objective:	To acknowledge and resolve Enquiries from Municipalities within specified time periods
Service Level Requirement:	<p>Urgent Enquiries: Response to Municipality of Urgent Enquiries received by the MPAC Regional Manager or the MPAC Account Manager (as applicable) within two Business Days of MPAC's receipt of such Enquiry.</p> <p>Non-Urgent Enquiries: Acknowledgment to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within one Business Day of MPAC's receipt of such enquiry.</p> <p>Response to Municipality of Non-Urgent Enquiries submitted to MPAC's WorkSight portal within 30 days of MPAC's receipt of such email.</p>
Definitions:	<p>"Acknowledgment" means the successful registration of an Enquiry in MPAC's WorkSight portal, which will be communicated to the Municipality.</p> <p>"Enquiry" means an Urgent Enquiry and a Non-Urgent Enquiry.</p> <p>"Non-Urgent Enquiry" means any Enquiry received by MPAC from a Municipality submitted to MPAC's WorkSight portal.</p> <p>"Response" means the provision of a sufficient answer to a Municipality's Enquiry, not including any follow up or further Enquiries, and/or the provision of a reasonable timeline for the complete resolution of the Enquiry.</p> <p>"Urgent Enquiry" means an Enquiry that would reasonably be viewed by the Municipality and MPAC as having a material impact on the Municipality's ability to properly bill and collect taxes or which is required for the purposes of answering a question of material importance at a council meeting.</p>
Measurement Process:	MPAC will track all Urgent Enquiries and Non-Urgent Enquiries and will track all Acknowledgment and Response times.

Measurement Period:	Calendar quarter
Formula:	For a given Municipality, the total number of Enquiries addressed within 30 days of receipt in a given reporting period ÷ the total number of Enquiries addressed in the same reporting period, expressed as a percentage.
Dependencies:	<p>Municipalities must clearly articulate each question and provide to MPAC all required supporting information.</p> <p>Municipalities must properly identify and justify that an Enquiry is an Urgent Enquiry.</p>
Additional Exceptions:	<p>Any Urgent Enquiries or Non-Urgent Enquires that are part of a Request for Reconsideration or any appeal proceeding will not be counted for the purposes of this Service Level.</p> <p>Any Urgent Enquiries or Non-Urgent Enquires that must be reviewed by MPAC's Legislation and Policy Support Services Department will not be counted for the purposes of this Service Level.</p> <p>In order for this Service Level to apply, Urgent Enquiries or Non-Urgent Enquiries must be MPAC's sole responsibility. If MPAC requires any information, data, or advice from any third party, this Service Level will not apply.</p>
Delivery of Service Level Report by MPAC:	Quarterly.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Data Sharing and Services Agreement (DSSA) Fact Sheet

Overview.

MPAC's new Data Sharing and Services Agreement (DSSA) was developed in consultation with a municipal working group and will modernize MPAC's data sharing relationship to provide greater clarity with respect to:

- Permitted uses of MPAC data by municipalities
- Protection of municipal data by MPAC
- Service Level Performance obligations

The DSSA consolidates and updates the following agreements into one simplified document:

- Municipal License Agreement, 2007
- Municipal Connect Terms & Conditions of Use, 2007
- MPAC Terms and Conditions, 2007
- Product Use Sheets (relating to use at Kiosk/websites), 2007
- Ontario Parcel Master Agreement, 2007
- Service Level Agreement, 2018

The deadline for signing the DSSA is December 23, 2023. The agreement will come into effect on January 1, 2024 and any person with the authority to bind the municipality may sign the agreement. The term of the DSSA is four (4) years with auto-renewal each year thereafter. MPAC is requesting that all 444 Ontario Municipalities sign the DSSA before the deadline.

Not signing the DSSA could result in eventual restrictions to Municipal Connect and other MPAC products, but MPAC's statutory services would not be affected.

The DSSA is a standardized document for all municipalities which offers a flexible framework for future enhancements.

Background.

MPAC's Data Sharing and Services Agreement (DSSA) integrates and clarifies many existing MPAC-Municipal agreements including: the Service Level Agreement (SLA), the Municipal

License Agreement (MLA) and Product Use Sheets, the Municipal Connect License, and the Ontario Parcel Master Agreement (OMPA).

The DSSA contains the following areas of focus:

- The ***Service Level Agreement*** establishes service levels for a comprehensive set of MPAC services and dependencies that the Municipality will make reasonable efforts to fulfill. These are the same service levels established by MPAC in 2018 with all municipalities. Dependencies include the Municipality's timely delivery of building permits and building plans to MPAC. Notification of missed service levels has been reduced to 10 days and escalation procedures have been clarified. Commitment to review Service Level commitments and dependencies every four years with Municipal Working Group.
- The ***MPAC Permitted Uses of Municipality Documents*** clarify how MPAC will use information supplied by the Municipality to fulfill its legislated mandate. In addition to meeting service levels, performing property assessment activities and fulfilling other statutory duties, MPAC will also use the Municipality's information to update its databases to provide assessment data to the Municipality, other municipalities, taxpayers, and stakeholders, and commercialize data and insights to offset the Municipality's levy payments. The Municipality's information will be protected from disclosure to, and unauthorized access by, third parties in accordance with *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Assessment Act*.
- The ***Municipality Permitted Uses of MPAC Data Products*** provide the Municipality with expanded uses of MPAC data for internal planning, internal operational and external distribution uses. It also provides easier access to license custom products and for Municipality-owned and funded entities to access MPAC data.
- Finally, the ***Data Terms and Conditions of Use*** provide a reciprocal set of terms and conditions that govern all information licensed under this DSSA. The terms and conditions acknowledge the intellectual property rights of licensed information and require that both MPAC and the Municipality protect information (including third party information) in accordance with their respective obligations under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Assessment Act* and this DSSA. Remedies are provided in the event of unauthorized use or disclosure of the information.

How was the DSSA developed?

The DSSA was developed in consultation with a municipal working group of representatives from the MPAC Municipal Liaison Group (MLG). It is intended to be a framework for the

continued evolution of the relationship between MPAC and the Municipality. The working group was comprised of tax, assessment, legal and other municipal representatives from seven municipalities.

DSSA Webinar.

Watch our [April 4 webinar](#) recording to learn about our new DSSA, the benefit for municipalities, and our roll-out plan.

Have additional questions?

Reach out to your local [Municipal and Stakeholder Relations Account Manager](#) to learn more.



MUNICIPAL
PROPERTY
ASSESSMENT
CORPORATION

Data Sharing and Services Agreement (DSSA) – Frequently Asked Questions

Overview

Q.1 What is the purpose of the Data Sharing and Services Agreement (DSSA)?

The new DSSA reflects the evolving relationship between MPAC and municipalities by consolidating and replacing several dated agreements between MPAC and municipalities governing data sharing and services into a single document that is easy to use and understand.

In addition, the new DSSA addresses municipal concerns over data sharing, including protection of municipal documents, obligations of the parties, and reciprocal obligations. It also clarifies the permitted uses of MPAC data by municipalities, and the permitted uses of municipal data by MPAC.

Q.2 What MPAC agreements and licenses are being consolidated in this new agreement?

The new DSSA consolidates and updates: the Municipal License Agreement and its Product Use Sheets (including those pertaining to kiosks and websites), the Municipal Connect Terms and Conditions of Use, the Ontario Parcel Master Agreement General Municipal Licence Agreement, and the Service Level Agreement (SLA).

Q.3 Was there municipal involvement in the development of the new DSSA?

Yes. A working group of municipalities contributed and provided feedback to MPAC's project team at multiple points throughout the development of the DSSA.

Q.4 Does my Municipality have to sign the new agreement?

Yes. Like previous MPAC-Municipal agreements, the DSSA is standardized for all municipalities and requires a signature by a person who can bind your Municipality.

Q.5 Does the new DSSA need to be approved by Council?

Not necessarily. The DSSA requires the approval of a person who can bind the Municipality. Whether the DSSA requires the approval of Council will depend on the authority that has been delegated to senior staff.

Q.6 Can the agreement be customized for my Municipality?

No, the DSSA is standardized for all municipalities.

Q.7 What is the Municipal Liaison Group (MLG) and how will they be involved in the ongoing review of this agreement?

MPAC's Municipal Liaison Group (MLG) is a group of municipal staff from across the province who provide input to MPAC and our Municipal and Stakeholder Relations team, to ensure that MPAC's services and standards meet the needs of municipalities. In addition to regular meetings, MLG members also participate in smaller working groups regarding specific issues or initiatives as deemed appropriate. An MLG working group was instrumental in the creation of the DSSA.

Q.8 How regularly will the DSSA be reviewed?

The DSSA will be reviewed as needed based on the evolving nature of the MPAC-Municipal relationship. Components of the DSSA will be reviewed at regular intervals, like the Service Level Agreement (SLA), which will be reviewed every four years.

Q.9 Could the DSSA be amended/adapted in the future? If so, what is the process?

Yes. To support continued collaboration between MPAC and municipalities, the DSSA may require updating in the future. Updates will be considered in consultation with MPAC's Municipal Liaison Group (MLG) before being brought forward to all municipalities as an amendment to the agreement. Changes to Service Levels or Dependencies will require MLG approval.

Q.10 What is the term of the DSSA?

The term of the DSSA is four years, following which the DSSA will auto-renew each year thereafter unless the Municipality opts out of the agreement.

Q.11 When will the DSSA come into effect?

The DSSA will come into force on January 1, 2024. The deadline for signing the DSSA is December 2023. Municipalities who do not sign by the deadline could lose access to non-statutory MPAC deliverables like Municipal Connect.

Q.12 What are the consequences of not signing the agreement?

MPAC will provide ample time for municipalities to sign the agreement, but not signing the DSSA could result in restrictions to Municipal Connect and other MPAC non-statutory products. However, the provision of MPAC's statutory services and products would not be affected. In addition, not signing the DSSA would not relieve a Municipality from complying with any of its legislative obligations.

Service Level Agreement

Q.13 What is the Service Level Agreement (SLA)?

The Service Level Agreement (SLA) is MPAC's promise to deliver timely, accurate and measurable products and services to municipalities. It is MPAC's commitment to all municipalities to maintain high performance standards and each Municipality's commitment to perform the Dependencies that MPAC requires in order to meet these standards.

The SLA and its Service Levels were established in consultation with municipalities to align service delivery expectations and create opportunities for collaboration and information sharing.

The SLA also covers the activities that municipalities are required to perform (Dependencies) to meet the Service Levels, while allowing municipalities to review MPAC's performance and resolve issues.

Q.14 Where can I find information on my Municipality's Service Levels?

Municipalities can access performance metrics for their jurisdiction through a self-service dashboard in Municipal Connect or by contacting their MPAC Account Manager. Through the SLA Dashboard, each Municipality can access and view an at-a-glance snapshot of performance for each reported Service Level. The Dashboard indicates whether MPAC met or did not meet the applicable Service Level and if a municipal Dependency was not met.

Q.15 When would MPAC change a municipal Service Level or Dependency within the SLA?

MPAC would not typically make a change unilaterally to the SLA unless required to by Applicable Laws. Any proposed changes to the SLA would be considered in consultation with our Municipal Liaison Group (MLG) and other municipalities prior to their introduction and require the approval of MLG.

Q.16 What happens when a Municipality misses a Dependency under the SLA?

Municipalities are expected to make reasonable efforts to perform the Dependencies to enable MPAC to meet its Service Levels. However, municipalities are not liable for missing a Dependency. The SLA is a non-binding list of Service Levels and Dependencies that both parties strive to achieve and does not create obligations for either party beyond those set out in any Applicable Laws.

Missed Dependencies will be used as discussion points for local relationship meetings with your MPAC Account Manager/Regional Manager for general awareness, and to ensure that any potential systemic issues are identified and discussed.

Q.17 What is the preferred mechanism for municipalities to share information with MPAC related to changes to Federally and Provincially-owned properties?

Information about changes to Federal/Provincial properties can be submitted to MPAC using the “My Work” portal within Municipal Connect. Please discuss this with your local Account Manager who will work with MPAC valuation staff to ensure any improvements and changes to ownership are accurately captured within our systems.

Data Licenses

Q.18 What are the permitted uses of data pursuant to the DSSA?

MPAC is permitted to use Municipality Documents to fulfill its legislated mandate. In addition to meeting Service Levels, performing property assessment activities and fulfilling other statutory duties, MPAC uses the Municipality's information to update its databases to provide assessment data to municipalities and taxpayers, and commercialize data and insights to offset the cost of MPAC services to municipalities through their levy payments. Like municipalities, MPAC is an institution subject to the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA). Municipalities' information will be protected from disclosure to, and unauthorized access by, third parties in accordance with MFIPPA, the *Assessment Act* and the DSSA.

Your Municipality is permitted to use MPAC Data Products for internal planning purposes, internal operational uses and external distribution uses in accordance with each MPAC Data Product's permitted uses. The DSSA also provides easier access through Custom Product licenses for municipality-owned and funded entities to access MPAC data.

Q.19 What are Internal 'Planning' and Internal 'Operational' Purposes?

For the purposes of the DSSA, an “Internal Planning Purpose” is defined as a municipal planning or assessment base management activity pursuant to Section 53 of the

Assessment Act where MPAC Data is kept internal to the municipality and not used for the delivery of operations, programs, services, information, or any other purposes by the municipality.

Examples of “Internal Planning Purposes” include:

- Activities involving internal land use planning under the *Planning Act*.
- Activities leading up to a decision pertaining to the Official Plan, lot creation, land development, zoning, site plans or building permits would be considered planning.
- The creation of a municipal by-law for development charges under the Development Charges Act.
- Debt collection activities added to the property tax bill, and as authorized under the *Municipal Act*.
- Activities involving consultation such as seeking input from property owners, as part of a planning activity.

For the purposes of the DSSA, an “Internal Operational Purpose” is defined as the delivery of operations, programs, services, or information by the Municipality where MPAC Data is kept internal to the Municipality and only used for such operational purposes by the Municipality.

Examples of “Internal Operational Purposes” include:

- Creation of mailing lists or issuance of notices to property owners once a decision has been made and is considered operational.
- Information notices to owners for fire prevention initiatives or local roadway changes.
- Collection of fines or monetary penalties resulting from the Provincial Offences Act.
- Use of MPAC Data for social assistance business delivery, emergency services, delivery of public health service operations, energy conservation, rent reduction notices, issuance of waste collection bag tags, etc.

MPAC will provide an up-to-date list of all available MPAC Data Products and the associated Municipality Permitted Use(s) through Municipal Connect. Municipalities may wish to seek their own legal advice regarding whether their intended use of an MPAC Data Product aligns with the permitted uses of each MPAC Data Product.

Q.20 What is a ‘Consultant’ to the Municipality and can MPAC products be disclosed to service providers and agents?

A Consultant to the Municipality is a consultant, contractor, agent, or supplier retained by the Municipality who may access MPAC Data Products solely to fulfill their engagement

with the Municipality in accordance with the Municipality's use of such MPAC Data Products. The Municipality is responsible for ensuring that Consultant abides by the terms and conditions set out in Section 6 (Data Terms and Conditions).

Q.21 Are municipalities allowed to share information across municipal departments?

MPAC Data Products for Internal Planning Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Planning Purposes by all departments and not distributed to third parties other than authorized Consultants.

Similarly, MPAC Data Products for Internal Operational Purposes may be shared freely across departments within the Municipality, provided that such information is used solely for Internal Operational Purposes by all departments and not distributed to third parties other than authorized Consultants.

Municipalities that share MPAC Data Products across departments are responsible for ensuring that all departments accessing MPAC Data Products abide by any specific permitted uses, terms and conditions appended to the MPAC Data Products.

Only MPAC Data Products for External Distribution Purposes may be shared with third parties in accordance with the terms and conditions of the MPAC Data Product.

Municipal departments that seek additional uses of MPAC Data Products may contact their local Account Manager. A Custom Product may be required for these additional uses.

Q.22 What is an 'external distribution purpose' and who is a 'third party' to the Municipality?

For the purposes of the DSSA, an External Distribution Purpose is the distribution of MPAC Data Products to any third party outside of the Municipality other than to an authorized Consultant. A 'third party' is any entity that is not legally a part of the incorporated Municipality.

MPAC Data Products that are licensed to the Municipality for External Distribution Purposes will append terms and conditions that specify the permitted avenues for distribution and any access, use and security requirements.

Q.23 Can my Municipality share data with a municipal entity directly (e.g., BIAs, wholly owned/funded municipal entities)?

Municipalities may only share data with a municipal entity if expressly permitted by MPAC's Data Product's terms. Otherwise, sharing data with third parties such as other municipal entities is not permitted without a Custom Product licence or other MPAC written consent.

Please contact your local MPAC Account Manager to understand and to assist with any data request from a municipal entity. A Custom Product Use Sheet may be required to ensure that the data is properly licensed before sharing with a municipal entity.

Q.24 How can third parties access MPAC Data Products?

Third parties may contact the local MPAC Account Manager to inquire about licensing MPAC Data for their own business purposes. Licensing terms will apply to all MPAC Data Products.

The DSSA provides a framework which considers fee discounts depending on the type of entity. MPAC will consider how the entity is created, owned, and funded and for what purposes is the data being used.

Q.25 Does the DSSA accommodate open data as an external distribution purpose?

Currently, no MPAC Data Products are licensed for use on a Municipality's open data website. However, the agreement framework is flexible and could be changed to allow for open data products in the future. MPAC Data Products will specify whether they are available for distribution as open data on a Municipality's website.

Q.26 What is 'Supplier Data' under the DSSA?

Supplier data is data that is licensed to MPAC by MPAC's data suppliers which include Teranet, the Province, and other suppliers. In addition to being governed by legislation and the DSSA, supplier data is bound by agreements between MPAC and its suppliers. Some MPAC Data Products may be limited in their use or distribution due to their inclusion of supplier data.

Many data products on Municipal Connect include or are derived from supplier data. Some examples include Current Value Assessments (CVA), sale amount, sale date, legal description, AVMs, parcel boundaries, X-Y coordinates, and photos.

Q.27 How can I request additional MPAC Data Products be made available on Municipal Connect?

MPAC takes requests on an ongoing basis as it continues to expand its product offerings to its municipal partners. Please contact your local MPAC Account Manager.



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2023-107

Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2024, and Repeal By-law 2023-10

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law; and

Whereas Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

Whereas Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

Whereas Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control; and

Whereas Section 69 of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, provide that council of a municipality may by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters; and

Whereas it is deemed expedient to pass this by-law;

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

1. The fees and charges listed in the column headed "Fee" on the attached schedules of this by-law are approved and imposed for the associated department commencing on the date this by-law is approved.

2. All fees and charges listed on the schedules attached hereto are subject to applicable taxes, unless otherwise specified.
3. The fees and charges, listed on the schedules attached hereto, plus applicable taxes, are due and payable:
 - a) at the time of the transaction for which the fee or charge is imposed; or
 - b) if subsection 3.1 a) is not applicable, upon the due date specified in any invoice issued by The Corporation of the Municipality of West Elgin to any person or party in connection with a fee or charge listed on the schedules attached hereto.
4. The fees and charges, listed in the schedules, attached hereto, can be paid by debit, cash, cheque or by any other manner authorized by the Municipality of West Elgin.
5. Fees and charges listed on the schedules attached hereto, and imposed on a person or party, constitute a debt of the person or the party to The Corporation of the Municipality of West Elgin. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
6. Council of the Municipality of West Elgin reserves the right to waive or alter any fee at their discretion on a case-by-case basis, through resolution of Council.
7. By-Law 2023-10 is hereby repealed.

Read a first, second, and third time and finally passed this 21st day of December 2023.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF West Elgin

Administration

2024 Fees

Animal Control

Kennel Licence	\$ 200.00
----------------	-----------

Requests

Reprint of Tax/Water Bills or Statements	\$ 15.00
Tax Certificates	\$ 70.00
Zoning Certificates/ Letters	\$ 70.00
Fire Report	\$ 70.00
Septic Records Search	\$ 70.00
Work Order Inquires	\$ 70.00

General

Mileage (per km)	CRA Rate
NSF Fee	\$ 55.00
Copies of Zoning or Official Plan By-Law	\$ 60.00
Photocopies	\$ 0.50
Tax Sale Packages	Cost recovery
Fax (per page)	\$ 1.25
Courier Delivery (Flat Rate)	\$ 15.00
Burial Permit	\$ 20.00
Marriage License	\$ 150.00
Marriage Ceremony	\$ 350.00
Rehersal fee	\$ 100.00
Penalty on late payments (per month)	2%
Truck, Air Brake and Bus MTO Books	\$ 20.00
Driver and Motorcycle MTO Books	\$ 16.00
Transfer of Fee to Property Taxes	\$ 60.00
General Research Fee per hour	\$ 35.00
By-law Appeal Hearing Fee	\$ 125.00



MUNICIPALITY OF
West Elgin

Administration **2024 Fees**

Drainage

Tile Drain loan application	\$ 160.00
Drainage Reapportionment (first Drain)	\$ 85.00
Drainage Reapportionment (additional drains)	\$ 60.00
Drain Maintenance (min charge)	\$ 40.00

MFIPPA

Application Fee	\$ 5.00
Search/Preparation Time per hour	\$ 30.00
Photocopies	\$ 0.20
Shipping (minimum)	\$ 10.00



MUNICIPALITY OF West Elgin

Building Fees

2024 Fees

Residential - Group C Occupancies

1st Floor per square foot
2nd & 3rd floor per square foot
Basement
Crawlspace
Garage/Porch/Deck/Storage/Workshop
Alt & Reno where square footage cannot be determined as above
Minimum Fee for all permits

\$1.10/sf
\$1.10/sf
\$0.60/sf
\$0.50/sf
\$0.50/sf
\$15/\$1,000 Const. Value
\$400.00

Accessory Buildings - Decks, Porches etc.

Less than 250 sf
251 to 500 sf
501 to 1000 sf
Over 1000 sf

\$	180.00
\$180 + \$0.25/sf over 250 sf	
\$280 + \$0.15/sf over 500 sf	
\$320 + \$0.10/sf over 1000 sf	

Farm Buildings

Livestock Buildings & Manure Pits

\$120 + \$9/\$1,000 CV

Non Livestock Agricultural Buildings

Less than 250 sf
251 to 500 sf
501 to 1000 sf
1001 to 1500 sf
1501 to 3000 sf
3001 sf or greater

\$190.00
\$190 + \$0.25/sf over 250 sf
\$280 + \$0.15/sf over 500 sf
\$320 + \$0.15/sf over 1000 sf
\$380 + \$0.10/sf over 1500 sf
\$460 + 0.10/sf over 3000 sf

Sewage System Permits

New Class 4 or 5 sewage system
Repair to sewage system
Permit Renewal Fee

\$	570.00
\$	370.00
\$	170.00



MUNICIPALITY OF West Elgin

Building Fees

Miscellaneous Permit Fees

Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances

Demolition Permit

In Ground Swimming Pools (includes fencing)

Fence around Above Ground Pools

Building Re-locations

Transfer of Permit Fee

Tent Permit (greater than 60 m squared)

Re-inspection Fee (not ready for insp) - **NEW**

Change of Use (no construction)

Septic Inspection due to severance

Indemnity/Security Deposit (refundable)

Conditional Permit

Sign permit

Building Research Fee (per hour)

Water Service Inspection fee

2024 Fees

\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	100.00
\$	170.00
\$	170.00
\$500 or \$1,000	
\$	340.00
\$	170.00
\$	40.00
\$	90.00

Commercial - Group D & E Occupancies, Including Mix Use Group C

Minor int reno less than 1000 sf GFA

Major int reno 1000 sf and over GFA

New Construction & Additions

Group A & B Occupancies

Industrial - Group F Occupancies

\$1.00/sf - min \$420
\$1.00/sf - min \$970
\$14/\$1,000 Const. Value - min \$1,500
\$14/\$1,000 Const. Value - min \$1,000
\$14/\$1000 Const. Value - min \$1,000

New Fees

Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses

Alternative Solution Review

Additional Plans Review(changes to original submission)

Expedite Permit Review (if time allows)

Plumbing - new Water Service Connection or Sewer Connection

Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere

\$14/\$1,000 Const. Value - min. \$1,000
TBD by CBO - based on peer review cost
25% addition to original permit fee
25% addition to permit fee
\$ 250.00
\$500.00/structure

Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)



MUNICIPALITY OF
West Elgin

Fire Department Fees

- Emergency Services on Provincial Highways - per hour, per road
- Emergency Services on Roads in Municipality (Non-residents)
- Emergency services on private property by outside agencies
- Inspection Services - per inspection

2024 Fees

MTO Posted rate
MTO Posted rate
Based on Actual Costs
\$150.00



MUNICIPALITY OF West Elgin

Planning

2024 Fees

Consent (severance) application (Sections 53 and 57 of the Planning Act)
Minor variance application (Section 45(1) to 45(3) of the Planning Act)
Zoning by-law amendment application
Holding zone symbol removal by-law
Temporary use by-law (Sections 39 and 39.1 of the Planning Act)
Temporary use by-law Extension Requests
Deeming by-law
Zoning Certificate/letter
Official plan amendment application
Site plan control application
Site plan amendment
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)
Planning and Development Agreement (plus engineering, consultant and/or legal costs)
Plan of subdivision/condo amendment
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)
Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)
Cash-In-lieu of Parkland Fee (subdivision and condominiums)
Part Lot Control Application
Part Lot Control Extension Request
Telecommunications Towers
Re-Notification Fee of Planning Application, based on Proponent Request
Processing of inquiries related to acquisition of Municipal owned land (including road allowances)
Change of Conditions to Consent Request
Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums
Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal
Draft Plan Extension Comments to the County / Ontario Land Tribunal
Reactivating a planning application that has not been acted on in 12 months
Condominium Exemption Comments to the County

\$850 (plus \$425 per additional lot)
\$ 1,100.00
\$ 1,350.00
\$ 600.00
\$ 1,250.00
\$ 650.00
\$ 1,250.00
\$ 80.00
\$ 2,600.00
\$ 2,650.00
\$ 1,600.00
\$ 5,600.00
combining with SPA fee, no separate fee now
\$ 3,000.00
combined in SP amend or plan amend, no separate fee now
\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)
As per Section 51.1 of the Planning Act- based on land valuation calculation
\$ 900.00
\$ 450.00
\$ 750.00
50% of Application Fee
\$ 450.00
\$ 450.00
\$ 1,300.00
\$ 600.00
\$ 900.00
50% of Application Fee
\$ 900.00

*** Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot where applicable ***



MUNICIPALITY OF West Elgin

Port Glasgow Trailer Park

2024 Fee

Seasonal Fees

Lots with 30 amp service	\$ 2,100.00
Additional charge for Lakefront	\$ 120.00
Winter Storage	\$ 60.00

Additional Fees

Air Conditioner	\$ 100.00
Freezer	\$ 100.00
Fridge	\$ 100.00
Electric Dryer	\$ 100.00
Electric Hot Water Heater	\$ 100.00
Combo Electric/Gas Hot Water Heater	\$ 100.00
Electric Golf Carts	\$ 100.00
Electric Car	\$ 100.00
Boat Trailer Parking	\$ 60.00
Refundable deposit for key to laundry room	\$ 10.00
Coin access washer	\$ 3.00
Coin access dryer	\$ 3.00
Rental of Dance Hall	\$ 30.00
Clean up deposit for Dance Hall Rental	\$ 100.00
Rental of Pavillion (per day)	\$ 40.00
Rental of Pavillion (per hour)	\$ 10.00
Rental of Recreation Hall (per day)	\$ 40.00
Seasonal Lot Transfer of Lease	\$ 125.00
Booth Rental (June to Sept) (per month)	per RFP
Cleaning of yard at an individual trailer site (per hour)	\$ 50.00



MUNICIPALITY OF
West Elgin

Port Glasgow Trailer Park <u>Transient Fees</u>		2024 Fee
Daily Rates		
Tents		\$ 45.00
1 Man Tent (no motorized vehicle)		\$ 20.00
Sites with hydro and water		\$ 60.00
Sites with hydro and water and sewer		\$ 65.00
Weekly Rates (7 days)		
Sites with Hydro and Water		\$ 330.00
Sites with hydro and water and sewer		\$ 360.00
Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP		



MUNICIPALITY OF West Elgin

Public Works

2024 Fees

911 Signs

Sign	\$	50.00
Post	\$	50.00
Sign & Post together	\$	80.00

Recycling

Composter	Cost recovery	
Blue Box	\$	10.00
New Home Construction (max 2)	No charge	

Landfill - Tipping Fees

Pick up Load	\$	45.00
1/2 pick up load	\$	25.00
Large Item Fee (Couches, Mattress etc)(per item)	\$	15.00
Removal of Refridgerant	\$	30.00
Shingles/Construction Materials/ Commercial	\$	120.00

Permits

Entrance Permit	\$	120.00
Refundable deposit for above permits	\$	450.00
Road Occupancy Permit (to work under/on road)	\$	120.00
Moving Permit	\$	120.00
Refundable deposit for above permits	\$	1,100.00

*** Above requires Certificate of Insurance Naming Municipality as Co-Insured ***

Oil & Gas exploration - Road user agreement for construction

Agreement fee	\$	265.00
Annual fee (per km)	\$	120.00
Refundable deposit for damages (per km)	\$	1,100.00

Public Works	2024 Fees
Work on Road allowance on behalf of ratepayer	

Time	current employee rate
Equipment	based on current Ontario Provincial Standard Specification
Material	cost
Administration fee	5% of total invoice cost before taxes

Work on Private Property as a result of Municipal Order
--

Time (minimum 2 hours)	current employee rate
Equipment	based on current Ontario Provincial Standard Specification
Material	cost
Administration fee	5% of total invoice cost before taxes

Work on Road Allowance on behalf of Elgin County

Time	current employee rate
Equipment	Bsed on Elgin County Maintenance Agreement
Material	cost
Administration fee	5% of total invoice cost before taxes
Municipal Consent	\$200 +\$0.25/m



MUNICIPALITY OF West Elgin

Recreation**2024 Fees****Arena****Ice Rental**

Prime Time Adult Rate	\$ 185.00
Prime Time Youth Rate	\$ 156.00
Off Prime Rate (adult & youth)	\$ 87.00
Arena Warm Room Rental (per hour)	\$ 25.00
Skate Sharpening	\$ 10.00

Public Skating

per person	\$ 5.00
per family	\$ 10.00
Sponsored Public Skating	\$ 130.50

Summer Main Floor

Per day (8 hours)	\$ 495.00
Per hour	\$ 52.00
Set up (per hour per staff member)	\$ 55.00
Additional Clean up (per hour per staff member)	\$ 55.00

Booth Rental

Per month (open 3 days per week)	As per RFP
----------------------------------	------------

Advertising Space Rental (Per Season)

Wall Signs (3 x 6')	\$ 150.00
Ice Logos (plus expenses)	\$ 600.00
Zamboni (per full side)	\$ 600.00
Board Wrapping	\$ 350.00

*** Above does not include the cost of the sign/wrap ***

Recreation - General

Miller Park Pavillion (per hour)	\$ 10.00
Miller Park Pavillion (per day)	\$ 40.00
Staff Screening due to COVID Requirements (per hour)	\$ 30.00
Scout Hall (per hour)	\$ 35.00
Municipally Run Program (per person/per session)	\$ 4.00

West Elgin Recreation Centre

Main Floor Rental (per hour)	\$ 50.00
Large Meeting Room (per hour)	\$ 35.00
Kitchen per hour	\$ 50.00
Small Meeting Room (per hour)	\$ 25.00
Full Building Full Day Rental (8+ hours)	\$ 550.00

Recreation		2024 Fees
Full building (per hour)	\$	100.00
Staff Set Up fee (per hour per staff member)	\$	60.00
Baseball Diamond		
Baseball Diamond - with lights (per season per team)	\$	450.00
Baseball Diamond - without lights (per season per team)	\$	250.00
Baseball Tournaments (per day)	\$	150.00
Soccer Fields		
Minor Soccer (per player)	\$	15.00
Adult Soccer (per team)	\$	250.00
Soccer Tournaments (per day/ per field)(adults)	\$	150.00
Sand Ring (per day)	\$	350.00
Sand Ring with overnight camping	\$	600.00
Swimming Pool		
Family Season Pass	\$	200.00
Family Monthly Pass	\$	122.00
Single Season Pass	\$	106.00
Single Monthly Pass	\$	67.00
Open Swim Admission (per person)	\$	4.00
Open Swim Admission (per family)	\$	10.00
Swimming Lessons (per 2 week Session)	\$	85.00
Private Swimming Lessons (per 2 week Session)	\$	120.00
Pool Rental (per hour - include 2 Life Guards)	\$	100.00
Additional Life Guards (per hour)(if required)	\$	50.00
Aqua Fit (per class)	\$	7.00
Aqua Fit (for 10 visits)	\$	60.00
Adult and Senior Swim (per vist)	\$	4.00
Swim Team / Synchronized Swimming (season)	\$	80.00
*** Note - Public skate/ Open swim times prices based on 1.5hour ***		



MUNICIPALITY OF
West Elgin

Four Counties Transit	2024 Fees
Trips within Service Area	
Mileage (per km)	\$ 1.50
One way Trip	\$ 8.00
Round Trip (per person)	\$ 16.00
Trips outside Service Area	
Round Trip (per person) + Mileage	\$ 50.00
Special trips	
During normal hours (per hour) + mileage	\$ 50.00
Outside normal hours (per hour)+ mileage	\$ 70.00



MUNICIPALITY OF West Elgin

Water	2024 Fees
Administration	
Water Security Deposits - Tennants (Commercial)	N/A
Water Service disconnect/reconnect	\$ 70.00
Call Out Fee (Business Hours 7:30 am - 3:30 pm)	\$ 70.00
After Hours Call Out Fee	\$ 140.00
Transfer of account	\$ 60.00
Water Service Connections	
Water service installation- materials	Cost
Water service installation - labour & machine time	Current municipal rate
1 inch service	\$ 1,300.00
For Special Sizing Contact Office	
Water connection fee - Municipalities	
Southwest Middlesex Water Customer within West Elgin Boundaries	As determined by SWM
Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by Dutton Dunwich



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2023-108

Being a By-Law to adopt Policy HR- 9.2 Unreasonable, Frivolous or Vexatious Complaints Policy

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

Whereas the Council of the Municipality of West Elgin deems it expedient to adopt a Security Camera Policy; and

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

1. That Policy HR- 9.2, Unreasonable, Frivolous or Vexatious Complaints Policy, identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on December 21, 2023.

Read a first, second, and third time and finally passed this 21st day of December 2023.

Taraesa Tellier, Deputy Mayor

Terri Towstiuc, Clerk

Municipality of West Elgin

Schedule “A” to By-Law #2023-108

Policy HR- 9.2

Unreasonable, Frivolous or Vexatious Complaints Policy

Effective Date: December 21, 2023

Review Date: December 21, 2023

1. Introduction

The Municipality of West Elgin is committed to providing exemplary service to all residents. The Municipality aims to address service requests and Complaints equitably, comprehensively, and in a timely manner.

Unreasonable Complaints have significant staff time and resource implications for the organization, which impact the Municipality’s ability to deliver excellent customer service for all residents and which may impede staff’s attention to other essential issues.

2. Purpose

This policy contributes to the Municipality’s commitment to service and good governance by addressing service requests and Complaints equitably and efficiently while protecting staff from Unreasonable behaviour. Addressing Complaints equitably and efficiently includes ensuring that municipal resources are not negatively impacted by Unreasonable Complaints. This policy is to be read in conjunction with the Municipality’s Complaint and Public Feedback Policy, By-Law 2018-42, which provides the public with an avenue for the submission and processing of Complaints that do not meet the criteria of this policy. This policy supports other West Elgin policies aimed at ensuring a healthy workplace for staff, which includes HR 9.1 – Harassment and Violence in the Workplace Policy. This policy serves as a guide for Municipality of West Elgin Employees to:

1. identify situations that meet the criteria of Frivolous, Vexatious and/or Unreasonable Complaints;
2. identify the associated actions that may be undertaken in such circumstances; and
3. ensure that the associated actions are applied as fairly and consistently as practicable across the organization.

3. Definitions

CAO means Chief Administrative Officer of the Municipality of West Elgin.

Customer means any person who uses or is affected by Municipal services or who submits a Complaint, and includes residents, visitors, businesses and community groups.

Complaint means an expression of dissatisfaction related to a Municipality of West Elgin program, service, facility, or staff member, where a member of the public believes that the Municipality has not provided a service experience to the Customer's satisfaction at the point of service delivery and a response or resolution is explicitly or implicitly expected. A Complaint can be spoken, written or submitted by another method of communication.

Employee means all full-time, part-time, temporary, seasonal and staff hired on a contract basis for a defined period of time (Planner, Engineers, etc.), of the Municipality, as well as students and volunteers. However, Employee does not mean third-party services engaged by the Municipality, nor any agent thereof.

Harassment or **Harass** means engaging in a course of behaviour, comment, or conduct, whether it occurs inside or outside the work environment, that is or ought reasonably to be known to be unwanted. It includes any definition in policy HR 9.3 – Workplace Harassment and Discrimination, and includes but is not limited to behaviour, conduct or comment that is directed at or is offensive to another person:

- a) on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, age, handicap, sexual orientation, marital status, or family status, as well as any other grounds under the provisions of the Human Rights Code; or
- b) which is reasonably perceived by the recipient as an intention to bully, embarrass, intimidate, or ridicule the recipient.

Request means the act of asking for something to be given or done, such as a request made to the Municipality on behalf of a member of the public for a specific service, or to notify the Municipality that a scheduled service was not provided on time. Examples include: requesting road repairs, missed garbage collection, non-functioning street light, no water service, a potential by-law infraction, etc.

4. Identifying the Conduct or Behaviour

The decision to classify someone's behaviour as Unreasonable or to classify a Request or Complaint as Frivolous or Vexatious could have serious consequences,

including restricting that person's access to Municipal services, facilities, and staff. If an incident presents an immediate threat, contact 9-1-1.

Each case must be determined in light of its own circumstances. In some instances, a decision to classify a Complaint or behaviour under this policy may be as a result of a pattern of conduct. In other circumstances, a single incident may warrant the application of this policy. The definitions and examples below are meant to help staff identify Frivolous, Vexatious, and Unreasonable conduct. These examples are not determinative, nor is the list exhaustive.

Unreasonable means a Complaint/Request that is likely to cause distress or disruption to the Municipality, its Employees, or other members of the public, without any proper or justified cause. This includes behaviour that, because of the nature or frequency of the Customer's contact with the Municipality, negatively affects the ability of staff to deliver equitable, excellent customer service for all residents or to attend to other essential issues. Unreasonable conduct may include:

- repeatedly submitting Complaints about an issue which staff have already investigated and resolved or determined to be baseless;
- repeatedly and baselessly challenging the adequacy of staff response(s) to Requests or Complaints;
- refusing to accept that an issue falls outside of the scope of the Municipality's jurisdiction;
- insisting that a Complaint be resolved while refusing to co-operate with the investigation process;
- deliberately providing false or misleading information or making unfounded allegations regarding a municipal service or staff;
- immediately demanding to speak with a supervisor without giving staff the opportunity to resolve their issue through regular channels and procedures; and,
- sending an excessive volume and frequency of correspondence, to one or more Municipal staff members, through one or more customer service channels without providing a reasonable opportunity for staff to investigate and respond to issues.

Vexatious means a Complaint/Request that is pursued in a manner that is intended to inconvenience, embarrass, or Harass any person. This could occur as an isolated event or as part of a pattern of conduct that amounts to the misuse of Municipal processes and procedures. Vexatious conduct may include:

- a stated intent to cause inconvenience, disruption or annoyance;

- sending a very high volume and frequency of correspondence with the intention of overwhelming Municipal staff;
- intentionally impeding the Municipality's ability to provide effective service or intentionally embarrassing or slandering Municipality staff, including by implication;
- failing to display due regard for any member of staff, including through hostile, abusive or offensive language; fixating on an individual member of staff; or exhibiting behaviours defined in the Municipality's Workplace Violence, Harassment and Discrimination Prevention Policy.
- making Requests containing baseless accusations or Complaints or making unjustified or falsified Complaints about staff who are trying to deal with issues;
- baseless Complaints that employ Municipal processes in an attempt to Harass third parties (for example, falsely reporting a neighbour for property standards violations as an act of retribution); and
- denying or changing prior statements as a matter proceeds.

Frivolous means a Complaint/Request that is trivial in nature or that does not have a proper or justified cause. Frivolous conduct may include:

- filing a Request or Complaint that lacks any serious purpose or value;
- filing a Request where complying with the request would impose a burden on the Municipality that is grossly disproportionate to the benefit conferred to the person and/or community; and
- requesting information that the requester has already seen, or requesting information with the clear intention to reopen issues that have already been considered and concluded.

5. Application and Scope

This policy applies to all Municipal departments. This policy does not apply to:

- Complaints covered by the Code of Conduct for Members of Council and Local Boards;
- Complaints about members of advisory and quasi-judicial committees and local and other boards;
- Any instance where there is a statutory or prescribed provision or process that conflicts with this policy, including processes prescribed by the by-laws and other policies of the Municipality;

- Complaints from Employees about other Employees or working conditions;
- Allegations of violations of Canada's Criminal Code; or
- Where legal action against the Municipality or a Municipal official has been threatened or commenced.

Additionally, this policy does not apply to typical Complaints, which are addressed through the Municipality's Complaint and Public Feedback Policy By-Law 2018-42, which provides the public with an avenue for submitting Complaints and provides a consistent practice for handling Complaints.

This policy only applies to conduct consistent with the behaviours defined in this policy. There is no rigid test or criteria to determine whether a Complaint is Unreasonable, Frivolous or Vexatious. When determining whether a Complaint falls under this policy, staff should consider whether the Request is likely to cause distress, disruption or irritation, and whether it is without proper or justified cause. The decision may be a result of a repeated pattern of conduct, where the Customer has engaged in one or more of the behaviours identified in this policy.

Staff should also consider the importance of the substance of any Request and of the importance of maintaining public access to local government before designating any conduct as Unreasonable, Frivolous or Vexatious under this policy. Decisions to designate should protect the well-being of staff or promote the greater public interest. Responses to designated conduct should be tailored to minimize the negative impacts upon staff, the public interest, and the Customer.

The Municipality may also refuse to address Complaints that fall within this policy, and this decision is at the Municipality's sole discretion.

6. Roles and Responsibilities

Except where conduct or behaviour presents a threat to the well-being of a person, which shall be understood to include Harassing and discriminatory behaviour, staff will not apply this policy until staff have ensured that:

- the Request has been dealt with properly and in line with the relevant internal procedures and statutory guidelines;
- staff have made reasonable efforts to satisfy or resolve the Request; and
- the Customer is not presenting a new Request or new material or information about the situation.

All staff are responsible for maintaining detailed records of their interactions, actions and decisions. These records must justify any action(s) being taken to restrict a person's access to Municipal staff. Records must be retained in accordance with the

Records Retention By-law.

The roles of staff in enforcing this policy are detailed below.

Employees

If an Employee believes that a behaviour, Request, Complaint or series thereof is Unreasonable, Frivolous or Vexatious, the Employee should consult their supervisor or the designate thereof. The Employee should provide supporting records and materials and advise of steps that have been taken to resolve the issue, including, as appropriate:

- the length of time that staff have been in contact with the Customer;
- the history of interactions with the Customer;
- the amount of correspondence that has been exchanged with the Customer;
- the number of Requests that the Customer has brought and the status of each;
- the nature of the Customer's behaviour;
- a list of other departments and staff the Customer may also have contacted;
- any behaviour or conduct that may contravene any law or policy, including Harassment and discrimination;
- the total amount of staff time, whether in detailed form or a reliable estimate, that has been consumed and the impact of the same upon the ability to provide Municipal services to all Customers; and
- the impact of the behaviour of the Customer upon the staff member's well-being.

Supervisors

The applicable Supervisor or their designate is responsible for reviewing the information provided by staff in a timely manner. The Supervisor must determine, considering the input and well-being of staff, the equitable provision of Municipal services, and the rights of the Customer, whether this policy could apply to the behaviour or conduct identified by staff. Before making a determination, Supervisors may conduct a reasonable investigation, including by reviewing documentation or by contacting other staff, if the Customer has contacted multiple departments. The Supervisor will contact the CAO to summarize the situation and propose the restrictions to be applied, if any, under this policy.

CAO

The CAO or their designate will consider Complaints from Supervisors on an individual basis. The final decision to classify a Complaint or a pattern of behaviour as Unreasonable, Frivolous or Vexatious will be made by the CAO or their

designate, in consultation with involved staff members. The CAO or their designate will, independently or jointly with applicable supervisors and/or staff:

- review the information provided by staff;
- review the course of action recommended by the Supervisor;
- as necessary, investigate or direct further investigation and consult with staff or supervisors;
- ensure that the restrictions proposed, the duration thereof, and the review date therefor are reasonable;
- as applicable, notify relevant supervisors and staff of the situation, the resulting restrictions, and the duration thereof;
- ensure that all relevant staff are aware of and trained on this policy; and
- ensure that the person(s) affected by restrictions, if any, are appropriately notified of the restrictions, their duration thereof, and the review date therefor.

7. Restrictions

Where behaviour, conduct, or a Complaint is designated as Unreasonable, Frivolous or Vexatious, restrictions will be tailored to deal with the individual circumstances. Restrictions will promote:

- excellent, efficient and equitable public service;
- staff health, safety, and well-being;
- compliance with applicable laws and policies; and
- access to Local Government services.

To this end, any restrictions applied should minimally impair a Customer's access to local government services while ensuring that such access does not impair the overall quality of services provided to the public and does not adversely impact the well-being of staff. Except where to do so would be counter to the purpose of this or any other policy of the Municipality, restrictions shall be time-limited or shall be subject to periodic review, to ensure that restrictions best balance the priorities of this policy.

Restrictions should be tailored to the circumstances, so the list of restrictions below is not exhaustive. Restrictions may include one or more of the following:

- placing limits on the number and/or duration of contacts with staff per period of time;
- offering a restricted time slot for telephone calls or to respond to emails;

- limiting the Customer to one method of contact (telephone, letter, email, etc.);
- limiting the Customer to a single point of contact designated by the Municipality;
- requiring any contact to take place in the presence of a witness and, if in person, in a suitable location;
- requiring the Customer to make contact only through a third party (e.g. solicitor, counsellor, friend);
- requiring that the Customer produce a fulsome disclosure of documentation or information before proceeding further with a process;
- limiting or regulating the Customer's use of the Municipality's services;
- refusing Customer access to Municipal buildings, except by appointment;
- closing a case or Request;
- informing the Customer that further contact on the matter of the Complaint/Request will not be acknowledged or replied to; or
- other actions, as appropriate.

8. Notice, Appeal, and Review

Except where to do so would be counter to the purpose of this or any other policy of the Municipality, a Customer shall be notified of restrictions impacting their access to Municipal Services and shall have the right to appeal those restrictions.

Notifying the Customer

When the decision has been made to classify conduct, behaviour, Requests or Complaints as Frivolous, Vexatious or Unreasonable in nature, the subject person, where possible and appropriate, will receive written notification from the Municipality. The notification will be delivered in a timely manner and will:

- detail the actions staff have taken under this policy and the basis therefor;
- explain the impact upon the Customer's contacts with the Municipality;
- advise the Customer of the right of appeal under this policy; and
- advise the Customer of the duration of the restrictions or when the restrictions will be reviewed.

Appeal

The Customer will have the ability to make one appeal to the Municipality regarding the decision to impose restrictions. An appeal shall put the basis for the appeal concisely in writing, shall:

1. be addressed to the CAO,
2. be received by the Municipality within 30 days of the date that the Customer was notified of the restrictions; and

3. not be longer than 1,000 words in length, unless otherwise permitted by the CAO.

The CAO will investigate and review the appeal. In doing so, the CAO may, but is not required to, take any reasonable steps, including consulting further with staff, supervisors, and the Customer.

On Appeal, the CAO may confirm, rescind or amend the restrictions. The CAO or their designate will communicate the appeal decision to the Customer in writing within 15 business days of the decision.

In the event that a Complaint cannot be resolved through the process outlined within this policy, the Municipality may direct the Complaint to the Provincial Ombudsman's Office, in which event the Municipality's file will be deemed closed.

Periodic Review of Restrictions

When any restriction is put in place under this policy, a review date will be set, except where to do so would be counter to the purposes of this or another policy. The review date will be set based on the circumstances of the case. The status of the subject person will be reviewed by the relevant supervisor or their designate on or before the review date. Upon review, the supervisor or designate will recommend to the CAO that the restrictions be lifted, amended or removed. The CAO may accept the recommendation of the supervisor or may take any other appropriate action, including investigating further or amending the recommendations.

The subject person shall be notified of the extension and be given another date for review. The Customer will be informed of the outcome of the review, where possible.



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2023-109

Being a By-Law to adopt Policy AD 3.5 Reserves and Reserve Funds

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

Whereas the Council of the Municipality of West Elgin deems it expedient to adopt a Security Camera Policy; and

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

1. That Policy AD 3.5 Reserves and Reserve Funds identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on December 21, 2023.

Read a first, second, and third time and finally passed this 21st day of December 2023.

Taraesa Tellier, Deputy Mayor

Terri Towstiuc, Clerk

Municipality of West Elgin	
Schedule “A” to By-Law #2023-109	
Policy AD 3.5	
Reserves and Reserve Funds	
Effective Date:	December 21, 2023
Review Date:	December 21, 2023

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 annually;
- 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 lump-sum 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.

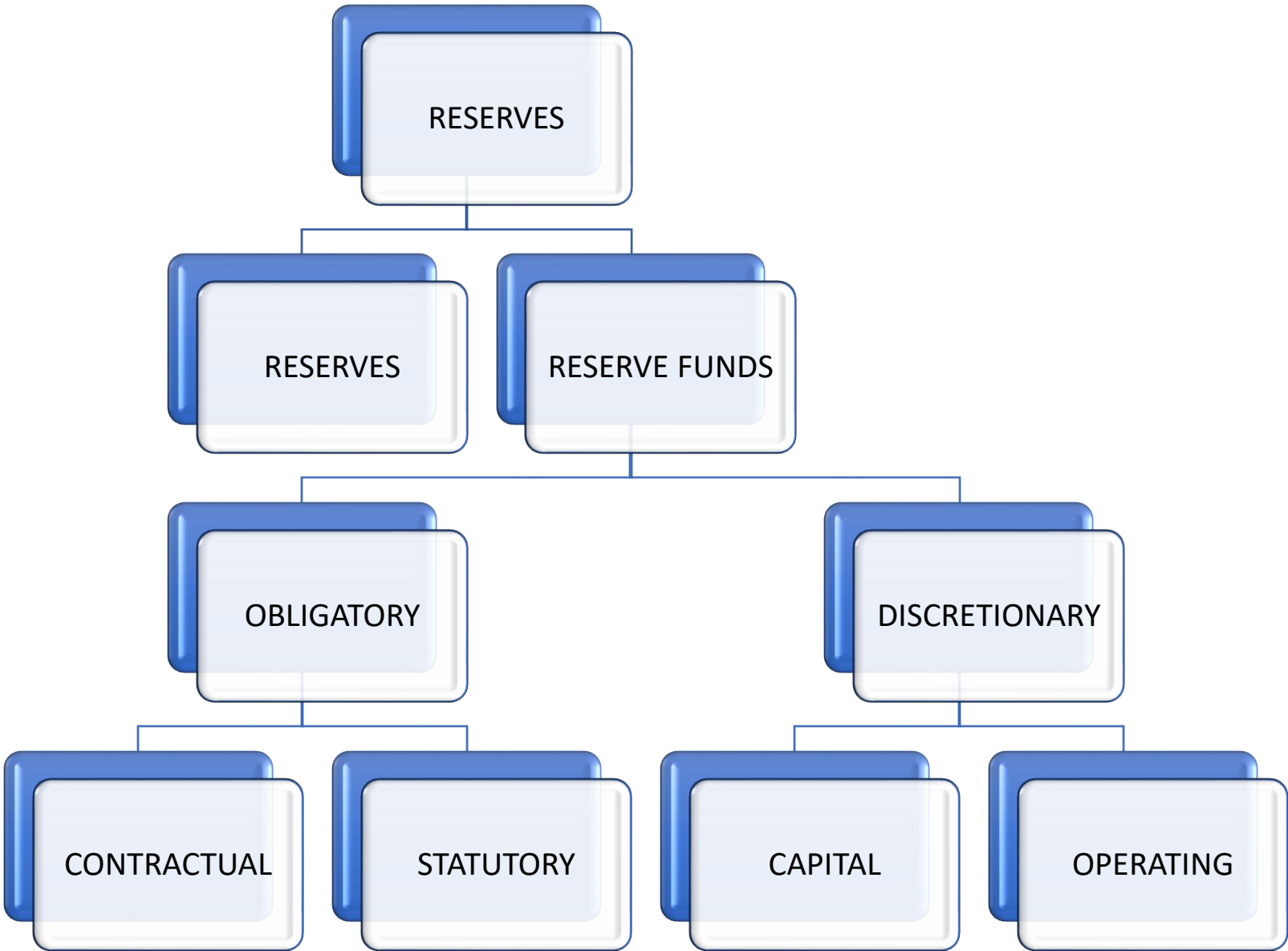
Year-end audit and financial statements, including the balances of reserves, both obligatory and discretionary, will be presented with note disclosure and comparative figures as required to meet PSAB reporting standards.

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



Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserve Fund - Discretionary	01-3000-3007	RES-WASTE MANAGEMENT	Established for the purpose of covering the cost associated with the landfill closure.
Reserve Fund - Discretionary	01-3000-3040	Arena Facility Upgrades	Funds received from Kraft Hockeyville and earmarked for changerooms expansion. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3041	Playground Equipment - Rodney Park	Established for the purpose of purchase and construction of playground equipment in Rodney.
Reserve Fund - Discretionary	01-3000-3042	Dehumidification System	Requested by West Elgin Community Centre Board of Management to purchase and install dehumidification system in the arena. Proposed for consolidation to Asset Management Reserve.
Reserve Fund - Discretionary	01-3000-3043	Parks & Recreation - Pool	Funds received from Rodney Cemetery Board.
Reserve Fund - Discretionary	01-3000-3044	Municipal Buildings - Old Rodney Town Hall Washroom Fund	Funds received from Rodney Cemetery Board.
Reserve Fund - Discretionary	01-3000-3201	DISC RESERVES - RODNEY SEWAGE	Restricted use for sewer replacement and maintenance.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	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.
Reserve Fund - Obligatory	01-3000-3101	Canada Community Building Fund Reserve	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.
Reserve Fund - Obligatory	01-3000-3102	RES - PROVINCIAL GAS TAX	Established for future replacement of Four Counties Transit Bus.
Reserves	01-3000-3001	Working Capital	For operating cash flow during the year to offset the needs to borrow.
Reserves	01-3000-3002	Contingencies	Funds used for major unforeseen circumstances.
Reserves	01-3000-3003	RES-ROADS	Established for the future replacement of Public Works Capital Equipment
Reserves	01-3000-3004	Fire Equipment	Established for fire fighting and emergency equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3005	RES-RECREATION	Established for the purpose of constructing multi-sports courts.
Reserves	01-3000-3006	RES-PARKLAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3010	Reserves - Developments	Established for development study.
Reserves	01-3000-3011	RES - MARINA/WASHROOMS	Established for the purpose of capital improvements.
Reserves	01-3000-3012	RES - WL COMM IMPROVEMENT	Earmarked for West Lorne.
Reserves	01-3000-3014	Tax Rate Stabilization	For smoothing operating budget spikes.
Reserves	01-3000-3016	Building Department Surplus	Established from an annual surplus to cover building department future contingencies, capital investments, or unforeseen expenses.
Reserves	01-3000-3017	RES-TRAILER PARK	To ensure financial stability and address the costs associated with capital replacement.
Reserves	01-3000-3018	West Lorne Heritage Homes Hub	Established for Phase 2 construction (municipal works)
Reserves	01-3000-3019	RES-CN-RODNEY PARK LAND	Money in the fund shall be limited to park or other public recreational purposes.
Reserves	01-3000-3020	Fire Communication	Established for future replacement of fire emergency communication equipment. Proposed for consolidation to Asset Management Reserve.
Reserves	01-3000-3021	RES-POLICING	Funds set aside to cover potential increases without facing unexpected financial challenges.
Reserves	01-3000-3022	Downtown Improvement	Established to revitalize the downtown areas of both villages.

Schedule B - Reserves and Reserve Funds

Legend	Acct. No.	Name	Description
Reserves	01-3000-3023	Insurance	Established for the purpose of providing financial protection, ensuring compliance with regulations, and contributing to the overall resilience and stability.
Reserves	01-3000-3024	RES-MUNICIPAL BUILDINGS	For construction, maintenance, or renovation of municipal buildings (217 Furnival Rd. & 22413 Hoskins Line)
Reserves	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.
Reserves	01-3000-3027	Election	Established to address unforeseen circumstances, challenges, or additional needs that may arise during the planning, conduct, and aftermath of elections.
Reserves	01-3000-3028	Reserves - Planning - Official Plan	To cover the cost associated with Official Plan updates.
Reserves	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.
Reserves	01-3000-3031	County Roads Reserves	Established from an annual surplus to cover County Roads future deficit.
Reserves	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.
Reserves	01-3000-3034	Reserves - West Lorne Complex	
Reserves	01-3000-3035	Reserves - Rodney Library	
Reserves	01-3000-3036	Animal Control	Established to assist with future cost of Animal Control services.



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2023-110

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on December 21, 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 Regular meeting of Council held on December 21, 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 21st day of December 2023.

Taraesa Tellier, Deputy Mayor

Terri Towstiuc, Clerk