



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: March 28, 2024, 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](http://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 Regular Council Agenda for March 28, 2024, as presented.

3. Disclosure of Pecuniary Interest

4. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at \_\_\_\_\_ pm, to discuss matters pursuant to the Municipal Act, 2001:

- Section 239 (2)(b), being 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;
- Section 239 (2)(d), labour relations or employee negotiations;
- Section 239 (2)(e), litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

<b>5.</b>	<b>Report from Closed Session</b>	
<b>6.</b>	<b>Adoption of Minutes</b>	<b>8</b>
	Recommendation: That West Elgin Council hereby adopt the Minutes of March 14, 2024, as presented.	
<b>6.1</b>	<b>Elgin Group Police Services Board Minutes</b>	<b>23</b>
	Recommendation: That West Elgin Council hereby acknowledge receipt of the Elgin Group Police Services Board Minutes of November 15, 2023 and February 26, 2024.	
<b>7.</b>	<b>Business Arising from Minutes</b>	
<b>8.</b>	<b>Staff Reports</b>	
<b>8.1</b>	<b>Municipal Drains</b>	
<b>8.1.1</b>	<b>Section 4 Petition for New Tile Drain</b>	<b>37</b>
	Recommendation: That West Elgin Council hereby receives the Section 4, Petition for Drainage Works by Owners, Form 1; and  That Council approve request for the construction of a new tile drain, dated March 13, 2024, submitted by Dugald Aldred (Municipality of West Elgin) and James Dymock (Municipality of Dutton Dunwich); and  That Council hereby appoint Spriets and Associates, to proceed with the necessary steps pursuant to the <i>Drainage Act</i> .	
<b>8.2</b>	<b>Operations &amp; Community Services</b>	
<b>8.2.1</b>	<b>Horse Drawn Vehicle Signage</b>	<b>41</b>
	Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes.	

**8.2.2 Tandem Axel Plow Truck 44**

Recommendation:

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

That West Elgin Council approves ordering one (1) new tandem axle plow truck from Viking-Cives Ltd. of Mount Forest ON, for the quoted price of \$404,393.00 plus applicable tax.

**8.3 Clerk's**

**8.3.1 Yacht Club Agreement 47**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Port Glasgow Yacht Club Agreement options; And

That Council choose option 3, being a partnership agreement; And

Further that Council direct staff to initiate a meeting with select members of the Port Glasgow Yacht Club to formally discuss pursuing an update partnership agreement.

**8.3.2 Old Town Hall Demolition 49**

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Old Town Hall, Rodney, Rear Addition Demolition; And

Option 1: That Council hereby authorize staff to proceed with the lower quote of \$14,000 plus HST, provided by D. Koomans & Sons Limited, for the demolition of the rear addition of the Old Town Hall, Rodney.

Option 2: That Council hereby defer the approval of the demolition until the presentation of the 2024 Operating Budget

### **8.3.3 Community Safety and Policing Act Update**

54

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: *Community Safety and Policing Act* Update dated March 27, 2024, for information; And

That Council approve the current community representative, Ida MacCallum, until the end of the current council term; And

That before the end of the current council term Southwold, West Elgin and Dutton Dunwich will work together to develop a new application/appointment process for the community representative position; And

That remuneration remain the same; \$1,500 per year for board members and \$2,000 per year for the chair; And

That Council approve that all operation costs be allocated equally between participating municipalities

### **8.3.4 Off-Leash Dog Park Survey Results**

56

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Off-Leash Dog Park Survey Results; And

Option 1: That Council direct Staff include the total cost in the 2024 Budget Deliberations

Option 2: That Council accepts the report as information only.

## **8.4 Finance/Administration**

### **8.4.1 Rodney Sewage Project Update and Timeline**

66

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Rodney Sewage Project Update and Timelines for information only.



**9. Committee and Board Reports or Updates**

- Arena
- Recreation
- Old Town Hall
- Rodney Park
- Four Counties Transit
- Economic Development

**10. Accounts**

Recommendation:

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3A amounting to \$ 786,286.89 in settlement of General, Road, Water and Arena Accounts including Cheque number 26413-26419, EFT#8045-8088 and Payroll Pay Period 06.

**11. Notice of Motion**

None received prior to meeting.

**12. Council Inquires/Announcements**

**13. Correspondence**

- |      |  |    |
|------|--|----|
| 13.1 | Elgin County Tourism Operator Networking Event, May 2, 2024                    | 70 |
| 13.2 | AGCO Required Notification Re: Natterjack Brewing Company event, April 6, 2024 | 71 |

**14. Items Requiring Council Consideration**

- |      |                                  |    |
|------|----------------------------------|----|
| 14.1 | Soccer Club Snack Booth Proposal | 72 |
|------|----------------------------------|----|

Recommendation:

That West Elgin Council support/do not support a Snack Booth facilitated by the 1st Dutton Pathfinders and Rangers, operated during the West Elgin Soccer Club summer events, for fundraising purposes;  
And

That the 1st Dutton Pathfinders and Rangers work with Municipal Recreation Staff to determine a site best suitable for the Snack Booth  
*(For support only).*

<b>14.2</b>	<b>Community Policing Committee</b>	<b>73</b>
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<b>14.3</b>	<b>Water Bill Waiver of Fees/Write-Off Account</b>	<b>74</b>
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Recommendation:

That West Elgin Council hereby approve/deny the request to "write-off" water account 200500056, request received March 26, 2024, with a balance owing of \$508.02.

<b>14.4</b>	<b>My Main Street, Community Activator Grant</b>	<b>77</b>
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Recommendation:

That West Elgin Council hereby approve the grant application submission for the My Main Street Community Activator proposed by the Economic Development Committee; And

That Council direct staff to submit the application prior to the March 31, 2024 submission deadline.

## **15. Upcoming Meetings and Holidays**

- March 29 - Good Friday, All Municipal Services Closed
- April 1 - Easter Monday, All Municipal Services Closed
- April 10 - 9am, WECCBM (Arena Board)
- April 11 - 4pm, Council
- April 15 - 8:30am, Four Counties Transit Committee
- April 18 - 10am, Old Town Hall Committee
- April 25 - 4pm, Council

## **16. By-laws**

<b>16.1</b>	<b>By-law 2024-25, Fire Department Administration Services Agreement</b>	<b>104</b>
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Recommendation:

That By-law 2024-25, Being a By-law to authorize entering into an agreement for the provision of sharing Fire Department Administration Services with the Township of Southwold and Municipality of Dutton Dunwich, be read a first, second and third and final time.

**17. Confirming By-Law**

114

Recommendation:

That By-law 2024-26, being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 28, 2024, be read a first, second and third and final time.

**18. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, April 11, 2024, or at the call of the Chair.



# Municipality of West Elgin

## Minutes

### Council Meeting

March 14, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

**Regrets:** Mayor Leatham

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

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

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2024- 80**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That West Elgin Council hereby adopts the Regular Council Agenda for March 14, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

3.1 Councillor Denning - Civil Marriage Solemnization

**4. Public Meeting, Zoning By-law Amendment Application 1-2024, 23577 & 23667 Gray Line**

**Resolution No. 2024- 81**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby proceeds into a Public Meeting pursuant to the *Planning Act*.

**Carried**

**4.1 Planners Report**

**Resolution No. 2024- 82**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the removal of the H-Holding symbol from properties located on the south side of Gray Line, being part of Part of Lot 11, Concession 14, Parts 1 and 2, RP 11R 9430, known as 23577 and 23667 Gray Line.

That Council for the Municipality of West Elgin consider the By-law to remove the H-Holding symbol for the lands located at 23577 and 23667 Gray Line as presented in the By-law portion of the Council agenda for March 14, 2024.

**Carried**

**4.2 Council Comments**

None.

**4.3 Public Comments**

None.

**4.4 Written Comments Received**

None.

**4.5 Adjournment of Public Meeting**

**Resolution No. 2024- 83**

**Moved:** Councillor Navackas  
**Seconded:** Councillor Statham

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*, and reconvene into regular session.

**Carried**

**5. Presentation of the 2024 Water, Sewage and Trailer Park Budget**

**Resolution No. 2024- 84**

**Moved:** Councillor Denning  
**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2024 Water, Sewage and Port Glasgow Trailer Park Budget, for information and discussion purposes.

**Carried**

**6. Adoption of Minutes**

**Resolution No. 2024- 85**

**Moved:** Councillor Navackas  
**Seconded:** Councillor Statham

That West Elgin Council hereby adopt the Minutes of February 22, 2024, as presented.

**Carried**

**6.1 Committee and Board Minutes**

**Resolution No. 2024- 86**

**Moved:** Councillor Navackas  
**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the West Elgin Community Centre Board minutes of January 10 and February 14, 2024; And the Recreation Committee minutes of January 17, 2024; And the Tri-County Water board minutes of February 6, 2024; And the Old Town Hall Committee minutes of March 7, 2024, as presented.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Building**

**Resolution No. 2024- 87**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Corey Pemberton, Chief Building Official Re: Building Department Summary Report for the month of February 2024.

**Carried**

**8.2 Fire**

**8.2.1 Monthly Activity Report, January and February 2024**

**Resolution No. 2024- 88**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief re: January & February 2024 Fire Report, for information purposes.

**Carried**

**8.2.2 Duplicate Road Names**

**Resolution No. 2024- 89**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That West Elgin Council approve staff to proceed with renaming streets with duplicate names within the municipality, to eliminate emergency service dispatch confusion and response delay.

**Carried**

**Break for ten (10) Minutes.**

### **8.3 Municipal Drains**

#### **8.3.1 T. Towstiuc, Clerk - Re-Appportionment of Drainage Assessment for Various Drain (Land Severances)**

##### **Resolution No. 2024- 90**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Apportionment of Drainage Assessment for the Hoy, Douglas Street, No. 2, No.2 Johnston Culvert, Morden, Lindenman, McEachren and McCallum Branch, Government Drain No. 1 North, Wismer Drain No. 2, and Mills Municipal Drains, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; And

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of various severance applications, as presented.

**Carried**

### **8.4 Operations & Community Services**

#### **8.4.1 Monthly Update, February 2024**

##### **Resolution No. 2024- 91**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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

**Carried**

#### **8.4.2 2024 Gravel Tender Results**

##### **Resolution No. 2024- 92**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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



That West Elgin Council hereby grants pre-budget approval in the amount of \$338,700.00 plus applicable taxes from Johnston Brothers Ltd. for supply, haul & spread of maintenance gravel for 2024.

**Carried**

#### **8.4.3 2024 Line Painting Tender Results**

##### **Resolution No. 2024- 93**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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

That West Elgin Council hereby grants pre-budget approval for the tender amount of \$61,628.00 plus applicable taxes from RanN Maintenance of Guelph ON for line painting services.

**Carried**

#### **8.4.4 2024 Dust Suppressant Tender Results**

##### **Resolution No. 2024- 94**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$281,250.00 plus applicable taxes as submitted by Pollard Distribution Inc. of Harrow ON for supply and application of dust suppressant during the 2024 season.

**Carried**

#### **8.4.5 West Lorne Library Roof Replacement**

##### **Resolution No. 2024- 95**

**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 hereby grants pre-budget approval for the quoted amount of \$17,180.00 plus applicable taxes from Elgin Roofing of Aylmer for replacement of the TPO Flat Roof above the West Lorne Library.

**Carried**

## **8.5 Water**

### **8.5.1 2023 Summary Report for the West Elgin Distribution System**

#### **Resolution No. 2024- 96**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby receive the 2023 West Elgin Distribution System Annual Summary Report, dated February 20, 2024 from Terri-Lynn Thomson, Process and Compliance Technician, Ontario Clean Water Agency, in accordance with O. Reg 170/03, under the *Safe Drinking Water Act*.

**Carried**

## **8.6 Clerk's**

### **8.6.1 Administration Monthly Update**

#### **Resolution No. 2024- 97**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Monthly Update, including January & February 2024, for information purposes only.

**Carried**

### **8.6.2 Development Charges Proposal and Quote**

#### **Resolution No. 2024- 98**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Development Charges Study Proposal and Quote; And

That Council hereby direct staff to proceed with the Development Charges Background Study and By-law as proposed by Watson and Associates, at an estimated cost of \$29,900, plus applicable taxes.

**Carried**

#### **8.6.3 Civil Marriage Solemnization**

Councillor Denning declared a conflict on this item.

##### **Resolution No. 2024- 99**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Civil Marriage Solemnization; And

That West Elgin Council hereby withdraw the Civil Marriage Ceremony from services offered at West Elgin.; And

That council direct staff to update the corresponding by-laws and procedures, at a future meeting of Council.

**Carried**

#### **8.6.4 Community Grant Applications**

##### **Resolution No. 2024- 100**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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

That West Elgin Council hereby approve the in-kind grant applications for the requested amounts.

**Carried**

### **8.7 Finance/Administration**

#### **8.7.1 Safe Restart Funding**

##### **Resolution No. 2024- 101**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Safe Restart Funding and that the Municipal Council authorizes the refund payment in the amount of \$6,838.00 of unused funding to the Ministry of Transportation.

**Carried**

**9. Committee and Board Reports or Updates**

**9.1 Rodney Park Committee**

Councillor Statham advised the Rodney Park Committee, in collaboration with the Rodney Kiwanis Club, submitted the Ontario Trillium Fund grant, for the proposed new Rodney Park.

**10. Accounts**

**Resolution No. 2024- 102**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #3 amounting to \$ 1,451,617.41 in settlement of General, Road, Water and Arena Accounts including Cheque number 26401-26412, EFT#7908-8000 and Payroll Pay Period 04-05.

**Carried**

**11. Notice of Motion**

**11.1 Councillor Navackas - Backyard Chickens**

**Resolution No. 2024- 103**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

Whereas egg laying Hens in residential areas can assist in reducing food scraps, produce a natural fertilizer, rid unwanted garden pests, assist with composting and provide fresh, free-range eggs; And

Whereas the rising cost of living and food insecurities continues to burden many residents; And

Whereas West Elgin initially declined to allow residents the opportunity egg laying hens in residential areas; And

Whereas many Ontario municipalities have successfully completed a "Backyard Chicken" Pilot Project, with continuation of the program after program success;

Therefore, West Elgin Council hereby direct staff to investigate the process to allow residents to have egg laying hens in residential areas within the Municipality, and report back at an upcoming meeting of Council.

**Carried**

## **12. Council Inquires/Announcements**

Deputy Mayor Tellier requested an update regarding washroom facilities for the Solar Eclipse, April 8, 2024. L. Gosnell, Manager of Operations and Community Services, advised that there will be washrooms available for public use for the day.

Deputy Mayor Tellier enquired about AED's available at the Port Glasgow Trailer Park. L. Gosnell, Manager of Operations and Community Services, advised that there are two available within the park; one in the front washroom near the food booth, and one located in the north washroom.

## **13. Correspondence**

- 13.1 Announcement - Community Emergency Preparedness Grant
- 13.2 AMO Policy Updates
- 13.3 MECP Letter, dated February 22, 2024 Re: Ontario Environmental Assessment Projects Regulations
- 13.4 AMCTO Supports AMO's Call for a Social and Economic Prosperity Review
- 13.5 FCHS Foundation Chicken & Rib Dinner
- 13.6 Elgin St. Thomas Coalition to End Poverty, 2023 Timeline of Success
- 13.7 Thames Valley DSB - Accommodation Plan - 2023/2024
- 13.8 My Main Street Community Activator Stream
- 13.9 Free Dental Screening and Fluoride Applications Clinic - All Ages

### **Resolution No. 2024- 104**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby receive and file all correspondence, not otherwise dealt with.

**Carried**

## **14. Items Requiring Council Consideration**

### **14.1 West Lorne Optimist Club, Rental Fee Waiver Request**

#### **Resolution No. 2024- 105**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council acknowledge receipt of the fee waiver request submitted by the Optimist Club of West Lorne; And

That Council approve the request to waive fees for the Recreation Centre, April 7, 2024, at a cost of \$200, plus applicable taxes, for the Quarter Auction event.

**Carried**

### **14.2 Increased Funding for Libraries and Museums**

#### **Resolution No. 2024- 106**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby acknowledge receipt of the letter dated February 28, 2024, from the Town of Lincoln Re: Town of Lincoln Council Resolution RC-2024-23 - Urgent Need for Increased Funding to Libraries and Museums in Ontario,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Tourism, Culture and Sport; and Association of Municipalities of Ontario (AMO).

**Carried**

### **14.3 Support Bill 21, Long Term Care Act**

#### **Resolution No. 2024- 107**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the letter dated February 21, 2024, from the Municipality of St. Charles Re: Resolution Number 2024-036, Request for Support for Bill 21, Fixing Long Term Care Amendment Act (Till Death Do Us Part), 2022,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Long-Term Care; our local Member of Parliament; our local Member of Provincial Parliament; and Association of Municipalities of Ontario (AMO). and Association of Municipalities of Ontario (AMO).

**Carried**

#### **14.4 Guaranteed Livable Income**

##### **Resolution No. 2024- 108**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby acknowledge receipt of the letter dated February 21, 2024, from the Municipality of St. Charles Re: Resolution Number 2024-039, Guaranteed Livable Income,

That Council hereby direct staff to provide a letter of support, addressed to Prime Minister Justin Trudeau; Premier Doug Ford; Minister of Children, Community and Social Service; our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and Association of Municipalities of Ontario (AMO).

**Carried**

#### **14.5 Uploading of municipal highway infrastructure to the Province of Ontario**

##### **Resolution No. 2024- 109**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the letter dated February 23, 2024, from the County of Lambton Re: Uploading of Municipal Highway Infrastructure to the Province of Ontario,

That Council hereby direct staff to provide a letter of support, addressed to the Honourable Doug Ford; Minister of Transportation; our local Member of Parliament (MP); our local Member of Provincial Parliament (MPP); and Association of Municipalities of Ontario (AMO).

**Carried**

## **15. By-Laws**

### **15.1 2024 - 19 ESRI Agreement**

#### **Resolution No. 2024- 110**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2024-19, Being a By-law to Enter into a Multi-Jurisdiction Agreement, as an Authorized Entity, between The Corporation of the County of Elgin, including all Lower-Tier Municipalities, and Environmental Systems Research Institute, Inc. for the purpose of geographic information system (GIS) software, be read a first, second and third and final time.

**Carried**

### **15.2 2024-20, Interim Tax Levy**

#### **Resolution No. 2024- 111**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That By-law 2024-20, Being a By-Law to Provide for an Interim Tax Levy for 2024, be read a first, second and third and final time.

**Carried**

### **15.3 2024-21, Zoning Amendment, 23577 & 23667 Gray Line**

#### **Resolution No. 2024- 112**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-law 2024-21, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for the property known as 23577 & 23667 Gray Line), be read a first, second and third and final time.

**Carried**



**15.4 2024-22 ICIP Transfer Payment Agreement, Public Transportation Stream**

**Resolution No. 2024- 113**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2024-22, Being a By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of The Province of Ontario represented by the Minister of Transportation for the Province of Ontario and the Corporation of the Municipality of West Elgin, for Transfer Payment Agreement for the Investing in Canada Infrastructure Program (ICIP), be read a first, second and third and final time.

**Carried**

**15.5 Site Plan Agreement - 2740305 Ontario Ltd.**

**Resolution No. 2024- 114**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-law 2024-23, Being a By-law to Authorize the Execution of a Site Plan Agreement with 2740305 Ontario Ltd (VL/SS Jane Street), be read a first, second and third and final time.

**Carried**

**16. Closed Session**

**Resolution No. 2024- 115**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 6:45 pm, to discuss matters pursuant to Section 239 (2)

- (b), being personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations:
- (e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**Carried**

## **17. Report from Closed Session**

Return to Open Session at 7:33 pm.

Council was presented with matters pursuant to Section 239 (2):

- (b), being personal matters about an identifiable individual, including municipal or local board employees;
- (d) labour relations or employee negotiations;
- (e) being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Council provided staff direction, as required.

## **18. Confirming By-Law**

### **Resolution No. 2024- 116**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That By-law 2024-24, being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 14, 2024, be read a first, second and third and final time.

**Carried**

## **19. Adjournment**

### **Resolution No. 2024- 117**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby adjourn at 7:34 to meet again at 4:00pm, on March 28, 2024, or at the call of the Chair.

**Carried**

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Taraesa Tellier, Deputy Mayor

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Terri Towstiuc, Clerk

**Minutes**  
**ELGIN GROUP POLICE SERVICES BOARD**  
**November 15, 2023**

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

David Jenkins, Chair  
Trudy Kanellis, Vice-Chair  
Dominique Giguère, Board Member  
Andrew Sloan, Board Member  
Staff Sergeant Ian George  
Sergeant Brad Cook  
Carolyn Krahn, Secretary/Administrator

Regrets:

Inspector Jennifer Neamtz, Detachment Commander  
Ida McCallum, Board Member

**Call to Order:**

The Chair called the meeting to order at 1:00 p.m.

**Adoption of Minutes:**

Moved by: Trudy Kanellis  
Seconded by: Dominique Giguère

RESOLVED THAT the minutes of the meeting held on September 20, 2023 be adopted.

- Motion Carried.

Moved by: Dominique Giguère  
Seconded by Trudy Kanellis

RESOLVED THAT a presentation from the County of Elgin's Director of Financial Services/Treasurer regarding the 2024 Proposed Budget be added to the agenda following the presentation from Sergeant Rob Griffin.

**Disclosure of Pecuniary Interest and the General Nature Thereof:**

None.

**Reports:**

1) Billing Model for OPP Municipal Policing Services, Sergeant Rob Griffin

Sergeant Rob Griffin provided an overview of the OPP Service Delivery Model, OPP Billing Model, the Municipal Billing Statements, and the Community Safety and Policing Act (CSPA) and the Contract Renewal Process.

Moved by: Trudy Kanellis  
Seconded by: Andrew Sloan

RESOLVED THAT the report from Sergeant Rob Griffin be received and filed.

- Motion Carried.

2) 2024 Proposed Budget – Jennifer Ford, Director of Financial Services/Treasurer

The Director of Financial Services presented the 2024 proposed budget for the Elgin Group Police Services Board and provided an overview of the 2024 Annual Billing Statement from the OPP.

Moved by: Dominique Giguère  
Seconded by: Trudy Kanellis

RESOLVED THAT the 2024 Elgin Group Police Services Board Proposed Budget be shared with the partner municipalities for their review; and

THAT the presentation from the Director of Financial Services be received and filed.

- Motion Carried.

3) Detachment Commander's Quarterly Report, Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook

Staff Sergeant Ian George and Acting Staff Sergeant Brad Cook presented the Detachment Commander's Quarterly Report for the months of July to September 2023. Elgin OPP prioritized safety through educational efforts as summer began, focusing on patrolling roads, waterways, and trails in anticipation of increased tourism. Their marine unit conducted 41 incidents and 1376 hours of patrol on waterways while collaborating with community groups for water safety programs. There was also an increase in property crime, but the collaboration between their crime analyst and Community Street Crime Unit led to the arrest of a male suspect connected to various property offenses across Elgin, Middlesex, Oxford, and London PS.

D. Giguère requested that a quarterly or bi-annual report on traffic initiatives be shared with the community to raise awareness of the work that the OPP is doing to keep our roadways safe and to remind the public that if they see a problem on any County roadways to report it to the OPP.

A. Sloan also requested that any OPP News Releases relevant to Central Elgin be forwarded to him. The PSB Secretary Administrator will work with Constable Phair to ensure that relevant news releases are forwarded to all board members.

Moved by: Trudy Kanellis  
Seconded by: Dominique Giguère

RESOLVED THAT the report be received and filed.

- Motion Carried.

**Correspondence:**

Moved by: Dominique Giguère  
Seconded by: Andrew Sloan

RESOLVED THAT the Chair be directed to write a response to the Municipality of Bayham acknowledging the concerns of residents regarding Plank Road at Chute Line and Northern Vienna Bridge and informing them that the OPP will deploy a speed sign to the area of concern and that the Traffic Management Unit will be deployed as needed.

RESOLVED THAT Correspondence Items #1-4 be received and filed.

- Motion Carried.

**Other Items:**

**New Business:**

None.

**Closed Session Items:**

None.

**Next Meeting:**

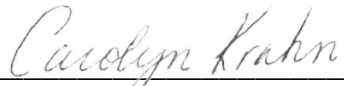
The Secretary Administrator will send out a Doodle Poll to schedule the next meeting in January of 2024.

**Adjournment:**

Moved by: Andrew Sloan  
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn 2:35 p.m.

- Motion Carried.



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Carolyn Krahn,  
Secretary/Administrator.



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David Jenkins  
Chair.



# 2024 Proposed Budget

**Jennifer Ford**

Director of Financial Services/Treasurer



# Police Services Board

## 2024 Proposed Budget



## Police Services Board

**\$0**

Total Operating &  
Capital

**\$ 0**

Budget  
Change

	2023 Budget	2023 Actuals*	2024 Proposed Budget	Budget Change 2023 to 2024
Revenue	(36,235)	(30,518)	(37,604)	(1,369)
Wages & Benefits	9,200	4,282	9,200	-
Expense	27,035	26,236	28,404	1,369
Net Operating	-	-	-	-
Capital WIP	-	-	-	-
Grand Total	-	-	-	-

\* as of November 7th 2023

- Revenue: Increase to cover increased expenses
- Expense: 3% Inflationary increase to OAPSB Membership
- Expense: 4% Inflationary increase to Insurance Premiums



# Elgin Group Policing

## 2024 Budget Summary

### OPP 2024 Annual Billing Statement

#### Elgin Group

Estimated costs for the period January 1 to December 31, 2024

Please refer to [www.opp.ca](http://www.opp.ca) for 2024 Municipal Policing Billing General Information summary for further details.

			Cost per Property \$	Total Cost \$
Base Service	Property Counts			
	Household	18,714		
	Commercial and Industrial	871		
	Total Properties	<u>19,585</u>	165.59	3,243,011
Calls for Service	(see summaries)			
	Total all municipalities	183,003,471		
	Municipal portion	1.4585%	136.28	2,669,083
Overtime	(see notes)		12.55	245,841
Court Security	(see summary)		7.37	144,341
Prisoner Transportation	(per property cost)		1.12	21,935
Accommodation/Cleaning Services	(per property cost)		4.90	95,967
Total 2024 Estimated Cost			<u>327.81</u>	<u>6,420,179</u>
2022 Year-End Adjustment	(see summary)			50,947
Grand Total Billing for 2024	29			<u>6,471,125</u>

# Elgin Group Policing

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Category

Property Counts	2024	2023	Difference H/(L)	% Change H/(L)
Households	18,714	18,385	329	1.8%
Commercial/Industrial	871	873	(2)	(0.2%)
<b>Total Properties</b>	<b>19,585</b>	<b>19,258</b>	<b>327</b>	<b>1.7%</b>

#### Budgeted

Category	2024 Total Cost	2023 Total Cost	Difference H/(L)	% Change H/(L)
Base Services	3,243,011	3,190,318	52,693	1.7%
Calls for Service	2,669,082	2,666,760	2,322	0.1%
Overtime	245,841	237,119	8,722	3.7%
Court Security	144,341	118,060	26,281	22.3%
Prisoner Transportation	21,934	22,531	(597)	(2.6%)
Accom/Cleaning	95,967	93,787	2,180	2.3%
<b>Subtotal</b>	<b>6,420,176</b>	<b>6,328,575</b>	<b>91,601</b>	<b>1.4%</b>

CSPT Grant	(103,455)	(110,739)	7,284	(6.6%)
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Year-End Adjustment	50,949	64,239	(13,290)	(20.7%)
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<b>Total</b>	<b>6,367,670</b>	<b>30 6,282,075</b>	<b>85,595</b>	<b>1.4%</b>
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# Elgin Group Policing

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Category

Category	2024 Cost per HH	2023 Cost per HH	Difference H/(L)	% Change H/(L)
Base Services	165.59	165.66	(0.08)	(0.0%)
Calls for Service	136.28	138.48	(2.19)	(1.6%)
Overtime	12.55	12.31	0.24	1.9%
Court Security	7.37	6.13	1.24	20.2%
Prisoner Transporation	1.12	1.17	(0.05)	(4.3%)
Accom/Cleaning	4.90	4.87	0.03	0.6%
<b>Subtotal</b>	<b>327.81</b>	<b>328.62</b>	<b>(0.81)</b>	<b>(0.2%)</b>
CSPT Grant & YE Adj	(2.68)	(2.41)	(0.27)	11.0%
<b>Total</b>	<b>325.13</b>	<b>326.21</b>	<b>(1.08)</b>	<b>(0.3%)</b>

# Elgin Group Policing

## 2024 Budget Summary

### 2024 Annual Billing Statement Analysis by Municipality

	2023 Billing Statement H/(L) than 2024 Billing Statement								
Municipality	Base Service	Calls for Service	Overtime	Court Security	Prisoner Transportation	Accom/Clean	Total Change	2023 Budget*	2024 Budget*
Bayham	\$5,082	\$4,640	(\$813)	\$0	(\$107)	\$243	<b>\$9,045</b>	\$949,904	\$958,949
Central Elgin	\$30,501	\$5,009	\$6,995	\$26,281	(\$98)	\$1,100	<b>\$69,788</b>	\$2,130,051	\$2,199,839
Dutton/Dunwich	\$4,336	(\$9,811)	(\$672)	\$0	(\$59)	\$186	<b>(\$6,020)</b>	\$607,084	\$601,064
Malahide	\$3,053	(\$13,396)	\$802	\$0	(\$149)	\$201	<b>(\$9,489)</b>	\$1,042,356	\$1,032,867
Southwold	\$8,965	(\$1,854)	(\$1,384)	\$0	(\$33)	\$326	<b>\$6,020</b>	\$665,842	\$671,862
West Elgin	\$756	\$17,734	\$3,794	\$0	(\$151)	\$124	<b>\$22,257</b>	\$933,338	\$955,595
<b>Total</b>	<b>\$52,693</b>	<b>\$2,322</b>	<b>\$8,722</b>	<b>\$26,281</b>	<b>(\$597)</b>	<b>\$2,180</b>	<b>\$91,601</b>	<b>\$6,328,575</b>	<b>\$6,420,176</b>

\* Excludes Grants & Adjustments

### 2024 Percentage Split of Cost

Municipality	2024	2023
Bayham	14.94%	15.01%
Central Elgin	34.26%	33.66%
Dutton/Dunwich	9.36%	9.59%
Malahide	16.09%	16.47%
Southwold	10.46%	10.52%
West Elgin	14.88%	14.75%

# Elgin Group Policing

## 2024 Budget Summary

### 5 Year Estimated Yearly Costs by Municipality

Municipality	Estimated Yearly Costs				
	2024	2023	2022	2021	2020
Bayham	958,949	949,904	931,575	927,332	922,000
Central Elgin	2,199,839	2,130,051	2,177,502	2,195,985	2,136,706
Dutton/Dunwich	601,064	607,084	600,310	592,942	579,189
Malahide	1,032,867	1,042,356	1,064,553	1,062,937	1,035,491
Southwold	671,862	665,842	659,438	644,152	614,888
West Elgin	955,595	933,338	963,809	972,465	987,275
<b>Total</b>	6,420,176	6,328,575	6,397,187	6,395,813	6,275,549

### Year of Year Increase by Municipality

Municipality	Year over Year Increase			
	2021	2020	2019	2018
Bayham	0.95%	1.97%	0.46%	0.58%
Central Elgin	3.28%	-2.18%	-0.84%	2.77%
Dutton/Dunwich	-0.99%	1.13%	1.24%	2.37%
Malahide	-0.91%	-2.09%	0.15%	2.65%
Southwold	0.90%	0.97%	2.37%	4.76%
West Elgin	2.38%	-3.16%	-0.89%	-1.50%
<b>Total</b>	1.45%	33 -1.07%	0.02%	1.92%

**Minutes**  
**ELGIN GROUP POLICE SERVICES BOARD**  
**February 26, 2024**

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

Dominique Giguère, Board Member  
Ida McCallum, Board Member (virtual)  
Andrew Sloan, Board Member  
Trudy Kanellis, Provincial Member  
David Jenkins, Provincial Member  
Inspector Jennifer Neamtz, Detachment Commander (virtual)  
Carolyn Krahn, Secretary Administrator

**Call to Order:**

The Secretary Administrator called the meeting to order at 2:03 p.m.

**Election of Chair and Vice Chair:**

A. Sloan nominated D. Jenkins for the position of Chair, and T. Kanellis seconded the nomination. No further nominations were received for this position, and D. Jenkins accepted the nomination.

Moved by: Dominique Giguère  
Seconded by: Ida McCallum

RESOLVED THAT nominations for the position of Chair be closed; and THAT D. Jenkins be appointed as Chair of the Elgin Group Police Services Board.

- Motion Carried.

D. Jenkins nominated T. Kanellis for the position of Vice-Chair, and A. Sloan seconded the nomination. No further nominations were received for this position, and T. Kanellis accepted the nomination.

Moved by: Dominique Giguère  
Seconded by: Andrew Sloan

RESOLVED THAT nominations for the position of Vice-Chair be closed; and THAT Trudy Kanellis be appointed as Vice-Chair of the Elgin Group Police Services Board.

- Motion Carried.

**Adoption of Minutes:**

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the minutes of the meeting held on November 15, 2023 be adopted.

- Motion Carried.

**Disclosure of Pecuniary Interest and the General Nature Thereof:**

None.

**Reports:**

1) **Secretary-Administrator – Transfer Payment Agreement for Bail Compliance and Warrant Apprehension (BWCA) Program**

The Secretary Administrator provided an update on the status of the OPP's application to the Bail Compliance and Warrant Apprehension (BWCA) Program. The Ministry of the Solicitor General has informed the Elgin Group Police Services Board that it will provide up to \$300,000 to implement a BWCA program in Elgin County. A transfer payment agreement is required.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

RESOLVED THAT the Chair be authorized and directed to enter into the Transfer Payment Agreement for the implementation of the Elgin County OPP Bail Compliance and Warrant Apprehension project; and

THAT the County Treasurer be authorized to act as the financial contact for the grant.

- Motion Carried.

**Correspondence:**

None.

**Other Items:**

None.

**New Business:**

A. Sloan requested an update on the decision by the Thames Valley District School Board on the School Resource Officer program and asked if the Board could provide any further support in returning the program to local schools.

Inspector Neamtz provided an update on the decision and said that it is a missed opportunity to build relationships between police officers and students. Elgin County OPP are working with Aylmer Police Services and St. Thomas Police Services to find alternative ways to engage with children and youth.

**Closed Session Items:**

None.

**Next Meeting:**

The Elgin Group Police Services Board will meet again on Wednesday, March 13 @ 1 p.m.

**Adjournment:**

Moved by: Trudy Kanellis

Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn 2:24 p.m.

- Motion Carried.

  
\_\_\_\_\_  
Carolyn Krahn,  
Secretary/Administrator.

  
\_\_\_\_\_  
David Jenkins  
Chair.





## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-03-28  
**Subject:** Petition for Drainage Works by Owners, Form 1

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### **Recommendation:**

That West Elgin Council hereby receives the Section 4, Petition for Drainage Works by Owners, Form 1; and

That Council approve request for the construction of a new tile drain, dated March 13, 2024, submitted by Dugald Aldred (Municipality of West Elgin) and James Dymock (Municipality of Dutton Dunwich); and

That Council direct Staff to forward to Spriets and Associates, to proceed with the necessary steps pursuant to the *Drainage Act*.

### **Purpose:**

The purpose of this report is to advise Council of a Petition for Drainage Works by Owners, Form 1, received at the Municipal Office on March 13, 2024.

### **Background:**

On March 13, 2024, a Petition for Drainage Works by Owner was received at the Municipal Office from Dugald Aldred (Municipality of West Elgin) and James Dymock (Municipality of Dutton Dunwich), requesting construction of a new tile drain, located at South Part Z, Concession B, former Municipality of Aldborough.

The Drainage Superintendent has spoken with the landowners and has deemed the request necessary.

### **Financial Implications:**

Cost to be determined by Spriets & Associates

### **Policies/Legislation:**

The *Drainage Act*, R.S.O. 1990, c. D.17

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć  
Clerk

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

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

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)  
Con. B South part Lot Z Township of Aldborough ,

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

**Purpose of the Petition** (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name)	(First Name)	Telephone Number
Aldred	Dugald	ext.

Address
Road/Street Number      Road/Street Name
<div></div> <div></div>

Location of Project
Lot      Concession      Municipality      Former Municipality (if applicable)
S . pt Z      B      West Elgin      Aldborough

What work do you require? (Check all appropriate boxes)

☐ Construction of new open channel

☒ Construction of new tile drain

☐ Deepening or widening of existing watercourse (not currently a municipal drain)

☐ Enclosure of existing watercourse (not currently a municipal drain)

☐ Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project  
300 M

General description of soils in the area  
Clay

What is the purpose of the proposed work? (Check appropriate box)

☐ Tile drainage only      ☐ Surface water drainage only      ☒ Both

Petition filed this 13<sup>th</sup> day of March, 20 24

Name of Clerk (Last, first name)	S
<u>TOWSTINE, TERRI</u>	<div></div>

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description Con. B S pt. Lot Z
Ward or Geographic Township Aldborough	Parcel Roll Number 3434 000 080 01500

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☒ Sole Ownership

Owner Name (Last, First Name) (Type/Print)  
Aldred , Dugald

Signature

Date (yyyy/mm/dd)  
2024/03/13

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	
Position Title	I have the authority to bind the Corporation. Date (yyyy/mm/dd)

Number	Property Description Con. C,B Pt. Lot 1
Ward or Geographic Township Dutton-Dunwich	Parcel Roll Number 342900000400300

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

☒ Sole Ownership

Owner Name (Last, First Name) (Type/Print)  
Dymock , James

Date (yyyy/mm/dd)  
2024/03/13

☐ Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

☐ Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	
Position Title	I have the authority to bind the Corporation. Date (yyyy/mm/dd)

☐ Check here if additional sheets are attached

Clerk initial

**Petitioners become financially responsible as soon as they sign a petition.**

- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
- After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
- After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
- If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

**Notice of Collection of Personal Information**

Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



## Staff Report

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**Report To:** Council Meeting

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

**Date:** 2024-03-28

**Subject:** Horse Drawn Vehicle Signage

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide information, and seek Council direction, on the placement of Horse Drawn Vehicle signage within the Municipality of West Elgin.

### **Background:**

Staff were asked to investigate the possibility of installing horse drawn vehicle signage in portions of the municipality that are affected by this mode of transportation. There are new residents in the community who use horse drawn vehicles, and there is some concern that these vehicles create a safety concern for road users not expecting to encounter them.

The following steps have already been taken by staff –

1. Material prices have been obtained for items such as sign, post, and hardware. Including installation, which would be completed by public works, an approx. cost of \$350.00 per identified location has been calculated.
2. Elgin County Engineering was contacted to confirm they would support installation of this signage type along County Roads if the need were identified.
3. Staff reached out to the municipality's insurance provider for comments regarding any liability concerns with this request. The following feedback was provided –
  - *According to the OTM, Horse Drawn vehicle signs are to be placed on roads where horse drawn vehicles are known to travel. It is very open-ended in how to know which roads the driver of the horse drawn vehicle may take. I would suggest the Municipality establish a policy that describes where Horse Drawn vehicle signs will be posted such as: 1) on the road where the user resides; 2) on roads where a Horse Drawn vehicle is known to travel and the continuous visibility of the Horse Drawn vehicle by the driver of an approaching motor vehicle is less than 150m due to the crest of a hill, sharp curve, etc. The municipality should have the wording of the policy reviewed by their lawyer before enacting.*
  - *The difficulty of this type of signing is the frequency in which there are horse drawn vehicles on the road. If you put up a sign and the horse drawn vehicle are seldom on the road, the warning is often ignored.*

4. On-going maintenance costs were considered, including replacement of stolen signs (which can typically occur when a new sign is introduced to the area). Damaged signs and posts also need to be addressed through routine maintenance activities, which will have an impact on the annual 'safety device' budget amount.

The next step in this process, should West Elgin Council wish to proceed, would be development and review of a Horse Drawn Vehicle signage policy followed by implementation.

#### **Financial Implications:**

Costs associated with this project would include legal review fees and approx. \$350.00 per identified sign location for material and installation. These amounts would come from the 'safety device' portion of the public works budget.

#### **Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell  
Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Horse Drawn Vehicle Signage - 2024-15-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

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

Terri Towstiuc





## Staff Report

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**Report To:** Council Meeting

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

**Date:** 2024-03-28

**Subject:** Tandem Axle Plow Truck

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### **Recommendation:**

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

That West Elgin Council approves ordering one (1) new tandem axle plow truck from Viking-Cives Ltd. of Mount Forest ON, for the quoted price of \$404,393.00 plus applicable tax

### **Purpose:**

The purpose of this report is to seek West Elgin Councils' approval to secure a build slot for one (1) new tandem axle plow truck which will be utilized within the public works department.

### **Background:**

The municipality currently operates four tandem axle trucks within its public works department for various jobs including snow removal, summer maintenance/construction and landfill operations. Model years of these four units include 2009, 2013, 2017 and 2021. The replacement schedule for these trucks used to be 10 years, but rising purchase costs and material shortages have extended that lifecycle range. This extension of the replacement schedule is made possible by milder winter seasons (less hours) and on-going preventative maintenance performed by public works staff.

As the next unit to be replaced is now 15 years old (2009), staff have priced a new truck with snow equipment through the LAS Canoe Procurement Program. This unit will have identical features to the one ordered in 2020 but will unfortunately come with a price tag almost 40% higher than 2020 costs. Even with higher prices, demand for vocational trucks remains high. If West Elgin Council approves ordering this unit now, the expected delivery date will be late 2025 or early 2026. Due to the specialized nature of this equipment, these units are not something that can be sourced immediately. Proper planning must be exercised to ensure that equipment can be utilized to its full potential, without major repairs, and life-cycled to provide reliable service and maximize residual value.

Viking-Cives builds a reliable product which has been used at the municipality for decades. The 2009 International truck which is being replaced was built in Mount Forest, and after 16 seasons of hauling gravel, plowing snow, and spreading salt, is a testament to the quality and workmanship of their product. For these reasons, staff recommend the purchase of this tandem axle plow truck from Viking-Cives through the Canoe Procurement Program.



**Financial Implications:**

Funds for the purchase of this unit will come from West Elgin public works equipment reserves and will be allocated in the 2025 and/or 2026 budget years.

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell  
Manager of Operations

## Report Approval Details

Document Title:	Tandem Axle Plow Truck - 2024-14-Operations Community Services.docx
Attachments:	
Final Approval Date:	Mar 26, 2024

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

Terri Towstiuc



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-03-28  
**Subject:** Port Glasgow Yacht Club Agreement

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Port Glasgow Yacht Club Agreement options; And

That Council choose option 3, being a partnership agreement; And

Further that Council direct staff to initiate a meeting with select members of the Port Glasgow Yacht Club to formally discuss pursuing an update partnership agreement.

### **Purpose:**

At the regular meeting of Council. February 22, 2024, Council approved a transfer of up to \$288,000.00 from reserves, for the purpose of the Marina Pier Extension project. The approval was based on the Municipality forming a new, updated agreement with the PGYC.

The current agreement was established in 1994, with an amending agreement in 2004 for the purpose of the public washroom upkeep.

### **Background:**

To move forward with an updated agreement, Council must decide how they would like to proceed with the updated agreement, with the options being:

1. "Lease" style agreement with the PGYC providing full operation and maintenance, and the Municipality being liable for Capital repairs and maintenance only.
2. Municipally run style agreement with the municipality responsible for full maintenance and operation.
3. "Partnership" style agreement. This agreement will be detailed, outlining what the PGYC is responsible for and when, and what the municipality is responsible for, and when. This agreement will provide for more flexibility and negotiation between the municipality and the PGYC. Staff will compile a list of duties that will be detailed in the agreement, for discussion and negotiation with the PGYC, including duties such as washroom upkeep (summer months vs off season), landscaping, etc.

It is recommended that the agreement include provisions to review every five years and amend if necessary. It is also recommended that the agreement includes a clause for Dispute Resolution, should an item not be able to be agreed upon by both parties.

**Financial Implications:**

Future Legals fee, undetermined currently.

**Policies/Legislation:**

By-law 1994-

By-law 2004-

**Alignment with Strategic Priorities:**

<b>Infrastructure Improvement</b>	<b>Recreation</b>	<b>Economic Development</b>	<b>Community Engagement</b>
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuć  
Clerk



## Staff Report

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**Report To: Council Meeting**

**From: Terri Towstiuc, Clerk**

**Date: 2024-03-28**

**Subject: Old Town Hall, Rear Addition Demolition**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Old Town Hall, Rodney, Rear Addition Demolition; And

Option 1: That Council hereby authorize staff to proceed with the lower quote of \$14,000 plus HST, provided by D. Koomans & Sons Limited, for the demolition of the rear addition of the Old Town Hall, Rodney.

Option 2: That Council hereby defer the approval of the demolition until the presentation of the 2024 Operating Budget

### **Purpose:**

The purpose of this report is to provide Council with an update from Spriets Associates, regarding the Rodney Old Town Hall, demolition of the rear addition.

### **Background:**

Spriet Associates was retained by the Municipality to complete a structural review of the two-bay firehall rear addition at the Rodney Old Town Hall to assess if this addition to the original building can be demolished. The inspection was conducted by Spriet Associates on February 13th, 2024. Existing drawings were not available for review. The full report is attached to this report for further review and rationale.

The Operating Budget will include a \$30,000 proposal for this project, which will allow the demolition of the rear addition, as presented, plus additional fees to seal the area to a water-tight state once demolition has been completed.

Two quotes have been obtained for the demolition:

1. D. Koomans & Sons Limited - \$14,000.00 plus HST (\$15,820.00)
2. TRIKOR Construction Demolition and Salvage - \$15,000.00 plus HST (\$16,950.00)

Other items to consider in addition to either of the estimated demolition quotes are:

1. T. Harris Environmental (DSS) - \$1000.00
2. Machado Contracting - \$2800.00
3. Demolition Permit - \$200.00

In essence of time, this report is being presented to Council to proceed prior to the Operating Budget deliberations, as there are funds available in reserve to proceed ahead of time.

The demolition will allow the Old Town Hall Committee to get a deeper understanding of the building and present a proposal to Council to move forward accordingly.

**Financial Implications:**

Estimates as indicated.

**Policies/Legislation:**

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc  
Clerk

**Project:** 224042  
**Date:** February 27<sup>th</sup>, 2024  
**Re:** Rodney Old Town Hall  
Two-bay firehall rear addition - demolition assessment  
**Attn:** Lee Gosnell, Manager of Operations & Community Services  
Municipality of West Elgin



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS  
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Tel. (519) 672-4100  
Fax (519) 433-9351  
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www.spriet.on.ca

## 1. INTRODUCTION

### 1.1 SCOPE OF WORK

Spriet Associates was retained by Mr. Lee Gosnell, Manager of Operations & Community Services with Municipality of West Elgin to complete a structural review of the two-bay firehall rear addition at the Rodney Old Town Hall in order to assess if this addition to the original building can be demolished. The building is located at 217 Furnival Road, in Rodney, ON.

The inspection was conducted by Spriet Associates on February 13<sup>th</sup>, 2024. Existing drawings were not available for review.

### 1.2 LIMITATIONS

In accordance with the scope of work, no physical or destructive testing, or extensive design calculations were undertaken. The conclusions of the report were drawn based on the visual examination of the elements that were exposed to view. All deficiencies were attempted to be identified for the purpose of the Structural Inspection report, however, in accordance with standard industry practice, Spriet Associates does not accept liability for problems associated with deficiencies not noted. Outstanding deficiencies from the building inspector or other authorities having jurisdiction over the building and its site were not reported by the site representative.

Additional information provided by the site representative and personnel involved in past maintenance of the building was assumed to be correct and was also used by Spriet Associates to develop the conclusions of the report.

## **2. OBSERVATIONS AND COMMENTS**

### **2.1 GENERAL**

The Rodney Old Town Hall was a rectangular two-storey original brick building constructed prior to 1916. An older addition featuring the front two storey section facing Furnival Road along with the two storey single bay firehall located on the South side was reportedly built in 1930-1931. A single storey newer addition is located at the rear, with the construction date unknown, was used as two-bay firehall.

The intention of the owner (Municipality of West Elgin) is to demolish the rear two-bay newer addition demolished while preserving the original building and the older addition.

At the current time the building is vacant.

### **2.1 OBSERVATIONS**

The newer addition feature concrete block masonry walls on three sides (South, North and East) and on the West side it's adjoining the original building.

Interior ceiling finishes are still in place with only localized removal undertaken during the inspection.

The flat roof of this addition is supported by wood joists oriented East-West. An interior steel beam oriented North-South is used to support the joists at center of the addition. On East side, the joists are supported by the exterior concrete block wall of the addition. On the West side, the joists are supported by the existing brick wall of the original building. An up-turned heavy steel angle, complete with a wood nailer for joists support is attached to the existing brick wall and carries the joists.

Where the newer concrete block masonry walls abut into the older brick exterior walls the masonry is not toothed in into the existing, only a construction joint is provided.

## **3. CONCLUSIONS**

It appears that the structure of the newer addition is independent from the original building and by removing the roof framing and walls will not have a negative impact on the existing structure. Therefore the newer 2-bay rear firehall addition can be demolished.



## 4. RECOMMENDATIONS

An experienced demolition contractor is to be retained. A final pre-demolition inspection after all the ceiling finishes are removed and a meeting with the demolition contractor on site are required.

Removal of the existing wood joists is to be completed with great care, especially on the West side in order not to disturb the attachment of the heavy steel angle to the existing brick wall and avoid damage to the existing brick wall. It is not permitted to 'rip' the angle from the wall, but instead careful dismantling is required.

Where removal of existing framing, roof, flashings and walls etc would create a penetration point for water through the building envelope of the remaining part of the building, the contractor shall provide temporary waterproofing until final sealing and reconstruction of these areas is completed.

## 5. CLOSURE

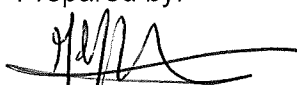
In accordance with the scope of work, physical or destructive testing, or design calculations were not undertaken. Consequently, the findings are limited to the extent that the assessment could be made visually. Spriet Associates has attempted to identify all the structural deficiencies associated with this project. However, in accordance with standard industry practice, Spriet Associates does not accept liability for problems associated with deficiencies not noted.

This report was prepared by Spriet Associates for the exclusive use of Municipality of West Elgin in evaluating the implications of the demolition of the rear two-bay firehall at Rodney Old Town Hall, at the time of Spriet Associates' site visit. The investigation was conducted in general accordance with the scope of and generally accepted structural assessment practices. No other warranty, expressed or implied is made.

Spriet Associates will not be responsible for the use of this report by any third party, or reliance on or any decision to be made based on it without the prior written consent of Spriet associates. Spriet Associates does not accept any responsibility for damages, by any third party as a result of decisions or actions based on this report.

We trust this report addresses your current requirements.

Prepared by:

  
Alex Altenliu, P.Eng.





## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-03-28  
**Subject:** Community Safety and Policing Act Update

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: *Community Safety and Policing Act Update* dated March 27, 2024, for information; And

That Council approve the current community representative, Ida MacCallum, until the end of the current council term; And

That before the end of the current council term Southwold, West Elgin and Dutton Dunwich will work together to develop a new application/appointment process for the community representative position; And

That remuneration remain the same; \$1,500 per year for board members and \$2,000 per year for the chair; And

That Council approve that all operation costs be allocated equally between participating municipalities

### **Purpose:**

The purpose of this report is to provide information to Council on changes to the Community Safety and Policing Act, affirm the appointment term of the community appointee, provide direction on remuneration of the board, and the sharing of costs.

### **Background:**

On April 1, 2024, the new Community Safety and Policing Act, 2019, (CSPA), comes into force and effect along with its regulations. In January 2024, affected communities were notified that the Ministry of the Solicitor General released the description of the regulation that will set out Ontario Provincial Police (OPP) Detachment Board compositions and other related matters.

Under Section 67(1), the CSPA requires the creation of one or more than one O.P.P. detachment board for an O.P.P. detachment, in accordance with regulations. In Spring 2021, the Ministry asked all OPP-policed municipalities to work together to submit a proposal indicating the composition of a board that meets the needs of the communities being served by the OPP.

Locally identified detachment leads played a key role in actively engaging with municipalities and First Nations to develop and submit the detachment board proposals, including allocation of seats and overall composition, which were then received and reviewed by the Ministry of the Solicitor General.

The proposed composition of the Elgin OPP Detachment is attached hereto and is an excerpt of the thirty-page appendix posted by the Ministry, identifying the proposed composition for all OPP Detachment Boards in Ontario.

The proposed Elgin OPP Detachment Board is as follows:

5 Board member seats, including:

2 Provincial appointees

2 Council appointees

- 1 from Bayham/Malahide

- 1 from Central Elgin

1 Community appointee from Southwold/Dutton-Dunwich/West Elgin

Council's role in this matter is two-fold: 1) to appoint a member from Southwold/Dutton-Dunwich/West Elgin, combined, to the new OPP Detachment Board under the CSPA; and, 2) to approve the remuneration for Board members.

Currently, Mayor Ida MacCallum (Dutton Dunwich resident with property in all three municipalities) is appointed to the Elgin Area Police Services Board. She is the Southwold/Dutton Dunwich/West Elgin representative until the end of the electoral term, or until the new CSPA comes into force and effect.

Participating municipalities are required to pay all ministerial appointees serving on the Board. The minister will determine the amount if the participating municipalities cannot agree on remuneration. Current remuneration is \$1,500 per year for board members and \$2,000 per year for the chair.

### **Financial Implications:**

Current Remuneration

### **Policies/Legislation:**

*Community Safety and Policing Act, 2019*

### **Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,  
Terri Towstiuć, Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-03-28  
**Subject:** Dog Park Survey Results

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Off-Leash Dog Park Survey Results; And

Option 1: That Council direct Staff include the total cost in the 2024 Budget Deliberations

Option 2: That Council accepts the report as information only.

### **Purpose:**

The purpose of this report is to provide Council with an update regarding the “Off-Leash Dog Park” survey that was available to residents of West Elgin in early 2024.

### **Background:**

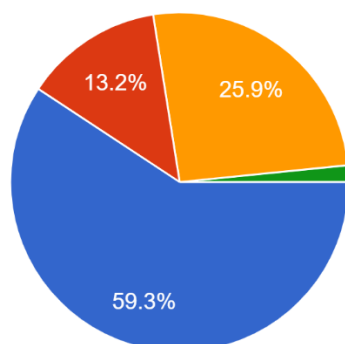
At the Regular Meeting of Council, December 21, 2024, Council directed staff to initiate an online survey available to all residents to gauge the appetite for an off-leash dogpark(s), within the municipality.

There is potential for use of the fence currently installed and located at the Rodney Fairgrounds. This *may* reduce the costs slightly, but would still require labour cost to tear-down and re-install at the off-leash dog park location.

The following data was collected through a “Google Forms” survey.

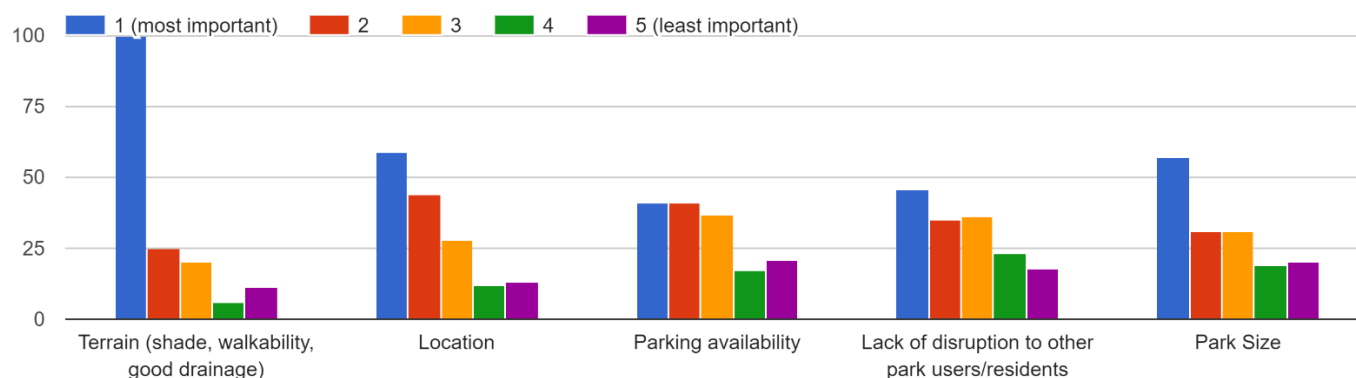
### Which of the following statements represents your opinion?

189 responses



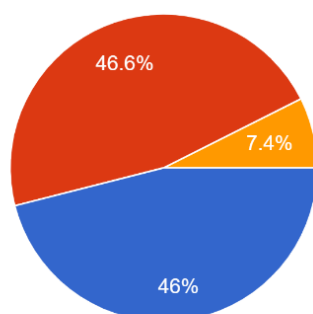
- I fully support an off-leash dog park, and I would be an avid user!
- An off-leash dog park is a good community asset, but doesn't impact/interest me
- I don't see the value in an off-leash dog park development for the Municipality of West Elgin
- None of the above

If you were to go to an off-leash dog park, please rank the following in order of importance (1 being most important, 5 being least important)



### Which postal code is associated with your primary residence

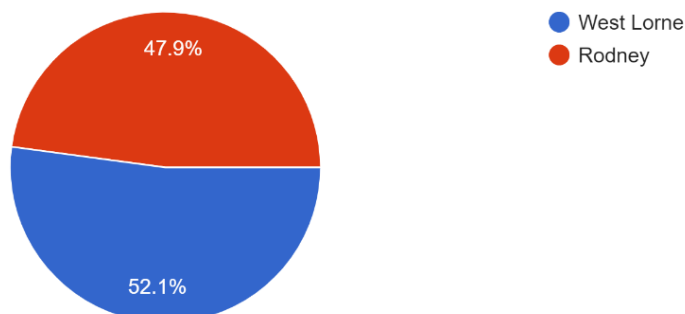
189 responses



- N0L 2C0
- N0L 2P0
- Other within West Elgin

Please provide your most preferred location

165 responses



Individual Comments Received on the Survey (73 Responses). (Items removed that could indicate the identity of the respondent, or included cursing or derogatory comments)

- *Amazing idea. This is needing to help grow community access needs.*
- *Multiple sections for large and small dogs or a training area would be great!*
- *Dogs must be friendly or muzzled if not!*
- *A lot of other places are doing divided dog parks for large and small dogs and I feel it'd be beneficial*
- *I have felt we need a dog park since I moved here 4 years ago.*
- *This would be a huge asset to our community & also bring people from other towns close by & possible business to our stores.*
- *On-site (non-smelling) compost or waste bins necessary for sure, proper gates (two gates with a dead spot in the middle for leashing/unleashing) would be good, and if possible, a water source nearby for drinking water and/or some level of cleaning before dogs leave the park.*
- *Wonderful thought. Dogs love to exercise and socialize. Does no harm to owners either. Location immaterial, West Lorne or Rodney, but parking area a need as am sure too far to walk for many in the area . As now stands, we go to Glencoe, St. Thomas, London or Strathroy. An acre or so is fine, nothing exotic, somewhere to run free and play. Although we are in West Lorne, would go to Rodney.*
- *Although I have always had dogs and enjoy spaces to run them off leash, I do not support these types of spaces. Not everyone has a well trained dog or has concern for others in the space. I have seen big dogs injure smaller.dogs, dog fights, etc. I would.never use the space unless it was empty.*
- *I like the idea but I don't think the expense is justified right now.*
- *Unsure of why there is a need for water. Cutting this out could save lots on the cost.*
- *Very excited for this opportunity for our area.*
- *This is needed in Rodney and there is a great area at our park at the track where this would be wonderful.*
- *Theres no point of an off leash park as most people can not control their dogs off leash, someone is going to end up hurt and there better things that the 50 000 can go towards like fixing roads and more community events*
- *I have been wanting a dog park since we got our dog 9 years ago! There are SO many dogs on my street alone, that I cannot even imagine this not happening. I would gladly pay a tax to help with the annual*

*maintenance cost. I would also gladly donate if a fundraiser was held. I love that West Lorne has Miller Park, the splash pad, washrooms and the soccer fields, but my family doesn't use them any more. I'm not sure how much of the budget goes toward the maintenance of them, but I imagine some of my tax money is spent there. Taking dogs to the dog park is, in some ways, is like taking kids to the park. Morning noon or night routines often result in seeing familiar park visitors, and enjoying chats over coffee while the dogs get to play. I love that!! It's such a benefit to be able to feel a sense of connection to community. I know that is how soccer and hockey parents feel too. Also, having a dog park will bring visitors into our community. And perhaps result in them spending money at our businesses. I used to go to the Glencoe dog park, and have been to the parks in London and St. Thomas. There are people near us that would love this park too! Thanks for working on this!!*

- *I would rather see a playground for children .*
- *Waste of taxpayers money*
- *Dog parks can enable the creation of community, a sense of belonging and improved mental health. I am fully in support of this opportunity.*
- *Perfect spot for dog park.. Back of park by Centre Street. Opening there to go in. Area is 3/4 fenced in. Need a fence beside the track to close it off. Remove fence behind the rec centre to close in a dog park? Lets keep Rodney happy...people will get to know one another - so many people have dogs!!! Thank you.*
- *Our country is financially broke. Don't we have bigger financial priorities than a dog park ?*
- *I think it's a great idea. Cost seems a tad high but I get it. I think you'll have a lot of people object but it would be very utilized*
- *Given the ongoing pattern of private recreational groups seeking and accessing public funds to support their private activities, I would not like to see further expenditure of public funds on recreational 'extras' that only benefit a relatively small component of the population. Given the current economic conditions, which have prompted the Municipality to raise user fees for existing infrastructure that is publicly owned, maintained, and used, it is hard to understand the Council's willingness to entertain even further capital and operating costs for recreation. Please focus on maintaining existing infrastructure that serves everyone and keeping it affordable rather than spreading the resources even thinner to appease small segments of the population. Also, this is less relevant to the question at hand, but I do not understand why dog owners are so eager to remove the leash from their pet in a public setting that they would be willing to accept potential levy increases and resources being diverted from other needs. Why can't they just take their leashed pet to our existing parks or let them run free at their own property if they simply cannot enjoy the outdoors while on a leash? Why should taxpayers fund someone's preference to unleash their dog? Why should canine recreational desires impact where my human tax dollars are allocated? What a time to be alive.*
- *A large dog and small dog section*
- *Finish hard surfacing roads like SilverClay line and then I might get excited about added extras*
- *Bring something like this to Rodney. We need more in Rodney!*
- *Impact on taxes matters*
- *It'd be great to have separate areas for big dogs and little dogs.*
- *Please do this. I am not a dog owner but frequently walk Joe's Bush and there are too many dogs being walked off leash. I've been attacked by 'friendly and well trained dogs'. Building a park will hopefully reduce the amount of entitled dog owners who walk their dog off leash on public trails with complete disregard towards other walkers.*



- *We are in desperate need of an upgraded park in Rodney. West Lorne has an amazing park and splash pad. Rodney needs the same! I know we're one municipality but families need a park in the village where they live. I realize the cost is more but let's use that money for the children in our community, not the dogs!!*
- *We need to fix the drainage problem in West Lorne before we look at things like this in the budget*
- *If this dog park is going to be built make it a pay to use facility so it doesn't impact us tax payers who won't use it. It's just like the west lorne arena...not everyone uses it so make it pay to use as well so it's not funded by us tax payers. Raise user fees if more upgrades need to be done over and above the Kraft hockeyville prize. Taxpayers shouldn't have to subsidize things they don't use! Put the west lorne revitalization money back where it belongs and get to work on fixing west lorne up like Rodney got but keep the street width as it is now!*
- *I think that it's a great idea that council is considering the needs of our growing community by providing a variety of recreational activities for people and animals.*
- *Having locals create dog safe art installations could help boost community involvement. Old decorated fire hydrant, creative sculptures, weatherproof artwork.*
- *I don't believe we need an off leash dog park. Many dogs don't have recall, aren't trained properly and cause fights with other dogs. It's very hard to trust other owners and know their dog is properly trained. Dogs should be leashed at all times. I do not agree with an off leash park in any area.*
- *Two zones . One big dog yard and one small dog yard to keep everyone safe*
- *I have two dogs and am not opposed to a dog park but you do have to take in account residents around the park not being affected by barking and I would never take my dogs to an off leash dog park because yes the other dogs should be fully vaccinated but they won't be. You can't police that or other people's dogs who are not friendly with other dogs. When I lived in London I went by one and it was just a bunch of owners chasing their dogs around trying to control them. My dogs are very well behaved and wouldn't hurt a fly (literally they play with them ha). So for me to visit one it would have to be a good size to avoid other dogs there. Also if your idea in west Lorne is to put it where you tore down the old equipment by the arena I feel like that space is more suited for extending the parking lot so so many sent parking on the streets and running into traffic like I see so much. In summery a dog park would be nice for some residents but I feel like the budget can be spent in other areas. West Lorne and Rodney aren't cities we already have so many areas you can take dogs (bushes fields ect) thanks for reading and hope I gave council some other factors to put into consideration. The noise of the dogs barking will be the main factor as it is in London with them wanting to shut dog parks down because of the noise complaints.*
- *Can't see the value 56,000.00 wow!!! For a dog park. And maintenance 7,000.00 a year for maintenance.*
- *There are more important things for this municipality to spend money on if it wants to attract residents and/or tourism.*
- *More important things to worry about than a dog park*
- *This is the worst decision! The track area is a great place to walk the dogs. Too many dogs are off leash as it is roaming the streets. You will have people with dogs who won't be socialized with other dogs and people and something will end up happening. I do not support this idea what so ever.*
- *Instead worrying about a dog park .The municipality should put the money in at the townhall instead & make a small museum about the history of this town off Rodney*
- *Children's playground is more of a priority that affects me.*
- *Only the people who use the dog park should pay, not fair to the people who don't use it.*



- *There are many other items, services, programs that council should be allotting funds for. A dog park may be utilized by only a small number of people. I do not support this at all. I see it as a complete waste of money for this community!!*
- *I think we can find a better use for the initial investment and the annual costs associated with it. Living in a rural community I expect that there are lots of places to walk dogs safely.*
- *Plenty of spots not being used that already has some fencing and plenty of shade trees I've had the privilege of living in both Rodney and now West Lorne I've noticed more Dogs within the west Lorne community being walked thank you for considering a park for our Pets*
- *Tax dollars can be better spent*
- *Dog parks are not good. They are a cesspool for dogs getting sick, as well as cause unnessecary injuries and occasionally even death to dogs. Every single time I've gone to a dog park with someone (never my own dog) there has been fights and dogs getting hurt. Bad ideas.*
- *I personally wouldn't use the dog park with my own pup, as there are a lot of behavioural issues and risks with mixing dogs that are strangers to each other. I have tried many dog parks in the past and my dog experienced attacks every single time. We now walk late in evenings to avoid all dogs. I think this could be great for people who want to use a dog park and have dogs that are up to date on shots and have well-trained behaviour. I don't have kids, but I would prefer this dog park to be in West Lorne and have a focus on a new, accessibility-inclusive playground in the Rodney park for children.*
- *you need a fenced area for Littles, and one for large dogs, double gate entrance, water, poop bags, garbage pick up, shade, rules and regs. It can be set up as non for profit to obtain grants. Make it big enough to hold events rent out to dog shows and agility sports*
- *Will never use it. Too often owners with poorly controlled dogs result in fighting. often resulting in high vet bills.*
- *Most people just let their dogs off on the tracks , or the soccer fields , waste of tax payers money when lots more needs to be done in this area*
- *There are many dog owners in West lorne that I believe could benefit not only for a place to socialize their dogs but to create a community among pet owners.*
- *We've had such wonderful experiences with dog parks, and with us being new to the town I believe it would be a great way to get involved in the community*
- *This is so exciting! We'd love to meet other dogs & dog owners in West Lorne.*
- *Every dog deserves free time to run free. Grab a coffee, play with your dog. Have fun making memories with friends.*
- *It's always good to have an open area in our community for dogs to run free with other dogs to play*
- *I think as long as everyone who attends the dog park is respectful and responsible a dog park could be a great addition to the community. It's a great way to meet others in the community as well as get outside and away from the hustle and bustle of life alongside your furry friends.*
- *I believe funding could go to other more important things. We're a farming community. There's lots of space for dogs to play. Seems wasteful.*
- *West Lorne is the central town between all the other local ones & would make the most sense to have it there. Also there isn't one close at all for residents to use without having a long drive to take our animals which is not very convenient for most residents. Something similar to the Green Valley one off of Highbury in London would be awesome. It has a couple of trails & a wooded area for people & dogs to roam through.*

*The one in St. Thomas sucks. No shade & boring for the animals. I know quite a few folks that would support this & definitely make good use of it.*

- *There is adequate room within both municipalities to walk dogs, I do not feel we require an enclosed dog park to maintain with tax payers dollars. This is country living not the City. These funds should be put towards a bicycle/walking trail where owners of dogs and non dog owners can go safely without car traffic, ie old railroad tracks.*
- *West Lorne is centre location to near by towns that also use it*
- *Absolutely waste of taxpayer money. Taxes are so high already!*
- *It's not affordable*
- *I use Miller Park and the Rodney Park frequently. I find Miller Park is very wet and the proximity to the school playground makes it distracting.*
- *Biggest issues with the park in Glencoe is poop not being picked up, so it's unhygienic, and aggressive dogs. A big dog and small dog area might be worth looking at, as well as cameras to cover liability issues.*
- *Sections for large and small dogs maybe even a third pen for reactive dogs*
- *I feel that this park is not necessary in our area. There are many areas where dogs can be walked and let off leash. The upkeep of this area would be huge - dog feces would need to be picked up regularly and disposed of. What would the liability be for the municipality if someone got injured or bitten by a dog? I feel that this money could be used for better purposes and as a non dog owner, I do not want my taxes paying for this. Fixing the infrastructure for drainage would be a much better use of this money so that basements and streets are not flooded!!! There are also sidewalks in the village of West Lorne that are in very bad shape and need to be fixed.*
- *I believe that money should be spent on recreational resources that benefit more people. ie. Paved walking trails, playgrounds.*
- *Good idea to bring people together in real life. Better exercised dogs are less noisy, which benefits everyone. May also decrease the amount of dog poo being left on the sidewalks.*
- *This would be a great alternative to dogs running off leash in the park which can be disruptive to dogs on a leash.*
- *I have been to many many many off leash dog parks and they have always been a huge success. These successes include the exercising, socializing and training of the dogs that are taken there.*

### **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.

### **Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiu  
Clerk



# Risk Management Considerations for Off-Leash Dog Parks

**M**any 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.



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-03-28  
**Subject:** Rodney Sewage Project Update and Timelines

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Rodney Sewage Project Update and Timelines for information only.

### **Purpose:**

The purpose of this report is to provide council updates and plans related to Rodney Sewage refurbishment project.

### **Background:**

On March 22, 2024 staff met with RV Anderson Engineering project team and discussed details and plans for the Rodney Sewage refurbishment project. The estimated spending forecast was reviewed and confirmed to align with the 2024 proposed capital budget.

- 2024 – \$ 1,000,000.00
- 2025 – \$ 2,000,000.00
- 2026 – \$ 500,000.00

In preparation for this project, a pump was purchased in December to facilitate the draining of effluent water from lagoons. Pumping is restricted to the capacity of the sewage plant, recent wet weather has not allowed for much gains. Ontario Clean Water Agency is continuously monitoring water levels in the lagoon and hopefully with the dry spring we might be able to reach desired water levels.

The detailed design phase for the Rodney Sewage upgrades is currently underway. Tendering is scheduled for June 2024, followed by a contract award at the end of summer 2024 followed by commencement of construction in fall 2024.

There is a concern about the market and competitiveness of bids if the tender is released in summer and awarded in the fall. Although, market conditions cannot be predicted the following considerations will be given:

- There will be lead time for shop drawing review and ordering major equipment; mobilization will not be considered until major equipment is scheduled.
- The contract will consist of some flexibility on when to mobilize, which might help with the competitive pricing.

A memorandum from RV Anderson has been attached for council's review.

**Financial Implications:**

2024 Capital Budget

**Policies/Legislation:**

Purchasing Policy – A.D. 1.2

**Alignment with Strategic Priorities:**

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Magda Badura, CAO/Treasurer



**Report Approval Details**

Document Title:	Rodney Sewage - Project Update and Timelines - 2024-08-Administration Finance.docx
Attachments:	- R215817-20240322-WEIgin-Schedule Memo.pdf
Final Approval Date:	Mar 25, 2024

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

Terri Towstiuc



# MEMORANDUM

**To:** Magda Badura **Date:** March 22, 2024  
**From:** Dania Chehab **Project No.:** 215817  
**Subject:** Project Update and Timelines

The detailed design for the Rodney WPCP upgrades is underway and tendering is expected for June 2024, followed by contract award at the end of summer 2024 and construction beginning in fall 2024.

The selected contractor will require lead time to prepare and issue shop drawings and order major equipment that has long delivery times prior to mobilizing on-site. We intend to include language to prevent the contractor from mobilizing until the equipment delivery schedules are confirmed and active construction can begin.

We anticipate the pre-mobilization period would be approximately 4 -5 months, based on the equipment delivery timelines obtained from suppliers during the design stage. However, the contractor will ultimately decide when to mobilize to the site, provided that it does not impact the substantial completion date and subject to the Municipality's approval of the schedule.

Milestone	Anticipated Timeline
Tender Package Submissions	April 29, 2024
Client Review Period	Third week of May 2024 (3 weeks)
RVA Tender Package finalization	Last week of May 2024 (1 week)
Tender Period (6 to 8 weeks)	June to July 2024
Award	August 2024
Anticipated Pre-mobilization Period / Shop Drawing Review	August – December 2024
Construction (Approximately 12-16 months)	Fall 2024 to early 2026



*Your Team is Invited to:*

**ELGIN COUNTY TOURISM OPERATOR  
NETWORKING EVENT**

THURSDAY | MAY  
2 | 5-7 PM

**ECONOMIC DEVELOPMENT & TOURISM SPACE  
450 SUNSET DRIVE, ST. THOMAS**

- DROP OFF YOUR BROCHURES, AND PICK UP OUR PROMOTIONAL MATERIALS
- NETWORK WITH FELLOW OPERATORS
- HEAR FROM ELGIN TOURISM AND SOUTHWEST TOURISM STAFF ON THE LATEST UPDATES

**RSVP: [TOURISM@ELGIN.CA](mailto:TOURISM@ELGIN.CA)**

# NATTERJACK BREWING COMPANY

WEST LORNE, ON

March 26, 2024

To Municipality of  
West Elgin

Building Inspector  
and Fire Department

Greetings,

This letter has been drafted to notify your agency Natterjack Brewing Company LTD. will be utilizing our Catering Endorsement for the purpose of serving samples of alcoholic beverages at an event off our site.

The AGCO has been notified.

The event is a social event, with a finite number of entrants, and an estimated attendance of approximately 80 individuals.

Our Craft Beer, local Wines and local Craft Spirits are the only alcoholic beverages that will be served exclusively by Smart Serve servers, under our direction. All product is purchased under our license, and serving sizes are limited to standard volumes. There is food also being offered for purchase at the venue.

The event is scheduled for April 6<sup>th</sup>, 2024 from approximately 5pm-11pm, at St Maries Parish Hall, West Lorne. Food is being taken care of by the renter, Natterjack is only responsible for the liquor service.

I will be the primary contact with respect to alcohol service for this event.

Thank you for your time

Sincerely,

**Daniel Soos**

Head Brewer / Owner

[dsoos@natterjackbrewing.ca](mailto:dsoos@natterjackbrewing.ca)

519-495-4960

**Natterjack Brewing Company LTD.**

p-226-289-1472  
c-519-495-4960

25292 Talbot Line  
West Lorne, ON N0L 2P0

[www.natterjackbrewing.ca](http://www.natterjackbrewing.ca)  
[dsoos@natterjackbrewing.ca](mailto:dsoos@natterjackbrewing.ca)



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

March 13, 2024

Dear Council Members:

We are from the 1st Dutton Pathfinders and Rangers, Pathfinders and Rangers is a place for fun activities for 12 to 16 year olds. They learn and grow as they lead activities, plan events, explore nature and make a difference in their community. Pathfinders and Rangers is a safe place where girls can be curious and creative, innovative and adventurous alongside old and new friends. Many of our Pathfinders have been a sister in Guiding since a Spark at the age of 5.

Some of our members, known as the 61st Switzerland 2025 Pathfinders, are currently working towards a once in a lifetime trip to Our Chalet in Switzerland. Our Chalet is the oldest Girl Guiding World Centre established in 1932. Most of the members going on this trip are from Dutton, Wallacetown, and West Lorne areas, however we are excited to invite a member from Port Stanley and a member from Forest along for the adventure.

Over the course of the next year this troop will be working hard to earn money for their trip through cookie sales and fundraising opportunities. Girl Guides of Canada requires the unit to fundraise most of the costs associated with the trip. The unit has been brainstorming many ideas. Running a snack booth at the West Elgin Soccer Club over the summer would be an excellent opportunity to spread the Guiding Light but also help to raise the much-needed funds to reach their goal.

The girls are proposing that their booth would operate on game nights over the summer working with the soccer club to build a schedule. Items they would be interested in selling would be, pop, chips, Gatorade, candy bags, chocolate bars, and pre-packaged food items.

They would always be supervised by a Guider. As Pathfinders we strive to ensure that we leave our spaces in better shape than when we arrived, so we would ensure that after our booth closes, we would go around the fields and park area with garbage bags to ensure that all refuse is properly disposed of.

We hope that you will consider our request and grant the 61<sup>st</sup> Switzerland 2025 Pathfinders permission to operate this snack booth for the summer running from May until mid August.

We look forward to hearing from you soon. Thank you for your time and consideration.

**Guider Julie-Ann McCallum**

**From:** Carolyn Krahn <[ckrahn@ELGIN.ca](mailto:ckrahn@ELGIN.ca)>  
**Sent:** Monday, March 25, 2024 11:49 AM  
**To:** [cao@bayham.on.ca](mailto:cao@bayham.on.ca); Nathan Dias <[NDias@malahide.ca](mailto:NDias@malahide.ca)>; [cao@centralelgin.org](mailto:cao@centralelgin.org); Lisa Higgs <[cao@southwold.ca](mailto:cao@southwold.ca)>; Tracy Johnson <[TJohnson@duttondunwich.on.ca](mailto:TJohnson@duttondunwich.on.ca)>; Magda Badura <[mbadura@westelgin.net](mailto:mbadura@westelgin.net)>  
**Cc:** Katherine Thompson <[kthompson@elgin.ca](mailto:kthompson@elgin.ca)>  
**Subject:** Community Policing Committees

Good Morning,

At the last Police Services Board meeting, there were questions about community policing committees. Currently, the Southwold Community Policing Association (SCPA) is the only active policing committee in Elgin. A few of our members expressed interest in hosting an information session on policing committees and how to start one. Inspector Jennifer Neamtz has volunteered to speak at an information session about how the OPP works with local policing committees. The PSB also suggested inviting the SCPA to discuss what makes the Committee successful.

The SCPA is not an official committee of Council and operates independently of Southwold. Southwold appoints a council member to sit on its Committee, who forms part of its board. The Committee relays information to Southwold staff and Council. Southwold also helps promote its events or share social media campaigns it's interested in advancing.

The Committee has helped advocate for important issues in Southwold and support the OPP in their work. The Committee has also advanced communication between the OPP and Council and is another tool for advancing community relations.

The Police Services Board is happy to coordinate an information session and open it to all Elgin residents. Before we plan an information session, we would like your feedback. Do you see any value in an information session? Would you like to participate in a centralized meeting or host a meeting in your community?

If you have any questions, don't hesitate to reach out.

Thank you,

**Carolyn Krahn**

Manager of Economic Development & Strategic Initiatives

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519-631-1460 ext. 133 (Main Office)

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

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



Matt Fordyce  
177 Furnival Rd  
Rodney, ON N0L 2C0

March 26, 2024

To: Municipality of West Elgin

Thankyou for taking the time to read this letter. I am writing in hopes that you will consider closing our previous tenants water bill account.

Our tenants first moved in July 1, 2022 and they missed payment on their first water bill. Once the bill was 15 days past due, the Municipality sent me both the bill and a first notice of utilities outstanding letter. This was perfect because I immediately contacted the tenants and they paid the bill right away. Since this first missed payment, we have not received any indication of missed payments or outstanding balances.

Our Tenant's moved out Jan 31, 2024. In Mid January they completed the move out requests and I completed the move in requests to switch the utilities back into my name. Again, there was no mention of any missed payments or outstanding balances.

On March 7, 2024 I received a bill in the mail for \$498.78 for missed payments for my tenants (no payments since Oct 2023). This is over a month after they have already moved out. At this point I have exhausted all options to try and contact my previous tenants with no luck.

If I were to have received a notice letter like the first time or some indication when we did the move in request that they missed their payments then I could have spoke to them about this in person and came up with a solution but unfortunately once I received notice that they hadn't been paying the water bill, my tenants were long gone.

I want you to know that I understand my finical obligation, however, I also feel that it is fair to expect some kind of timely notice if my tenants stop making payments so I am not blindsided by a \$500 bill over a month after they have moved out.

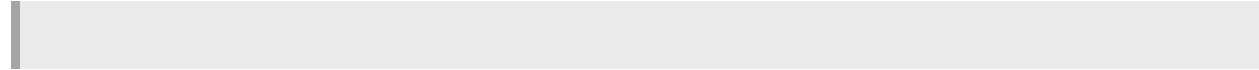
Considering the above information, I am asking that you please consider closing our tenant's water bill.

Thanks,

Matt Fordyce  
Elgin House to Home

**Sent:** Tuesday, March 26, 2024 11:09 AM  
**To:** Magda Badura <[mbadura@westelgin.net](mailto:mbadura@westelgin.net)>

**Subject:** Re: Account# 200500056



Hello Magda,

We have decided to take this matter to council. Please see attached letter and confirm receipt.

Thank you.

On Mon, Mar 25, 2024 at 1:03 PM Magda Badura <[mbadura@westelgin.net](mailto:mbadura@westelgin.net)> wrote:

Good morning Betty,

I hope this message finds you well. It was a pleasure speaking with you on the phone. I wanted to provide you with the summary of our phone conversation related to the status of account #200500056. As of today, the balance on the account is \$508.02, as indicated in the snapshot below.

I've been made aware that the tenant occupying the property failed to settle their utility bill. In light of this situation, I am willing to waive the penalties incurred on the following dates:

March 1, 2024: \$4.62

February 1, 2024: \$4.62

January 1, 2024: \$4.62

December 1, 2023: \$0.10

This amounts to a total of \$13.96. Additionally, given the circumstances, I am extending the deadline for full payment to June 30, 2024.

Please note that the charges for water and sewage cannot be waived. These services have been utilized, and it remains the responsibility of the property owner to ensure the account is settled.

Please feel free to reach out if you have any questions or concerns.

Last Payment Date

10/31/2023

Last Payment Amount

492.11

Post-Dated Payments

0.00

Current Finance Charges

13.96

Last Statement Date

06/15/2023

Last Statement Amount

451.52

Bill Delivery: Regular

Current

31 - 60

61 - 90

Over 90

Total Balance

4.62

267.54

4.62

231.24

508.02

Posted Date	Entry Date	Type	Due Date	Description	Invoice	Billing Run	Amount	Balance
03/01/2024	03/01/2024	Invoice	03/01/2024	Penalty on Amount Ov	0099506	002005	4.62	508.02
02/01/2024	02/01/2024	Invoice	02/01/2024	Penalty on Amount Ov	0096871	001977	4.62	503.40
01/31/2024	01/31/2024	Invoice	02/29/2024	Final Reads -January 2	0096550	001973	262.92	498.78
01/01/2024	01/01/2024	Invoice	01/01/2024	Penalty on Amount Ov	0096219	001950	4.62	235.86
12/01/2023	12/01/2023	Invoice	12/31/2023	R1 Reads 2311	0094073	001938	225.96	231.24
12/01/2023	12/01/2023	Invoice	12/01/2023	Penalty on Amount Ov	0094033	001937	0.10	5.28
10/31/2023	10/30/2023	Payment		Internet Banking, Paid			-492.11	5.18
10/02/2023	10/02/2023	Invoice	10/02/2023	Penalty on Amount Ov	0091274	001861	5.18	497.29
10/01/2023	10/01/2023	Invoice	10/31/2023	R1 Reads 2310	0091308	001854	227.98	492.11
09/01/2023	09/01/2023	Invoice	09/01/2023	Penalty on Amount Ov	0090872	001841	5.18	264.13

Transaction Detail

Reverse

Print Regeipt

Customer Activities

Water Certificates

Statement

Transfer to Taxes

Payment Summary

Close

Sincerely,

**Magda Badura**  
**CAO/Treasurer**  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0  
☎ 519.785.0560 ext. 221  
📠 519.319.2312  
✉ [mbadura@westelgin.net](mailto:mbadura@westelgin.net)  
[www.westelgin.net](http://www.westelgin.net)



MUNICIPALITY OF  
**West Elgin**



# MMS COMMUNITY ACTIVATOR - PROJECT INFORMATION

## **Project Title** *(maximum 50 characters or 10 words)*

*Please provide a short title for promoting or referencing the project.*

Roots & Revival

## **Project Description** *(maximum 250 characters or 50 words)*

*Please provide a short description for promoting or referencing the project.*

Roots & Revival will celebrate and revitalize our local and regional agriculture, music, and arts sectors by reconnecting the community with its agricultural roots and showcase the regions' richness.

## Project Location

### **Geographic Area** *(maximum 2,000 characters or 300 words)*

*Please describe the geographic area served by your project (this can be a neighbourhood, street, BIA district, or other location of commercial or community importance like a strip mall). Include the streets or other boundary lines of the Main Street Community that will be served. Priority will be given to projects focused on clearly defined commercial and community value areas.*

The geographic focus area for Roots & Revival encompasses Rodney's Main Street, stretching from Queens Ave through to Clark Road. This historic Main Street holds significant importance as a symbol of resilience and community identity, once thriving as the heart of our local economy fueled by the tobacco farming industry. The festival's activities will be centered around this vital artery, aiming to breathe new life into the area and revitalize its economic and social fabric.

### **Importance of the Geographic Area** *(maximum 2,000 characters or 300 words)*

*Please indicate why this location is important with respect to its demographics, assets, historical challenges, vacancy rate, etc.*

The area of Rodney's Main Street holds profound significance as a symbol of resilience and untapped potential within our community. Despite facing a 40% vacancy rate, the area has shown promise with the opening of four new businesses through the MainStreet program in 2023. 90% of the businesses along this stretch are owned by women. However, the decline in this once-thriving shopping district was initiated by the loss of tobacco farming and further exacerbated by the challenges brought about by the global Covid pandemic.

A recent Hill Strategies report revealed that 1 in 5 artists reside in rural areas, indicating a rich cultural presence within our community. Moreover, Rodney has experienced an influx of new residents over the past four years, creating an opportunity to showcase the area and provide platforms for our burgeoning artist population. The Wild West Elgin Festival aims to address these challenges and opportunities by celebrating and revitalizing our local and regional agriculture, music, and arts – elements deeply ingrained in our community's identity.

The festival is not merely an event; it represents a catalyst for change that has the potential to bridge generational and cultural divides while fostering a sense of belonging and community pride. By showcasing local farms through scheduled tours, featuring local artists across various mediums, collaborating with existing businesses on Main Street to support a mural painting, and transforming vacant spaces into interactive installations, we aim to revitalize Rodney's Main Street as a vibrant center of community life.

## **Project Overview**

### **Project Summary** *(maximum 2,000 characters or 300 words)*

*Provide a brief overview of the project by outlining what the project will achieve and the partners involved.*

Roots & Revival is a catalyst for change that has the power to bridge generational and cultural divides while fostering a sense of belonging and community pride. Our proposed solution involves scheduled farm tours, street festivals, concerts, mural painting, kids' activities, local food and drink vendors, as well as transforming vacant spaces into interactive installations and art galleries. With a budget of \$130,000., we aim to significantly increase local engagement with our town's cultural and economic offerings while reducing the Main Street vacancy rate by at least 15% within the year.

The significance of Rodney's Main Street as a cultural and economic focal point cannot be overstated. Through Roots & Revival, we seek to address the multifaceted challenges faced by our community while embracing the opportunities presented by its rich artistic and agricultural heritage. This endeavor is of critical importance for our community, as it represents a concerted effort to celebrate our past, embrace our present, and lay the groundwork for a vibrant future where Rodney's Main Street thrives once again as a beacon of community life. From September 20-September 28 the activities will encourage and attract people from our community and surrounding areas to experience the vibrancy of Rodney. Having multiple activities over an extended period of time will encourage repeat visits and there will be something for every interest and age demographic.

Partners to date include the Rodney Kiwanis Club, West Elgin Economic Development Committee, and the West Elgin Women in Business Networking Group. It is our goal to include other partners as the event planning progresses.

### **Economic Growth** *(maximum 2,000 characters or 300 words)*

*Describe how this project will enhance economic prosperity and growth or reduce existing barriers to the economic development of the local Main Street community.*

Despite recent efforts to breathe new life into this area, including the opening of 4 new businesses in the past year, we are confronted with a stark reality: a 40% vacancy rate that speaks volumes about the challenges we still face. This high vacancy rate not only affects the economic health of our community but also its social fabric, contributing to a sense of neglect and diminishing community pride.

Roots & Revival holds the promise of significantly impacting economic prosperity in Rodney and its surrounding areas. By celebrating and revitalizing our local and regional agriculture, music, and arts, the festival aims to introduce innovative solutions to overcome existing economic barriers. The marketing efforts for the festival emphasize attracting local and regional attendees to visit and explore the hidden gem of Southwestern Ontario. Collaborating with existing businesses on Main Street to participate will enhance their visibility and showcase their location, ultimately contributing to increased sales for all areas.

Moreover, the utilization of vacant spaces for alternative uses such as immersive art experiences, art galleries, and pop-up performance spaces for music or readings will demonstrate the flexibility of these spaces while simultaneously highlight the region's rich creative talents. This approach not only showcases the potential of underutilized areas but also creates an awareness of the diversity of agriculture, food, beverage, and crafts in the area.

## **Project Rationale**

### **Support for Local Main Street Community** *(maximum 2,000 characters or 300 words)*

*Describe the community members that will be supported by the project (i.e. community stakeholders, residents, shoppers, tourists, and others) and specifically how this project will support each identified group.*

One of the biggest challenges that we currently have is to attract and encourage people to stay in the area and explore what we have to offer. With a focus on Furnival Road for the activities, businesses in this area will be significant contributors to the events. We will approach current businesses to host an artist to exhibit their work in these spaces. Artists will be encouraged to be on site on the weekends to either serve as host in the space or to be working so that patrons can observe the creation of art.

Restaurants and other food related businesses will be encouraged to offer or create special menu items that will fit with the overall theme. They will be asked to report on overall sales values from the previous year to help us measure impact.

There will be opportunities for community residents to volunteer, especially high school students. The majority of the service clubs cater to older volunteers and Roots & Revival will enable youth to participate as volunteers, artists, or in a paid supporting role on the weekends.

The marketing will extend from the Chatham-Kent to London regions to attract daytrippers to the area. There will be multiple events happening from the Farm tours to the Furnival Road events that will encourage people to make the trip to the area and truly explore the region.

### **Support for Local Main Street Businesses** (maximum 2,000 characters or 300 words)\*

*Describe the local businesses that will be supported by this project and specifically how it will support them.*

Within the past 18 months 7 new businesses have opened on Main Street in a variety of different sectors. A sushi restaurant, ice cream parlor, reclaimed furniture store, wool shop, consignment store, dog groomer and an accounting firm. These businesses join other restaurants, a locally owned small grocer, dollar store and service businesses (insurance, banking and auto body). Many of these businesses were supported by the Main Street Accelerator Grant and subsequent follow up has many voicing their concerns about the lack of 'feet on the street' and consumer shopping habits that shifted during the pandemic to on line and big box stores and less in person shopping on main street.

Roots & Revival will attract tourists and our own residents to the main street businesses, increasing sales and providing an opportunity for the businesses to promote themselves for future purchases. Current businesses will be actively encouraged to participate through a variety of ways: in the Night Market, hosting an artist on site, holding a sidewalk sale, etc. so that they can benefit from the activities.

# of businesses DIRECTLY impacted	17
# of businesses INDIRECTLY impacted	75

### **Sustainability** (maximum 2,000 characters or 300 words)\*

*Describe how this project supports a long-term sustainable strategy to draw visitors, increase local vibrancy and social cohesion, and spur economic activity.*

This planned yearly event is part of a larger strategic plan for rural revitalization in West Elgin. With the number of daily shoppers on main street decreasing yearly this event will bring together key stakeholders with the common goal of creating cultural resources, promoting tourism, and generating economic value through branding and accessibility. Roots and Revival will contribute to economic development by infusing art and culture into public spaces, supporting vibrancy and attracting businesses and tourists.

This festival will allow businesses to showcase their products and services to a whole new audience. Providing free marketing and advertising for local businesses as visitors talk about their fun experiences when they are back home and plan return visits. With an increase in number of visitors, businesses will see an influx of revenue which can help create new job opportunities.

A significant number of people in the town will support this festival and it will instill a sense of community pride and knowledge of our shared history. Encouraging the community to return to their main street and support local. Providing opportunities to inspire and motivate entrepreneurs in the community to see the possibilities in the empty activated spaces for their own business, the event will help attract new store front owners.

Roots and Revival will serve as catalysts for growth and development, bringing the community together and create a wealth of opportunities for collaboration, innovation and trade.

**Innovation** (maximum 2,000 characters or 300 words)\*

*Describe the innovation of this project in achieving high impact placemaking.*

Due to the multi-faceted approach to Roots & Revival, the community will have an event that reconfirms the role of Furnival Road and its importance to the community as a whole. The finished mural on a highly visible building will be a year round reminder of the first event.

A night market, street party with music, food stations, children's activities, and the access to vacant spaces develops this area as a community space. Creating different uses for vacant spaces will encourage people to see what is possible on their Main Street and participate in revitalizing this commercial corridor.

Since this is the first year for the event, it is the building block for future years. The mural is to be the first of several that are painted, adding visual interest all year. The intent is to make this an annual event celebrating the community.

**Social Benefit** (maximum 2,000 characters or 300 words)\*

*Describe how this program will provide social benefits to your Main Street community, especially to those from equity-deserving groups or facing barriers.*

One of the key social benefits of the festival is the opportunity it provides for greater participation in the community. Local First Nations artists and vendors will be given access to participate, expanding the opportunity for many diverse groups to engage and promote themselves to the larger community. This inclusive approach highlights the importance of agriculture to all of Southwestern Ontario, fostering a sense of unity and collaboration among various cultural and demographic groups.

Our organization, the Kiwanis Club of Rodney, has a proven track record of achieving significant social benefits through similar projects. Our dedication to serving children worldwide aligns with our mission towards environmental sustainability, ensuring that our initiatives have a positive impact on the lives of children and families in our local area. Through our experience in securing grants from reputable organizations like the Trillium Foundation, we have successfully implemented numerous community activities that have directly benefited children and families. This track record demonstrates our ability to effectively achieve social goals outlined in this project, ensuring that we can make a meaningful difference in the lives of the children we aim to serve through the Wild West Elgin Festival.

In summary, by providing opportunities for diverse groups to engage and promoting unity within Southwestern Ontario, as well as leveraging our proven track record of achieving significant social benefits through similar projects, Roots & Revival is poised to foster a sense of community pride and belonging while celebrating the rich cultural heritage of our region.

## Project Outcomes

### Employment *(maximum 2,000 characters or 300 words)*

*Describe how this project will create new jobs and/or maintain existing jobs (full-time, part-time, seasonal) in the Main Street community.*

In order to successfully present Roots & Revival we will contract a lead Project Manager to oversee the event and to ensure that goals are achieved. The partner organizations are all volunteer based organizations whose members have other jobs, families, and other commitments. The Project Manager will be responsible for overseeing all aspects of the event: from securing spaces and permits to artist involvement and to a final report with documentation for producing this event in the future. In order to achieve the results we are expecting this will be a six month contract from May to October 2024.

There will be other short term contract positions: Graphic Design to create the branding and social media assets; technicians to work sound and light equipment for the outdoor concerts; hiring high school students to work on the weekends to help with on site surveys, poster and signage distribution , and to provide general support at events and activities. Priority will be given to finding and contracting all positions from within the community. Any materials required (posters, signage, etc.) will be sourced from the community of West Elgin.

We will contract a social media and communications manager to ensure that our marketing efforts are professional and targeted to reach our target demographics.

Jobs CREATED		Jobs MAINTAINED	
Full-time	0	Full-time	0
Part-time	1	Part-time	0
Seasonal	15	Seasonal	0

### Investment *(maximum 2,000 characters or 300 words)*

*Describe how this project will lead to the attraction or retention of investment in the Main Street community.*

Roots & Revival represents a significant investment in the revitalization of Rodney's Main Street and surrounding areas. The festival's focus on celebrating and revitalizing local and regional agriculture, music, and arts is of paramount importance due to the area's profound significance as a symbol of resilience and untapped potential within our community.

The festival is not only an event but also a catalyst for change that has the potential to bridge generational and cultural divides while fostering a sense of belonging and community pride. By showcasing local farms through scheduled tours, featuring local artists across various mediums, collaborating with existing businesses on Main Street, and transforming vacant spaces into interactive installations, we aim to revitalize Rodney's Main Street as a vibrant center of community life.

The investment in this event is expected to have a positive environmental impact by promoting sustainability through its celebration of agricultural heritage. By highlighting the diversity and richness of our agricultural heritage, the festival aims to raise awareness about sustainable farming practices and foster a deeper connection between the community and its agricultural roots.

### **Community Assets** *(maximum 2,000 characters or 300 words)*

*Describe how this project will enhance or improve existing community assets and their use in the Main Street community.*

As part of this initiative, several strategic projects will enhance community assets. The festival will leave behind a year-round statement through the creation of a new mural, serving as a visual representation of the event's impact on Rodney's Main Street. Additionally, basic sound and light equipment purchased for the festival will be made accessible to the community for other activities, further enriching local events and gatherings. Currently, equipment is rented from London for any activity that requires sound equipment. Having basic sound and light equipment will enhance Roots & Revival but also be able to be used by others in the community for events at other times of the year. We aim to promote the availability of this equipment so that other events are developed and supported.

Rented spaces along Main Street will be cleaned and presented in an attractive manner during the festival to showcase what is possible in these vacant areas. This demonstration aims to inspire potential investors and entrepreneurs to envision the potential of these spaces, ultimately contributing to the revitalization of Rodney's Main Street. Furthermore, the branding from Roots & Revival will be repurposed for future events, creating a cohesive identity for ongoing community celebrations and activities.

In addition, a database of area artists, musicians, participating farms, and craft vendors will be established as part of the festival's legacy. This database will serve as a valuable resource for future community events and initiatives, promoting local talent and fostering continued engagement with the arts within our region.

Through these strategic projects, the Roots & Revival aims to leave a lasting impact on Rodney's Main Street and surrounding areas. By enhancing community assets and creating opportunities for continued engagement, we are committed to laying the groundwork for sustainable growth and revitalization within our community.

### **Relationship building** *(maximum 2,000 characters or 300 words)*

*Describe how this project will enhance or improve existing community partnerships and stakeholder relationships and identify new relationships that might be established.*

Roots & Revival presents a unique opportunity to strengthen existing partnerships within the community and forge new relationships that align with the project's objectives. While the Kiwanis Club of Rodney has a longstanding presence in the community, this project marks the first-time collaboration among several key groups: Kiwanis, West Elgin Economic Development Committee, and the West Elgin Women's Business Networking Group.

This collaborative effort will not only enhance community awareness but also foster meaningful connections that are essential for the success of the festival. By engaging these diverse organizations, we aim to leverage their expertise and resources to create a cohesive and impactful event that resonates with our target demographic. The involvement of these groups underscores our commitment to inclusivity and collaboration, setting a precedent for future joint initiatives that benefit our community.

Furthermore, we recognize the importance of engaging young people in this endeavor. High school students will be encouraged to participate as volunteers, artists, or on-site assistants during the festival. This engagement is crucial in providing opportunities for young individuals in our small town and instilling a sense of ownership and pride in their community. By involving them in various capacities, we aim to cultivate a spirit of active participation and investment in the festival's success.

In building new relationships, we are committed to reaching out to local businesses on Main Street and beyond. Collaborating with at least 15 existing businesses to host events or provide special promotions during the festival period will not only boost their visibility but also strengthen ties between the festival and local enterprises. This proactive approach will contribute to a sense of shared purpose and mutual support, laying the foundation for

## Project Measurement and Analytics

### **Project Oversight** (maximum 2,000 characters or 300 words)

*Describe the skills and resources the lead applicant, co-applicant(s), and strategic partners will use in managing and completing this project. Provide examples of similar projects that were implemented.*

Our organization, the Kiwanis Club of Rodney, has a proven track record of achieving significant social benefits through similar projects. Our dedication to serving children worldwide aligns with our mission towards environmental sustainability, ensuring that our initiatives have a positive impact on the lives of children and families in our local area. Through our experience in securing grants from reputable organizations like the Trillium Foundation, we have successfully implemented numerous community activities that have directly benefited children and families.

Both the Rodney Economic Development Committee and the West Elgin Women in Business Networking Group are newly formed within the past 16 months. Although in their formative stages both groups have a small but active membership that have made Roots & Revival a cornerstone for their activities.

The Project Manager has 25+ years of event, volunteer, and marketing management experience. She has presented large events with attendance of over 20,000 and is well acquainted with our community. Her experience in working with all types of artists, volunteers, and business owners will be well suited to the needs of this event.

A steering committee will be established comprising representatives from the partner organizations and key community stakeholders including farmers, local businesses, and artist representation.

### **Success** (maximum 2,000 characters or 300 words)

*Briefly describe how you will define the success of the project. The My Main Street Community Activator seeks to fund projects that demonstrate the placemaking projects' impact on economic vibrancy and social cohesion. Please note that up to 10% of your budget can be dedicated to evaluation.*

Success for Roots & Revival will be determined by several factors:

1. Overall number of events;
2. Number of artists/farms/businesses participating;
3. Number of vendors and businesses participating in the Night Market;
4. One completed mural;
4. % increase in year over year sales along Furnival Road;
5. Number of attendees;
6. To reduce vacancy along this stretch by 15% by the end of the year;
7. A database of artists and volunteers for future events.



## **Measurement and Analytics** *(maximum 2,000 characters or 300 words)*

*Briefly describe what tools you will use to gather the information and measure your success.*

We will be using Google Analytics to measure engagement across all social media platforms, primarily Facebook, Instagram, LinkedIn, Twitter, and potentially TikTok.

During the event we will hire high school students to assist with counting attendees and to help with fact to face surveys. Key information gathered, particularly postal code information, will help inform the success of our marketing efforts.

Depending on the willingness of attendees to share their email address we will send out a survey to attendees within 10 after the event to get feedback from the community on their impressions of the events and thoughts about future programming.

All participants will also be surveyed to gauge their satisfaction with attendance, organization, and marketing.

These various results will be presented in a final report to the Steering Committee in October, 2024.

## Project Implementation

### Project Work Plan

Using the following chart, list each core activity that must be completed to ensure project success, including the anticipated start and end dates.

PROJECT ACTIVITY	START DATE (DD-MMM-YYY)	END DATE (DD-MMM-YYY)
Contract Project Manager	06-05-24	25-10-24
Graphic Design - logo, marketing assets	20-05-24	24-06-24
Farm Agreements Signed/Confirmed	10-05-24	22-09-24
Musician/Band Confirmations	01-06-24	22-09-24
Mural Artist Call/Confirmation/Completion	01-06-24	22-09-24
Vacant Spaces Rented/Secured	01-06-24	22-09-24
Visual Artists Call for Submissions	01-06-24	22-09-24
Night Market Vendor Call	17-06-24	22-09-24
Immersive Intallation Call	17-06-24	22-09-24
Marketing Coordinator Contracted	28-06-24	22-09-24
Students Hired	01-08-24	22-09-24
Volunteer Sign Up	01-08-24	22-09-24
Support Technicians Hired	16-08-24	22-09-24
Street Closure License	16-08-24	22-09-24
Final Report		25-10-24

**Permits & Licenses** *(maximum 2,000 characters or 300 words)*

*Identify all the necessary licenses and permits required for your project. Have you obtained them? If not, how, and when will these be obtained?*

The only Permit required will be the Street Closure permit. This will be obtain by June, 2024.

**Marketing** *(maximum 2,000 characters or 300 words)*

*How do you plan to effectively promote and raise awareness for your project?*

To effectively raise awareness for Roots & Revival and attract a diverse audience, we have developed a comprehensive marketing and promotion strategy. Our approach encompasses the identification of target audiences, utilization of various marketing channels, and implementation of promotional strategies to maximize visibility and engagement.

Firstly, in collaboration with a graphic designer, we are developing a distinct brand that will not only represent this year's festival but also serve as a foundation for future events. This branding initiative aims to create a recognizable identity that resonates with our target demographic and fosters a sense of anticipation and excitement.

Our marketing efforts will heavily leverage social media platforms, including but not limited to Facebook, Instagram, Twitter, and LinkedIn. Through engaging content, regular updates, and targeted advertising campaigns, we aim to reach a broad audience while fostering community engagement. Additionally, we are creating a contract position dedicated to developing the festival's social media campaign and monitoring its progress. This strategic investment in social media management underscores our commitment to maximizing online visibility and interaction.

In addition to digital platforms, we recognize the value of local radio and print options in reaching specific segments of our community. Therefore, we plan to utilize local weekly/monthly papers and magazines as well as local radio stations to promote the festival. These traditional channels will complement our digital efforts by targeting audiences who may be more responsive to localized advertising.

Furthermore, small signage for roadside presences and posters will be strategically placed in high-traffic areas

MY MAIN STREET  
MA RUE PRINCIPALE

# BUSINESS SUSTAINABILITY APPLICANT GUIDE



Canadian  
Urban  
Institute

Institut  
Urbain du  
Canada

Funded by:  
Federal Economic Development  
Agency for Southern Ontario

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Canada

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# WELCOME APPLICANTS!

We are currently taking applications for **business growth projects taking place between December 1, 2023 and December 31, 2024.**

Applications will be open from February 22, 2024 to midnight on March 31, 2024. Applicants are strongly encouraged to attend an [Information Session](#). Information Sessions will provide an overview of the intake process, provide guidance on developing a project application, and outline helpful tips for completing the application process.

The My Main Street [Business Sustainability stream](#) is set to provide funding quickly and efficiently to provide support for main street businesses across southern Ontario. We are anticipating heavy demand for this program. As resources are limited, applicants are encouraged to apply as early as possible.

Questions about the program can be sent to [business@mymainstreet.ca](mailto:business@mymainstreet.ca).

## MY MAIN STREET OVERVIEW

My Main Street is a \$15-million investment from the Government of Canada through the [Federal Economic Development Agency for Southern Ontario](#) (FedDev Ontario) to spur local economic recovery. My Main Street is delivered by the [Canadian Urban Institute](#) (CUI) to help support the revitalization of neighbourhoods across southern Ontario. The program features two streams, the [Business Sustainability stream](#), and the [Community Activator stream](#).

## BUSINESS SUSTAINABILITY STREAM OVERVIEW

The My Main Street [Business Sustainability stream](#) will provide a range of business supports to approved main street business applicants. Supports include custom market research reports, business training opportunities, and non-repayable contributions of up to \$20,000. Supports will be available for businesses located on eligible main streets across southern Ontario that demonstrate their sustainability and provide a business case on how the funding will strengthen their existing capacity and support their continued growth.

## STREAM FEATURES

By participating in the Business Sustainability stream, approved main street businesses will receive access to the following resources:

- **Non-Repayable Contribution**

Eligible businesses can apply for up to \$20,000 in non-repayable contributions to support growing their business, or a smaller amount in one of the following increments: \$5,000, \$10,000 and \$15,000.

- **Market Research Report**

Approved businesses will receive a customized [Market Research Report](#) which will highlight key social and demographic insights related to a main street's local customer base. These reports can help business owners understand their customers, what defines them and where and how they can find more of them. This research is used to identify new business opportunities along the main street, as well as help existing businesses better target and meet the needs of their local community.

- **Online Business Training Opportunities**

Eligible businesses can access a range of online training. There are on-demand videos focused on helping entrepreneurs start or grow their main street business.

The on-demand training videos and upcoming live events will be hosted on [mymainstreet.ca](http://mymainstreet.ca).



## ELIGIBILITY AND CRITERIA

### WHO IS ELIGIBLE FOR THE BUSINESS SUSTAINABILITY STREAM?

- Enter your address in our [Measuring Main Streets mapping tool](#) to determine if you fall within a main street area. Applicants from communities located within southern Ontario. A full list of eligible regions is included at the bottom of this guide in Appendix A.

### ELIGIBILITY CRITERIA

To be eligible for consideration, all businesses must meet the following criteria:

- Must be a business with a bricks-and-mortar location.
- Must be located on a [main street](#).
- Is employing 1 to 50 employees.
- Is paying commercial property tax (commercially assessed), either directly or through commercial rent.
- Is a registered business.
- Is open to the public for walk-in and onsite purchases of goods and services.
- Is owned by an Ontario resident operating a business in Ontario.
- Is 18 years of age or older at the time of application.
- Is a Canadian citizen or permanent resident.
- Is not a franchise, including those individually owned and operated.
- Is not in a shared workspace such as a hot desk or dedicated desk.
- Is not a consulting or professional services company.
- Is not purely an online business.
- Has completed online application.

- Priority will be given to applicants who are members of equity seeking groups, including Francophone, women, Indigenous, racialized groups, Black communities, newcomers, youth (39 and under), people living with disabilities, Trans, Non-binary and 2SLGBQIA+.
- Priority will be given to applicants who have not previously received funding through the My Main Street Local Business Accelerator program.

## INELIGIBLE BUSINESSES

The following types of businesses are ineligible for consideration:

- Distributorships or franchises, including those independently owned and operated.
- Businesses operating within shared workspaces such as a hot desk or dedicated desks.
- Consulting or professional service companies.
- Businesses that are purely online, multi-level marketing or pay-per-click.
- Part time or seasonal businesses.
- Government-owned entities or social service providers.

## ELIGIBLE EXPENSES

The funds must be used to cover costs (net HST) related to the following categories:

- **Equipment**

Includes costs related to the purchase of equipment necessary for the manufacture or creation of products or services to meet the specific objectives as outlined in this application.

- **Leasehold Improvements**

Costs can include improvements to the business space or other improvements or updates necessary to improve the customer experience.

- **External Façade Renovations**

Includes costs such as signage or external façade updates.

- **Inventory**

Includes costs related to adding new product lines or services to meet the needs of your customers. Funds cannot be used to replenish existing or ongoing inventory requirements.

- **Technology**

Includes costs related to secure technology to support business operations including point-of-sales (POS), customer relationship management (CRM) or other software or programming. Funds cannot be used to pay for existing contracts/renewals or on-going IT/website maintenance agreements.

- **Marketing Campaigns**

Includes costs related to a marketing campaign specifically related to your project proposal. Marketing campaigns must include specific goals and objectives, a focused topic, and a start and end date outlined in your application. Collateral marketing materials within the campaign can include print materials (flyers, brochures, business cards, newspaper ads); electronic marketing materials (websites, social media ads or posts, email campaigns, content articles, blogs or paid online advertising); or other activities (networking, trade shows, sponsorships, editorials, articles, referrals, testimonials, sales promotions, discounts, contests, samples) necessary to get the attention of potential customers and keep current customers engaged with your business and products/services.

- **Lease (for businesses at their main street location for under 1 year)**

Includes costs related to securing a storefront/commercial location (initial lease costs, utilities deposits and installation/set-up, security systems etc.).

## INELIGIBLE EXPENSES

Below is a non-exhaustive list of expenses that are not eligible for reimbursement through My Main Street:

- Purchasing land and/or buildings, real estate fees and related costs.
- Capital Costs (land, building construction, underground plumbing)
- Indirect costs/overhead
- Purchasing a vehicle.
- Depreciation or amortization expenses
- Staff wages/paystubs
- Payments to any member or officer of the Recipient's Board of Directors
- Costs of individual membership in a professional body
- Construction of new buildings or facilities
- Legal fees related to litigation.
- Partisan, political or election related activities.
- Research projects where findings are not, or are not intended to be, tangibly applied as an outcome of the project. For example, carrying out a feasibility study without intending to carry out the work.
- Events and activities that do not abide by local and provincial Public Health guidelines.

Contact [business@mymainstreet.ca](mailto:business@mymainstreet.ca) if you are unsure about your specific expense.

## APPLICATION PROCESS

Applications will be submitted online through the [My Main Street website](#).

**The submission of an application is not a guarantee of funding.** To make informed funding requests, applicants will be required to review eligibility requirements and evaluation criteria to complete the application. For an application to be complete, all supporting documentation must be submitted with the application. Applicants that submit an application that is incomplete or missing required documents will be notified of their Incomplete status.

Supporting documents that need to be uploaded with your completed application include:

- Copies of Business Registration  
(Letters of Incorporation, Partnership Agreement, or Master Business License)
- Verification of Commercial Property Taxes:  
(Copy of a Commercial Tax Bill or Lease Agreement highlighting its inclusion in the rent)
- Storefront Photo  
(High resolution photo of your storefront)

Applications will be assessed on a rolling basis. Successful applicants will be notified between April 1, 2024 – May 30, 2024 of their application result. If information is missing or incomplete, the application and attachments will be returned with a notification to the applicant. Resubmissions will result in a new submission date for the application.

## APPLICATION INTAKE

To ensure efficient and timely distribution of funding to support community revitalization efforts, the program will launch for intake as follows:

- **Intake Period 1: February 22, 2024-March 31, 2024**

- **Intake Period 2 (if required): May 30, 2024-July 15, 2024**

This intake period will only move forward if the entirety of the fund is not committed during Intake Period 1.

**We are anticipating heavy demand for this program. As resources are limited, applicants are encouraged to apply as early as possible.**

To ensure funding will reach across all of southern Ontario, and effective engagement of underrepresented groups, a minimum of 25% of funding (\$3.25 million) will be committed toward rural communities with populations less than 100,000, and up to 50% of funding (\$6.5 million) to participants from traditionally underrepresented and equity-deserving groups.

## APPLICATION TIMELINE

ITEM	DESCRIPTION	DATE
<b>Intake period 1: Applications open</b>	There will be an open application process for businesses within southern Ontario, which will provide reimbursements for project expenses incurred between December 1, 2023 and December 31, 2024.	February 22, 2024
<b>Applications close</b>	Applications must be submitted within the intake period.	March 31, 2024
<b>Project selection</b>	Successful applicants for funding will receive notification of application result.	April 1 - May 30, 2024
<b>Intake period 2 (if required): Applications open</b>	There will be a second open application process for businesses within southern Ontario. This intake period will open with the remaining funds that are not distributed during the first intake.	May 31, 2024
<b>Intake period 2 (if required): Applications close</b>	Applications must be submitted within the intake period.	June 30, 2024
<b>Project selection</b>	Successful applicants for funding will receive notification.	July 31, 2024
<b>Intake period 1: Final Reports</b>	Deadline for final submission of reports and eligible costs for projects from the first intake.	September 30, 2024
<b>Intake period 2: Final Reports</b>	Deadline for final submission of reports and eligible costs for projects from the second intake.	December 31, 2024

## HOW WILL APPLICATIONS BE ASSESSED?

Applications to the Business Sustainability stream will be confirmed for eligibility, and evaluated based on the following criteria, in relation to their identified business need:

- Business model overview
- Proposed use of funds
- Goals and objectives of proposal and how they will be measured
- Impact on the Main Street
- Improvements to business productivity
- Impact on increasing jobs
- Innovation
- Project impact on business sustainability and long-term business strategy
- Capacity and resource analysis

Once applications have been scored, they will be assessed for equitable regional distribution, rural distribution, and distribution to traditional underrepresented and equity-deserving groups.



## APPLICATION ASSESSMENT

Applications will be reviewed for eligibility and completion. Applications that are eligible and complete will then be evaluated and scored by a Selection Committee comprised of:

- Representatives who are both internal and external to the My Main Street Program, with demonstrated experience working with small businesses, local economic development, successful project implementation, and project management.
- Representatives from a cross section of geographic communities across southern Ontario.
- Representatives with the above experience who identify as members of equity-deserving communities from across southern Ontario.

Before initiating their scoring process, the Selection Committee members will be required to participate in a training session facilitated by the Canadian Urban Institute that will outline the project's vision, objectives and requirements, and address issues of systemic bias.

All applications will be scored based on a standardized Scoring Form measuring the evaluation criteria above.

## PROGRAM REQUIREMENT LENS

Once applications have been scored against the project evaluation criteria, CUI will finalize the decision process factoring in necessary requirements related to:

- Funding available for program year;
- Allocation of 25% of available funding to areas with populations of less than 100,000;
- Ensuring additional consideration is given to traditionally underrepresented and equity-deserving groups
- Regional distribution of program funds.

## PAYMENT AND REPORTING REQUIREMENTS

Once all required documents have been submitted and verified, approved applicants will receive their initial advance of 50% their total contribution, with 50% holdback pending the submission of their interim report and supporting documents.

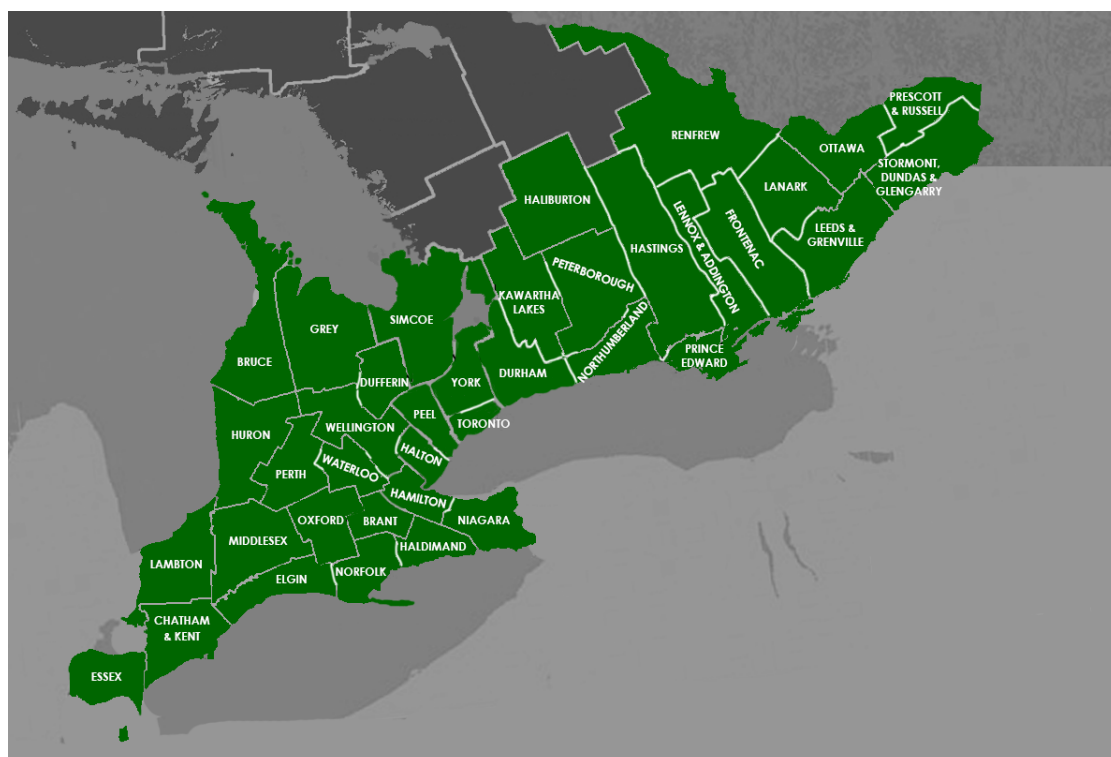
Participating businesses will also need to submit a final report once all funds have been expended. It is also expected that participating businesses will share their business in My Main Street communications.

To receive payments, non-repayable contribution recipients will be required to submit information on their expenditures and provide copies of all relevant receipts. Businesses must keep all original copies of receipts, invoices and agreements related to this program for a period of seven (7) years and meet all Canada Revenue Agency guidelines and requirements as to their storage and reporting.

## APPENDIX A: ELIGIBLE LOCATIONS

The full list of eligible regions surrounding municipalities can be found below, however, you can directly enter your address in our [Measuring Main Streets mapping tool](#) to determine if you fall within the program's eligible region.

Brant County	Hastings County	Peel Region
Bruce County	Huron County	Perth County
Chatham-Kent	Kawartha Lakes	Peterborough County
Dufferin Region	Lambton County	Prescott and Russell Counties
Durham Region	Lanark County	Prince Edward County
Elgin County	Leeds and Grenville Counties	Renfrew County
Essex County	Lennox and Addington County	Simcoe County
Frontenac County	Middlesex County	Stormont, Dundas and Glengarry Counties
Grey County	Niagara Region	Toronto Region
Haldimand-Norfolk County	Northumberland County	Waterloo Region
Haliburton County	Ottawa Region	Wellington County
Halton Region	Oxford County	York Region
Hamilton Region		





MUNICIPALITY OF  
**West Elgin**

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

### **By-Law No. 2024-25**

**Being a By-law to authorize entering into an agreement for the provision of sharing Fire Department Administration Services with the Township of Southwold and Municipality of Dutton Dunwich**

**WHEREAS** Section 20 of the Municipal Act, 2001, R.S.O. 2001, as amended, authorizes a municipality to enter into agreements;

**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;

**AND WHEREAS** the Corporation of the Municipality of West Elgin wishes to enter into an agreement for shared services with the Township of Southwold and Municipality of Dutton Dunwich for Fire Department Administration Services;

**NOW THEREFORE** the Council of the Corporation of the Municipality of West Elgin enacts as follows

1. **THAT** Schedule "A" attached hereto and forming part of this By-law, being an agreement for the provision of sharing Fire Department Administration Services with the Township of Southwold and Municipality of Dutton Dunwich be approved and the Mayor and Clerk be authorized to sign on behalf of the Municipality.

Read a first, second, and third time and passed this 27<sup>th</sup> day of March 2024.

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Taraesa Tellier, Deputy Mayor

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Terri Towstiuc, Clerk

**Fire Department Administration  
Shared Services Agreement**

This agreement made this 25<sup>th</sup> day of March, 2024.

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 Fire Department Administration Services;

**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;

**And Whereas** Section 6(1) of the Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4, as amended, provides that if a fire department is established for the whole or a part of a municipality or for more than one municipality, the council of the municipality or the councils of the municipalities, as the case may be, shall appoint a fire chief for the Fire Department;

**And Whereas** Section 6(2) of the Fire Protection and Prevention Act, 1997, S.O. 1997, CHAPTER 4, as amended, provides that the council of a municipality or the councils of two or more municipalities may appoint one fire chief for two or more fire departments;

**Now Therefore** the parties hereto mutually agree as follows:

**General**

1. That the services of the Southwold Director of Emergency Services/Fire Chief and Southwold Fire Coordinator will be shared with West Elgin and Dutton/Dunwich to:
  - 1.1 Provide administration and enforcement of the Fire Protection and Prevention Act and the Fire Code
  - 1.2 Provide leadership to the Fire Department;
  - 1.3 Provide Fire Department Administration services, including overall management of the department, policy development, budget preparation, purchasing, human resources, training, supervision of fire prevention and education programs, reporting to Council;
  - 1.4 Major incident command.
2. Schedule "A" attached hereto and forming part of this agreement are the Director of Emergency Services/Fire Chief and Fire Coordinator job descriptions, which sets out the main responsibilities and working conditions for the Fire Department Administration Services while performing duties for Southwold, Dutton/Dunwich, and West Elgin.
3. The Director of Emergency Services/Fire Chief and Fire Coordinator shall be employees of Southwold and shall be subject to the employment policies and procedures, as adopted and implemented, by Southwold.
4. The Fire Coordinator's immediate supervisor is the Southwold Director of Emergency Services/Fire Chief.
5. The Director of Emergency Services/Fire Chief's immediate supervisor is the Southwold CAO/Clerk.
6. While providing service to Dutton/Dunwich, the Fire Department Administration Services shall comply with Dutton/Dunwich operating policies and procedures. The Dutton/Dunwich CAO/Treasurer shall be the Fire Department Administration Services team's immediate supervisor for operational matters in Dutton/Dunwich. Operational matters do not include

the Fire Department Administration Services' employment terms, human resources or disciplinary matters. Any concerns or issues from Dutton/Dunwich about Fire Department Administration Services' employment matters shall be directed to the Southwold CAO/Clerk.

7. While providing service to West Elgin, the Fire Department Administration Services shall comply with West Elgin operating policies and procedures. The West Elgin CAO/Treasurer shall be the Fire Department Administration Services Team's immediate supervisor for operational matters in West Elgin. Operational matters do not include the Fire Department Administration Services' employment terms, human resources or disciplinary matters. Any concerns or issues from West Elgin about Fire Department Administration Services' employment matters shall be directed to the Southwold CAO/Clerk.
8. The Southwold Director of Emergency Services/Fire Chief shall be authorized to determine administrative and scheduling details to implement this agreement.
9. The Southwold Director of Emergency Services/Fire Chief shall be appointed by By-Law as Fire Chief in both West Elgin and Dutton/Dunwich.

#### **Service Provision and Cost Sharing**

10. The parties agree that Fire Department Administration Services provided under this agreement shall be provided equally to Southwold, Dutton/Dunwich, and West Elgin, based on a 40 hour work week for the Director of Emergency Services/Fire Chief and a 35 hour work week for the Fire Coordinator.
11. The parties recognize that due to the nature of Fire and Emergency Services, the 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.
12. Southwold shall invoice to West Elgin and Dutton/Dunwich on a monthly basis for Fire Administration Services provided.
13. The monthly fee shall be \$8,666.00. Partial months shall be prorated

based on the number of working days in the month.

14. The fee set out in Section 13 shall be for the year 2024 and shall commence on April 1, 2024. The monthly cost shall be adjusted on January 1 of each subsequent year in accordance with the Statistics Canada, Consumer Price Index - Ontario - All Goods for the 12 months ending September 30 each year.
15. The monthly fee includes all regular Wages, Manulife Benefits, OMERS Pension Contributions, Communication Costs (Mobile Phone), Vacation, Sick Time, Statutory Holiday Time, Small equipment used exclusively by the Fire Chief and Fire Coordinator, Conference Attendance, Fire Chief/Coordinator Training applicable to both municipalities, Travel for common activities, including meetings, conferences, training at the current Southwold travel rate, Meals and accommodation for common activities, and Southwold office space used for Dutton/Dunwich and West Elgin Administration. Overtime pay incurred will be invoiced at actual costs.
16. West Elgin and Dutton/Dunwich will maintain and provide appropriate access to the online software systems and licenses required for the effective administration of the Fire Department.
17. 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.
18. Any additional fire inspection and third-party costs associated with completing fire inspection shall be the responsibility of Dutton/Dunwich and West Elgin respectively. It is explicitly acknowledged that Southwold Fire Administration Services does not include Fire Inspection Services.
19. The reporting location for the Fire Department Administration Services when attending Dutton/Dunwich shall be 199 Currie Road, Dutton ON N0L 1J0. The reporting location for the Fire Department Administration Services when attending West Elgin shall be 22413 Hoskins Line, Rodney ON N0L 2C0. It is understood by all parties that due to the nature of services being provided by the Fire Department Administration Services, service provided will not be exclusive to the municipality in which the Fire Department Administration Services is working from and services in common for all municipalities could be provided from any location. It is



agreed that the Fire Department Administration Services will work primarily within the Southwold office or remotely, in accordance with Southwold human resources policies and procedures.

### **Ongoing Review**

20. The Fire Department Administration Services, West Elgin CAO/Treasurer, Dutton/Dunwich CAO/Treasurer and Southwold Director of Emergency Services/Fire Chief 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.
21. On an annual basis, the CAO of each municipality shall report to their respective Council on the operation of this agreement.

### **Agreement Term**

22. This agreement shall commence on April 1<sup>st</sup> and shall continue until amended or terminated in accordance with the provisions set out in this agreement.

### **Agreement Amendment**

23. 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**

24. Either party may terminate this agreement by providing written notice to the other party.
25. 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.

### **Fire Department Administration Services Resignation, Termination, Inability to Fulfill Position**

26. Should the Fire Department Administration Services 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 Fire Department Administration Services services in the short-term, until the Fire Department Administration Services positions are filled, or another course of action is determined

27. Notwithstanding Section 22, either party may immediately terminate this agreement if the Fire Department Administration Services is unable to fulfill the responsibilities and requirements set out in this agreement.

28. Southwold shall not be held liable for failure to provide service under this agreement should the Fire Department Administration Services be unable to fulfill the responsibilities and requirements contained in this agreement.

### **Fire Department Administration Services Recruitment**

29. Should Southwold be required to recruit to fill either the Fire Chief or Fire 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**

30. Where required under this agreement, written notice shall be provided as follows:

Township of Southwold  
Attn: CAO/Clerk  
35663 Fingal Line  
Fingal ON NOL 1KO

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**

31. 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**

32. 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**

33. 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 Fire Department Administration Services 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 Fire Department Administration Services Shared Service

Agreement. The policy shall further be endorsed to include cross-liability, contractual liability and personal injury.

### **Mutual Indemnification**

34. 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.

35. 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.


36. 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**

37. 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**

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Mayor

\_\_\_\_\_  
Clerk

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2024-26**

#### **Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 28, 2024.**

**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 March 28, 2024, 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 28<sup>th</sup> day of March 2024.

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Taraesa Tellier, Deputy Mayor

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Terri Towstiuc, Clerk