

# Municipality of West Elgin Revised Agenda Council Meeting

Date: May 23, 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, 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 May 23, 2024, as presented.

- 3. Disclosure of Pecuniary Interest
- 4. Public Meeting

Recommendation:

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

4.1 Zoning By-law Amendment Application D-14 2-2024

# 4.1.1 Planners Report

9

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2024 – 15677 Dunborough Road Recommendation Report (Planning Report 2024-13);

That West Elin Council approve the zoning amendment for the subject parcel at 15677 Dunborough Road to permit a second dwelling for farm help;

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the May 23, 2024, Council Agenda.

### 4.1.2 Public Comment

None received at the Municipal Office, prior to publishing the agenda.

# 4.1.3 Applicant Comment

# 4.1.4 Council Comment

# 4.1.5 Adjournment

Recommendation:

That West Elgin Council hereby adjourn the public meeting pursuant to the *Planning Act*.

# 5. Adoption of Minutes

16

Recommendation:

That West Elgin Council hereby adopt the Minutes of May 9, 2024, as presented.

# 6. Business Arising from Minutes

# 7. Staff Reports

### 7.1 Water

# 7.1.1 Sam - OCWA Quarterly Water Report

25

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Elgin Distribution System Operations Report, First Quarter, 2024, presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency.

# 7.2 Wastewater

# 7.2.1 Sam - OCWA Quarterly Wastewater Reports

30

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Lorne Wastewater Treatment Plant Operations Report, First Quarter, 2024; and the Rodney Wastewater Treatment Plant Operations Report, First Quarter, 2024, presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency.

### **7.3** Fire

# 7.3.1 Tanker Apparatus Replacement

51

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That Staff be authorized to purchase, from Commercial Emergency Equipment Company, one (1) Maxi-Metal Tanker based on the specifications in the proposal, in the amount of \$738,491.23 plus applicable taxes, to replace the 1998 Tanker currently in service at Station 2 in West Lorne.

# 7.4 Operations & Community Services

# 7.4.1 Ridout Street Sidewalk Removal

60

Recommendation:

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

That West Elgin Council supports removal of the sidewalk along the west side of Ridout Street between Queens Line and Maple Street.

## 7.5 Clerk's

# 7.5.1 Residential Backyard Chickens

64

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Residential Backyard Chickens; And

<u>Option 1</u>: That Council direct staff to prepare an online survey, to gauge residents' interest for backyard chickens within residential areas, within the Municipality.

OR

<u>Option 2</u>: That Council direct the Clerk to work with the necessary departments, to establish the required policies and procedures to allow Residential Backyard Chickens.

# 7.6 Finance/Administration

# 7.6.1 Update on Recommendations from the Organizational Review

91

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Update on Recommendations from the Organizational Review for information only.

# 7.6.2 Sanitary Sewer and Water Connection Fees

95

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer; and That West Elgin Council approves the following fees:

West Lorne and Rodney Sanitary Sewer Connection fees as outlined in the By-Law 2024-42

And That; West Elgin Council approve revised Water fees as outlined in 2024 Fees and Charges Schedule.

# 7.6.3 Health & Safety – Harassment and Violence in the Workplace Policy

### Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Health & Safety – Harassment and Violence in the Workplace Policy and That West Elgin Council approves the proposed revisions to the policy.

# 8. Committee and Board Reports or Updates

# 9. Accounts

### Recommendation:

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5A amounting to \$195,180.44 in settlement of General, Road, Water and Arena Accounts including EFT#8348-8356, on-line payment# 1379-1382 and Payroll Pay Period 10.

### 10. Notice of Motion

# 10.1 Councillor Navackas - Hydro One, Community Engagement Partnership

# Recommendation:

Whereas the Municipality of Chatham-Kent and the Municipality of Lakeshore have partnered with Hydro One Networks Inc. through Community Support Agreements, in relation to the "Ontario Supporting Economic Growth in Southwest Ontario" announcement in April 2022; And

That in advance of the proposed Longwood to Lakeshore Transmission Line Project;

West Elgin Council hereby request staff to initiate discussions with Hydro One Networks Inc. to establish a Community Support Partnership.

# 11. Council Inquires/Announcements

# 12. Correspondence

### Recommendation:

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

126

	12.1	June is Seniors Month: Keeping seniors fit, active and socially connected	137
	12.2	AMO Education - Cybersecurity for Municipal Councillor's	139
	12.3	2025 Municipal Policing Billing Statement Property Count	141
	12.4	Bill 185, Cutting Red Tape to Build More Homes Act, 2024, Watson & Associates letter dated May 10, 2024	142
13.	Items	Requiring Council Consideration	
	13.1	Rodney Aldborough Agricultural Society (Rodney Fair) Agreement	152
		For discussion purposes, for the purpose of an updated agreement with the Rodney Aldborough Agricultural Society for the annual Fall Fair.	
	13.2	Economic Development Committee, Terms of Reference 2024	160
		Recommendation: That West Elgin Council hereby approve the Economic Development Committee Terms of Reference, as conditionally approved on May 1, 2024, as presented.	
	13.3	Old Town Hall Committee, Terms of Reference, 2024	165
		Additional members approved by Council. Terms of Reference revised to reflect the approved changes.	
		Recommendation: That West Elgin Council hereby approved the revised Old Town Hall Committee Terms of Reference, as presented.	
	13.4	Recreation Committee, Additional Members	167
		For information and discussion purposes.	
		Recommendation: That West Elgin Council hereby approve additional members to the Rodney Recreation Committee, in addition to the replacement of the student member.	

# 169 13.5 Reading Garden Furniture Application Recommendation: That West Elgin Council hereby supports the request from Brian Masschaele, Director of Community and Cultural Services, County of Elgin, for the proposed outdoor furniture location for a reading garden located outside of the West Lorne Library. 14. **Upcoming Meetings** June 10, 2024 - 7:00pm - Recreation Meeting June 13, 2024 - 4:00pm - Regular Council June 27, 2024 - 4:00pm - Regular Council 15. **By-Laws** 171 15.1 2024-39 - Zoning By-law Amendment, 15677 Dunborough Road Recommendation: That By-law 2024-39, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property known as 15677 Dunborough Road, be read a first, second and third and final time. 173 15.2 2021-40, Water and Wastewater Rates for 2024 Recommendation: That By-law 2024-40, Being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2024 and to repeal By-Law 2023-32, be read a first, second and third and final time. 175 15.3 2024-41, Transition Ratios and to Levy Taxes, 2024 Recommendation: That By-law 2024-41, Being a By-Law to set the Transition Ratios and to Levy Taxes for the Year 2024, be read a first, second and third and final time. 185 15.4 2024-42, Sanitary Sewer Connection Fees Recommendation: That By-law 2024-42, Being a By-Law to Impose Connection Requirements and Charges to Obtain Revenue to Pay the Capital Costs of Sanitary Sewer Systems, be read a first, second and third and final

time.

# 15.5 2024-43, Fees and Charges Revised, 2024

193

# Recommendation:

That By-law 2024-43, Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2024, and Repeal By-law 2024-06, be read a first, second and third and final time.

# 16. Closed Session

### Recommendation:

That West Elgin Council hereby proceeds into Closed Session at \_\_\_\_\_ pm, to discuss matters pursuant to the *Municipal Act*, 2001, Section 239 (2)(b) personal matters about identifiable individuals; Section 239 (2)(c), proposed or pending acquisition or disposition of land by the municipality; And Section 239 (2)(d) labour relations or employee negotiations.

# 17. Report from Closed Session

# 18. Confirming By-Law

212

### Recommendation:

That By-law 2024-44 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 23, 2024, be read a first, second and third and final time.

# 19. Adjournment

# Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_\_ to meet again at 4:00pm, on Thursday, June 13, 2023, or at the call of the Chair.



# Staff Report

**Report To: Council Meeting** 

From: Robert Brown, Planner

**Date:** 2024-05-08

Subject: Zoning By-law Amendment Application D-14 2-2024 – Recommendation

**Report (Planning Report 2024-13)** 

# Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2024 – 15677 Dunborough Road Recommendation Report (Planning Report 2024-13);

That West Elin Council approve the zoning amendment for the subject parcel at 15677 Dunborough Road to permit a second dwelling for farm help;

That West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the May 23, 2024, Council Agenda.

# Purpose:

The subject land is a 60.17 ha (150 ac.) farm parcel located in the northwest corner of the intersection of Dunborough Road and McMurchy Line. The property contains an existing dwelling, several outbuildings and a livestock operation. The applicant has a son who works with him on the farm operation and is proposing to construct an additional dwelling to provide the son with separate living space. (Figure One and Two show the subject property and proposed second dwelling location)

As-of-right the West Elgin Zoning By-law limits the number of dwellings to one per lot however the Official Plan policies under the Agricultural designation do allow for consideration of housing for full time farm help when the size of the operation warrants it.

# **Background:**

Below is background information, in a summary chart:

Application	D 14 2-2024
Owners/Applicants	Dugald Aldred
Legal Description	Part Lot of Z, Concession B ED
<b>Entrance Access</b>	Dunborough Road
Area	60.17 ha (150 ac.)
Buildings	Single detached dwelling & outbuildings

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



# **Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed zoning amendment will result in a change in assessment once the new dwelling and other improvements are complete.

# Policies/Legislation:

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

# PPS:

Provincial Policy Statement does not speak directly to specific regulations such as the number of dwellings on a given parcel of land. As the property is within the Agricultural designation PPS does of course speak to the limiting of non-agricultural development in agricultural areas. Until recently many agricultural zones actually did or may still permit two dwellings on a farm parcel subject to certain requirements such as a minimum farm size or demonstrated need.

Housing needs on farm parcels can vary considerably from a small cash crop farm that is operated by a single family to significant corporate entities that employ a full range of individuals including both full time farm labour and seasonal help involving a dozen workers to several hundred. This can include the use of existing dwellings, bunkhousing or temporary accommodations. Regardless of the circumstance the goal remains to minimize the use of actively farmed land while still providing the necessary labour to efficiently operate the farm.

# CEOP:

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. The County Plan outlines a number of different uses permitted within the Agricultural designation. Accessory accommodations for farm labour are one of those uses. The proposed new dwelling is family related farm help and provides the applicant the assistance needed on the farm along with the chance to support the transition of the operation within the family. The location of the new dwelling near the existing home and buildings presents a challenge due to topography so the dwelling in being located further to the south but still within the frontage of the farm parcel along Dunborough Road.

# WEOP:

The subject lands are designated as Agricultural Area, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP.

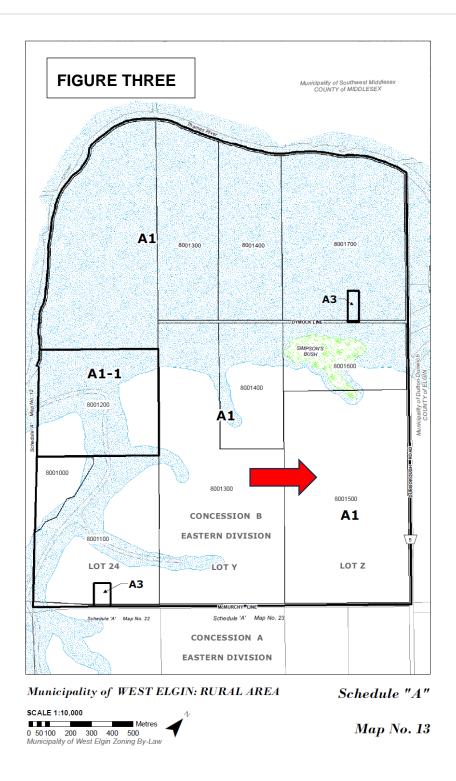
Housing for farm help is permitted within the Agricultural designation under Section 6.2.10. However, the policy does outline that any additional dwelling should be designed and constructed in such a way to be removable once it is no longer needed. The section goes on to outline that

temporary zoning provisions should be used and that an associated agreement and securities should also be employed to ensure the removal of the dwelling.

Essentially any dwelling can be removed or relocated regardless of its type of construction. The other point to keep in mind is that the West Elgin Zoning By-law, contains provisions for the establishment of a secondary dwelling unit on any parcel as-of-right with no time limits, agreements or securities. While the intent is long-term protection of farmland there should also be long-term consideration given to preserving the ability to have and encourage future generations to farm the land that is trying to be preserved. Based on this, consideration should be given to individual requests and the longer-term benefit that additional housing can provide in the rural setting given the ongoing consolidation of farm operations and increased size. Second dwellings on the same farm parcel for family was a common practice when two or three generations of a family were an integral part of the operation. Farming is an industry and all industries require skilled labour. Wit that in mind I believe that the requested zoning amendment maintains the overall intent and spirt of the Official Plan policies.

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

The subject lands are zoned General Agricultural (A1) Zone on Schedule "A" Map 13 of the ZBL as depicted in Figure Three. The proposed amendment would rezone the subject farm parcel to a site-specific A1 which will permit a second dwelling. The new dwelling is proposed to the south of the existing dwelling and buildings on high ground and in a location that will not impact ongoing farm operations.



# **Interdepartmental Comments:**

The zoning application was circulated to municipal staff for comment.

External agencies were also circulated for comment. No comments have been received.

# **Public Comment:**

As required by the Planning Act all landowners within 120 m of the subject parcel were circulated on May 3, 2024. Notice was also post on the Municipal website and required signage was installed on the property on May 1, 2024. At the time of writing of this report no comments have been received.

# Summary:

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

# **Alignment with Strategic Priorities:**

Infrastructure	Recreation	Economic	Community	
Improvement		Development	Engagement	
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☑ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.	

Respectfully submitted by,

Robert Brown, H. Ba, MCIP, RPP

Planner

Municipality of West Elgin

# **Report Approval Details**

Document Title:	Zoning By-law Amendment Application D-14 2-2024 - Recommendation Report - 2024-13-Planning.docx
Attachments:	
Final Approval Date:	May 17, 2024

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

Terri Towstiuc



# **Municipality of West Elgin**

# **Minutes**

# **Council Meeting**

May 9, 2024, 4:00 p.m. Council Chambers 160 Main Street West Lorne

Present: Mayor Leatham

Deputy Mayor Tellier Councillor Navackas Councillor Denning

Regrets: Councillor Statham

Staff Present: M. Badura, CAO/ Treasurer

L. Gosnell, Manager of Operations & Community Services

Robert Brown, Planner Terri Towstiuc, Clerk

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

# 1. Call to Order

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

# 2. Adoption of Agenda

Resolution No. 2024- 184

Moved: Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby adopts the Regular Council Agenda for May 9, 2024 as presented.

# 3. Disclosure of Pecuniary Interest

No disclosures

# 4. Adoption of Minutes

Resolution No. 2024- 185

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of April 25, 2024, as

presented.

### Carried

### 4.1 Committee and Board Minutes

Resolution No. 2024- 186

**Moved:** Councillor Denning **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby acknowledge receipt of the West Elgin Community Centre Board of Management (Arena) Minutes, April 10, 2024; And the Old Town Hall Committee Minutes, April 18, 2024, as presented.

### **Carried**

# 5. Business Arising from Minutes

None.

# 6. Staff Reports

# 6.1 Building

# 6.1.1 Monthly Building Report, April 2024

Resolution No. 2024- 187

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Denning

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

the month of April 2024.

### **6.2** Fire

# 6.2.1 Monthly Fire Report, April 2024

Resolution No. 2024- 188

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

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

### Carried

# 6.3 Municipal Drains

# 6.3.1 Sherman Drainage Work

Resolution No. 2024- 189

**Moved:** Councillor Denning **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk submitted on behalf of Drainage Superintendent, T. Mohan, Re: Sherman Drain Tender process; And

That Council herby approve the tender method used, and the contractor selected, being Monden Excavating, for drainage works on the Sherman Drain.

### **Carried**

# 6.4 Operations & Community Services

# 6.4.1 Monthly Operations Report, April 2024

Resolution No. 2024- 190

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

That West Elgin Council hereby receives the Monthly Operations Report, April 2024, from Lee Gosnell, Manager of Operations & Community Services for information purposes.

# 6.5 Planning

# 6.5.1 Severance Application E36-24 – Comments to Elgin County

Resolution No. 2024- 191

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

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E36-24 – Comments to Elgin County (Planning Report 2024-12);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E36-24, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.

### Carried

### 6.6 Clerk's

# 6.6.1 Monthly Administration Update, April 2024

Resolution No. 2024- 192

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the Monthly Update report for April 2024 from Terri Towstiuc, Clerk, for information purposes only.

### Carried

# 6.7 Finance/Administration

# 6.7.1 West Lorne Sewer - Fiberoptic Services

Resolution No. 2024- 193

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

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer for information; and That West Elgin council

authorizes the signing of an agreement with North Frontenac Telephone Corporation Ltd. for a five-year term at a rate of \$225.00 per month plus applicable taxes.

### Carried

# 6.7.2 Geographical Information Systems – Shared Services Agreement

Resolution No. 2024- 194

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Geographical Information Systems – Shared Services Agreement, be received and filed; and,

That the West Elgin Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin, at the By-law section of the May 9, 2024 agenda.

### Carried

# 6.7.3 Sewer Rodding Policy

Resolution No. 2024- 195

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: Sewer Rodding Policy; and That West Elgin Council approves the Sewer Rodding Policy as presented.

# **Carried**

# 6.7.4 Sanitary Sewer Connection Charges

Resolution No. 2024- 196

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

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Sanitary Sewer Connection Charges for review and discussion; and,

THAT West Elgin Council consider approving the proposed fees at the upcoming council meeting.

### Carried

# 7. Committee and Board Reports or Updates

No Updates.

### 8. Accounts

Resolution No. 2024-197

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5 amounting to \$363,429.77 in settlement of General, Road, Water and Arena Accounts including Cheque number 26428-26443, EFT#8270-8328, on-line payment# 1365-1375 and Payroll Pay Period 09.

### Carried

### 9. Notice of Motion

None received.

# 10. Council Inquires/Announcements

Councillor Navackas suggested that staff prepare a post for the electronic sign and social media, reminding residents that farming season has begun, and to slow down and be patient on the roads.

# 11. Correspondence

- 11.1 Letter dated April 24, 2024 from Watson & Associates Ltd Re: Assessment of Bill 185, Cutting Red Tape to Build More Homes Act, 2024 and the Proposed Provincial Planning Statement, 2024
- 11.2 Accessibility Open House, June 1, 2024, Joe Thornton Community Center

Resolution No. 2024- 198

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

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

# 12. Items Requiring Council Consideration

# 12.1 Elgin International Club Liquor License Extension

Resolution No. 2024- 199

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receive the letter from Lori Parker, President, Elgin International Club Re: Request for a Municipal Letter of Support for the extension of Liquor License 801297; And

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

### Carried

# 13. By-Laws

# 13.1 By-law 2024-35, Adoption of the 2024 Operating and Capital Budgets

Resolution No. 2024- 200

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

That By-law 2024-35, Being a By-Law to Adopt the 2024 Operating and Capital Budgets for the Municipality of West Elgin, and Repeal By-law 2023-31, be read a first, second and third and final time.

### Carried

# 13.2 By-law 2024-36, GIS Shared Services Agreement

Resolution No. 2024- 201

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

That By-law 2024-36, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and The Corporation of the County of Elgin for the purpose of Geographic Information Systems ("GIS") services, be read a first, second and third and final time.

# 13.3 By-law 2024-37, Fiberoptic Agreement

Resolution No. 2024- 202

**Moved:** Councillor Denning **Seconded:** Deputy Mayor Tellier

That By-law 2024-37, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and North Frontenac Telephone Corporation Ltd. For the Purpose of Fiberoptic Services, be read a first, second and third and final time.

### Carried

### 14. Closed Session

Resolution No. 2024-203

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 4:48 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 2(b), being personal matters about an identifiable individual, including municipal or local board employees; And Section 239 (2)(d), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

### Carried

# 15. Report from Closed Session

Council took an eight (8) minute break prior to commencing closed session discussion.

Council received three (3) items pursuant to Section 239 (2)(b) and one item pursuant to Section 239 (2)(d), and provided staff with administrative direction, including the following resolution, to be read in open session:

Resolution No. 2024- 204

**Moved:** Deputy Mayor Tellier **Seconded:** Councillor Navackas

That West Elgin Council hereby appoint Kristina Pringle and Pam Wardell to the Economic Development Committee.

# 16. Confirming By-Law

Resolution No. 2024- 205

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

That By-law 2024-38 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 9, 2024, be read a first, second and third and final time.

# Carried

# 17. Adjournment

Resolution No. 2024-206

**Moved:** Councillor Navackas **Seconded:** Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 6:05 pm to meet again at 4:00pm, on Thursday, May 23, 2024 or at the call of the Chair.

Richard Leatham, Mayor	Terri Towstiuc, Clerk



# Township of West Elgin Distribution System Operations Report First Quarter 2024

Ontario Clean Water Agency, Southwest Region Sam Smith, Senior Operations Manager Date: May 23, 2024

### **Facility Description**

Name: Township of West Elgin Distribution System
Hub Name: Southwest Region – SWM/Alvinston Cluster

Regional Hub Manager: Dale Le Britton (519) 476-5898
Senior Operations Manager: Sam Smith (226) 377-1540
Business Development Manager: Robin Trepanier (519) 791-2922

Facility Type: Municipal

Classification: Class 1 Water Distribution
Drinking Water System Category: Large Municipal Residential

### **Operational Description**

# **Service Information**

Area(s) Serviced: The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and Rural areas within the municipality.

### **Operational Description:**

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the SCADA system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill till the stop set point. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line West of Graham that control the flow to Rodney. These chambers contain automated valves so that when the Rodney Tower reaches the start set point the valves open up to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point, and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m³
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

### **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

There were no compliances or adverse results reported in the first quarter.

### **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

On January 17<sup>th</sup>, 2024 a routine MECP inspection was conducted by Provincial Officer, Meghan Morgan. The inspection report was received with no non-compliances identified and thus the system received a 100% Inspection Rating.

### **SECTION 3: QEMS UPDATE**

### **FIRST QUARTER:**

No updates were required to the QEMS during the first quarter.

### **SECTION 4: PERFORMANCE ASSESSMENT REPORT**

All sampling and testing results for the system have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) does not have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week, see results below.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 - 0	0 - 0	10	<10 - <10
February	16	0 - 0	0 - 0	8	<10 - <10
March	16	0 - 0	0 - 0	8	<10 - <10

Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2024. The annual average in 2023 was 54.5 ug/L, therefore the current running average has decreased 1% when compared to the annual average in 2023.

	Limit (ug/L)	THM Result (ug/L)
January 2024	-	46
April 2023	-	31
July 2023	-	37
October 2023	-	102
Running Average	100	54

Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2024. The annual average in 2023 was 23 ug/L, therefore the current running average has increased 2% when compared to the annual average in 2023.

	Limit (ug/L)	HAA Result (ug/L)
January 2024	-	26.8
April 2023	-	19.2
July 2023	-	16.3
October 2023	-	31.5
Running Average	80	23.45

The Rodney Tower continuously monitors the free chlorine residual of the water and in the Spring of 2018, a re-chlorination system was added to the facility. The chlorine residuals fluctuate based on fill cycles. During the winter months, the results are usually very good, however, during the warmer months the chlorine residuals do tend to dissipate. Chlorine residuals are taken throughout the distribution system in accordance to O. Reg. 170/03 requirements. The graph below provides the minimum, maximum and average chlorine residuals throughout the distribution system in 2024.

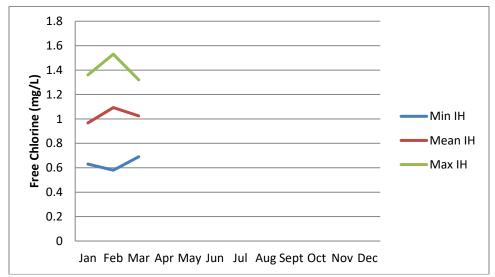


Figure 1. Free Chlorine Residuals in Distribution System

# **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

### **FIRST QUARTER**

There were no Health & Safety issues identified during the first quarter.

### **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

### **JANUARY**

All sampling, monitoring and testing completed as required.

### **FEBRUARY**

All sampling, monitoring and testing completed as required.

### <u>MARCH</u>

05: Completed pH probe calibration and chlorine probe electrolyte replacement. Calibrated analyzer.

- 07: Added chlorine to pump tank to level 36. Checked chlorine pumps integrity.
- 11: On-site for the commissioning of new watermain on Finney Street, West Lorne. Completed back flow preventer test (Pennys Plumbing), pressure test and began super chlor. See water main commissioning for more information.
- 12: Completed super chlor of new watermain. Passed test. Completed first set of samples at 1458.
- 20: On-site at Finney Street, watermain commissioning for last tie in from the existing water main to the new watermain. Watermain now in service. See commissioning form for more information.
- 28: On-site at Jane Street to witness live taps for new builds, refer to new service install forms

### **SECTION 7: ALARMS**

# **FIRST QUARTER:**

### JANUARY

There were no alarms this month.

### **FEBRUARY**

There were no alarms this month.

### MARCH

05: On-site at 27714 Pioneer Line due to sample station copper line splitting and causing a leak. Turned off curb stop and notified ORO that it needs repair.

# **SECTION 8: COMPLAINTS & CONCERNS**

# **FIRST QUARTER:**

Received no complaints or concerns this quarter.



# West Lorne Wastewater Treatment Plant Operations Report First Quarter 2024

Ontario Clean Water Agency, Southwest Region Sam Smith, Senior Operations Manager Date: May 9, 2024

# **Facility Description**

Name: Township of West Elgin Distribution System
Hub Name: Southwest Region – SWM/Alvinston Cluster

Regional Hub Manager: Dale Le Britton (519) 476-5898
Senior Operations Manager: Sam Smith (226) 377-1540
Business Development Manager: Robin Trepanier (519) 791-2922

Facility Type: Municipal

Classification: Class 1 Water Distribution
Drinking Water System Category: Large Municipal Residential

# **Operational Description:**

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 5873-B4RLEJ, which covers the entire plant including the pumping stations.

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being reaerated and discharged to the Zoller Drain and then Brocks Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

### **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

There were no compliance or exceedance issues to report during the first quarter.

### **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

There were no MECP or MOL inspections conducted in the first quarter.

# **SECTION 3: QEMS UPDATE**

### **FIRST QUARTER:**

No updates to the QEMS were required during the first quarter.

### **SECTION 4: PERFORMANCE ASSESSMENT REPORT**

The average daily raw flow for the wastewater treatment plant so far in 2024 was 788m³/d. The average daily flow in 2023 was 637.5 m³/d, therefore the flow for 2024 is up 24% when compared to 2023. The plant is currently at 87.5 % of its rated capacity of 900m³/d.

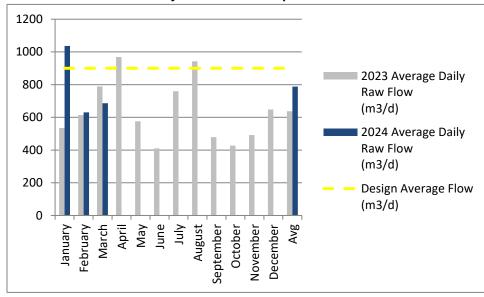


Chart 1. Raw flows in 2024 Compared to 2023 Flows

Raw samples are taken on a bi-weekly basis following the ECA requirements. The table below shows the raw sample results for 2024.

Table 1. Raw Water Sample Results for 2024.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	43.5	19.8	1.56	40	291.5
February Results	47	17.1	1.4	57.5	251.5
March Results	46	8.45	0.645	50.5	191.5
April Results	-	-	-	-	-
May Results	-	-	-	-	-
June Results	-	-	-	-	-
July Results	-	-	-	-	-
August Results	-	-	-	-	-
September Results	-	-	-	-	-
October Results	-	-	-	-	-
November Results	-	-	-	-	-
<b>December Results</b>	-	-	-	-	-
Annual Average	45.5	15.1	1.2	49.3	244.8

The average daily effluent flow for the wastewater treatment plant so far in 2024 was 821.1m<sup>3</sup>/d. The average daily flow in 2023 was 671.8 m<sup>3</sup>/d, therefore the flow for 2024 is up 22% when compared to 2023.

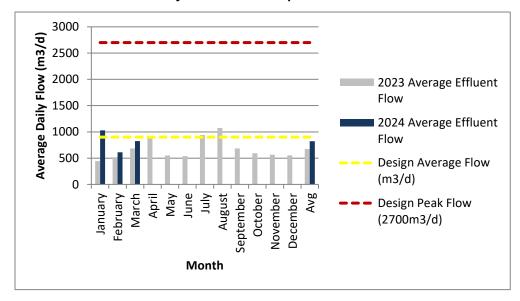
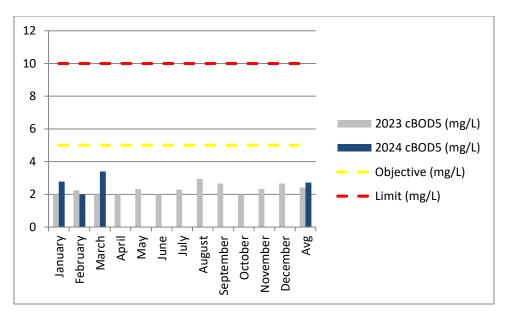


Chart 2. Raw flows in 2024 Compared to 2023 Flows

The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

The average effluent cBOD5 so far for 2024 wass 2.7mg/L, meeting the objectives and limits identified in the ECA. The annual average result for cBOD5 in 2023 was 2.4mg/L, therefore the results so far for 2024 are up by 12.6% when compared to 2023 (refer to Chart 3).

Chart 3. Average Monthly Effluent cBOD5 Results for 2024 Compared to 2023



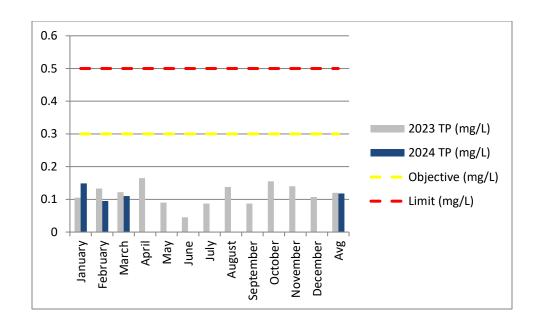
The average effluent TSS so far for 2024 wass 5.9mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in January and March due to high flows. The annual average result for TSS in 2023 was 6.6mg/L; therefore, the results for 2024 are down by 11% when compared to 2023 (refer to Chart 4).

12 10 8 2023 TSS (mg/L) 2024 TSS (mg/L) Objective (mg/L) 2 Limit (mg/L) March August April July October Avg -ebruary May September November December

Chart 4. Average Monthly Effluent Total Suspended Solids Results for 2024 Compared to 2023

The average effluent TP so far for 2024 was 0.12 mg/L, meeting effluent objectives and limits identified in the ECA. The annual average result for TP in 2023 was 0.12mg/L, therefore the results for 2024 is the same when compared to 2023 (refer to Chart 5).

Chart 5. Average Monthly Effluent Total Phosphorus Results for 2024 Compared to 2023



The average effluent TAN so far for 2024 was 0.23mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2023 was 0.18mg/L, therefore the results for 2024 are up 26% compared to 2023 (refer to Chart 6).

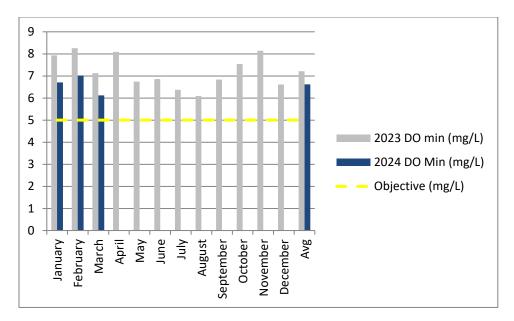
6 5 **1/8m)** 3 2 2023 TAN (mg/L) 2024 TAN (mg/L) 1 Objective (mg/L) 0 Limit (mg/L) October Avg June August November January February April May July September December

Chart 6. Average Monthly Effluent Total Ammonia Nitrogen Results for 2024 Compared to 2023

Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective of a minimum of 5 mg/L. The chart below (chart 7) shows the minimum DO concentrations.

Month

Chart 7. Minimum Dissolved Oxygen (DO) Results for 2024 Compared to 2023



Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with the ECA; there are no objectives or limits imposed on this parameter. The average effluent TKN so far for 2024 was 1.3mg/L. The annual average result for TKN in 2023 was 0.86mg/L, therefore the results for 2024 are up by 50% when compared to 2023 (refer to Chart 8).

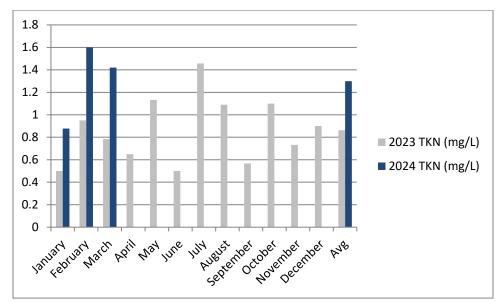
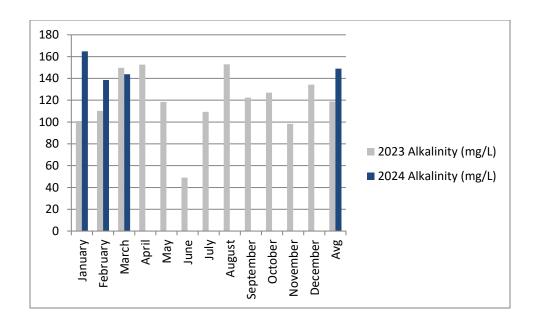


Chart 8. Average TKN Results for 2024 Compared to 2023

Alkalinity is sampled bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far for 2024 was 149mg/L. The annual average result for alkalinity in 2023 was 119mg/L, therefore the results for 2024 are up by 25% when compared to 2023(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2024 Compared to 2023



pH is sampled at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that the pH be maintained between 6.5 and 8.5. The average effluent pH so far for 2024 was 7.27. The annual average result for pH in 2023 was 7.50, therefore the results for 2024 are down by 3% when compared to 2023 (refer to Chart 10).

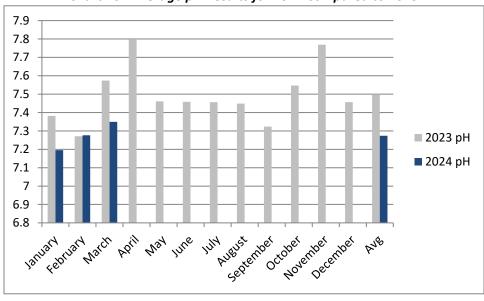


Chart 10. Average pH Results for 2024 Compared to 2023

Temperature is measured at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far for 2024 was 7.9°C. The annual average temperature in 2023 was 13.8°C, therefore the results for 2024 are down by 43% when compared to 2023 (refer to Chart 11).

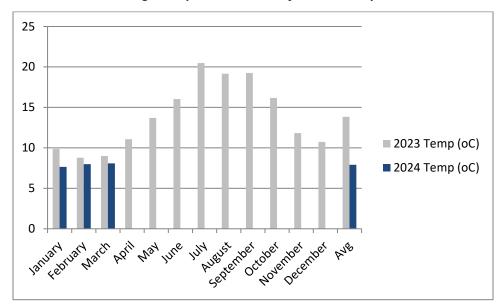


Chart 11. Average Temperature Results for 2024 Compared to 2023

## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

## **FIRST QUARTER**

There were no Health & Safety issues identified during the first quarter.

## **SECTION 6: GENERAL MAINTENANCE**

## **FIRST QUARTER:**

## **JANUARY**

- 10: High flow samples were collected due to heavy rain weather events in the area.
- 12: Collected high flow samples due to heavy rain and snow melt in the area.
- 15: Collected high flow samples for the weekend flows due to heavy rain in the area.
- 16: Gerber Electric on-site to remove heater fan motors in the lab and garage for repair.
- 17: Collected high flow samples due to heavy rain in the area.
- 24: Gerber Electric on-site to install new fan motor for one (1) of the heaters in the garage.
- 24: Completed installation of new 3" check valves on both sanitary pump lines in the grit room as they had failed. Also replaced 90° on sanitary line as it had cracked when replacing check valves.
- 26: Gerber Electric on-site to install second heater motor in the garage and lab.
- 26: Penny's Plumbing on-site to replace toilet.
- 29: High flow sampled collected due to heavy rain events over the weekend.
- 31: Collected high flow samples.

## **FEBRUARY**

01: T&T Power and Gerber Electric on-site to program PLC panels to allow filter backwash pumps to work in auto.

- 02: Completed new plumbing for drain and effluent pumps in basement.
- 13: Received alum delivery.

## MARCH

- 06: Gerber Electric on-site to wire in effluent pump P110.
- 11: Collected high flow samples due to rain events.
- 14: Waddick Fuels on-site to put diesel fuel into the WPCP generator.
- 15: Nevtro Mechanical on-site to work on blower 101.
- 15: High flow samples taken.
- 19: Konecranes on-site for annual lift inspections.
- 20: High flow samples taken.
- 21: Brought third sand filter online in consultation with SOM/SPC managers to maximize the overall plant capacity, and to reduce high flow sampling.

## **SECTION 7: ALARMS**

## **FIRST QUARTER:**

## JANUARY

26: On-call operator notified day time operator of alarms at the West Lorne Pump Station and WPCP, as they were dealing with more emergent alarms in other areas. WPCP was found to have backwash tank level transmitter fault, drained tank and cleared alarm. The West Lorne Pump Station was found to be in high level due to heavy rain and snow melt. Both pumps on and keeping up with the flow.

## **FEBRUARY**

17: On-call operator received call at 2201 for zone 2 general alarm. Arrived on-site and found a bar screen fault. Reset fault and ran in manual, forward and backward rotations for several minutes. Put back in auto, watched two run cycles and all appears ok at this time.

## **MARCH**

- 10: On-call operator received alarm at 2158 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.
- 19: On-call operator received alarm at 2109 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.
- 27: Received alarm call for bar screen fault at 23:37. Cycled back and forth from forward to reverse at bar screen panel to remove large debris caught in the screen. Set back to auto, no other faults.

## **SECTION 8: COMPLAINTS & CONCERNS**

## **FIRST QUARTER:**

There were no complaints or concerns reported during the first quarter.



# Rodney Wastewater Treatment Plant Operations Report First Quarter 2024

Ontario Clean Water Agency, Southwest Region Sam Smith, Senior Operations Manager Date: May 9, 2024

## **Facility Information:**

Facility Name: Rodney Wastewater Treatment Plant

Facility Type: Municipal

Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

## **Operational Description:**

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being re-aerated and discharged to the Sixteen Mile Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

**Service Information** 

Areas: Serviced: Village of Rodney

**Design Capacity:** 

Total Design Capacity: 590 m³/day
Total Annual Flow (2017 Data): 127,060 m³/year
Average Day Flow (2017 Data): 348.1 m³/day
Maximum Day Flow (2017 Data): 588 m³/day

## **Treatment Process Features:**

Effluent Receiver: Sixteen Mile Creek to Lake Erie

Major Process: Extended aeration
Phosphorus Removal: Continuous, Use of alum

Additional Treatment: Effluent filtration

Discharge Mode: Continuous discharge

Effluent Disinfection Practice: UV Disinfection

Sludge Stabilization: Lagoon storage

## **Contacts:**

Regional Manager:Dale LeBritton519- 476-5898Sr. Operations Manager:Sam Smith226- 377-1540Business Development Manager:Robin Trepanier519- 791-2922

## **SECTION 1: COMPLIANCE SUMMARY**

## **FIRST QUARTER:**

There were no compliance or exceedance issues reported during the first quarter.

## **SECTION 2: INSPECTIONS**

## **FIRST QUARTER:**

There were no MECP or MOL inspections conducted in the first quarter.

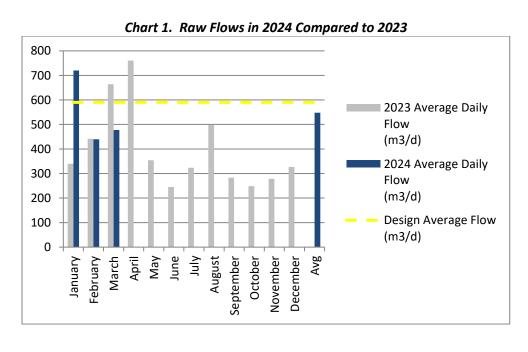
## **SECTION 3: QEMS UPDATE**

## **FIRST QUARTER:**

There were no updates to the QEMS during the first quarter.

## **SECTION 4: PERFORMANCE ASSESSMENT REPORT**

The average daily flow recorded at the wastewater treatment plant so far in 2024 was 548.2m³/d. The average daily flow in 2023 was 396.7 m³/d, therefore the flow for 2024 is up by 38% when compared to 2023. The plant is currently at 93% of its rated capacity of 590m³/d.



Raw samples are taken on a bi-weekly basis following the ECA requirements. The table below shows the raw sample results for 2024.

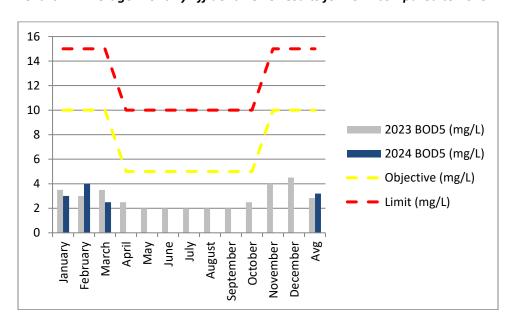
Table 1. Raw water sample results for 2024.

	BOD5 (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)
January	84	89.5	31.75	3.17
February	102.5	103.5	32.9	3.23
March	49.5	200	14.4	1.52
April				
May				
June				
July				
August				
Septembe				
October				
November				
December				
Annual Average	78.7	131	26.35	2.64

The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

The average effluent BOD5 so far in 2024 was 3.2mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2023 was 2.8mg/L, therefore the results for 2024 are up by 12.7% when compared to 2023 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 results for 2024 compared to 2023.



The average effluent TSS so far in 2024 was 4.2 mg/L, meeting both effluent limits and objectives identified in the ECA. The annual average result for TSS in 2023 was 5.9mg/L, therefore the results for 2024 are down by 28% when compared to 2023 (refer to Chart 3).

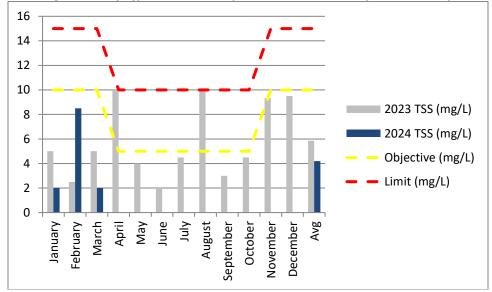


Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2024 Compared to 2023

The average effluent TP so far in 2024 was 0.11mg/L, meeting both effluent limits and objectives identified in the ECA. The annual average result for TP in 2023 was 0.21mg/L, therefore the results for 2024 are down 49% when compared to 2023 (refer to Chart 4).

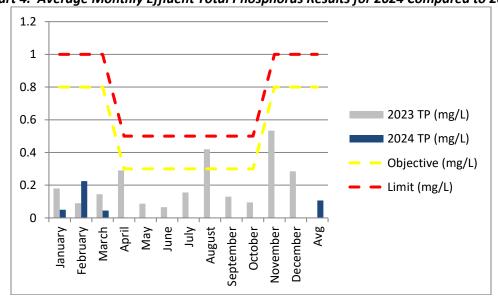


Chart 4. Average Monthly Effluent Total Phosphorus Results for 2024 Compared to 2023

The average effluent TAN so far in 2024 was 0.60 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2023 was 0.46mg/L, therefore the results for 2024 are up by 30% when compared to 2023 (refer to Chart 5).

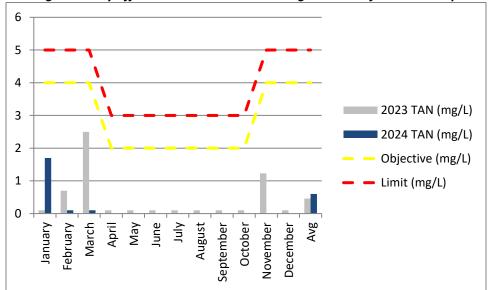
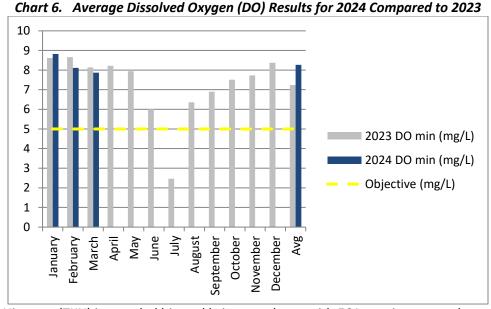
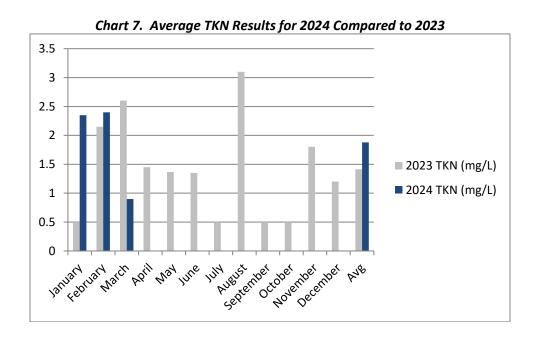


Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2024 Compared to 2023

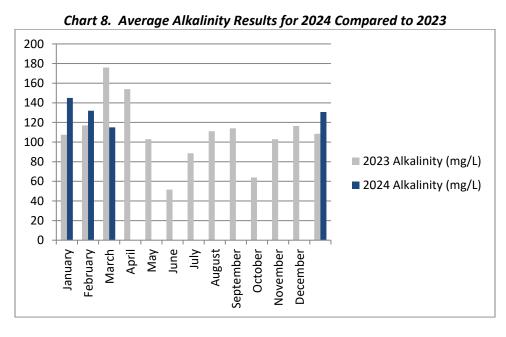
Dissolved oxygen (DO) in the effluent is monitored on site; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations.



Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The average effluent TKN so far in 2024 was 1.88 mg/L. The annual average result for TKN in 2023 was 1.41mg/L; therefore, the results for 2024 are up by 33% when compared to 2023 (refer to Chart 7).

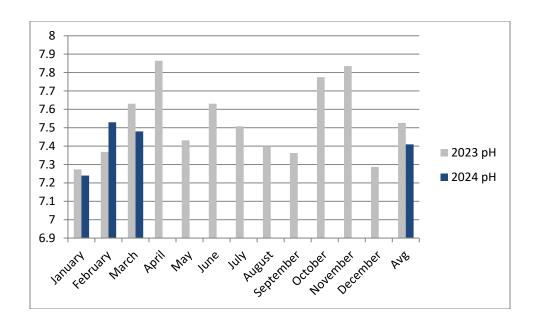


Alkalinity is sampled at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far in 2024 was 130.7mg/L. The annual average result for alkalinity in 2023 was 108.4mg/L, therefore the results for 2024 so far are up by 21% when compared to 2023 (refer to Chart 8).



pH is sampled at least bi-weekly in accordance with ECA requirements. There are no objectives or limits imposed on this parameter however, it is recommended that the pH be maintained between 6.5-8.5. The average effluent pH so far in 2024 was 7.41. The annual average result for pH in 2023 was 7.53; therefore, the results for 2024 is down by 1.5% when compared to 2023 (refer to Chart 9).

Chart 9. Average pH Results for 2024 Compared to 2024



Temperature is measured at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far in 2024 was 6.8°C. The annual average temperature in 2023 was 11.8°C; therefore the results for 2024 are down 42.6% when compared to 2023 (refer to Chart 10).

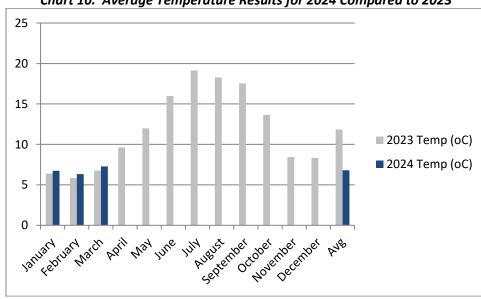


Chart 10. Average Temperature Results for 2024 Compared to 2023

## **SECTION 5: OCCUPATIONAL HEALTH & SAFETY**

## **FIRST QUARTER**

There were no Health & Safety issues identified during the first quarter.

## **SECTION 6: GENERAL MAINTENANCE**

## **FIRST QUARTER:**

## JANUARY

- 03: Rodney Electric on-site to wire in temporary decant pump. Found a bad contact, one to be ordered and replaced the old one.
- 05: Rodney Electric on-site to finish wiring in temporary decant pump.
- 11: Nevtro on-site to service mechanical mixers 3 and 5.
- 18: Received alum delivery from Jutzi.

## **FEBRUARY**

- 13: Removed both RAS pump impellers from volute to remove build up of rags. Found RAS pump 2 extremely warm and found issues with shaft/bearing on the motor. Notified SOM.
- 21: Nevtro Mechanical on-site to inspect motor for RAS/WAS pump 2. Motor has been removed to be taken back to their shop for further assessment.

## MARCH

- 14: Waddick Fuels on-site to fill generator with diesel fuel.
- 19: Konecranes on-site for annual inspection of lifting devices.
- 21: Received alum delivery.
- 28: Gerber Electric on-site to install temporary float system due to miltronics failing (Pump station)

## **SECTION 7: ALARMS**

## **FIRST QUARTER:**

## JANUARY

- 25: On-call operator received alarm for Rodney Pump Station. Operator found miltronics alarm, reset miltronics panel and resolved the alarm.
- 28: On-call operator received alarm for Rodney pump station. Operator found miltronics in alarm. Operator reset miltronics panel, and watched several pump cycles. Appears to be operating normally. Calling out likely due to steam and build up on the level transducer.

## **FEBRU**ARY

11: On-call operator received alarm call for power outage at the pump station and the WPCP at 2100. Utility power is restored at 2300. Operator reset the main breaker at the WPCP and utility power is restored.

## MARCH

There were no alarms this month.

## **SECTION 8: COMPLAINTS & CONCERNS**

## **FIRST QUARTER:**

There were no alarms in the first quarter.



## Staff Report

**Report To: Council Meeting** 

From: Jeff McArthur, Fire Chief

**Date:** 2024-05-23

**Report:** 2024-06

**Subject:** Tanker Apparatus Replacement

## **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That Staff be authorized to purchase, from Commercial Emergency Equipment Company, one (1) Maxi-Metal Tanker based on the specifications in the proposal, in the amount of \$738,491.23 plus applicable taxes, to replace the 1998 Tanker currently in service at Station 2 in West Lorne.

## Purpose:

To seek Council approval to move forward on a Tanker Apparatus Replacement for the fire department.

## Background:

Once a need to replace one of the two aging fire department tankers was identified, a Tanker Replacement Committee (TRC) was formed in late 2022. The TRC has met several times in the past approximately 18 months, with members recently travelling to Bruce County to look at a tanker of favourable design. The proposed tanker meets the majority of the TRC's preferred features. While this tanker isn't designed to be a primary pumper, it does have pumping capabilities and will be able to fulfill a pumper role, in the event either station's pumper is out of service.

Recognizing that in the past several years there has been a tremendous increase in fire apparatus pricing caused by high inflation rates, supply chain shortages, and a weaker Canadian dollar; staff prioritized cost savings options.

In an Elgin County Fire Chiefs meeting in 2023, it was identified that Bayham and Malahide Fire Departments were also in need of a very similar apparatus, and in collaboration with the municipalities' apparatus committees, it was determined that there was a possibility of cost savings by making a multi truck purchase.

The three fire chiefs, collectively contacted and met with several apparatus manufactures with the goal of securing a multi truck order, that would both provide significant savings for each municipality but would also meet each fire department's tanker replacement needs. Pricing that was received varied, with one being over one million dollars per tanker.

Ultimately Canoe/Sourcewell Procurement was utilized to source a suitable proposal for the purchase of this apparatus. As the Municipality of West Elgin is a member of the Local Authority Services (LAS) organization through the Association of Ontario Municipalities (AMO), West Elgin had the opportunity to again participate in the Canoe Procurement Group Program, which was recently utilized by the Manager of Operations & Community Services to order a motor grader.

The cost savings by participating in this group purchase are \$106,352.00. This divided between the three (3) trucks amounts to a savings of \$35,450.00 per municipality. These savings will only be realized upon a signed contract from all three participating municipalities. It is anticipated that both the Municipality of Bayham and Township of Malahide Councils' will approve similar reports in early June, for the purchase of the same tanker apparatus.

The delivery date on the new Tanker is set for 725 days from the time of executing the purchase order, which would be Spring 2026.

## **Financial Implications:**

In the 2024 Capital Budget, a combined \$730,000 was included in 2025 to fund this apparatus. Staff believe the approximately \$8,500 difference between that amount and the proposal price can be covered by the sale of the surplus tanker once the new tanker has been placed into service.

The payment terms are outlined in the proposal and are the same for all three municipalities. The chassis is expected to arrive to the manufacturer in late 2024, or early 2025.

Respectfully submitted by,

Jeff McArthur, Fire Chief

## **Report Approval Details**

Document Title:	Tanker Apparatus Replacement - 2024-06-Fire.docx
Attachments:	- West Elgin Maxi Proposal (revised).pdf
Final Approval Date:	May 21, 2024

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

Terri Towstiuc



COMMERCIAL EMERGENCY EQUIPMENT CO.

## **West Elgin Fire Department**

## **EQUIPMENT QUOTATION & SUPPLY CONTRACT OF ONE (1) Maxi Metal 3000G TANDEM AXLE TANKER**

2024/14/05





May 14, 2024

Box 490, 22413 Hoskins Line Rodney, ON NOL 2C0

**Attention:** Chief Jeff McArthur

Dear Chief McArthur,

Thank you for the opportunity to quote the supply and delivery of one (1) Maxi Metal 3000G tandem axle tanker.

Commercial Emergency Equipment Co. (part of The Commercial Group of Companies) is Canada's largest supplier of truck mounted equipment. We've been in business since 1947 providing sales, service and parts support to our valued customers. Commercial Emergency Equipment represents the industry's leading products, Pierce Manufacturing and Maxi Fire.

Commercial Emergency Equipment has the largest service and parts network in Canada. We have five Pierce, Oshkosh and Maxi Certified locations to service and support your equipment and the largest quantity of locally stocked parts in the industry. Our onsite EVTs are experienced industry veterans and have been trained by Pierce, Oshkosh & Maxi to outfit and service your apparatus and equipment with the highest attention to detail and quality. We also offer mobile EVT service from our fleet of fully equipped service trucks, a 24-hour emergency service hotline, the best warranty support, and detailed training programs to ensure that every aspect of our customer support is the best in Canada. Together, Commercial Emergency Equipment, Pierce Manufacturing and Maxi Fire form an ideal partnership with an unmatched customer service footprint and the best fire apparatus in the world.

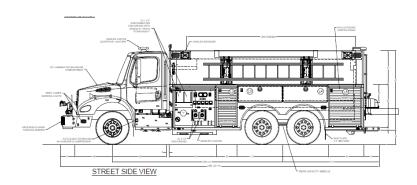
We are pleased to offer the following for your consideration.

www.ComEmerg.ca • 1-800-665-6126



## **Key Points on the Maxi Metal 3000G Tandem Axle Tanker:**

- Freightliner M2-112, 6x4 Tandem axle
- Detroit Diesel DD13, 450HP
- Allison 4500EVS PTO Transmission
- 64,000 Front and Rear Axles
- Darley 1000GPM Pump
- 3000USG Water Tank
- Front Bumper trash line
- Front Bumper Turret



## **Delivery**

Delivery for this unit is estimated at 725 days from the time of executing the purchase order. Timeline is subject to changes based on manufacturer's discretion.

Maxi Metal Canoe/Sourcewell #: 113021-MAX West Elgin Canoe/Sourcewell #: LAS 1272

## **QUOTATION**

3000G Tandem Axle Tanker:

Maxi Metal List Price: Sourcewell Discount: Selling Price:

**Payment Term Schedule:** 

10% Down Payment on Body at Issuance of PO: Cost of Chassis on Receipt at Manufacturing Facility: Balance Due Upon Delivery: \$773,941.98 CAD \$-35,450.75 CAD \$738,491.23 CAD plus applicable taxes

\$53,431.02 CAD \$204,181.00 CAD \$480,879.21 CAD



## \*NOTE\*

- Plus Applicable Taxes
- Quote Valid until May 30, 2024
- Due to extended lead times and impending 2027 EPA standards revision, unknown product impacts based on 2027 EPA compliant engines, unknown specifications of 2027 EPA compliant engines, and not having firm product costs for 2027 EPA compliant engines, pricing of the engine is subject to change without notice. Customer shall be responsible for any engine pricing changes incurred prior to delivery of the completed apparatus.
- Due to extended lead times on commercial chassis, the final pricing and delivery timeframes are strictly an
  estimate. Should any additional levies be applied to the commercial chassis order by the chassis
  manufacturer, those levies will be communicated, and the customer will be responsible for said cost
  increases on delivery.
- Payment Terms: 10% deposit at time of booking, cost of chassis and aerial on receipt at manufacturing facility, balance on delivery
- FOB: Rodney, ON
- Pre-construction conference and final inspection for **one (1)** fire department representatives accompanied by one (1) Commercial Project Manager to the Pierce Manufacturing Facility
- Additional people can be added to final inspection at additional cost
- Training and Orientation on the operation, care and maintenance of the apparatus
- · Parts, service and warranty are available through our local service centers and mobile service department
- Terms and conditions below

We trust the above meets with your approval.

Should you wish to proceed, please note the general conditions below and sign under order acceptance.

Yours very truly,



Adrian Butcher Apparatus Specialist, Fire & Emergency Commercial Emergency Equipment



## Commercial Truck Equipment Corp. DBA Commercial Emergency Equipment Co.

(part of The Commercial Group of Companies)

- 1. APPLICATION OF GENERAL CONDITIONS. These general conditions (the "General Conditions") govern the supply of goods and services by Commercial Truck Equipment Corp. ("CTE") unless modified or supplemented by a term expressly set out in a CTE job order ("Job Order"). These General Conditions, together with a Job Order and invoice, collectively form a legally binding contract between CTE and its customer ("Customer") (the "Supply Contract"). Any change to the terms of the Supply Contract must be agreed in writing by CTE.
- 2. ENTIRE AGREEMENT. The Supply Contract is the complete and entire agreement between the parties with respect to the subject matter therein. No understandings or communications between the parties, whether written or verbal, form part of the Supply Contract or will have any legal effect between the parties unless expressly agreed in writing by CTE. If Customer's purchase order is attached as a schedule to the Supply Contract, other than any technical specifications that may be set out therein, it will have no legal effect.
- 3. SUPPLY OF GOODS AND SERVICES. CTE will supply, and Customer will purchase the goods and services at the price and in accordance with the other terms and conditions of the Supply Contract
- 4. DELIVERY, PICK UP AND SHIPPING. Goods supplied by CTE and Customer equipment on which CTE services are performed will be deemed to have been delivered to Customer once CTE places such goods or Customer equipment at the disposal of Customer at a CTE branch. Upon delivery by CTE, Customer will be required to immediately pick up such goods and equipment at Customer's risk and expense. CTE may, upon Customer's request, arrange for shipping at Customer's risk and expense. Risk of loss or damage to goods and equipment will transfer to Customer once such goods and equipment are delivered to Customer at a CTE branch
- **5. PAYMENT.** Customer will pay the price of CTE's goods and services in cash on delivery by CTE. Title to goods shall remain with CTE and shall not pass to Customer until all amounts owing by Customer to CTE, including all applicable taxes, have been paid in full by Customer. If Customer does not fully pay all amounts owing when due, CTE may, without limiting its remedies under the Supply Contract and the law, (a) suspend delivery and other CTE performance until such amounts are fully paid and (b) terminate the Supply Contract.
- 6. DEPOSIT. If Customer has paid CTE a deposit on the Supply Contract price (the "Deposit") and Customer fails to complete the Supply Contract in accordance with the terms thereof (including, without limitation, failing to pick up goods and equipment and failing to fully pay all amounts when due) through no fault of CTE, CTE may terminate the Supply Contract and in such event the deposit will be absolutely forfeited to CTE on account of damages without limiting CTE's right to pursue Customer for additional damages and other remedies under the Supply Contract and the law.

### 7. LIMITED WARRANTY.

- **7.1 Goods Manufacturer's Warranty.** Goods supplied by CTE will be warranted by the manufacturer in accordance with the terms of the manufacturer's warranty (if any). CTE may, in its sole discretion and on terms acceptable to CTE, perform any warranty repair or replacement on goods covered by a manufacturer's warranty and in such event the terms of this Supply Contract (except section 7.2, unless CTE agrees in its sole discretion) will govern the warranty repair or replacement.
- **7.2 Services** CTE's Limited Warranty. CTE warrants, subject to the following limitations and conditions, that its services will be free from defects in workmanship for 90 days after service completion: (a) CTE will determine, in CTE's sole discretion, whether the workmanship is defective, (b) CTE's sole responsibility will be to repair the defective workmanship and, if necessary as determined by CTE, repair or replace a part that is damaged by the defective workmanship, at a CTE branch during its regular business hours, (c) Customer is responsible for shipping, at Customer's risk and expense, applicable equipment to and from a CTE branch for CTE's assessment and repair, (d) no further warranty is provided on any service warranty work, (e) prior to the discovery of the defect, the applicable equipment was being used and maintained properly by Customer and in accordance with CTE's and the equipment manufacturer's guidelines. All CTE service warranty work will be governed by the terms of this Supply
- **7.3 No Other Warranty.** Other than the warranties expressly provided in sections 7.1 and 7.2 hereof, no other warranties, conditions, guarantees or similar obligations, whether express or implied by fact, by law, including any statute or regulation, by custom or trade usage, or by any course of dealing, including but not limited to any implied warranties or conditions of merchantability or fitness for purpose or fitness for a particular purpose, are applicable to goods and services supplied by CTE.
- 8. PROPERTY/GOODS LEFT ON CTE PREMISES. Any Customer property and CTE supplied goods left on CTE premises will be left at Customer's risk and expense and if any of the foregoing are left on CTE's premises more than 30 days after delivery at a CTE branch, CTE may store such property and goods at a third party site at Customer's risk and expense. If any Customer property and CTE supplied goods are left more than 90 days after delivery at a CTE branch, CTE may, at Customer's risk and expense, sell such property and goods, apply the proceeds of such sale to any amounts owed by Customer and hold the remaining proceeds (if any) in trust for Customer.
- **9. FORCE MAJEURE.** "Force Majeure" means an event or circumstance that is beyond the reasonable control of a party and that prevents or delays that party in the performance of any of its obligations under the Supply Contract, including but not limited to a delay or failure by a subcontractor, or sub-supplier, in each case of any tier, to perform and complete their obligations in accordance with their respective contracts that is caused by an event that, if it occurred with respect to a party to this Supply Contract, would constitute Force Majeure. If a party is prevented or delayed in performing its obligations (other than a payment obligation) by Force Majeure, that party is not liable to the other party for failure to perform those obligations. The time for performance is deferred to the extent and for so long as performance is prevented or delayed and the completion, delivery and other dates contemplated under the Supply Contract shall be adjusted if necessary to accommodate the effects of Force Majeure.
- 10. LIMITATIONS OF LIABILITY. CTE is not liable to Customer under or in relation to the Supply Contract for any loss of use, loss of production, loss of profits, loss of markets, additional or incremental costs of operation, economic loss, or special, indirect or consequential loss or damage, or punitive and exemplary damages suffered or incurred by Customer, or by any third party who makes a claim against Customer for which Customer seeks recovery from CTE, whether Customer's claim, or that of the third party, is in contract, or tort, including negligence, or under any other theory of law or of equity. CTE's total liability arising out of or in relation to the Supply Contract, whether in contract, warranty, tort (including negligence), strict liability or otherwise, shall be limited to the price of the goods and services supplied under such Supply Contract.



- 11. APPLICABLE LAW. The Supply Contract shall be governed by and construed in accordance with the laws of the Province in which the Supply Contract is entered into and the laws of Canada applicable in such Province, excluding any conflict of laws principles or rules that would impose a law of another jurisdiction for the construction of the Supply Contract. The parties to the Supply Contract hereby irrevocably and unconditionally attorn to the non-exclusive jurisdiction of the courts of the Province in which the Supply Contract is entered into and all courts competent to hear appeals therefrom. The United Nations Convention on Supply Contracts for the International Sale of Goods (1980) shall not apply to the Supply Contract and is hereby excluded in its entirety.
- 12. CONSORTIUMS ORDERS. Prices are subject to change. Pricing will be determined at the time of invoicing based upon the Sourcewell contract.
- **13. SUPPLIER SURCHARGES.** CTE may pass on supplier surcharges with documentation from vendor.
- 14. MISCELLANEOUS. Any additional supply or work performed by CTE in relation to the original supply of goods or services contemplated under this Supply Contract will be governed by the terms of this Supply Contract. The remedies available to CTE hereunder are in addition to any other remedy available under the law. If any provision of the Supply Contract is determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability attaches only to such provision and everything else in the Supply Contract continues in full force and effect

## **Order acceptance:**

Customer acknowledges having read the conditions in this document and agrees to purchase

Signature:
Print Name:
Title:
<b>Date (</b> Year/Month/Day <b>): 20/</b> //
P/O#:

Upon completion, please return to Commercial Emergency Equipment for order processing.



## **Staff Report**

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

**Date:** 2024-05-23

Subject: Ridout Street Sidewalk Removal

## **Recommendation:**

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

That West Elgin Council supports removal of the sidewalk along the west side of Ridout Street between Queens Line and Maple Street.

## Purpose:

The purpose of this report is to address the deficient sidewalk along the west side of Ridout Street between Queens Line and Maple Street in Rodney.

## **Background:**

Municipal staff have received concerns regarding the condition of sidewalk along the west side of Ridout Street in Rodney. The section in question is comprised of deteriorating asphalt and concrete with a width of only 0.9 m, which is well below the standard 1.5 m width which is now required. 'Repairs' to a sidewalk of this age and condition would not be considered, leaving full replacement as the only option.





Ridout Street runs parallel to Furnival Road and is classified as Urban Local. There is currently new sidewalk which runs along the east side between Queens Line and Centre Street, which is shown on the attached map in green. The old sidewalk in question is shown on the attached map in yellow, and there is no sidewalk in areas identified with a red line. This scenario is consistent with other areas of Rodney and West Lorne, where there is a mix of dual sidewalk, one sidewalk, and no sidewalk. Most areas with dual sidewalk tend to be in the long-established sections, closer to downtown.

The municipality currently has design standards for sidewalk in areas of new construction but does not have a policy for replacement of sidewalk on established streets. Staff have been working towards development of a municipal sidewalk policy which will be brought to Council for consideration later in 2024. One section within this new policy will cover location criteria for sidewalk placement. Streets identified as urban local would warrant no sidewalk, or sidewalk on one side, based on several factors including volume, school/community zones, illumination, and network connectivity.

Although a formal policy is not yet in place, based on the criteria listed above, sidewalk would be warranted on one side of Ridout Street only. Staff are recommending removal of the old sidewalk in question, which will address resident safety concerns and align with the comprehensive sidewalk policy being drafted.

## **Financial Implications:**

Removal of the existing sidewalk and rehabilitation of the grass area is estimated at \$7500.00 and could be completed by public works staff. Replacement of the existing sidewalk is estimated at \$29,000.00 plus applicable tax.

## **Alignment with Strategic Priorities:**

Infrastructure	Recreation	Economic	Community
Improvement		Development	Engagement
☑ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.

Respectfully submitted by,

Lee Gosnell
Manager of Operations & Community Services

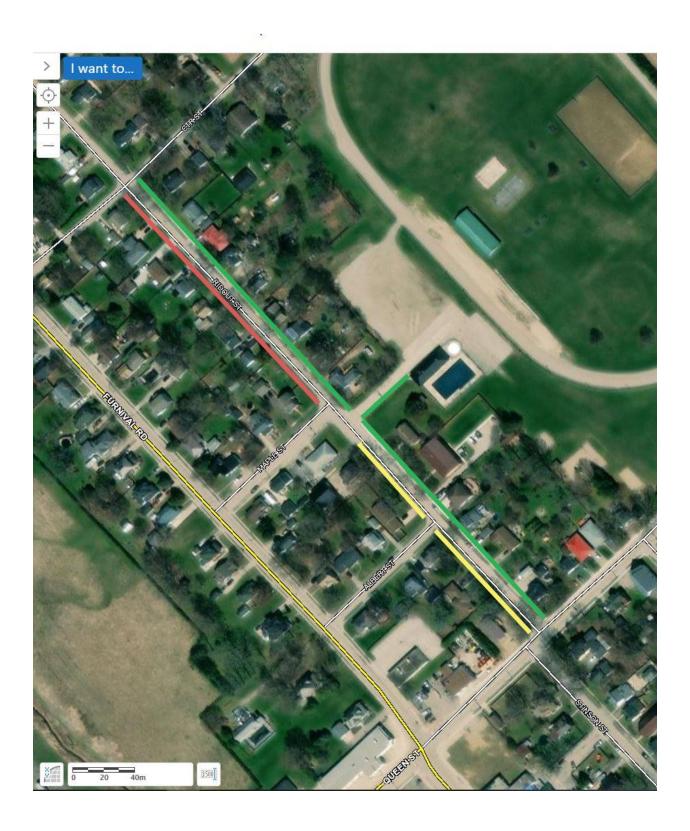
## **Report Approval Details**

Document Title:	Ridout Street Sidewalk Removal - 2024-18-Operations Community Services.docx
Attachments:	- Ridout Street Sidewalk.docx
Final Approval Date:	May 21, 2024

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

Terri Towstiuc

## Ridout Street Sidewalk





## **Staff Report**

**Report To: Council Meeting** 

From: Terri Towstiuc, Clerk

**Date:** 2024-04-25

**Subject:** Residential Backyard Chickens, Update

## **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Residential Backyard Chickens; And

**Option 1**: That Council direct staff to prepare an online survey, to gauge residents' interest for backyard chickens within residential areas, within the Municipality.

OR

<u>Option 2</u>: That Council direct the Clerk to work with the necessary departments, to establish the required policies and procedures to allow Residential Backyard Chickens.

## Purpose:

The purpose of this report is to provide information to West Elgin Council regarding options for residential backyard (urban) chicken allowance and regulations.

## Background:

May 27, 2021: That West Elgin Council hereby direct staff that consideration of

residential/backyard chickens be undertaken as part of the review of the

Comprehensive Zoning By-law.

March 14, 2024: 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.

Over time, urban farming has increased in popularity and while most may consider community and backyard gardens the primary source of urban farming, backyard chicken coops on a small scale are included. Urban farming generally promotes education, food safety, the concept of local organic self-

sustaining food production as a method to address food insecurity and the ability to provide a personal food source.

The benefits in allowing backyard chickens in residential areas include:

- Residents can grow and raise healthy food.
- Chickens provide pest control of bugs such as flies, slugs, ticks and grasshoppers.
- Chickens will reduce landfill waste by eating food scraps.
- Chickens provide organic fertilizer for gardens.
- Chickens provide opportunity socially and through education to establish connections with others who seek to understand what is needed to raise the animals in a residential setting.

Backyard Chickens also pose a risk and have potential negative impacts:

- Infectious disease transfers to humans living in close proximity.
- Greater potential to exposure to wild bird populations increasing the risk of avian disease transfers to society-sustaining agricultural flocks.
- Manure and deadstock disposal challenges risk of residents placing deadstock in their regular weekly garbage.
- Odor and noise conflicts with nearby urban neighbours.

## **Health and Biosecurity**

Avian Influenza is a risk for backyard chicken coop owners - The Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) offers information that will assist backyard chicken coop owners regarding health and wild bird migration season. Migration season increases the risk for highly pathogenic avian influenza (HPAI) which can cause severe illness and death in all domesticated birds. Backyard chicken coop owners must be diligent in protecting their chickens to avoid disease transfer to humans or larger local farming operations in the Ontario poultry industry. Staff provide educational and information links on the municipal webpage that provide links to how to prevent and detect disease in backyard flocks and pet birds and how to raise healthy small flock poultry.

## **Other Considerations**

- Lot sizes generally residential lots are smaller than those in agricultural zones. What size is appropriate to house residential/backyard chickens? Some municipalities who had pilot programs limited the number of chickens proportionally to the size of the lot, others restrict allowing chickens to lots 500 m² or greater. Some municipalities require an inspection of the lot and coop prior to issuing a license.
- Neighbour disputes –Many dog complaints are a result of neighbour disputes, which do not fall
  within the scope of municipal by-law enforcement, however, they consume a significant amount
  of By-law enforcement time.
- Locations, size, and setbacks for coops municipalities that permit residential/backyard chickens have restrictions typical to other zoning requirements, such as setbacks from lot lines, lot coverage and the size of any accessory structure (Coop and run).
- Prohibitions all municipalities prohibit roosters in residential areas; almost all also prohibit slaughtering of residential/backyard chickens and prohibit the sale of eggs.
- Animal control how do we ensure the safe and ethical treatment of animals? Animal control is not able to house abandoned or maltreated birds.

- By-law Enforcement Currently, our By-law Officer is only in the office one day per week (Tuesdays)
- Protection of Livestock and Poultry from Dogs Act must be considered. A recent claim required
  the Municipality to compensate a resident \$730.00 for the kill of their ducks/geese. While this
  claim will be recuperated from the dog owner, this may not always be the case if the dog and/or
  owner is not known.

## **Building Department Comment**

Potential issues could be construction of chicken coops/shelters etc.

- If they exceed 10sq.m. then permits are required. The new provision for 15sq.m in the OBC is clearly stated as being for sheds.
- Possible zoning concerns as these things pop up too close to property lines. Zoning is difficult
  and costly to enforce.
- Fencing anything specific to contain them?

## **Planning Department Comment**

- The keeping of domestic livestock in an agricultural setting has good regulations as it deals with anything over 5 nutrient units which can be anything from 5 cows to 500 laying hens. In addition, there are also nutrient (manure) management standards so that someone is not overusing nutrients on any given parcel. These standards have been improved and monitored over many years through OMAFRA.
- Rural residential settings where domestic livestock is kept can also work but usually is for anything under 5 nutrient units (West Elgin has a specific limitation on type and number on an A3 lot) these lots are also 1 acre in size or more. It also works better if the lots are not in a cluster or near urban settings.
- Early land use centered around sanitation in urban environments; there was very little consideration given to the impact of keeping animals and just throwing human waste in the streets.
- Chickens are disease carrying animals and they often carry things that start in rodents then get passed along to humans. Avian flu is one of many.
- The goal of land use planning is to avoid mixing uses that create the potential for compatibility issues.
- Enforcement resources are very limited, especially in small rural communities, and are they best focused on policing chickens?

## **Summary:**

In summary, while we can allow residential/backyard chickens, to be successful stringent regulation would be needed. Regulation requires enforcement staff to manage complaints from neighbours and to ensure the well-being of the birds. In addition, the municipality would have to ensure that eggs aren't sold, that slaughter and the disposal regulations are followed, along with ensuring the disposal of the manure is handled appropriately.

At this time, the municipality isn't set up to manage these requirements and this needs to be taken into consideration before embarking on a change to the Zoning By-law and a licensing program. A public engagement process could gauge interest in the licensing of such a program.

## Financial Implications:

Licensing fees for allowing residential/backyard chickens are the only way to recoup the administration and enforcement costs for such a program.

The largest costs would be for administration of a licensing program for inspections, determining lot size, location of accessory buildings and for enforcement of noise and mitigating neighbour disputes. It is likely that By-law Enforcement hours will need to be increased.

## Policies/Legislation:

Municipal Act, 2001
Planning Act, 1990
Protection of Livestock and Poultry from Dogs Act, 1990
West Elgin Comprehensive Zoning By-law 2015-36
West Elgin Animal Control By-law 2023-80

## **Alignment with Strategic Priorities:**

Infrastructure	Recreation	Economic	Community
Improvement		Development	Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☑ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc Clerk



# Keeping your family healthy with backyard poultry, including chicks and ducklings

This fact sheet provides basic information only. It must not be used in the place of medical advice, diagnosis or treatment. Always talk to a health care professional about any health concerns you have, and before you make any changes to your diet, lifestyle or treatment.

- Live poultry, such as chickens, ducks, geese, and turkeys and their young (e.g. chicks and ducklings) often carry harmful germs such as *Campylobacter* and *Salmonella*. While they usually do not make the birds sick, *Campylobacter* and *Salmonella* can cause serious illness when passed to people. Symptoms can include diarrhea (sometimes bloody), stomach pain and vomiting.
- These germs are in the bird's droppings (poop) which can then get on their bodies and surfaces and objects around them.
- Children younger than 5 years of age, adults older than 65 years, pregnant women, and people with weakened immune systems are at higher risk of serious infection from these germs, so they should not handle or touch chicks, ducklings, or other live poultry, or any surfaces or objects in contact with these birds.
- Should you or your family become sick with symptoms of *Campylobacter* or *Salmonella*, let your health care provider know that you have had exposure to live poultry.
- Any change to the birds' health, should be discussed with a veterinarian or the store, farm, or hatchery where you got the birds.

## How to keep you and your family from getting sick

There is always a risk of illness when interacting with live poultry, including chicks and ducklings. By following the DOs and DO NOTs listed next, you can decrease the chance of you or your family becoming ill.

## DOs:

- Always wash your hands thoroughly with soap and water immediately after touching any live poultry or their droppings or touching any surfaces or items in the area where they live or have spent time.
- Adults should supervise children around live poultry and when hand washing.
- Change any clothes that were in contact with the birds during handling.

- Keep the birds in an enclosed area that is easy to clean and disinfect.
- Regularly clean and then disinfect the birds' enclosure/habitat and any equipment used in their care. Only put the birds back in the area once it is clean and dry.
- Clean and then disinfect any surfaces live poultry have contacted.
- Wipe up droppings using a disposable towel and clean and disinfect the area.
- Wear gloves when cleaning and disinfecting and when wiping up droppings. Always wash your hands after removing your gloves.
- Follow manufacturer's instructions for proper use of the disinfectant (e.g. should it be diluted, how long to leave it before wiping dry). It is important to note that disinfectants only work properly on surfaces that have been cleaned first.
- If you bathe the birds or let them swim, use a plastic tub or bin that is solely for the birds' use only.

## DO NOTs:

- Do not bring chicks, ducklings, or other live poultry into households or settings with children younger than 5 years of age, adults older than 65 years, pregnant women or people with weakened immune systems.
- Do not kiss or snuggle the birds, touch your face or eat or drink when handling live poultry.
- Do not feed the birds directly from your hands.
- Do not allow live poultry to be on surfaces that cannot be cleaned and disinfected, such as carpeting or cloth furniture. Do not allow birds to wander around inside your home.
- Do not allow live poultry in areas where people's food or drinks are prepared, served, eaten, or stored.
- Do not bathe or swim the birds or clean their habitats in a sink, bathtub or pool that is also used by people.

This fact sheet was prepared by the Ministry of Health, Office of the Chief Medical Officer of Health – Public Health in collaboration with Public Health Ontario and the Office of the Chief Veterinarian for Ontario.



## **EVIDENCE BRIEF**

## Reducing Health Risks Associated with Backyard Chickens



2<sup>nd</sup> Edition: September 2023

## **Key Messages**

- Backyard chickens can be found in rural and urban residences in Ontario and elsewhere.
- Backyard chicken owners' awareness of illness risks such as salmonellosis, and biosecurity measures is limited.
- Human illnesses and outbreaks have been linked to exposure to backyard chickens.
- Backyard chicken owners can reduce their risk of illness through a variety of measures such as:
  - hand washing before and after handling chickens, feeding them, and cleaning chicken coops
  - wearing dedicated clothing and shoes to avoid cross-contamination
  - refraining from kissing and snuggling live chicken
  - maintaining cleanliness of the premises (e.g. sanitizing equipment, removing wet manure)
  - preventing contact between backyard chickens and wild birds/animals
  - reporting illnesses in chicken flocks and seeking veterinarian expertise

## Issue and Research Question

Chickens kept on residential property are commonly referred to as backyard chickens. Smith et al. define backyard chickens as domestic gallinaceous birds, excluding exotic pet birds, housed in urban, suburban or rural settings.<sup>1</sup>

Keeping backyard chickens in rural or urban residences is not a new concept. Early poultry production in the United States (US) in the 1800s usually consisted of backyard poultry.<sup>2</sup> Today, backyard chicken owners may also develop emotional attachments to their flocks, viewing them as pets and practicing closer contact in some cases.<sup>3</sup> A 2013 report from the United States Department of Agriculture (USDA) found a growing interest in ownership of backyard chickens in several US cities.<sup>4</sup> An issue brief from the University of Minnesota also reported that the number of households keeping chickens in urban backyards in the US appears to be increasing.<sup>3</sup>

Ontario public health units and Public Health Ontario (PHO) have received inquiries about health risks associated with backyard chickens. In addition, a report by Ontario Ministry of Agriculture, Food and Rural Affairs (OMAFRA) indicates that poultry is a popular choice for urban producers who want to raise livestock in Ontario.<sup>5</sup> Services to rent backyard chickens for private homes and long-term care homes are also available in Ontario.<sup>6</sup> If this is indeed a trend, concerns about backyard chickens as sources of zoonotic diseases to humans may also increase, <sup>7</sup> as well as the need for risk reduction strategies.

This Evidence Brief updates a previous review done in 2017 and focuses on the following questions:

- Are backyard chicken owners aware of the risk of infectious disease transmission from their flocks?
- What illnesses and outbreaks are associated with exposure to backyard chickens?
- What behaviours can increase the risk of illness from exposure to backyard chickens?
- What biosecurity measures can reduce the risk of human illness and outbreaks?

This Evidence Brief addresses questions regarding health risks from backyard chickens and ways to reduce those risks. It does not include noise, odour and the possible benefits of raising backyard chickens, which may be considerations for policy.

## Methods

For the 2017 review, a literature search was conducted by PHO Library Services using MEDLINE, Embase, Academic Search Premier, Food Science Source and Scopus databases. The search was limited to literature published in English from 1946 to July 3, 2017. Search terms included: urban chicken, backyard chicken, domestic chicken, transmission, monitoring, infections, illness, outbreak, disease, biosecurity, knowledge, practice, attitude, and risk. The search yielded 1635 citations after duplicate records were removed. Titles and abstracts were screened for relevance. Additional information was identified through cited reference searching of full-text articles and through an external reviewer.

A grey literature search was also performed using Google on July 5, 2017, and the first 100 results were reviewed. Search terms included backyard chicken OR backyard poultry OR urban chicken OR backyard hen OR neighborhood poultry OR hobby hen OR hobby chickens OR household poultry. Papers were selected if they identified illnesses or outbreaks associated with exposure to backyard chicken, backyard chicken owners' awareness of health risks and risk reduction measures.

In February 2023, an updated literature search was conducted by PHO Library Services to identify new evidence on the search terms listed above, including highly pathogenic avian influenza (HPAI) and other pathogens in backyard chickens and small poultry flocks. Environment Complete was searched in addition to the same databases above. The search was limited to literature published in English from 2017 to February 2023. The search yielded 699 citations after duplicate records were removed. Titles and abstracts were screened for relevance to HPAI and other pathogens in backyard chickens/poultry or small non-commercial flocks, human cases from exposure to backyard chickens/poultry or small non-commercial flocks, and biosecurity measures. A grey literature search was also performed using a custom Google search in March 2023, and the first 50 results were reviewed.

A total of 66 records are included in this report. A detailed search strategy is available upon request.

## Main Findings

## Owners Have Limited Awareness of the Human Risk of Infectious Disease Transmission from Backyard Chickens

In general, studies have found limited awareness of the association between infectious disease risk and live poultry contact, as well as a lack of biosecurity measures among flock owners. 8-14 New backyard chicken owners in Ontario may not be aware of these risks as information on enteric illnesses are not typically provided at point of selling in Ontario. 6 This search identified a number of US and international based studies; the following highlights provide details:

- US based studies have found:
  - Inconsistent or minimal biosecurity practices. For example, a cross-sectional study of Colorado backyard chicken owners (n=317) found minimal biosecurity measures and high human contact with flocks. About 79% of individuals surveyed did not change into separate clothes before contact with chickens and about 95% did not report disinfecting or scrubbing their flock shoes before and/or after contact.<sup>1</sup> Another survey of 41 backyard flock owners in Maryland concluded that biosecurity practices were highly variable among flock owners.<sup>7</sup>
  - Variable awareness of the connection between salmonellosis and poultry, <sup>9,13,15</sup> with one study finding that those who completed the survey in English (versus Spanish), sold or gave away eggs, and/or kept chickens for educational purposes for their children were more aware of the association between salmonellosis and poultry.<sup>9</sup>
  - One study showed a discordance between biosecurity measures stated to be used by backyard chicken owners versus what they actually practiced.<sup>13</sup>

Studies based in Europe (Finland, United Kingdom) have similarly found low awareness of the link between backyard chickens and human illness, and limited application of biosecurity measures. 11,12

## Illnesses and Outbreaks Associated with Exposure to Backyard Chickens Have Been Reported

Infectious disease transmission is a known human health risk associated with backyard chickens. Salmonellosis and campylobacteriosis are the most frequent infections reported in relation to backyard chickens and live poultry exposure. Poultry can carry *Salmonella* in their intestines or eggs without symptoms of illness, which can be transferred onto feathers and the surrounding environment. Table 1 summarizes literature reviews of *Salmonella* outbreaks that were identified in our literature search.

Table 1. Outbreaks of Salmonellosis Associated with Backyard Chickens, 1990 – 2023\*

Location	Year	Outbreaks (n)	Cases (n)	Details	Reference
US	1996 – 2012	45	>1581	Resulted in 221 hospitalizations, and five deaths.	Behravesh et al., 2014 <sup>16</sup>
US	1990 – 2014	45	2057	Literature review of publicly available data sources for human infectious disease outbreaks associated with backyard chicken exposure. Authors recommended manure management, proper slaughter and disposal, veterinary care, permitting and consumer education to reduce the infectious disease risk associated with backyard poultry ownership.	Tobin et al., 2015 <sup>18</sup>
US	1990 – 2014	53	2630	Literature review and search of multiple databases including PulseNet, the National Molecular Subtyping Network for Foodborne Disease Surveillance in the US, the Centers for Disease Control and Prevention's (CDC) National Outbreak Reporting System. Keeping poultry inside households and kissing birds were some high risk practices reported.	Basler et al., 2016 <sup>8</sup>
US	2017	10	1120	In 2017, there were 10 separate multistate outbreaks. These outbreaks included cases from 28 states and the District of Columbia. They resulted in 249 hospitalizations and one death.	US, CDC <sup>19</sup>
US	2022	13	1230	In 2022, there were 13 separate multistate outbreaks. These outbreaks reported cases from 49 states, the District of Columbia, and Puerto Rico. Of 737 people interviewed, 59% had contact with backyard poultry prior to illness. Of 726 people with health outcome data available, there were 230 hospitalizations. Two deaths were reported (where data were available).	US, CDC <sup>20</sup>

<sup>\*</sup>The peer-reviewed studies reported in Table 1 are literature reviews and may include data from the same outbreaks.

Concerns about avian influenza have increased recently with the circulation in North America beginning in late 2021 of a genetic group of H5N1 avian influenza viruses, which are highly pathogenic to chickens and can be transmitted in rare cases to humans. <sup>21,22</sup> Currently, the likelihood of sustained human-to-human transmission of Influenza A(H5N1) remains low. <sup>23,24,25</sup> However, globally, human infections with both low and highly pathogenic avian influenza have been reported from exposure to backyard flocks. The following reports summarize transmission of various avian influenza subtypes to humans following exposure to poultry:

- From 2020 to December 21, 2022, the WHO reported six human infections of HPAI (H5N1, clade 2.3.4.4b) internationally, including one case from the US in 2020 in a worker culling poultry. <sup>25,26</sup>
- A recent World Health Organization (WHO) risk assessment reported three human cases of avian influenza (H5N1) from Cambodia (clade 2.3.2.1c) and China (clade 2.3.4.4b) and one case of avian influenza (H5N6) in China between January 27, 2023 to March 2, 2023.<sup>27,28</sup>
- Previous human outbreaks of HPAI (H5N1, clade 2.2.2) from backyard poultry were recorded in Vietnam in 2007 and Thailand from 2007 to 2010.<sup>29</sup> It was found that 96% of human exposure to HPAI during the outbreak in Vietnam was through backyard poultry.
- A study assessing transmission of low pathogenic avian influenza (LPAI) influenza A (H9N2) from birds to humans in the context of backyard poultry farms in Vietnam was conducted from 2013 2015.<sup>30</sup> There were at least five cases of asymptomatic human infections. The authors noted that two of the five human cases were from households that experienced respiratory illnesses that coincided with study timelines.
- In 2018, LPAI (H9N2) circulated on a farm in China, infecting backyard chickens, two humans, and a cat.<sup>31</sup> Reported symptoms among the two infected individuals included diarrhea, abdominal pain, and joint pain for one of the cases.
- According to the May 31, 2023 Public Health Agency of Canada's emerging respiratory pathogen bulletin, nine cases of influenza A (H9N2) have been detected globally in 2023. However, no cases have been reported in Canada.<sup>24</sup>

A key concern is wild bird populations transmitting avian influenza to backyard flocks.<sup>32,33</sup> HPAI (H5N1) outbreaks in backyard flocks have been reported in the US and Canada (including southern Ontario) in 2022.<sup>22,34</sup> Owners can then potentially become infected through exposure to backyard flocks.

In addition to outbreaks and illnesses associated with backyard chickens, a number of studies have found pathogens in backyard chickens such as *Salmonella*<sup>17,35,36</sup>, *Listeria monocytogenes*<sup>37</sup>, *C. gallinacean* (a chlamydial species with zoonotic potential)<sup>39</sup>, and *T. infestans* (insect) infected with *T. cruzi* which can lead to Chagas disease<sup>40</sup>; as well as ectoparasites (lice, fleas, mites).<sup>38</sup> Moreover, antimicrobial resistance genes have been found in *E.coli* from backyard poultry feces.<sup>41</sup>

# Risk Reduction Measures may reduce the Risk of Zoonotic Infections in Humans

The above studies on human illnesses and outbreaks noted that human behaviour can increase the risk of infectious diseases and outbreaks. High risk behaviours include keeping poultry inside the house and having close contact such as holding or kissing poultry. Additionally, Salmonella spp. can contaminate the environment and spread infection when poultry faeces is used as fertilizer.

A recent study in Ontario showed that 8% of survey respondents with backyard chickens raised their chickens for meat. Slaughtering infected birds, especially in household settings, was noted to be a likely risk factor for avian influenza by the WHO. This risk was demonstrated by sampling air in a laboratory simulation of the process of slaughtering chicken, which found release of droplets (>4  $\mu$ m) and aerosols (1-4  $\mu$ m) and raised the possibility of transmission if nearby individuals are unprotected.

Table 2 summarizes risk reduction (biosecurity) strategies backyard chicken owners may implement to reduce human infectious disease risk.

**Table 2. Biosecurity Measures for Backyard Flocks** 

Biosecurity strategies	Biosecurity measures
	Store feeds in sealed and waterproof containers
	<ul> <li>Ensure living space of backyard chickens is clean of feed and standing water</li> </ul>
Prevent contact with wild	<ul> <li>Chickens should be kept in an enclosed space such as a shed or barn</li> </ul>
birds and other animals <sup>29,45–52</sup>	<ul> <li>Avoid installing bird feeders, perches near backyard chicken space</li> </ul>
	<ul> <li>Appropriately place scare devices (to repel wild birds) and replace damaged ones to ensure effectiveness</li> </ul>
	<ul> <li>Keep housing secure from predators and other animals</li> </ul>
	<ul> <li>Wash hands before and after handling backyard chickens, feeding them, and cleaning the environment</li> </ul>
	<ul> <li>Regularly clean feed and water containers, ensuring that animal waste such as wild bird droppings are not present</li> </ul>
	Prevent and control rodents
	<ul> <li>Equipment that can be reused and contaminated should be cleaned and disinfected, rinsed well, and dried</li> </ul>
Maintain cleanliness of the premises <sup>3,8,18,29,34,36,47,48,50,52–54</sup>	<ul> <li>Regularly remove manure, bedding and feed to reduce bacterial growth and flies</li> </ul>
F. 5.1.1.55	Properly compost poultry manure prior to use as a fertilizer
	Promptly dispose of dead birds
	<ul> <li>Clean nest boxes regularly and ensure there is sufficient number of nest boxes and space per hen</li> </ul>
	<ul> <li>Collect eggs as they are produced to minimize contamination*</li> </ul>
	Discard all cracked and heavily soiled eggs*

Biosecurity strategies	Biosecurity measures	
Avoid cross-	Acquire chickens from a reliable source	
contamination <sup>3,8,12,18,29,34,36,45,47,</sup> 52,53,55	<ul> <li>Keep different species of birds apart as mixing can introduce new diseases</li> </ul>	
	<ul> <li>Do not share equipment with other bird owners</li> </ul>	
	<ul> <li>When entering the space, use dedicated clothing when interacting with the flock and their living space</li> </ul>	
	<ul> <li>Do not slaughter poultry in the house</li> </ul>	
	<ul> <li>Ensure chicken roosts are away from nesting boxes and feeding stations*</li> </ul>	
	<ul> <li>Restrict contact between backyard chickens and pets</li> </ul>	
Avoid close contact with	Do not bring poultry inside the house	
birds <sup>3,8,18</sup>	<ul> <li>Refrain from kissing and snuggling poultry</li> </ul>	
	<ul> <li>Refrain from touching one's mouth, eating, or drinking around chickens</li> </ul>	
Segregate and monitor <sup>47,51</sup>	Quarantine sick birds until recovered	
Report illnesses and deaths <sup>12,18,47</sup>	<ul> <li>Contact a veterinarian or the local CFIA office if there is suspected illness in backyard chickens</li> </ul>	
System-level interventions 18,34,56–58	<ul> <li>Educate flock owners on quarantine and hygiene measures to limit the introduction of new diseases to backyard flocks</li> </ul>	
	<ul> <li>Provide health-related information to potential poultry buyers before point of sale</li> </ul>	
	<ul> <li>Register households with poultry to enable communication in the event of outbreaks</li> </ul>	

<sup>\*</sup>Personal communication from D Schwartz, 2023; unreferenced

In addition to the biosecurity measures mentioned above, the Canadian Food Inspection Agency (CFIA), OMAFRA and the Canadian Wildlife Health Cooperative provide specific guidance for quarantine and control measures for HPAI and backyard chickens, including: <sup>,47</sup>, <sup>48,59,60</sup>

- Avoiding visiting backyard chickens for 14 days after visiting farms abroad and/or having contact with wild birds.
- New birds should be kept separate from the flock and monitored for 30 days.
- Birds that were present at shows or exhibits should be kept separate from the flock and monitored for 14 days.
- During an ongoing disease outbreak, avoid gatherings such as shows, sales, and swap meets.
- Dead wild birds on your property should be reported to the Canadian Wildlife Health Cooperative.

Bird owners should also stay vigilant and maintain hygiene measures while handling birds as it is possible to infect birds with viruses such as influenza and bacteria from humans.<sup>51</sup> If a member of the household becomes ill with symptoms such as fever, cough, or sore throat, they should seek medical advice and avoid direct contact with the backyard chickens.<sup>60</sup> Backyard chicken owners have also been recommended to obtain seasonal influenza vaccination.<sup>48</sup> Pets (e.g., cats, dogs) can also be infected with avian influenza, e.g., during hunting or scavenging. Concerns about avian influenza or illness in pets should be brought to a veterinarian.<sup>59,60</sup>

OMAFRA provides "Keeping Your Birds Healthy Resource Kits" for backyard chicken owners. It provides information on biosecurity, feed and water management, cleaning and disinfection, managing sick birds and disposal of sick birds. In addition, Family Food Program at Chicken Farmers of Ontario (CFO) provides information for members on promotion of bird health and disease management. 62

### **Discussion and Conclusions**

Backyard chickens can be found in urban and rural residences in Ontario. Pathogens such as *Salmonella* spp., *Campylobacter* spp., *Listeria monocytogenes*, and different strains of avian influenza A have been found in backyard chickens and linked to human exposure and infection.

Close contact with backyard chickens may contribute to infectious disease transmission from birds to humans, even in the absence of illness in poultry. 8,9,12,33,34 Close contact with and slaughtering of backyard chickens poses health risks to owners; education for flock owners on proper slaughtering processes may reduce this risk. 8-14,63 Other biosecurity practices such as preventing contact between backyard chickens and wild birds/animals, maintaining cleanliness of the premises and hygiene (including hand hygiene), avoiding cross-contamination, segregating and monitoring sick birds, and reporting illnesses can reduce the risks of infection transmission to both birds and humans. 27,36,47-55,60,64-66

### Implications for Practice

Human illness has been associated with backyard poultry, however, owner attention to biosecurity measures may reduce the risk. Informing potential backyard chicken owners of the risks and reinforcement of the importance of biosecurity measures can help to reduce risks for both owners, visitors and their flocks.

In considering backyard chicken policies, authorities may also consider noise, odour, community preferences, the risk of infection, and the possible benefits of backyard chickens.

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### **Public Health Ontario**

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## Raise healthy small flock poultry

As a bird owner, learn how to prevent disease and improve the health and well-being of your birds.

### Introduction

Many people in Ontario own small flocks of poultry, such as:

- backyard chickens or other birds raised for meat and/or eggs
- hobby birds
- show/ornamental birds
- sport birds
- pet birds

Learning how to care for your birds is critical to their health and well-being. Disease prevention is one of the most important ways that you can help your birds.

### Prevent and spot disease

Avian influenza and other diseases are an ongoing concern for the entire poultry industry, and the risk of disease transmission and outbreak is constantly present. As a small flock owner, it is important for you to use biosecurity measures to keep your birds healthy and to help stop the spread of disease. Biosecurity can be as simple as:

- learning how to spot the signs of disease
- keeping barns, cages, egg trays, feed and water dishes and all other equipment clean and disinfected
- separating new and returning birds from your other birds until you are sure they are disease-free
- keeping wild birds and other animals away from your birds, and away from your birds' feed and drinking water as wild migratory birds can carry disease and are a big risk to your birds

If you think a serious disease is present you should discuss it with your veterinarian, the Canada Food Inspection Agency or the Ministry of Agriculture, Food and Rural

Affairs (OMAFRA). Reporting a disease will help authorities track diseases and help protect the whole poultry population.

### Ways to limit the spread of disease

As a bird owner, you can help stop the spread of disease to other birds. Here are some ways you can do that:

- don't transport birds showing signs of disease
- have dedicated clothing and footwear meant only for being around your birds, and wear these clothes when you tend your flock
- don't take diseased birds to auctions, shows or fairs, or to any other place with other birds
- don't transport birds across provincial boundaries if they might be sick and/or when disease events are reported in Ontario
- print the <u>"Is Your Bird Sick" postcard</u> or the <u>"Stop! Is Your Bird Showing Signs of Disease" poster</u> and share at your next meeting or event

In addition to disease prevention, the health and well being of your birds can also be improved through better biosecurity practices. The following simple, inexpensive biosecurity recommendations can be very effective in preventing a serious disease outbreak and enhance overall bird health.

### Restrict visitors and observe proper hygiene

Contaminated equipment and people can introduce many disease-causing agents, such as bacteria and viruses, to your flock. These microscopic organisms can be carried on boots, clothing and vehicles, even if they appear clean.

#### Good practices include:

- Restrict contact with your birds to those people caring for them. If you allow visitors, provide them with clean coveralls and boots.
- Do not allow people who own their own birds, or who have recently been in contact with other birds (for example, those who have visited another flock or attending a bird show) near your birds. To reduce the risk of introducing diseases to your flock, ensure that people caring for your birds (staff or volunteers) do not have birds of their own or attend events where birds are present.

- Wear separate clothing and footwear when dealing with your birds. Keep them at the entrance to the structure or enclosure.
- Wash and disinfect boots and any equipment that comes in contact with the birds or their droppings, such as shovels, scoops and brooms. Clean cages, food and water surfaces daily.
- Wash your hands thoroughly before and after dealing with your birds.

#### Prevent contact with wild birds

Wild birds carry many diseases, including avian influenza. Minimizing contact with wild species and their droppings will help protect your birds from these diseases.

Keep your birds in a screened-in area or preferably an enclosed structure where they do not have contact with wild birds. Screen all doors, windows and vents, and keep them in good repair.

Do not use water that may be contaminated with wild bird droppings, such as pond water, for your birds. Test your water at least once a year and use appropriate water sanitation such as chlorine. Keep feed in a tightly sealed container, protected from wild birds.

### Practice proper rodent control

Rats and mice can spread disease to your birds, spoil feed, cause property damage and kill chicks, poults and other young birds. Mice can enter an enclosure through a hole the size of your little finger, and rats through a hole the size of your thumb.

Ways to control rodents include:

- Monitor your enclosure regularly for signs of rodents, such as droppings or chewed equipment. Mice will live in buildings once they gain entry, while rats live outside and enter looking for food.
- Clean up all garbage and debris surrounding your birds' enclosure, and keep tall grass and weeds mowed.
- Store feed in tightly sealed containers that a rodent cannot chew through, such as a steel garbage can with a tight-fitting lid or an old freezer.
- Place bait stations around the exterior of your poultry house to help control rodent populations.

### Don't bring disease back to your flock

Mixing birds of different species and from different sources increases the risk of introducing disease to your flock. It is preferable to keep only birds of similar age and species together (all in/all out).

#### Try to:

- Minimize contact between groups by keeping them in separate locations if multiple ages and/or species are kept.
- Get complete background information, including a history of any diseases and vaccinations, for new birds added to your flock. Some vaccines, including some of those used to control infectious laryngotracheitis (ILT), can cause disease in unvaccinated birds. Consult your veterinarian regarding proper vaccination procedures.
- Keep new or returning birds separate (quarantined) for at least 2-4 weeks
  after returning home, and monitor them for signs of illness. Clean and
  disinfect cages and equipment used for these birds. Use separate clothing,
  footwear and equipment for quarantined birds, and handle them last. If the
  same equipment and clothing must be used, clean and disinfect them before
  and after handling the birds.
- Avoid sharing equipment and supplies with other bird owners. If this cannot be avoided, clean and disinfect the equipment before and after each use.

### Practice proper deadstock management

Poor management of deadstock (of any species) draws scavengers like turkey vultures, coyotes and foxes to your farm. Diseases including High Pathogenic Avian Influenza (HPAI) can be brought onto your farm by both avian and other scavengers.

Proper deadstock management and biosecurity practices reduce the risk of disease spreading to your farm, spreading to wildlife or disease spreading to your neighbour's farms.

### Things to remember:

- Do not cross contaminate clothing or equipment when handling deadstock.
- Do not leave any deadstock directly outside your barn. Move deadstock directly to your deadstock disposal site to prevent scavengers from accessing it and potentially spreading the virus.

 If you see scavengers on your property, your disposal site is not being managed properly.

#### Recognize and report any illness

Early detection is critical to successfully dealing with a disease outbreak.

If your birds show signs of disease, such as depression, abnormal egg production or feed consumption, sneezing, gasping, a discharge from the nose or eyes, diarrhea or sudden death, call your local veterinarian immediately.

Dispose of dead birds quickly using an approved method, such as burial or composting. Consult your veterinarian first, as he or she may wish to collect samples for laboratory diagnosis.

Raising poultry species, either for food or as a hobby, is part of Ontario's agricultural heritage. However, to minimize the risks this poses to food safety and to the commercial poultry industry, bird owners should recognize and follow good biosecurity practices.

### More information

<u>Biosecurity for poultry shows</u> has great information for keeping your flock healthy both at home and when at poultry shows.

<u>Transport guidelines for small flock poultry owners</u> discusses key points to minimize stress and to improve transport for small flock poultry.

### Relatedinformation

- Animal health updates and veterinary advisories
- Avian influenza in poultry
- Biosecurity for poultry shows
- Biosecurity recommendations for commercial poultry flocks in Ontario
- Deadstock disposal options on-farm
- Mental health resources for farmers
- Ontario Animal Health Network
- Rodent control in livestock and poultry facilities
- House fly control in poultry barns
- Transport guidelines for small flock poultry owners

- How to prevent and detect disease in small flocks and pet birds
- Poultry Industry Council small flock avian influenza webinars 2022
- Small Flock Management Mississippi State University
- Commercial Poultry Manitoba Agriculture

Updated: March 13, 2024 Published: January 12, 2022

## Ministry of Agriculture, Food and Rural Affairs



#### **Staff Report**

**Report To: Council Meeting** 

From: Magda Badura, CAO/Treasurer

**Date:** 2024-05-23

Subject: Update on Recommendations from the Organizational Review

#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Update on Recommendations from the Organizational Review for information only.

#### Background:

On January 25, 2024, Linton Consulting presented the council with the final Organizational Review report, providing a detailed overview of our organization. The purpose of this report was to consolidate all project findings, present detailed recommendations, propose staffing realignments, and outline the sequence for implementing these recommendations. The council received the report and approved the recommendations outlined.

The Organizational Review report grouped the recommendations into two phases: Phase 1 - Quick Wins, and Phase 2 - Building Capacity. The table below summarizes the milestones achieved, the challenges encountered, and the plans moving forward.

Rec #	Milestone Achieved	Description	Remarks
R6	01/25/2024	Create a shared Specialist, Asset Management position reporting to the Manager, Corporate Services (Treasurer) with responsibility to implement the Municipality's asset management strategy in compliance to statutory requirements.	The position was established in early January in collaboration with the Township of Southwold and the Municipality of Dutton-Dunwich. The new Asset Specialist is being shared for approximately two days per week.
R7	02/16/2024	Work with Elgin County to add a shared Generalist, Human Resources position with the responsibility to create and implement progressive HR processes, policies, and practices to contribute to the Municipality being an "employer of choice". This position will report to the Manager, Corporate Services (Treasurer).	Currently, the County of Elgin is able to provide professional HR services upon request. However, there is no capacity at the county level to create a shared generalist position. At this point, our needs are being met with services rendered upon request. This initiative will be closely monitored and

			re-evaluated early next year to determine if a generalist position is truly necessary.
R3	03/12/2024	"Create a Manager, Corporate Services (Treasurer) position reporting to the CAO with responsibility to oversee and manage the Township's finances, technology systems and services, human resources, customer services, and transit administration. This position will be part of the senior management team."	This position was created and approved by the council on January 11, 2024. The job posting went up on March 12, 2024, and the recruitment process began on April 10, 2024. The recruitment is ongoing, and our goal is to have this position filled by September 2024.
R9	05/31/2024	Initiate quarterly CAO/senior management team-led town hall sessions with all staff to build positive morale and ensure that all staff hear consistent messages from their leaders.	The first Town Hall meeting is scheduled for May 31, 2024.
R1	06/13/2024	Formalize three levels of leadership with clear position roles, responsibilities, and expectations at each level.	Final report will be available at June 13, 2024 Council meeting.
R10	6/27/2024	Provide mandatory "people management" training to all managers and supervisors	Mohak College Enterprise has been contacted to develop training modules for senior staff and supervisors. The training course will be based on the organizational review findings, staff feedback, and issues encountered. A detailed proposal will be presented to the council for approval at the June 27th council meeting.
R8	QTR 4 - 2024	Add emergency planning function to the Fire Services Department and formalize the Fire Chief as the Community Emergency Management Coordinator (CEMC); rename this department "Fire & Emergency Services" under the Manager, Fire & Emergency Services (Fire Chief). This position will continue to report to the CAO.	Phase 2 – Implementation cannot proceed until R2 is completed.
R2	QTR 3 - 2024	"Establish a four-department structure with manager-level department heads reporting to the CAO.  These Departments are Infrastructure & Development Services, Community Services, Corporate Services, and Fire & Emergency Services."	This recommendation can only be implemented if the Manager of Corporate Services position is filled. Without this role, establishing the fourth department is not feasible, as all standalone activities currently fall under the responsibility of the CAO.

R4	QTR 1 - 2025	Revise the job description of the current Manager of Operations and Community Services to become Manager, Infrastructure & Development Services. This position will continue to report to the CAO with responsibility to manage and maintain the Township's transportation network, utilities, drainage, and landfill assets while overseeing all planning and building inspection activities. This position will continue to be part of the senior management."	Phase 2 – Implementation cannot proceed until R2 is completed
R5	QTR 1 - 2025	Revise the job description of the current Municipal Clerk position to become the Manager, Community Services (Municipal Clerk). This position will continue to report to the CAO with responsibility to manage legislative/clerk services, Council support, information/records management, bylaw compliance, communications/community engagement and recreation, facilities and parks; review workload after six months to determine if a shared Specialist, Communications & Community Engagement position is required. This position will continue to be part of the senior management team.	Phase 2 – Implementation cannot proceed until R2 is completed.

### **Financial Implications:**

The organizational review recommendations have been included in the 2024 Operating Budget, with the exception of training expenses. According to the consultant, this training requires a series of sessions tailored to our organization's needs. Although the cost of the training is not yet available, a detailed proposal will be presented to the council for approval in June.

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

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

### **Report Approval Details**

Document Title:	Update on Recommendations from the Organizational Review - 2024- 14-Administration Finance.docx
Attachments:	
Final Approval Date:	May 21, 2024

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

Terri Towstiuc



#### **Staff Report**

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

**Date:** 2024-05-23

**Subject:** Sanitary Sewer and Water Connection Fees

#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer; and That West Elgin Council approves the following fees:

West Lorne and Rodney Sanitary Sewer Connection fees as outlined in the By-Law 2024-42

And That; West Elgin Council approve revised Water fees as outlined in 2024 Fees and Charges Schedule.

#### Purpose:

The purpose of this report is to seek council approval of the sanitary sewer "new" connection fees as well as amended water connection fees.

#### **Background:**

#### 1. Wastewater Connection Fees

On May 9, 2024, staff presented a report to the council proposing new connection fees for the Rodney and West Lorne wastewater systems. The council reviewed the report and agreed on the necessity of implementing the fees. The attached by-law outlines the policies and procedures for connection charges and payments for various property types, including residential, multi-residential, commercial, industrial, and institutional properties, based on the number of connections and water service size. The policy aims to allocate charges from sewer connections towards system improvements and future replacements.

During the May 9th presentation, the calculated sanitary sewer fees for West Lorne and Rodney were \$9,423.00 and \$9,559.00, respectively. Staff decided to round these fees up to \$10,000.00 due to their similarity. For clarification and justification, average people per unit ratios, from the official plan, and average dwelling square footage were used to determine fees for different property types. For instance, the connection fee is set at \$10,000.00 for a single-family dwelling, \$6,959.00 for a townhouse, and \$5,437.00 for an apartment building. Different water connection sizes, from 1" to 2" for residential/commercial properties, were also considered using the same methodology.

Fees for service area extensions and properties requesting a service stub could not be precalculated, as each request varies and requires individual assessment. These cases are typically addressed in the development agreement. The cost for connecting a sanitary sewer line to the property line also varies and must be addressed separately.

#### 2. Water Connection Fees

Another fee that requires council's attention is the water connection fee. It was brought to our attention that the water connection fees outlined in the 2024 fees and charges by law are relatively low and only cover the cost of connection. Our water system is both expensive and subject to stringent regulations by the Ministry of the Environment (MECP). Given the high cost of supplying water and maintaining the infrastructure, the fees for connecting to the system should be appropriately adjusted. To address this, staff have developed a methodology similar to the one used for the wastewater connection fees. This methodology considers the value of the Water system, the current replacement cost, and planned capital upgrades, as detailed below:

Buildings - \$ 3,078,392.00 Water Lines - \$ 5,669,109.00

Connections – 1,738

\$/Connection for Buildings - \$ 1,771.23 \$/Trunk Lines - \$ 3,261.86 \$ 5,033.09

The proposed fee for water connection is \$5,000.00, as outlined in the updated 2024 fees and charges schedule, awaiting council's review. It is important to take these factors into account to ensure that the adjusted fee structure effectively meets the financial requirements for maintaining and enhancing our water infrastructure.

#### Financial Implications:

None

#### Policies/Legislation:

2024 Fees and Charges By-Law By-law 2024-42

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

Infrastructure	Recreation	Economic	Community
Improvement		Development	Engagement
☑ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☑ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.

Respectfully submitted by,

Magda Badura CAO/Treasurer

### **Report Approval Details**

Document Title:	Sanitary Sewer and Water Connection Fees - 2024-15-Administration Finance.docx
Attachments:	- By-law 2024-42 WE Sanitary Sewer Connection Fee By-law.pdf - 2024 Fees and Charges Schedules.pdf
Final Approval Date:	May 21, 2024

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

Terri Towstiuc



#### THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

#### BY-LAW # 2024-42

# BEING A BY-LAW TO IMPOSE CONNECTION REQUIREMENTS AND CHARGES TO OBTAIN REVENUE TO PAY THE CAPITAL COSTS OF SANITARY SEWER SYSTEMS

WHEREAS the Municipality of West Elgin has constructed a sanitary sewer collection system and wastewater treatment plants, within the settlement areas of Rodney and West Lorne, hereinafter referred to as the Rodney and West Lorne Sanitary Sewer Systems;

AND WHEREAS the Municipality of West Elgin owns and operates the Rodney and West Lorne Sanitary Sewer Systems;

AND WHEREAS the Municipality of West Elgin may collect sanitary sewer connection charges from property owners required and/or desiring to connect to the system;

AND WHEREAS by subsection 11(3) Paragraph 4 of the Municipal Act, the Municipality of West Elgin, which is a lower-tier municipality, may pass by-laws within the Public Utilities (which includes collection of sanitary sewage and sewage treatment) sphere of jurisdiction and subsection 8(3) of the Municipal Act provides that a by-law under Section 11 respecting a matter may regulate or prohibit respecting the matter;

AND WHEREAS Section 391 of the Municipal Act provides that a municipality may pass by-laws imposing charges on any class of persons for capital costs payable by it for sewage and other services which will be provided by the municipality after the charges are imposed;

AND WHEREAS the Council has determined that it is desirable for new development arising from severances and plans of subdivision to contribute to the capital costs for the sanitary sewer system, pursuant to subsection 90(3) and subsection 391(2) of the Municipal Act, 2001, S.O. 2001, as amended;

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

**Definitions** 

#### 1. In this By-law:

- a) "connection charge" means the charge by the Municipality of West Elgin to the owner of land requesting a connection to the sanitary sewer collection system;
- b) "Council" means the Council of the Municipality of West Elgin;
- c) "lot" means a parcel of land held or owned under separate ownership from the ownership of the charge or equity of redemption in abutting land and shall be described in a registered deed or other document legally capable of conveying land;
- d) "Rodney and West Lorne Settlement Areas" means the settlement areas identified in the Municipality of West Elgin Official Plan;
- e) "serviced area" means a property which abuts an in-service sanitary sewer line;
- f) "sanitary sewer capacity charge" means a charge for the capital cost of the sanitary sewer system or any part or parts thereof;
- g) "sanitary sewer system" means the Municipality of West Elgin sanitary sewer collection system, including all pipes, pumps, meters, chambers and all associated installations and equipment, providing sanitary sewer collection and treatment to the serviced areas;
- h) "Treasurer" means the Treasurer for the Municipality of West Elgin, including any Deputy or authorized alternates.

#### **Sanitary Sewer Connections - General**

- For Multi-residential, Multi-use properties, Commercial, Industrial and Institutional properties, connection charges shall be based on the number of connections and/or water service connection size and not based on a per lot or per property basis.
   Sanitary sewer connection charges and timing of payment will be included in the development agreement.
- 3. All sanitary sewer connections are subject to review and approval by the Municipality of West Elgin. Connections that cannot be supported by the existing sanitary sewer collection system and wastewater treatment plant infrastructure may be subject to additional charges and/or postponement to make upgrades to the system.
- 4. All sanitary sewer connection charges shall be applied against any outstanding costs, debt and future capital improvements and upgrades to the sanitary sewer system. The funds collected shall be segregated in reserve accounts for each system and shall be used only for future capital improvements of the sanitary sewer

By-law #2024-42 Sanitary Sewer Connection Charge By-law

systems.

- 5. Unless otherwise specified, payment of sanitary sewer connection charges must be made upon application for a sanitary sewer connection. In all cases, full payment or a debenture commitment must be made prior to being connected to the sanitary sewer collection system.
- 6. The Treasurer shall be authorized to implement and conduct all administrative actions required to implement the provisions of this by-law.

#### **Application of the Sanitary Sewer Connection Charge**

- 7. A Sanitary Sewer Connection Charge as set out in Schedule "A" shall be charged for Sanitary Sewer Connections in the following geographical areas of the Municipality of West Elgin:
  - a) All properties within the Rodney and West Lorne Settlement Areas, as defined in the Municipality's Official Plan, that may connect to the Sanitary Sewer System, including all subsequent lots created within.

#### **Sanitary Sewer Connection Payment - New Development**

- 8. All future development requiring sanitary sewers in the serviced areas must connect to the municipal sanitary sewer system.
- 9. All lots created after the passage of this by-law, by consent, and not prohibited by zoning regulation or otherwise from being developed with construction, shall be subject to the sanitary sewer connection charges as set out in Schedule "A". The sanitary sewer connection charge shall be added as a condition of severance and the owner will be liable for payment of the water rates.
- 10. All lots created after the passage of this by-law, by registered plan of subdivision/condominium not prohibited by zoning regulation or otherwise from being developed with construction, shall be subject to the sanitary sewer connection charges as set out in Schedule "A". The sanitary sewer connection charges shall be set out in the subdivision agreement and payable prior to registration of the plan of subdivision/condominium.

#### **Sanitary Sewer Connection Payment - Existing Lots**

11. Property owners of existing lots within the Rodney and West Lorne Settlement Areas with access to an existing sanitary sewer line may connect to the system subject to approval from the Municipality and payment of the Connection Charge as set out in Schedule "A".

By-law #2024-42 Sanitary Sewer Connection Charge By-law

- 12. Property owners of existing lots within the Rodney and West Lorne Settlement Areas without access to an existing sanitary sewer line, may connect to the system subject to approval of the Municipality, payment of the Connection Charge and Service Extension Charge as set out in Schedule "A".
- 13. Property owners of existing lots within a serviced or to be serviced area may elect to debenture the Sanitary Sewer Connection Charge as set out in Schedule "B".
  - i) That the Treasurer is authorized and directed to add any charge imposed hereunder which are in arrears over 120 days to the tax roll for the applicable property pursuant to and in accordance with the Municipality of West Elgin Tax Billing and Collection Procedures and the provisions of subsection 398(1) of the Municipal Act, and to collect them in the same manner as property taxes collected by the Municipality.
- 14. Costs for connecting to the service stub installed at the property line is the responsibility of the property owner and at the property owner's expense.

#### Intensification

- 15. Sanitary Sewer Connection Charges do not apply due to residential intensification of a property that does not require an additional or increased capacity sanitary sewer connection.
- 16. Intensification that requires additional sanitary sewer lines and/or larger capacity lines, or where there is a significant change in sanitary sewer effluent due to redevelopment is subject to review and approval by the Municipality. Charges will be included in the Development Agreement.

#### Lien and Charge on Land

17. The sanitary sewer rates shall be a lien and charge upon the land, and if the rate or any part thereof remains unpaid after the due date, the amount unpaid may be collected by distress or entered on the collectors' roll and collected in the same manner as municipal taxes, in accordance with section 398 of the Municipal Act, 2001.

#### **Failure to Remit Payment**

18. Failure to remit payment in full upon application to the municipality for connection to the said sanitary sewer system shall prohibit actual connection to the said works.

#### **By-Law Indexing**

By-law #2024-42 Sanitary Sewer Connection Charge By-law

19. The connection charges set out in Schedule "A" to this by-law shall be adjusted annually on January 1, commencing on January 1, 2025, without amendment to this by-law, in accordance with the most recent twelve month change in the 3<sup>rd</sup> Quarter Statistics Canada Non-Residential Building Construction Price Index for Toronto.

#### Schedules to the By-Law

- 20. The following Schedules to this by-law form an integral part of this by-law:
  - a) Schedule "A" Sanitary Sewer Connection Charges
  - b) Schedule "B" Debenture terms and process

#### General

- 21. Where the provision of any other By-Law, resolution or action of Council are inconsistent with provision of this By-Law, the provisions of this By-Law shall prevail.
- 22. If any clause, provision, or requirement in or under this by-law should be determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such clause, provision or requirement, and all other clauses, provision or requirements hereof shall continue in full force and effect.
- 23. This By-law may be cited as the "Sanitary Sewer Connection Charge By-law".
- 24. That this By-law shall come into full force and effect upon final passing.

READ A FIRST AND SECOND TIME THIS 23rd DAY OF MAY, 2024.

READ A THIRD TIME AND PASSED THIS 23rd DAY OF MAY, 2024.

Richard Leatham, Mayor	Terri Towstiuc, Clerk

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### Schedule "A" to By-law #

### **2024 Sanitary Sewer Connection Charges**

Rodney and West Lorne Sanitary Sewer Systems				
Service Type	Connection Charge			
Single Family Dwelling	\$10,000.00/Unit			
Semi-Detached Dwelling	\$10,000.00/Unit			
Duplex	\$10,000.00/Unit			
Townhouse	\$6,959.00/Unit			
Row House	\$6,959.00/Unit			
Other Multiple Dwelling Types with Individual Sanitary Sewer Connections	\$6,959.00/Unit			
Apartment - 2+ Bedroom	\$5,437/Unit			
Apartment - 1 Bedroom & Bachelor	\$4,219/Unit			
Commercial / Industrial – based on Water (	Connection Service Size			
1" Water Service	\$10,000/connection			
1.5" Water Service	\$13,300/connection			
2" Water Service	\$15,000/connection			
Over 2" Water Service	To be reviewed individually and charge included in development agreement			
High Water/Wastewater Users	To be reviewed individually and charge			
Extension of the Serviced Area	included in development agreement			
Any service extension required to provide	To be reviewed individually and			
a sanitary sewer connection to an existing	applicable extension charges to be			
property and/or development site.	included in development agreement			
property and/or development site.	and/or completed by the applicant, plus			
	Applicable Connection Charge(s) and			
	other permit charges.			
Service stub from Sanitary Sewer Line to	Existing properties without a Sanitary			
property line	Sewer Service Stub will be reviewed			
proporty and	individually. The applicant will be			
	responsible for completing the connection			
	to the sanitary sewer line, subject to			
	obtaining all necessary approvals and			
	permits, plus Applicable Connection			
	Charge(s).			

#### Schedule "B" to By-law #2021-46

#### **Sanitary Sewer Connection Debenture**

#### 1. PROCESS

- a. The property owner shall submit, in writing, an application to the Treasurer requesting the Sanitary Sewer Connection Charge be debentured. Such letter shall include the property owner's names and a description of the property including the 911 address.
- b. Staff shall calculate the annual repayment amount and provide notice to the property owner of such amount to be collected annually.
- c. Staff shall set up the debenture on the applicable property tax roll for collection purposes.

#### 2. TERMS AND CONDITIONS

- a. A debenture shall be 10 years in length.
- b. The interest rate applied shall be the 10-year Infrastructure Ontario rate. Limited to the minimum of \$5,000.00 and to the maximum of the total connection fee.
- c. The annual repayment amount shall be added to the tax roll and invoiced on the final tax bill each year, commencing with the year in which the debenture is approved, and shall be collected in the same manner as taxes.
- d. If the final tax bill has already been issued for the year in which the debenture is approved, the first annual payment shall be due and payable no later than November 30 of the following year. Failure to submit the first annual payment by the due date shall result in the amount being added to the property tax roll and collected in the same manner as taxes.
- e. The annual repayment amount shall be collected in 10 equal installments of principal plus interest.

#### 3. EARLY REPAYMENT

- a. A property owner who has been authorized for a debenture of the sanitary sewer connection charge shall have the option of repaying the debenture prior to the 10<sup>th</sup> annual installment.
- b. A property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin offering to redeem the debenture and

requesting the amount required to retire such debenture.

- c. The Treasurer shall determine the remaining principal on the debenture and the interest accrued on the principal from the 1st of September immediately prior to the submission date of the request at the rate applicable to such debenture.
- d. The Treasurer shall communicate, in writing, the amount required to redeem the debenture to the property owner.
- e. Upon receipt of the amount, the Treasurer shall remove the debenture from the applicable property tax account and no further amounts shall be collected with regards to the debenture.



Water	2022 Fee	2023 Fees	2024 Fees
Administration			
Water Security Deposits - Tennants (Commercial) Water Service disconnect/reconnect Call Out Fee (Business Hours 7:30 am - 3:30 pm) After Hours Call Out Fee Transfer of account	\$200 or a total of 3 months' average \$ 60.00 \$ 60.00 \$ 120.00 \$ 50.00	\$200 or a total of 3 months' average billing \$ 65.00 \$ 65.00 \$ 130.00 \$ 50.00	N/A \$ 70.00 \$ 70.00 \$ 140.00 \$ 60.00
Water Service Connections			
Water service installation- materials	Cost	Cost	Cost
Water service installation - labour & machine time 1 inch service For Special Sizing Contact Office	current municipal rate \$ 1,200.00	Current municipal rate \$ 1,200.00	Current municipal rate \$ 5,000.00
Water connection fee - Municipalities			
Southwest Middlesex Water Customer within West Elgin Boundaries Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by SWM As determined by Dutton Dunwich	As determined by SWM As determined by Dutton Dunwich	As determined by SWM As determined by Dutton Dunwich

#### Increase \$ Increase %

\$ 5.00	8%
\$ 5.00	8%
\$ 10.00	8%
\$ 10.00	20%

\$ 3,800.00	317%



#### **Staff Report**

Report To: Council Meeting

From: Magda Badura, CAO/Treasurer

**Date:** 2024-05-23

Subject: Health & Safety – Harassment and Violence in the Workplace Policy

#### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Health & Safety – Harassment and Violence in the Workplace Policy and That West Elgin Council approves the proposed revisions to the policy.

#### Purpose:

The purpose of this report is to seek council's authorization on the revisions to the Harassment and Violence in the Workplace Policy to ensure compliance with the legislative requirements of the OHSA (Ontario Health and Safety Authority).

#### Background:

Harassment and Violence in the Workplace Policy (HR 9.1) was approved by West Elgin Council on March 28, 2019. According to Sec. 32.0.1

#### (1) An employer shall,

- a) prepare a policy with respect to workplace violence;
- b) prepare a policy with respect to workplace harassment; and
- c) review the policies as often as is necessary, but at least annually. 2009, c. 23, s. 3.

Since 2019, the Health and Safety Committee has reviewed this policy annually. This year, the committee suggested minor changes and clarifications regarding contact information and emphasized the confidentiality aspect. Our plan is to enhance this policy with additional training available through OSG and to select an additional online training module that complements the updated policy.

#### **Financial Implications:**

There are no financial implications.

#### Policies/Legislation:

Ontario Occupational Health and Safety Act Sec. 32.

## **Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura CAO/Treasurer

## **Report Approval Details**

Document Title:	Health and Safety - Harassment and Violence in the Workplace Policy - 2024-16-Administration Finance.docx
Attachments:	
Final Approval Date:	May 17, 2024

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

Terri Towstiuc

## **Municipality Of The Municipality of West Elgin**

## Schedule "A" to By-Law #2019-30

#### HR 9.1 - Harassment and Violence in the Workplace Policy

**Effective Date:** March 28, 2019 Review Date: May 23, 2023

Replaces: HR-9.1 Civil Workplace Environment, HR-9.2 Violence in the Workplace and HR-9.3 Workplace Harassment and Discrimination

# Harassment and Violence in the Workplace Policy and Program

#### 1. Definitions

As defined in the Occupational Health & Safety Act of Ontario (OHSA):

**Discrimination** shall mean discrimination as set out in the Ontario Human Rights Code.

**Employee** shall mean all employees of the Municipality of West Eglin (Municipality) including all supervisory and managerial personnel, members of Council and employees of consultants or contractors.

**Employer** shall mean a person who employs one or more workers or contracts for the services of one or more workers and includes an owner, constructor, contractor or subcontractor to perform work or supply services.

**Supervisor** shall mean a person who has charge of a workplace or authority over a worker.

**Worker** shall mean all employees of The Municipality of West Elgin (Municipality) including all supervisory and managerial personnel, members of Council and employees of consultants or contractors.

**Workplace** shall mean any land, premises or location upon or in which a worker works.

#### **Workplace harassment** shall mean:

1.1 Engaging in a course of vexatious comment or conduct against a worker in the workplace that is known or ought to reasonably be known to be unwelcome, and includes workplace sexual harassment.

- 1.2 Harassment includes but is not limited to deliberate or intentional unwanted actions, derogatory gestures, comments, slurs, questions, jokes, innuendoes, representations or other behaviours that are know or ought reasonably to be known to be unwelcome.
- 1.3 Harassment also includes any behaviour that creates an intimidating, hostile or offensive atmosphere.
- 1.4 Harassment may occur as a single encounter or a series of incidents, persistent innuendoes or threats. Behaviour constituting harassment is often a matter of perception and interpretation. Tolerance for what is considered acceptable behavior may vary; however as a general rule, harassment is considered to have taken place if a person knows or ought to reasonably know that the behavior is unwelcome.
- 1.5 A reasonable action taken by an employer or a supervisor relating to the management and direction of workers or the workplace, including steps set out in disciplinary policies, is not workplace harassment.

#### Workplace sexual harassment shall mean:

- engaging in a course of vexatious comment or conduct against a worker in a workplace because of sex, sexual orientation, gender identity or gender expression, where the course of comment or conduct is known or ought reasonably to be known to be unwelcome, or
- b) making a sexual solicitation or advance where the person making the solicitation or advance is in a position to create, grant or deny a benefit or advancement to the worker and the person knows or ought reasonably to know that the solicitation or advance is unwelcome.
- c) Workplace sexual harassment includes but is not limited to unwanted sexual advances, derogatory comments, gestures, looks, unwanted physical contact, jokes, derogatory or demeaning posters, cartoons, graffiti, drawings or display of sexually suggestive pictures.

#### Violence shall mean:

- d) The exercise of physical force by a person against a worker, in the workplace, that causes or could cause physical injury to the worker;
- e) an attempt to exercise physical force against a worker, in the workplace, that could cause physical injury to the worker;

f) a statement or behavior that is reasonable for a worker to interpret as a threat to exercise physical force against the worker, in the workplace, that could cause physical injury to the worker.

#### 2. Statement of Policy

The Municipality of West Elgin is committed to providing a work environment that is free of harassment, discrimination and violence. The Municipality is committed to securing and maintaining a workplace environment and workplace communications and interactions that are civil, respectful and valuing all members of our workplace community.

The Municipality will not tolerate any form of harassment, discrimination or violence in the workplace and shall take all steps necessary to ensure that employees are not subject to harassment, discrimination or violence in the workplace be it from other employees, supervisors, managers, Council members, contractors, individuals conducting business with the Municipality, members of the public or visitors to the Municipality's facilities.

The Municipality is committed to the early identification of and prevention of workplace violence and workplace harassment and/or discrimination and to taking all reasonable precautions to protect workers from the same.

All allegations of workplace violence and workplace harassment and/or discrimination will be investigated in a confidential manner.

Any form or manner of workplace violence and workplace harassment and/or discrimination will not be tolerated. Employees who are found to have engaged in such conduct will be subject to disciplinary action up to and including the termination of their employment.

In the event the Municipality becomes aware that domestic violence that would likely expose a worker to physical injury may occur in the workplace, every precaution reasonable in the circumstances for the protection of the worker shall be taken.

In the event the Municipality becomes aware of information:

- That is related to a risk of workplace violence from a person with a history of violent behavior, and
- b) A worker can be expected to encounter the person in the course of his or her work, and
- c) The risk of being exposed to workplace violence or the worker has a reason to believe that workplace violence is likely to endanger the worker,

Information with respect to the risk shall be given to the worker, including such personal information as is reasonably necessary to protect the worker from physical injury.

A worker has the right to refuse to work where the worker has reason to believe that workplace violence is likely to endanger the worker.

#### 3. Coordinator

The CAO is hereby designated as the Municipality's Workplace Coordinator with respect to workplace Harassment and Violence in the Workplace Policy. The Coordinator, in collaboration with the Health and Safety Committee shall:

- d) Prepare an initial assessment of the risks of workplace violence and reassessment of the risks of workplace violence as often as is necessary to ensure the continued protection of workers from workplace violence;
- e) Development and maintain the Municipality's Workplace Harassment and Violence in the Workplace Program & Procedures;
- f) Provide information to workers and instruction of workers on both the Policy and Program & Procedures; and
- g) Carrying out those duties specifically assigned to the Coordinator in the Program and Procedures.

#### 4. General Duties - Compliance and Reporting

All workers have a duty to act at all times in compliance with the Policy and Program.

All workers shall immediately report all acts of workplace violence and workplace harassment and/or discrimination to the Coordinator and/or Supervisor.

If the Coordinator is the alleged harasser, the employee may report the incident to the Chief Administrative Officer/Clerk of Elgin County by email to cao@elgin.ca

If the alleged harasser is a Member of Council, the Coordinator shall direct the complaint to the Integrity Commissioner for investigation, in accordance with By-Law 2018-30, Code of Conduct for Members of Council and Local Boards.

In the event the Coordinator alleges harassment by an employee, the Coordinator shall report the incident to the Director of Human Resources of Elgin County.

All workers shall immediately report information in their possession that domestic violence that would likely expose a worker to physical injury may occur in the workplace.

All workers shall immediately report risks of workplace violence from a person with a history of violent behavior where a worker can be expected to encounter the person in the course of their work and the risk of workplace violence is likely to expose a worker to physical injury.

#### 5. Review and Posting of Policy

This Policy shall be reviewed, in consultation with the Health & Safety Committee (HSC), as often as is deemed necessary, but at least yearly, and shall remain posted in a conspicuous place at all times.

# Appendix A – Violence and Harassment in the Workplace Program & Procedures

#### 1. Scope

This Violence and Harassment in the Workplace Program & Procedures supports The Municipality of West Elgin (Municipality) Violence and Harassment in the Workplace Policy by outlining specific preventative actions to discourage and prevent acts of harassment, discrimination and/or violence in the workplace before they occur. The procedure further outlines corrective measures to be taken in the event acts of violence, discrimination or harassment occur in spite of all reasonable effort to prevent them and the measures that can be taken to support employees who are affected by such violence.

For definitions see the Violence and Harassment in the Workplace policy.

#### 2. Purpose

The Municipality is committed to providing a safe, healthy and civil work environment. Integral parts of achieving this goal are the design of work practices, operational procedures and staff training programs to prevent workplace violence and harassment.

### 3. Responsibility

Everyone is responsible for creating and maintaining a safe workplace to the extent of each person's authority and ability to do so. It is the responsibility of every employee of the Municipality to assist and cooperate in making the workplace as safe and secure as possible.

This Policy and Program & Procedures apply to all employees of the Municipality, including but not limited to regular, temporary, part-time and contract employees, students, volunteers and interns.

Members of general public, visitors to the Municipality's facilities, or individuals conducting business with the Municipality, are expected to refrain from any form of violence and harassment and/or discrimination. The Municipality will take any necessary steps to ensure a workplace is free from violence, discrimination and harassment.

Since all employees have the right to work in an environment free from violence, discrimination and harassment, all employees share the responsibility to support a violence, discrimination and harassment free workplace.

#### 4. Specific Responsibilities

#### **Workplace Safety**

The Municipality and Health and Safety Committee (HSC)

Shall actively monitor industry standards and available current information on "Violence and Harassment in the Workplace Prevention" issues and provide information to and consult with department management to allow for the most effective implementation of Violence and Harassment in the Workplace Prevention programs;

Shall participate in the investigation of reported violence and harassment incidents in the workplace, as requested, and will assist department management and the HSC in implementing proper programs/controls in response to such incidents;

Shall review, analyze and track all reported incidents of violence discrimination and harassment in the Municipality's facilities and operational activities; and

Shall review and provide input on all work practices, operational controls and training programs as many are developed by departments to address specific department needs.

#### **Departments**

Departments are responsible for implementing the Program & Procedures and for establishing specific program modules and controls to prevent incidents of violence and harassment in their workplace(s). All violence, discrimination and harassment prevention controls must be developed in consultation with the Health and Safety Advisory Committee and be reviewed and approved by the Coordinator prior to implementation.

#### Workplace

The Municipality asserts that all threats should be taken seriously. This includes any verbal or physical behavior or other communication that could be reasonably interpreted as conveying intent to cause physical harm to a person, including self, or toward the Municipality's assets, including threats made through electronic means.

Any internal or external person who is knowledgeable about a threat, should respond according to the Municipality's threat assessment procedures, as outlined below.

Threats may not involve imminent danger of physical harm being inflicted. In the event that a threat is made which contains strong emotional content conveying anger toward a person, group or toward the Municipality's assets, but does not communicate intent to cause physical harm, an individual who is aware of the threat should assume the threat could escalate without immediate supportive intervention and de-escalation strategies.

Threats that involve any communication that could be reasonably interpreted as conveying intent to cause physical harm toward a person or toward other corporate assets. This includes threats made through electronic means. Threats could be communicated through spoken or written words and through various types of electronic mediums. They could also involve the tone. Volume and cadence of spoken words or the manner and style of written words; body language or the intrusion of personal space; and offensive visuals or sounds.

All threats should be taken seriously and follow the Municipality's Violence and Harassment in the Workplace Procedures, as outlined below.

Threats involving weapons, refer to the Physically Aggressive/Violent Situations section.

All internal and external persons have the inherent right to feel safe at all times. In any situation where physical safety is in danger of being compromised, call for help.

All threats, shall be factually documented according to the Documentation section.

#### **Physically Aggressive/Violent Situations**

The Municipality recognizes that every incident of physical aggression and violence cannot be predicted. Aggression and violence may also not be preceded by any type of threat.

The following priorities shall be invoked in any aggressive and violent situation:

- 1.1 **Keep yourself safe.** Attend to any immediate safety concerns, remember we cannot help others if we are hurt or in danger ourselves, our employees need to keep themselves as safe as possible so that they are in a better position to help others.
- 1.2 Assess the situation. Take a step back and try to remain as calm as possible. Attempt to quickly evaluate the circumstances. Consider the number of people involved, their physical size and the type and number of possible weapons. Keep in mind that many common objects are potential weapons. Determine the immediacy of any dangerous factors involved in this situation. Make a quick determination of severity level.
- 1.3 Summon assistance. Summon appropriate assistance to get help on the scene quickly and efficiently. Call for help if you witness an act of workplace violence in progress or if an individual becomes violent and your safety is at risk leave the area immediately and call 911.
- 1.4 **Make the Environment as safe as possible.** As much as possible, direct onlookers away. Try to remove or reduce accessibility to potential

weapons. Isolate the area so nobody wanders into the situation inadvertently. If warranted, practical and safe. Evacuate the building or area closest to the incident.

#### **Domestic Violence**

The Municipality seeks to provide a respectful, service-oriented and safe workplace at all times and under all circumstances for internal and external customers. We recognize that domestic violence can impact our work directly and indirectly. While staying sensitive to the privacy and confidentiality of personal relationships, we further recognize that there are times when assault, violence and threats of violence may occur related to personal relationships.

The Municipality is committed to heightening awareness of domestic violence and providing guidance for employees and management to address the occurrence of domestic violence and its effects on the workplace. The Municipality intends to publish, maintain and post in locations of high visibility, a list of resources for targets and perpetrators of domestic violence.

All internal and external persons are expected to follow the Municipality's policies, procedures, codes of conduct, applicable law and other expectations related to their behavior in any work areas or context related to our work. This includes internal or external persons that share a close relationship with an individual employed by the Municipality.

Assaults, violence and threats, shall be managed according to the Municipality's Violence and Harassment in the Workplace Policy. This includes situations involving an abuser in a past or present actual, perceived or potential close relationship with an employee.

Any individual who obtains legal protection which lists organization locations or contexts as being protected areas must provide to the designated management representative(s) a copy of the official document stating such protection. The Municipality will honour the provisions as specified in the protection documents and offer other types of support and assistance to the employee as warranted by the circumstances.

The Municipality intends to make assistance available to employees involved in domestic violence. This assistance may include: confidential means for coming forward for help, resource and referral information, special considerations at the workplace for employee safety, work schedule adjustments, or leave necessary to obtain medical, counseling, or legal assistance and workplace relocation (if available). In responding to domestic violence, the Municipality will maintain appropriate confidentiality and respect for the rights of the employee involved. If an employee needs to be absent from work due to threats of violence, the length of the absence will be determined by the individual's situation through collaboration with the employee and organization management.

The Municipality will not deny job benefits or other programs to employees based solely on domestic violence related problems. When employees confide that a job performance or conduct problem is related to domestic violence, in addition to appropriate corrective or disciplinary action consistent with company policy and procedure, a referral for appropriate assistance should be made to the employee.

## 5. Procedure For Resolving and Investigating Violence, Harassment or Discrimination Complaints

#### Informal Resolution

Employees are encouraged to report any instances of inappropriate conduct or offensive comments to their immediate supervisor.

If the conduct does not stop seek the assistance of a supervisor.

All instances of harassment, discrimination, or potential violence must be properly documented, including times, dates, and details of the incidents.

#### **Documentation**

All threats, shall be factually documented according to the procedures outlined in this Policy.

Documenting incidents involving assault, aggression and threats of violence and harassment and/or discrimination helps the Municipality monitor ongoing efforts, establish patterns, determine if our violence prevention and response program is as effective as possible and identify any necessary improvement. Incident documentation should be objective, factual, truthful and thorough.

At minimum, incident documentation will include:

- The complainant's name, role and contact information;
- The name and role of the alleged offender(s);
- The name and role of involved targets, victims and witnesses;
- Factual details about the incident in chronological order by date and time;
- Description of any actual or perceived weapons seen, threated or engaged during the incident;
- Description of any physical injuries or damage to personal or Municipality assets.
- Location and context of the incident:
- The names, roles and contact information of witnesses, attaching any written witness statements obtained:
- Type of assistance summoned;
- Final outcome of the incident.

#### **Investigation-Harassment or Discrimination**

Once a formal complaint is made, the Coordinator will commence an investigation as quickly as possible.

Any investigation will include:

- An interview with the complainant and respondent to ascertain all of the facts and circumstances relevant to the complaint, including dates, times and locations;
- b) Ask the employee (Complainant) to detail, in writing, the nature of the harassment including where, possible places, dates and times;
- c) Ask the employee for names of witnesses, it any;
- d) Meet as soon as possible with the person(s) (Respondent) who is alleged to have been the source of the harassment or violence, if that person is an employee of the Municipality. The Respondent will be advised of the complaint and given an opportunity to provide his/her side of the story. This process may take several meetings.
- e) Ask the Respondent to provide his/her response in writing, along with names of witnesses:
- f) Determine, in consultation with the Complainant and the Respondent, if an informal resolution of the complaint is possible. This might take the form of a face-to-face meeting, an apology, or some other information resolution.

If the complaint can be informally resolved, the Coordinator will retain a copy of the written complaint, together with a memo outlining the resolutions in a separate file. Outcome of investigation shall be provided to both parties in writing.

If an informal resolution is not possible, the Coordinator will:

- a) Interview the witnesses and any other individuals who may have information which might assist in the investigation;
- b) Meet with the Complainant and the Respondent individually to share the results of the investigation, providing a final opportunity for input from each one before a final decision is reached.

If it is determined that harassment has occurred, the Coordinator will:

- a) Meet with the Respondent's Supervisor/Manager to determine what action is appropriate in the circumstances. This might include counselling, separation of the Complainant from the Respondent, and/or discipline up to and including dismissal.
- b) The Coordinator or Supervisor/Manager will meet with the Complainant to advise them of the nature of the action taken.

If it is determined that no harassment took place the Coordinator will so advise the Complainant and the Respondent.

The Employer will at all times comply with no reprisal provision contained in the Section 50(1) of the OHSA.

If the coordinator concludes that the complaint is frivolous, vexatious or made in bad faith, the Coordinator may consult the matter with another senior manager, and/or the Complainant's Supervisor/Manager to consider appropriate action.

Management will not disclose the name of a complainant or an alleged harasser or the circumstances of the complaint to anyone except where disclosure is necessary to investigate the complaint or take corrective action and/or required by law.

A record of the complaint together with the results of the investigation will be kept in a separate file in the Human Resources Department.

If it is determined that an unbiased investigation cannot be conducted internally the Coordinator will contract a third party who is qualified because of knowledge, training and experience, to conduct the investigation, or in the case that the complaint involves the Coordinator the Director of Human Resources of Elgin County shall investigate or appoint an investigator.

All information gathered in the investigation process will be documented.

It is the Municipality's goal to complete any investigation within 30 days upon the receipt of the complaint, if possible.

The Complainant and the Respondent, if he or she is a worker of the employer, shall be informed, in writing, of the results of the investigation and of any corrective action that has been taken, or will be taken, as a result of the investigation within ten (10) days, if possible.

#### Investigation – Violence

When a supervisor or Manager receives a report of violence they will:

- a) Ensure any persons involved have received appropriate first aid or medical treatment:
- b) Ensure persons are in a safe place;
- c) Call the police, based on the nature of the violence and concerns of the employees or others involved in the situation;

**Note:** Any physical assault in our workplace will be reported to the police. If the Supervisor or Manager is unsure, they should contact the police and the police will then decide whether the incident is a matter for them to

handle. If the employees or other parties involved request to have the police notified, the Supervisor or Manager will do so.

- d) Secure the scene;
- e) Notify Senior Management, the Coordinator and any potentially affected employees or others about the situation;
- f) Begin the investigation process immediately.

Members of the investigation team will be made up of competent persons who can be impartial and have knowledge, training and experience regarding workplace violence issues and understand relevant legislation. The team will include the Coordinator and may also include Senior Management, other Supervisors/Managers, and a designated Health and Safety committee member. These team members must maintain confidentiality throughout the process. The identities of the people involved will not be disclosed outside the team, unless the disclosure is necessary for the purposes of the investigation or as required by law.

In completing the investigation they will:

- a) Interview the victim(s);
- b) Take witness names, contact information and statements;
- c) Attempt to address and resolve the complaint between the parties involved:
- d) Take special considerations for privacy and sensitivity for the victim in the situation;
- e) Determine actions required to prevent re-occurrences and implement controls;
- f) Record all information on the Violent Incident Reporting Form;
- g) Meet with the victim and perpetrator to disclose the results of the investigation.
- h) Make the changes to the Hazard Assessment and this procedure, as needed.
- i) Only communicate changes to the Hazard Assessment and this program &procedure through the Health and Safety Committee minutes. All other information collected through the investigation is considered confidential.

#### Confidentially, Complaints and Investigations

All documentation related to complaints made under this Policy shall be filed in one centralized location, separate from any personnel files, with the Workplace Coordinator, to ensure confidentiality.

The Municipality recognizes the sensitive nature of harassment, discrimination and violence and will take measures to keep all complaints confidential, unless it is necessary for the investigation or required by law.

Records will be destroyed in accordance with the record retention requirements of the Municipality's Record Retention By-law and the Municipal Freedom of Information and Protection of Privacy Act.

#### **Post Incident Follow-up**

Post-incident response and evaluation are vital elements of the Municipality's violence and prevention response program. This process contains four distinct phases:

- a) Assessment During the assessment phase, management will work with response agencies and support services to evaluate human welfare and decide if there are immediate medical needs. We will also consider the emotional welfare of internal and external persons and arrange relevant professional services and support as warranted by the situation.
- b) **Documentation** For many reasons, factual incident documentation is a vital phase of the Municipality's post-incident response plan. Documentation provides a detailed account of an incident so that appropriate follow-up action can be taken, patterns and trends can be identified, policies and procedures can be assessed and steps can be implemented to improve safety of everyone in our work setting. Please see the "Documentation section" regarding documentation requirements. Documentation will take place as soon as possible and reasonable following an incident and should be submitted per policies, procedures and time frames identified in the "Documentation section".
- c) **Debriefing** -During a crisis situation, involved employees face many decisions that must be made in a matter of seconds. Post-incident debriefing will take place as soon as possible and practical once the immediate incident, this may include a specific meeting to review the situation or may be less formal.it will focus on objective review of the factual basis of the incident with as many involved employees as possible. Employees may wish to make recommendations on change to work environment or context. It is important for employees to express trust and confidence in one another and acknowledge efforts in coping with unusual and stressful circumstances.
- d) Identification of further needs During or soon after employee debriefing, the Municipality will provide information and resources to all employees relative to incident follow up and resources. This may include the Municipality's plans for further action and identification of resources for employees in obtaining additional support and assistance. The Municipality will also consider employee needs in engaging employees in obtaining additional support and assistance. The Municipality will also consider employee needs in engaging further professional debriefing services through properly qualified professionals.

#### **Training**

The Municipality asserts that a comprehensive employee training program is essential to preventing and responding to any type of harassment, discrimination or violence under the definitions adopted. This will be foremost and ongoing training for all employees at all levels.

The Municipality will work with properly qualified and credentialed training consultants, organizations and professionals in assessing training needs related to our specific work environment and any associated locations and contexts.

Specific training components will include but not be limited to:

- a) Employee rights, expectations and responsibilities under the Municipality's policies and procedures and applicable legislation.
- b) Employer responsibilities to internal and external customers under the Municipality's policies and procedures and applicable legislation.
- c) Any related Municipality policies and procedures, applicable requirements under the laws in specific jurisdictions, other regulations, standards and/or best practices.
- d) Refresher training will be required for all staff and will incorporate earlier response strategies and protocols while also furthering and advancing staff skills in related topic areas. These may include specific training relative to discourtesy and disrespect, intimidation, harassment, discrimination, retaliation, assault and physical aggression.
- e) Specialized training strategies will be provided relative to specific employee roles during a crisis where specifically authorized by Municipality policies and procedures and any applicable laws, industry and professional standards, licensing or accreditation processes or other regulations, standards, best practices or mandates specifically related to specialized staff roles.

#### **Evaluation**

In accordance with the OHSA, this policy shall be reviewed in consultation with the Health and Safety Committee as often as necessary, but at least annually, and the policy shall be posted in the workplace.

#### **Municipality of Chatham-Kent**

#### **Community Development**

To: Mayor and Members of Council

**From:** Bruce McAllister, MCIP, RPP

General Manager, Community Development

Date: September 14, 2022

**Subject:** Community Support Agreement with Hydro One Networks Inc. on the

Priority Transmission Projects in Southwestern Ontario

#### Recommendations

It is recommended that:

- 1. The Mayor and Clerk be authorized to execute a **Community Support Agreement** with Hydro One Networks Inc., on the terms outlined in the agreement and subject to the approval of the final terms by the General Manager, Community Development and Director, Legal Services.
- 2. A specific reserve account be created for the annual \$1,000,000 **Community Benefit Contribution** and that any unspent funds be transferred to the reserve at year end.
- 3. A specific reserve account be created for the annual \$30,000 **Donation** and that any unspent funds be transferred to the reserve at year end.
- 4. The General Manager, Infrastructure & Engineering Services and Chief Administrative Officer be authorized to execute a Road Use Agreement with Hydro One Networks Inc., subject to the approval of the final terms by the Director, Engineering and Transportation Services and Director, Legal Services.

#### Background

On January 20, 2022, through a public posting on the Environmental Registry of Ontario (ERO) titled "Supporting critical transmission infrastructure in Southwestern Ontario", the Province proposed the following:

- Prioritize certain transmission projects (The Chatham to Lakeshore Line, the St. Clair Line and the Longwood to Lakeshore Line);
- Designate Hydro One Networks Inc. (Hydro One) as transmitter of these 3 priority projects in order to prevent delays to project development;

 Require Hydro One to undertake early development work on future projects (A second 500-kV transmission line from Longwood to Lakeshore and a 230-kV line that would run from Windsor to Lakeshore).

The posting was open for comments until March 7, 2022.

The Municipality submitted a formal response through the ERO by the March 7, 2022 deadline.

On April 4, 2022, the Ministry of Energy issued an Order-In-Council to Hydro One to meet the forecasted rapid electricity demand growth in Southwestern Ontario. Specifically, the Ministry of Energy recommended that Hydro One build three priority electricity transmission lines and commence the early development of one additional line within Chatham-Kent; herein referred to as "the **Projects**" as follows:

- a) Chatham to Lakeshore Line a 230-kilovolt transmission line that will run 48 kilometres from Chatham Switching Station (in Chatham) to the new Lakeshore Transformer Station (located in the Municipality of Lakeshore), and related station work:
- b) St. Clair Line a 230-kilovolt transmission line that will run approximately 60 kilometres from Lambton Transformer Station (south of Sarnia) to Chatham Switching Station (in Chatham), and related station work;
- c) Longwood to Lakeshore Line a 500-kilovolt transmission line that will run approximately 120 kilometres from Longwood Transformer Station (west of London) to Lakeshore Transformer Station (in the Municipality of Lakeshore), and related station work; and
- d) The early development of a Longwood to Lakeshore Line Phase Two a 500-kilovolt transmission line that will run approximately 120 kilometres from Longwood Transformer Stations (west of London) to Lakeshore Transformer Station (in the Municipality of Lakeshore).

The Ministry of Energy issued a letter to Hydro One setting out expectations for Hydro One to work closely with affected Indigenous communities, municipalities, and stakeholders as it moves forward to develop these projects.

Since that time, the Municipality, has had numerous discussions with Hydro One on the framework of a **Community Support Agreement**.

Through those discussions, Hydro One has acknowledged that strong community and local government support and partnerships are fundamental organizing principles that guide all of Hydro One's project development efforts. Further, Hydro One recognizes that transmission projects and large-scale public infrastructure are most successfully developed, constructed, and operated in communities that want to host such projects and that see the tangible and intangible benefits of providing such support.

Given this, Hydro One, and Chatham-Kent have come to agreement on a proposed terms of a **Community Support Agreement**, which are discussed in more detail below and which are being proposed for Council approval.

#### **Comments**

#### **Community Support Agreement**

The **Community Support Agreement** will provide the following benefits to Chatham-Kent:

- a) Hydro One will provide funding to Chatham-Kent for a dedicated full-time project manager who will be responsible for coordinating all **Project**-related matters, marshalling municipal approvals in a timely manner, and acting as Chatham-Kent's primary point of contact for Hydro One. Hydro One will pay to Chatham-Kent an annual fee of ONE HUNDRED FIFTY THOUSAND DOLLARS (\$150,000.00). This amount may be adjusted in the future, with agreement of both parties, depending on the work required in the future.
- b) The Municipality may, acting reasonably, determine that additional external resources are required to meet its obligations with respect to the **Projects**. In order to cover such costs, Hydro One agrees to reimburse the Municipality up to FIFTY THOUSAND DOLLARS (\$50,000.00) per project, that make up the **Projects**, for expenses that are reasonably incurred (including but not limited to third party consultant and legal expenses) and that are directly related to the **Projects** ("**Initial Contingency Fund**"). The Initial Contingency Fund may be modified, or further contingency funds may be made available, upon mutual written agreement of the parties.
- c) Hydro One agrees to pay Chatham-Kent ONE MILLION DOLLARS (\$1,000,000.00) per year for ten (10) years, referred to as the "Community Benefit Contribution". This Community Benefit Contribution is provided for recreational and cultural purposes within Chatham-Kent, to be allocated and distributed by Chatham-Kent. Where appropriate, Hydro One will receive recognition for the Community Benefit Contribution and benefits will be made available to Hydro One. This amount will increase with inflation based on CPI.
- d) To support building safe communities, Hydro One agrees to donate to the Municipality a further THIRTY THOUSAND DOLLARS (\$30,000.00) per year for ten (10) years, with the first payment due upon execution of the Agreement and subsequent payments due on each anniversary of the Effective Date (the "Donation"). Hydro One and the Municipality will cooperate with identifying organizations to fund with the Donation, with the goal of ensuring that the Donation is distributed equally across the municipality of Chatham-Kent.

- e) In the event that Chatham-Kent identifies future capacity needs within the community, as a result of economic development opportunities or otherwise, Hydro One commits to review and provide options to address those needs.
- f) Hydro One will enter into a road use agreement which will address remediation costs for any damages caused to Chatham-Kent roads.

## There are also obligations of Chatham-Kent under the **Community Support Agreement**:

- 1. Chatham-Kent will be committed to working closely with Hydro One and other impacted stakeholders through the various environmental assessment processes to determine the most appropriate routing for the Projects and to examine options and, to the extent possible, minimize impacts on the community, and Chatham-Kent will be committed to not publicly opposing, and where reasonable, publicly supporting, the **Projects**. Administration has clarified that Chatham-Kent shall have the right to express preference for a particular route for the lines in order to reflect community priorities.
- Chatham-Kent will work with Hydro One to advocate for an integrated approach
  to planning and building transmission infrastructure in the province to allow for
  prioritization of work, more transparency during the environmental assessment
  process, strategic community partnerships, and visibility to the benefits of
  expanding transmission in the province.
- 3. Chatham-Kent agrees to undertake the following actions:
  - Liaising and consulting with community leaders, landowners and other stakeholders to review community benefits and project route options and preferences;
  - b) Attending Hydro One's Transmission Technical Advisory Committee meetings and community consultation events in Essex County, whenever practical;
  - Supporting transmission-related community events in Essex and Elgin counties by, whenever practical, attending meetings with administrators, local landowners and Council members to present project concepts; and
  - d) Providing continued support to Hydro One during the Ontario Energy Board processes and the construction phases of the **Projects**, including providing permits in a timely manner.

Administration is supportive of Chatham-Kent entering into the proposed **Community Support Agreement**. This transmission project will provide important electrical capacity within the Province, provide tangible benefits to the communities of Chatham-Kent and avoid costs that Chatham-Kent would otherwise potentially incur as a result of the **Projects**.

#### **Use of Community Benefit Contribution**

As discussed in the preceding section, the **Community Benefit Contribution** of \$1,000,000 annually for ten years is to be used for recreational and cultural purposes within Chatham-Kent. Administration intends to provide Council with recommendations via future reports on how the funds could be distributed to achieve benefits across the Municipality for recreational and cultural purposes. Administration anticipates recommending a process by which Councillors will have a say in the use of a portion of that funding towards recreational and cultural priorities within their respective wards. Administration also intends to perform community engagement on the appropriate use of these funds. To date, various groups have identified tennis, rugby, cricket, pickleball, basketball and ball hockey facilities as priorities. The community engagement process will allow for an assessment of those recreational needs, and any other recreational and cultural priorities of our citizens.

#### **Areas of Strategic Focus and Critical Success Factors**

The r	ecommendations in this report support the following areas of strategic focus:
	Economic Prosperity: Chatham-Kent is an innovative and thriving community with a diversified economy
	A Healthy and Safe Community: Chatham-Kent is a healthy and safe community with sustainable population growth
	People and Culture: Chatham-Kent is recognized as a culturally vibrant, dynamic, and creative community
	Environmental Sustainability: Chatham-Kent is a community that is environmentally sustainable and promotes stewardship of our natural resources
The r	ecommendations in this report support the following critical success factors:
	Financial Sustainability: The Corporation of the Municipality of Chatham-Kent is financially sustainable
	Open, Transparent and Effective Governance:
	The Corporation of the Municipality of Chatham-Kent is open, transparent and effectively governed with efficient and bold, visionary leadership
$\square$	Has the notential to support all areas of strategic focus & critical success factors

Community Support Agreement with Hydro One Networks Inc. on the Priority	
Transmission Projects in Southwestern Ontario	

6

Neutral issues (does not support negatively or positively)

#### **Consultation**

Members of the Executive Management Team and the Director, Legal Services were consulted and agree with the recommendations.

#### **Financial Implications**

The proposed Community Support Agreement would result in significant financial contributions to the Municipality over the next 10 years.

Prepared by: Bruce McAllister, General Manager, Community Development

Reviewed by: Dave Taylor, Director, Legal Services

Reviewed by: Gord Quinton, MBA, CPA, CGA, Chief Financial Officer / Treasurer / GM,

Finance, Budget, Information Technology & Transformation

Reviewed by: Michael Duben, Chief Administrative Officer

#### **Municipality of Lakeshore – Report to Council**

### **Operations**

## **Engineering Services**



To: Mayor & Members of Council

**From:** Krystal Kalbol, P. Eng., Corporate Leader - Operations

**Date:** August 7, 2023

**Subject:** Hydro One Networks Inc. – Community Support Agreement (CSA)

#### Recommendation

This report is for information only.

#### Background

In 2019, Hydro One Networks Inc. (Hydro One) started construction on the Lakeshore Transformer Station located on County Road 46, adjacent to Rochester Townline. The site the station is located on is approximately 313 acres, the station footprint currently occupies approximately 50 acres. The construction of this station was completed in 2022.

In 2022, an underground duct bank (referred to as the South Middle Road Feeder Duct Bank Project) was installed from the Lakeshore Transformer Station, southerly into Leamington. Permits and approvals were provided for this project through Engineering & Infrastructure. At that time, the requirement for entering into a RUA was waived, and in lieu Hydro One provided Lakeshore a cash contribution to maintain and repair the impacted roadways. As part of this agreement, Hydro One agreed to enter into a more substantial agreement (referred to at the time as a Memorandum of Understanding (MOU)) to accommodate future projects.

Subsequent to the above, on April 4, 2022, the Minister of Energy made a formal announcement related to "Ontario Supporting Economic Growth in Southwest Ontario". This announcement included the need to support the "incredible growth in Southwest Ontario" through the introduction of five (5) transmission lines, three (3) being declared priorities (meaning streamlining project approvals through the Ontario Energy Board (OEB)).

The five (5) transmission projects (the "Projects") that will be advanced are summarized below and a map appended to this report:

- 1. The Chatham to Lakeshore Line, a 230-kilovolt line from Chatham Switching Station to the new Lakeshore Transformer Station. This project is currently in the project approvals phase and has been reviewed through Engineering & Infrastructure. Permits and approvals for this project are pending this CSA.
- 2. The St. Clair Line, a 230-kilovolt line from Lambton Transformer Station, south of Sarnia, to Chatham Switching Station. It should be noted that this project has no impact on Lakeshore and therefore was not included in the CSA.
- 3. The Longwood to Lakeshore Line, a 500-kilovolt line from Longwood Transformer Station, west of London, to the new Lakeshore Transformer Station. This project is currently in the planning phases.
- 4. A second 500-kilovolt line from Longwood Transformer Station to Lakeshore Transformer Station. This project is currently being considered in the planning phases with the above project; and
- 5. The Windsor Line, a 230-kilovolt line that would run from the Windsor area to Lakeshore Transformer station, with scope to be further refined in future years.

Based on the above projects, Hydro One developed a CSA template (in lieu of the MOU previously discussed) to assist with negotiations to enter into a formal agreement to support the above noted projects.

In March of 2023, Hydro One and Lakeshore commenced negotiations to enter into a CSA. The agreement was finalized in July of 2023 and has been appended for information.

#### Comments

The following provides a summary of the conditions in the attached Community Support Agreement.

#### **Required Municipal Support**

The CSA outlines in Section 3.0 the Municipality Commitments required through the projects. This includes working closely with Hydro One to determine routing, liaising with others though the project planning and implementation, attend Technical Advisory Committee meetings, support transmission related events and support through the OEB approval and construction phases of the projects.

#### **Municipal Resources**

Based on the complexity of the above noted projects, Hydro One has identified ways to assist Lakeshore with the resourcing support required to support and streamline the approval process for these projects. The municipal resourcing is expected to include the following:

- Hydro One has agreed to support and fund a full-time municipal resource (Project Manager) to assist with the review of projects, issuance of permits and approvals in a timely manner, addressing public calls and complaints, inspections through the duration of construction and to ensure proper acceptance and project close out (asbuilt records and maintenance periods satisfied). This resource is approximately \$150,000/year for 10 years; and
- This item also includes a contribution of \$50,000.00/per project to cover general expenses related to any required third-party review(s), legal costs, etc. incurred during the undertaking of these projects.

#### **Community Benefit Contribution**

The Community Benefit Contribution payment will be made at various project milestones and is expected to assist with the community impact these projects will have.

The Community Benefit Contribution will focus on projects related to recreation and culture. These may include the following:

- Community development projects like community centers and/or hubs;
- Park development and/or redevelopment;
- Community based projects including donation and collection programs, education programs, etc.; and
- Projects that will have the ability to showcase the partnership between Lakeshore and Hydro One.

#### **Initial Road Repair Payment**

Hydro One has provided funds in the amount of \$500,000.00 to support road maintenance and repairs that existing projects have had in the vicinity of the Lakeshore Transmission Station.

#### Road User Agreement (RUA)

Hydro One has also agreed to enter into a RUA with Lakeshore relating to specific requirements for each of the noted projects.

The RUA would continue to protect Lakeshore's assets through pre and post construction condition assessments and agreement on impacts of construction of the projects.

The appended CSA also outlines additional Terms and General Provisions.

As noted in the CSA agreement, the Community Benefit Contribution related to the Chatham to Lakeshore Line will be forthcoming. The following projects may be considered in the upcoming years, pending the milestones whereby the contributions will be received:

- Build out of the new park in the Tracey Subdivision in Comber;
- Garbage receptacles, benches, community plantings and features along Main Street in Comber:
- Placement and/or replacement of Community Signage in Comber;
- Projects that consider the creation of community gathering locations, public squares, community gardens, placement of community benches, and gardens; and
- Placement and/or replacement of asphalt pathways/trails in Comber Community Park and/or within the community.

Should Council have additional potential projects that ought to be considered they may be added to this list for review. A further and more detailed project specific report will be brought forward once the contributions are received from Hydro One outlining options and details related to the above noted projects to obtain Council support.

Over time, as other Hydro One projects move forward, relative community benefit projects will also be brought forward for those communities impacted.

#### **Others Consulted**

Hydro One was consulted as part of this agreement.

#### **Financial Impacts**

The below summarizes the Hydro One Contributions as identified in the CSA:

Community Support Agreement (CSA)	Term	Contributing Cost
Municipal Resources Fee		
Project Manager	10 years	\$1,500,000.00
Project Expenses	4 projects	\$200,000.00
Community Benefit Contribution	Paid at milestones as noted in the CSA	\$5,800,000.00
Initial Road Repair Prepayment	Lump sum	\$500,000.00
<b>Total Cost of Contribution</b>		\$8,000,000.00

Based on the above, the financial impacts are a significant contribution to be able to support the projects during inception through to completion and will contribute to the future investment (over the next 10 years) of Lakeshore and assist with the impact the projects may have on the community.

#### **Attachments**

Southwest Map Announcement

Community Support Agreement

## **Report Approval Details**

Document Title:	Hydro One Networks Inc Community Support Agreement (CSA) .docx
Attachments:	<ul><li>SouthWest Map Announcement .png</li><li>Community Support Agreement.docx</li><li>Road Use Agreement_Municipality of Lakeshore.docx</li></ul>
Final Approval Date:	Aug 9, 2023

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

Prepared by Krystal Kalbol

Approved by Justin Rousseau and Truper McBride

#### Minister Cho Op-ed for Seniors' Month - 2024

June is Seniors Month: Keeping seniors fit, active and socially connected

Seniors Month has been celebrated in the month of June since 1984, and this year marks 40 years celebrating Ontario's outstanding seniors and recognizing the positive impact they have made in our lives.

Across this great province, seniors have made enormous contributions in building the Ontario we all enjoy today, and they are the fastest growing demographic group. By 2046, the number of adults aged 65 and over is projected to increase significantly from over 2 million, since 2021, to 4.4 million.

This year's Seniors Month is another wonderful opportunity for celebrating our aging population with the theme, 'Working for Seniors'. It's a theme that emphasizes the continued importance of supporting older adults through the right programs and initiatives that provide wellness, social engagement and education in communities across the province.

I am proud of the work we have done - and continue to do - to address the needs of an aging population while helping seniors contribute to all aspects of community life.

Our programs and services across our government will always be guided by the health and well-being of our senior population. And we will continue to invest in the supports that all seniors need and deserve so they can live life to the fullest.

For example, <u>The Seniors Active Living Centre (SALC) Program</u> is a program that promotes wellness, social interaction, education, and support services with the goal of keeping seniors healthy and independent through approximately 316 programs across the province.

Each year, our <u>Seniors Community Grant Program</u> funds local not-for-profit community groups and organizations to deliver projects, supports and resources that help older adults by offering a wide variety of activities to promote engagement, reduce isolation and promote healthy living.

Our new website at <u>ontario.ca/seniors</u> and our <u>Guide to Programs and Services for</u> <u>Seniors</u> offers a wealth of information for seniors and caregivers about health, finances, housing, security and more.

It is also a priority for me to honour the knowledge, experience, and contributions that Ontario's older adults have made to the province through the <u>Ontario Senior</u> Achievement Awards and Ontario Senior of the Year Awards.

Our government knows that Ontario's communities are strengthened, and everyone benefits when our aging population can stay active and connected with local supports.

Over the course of Seniors Month, we are working with municipalities and our community partners to provide resources that promote the health and well-being of Ontario's seniors, help reduce social isolation and make sure they have opportunities to thrive in their communities.

Not just during Seniors Month, but always, I encourage everyone to take some time to reach out and acknowledge a senior in your life.

Together, let's recognize our seniors and help keep them active, fit and socially connected.

For more information about programs and services for seniors, visit: www.ontario.ca/seniors.

Raymond Cho
Ontario Minister for Seniors and Accessibility

To: **Terri Towstiuc** Subject: Cybersecurity for Municipal Councillor"s Date: Wednesday, May 15, 2024 10:00:50 AM ?

From:

**AMO Education** 

## **Cybersecurity for Municipal Councillor's**

With the number and frequency of municipal cyber-attacks, municipal leaders must understand their role in ensuring the cyber resilience of their organization, and in leading through a cyber incident.

AMO has partnered with the **Toronto Metropolitan University's (TMU) Rogers Cybersecure Catalyst** to help councillors understand cybersecurity and to make critical decisions related to preventing, preparing for, and responding to cyber security incidents.

This half-day session is comprised of short lectures, guided discussions, and activities focused on understanding the cyber threats and risks posted to municipalities, identify preventative actions and best practices, and define the role of the elected official in cyber security and during incidents.

Date: June 12, 2024
Timing: 9:00am-12:00pm
Location: Virtual Event

Fee: \$300 +HST (Individual registration)

Cancellation fee: \$75.00 (up to 1 week prior to event)

#### Register today.

Inquires: events@amo.on.ca

\*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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Ontario Provincial Police

Police provinciale de l'Ontario



Municipal Policing Bureau Bureau des services policiers des municipalités

777 Memorial Ave. 777, ave Memorial Orillia ON L3V 7V3 Orillia (ON) L3V 7V3

Tel: (705) 329-6200 Fax: (705) 330-4191

File number/Référence: 4000- GOV

Date: May 15, 2024

The Municipality of West Elgin P.O. Box 490 22413 Hoskins Line Rodney, ON NOL 2C0

Dear Chief Administrative Officer:

#### Re: 2025 Municipal Policing Billing Statement Property Count

Please find below your municipal property count that has been provided to the OPP by the Municipal Property Assessment Corporation (MPAC).

The property count data is based on the 2023 Assessment Roll data delivered by MPAC to municipalities for the 2024 tax year with adjustments based on the requirements defined in O. Reg. 413/23 of the Community Safety and Policing Act (CSPA). The property counts will be used by the OPP to help determine policing costs in the 2025 Annual Billing Statements.

Municipality	Household	Commercial & Industrial	Property Count
The Municipality of West Elgin	2982	174	3156

The Household count is reflected in your 2023 Year-end Analysis Report 5 (Household count), which you receive annually from MPAC, with adjustments to exclude Canadian Force Base (CFB) counts and timeshare units. The Commercial and Industrial counts reflect properties having designated Realty Tax Class and Realty Tax Qualifiers (RTC/RTQ) while excluding properties with structures such as towers, billboards, wind turbines, solar panels, oil or gas wells, international bridges or international tunnels. Please find the specific details on <a href="http://www.opp.ca/billingmodel">http://www.opp.ca/billingmodel</a> (search for Property Count Definition document).

Please review the count for your municipality, considering the requirements defined in O. Reg 413/23, and if you continue to have any questions or concerns about your count, please contact your local MPAC Account Manager Municipal and Stakeholder Relations within 60 days from the issue date on this letter.

Any error in the 2023 year-end municipal property count determined as a result of your review, will be confirmed through MPAC and your 2025 municipal billing will be adjusted for the applicable changes.

Yours truly,

Steve Ridout, Superintendent Bureau Commander Municipal Policing Bureau

A HAMA



May 10, 2024

To Ministry of Municipal Affairs and Housing:

#### Re: Bill 185, Cutting Red Tape to Build More Homes Act, 2024

On behalf of our many municipal clients, we are submitting our comments related to the proposed changes to the *Development Charges Act* (D.C.A.) under Bill 185 (*Cutting Red Tape to Build More Homes Act*). These proposed changes are with respect to:

- 1. Repeal of the mandatory five-year phase-in of development charge (D.C.) rates;
- 2. Studies as an eligible capital cost for D.C.s;
- 3. Process for amending existing D.C. by-laws; and
- 4. Time limit reductions on the D.C. freeze for specific planning approvals.

## 1. Repeal of the mandatory five-year phase-in of D.C. rates

The *More Homes Built Faster Act* (Bill 23) required the phase-in of charges imposed in a D.C. by-law over a five-year term. D.C. by-laws passed after January 1, 2022, were required to phase-in the calculated charges as follows:

- Year 1 of the by-law 80% of the charges could be imposed;
- Year 2 of the by-law 85% of the charges could be imposed;
- Year 3 of the by-law 90% of the charges could be imposed;
- Year 4 of the by-law 95% of the charges could be imposed; and
- Years 5 to 10 of the by-law 100% of the charges could be imposed.

Bill 185 proposes to remove the mandatory phase-in of the charges. It is proposed that this change would be effective for D.C. by-laws passed after Bill 185 comes into effect.

For site plan and zoning by-law amendment planning applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be those in place on the day the planning application was made (i.e., including any applicable mandatory phase-in).

Bill 185 also proposes to allow minor amendments to D.C. by-laws that include mandatory phase-in provisions. As provided in further detail below, these amendments would not require the preparation of a D.C. background study or statutory public process. Moreover, the amendments would not be subject to Ontario Land Tribunal (OLT) appeal. This provision for a streamlined D.C. by-law amendment process will only be available for a period of six months after Bill 185 takes effect.



#### Comment

We believe this to be a positive change for municipalities and the development community. The mandatory phase-in would reduce D.C. revenues by approximately 10% over a 10-year period (based on various analyses undertaken by Watson, as well as reports provided by municipalities). By removing this revenue loss municipalities will no longer have to fund this shortfall from non-D.C. sources (e.g. property taxes, water and sewer rates, etc.). Lower than required D.C. revenues for services that are required to enable the development of housing (i.e. water, wastewater, and services related to a highway) would create challenges for municipalities to provide timely infrastructure. With the removal of the mandatory phase-in, municipalities will be able to collect the funds necessary to construct the infrastructure required for development to proceed.

#### 2. Studies as an eligible capital cost for D.C.s

Bill 23 amended the definition of capital costs (subsection 5 (3) of the D.C.A.). This amendment removed studies, including D.C. background studies, from the definition of an eligible capital cost. Bill 185 proposes to reverse this amendment by reinstating studies as an eligible capital cost. The following paragraphs are proposed to be added to subsection 5 (3) of the D.C.A.:

- 5. Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.
- 6. Costs of the development charge background study required under section 10.

The proposed amendment will allow municipalities to fund the costs of studies, consistent with by-laws passed prior to Bill 23 amendments. This will allow for the funding of master plans for D.C. eligible services, D.C. background studies, and similar studies that inform the capital costs of the D.C. background study.

#### Comment

We believe this to be a positive change as well. Growth-related studies such as master plans and other planning-related studies are integral to the growth management and infrastructure planning framework of municipalities. These documents identify how the municipality intends to grow, the infrastructure required to provide desired service levels to support growth/development, and also provides the detailed costing required for municipalities to plan for growth in a financially sustainable way. These studies also add to the defensibility of D.C. background studies and reinstating the D.C. funding eligibility for these studies follows the principle that growth should pay for growth.



## 3. Process for amending existing D.C. by-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending a D.C. by-law. These sections generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;
- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the OLT.

As noted above, Bill 185 proposes to allow municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above<sup>1</sup>:

- 1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year by-law term limitations provided in the D.C.A.);
- 2. To impose D.C.s to include the costs of studies, including the D.C. background study; and
- 3. To remove the provisions related to the mandatory phase-in of D.C.s as discussed in section 1 of this letter.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 takes effect. Moreover, the amending by-law must be passed within six months of Bill 185 taking effect.

Notice of by-law passage requirements for these minor amending by-laws are similar to the notice requirements in the D.C.A., with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

#### Comment

The ability to make minor amendments to D.C. by-laws to align with the legislative changes without onerous administrative requirements and further process delays will assist municipalities in aligning policies with the amended legislation quickly.

We would note, however, that minor amendments are not permitted for reducing the rate freeze from 2 years to 18 months to align with the amended legislation. This may

<sup>&</sup>lt;sup>1</sup> Notice of by-law passage for these streamlined amendments would still be required.



impose administrative burdens on municipalities to undertake amendments to reflect the shorter periods, depending on the structure of their D.C. by-laws.

Additionally, these minor amendments may only be undertaken if the D.C. by-law is passed prior to Bill 185 coming into force. There are a number of municipalities that have released D.C. background studies but will not be able to pass a by-law until after Bill 185 comes into force. This poses a timing issue for these municipalities, as they will either have to file D.C. addendum reports prior to adoption to include the costs of studies or have to undertake a full D.C. amendment process to do so after just having passed a new D.C. by-law.

#### Recommendations

- 1. It is recommended that the Province add a clause to allow for minor amendments related to the timeline reduction for the rate freeze for site plan and zoning by-law amendment planning applications; and
- 2. It is recommended that the Province include a transitional clause to allow municipalities that have released a D.C. background study prior to Bill 185 coming into force, and that will allow municipalities to pass a by-law after the Bill comes into force to undertake minor amendments for the inclusion of the costs of studies. This can be achieved by allowing for minor amendments for by-laws that have passed within two or three months after the Bill takes effect (rather than before the Bill takes effect).

### 4. Time limit reductions on the D.C. freeze for specific of planning approvals

Bill 108, *More Homes, More Choices Act, 2019*, which received Royal Assent on June 6, 2019, provided several changes to the D.C.A. including the requirement to freeze the D.C.s imposed on certain developments. This applied to developments that received site plan and/or a zoning by-law amendment approval within 2 years of the date a D.C. is payable (e.g. building permit issuance). The D.C. rate for these developments is "frozen" at the rates that were in effect at the time the site plan and/or a zoning by-law amendment application was submitted. Once the planning application is approved by the municipality, if the date the D.C. is payable [1] is more than two years from the approval date, the D.C. rate freeze would no longer apply.

Bill 185 proposes to reduce the two-year timeframe from planning approval to the date the D.C. is payable to 18 months. Bill 185 also proposes to move this requirement from

<sup>&</sup>lt;sup>[1]</sup> In the case of Rental Housing and Institutional development, once the application is approved by the municipality, if the date the first building permit is issued is more than two years after the date of approval, the D.C. rate freeze would no longer apply.



O. Reg. 82/98 to the D.C.A. Transition provisions are included in the Bill that require the two-year D.C. "freeze" for these planning approvals to remain in effect if approved prior to Bill 185 receiving Royal Assent.

#### Comment

Overall, this proposed change is positive. The reduction in the D.C. rate freeze timeline helps to incentive timely development with continued D.C. predictability for developers.

As noted above, the streamlined process for minor D.C. by-law amendments does not appear to include amendment to meet this legislative change.

#### Recommendations

1. It is recommended that the Province add a clause to allow for minor amendments related to the timeline reduction for the rate freeze of site plan and zoning by-law amendment planning applications.

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

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Daryl Abbs, MBE, PLE, Managing Partner
Andrew Grunda, MBA, CPA, CMA, Principal
Jamie Cook, MCIP, RPP, PLE, Managing Partner
Peter Simcisko, BA (Hons), MBE, Managing Partner
Sean-Michael Stephen, MBA, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner



May 10, 2024

Provincial Planning Policy Branch 7 Bay Street, 13<sup>th</sup> Floor Toronto Ontario M7A 2J3

Re: <u>ERO 019-8369</u>: Proposed Planning Act, City of Toronto Act, 2006, and Municipal Act, 2001 Changes (Schedules 4, 9, and 12 of Bill 185 - the proposed Bill 185, Cutting Red Tape to Build More Homes Act, 2024)

On behalf of our many municipal clients, we are submitting our comments related to the proposed changes to the *Municipal Act* and *Planning Act* as proposed by Bill 185 (*Cutting Red Tape to Build More Homes Act*).

#### 1. Introduction

Watson & Associates Economists Ltd. is one of Canada's leading economic consulting firms, comprising municipal economists, planners, accountants, and support staff. The firm has been in operation since 1982. Our work has involved many aspects of municipal finance and economics, including assisting municipalities across the Province with development charges (D.C.) studies, community benefits charges (C.B.C.) studies, parkland dedication studies, fiscal impact assessments, full cost user fee pricing models, demographic forecasts, growth management studies, and more. Watson is a leader in the D.C. and growth management fields.

#### 2. Overview Commentary

The Province has introduced Bill 185 with the following objective: "...reduce red tape which is a significant barrier to productivity, economic development, as well as domestic and international growth". The Province's intention is to build on previous actions and housing related initiatives to remove administrative barriers with a variety of initiatives intended to grow a stronger economy, keep costs down, save time, and improve service delivery for businesses and people across the province. These initiatives include "attracting investment and creating new jobs by making it faster and easier for municipalities to provide incentives to attract game changing global investment."

To implement these initiatives, Bill 185 introduces changes to the *Municipal Act*, along with nine other statutes including the *Planning Act*.

The following sections summarize our analysis and comments on the following areas:



- Assistance Provided under s.106 of the Municipal Act;
- Minister's Zoning Orders (MZOs); and
- The removal of planning responsibilities for upper-tier municipalities.

#### 3. Municipal Act Analysis and Comments

Section 106 of the *Municipal Act* provides rules with respect to bonusing. The proposed amendments to s.106 are in response to the stated goal of attracting "game changing global investment". These proposed changes allow the Lieutenant Governor in Council to make regulations to authorize municipalities to provide assistance to a specified manufacturing business or other industrial/commercial enterprise, setting out the types of assistance that may be provided, and restrictions and conditions that must be met before providing assistance.

The following analysis and comments are provided with the intent of ensuring the long-term financial sustainability of municipalities, consistent with the land use planning system objectives of the Provincial Policy Statement (PPS).

#### 1. Requirement to Provide Assistance

The new s.106.1 of the *Municipal Act* states that "...the Lieutenant Governor in Council may make regulations authorizing a municipality to grant assistance, directly or indirectly, to a specified manufacturing business or other industrial or commercial enterprise during a specified period, and governing the granting of the assistance, including...setting out the types of assistance that <u>may be granted</u>". (*Underlining for emphasis*)

As discussed further in commentary below, a municipality may not find it advantageous to provide the assistance they are authorized to provide. Our interpretation of s. 106.1 is that municipalities would have discretion over whether they would provide the assistance they have been authorized to give and are not required to do so.

#### 2. Conditions to be Met Before Providing Assistance

The new s.106.1 of the *Municipal Act* would allow for regulations to include "...conditions that mut be met before the assistance may be granted".

The types of "game changing global investment" that the Province has referred to could often require significant changes to municipal land use planning policies, including urban boundary expansions, municipal boundary adjustments, and infrastructure planning. Ontario's planning policy regime requires development planning to ensure the financial well-being of municipalities is maintained over the long-term. In accordance with the PPS, municipal official plan policies would normally require a number of land use planning studies to be undertaken, including a fiscal impact analysis to demonstrate that development (including the requirement for infrastructure and public service



facilities) is financially viable, and will not negatively impact the municipality's financial position.

Many smaller municipalities in Ontario may not have the appropriate organizational structure in place to manage significant industrial developments through the development approvals, construction, and operations stages. These developments could place additional stress on municipal planning and building, engineering and infrastructure, and administrative staff.

#### Consideration should be given to:

- Requiring a financial impact analysis be undertaken that demonstrates the
  proposed development and municipal assistance are financially viable over the
  long term. This analysis should measure the fiscal impacts of the proposed
  development on the municipality's financial position (e.g. tax rates and utility
  rates), inclusive of operating costs, capital costs, and municipal staff resourcing;
- Allowing municipal Council to determine if and when regulatory "conditions" are satisfied and the level of assistance to be provided;
- Availability of financial support from the Province to undertake the above analysis; and
- Availability of financial support from the Province if municipalities are mandated by the Province to provide assistance and the municipal analysis demonstrates such assistance would negatively impact their fiscal position.

#### 3. Eligible Entities that may Receive Assistance

Section 106.1 defines the types of entities that could receive assistance as "a specified manufacturing business or other industrial or commercial enterprise". This could potentially include housing development corporations which are commercial enterprises. It should be noted that providing certain types of assistance to these types of corporations (such as waiving D.C.s) would appear to be in contrast to the other changes made through Bill 185 (i.e. removing the mandatory phase-in of new D.C. bylaws). The negative financial impact of the mandatory phase-in of D.C.s was widely communicated to the Province by municipalities across Ontario. The broad application of these powers would provide for an inequitable application of recovery of the costs of development across housing providers. Moreover, if the Province can mandate municipalities to provide assistance, this would replace the autonomy of municipal Council to make such determinations and exclusively govern their financial matters. This reinforces our comments above, that if there is assistance to be provided that would have a negative financial impact on the local municipality, financial support from the Province should be considered.



#### 4. Planning Act Analysis and Comments

#### 1. Minister's Zoning Orders

We are encouraged by the new MZO framework which provides better transparency in reviewing MZO applications. However, the MZO framework should be enhanced to include more focus on demonstrating the "need" for the use within the context of housing supply and demand within the municipality, as well as consideration of local growth management policies.

As part of a municipality's Official Plan Review, considerable resources and extensive public engagement are carried out to ensure that future growth is comprehensively assessed, and that urban and rural development is directed to appropriate locations. Based on the current framework, MZOs can be requested and approved without regard to local policies, the need for the application, or the municipality's ability to accommodate the development.

We are also concerned about the application of MZOs, as identified in the proposed Provincial Planning Statement, 2024 (PPS, 2024). According to the proposed PPS, 2024, MZOs are to be treated as "in addition to projected needs" over the planning horizon. In our opinion, it is not appropriate to increase the pace of development associated with an MZO application without linking the application to a specific regional or local economic driver. It is recommended that when planning for MZO lands, the timing of their buildout is not held to a targeted minimum or maximum planning horizon as set out in the proposed PPS, 2024. Rather, the timing of development should be subject to an assessment of anticipated economic growth and real estate market demand within the municipality and the broader economic region over the horizon of the plan. Furthermore, it is our opinion that the Province should require the timing of development regarding approved MZOs be established through provincial and local phasing policies, municipal servicing plans, school board accommodation plans, and reviewed through regular monitoring.

The proposed MZO framework is designed to increase urban land supply and expedite the development of more housing. In the absence of a land needs assessment and economic analysis to support an MZO application, however, there is a risk that population and housing growth within a given municipality will be overstated within the horizon of the Official Plan. This has the potential to undermine local planning policies and create financial risks for municipalities due to having to emplace and fund municipal infrastructure for additional lands that are not sequenced in the municipality's growth and financial plans.

#### 2. Upper-Tier Municipalities Without Planning Responsibilities

We are encouraged by the focus on empowering local municipalities in planning for growth. We are however concerned about the role that some of Ontario's largest



upper-tier municipalities will have by being classified as "upper-tier municipalities without planning responsibilities." These municipalities provide a broad vision and planning direction with respect to the long-term management of urban, rural, and natural systems. Moreover, upper-tier municipal planning authorities plays a critical role in the coordination, phasing, and delivery of water, wastewater, and transportation infrastructure, and other municipal services. This can be observed in Metro Vancouver, BC, where Metro Vancouver provides water and wastewater services to 21 municipalities, one electoral area, and one treaty First Nation. Metro Vancouver does not review and comment on planning applications. As such, development approvals by local municipalities necessitate capital investments into water and wastewater infrastructure that may not have been incorporated into the financial plan which places increased pressure on water and wastewater infrastructure requirements and creates funding challenges.

While Bill 185 aims to streamline the land use planning process across the affected municipalities, it has the potential to create challenges with respect to the coordination of regional growth management objectives among municipalities and stakeholders, while adding to the technical and administrative efforts of both lower-tier and upper-tier municipalities, as well as the Province. Furthermore, Bill 185 would remove critical planning resources and knowledge at the upper-tier level that are required when addressing matters that cross technical disciplines and municipal jurisdictions. This would potentially result in disjointed efforts and outcomes with respect to local planning approvals and regional municipal service delivery.

As part of this Bill, we would suggest that the Province consider providing more clarity around the role of the upper-tier municipalities without planning responsibilities, including acknowledging the benefits of having a more engaged upper-tier municipality in growth management, especially as it relates to the provision of infrastructure.

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

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, Principal
Jamie Cook, MCIP, RPP, PLE, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner
Peter Simcisko, BA (Hons), MBE, Managing Partner
Sean-Michael Stephen, MBA, Managing Partner
Daryl Abbs, MBE, PLE, Managing Partner

# RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

Box 130 Rodney, Ontario NOL 2C0

February 25, 1993

OMAF
Guelph Agriculture Centre
Box 1030
Guelph Ontario
N1H 6N1

Attn: Cathy Wilson Pinkney

Dear Cathy:

In answer to your letter of February 15/93, I enclose the letter which we received from the village when permission was granted to build the cattle shelter.

Up until 1948, The Rodney-Aldborough Agricultural Society owned the land and buildings that is the fair grounds. But due to changed in the Community Hall Act Ammendment of 1948, the deeds were taken over by the village when the Agricultural Society passed the following motion which is recorded in our minute books.

June 2, 1948

"Moved by Black and seconded by McMilland that in order to apply with the conditions of the Community Hall Act Ammendment of 1948

'That we deed the fair grounds to the town of Rodney with the conditions that the society be allowed the uninterrupted privilege of the use of the grounds and facilities for any activity sponsored by the society and that the obligations and commitments standing are to be honoured by the town."

I hope this and the accompanying letter from town clerk Brenda Price will comply with your request.

Sincerely,

Suzanne McGregor President

fter f the n er ies

# AGRENT MENT

between

THE CORPORATION OF THE VILLAGE OF RODNEY
-and-

THE RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

WHEREAS the Rodney-Aldborough Agricultural Society, hereinafter called the Fair Board requires and is entitled to the use of the park and facilities known as the Rodney Community Recreation Centre for the annual Fall Fair -and-

WHEREAS the Corporation of the Village of Rodney, hereinafter called the Village, is owner of the above mentioned facilities -and-

WHEREAS the Fair Board and the Village wish to formalize the understandings regarding the use of the above mentioned facilities and other matters pertinent to the two parties

NOW THEREFORE the parties agree as follows:

- 1. The Village will provide full use of the Rodney Community Recreation Centre and grounds to the Fair Board, subject to the conditions of an annually renewed contract.
- 2. The Fair Board will have use of and will be responsible for the facilities from the Sunday immediately preceding the first day of the Fair or from the arrival of the midway, whichever is earlier, until the day on which the facilities have been vacated completely by the Fair Board, this to be no later than the Friday immediately following the Fair.
- 3. Notwithstanding items 1 and 2, the Village Works Superintendent has the authority to provide direction to ensure the protection of Village interests.
- 4. The Village will provide supplies and services as shown in Schedule "A" attached hereto and will endeavour to ensure that the supplies and services are provided in a timely manner. Supplies and services not shown in Schedule "A" but required by the Fair Board from the Village must be requested in writing no later than one month prior to the date of the Fair.
- Superintendent, the Fair Board Grounds Superintendents and representatives from the Recreation Parks Committee will review the condition of all facilities. On the last day of the contract period, a second review will take place to verify that the facilities have been returned to the "prefair" condition. Should it be determined that further work is required, the Fair Board will be given fourteen days to complete such work, after which time the Village will undertake to complete the work and invoice the cost to the Fair
- 6. The Fair Board will be responsible for ensuring that the midway is set up so as to provide adequate clearance for emergency vehicles and so that hydro service demands are evenly distributed. Whenever possible, the Fair Board will ment or livestock.
- 7. The Fair Board will provide for garbage to be removed from the facilities during the days of the contract, for the supply of all paper products required for the washroom facilities in the arena, poolhouse and infield area and to ensure that the washrooms are supervised and maintained on a regular schedule during the Fair.

- 8. The Village will, from the first day of the contract period until the first day of the Fair, open the pool shower rooms for a 2-3 hour period each morning for use by midway personnel. At other times, the washrooms located adjacent to the stage will be open. Likewise, after the last day of the Fair until the midway has vacated the premises, the pool shower rooms will be opened for the same 2-3 hour period.
- Upon completion of the contract period, the Village and PUC will invoice the Fair Board for any Fair-associated costs incurred by the municipality.

This agreement will supercede any similar agreement dated prior to this agreement and will be binding on future officers of the two parties. If either party wishes to alter this agreement, notice must be given in writing no later than six months prior and the parties will together negotiate such alterations.

DATED AT RODNEY THIS 9th DAY OF September, 1992

Atte de Mit WITNESS

## SCHEDULE "A"

AGREEMENT BETWEEN THE CORPORATION OF THE VILLAGE OF RODNEY THE RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

SUPPLIES AND SERVICES FOR RODNEY FAIR

WORKS SUPT: meet with Fair Board grounds superintendents for

"pre-Fair" walk-through

oversee during midway set-up to resolve any possible conflicts pertaining to adequate clearance for

emergency vehicles

HYDRO DEPT: put up banner supplied by the Fair Board

meet with Fair Board representative to discuss hydro needs, spacing of midway rides etc.

add extra lights and outlets required

WATER DEPT: open infield washrooms for full-time use by midway and Fair Board personnel

> open pool shower rooms for 2-3 hours daily from the first day of the contract to the first day of the Fair and again from the first day after the Fair

until the midway vacates the grounds

REC. DIR: supply 2 sets of keys to Fair Board President

have office ready for Board to occupy no later than

the Wednesday prior to the Fair

ensure that no baseball or soccer events are

scheduled during the contract period

### AGREEMENT

between

THE CORPORATION OF THE TOWNSHIP OF ALDBOROUGH

- and -

THE RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

WHEREAS the Rodney-Aldborough Agricultural Society, hereinafter called the Fair Board requires and is entitled to the use of the park and facilities known as the Rodney Community Recreation Centre for the annual Fall Fair -and-

WHEREAS The Corporation of the Township of Aldborough, hereinafter called the Township, is owner of the above mentioned facilities -and-

WHEREAS the Fair Board and the Township wish to formalize the understandings regarding the use of the above mentioned facilities and other matters pertinent to the two parties

NOW THEREFORE the parties agree as follows:

- 1. The Township will provide full use of the Rodney Community Recreation Centre and grounds to the Fair Board, subject to the conditions of this on-going agreement.
- The Fair Board will have use of and will be responsible for the facilities from the Saturday immediately preceding the first day of the Fair or from the arrival of the midway, whichever is earlier, until the day on which the facilities have been vacated completely by the Fair Board, this to be no later than the Friday immediately following the Fair.
- 3. Notwithstanding items 1 and 2, the Road Superintendent has the authority to provide direction to ensure the protection of Township interests.
- 4. The Township will provide supplies and services as shown in Schedule "A" attached hereto and will endeavour to ensure that the supplies and services are provided in a timely manner. Supplies and services not show in Schedule "A" but required by the Fair Board from the Township must be requested in writing no later than one month prior to the date of the Fair
- On the first day of the contract period, the Road Superintendent the Fair Board Grounds Superintendents and representatives from the Recreation Parks Committee will review the conditions of all facilities. On the last day of the contract period, a second review will take place to verify that the facilities have been returned to the "pre-Fair" condition. Should it be determined that further work is required, the Fair Board will be given fourteen days to complete such work, after which time the Township will undertake to complete the work and invoice the cost to the Fair Board.
  - The Fair Board will be responsible for ensuring that the midway is set up so as to provide adequate clearance for emergency vehicles and so that hydro service demands are evenly distributed. Whenever possible, the Fair Board will avoid using the soccer fields, especially for heavy equipment or livestock.
  - 7. The Fair Board will provide for garbage to be removed from the facilities during the days of the contract, for the supply of all paper products required for the washroom facilities in the arena, poolhouse and infield area and to ensure that the washrooms are supervised and maintained on a regular schedule during the Fair.

paper products supply

continued, pg 2

- 8. The Township will, from the first day of the contract period until the first day of the Fair, open the pool shower rooms for a 2-3 hour period each morning for use by midway personnel. At other times, the washrooms located adjacent to the stage will be open. Likewise, after the last day of the Fair until the midway has vacated the premises, the pool shower rooms will be opened for the same 2-3 hour period.
- 9. Upon completion of the contract period, in lieu of a grant from the Township to the Fair Board, the Township will assume all utility bills incurred during the time of this contract (P.U.C., Gas.)

This agreement will supercede any similar agreement dated prior to this agreement and will be binding on future officers of the two parties. If either party wishes to alter this agreement, notice must be given in writing no later than six months prior and the parties will together negotiate such alterations.

RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

DRESIDENT

Shily Jajin Journ Degin SECREATERY TREASURER

CORPORATION OF THE TOWNSHIP OF ALDBOROUGH

REVE

FERK-TREASURER/ADMINISTRATOR

DATED AT THE TOWNSHIP OF ALDBOROUGH
THIS 24HDAY OF August, 1994.

# BY-LAW #94-25

A BY-LAW TO AUTHORIZE THE EXECUTION OF AN AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF ALDBOROUGH RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY.

WHEREAS it is deemed expedient that the Corporation of the Township of Aldborough enter into an Agreement with the Rodney-Aldborough Agricultural Society.

NOW THEREFORE the Council of the Corporation of the Township of Aldborough enacts as follows:

- That the Corporation of the Township of Aldborough enter into an Agreement with the Rodney-Aldborough Agricultural Society in the form of the agreement which is attached hereto and marked as Schedule "A".
- That the Reeve and Clerk are authorized to execute such agreement and to affix the Corporate seal of the Township of Aldborough thereto.
- Any By-laws or parts of By-laws for the former Township of Aldborough and the former Village of Rodney inconsistent with this By-law be and the same are hereby repealed.

Read a first and second time this 11th day of August 1994.

Read a third time and finally passed this 11th day of August

T 0

AGREEMENT BETWEEN THE CORPORATION OF THE TOWNSHIP OF ALDBOROUGH

AND

THE RODNEY-ALDBOROUGH AGRICULTURAL SOCIETY

SUPPLIES AND SERVICES FOR RODNEY FAIR

ROAD SUPT: meet with Fair Board grounds superintendents for "pre-Fair" walk-through

oversee during midway set-up to resolve any possible conflicts pertaining to adequate clearance for emergency vehicles

HYDRO DEPT: put up banner supplied by the Fair Board

meet with Fair Board representative to discuss hydro needs, spacing of midway rides etc.

add extra lights and outlets required

WATER DEPT: open infield washrooms for full-time use by midway and Fair Board personnel

open pool shower rooms for 2-3 hours daily from the first day of the contract to the first day of the Fair and again from the first day after the Fair until the midway vacates the grounds

REC. DIR: supply 2 sets of keys to Fair Board President have office ready for Board to occupy no later than the Tuesday prior to the Fair

ensure that no baseball or soccer events are scheduled during the contract period.



#### **Economic Development Committee - Terms of Reference**

#### **Purpose**

The Municipality of West Elgin Committee will make recommendations to Council and provide insight into matters relating to supporting, enhancing and promoting business and economic activity to implement in the Municipality of West Elgin as well as act as liaison between Council and the business Community.

#### Mandate

The mandate of the Committee is to:

- Assist, in an advisory capacity, Council and staff on matters relating to Economic Development.
- Provide advice to Council and Staff in developing and implementing the strategic economic development plan.
- Review and / or participate in the development of municipal policies, programs and initiatives relating to economic development including the promotion of sustainable community economic development activities and marketing of the community.
- To provide a forum for the exchange of ideas and action plans on programs and initiatives
  of other Council committees and entities relating to economic development.
- Seek out and identify opportunities to help the Municipality achieve economic sustainability.
- Liaise with existing businesses and facilitate the development of new enterprises through the support and provision of opportunities for new economic growth.
- Work in partnership with staff and local partners to actively assist in fostering and promoting a positive community image and a healthy environment for ongoing projects.
- Form sub-committees to deal with specific initiatives and identify strategic solutions; and undertake other assignments as may be requested by Council, as it related to the overall purpose of the committee.

#### Membership / Voting

The Committee will be compromised of up to eleven (11) members representing diverse sectors who will actively fulfill the directions set out in the mandate.

#### **Voting Members**

- Two (2) members of Council
- Up to nine (9) members of the community

Potential Members are brought forward for consideration by their respective committees, boards or coalitions.

Members are selected by resolution of Council. The term of the Committee is reviewed annually.

The Committee shall, from amongst its members, choose a Committee Chair and Vice Chair.

The Municipal Clerk or Designate shall be the Recording Secretary.

#### Non-Voting Members

- Clerk as ex officio or designated staff member
- Department Managers (as requested by the Committee)
- Representatives who act as resource support (ie. Elgin County staff), offer expertise and assistance on matters under consideration by the Committee, and/or for information sharing purposes

#### <u>Privacy</u>

The meetings of the Economic Development Committee are public. Members should be aware that their names will be in the public realm and a list of membership may be provided when requested. Member information other than name or municipality, will be kept confidential in accordance with Provincial legislation.

#### Role and Responsibilities

All Committee members have the responsibility to help achieve the Committee's Mandate and Mission. The following roles and responsibilities are assigned to specific Committee member positions:

#### Chair and Vice-Chair

- Provide leadership and ensures the effective functioning of the Committee
- Build consensus through team management
- Act as a designated spokesperson for the Committee at public or official functions
- Represent the Committee's interests at Council
- Approve the agenda meeting notes and meeting dates in discussion with staff support
- Provide feedback on any required reports and documentation

#### Committee Members

- Review meeting materials in advance of the meetings and arrive prepared to provide a broad perspective on the issues under consideration
- Submit agenda items to the Chair and staff by noon the Friday proceeding the meeting date
- Make every effort to attend regularly scheduled meetings. If not available, notify the Chair and Clerk on inability to attend at least one day prior to the meeting date
- Work diligently to complete assigned activities
- Participate on working groups, as appropriate
- Agree to describe, process and resolve issues in a professional and respectful manner
- Provide input to help identify future projects or strategic priorities for future years work
- Communicate activities of the Committee to groups represented or those who may have interest and offer information back to the Committee on community activities and events

Notwithstanding any of the above, for greater clarity, Committees of Council will not be responsible for the following:

- Undertaking or directing the daily operations of the Municipality
- Administrative matters including directions to staff
- Reviewing staff structure, staff compensation, or other staffing related matters
- Approving expenses
- Performing project and program implementation unless assigned by Council
- Reviewing any matter that may be subject to the Municipality's closed meeting provisions.
- Acting as a forum to debate decided matters of Council, or a forum to organize political advocacy for Council to reconsider decided matters.

#### Replacement

If a representative member leaves the Committee during the term, then the Committee shall request a replacement representative from the group identified. The new member would then have to be endorsed by the Committee for approval by Council.

If a public member leaves the Committee during the term, then a call for membership shall be given (e.g. advertisement). The new member would then have to be endorsed by the Committee for approval by Council.

Unless necessary, calls or requests for membership placements should be limited to once per year to limit disruption.

#### Attendance

Should an Economic Development Committee member miss three consecutive meetings, the Chair will contact the member to see if the member is able to recommit their time to the Committee or plans to resign and be replaced.

#### Recruitment

Staff shall solicit membership applications from the representative members and general public members through traditional and non-traditional media sources and may specifically request membership submissions from identified representative groups. Applicants shall be required to provide:

- A letter of interest on their area of expertise, general availability, work ethic and style, and special project interests
- A list of other memberships/associations
- A current resume

Members will be evaluated and appointed based on experience; how their knowledge and skills complement the expertise of the Economic Development Committee; diversity representative of our community; availability; and their ability to think broadly and work collaboratively. The membership will be approved by Council.

#### Quorum

Quorum for the Economic Development Committee, as per the standards of the Municipal Act, 2001 is 6 voting members, which must include at least 1 Council representative regardless of the number of members in attendance.

The Council representative(s) assigned to the Economic Development Committee count towards quorum.

The Mayor as ex officio does not count towards quorum. However, the Mayor as ex officio does have the right to vote and make motions.

#### **Sub-Committees**

Should the Committee feel a sub-committee is required to deal with specific issues, such sub-committees shall be ad hoc in nature, with specific, clearly articulated mandates. All sub-committees shall be reviewed annually to determine whether they need to continue. Membership on sub-committees may be expanded to include individuals who are not advisory committee members, to take advantage of individual expertise.

#### Remuneration

No compensation shall be made to members of the Committee for their participation.

#### Meetings

#### Schedule

The Committee will meet monthly on the second Tuesday at 7:00pm. Additional meetings of the Committee may be called by the Chair, with a minimum of 72 hours' notice, to address urgent matters.

Meetings will be held at the West Elgin Council Chambers, 160 Main Street, West Lorne, or at a location agreed upon by the Committee at the prior meeting.

Meetings are open to the public.

#### Conflict of Interest

Voting members of the Economic Development Committee will be asked to declare any pecuniary conflict of interest at the start of each meeting, or prior to discussion occurring. If any such conflicts, either actual or perceived, are declared, the member will not take part in voting related to the item(s) identified and may be asked to leave the meeting for any related debate/discussion.

#### **Agenda, Minutes and Procedure**

Agenda items will be set by the Clerk or designate in consultation and under approval of the chair.

Minutes will be kept by the Clerk or designate who will distribute the minutes to all of Council in accordance with the Municipal practice. All meetings shall be conducted in accordance with the Municipality of West Elgin procedural by-law.

#### **Support Service**

#### Technical Support

The Economic Development Committee shall receive technical support from staff for tasks and projects initiated by the Committee. It is recognized, however, that staff time and level of participation will be dependent on other departmental priorities and budgeting.

#### Administrative Support

Administrative support shall be provided and shall include the organization of meetings; booking meeting rooms; preparation and distribution of agendas; meeting notes; other background information and similar administrative functions.



#### Municipality of West Elgin Old Town Hall Committee Terms of Reference

#### Purpose of the Committee

The purpose of West Elgin Old Town Hall Committee is to assist Council in carrying out the work of the municipality by advising Council on matters regarding the Old Town Hall, Rodney.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, the West Elgin procedural by-law and the Committee Terms of Reference.

#### Membership Composition and Responsibilities

The Committee will be composed of seven (7) voting members, consisting of two (2) members of Council and five (5) members of the Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

#### **Staff Support**

The Secretary to the Committee is the Municipal Clerk or designate.

#### **Meeting Roles and Requirements**

The Committee shall meet as required, at the Municipal Office Board Room.

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

#### Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

#### **Amendments to the Terms of Reference**

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

#### **General Conduct**

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

#### **Conflict Of Interest**

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

\*Revised May 2024

#### **West Elgin Recreation Committee Terms of Reference**

#### **Purpose**

To enhance the quality of life for the residents of the Municipality of West Elgin through an advisory body and make recommendations to the West Elgin Council regarding matters pertaining to parks, recreation and events within the community.

#### **Authority**

The West Elgin Recreation Committee is an advisory committee to Council and does not have any delegated authority.

#### **Committee Composition**

The West Elgin Recreation Committee shall be comprised of two (2) members of Council as appointed and five (5) members of the public. The committee shall also include Parks and Recreation Staff (as required-dependent on agenda items)

#### **Term**

Committee members term will be consistent with that approved by council.

#### Chairperson

The chairperson shall be appointed by the committee.

#### **Schedule of Meetings**

The committee shall meet monthly, or all the call of the chair. The committee shall hold a minimum of eight (8) meetings.

#### **Mandate**

The committee will act in an advisory capacity and work in conjunction with Municipal staff to provide advice and present recommendations to council for matters within the following areas.

- Development and planning regarding Municipal run events and recreation programming.
- Review submissions from community associations, organizations, residents and user groups regarding the enhancement of recreational opportunities within the Municipality.
- Create and implement partnership opportunities for funding and program development.
- Provide input on the West Elgin Recreation Programming budget and capital expenses.

- Advise council on matters of parks, trials, green spaces, and recreational facilities within the municipality of West Elgin
- Advise and assist in the development of educational programs and promote the activities of the committee.
- Liaise with other like organizations to promote recreation programming within West Elgin
- Provide a forum for citizens ideas to be brought forth regarding recreation, leisure and parks within West Elgin
- Advocate on behalf of recreation and parks users in the municipality
- Advise on the recreational needs of the community.
- Provide opportunity for all members of the community to pursue recreation
- Promote volunteerism through the support of projects and services related to parks, recreation and culture.
- Aid in planning of events that have a forecasted budget and goals.
- Support and enhancing existing, new and emerging recreational opportunities.
- Encouraging community members to become involved with projects, events, and to increase the development of recreation and leisure programs.

#### **Community Development**

The Municipality of West Elgin Recreation Committee will be responsible for providing input and recommendations in the area of parks and recreation activity in the municipality.

- The committee shall assist with the development of new and innovative programs that positively affect the operation of the Parks and Recreation Department.
- The committee will advocate the social, economic, personal, environmental and health benefits of recreation services to all residents of West Elgin.
- The committee shall liaise with community groups and individuals to ensure awareness of the needs of the residents are being met and that new partnerships and collaborations are being developed.
- The committee shall assist where possible with the West Elgin Parks and Recreation Department and other community groups to ensure all programs and services are accessible to attain the expected level of services to all residents within the Municipality.
- The committee shall assist with implementations associated with volunteer management, with a special focus on recruitment, recognition and retention.

Recommended by the Committee: March 22, 2023

**Sent:** Wednesday, May 15, 2024 9:34 AM **To:** Magda Badura <mbadura@westelgin.net>

Cc: Janet Given <jgiven@elgin.ca>

**Subject:** Application for reading garden furniture at West Lorne Library

#### Good morning Magda,

I am sorry I missed the Rodney Townhall meeting but it sounds like there was good attendance and we were well represented with Janet there. You can count on us to work with your team as things develop but this could be very exciting for the community. At the same time, we recognize that there are significant challenges and costs associated. Maybe we should meet sometime as I also have some thoughts on the initial work that was done for this but no urgency on that.

I am hoping for your support on another matter. The County will be applying for the Inclusive Communities Grant from the province and one project we would like included in that is outdoor furniture (i.e. a full bench and half size bench) for a reading garden in front of the library. Janet has already had discussions about this I believe with your staff and the horticultural society who may also make a donation. We would be applying for the costs of the furniture. We will make sure this stays within the bounds of what is proposed for the reading garden but I wanted your preliminary support to proceed and if successful, we can then work on the details of placement but it will look nice. Janet has provided the attached photo in terms of placement. We should likely hear later this summer if successful.

Regards,

#### Brian Masschaele, MA (he/him/his)

Director of Community and Cultural Services

519-631-1460 ext. 138 (Main Office) 519-671-5951 (Cell) www.elgincounty.ca

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







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

By-Law No. 2024-39

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property known as 15677 Dunborough Road.

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

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

- 1. That Schedule "A" Map No. 13 to By-law No. 2015-36, is hereby amended by changing the subject property from General Agricultural (A1) Zone to General Agricultural Special Regulation 10 (A1-10) Zone for those lands outlined and hatched and described as A1-10, on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot Z, Concession B ED, Municipality of West Elgin.
- 2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as 5.3.10 a) as follows:

"5.3.10 a) **Defined Area** (15677 Dunborough Road)

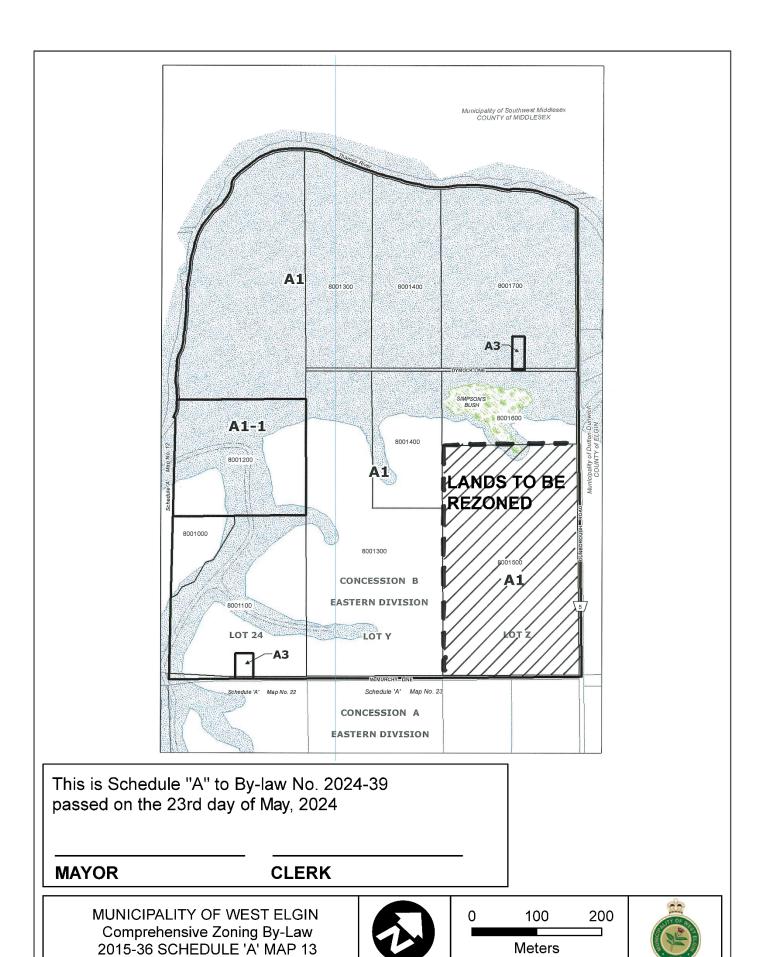
A1-10 as shown on Schedule "A" Map No. 13

#### **Permitted Uses**

Those uses permitted under subsection 5.1.1 A second single unit dwelling

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

Read a first, second, and third time and	d finally passed this 23 <sup>rd</sup> day of May 2024
Richard Leatham	Terri Towstiuc
Mayor	Clerk





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

By-Law No. 2024-40

Being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2024 and to repeal By-Law 2023-32.

**Whereas** Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

**Whereas** Section 10(2) of the *Municipal Act*, provides that a municipality may pass bylaws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

**Whereas** Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and for the use of its property including property under its control; and

Whereas the Council of the Municipality of West Elgin approved recommendations in the Municipality of West Elgin Drinking Water System Rate Report prepared by Sharratt Water Management Ltd on May 6, 2019 and the West Elgin Wastewater System Rate Report prepared by Sharratt Water Management Ltd on July 15, 2019 and Ontario Clean Water Agency Rodney Wastewater Treatment System Rate Structure Report on February 20, 2020, that is consistent with the requirements of the Sustainable Water and Sewer Systems Act, 2002 as amended as well as the Safe Drinking Water Act, 2002 as amended and associated Ontario Regulation 453/07;

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

1.	That the Water Rates and Charg	ges for the West Elgin	Water System for 2024 are:
	Effective July 1, 2024		
	Flat Rate (bi-monthly serv Consumption Rate Beattie Line Rate Water Station Rate	vice charge)	\$ 55.00 \$ 2.00 per m <sup>3</sup> \$2.76 per m <sup>3</sup> \$4.00 per m <sup>3</sup>
2.	That the Sewage Rates for Wes	t Lorne for 2024 are:	
	Effective July 1, 2024		
	Residential Flat Rate Sewer Consumption Rate	9	\$72.00 \$2.70 per m <sup>3</sup>
3.	That the Sewage Rates for Rod	ney for 2024 are:	
	Effective July 1, 2024		
	Residential Flat Rate Sewer Consumption Rate	)	\$75.00 \$2.91 per m <sup>3</sup>
4.	That By-law 2023-32 being a by passed on April 7 <sup>th</sup> , 2023 is here		and sewage rates for 2023,
5.	That this By-law shall come into	force and effect on Ju	uly 1, 2024.
Read	a first, second, and third time and	d finally passed this 23	3 <sup>rd</sup> day of May, 2024.
Richa	rd Leatham, Mayor	Terri Towstiu	c, Clerk



### The Corporation Of The Municipality Of West Elgin By-Law 2024-41

#### A By-Law to set the Transition Ratios and to Levy Taxes for the Year 2024

**Whereas** pursuant to Section 308 of the *Municipal Act, S.O. 2001, c.25*, as amended, Council of the Municipality of West Elgin deems it necessary to establish transition tax ratios for 2024; and

**Whereas** the transition tax ratios establish the relative amount of taxation to be borne by each property class; and

**Whereas** the property classes have been prescribed by the Minister of Finance under the Assessment Act, R.S.O. 1990, c. A.31, as amended and Regulations there to; and

**Whereas** it is necessary for the Council of the Municipality of West Elgin, pursuant to the *Municipal Act* to levy on the whole ratable property according to the last revised assessment roll for the Municipality of West Elgin the sums set forth for various purposes in Schedule "B" hereto <u>attached</u> for the current year; and

Whereas pursuant to By-law Number 24-07 passed by the County of Elgin to adopt estimates of all sums required by the County of Elgin for the purposes of the County Corporation and to provide a levy on area municipalities; and

**Whereas** pursuant to By-law Number 24-07 passed by the County of Elgin to establish tax ratios and set out a method by which the portion of County levies that will be raised in each area municipality; and

**Whereas** an interim levy was made before the adoption of the estimates for the current year;

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

1. For the taxation year 2023, the transition tax ratio as established in By-law 24-07 of the County of Elgin for property in the following classes as outlined below:

a)	the Residential/Farm class is	1.0000;
b)	the Multi-Residential class is	1.9999;
c)	the New Multi-Residential class is	1.0000:

d)	the Commercial Occupied class is	1.63760;
e)	the Commercial Excess Land class is	1.63760;
f)	the Commercial Vacant Land class is	1.63760;
g)	the Commercial – Small Value Added Farm is	0.40940;
h)	the Industrial Occupied class is	2.22510;
i)	the Industrial Excess Land class is	2.22510;
j)	the Industrial Vacant Land class is	2.22510;
k)	the Industrial – Small Value Added Farm is	0.55630;
l)	the Large Industrial Occupied class is	2.83180;
m)	the Large-Industrial-Vacant class is	2.83180;
n)	the pipelines class is	1.14460;
o)	the farmlands class is	0.23000;
p)	the farmlands awaiting development is	0.50000;
q)	the managed forests class is	0.25000;
r)	the farmland awaiting development is	0.50000;
s)	the Landfill class is	33.402646

- 2. For the year 2024 the Municipality of West Elgin shall levy upon the Residential Assessment, Multi-Residential Assessment, Commercial Assessment including New Construction, Industrial Assessment including New Construction, Large Industrial Assessment including New Construction, Pipeline Assessment, Farmland Assessment and Managed Forest Assessment the rates of taxation per current value assessment for general purposes as set out in Schedule "A" attached to this By-law.
- 3. That the 2024 Municipality of West Elgin Budget <u>attached</u> as Schedule "B" and "C" inclusive was adopted by By-law 2024-35 on May 9<sup>th</sup>, 2024.
- 4. The levy provided for in Schedule "B" and "C" inclusive <u>attached</u> to this By-law shall be reduced by the amount of the interim levy for 2024.
- 5. For payments-in-lieu of taxes due to the Municipality of West Elgin, the actual amount due to the Municipality of West Elgin shall be based on the assessment roll and the tax rates for the year 2024.
- 6. For the railway rights of way and highway rights of way taxes due to the Municipality of West Elgin in accordance with the Regulations as established by the Minister of Finance, pursuant to the *Municipal Act, R.S.O. 1990*, ch M.45, as amended, the actual amount due to the Municipality of West Elgin shall be based on the assessment roll and the tax rates for the year 2024.
- 7. That the Tax Collector is hereby authorized to mail or cause to be mailed the notice of taxes due to the address of the residence or place of business of the person to whom such notice is required to be given.
- 8. That the taxes will be payable in two instalments, due September 30<sup>th</sup>, 2024 and November 30<sup>th</sup>, 2024.
- 9. That taxes may be paid at The Royal Bank of Canada Rodney, Ontario, Bank of Montreal West Lorne, Ontario, the West Elgin Municipal Office, 22413 Hoskins

- Line, Rodney, Ontario, by telephone or internet banking or through the Municipality's PAP program.
- 10. That the Collector and Treasurer are hereby authorized to accept part payment from time to time on account of any taxes due.
- 11. That the penalty charge for non-payment of current taxes shall be in accordance with By-law No. 2003-06.
- 12. That this by-law shall come into force and effect upon the date of the final passing thereof and may be cited as the "2024 Tax Ratios".
- 13. If any section or portion of this By-law or of Schedule "A", "B", "C" is found by a court of competent jurisdiction to be invalid, it is the intent of the Council for the Municipality of West Elgin that all remaining sections and portions of this By-law and of Schedule "A", "B", "C" continue in force and effect.

Read a first, second, and third time a	and finally passed this 23 <sup>rd</sup> day of May, 2024.
Richard Leatham, Mayor	Terri Towstiuc, Clerk

#### SCHEDULE "A" TO BY-LAW 2024-41

SUMMARY OF ALL RATES - 2024		TOTAL CVA	MUNICIPAL TAX RATES	ELGIN TAX RATES	EDUCATION TAX RATES	TOTAL TAX RATES	TAX RATE X CVA	MUNICIPAL LEVY	ELGIN LEVY	EDUCATION LEVY	TOTAL LEVY
		\$					\$	\$	\$	\$	\$
Commercial - Occupied		22,189,615	0.01099760	0.01120686	0.00880000	0.03100446	687.977.03	244,032.51	248,675.91	195,268.61	687,977.03
Commercial - Excess Land		85,400	0.01099760	0.01120686		0.03100446	2.647.78	939.20	957.07	751.52	2,647.78
Commercial Taxable - Vacant Land		540,500	0.01099760	0.01120686	0.00880000		16,757.91	5,944.20	6,057.31	4,756.40	16,757.91
Commercial - Small Value Added Farm (1st 50K)		-	0.00274940	0.00280172	0.00220000		-	-	-	-	-
Commercial - Small Value Added Farm (2nd 50K)		_	0.00274940	0.00280172	0.00220000		-	_	-	_	-
Commercial - New Construction		_	0.01099760	0.01120686	0.00880000		-	_	-	_	-
Commercial - New Construction Excess Land		-	0.01099760	0.01120686	0.00880000	0.03100446	-	-	-	-	-
Farm		493,758,187	0.00154460	0.00157400	0.00038250	0.00350110	1,728,696.79	762,658.90	777,175.39	188,862.51	1,728,696.79
Farmland Awaiting Development - Residential		-	0.00335780	0.00342174	0.00038250		-	- ,	-	-	-
Industrial - Occupied		4,335,700	0.01494300	0.01522742	0.00880000	0.03897042	168,964.05	64,788.37	66,021.52	38,154.16	168,964.05
Industrial - Small Value Added Farm (1st 50K)		-	0.00373590	0.00380686	0.00220000	0.00220000	-	- ,	-	-	-
Industrial - Small Value Added Farm (2nd 50K)		-	0.00373590	0.00380686	0.00220000	0.00220000	-	-	-	-	-
Industrial - Excess Land		59,500	0.01494300	0.01522742	0.00880000	0.03897042	2.318.74	889.11	906.03	523.60	2.318.74
Industrial - Vacant Land		556,700	0.01494300	0.01522742	0.00880000	0.03897042	21,694.83	8,318.77	8,477.10	4,898.96	21,694.83
Industrial - New Construction	JT	-	0.01494300	0.01522742	0.00880000	0.03897042	-	-	-	-	-
Industrial - New Construction Excess Land	JU	-	0.01494300	0.01522742	0.00880000	0.03897042	-	-	-	-	-
Large Industrial - Occupied	LT	6,538,700	0.01901740	0.01937934	0.00880000	0.04719674	308,605.32	124,349.07	126,715.69	57,540.56	308,605.32
Large Industrial - New Construction	KT	, , , , <u>-</u>	0.01901740	0.01937934	0.00880000	0.04719674	· -	· -	· -	· -	, -
Multi-Residential	MT	5,908,468	0.01343070	0.01368626	0.00153000	0.02864696	169,259.65	79,354.86	80,864.83	9,039.96	169,259.65
New Multi-Residential		<u>-</u>	0.00671570	0.00684347	0.00153000	0.01508917	-	· -	-	· -	-
Pipelines	PT	5,737,000	0.00768680	0.00783304	0.00880000	0.02431984	139,522.92	44,099.17	44,938.15	50,485.60	139,522.92
Residential	RT	424,899,700	0.00671570	0.00684347	0.00153000	0.01508917	6,411,383.81	2,853,498.92	2,907,788.35	650,096.54	6,411,383.81
Managed Forests	TT	3,573,100	0.00167890	0.00171087	0.00038250	0.00377227	13,478.70	5,998.88	6,113.11	1,366.71	13,478.70
Landfill		·	0.22432100	0.22858996	0.00880000	0.46171096	· -	· -	, <u>-</u>	· -	, <u>-</u>
GRAND TOTAL		\$ 968,182,570.00					\$ 9,671,307.53	\$ 4,194,871.94	\$ 4,274,690.46	\$ 1,201,745.14	\$ 9,671,307.53

TOTAL - RESIDENTIAL	\$ 8,322,818.94	\$ 3,701,511.55	\$ 3,771,941.68 \$	849,365.71	\$ 8,322,818.94
TOTAL - COMMERCIAL/INDUSTRIAL	\$ 1,348,488.59	\$ 493,360.39	\$ 502,748.78 \$	352,379.41	\$ 1,348,488.59
GRAND TOTAL	\$ 9,671,307.53	\$ 4,194,871.94	\$ 4,274,690.46 \$	1,201,745.14	\$ 9,671,307.53



### **Municipality of West Elgin**

	Rate Increase	6.39%
	Levy Increase	4.86%
		2024 Budget
Revenues		
Taxation	-\$	4,194,858.25
Local Improvements	-	59,251.95
PIL	-  -	96,000.00
		,
Miscellaneous Revenue	-	332,586.20
Constant		
Grants:		
GRANT - OMPF	-	1,845,400.00
GRANT - OCIF	-	311,130.00
GRANT - Canada Day	-	5,000.00
GRANT - SUMMER STUDENT	<u>-</u>	5,000.00
GRANT - MODERNIZATION		-
GRANT - Covid Recovery		-
GRANT - Enabling Accessibility	<u> </u>	-
GRANT - Municipal Modernization Service & Digital		71,995.60
Grant - FCM Asset Management	<u> </u>	-
Transfer to Reserves (OCIF)	<u> </u>	311,130.00
Transfer from Reserves	<u>-</u>	214,507.57
Departmental Summaries		
Council	\$	125,734.06
Administration		1,169,407.15
Municipal Buildings		120,490.92
Fire		809,756.77
Police Services		979,606.00
Conservation Authority		70,721.00
Building Inspection	-	21,344.40
Emergency Measures		-
By-Law Enforcement		29,894.00
Animal Control		11,500.00
Roads		1,760,170.17
Service Ontario		1,080.16
Four Counties Transit	L	15,522.20
Street Lights		49,500.00
Sidewalks	<u> </u>	60,401.56
Sewage - Rodney	<u> </u>	-
Sewage - West Lorne	<u> </u>	-
Water	<u> </u>	-
Landfill	<u> </u>	553,493.01
Cemeteries		1,000.00
Arena		126,506.37
Parks & Recreation		706,628.21
Port Glasgow Trailer Park		-
Libraries		1,338.78
Planning		28,500.00
Economic Development		1,000.00
Drains		20,450.45
Debentures		59,251.95
	<u>-</u>	·

0.00

	 Budget 2024
Administration	
Folding Machine	\$ 10,000.00
Buildings	
Municipal Office - Parking Lot Extension	25,000
Old Town Hall Building - Garage Demolition	30,000
	\$ 55,000
Transit	
Transit Bus	\$ -
Arena	
Arena Renovations (Kraft Hockeyville)	-
Floor Scrubber	15,000.00
Dehumidification System	-
Boards repair - replacement of plastic shield	
Skate sharpener	 
	\$ 15,000
Fire	
SCBA 2 Paks, 4 cylinders	25,000
Washroom Renovations	50,000
Extrication Equipment Replacement (1 of 2 sets)	
Pick-up Truck (Rescue Van replacement)	-
TANKER - replacement	 -
	\$ 75,000

		Budget 2024
Parks & Recreation		
Baseball Diamond Lighting		-
Multi use Pads		-
Dog Park		-
Recreation Centre Ceiling replacement	10	0,000.00
Recreation Center Chairs		-
Recreation Center - Tables - 10 plastic tables		-
PICKUP #1 - replacement		-
PICKUP #2 - replacement	5	0,000.00
PICKUP #3 - replacement		-
Pull Type Finishing Mower - replacement		
Line Painter Replacement	1	.0,000.00
Bridge at the Marina		-
Pool liner repair		
	\$	160,000
Port Glasgow Trailer Park		
Bingo Hall Refurbishment - water, drain and HVAC	1	5,000.00
Dance Hall Upgrades		-
Septic System Upgrades - Bed 1 - move wooden sheds below ground		-
Repalce washroom facility beside food booth	5	0,000.00
Washroom Construction - Accessible		-
Stairs to the Beach Replacement		-
	\$	65,000

	Budget 2024
Roads	
GRADER 2 (Champion)	650,000
PICKUP 1	-
PICKUP 4	-
TRACTOR #5 - Upgrade	10,000
TRUCK 17	-
Truck 8 - 2009 Replacement	-
TRUCK 9	-
BACKHOE#10 - upgrade @ 1500 hrs	-
TRUCK 11	225,000
PICKUP 15	-
LOADER #18	-
VACUUM TRAILER #19	-
ROADSIDE MOWER	-
Public Works Shed	20,000
BLACKS RD RECONSTRUCTION (Queens Line to 401)	150,000
VILLAGE STREET PAVING	-
Walker Street Reconstruction - Engineering, storm drains, waterline and sewer upgrade, act	ual co 15,000
SURFACE TREATED ROADS	-
Culvert replacement Silver Clay E of Furnival	25,000
Street Extension	-
West Lorne Main St Reconstruction (FGT)	-
EV Charging Stations - 6	185,512
Storm Water Management	120,000
CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	225,000
	\$ 1,625,512

	_	Budget 2024
Sewer - Rodney		
Mechanical Upgrades		1,000,000
	\$	1,000,000
Sewer - West Lorne		
Sanitary Manhole Repair		30,000.00
Pump Station Pump Rebuild		15,000.00
Addition of Tie in from Filter By-Pass to Lagoon (accured from 2023)		35,000.00
	\$	80,000.00
Sidewalks & Street Lights		
SIDEWALKS - West Lorne (Graham Rd Continuation to Marsh, Marsh to Todd Place)	_	150,000
	\$	150,000
Water		
Waterline Extension		50,000
AMR (Automatic Meter Reading) - Software and Hardware		160,000
Meter Replacement -		35,000
Van replacement		
		50,000
Truck replacement		-
AC Waterline Replacement		
Replace watermain - Chestnut St. (from Graham to Ridge St)	_	
	\$	295,000
	\$	3,530,512



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

#### By-Law 2024-42

# Being A By-Law to Impose Connection Requirements and Charges to Obtain Revenue to Pay the Capital Costs of Sanitary Sewer Systems

WHEREAS the Municipality of West Elgin has constructed a sanitary sewer collection system and wastewater treatment plants, within the settlement areas of Rodney and West Lorne, hereinafter referred to as the Rodney and West Lorne Sanitary Sewer Systems:

AND WHEREAS the Municipality of West Elgin owns and operates the Rodney and West Lorne Sanitary Sewer Systems;

AND WHEREAS the Municipality of West Elgin may collect sanitary sewer connection charges from property owners required and/or desiring to connect to the system;

AND WHEREAS by subsection 11(3) Paragraph 4 of the Municipal Act, the Municipality of West Elgin, which is a lower-tier municipality, may pass by-laws within the Public Utilities (which includes collection of sanitary sewage and sewage treatment) sphere of jurisdiction and subsection 8(3) of the Municipal Act provides that a by-law under Section 11 respecting a matter may regulate or prohibit respecting the matter;

AND WHEREAS Section 391 of the Municipal Act provides that a municipality may pass by-laws imposing charges on any class of persons for capital costs payable by it for sewage and other services which will be provided by the municipality after the charges are imposed;

AND WHEREAS the Council has determined that it is desirable for new development arising from severances and plans of subdivision to contribute to the capital costs for the sanitary sewer system, pursuant to subsection 90(3) and subsection 391(2) of the Municipal Act, 2001, S.O. 2001, as amended;

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

**Definitions** 

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#### 1. In this By-law:

- a) "connection charge" means the charge by the Municipality of West Elgin to the owner of land requesting a connection to the sanitary sewer collection system;
- b) "Council" means the Council of the Municipality of West Elgin;
- c) "lot" means a parcel of land held or owned under separate ownership from the ownership of the charge or equity of redemption in abutting land and shall be described in a registered deed or other document legally capable of conveying land;
- d) "Rodney and West Lorne Settlement Areas" means the settlement areas identified in the Municipality of West Elgin Official Plan;
- e) "serviced area" means a property which abuts an in-service sanitary sewer line;
- f) "sanitary sewer capacity charge" means a charge for the capital cost of the sanitary sewer system or any part or parts thereof;
- g) "sanitary sewer system" means the Municipality of West Elgin sanitary sewer collection system, including all pipes, pumps, meters, chambers and all associated installations and equipment, providing sanitary sewer collection and treatment to the serviced areas:
- h) "Treasurer" means the Treasurer for the Municipality of West Elgin, including any Deputy or authorized alternates.

#### **Sanitary Sewer Connections - General**

- For Multi-residential, Multi-use properties, Commercial, Industrial and Institutional properties, connection charges shall be based on the number of connections and/or water service connection size and not based on a per lot or per property basis.
   Sanitary sewer connection charges and timing of payment will be included in the development agreement.
- 3. All sanitary sewer connections are subject to review and approval by the Municipality of West Elgin. Connections that cannot be supported by the existing sanitary sewer collection system and wastewater treatment plant infrastructure may be subject to additional charges and/or postponement to make upgrades to the system.
- 4. All sanitary sewer connection charges shall be applied against any outstanding costs, debt and future capital improvements and upgrades to the sanitary sewer system. The funds collected shall be segregated in reserve accounts for each system and shall be used only for future capital improvements of the sanitary sewer

By-law #2024-42 Sanitary Sewer Connection Charge By-law

systems.

- 5. Unless otherwise specified, payment of sanitary sewer connection charges must be made upon application for a sanitary sewer connection. In all cases, full payment or a debenture commitment must be made prior to being connected to the sanitary sewer collection system.
- 6. The Treasurer shall be authorized to implement and conduct all administrative actions required to implement the provisions of this by-law.

#### **Application of the Sanitary Sewer Connection Charge**

- 7. A Sanitary Sewer Connection Charge as set out in Schedule "A" shall be charged for Sanitary Sewer Connections in the following geographical areas of the Municipality of West Elgin:
  - a) All properties within the Rodney and West Lorne Settlement Areas, as defined in the Municipality's Official Plan, that may connect to the Sanitary Sewer System, including all subsequent lots created within.

#### **Sanitary Sewer Connection Payment - New Development**

- 8. All future development requiring sanitary sewers in the serviced areas must connect to the municipal sanitary sewer system.
- 9. All lots created after the passage of this by-law, by consent, and not prohibited by zoning regulation or otherwise from being developed with construction, shall be subject to the sanitary sewer connection charges as set out in Schedule "A". The sanitary sewer connection charge shall be added as a condition of severance and the owner will be liable for payment of the water rates.
- 10. All lots created after the passage of this by-law, by registered plan of subdivision/condominium not prohibited by zoning regulation or otherwise from being developed with construction, shall be subject to the sanitary sewer connection charges as set out in Schedule "A". The sanitary sewer connection charges shall be set out in the subdivision agreement and payable prior to registration of the plan of subdivision/condominium.

#### **Sanitary Sewer Connection Payment - Existing Lots**

11. Property owners of existing lots within the Rodney and West Lorne Settlement Areas with access to an existing sanitary sewer line may connect to the system subject to approval from the Municipality and payment of the Connection Charge as set out in Schedule "A".

By-law #2024-42 Sanitary Sewer Connection Charge By-law

- 12. Property owners of existing lots within the Rodney and West Lorne Settlement Areas without access to an existing sanitary sewer line, may connect to the system subject to approval of the Municipality, payment of the Connection Charge and Service Extension Charge as set out in Schedule "A".
- 13. Property owners of existing lots within a serviced or to be serviced area may elect to debenture the Sanitary Sewer Connection Charge as set out in Schedule "B".
  - i) That the Treasurer is authorized and directed to add any charge imposed hereunder which are in arrears over 120 days to the tax roll for the applicable property pursuant to and in accordance with the Municipality of West Elgin Tax Billing and Collection Procedures and the provisions of subsection 398(1) of the Municipal Act, and to collect them in the same manner as property taxes collected by the Municipality.
- 14. Costs for connecting to the service stub installed at the property line is the responsibility of the property owner and at the property owner's expense.

#### Intensification

- 15. Sanitary Sewer Connection Charges do not apply due to residential intensification of a property that does not require an additional or increased capacity sanitary sewer connection.
- 16. Intensification that requires additional sanitary sewer lines and/or larger capacity lines, or where there is a significant change in sanitary sewer effluent due to redevelopment is subject to review and approval by the Municipality. Charges will be included in the Development Agreement.

#### Lien and Charge on Land

17. The sanitary sewer rates shall be a lien and charge upon the land, and if the rate or any part thereof remains unpaid after the due date, the amount unpaid may be collected by distress or entered on the collectors' roll and collected in the same manner as municipal taxes, in accordance with section 398 of the Municipal Act, 2001.

#### **Failure to Remit Payment**

18. Failure to remit payment in full upon application to the municipality for connection to the said sanitary sewer system shall prohibit actual connection to the said works.

#### **By-Law Indexing**

By-law #2024-42 Sanitary Sewer Connection Charge By-law

19. The connection charges set out in Schedule "A" to this by-law shall be adjusted annually on January 1, commencing on January 1, 2025, without amendment to this by-law, in accordance with the most recent twelve month change in the 3<sup>rd</sup> Quarter Statistics Canada Non-Residential Building Construction Price Index for Toronto.

#### Schedules to the By-Law

- 20. The following Schedules to this by-law form an integral part of this by-law:
  - a) Schedule "A" Sanitary Sewer Connection Charges
  - b) Schedule "B" Debenture terms and process

#### General

- 21. Where the provision of any other By-Law, resolution or action of Council are inconsistent with provision of this By-Law, the provisions of this By-Law shall prevail.
- 22. If any clause, provision, or requirement in or under this by-law should be determined to be invalid or unenforceable in whole or in part, such invalidity or unenforceability shall attach only to such clause, provision or requirement, and all other clauses, provision or requirements hereof shall continue in full force and effect.
- 23. This By-law may be cited as the "Sanitary Sewer Connection Charge By-law".
- 24. That this By-law shall come into full force and effect upon final passing.

READ A FIRST AND SECOND TIME THIS 23rd DAY OF MAY, 2024.

READ A THIRD TIME AND PASSED THIS 23rd DAY OF MAY, 2024.

Richard Leatham, Mayor	Terri Towstiuc, Clerk

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# Schedule "A" to By-law 2024-42

# **2024 Sanitary Sewer Connection Charges**

Rodney and West Lorne Sanitary Sewer Systems		
Service Type	Connection Charge	
Single Family Dwelling	\$10,000.00/Unit	
Semi-Detached Dwelling	\$10,000.00/Unit	
Duplex	\$10,000.00/Unit	
Townhouse	\$6,959.00/Unit	
Row House	\$6,959.00/Unit	
Other Multiple Dwelling Types with	\$6,959.00/Unit	
Individual Sanitary Sewer Connections		
Apartment - 2+ Bedroom	\$5,437/Unit	
Apartment - 1 Bedroom & Bachelor	\$4,219/Unit	
Commercial / Industrial – based on Water (	Connection Service Size	
1" Water Service	\$10,000/connection	
1.5" Water Service	\$13,300/connection	
2" Water Service	\$15,000/connection	
Over 2" Water Service	To be reviewed individually and charge	
	included in development agreement	
High Water/Wastewater Users	To be reviewed individually and charge	
	included in development agreement	
Extension of the Serviced Area		
Any service extension required to provide	To be reviewed individually and	
a sanitary sewer connection to an existing	applicable extension charges to be	
property and/or development site.	included in development agreement	
	and/or completed by the applicant, plus	
	Applicable Connection Charge(s) and	
	other permit charges.	
Service stub from Sanitary Sewer Line to	Existing properties without a Sanitary	
property line	Sewer Service Stub will be reviewed	
	individually. The applicant will be	
	responsible for completing the connection	
	to the sanitary sewer line, subject to	
	obtaining all necessary approvals and	
	permits, plus Applicable Connection	
	Charge(s).	

#### Schedule "B" to By-law #2021-46

#### **Sanitary Sewer Connection Debenture**

#### 1. PROCESS

- a. The property owner shall submit, in writing, an application to the Treasurer requesting the Sanitary Sewer Connection Charge be debentured. Such letter shall include the property owner's names and a description of the property including the 911 address.
- b. Staff shall calculate the annual repayment amount and provide notice to the property owner of such amount to be collected annually.
- c. Staff shall set up the debenture on the applicable property tax roll for collection purposes.

#### 2. TERMS AND CONDITIONS

- a. A debenture shall be 10 years in length.
- b. The interest rate applied shall be the 10-year Infrastructure Ontario rate. Limited to the minimum of \$5,000.00 and to the maximum of the total connection fee.
- c. The annual repayment amount shall be added to the tax roll and invoiced on the final tax bill each year, commencing with the year in which the debenture is approved, and shall be collected in the same manner as taxes.
- d. If the final tax bill has already been issued for the year in which the debenture is approved, the first annual payment shall be due and payable no later than November 30 of the following year. Failure to submit the first annual payment by the due date shall result in the amount being added to the property tax roll and collected in the same manner as taxes.
- e. The annual repayment amount shall be collected in 10 equal installments of principal plus interest.

#### 3. EARLY REPAYMENT

- a. A property owner who has been authorized for a debenture of the sanitary sewer connection charge shall have the option of repaying the debenture prior to the 10<sup>th</sup> annual installment.
- b. A property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin offering to redeem the debenture and

requesting the amount required to retire such debenture.

- c. The Treasurer shall determine the remaining principal on the debenture and the interest accrued on the principal from the 1st of September immediately prior to the submission date of the request at the rate applicable to such debenture.
- d. The Treasurer shall communicate, in writing, the amount required to redeem the debenture to the property owner.
- e. Upon receipt of the amount, the Treasurer shall remove the debenture from the applicable property tax account and no further amounts shall be collected with regards to the debenture.



### The Corporation of The Municipality of West Elgin

By-Law No. 2024-43

# Being a By-Law to Provide for Various Fees and Charges for the Municipality of West Elgin for 2024, and Repeal By-law 2024-06

**Whereas** Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25,* as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

**Whereas** Section 10(2) of the *Municipal Act,* provides that a municipality may pass bylaws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

**Whereas** Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board; and
- (c) for the use of its property including property under its control; and

**Whereas** Section 69 of the *Planning Act, R.S.O. 1990, c.P.13*, as amended, provide that council of a municipality may by by-law, establish a tariff of fees for the processing of applications made in respect of planning matters; and

**Whereas** it is deemed expedient to pass this by-law.

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

1. The fees and charges listed in the column headed "Fee" on the attached schedules of this by-law are approved and imposed for the associated department commencing on the date this by-law is approved.

- 2. All fees and charges listed on the schedules attached hereto are subject to applicable taxes, unless otherwise specified.
- 3. The fees and charges, listed on the schedules attached hereto, plus applicable taxes, are due and payable:
  - a) at the time of the transaction for which the fee or charge is imposed; or
  - b) if subsection 3.1 a) is not applicable, upon the due date specified in any invoice issued by The Corporation of the Municipality of West Elgin to any person or party in connection with a fee or charge listed on the schedules attached hereto.
- 4. The fees and charges, listed in the schedules, attached hereto, can be paid by debit, cash, cheque or by any other manner authorized by the Municipality of West Elgin.
- 5. Fees and charges listed on the schedules attached hereto, and imposed on a person or party, constitute a debt of the person or the party to The Corporation of the Municipality of West Elgin. Where there is statutory authority to do so, the Treasurer may add fees and charges imposed by this by-law to the tax roll for the property in the same manner as municipal taxes.
- 6. Council of the Municipality of West Elgin reserves the right to waive or alter any fee at their discretion on a case-by-case basis, through resolution of Council.
- 7. By-Law 2024-06 is hereby repealed.

Read a first, second, and third time and fi	nally passed this 23 <sup>rd</sup> day of May, 2024.
Richard Leatham, Mayor	Terri Towstiuc, Clerk



Administration	2024 Fees	
Animal Control		
Kennel Licence	\$ 200.00	
Requests		
Reprint of Tax/Water Bills or Statements	\$ 15.00	
Tax Certificates	\$ 70.00	
Fire Report	\$ 70.00	
Septic Records Search	\$ 70.00	
Work Order Inquires	\$ 70.00	

# General

Mileage (per km)	С	RA Rate
NSF Fee	\$	55.00
Copies of Zoning or Official Plan By-Law	\$	60.00
Photocopies	\$	0.50
Tax Sale Packages	Cos	st recovery
Fax (per page)	\$	1.25
Courier Delivery (Flat Rate)	\$	15.00
Burial Permit	\$	20.00
Marriage License	\$	150.00
Marriage Ceremony	\$	350.00
Rehersal fee	\$	100.00
Penalty on late payments (per month)		2%
Truck, Air Brake and Bus MTO Books	\$	20.00
Driver and Motorcycle MTO Books	\$	16.00
Transfer of Fee to Property Taxes	\$ 105	60.00
	195	)



Administration	2024 Fees	
General Research Fee per hour	\$	35.00
By-law Appeal Hearing Fee	\$	125.00
Flower Baskets	\$	100.00

# Drainage

Tile Drain loan application	\$ 160.00
Drainage Reapportionment (first Drain)	\$ 85.00
Drainage Reapportionment (additional drains)	\$ 60.00
Drain Maintenance (min charge)	\$ 40.00

# **MFIPPA**

Application Fee	\$ 5.00
Search/Preparation Time per hour	\$ 30.00
Photocopies	\$ 0.20
Shipping (minimum)	\$ 10.00



#### **Building Fees**

# Residential - Group C Occupancies

1st Floor per square foot 2nd & 3rd floor per square foot

Basement

Crawlspace

Garage/Porch/Deck/Storage/Workshop

Alt & Reno where square footage cannot be determined as above

Minimum Fee for all permits

#### Accessory Buildings - Decks, Porches etc.

Less than 250 sf

251 to 500 sf

501 to 1000 sf

Over 1000 sf

#### **Farm Buildings**

Livestock Buildings & Manure Pits

# Non Livestock Agricultural Buildings

Less than 250 sf

251 to 500 sf

501 to 1000 sf

1001 to 1500 sf

1501 to 3000 sf

3001 sf or greater

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\$1.10/sf
\$1.10/sf
\$0.60/sf
\$0.50/sf
\$0.50/sf
\$15/\$1,000 Const. Value
\$400.00

# \$ 180.00 \$180 + \$0.25/sf over 250 sf \$280 + \$0.15/sf over 500 sf \$320 + \$0.10/sf over 1000 sf

#### \$120 + \$9/\$1,000 CV

\$190.00
\$190 + \$0.25/sf over 250 sf
\$280 + \$0.15/sf over 500 sf
\$320 + \$0.15/sf over 1000 sf
\$380 + \$0.10/sf over 1500 sf
\$460 + 0.10/sf over 3000 sf

### Sewage System Permits



#### **Building Fees**

New Class 4 or 5 sewage system Repair to sewage system Permit Renewal Fee

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Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances

**Demolition Permit** 

In Ground Swimming Pools (incldes fencing)

Fence around Above Ground Pools

**Building Re-locations** 

Transfer of Permit Fee

Tent Permit (greater than 60 m squared)

Re-inspection Fee (not ready for insp) - NEW

Change of Use (no construction)

Septic Inspection due to severance

Indemnity/Security Deposit (refundable)

**Conditional Permit** 

Sign permit

Building Research Fee (per hour)

Water Service Inspection fee

# Commercial - Group D & E Occupancies, Including Mix Use Group C

Minor int reno less than 1000 sf GFA Major int reno 1000 sf and over GFA

**New Construction & Additions** 

Group A & B Occupancies

2024 Fees	
\$	570.00
\$	370.00
\$	170.00

\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	170.00
\$	100.00
\$	170.00
\$	170.00
\$500 or \$1,000	
\$	340.00
\$	170.00
\$	40.00
\$	90.00

\$1.00/sf - min \$420
\$1.00/sf - min \$970
\$14/\$1,000 Const. Value
- min \$1,500
\$14/\$1,000 Const. Value -
min \$1,000



#### **Building Fees**

Industrial - Group F Occupancies

#### **New Fees**

Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses

Alternative Solution Review

Additional Plans Review(changes to original submission)

Expedite Permit Review (if time allows)

Plumbing - new Water Service Connection or Sewer Connection

Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere

Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)

### 2024 Fees

\$14/\$1000 Const. Value min \$1,000

\$14/\$1,000 Const. Value -
min. \$1,000
TBD by CBO - based on peer
review cost
25% addition to original permit
fee
25% addition to permit fee
\$ 250.00
\$500.00/structure



# Fire Department Fees

Emergency Services on Provinicial Highways - per hour, per road Emergency Services on Roads in Municipality (Non-residents) Emergency services on private property by outside agencies Inspection Services - per inspection

#### **2024 Fees**

MTO Posted rate
MTO Posted rate
Based on Actual Costs
\$ 150.00



#### **Planning**

Consent (severance) application (Sections 53 and 57 of the Planning Act)

Minor variance application (Section 45(1) to 45(3) of the Plannning Act)

Zoning by-law amendment application

Holding zone symbol removal by-law

Temporary use by-law (Sections 39 and 39.1 of the Planning Act)

Temporary use by-law Extension Requests

Deeming by-law

Zoning Certificate/letter

Official plan amendment application

Site plan control application

Site plan amendment

Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)

Planning and Development Agreement (plus engineering, consultant and/or legal costs)

Plan of subdivision/condo amendment

Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)

Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)

Cash-In-lieu of Parkland Fee (subdivision and condominums)

Part Lot Control Application
Part Lot Control Extension Request
Telecommunications Towers

#### **2024 Fees**

	\$850 (plus \$425 per additional lot)
\$	1,100.00
\$	1,350.00
\$ \$ \$ \$	600.00
\$	1,250.00
\$	650.00
\$	1,250.00
\$	80.00
	2,600.00
\$	2,650.00
\$	1,600.00
\$	5,600.00
	combining with SPA fee, no separate fee now
\$	3,000.00
СО	mbined in SP amend or plan amend, no separate fee now
	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)
P	As per Section 51.1 of the Planning Act- based on land valuation calculation
\$	900.00
\$	450.00
\$	750.00

Re-Notification Fee of Planning Application, based en Proponent Request harges -

Processing of inquiries related to acquistion of Municipal owned land (including road allowances)

Change of Conditions to Consent Request

Red Line Revision Commments to the County / Ontario Land Tribunal on Subdivisions and Condominiums

Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal

Draft Plan Extension Comments to the County / Ontario Land Tribunal Reactivating a planning application that has not been acted on in 12 months

Condominium Exemption Comments to the County

By-Law 20 <b>5</b> 0%3of Application Fee		
\$	450.00	
\$	450.00	
\$	1,300.00	
\$	600.00	
\$	900.00	
	50% of Application Fee	
\$	900.00	

<sup>\*\*\*</sup> Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot where applicable \*\*\*



### Port Glasgow Trailer Park

#### 2024 Fee

#### Seasonal Fees

Lots with 30 amp service Additional charge for Lakefront Winter Storage

\$ 2,100.00
\$ 120.00
\$ 60.00

#### **Additional Fees**

Air Conditioner

Freezer

Fridge

**Electric Dryer** 

**Electric Hot Water Heater** 

Combo Electric/Gas Hot Water Heater

**Electric Golf Carts** 

Electric Car

**Boat Trailer Parking** 

Refundable deposit for key to laundry room

Coin access washer

Coin access dryer

Rental of Dance Hall

Clean up deposit for Dance Hall Rental

Rental of Pavillion (per day)

Rental of Pavillion (per hour)

Rental of Recreation Hall (per day)

Seasonal Lot Transfer of Lease

Booth Rental (June to Sept) (per month)

Cleaning of yard at an individual trailer site (per hour)

\$ 100.00
\$ 100.00
\$ 60.00
\$ 10.00
\$ 3.00
\$ 3.00
\$ 30.00
\$ 100.00
\$ 40.00
\$ 10.00
\$ 40.00
\$ 125.00
per RFP
\$ 50.00

360.00



Sites with hydro and water and sewer

Port Glasgow Trailer Park	2024 Fee
<u>Transient Fees</u>	
Daily Rates	
Tents	\$ 45.00
1 Man Tent (no motorized vehicle)	\$ 20.00
Sites with hydro and water	\$ 60.00
Sites with hydro and water and sewer	\$ 65.00
Weekly Rates (7 days)	
Sites with Hydro and Water	\$ 330.00

Note: rental fees for Dance Hall, Pavillion and Recreation Hall do not apply to seasonal residents of PGTP



Public Works	2024 Fees
911 Signs	
Sign	\$ 50.00
Post	\$ 50.00
Sign & Post together	\$ 80.00
Recylcing	
Composter	Cost recovery
Blue Box	\$ 10.00
New Home Construcution ( max 2)	No charge
Landfill - Tipping Fees	
Pick up Load	\$ 45.00
1/2 pick up load	\$ 25.00
Large Item Fee (Couches, Mattress etc)(per item)	\$ 15.00
Removal of Refridgerant	\$ 30.00
Shingles/Construction Materials/ Commercial	\$ 160.00
Permits	
Entrance Permit	\$ 120.00
Refundable deposit for above permits	\$ 450.00
Road Occupancy Permit (to work under/on road)	\$ 120.00

<sup>\*\*\*</sup> Above requires Certificate of Insurance Naming Municipality as additional insured \*\*\*

Moving Permit

Refundable deposit for above permits

120.00

1,100.00

	2024 5
Public Works	2024 Fees
Oil & Gas exploration - Road user agreement for construction	n
Agreement fee	\$ 265.00
Annual fee (per km)	\$ 120.00
Refundable deposit for damages (per km)	\$ 1,100.00
Work on Road allowance on behalf of ratepayer	
Time	current employee rate
	based on current Ontario Provincial
Equipment	Standard Specification
Material	cost
Administration fee	5% of total invoice cost before taxes
Work on Private Property as a result of Municipal Order	
Time (minimum 2 hours)	current employee rate
Equipment	based on current Ontario Provincial
Material	Standard Specification cost
Administration fee	5% of total invoice cost before taxes
/ diffillibration for	on of total invoice dest persit taxes
Work on Road Allowance on behalf of Elgin County	
Time	current employee rate
Equipment	Bsed on Elgin County Maintenance
• •	Agreement
Material	cost
Administration fee	5% of total invoice cost before taxes

Municipal Consent

\$200 +\$0.25/m



Recreation	2024 Fees
Arena	
Ice Rental	
Prime Time Adult Rate Prime Time Youth Rate Off Prime Rate (adult & youth) Arena Warm Room Rental (per hour) Skate Sharpening	\$ 185.00 \$ 156.00 \$ 87.00 \$ 25.00 \$ 10.00
Public Skating	
per person per family Sponsored Public Skating	\$ 5.00 \$ 10.00 \$ 130.50
Summer Main Floor	
Per day (8 hours) Per hour Set up (per hour per staff member) Additonal Clean up (per hour per staff member)	\$ 495.00 \$ 52.00 \$ 55.00 \$ 55.00
Booth Rental	
Per month (open 3 days per week)	As per RFP
Advertising Space Rental (Per Season)	

Recreation	2024 Fees
Wall Signs (3 x 6') Ice Logos (plus expenses) Zamboni (per full side) Board Wrapping  *** Above does not include the cost of the sign/wrap ***	\$ 150.00 \$ 600.00 \$ 600.00 \$ 350.00
Recreation - General	
Miller Park Pavillion (per hour) Miller Park Pavillion (per day) Staff Screening due to COVID Requirements (per hour) Scout Hall (per hour) Municipally Run Program (per person/per session)	\$ 10.00 \$ 40.00 \$ 30.00 \$ 35.00 \$ 5.00
West Elgin Recreation Centre	
Main Floor Rental (per hour) Large Meeting Room (per hour) Kitchen per hour Small Meeting Room (per hour) Full Building Full Day Rental (8+ hours) Full building (per hour) Staff Set Up fee (per hour per staff member)	\$ 50.00 \$ 40.00 \$ 50.00 \$ 25.00 \$ 550.00 \$ 100.00 \$ 60.00
Baseball Diamond	
Baseball Diamond - with lights (per season per team) Baseball Diamond - without lights (per season per team) Baseball Tournaments (per day)	\$ 450.00 \$ 250.00 \$ 150.00
Soccer Fields	
Minor Soccer (per player) Adult Soccer (per team) Soccer Tournaments (per day/ per field)(adults) Sand Ring (per day)	\$ 15.00 \$ 250.00 \$ 150.00 \$ 350.00

Recreation	, ;	2024 Fees
Sand Ring with overnight camping	\$	600.00
Swimming Pool		
Family Season Pass	\$	200.00
Family Monthly Pass	\$	150.00
Single Season Pass	\$	125.00
Single Monthly Pass	\$	80.00
Open Swim Admission (per person)	\$	5.00
Open Swim Admission (per family)	\$	10.00
Swimming Lessons (per 2 week Session)	\$	90.00
Private Swimming Lessons (per 2 week Session	\$	150.00
Pool Rental (per hour - include 2 Life Guards)	\$	100.00
Additional Life Guards (per hour)(if required)	\$	50.00
Aqua Fit (per class)	\$	10.00
Aqua Fit (for 10 visits)	\$	90.00
Adult and Senior Swim (per vist)	\$	5.00
Swim Team / Synchronized Swimming (season)	\$	90.00

\*\*\* Note - Public skate/ Open swim times prices based on 1.5hour \*\*\*



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# 2024 Fees

# Trips within Service Area

Mileage (per km)
One way Trip
Round Trip (per person)

\$ 1.50
\$ 8.00
\$ 16.00

# Trips outside Service Area

Round Trip (per person) + Mileage

# \$ 50.00

# Special trips

During normal hours (per hour) + mileage Outside normal hours (per hour)+ mileage

\$ 50.00
\$ 70.00



Water	2024 Fees
ivvaler	2024 FEES

#### **Administration**

Water Security Deposits - Tennants (Commercial)
Water Service disconnect/reconnect
Call Out Fee (Business Hours 7:30 am - 3:30 pm)
After Hours Call Out Fee
Transfer of account

N/A	
\$	70.00
\$	70.00
\$	140.00
\$	60.00

#### Water Service Connections

Water service installation- materials
Water service installation - labour & machine time
1 inch service
For Special Sizing Contact Office

Cost	
Current municipal rate	
\$	5,000.00

# Water connection fee - Municipalities

Southwest Middlesex Water Customer within West Elgin Boundaries Dutton Dunwich Water Customer within West Elgin Boundaries As determined by SWM
As determined by Dutton
Dunwich



# The Corporation of The Municipality of West Elgin

By-Law No. 2024-44

# Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May23, 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 May 23, 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.
- 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 23 <sup>rd</sup> day of May 2024.	
Richard Leatham, Mayor	Terri Towstiuc, Clerk