



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: June 13, 2024, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for June 13, 2024, as presented.

3. Disclosure of Pecuniary Interest

4. Public Planning Meeting - Severance Application – E44-24

Recommendation:

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

#### **4.1 Planners Report**

8

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E-44-24 – Comments to Elgin County (Planning Report 2024-15);

And that West Elgin Council hereby recommends approval to the Land Division Committee for the County of Elgin for Severance application, File E-44-24, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

#### **4.2 Applicant Comment**

#### **4.3 Public Comment**

#### **4.4 Council Comment**

#### **4.5 Adjournment of Public Planning Meeting**

Recommendation:

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

### **5. Staff Report - Planning**

#### **5.1 Marsh Line Subdivision Development Agreement**

16

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner related to the required development agreement for the Marsh Line subdivision.

That West Elgin Council authorize the Mayor and Clerk to sign the development agreement and register said agreement on title.

### **6. Delegations**

#### **6.1 Elgin Hospice, Council and Community Progress Update**

19

**7. Closed Session**

Recommendation:

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

**8. Report from Closed Session**

Clerk to provide Report from Closed.

**9. Adoption of Minutes**

33

Recommendation:

That West Elgin Council hereby adopt the Minutes of May 23, 2023, as presented.

**9.1 Committee and Board Minutes**

45

Recommendation:

That West Elgin Council hereby acknowledge receipt of the Minutes of the Rodney Aldborough Agricultural Society, May 7 and 21, 2024; The Old Town Hall Committee, May 7 and 13, 2024; And the Recreation Committee, May 15, 2025, as presented.

**10. Business Arising from Minutes**

**11. Staff Reports**

**11.1 Building**

**11.1.1 Monthly Building Report and Comparison, May 2024**

58

Recommendation:

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

**11.2 Fire**

11.2.1	<b>Monthly Fire Report, May 2024</b>	60
	<p>Recommendation:  That West Elgin Council hereby receives the Monthly Fire report for May 2024, from Jeff McArthur, Fire Chief re: May 2024 Fire Report, for information purposes.</p>	
11.3	<b>Operations &amp; Community Services</b>	
11.3.1	<b>Monthly Operations Report, May 2024</b>	63
	<p>Recommendation:  That West Elgin Council hereby receives the Monthly Operations Report, May 2024, from Lee Gosnell, Manager of Operations &amp; Community Services for information purposes.</p>	
11.4	<b>Clerk's</b>	
11.4.1	<b>Old Town Hall Options</b>	66
	<p>Recommendation:  That West Elgin Council hereby receives the report from Terri Towstiuic, Clerk Re: Old Town Hall Options; And</p> <p>That Council approve option:</p> <p><b><u>Option 1:</u></b> Remain “Status Quo”, directing the Old Town Hall Committee to continue pursuing avenues to increase funding for the revitalization of the building.</p> <p><b><u>Option 2:</u></b> That Council direct the Clerk to proceed with implementing the procedures prescribed in By-law 2019-14 being a By-law to Adopt and Maintain a Policy with Respect to the Sale and Other Disposition of Land Owned by the Municipality of West Elgin, beginning at the next regular meeting of Council.</p> <p><b><u>Option 3:</u></b> direct staff to initiate the formal process to create a Board of Management for the Old Town Hall.</p>	
11.5	<b>Finance/Administration</b>	



**11.5.1 Training and Education Reimbursement Policy Update**

68

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and that West Elgin Council approves updates to the Training and Education Reimbursement Policy.

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and that West Elgin Council approves updates to the Training and Education Reimbursement Policy.

**11.5.2 Three Levels of Leadership**

79

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Three Levels of Leadership for information only.

**11.5.3 Leadership Training**

89

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Leadership Training and That; West Elgin council approves the Leadership Training Proposal prepared by Mohawk College Enterprise in the amount of \$38,700.00 plus applicable taxes.

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

- Arena & Arena Renaming
- Recreation
- Rodney Park
- Heritage Homes
- Old Town Hall
- Any others

**13. Notice of Motion**

### **13.1 Councillor Navackas - Peer Charges Review**

Recommendation:

Whereas Development for Creeks Edge was charged a fee in excess of Forty-Thousand dollars (\$40,000); And

Whereas neighbouring Municipalities seemingly charge a significant lower fee for similar proposed projects; And

Whereas the process used for engineering selection, cost estimation methodology and communication have been unclear;

Therefor be it resolved that West Elgin Council request staff to report back to Council a Peer Review Charges report, at a further meeting of Council.

### **14. Council Inquires/Announcements**

### **15. Correspondence**

Recommendation:

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

**15.1 Notice of Decision E 36-24** 115

**15.2 Notice of Adoption, Elgin County Official Plan** 119

**15.3 County Council Highlights, May 28, 2024** 120

### **16. Items Requiring Council Consideration**

### **17. By-Laws**

**17.1 Sherman Drain - 3rd Reading** 124

Recommendation:

That By-law 2024-28, Being a By-Law to provide for drainage works on the Sherman Drain in the Municipality of West Elgin, be read a third and final time.

**17.2 2024-45, Appoint Livestock Valuers and Fenceviewers**

126

Recommendation:

That By-law 2024-45, Being a By-Law to Appoint Persons as Municipal Investigators and Valuers of Livestock and Poultry for the Municipality of West Elgin; And to Appoint Persons as Fenceviewers for the Municipality of West Elgin; And Hereby Repeal By-law 2015-07, be read a first, second and third and final time.

**18. Confirming By-Law**

128

Recommendation:

That By-law 2024-46 being a By-law to confirm the proceeding of the Regular Meeting of Council held on June 13, 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 27, 2024 or at the call of the Chair.



**Staff Report**

**Report To: Council Meeting**  
**From: Robert Brown, Planner**  
**Date: 2024-05-22**  
**Subject: Severance Application – E44-24 – Comments to Elgin County – Recommendation Report – Planning Report 2024-15**

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E-44-24 – Comments to Elgin County (Planning Report 2024-15);

And that West Elgin Council hereby recommends approval to the Land Division Committee for the County of Elgin for Severance application, File E-44-24, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

**Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E44-24, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate lot creation for an existing dwelling which is surplus to the farming operations of the applicant at 25248 Queens Line (Figure One). A draft outline of the proposed lot is attached as Figure Two.

**Background:**

Below is background information, in a summary chart:

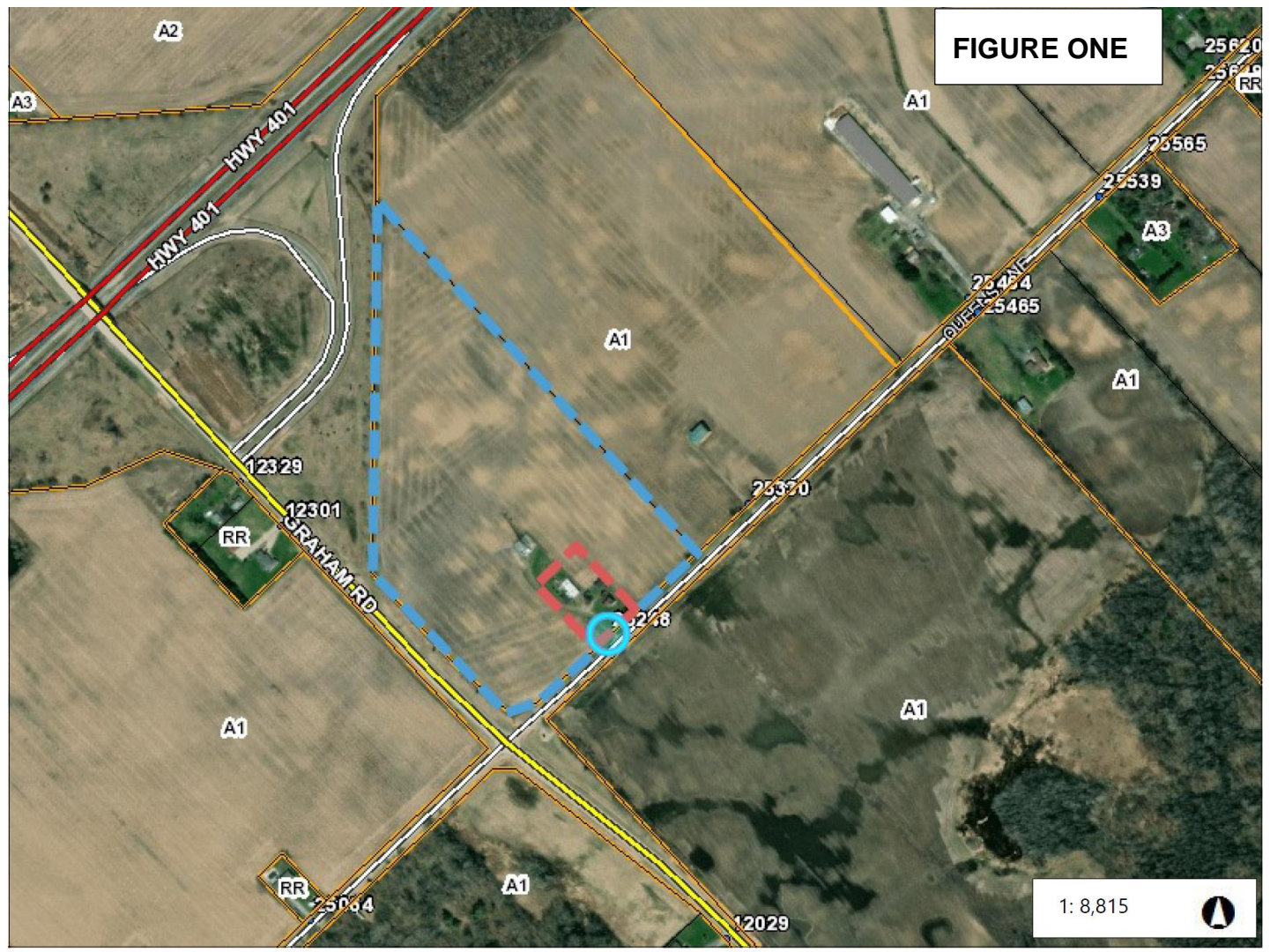
<b>Application</b>	E44-24
<b>Owner</b>	Jen-Veld Farms Inc.
<b>Applicant</b>	Eric Jensen & Lisa Veldman
<b>Legal Description</b>	Part Lot of 19, Concession 7 ED
<b>Civic Address</b>	25248 Queens Line
<b>Entrance Access</b>	Queens Line
<b>Services</b>	Private on-site septic system & municipal water
<b>Existing Land Area</b>	10.11 ha (25 ac.)

Below is the detailed dimensions and land areas of the application, in a chart:

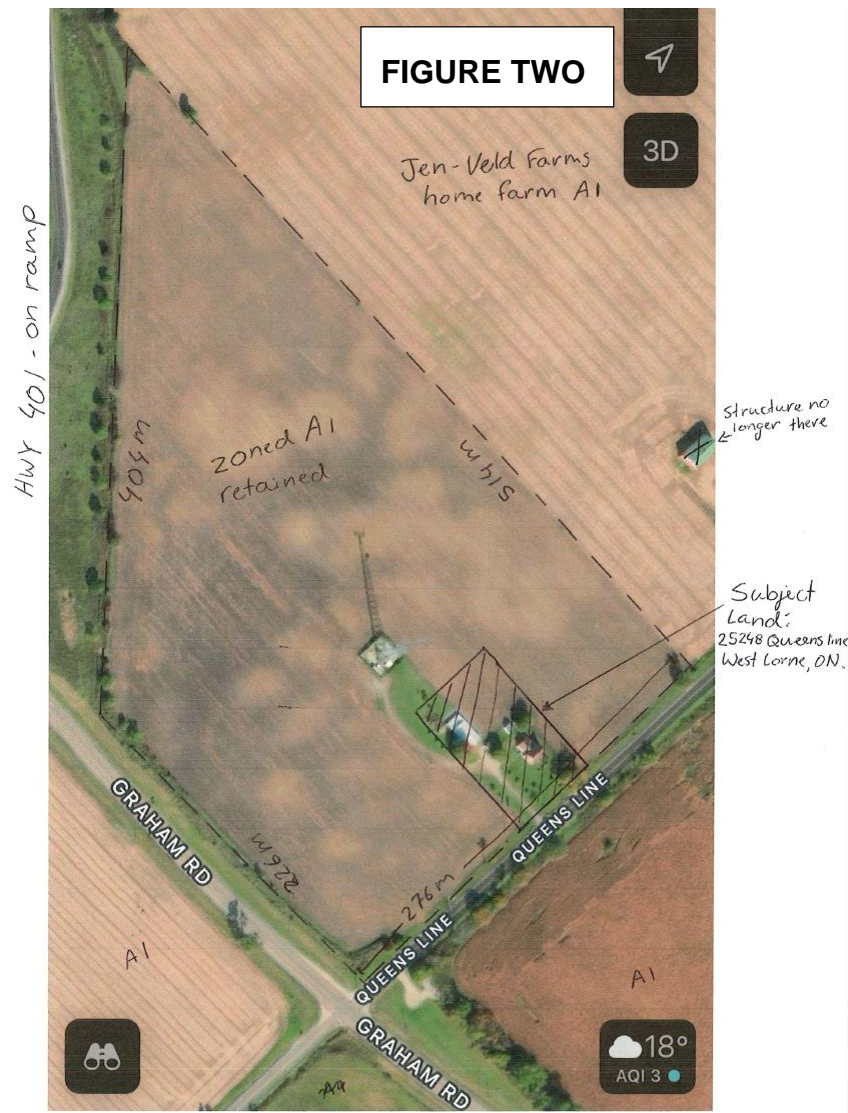
Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E44-24</b>	48 m (157.5 ft.)	90 m (295.3 ft.)	0.432 ha (1.07 ac)	228 m (748 ft.)	irregular	9.68 ha (23.9 ac.)

The Public Hearing is scheduled for June 26, 2024, at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the subject parcel of land.







### **Financial Implications:**

None. Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The severance may result in a minimal increase in assessment.

### **Policies/Legislation:**

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

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

**PPS:**

Lot creation in agricultural areas is permitted for a residence surplus to a farming operation because of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority created by the severance, in accordance with Section 2.3.4.1(c) of the PPS.

Comment: The proposed lot does include a small amount of actively farmed land to create a regular shaped lot and provide adequate room for the septic system both presently and longer term.

New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. There are livestock facilities within approximately 520 m of the proposed lot. However, severance of the existing dwelling does not create any additional impact on the livestock operation as the required setback would be calculated from the location of the nearest dwelling regardless of it being on the farm or a severed lot. The MDS I calculations were completed as a matter of record and the required setback, if applicable, is 482 m so the new lot would actually meet the requirement.

As such, the proposal is consistent with the PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP.

Section E1.2.3.4 b) of the CEOP permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever. The residence to be severed is habitable and is surplus to the owners' farming operations. The residence is serviced by municipal water and a private individual on-site septic system.

Therefore, this proposal conforms to the CEOP.

**OP:**

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

Section 6.2.9 policies of the OP, state that the creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

- a) The dwelling considered surplus has been in existence for at least 10 years;
- b) The dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;
- c) No new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;

- d) Compliance with MDS I with respect to any livestock building, structure, or manure storage facility on the remnant parcel;
- e) Minimizing the loss of productive farmland; and
- f) Deteriorated derelict abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Administration advises that:

- The applicant has demonstrated that the residence is surplus to their farming operation and the dwelling has been in existence greater than ten years and is structurally sound and is currently occupied;
- A zoning by-law amendment to prohibit a new or additional dwelling on the proposed retained parcel is required as a condition of severance;
- There is a livestock operation within approximately 520 m of the proposed lot however the required setback, if applicable, is only 482 m;
- The proposed severed parcel does include a small amount of productive farmland to square off the lot and provide adequate long-term room for the provision of private on-site septic service; and
- There are no older farm buildings which are deteriorated, derelict or abandoned for consideration of removal.

Lot creation polices under Section 10.4.1 of the OP, allow for severance (consent) applications to be the method utilized since no infrastructure is warranted with this proposed development and is in compliance with the criteria of Section 51(24) of the *Planning Act*. Therefore, this proposal conforms to the OP.

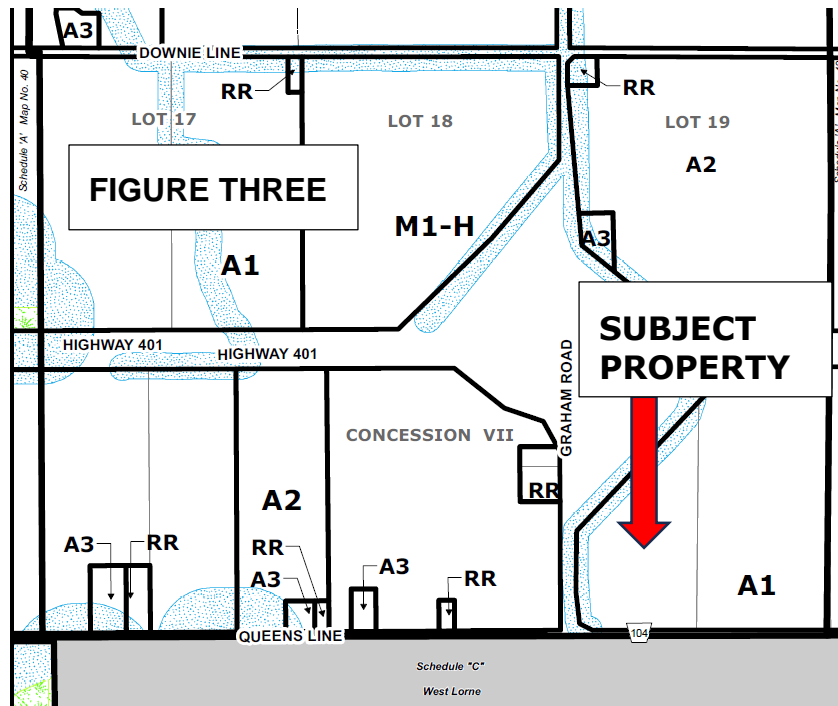
### **Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):**

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 41 of the ZBL, as depicted in Figure Three below. The blue hatch pattern on the mapping represents LTVCA regulated area. Permitted uses within the General Agricultural (A1) Zone include single unit dwellings. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 m respectively.

The proposed severed parcel area is 0.432 ha (1.07 ac.), with a lot frontage of 48 m (157.5 feet); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural Zone (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m. The proposed retained parcel will be rezoned to Agricultural (A2) Zone, to continue to permit agricultural uses but prohibit new dwellings.

Provided a Zoning By-law Amendment is obtained for the severed and retained parcels, as a condition of the consent application, the proposal will comply with the Zoning By-law.





Municipality of WEST ELGIN: RURAL AREA Schedule "A"  
 SCALE 1:10,000  
 0 50 100 200 300 400 500 Metres  
 Municipality of West Elgin Zoning By-Law  
 Map No. 41

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

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

**Report Approval Details**

Document Title:	Severance Application E44-24 - Comments to Elgin County - Recommendation Report - 2024-15-Planning.docx
Attachments:	- Planning Report 2024-15 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Jun 5, 2024

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

Terri Towstiuć

**Planning Report 2024-15: Severance Report E44-24 –**  
**Comments to the County of Elgin**

**Appendix One: Severance Application E44-24 Conditions**

Severance Application E44-24 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That a septic system assessment be completed for the severed parcel to the satisfaction and clearance of the Municipality.
5. That a new access to the retained farm parcel be installed at the applicant's expense and to the satisfaction of the Municipality;
6. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
7. That the Applicant have a drainage reapportionment completed (if required) pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
8. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
9. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## Staff Report

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**Report To:** Council Meeting

**From:** Robert Brown, Planner

**Date:** 2024-05-15

**Subject:** Marsh Line Subdivision Development Agreement – Recommendation Report (Planning Report 2024-14)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner related to the required development agreement for the Marsh Line subdivision.

That West Elgin Council authorize the Mayor and Clerk to sign the development agreement and register said agreement on title.

### **Purpose:**

The purpose of this report is to provide Council with information related to the required development agreement between Marsh Line Developments Inc and the Municipality of West Elgin for the development of the approved residential subdivision on the north side of Marsh Line, just west of Graham Road.

### **Background:**

The original property owner of the lands located on Marsh Line received approval in 1998 for a residential subdivision from the Ministry of Municipal Affairs and Housing as the approval authority at that time. Since then the ownership of the property has changed. The current owner of the property more recently moved forward to finalize development plans for the 66 lot subdivision for single detached homes. The County of Elgin approved a red line amendment to make necessary adjustments that resulted from stormwater management needs. In December of 2023 Council approved a zoning amendment on the property to permit residential development to move forward based on the final draft approved plan. As the final step in the process a subdivision development agreement is prepared outlining the requirements of the Municipality.

### **Financial Implications:**

Development of the subdivision will result in 66 new lots for the development of single detached dwellings. This will result in a significant increase to the assessment value of the subject lands. As part of the development agreement the owner is required to provide securities equal to 50% of the value of the onsite infrastructure works and 100% of any off-site (municipal works) The developer's contractor will need to submit a final estimate for review and approval by the Manager of Operations and Community Services prior to the start of any servicing works on the site.

**Policies/Legislation:**

There are no additional planning considerations as a result of the required development agreement. All requirements outlined in the agreement are consistent with the plan approved by Council. The developer will be required to follow the applicable development standards for the Municipality.

**Alignment with Strategic Priorities:**

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

**Summary of Agreement**

The development agreement outlines a number of requirements related to services, construction standards, lighting, curbing, sidewalks, postal box installation, storm water management, park land and tree planting. The development will be completed in a single phase. The developer has not indicated an immediate start date for the subdivision.

Respectfully submitted by,



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

### Report Approval Details

Document Title:	Marsh Line Subdivision Development Agreement - Recommendation Report - 2024-14-Planning.docx
Attachments:	
Final Approval Date:	May 17, 2024

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

Terri Towstiuć



HOSPICE OF ELGIN



# MEET ELLIE







Hospice will be tucked into the woods and wrapped with public trails



Waterworks Park

Office Space – Hospice will create 30+ new jobs in our community

Staff and Volunteer Lounge – 200 volunteers will support Hospice each year

Hospice Palliative Care Hub – clinic, programs, and care for 400 individuals, caregivers, and families each year

Ten private hospice suites, caring for 125 individuals each year

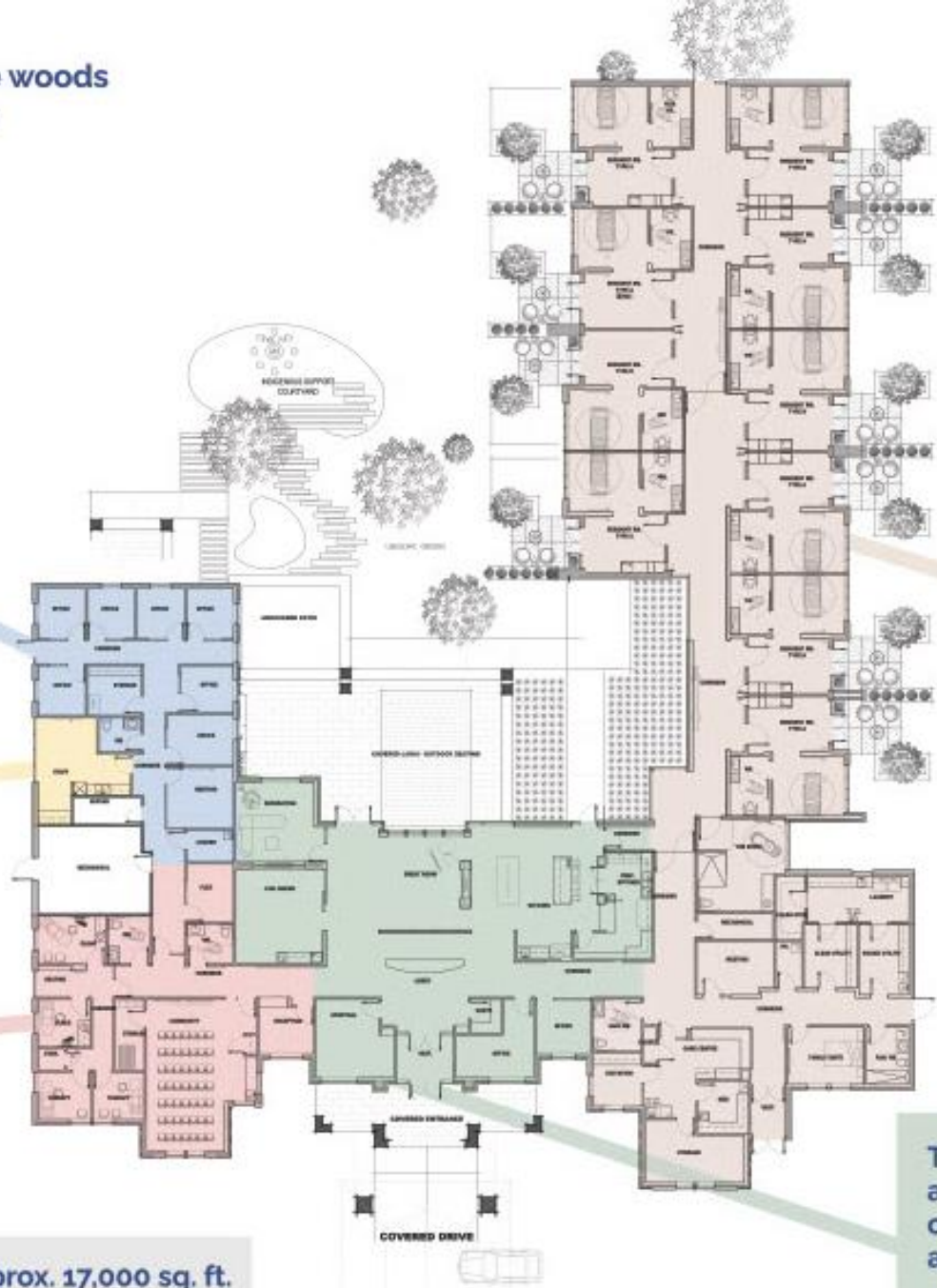
The Heart of Hospice with a home-like design to create space for families and more life moments

One floor, approx. 17,000 sq. ft.

South Edgeware Road

21  
MUNICIPAL PATHWAY

Monsignor Morrison School





# Welcome to

# the Cottage





# Connecting the Inside to the Outside





# Covered Patio for Families & Friends to Gather





# Private Patios

with Garden & Forest Views















# Project Timeline

Activity	Timeframe
Planning & fundraising behind-the-scenes	2020-2024
Site preparation	Spring 2023
Construction begins	Spring 2024
Building process	12-14 months
Recruit staff & volunteers	Early 2025
Doors open	Summer 2025



## A tremendous impact.

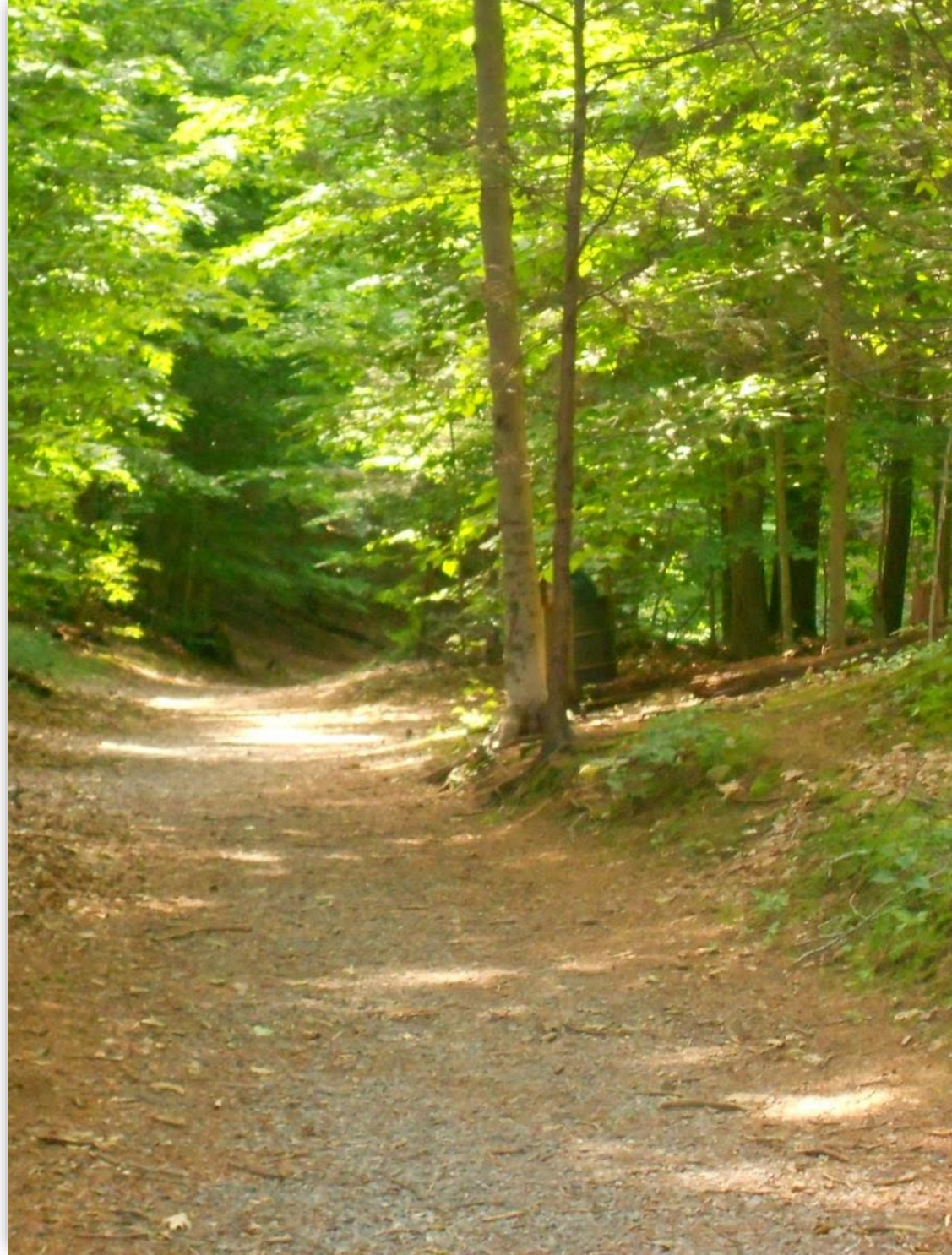
Hospice will relieve significant (and growing) pressures on our hospital and healthcare system, while also creating healthcare jobs and palliative care expertise in our community.

Hospice will  
provide care to  
**500**  
individuals and  
families each year!



# Benefits Beyond Care

- **Community hub**, with space available for community use.
- **An opportunity to enhance the trails and parking spaces** connecting the community to Waterworks Park.
- **Meaningful volunteer opportunities for 200 individuals** creating purpose and connection (senior populations).
- **Mental health resources** to help lessen the burden, mental anguish, and isolation of those who experience a loss.
- **A place that cares for all of the ‘hearts’ in our community.** Hospice will be a compassionate place for everyone in our community, including those who may be experiencing homelessness, our indigenous families, newcomers, aging single seniors, LGBTQ, and more.
- **A community asset** that will help attract individuals, families, and businesses to our community







Colleen & Robert Furneaux



Carolyn & Doug Tarry



Dr. John Hofhuis



Sean Dyke & family



Paul Jenkins & Sandra Poczobut



Brian Helmer & Dan Reith



Ken & Luella Monteith



Mel Ross & Barb



John & Christine Callaghan & grandkids



Bill Graham & granddaughter



Dan & Katie Kelly



Dr. Bob & Jill Jones



Paul Bode & grandson



Terry & Nancy Carroll



Nicole Pressey-Wiebenga & Zelli



Jeff Yurek & daughter Maggie



Kathy Collier

32  
**Thank you**





# Municipality of West Elgin

## Minutes

### Council Meeting

May 23, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

**Present:**  
Mayor Leatham  
Deputy Mayor Tellier  
Councillor Navackas  
Councillor Denning  
Magda Badura  
Councillor Statham

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

**Also Present:**  
Dugald & Scott Aldred, Zoning Amendment Applicant  
Sam Smith, Sr. Operations Manager, OCWA

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

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2024- 207**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for May 23, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Public Meeting**

**Resolution No. 2024- 208**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

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

**Carried**

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

**4.1.1 Planners Report**

**Resolution No. 2024- 209**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

That West Elgin 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.

**Carried**

**4.1.2 Public Comment**

None received.

#### **4.1.3 Applicant Comment**

Mr. Aldred advised that this zoning amendment proposal is to allow his son to reside on the property and continue family farming operations, and that a severance is not their intentions. The farm has been in their family for 160 years.

#### **4.1.4 Council Comment**

Councillor Navackas indicated that this is a great situation to allow a young resident to establish a home and remain in the community, and also allow for more revenue through property taxes for the Municipality.

#### **4.1.5 Adjournment**

##### **Resolution No. 2024- 210**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

**Carried**

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

#### **Resolution No. 2024- 211**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

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

None.

### **7. Staff Reports**

#### **7.1 Water**

##### **7.1.1 Sam - OCWA Quarterly Water Report**

##### **Resolution No. 2024- 212**

**Moved:** Councillor Denning  
**Seconded:** Councillor Statham

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.

**Carried**

## **7.2 Wastewater**

### **7.2.1 Sam - OCWA Quarterly Wastewater Reports**

**Resolution No. 2024- 213**

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

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.

**Carried**

## **7.3 Fire**

### **7.3.1 Tanker Apparatus Replacement**

**Resolution No. 2024- 214**

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

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.

**Carried**



## **7.4 Operations & Community Services**

### **7.4.1 Ridout Street Sidewalk Removal**

Timeline for completion will be in the next few weeks.

#### **Resolution No. 2024- 215**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

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

**Carried**

## **7.5 Clerk's**

### **7.5.1 Residential Backyard Chickens**

#### **Resolution No. 2024- 216**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

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

**Carried**

## **7.6 Finance/Administration**

### **7.6.1 Update on Recommendations from the Organizational Review**

#### **Resolution No. 2024- 217**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

**Carried**

**7.6.2 Sanitary Sewer and Water Connection Fees**

**Resolution No. 2024- 218**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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.

**Carried**

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

**Resolution No. 2024- 219**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

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

Councillor Denning advised the Renaming Committee for the Arena has been working on details for the renaming event on August 24, 2024, which will include attendance of Bo Horvat and the Horvat family, the Hockey Hall of Fame and Kraft Hockeyville community with the Hockeyville Cup. The West Lorne Comets hockey families will be present, and a "celebrity" dunk tank will be on site.

Mayor Leatham provided an update for Heritage Homes, advising they are continuing with the extension proposal, and have their next meeting this upcoming Monday. Deputy Mayor Tellier updated council advising that the "Seed" funding have all been utilized, and the group will continue to search for funding.

Councillor Navackas advised she attended her first Youth Task Team meeting, however there were no youth present.

Councillor Navackas and Deputy Mayor Tellier advised there has been more feedback from the community regarding the Old Town Hall open house held on Tuesday, May 7. Applications for new members will be received until May 31st, and future meetings will be planned after that date.

**9. Accounts**

**Resolution No. 2024- 220**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

**10. Notice of Motion**

**10.1 Councillor Navackas - Hydro One, Community Engagement Partnership**

**Resolution No. 2024- 221**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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.

**Carried**

## 11. Council Inquires/Announcements

Councillor Navackas acknowledged staff for recognizing a high-water usage for a customer. Staff contacted the residents, who found they had a leaking toilet.

## 12. Correspondence

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

12.2 AMO Education - Cybersecurity for Municipal Councillor's

12.3 2025 Municipal Policing Billing Statement Property Count

12.4 Bill 185, Cutting Red Tape to Build More Homes Act, 2024, Watson & Associates letter dated May 10, 2024

### Resolution No. 2024- 222

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

**Carried**

## 13. Items Requiring Council Consideration

### 13.1 Rodney Aldborough Agricultural Society (Rodney Fair) Agreement

#### Resolution No. 2024- 223

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

Whereas the Village of Rodney and the Rodney Aldborough Agricultural Society established an agreement in 1992, to establish terms and conditions for the used of Municipal Property for the annual Rodney Fair;  
And

Since inception of this agreement, many sections have become outdated of void; Therefore

West Elgin Council hereby request staff to initiate the process to establish a revised agreement between the Municipality of West Elgin and the Rodney Aldborough Agriculture Society (Rodney Fair Board).

**Carried**

### **13.2 Economic Development Committee, Terms of Reference 2024**

The Economic Development Committee adopted the Terms of Reference on May 1, 2024, pending approval from the Municipality of West Elgin Council.

#### **Resolution No. 2024- 224**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby approve the Economic Development Committee Terms of Reference, as conditionally approved on May 1, 2024, as presented.

**Carried**

### **13.3 Old Town Hall Committee, Terms of Reference, 2024**

#### **Resolution No. 2024- 225**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

That West Elgin Council hereby approved the revised Old Town Hall Committee Terms of Reference, as presented.

**Carried**

### **13.4 Recreation Committee, Additional Members**

Council discussed the potential to add four more members, however, have received concerns from the current members about the purpose of the committees. Council would like to see more participation from recreation staff and have indicated that a Special Meeting of Council is desired, after Canada Day celebrations, to discuss the purpose and future goals of the Recreation Committee, as well the Economic Development Committee. A future Special Meeting will be scheduled during the summer months, with an invitation extended to all current committee members for valuable input.

### **13.5 Reading Garden Furniture Application**

#### **Resolution No. 2024- 226**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

**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**

**15.1 2024-39 - Zoning By-law Amendment, 15677 Dunborough Road**

**Resolution No. 2024- 227**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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.

**Carried**

**15.2 2021-40, Water and Wastewater Rates for 2024**

**Resolution No. 2024- 228**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

**15.3 2024-41, Transition Ratios and to Levy Taxes, 2024**

**Resolution No. 2024- 229**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

**15.4 2024-42, Sanitary Sewer Connection Fees**

**Resolution No. 2024- 230**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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.

**Carried**

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

**Resolution No. 2024- 231**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

**16. Closed Session**

**Resolution No. 2024- 232**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

That West Elgin Council hereby proceeds into Closed Session at 5:56 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.

**Carried**



**17. Report from Closed Session**

Report from Closed Session at 7:25pm.

Council received three (3) items pursuant to the *Municipal Act*, Section 239(2). One being personal matters about identifiable individuals. One being proposed of pending acquisition or disposition of land. One being labour relations or employee negotiations.

No decision or direction was provided to staff.

**18. Confirming By-Law**

**Resolution No. 2024- 233**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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.

**Carried**

**19. Adjournment**

**Resolution No. 2024- 234**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 7:26pm, to meet again at 4:00pm, on Thursday, June 13, 2024, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk

**Rodney Aldborough Agricultural Society**

**Director's Meeting | Tuesday, May 7th, 2024**

**7:00pm | Rodney Recreation Centre | 135 Queen Street, Rodney**

**Roll Call: Sandra, Rick, Michelle K, Mary, Liz, Laura S, Laura K, Lynda, Trina, Kate, Kelly-Anne, Anne N, Alan**

**Call to Order: Sandra @ 7:11pm**

**1. Additions to the Agenda**

- a. Follow-up to music entertainment (4c) - Trina
- b. Road race update

**2. Adoption of Agenda**

Recommendation: That the Rodney Aldborough Agricultural Society adopts the agenda as presented.

Motion: Rick                      Second: Mary                      Carried

**3. Adoption of the Minutes**

Recommendation: That the Minutes of the Rodney Aldborough Agricultural Society meeting held on Tuesday April 23rd, 2024 be adopted as circulated and printed.

Motion: Lynda                      Second: Trina                      Carried

**4. Business arising from the previous minutes:**

- a. Save the date cards ordered, will arrive in 8-10 business days (Kate)
- b. Quote for 100 coroplast signs from Eclipse Promotional Products (same company as last year) (Kate)
  - i. \$8.40 per coroplast sign / compared to \$4.40 from 2023 for bag signs
  - ii. Contact Pattison signage (new LED signs on 401)
    - 1. 905.282.6853 | [ncampney@pattisonoutdoor.com](mailto:ncampney@pattisonoutdoor.com)

*Rick motions that we order 100 coroplast signs for \$8.41 each.      Second: Kelly-Anne      Carried*

- c. Music entertainment follow-up (Trina)
  - i. Joseph Ryan; plays country/rock/gospel music
    - 1. Available on Fair weekend, thankfully doesn't want compensation
      - a. Offer meal ticket and weekend pass to the Fair
    - 2. Best for opening ceremonies (Friday evening)
      - a. Plays at beginning of opening ceremonies, while judges are deliberating, and as ceremonies are closing (~6:30pm-8pm)
        - i. Laura S to communicate with Trina re: last year's opening ceremonies schedule

*Trina motions that book Easy Mark for \$600 to play for 3-4 hours on Saturday prior to the Tractor Pull.*  
Second: Mary Carried

*Trina motions that we book Joseph Ryan for the opening ceremonies on Friday evening, compensated with a weekend pass and a meal ticket.* Second: Laura S Carried

- ii. Awaiting response from DJ sourced from Judd
- d. Road race update (Kelly-Anne)
  - i. We do have a timer after all this year, but in the following years we will need to source a timer, bibs, etc.

**5. Financials:**

- a. April financial report (Liz)
  - i. Going forward, it would be very helpful to allocate budgets
    - 1. Proposed to do so in the new year (2025)
  - ii. Over proposed budget on entertainment by roughly \$4000
  - iii. Donation collections or commitments confirmed by mid-May
  - iv. Gift certificates or physical items included in the tiered lists this year

**6. New business:**

- a. Decision on prize book cover (Kelly-Anne)
  - i. All of the artwork from the elementary schools are present
  - ii. Grades 1-3, 4-6
  - iii. Need to pick overall winner, as well as top three from both age groups
    - 1. Overall winner: Aubrey (St. Mary's grade 6)
    - 2. Grades 4-6
      - a. 1st place: Aubrey (St. Mary's grade 6)
      - b. 2nd place: Jordan Robichaud (Aldborough grade 6)
      - c. 3rd place: Saray (St. Mary's grade 5)
    - 3. Grades 1-3
      - a. 1st place: Ridley (grade 2)
      - b. 2nd place: GiGi (grade 1)
      - c. 3rd place: Calvin Murray (grade 2)
- b. Discussion re: opening times and admission costs
  - i. Friday: 4-10 (midway: 4-9)
    - 1. \$15, under 12 free
  - ii. Saturday: 9-9 (midway: 11-9)
    - 1. \$15, under 12 free
  - iii. Sunday: 8-3 (midway: 11-4)
    - 1. \$15, under 12 free
  - iv. Weekend pass: \$30
  - v. 2023 admission costs:
    - 1. \$10/each, collected \$24,115

*Trina motions we are to charge \$15 admission each day for fair weekend, \$30 for the weekend pass, and 12 and under enter for free.* Second: Anne Carried

- c. Donations for yard sales (Sandra)
  - i. **Saturday and Sunday (May 18-19, 8am-4pm)**

- ii. Jenny's Consignment is donating clothing to sell at the sale
- iii. If anyone has donations, please reach out to Sandra prior to May 18th**
- iv. Awaiting a response from Bill at Clachan Hall to rent tables
- d. OAAS seminars (Sandra)
  - i. 5 webinars available
  - ii. Kate has access to the email with links to webinars, reach out if interested
- e. Needlecraft judging school (Kate)
  - i. June 8th in Thorndale, Kate can send more info to those who are interested
- f. PA system needs for Todd Brooker:
  - i. Friday:
    - 1. 7pm Opening ceremonies
    - 2. 8pm Demo derby
  - ii. Saturday:
    - 1. 11am Parade
    - 2. 2pm Easy Mark
    - 3. 6pm Tractor pull
  - iii. Sunday:
    - 1. 9am Church
    - 2. 11am Cattle show
    - 3. Chuckwagons
  - iv. Zucchini races
  - v. Dan B for inside sound system - as per Lynda
- g. Fashion show:
  - i. Sandra is looking for volunteers/models
  - ii. Date TBD

**7. Next meeting: May 21st, 7pm**

**8. Adjournment: Sandra @ 9pm**

**Rodney Aldborough Agricultural Society**

**Director's Meeting | Tuesday, May 21st, 2024**

**7:00pm | Rodney Recreation Centre | 135 Queen Street, Rodney**

**Roll Call:** Sandra, Michelle K, Rick, Liz, Sarah, Mary, Ann S, Kate, Trina, Laura K, Anne N, Lynda,

**Call to Order: Sandra at 7:07pm**

**1. Additions to the Agenda**

- a. Demo derby power wheels (Pete via Kate) - 4c

**2. Adoption of Agenda**

Recommendation: That the Rodney Aldborough Agricultural Society adopts the agenda as presented.

Motion: Trina

Second: Michelle

Carried

**3. Adoption of the Minutes**

Recommendation: That the Minutes of the Rodney Aldborough Agricultural Society meeting held on Tuesday May 3rd, 2024 be adopted as circulated and printed.

Motion: Laura K

Second: Trina

Carried

**4. Business arising from the previous minutes:**

- a. Save the date cards can be distributed
  - i. Kate has a few (~50-75) leftover, lots were given out at the yard sale
- b. Chicken dinner tickets and flyers
  - i. Money to Liz by next meeting, tickets to Kate by next meeting
  - ii. Sandra to contact Terry at the Municipality to add it to the LED sign
  - iii. Lynda has put the flyer in the Chronicle
  - iv. Sarah contacted someone at the Elgin Intl. Club - we can use the big sign at Queens/Furnival for free
  - v. **Still need some volunteers for the night of the dinner**
    - 1. Kate, Sarah, Trina, Mary, Anne, Sandra, Lynda\*, Ann S confirmed
- c. Demo derby power wheels (Pete via Kate)
  - i. Power wheels is offered by Ontario Demolition, but we need more details in order to advertise properly
    - 1. Very popular at other events, usually 8-10 kids entered

**5. Financials:**

- a. County grant update (Liz)
  - i. Awarded a grant by the county: \$5,165, applied for \$10,000
  - ii. Rec'd around \$9,000 in 2023

- b. Provincial grant: \$3000 (down by \$200 from 2023)
- c. All donations accounted for?
  - i. Spreadsheet is ready, can be put into the prize book shortly
  - ii. List of tiers, as well as list of pledges awaiting to be sent in
  - iii. Liz to send spreadsheet to Kate for the prize book

**6. New business:**

- a. Online raffles (Trina)
    - i. Rafflebox.com
      - 1. Tickets only sold at events in Ontario, therefore people who are visiting the province from other places can purchase tickets
        - a. Tickets must be sold province-wide, cannot specifically sell tickets in one part of the province
        - b. Tickets can also be sold in person
      - 2. They build the website and the background work; we just provide the information specific to the raffle you want them to host
      - 3. Must apply for the lottery licence ourselves
      - 4. We don't necessarily need to be a registered charity to apply
      - 5. Fees: no upfront fees, charge 7% of funds raised, \$100 activation fee per raffle
        - a. Ex. \$20,000 ticket sales; winner would get \$10,000, we would get \$7,900, debit fees of \$600, \$1,500 to Rafflebox
      - 6. Randomly generated winner
    - ii. Something for us to consider for the future (perhaps Jersey raffle is too soon)
  - b. Judges payment and mileage fees (Laura K)
    - i. Either \$50 or \$75 per judge, cattle judge paid ~\$300 in 2023
    - ii. Liz to compile a list of previous judges fees - 2024 fees to be determined
    - iii. Comprehensive list of judges on OAAS website (Kate sent to Laura and Lynda as requested)
      - 1. Can pass onto others if requested: [OAAS Judges Lists – OAAS \(ontarioagsocieties.com\)](https://ontarioagsocieties.com) (Make sure you choose District 13)
- c. Yard sale update (Sandra)
  - i. Big thank you's to everyone who's donated to the yard sale this year and last year
  - ii. Elvis impersonator (potentially joining us at the fair, awaiting more info)
  - iii. Took in donations from Jenny's Consignment, Rodney Hort Society
  - iv. Made \$1,526.60 - woohoo!**
  - v. Next yard sale: July 20th & 21st
    - 1. Same location (19084 Clearville Road)
    - 2. Donations still welcome - contact Sandra (519-619-9631)

**7. Next meeting: June 4th, 2024 @ 7pm**

**8. Adjournment: Sandra @ 8:21pm**



## Old Town Hall Committee Minutes

Date: May 7, 2024  
Time: 10:00 am

### 1. Call to Order

Secretary/Clerk Towstiuc called the meeting to order at 10:00 am.

### 2. Adoption of Agenda

**Moved By** Michelle Navackas

**Seconded By** Mona Blain

That the Old Town Hall Committee hereby adopt the agenda of May 7, 2024, as presented. **Carried**

### 3. Disclosure of Pecuniary Interest

None disclosed.

### 4. Adoption of Minutes

**Moved By** Taraesa Tellier

**Seconded By** Norma McPhail

That the Old Town Hall Committee hereby adopt the minutes of April 18, 2024, as presented. **Carried**

### 5. Business Arising from Minutes

None.

### 6. New Business

#### 6.1 New Members

The Old Town Hall Committee welcomed new members, Michelle Navackas and Norma McPhail.

#### 6.2 Open House

### 7. Other Items Requiring Discussion

### 8. Adjournment

That the Old Town Hall Committee hereby adjourn at 10:52 am, to meet again at 10:00 am on Tuesday, June 4, 2024, or at the call of the Chair.





## Old Town Hall Committee Minutes

Date: May 13, 2024

Time: 7:00 pm

### Old Town Hall - Public Meeting Open House

**Council Members Present:** Deputy Mayor Taraesa Tellier  
Councillor Michelle Navackas

**Members Present:** Mona Blain, Chair  
Noma McPhail

**Staff Present:** Terri Towstiuc, Clerk/Recording Secretary

Deputy Mayor Tellier and Councillor Navackas presented attendees with a slide show presentation, reviewing the timeline thus far for the Old Town Hall rehabilitation project.

In 2015, an Ad Hoc committee was established, and an engineer's report determined numerous contraventions with the Building Code, requiring significant repairs at a costly amount. Relocation commenced for Service Ontario, Tiny Tots and Rodney Senior's Club. The Public Washrooms closed July 1, 2015.

The building was declared vacant in 2019, with utilities disconnected, which were an annual expense to the Municipality of \$10,000. Staff and Council started exploring funding opportunities, and proposed renovations were presented to Council in fall 2019, with renovations costs at approximately 2.5 million. A grant application for the ICIP: Community, Culture and Recreation Stream - Rehabilitation and Renovation Intake was submitted on November 12, 2019, with the key objective to revitalize the historic community building, enhance services and meet AODA requirements. The grant was approved on July 6, 2021, for \$2,516,250, with the Municipality required to fund only \$671,084 of that amount.

In 2022, plans were created to showcase potential ideas and uses, and what could evolve to meet the future needs of the community. However, COVID-19 created many issues for the project including lack of labour due to "lockdowns" and government restrictions and regulation, halting construction services.

2024 cost has now risen to an estimated amount of \$5,000,000 for the same proposed project, and the project completion deadline for the revitalization is March 27, 2027.

Options were presented at the public meeting, included continuation with the project, or sale of the building. The consensus of the attendees was to keep the building, continue with the proposed project, and continue to keep the building as a community hub. The main floor has a commitment from Elgin Library at a lease amount of \$50,000 to move the main library within the Old Town Hall. Other opportunities for spaces to promote heritage and culture would be available. With a larger space, Janet Given, Library Supervisor, advised they will be able to offer more programming that they currently cannot due to lack of space. The upper hall would have potential for a certified kitchen and community/banquet hall.

Deputy Mayor Tellier advised that a meeting took place with Karen Vecchio, MP's office, who will be seeking confirmation of a potential extension to the grant deadline, and to bring the funds in line with "today's" 2024-dollar amount, to cover the shortfall of approximately \$2.5 million. A request was last submitted to Rob Flack, MPP's office as well for assistance.

The potential for Heritage Designation was discussed, however the designation would take approximately two years to obtain, and places significant restrictions for renovations.

Concerns were raised about the significant cost, and that those funds could be used for more critical areas of the Municipality. Questions were raised about obtaining commitment from other organizations to utilize the building, however many organizations will not provide commitment until the space is available for viewing. Return on investment and increased revenue is critical for this proposal to be successful.

The idea of housing (low income/geared-to-income) was discussed, with some residents expressing concerns with this concept as there are already numerous rentals within the municipality that are vacant, due to the high rental cost and lack of available amenities. This type of housing is also not a revenue driver for municipalities. Residents expressed the need for the upper hall and stage to create cultural experiences and attract visitors for cultural events.

Business owners expressed their concerns regarding public washrooms, and how their businesses have been affected by the removal of the town hall washroom facilities. Business owners are left with expenses from vandalism and cleaning, which have forced some to deny access to their washrooms for public

use. Public washrooms would support public events such as Toonie Tuesdays and market nights, eliminating the cost to service clubs to order port-o-johns.

Other comments and concerns included acknowledging that more funding is required, utilize the grant that has been provided, "build it and they will come", the possibility for a less elaborate plan to reduce the total cost, and the concern for public washroom monitoring/security to prevent future vandalism.

Approximately fifty (50) members from the community attended the public open house.



# Municipality of West Elgin

## Minutes

### Recreation Committee

May 15, 2024, 7:00 p.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

**Present:** Nicole Campbell  
Cindy da Costa  
Megan Bartlett  
Michelle Navackas

**Regrets:** Councillor T. Tellier  
Courtney Kreamer

**Staff Present:** Jenn Vanesse

**1. Call to Order**

Co-Chair Megan Bartlett called the meeting to order at 7:03 p.m.

**2. Adoption of Agenda**

**Moved:** Michelle Navackas

**Seconded:** Nicole Campbell

That West Elgin Recreation Committee hereby adopts the agenda as circulated.

**Carried**

**4. Minutes**

**Moved:** Michelle Navackas

**Seconded:** Cindy da Costa

That the West Elgin Recreation Committee adopts the minutes of March 27th, 2024 as printed and circulated.

**Carried**

**5. Business Arising from Minutes**

No business arising from the minutes.

**6. New Business**

**6.1 Sub committee for new child & youth resource**

This was deferred until we had a larger committee and more details.

**6.2 Canada Day Planning**

Opening ceremonies & cake cutting

- Taraesa was sourcing national anthem singer
- Legion Colour guard is being asked to attend
- Cake from Foodland, and Jenn will organize it
- supplies for cake: plates, forks, knives, napkins

Bouncy castles

- 2 are booked for different age groups

Recreation Games

- basketball 3 point competition
- pickleball courts with demos
- drop in soccer game
- free swimming
- fitborough, dance and yoga demos in the park

Feather Wall Mural

- spread your wings West Elgin
- once completed will go up in the arena for people to take selfies with

#### Food trucks

- a variety of trucks are sourced out

#### Band

- Michelle has secured a band for entertainment

#### Fireworks

- Jenn is working with the fire department on ordering/set up, etc...

#### Face painters

- going to be looking to the high school for some students interested

#### Volunteers

- there will be some flyers made for volunteers for high school, and grade 8's before they are out of school
- Michelle and Jenn will get a schedule and list together of how many we need and what for
- Pool students helped last year as well, so Jenn will reach out to see if they are interested again

#### Decorations

- banners, balloons and pins

#### Grant

- we were successful in obtaining the grant for 2024
- discussed budget from last year and what we have to work with this year

### **6.3 Additional Committee Members**

Michelle is going to bring this to council next week so that the ball can get rolling for advertising for more members, etc... and the terms of reference and goals will need to be worked. Michelle was going to see what other recreation committees have for their terms of reference/objectives to help develop ours.

**7. Adjournment**

**Moved:** Michelle Navackas

**Seconded:** Nicole Campbell

That West Elgin Recreation Committee hereby adjourn at 7:36 p.m. to meet again on June 19th, 2024 at 7:00 p.m.

**Carried**

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Megan Bartlett, Co-Chair

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Jenn VanEsse, Recording Secretary



## Staff Report

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**Report To: Council Meeting**

**From: Corey Pemberton, Chief Building Official**

**Date: 2024-06-13**

**Subject: Building Department Summary Report – May 2024**

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide Council with a summary of Building Department activities for the month of May 2024.


### **Background:**

Please see attached Summary Report.

Respectfully submitted by,

*Corey Pemberton, CBO*



 <b>MUNICIPALITY OF West Elgin</b>	Municipality of West Elgin	
	Permit Comparison Summary	
	Issued For Period January - May 2024	

Current Year to Date 2024				Previous Year to Date 2023			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	6	15,424	952,470	Accessory structures	10	2,057	240,500
Agricultural	5	9,431	1,190,000	Agricultural	10	10,951	2,506,450
Change of Use				Change of Use		-	-
Commercial				Commercial	1	-	1,200,000
Demolition				Demolition	4	640	104,200
Heating				Heating		-	-
Industrial Building				Industrial Building	2		
institutional Building				institutional Building	1	10,060	765,000
Miscellaneous	1	160	20,000	Miscellaneous	1	160	19,000
Plumbing	1	350	15,000	Plumbing	4	200	3,000
Pools	1	160	24,000	Pools	10	2,140	85,706
Residential Building	8	24,780	4,710,390	Residential Building	8	17,685	2,952,774
Sewage System	5	3,160	87,000	Sewage system	1	3,690	128,840
Signs	2	660	23,000	Signs			6,000
Combined Use				Combined Use		-	-
<b>TOTAL</b>	<b>29</b>	<b>54,125</b>	<b>7,021,860</b>	<b>TOTAL</b>	<b>52</b>	<b>47,583</b>	<b>8,011,470</b>

Current Year 2024			Previous Year 2023		
TOTAL PERMIT ISSUED		29		52	
TOTAL DWELLING UNITS CREATED		14		5	
TOTAL PERMIT VALUE		7,021,860		8,011,470	
TOTAL PERMIT FEE		54,125		47,583	
TOTAL INSPECTION COMPLETED(YTD)		328		212	

May 2023 Compared to May 2024							
Current Year 2024				Previous Year 2023			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	674	307,500	Accessory structures	4	827	92,500
Agricultural	1	1,990	235,000	Agricultural	1	484	40,000
Change of Use				Change of Use			
Commercial				Commercial	1		1,200,000
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building	1	309	15,000
Miscellaneous				Miscellaneous	1	160	19,000
Plumbing	1	350	15,000	Plumbing			
Pools	1	160	24,000	Pools	3	480	84,706
Residential Building	2	4,598	1,350,000	Residential Building	2	4,190	559,852
Sewage System	2	1,120	55,000	Sewage System	2	560	37,500
Signs				Signs	1		6,000
Combine Use				Combined Use			
<b>TOTAL</b>	<b>9</b>	<b>8,892</b>	<b>1,986,500</b>	<b>TOTAL</b>	<b>16</b>	<b>7,010</b>	<b>2,054,558</b>



**Staff Report**

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2024-06-13  
**Subject:** Monthly Report for May 2024

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**Recommendation:**

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

**Purpose:**

To provide Council with an update on fire department activities in the month of May 2024.

**Background:**

***Emergency Responses***

Alarms Sounding	3
Medical Assist	7
Power Lines Down	2
Human – Perceived Emergency	1
TOTAL	13

***Training & Meetings***

Department topics included incident review, and hydrant operations.

Members received Provincial Certification in NFPA 1002 Pumper Operations, NFPA 1021 Fire Officer, and NFPA 1041 Fire Instructor.

Fire chief attended meetings regarding the potential joint tanker order.

West Elgin was selected as a pilot department for the Office of the Fire Marshal’s new Learning Management System/Training and Certification Portal.

***Fire Prevention***

No new inspections.

***Other Activities/Information***

Three recruits will be graduating from the Elgin-Middlesex Regional Fire School NFPA 1001 Recruit Course in June.

The currently vacant Fire Prevention Officer and Training Officer positions have been posted internally.

The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County.

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

**Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by:

Jeff McArthur, Fire Chief

### Report Approval Details

Document Title:	Monthly Activity Report - May 2024 - 2024-07-Fire.docx
Attachments:	
Final Approval Date:	Jun 11, 2024

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

Terri Towstiuć



## Staff Report

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**Report To: Council Meeting**

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

**Date: 2024-06-13**

**Subject: Monthly Operations Update – May 2024**

---

### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide West Elgin Council with an overview of work conducted within the operations department during the month of May.

### **Background:**

#### Parks and Recreation

- Recreation staff removed the cover at the Rodney Community Pool and completed the spring start-up.
- Initial soccer field layout was done and weekly line painting for West Lorne has begun.
- Open/spring cleaning at Marina washrooms, with daily cleaning commencing May 17.
- Open/spring cleaning at Miller Park washrooms with daily cleaning commencing May 17.
- Flower baskets were hung in downtown Rodney and West Lorne on May 23 along with donation signs. The regular watering schedule for all flowers started on May 24.
- Regular grass cutting at all green space locations and municipal facilities.
- Summer students started May 6 and are doing an excellent job.

#### Public Works

- Grading was completed and dust suppressant applied to all municipal roads that are not receiving maintenance gravel this year.
- Ground maintenance operations at the landfill in preparation for the spring inspection.
- Additional recycling hauled to the London MRF because of large item collection week.
- Curb and gutter cleaning/sweeping was completed in Rodney, West Lorne, and the outlying areas.
- Pothole patching when weather permitted.
- Grass cutting operations started along the municipal ROW.
- Public works staff assisted at the PGTP with drain and slope repairs.
- Ditching and drain installation completed on Fleming Line west of Blacks Road
- All operations staff attended cyber security training presented by OPP.
- Preparation work for Blacks Road surface treatment began with catch basin relocation north of McLean Line.

Utilities

- Hydrant on Graham Road south of Marsh Line was replaced and yard rehab completed.
- Utility staff were called out after hours for a water leak on Downie Line between Colley Road and Graham Road.
- Scheduled repairs to a water curb box on Queen St Rodney.
- Meters were read mid-May and re-reads completed.
- Locate requests, final reads, and all other regular duties were completed.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell  
 Manager of Operations and Community Services



### Report Approval Details

Document Title:	Monthly Operations Update - May 2024 - 2024-20-Operations Community Services.docx
Attachments:	
Final Approval Date:	Jun 11, 2024

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

Terri Towstiac



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-06-13  
**Subject:** Old Town Hall Options

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### **Recommendation:**

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

That Council approve option:

**Option 1:** Remain “Status Quo”, directing the Old Town Hall Committee to continue pursuing avenues to increase funding for the revitalization of the building.

**Option 2:** That Council direct the Clerk to proceed with implementing the procedures prescribed in By-law 2019-14 being a By-law to Adopt and Maintain a Policy with Respect to the Sale and Other Disposition of Land Owned by the Municipality of West Elgin, beginning at the next regular meeting of Council.

**Option 3:** direct staff to initiate the formal process to create a Board of Management for the Old Town Hall.

### **Purpose:**

The purpose of this report is to provide Council with options to determine the future of the Old Town Hall Building, 217 Furnival Road, Rodney.

### **Background:**

At the Old Town Hall Committee meeting on June 4, Councillor Navackas requested a report be provided to Council regarding the options for the future of the Old Town Hall building, located in downtown Rodney. Currently, the building needs significant repairs to just be brought back to code (Building Code), and a revitalization has been estimated at \$5,000,000. A Municipal renovation must adhere to full AODA regulations, to allow full access to all patrons.

The committee held an Open House on May 13, with invitations extended to all community members, to provide their feedback regarding the building. It was noted that the community members that attended would like to see the building remain, with the result being a community hub, for all to enjoy. Ideas included a bigger library, community art space, theater, and licensed kitchen.

Council has options, to determine the future of this Old Town Hall;

1. Remain “Status Quo” with the committee, with the idea to continue the current revitalization proposal, which requires additional funding of at least \$2,500,000 (which is in addition to the previous grants obtained for the project). Staff and committee members will continue to search for additional grants, if available, however additional provincial or federal funding is unlikely due to previously receiving a grant for this proposed project.
2. Sell the building at a fair market value with the possibility of losing a treasured building in the community.
3. Create a board of management (similar comparison would be the Port Glasgow Yacht Club or Rodney Fair Board). A Board would be able to obtain their own grant funding, fundraising opportunities and strategic direction.

**Financial Implications:**

Potential of \$2,500,000, in addition to the approximate \$2,500,000 previously received in Provincial and Federal grant funding.

**Policies/Legislation:**

N/A

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuć  
Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-06-13  
**Subject:** Training and Education Reimbursement Policy Update

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer and that West Elgin Council approves updates to the Training and Education Reimbursement Policy.

### **Purpose:**

The purpose of this report is to establish guidelines for decision-making, ensure consistency, and protect the interests of our organization.

### **Background:**

Recently, two employees attended offsite training arranged and paid for by the municipality. The length of the training was three separate (full – 8 hrs.) days, during which both employees were compensated for a full 8-hour workday. Additionally, they were provided with a municipal vehicle, and their meals were covered by the municipality.

It came to my attention that both employees submitted a total of 4.25 hours of overtime, which was approved by their immediate supervisor/manager. Upon review, the overtime was rejected and in the absence of a policy the following justification was applied.

1. The training was approved by the supervisor/manager.
2. The cost of the training was covered by the municipality.
3. Transportation to and from the training facility was covered by the municipality.
4. Meals during the training were covered by the municipality.

Typically, travel time to and from the training facility varies, as some employees may choose to use their own vehicle and submit for mileage reimbursement. In our case, both employees used a municipal vehicle, traveling from the municipal office to the training location. Their overtime was calculated from the time they arrived at the municipal office to the time they returned to the office. Determining the exact travel time needed for the training facility remains a challenge.

From my experience, some organizations have policies allowing employees to submit for travel time up to 12 hours per day, particularly for out-of-province training where travel exceeds 4 hours. Despite such policies, most employees opt not to submit for overtime, recognizing that the training benefits both the organization and their personal skillset.

The rejected overtime was not challenged by either the employees or the management team.

**Financial Implications:**

If the council chooses to approve this proposed addition to the training policy, there is no financial implications as the cost of the training is incorporated in 2024 approved operating budget.

If the council chooses not to approve this policy and agrees to pay employees overtime relating to the travel time to and from the training, a separate overtime training policy will need to be established, as all hourly employees receive overtime pay at 1.5 rate but office staff at 1.0.

**Policies/Legislation:**

Training and Education Reimbursement Policy

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura

### Report Approval Details

Document Title:	Training and Education Reimbursement Policy Update - 2024-17-Administration Finance.docx
Attachments:	- HR-1.13 - Education Policy.pdf
Final Approval Date:	Jun 4, 2024

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

Terri Towstiuć



## Municipality of West Elgin

### Schedule "A" to By-Law #2021-11

#### Policy HR-1.13 Training and Education Reimbursement Policy

Effective Date: **February 1, 2021**

Review Date: June 13, 2024

### Policy Statement

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

### Application

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

### Eligibility

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

#### Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin.
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO).

#### Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;

- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

## **Process**

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on the amount of funds available in the current year's budget and the departmental needs/requirements for training and development.

## **Training Reimbursement Policy**

### **Purpose**

This policy outlines the reimbursement process and guidelines for employees attending training sessions arranged by the Municipality. The goal is to ensure employees are fairly compensated for their time and expenses while participating in professional development activities.

### **Scope**

This policy applies to all employees attending training programs organized or approved by the municipality.

### **Eligibility**

- Employees must receive prior approval from their supervisor or manager to attend the training.
- Training must be relevant to the employee's current role or career development within the municipality.

## **Reimbursement Categories**

### **1. Mileage**

Employees will be reimbursed for mileage when using their personal vehicle to travel to and from the training location. Reimbursement will be based on the current CRA standard mileage rate. Employees must submit an expense report detailing the dates, destinations, and total miles traveled.

### **2. Cost of Training**

The municipality will cover the full cost of the training, including registration fees and required materials.

Receipts or proof of payment must be submitted for reimbursement.

### **3. Meals**

Employees must submit itemized receipts for all meal expenses.

### **4. Compensation for Training During Regular Work Hours**

Employees attending training during their regular work hours will be compensated for up to 8 hours of regular pay per day.

Time spent in training will be considered as hours worked.

### **5. Procedure for Reimbursement**

Employees must complete and submit an expense report within 30 days of the training completion. The form should include:

- Dates of training
- Location of training
- Detailed mileage log (if applicable)
- Itemized receipts for all expenses
- Proof of training completion (certificate or equivalent)
- Approval Process

The completed Expense Report must be reviewed and approved by the employee's immediate supervisor.

The supervisor will forward the approved form to the Finance Department for processing.

Reimbursements will be processed within two weeks after receipt of the approved form.

## **General Conditions**

All expenses must be reasonable and necessary.

The municipality reserves the right to deny reimbursement for any expenses deemed excessive or not in compliance with this policy.

Employees are expected to adhere to the municipality's travel and expense policies when incurring expenses related to training.

### **Responsibility**

- Employees are responsible for understanding and complying with this policy.
- Supervisors and managers are responsible for approving training and related expenses.
- The Finance Department is responsible for processing reimbursements in accordance with this policy.

### **Policy Review**

This policy should be reviewed periodically and updated as necessary to ensure it remains current and effective.

## Municipality of West Elgin

### Schedule "A" to By-Law #2021-11

#### Policy HR-1.13 Training and Education Reimbursement Policy

**Effective Date:** February 1, 2021

**Review Date:** June 13, 2024

### **Policy Statement**

The Municipality is committed to attract and retain competent employees and to help enrich the work experience of employees through greater satisfaction and preparation for assuming levels of performance and responsibility.

To provide on an equitable and consistent basis, a method of meeting the training and development needs of employees in accordance with individual and organizational needs, requirements and objectives.

### **Application**

This policy applies to eligible employees of the Municipality of West Elgin including members of the West Elgin Fire Department.

### **Eligibility**

To be eligible to receive reimbursement for an education or training course the following criteria must be met:

#### Employee Eligibility

- a) Full time employee and/or active member of the fire department of the Municipality of West Elgin.
- b) Not Receiving financial assistance from other sources (ie scholarship, grants or reimbursement from other employment source);
- c) Completed one (1) year in an ongoing position. Employees on a fixed term position are not eligible (if the job requires certain ongoing training/education, exceptions to this qualification may be granted by the CAO). Firefighters must adhere to standard fire department procedures for course requests.

#### Course Eligibility

The following list, while not exhaustive, describes the type of programs and courses which may be approved for reimbursement:

- a) Offered by an accredited college or university;
- b) Offered by professional institution/ association such as AMCTO or AMO
- c) Skills training or professional development related to current role
- d) Courses required for the completion of a job-related diploma/ degree or certificate
- e) Courses must have a direct relationship to present job responsibilities or anticipated future responsibilities as approved by CAO.

## **Process**

Approval for Educational Course is subject to Department Head and/or CAO approval as well as availability of funds within the current year's budget.

All employees and fire fighters must submit the Educational Course Approval and Fee Reimbursement Form to their Department Head for approval prior signing up or beginning any course. Firefighters must follow normal fire department procedures for course requests.

The employee must apply for reimbursement once the course is completed and the grade and/or certificate has been awarded through submission of Section 3 of Educational Course Approval and Fee Reimbursement Form.

Reimbursement amounts shall be awarded based on the amount of funds available in the current year's budget and the departmental needs/requirements for training and development.

## **Training Reimbursement Policy**

### **Purpose**

This policy outlines the reimbursement process and guidelines for employees attending training sessions arranged by the Municipality. The goal is to ensure employees are fairly compensated for their time and expenses while participating in professional development activities.

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This policy applies to all employees attending training programs organized by the municipality.

### **Eligibility**

- Employees must receive prior approval from their supervisor or manager to attend the training.
- Training must be relevant to the employee's current role or career development within the municipality.

## **Reimbursement Categories**

### **1. Mileage**

Employees will be reimbursed for mileage when using their personal vehicles to travel to and from the training location, based on the current CRA standard mileage rate. To receive reimbursement, employees must submit an expense report detailing the dates, destinations, and total miles traveled. If a municipal vehicle is available, it must be used at the discretion of the department head.

### **2. Cost of Training**

The municipality will cover the full cost of the training, including registration fees and required materials. Receipts or proof of payment must be submitted for reimbursement.

### **3. Meals**

Employees must submit itemized receipts for all meal expenses. All expenses must be reasonable and necessary.

### **4. Compensation for Training During Regular Work Hours**

Full-time employees attending training during their regular work hours will be compensated for up to 8 hours of regular pay per day. Time spent in training will be considered as hours worked. Adjusted compensation terms may apply to fire department recruit training.

### **5. Procedure for Reimbursement**

Employees must complete and submit an expense report within 30 days of the training completion. The form should include:

- Dates of training
- Location of training
- Detailed mileage log (if applicable)
- Itemized receipts for all expenses
- Proof of training completion (certificate or equivalent)
- Approval Process

The completed Expense Report must be reviewed and approved by the employee's immediate supervisor.

The supervisor will forward the approved form to the Finance Department for processing.

Reimbursements will be processed within two weeks after receipt of the approved form.



## **General Conditions**

- All expenses must be reasonable and necessary.
- The municipality reserves the right to deny reimbursement for any expenses deemed excessive or not in compliance with this policy.
- Employees are expected to adhere to the municipality's training and education policies when incurring expenses related to training.

## **Responsibility**

- Employees are responsible for understanding and complying with this policy.
- Supervisors and managers are responsible for approving training and related expenses.
- The Finance Department is responsible for processing reimbursements in accordance with this policy.

## **Policy Review**

This policy should be reviewed periodically and updated as necessary to ensure it remains current and effective.



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-06-13  
**Subject:** Three Levels of Leadership Model

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Three Levels of Leadership for information only.

### **Purpose:**

The purpose of this report is to present the final document to the council, which formalizes three levels of leadership, detailing clear roles, responsibilities, and expectations for each level.

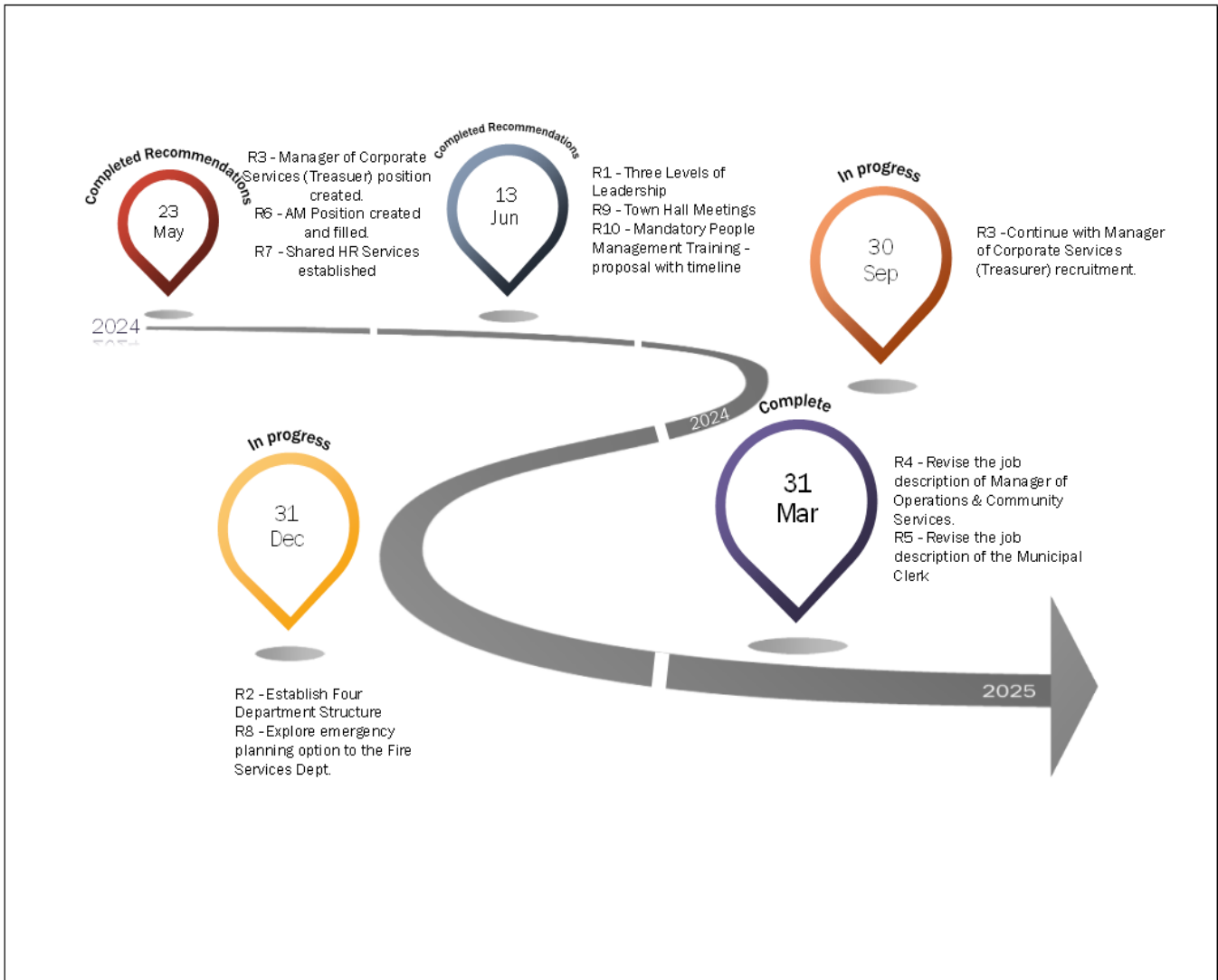
### **Background:**

On January 25, 2024, Linton Consulting presented the council with the final Organizational Review report, providing a thorough overview of our organization. On May 23, 2024, a list of recommendations along with their completion statuses was presented to the council for review and comments. It was noted that Recommendation 1 will be presented at the council meeting on June 13, 2024.

The attached document outlines a three-level leadership model in hierarchical order, where staff at different levels assume different degrees of responsibility and authority. The Three Levels of Leadership Model categorizes these levels as Chief Administrative Officer (CAO), Manager, and Supervisor. Each level consists of specific skills, competencies, and responsibilities essential for leading and managing towards organizational goals.

This document has been shared with supervisors and managers. As we transition to a four-department structure, roles and responsibilities will be adjusted to fit our profiles and align with our organizational goals.

In addition, a flow chart has been created to illustrate the organizational review recommendations that are currently completed and those in progress, with the goal of completion by March 31, 2025.



**Financial Implications:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,  
Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	Three Levels of Leadership - 2024-19-Administration Finance.docx
Attachments:	- Three Levels of Leadership.pdf
Final Approval Date:	Jun 11, 2024

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

Terri Towstiac

## Three-Level Leadership Model

Position	Roles	Responsibilities	Expectations
<b>Chief Administrative Officer (CAO)</b>	Organizational Oversight	Develop and execute the organization's strategic plan in alignment with Council's mission and vision.	CAO is expected to have a clear understanding of the organization's mission, vision, and long-term goals, and to develop strategic plans to achieve them.
	Establish organization-wide goals and priorities	Establish and maintain effective governance structures and processes to ensure accountability and transparency.	CAO is expected to provide strong leadership to the organization, guiding and inspiring employees at all levels to work towards common objectives.
	Leads Senior Management Team	Oversee budgets, financial planning, and resource allocation to support organizational goals and objectives.	CAO is expected to ensure that the organization's day-to-day operations run smoothly and efficiently, delivering high-quality services to residents.
	Primary Council point of contact	Identify, assess, and mitigate risks that may impact the organization's operations, reputation, or financial stability.	CAO is expected to manage the organization's finances responsibly, including budgeting, financial planning, and risk management, to ensure long-term sustainability and growth.
		Ensure compliance with relevant laws, regulations, and industry standards to mitigate legal and regulatory risks.	CAO is expected to ensure that the organization operates in compliance with all relevant laws, regulations, and industry standards, and to uphold high standards of governance and ethical conduct.
		Manage human resources, including recruitment, retention, training, performance evaluation, and workforce planning.	CAO is expected to build and maintain positive relationships with key stakeholders, including employees, customers, investors, regulators, and the community.
		Direct and coordinate organizational activities to optimize efficiency, productivity, and performance.	
	Build and maintain relationships with key stakeholders, including board members, investors, government agencies, and community partners.		

## Three-Level Leadership Model

		<p>Foster a positive organizational culture that promotes teamwork, innovation, diversity, and inclusion.</p> <p>Oversee technology initiatives and infrastructure development to support business operations and growth.</p> <p>Facilitate communication within the organization and with council to ensure alignment and transparency.</p> <p>Identify and cultivate strategic partnerships and alliances to enhance the organization's capabilities and reach.</p> <p>Establish key performance indicators (KPIs) and metrics to monitor organizational performance and effectiveness.</p> <p>Lead organizational change initiatives and manage resistance to change to drive continuous improvement and innovation.</p> <p>Develop and implement crisis management plans to respond effectively to emergencies, disasters, or unexpected events.</p> <p>Demonstrate ethical leadership and promote a culture of integrity, honesty, and ethical behavior throughout the organization.</p>	<p>CAO is expected to lead organizational change initiatives effectively, managing resistance and ensuring that changes are implemented smoothly and successfully.</p> <p>CAO is expected to foster a culture of innovation and adaptability within the organization, encouraging employees to embrace new ideas and approaches to stay competitive in a rapidly changing environment.</p> <p>CAO is expected to communicate effectively with employees, senior leadership, stakeholders, and other external parties, providing clear direction, feedback, and updates on organizational activities and performance.</p> <p>CAO is expected to be prepared to respond to crises, emergencies, or unexpected events, leading the organization's response with resilience, agility, and a focus on minimizing disruption and harm.</p> <p>CAO is expected to continuously develop their own skills and knowledge, staying informed about industry trends, best practices, and emerging technologies to ensure that the organization remains at the forefront of its field.</p>
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## Three-Level Leadership Model

<p><b>Manager</b></p>	<p>Department oversight</p> <p>Accountable for departmental goals and priorities</p> <p>Member of Senior Management Team</p> <p>Eligible to be Acting CAO if required</p> <p>Council attendance/interaction</p>	<p>Develop operational plans and set objectives to achieve organizational goals.</p> <p>Structure workflows, tasks, and resources to ensure efficient operations.</p> <p>Recruit, select, and hire employees who are a good fit for their roles and the organization.</p> <p>Provide training and development opportunities to help employees improve their skills and advance in their careers.</p> <p>Assign tasks and responsibilities to team members based on their skills, interests, and availability.</p> <p>Monitor employee performance, provide feedback, and offer support and guidance as needed.</p> <p>Inspire and encourage team members to work towards common goals and achieve their full potential.</p> <p>Address conflicts and disputes among team members in a fair and constructive manner.</p> <p>Facilitate open and effective communication within the team and with other departments.</p> <p>Conduct regular performance evaluations and provide constructive feedback to help employees improve their performance.</p>	<p>Managers are expected to provide strong leadership to their teams, inspiring, motivating, and guiding employees towards achieving organizational goals.</p> <p>Managers are expected to make informed and timely decisions, considering the impact on the team, the organization, and stakeholders.</p> <p>Managers are expected to communicate effectively with their teams, conveying information clearly, listening actively, and fostering open dialogue.</p> <p>Managers are expected to delegate tasks and responsibilities appropriately, empowering team members to take ownership and contribute to the team's success.</p> <p>Managers are expected to set clear performance expectations, provide regular feedback, and address performance issues promptly and constructively.</p> <p>Managers are expected to handle conflicts and disagreements within their teams professionally and impartially, seeking resolution in a fair and respectful manner.</p> <p>Managers are expected to identify problems, analyze root causes, and</p>
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## Three-Level Leadership Model

		<p>Identify and resolve problems or obstacles that may arise during project execution or daily operations.</p> <p>Ensure that services delivered meet quality standards and determined service levels.</p> <p>Manage departmental budgets and expenses to ensure that resources are allocated effectively and efficiently.</p> <p>Identify potential risks and develop strategies to mitigate them, ensure the safety and security of employees and assets.</p> <p>Ensure that all activities comply with relevant laws, regulations, and organizational policies.</p> <p>Foster a positive team environment and promote collaboration, trust, and mutual respect among team members.</p> <p>Identify opportunities for process improvement and implement changes to enhance efficiency and productivity.</p> <p>Set clear, achievable goals and objectives for the team and monitor progress towards their attainment.</p> <p>Ensure that customers or clients receive prompt and satisfactory service, addressing any concerns or complaints in a timely manner.</p>	<p>develop effective solutions to overcome challenges and obstacles.</p> <p>Managers are expected to foster a positive team environment, promoting collaboration, trust, and camaraderie among team members.</p> <p>Managers are expected to set ambitious yet achievable goals for their teams and take proactive steps to ensure their attainment.</p> <p>Managers are expected to manage resources effectively, including budgets, personnel, and equipment, to optimize team performance and productivity.</p> <p>Managers are expected to support the professional growth and development of their team members, providing opportunities for training, mentorship, and career advancement.</p> <p>Managers are expected to uphold high ethical standards and integrity in all their interactions and decisions, setting a positive example for their teams.</p> <p>Managers are expected to be flexible and adaptable, able to adjust plans and strategies in response to changing circumstances or new information.</p>
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## Three-Level Leadership Model

		<p>Support the professional growth and development of team members through training, mentorship, and career advancement opportunities.</p>	<p>Managers are expected to prioritize the needs and satisfaction of customers or clients, ensuring that products or services meet quality standards and exceed expectations.</p> <p>Managers are expected to foster a culture of continuous improvement and innovation within their teams, seeking out opportunities to streamline processes and enhance performance.</p> <p>Managers are expected to take responsibility for the outcomes of their teams' efforts, owning both successes and failures and learning from them.</p>
<b>Supervisor</b>	Day-to-day supervision of activities and staff	<p>Supervisors are responsible for assigning tasks and duties to employees, ensuring that workloads are distributed effectively and efficiently.</p> <p>Supervisors monitor the performance of their team members, providing feedback, coaching, and guidance to help them meet performance expectations and goals.</p> <p>Supervisors are involved in the training and development of their team members, providing instruction on job duties, procedures, and best practices.</p> <p>Supervisors create work schedules for their team members, considering staffing needs, employee availability, and operational requirements.</p>	<p>Supervisors are responsible for assigning tasks and duties to team members based on their skills, experience, and workload.</p> <p>Supervisors monitor the progress of assigned tasks, ensuring that they are completed on time and according to quality standards.</p> <p>Supervisors offer guidance and support to team members, clarifying instructions, answering questions, and providing assistance as needed.</p> <p>Supervisors facilitate the training and development of team members, providing instruction on job duties, procedures, and best practices.</p>

## Three-Level Leadership Model

		<p>Supervisors ensure that their team members comply with company policies, procedures, and regulations, as well as health and safety standards.</p> <p>Supervisors address and resolve issues and conflicts that arise within their teams, finding solutions to challenges and obstacles that may impede productivity or performance.</p> <p>Supervisors communicate effectively with their team members, providing instructions, updates, and feedback in a clear and timely manner.</p> <p>Supervisors conduct performance evaluations for their team members, assessing their performance against established goals and providing constructive feedback for improvement.</p> <p>Supervisors motivate and inspire their team members to achieve their best performance, recognizing and rewarding accomplishments and fostering a positive work environment.</p> <p>Supervisors foster teamwork and collaboration among their team members, encouraging communication, cooperation, and mutual support.</p> <p>Supervisors handle conflicts and disagreements within their teams, facilitating discussions and negotiations to reach resolution and maintain positive working relationships.</p>	<p>Supervisors evaluate the performance of team members, providing feedback on strengths, areas for improvement, and progress towards goals.</p> <p>Supervisors address conflicts and disagreements that arise within the team, mediating disputes and finding solutions to maintain harmony and productivity.</p> <p>Supervisors motivate and inspire team members to achieve their best performance, recognizing accomplishments and providing encouragement and support.</p> <p>Supervisors ensure that team members comply with company policies, procedures, and regulations, as well as health and safety standards.</p> <p>Supervisors communicate effectively with team members, providing instructions, updates, and feedback in a clear and timely manner.</p> <p>Supervisors manage resources such as time, materials, and equipment to ensure that tasks are completed efficiently and effectively.</p> <p>Supervisors maintain a safe and healthy work environment for team members, identifying and addressing hazards and</p>
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## Three-Level Leadership Model

		<p>Supervisors manage resources such as time, materials, and equipment to ensure that tasks are completed efficiently and effectively.</p> <p>Supervisors ensure that their team members provide excellent customer service, addressing customer inquiries, concerns, and complaints in a professional and timely manner.</p> <p>Supervisors provide regular reports to management on team performance, productivity, and any issues or concerns that may arise.</p> <p>Supervisors identify opportunities for process improvement and efficiency gains within their teams, implementing changes and initiatives to enhance performance and results.</p> <p>Supervisors are responsible for maintaining a safe and healthy work environment for their team members, identifying and addressing hazards and ensuring compliance with safety protocols.</p>	<p>ensuring compliance with safety protocols.</p> <p>Supervisors foster teamwork and collaboration among team members, encouraging communication, cooperation, and mutual support.</p> <p>Supervisors ensure that team members provide excellent customer service, addressing inquiries, concerns, and complaints in a professional and timely manner.</p> <p>Supervisors provide regular reports to management on team performance, productivity, and any issues or concerns that may arise.</p> <p>Supervisors identify opportunities for process improvement and efficiency gains within the team, implementing changes and initiatives to enhance performance and results.</p> <p>Supervisors delegate decision-making authority and responsibilities to team members as appropriate, empowering them to take ownership and initiative.</p>
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## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-06-13  
**Subject:** Leadership Training Proposal

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Leadership Training and That; West Elgin council approves the Leadership Training Proposal prepared by Mohawk College Enterprise in the amount of \$38,700.00 plus applicable taxes.

### **Purpose:**

The purpose of this report is to request council approval for the Leadership Training proposal recommended by Linton Consultants, identified as mandatory training for management and senior staff.

### **Background:**

On January 25, 2024, Linton Consulting presented the council with the final Organizational Review report. One key recommendation, Recommendation 10, emphasized the need to "Provide mandatory people management training to all managers and supervisors." During the review, staff interviews revealed common concerns regarding people management, including the necessity for increased respect and professionalism across the organization and frustration over supervisors/managers frequently bypassing the appropriate chain of command.

In recent weeks, I have been exploring various training options for managers and supervisors. Although there are many virtual training programs available, they tend to be general and only briefly address our specific concerns. I discovered that Mohawk College Enterprise (MCE) offers leadership development tailored for municipalities. After forwarding the final copy of the organizational review and conducting a virtual meeting with their program administrators, we identified the following areas of concern:

- Communication and leadership challenges
- Lack of people skills
- Ignoring the chain of command, leading to staff feeling undervalued and confused
- Low morale and high turnover
- Perceptions of micromanagement and unresponsiveness
- Last-minute decision-making
- Senior managers overly involved in daily operations
- Lack of guidance or mentorship
- Inconsistent internal communication
- A list of potential learning opportunities has been developed and is detailed in the attached proposal. MCE's training program focuses on three main themes:

- Team Performance
- People Management Skills
- Organizational Capacity

Additional areas that could be explored, time permitting, include:

- Workplace burnout
- Ineffective project management
- Reputational damage and legal non-compliance/public trust issues

A blended learning approach has been identified as the ideal solution to address leadership gaps, with workshop-style training being proposed.

MCE's training program is divided into three phases:

### **Phase 1: Team Performance**

This phase aims to foster a cohesive and united team, cultivate trust among members, and establish a culture of psychological safety where everyone feels heard and valued. This phase will consist of 2 full days of training sessions.

### **Phase 2: People Management Skills**

Building on the foundational components, this phase will concentrate on developing practical leadership skills. It will consist of eight full days of learning, scheduled one per month over eight months. This monthly schedule will allow employees to absorb the information, apply the knowledge in real-life scenarios, and share their lessons learned. Additionally, it will provide an opportunity to discuss challenges and successes with the group in each subsequent session.

### **Phase 3: Organizational Capacity**

Designed for the CAO, this phase involves a 360 Assessment and one-on-one coaching. The goal is to gather feedback from at least 30 raters to provide useful perception-based insights.

In summary, each phase of the training is specifically tailored to address distinct aspects of leadership and organizational development. This training is essential for fostering a productive, engaged, and resilient workforce, driving organizational success, and ensuring long-term sustainability. I strongly recommend that the council approve this purchase so the training schedule can be developed and implemented.

### **Financial Implications:**

An additional \$100,000 was allocated and approved by the council in the 2024 budget for the purpose of implementing organizational changes and cover employees pay adjustments through pay equity review.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	Leadership Training - 2024-18-Administration Finance.docx
Attachments:	- West Elgin Training Proposal.pdf - Mohak College Enterprise.pdf
Final Approval Date:	Jun 11, 2024

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

Terri Towstiuć



# Leadership Training Proposal

May 29, 2024



Prepared By :  
Dany Spencer  
Sue Buckley  
Trishna Ravaliya



MUNICIPALITY OF  
West Elgin

Presented To :  
Magda Badura





MOHAWK COLLEGE ENTERPRISE

# *About Us*

At MCE, we are the go-to for leadership development, serving as the essential starting point for individuals and organizations seeking to cultivate exceptional leaders.



With our suite of signature training programs, fundamental knowledge of a powerful user experience, and expert facilitation, we provide the knowledge and inspiration necessary to embark on a transformative leadership journey with MCE – or we'll guide you in the right direction.



MOHAWK COLLEGE ENTERPRISE

# Our Team



**Sue Buckley**  
Business  
Development  
Officer



**Dany  
Spencer**  
Lead Instructional  
Designer



**Trishna  
Ravaliya**  
Instructional  
Designer



**Irene Grant**  
Learning  
Coordinator



**April Morganti**

President/CEO

"Enable Your Leadership Potential:  
Your Growth is Our Priority."

# ***Vision & Mission***

## ***Vision***

Our VISION is to remain the trusted 'go-to' partner for anyone seeking to elevate their leadership journey and achieve lasting success, through a commitment to excellence, integrity, and continuous improvement.

## ***Mission***

Our MISSION is to be the unparalleled ('go-to') leader in developing exceptional leadership capabilities within individuals and organizations.

## History

In 2023, the Community of West Elgin engaged Linton Consulting Services (LC) to evaluate their operational status and identify areas for improvement to enhance the effectiveness of their leadership team and better serve the community. LC's final report recommended mandatory people management training for all managers and supervisors. Consequently, Mohawk College Enterprise (MCE) was brought on to offer training options that would address these needs. MCE conducted an extensive needs analysis, incorporating LC's findings, and developed the following training needs assessment statement, also commonly referred to as a "Business Problem Statement".

## ***MCE'S NEEDS ASSESSMENT STATEMENT***

The Community of West Elgin is grappling with significant internal **communication** and **leadership challenges**. Managers and supervisors lack the necessary **people skills**, often bypassing the chain of command and leaving staff feeling **undervalued** and **confused** by conflicting directions. This has led to **low morale, high turnover**, and interpersonal conflicts. **Leadership** is perceived as **micro-managing, unresponsive**, and **last-minute in decision-making**, with senior managers too involved in day-to-day operations to provide strategic guidance or mentorship. Internal **communication** is **inconsistent**, leaving staff out of the loop on important changes, which **diminishes their sense of value** and connection to the organization. There is an urgent need for **comprehensive training** in **effective people management**, consistent **communication**, and **strategic leadership** to address these issues and improve organizational cohesion.

## LIST OF POTENTIAL LEARNING OPPORTUNITIES

In an initial discussion between MCE's Business Development Officer (BDO) and West Elgin's Chief Administrative Officer (CAO), the following consolidated list of potential learning opportunities was explored:

1. Delegate and prioritize work for oneself and employees
2. Manage people effectively
3. Follow the proper chain of command
4. Demonstrate respect and professionalism across the organization
5. Take positive action on concerns raised by staff to demonstrate they are valued
6. Improving public trust
7. Manage stress, adapt to change, and pursue personal growth
8. Develop skills for long-term planning, visioning, and inspiring others to achieve organizational goals
9. Ensure supervisors understand the process of providing efficient public services
10. Lead teams through organizational changes smoothly
11. Problem solving and decision making
12. Ensure legal compliance and fair treatment of employees
13. Effective communication
14. Deal with difficult people
15. Presentation skills
16. Conflict resolution
17. Project management

## LEARNING OPPORTUNITIES & THEMES

MCE conducted a comprehensive analysis of potential learning opportunities in light of the Needs Assessment Statement and LC's final report. From this analysis, MCE identified three key themes to guide the initial phases of West Elgin's learning journey.

### **Theme 1: Team Performance**

- Lack of team cohesion
- Resentment
- Failure to accept responsibility
- Conflict among team members
- Increased stress
- Goal confusion
- Communication gaps
- Lack of trust
- Lack of motivation
- Inequitable decision-making
- Accountability issues
- Lack of self-awareness

### **Theme 2: People Management Skills**

- Ineffective leadership
- Low productivity, employee engagement, and morale
- Ineffective presentation skills
- Inability to lead teams through change
- Poor conflict resolution skills

### **Theme 3: Organizational Capacity**

- Lack of strategic direction
- Short term focus for planning
- Weak leadership presence
- Hostile work environment/culture
- Unfair treatment of employees

### **Other Areas Identified**

- Burnout in the workplace
- Ineffective project management
- Reputational damage and legal non-compliance/Public trust



## Overview of learning approach



To cater to the diverse learning profiles of individuals with varying levels of leadership training and management experience in different roles, a blended learning approach would be ideal.

This approach would include interactive workshops and case studies/simulations for hands-on learning and real-world examples. Peer learning opportunities would allow participants to share experiences and best practices.

We recommend that cohorts stay intact as much as possible, so that each learner has the same experience.

## ***Our Vision for West Elgin Post Training***

Empowering municipal leaders of the Community of West Elgin to become effective, forward-thinking leaders who can successfully navigate the complexities of managing a diverse workforce and serving their community.

## Phase 1: Team Performance

Phase 1 is dedicated to fostering a cohesive and united team at West Elgin. The initial two programs aim to cultivate trust among team members and establish a culture of psychological safety, ensuring that everyone feels truly heard and valued. We recommend that the team complete a DISC assessment to tailor their communication strategies based on their individual archetypes. Building on a foundation of Emotional Intelligence, these programs will transform West Elgin's leadership team from a reactive group to a high-trust, high-performing unit.

### **PROGRAM 1: Emotional Intelligence**

This foundational course utilizes brain-based research to explore Emotional Intelligence (EI) and its implications. Participants will evaluate their current emotions and feelings and their impact, as well as learn to apply EI skills such as empathy to build effective communication and trust.

Audience: Leadership team

Duration: 1 day

Location: In-person

Proposed start date: June–July 2024

Learning Outcomes:

- Assess Emotional Intelligence in the context of brain-based research.
- Develop Emotional Intelligence skills through the lens of Daniel Goleman's Four Domains.
- Match the principles of Emotional Intelligence to key leadership competencies.
- Apply Emotional Intelligence to develop personal and team leadership resulting in an increase in organizational effectiveness.

### **PROGRAM 2: Team Building**

This high-energy, interactive course offers experiential learning to help teams realize the benefits of strong Effective Organizational Teams (EOTs). Team members will learn how effective communication enhances internal and external relationships.

Audience: Leadership team

Duration: 1 day

Location: In-person

Proposed start date: June–July 2024

Learning Outcomes:

- Apply principles of trust, respect, and mutual accountability to build effective teams.
- Develop a high-performance organizational team.
- Understand the Team Development Model and manage their stages of growth.
- Shift from "Community of We Can't" to Community of West Elgin "CAN!"

## Phase 2: People Management Skills

Phase 2 is designed to build on the foundational components implemented in phase 1 and develop applicable leadership skills that participants will be able to use immediately in their leadership roles. This phase will include 8 separate days of learning. West Elgin has the ability to choose an intact team approach or take advantage of MCE's open seat option. We recommend you discuss these options with MCE's BDO.

### **PROGRAM: Future Ready Leadership 1**

The Future Ready Leadership (FRL) 1 program consists of eight leadership training courses delivered twice a month, emphasizing theory, practical application, and experiential learning. Participants will develop and assess themselves on thirteen key leadership competencies throughout the program.

To reinforce learning, participants will complete 'Apply the Learning' assignments between courses and receive daily resources, creating a continuous learning tool. On the final day, participants will present a team project on a preselected topic to their leaders.

Audience: Managers & Supervisors

Duration: 8 days

Location: In-person

Proposed Start Date: September 2024

Learning Outcomes:

- Develop 13 core leadership competencies
- Apply strategies to build and lead high-performing teams, leveraging team strengths
- Learn how to deliver power presentations and effectively engage with their teams
- Embrace diversity by fostering an inclusive workplace that values and all team members
- Apply tools to effectively coach for the purpose of employee development
- Develop strategies for leading teams through change and resolve conflict

## Phase 3: Organizational Capacity

Phase will 3 will include a separate offering for West Elgin's CAO in the form of a 360 Assessment and 1:1 Coaching. This unique learning engagement is designed to provide useful feedback on their impact to the team and opportunities to grow as a Sr. leader for West Elgin.

### **360 Degree Feedback Assessment & Executive Coaching**

The MCE 360 Degree Feedback Assessment is a self-report assessment combined with the perceptions of people around you. It gathers important 360-degree insight from bosses, co-workers, direct reports, others, as well as you, the leader. This tool will be supported with online coaching sessions with one of MCE's coaches. The results of the 360 Feedback Assessment and "Theme 3" opportunities will guide the content of the four 1:1 coaching sessions.

#### **360 Degree Feedback Assessment**

Audience: CAO

Duration: 1 month for raters to complete and compile results

Proposed Start Date: August 2024

#### **Executive Coaching**

Audience: CAO

Duration: Four 1:1 90 minute Coaching Sessions

Location: Virtual

Frequency: Coaching sessions will be held every 2 weeks for 2 months

Proposed Start Date: September 2024

Implementation Plan: Assessment Review & Performance Improvement Plan

## Your Investment

### Phase 1: Team Performance

(Leadership Team – 2 days in June-July)

Emotional Intelligence Program (1 day)

- Design & Delivery \$475/day/person X 8 participants.....\$3,800.00

Team Building Program (1 day)

- Design & Delivery \$475/day/person X 8 participants.....\$3,800.00

### Phase 2: People Management Skills

(Managers & Supervisors – 8 days starting in September)

Future Ready Leadership (FRL) 1 Program

- Design & Delivery \$475/day X 8 days X 7 participants.....\$26,600.00

### Phase 3: Organizational Capacity

(CAO starting in August)

MCE 360 Degree Feedback Assessment

- \$500 per assessment.....\$500.00

Executive Coaching

- Assessment Review & Personal Development Planning (2 hours)

\$500 per hour X 2 hours.....\$1,000.00

- 1:1 Coaching (Four ninety minute sessions = 6 hours)

- \$500 per hour X 4 sessions X 90 minutes per session.....\$3,000.00

**TOTAL..... \$38,700.00**

This proposal is valid for 60 days.

A formal contract will follow for your signature once we have your agreement to proceed.

## Additional Recommendations

The following recommendations are optional for future considerations. Should West Elgin choose to invest further, MCE would be happy to provide investment numbers for budget planning.

### **Reducing Burnout in the Workplace:**

This recommendations addresses some of the comments identified in LCs report around West Elgin people feeling overworked and stressed. This one-day program will equip West Elgin leaders to:

- Recognize the symptoms of burnout in yourself and others.
- 2.Outline the consequences of disregarding burnout in the workplace.
- 3.Utilize an Emotional Intelligence Framework to develop strategies for addressing burnout.

### **Addressing Future New Leaders to West Elgin:**

As part of West Elgin's commitment to their team and their plan for hiring new roles over the next 6 to 12 months, MCE recommends that each new manager or supervisor participate in our Future Ready Leadership 1 (FRL1) and Emotional Intelligence programs through the Open Seat delivery format.

This approach would ensure a consistent management style and further contribute to developing a high-performing team at West Elgin.



MOHAWK COLLEGE ENTERPRISE

# *Thank You*



226.387.1985



sbuckley@mcecor.com



<https://www.mcecor.com/>



# Your Municipal Training Partner

A training journey through **Future Ready Leadership** designed for the unique needs of municipalities



## About Mohawk College Enterprise

### We Are

A wholly owned subsidiary of Mohawk College. We offer virtual half-day and full-day training programs with the option for in-person delivery.

### We Provide

Custom instructionally-designed programs that assist municipal leaders in advancing their HR goals in **Leadership Development**.

### The 'MCE' Way

MCE was founded on the premise of **strong Instructional Design** that is not only on the cutting edge of knowledge, but is delivered in an interactive, engaging way.

The 'MCE Way' thrives virtually and face-to-face with thought-provoking exercises that stimulate both the brain and the heart.

### Investing in People. Partners in Leadership.

Now is the time to invest in your most important resource - your people. With our experience training municipal employees, we can target content to your municipality's **strategic vision** and **goals**.

Our training to municipalities ranges from our Signature Leadership Series (**Future Ready Leadership Essentials, 1, 2, and Leadership Acceleration**), our one-day courses like **Amazing Customer Service, Emotional Intelligence, Diversity, Equity & Inclusion**, to name a few, to technical skills like **Cross Connection Backflow Prevention (Full and Re-Certification)**.

### WE'VE BEEN TRAINING MUNICIPAL CLIENTS SINCE 2010

## ‘Making Training Stick’. Listening to Our Partners.

We conduct **surveys** after every day of training for feedback and quality control. This is our commitment to current and engaging content.

As part of the participants’ learning journey, it’s important for their **leaders** to support and reinforce the training. MCE will provide a one-hour ‘**Making Training Stick**’ session for these leaders prior to the rollout of Future Ready Leadership (FRL) programs. This session will cover roles and responsibilities of leaders and employees before, during, and after the training to ensure the participants have absorbed and applied the learnings.

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**Marty Hazell**, Director of Strategic Initiatives, City of Hamilton, on **Learning Partnerships**

“MCE worked with us to create a truly unique program which allowed participants to work on real City projects. The facilitators were second to none and the team at MCE always went above and beyond to make this program the best fit for us.”

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**Tyler Neal**, Staff Trainer, Niagara Region, on **Future Ready Leadership 1**

“Lots of content but it was very relatable and I appreciated the sharing of stories and examples - I believe this is a huge part of what we take away in training is the stories that are shared that relate to the content.”

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**Emily Xuereb**, CBCO, Deputy Chief Building Official, Town of Tillsonburg, on **Future Ready Leadership 1 with Project Management**

“I really enjoyed this program (FRL 1 with Project Management) and have already started applying some of the principles I learned through the training sessions.”

## We are proud to have provided leadership or Cross Connector training with the following municipalities:

City of Brampton	Town of Bracebridge
City of Brantford	Town of Bradford
City of Burlington	West Gwillimbury
City of Cambridge	Town of Caledon
City of Hamilton	Town of Gravenhurst
City of Kingston	Town of Grimsby
City of Kitchener	Town of Huntsville
City of Markham	Town of Ingersoll
City of North Bay	Town of Innisfil
City of Oakville	Town of Lincoln
City of Ottawa	Town of Midland
City of Owen Sound	Town of New Tecumseth
City of Pembroke	Town of Newmarket
City of Peterborough	Town of Parry Sound
City of St. Catharines	Town of St. Marys
City of Stratford	Town of Tillsonburg
City of Thunder Bay	Town of Wasaga
City of Woodstock	Town of Whitchurch -
County of Brant	Stouffville Beach
County of Haldimand	Township of
District of Muskoka	Adjala - Tosorontio
Lambton County	Township of
Municipality of North Perth	Lake of Bays
Niagara Falls	Township of
Norfolk County	Oro-Medonte
Oxford County	Township of South-
Six Nations of the Grand River Elected Council	West Oxford
	Township of Tay
	Township of Tiny

**Michael Duben**, CAO of Chatham-Kent (Former CAO, District Municipality of Muskoka and Oxford County) on **Future Ready Leadership Acceleration**

“The Future Ready Leadership Acceleration Program is designed to help municipalities build on their most important asset during the challenging, even transformational, years ahead: people. From the perspective of working with Mohawk College Enterprise as both a collaborator and pilot municipality, I observed first-hand how the program-- through practical and intensive coaching-- expands on the building blocks of the Future Ready Leadership program to further develop the soft leadership skills we know have the greatest impact on workplace culture and service excellence.”

# Future Ready Leadership *Signature Series*

A **pathway** of leadership development based on specific leadership competencies for **Frontline, Emerging, Experienced & Accelerated** Leaders.

## Overview

The leadership competencies learned in the Future Ready Leadership Signature Series will be more complex and challenging as they continue to build on the participant's leadership knowledge and skills. The programs are highly interactive, virtual or face-to-face, with opportunities for management engagement, team presentations, and learnings from community leaders.

### Future Ready Leadership **Essentials**

Five customized, introductory leadership training courses delivered one-day per-month, over five-months. This program is developed for **Frontline Supervisors**.

**Begin** your leadership journey with topics such as:

Stepping into Leadership, Communicating Effectively, Developing Engaged Employees, Dealing with Difficult Behaviours, and Applying Essential Skills.

### Future Ready Leadership **2**

Six customized leadership training courses delivered one-day per-month, over six-months. This program is for **Graduates** of the FRL One program and other **Advanced Leaders**.

**Elevate** your leadership journey with topics such as:

Becoming Emotionally Agile, Delivering on Diversity, Equity, and Inclusion, Ensuring Sustainability of Positive Organizational Culture, Leading During Crises, Promoting Innovation, Demonstrating Your Leadership Competencies.

### Future Ready Leadership **1**

Eight customized leadership training courses delivered one-day per month, over eight-months. This program is developed for **Emerging** and **Existing** leaders.

**Continue** your leadership journey with topics such as:

Power of Teams, Leadership Dynamics, Inclusive Leadership, Employee Development, Power Presenters, Facilitating Change, Resolving Conflict, and Planning Your Success.

### Future Ready Leadership **Acceleration**

Acceleration is focused on providing **Senior-Level** leaders with the behaviours and interpersonal capabilities critical for developing the strategic and operational efficiencies that create a lasting leadership legacy throughout an organization.

**Accelerate** your leadership journey with features such as 4 days of training customized based on the collective 360 results.

- MCE 360 Pre-Post Competency Assessment focused on 13 leadership Competencies
- Facilitator & Accountability Coach





Hamilton

## City of Hamilton

A MCE CASE STUDY

The City of Hamilton's Planning and Economic Development department reached out to MCE for information on leadership training. After several meetings to determine the best training solution, it was decided that **MCE's Future Ready Leadership (FRL)** program, customized with Project Management training would be utilized as a succession tool within the Planning and Economic Development department.

### THE CHALLENGE

The City of Hamilton has been seeing a wave of retirements amongst its leaders. This wave will continue to strengthen in the next 5 to 10 years. The Planning and Economic Development department took these statistics seriously and reached out to MCE to help determine the best way to ensure knowledge existing in the minds of their experienced leaders does not leave the municipality as they retire.

### THE PROGRAM SOLUTION

MCE had numerous meetings with the City of Hamilton to determine the best option for **succession planning** and development of the staff within the Planning and Economic Development department. MCE recommended a **customized version** of their **FRL** program with **Project Management** training embedded throughout the program.

Employees wanting to participate in the program were asked to apply by writing a 500-800 word statement describing their **specific learning goals** for the program; what they bring to the program; and the techniques they will use to apply what they have learned. These statements were then reviewed by the Planning and Economic Development department and **26 employees** were selected to participate in the **customized FRL** program.

**MCE customized the program for the City of Hamilton to include;** Patrick Lencioni's 'Five Dysfunctions of a Team'; ADKAR change model; Predictive Index Personality Behavioral Assessment; and Project Management training. These concepts were built into the training to enhance the City employees' previous learnings, as they currently practice these concepts. Throughout the training program, participants worked on **actual projects** for the City of Hamilton Planning and Economic Development department, which allowed work to be completed during the training period.



Hamilton

# City of Hamilton

A MCE CASE STUDY

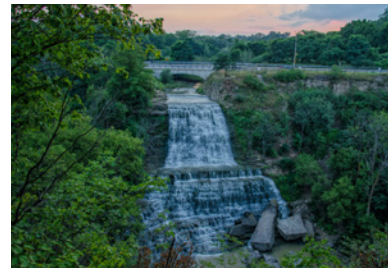
## THE OUTCOMES

Over 83% of participants rated the training facilitators, course content and materials very good to excellent. The Directors of the employees attending the program found their employees had a willingness to pursue greater responsibility in their current role and were working more effectively across departmental teams.

Since the initial program, the Planning and Economic Development department continues to invest in its people by continuing to partner with MCE to offer further leadership development.

“Training enhanced my communication skills by being able to clearly communicate my vision and goals, to achieve goals and meet deadlines. I was also able to communicate my weaknesses and discuss them with my team who helped me with improving and providing feedback

“I have been able to take a step back, assess the situation and provide a comprehensive plan of action and am able to communicate such plans to secure buy-in from my team.”





## Oxford County

# Oxford County

### A MCE CASE STUDY

Located in the heart of Southwestern Ontario, Oxford County is a **two-tier municipal government** made up of **eight area municipalities** that are “growing stronger together.” In 2015, Oxford County came to Mohawk College Enterprise (MCE) to develop a leadership development program. Oxford County had recently designed an internal ‘core and leadership competency framework’, therefore; customization was crucial.

Positive feedback from other municipalities influenced their decision to choose **MCE as their corporate training provider.**

#### THE PROGRAM GOALS

1. Create a **customized leadership** program that incorporates internal competencies, values, and practices
2. Develop **succession planning** through leadership development due to an aging workforce
3. Increase engagement in response to results from **employee engagement** surveys
4. Break down **departmental silos**
5. **Boost** employee attraction and retention

#### THE PROGRAM SOLUTION

Oxford County had a unique application process. Employees participated in an application form to gauge their interest in leadership development by stating future goals, thereby; indicating a desire for advancement opportunities within the organization. The first round resulted in 57 applications, demonstrating a high degree of interest and engagement.

**Customized cohorts of 20 people** were selected to take part in MCE’s **Future Ready Leadership 1 (FRL1)** program. These cohorts resulted in tremendous success, which would later lead to reengagement in **advanced levels** of the Future Ready Leadership (FRL) Signature Series including **FRL2** and **Leadership Acceleration**. Oxford County continues to enlist new leaders in various open-seat MCE leadership programs where participants have the opportunity to collaborate and share best practices with employees from other municipalities and organizations.

In addition to participating in various levels of the FRL Signature Series, MCE partnered with several departmental leaders who participated in FRL1, to design and facilitate various full-and half-day sessions, including workshops on **DISC®**, **Team Building** and **Change Management**. MCE tailored numerous types of training sessions based on specific needs, including duration, number of participants, content & skill level.



## THE OUTCOMES

- Total of **52 graduates** of FRL program level 1, 2 and Accelerated
- **144 participants** in various full-and half-day training sessions

FRL1 Cohort September 2021 to April 2022

- **92%** could relate course content to their role at work
- **95%** said the training was engaging
- **100%** of FRL participants would recommend the program to a colleague (Our People Our Strength 2018-2020 Plan)
- Executive/Senior Management Team vacancies filled with internal candidates **increased** from **40%** in 2015 to **71%** in 2017 (Our People Our Strength 2018-2020 Plan)

“So much information to use to make an impact in how you present. Great to hear from industry leaders and how they have grown through their journeys.”

***Christina Rutherford, FRL1 Graduate***

Oxford County took part in both open-seat sessions with other organizations, as well as their own **customized cohorts** which allowed for organization and department specific topics. The former is an **opportunity to network** with other municipalities and organizations to share knowledge and form meaningful relationships. The latter serves as an opportunity for targeted training to meet specific department needs, resulting in department-and/or organization-wide consistency. Employees benefit from saving time on travel since training is done on-site. Customized cohorts also provide an opportunity to network within the organization and strengthen existing relationships.

**Amy Smith, Director of Human Resources** at Oxford County, notes that when only a few employees attend training, implementation is less likely to create change because the rest of the team is unaware of the tools, theories, best practices, etc. learned in the classroom. Amy emphasizes that consistent development across employees and departments has the opportunity to create real organizational impact.

“Sandra (MCE facilitator) was very personable and connected with everyone throughout the session.”

***Cristina McLaren, FRL2 Graduate***





# PLEASE VISIT US AT mcecor.com

Alongside our Signature Series, we also offer:

## Timely Leadership Training

Our **Seasonal Series** feature timely topics that respond and adapt to the changes in leadership styles and values. A series of **3 full-day courses** delivered virtually once a month over 3 consecutive months, two times a year (**Summer and Winter**), each course is developed as a stand-alone or continuation of instruction that relates all courses to strengthen understanding of a larger concept of leadership.



## Training Short & Sweet

Our **Shorts** courses are online, **asynchronous**, **hour-long courses** that are designed to expose participants to a concept for immediate adaptation to a career or personal use. Warning: This may encourage further exploration of the concept at large. A great introduction to MCE's theory of Instructional Design with an opportunity for additional development within the MCE portfolio.



## Specialized Training

We are the trainers of choice for **Cross Connection** re-certification and certification, as well as for **FITCO** - Fitness Testing for Ontario Correctional Officer Applicants. MCE & partner Minds for Matter Inc. are continuously developing Essential Skills training for **Transportation Professionals** as an initiative to strengthen the leadership qualities within the transportation industry.

And as previously mentioned, other one-day courses such as **Amazing Customer Service**, **Emotional Intelligence**, **Diversity, Equity & Inclusion**, to name a few.

**Thank You for your Interest in MCE!**

**DECISION**

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

**LOT A, CONCESSION 9  
MUNICIPALITY OF WEST ELGIN  
19911 PIONEER LINE**

The applicant proposes to sever a parcel with a frontage of 44.423m (145 feet), a depth of 101.263m (332 feet) and an area of 0.450ha (1.11 acres) to sever a dwelling that is surplus to a farming operation. The applicant is retaining a lot with an area of 65.41ha (161 acres) proposed to remain in agricultural use.

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

Severance applications E 36-24 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: May 22, 2026

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

1. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That municipal addressing be provided to Elgin County by the local municipality to the satisfaction of Elgin County.
4. That, if necessary, an easement be registered in favour of the severed parcel for the access and maintenance of the exiting hydro line across the retained lands.

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

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the septic system assessment completed for the severed parcel, dated March 8, 2024 be reviewed and revised, if needed, to the satisfaction and clearance of the Municipality.
5. That the Applicant shall have a private water well assessment completed on the retained parcel to ensure the drinking water source supplying the severed parcel is safe for human consumption, to the satisfaction and clearance of the Municipality.
6. That the applicant establish an easement in favour of the severed parcel for access to and maintenance of the water well and water line on the retained parcel;

7. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a drainage reapportionment completed (if required) pursuant to the Drainage Act, to the satisfaction and clearance of the Municipality.
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the Planning Act.

**DECISION**

**Application #E 36-24**

May 22, 2024

Members concurring in the above ruling by recorded vote:

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

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

**CERTIFICATION**

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

Dated this 22<sup>nd</sup> day of May, 2024.



---

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 36-24**

**LOT A, CONCESSION 9  
MUNICIPALITY OF WEST ELGIN  
19911 PIONEER LINE**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 36-24** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

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

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (the Tribunal) by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **11<sup>th</sup> day of June, 2024**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the Tribunal website at <https://olt.gov.on.ca/appeals-process/forms/> or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

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

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

Dated at the Municipality of Central Elgin this 22<sup>nd</sup> day of May, 2024.



Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin: Terri Towstiuć, [clerk@westelgin.net](mailto:clerk@westelgin.net); Robert Brown, [planning@westelgin.net](mailto:planning@westelgin.net)

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

# **NOTICE OF ADOPTION OF THE ELGIN COUNTY OFFICIAL PLAN**

Pursuant to Section 17(23) of the Planning Act

**TAKE NOTICE THAT** on May 14, 2024, the Council of the Corporation of the County of Elgin passed By-law No. 24-17, adopting the County of Elgin Official Plan (2024).

## **Purpose & Effect of the Official Plan**

The Elgin County Official Plan is the County's statement of land use policy passed under the authority of the Planning Act, and its purpose is to:

- a) Establish a county-wide planning framework for managing growth and land use, and addressing planning issues of county-wide importance and scope until 2044;
- b) Provide direction for the responsible management of the natural environment and natural resources, including the County's agricultural land base;
- c) Ensure that planning in the County occurs in an orderly and logical manner that supports the creation of healthy, liveable, and vibrant communities;
- d) Provide direction to local municipalities in the preparation of their own official plans, zoning by-laws, and other planning documents, as well as local infrastructure decisions; and
- e) Ensure a consistent approach to the review of all applications under the Planning Act at both the County and local levels.

## **Where to Access More Information**

To obtain a copy of the adopted official plan, please visit: [www.engageelgin.ca/officialplanreview](http://www.engageelgin.ca/officialplanreview).

Alternatively, you can view a copy of the adopted official plan during normal business hours at the County Administration Offices located at: 450 Sunset Drive, St. Thomas, ON

## **Written & Oral Submissions**

Public consultation on the adoption was undertaken in accordance with the requirements of the Planning Act. The County received written and oral submissions on the adoption. All submissions were given full consideration.

## **Decision by Minister & Notice of Decision**

The Minister of Municipal Affairs and Housing is the approval authority for the new County Official Plan under Sections 17 and 26 of the Planning Act. Any person or public body is entitled to receive notice of the Minister's decision regarding this Official Plan if a written request containing the person's or public body's address is made to the Minister.

Requests to receive the Notice of Decision should be sent to:

Mr. David Stubbs, Planner  
Ministry of Municipal Affairs and Housing  
659 Exeter Rd, 2<sup>nd</sup> Floor  
London, ON N6E 1L3

Or by email at: [david.stubbs@ontario.ca](mailto:david.stubbs@ontario.ca)

**Dated at the County of Elgin May 28, 2024**





# Council Highlights

Tuesday,  
May 28, 2024

## In This Issue:

**Green Light for Guenther Homes: Transformative Development on the Horizon for Malahide**

**Revitalizing Roads: Contract Awarded for St. George Street Reconstruction Project**

**Safeguarding Shores: Elgin County Recognizes Drowning Prevention Week**

**Enhancing Safety: Kingsmill Corner's Reduced Speed Zone Adjustment**

**Elgincentives: A Decade of Economic Development**



## **Green Light for Guenther Homes: Transformative Development on the Horizon for Malahide**

Elgin County Council has approved the Tax Increment Equivalent Grant (TIEG) application submitted by Peter Letkeman Guenther Inc. The TIEG is intended to stimulate investment by effectively deferring part of the increase in property taxation due to the significant development of land or buildings. This grant, part of the Elgincentives Community Improvement Plan (CIP), will support the construction of a 38,000-square-foot facility on Hacienda Road in the Township of Malahide. This new development will house six business units for industrial and commercial use, transforming vacant land into a business hub expected to create over 100 new jobs. The TIEG will defer the increase in property taxes for five years, with an estimated deferral of \$109,637.43 for the County and a similar impact on the Township of Malahide. This initiative highlights Elgin County's commitment to fostering economic growth and promoting the region as a business-friendly community.

## **Revitalizing Roads: Contract Awarded for St. George Street Reconstruction Project**

Following careful consideration of tender submissions, Elgin County Council has awarded PV-EX Construction Ltd. the contract for the St. George Street (CR 26) Reconstruction project. With a total price of \$3,279,205, the bid comes in under budget, allowing for the timely commencement of construction. This vital infrastructure initiative, part of the 2024 Capital Budget, aims to enhance transportation links in the Municipality of Central Elgin, covering a stretch of 1.1 kilometres from Wellington Road (CR 25) to the Canadian National Railway (CN) spur line.

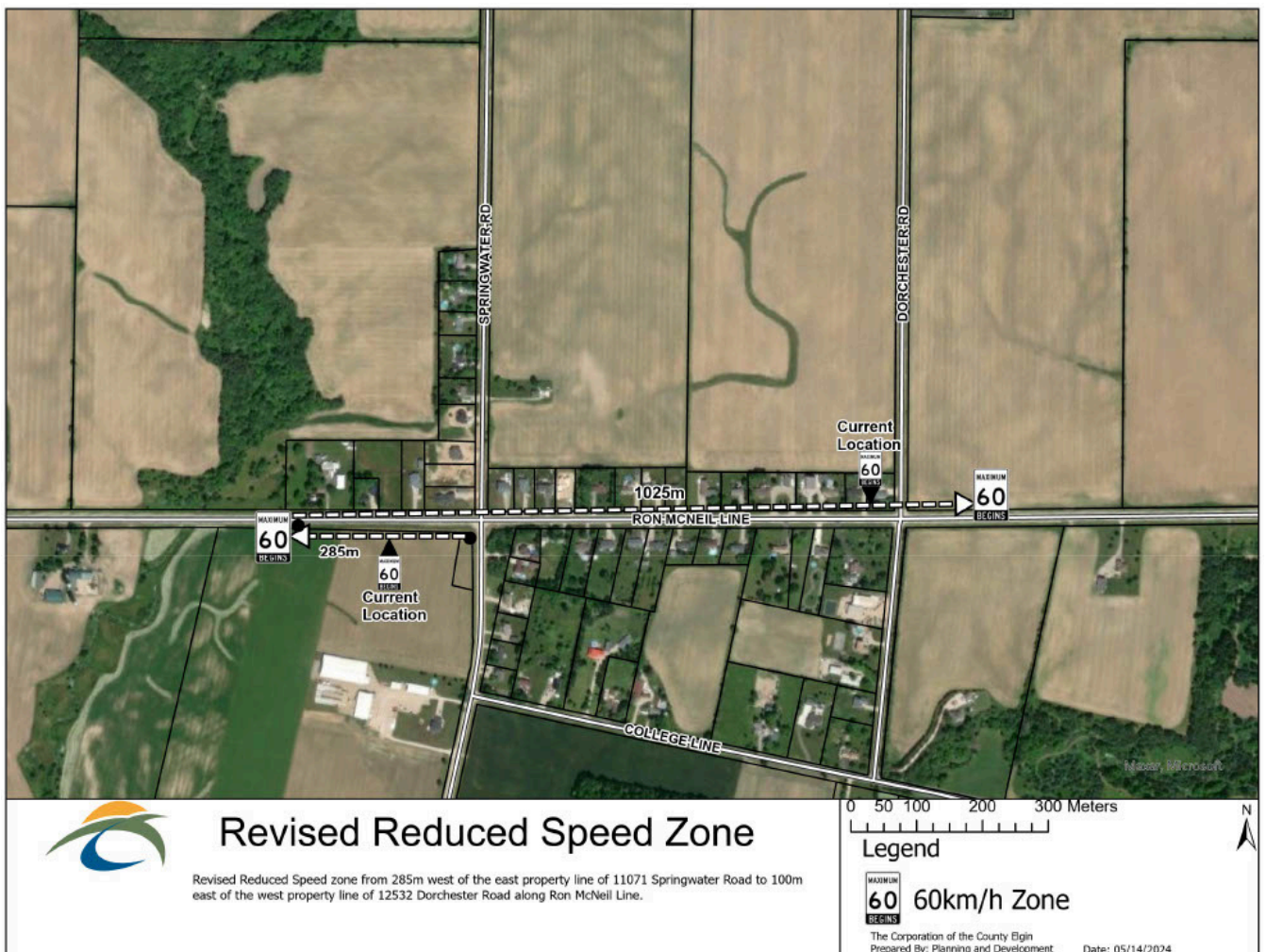
Construction is expected to begin in mid-June 2024, with substantial completion anticipated by the end of September 2024. Final asphalt paving and minor restoration will be completed in 2025. The County of Elgin expresses our sincere appreciation to the Government of Ontario for their funding assistance through the Ontario Community Infrastructure Fund (OCIF). Their ongoing commitment to strengthening communities through investments in critical infrastructure is invaluable, and Elgin County is grateful to be a recipient of their support.

## **Safeguarding Shores: Elgin County Recognizes Drowning Prevention Week**

Elgin County has answered the call for increased water safety awareness by proclaiming July 21-27, 2024, as Drowning Prevention Week, aligning with the Lifesaving Society of Canada's National Drowning Prevention Week. The proclamation comes in response to correspondence from the Elgin County Drowning Prevention Coalition, highlighting the critical need to address drowning incidents, which claim over 450 lives annually in Canada alone. Led by local advocates Mary Kate Townsend and Briar McCaw, the coalition aims to raise awareness and implement preventive measures to reduce water-related fatalities. Through initiatives such as supervision guidelines, swimming education, and lifejacket use advocacy, the coalition strives to make Elgin County's waters safer for all residents and visitors.

## Enhancing Safety: Kingsmill Corner's Reduced Speed Zone Adjustment

In response to concerns raised by a local resident, Elgin County Council has approved a minor amendment to the existing 60 km/h reduced speed zone along Ron McNeil Line (CR 52), specifically through the community of Kingsmill Corner. Currently, the speed zone begins west of the intersection at Dorchester Road, within the community. The proposed extension of the zone to the east side of the Dorchester Road intersection aims to encourage drivers to reduce speed before entering the built-up area, promoting safer driving practices. Additionally, a minor revision to the west limits of the speed zone is proposed to encompass all residential properties in the area. The Township of Malahide will oversee the installation of new signage at the County's expense, with communication efforts extending to the Elgin Detachment of the OPP to ensure awareness and compliance with the revised speed zone. This adjustment reflects the County's commitment to prioritizing safety and addressing community concerns.





## Elgincentives: A Decade of Economic Development

Since its inception in 2015, Elgin County's Community Improvement Plan (CIP), known as Elgincentives, has been a driving force for economic growth and revitalization. Aimed at encouraging redevelopment activities and attracting private investment, the program has focused on four key areas: downtowns and main streets, agricultural areas, ports and lakeshores, and other significant tourist and recreational facilities.

In 2023, Elgincentives facilitated 16 approved applications, resulting in a total investment of \$78,356.38 from the County and \$476,351.98 from private investors. While eight applications were denied due to insufficient scores, the program's overall impact has been substantial.

Looking ahead, a review is recommended to ensure the program's continued relevance and effectiveness. With the original 10-year term set to expire in 2025, staff are recommending a comprehensive review to determine whether to amend the CIP or develop a new strategy. This proposed review, led by a planning consultant and supported by a \$40,000 allocation from the Elgincentives budget, will involve three main phases: project kickoff, CIP diagnostic and needs assessment, and the final report and workshop.

The County acknowledges the program's success in revitalizing various areas but recognizes the need to adapt to changing circumstances. By conducting this review, Elgin County aims to ensure that the program remains responsive to community needs and continues to foster growth and development across all sectors.



For the complete **May 28, 2024 Agenda Package**, please visit the following link:  
[County Council Agenda Package](#)



# MUNICIPALITY OF West Elgin

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-28

#### Being a By-Law to provide for drainage works on the Sherman Drain in the Municipality of West Elgin.

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

**Whereas** the report dated March 14, 2024, has been authored by B. Widner of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$70,000.00; and

**Whereas** \$70,000.00 is the estimated amount being assessed to the Municipality of West Elgin; and

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

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

1. That the report dated March 14, 2024 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$70,000.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;

- b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;
  - d) money paid under subsection 61(3) of the *Drainage Act*; and
  - e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
  5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
  6. For paying the amount being assessed upon the lands and road belonging to or controlled by the Municipality of West Elgin, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin in each year for 5 years after the passing of this By-Law to be collected in the same manner and at the time as other taxes collected
  7. All assessments of \$5,000.00 or less are payable in the first year in which assessments are imposed.
  8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 11<sup>th</sup> day of April, 2024.

Provisionally adopted this 11<sup>th</sup> day of April, 2024.

**ORIGINAL SIGNED AT MUNICIPAL OFFICE**

\_\_\_\_\_  
Taraesa Tellier, Deputy-Mayor

\_\_\_\_\_  
Terri Towstiuc, Clerk

Read for a third and final time this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Richard Leatham, Mayor

\_\_\_\_\_  
Terri Towstiuc, Clerk





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

**By-Law No. 2024-45**

**Being a By-Law to Appoint Persons as Municipal Investigators and Valuers of Livestock and Poultry for the Municipality of West Elgin; And to Appoint Persons as Fenceviewers for the Municipality of West Elgin; And Hereby Repeal By-law 2015-07**

**Whereas** the *Order in Council No. 502-2016* regulating the *Ontario Wildlife Damage Compensation Program*, requires that the council of every local municipality shall appoint one or more persons as Municipal Investigators to investigate injury or death to Livestock and/or Poultry caused by wildlife, as set out in section 7(6) of the *Ministry of Agriculture, Food and Rural Affairs Act*; and

**Whereas** Section 4 of the *Protection of Livestock and Poultry from Dogs Act*, R.S.O. 1990, c.L.24, as amended, requires that the council of every local municipality shall appoint one or more persons as valuers of livestock and poultry for the purposes of this Act; and

**AND Whereas** Section 2 of the *Line Fences Act*, R.S.O. 1990, c. L.17, as amended, requires that the Council of every local municipality shall by By-law appoint Fence Viewers to carry out the provisions of the *Act*; and

**Now** Therefore Be It Resolved that the Council of The Corporation of the Municipality of West Elgin enacts as follows:

1. That the following persons are hereby appointed as Municipal Investigators and Valuers of Livestock and Poultry to carry out the provisions of the *Order in Council No. 502-2016* and *Protection of Livestock and Poultry from Dogs Act* within the Municipality of West Elgin;

\_\_\_\_\_

2. That the following persons are hereby appointed as Fence Viewers to carry out the provisions of the *Line Fences Act* within the Municipality of West Elgin;

\_\_\_\_\_

3. That the remuneration to be paid to the Municipal Investigators/Valuers of Livestock and Poultry and Fenceviewers, shall be \$100.00 per call plus mileage.

4. That by-law 2015-07 is hereby repealed in its entirety and any Bylaws that are inconsistent with the provisions found in this By-Law be and are hereby repealed.
5. That this By-Law takes effect upon the date of final passing.

Read a first, second, and third time and finally passed this 13<sup>th</sup> day of June 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2024-46

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 13, 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 June 13, 2024, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 13<sup>th</sup> day of June 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk