



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: June 27, 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 27, 2024 as presented.

3. Disclosure of Pecuniary Interest

4. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at \_\_\_\_\_ pm, to discuss matters pursuant to the Municipal Act, Section 239 (2)(a), being the security of the property of the municipality; And Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality.

5. Report from Closed Session

**6. Adoption of Minutes**

6

Recommendation:

That West Elgin Council hereby adopt the Minutes of June 13, 2024, as presented.

**7. Business Arising from Minutes**

**8. Staff Reports**

**8.1 Planning**

**8.1.1 Severance Application E47-24 – Comment to Elgin County**

16

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E-47-24 – Comments to Elgin County (Planning Report 2024-16);

And that West Elgin Council hereby recommends approval to the Land Division Committee for the County of Elgin for Severance application, File E-47-24, 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.

**8.2 Operations & Community Services**

**8.2.1 Horse Drawn Vehicle Signage Policy**

26

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Horse Drawn Vehicle Signage Policy; And

That West Elgin Council approves the Horse Drawn Vehicle Signage Policy as presented.

**8.3 Finance/Administration**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Compensation Update Report and;

That West Elgin council approves proposed 2024 Employee remuneration schedule as presented in Schedule A.

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

- Arena
- Recreation
- Heritage Homes
- Fair Board
- Old Town Hall
- Rodney Park Revitalization

**10. Notice of Motion**

None Received.

**11. Council Inquires/Announcements**

**12. Correspondence**

12.1	Notice of No Appeals, E 36-24, 19911 Pioneer Line	37
12.2	Watson and Associates, Updates on Bill 185 Changes to the Development Charges Act (and various other Acts)	38
12.3	2023 Elgin County Library Performance Presentation	43
12.4	Correspondence received June 17, 2024 from Jennifer Keyes, Director, Development and Hazard Policy Branch Re: Streamlining of approvals under the Aggregate Resources Act and supporting policy	56
12.5	Call for Nominations 2024 Community Schools Alliance	57

**13. Items Requiring Council Consideration**

**13.1 Portable Restaurant "Old Boys Park" Port Glasgow Trailer Park**

64

Recommendation:

That West Elgin Council hereby acknowledge receipt of the Portable Restaurant Request from Sam Tountas, to operate a portable restaurant at the Port Glasgow Trailer Park "Old Boys Park"; And

**Option 1:** That Council approves the request as presented, and direct Municipal Staff to work with the applicant to determine the best location for the portable restaurant at the Port Glasgow Trailer Park "Old Boys Club".

**Option 2:** That Council denies the request as presented.

**Option 3:** That Council defers the request, requiring further details, as discussed, from staff.

**13.2 Notification Requirement for Liquor License - St. Elijah Orthodox Church**

66

The Alcohol and Gaming Commission of Ontario requires applicants to notify the Municipality of any event that will occur within the municipal limits and will either sell or provide alcohol for their attendees.

Recommendation:

That West Elgin Council hereby acknowledge receipt of the event notification from the St. Elijah Orthodox Church, for their event to be held on Sunday, August 4, 2024, as a requirement from the Alcohol and Gaming Commission of Ontario (AGCO).

**14. By-Laws**

**14.1 2024-48, Employee Remuneration**

67

Recommendation:

That By-law 2024-48, a By-Law to amend By-law 2023-103, being a by-law to Set Rates of Remuneration for Municipal Employees, be read a first, second and third and final time.

**14.2 2024-49, Authorizing By-law, Funding Agreement for the Renewed Canada Community-Building Fund, 2024-2034**

69

Recommendation:

That By-law 2024-49, Being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and The Association of Municipalities of Ontario (AMO) for the purposes of a Municipal Funding Agreement on the Canada Community-Building Fund, be read a first, second and third and final time.

**15. Confirming By-Law**

94

Recommendation:

That By-law 2024-50 being a By-law to confirm the proceeding of the Regular Meeting of Council held on June 27, 2024, be read a first, second and third and final time.

**16. Adjournment**

Recommendation:

That West Elgin Council hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, July 18, 2024, or at the call of the Chair.



# Municipality of West Elgin

## Minutes

### Council Meeting

June 13, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

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

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**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2024- 235**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

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

**Resolution No. 2024- 236**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

**4.1 Planners Report**

**Resolution No. 2024- 237**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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.

**Carried**

**4.2 Applicant Comment**

None received at the Municipal Office or during the Public Meeting.

**4.3 Public Comment**

None received at the Municipal Office or during the Public Meeting.

**4.4 Council Comment**

None.

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

##### **Resolution No. 2024- 238**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

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

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

##### **Resolution No. 2024- 239**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

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

**Carried**

#### **6. Delegations**

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

Council received a delegation from Trish Gergich, Director, Community Engagement & Development, Hospice of Elgin. Ms. Gergich provided Council with an update on the progress thus far, and timeline for the completion of the Hospice of Elgin, located in St. Thomas behind Waterworks Park. The facility will be a ten-bed facility for palliative patients, and their family, which is greatly needed in Elgin County. The facility will also include community rooms, with the intent to allow community use, when available. Currently the foundation has been completed, with installation of the framing starting soon. The proposed timeline for opening is early summer, 2025.



**7. Closed Session**

**Resolution No. 2024- 240**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby proceeds into Closed Session at 4:26 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.

**Carried**

**8. Report from Closed Session**

***Council took an eight (8) minute break, prior to resuming Regular Council Session.***

Report from closed at 6:30pm.

Council received eight (8) items, pursuant to the *Municipal Act*:

- Section 239 (2)(a), security of Municipal Property
- Section 239 (2)(b), personal matters about identifiable individuals
- Section 239 (2)(c), proposed or pending acquisition or disposition of land
- Section 239 (2)(d), labour relations, or employee negotiations

Council provided direction to staff, including the following recommendations:

**Resolution No. 2024- 241**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Pay Rate Adjustment: And

That staff prepare an employee remuneration by-law outlining pay equity review recommendations to be brought forward at the next meeting of council.

**Carried**

**Resolution No. 2024- 242**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

That West Elgin Council hereby appoint Angela Foreman-Bobier, James Voros, and Trin Hill, to the Old Town Hall Committee.

**Carried**

**Resolution No. 2024- 243**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby appoint Daniel Soos, Taylor Noonan, Greg Johnston and Terry Philips, as Fence-viewers; And

That Council hereby appoint Michael Morencie and Jordan Clement-Christie as Livestock Valuers, for the Municipality of West Elgin; And

That By-law 2024-45 reflect the members as appointed by Council for both the Fence-viewers and Livestock Valuers, in the By-law portion of the June 13, 2024, agenda.

**Carried**

**Resolution No. 2024- 244**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council authorize the extension of the Special Projects Manager position, until August 31, 2024.

**Carried**

**9. Adoption of Minutes**

**Resolution No. 2024- 245**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

That West Elgin Council hereby adopt the Minutes of May 23, 2024, as presented.

**Carried**

## 9.1 Committee and Board Minutes

### Resolution No. 2024- 246

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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, 2024, as presented.

**Carried**

## 10. Business Arising from Minutes

None.

## 11. Staff Reports

### 11.1 Building

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

##### Resolution No. 2024- 247

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

**Carried**

### 11.2 Fire

#### 11.2.1 Monthly Fire Report, May 2024

Councillor Navackas requested that future monthly update reports include the year-over-year comparison, to better understand budget increases.

##### Resolution No. 2024- 248

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

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

**Carried**

**11.3 Operations & Community Services**

**11.3.1 Monthly Operations Report, May 2024**

**Resolution No. 2024- 249**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

**Carried**

**11.4 Clerk's**

**11.4.1 Old Town Hall Options**

**Resolution No. 2024- 250**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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

That Council remain status quo, and request staff to bring options forward to pursue a non-profit, board of management for the Old Town Hall, at a future meeting if council.

**Carried**

**11.5 Finance/Administration**

**11.5.1 Training and Education Reimbursement Policy Update**

**Resolution No. 2024- 251**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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.

**Carried**

### **11.5.2 Three Levels of Leadership**

#### **Resolution No. 2024- 252**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

### **11.5.3 Leadership Training**

#### **Resolution No. 2024- 253**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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.

**Carried**

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

Councillor Navackas advised Council that the Recreation Committee has an eventful afternoon planned for Canada Day.

## **13. Notice of Motion**

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

Information was provided by staff regarding the fees charged, with no follow-up required. Motion Rescinded by Councillor Navackas.

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

None.

## **15. Correspondence**

15.1 Notice of Decision E 36-24

15.2 Notice of Adoption, Elgin County Official Plan

15.3 County Council Highlights, May 28, 2024

**Resolution No. 2024- 254**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

**16. Items Requiring Council Consideration**

None.

**17. By-Laws**

**17.1 2024-28, Sherman Drain - 3rd Reading**

**Resolution No. 2024- 255**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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.

**Carried**

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

**Resolution No. 2024- 256**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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.

**Carried**

**17.3 2024-46, Development Agreement, Creeks Edge**

**Resolution No. 2024- 257**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That By-law 2024-46, being a By-law to Authorize the Execution of a Development Agreement between The Corporation of the Municipality of West Elgin and Marsh Line Developments Inc., for the purpose of Creek's Edge Plan of Subdivision, be read a first, second and third and final time.

**Carried**

**18. Confirming By-Law**

**Resolution No. 2024- 258**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That By-law 2024-47 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.

**Carried**

**19. Adjournment**

**Resolution No. 2024- 259**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 7:23pm to meet again at 4:00pm, on Thursday, June 27, 2024 or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk



**Staff Report**

**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-06-21  
**Subject:** Severance Application E47-24 – Comment to Elgin County – Recommendation Report (Planning Report 2024-16)

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E-47-24 – Comments to Elgin County (Planning Report 2024-16);

And that West Elgin Council hereby recommends approval to the Land Division Committee for the County of Elgin for Severance application, File E-47-24, 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 subject lands are 1.63 ha (4.02 ac.) in area with 97.4 m (319.5 ft.) of frontage along Hoskins Line. The property contains four existing buildings, two shops associated with an existing contractor’s yard and two buildings with a mini storage business. The applicant is proposing to sever the portion of the lot containing the contractor’s yard on a lot with an area of approx. 1.16 ha (2.87 ac.) and frontage of 60.8 m (199.5 ft.). This would leave a retained parcel for the mini storage of 0.466 ha (1.15 ac.) with 36.6 m (120 ft.) of frontage. The parcels each have separate access. Service locations will need to be confirmed and septic system inspected. Application has been filed with the County of Elgin Land Division Committee.

**Background:**

Below is background information, in a summary chart:

<b>Application</b>	E47-24
<b>Owner</b>	1601938 Ontario Ltd.
<b>Applicant</b>	Frank Vanden Boomen
<b>Legal Description</b>	Part Lot of 6, Concession Gore WD, Pt. 3 RP 11R 4000
<b>Civic Address</b>	22381 & 22358 Hoskins Line
<b>Services</b>	Private on-site septic system & municipal water
<b>Existing Land Area</b>	1.63 ha (4.02 ac.)



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

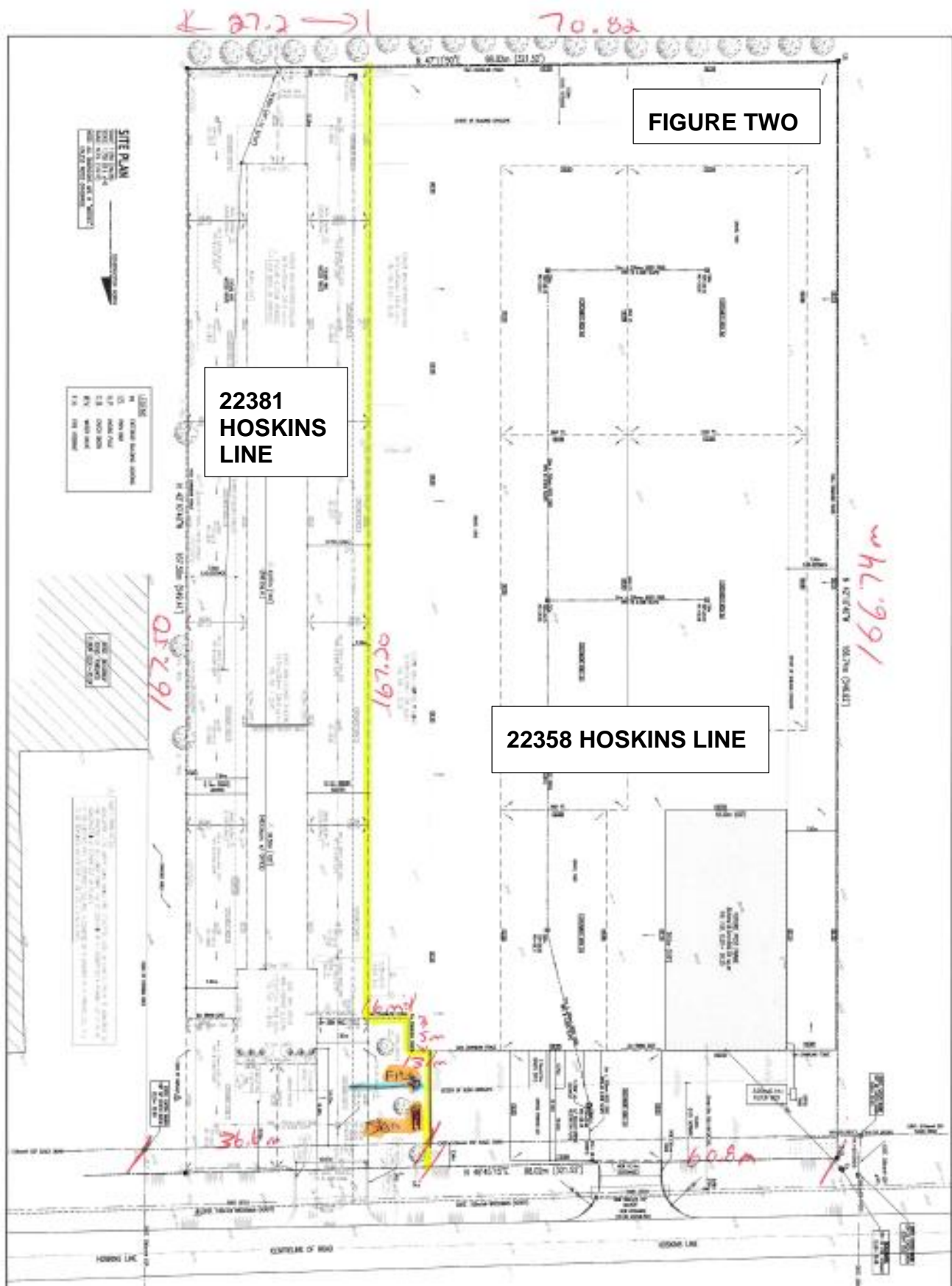
Application	Severed Parcel - 22358			Retained Parcel - 22381		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E47-24</b>	60.8 m (199.5 ft.)	167.2 m (548.5 ft.)	1.16 ha (2.87 ac)	36.6 m (120 ft.)	167.2 m (548.5 ft.)	0.466 ha (1.15 ac.)

The Public Hearing is scheduled for July 24, 2024, at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the subject parcel of land.



Figure Two below shows the proposed lot configuration.



**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 change 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 industrial areas is permitted subject to the relevant requirements of PPS and subject to the regulations of the planning authority.

Comment: The proposed lot does not raise any significant issues related to PPS. The application of minimum distance separation (MDS) requirements are generally recommended for all lot creation however industrial uses present far less compatibility issues than residential. MDS is also not typically applied to lands within a settlement area designation type such as industrial. It is noted that there is an existing livestock operation (horses) located approximately 260 m northwest of the existing westerly lot line of the subject property

The proposal is consistent with the PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. The County Official Plan does note that there are different local designations on some lands outside the settlement areas. These designations are recognized by the County. Lot creation by consent is a permitted undertaking and subject to the policies outlined in Section E1.2.3.1

- a) fronts on and will be directly accessed by a public road that is maintained on a year-round basis;

Comment: both parcels have existing access to Hoskins Line.

- b) does not have direct access to a Provincial Highway or County Road, unless the Province or the County permits a request for access;

Comment: n/a

- c) will not cause a traffic hazard;

Comment: There is no proposed change in use or the level of traffic that would result in a traffic hazard.

- d) has adequate size and frontage for the proposed use in accordance with the local municipal Zoning By-law;

Comment: Both parcels met the minimum lot frontage and lot area requirements.

- d) notwithstanding d) above, where a zoning by-law amendment or minor variance is required, approval of such amendment or variance shall be included as a condition of the approval of the consent;

Comment: n/a

- e) can be serviced with an appropriate water supply and means of sewage disposal, provided there is confirmation of sufficient reserve sewage system capacity and reserve water system capacity within municipal sewage services and municipal water services;

Comment: Both parcels are serviced with municipal water and private septic systems. A review and inspection of the systems will be required as a condition of the proposed severance. Confirmation of water service connection locations is also recommended as a condition.

- f) will not have a negative impact on the drainage patterns in the area;

Comment: There is no proposed change to the drainage of either parcel. Both existing development on the subject lands were also subject to site plan approval at the time of development and have exiting stormwater management systems in place.

- g) will not restrict the development of the retained lands or other parcels of land, particularly as it relates to the provision of access, if they are designated for development by this Plan;

Comment: There is no impact.

- h) will not have a negative impact on the significant features and functions of any natural heritage feature; in this regard, lots should be restricted in size in order to conserve other lands in larger blocks for natural heritage purposes;

Comment: There are no natural heritage features impacted by the proposed severance.

- i) will not have a negative impact on the quality and quantity of groundwater available for other uses in the area;

Comment: The proposed severance simply separates the two existing uses on individual lots.

- j) will not have an adverse effect on natural hazard processes such as flooding and erosion;

Comment: There are no natural hazards affecting the site.

- k) conform with the local Official Plan; and,

Comment: The lands are designated Industrial and are consistent with the relevant policies.

- l) will conform to Section 51 (24) of the Planning Act, as amended.

Comment: The proposed lot creation is in conformity with the criteria of the Planning Act

Therefore, this proposal conforms to the CEOP.

#### **OP:**

The subject lands are designated as Industrial, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP. Both lots are used and will continue to be used for their existing purpose as a mini storage and contractor's yard respectively.

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 Industrial (M1) Zone on Schedule A, Map 37 of the ZBL, as depicted in Figure Three below. The blue dot pattern on the mapping represents LTVCA regulated area. Permitted uses within the General Industrial (M1) Zone includes both mini storage and contractor's yard or shop. The minimum lot area and lot frontage requirements of the General Industrial (M1) Zone are 2,000 sq. m (0.2 ha) and 30 m respectively.

The proposed severed parcel (contractor's yard) area is 1.16 ha (2.87ac.), with a lot frontage of 60.8 m (199.5 feet). The retained parcel (mini storage) area is 0.466 ha (1.15 ac.), with a frontage of 36.6 m (120 ft.). There are no setback issues along the proposed dividing line. As such the proposal will comply with the Zoning By-law.



No other comments or concerns were received from Administration.

**Summary:**

It is Planning Staff’s opinion that the proposed lot creation consent, is consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. (Appendix One)

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

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,



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

**Report Approval Details**

Document Title:	Severance Application E47-23 - Comment to Elgin County - Recommendation Report - 2024-16-Planning.docx
Attachments:	- Planning Report 2024-16 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Jun 25, 2024

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

Terri Towstiuć



**Planning Report 2024-16: Severance Report E47-24 –**  
**Comments to the County of Elgin**

**Appendix One: Severance Application E47-24 Conditions**

Severance Application E47-24 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 and retained parcel to the satisfaction and clearance of the Municipality.
5. That the applicant provide confirmation that the existing water services are aligned separately with the severed and retained parcel.
6. That the Applicant have a drainage reapportionment completed (if required) pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
7. 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.
8. 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:** Lee Gosnell, Manager of Operations & Community Services  
**Date:** 2024-06-27  
**Subject:** Horse Drawn Vehicle Signage Policy

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### **Recommendation:**

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services re: Horse Drawn Vehicle Signage Policy; And

That West Elgin Council approves the Horse Drawn Vehicle Signage Policy as presented.

### **Purpose:**

The purpose of this report is to establish guidelines on where horse drawn vehicle signage is warranted and location criteria for said signage if required.

### **Background:**

Staff and Council have been approached by West Elgin residents, expressing their concerns regarding the recent use of horse-drawn vehicles on some municipal roads. With new families in the community who use this mode of transportation, neighbours feel that some form of signage to warn motorists of the possible encounter with a horse-drawn vehicle would be beneficial.

After contacting other municipalities who use horse drawn vehicle signage, it was determined there were no formal policies in place for their usage. Generally, a request would be submitted to the municipality, and signs would be installed by the public works department, at the discretion of the roads manager. The draft policy attached to this report utilizes these same principles, but also includes information from the Ontario Traffic Manual, which provides justification for requirement and placement.

The draft policy has been sent to Elgin County's legal staff for a final review based on input from the Municipality's insurance provider, but no changes are expected. If West Elgin Council has no concerns with the draft policy regarding horse drawn vehicle signage, it can be implemented as soon as the legal review has been completed.

### **Financial Implications:**

As stated in the initial report dated March 28, 2024, staff have estimated the cost at \$350.00 per location for materials plus installation, which would be allocated to road safety accounts within the public works budget. Ongoing maintenance costs, including repair and replacement, will be included in subsequent municipal budgets.

**Policies/Legislation:**

Draft – Horse Drawn Vehicle Sign Policy (attached)

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell, Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Horse Drawn Vehicle Signage Policy - 2024-19-Operations Community Services.docx
Attachments:	- Draft - Horse Drawn Vehicle sign policy.docx
Final Approval Date:	Jun 25, 2024

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

Terri Towstiuć

## **Municipality of West Elgin**

### **Policy RD ### Horse Drawn Vehicle Sign Policy**

**Effective Date:** TBD

Review Date:

#### **Policy Statement**

Public safety is of the utmost importance to the Council of the Municipality of West Elgin. Because of their slow travel speed relative to cars and trucks, their vulnerability, and the potential risk of unpredictable animal behaviour, horses present a hazard to the drivers of motorized vehicles. Signs may therefore be required to provide advance warning of horse drawn conveyances to drivers, so that drivers are prepared to exercise caution and slow down to accommodate them.

#### **Policy**

##### Definitions

“Council” – means the Council of the Municipality of West Elgin.

“Horse Drawn Vehicle” sign – indicates the presence of horse drawn vehicles.

“Manager of Operations & Community Services” – means the Manager of Operations & Community Services for the Municipality of West Elgin or his/her designate.

“Municipality” – means The Municipality of West Elgin.

##### Purpose

The purpose of this policy is to establish a protocol for the installation of Horse Drawn Vehicle signs within a Municipal Road allowance in West Elgin.

##### Procedures for installation of Horse Drawn Vehicle Warning Signs

1. A request for Horse Drawn Vehicle Signage must be made in writing to the Manager of Operations & Community Services.
2. Sign approval will be limited to Municipality of West Elgin Road allowances only. Any request involving County of Elgin Road allowances will be forwarded to the Elgin County Director of Engineering for consideration.

3. Placement of the WC 23 Horse Drawn Vehicle sign (Appendix A) will adhere to guidelines as outlined in the Ontario Traffic Manual (OTM) Book 6 – Warning Signs.
4. The Manager of Operations & Community Services shall determine specific placement of Horse Drawn Vehicle Signs. The following information will be considered when determining justification and placement of Horse Drawn Vehicle signage -
  - the road where the horse drawn vehicle user resides.
  - roads where a horse drawn vehicle is known to regularly travel, and the continuous visibility of the horse drawn vehicle by the driver of an approaching motor vehicle is less than 150m due to the crest of a hill, sharp curve, etc.
  - exposure, visibility, and the proximity/impact on other regulatory, warning and guide signs.
5. Where it is determined that a sign is not effective or it interferes with existing signage, alternatives including non-placement shall be considered.
6. Where it is determined that a sign is no longer required, it shall be removed by the public works department at the direction of the Manager of Operations & Community Services.

#### Authority

The authority for the Horse Drawn Vehicle Sign Policy shall be by the approval of the Council for the Municipality of West Elgin.

The approval and monitoring of Horse Drawn Vehicle Signs shall be at the discretion of the Manager of Operations & Community Services or their designate.

This Policy shall be administered by the Public Works Department.

This Policy shall be reviewed as required.

## Appendix A

The following is a sample of the WC 23, Horse Drawn Vehicle Sign (60cmx60cm).





## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-06-27  
**Subject:** 2024 Compensation Update Report

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Compensation Update Report and; That West Elgin council approves proposed 2024 Employee remuneration schedule as presented in Schedule A.

### **Purpose:**

The purpose of this report is to summarize the comprehensive compensation review conducted by ML Consulting and to request approval for the new 2024 employee remuneration schedule, as outlined in Schedule A of this report.

### **Background:**

In January 2024, ML Consulting was engaged to review the current compensation program. The objectives were to assess the competitive pay market to improve attraction and retention, develop a revised salary grid for implementation in 2024, and review internal equity and pay practices to ensure compliance with the Pay Equity Act.

A critical component of the review involved the thorough examination and updating of job descriptions. Followed by a new job evaluation system designed to assess internal equity and compliance with pay equity regulations and ensure that the compensation structure was fair and legally compliant. In addition, a custom market study was conducted, involving nine comparator organizations. These comparators were based on historical relevance, geographic proximity, and similarities in service scope and size.

The Pay Equity Act mandates that employers demonstrate pay equity for all female job classes and maintain this equity over time. The last such review for West Elgin had been conducted in 2015. Recognizing the importance of compliance, the Consultant's review in January 2024 included a thorough assessment of the competitive pay market and a reevaluation of internal equity. This resulted in a revised salary grid for 2024 that addressed both attraction and retention challenges while ensuring compliance with the Pay Equity Act.

The recommendations from this review are designed to support future organizational growth and refine job design processes, laying a foundation for fair and competitive pay aligned with performance. The proposed 50th percentile pay target was deemed reasonable, considering the scope, size, and composition of the comparator group, as well as the Municipality's current challenges in attracting and retaining talent. It was noted that, on average, West Elgin's pay rates fell below the 50th percentile target of the comparator group, with significant deviations in some



positions. Based on the findings, the Consultant provided several recommendations for Council's approval:

1. **Approve 2024 Salary Grid:** Adopt the proposed salary grid with job rates reflecting the 50th percentile pay target, effective January 1, 2024.
2. **Communicate Results:** The CAO should communicate the results of the Compensation Review to all stakeholders.
3. **Maintain Internal Equity:** Evaluate new and changed positions and test Pay Equity annually.
4. **Process Salary Grid Adjustments:** Adjust the salary grid annually based on projected adjustments from comparator groups, published survey projections, and the Municipality's financial capacity.
5. **Monitor Job Rates:** Regularly monitor job rates for senior management and market-sensitive positions to ensure competitiveness and support succession planning.
6. **Conduct Market Reviews:** Conduct market reviews every 3 to 4 years to inform necessary adjustments, thereby avoiding large market adjustments in any single year.
7. **Review Market Comparators:** Periodically review the comparator group and consider adjusting the target market percentile in future years.
8. **Update Salary Administration Policy:** Address the recommended changes in the policy and prepare a Pay Equity Plan for documentation and compliance.

This comprehensive review, along with the above recommendations, will position our organization as a competitive employer committed to fair and equitable compensation practices. This approach will foster an environment conducive to growth, retention, and high performance. A full summary of the wage review is attached for additional information and review.

It is recommended that the council approves the 2024 Employee Remuneration Schedule as presented in Schedule A and authorizes the retroactive processing of employee pay adjustments effective from January 1, 2024.

**Financial Implications:**

There are no financial implications as Pay Equity Adjustment was included in 2024 Operating Budget.

**Policies/Legislation:**

Pay Equity Act

**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,

**Report Approval Details**

Document Title:	Pay Equity Review - 2024-22-Administration Finance.docx
Attachments:	- West Elgin 2024 Salary Grid - Schedule A.pdf
Final Approval Date:	Jun 25, 2024

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

Terri Towstiuć

## West Elgin 2024 Salary Grid

Similar Value Group	Job Code	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (Job Rate)
			4%	4%	4%	4%	4%	\$P.HR
12	1	CAO/Treasurer	\$141,971	\$147,650	\$153,556	\$159,699	\$166,087	\$172,730
11			\$121,327	\$126,180	\$131,227	\$136,477	\$141,936	\$147,613
10	2	Manager of Corporate Services, Treasurer	\$108,328	\$112,661	\$117,167	\$121,854	\$126,728	\$131,797
10	3	Manager, Operations & Community Services						
9	4	Chief Building Official	\$94,278	\$98,049	\$101,971	\$106,050	\$110,292	\$114,704
8	6	Municipal Clerk	\$84,410	\$87,787	\$91,298	\$94,950	\$98,748	\$102,698
8	5	Planner						
7	11	Supervisor, Public Works	\$74,542	\$77,524	\$80,625	\$83,850	\$87,204	\$90,692
7	12	Supervisor, Parks & Recreation						
7	13	Supervisor, Utilities						
6	17	Part-Time Drainage Superintendent	\$67,876	\$70,591	\$73,415	\$76,352	\$79,406	\$82,582
6	7	Financial Analyst/Tax Collector						
5								
4	8	Accounting Clerk	\$55,891	\$58,127	\$60,452	\$62,870	\$65,385	\$68,000
4								
3	21	Bus Driver	\$50,484	\$52,504	\$54,604	\$56,788	\$59,060	\$61,422
3	9	Admin Assistant/Records Management	\$24.27	\$25.24	\$26.25	\$27.30	\$28.39	\$29.53
3	10	Admin Assistant – Operations and Community Services						
1	11	Student	\$17.20					



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

June 17<sup>th</sup>, 2023

Kent Willmore  
AG Invest Farmland IV Inc.  
80 Keil Drive South  
Chatham, ON

Dear Kent Willmore,

**RE: Severance Application E 36-24**  
Lot A, Concession 9  
19911 Pioneer Line

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

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

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by **May 22, 2026**, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

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

Sincerely,

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin: Terri Towstiuic, [jnethercott@westelgin.net](mailto:jnethercott@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)

April 11, 2024

To Our Municipal Clients:

Re: Assessment of Bill 185, *Cutting Red Tape to Build More Homes Act, 2024*

On behalf of our many municipal clients, we are writing to inform you of the Ontario Legislature's proposed changes to the *Development Charges Act* (D.C.A.) under Bill 185 (*Cutting Red Tape to Build More Homes Act*) and to Ontario Regulation 82/98 under the D.C.A. These proposed changes are with respect to:

- The definition of eligible capital costs (to include certain studies);
- The removal of the mandatory phase-in of charges;
- The process for minor amendments to development charge (D.C.) by-laws;
- A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
- Modernizing public notice requirements; and
- Implementation of the Affordable Residential Unit exemptions.

Further details with respect to these proposed changes are provided below.

With respect to changes to the *Planning Act* arising from Bill 185, Watson will be preparing a subsequent letter summarizing the changes.

## 1. Revised Definition of Capital Costs

On November 28, 2022, the Province enacted Bill 23, *More Homes Built Faster Act*, which included a number of discounts, exemptions, and reductions to D.C.s. As part of this legislation, the definition of capital costs (subsection 5 (3) of the D.C.A.) was amended to remove studies, including D.C. background studies.

Bill 185 proposes to reverse the capital cost amendments of the *More Homes Built Faster Act* (Bill 23) by reinstating studies as an eligible capital cost. The following paragraphs are proposed to be added to subsection 5 (3) of the D.C.A.:

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



The proposed amendment will allow municipalities to fund studies, consistent with by-laws passed prior to the *More Homes Built Faster Act* (Bill 23). This will allow for the funding of master plans, D.C. background studies, and similar studies that inform the capital costs of the D.C. background study.

## 2. Removal of the Mandatory Phase-in

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

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

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

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

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

## 3. Process for Minor Amendments to D.C. By-laws

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

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



Bill 185 proposes to allow municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):

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

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

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

#### 4. Reduction of D.C. Rate Freeze Timeframe

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

Bill 185 proposes to reduce the two-year timeframe to 18 months and move this timeframe from being identified in O. Reg. 82/98 to being identified in the D.C.A. Transition provisions are included that require the two-year D.C. “freeze” for site plan and zoning by-law amendment applications that were approved prior to Bill 185 receiving Royal Assent to remain in effect.

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





Note that the streamlined process for minor amending by-laws does not appear to include the ability to amend D.C. by-laws to meet this legislative change.

## 5. Other Proposed Changes

Along with the proposed legislative changes outlined in Bill 185, the Province has identified related proposed regulatory changes regarding modernization of the public notice requirements. In addition, the Province has noted that implementation of the Affordable Residential Unit exemption will occur on June 1, 2024.

### 5.1 Modernizing Public Notice Requirements

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The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O. Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The proposed regulatory changes would modernize public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.

### 5.2 Implementing the Affordable Residential Unit Exemption

---

*The More Homes Built Faster Act* (Bill 23) identified an exemption for Affordable Residential Units. This exemption was subsequently revised through Bill 134, *Affordable Homes and Good Jobs Act, 2023*, which received Royal Assent on December 4, 2023. The exemption is summarized as follows:

- Affordable Rental: Where the rent is no greater than the lesser of the income based affordable rent<sup>[1]</sup> set out in the Affordable Residential Units Bulletin and the average market rent identified in the Affordable Residential Units Bulletin.
- Affordable Owned Unit: Where the price of the residential unit is no greater than the lesser of the income-based affordable purchase price<sup>[2]</sup> set out in the Affordable Residential Units Bulletin and 90% of the average purchase price identified in the Affordable Residential Units Bulletin.

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<sup>[1]</sup> Based on the 60<sup>th</sup> percentile of gross annual incomes for renter households in the applicable local municipality and where the rent is equal to 30% of the income of the household.

<sup>[2]</sup> Based on the 60<sup>th</sup> percentile of gross annual incomes for households in the applicable local municipality and where the purchase price would result in annual accommodation costs equal to 30 per cent of the income of the household.



The Provincial Backgrounder has indicated that this exemption will come into force on June 1, 2024, and that the Affordable Residential Units Bulletin will be posted on Ontario.ca.

Note, no commentary has been provided on the Attainable Unit exemption at this time.

## 6. Summary Comments on the Proposed Amendments

Many of these changes to the D.C.A. appear positive for municipalities by assisting in ensuring that growth pays for growth to the extent possible. This is achieved by allowing for the inclusion of growth-related studies that will allow municipalities to appropriately plan for additional development. Furthermore, the removal of the mandatory phase-in provisions ensures discounts to D.C.s are not provided to development and redevelopment that municipalities do not aim to incentivize. The reduction in the D.C. rate freeze timeline helps to ensure development that is not proceeding quickly does not receive D.C. discounts. Additionally, the ability to make minor amendments to D.C. by-laws to align with the legislative changes without onerous administrative requirements will assist municipalities in aligning policies with the amended legislation quickly. Modernizing the public notice requirements further assists municipalities in areas where there is no local newspaper.

With respect to the implementation of the Affordable Residential Unit exemption on June 1, 2024, as stated in previous correspondence, while it is an admirable goal to create additional affordable housing units, further D.C., community benefits charge, and parkland exemptions will continue to provide further financial burdens on municipalities to fund these exemptions.

Watson will be providing a submission through the Environmental Registry of Ontario on these legislative changes. Watson will also be seeking an opportunity to speak as a delegation to the Standing Committee, if possible, to provide our comments on behalf of our municipal clients. We will continue to monitor the progress of Bill 185 through the legislature and will continue to keep our clients informed of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

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

# 2023 LIBRARY PERFORMANCE

April 30, 2024



# AGENDA

**1** 2023 Statistics Infographic

**2** Infographic Sections

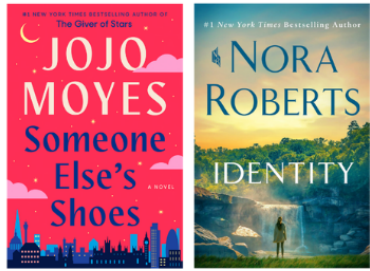
**3** Service Goals for 2024

**4** Recommendations

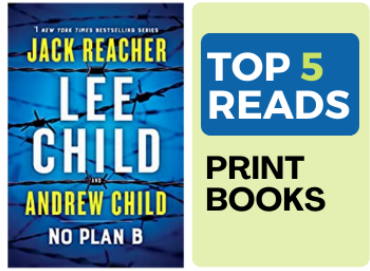


**CIRCULATION**  
 TOTAL CHECKOUTS  
**300,774**  
 \*PHYSICAL & DIGITAL UP 8% OVER 2022

**IN-PERSON SERVICE**  
 COMPUTER USERS  
**9,619**  
 UP 46% OVER 2022  
 IN-PERSON VISITS  
**182,691**  
 UP 18% OVER 2022  
 HOLDS PLACED  
**26,879**  
 DOWN 4% OVER 2022  
[www.elgincounty.ca/library/](http://www.elgincounty.ca/library/)



**USERS**  
 NEW MEMBERS  
**2,339**  
 UP 26% OVER 2022  
 TOTAL ACTIVE MEMBERS  
**13,673**  
 UP 18% OVER 2022



**ONLINE USE**  
 WIFI SESSIONS  
**11,320**  
 UP 23% OVER 2022  
 CATALOGUE SESSIONS  
**43,701**  
 UP 9% OVER 2022  
 HOLDS PLACED  
**32,065**  
 UP 6% OVER 2022  
 NEW CATALOGUE USERS  
**13,203**  
 UP 22% OVER 2022  
 LIVE CHAT QUESTIONS  
**347**  
 UP 30% OVER 2022  
[www.facebook.com/ElginCountyLibrary/](https://www.facebook.com/ElginCountyLibrary/)


**PROGRAMS**  
 PROGRAMS  
**1,977**  
 UP 45% OVER 2022  
 ATTENDANCE  
**39,390**  
 UP 46% OVER 2022  
 \*IN PERSON & VIRTUAL



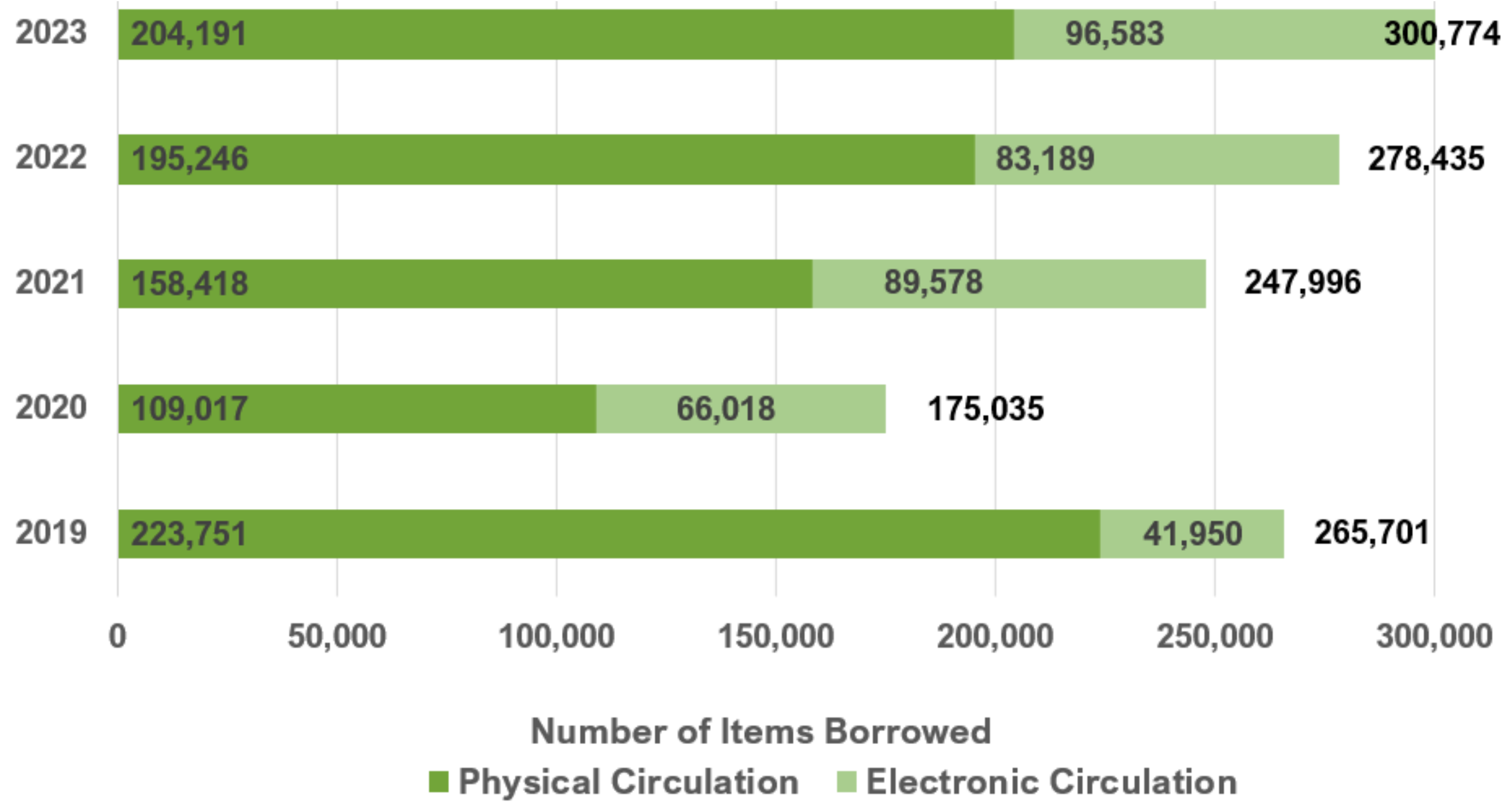
**DIGITAL CHECKOUTS**  
 UP 16% OVER 2022  
 41,950 (2019)  
 66,018 (2020)  
 89,578 (2021)  
 83,189 (2022)  
 96,583 (2023)



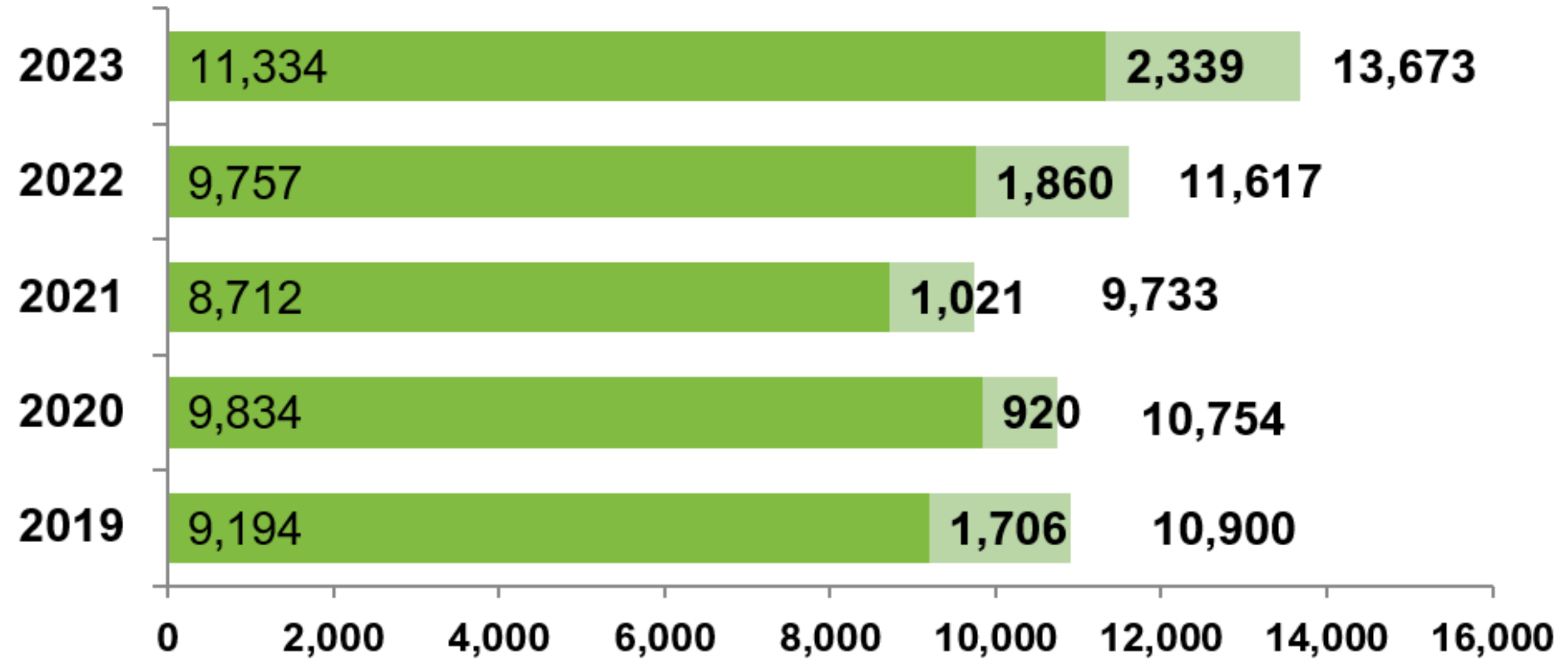
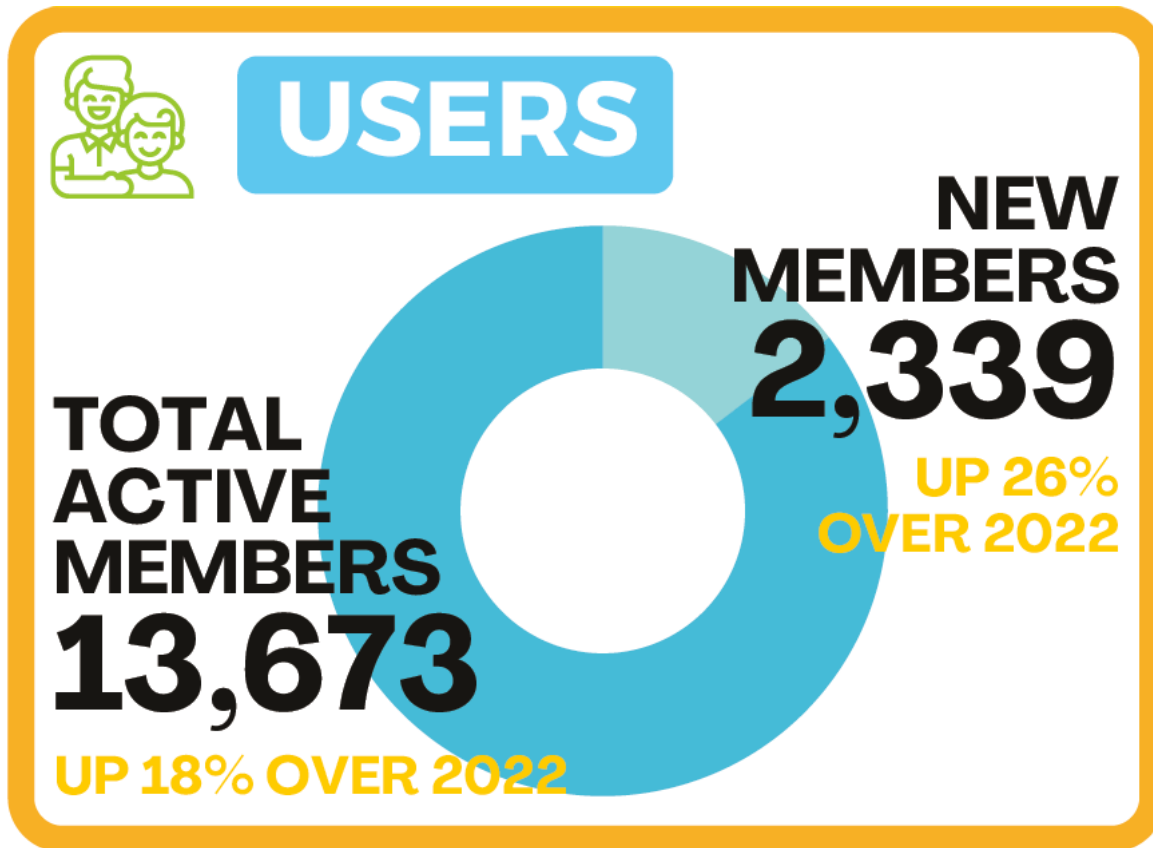
# CIRCULATION



**CIRCULATION**  
**TOTAL CHECKOUTS**  
**300,774**  
 \*PHYSICAL & DIGITAL **UP 8% OVER 2022**



# LIBRARY USERS



Number of ECL Members per Year

■ Library Members   ■ New Registrations

\*Both the increase in Library Members and in New Registrations exceed the 2023 service goals of a 1% and 5% increase in each area (approx. 135 and 25 members each), respectively, demonstrating member retention and attracting new members.

# ONLINE USE

**ONLINE USE**

**WIFI SESSIONS**  
**11,320**  
UP 23% OVER 2022

---

**CATALOGUE SESSIONS**  
**43,701**  
UP 9% OVER 2022

---

**HOLDS PLACED**  
**32,065**  
UP 6% OVER 2022

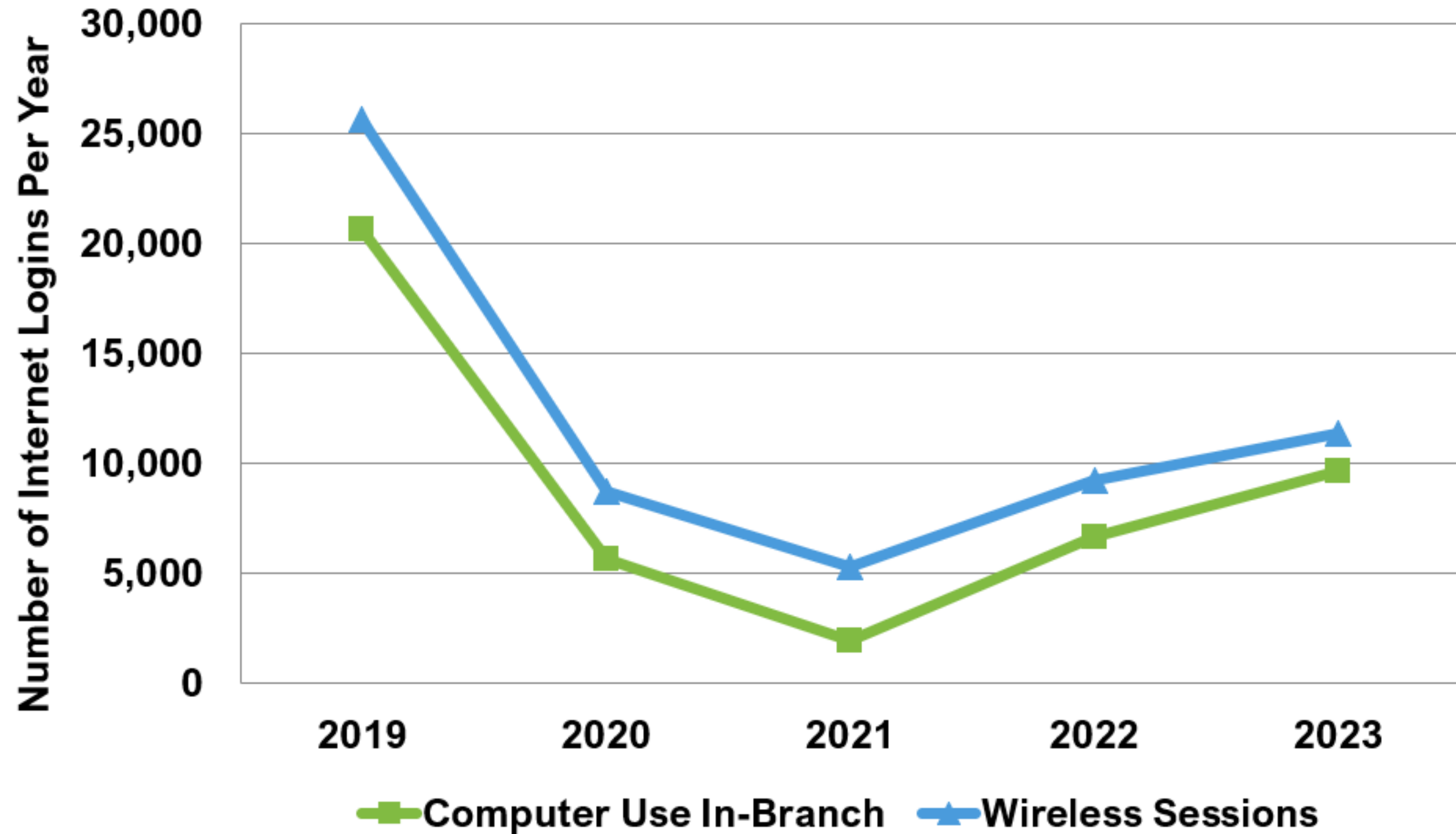
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**NEW CATALOGUE USERS**  
**13,203**  
UP 22% OVER 2022

---

**LIVE CHAT QUESTIONS**  
**347**  
UP 30% OVER 2022

[www.facebook.com/ElginCountyLibrary/](http://www.facebook.com/ElginCountyLibrary/)





# IN-PERSON SERVICE

IN-PERSON SERVICE

**COMPUTER USERS**

**9,619**

UP 46% OVER 2022

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**IN-PERSON VISITS**

**182,691**

UP 18% OVER 2022

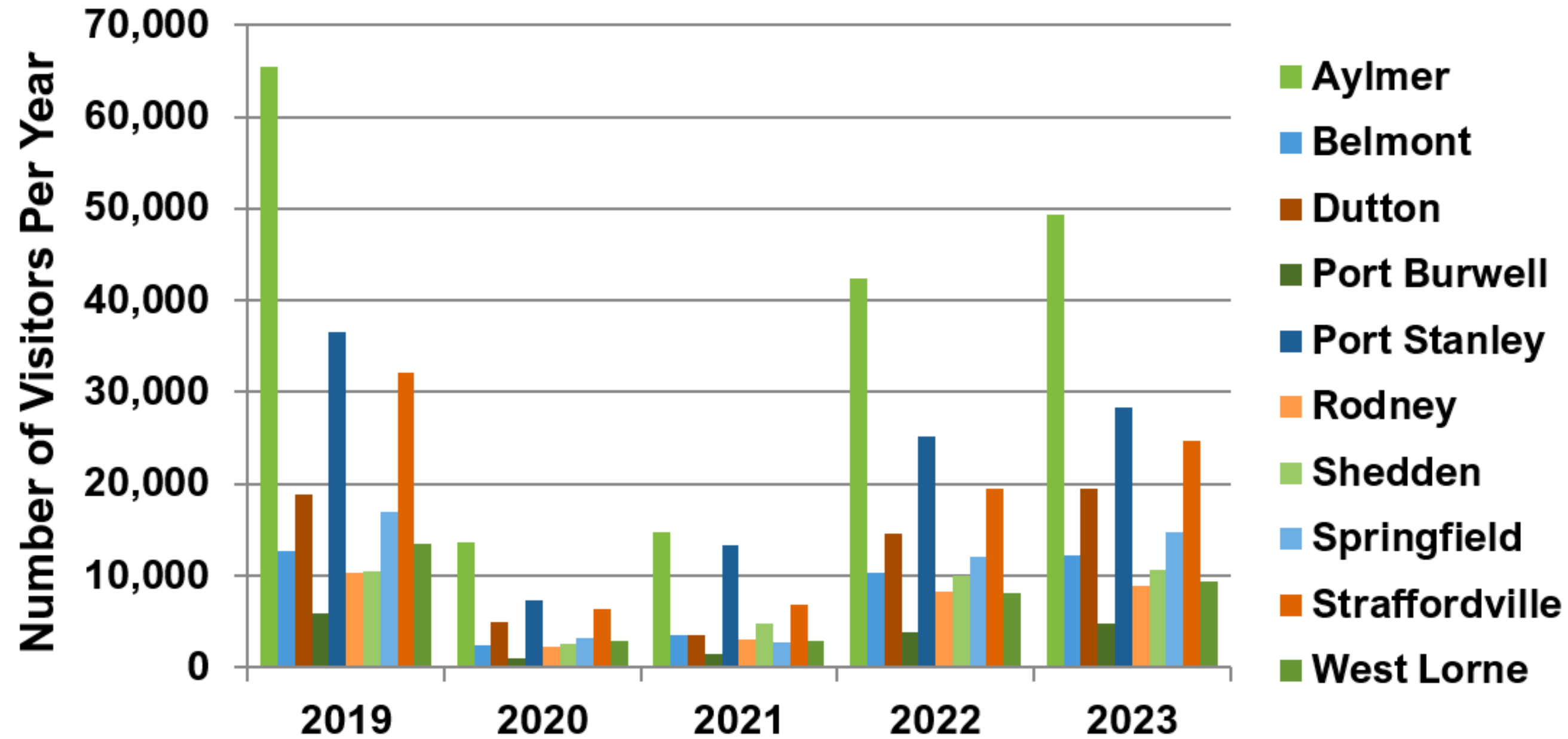
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**HOLDS PLACED**

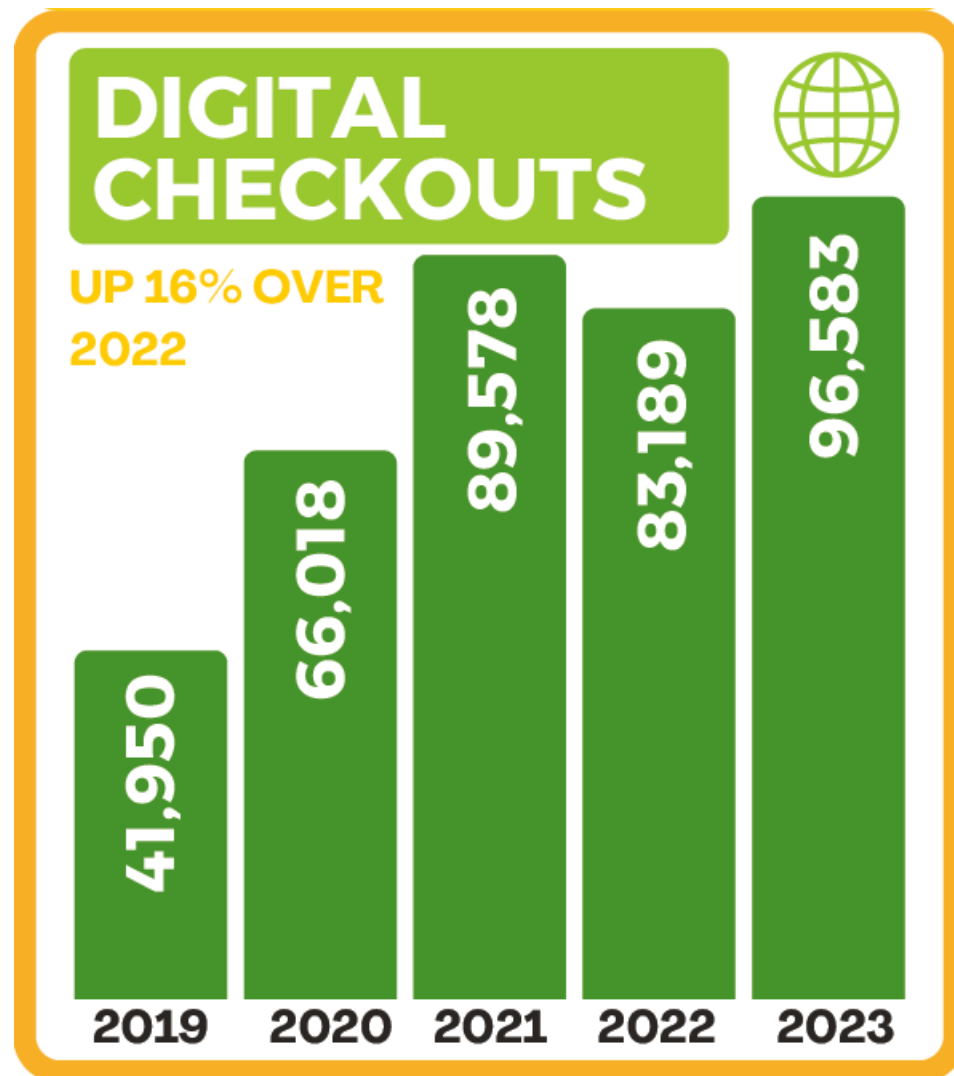
**26,879**

DOWN 4% OVER 2022

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



# DIGITAL CHECKOUTS



## Total: 96,583 Digital Checkouts

- 37,810 e-book checkouts (up 6% over 2022)
- 24,178 e-audiobook checkouts (up 26% over 2022)
- 11,659 e-magazine checkouts (up 58% over 2022)
- 7,714 database sessions (down 47% over 2022)
- 1,526 video checkouts (up 121% over 2022)
- 302 e-music checkouts (down 15% over 2022)


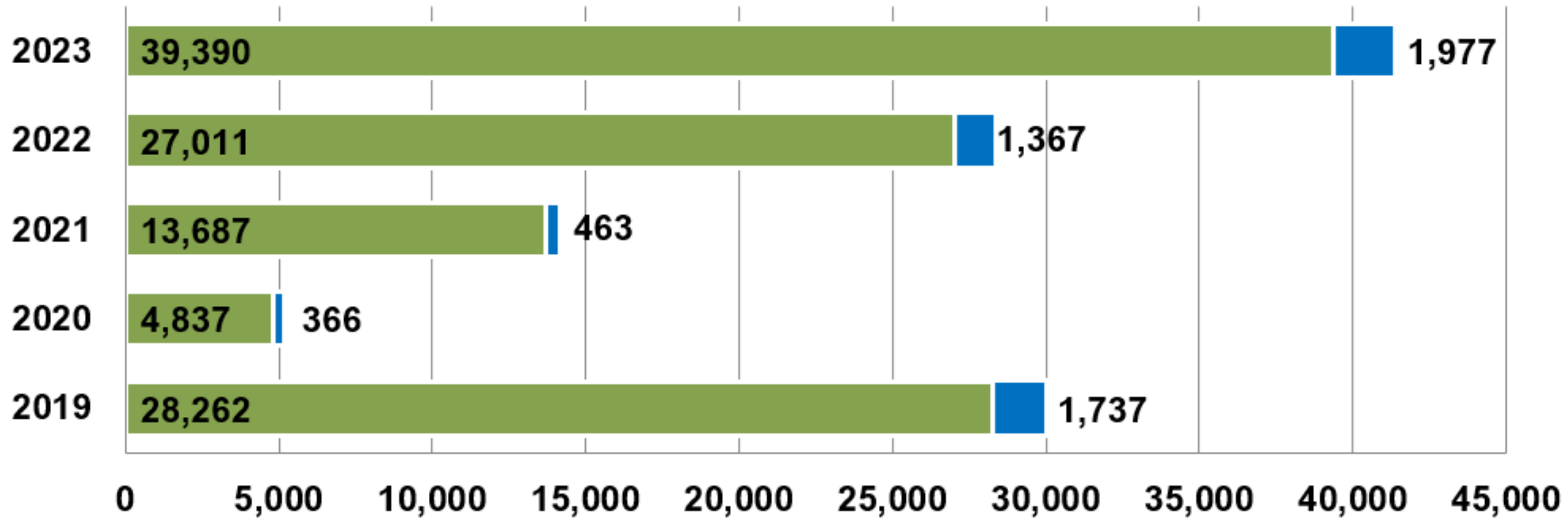
\*The increase in Digital Checkouts exceeds the 2023 service goal of a 1% increase in this area (approx. 965 checkouts) overall, and in response to the 2022 network disruption, which had a significant impact on digital performance that year.

# PROGRAMS

**PROGRAMS**

**PROGRAMS**  
**1,977**  
UP 45% OVER 2022

**ATTENDANCE**  
**39,390**  
UP 46% OVER 2022  
\*IN PERSON & VIRTUAL

**Program Attendance Per Year**  
■ Attendance    ■ Number of Programs

# 2024 SERVICE GOALS

1 Target in-person service and holds placed in branch, and see a 1% increase (approximately 265 holds) in the number of holds placed by staff for customers in library branches and post-pandemic.

2 Target membership and see a 2% increase (approximately 275 users) in our Total Active Library Members, indicating membership growth.

\*These goals are based on an analysis of 2022 peer data as provided under the "County libraries and county co-operative" section [located here](#), as well as service needs across the system.

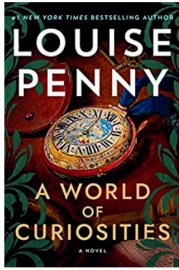
# RECOMMENDATIONS

THAT the presentation titled "2023 Library Performance" from the Manager of Library Services dated April 30, 2024 be received and filed; and,

THAT a copy of this presentation be submitted to local municipal partners in the County of Elgin.

# Thank you!

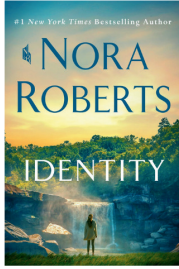
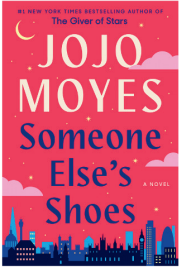




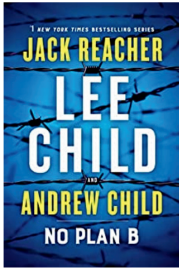
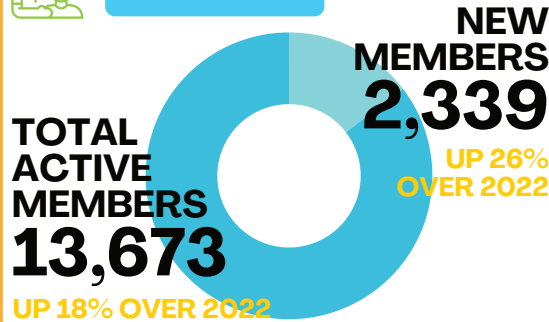
## CIRCULATION

TOTAL CHECKOUTS  
**300,774**

\*PHYSICAL & DIGITAL UP 8% OVER 2022



## USERS



**TOP 5 READS**

PRINT BOOKS

## IN-PERSON SERVICE

COMPUTER USERS

**9,619**

UP 46% OVER 2022

IN-PERSON VISITS

**182,691**

UP 18% OVER 2022

HOLDS PLACED

**26,879**

DOWN 4% OVER 2022

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



## ONLINE USE

WIFI SESSIONS  
**11,320**

UP 23% OVER 2022

CATALOGUE SESSIONS  
**43,701**

UP 9% OVER 2022

HOLDS PLACED  
**32,065**

UP 6% OVER 2022

NEW CATALOGUE USERS  
**13,203**

UP 22% OVER 2022

LIVE CHAT QUESTIONS  
**347**

UP 30% OVER 2022



[www.facebook.com/ElginCountyLibrary/](https://www.facebook.com/ElginCountyLibrary/)

## PROGRAMS

PROGRAMS  
**1,977**

UP 45% OVER 2022

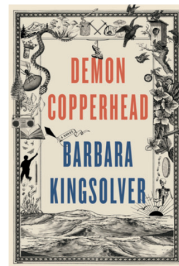
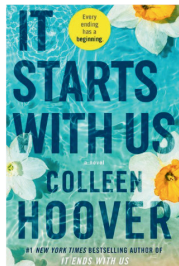
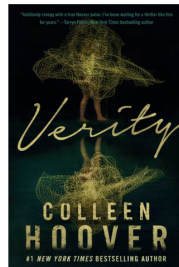
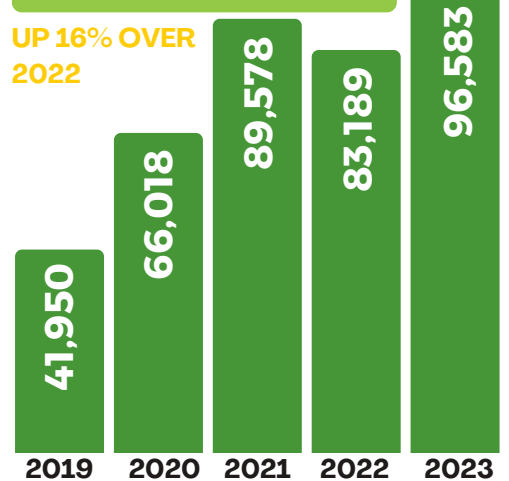
ATTENDANCE  
**39,390**

UP 46% OVER 2022

\*IN PERSON & VIRTUAL

## DIGITAL CHECKOUTS

UP 16% OVER 2022



**TOP 5 READS**

E-BOOKS

**RE: Streamlining of approvals under the *Aggregate Resources Act* and supporting policy**

Greetings,

Further to my letter dated May 29<sup>th</sup>, 2023, I am writing to inform you that a decision notice has been posted regarding the “Proposed changes to the *Aggregate Resources Act*, Ontario Regulation 244/97 to expand self-filing activities and a new policy regarding amendments to existing aggregate approvals” (ERO #[019-6767](#)).

The Ministry of Natural Resources has made changes under the *Aggregate Resources Act* to expand the list of small or routine site plan changes to an existing pit or quarry that can be self-filed (subject to conditions). The ministry has also implemented a new policy for amending an existing aggregate licence, permit or site plan where approval by the ministry is required.

On August 18, 2023, Ontario Regulation 244/97 was amended to add additional site plan changes that can be made without ministry approval when certain conditions and eligibility criteria are met. For a complete list of these changes, conditions and eligibility criteria, please refer to section 7.2 of the regulation, which can be viewed at: <https://www.ontario.ca/laws/regulation/970244>

In addition, the ministry has introduced a new amendment policy that clarifies the requirements and approach to public notification and consultation, as well as provides direction on the requirements when applying for an amendment, and guides ministry decision-making for amendment applications (including what constitutes significant and non-significant amendments). Effective immediately, this policy replaces 14 existing aggregate policies and procedures. For a complete list, please refer to the decision notice.

To view the complete details of this decision, please click on the link above or visit the Environmental Registry of Ontario at [ero.ontario.ca](http://ero.ontario.ca) and search for ERO number 019-6767.

If you have any questions regarding these changes, please contact us by email at [aggregates@ontario.ca](mailto:aggregates@ontario.ca).

Sincerely,

Jennifer Keyes,  
Director, Development and Hazard Policy Branch



## **Call for Nominations 2024**

### **Community Schools Alliance**

Memo: Members of the Community Schools Alliance

From: Doug Reycraft, Chair and Patricia Greig, Secretary-Treasurer

Please be advised that in accordance with the Constitution of the Community Schools Alliance, nominations to the Executive Committee of the Alliance are invited.

The three-year (3) terms of three (3) members of the Executive Committee will end August 31 of this year. Also, one (1) other position on the Executive Committee is vacant. Nominations to fill all four (4) positions for three-year terms are invited.

A nominee must either be an individual member of the Community Schools Alliance or an elected official of a member municipality as of July 1, 2024. Should more than four people be nominated, a virtual election will be held to fill the four positions.

A Nomination Form is attached.

The election, if necessary, will be held following the virtual Annual Meeting of the Community Schools Alliance on August 14, 2024, at 7 p.m.

All individuals and members of municipal councils who are members of the Alliance and who register to attend the Annual Meeting and election will be sent a ballot following the meeting.

The names of all qualified individuals who are duly nominated will appear on the ballot for election to the Executive Committee.

Please print, complete and forward a completed Nomination Form to Chair Doug Reycraft ([reycraft@sympatico.ca](mailto:reycraft@sympatico.ca)) and Secretary-Treasurer Patricia Greig ([pgreig@amtelecom.net](mailto:pgreig@amtelecom.net)).

A completed Nomination Form must be received by Doug Reycraft and Patricia Greig no later than Tuesday, July 16, 2024. Nominations will not be accepted beyond that date.

The four successful candidates will join the other seven members of the Executive Committee previously elected for the 2024-2025 year.

Section 5(i) of Constitution states: "The Chair, Vice-Chair and Secretary-Treasurer shall be elected by the members of the Executive Committee following the Annual Meeting."

## Nomination Form 2024

### Executive Committee of the Community Schools Alliance

Candidates must be either (a) an elected member of the council of a municipality that has joined the Community Schools Alliance or (b) an individual who holds a personal membership in the Alliance as of July 1, 2024.

Nominee's Name (as it is to appear on the ballot):

---

Nominee's Municipality (if applicable):

---

Civic Address including postal code:

---

Email address: \_\_\_\_\_

Telephone: \_\_\_\_\_

I, the Nominee named in this Nomination Form, do hereby consent to such nomination and declare that I am qualified to be elected to the Executive Committee of the Community Schools Alliance.

Signature of Nominee and date:

---

## **Constitution for the Community Schools Alliance**

**(As Amended August 15, 2023)**

### 1. NAME OF THE ORGANIZATION

The name of the organization is the Community Schools Alliance.

### 2. MISSION STATEMENT

The Community Schools Alliance is a non-profit organization committed to working with the Ontario Ministry of Education, municipalities and school boards to achieve a collaborative process that results in democratically determined decisions regarding education infrastructure. Such decisions should be based on principles that consider the broad impact, including but not limited to both social and fiscal effects, of any changes to the infrastructure on students and their community

### 3. GOALS

- a. Students will have the opportunity to be educated in their home community.
- b. All school boards and municipalities must work together to build creative partnerships that allow community resources and services to be delivered in conjunction with education.
- c. When surplus space develops in a school, the school board and the municipality must work together to identify community uses for the space before considering closure of the school.
- d. The input of students, parents, the host municipality and the community to the student accommodation review process used by school boards must be considered.
- e. The provincial government's formula for funding public education must recognize the critical value of schools to the local economy and the social fabric in rural and northern Ontario communities.

#### 4. MEMBERSHIP

- a. Every municipality in Ontario will have the opportunity to become a member of the organization by submitting the required fee with an application.
- b. Other individuals and bodies, including municipal organizations, may become members of the organization with the approval of the Executive Committee and upon payment of the required fee. However the membership fee shall be waived for an individual who is elected to the Executive Committee if the individual resides in a municipality that has paid its required membership fee but the individual has ceased to be an elected official of the municipal council.

#### 5. EXECUTIVE COMMITTEE

- a. The affairs of the organization shall be controlled and managed by the Executive Committee. Subject to the terms of this constitution and to the resolutions of members adopted in the Annual Meeting, the Executive Committee may exercise all the powers of the organization.
- b. All members of the Executive Committee shall be members of the organization or elected officials of member municipalities.
- c. The Executive Committee shall comprise at least seven (7) but not more than thirteen (13) members and will consist of the following:
  - i. Chair;
  - ii. Vice-Chair;
  - iii. Secretary-Treasurer;
  - iv. A minimum of four (4) other persons.
- d. Members of the Executive Committee shall be elected for a three-year term at an Annual Meeting.
- e. The Chair, Vice-Chair and Secretary-Treasurer shall be elected by the members of the Executive Committee following the Annual Meeting.
- f. Should a position on the Executive Committee become vacant, the remaining members of the Executive Committee may appoint a person to

fill the vacancy and that person shall hold office for the balance of the term but shall be eligible for re-election.

- g. The office of an Executive Committee member shall become vacant if a member:
  - i. resigns;
  - ii. becomes unfit and/or incapable of acting as such;
  - iii. ceases to be a member of the organization;
  - iv. is removed by the Executive Committee by a resolution adopted by at least two-thirds (2/3) of its members.
  - v. misses three consecutive meetings.
- h. Meetings of the Executive Committee shall be convened by the Chair on not less than ten (10) days' notice to members of the Committee.
- i. Quorum for meetings of the Executive Committee shall be a majority of the members of the Committee.
- j. Whenever possible, meetings of the Executive Committee shall be by conference call or by videoconference.

## 6. ANNUAL MEETINGS

- a. Whenever possible, Annual Meetings of the organization shall be held in conjunction with the Annual General Meetings of the Association of Municipalities of Ontario.
- b. Annual Meetings shall be convened by the Chair on not less than twenty-one (21) days' notice to all members of the organization. The notice shall state the date, time and place of the meeting and, in broad terms, the business to be transacted at the meeting.
- c. The business of an Annual Meeting shall include:
  - i. the presentation and adoption of the Annual Report of the Chair;
  - ii. the consideration of the Annual Financial Statement for the preceding calendar year;
  - iii. the election of members to serve on the Executive Committee;
  - iv. other matters as may be considered appropriate.

- d. All members of the organization and all elected officials of member municipalities in good standing shall be eligible to vote at an Annual Meeting.
- e. All voting at an Annual Meeting shall be by show of hands except for the election of members of the Executive Committee which shall be by ballot.

## 7. FINANCIAL MATTERS

- a. An account in the name of the Community Schools Alliance shall be held by the Association of Municipalities of Ontario.
- b. All monies received by the organization shall be deposited in the abovementioned account.
- c. All expenditures shall be made by the Association of Municipalities of Ontario on the recommendation of the Chair and/or the Secretary Treasurer.
- d. The organization's financial year shall be the calendar year.
- e. The Secretary Treasurer shall prepare an annual budget for the Community Schools Alliance and shall see to the general administration of the budget.
- f. The Secretary Treasurer shall prepare an Annual Financial Statement for each financial year. The Annual Financial Statement shall include a statement of income and expenditure.
- g. All expenditures shall require the authorization by the Executive Committee and will be used to promote the objectives of the organization.
- h. No portion of the income of the organization shall be paid to any person or to any member of the organization or the Executive Committee except as:
  - i. reasonable compensation for services actually rendered to the organization;
  - ii. reimbursement of actual costs or expenses reasonably incurred on behalf of the organization.

## 8. MEMBERSHIP FEES

The Executive Committee shall determine the required annual membership fees for individuals, municipalities, municipal organizations and other bodies.

## 9. AMENDMENT OF THE CONSTITUTION

- a. This Constitution may be amended by a resolution of two-thirds (2/3) of the members present at an Annual Meeting.
- b. At least twenty-one (21) days' notice prior to the Annual Meeting stating the nature of the resolution to be proposed must be given to all members of the organization.

June 24th, 2024

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

Dear staff and council,

My name is Sam Tountas, the former owner of Sam's Diner in West Lorne. I am very much interested in providing a much needed service to the community of Port Glasgow, in particular at the Old Boys Trailer Park.

Good food, cold ice cream and a friendly face is one of reasons why people enjoy coming to the park so much.

I am hoping that you will consider allowing me to provide this important service during the operating season at Old Boys' Park.

I have enclosed a draft of my menu and a photo of the portable restaurant that I have purchased. I believe that it would be a good fit at the park.

All I would require in order to operate is the following:

A place to park this unit

Water, Sewer and 30 amp service (at market rate or a flat rate negotiated)

5 Year lease with exclusive rights to provide food service

In return for the above, I offer:

Good quality food and ice cream, licensed food handler with all required food service certificates

Insured

Over 50 years in the restaurant business

Open to negotiating a monthly fee

Reduction in liability to municipality by using an independent contractor's facilities for cooking

As you can see, I am very excited about this idea and see many reasons for both parties to benefit.

Please let me know if this is something you would consider and if I can answer any questions you may have.

Kindest personal regards,

Sam Tountas



**BREAKFAST**

Two Eggs with Bacon , or Ham , or Sausages \$10.00  
Peameal & (2 Eggs ) \$12.99 (3 Eggs) \$14.99  
Hungry Man(3 Eggs, 2 Bacon,2 Ham,2 Sausages)\$14.99  
3 Egg Omelet ( choice of 2 Items ) \$13.99

Above Served with Home fries , Toast & Jam

French Toast (3 slices) \$9.99  
Pancakes (2) \$7.99 (3) \$9.99  
Add Bacon or Ham or Sausages \$3.99

LUNCHBOX BREAKFAST 2 eggs, 2 pancakes, 2 bacon, 2 ham, & 2 sausages) \$ 16.99

**SIDE ORDERS**

Fresh Cut Fries  
Sm. \$5.00 Lg. \$8.99 Family Size \$12.99  
Poutine Sm.\$7.99 Lg.\$13.99  
Onion Rings Sm.\$7.99 Lg.\$13.99  
Battered Mushrooms (14) \$9.99  
Breaded Pickle Spears \$9.99  
Sm. Gravy \$3.00 Lg. \$4.50  
Meat sauce (4oz) \$3.00 (12oz) \$8.50

**SALADS**

Greek Salad \$14.99  
Grilled Chicken Caesar Salad \$12.99

**BEVERAGES**

Coffee \$2.00  
Orange or Apple Juice ( Bottle) \$2.50  
Pop (can only) \$1.99  
Ice Tea \$2.25  
Bottled Water \$1.50

**HOMEMADE PANZEROTTI**

Deep Fried with your choice of 4 Items, served with a side of meat sauce. \$15.99

pepperoni, ham, bacon, onions, mushrooms, green peppers, olives, hot peppers, pineapple  
Extra Items \$1.50 Double Cheese \$3.00

Above Prices Include Applicable Taxes

**FISH & CHIPS**

One Piece (Haddock) \$15.99  
Two Piece \$21.99  
Chicken Fingers & Fries \$14.99  
Chicken Wings & Fries \$15.99  
Wings (1 lb.) \$16.99

**WRAPS**

Greek Wrap \$10.99  
Chicken Caesar Wrap \$10.99  
Club Wrap \$10.99  
Buffalo Spicy Chicken Wrap \$10.99

**SANDWICHES**

Fried Egg \$5.50  
Fried Egg & Cheese \$6.99  
Fried Egg & Bacon & Cheese \$8.25  
Western (2 eggs) \$8.50  
BLT \$7.99  
Grilled Cheese \$6.50  
Grilled Cheese with Ham or Bacon \$7.99  
Roast Beef on a Bun \$8.50  
BBQ Beef on a Bun \$9.00

**GYROS OR SOUVLAKI**

Gyros \$10.99  
Gyros Dinner \$15.99  
Chicken Souvlaki \$10.99  
Chicken Souvlaki Dinner \$15.99  
Side of Tzatziki \$4.50

**BURGERS (1/3 LB)**

Hamburger \$7.50  
Cheeseburger \$8.50  
Bacon Cheeseburger \$10.50  
Lunchbox Burger \$10.99  
(mushroom, onions, bacon, marinara sauce)  
Pizza Burger \$9.99  
(marinara sauce, pepperoni , and cheese  
Peameal Bacon on a Bun \$9.99  
Peameal Bacon on a Bun w/ Cheese \$10.99  
Mushroom Burger \$9.99  
Double Patty Burger \$11.99  
Chicken burger \$8.99  
Buffalo Chicken Burger \$9.99  
Hot Dog (7") \$6.99  
Sausage (7") w/ sauerkraut or fried onions \$8.99  
Pogo \$4.99

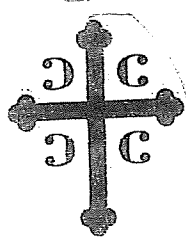
Above Prices Include Applicable Taxes

**The Lunch Box**

**(548) 888-5203**

**Open Daily 8am  
Weather Permitting**





ST. ELIJAH ORTHODOX CHURCH  
9354 GRAHAM RD., WEST LORNE,  
ONTARIO, N0L 2P0 CANADA

JUNE 21, 2024 TO WEST ELGIN COUNCIL  
THIS IS A FORMAL NOTIFICATION ABOUT  
THE FESTIVITIES AT ST ELIJAH ORTHODOX  
CHURCH AT EAGLE ONT. FOR OVER  
60 YEARS THE MUNICIPALITY HAS  
SUPPORTED OUR ANNUAL FUND RAISER.

ON SUNDAY AUGUST 4 2024 WE ARE  
HOLDING A SPECIAL EVENT COMMEMORATING  
THE PATRON SAINT (CHURCH SERVICE) FOLLOWED  
BY A PICNIC INVOLVING A LUNCHEON FROM  
12 PM AND MUSIC TO 6PM. DURING THE PICNIC  
ALCOHOLIC BEVERAGES WILL BE AVAILABLE.  
ESTIMATED ATTENDENCE IS 150 PEOPLE

IF YOU HAVE QUESTIONS CALL ME AT  
519 851 6619

SINCERELY,

*Alex Perovich*  
ALEX PEROVICH, TREASURER  
24249 MARSH LINE  
WEST LORNE ON  
N0L 2P0



**The Corporation of The Municipality of West Elgin  
By-Law 2024-48**

**A By-Law to amend By-law 2023-103, being a by-law to Set Rates of  
Remuneration for Municipal Employees**

**Whereas** Section 5 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that the powers of a municipality shall be exercised by by-law; and

**Whereas** Section 283(1) of the *Municipal Act* provides that a municipality may pay expenses of the officers and employees of the municipality; and

**Whereas** it is deemed desirable and expedient to set the remuneration and expenses for all persons employed by the Corporation of the Municipality of West Elgin;

**Whereas** it is deemed expedient to amend By-Law 2023-103, being a by-law to set rates of Remuneration for Municipal Employees, passed on December 21, 2023;

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Remuneration for Municipal Employees is hereby amended with the attached in "Schedule A – West Elgin 2024 Salary Grid";
2. This By-Law shall come into force and effect upon the final reading thereof.

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

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

## West Elgin 2024 Salary Grid

Similar Value Group	Job Code	Job Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (Job Rate)
			4%	4%	4%	4%	4%	\$P.HR
12	1	CAO/Treasurer	\$141,971	\$147,650	\$153,556	\$159,699	\$166,087	\$172,730
11			\$121,327	\$126,180	\$131,227	\$136,477	\$141,936	\$147,613
10	2	Manager of Corporate Services, Treasurer	\$108,328	\$112,661	\$117,167	\$121,854	\$126,728	\$131,797
10	3	Manager, Operations & Community Services						
9	4	Chief Building Official	\$94,278	\$98,049	\$101,971	\$106,050	\$110,292	\$114,704
8	6	Municipal Clerk	\$84,410	\$87,787	\$91,298	\$94,950	\$98,748	\$102,698
8	5	Planner						
7	11	Supervisor, Public Works	\$74,542	\$77,524	\$80,625	\$83,850	\$87,204	\$90,692
7	12	Supervisor, Parks & Recreation						
7	13	Supervisor, Utilities						
6	17	Part-Time Drainage Superintendent	\$67,876	\$70,591	\$73,415	\$76,352	\$79,406	\$82,582
6	7	Financial Analyst/Tax Collector						
5								
4	8	Accounting Clerk	\$55,891	\$58,127	\$60,452	\$62,870	\$65,385	\$68,000
4								
3	21	Bus Driver	\$50,484	\$52,504	\$54,604	\$56,788	\$59,060	\$61,422
3	9	Admin Assistant/Records Management	\$24.27	\$25.24	\$26.25	\$27.30	\$28.39	\$29.53
3	10	Admin Assistant – Operations and Community Services						
1	11	Student	\$17.20					



## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-49

#### **A By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and The Association of Municipalities of Ontario (AMO) for the purposes of a Municipal Funding Agreement on the Canada Community-Building Fund**

**Whereas** Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers, and privileges of a natural person for the purpose of exercising its authority; and

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin and The Association of Municipalities of Ontario (AMO) for the purposes of a Municipal Funding Agreement on the Canada Community-Building Fund; and

**Now Therefore** the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with The Association of Municipalities of Ontario (AMO) for the purposes of a Municipal Funding Agreement on the Canada Community-Building Fund, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on June 27, 2024.

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

---

Richard Leatham, Mayor

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Terri Towstiuć, Clerk

## **MUNICIPAL FUNDING AGREEMENT ON THE CANADA COMMUNITY-BUILDING FUND**

**BETWEEN:**

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

(referred to herein as “**AMO**”)

**AND:**

**THE MUNICIPALITY OF WEST ELGIN**

(a municipal corporation pursuant to the *Municipal Act, 2001*, referred to herein as the “**Recipient**”)

**WHEREAS** the Government of Canada, the Government of Ontario, AMO, and the City of Toronto are signatories to the Administrative Agreement on the Canada Community-Building Fund effective April 1, 2024 (the “**Administrative Agreement**”), which governs the transfer and use of the Canada Community-Building Fund (“**CCBF**”) in Ontario;

**AND WHEREAS** AMO is responsible for the administration of CCBF funding made available to all Municipalities in Ontario – except the City of Toronto – under the Administrative Agreement, and will therefore undertake (and require the Recipient to undertake) certain activities as set out in this Agreement;

**AND WHEREAS** the Recipient wishes to enter into this Agreement to access CCBF funding;

**NOW THEREFORE** the Parties agree as follows:

## 1. DEFINITIONS AND INTERPRETATIONS

1.1 **Definitions.** For the purposes of this Agreement, the following terms shall have the meanings ascribed to them below:

**“Annual Report”** means the duly completed report to be prepared and delivered to AMO as described in Section 6.1.

**“Asset Management”** is a principle/practice that includes planning processes, approaches, plans, or related documents that support an integrated lifecycle approach to the effective stewardship of infrastructure assets to maximize benefits and effectively manage risk.

**“Canada”** means the Government of Canada, as represented by the Minister of Housing, Infrastructure and Communities.

**“Canada Community-Building Fund” or “CCBF”** means the program established under section 161 of the *Keeping Canada’s Economy and Jobs Growing Act*, S.C. 2011, c. 24 as amended by section 233 of the *Economic Action Plan 2013 Act, No. 1*, S.C. 2013, c. 33, as the Gas Tax Fund and renamed the Canada Community-Building Fund in section 199 of *Budget Implementation Act, 2021, No. 1*.

**“Contract”** means an agreement between the Recipient and a Third Party whereby the latter agrees to supply a product or service to an Eligible Project in return for financial consideration.

**“Eligible Expenditure”** means an expenditure described as eligible in Schedule B or deemed eligible by Canada in accordance with Section 4.2.

**“Eligible Investment Category”** means an investment category listed in Schedule A or deemed eligible by Canada in accordance with Section 3.2.

**“Eligible Project”** means a project that fits within an Eligible Investment Category.

**“Event of Default”** has the meaning given to it in Section 13.1 of this Agreement.

**“Funds”** mean the funds made available to the Recipient through the CCBF or any other source of funding as determined by Canada. Funds are made available pursuant to this Agreement and includes any interest earned on the said Funds. Funds transferred to another Municipality in accordance with Section 5.3 of this Agreement are to be treated as Funds by the Municipality to which the Funds are transferred; and Funds transferred to a non-municipal entity in accordance with Section 5.4 of this Agreement shall remain as Funds under this Agreement for all purposes and the Recipient shall continue to be bound by all provisions of this Agreement with respect to such transferred Funds.

**“Housing Needs Assessment”** or **“HNA”** means a report informed by data and research describing the current and future housing needs of a Municipality or community according to guidance provided by Canada.

**“Ineligible Expenditures”** means those expenditures described as ineligible in Schedule C or deemed ineligible by Canada in accordance with Section 4.2.

**“Infrastructure”** means tangible capital assets that are primarily for public use or benefit in Ontario – whether municipal or regional, and whether publicly or privately owned.

**“Lower-Tier Municipality”** means a Municipality that forms part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Municipal Fiscal Year”** means the period beginning January 1st of a year and ending December 31st of the same year.

**“Municipality”** and **“Municipalities”** means every municipality as defined under the *Municipal Act, 2001*, S.O. 2001, c. 25.

**“Non-Municipal Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.4 of this Agreement.

**“Parties”** means AMO and the Recipient.

**“Prior Agreement”** means the municipal funding agreement for the transfer of federal gas tax funds entered into by AMO and the Recipient, effective April 2014 and with an expiry date of March 31, 2024.

**“Single-Tier Municipality”** means a Municipality, other than an Upper-Tier Municipality, that does not form part of an Upper-Tier Municipality for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

**“Third Party”** means any person or legal entity, other than the Parties to this Agreement, who participates in the implementation of an Eligible Project by means of a Contract.

**“Transfer By-law”** means a by-law passed by Council of the Recipient pursuant to Section 5.3 of this Agreement.

**“Unspent Funds”** means the amount reported as unspent by the Recipient as of December 31, 2023 in the Recipient’s 2023 Annual Report (as defined under the Prior Agreement).



**“Upper-Tier Municipality”** means a Municipality of which two or more Lower-Tier Municipalities form part for municipal purposes, as defined under the *Municipal Act, 2001*, S.O. 2001 c. 25.

## 1.2 Interpretations

- a) **“Agreement”** refers to this agreement as a whole, including the cover and execution pages and all of the schedules hereto, and all amendments made hereto in accordance with the provisions hereof.
- b) The words **“herein”**, **“hereof”** and **“hereunder”** and other words of similar import refer to this Agreement as a whole and not any particular schedule, article, section, paragraph or other subdivision of this Agreement.
- c) The term **“including”** or **“includes”** means including or includes (as applicable) without limitation or restriction.
- d) Any reference to a federal or provincial statute is to such statute and to the regulations made pursuant to such statute as such statute and regulations may at any time be amended or modified and in effect and to any statute or regulations that may be passed that have the effect of supplementing or superseding such statute or regulations.

## 2. TERM OF THE AGREEMENT

- 2.1 **Term.** Subject to any extension or termination of this Agreement or the survival of any of the provisions of this Agreement pursuant to the provisions contained herein, this Agreement shall come into effect as of April 1, 2024 up to and including March 31, 2034.
- 2.2 **Review.** This Agreement will be reviewed by AMO by June 30, 2027.
- 2.3 **Amendment.** This Agreement may be amended at any time in writing as agreed to by AMO and the Recipient.
- 2.4 **Notice.** Any of the Parties may terminate this Agreement on two (2) years written notice.
- 2.5 **Prior Agreement.** The Parties agree that the Prior Agreement, including Section 15.5 thereof, is hereby terminated. Notwithstanding the termination of the Prior Agreement, including Section 15.5, the reporting and indemnity obligations of the Recipient thereunder with respect to expended Funds governed by the Prior Agreement as set forth in Sections 5, 7, 10.3, 10.4 and 10.5 of the Prior Agreement shall survive the said termination.

### 3. ELIGIBLE PROJECTS

- 3.1 **Eligible Projects.** Eligible Projects are those that fit within an Eligible Investment Category. Eligible Investment Categories are listed in Schedule A.
- 3.2 **Discretion of Canada.** The eligibility of any investment category not listed in Schedule A is solely at the discretion of Canada.
- 3.3 **Recipient Fully Responsible.** The Recipient is fully responsible for the completion of each Eligible Project in accordance with Schedule A and Schedule B.

### 4. ELIGIBLE EXPENDITURES

- 4.1 **Eligible Expenditures and Ineligible Expenditures.** Eligible Expenditures are described in Schedule B. Ineligible Expenditures are described in Schedule C.
- 4.2 **Discretion of Canada.** The eligibility of any item not listed in Schedule B or Schedule C to this Agreement is solely at the discretion of Canada.
- 4.3 **Reasonable Access.** The Recipient shall allow AMO and Canada reasonable and timely access to all documentation, records and accounts and those of their respective agents or Third Parties related to the receipt, deposit and use of Funds and Unspent Funds, and any interest earned thereon, and all other relevant information and documentation requested by AMO or Canada or their respective designated representatives for the purposes of audit, evaluation, and ensuring compliance with this Agreement.
- 4.4 **Retention of Receipts.** The Recipient will keep proper and accurate accounts and records of all Eligible Projects including invoices and receipts for Eligible Expenditures for at least six (6) years after the completion of the project.
- 4.5 **Contracts.** The Recipient will award and manage all Contracts in accordance with its relevant policies and procedures and, if applicable, in accordance with any domestic or international trade agreements, and all other applicable laws. The Recipient will ensure any of its Contracts for the supply of services or materials to implement its responsibilities under this Agreement will be awarded in a way that is transparent, competitive, consistent with value for money principles and pursuant to its adopted procurement policy.

### 5. FUNDS

- 5.1 **Use of Funds.** The Recipient acknowledges and agrees the Funds are intended for and shall be used only for Eligible Expenditures in respect of Eligible Projects.

- 5.2 **Unspent Funds.** Any Unspent Funds, and any interest earned thereon, will be subject to the terms and conditions of this Agreement, and will no longer be governed by the terms and conditions of the Prior Agreement.
- 5.3 **Transfer of Funds to a Municipality.** Where a Recipient decides to allocate and transfer Funds to another Municipality (the “Transferee Municipality”):
- a) The allocation and transfer shall be authorized by a Transfer By-law. The Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon thereafter as practicable. The Transfer By-law shall identify the Transferee Municipality and the amount of Funds the Transferee Municipality is to receive for the Municipal Fiscal Year(s) specified in the Transfer By-law.
  - b) The Recipient is still required to submit an Annual Report in accordance with Section 6.1 hereof with respect to the Funds transferred.
  - c) No transfer of Funds pursuant to this Section 5.3 shall be effected unless and until the Transferee Municipality has either (i) entered into an agreement with AMO on substantially the same terms as this Agreement, or (ii) has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, such as undertaking in a form satisfactory to AMO.
- 5.4 **Transfer of Funds to a Non-Municipal Entity.** Where a Recipient decides to support an Eligible Project undertaken by a non-municipal entity (whether a for profit, non-governmental, or not-for profit organization):
- a) The provision of such support shall be authorized by a Transfer By-law (a “Non-Municipal Transfer By-law”). The Non-Municipal Transfer By-law shall be passed by the Recipient’s council and submitted to AMO as soon as practicable thereafter. The Non-Municipal Transfer By-law shall identify the non-municipal entity, and the amount of Funds the non-municipal entity is to receive for that Eligible Project.
  - b) The Recipient shall continue to be bound by all the provisions of this Agreement notwithstanding any such transfer.
  - c) No transfer of Funds pursuant to this Section 5.4 shall be effected unless and until the non-municipal entity receiving the Funds has executed and delivered to AMO a written undertaking to assume all of the Recipient’s obligations under this Agreement with respect to the Funds transferred, in a form exclusively satisfactory to AMO.
- 5.5 **Payout of Funds.** Subject to Sections 5.14 and 5.15, AMO will transfer Funds twice yearly, on or before the dates agreed upon by Canada and AMO.

- 5.6 **Deposit of Funds.** The Recipient will deposit the Funds in:
- a) An interest-bearing bank account; or
  - b) An investment permitted under:
    - i. The Recipient's investment policy; and
    - ii. Provincial legislation and regulation.
- 5.7 **Interest Earnings and Investment Gains.** Interest earnings and investment gains will be:
- Proportionately allocated to the CCBF when applicable; and
  - Applied to Eligible Expenditures for Eligible Projects.
- 5.8 **Funds Advanced.** Funds shall be spent (in accordance with Sections 3 and 4) or transferred (in accordance with Sections 5.3 or 5.4) within five (5) years after the end of the year in which Funds were received. Unexpended Funds shall not be retained beyond such five (5) year period without the documented consent of AMO. AMO reserves the right to declare that unexpended Funds after five (5) years become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.
- 5.9 **Expenditure of Funds.** The Recipient shall expend all Funds by December 31, 2038.
- 5.10 **HST.** The use of Funds is based on the net amount of harmonized sales tax to be paid by the Recipient net of any applicable tax rebates.
- 5.11 **Limit on Canada's Financial Commitments.** The Recipient may use Funds to pay up to one hundred percent (100%) of Eligible Expenditures of an Eligible Project.
- 5.12 **Federal Funds.** The Recipient agrees that any Funds received will be treated as "federal funds" for the purpose of other federal infrastructure programs.
- 5.13 **Stacking.** If the Recipient is receiving federal funds under other federal infrastructure programs in respect of an Eligible Project to which the Recipient wishes to apply Funds, the maximum federal contribution limitation set out in any other federal infrastructure program agreement made in respect of that Eligible Project shall continue to apply.
- 5.14 **Withholding Payment.** AMO may, in its exclusive discretion, withhold Funds where the Recipient is in default of compliance with any provisions of this Agreement.
- 5.15 **Insufficient Funds Provided by Canada.** Notwithstanding the provisions of Section 2, if Canada does not provide sufficient funds to continue the Funds for any Municipal

Fiscal Year during which this Agreement is in effect, AMO may immediately terminate this Agreement on written notice to the Recipient.

## 6. REPORTING REQUIREMENTS

- 6.1 **Annual Report.** The Recipient shall submit a report to AMO by April 30<sup>th</sup> each year, or as otherwise notified by AMO. The report shall be submitted in an electronic format deemed acceptable by AMO and shall contain the information described in Schedule D.
- 6.2 **Project List.** The Recipient shall ensure that projects are reported in advance of construction. Information required is as noted in Section 2.3 of Schedule E.

## 7. ASSET MANAGEMENT

- 7.1 **Implementation of Asset Management.** The Recipient will develop and implement an Asset Management plan, culture, and methodology in accordance with legislation and regulation established by the Government of Ontario (e.g., O. Reg. 588/17).
- 7.2 **Asset Data.** The Recipient will continue to improve data describing the condition of, long-term cost of, levels of service provided by, and risks associated with infrastructure assets.

## 8. HOUSING NEEDS ASSESSMENT

- 8.1 **Requirement.** While an HNA is encouraged for all Municipalities, the Recipient must complete a HNA if it had a population of 30,000 or more on the 2021 Census of Canada and is a Single-Tier Municipality or a Lower-Tier Municipality.
- 8.2 **Content of the HNA.** The Recipient will prepare the HNA in accordance with the guidance provided from time to time by Canada.
- 8.3 **Use of HNA.** The Recipient is expected to prioritize projects that support the growth of the housing supply. The HNA is to be used by Municipalities to prioritize, where possible, Infrastructure or capacity building projects that support increased housing supply where it makes sense to do so.
- 8.4 **Publication of the HNA.** The Recipient will publish the HNA on its website.
- 8.5 **HNA reporting requirements.** The Recipient will send to AMO by March 31, 2025, unless otherwise agreed upon:
- a) A copy of any HNA it is required to complete in accordance with Section 8.1; and

- b) The URL to the published HNA on the Recipient's website.

## 9. COMMUNICATIONS REQUIREMENTS

- 9.1 The Recipient will comply with all communication requirements outlined in Schedule E.

## 10. RECORDS AND AUDIT

- 10.1 **Accounting Principles.** All accounting terms not otherwise defined herein have the meanings assigned to them; all calculations will be made and all financial data to be submitted will be prepared in accordance with generally accepted accounting principles ("GAAP") in effect in Ontario. GAAP will include, without limitation, those principles approved or recommended for local governments from time to time by the Public Sector Accounting Board or the Chartered Professional Accountants of Canada or any successor institute, applied on a consistent basis.
- 10.2 **Separate Records.** The Recipient shall maintain separate records and documentation for the Funds and keep all records including invoices, statements, receipts, and vouchers in respect of Funds expended on Eligible Projects in accordance with the Recipient's municipal records retention by-law. Upon reasonable notice by AMO or Canada, the Recipient shall submit all records and documentation relating to the Funds for inspection or audit.
- 10.3 **External Auditor.** AMO or Canada may request, upon written notice to Recipient, an audit of Eligible Project(s) or Annual Report(s). AMO shall retain an external auditor to carry out an audit and ensure that any auditor who conducts an audit pursuant to this Agreement or otherwise, provides a copy of the audit report to the Recipient.

## 11. INSURANCE AND INDEMNITY

- 11.1 **Insurance.** The Recipient shall put in effect and maintain in full force and effect or cause to be put into effect and maintained for the term of this Agreement all the necessary insurance with respect to each Eligible Project, including any Eligible Projects with respect to which the Recipient has transferred Funds pursuant to Section 5 of this Agreement, that would be considered appropriate for a prudent Municipality undertaking similar Eligible Projects, including, where appropriate and without limitation, property, construction, and liability insurance, which insurance coverage shall identify Canada and AMO as additional insureds for the purposes of the Eligible Projects.
- 11.2 **Certificates of Insurance.** Throughout the term of this Agreement, the Recipient shall have a valid certificate of insurance that confirms compliance with the requirements

of Section 11.1. The Recipient shall produce such certificate of insurance on request, including as part of any AMO or Canada audit.

11.3 **AMO Not Liable.** In no event shall Canada or AMO be liable for:

- Any bodily injury, death or property damages to the Recipient, its employees, agents, or consultants or for any claim, demand or action by any Third Party against the Recipient, its employees, agents, or consultants, arising out of or in any way related to this Agreement; or
- Any incidental, indirect, special, or consequential damages, or any loss of use, revenue or profit to the Recipient, its employees, agents, or consultants arising out of any or in any way related to this Agreement.

11.4 **Recipient to Compensate Canada.** The Recipient will ensure that it will not, at any time, hold the Government of Canada, its officers, servants, employees or agents responsible for any claims or losses of any kind that the Recipient, Third Parties or any other person or entity may suffer in relation to any matter related to the Funds or an Eligible Project and that the Recipient will, at all times, compensate Canada, its officers, servants, employees and agents for any claims or losses of any kind that any of them may suffer in relation to any matter related to CCBF funding or an Eligible Project.

11.5 **Recipient to Indemnify AMO.** The Recipient hereby agrees to indemnify and hold harmless AMO, its officers, servants, employees or agents (each of which is called an “**Indemnitee**”), from and against all claims, losses, damages, liabilities and related expenses including the fees, charges and disbursements of any counsel for any Indemnitee incurred by any Indemnitee or asserted against any Indemnitee by whomsoever brought or prosecuted in any manner based upon, or occasioned by, any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights caused by or arising directly or indirectly from:

- The Funds;
- The Recipient’s Eligible Projects, including the design, construction, operation, maintenance, and repair of any part or all of the Eligible Projects;
- The performance of this Agreement or the breach of any term or condition of this Agreement by the Recipient, its officers, servants, employees, and agents, or by a Third Party, its officers, servants, employees, or agents; and
- Any omission or other wilful or negligent act of the Recipient or Third Party and their respective officers, servants, employees, or agents.

## 12. TRANSFER AND OPERATION OF MUNICIPAL INFRASTRUCTURE

- 12.1 **Reinvestment.** The Recipient will invest into Eligible Projects, any revenue that is generated from the sale, lease, encumbrance, or other disposal of an asset resulting from an Eligible Project where such disposal takes place within five (5) years of the date of completion of the Eligible Project.
- 12.2 **Notice.** The Recipient shall notify AMO in writing 120 days in advance and at any time during the five (5) years following the date of completion of an Eligible Project if it is sold, leased, encumbered, or otherwise disposed of.
- 12.3 **Public Use.** The Recipient will ensure that Infrastructure resulting from any Eligible Project that is not sold, leased, encumbered, or otherwise disposed of, remains primarily for public use or benefit.

## 13. DEFAULT AND TERMINATION

- 13.1 **Event of Default.** AMO may declare in writing that an Event of Default has occurred when the Recipient has not complied with any condition, undertaking or term in this Agreement. AMO will not declare in writing that an Event of Default has occurred unless it has first consulted with the Recipient. For the purposes of this Agreement, each of the following events shall constitute an “Event of Default”:
- Failure by the Recipient to deliver in a timely manner an Annual Report or respond to questionnaires or reports as required;
  - Delivery of an Annual Report that discloses non-compliance with any condition, undertaking or material term in this Agreement;
  - Failure by the Recipient to co-operate in an external audit undertaken by Canada, AMO or their agents;
  - Delivery of an external audit report that discloses non-compliance with any condition, undertaking or term in this Agreement; and
  - Failure by the Recipient to expend Funds in accordance with the terms of this Agreement, including Section 5.8.
- 13.2 **Waiver.** AMO may withdraw its notice of an Event of Default if the Recipient, within thirty (30) calendar days of receipt of the notice, either corrects the default or demonstrates, to the satisfaction of AMO in its sole discretion that it has taken such steps as are necessary to correct the default.
- 13.3 **Remedies on Default.** If AMO declares that an Event of Default has occurred under Section 13.1, after thirty (30) calendar days from the Recipient’s receipt of the notice



of an Event of Default, it may immediately terminate this Agreement or suspend its obligation to pay the Funds. If AMO suspends payment, it may pay suspended Funds if AMO is satisfied that the default has been cured.

- 13.4 **Repayment of Funds.** If AMO declares that an Event of Default has not been cured to its exclusive satisfaction, AMO reserves the right to declare that prior payments of Funds become a debt to Canada which the Recipient will reimburse forthwith on demand to AMO for transmission to Canada.

#### 14. CONFLICT OF INTEREST

- 14.1 **No Conflict of Interest.** The Recipient will ensure that no current member of the AMO Board of Directors and no current or former public servant or office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes or policies of Canada applies will derive direct benefit from the Funds, the Unspent Funds, and any interest earned thereon, unless the provision of receipt of such benefits is in compliance with such legislation, guidelines, policies or codes.

#### 15. NOTICE

- 15.1 **Notice.** Any notice, information or document provided for under this Agreement will be effectively given if in writing and if delivered by hand, or overnight courier, mailed, postage or other charges prepaid, or sent by email to the addresses in Section 15.3. Any notice that is sent by hand or overnight courier service shall be deemed to have been given when received; any notice mailed shall be deemed to have been received on the eighth (8) calendar day following the day on which it was mailed; any notice sent by email shall be deemed to have been received on the sender's receipt of an acknowledgment from the intended recipient (such as by the "return receipt requested" function, as available, return email or other written acknowledgment), provided that in the case of a notice sent by email, if it is not given on a business day before 4:30 p.m. Eastern Standard Time, it shall be deemed to have been given at 8:30 a.m. on the next business day for the recipient.
- 15.2 **Representatives.** The individuals identified in Section 15.3 of this Agreement, in the first instance, act as AMO's or the Recipient's, as the case may be, representative for the purpose of implementing this Agreement.
- 15.3 **Addresses for Notice.** Further to Section 15.1 of this Agreement, notice can be given at the following addresses:

- If to AMO:

Executive Director  
Canada Community-Building Fund Agreement  
Association of Municipalities of Ontario  
155 University Avenue, Suite 800  
Toronto, ON M5H 3B7

Telephone: 416-971-9856  
Email: ccbf@amo.on.ca

- If to the Recipient:

Treasurer  
The Municipality of West Elgin  
P.O. Box 490, 22413 Hoskins Line  
Rodney, ON N0L 2C0

## 16. MISCELLANEOUS

- 16.1 **Counterpart Signature.** This Agreement may be signed (including by electronic signature) and delivered (including by facsimile transmission, by email in PDF or similar format or using an online contracting service designated by AMO) in counterparts, and each signed and delivered counterpart will be deemed an original and both counterparts will together constitute one and the same document.
- 16.2 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term is found to be or becomes invalid or unenforceable, in whole or in part, it will be deemed to be severable and will be deleted from this Agreement, but all the other terms and conditions of this Agreement will continue to be valid and enforceable.
- 16.3 **Waiver.** AMO may waive any right in this Agreement only in writing, and any tolerance or indulgence demonstrated by AMO will not constitute waiver of rights in this Agreement. Unless a waiver is executed in writing, AMO will be entitled to seek any remedy that it may have under this Agreement or under the law.
- 16.4 **Governing Law.** This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable in Ontario.
- 16.5 **Survival.** The Recipient agrees that the following sections and provisions of this Agreement shall extend for seven (7) years beyond the expiration or termination of this Agreement: Sections 4, 5.8, 5.9, 6.1, 11.4, 11.5, 12, 13.4 and 16.8.
- 16.6 **AMO, Canada and Recipient Independent.** The Recipient will ensure its actions do not establish or will not be deemed to establish a partnership, joint venture, principal-

agent relationship, or employer-employee relationship in any way or for any purpose whatsoever between Canada and the Recipient, between AMO and the Recipient, between Canada and a Third Party or between AMO and a Third Party.

- 16.7 **No Authority to Represent.** The Recipient will ensure that it does not represent itself, including in any agreement with a Third Party, as a partner, employee, or agent of Canada or AMO.
- 16.8 **Debts Due to AMO.** Any amount owed under this Agreement will constitute a debt due to AMO, which the Recipient will reimburse forthwith, on demand, to AMO.
- 16.9 **Priority.** In the event of a conflict, the part of this Agreement that precedes the signature of the Parties will take precedence over the Schedules.
- 16.10 **Complementarity.** The Recipient is to use the CCBF to complement, without replacing or displacing, other sources of funding for municipal infrastructure.
- 16.11 **Equity.** The Recipient is to consider Gender Based Analysis Plus (“**GBA+**”) lenses when undertaking a project.

## 17. SCHEDULES

- 17.1 This Agreement, including:

Schedule A	Eligible Investment Categories
Schedule B	Eligible Expenditures
Schedule C	Ineligible Expenditures
Schedule D	The Annual Report
Schedule E	Communications Requirements

constitute the entire agreement between the Parties with respect to the subject matter contained in this Agreement and supersedes all prior oral or written representations and agreements.

**18. SIGNATURES**

**IN WITNESS WHEREOF**, AMO and the Recipient have respectively executed, and delivered this Agreement, effective April 1, 2024.

**THE MUNICIPALITY OF WEST ELGIN**

By: \_\_\_\_\_

Name:	_____	Date	_____
Title:	_____		

_____	_____	_____	_____
Name:		Date	
Title:			

**THE ASSOCIATION OF MUNICIPALITIES OF ONTARIO**

By: \_\_\_\_\_

Name:	_____	Date	_____
Title: Executive Director			

_____	_____	_____	_____
Witness:		Date	
Title:			

## **SCHEDULE A: ELIGIBLE INVESTMENT CATEGORIES**

1. **Broadband connectivity** – investments in the construction, material enhancement, or renewal of infrastructure that provides internet access to residents, businesses, and/or institutions in Canadian communities.
2. **Brownfield redevelopment** – investments in the remediation or decontamination of a brownfield site within municipal boundaries – provided that the site is being redeveloped to construct a public park for municipal use, publicly owned social housing, or Infrastructure eligible under another investment category listed in this schedule.
3. **Capacity-building** – investments that strengthen the Recipient’s ability to develop long-term planning practices as described in Schedule B, item 2.
4. **Community energy systems** – investments in the construction, material enhancement, or renewal of infrastructure that generates energy or increases energy efficiency.
5. **Cultural infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that supports the arts, humanities, or heritage.
6. **Drinking water** – investments in the construction, material enhancement, or renewal of infrastructure that supports drinking water conservation, collection, treatment, and distribution systems.
7. **Fire halls** – investments in the construction, material enhancement, or renewal of fire halls and fire station infrastructure.
8. **Local roads and bridges** – investments in the construction, material enhancement, or renewal of roads, bridges, tunnels, highways, and active transportation infrastructure.
9. **Public transit** – investments in the construction, material enhancement, or renewal of infrastructure that supports a shared passenger transport system that is available for public use.
10. **Recreational infrastructure** – investments in the construction, material enhancement, or renewal of recreational facilities or networks.
11. **Regional and local airports** – investments in the construction, material enhancement, or renewal of airport-related infrastructure (excluding infrastructure in the National Airports System).
12. **Resilience** – investments in the construction, material enhancement, or renewal of built and natural infrastructure assets and systems that protect and strengthen the resilience

of communities and withstand and sustain service in the face of climate change, natural disasters, and extreme weather events.

13. **Short-line rail** – investments in the construction, material enhancement, or renewal of railway-related infrastructure for carriage of passengers or freight.
14. **Short-sea shipping** – investments in the construction, material enhancement, or renewal of infrastructure related to the movement of cargo and passengers around the coast and on inland waterways, without directly crossing an ocean.
15. **Solid waste** – investments in the construction, material enhancement, or renewal of infrastructure that supports solid waste management systems (including the collection, diversion, and disposal of recyclables, compostable materials, and garbage).
16. **Sport infrastructure** – investments in the construction, material enhancement, or renewal of amateur sport infrastructure (facilities housing professional or semi-professional sports teams are ineligible).
17. **Tourism infrastructure** – investments in the construction, material enhancement, or renewal of infrastructure that attracts travelers for recreation, leisure, business, or other purposes.
18. **Wastewater** – investments in the construction, material enhancement, or renewal of infrastructure that supports wastewater and storm water collection, treatment, and management systems.

Note: Investments in health infrastructure (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres) are not eligible.

## **SCHEDULE B: ELIGIBLE EXPENDITURES**

Eligible Expenditures will be limited to the following:

1. **Infrastructure investments** – expenditures associated with acquiring, planning, designing, constructing, or renovating a tangible capital asset and any related debt financing charges specifically identified with that asset.
2. **Capacity-building costs** – for projects eligible under the capacity-building category only, expenditures associated with the development and implementation of:
  - Capital investment plans, integrated community sustainability plans, integrated regional plans, housing needs assessments, or asset management plans;
  - Studies, strategies, systems, software, third-party assessments, plans, or training related to asset management;
  - Studies, strategies, systems, or plans related to housing or land use;
  - Studies, strategies, or plans related to the long-term management of infrastructure; and
  - Other initiatives that strengthen the Recipient's ability to improve local and regional planning.
3. **Joint communications and signage costs** – expenditures directly associated with joint federal communication activities and with federal project signage.
4. **Employee costs** – the costs of the Recipient's employees for projects eligible under the capacity-building category only – provided that the costs, on an annual basis, do not exceed the lesser of:
  - 40% of the Recipient's annual allocation (i.e., the amount of CCBF funding made available to the Recipient by AMO under Section 5.5 of this Agreement); or
  - \$80,000.

## **SCHEDULE C: INELIGIBLE EXPENDITURES**

The following are deemed Ineligible Expenditures:

1. **Costs incurred before the Fund was established** – project expenditures incurred before April 1, 2005.
2. **Costs incurred before categories were eligible** – project expenditures incurred:
  - Before April 1, 2014 – under the broadband connectivity, brownfield redevelopment, cultural infrastructure, disaster mitigation (now resilience), recreational infrastructure, regional and local airports, short-line rail, short-sea shipping, sport infrastructure, and tourism infrastructure categories; and.
  - Before April 1, 2021 – under the fire halls category.
3. **Internal costs** – the Recipient's overhead costs (including salaries and other employment benefits), operating or administrative costs (related to planning, engineering, architecture, supervision, management, and other activities normally carried out by the Recipient's staff), and equipment leasing costs – except in accordance with Eligible Expenditures described in Schedule B.
4. **Rebated costs** – taxes for which the Recipient is eligible for a tax rebate and all other costs eligible for rebates.
5. **Land costs** – the purchase of land or any interest therein and related costs.
6. **Legal fees.**
7. **Routine repair or maintenance costs** – costs that do not result in the construction, material enhancement, or renewal of a tangible capital asset.
8. **Investments in health infrastructure** – costs associated with health infrastructure or assets (e.g., hospitals, long-term care facilities, convalescent centres, and senior centres).
9. **Investments in professional or semi-professional sports facilities** – costs associated with facilities used by professional or semi-professional sports teams.



## **SCHEDULE D: ANNUAL REPORT**

The Annual Report may include – but is not necessarily limited to – the following information pertaining to the previous fiscal year:

1. **Financial information** – and particularly:
  - Interest earnings and investment gains – in accordance with Section 5.7;
  - Proceeds from the disposal of assets – in accordance with Section 12.1;
  - Outgoing transfers – in accordance with Sections 5.3 and 5.4;
  - Incoming transfers – in accordance with Section 5.3; and
  - Amounts paid – in aggregate for Eligible Expenditures on each Eligible Project.
2. **Project information** – describing each Eligible Project that started, ended, or was ongoing in the reporting year.
3. **Results** – and particularly:
  - Expected outputs and outcomes for each ongoing Eligible Project;
  - Outputs generated and outcomes achieved for each Eligible Project that ended construction in the reporting year; and
  - Housing outcomes resulting from each Eligible Project that ended construction in the reporting year, and specifically:
    - i. The number of housing units enabled, supported, or preserved; and
    - ii. The number of affordable housing units enabled, supported, or preserved.
4. **Other information** – such as:
  - Progress made in the development and implementation of asset management plans and systems; and
  - The impact of the CCBF on housing pressures tied to infrastructure gaps, the housing supply, and housing affordability.

## **SCHEDULE E: COMMUNICATIONS REQUIREMENTS**

### **1. COMMUNICATIONS ACTIVITIES**

- 1.1 **Scope.** The provisions of this Schedule apply to all communications activities related to any Funds and Eligible Projects.
- 1.2 **Definition.** Communications activities may include (but are not limited to) public or media events, news releases, reports, web articles, blogs, project signs, digital signs, publications, success stories and vignettes, photo compilations, videos, advertising campaigns, awareness campaigns, editorials, award programs, and multi-media products.

### **2. INFORMATION SHARING REQUIREMENTS**

- 2.1 **Notification requirements.** The Recipient must report all active Eligible Projects to AMO in advance of construction each year. Reports must be submitted in an electronic format deemed acceptable by AMO.
- 2.2 **Active Eligible Projects.** Active Eligible Projects are those Eligible Projects that either begin in the current calendar year or are ongoing in the current calendar year.
- 2.3 **Information required.** The report must include, at a minimum, the name, category, description, expected outcomes, anticipated CCBF contribution, anticipated start date, and anticipated end date of each active Eligible Project.

### **3. PROJECT SIGNAGE REQUIREMENTS**

- 3.1 **Installation requirements.** Unless otherwise approved by Canada, the Recipient must install a federal sign to recognize federal funding for each Eligible Project in accordance with design, content, and installation guidelines provided by Canada.
- 3.2 **Permanent signs, plaques, and markers.** Permanent signage, plaques, and markers recognizing municipal or provincial contributions to an Eligible Project must also recognize the federal contribution and must be approved by Canada.
- 3.3 **Responsibilities.** The Recipient is responsible for the production and installation of Eligible Project signage in accordance with Section 3 of this Schedule E, except as otherwise agreed upon.
- 3.4 **Reporting requirements.** The Recipient must inform AMO of signage installations in a manner determined by AMO.

#### 4. DIGITAL COMMUNICATIONS REQUIREMENTS

- 4.1 **Social media.** AMO maintains accounts dedicated to the CCBF on several social media networks. The Recipient must @mention the relevant account when producing content that promotes or communicates progress on one or more Eligible Projects. AMO's CCBF-dedicated social media accounts are identified on [www.buildingcommunities.ca](http://www.buildingcommunities.ca).
- 4.2 **Websites and webpages.** Websites and webpages created to promote or communicate progress on one or more Eligible Projects must recognize federal funding using either:
- a) A digital sign; or
  - b) The Canada wordmark and the following wording (as applicable):
    - i. "This project is funded in part by the Government of Canada"; or
    - ii. "This project is funded by the Government of Canada".

The Canada wordmark or digital sign must link to [www.infrastructure.gc.ca](http://www.infrastructure.gc.ca). Guidelines describing how this recognition is to appear and language requirements are posted at <http://www.infrastructure.gc.ca/pub/signage-panneaux/intro-eng.html>.

#### 5. REQUIREMENTS FOR MEDIA EVENTS AND ANNOUNCEMENTS

- 5.1 **Definitions.** Media events and announcements include, but are not limited to, news conferences, public announcements, and the issuing of news releases to communicate the funding of Eligible Projects or achievement of key milestones (such as groundbreaking ceremonies, grand openings, and completions).
- 5.2 **Authority.** Canada, AMO, or the Recipient may request a media event or announcement.
- 5.3 **Notification requirements.** Media events and announcements must not proceed without the prior knowledge and agreement of AMO, Canada, and the Recipient.
- 5.4 **Notice.** The requester of a media event or announcement must provide at least fifteen (15) business days' notice to other parties of their intention to undertake such an event or announcement. If communications are proposed through a news release with no supporting event, Canada additionally requires five (5) business days with the draft news release to secure approvals and confirm the federal representative's quote.
- 5.5 **Date and location.** Media events and announcements must take place at a date and location that is mutually agreed to by the Recipient, AMO and Canada.

- 5.6 **Representatives.** The Recipient, AMO, and Canada will have the opportunity to participate in media events and announcements through a designated representative. Each Party will choose its own designated representative.
- 5.7 **Responsibilities.** AMO and the Recipient are responsible for coordinating all onsite logistics for media events and announcements unless otherwise agreed on.
- 5.8 **No unreasonable delay.** The Recipient must not unreasonably delay media events and announcements.
- 5.9 **Precedence.** The conduct of all joint media events, announcements, and supporting communications materials (e.g., news releases, media advisories) will follow the [Table of Precedence for Canada](#).
- 5.10 **Federal approval.** All joint communications material related to media events and announcements must be approved by Canada and recognize the funding of all contributors.
- 5.11 **Federal policies.** All joint communications material must reflect Canada's Policy on Official Languages and the Policy on Communications and Federal Identity.
- 5.12 **Equal visibility.** The Recipient, Canada, and AMO will have equal visibility in all communications activities.

## 6. PROGRAM COMMUNICATIONS

- 6.1 **Own communications activities.** The Recipient may include messaging in its own communications products and activities with regards to the use of Funds.
- 6.2 **Funding acknowledgements.** The Recipient must recognize the funding of all contributors when undertaking such activities.

## 7. OPERATIONAL COMMUNICATIONS

- 7.1 **Responsibilities.** The Recipient is solely responsible for operational communications with respect to the Eligible Projects, including but not limited to, calls for tender, construction, and public safety notices. Operational communications as described above are not subject to the federal official languages policy.
- 7.2 **Federal funding acknowledgement.** Operational communications should include, where appropriate, the following statement (as appropriate):
- a) "This project is funded in part by the Government of Canada"; or
  - b) "This project is funded by the Government of Canada".

- 7.3 **Notification requirements.** The Recipient must share information promptly with AMO should significant emerging media or stakeholder issues relating to an Eligible Project arise. AMO will advise the Recipient, when appropriate, about media inquiries received concerning an Eligible Project.

## 8. COMMUNICATING SUCCESS STORIES

- 8.1 **Participation requirements.** The Recipient must work with Canada and AMO when asked to collaborate on communications activities – including, but not limited to, Eligible Project success stories (including positive impacts on housing), Eligible Project vignettes, and Eligible Project start-to-finish features.

## 9. ADVERTISING CAMPAIGNS

- 9.1 **Responsibilities.** The Recipient may, at its own cost, organize an advertising or public information campaign related to the use of the Funds or Eligible Projects, provided that the campaign respects the provisions of this Agreement.
- 9.2 **Notice.** The Recipient must inform Canada and AMO of its intention to organize a campaign no less than twenty-one (21) working days prior to the launch of the campaign.



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2024-50

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 27, 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 27, 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 27<sup>th</sup> day of June 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk