



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: August 15, 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 August 15, 2024 as presented.

3. Disclosure of Pecuniary Interest

4. Public Meeting

Recommendation:

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

#### **4.1 Planners Report, Zoning Amendment Application D-14 7-2024**

11

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 7-2024 – Recommendation Report (Planning Report 2024-23).

That West Elgin Council approve the rezoning of 25248 Queen's Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the August 15, 2024, Council Agenda.

#### **4.2 Public and/or Applicant Comment**

#### **4.3 Council Comment**

#### **4.4 Adjournment**

Recommendation:

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Planning Act*.

### **5. Delegations**

#### **5.1 Janet Given, Elgin County Library Branch Supervisor Re: Branch update for West Lorne and Rodney**

24

Introduction of staff, branch programs, partnerships, statistics, current upgrades and future goals.

#### **5.2 Andrew Fraser, Resident Re: Seasonal Pool Passes Reimbursement**

#### **5.3 Ryan Cheeseman, Resident Re: Commercial Vehicles on Centre Street, Rodney**

#### **5.4 Keith Taylor and Jennifer Hess, ONE Investment Overview**

35

### **6. Adoption of Minutes**

54

Recommendation:

That West Elgin Council hereby adopt the Minutes of July 15 (Special Meeting), July 18 and August 1, 2024 (Special Meeting), as presented.

Recommendation:

That West Elgin Council hereby acknowledge receipt of the minutes of Four Counties Transit Committee, April 15, 2024; Old Town Hall Committee, June 25, 2024; And the Recreation Committee, July 17, 2024, as presented.

**7. Business Arising from Minutes**

**8. Staff Reports**

**8.1 Planning**

**8.1.1 Notice of Application Re: Absolute Title**

**89**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding a Notice of Application for Absolute Title on lands located at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188; And

That West Elgin Council authorize the Mayor and Clerk to sign the Consent and Waiver of Notice for the property in question at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188.

**8.1.2 Severance Application E67-24 - Comments to Elgin County**

**98**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E67-24 – Comments to Elgin County (Planning Report 2024-25);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E67-24, 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.

<b>8.1.3</b>	<b>Severance Application E63, 64, 65 - 24 - Comments to Elgin County</b>	<b>107</b>
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Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent applications File E63-24, E64-24 and E65-24 – Comments to the County of Elgin (Planning Report 2024-26);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance applications, File E63-24, E64-24 and E65-24, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

And further that West Elgin Council direct Administration to provide this report as Municipal comments to the County of Elgin.

## **8.2 Wastewater**

Recommendation:

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

<b>8.2.1</b>	<b>West Lorne Wastewater Treatment Plant Operations Report, Second Quarter 2024</b>	<b>116</b>
<b>8.2.2</b>	<b>Rodney Wastewater Treatment Plant Operations Report, Second Quarter 2024</b>	<b>127</b>

## **8.3 Water**

<b>8.3.1</b>	<b>West Elgin Distribution System Operations Report, Second Quarter 2024</b>	<b>139</b>
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Recommendation:

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

## **8.4 Building**



**8.4.1 Monthly Report and Comparison, July 2024** 145

Recommendation:

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

**8.5 Municipal Drains**

**8.5.1 Re-apportionment - Zoller Drain** 147

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Apportionment of Drainage Assessment for the Zoller Drain, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; And

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of severance application for 24953 Pioneer Line, as presented.

**8.6 Operations & Community Services**

**8.6.1 Monthly Operations Report, June & July 2024** 150

Recommendation:

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

## **8.6.2 Parking By-law Amendment**

154

Recommendation:

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

That By-Law 2001-50, “being a By-Law to regulate parking and traffic in the Municipality of West Elgin” be amended to establish restricted parking zones as follows:

- Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.
- Munroe Street in West Lorne, south side, from the east property limits of Ridge Street to the west property limits of Graham Road, being a distance of 140 meters.
- Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters

## **8.7 Clerk's**

### **8.7.1 Volunteer Recognition Award Policy**

157

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Volunteer Recognition Award Policy; And

That Council hereby approves the policy as presented/amended, and be included as ‘Schedule A’ to By-law 2024-60

### **8.7.2 Memorial & Commemorative Bench Program**

162

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Memorial and Commemorative Bench Policy; And

That Council approve the policy as presented/amended, and be included as “Schedule A” to By-law 2024-61

### **8.7.3 Community Grant Request, Rodney Kiwanis Club**

167

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Community Grant Request, Rodney Kiwanis Club; And

That Council hereby approve the in-kind donation request from the Kiwanis Club of Rodney for the following items:

1. Twice monthly meetings for an estimated annual cost of \$2169.60; And
2. Tweekie Tuesday, August 27, 2024 road closure, at an estimated cost of cost \$650.00; And
3. Rodney Night Market, November 16, 2024, Road Closure at an estimated cost of \$650.

### **8.7.4 Royal Canadian Legion Branch 221, Poppy Project Request**

173

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Royal Canadian Legion Branch 221, Poppy Project Request; And

That Council approve the request, in theory, and direct the Royal Canadian Legion Branch 221, to work with staff during the Poppy Campaign to determine a suitable location.

## **8.8 Finance/Administration**

### **8.8.1 Purchase of a Folder Insertter**

176

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Purchase of a Folder/Insertter Machine; and

That West Elgin Council approves the purchase of Folder/Insertter machine FPi 2720 from Rival Office Solutions under a 60-month lease agreement at a cost of \$239.00 per month plus applicable taxes; and

That, West Elgin Council directs CAO/Treasurer to sign the lease agreement.

<b>9.</b>	<b>Committee and Board Reports or Updates</b>	
<b>10.</b>	<b>Notice of Motion</b>	
	None Received.	
<b>11.</b>	<b>Council Inquires/Announcements</b>	
<b>12.</b>	<b>Correspondence</b>	
	Recommendation:	
	That West Elgin Council hereby file all correspondence not otherwise dealt with.	
<b>12.1</b>	<b>Terrace Lodge Bowling Tournament and Fundraiser</b>	<b>188</b>
<b>12.2</b>	<b>Count of Elgin, Notice of No Appeals, E 44-24</b>	<b>190</b>
<b>13.</b>	<b>Items Requiring Council Consideration</b>	
<b>14.</b>	<b>By-Laws</b>	
<b>14.1</b>	<b>2024-58 - Site Plan Agreement - Shree Rodney Gas Station Inc. (239-241 Furnival Road)</b>	<b>191</b>
	Recommendation:	
	That By-law 2024-58, Being a By-law to Authorize the Execution of a Site Plan Agreement with Shree Rodney Gas Station Inc. (239-241 Furnival Road), be read a first, second and third and final time.	
<b>14.2</b>	<b>2024-59 - Zoning By-law Amendment D14 7-2024 - 25248 Queen's Line, JenVeld Farms</b>	<b>192</b>
	Recommendation:	
	That By-law 2024-59, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 25248 Queen's Line, be read a first, second and third and final time.	
<b>14.3</b>	<b>2024-60 - Volunteer Recognition Awards Policy</b>	<b>194</b>
	Recommendation:	
	That By-law 2024-60, being a By-law to adopt a Policy "Volunteer Recognition Awards", be read a first, second and third and final time.	

**14.4 2024-61, Memorial and Commemorative Bench Policy 195**

Recommendation:

That By-law 2024-61, Being a By-Law to adopt a Policy “Memorial and Commemorative Bench”, be read a first, second and third and final time.

**14.5 2024-62 - Amendment to Parking By-law 2001-50 196**

Recommendation:

That By-law 2024-62, Being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1, be read a first, second and third and final time.

**15. 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. the security of the property of the municipality or local board;
- b. personal matters about an identifiable individual, including municipal or local board employees;
- c. a proposed or pending acquisition or disposition of land by the municipality or local board;
- d. labour relations or employee negotiations;
- e. litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board;

**16. Report from Closed Session**

**17. Confirming By-Law 201**

Recommendation:

That By-law 2024-63 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 15, 2024, be read a first, second and third and final time.

## **18. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, September 12, 2024 or at the call of the Chair.



## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-07-17  
**Subject:** Zoning By-law Amendment Application D-14 7-2024 – Recommendation Report (Planning Report 2024-23)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 7-2024 – Recommendation Report (Planning Report 2024-23).

That West Elgin Council approve the rezoning of 25248 Queen's Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the August 15, 2024, Council Agenda.

### **Purpose:**

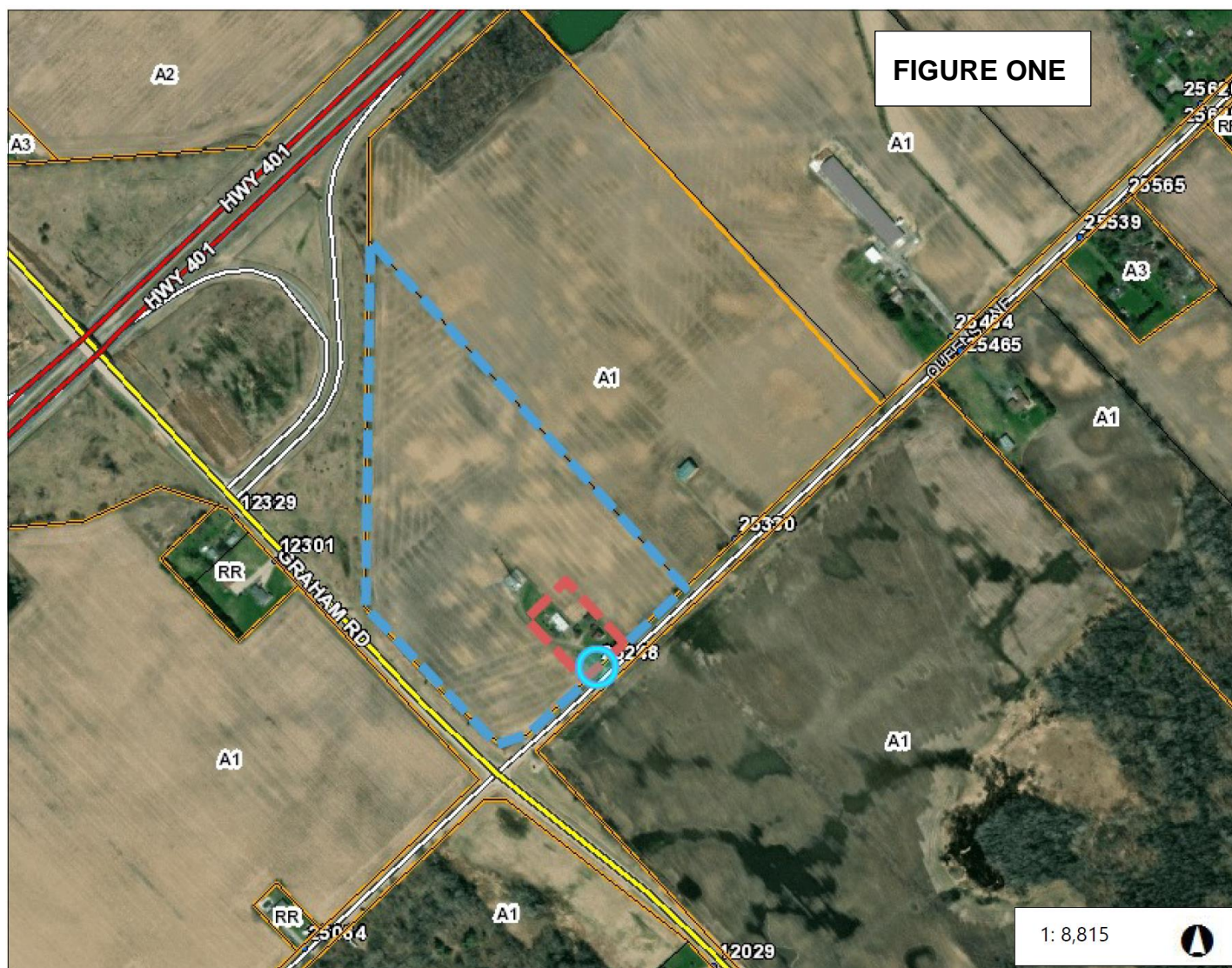
The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E44-24 approved by the Elgin County Land Division Committee at the June 26, 2024 meeting, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural (A3) Zone, in order to recognize the new surplus farm dwelling lot being created.

### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	D 14 7-2024 (condition of E44-24)
<b>Owner/Applicant</b>	Jen-Veld Farms Inc.
<b>Legal Description</b>	Part Lot of 19, Concession 7 ED
<b>Civic Address</b>	25248 Queens Line
<b>Services</b>	Municipal water & private on-site septic system
<b>Severed Parcel</b>	0.43 ha (1.07 ac.)
<b>Retained Farm Parcel</b>	9.68 ha (23.9 ac.)

Figure One below, depicts the subject lands:



The surrounding land uses are as follows:

- Agricultural to the South, East and West, Highway 401 to the north.

Planning Report 2024-15 went before Council on June 13, 2024, to authorize comments to the County of Elgin on the consent application, E44-24 and provided planning analysis for the proposed surplus farm dwelling lot creation in relation to the applicable policies.

### **Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The provisionally approved severance may result in a minimal increase in assessment.



**Policies/Legislation:**

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

**PPS:**

The subject lands are within the Agricultural area (Section 2.3). The proposed retained parcel would be rezoned to prohibit a dwelling through the zoning by-law amendment, in accordance with Section 2.3.4.1(c) of the PPS. The proposed new land uses comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS.

This proposed Zoning By-law Amendment is consistent with the PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. Section E1.2.3.4 b) of the CEOP permits the creation of new lots provided the local Official Plan supports their creation and if the lot is to be created to accommodate a habitable residence that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

**OP:**

The subject lands are designated as Agricultural, as shown on Rural Area Land Use and Transportation Schedule 'E' of the Official Plan. The agricultural land use policies, under Section 6.2 of the OP, permit a farm dwelling on the farm operation. Section 6.2.9 policies of the OP, state that the creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered provided no new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law.

Therefore, this proposal conforms to the OP.

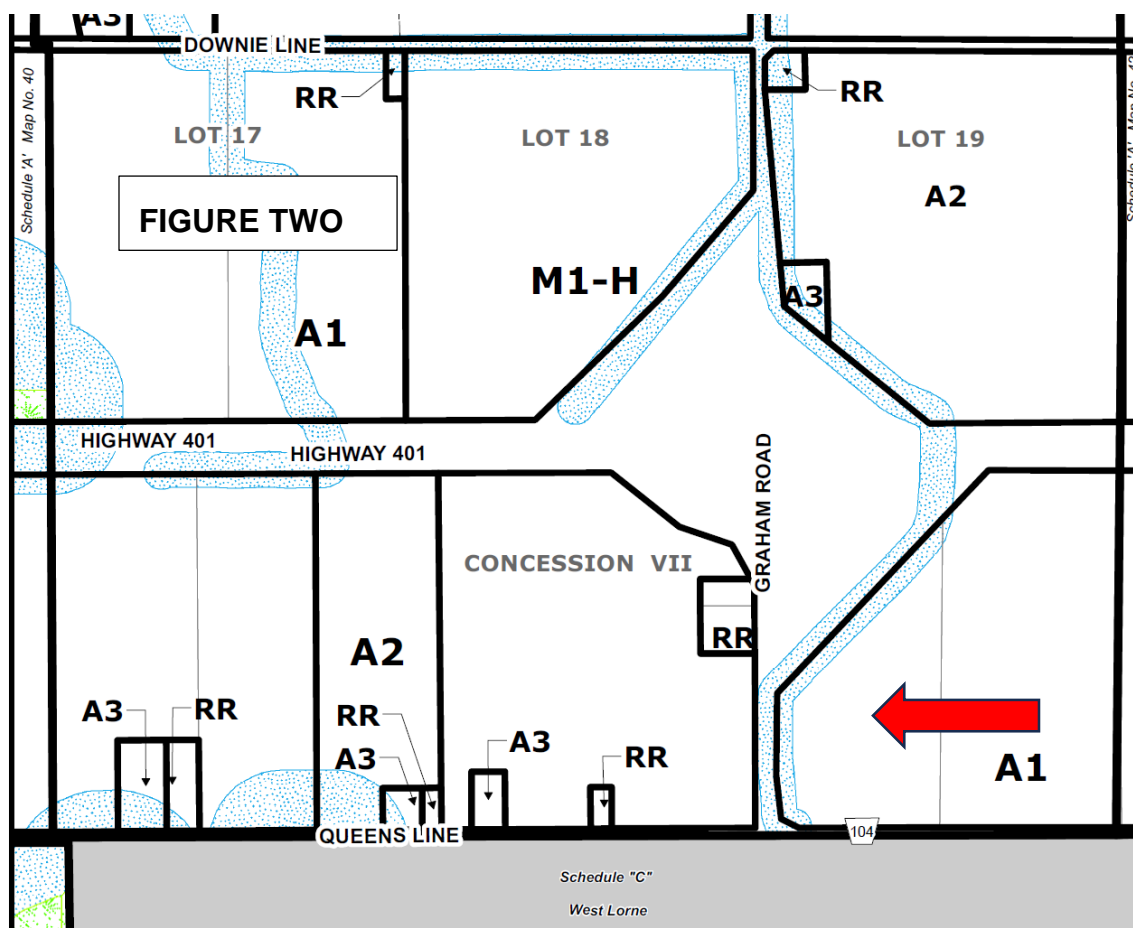
### Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 41 of the ZBL, as depicted in Figure Two below.

The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m respectively.

The proposed retained parcel would need to be rezoned to the Agricultural (A2) Zone, in order to prohibit any future dwellings on the farmland. A draft of the zoning by-law amendment to be considered is appended to this report for reference purposes.

Therefore, the proposal for the surplus farm dwelling lot creation would be in compliance with the Zoning By-law, subject to the requested Zoning By-law Amendment.



**Municipality of WEST ELGIN: RURAL AREA**

**Schedule "A"**

SCALE 1:10,000

0 50 100 200 300 400 500 Metres

Municipality of West Elgin Zoning By-Law

**Map No. 41**

**Circulation Of The Application:**

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on July 26, 2024, a minimum of 20 days prior to the public meeting as required by the Planning Act.

**Municipal Department Comments:**

The zoning by-law amendment application was circulated to municipal staff for comment. No comments were received as comments were provided for the associated consent application and have been incorporated into the consent conditions.

**Agency Comments:**

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

**Lower Thames Valley Conservation Authority**

Comment from the LTVCA is attached at Appendix A. No concerns with the proposed zoning were noted.

No additional comments have been received from other agencies.

**Public Comments:**

At the time of writing, no comment from the public had been received.

**Summary/Conclusion:**

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

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

There will be a 20 day appeal period after the Notice is sent out. Any appeals received by the Municipality of West Elgin will be forwarded to the Ontario Land Tribunal (OLT) for a hearing, in accordance with the Planning 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 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:	Zoning By-law Amendment Application D-14 7-2024 - Recommendation Report - 2024-23-Planning.docx
Attachments:	- 2024-059 - ZBLA - D14 7-2024 JenVeld.pdf - Appendix A - LTVCA Comment - Jen-Veld Farms_ZBA 25248 Queens Line Jul2024 Drain.pdf
Final Approval Date:	Aug 12, 2024

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

Terri Towstiuc



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2024-59**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 25248 Queen's Line.**

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

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

1. That Schedule "A" Map No. 41 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands outlined in heavy dashed lines, and from **Agricultural (A1) Zone** to **Restricted Agricultural, (A3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 19, Concession 7, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

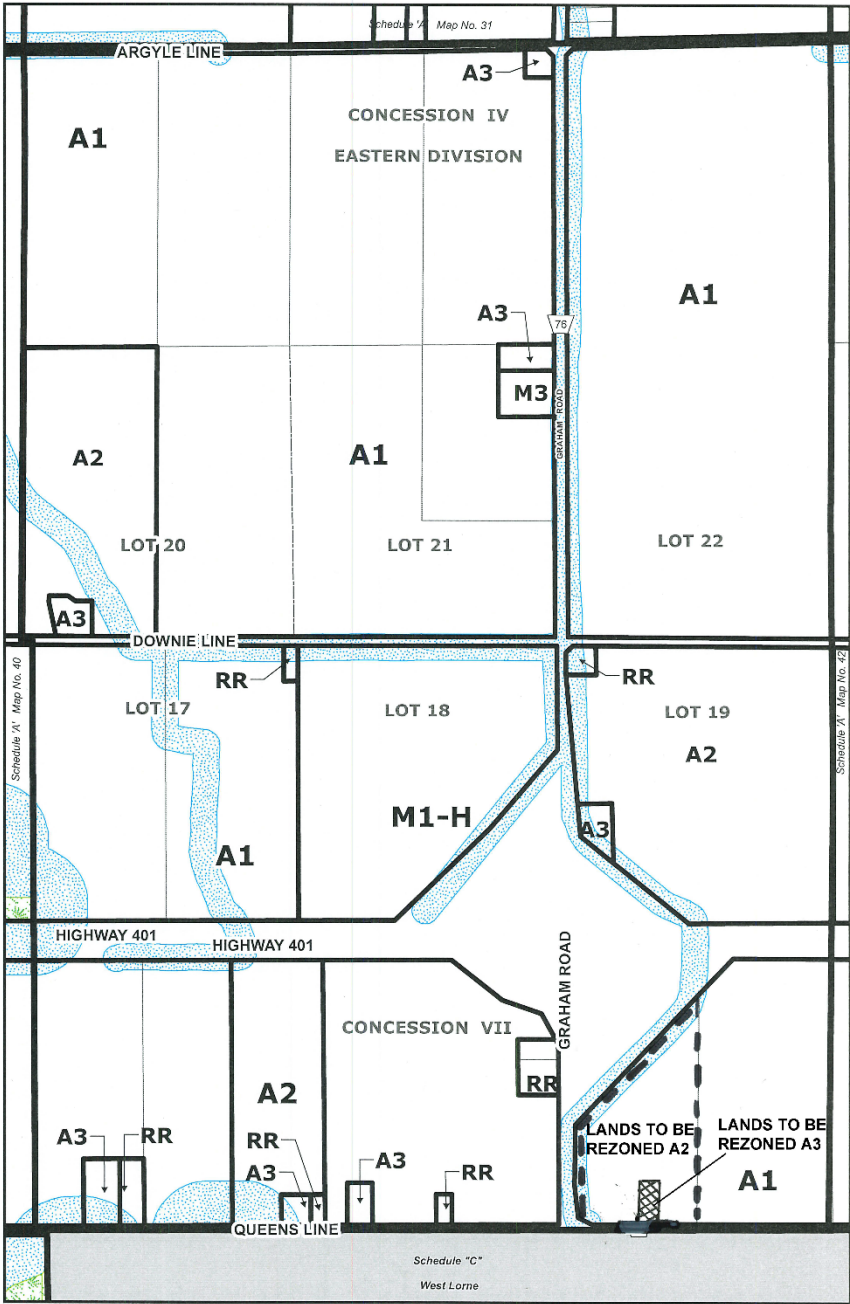
Read a first, second, and third time and finally passed this 15<sup>th</sup> day of August 2024.

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Richard Leatham  
Mayor

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Terri Towstiuć  
Clerk

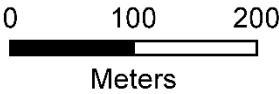


This is Schedule "A" to By-law No. 2024-59  
passed on the 15th day of August, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law  
2015-36 SCHEDULE 'A' MAP 41



July 24<sup>th</sup>, 2024

Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON

Attn: **Robert Brown**

Re: **Zoning Bylaw Amendment Application**  
**25248 Queens Line (Jen-Veld Farms)**  
**Part Lot 19, Concession 7**  
**Municipality of West Elgin**

Please be advised that staff have undertaken a file search with respects to the above noted property and its relation to the Conservation Authority's "Prohibited Activities, Exemptions and Permits" regulations, O.Reg. 41/24 under the Conservation Authorities Act. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as administering the Conservation Authorities Act and its associated Prohibited Activities, Exemptions and Permits regulation (O. Reg. 41/24).

After reviewing our files and mapping, the staff have no objections to the proposed application. However, portions of the subject properties are subject to the Authority's regulations. The issue of concern in this area is the Axford Drain, and Erosion.

An application from this office is required prior to any works/construction/site alteration taking place within the regulated area, this includes all structures, including dwellings, accessory structures, pools, enclosed/covered decks, site alteration, fill placement / excavation, etc. The lands are not subject to flooding of a general nature and therefore the flood proofing of structures on the property is not required. However, the flood proofing of structures for the purposes of prevention of flood damage from local drainage waters is always recommended. Setbacks will be required from the drain to any proposed structures.

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

Yours truly,



Robert Guo  
Planning Technician





MUNICIPALITY OF  
**West Elgin**

**Municipality of West Elgin**  
Planning Services

22413 Hoskins Line  
Rodney, Ontario N0L 2C0  
Tel: (519) 785-0560 E-Mail: [planning@westelgin.net](mailto:planning@westelgin.net)

July 10, 2024

D-14 7-2024

Dear Sir/Madam:

**RE:** Application for Zoning By-law Amendment  
Jen-Veld Farms Inc.  
25248 Queens Line  
Part Lot 19, Concession 7  
Roll No. 3434 000 070 09700

The Municipality of West Elgin has received the above-noted application for lands located in the northeast corner of the intersection of Graham Road and Queens Line. The subject property is designated Agricultural by the Official Plan and zoned General Agricultural, (A1) Zone under the West Elgin Zoning By-law.

The subject lands are 10.11 ha (25 ac.) in area with frontage on Queens Line. The property contains an existing dwelling and outbuildings. The dwelling on the farm is surplus to the needs of the farming operation. The County of Elgin LDC approved a provisional consent E44-24 to create a 0.432 ha (1.07 ac.) lot. As a condition of the consent the severed lot will require rezoning to recognize its non-farm use. The retained parcel will also be rezoned to prohibit future dwellings consistent with surplus dwelling severance policy.

Maps showing the location of the subject land(s) are attached.

We would ask that you review the attached information and provide comment, if any, by:

**Wednesday, July 31, 2024**

The Report will be considered by West Elgin Council at the Public Meeting scheduled for August 15, 2024.

Regards,

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

# ELGIN MAPING 25248 Queens Line



0.4  
0 0.22 0.4 Kilometers  
WGS 1984 Web Mercator Auxiliary Sphere  
Latitude Geographics Group Ltd

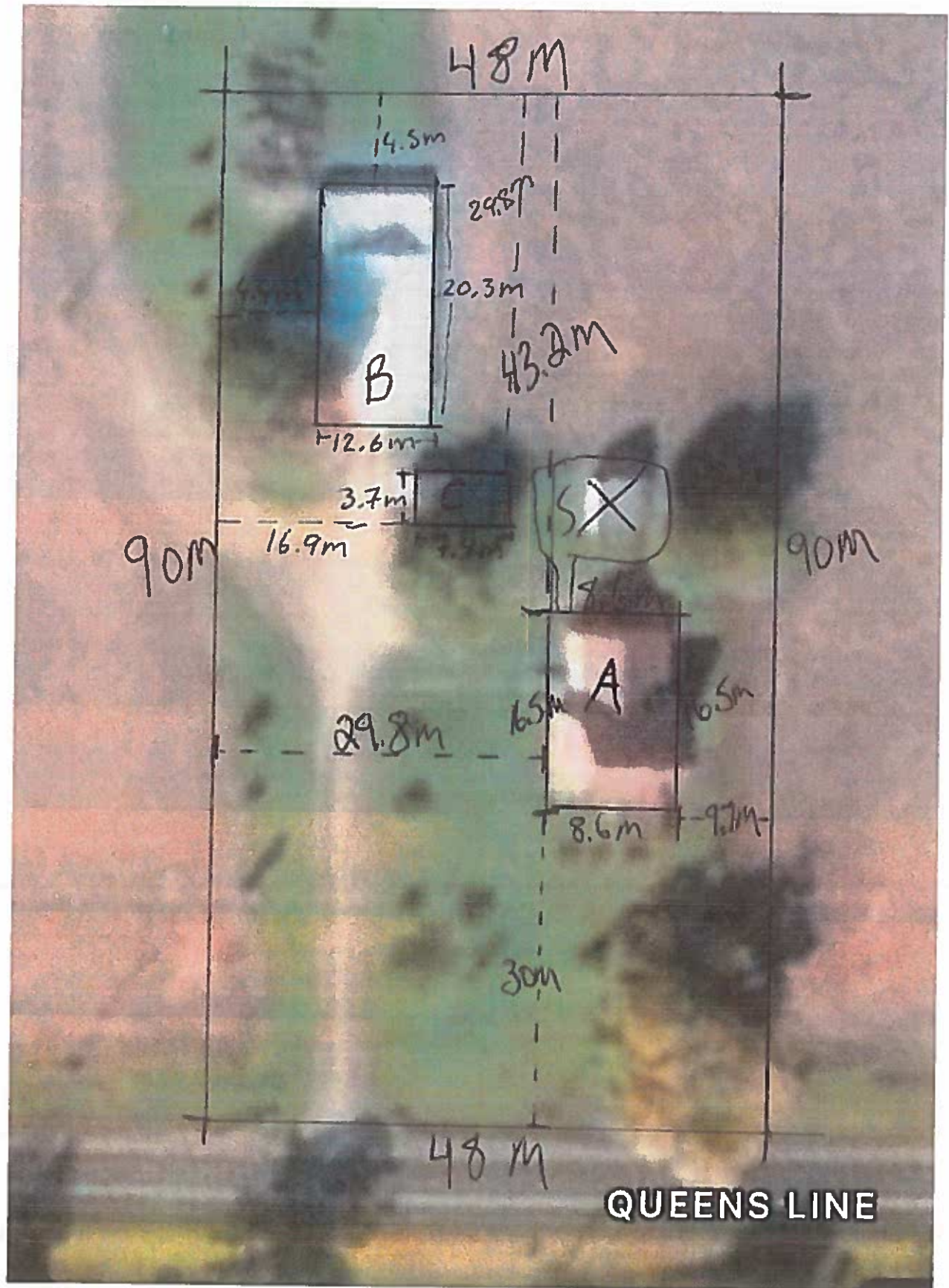
This map is a user generated static output from an internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

1: 8,815

Notes

- Legend**
- Elgin County Parcels
  - West Elgin Zoning
  - E911
  - Boundary
  - Elgin Road Network
  - Elgin Road Network
  - Elgin Road Network
  - Lagoons
  - World Imagery





# 2023-2024

## West Lorne and Rodney Library Branches

Janet Given – Branch Supervisor



# AGENDA

1 Overview of West Lorne and  
Rodney Branches

2 Statistics

3 Goals for 2024

# BRANCH STAFF



**Teams at the Rodney and West Lorne Libraries  
Michelle Apfelbeck, Mia Ferland, Tracey McConnell and Caren Emery**



# WEST LORNE BRANCH UPDATES





# WEST LORNE BRANCH ACTIVITIES



- Partner with EarlyOn – Weekly Tots and Tales Program
- St. Mary's Summer Day Camp and Day Care Programs
- Monthly Books and Baking for older adults in partnership with the WECHC
- Free little library at the Hub that we oversee
- Books2Go program offering those homebound an opportunity to receive materials – Friendly Visitor program –WECHC
- Employment Services of St. Thomas
- Afterschool program, Adult Book Club, Youth Book Club and our popular Summer Reading Club

Branch is open 21 hours a week

Tuesdays, Thursdays, Fridays & Saturdays





# RODNEY BRANCH ACTIVITIES

- Partner with Aldborough Day Care – Weekly Storytime
- Aldborough Summer Day Camp – Twice weekly -SRC
- Books2Go program offering those homebound an opportunity to receive materials – Friendly Visitor program –WECHC
- Employment Services of St. Thomas – Fridays
- Afterschool program, Adult Book Club, Youth Sewing Club and our popular Summer Reading Club

Branch is open 21 hours a week

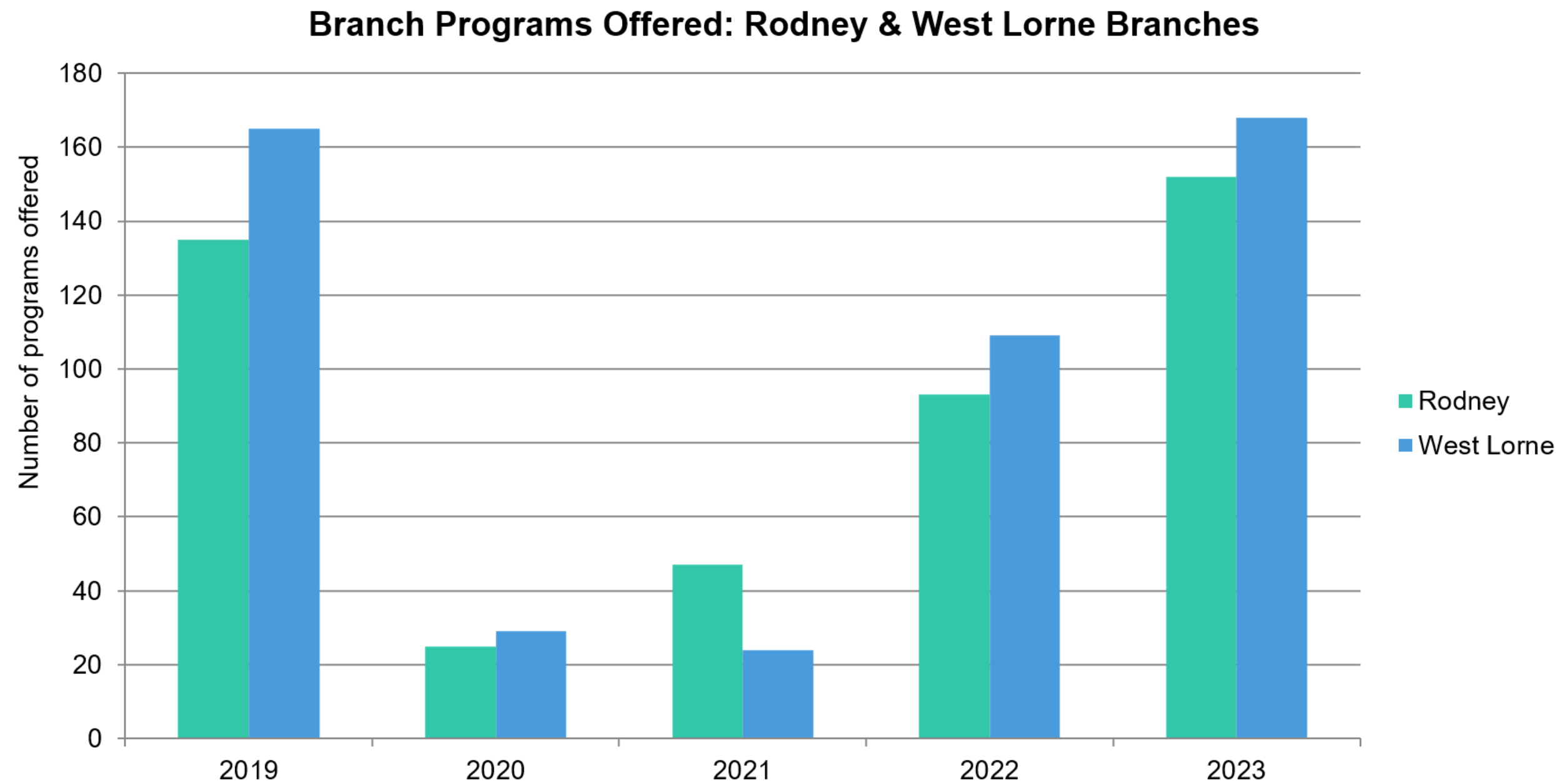
Tuesdays, Thursdays, Fridays and Saturdays



# PROGRAMS OFFERED

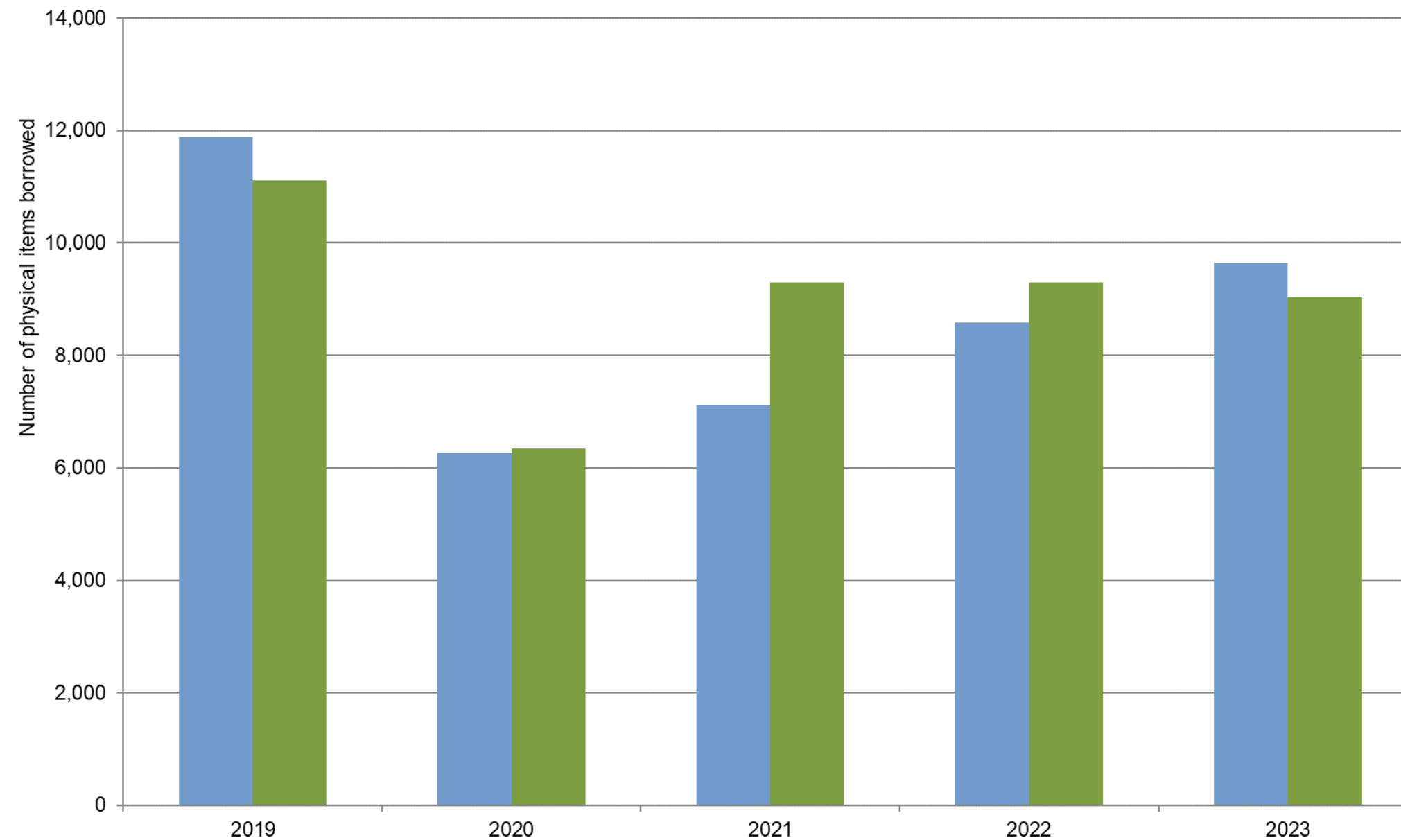
Year	Rodney (Attendance)	Rodney (Number of programs)
2019	1,821	135
2020	155	25
2021	889	47
2022	1,581	93
2023	2,781	152

Year	West Lorne (Attendance)	West Lorne (Number of Programs)
2019	1,464	165
2020	273	29
2021	635	24
2022	1,422	109
2023	2,297	168



# CIRCULATION

**Branch Circulation: Rodney & West Lorne Branches**



Year	Rodney	West Lorne
2019	11,886	11,116
2020	6,267	6,346
2021	7,119	9,295
2022	8,579	9,303
2023	9,644	9,051

■ Rodney  
■ West Lorne

First 6 months in 2024

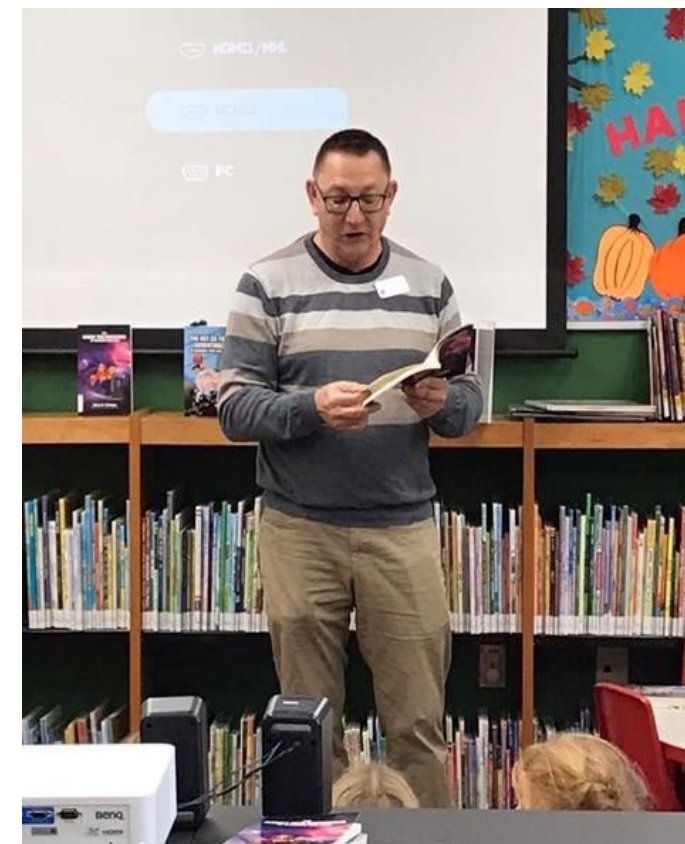
**2024**

**7,251**

**10,581**



# SPECIAL EVENTS

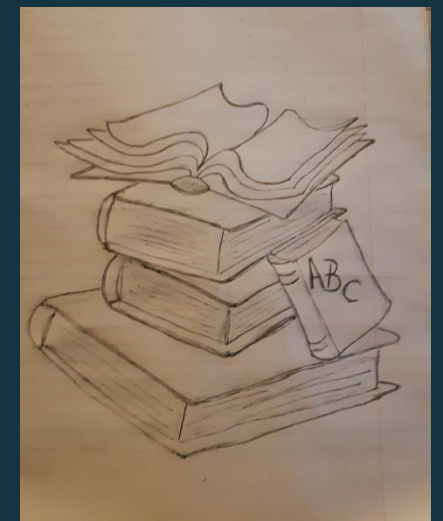




# 2024 / 25 GOALS

1

If funding is successful through the Inclusive Communities Grant, we can establish a reading garden in front of the West Lorne Library in partnership with the West Lorne & District Horticultural Society and the Municipality.



2

To consider replacing the carpet at the Rodney Branch. Continue to work together with the municipality to develop and enhance the services we presently offer at both library branches.  
It is an exciting time!



Thank you! Questions?



---

## Presentation to West Elgin

August 15, 2024

# ONE INVESTMENT OVERVIEW

- A **not-for-profit** organization dedicated to serving the investment needs of the Ontario municipal sector
- Manages \$3.8 Billion in portfolio holdings as of August 2024
- Partnership established in 1993 and jointly operated by two not-for-profits:

- Local Authority Services



- CHUMS (*a subsidiary of MFOA*)



- ONE Investment incorporated in 2018
- Oversight provided by municipalities and investment industry experts
- 176 Ontario municipalities invest through ONE + 20 Other entities from the broader public sector (i.e. Conservation Authorities, Municipal Boards)



# OUR MUNICIPAL CLIENTS (BY POPULATION)

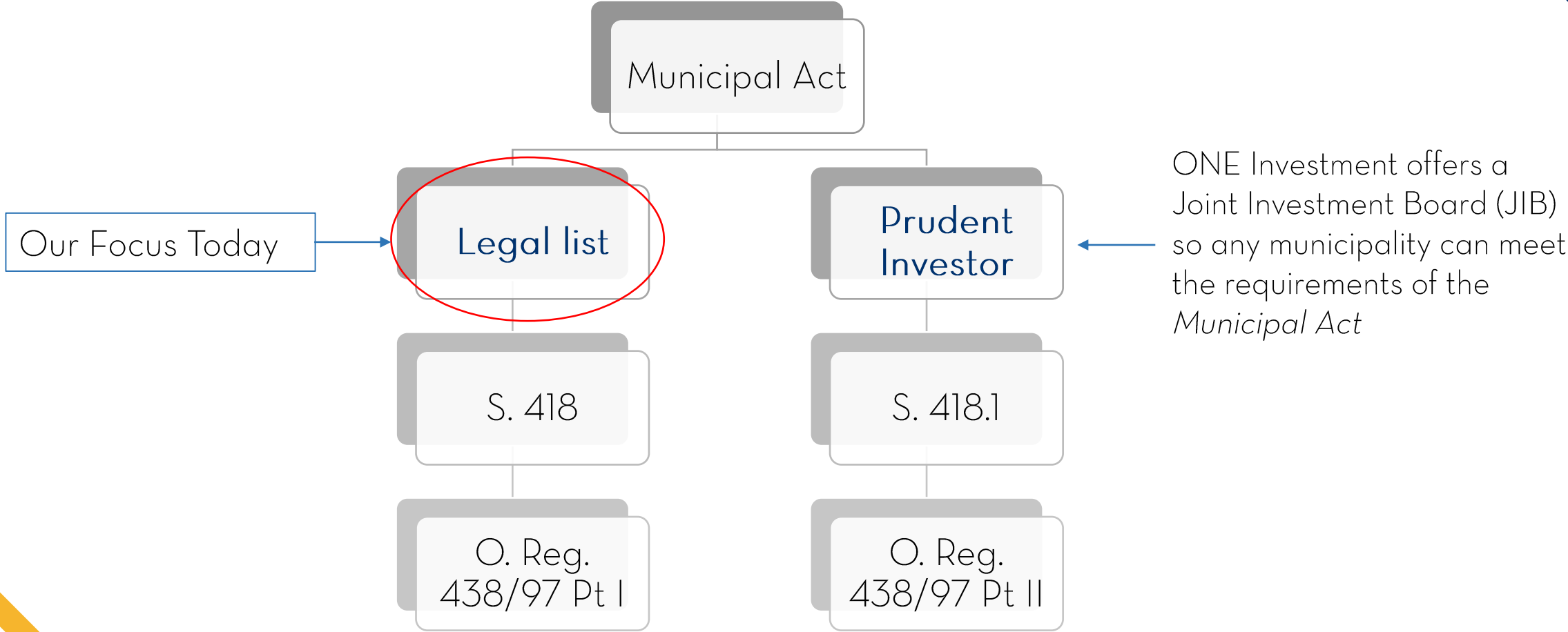
Population	# Ontario Municipalities	# ONE Investment Legal List Clients	% of Ontario Municipalities	# ONE Prudent Investment Municipalities
Under 5,000	186	55	30%	1
5,000 to 24,999	160	67	42%	4
25,000 to 49,999	31	17	55%	2
50,000 to 99,999	28	12	43%	2
Over 100,000	39	25	64%	3
Total	444	176	40%	12

# INVESTMENT ADVISORY SERVICES

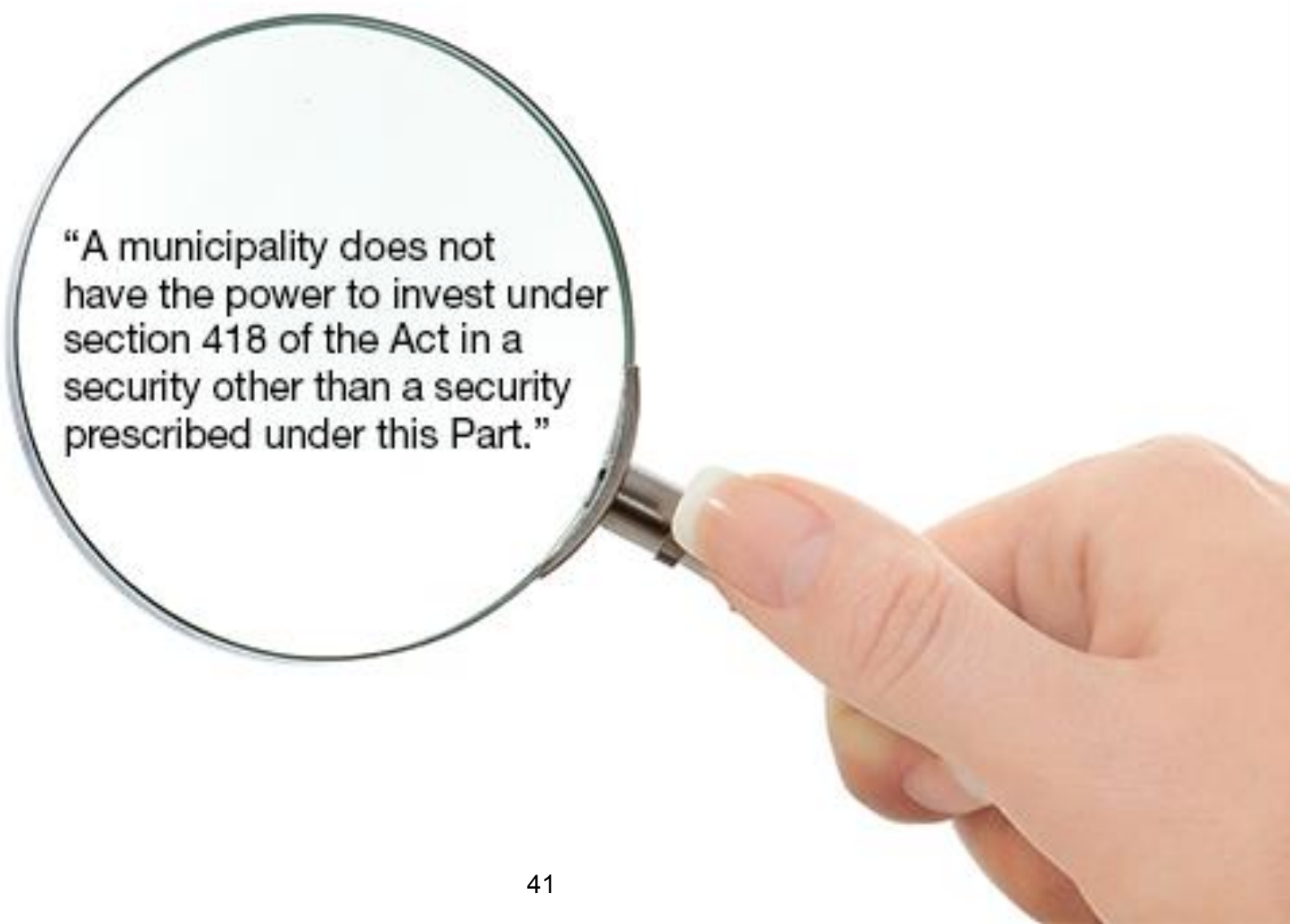
- In 2018 ONE Investment incorporated as a not-for-profit and received an exemption from the Ontario Securities Commission (OSC) that allows it to provide unbiased investment advice **at no-cost**
- ONE Investment staff include:
  - CFA Charter holder who can provide advice on investment policies / appropriate allocations
  - CPA Municipal finance expert that can assist with investment policy development and other requirements.
  - Municipal policy expertise
- Combined we can help you build investments into a capital financing strategy and portfolio structure.

# ONE'S LEGAL LIST INVESTMENT OPTIONS

# MUNICIPAL INVESTMENT LEGISLATION AND REGULATION



# ONTARIO REGULATION 438/97

A hand holding a magnifying glass over text. The magnifying glass is held by a thumb and index finger, and the lens is focused on the text. The text is centered within the lens.

“A municipality does not have the power to invest under section 418 of the Act in a security other than a security prescribed under this Part.”

# LEGAL LIST - PORTFOLIO OPTIONS

Portfolio	Intended Duration	Investment Approach	Holdings
HISA (High Interest Savings Account)	1+ months	Deposits with a Schedule One Canadian Bank under a master ONE Investment account	<ul style="list-style-type: none"> <li>• Bank deposits</li> </ul>
Bond	18 months to 3+ years	Provide a higher return over longer investment horizons through diversified investments	<ul style="list-style-type: none"> <li>• Federal, provincial and municipal bonds</li> <li>• High quality bank paper</li> <li>• Bank guaranteed debt</li> </ul>
Universe Corporate Bond*	4+ years	Investment in highly rated corporate bonds maturing over a wide timeframe	<ul style="list-style-type: none"> <li>• Canadian corporate bonds</li> <li>• Federal, provincial and municipal bonds</li> </ul>
Canadian Equity*	5+ years	A diversified, conservatively managed portfolio of equity securities issued by Canadian corporations	<ul style="list-style-type: none"> <li>• Canadian equity securities</li> </ul>

\* Canadian equities and corporate bonds with maturities > 5 years are available only through ONE Investment as per the *Municipal Act* regulation.

# GOVERNANCE

- ONE Investment's activities are governed by the **ONE Investment Board**, which oversees policy, financial decisions and general administrative functions.
  - 9 municipal representatives and 1 industry expert
- Legal List activities have additional advice provided by
  - **Investment Advisory Committee**
    - comprised of investment sector experts and legal representatives
  - **Peer Advisory Committee**
    - comprised of municipal representatives

# ONE INVESTMENT BOARD OF DIRECTORS

- Julie Stevens, Chair, CAO, District of Muskoka
- Gary McNamara, Vice-Chair, Mayor, Town of Tecumseh
- Stephanie Leveille, Treasurer, City of Temiskaming Shores
- Terrie Miller, CFA, External Consultant
- Ken Nix, Former CAO, Township of Scugog
- Trevor Pinn, Deputy CAO, Finance and Technology/Treasurer, Municipality of Clarington
- Julie Pittini, Director of Treasury Services, Region of Peel
- Sandra Zwiers, Director of Financial Services/Treasurer, County of Essex

Note: LAS and CHUMS each have a vacancy on the Board to be filled this summer



# INVESTMENT ADVISORY COMMITTEE

- Heather Douglas, Chair, Partner at Weirfoulds LLP
- Jennifer Dowty, CFA
- James Giles, CPA,CFA
- Geri James, CFA
- Bill Hughes, MBA, MES
- Christine Tessier, CFA

## The Committee:

- Meets quarterly
- Maintains understanding of legal and regulatory requirements for Legal List
- Reviews each Portfolio's Statement of Investment Guidelines and makes recommendations
- Reviews each Portfolio and activities of the Managers
- Keeps ONE informed of broader industry or capital market developments

# ONE INVESTMENT PRUDENT INVESTMENT PROGRAM

# BENEFITS OF GOING PRUDENT

- Increased investment products available – Canada vs the World
- Better diversification of the portfolio, mitigating risk
- Takes day to day management of investments off the “side of the desk” – create internal staff capacity
- Provides subject matter expertise on day-to-day management and oversight of investments.
- Depoliticizes investment decisions via ONE JIB (Joint Investment Board)
  - ONE JIB is a Municipal Services Board, and operates according to the *Municipal Act*
  - ONE JIB includes 9 finance industry professionals and 3 municipal treasurers

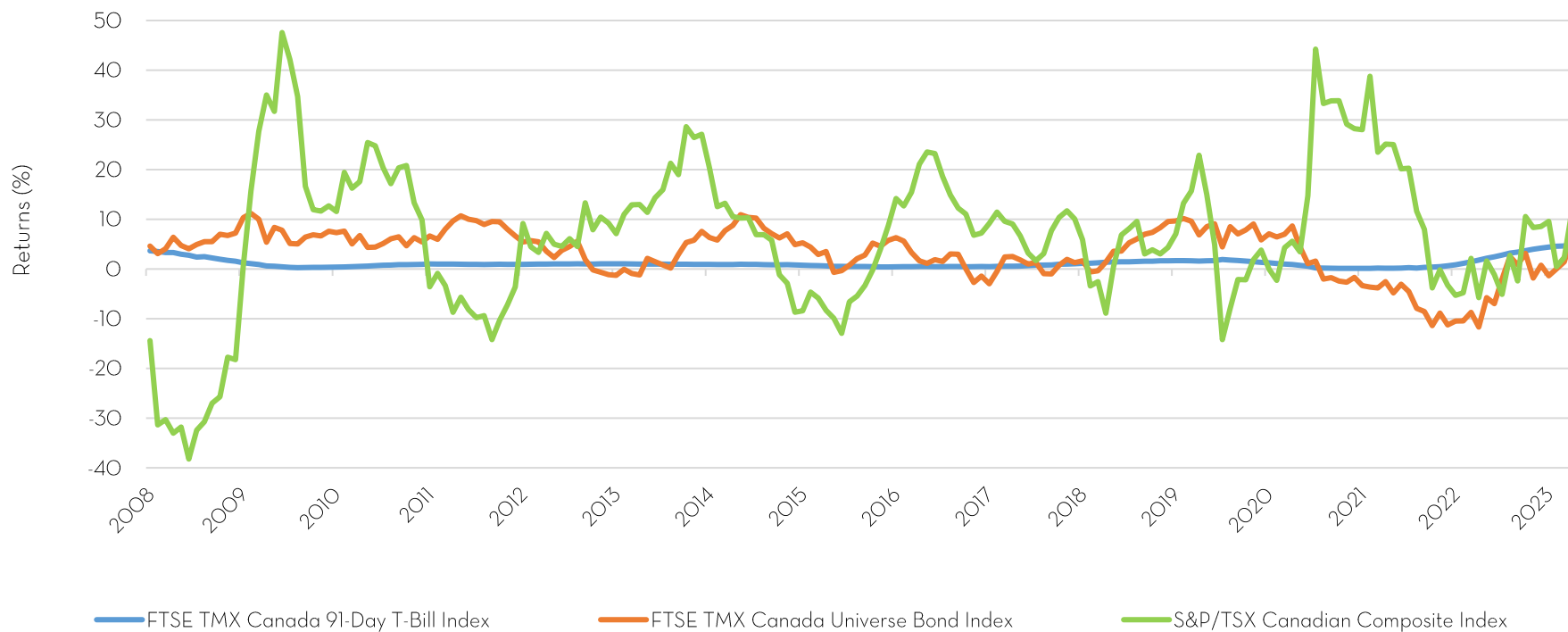
Legal  
List

Prudent  
Investor

# BENEFITS OF A DIVERSIFIED PORTFOLIO

# THE NATURE OF ASSET CLASSES

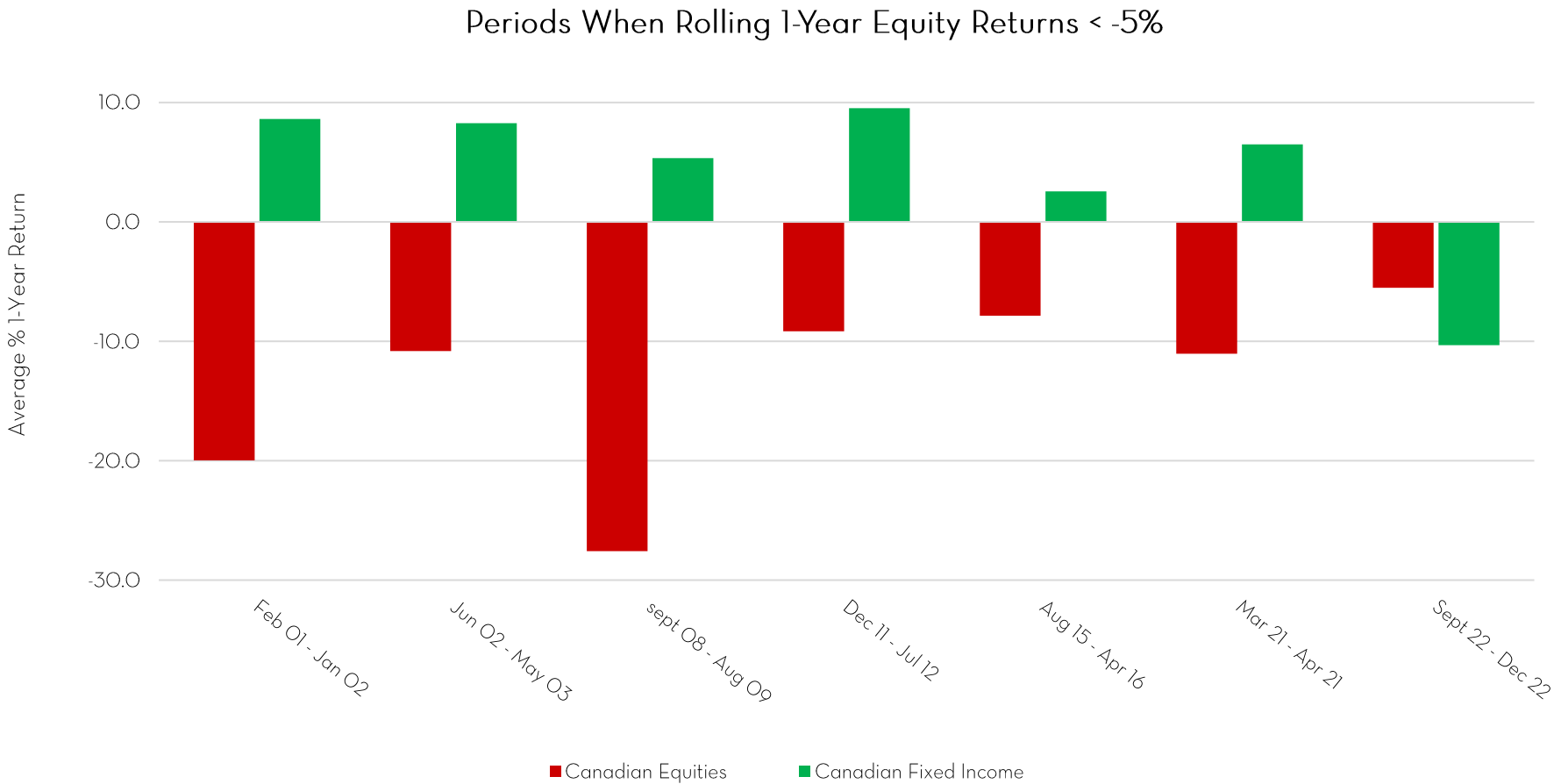
Rolling 1-Year Returns of key Canadian Benchmarks  
September 2008 to December 2023



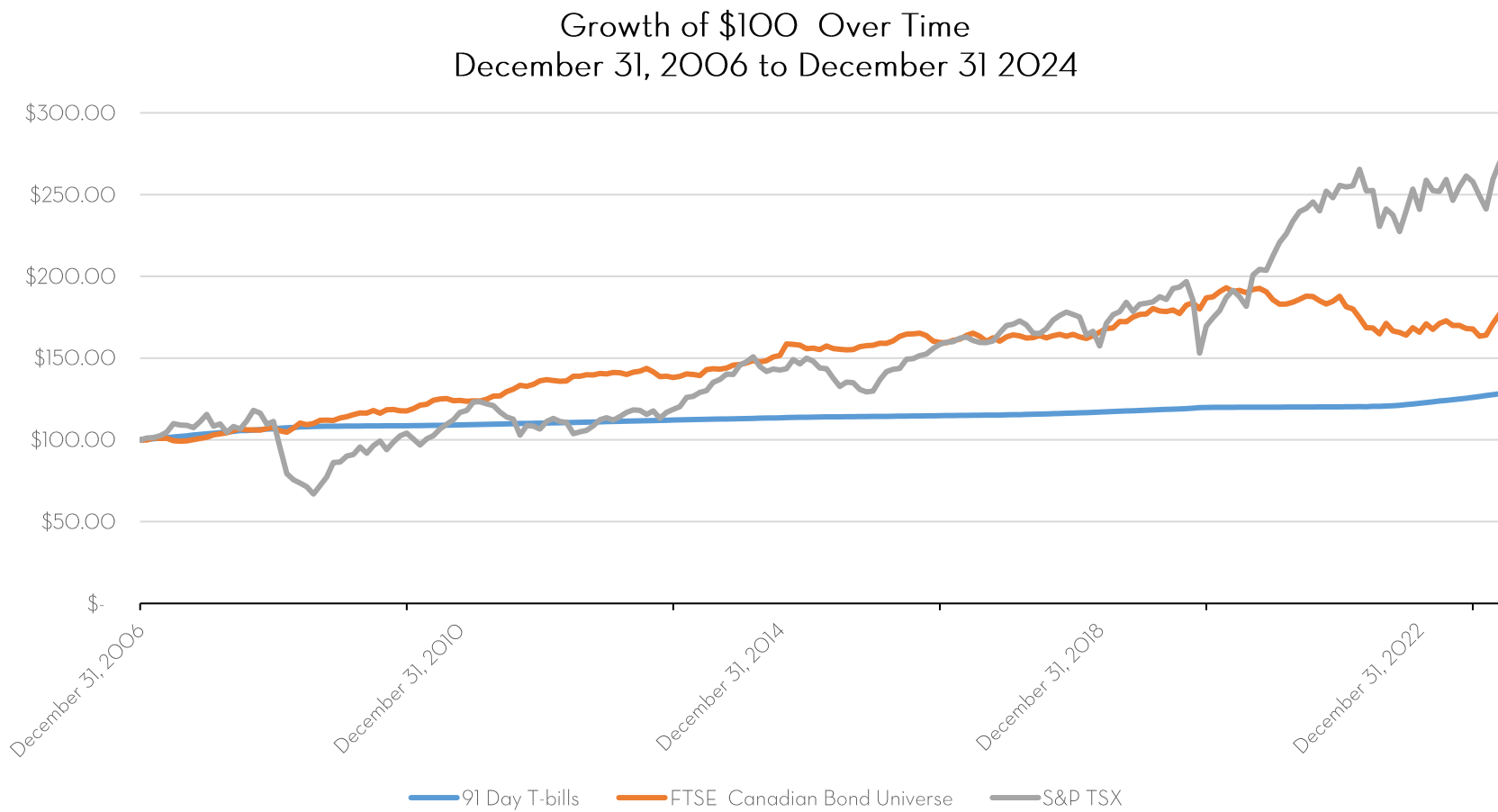
Sources: S&P, FTSE

Stocks display much more volatility

# BENEFITS OF DIVERSIFICATION



# EQUITY INVESTMENTS = GROWTH



# KEY TAKEAWAYS

- Legal List - If the investment is not in the *Municipal Act* regulation, it's not allowed
- It's ok to start small ('a toe in the water') with long term investing
- Longer-term investment strategies can create greater opportunity for higher investment returns
- Diversification is key for your investment plan
- We are here to help with your policy, strategy and products.





# QUESTIONS?



# Municipality of West Elgin

## Minutes

### Special Meeting of Council

July 15, 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  
Terri Towstiuc, Clerk

#### 1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 4:01 pm.

#### 2. Adoption of Agenda

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby adopts the Special Meeting Agenda of July 15, 2024, as presented.

**Carried**

#### 3. Disclosure of Pecuniary Interest

No disclosures

#### **4. Delegations - Pool Fee Concerns**

##### **4.1 Larry Schneider**

Mr. Schneider addressed West Elgin Council as a voice for the community and pool users. Mr. Schneider advised Council that the cost increase for the pool is too significant for all to use, while also acknowledging the price increase for materials and wage. As a crucial part of the community, the Rodney pool is a local gathering place for families to be active and keep fit while keeping physically and mentally healthy and connected. Children can learn water safety and accurately listen and follow instructions through swimming lessons and interact with friends during open swims. Residents need a place to cool down in the summer, have fun and be kids. Mr. Schneider provided comparisons to neighbouring municipal pool's programs and fees along with YMCA pricing and program. Mr. Schneider urged Council to reconsider the fee increases and be creative to find more sponsors to subsidize the pool, as well provide better advertising for pool activities and programming.

##### **4.2 Dan Soos**

Mr. Soos addressed West Elgin Council as a local resident, business owner and Vice-Chair of the Economic Development Committee. Mr. Soos advised Council that this is an opportunity to better service our community and foster full inclusivity at the Rodney Pool by offering free swimming and skating and advised that all of Chatham-Kent open summer swims at outdoor pools are free of charge. Mr. Soos urged Council to reconsider the fee increase to open swim and aquafit, indicating that it is irresponsible of Council to rely on service clubs for sponsorship as they are the driving force behind the installation of the pool, parks, splash pad and skate park. Mr. Soos advised the increase of over 60% to aquafit will deter usage, which is vital for older residents physical and social engagement. Offering open swims for free allows every child to access the pool, regardless of the family financial situation, and increase physical wellbeing, social interaction and community spirit, while providing accessibility to recreation and investing in the community's future.

#### **5. Rodney Pool Fee Discussion**

CAO/Treasurer Badura provided West Elgin Council and the public with a presentation regarding the Rodney Pool, which included an overview of operating fees for the nine weeks the pool is open each year, and the substantial deficit the pool continues to obtain annually. Ms. Badura presented a year-over-year

operating costs statement and revenue, and factors that contribute to the rising costs at the pool including inflation, aging facility and energy prices. The annual fee increases were presented, and information regarding the funding gap to source the remaining funds required to cover the annual deficit. Funding sources for the pool include generous club and business sponsorship, user pay system and a significant portion from the general tax base.

**6. Confirmatory By-law**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That By-law 2024-51 being a By-law to confirm the proceeding of the Special Meeting of Council held on July 15, 2024, be read a first, second and third and final time.

**Carried**

**7. Adjournment**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 5:03pm to meet again at 4:00pm, on Thursday, July 18, 2024, or at the call of the Chair.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



# Municipality of West Elgin

## Minutes

### Council Meeting

July 18, 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  
Jeff McArthur, Fire Chief  
Robert Brown, Planner  
Terri Towstiuc, Clerk

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

#### 1. Call to Order

Mayor Leatham called the meeting to order at 4:02 pm.

#### 2. Adoption of Agenda

##### **Resolution No. 2024- 275**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopts the Regular Council Agenda for July 18, 2024 as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

**3.1 Councillor Navackas - South Rodney Drain, Engineers Report**

Business owner on lands affected by South Rodney Drain.

**4. Public Meeting for Consideration of the Fleuren Drain Engineers Report, and the South Rodney Drain Engineers Report**

**Resolution No. 2024- 276**

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

**4.1 Fleuren Drain, Engineers Report**

**4.1.1 Public Comment**

Mr. Fleuren advised that, while he was the petitioner to request the drain, he does not feel that it is fair that he is responsible for the entire cost assessment of the drain, with little benefit to him. Mr. Spriet advised that there may be another petition for this drain received at the Municipal Office in the upcoming days, which may affect the overall cost assessment and scope of the project and watershed, which was discovered prior to the Public Meeting.

The Fleuren Drain will be taken back with the Engineer, for further review and redesign.

**4.1.2 Council Comment**

Councillor Navackas questioned the compensation for engineering work done thus far, and if the petitioner were to revoke the petition. Mr. Spriet advised that the petitioner would be responsible for payment of the engineering cost to date, if they were to revoke the petition.

**4.1.3 Recommendation**

**Resolution No. 2024- 277**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby receives the Engineers report as prepared and presented by Mr. J.M. Spriet, P. Eng.; and

That Council direct the Engineer to take the report back for further review.

**Carried**

#### **4.2 South Rodney Drain, Engineers Report**

Councillor Navackas declared a conflict on this item. (Business owner on lands affected by South Rodney Drain.)

Councillor Navackas recused herself from Item 4.2, South Rodney Drain.

##### **4.2.1 Public Comment**

Mr. Dave Kelly addressed Council with his concerns regarding the project. Mr. Kelly owns the lands that are most affected by this request with the majority assessed amount, and the current drain running through the farmland. The proposed drain will be moved to run parallel to Furnival Road. However, there is a potential zoning amendment to turn the affected land into residential, to create housing lots. If this proposal is approved, the drain will require amending again, and Mr. Kelly would be at a loss for the funds he put forth to initially move the drain.

Mr. Spriet agreed that a new design may be required, and the current proposed design is different to prevent tree roots and has the ability to allow driveways to be installed over top. Mr. Spriet advised to proceed with the provisional by-law reading today to prevent delays, and further discussion will take place in thirty-days at the Court of Revision. Mr. Kelly agreed.

##### **4.2.2 Council Comment**

Councillor Denning requested an update on the status of the Official Plan submission to Elgin County, as the municipality is excited for the potential new zoning, and lots created from this parcel. CAO/Treasurer Badura advised that it is with the County, and hopeful to receive correspondence soon.

##### **4.2.3 Recommendation**

**Resolution No. 2024- 278**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier



That the Council of the Municipality of West Elgin hereby receives the Engineers report as prepared and presented by Mr. J.M. Spriet, P. Eng.; and

That Council authorizes staff to initiate the tender process in accordance with the Drainage Act, if required, for the reconstruction to the Municipal Drain known as South Rodney Drain, to be considered by Council following the Court of Revision; and

That the Court of Revision be scheduled for Thursday, August 15th, 2024, at 3:30pm; and

That Council consider the provisional By-Law 2024-52, as presented in the By-Law portion of the agenda for a first and second reading.

**Carried**

#### **4.3 Adjournment of Public Meeting (Drainage Act)**

**Resolution No. 2024- 279**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adjourn the Public Meeting, pursuant to the *Drainage Act*.

**Carried**

#### **5. Public Meeting for Consideration of Zoning By-law Amendment Application D-14 5-2024 (19911 Pioneer Line)**

**Resolution No. 2024- 280**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

#### **5.1 Planner Report**

**Resolution No. 2024- 281**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 5-2024 – 19911 Pioneer Line Recommendation Report (Planning Report 2024-17); And

That West Elgin Council approve the rezoning of 19911 Pioneer Line from General Agricultural (A1) Zone to Agricultural Special Regulation 1 (A2-1) and Restricted Agricultural Special Regulation 9 (A3-9) in accordance with the attached draft by-law; And

Further that West Elgin Council consider the proposed amendment to the Zoning By-law, presented in the by-law portion of the July 18, 2024, Council Agenda.

**Carried**

## **5.2 Applicant or Public Comment**

Applicant not present, no public present. No comment received by the planner or at the Municipal Office.

## **5.3 Council Comment**

None.

## **5.4 Adjournment**

### **Resolution No. 2024- 282**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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

**Carried**

## **6. Closed Session**

### **Resolution No. 2024- 283**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 4:23 pm, to discuss matters pursuant to the *Municipal Act*, Section

239 (2)(c), being proposed or pending acquisition or disposition of municipal land; And Section 239(2)(d) labour relations or employee negotiations.

**Carried**

**7. Report from Closed Session**

Clerk Towstiuc reported out at 4:47 pm, that Council received two (2) items pursuant to the Municipal Act, 2001, Section 239 (2), resulting in the following recommendations:

**Resolution No. 2024- 284**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That West Elgin Council received a report from M. Badura, CAO/Treasurer Re: Pay Equity Adjustment; And

That Council approve the necessary adjustments, as presented.

**Carried**

**8. Adoption of Minutes**

**Resolution No. 2024- 285**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of June 27, 2024 as presented.

**Carried**

**8.1 Committee and Board Minutes**

**Resolution No. 2024- 286**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby acknowledge receipt of the minutes of the Recreation Committee, June 10, 2024, and the Old Town Hall Committee, June 25, 2024, as presented.

**Carried**

**9. Business Arising from Minutes**

None.

**10. Staff Reports**

**10.1 Planning**

**10.1.1 Minor Development Agreement, 10153 Dunborough Road**

**Resolution No. 2024- 287**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding approval of a minor development agreement for property located at 10153 Dunborough Road.

That West Elgin Council approve the proposed minor development agreement to temporarily permit a second dwelling at 10153 Dunborough Road during the construction of a new dwelling on the property and authorize the Mayor and Clerk to sign the minor development agreement and register said agreement on title.

**Carried**

**10.1.2 Dedication & Establishment of Public Highway – Colley Road – Crinan to Stalker**

**Resolution No. 2024- 288**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner, regarding Dedication and Establishment of Public Highways – Colley Road, municipal portion of PIN 35144-0101 between Crinan Line and Stalker Line (Planning Report 2024-22);

And that West Elgin Council approve the dedication and establishment of a public highway for the municipal portion of Colley Road - Property Identification Number 35114-0101;

And further that West Elgin Council consider the by-law to dedicate and establish the above noted portion of Colley Road, as public highway, as presented in the by-law portion of the July 18, 2024 Council Agenda.

**Carried**

## **10.2 Building**

### **10.2.1 Monthly Building Report and Comparison, June 2024**

#### **Resolution No. 2024- 289**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

## **10.3 Fire**

### **10.3.1 Monthly Fire Activity Report, June 2024**

#### **Resolution No. 2024- 290**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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

**Carried**

### **10.3.2 Incident Summary Report 2023**

#### **Resolution No. 2024- 291**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the 2023 Incident Summary report from Jeff McArthur, Fire Chief for information purposes.

**Carried**

## **10.4 Clerk's**

### **10.4.1 Backyard Chicken Survey Results**

#### **Resolution No. 2024- 292**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Backyard Chicken Survey Results; And

That Council direct staff to bring back a pilot project proposal to allow back-yard chickens, within the municipality.

**Carried**

#### **10.4.2 Memorial/Sponsorship Bench Program**

**Resolution No. 2024- 293**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Memorial Bench Program; And

That West Elgin Council direct staff to bring back a Memorial and Sponsored Bench Policy for proposal, at a future meeting of Council.

**Carried**

#### **10.4.3 Volunteer Recognition Awards**

**Resolution No. 2024- 294**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Volunteer Recognition Awards; And

That West Elgin Council direct staff to create a policy detailing the volunteer recognition categories and criteria, for adoption at the next Regular Council Meeting; And

That West Elgin Council direct the Clerk to begin preparations for a volunteer recognition event, to be held in the fall of 2024.

**Carried**

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

Councillor Denning: The Arena Renaming event is getting closer (August 24, 2024), and the committee has secured St. Thomas MyFM to broadcast and play music for the entire event. A full itinerary will be provided to Council on August 18th, at the regular meeting.

Mayor Leatham: Heritage Homes is currently on hold, as they currently do not have proper insurance, so it is not wise to move forward with any plans until insurance is in place.

## **12. Notice of Motion**

### **12.1 Mayor Leatham - Elgin County Commitment - Old Town Hall Rodney Library**

#### **Resolution No. 2024- 295**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

Whereas the Municipality of West Elgin was approved in 2019 for the Investing in Canada Infrastructure Program; Community, Culture and recreation Stream for the renovation Old Town Hall, Rodney; And

Whereas, on October 24, 2019, the County of Elgin provided a letter of support, in principle, to relocate the Elgin County Library (Rodney Branch) to the renovated Old Town Hall, upon completion; And

Whereas the successful grant application included the provision of the Rodney Library being a vital component of the renovated Old Town Hall;

Therefore, the continuation of the proposed renovation requires the continued commitment of the Elgin County Council and the Elgin County Library (Rodney Branch);

Now be it resolved that the Council of the Municipality of West Elgin hereby requests a revised letter of commitment from the County of Elgin Council, to proceed with the relocation of the Rodney Library, to the renovated Rodney Old Town Hall, upon completion.

**Carried**

### **12.2 Mayor Leatham - Elgin County Library (West Lorne Branch)**

#### **Resolution No. 2024- 296**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

Whereas the County of Elgin Library, West Lorne Branch, is operating a facility capacity; And

Whereas the Municipality has a vacant unit in the West Lorne Community Complex located adjacent to the West Lorne Library;



And whereas recent interactions with Elgin County staff have indicated a need for the vacant space to increase user capability and programming;

Now Therefore, West Elgin Council hereby requests a letter from Elgin County Council and the Elgin County Library indicating the space required, either being the space adjacent to the current library only, or the entire upper units of the West Lorne Community Complex.

**Carried**

**13. Council Inquires/Announcements**

None.

**14. Correspondence**

14.1 AMO Homeless Encampments in Ontario: A Municipal Perspective

14.2 Enbridge Gas Inc. - 2023 Utility Earnings and Disposition of Deferral & Variance Account Balances - OEB Notice of Application

14.3 Planning Act and Development Charges Act Regulations related to the Cutting Red Tape to Build More Homes Act, 2024 (Bill 185)

**Resolution No. 2024- 297**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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

**Carried**

**15. Items Requiring Council Consideration**

**15.1 Asset Retirement Obligation**

**Resolution No. 2024- 298**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby acknowledge receipt of the letter dated June 26, 2024 from the Corporation of the Town of Cobalt Re: Asset Retirement Obligations;

And that Council hereby support the resolution from the Town of Cobalt;

And further that a copy of this resolution and letter be forwarded to Honourable Paul Calandra, Minister of Municipal

Affairs and Housing, the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), MPP Rob Flack, MP Karen Vecchio, and the Town of Cobalt.

**Carried**

**15.2 Rural and Small Urban Municipalities, Affordability of Water and Wastewater Systems**

**Resolution No. 2024- 299**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the letter dated July 4, 2024 from the Corporation of the Town of Tecumseh Re: Rural and Small Urban Municipalities – Affordability of Water and Wastewater Systems;

And that Council hereby support the resolution from the Town of Tecumseh;

And further that a copy of this resolution and letter be forwarded to The Honourable Doug Ford, Premier of Ontario; the Honourable Kinga Surma, Minister of Infrastructure (Ontario); the Honourable Dominic LeBlanc, Minister of Intergovernmental Affairs, Infrastructure and Communities (Canada); the Honourable Paul Calandra, Minister of Municipal Affairs and Housing, the Honourable Andrea Khanjin, Minister of the Environment, Conservation and Parks (Ontario), the Association of Municipal Clerks and Treasurers of Ontario (AMCTO), MPP Rob Flack, MP Karen Vecchio, and the Town of Tecumseh.

**Carried**

**15.3 Request to Province of Ontario for New Provincial-Municipal Fiscal Framework**

**Resolution No. 2024- 300**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

That West Elgin Council hereby acknowledge receipt of the letter dated July 8, 2024 from the Corporation of the Township of Emo Re: New Provincial-Municipal Fiscal Framework;

And that Council hereby support the resolution from the Township of Emo;

And further that a copy of this resolution and letter be forwarded to Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO), MPP Rob Flack, MP Karen Vecchio, and the Township of Emo.

**Carried****15.4 Operational Budget Funding**

**Resolution No. 2024- 301**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby acknowledge receipt of the letter dated July 8, 2024 from the Corporation of the Township of Emo Re: Operating Budget Funding; And

And that Council hereby support the resolution from the Township of Emo;

And further that a copy of this resolution and letter be forwarded to Premier of Ontario; the Minister of Municipal Affairs and Housing; the Minister of Finance; the Association of Municipalities of Ontario; the Association of Municipal Managers, Clerks, and Treasurers of Ontario (AMCTO), MPP Rob Flack, MP Karen Vecchio, and the Township of Emo.

**Carried**

**15.5 Liquor License Notification - July 27, 2024 Wedding**

**Resolution No. 2024- 302**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby acknowledge receipt of the event notification from the Sarah Harries, for their private outdoor event, being a wedding to be held at 25889 Downie Line for Kyle Krebs and Stephanie Harries, to be held on Saturday, July 27, 2024, as a requirement from the Alcohol and Gaming Commission of Ontario (AGCO).

**Carried**

**15.6 Crosswalk in Rodney**

Lee Gosnell, Manager of Operations and Community Services provided Council with the process required to install "crosswalks" within town, including the need for a pedestrian crossing study. Mr. Gosnell advised that when the reconstruction of Rodney was completed in 2020, a study

was done, and there was not enough pedestrian traffic at the time to warrant a crosswalk. If the Municipality completes the study, and does not qualify, the municipality can choose to install at their own cost, which is estimated a \$45,000 to \$80,000, depending on the style chosen, and must meet the Ontario Traffic Manual standards. Mr. Gosnell also reviewed the amount of parking that will be lost with the installation of a crosswalk.

Mr. Gosnell advised that he put together further information and bring back a report to Council at a later date.

#### **15.7 Rodney Pool Fees - Continued Discussion**

A Special Meeting was held on Monday, July 15, 2024, regarding the pool fees, and large concerns regarding the increase to aquafit and public/open swims, with concerns for affordability and low-income families missing out on the pool due to these concerns.

After the meeting, the municipality received a generous, anonymous donation towards the Rodney Pool, and council passed the following resolution:

##### **Resolution No. 2024- 301**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby authorize staff to utilize the anonymous pool donation to cover the fees for all open swims for the remainder of the season.

**Carried**

#### **15.8 Notice of Council's Decision to Petition, Municipality of Dutton Dunwich, Government No. 1 Drain North**

##### **Resolution No. 2024- 302**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receive the Notice of Council's Decision to Petition, pursuant to the Drainage Act, from the Municipality of Dutton Dunwich Re: Government No. 1 Drain, and corresponding report and motion; And

That Council hereby approve the request from Dutton Dunwich to combine the project with the current improvement project for the Government No. 1 Drain North, in the Municipality of West Elgin.

**Carried**

**16. Upcoming Meetings**

- Four Counties Transit Meeting, July 22, 2024 8:30am
- Old Town Hall, July 23, 2024 7:00pm
- Special Meeting, August 1, 2024 4:00pm, Discussion regarding Economic Development and Recreation Committees
- Arena Board, August 14, 2024, 9:00am
- Court of Revision, August 15, 2024 at 3:30pm
- Regular Council Meeting, August 15, 2024, 4:00pm
- Tri-County Water Board, August 20, 2024, 7:00pm

**17. By-Laws**

**17.1 South Rodney Drain, Provisional Reading**

**Resolution No. 2024- 303**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That By-law 2024-52, Being a By-Law to provide for drainage works on the South Rodney Drain in the Municipality of West Elgin be read a first and second time.

**Carried**

**17.2 Zoning By-law Amendment, 19911 Pioneer Line**

**Resolution No. 2024- 304**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That By-law 2024-53, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 19911 Pioneer Line, be read a first, second and third and final time.

**Carried**

**17.3 Fleuren Drain, Provisional Reading**

Fleuren Drain sent back to Engineer for further review. No Provisional By-law read or passed.

**17.4 Establishment of Public Highway**

**Resolution No. 2024- 305**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2024-55, Being a By-law to dedicate and establish lands as a Public Highway to be known as part of Colley Road (PIN 35144-0101 (Colley Road) between Crinan Line and Stalker Line, be read a first, second and third and final time.

**Carried**

**18. Confirming By-Law**

**Resolution No. 2024- 306**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That By-law 2024-56 being a By-law to confirm the proceeding of the Regular Meeting of Council held on July 18, 2024, be read a first, second and third and final time.

**Carried**

**19. Adjournment**

**Resolution No. 2024- 307**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adjourn at 6:51 pm to meet again at 4:00pm, on Thursday August 1, 2024 (Special Meeting) or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



# **Municipality of West Elgin**

## **Minutes**

### **Special Meeting of Council**

**August 1, 2024, 4:00 p.m.**

**Council Chambers**

**160 Main Street**

**West Lorne**

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

**Regrets:** Mayor Leatham

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

**Also Present:** Sam Smith, Senior Operations Manager, OCWA  
Maegan Garber, Safety, Process & Compliance Manager-  
Southwest Region, OCWA  
Sam Sianas, Regional Hub Manager, Southwest Region,  
OCWA  
Dan Soos, Vice-Chair, Economic Development Committee  
Pam Wardell, Economic Development Committee  
Mike VanRaes, Economic Development Committee  
Megan Bartlett, Recreation Committee  
Cindy DeCosta, Recreation Committee  
Courtney Kreamer, Recreation Committee

#### **1. Call to Order**

Deputy Mayor Tellier called the Special Meeting of Council to order at 4:00 pm.



**2. Adoption of Agenda**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

That West Elgin Council hereby adopts the Special Meeting Agenda of August 1, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Presentation from Ontario Clean Water Agency Re: Boil Water Advisory Event, July 24 - July 26**

Sam Smith, Senior Operations Manager, OCWA, provided an opening statement regarding the recent boil water advisory (BWA) event that took place July 24 to 26, 2024. Mr. Smith provided personal background, along with information regarding the water transmission lines in West Elgin. Mr. Smith addressed the anxiety and stress the BWA event caused, while thanking all for their patience. Mr. Smith advised the BWA was a cautionary approach taken, to ensure the health and safety of West Elgin residents was not being compromised.

Maegan Garber, Safety, Process & Compliance Manager, Southwest Region, OCWA, provided Council with a brief professional background, and continued to a detailed presentation created to outline the approach and process that was taken during the BWA. The presentation included an overview of the system and map, the regulations that OCWA is required to adhere to, procedures for providing safe drinking water and sampling procedures. Details of the West Elgin distribution and sampling schedule were provided in the presentation, along with Standard Operating Procedure (SOPs) acknowledgement. Ms. Garber concluded the presentation with corrective actions taken, how the BWA is issued and rescinded by the health unit, and what the known factors are.

Council discussion followed the presentation regarding communication factors between the Municipality, Southwestern Public Health and OCWA, and a request for clarification on the operators' exact procedures when water samples are being taken.

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby accept the presentation from Meagan Garber, Safety, Process and Compliance Manager, Ontario Clean Water Agency, Southwest Region, for information and discussion purposes.

**Carried**

**5. Economic Development Committee**

Deputy Mayor Tellier addressed the need to fill empty storefronts and bring tourism to the municipality, while working in tandem with other committees, specifically the Recreation Committee.

Councillor Navackas advised that the current Economic Development Committee has expressed concerns that there is no direction from Council, and there is a common feeling of "wheel spinning" during conversations. Councillor Navackas expressed a need for rebranding and creating an Economic Development Plan, utilizing the County of Elgin's expertise and assistance in funding. With minimal funding, it is crucial to obtain a clear direction from Council and submit for appropriate funding within the 2025 West Elgin budget deliberations. Also utilizing the expertise of the West Elgin Planner would provide insight and opportunities for current residents to expand on their zoning usage, i.e. adding a "granny flat" for accommodation purposes.

Council discussed the reintroduction of a Chambers of Commerce, or Business Improvement Area (BIA), and the importance of assisting business retention, downtown revitalization with the main streets, facilitating entrepreneurship and enhancing tourism.

After discussion, it was sought that priorities for the committee should be to bring tourism with the assistance of Elgin County, downtown revitalization, and assisting landowner and facilitating entrepreneurship opportunities within the municipality.

**5.1 Current Terms of Reference**

**5.2 Committee Member Delegations**

**5.2.1 Dan Soos**

Dan Soos, Vice-Chair of the Economic Development Committee, third generational family to reside in West Elgin, and local business owner, addressed Council with his concerns with focusing solely on the downtown areas of the municipality, and assisting local business owner to be successful and remain in the municipality. Mr.

Soos advised that the recent EDC meetings were felt to be time wasted, and a consensus of circling within the meeting, without a sense of direction. Mr. Soos felt the reintroduction to a Chamber of Commerce would be a good idea and will be attending a meeting soon with Councillor Navackas with representatives from Dutton Dunwich and Southwold Economic Development Committees, facilitated through the County of Elgin.

## **6. Recreation Committee**

Deputy Mayor Tellier and Councillor Navackas spoke regarding the Recreation Committee, as the Council representatives, and expressed concern regarding the lack of direction the committee has been given. The committee is composed of community members with many great ideas; however, the committee has hit many barriers and roadblocks, including lack of use for the arena and not being able to access prime-time rental times at the recreation center due to other bookings. The committee would like to see a dedicated recreation staff member to assist and answer questions that the committee may have, as well potentially pair with neighbouring municipalities to create a joint recreation committee to assist in the financial burden to facilitate more programming.

Magda Badura, CAO/Treasurer advised that she attended the last recreation committee meeting virtually, to provide guidance and suggestions. Ms. Badura advised the use of community surveys would be beneficial to gauge residents feedback, as well obtain feedback from the committee to seek direction of what they would like to accomplish. To move forward with increased programming, a proposed budget will be required and considered during the 2025 budget deliberations.

### **6.1 Current Terms of Reference**

### **6.2 Committee Member Delegations**

#### **6.2.1 Megan Bartlett**

Megan Bartlett, Co-Chair for the Recreation Committee addressed Council to obtain direction for the committee. The committee has expressed concerns with the lack of recreation available within the community, and many residents travelling to neighbouring communities for recreation events and activities. Ms. Bartlett also advised that the committee has significant ideas to support growth, health and wellness, providing connections for residents, financial

stream for the municipality and reducing barriers of entry. The committee would like to seek direction from council to provide a purpose for the committee and the level of importance that the committee holds to Council. The committee has a sense that they are considered volunteers for the Canada Day celebrations, and that possibly connecting with the Economic Development Committee would be beneficial to join grant writing and funding opportunities, to provide events to keep dollars and residents in West Elgin.

#### **6.2.2 Cindy DeCosta**

Ms. DeCosta did not address council.

### **7. Confirmatory By-law**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That By-law 2024-57 being a By-law to confirm the proceeding of the Special Meeting of Council held on August 1, 2024, be read a first, second and third and final time.

**Carried**

### **8. Adjournment**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 5:46 to meet again at 4:00pm, on Thursday, August 15, 2024 (Regular Meeting) or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

# Four Counties Transportation Services Committee

## Minutes

April 15, 2024, 8:30 a.m.

Electronic Participation Meeting via Zoom

- Present:** Mark McGill, Southwest Middlesex  
Michelle Navackas, West Elgin  
Don McCallum, Southwest Middlesex  
Ryan Statham, West Elgin  
Clyde Harris, Newbury  
Linda Dunn, Adult Day Program
- Regrets:** John Wright, Chatham-Kent  
Kristina Pringle, West Elgin Community Health Centre
- Staff Present:** Magda Badura, CAO/Treasurer, West Elgin  
Terri Towstiuć, Recording Secretary/Clerk, West Elgin  
Jan Metcalfe, Chatham-Kent
- Staff Absent:** Cathy Case, Clerk/Treasurer, Newbury

**1. Call to Order**

Chair Mark McGill called the meeting to order at 8:31am

**2. Adoption of Agenda**

**Resolution No. FCTC 2024- 09**

**Moved:** Michelle Navackas, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transportation Services Committee adopt the agenda of April 15, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTC 2024- 10**

**Moved:** Ryan Statham, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That Four Counties Transportation Services Committee hereby adopt the Minutes of January 15, 2024, as presented.

**Carried**

**5. Business Arising from Minutes**

**6. Financial Information**

Four Counties Transit Committee received the financials, as of March 31, 2024.

**6.1 Four Counties Transit Financials, as of March 31, 2024**

**7. Reports**

**7.1 Safe Restart Funding**

Four Counties Transit Committee was provided with an updated regarding the Safe Restart Funding, and the amount unused, which was returned in March 2024.

**8. Correspondence**

**8.1 2023-24 Gas Tax Program**

M. Badura to confirm that Chatham-Kent was included in program, as they are not noted on the correspondence.

**8.2 2019-2024 Ridership Data**

For information only.

**9. New Business**

None.



**10. Adjournment**

**Resolution No. FCTC 2024- 11**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Michelle Navackas, West Elgin

That the Four Counties Transportation Services Committee hereby adjourn at 8:51am, to meet again at 8:30am, on Monday, July 15, 2024, or at the call of the chair.

**Carried**

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Mark McGill, Vice-Chair

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Terri Towstiuc, Recording Secretary



## Old Town Hall Committee Minutes

Date: June 25, 2024

Time: 3:00 pm

Present Taraesa Tellier, Chair  
Mona Blain, Vice-Chair  
Norma McPhail  
Michelle Navackas  
Angela Foreman-Bobier  
Trin Hill

Regrets Magda Badura, CAO/Treasurer  
Lee Gosnell, Manager of Operations and Community Services  
James Voros

Staff Present Terri Towstiuc, Recording Secretary

### 1. Call to Order

Taraesa Tellier, Chair, called the meeting to order at 3:02pm.

### 2. Adoption of Agenda

**Moved By** Michelle Navackas

**Seconded By** Norma McPhail

That the Old Town Hall Committee hereby adopt the agenda of June 25, 2024, as presented.

**Carried**

### 3. Disclosure of Pecuniary Interest

None disclosed.

### 4. Adoption of Minutes

**Moved By** Mona Blain, Vice-Chair

**Seconded By** Michelle Navackas

That the Old Town Hall Committee hereby adopt the minutes of June 4, 2024, as presented.

**Carried**

**5. Business Arising from Minutes**

To be discussed in 6. New Business

**6. New Business**

**6.1 Welcome to the New Committee Members**

New members, Angela Foreman-Bobier, James Voros and Trin Hill, appointed by Council and joined the committee. Committee member J. Voros was unable to attend the meeting.

**6.1.1 Open discussion & questions from new members**

Questions from new members:

- If the concept plans are altered, can the existing grant be altered?
- Will the concept be duplicating services and facilities already offered in the municipality?
- Is the Economic Development Committee linked to the proposed project?
- What is the Revenue plan?

Items of Discussion:

- Creation of a Not-for-profit organization to run the facility, with a full-time staff member. This will create revenue to pay back the municipality of any potential funds borrowed.
- This will be like the Covent Garden Market or Centennial Hall in London. Councillor Navackas will continue to seek details for this.
- How to we create a non-profit agreement? How was Heritage Homes created?
- Health Centre to use space in the facility.
- Showcase museum exhibits and Indigenous History.

- Multi-purpose space for arts, music and culture. Dance classes, wedding, community space, music & art classes.
- Sub-committee for fundraising.
- Grant options - Rural Economic grant or Canada Cultural Spaces.
- Need for a vision and mission first.
- Certified kitchen, hall rental, theatre/music, sound, lights, flooring (dance lessons) sloped floors, risers/chairs, cooking lessons, teen and men's cooking classes (health center).
- Accessibility grant for the elevator and ramp for stage, for full inclusivity.
- Corporation matching.
- Possible option for a food bank.
- Basement not included in grant received - 5-to-10-year project.
- \$25,000 funding from the Funeral Home for the washroom, being held in a fund with the Municipality.
- Committee to focus on the mission and vision, what grants are available now, and to plan and hold a stakeholder meeting in September (Fall 2024) and invite all potential stakeholders for the project.

## **6.2 Clerks Report Presented to Council, June 13, 2024**

After discussion, Council passed the following recommendation:

*That West Elgin Council hereby receives the report from Terri Towstiuć, 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.*

## **6.3 Non-profit organization discussion**

**7. Other Items Requiring Discussion**

Michelle Navackas advised that the Economic Development Committee was successful in obtaining a grant of up to \$150,000 for a "Roots and Revival" festival. This was initially going to be held during blueberry season, but with timing, it will be a fall festival. This will showcase local music, arts and culture during a week-long event.

**8. Adjournment**

That the Old Town Hall Committee hereby adjourn at 3:57 pm, to meet again at 7:00 pm on Tuesday, July 16th, or at the call of the Chair.

**Carried**

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Taraesa Tellier, Chair

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Terri Towstiuc, Recording Secretary



# Municipality of West Elgin

## Minutes

### Recreation Committee

July 17, 2024, 7:00 p.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

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

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

**Staff Present:** Jenn Vanesse  
Magda Badura

**1. Call to Order**

Chair Megan Bartlett called the meeting to order at 7:01 p.m.

**2. Adoption of Agenda**

**Moved:** Nicole Campbell

**Seconded:** Michelle Navackas

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

**Carried**

**4. Minutes**

**Moved:** Cindy da Costa

**Seconded:** Nicole Campbell

That the West Elgin Recreation Committee adopts the minutes of June 10, 2024 as printed and circulated.

**Carried**

**5. Business Arising from Minutes**

No business arising from the minutes

**6. New Business**

**6.1 Rodney Pool Discussion**

There was a special council meeting on Monday to address the pool fee concerns. Residents are upset at the rising cost of the pool and want it for free, but others don't want it to be added to their taxes either. For next year, we need to look at different programming to be offered at the pool, help to increase season pass sales, find ways to get more people to utilize the pool, inquire about an early bird price, or how the passes from the library would work, and utilizing community grants. The aquafit users were the most affected as their fees went from \$5 to \$10. The cost of the pool operation keeps increasing and the fees we are charging are not even close to covering the daily costs. Other suggestions would be to look to the food bank to help utilize passes for low income families, or partner with WECHC for mom & tot swim.

A survey is to be created for all users of the pool, but one just for swimming lessons, and the other for the users of the pool. This will help us to determine what the needs/wants are from the users/families, and help us in making decisions for next year.

A capital budget project will be coming up in 2025/2026 which is replacing the pool liner which right now is \$200,000. We should be looking into any grants that can help offset the cost for this.

This will be flagged for future agendas. Also the statistics for this year will be compiled so we have an idea of what we need for next year.

**6.2 Committee Mandate/Focus**

The purpose of the council meeting is to gain guidance and direction on what the rec committee does and what our focus should be. The feeling so



far is just planning Canada Day. Some ideas of our purpose is advocating for the community at budget time, educating the community about recreation, and support staff to increase programs. We need a plan for 2025 and help in contributing to the budget which should start in October.

A survey will be drafted to go out to the committee and then the community about Canada Day.

We would look at surveying the community as well on what programs they would be interested in seeing, so we can have an idea on where to focus resources and time. We want to look at creative ways of implementing things, and possibly shared resources or staff.

It would be great to have a rec leader who leads the group and who we go to for questions & answers.

### **6.3 Canada Day Recap**

There were a few supplies that needed added to the list for next year (staple gun and picnic table clips). Having a task list for each person, so they know when they show up what they are supposed to be doing and have the supplies ready for them. Also having everything all together would be more beneficial as the pickleball and basketball didn't get utilized as much as we had hoped. The dance group was very well received, fitborough had a few participants as well. We did run out of cake this year.

It seemed to be a well attended event and kids were engaged in all activities. The lawn bowlers had over 100 people come through to learn lawn bowling. It was very well received and a resource we think is underutilized in the community, and want to help assist on how we can help offer more activities, like a girls night bowl, or a learn how to bowl with kids, etc...

## **7. Adjournment**

**Moved:** Michelle Navackas

**Seconded:** Cindy da Costa

That West Elgin Recreation Committee hereby adjourn at 8:01 p.m. to meet again on September 18, 2024 at 7:00 p.m. as a hybrid format.

**Carried**

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Megan Bartlett, Chair

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Jenn VanEsse, Recording Secretary



## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-07-24  
**Subject:** Notice of Application re: Absolute Title – Recommendation Report  
(Planning Report 2024-24)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding a Notice of Application for Absolute Title on lands located at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188; And

That West Elgin Council authorize the Mayor and Clerk to sign the Consent and Waiver of Notice for the property in question at 191 Queen St and Part of Lot 1, Plan 202, consisting of PIN 35105-0174, 35105-0181 & 35105-188.

### **Purpose:**

To provide information to West Elgin Council regarding a notice of application for absolute title on lands located to the rear of the residential lands on the north side of Queens Line, west of Furnival Road. (See Figure One).

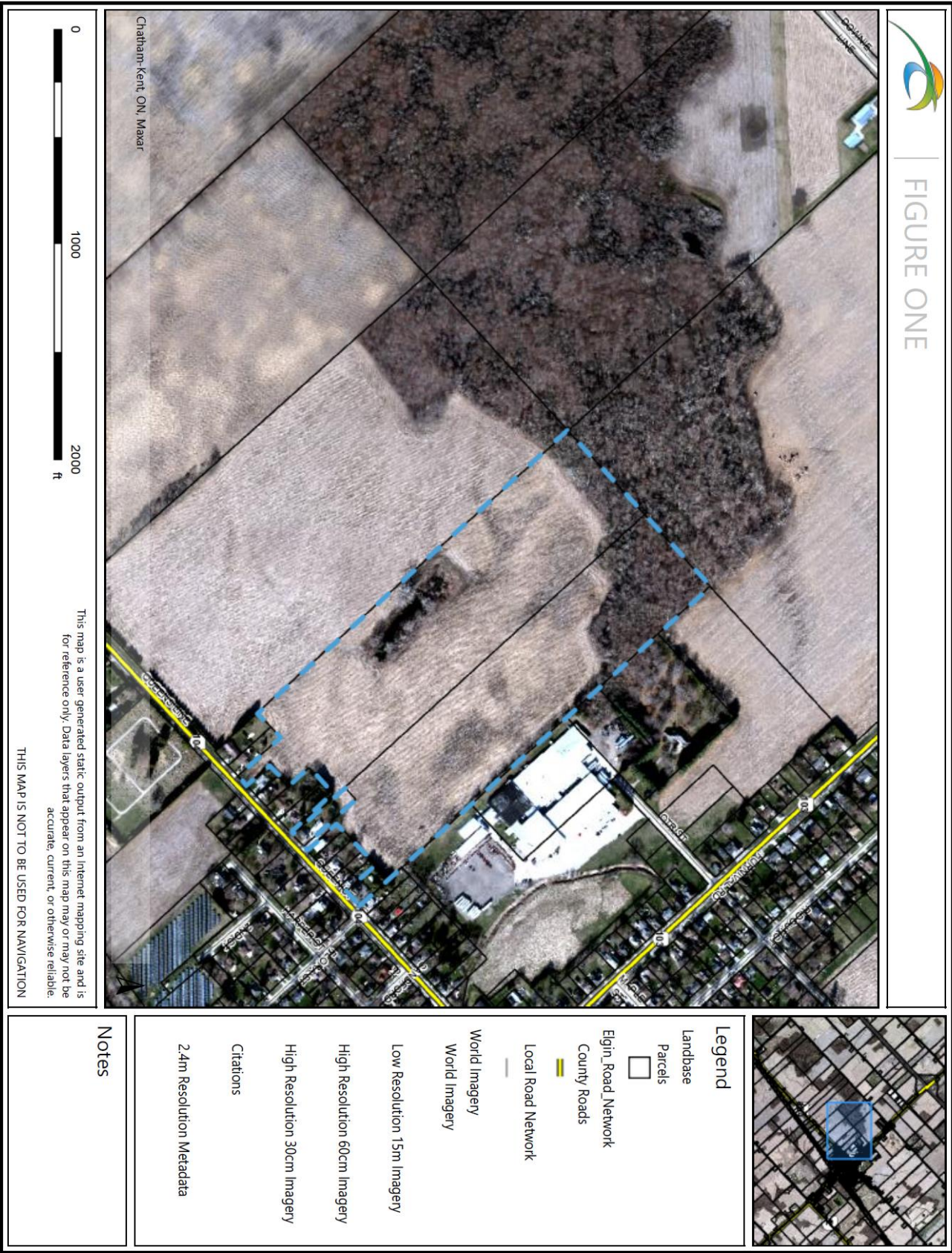
### **Background:**

The subject property was recently purchased by a numbered company. The purchaser has had a survey of the property completed. Part of the purpose of the survey is to confirm the outer boundaries, particularly since the subject lands abut several other properties. In addition to completing a legal survey the owner has submitted a notice of application for absolute title (See Appendix A) to the Land Registry office. This application process requires a landowner to provide a copy of the draft reference plan to all abutting landowners. West Elgin was included in this circulation as the municipality has lands in the form of a road allowance (Queen's Line) that abuts the subject property. The purpose of this exercise is to ensure that the surveyed boundaries are not in dispute with any of the abutting property owners. The Notice itself includes two forms: 1) a Consent and Waiver of Notice which is signed and returned to owner's solicitor if there is not concern with the information provided in the draft reference plan or 2) a Statement of Objection which would outline that a property owner is in dispute with the draft reference plan provided.

Staff have reviewed the draft reference plan and do not have any concerns with the information provided about the lands abutting the Queen's Line road allowance.

### **Financial Implications:**

Aside from staff time to review and respond to the notice there are no financial implications to the Municipality.



**Policies/Legislation:**

Notice of Absolute Title is filed under the Land Titles Act and is something that is often undertaken in advance of possible development or to ensure that property boundaries, particularly when there are multiple property owners, are correct. There are no policy considerations related to the request and the Municipality has no concerns with the information that has been provided.

**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 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:	Notice of Application Re Absolute Title - Recommendation Report - 2024-24-Planning.docx
Attachments:	- Appendix A - Queens Line AB Title - Notice.pdf
Final Approval Date:	Aug 12, 2024

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

Terri Towstiuc



Jaspal Kaur Gill B.A., U.B.  
B11risur, Solicitor & 1Vorary Public

DR: 647 554 0004  
EMAIL: jkglawpc@gmail.com

OFF: 905 782 2958  
FAX: 905 782 4271

43-7920 HURONTARIO STREET, BRAMPTON, ONTARIO L6Y 0P9

July 12, 2024

Dear Sir or Madam:

Re: 2862984 Ontario Inc. - Notice of Application  
Pt Lt 1 W Queen, Rodney (Municipality of West Elgin)  
Objection Date: September 20, 2024  
Our File No.: 22-586P

The Applicant, whose name appears on the enclosed Notice, intends to apply to be registered as owner with an absolute title to the property shown in heavy solid line on the accompanying plan.

The Notice, and a print of the draft reference plan, used to define the extent of the land under application, are served upon you because you appear, according to the land registry office records, to have an interest in the land adjoining the land under application or an interest in the land included in the application.

We suggest that you examine the enclosed reference plan carefully to decide whether you are satisfied that the boundaries of the land under application, as shown on the plan, properly reflect the ownership and other interests being claimed by the applicant in relation to your land. In this regard, be conscious of the location of any apparent encroachments, existing structures or fences, if any, shown on the plan or any, which may exist, but are not shown on the plan.

If you have any questions with respect to the location, that you may have an interest, on the plan or the interpretation of the plan, please contact me at 905-782-2958 or the surveyor at 519-578-5570.

Although a Statement of Objection to the application will be admitted if filed any time before the application is registered, if you wish to file a Statement of Objection, you should do so within the time set out in the enclosed Notice.

Yours very truly,

JKG Law Professional Corporation

ZZt?0

JG:cmk  
Encls.



*Land Titles Act*

**STATEMENT OF OBJECTION**  
(Application under subsection 46(2) of the Act)

RE: PIN .....

I/We, ..... being the registered owner(s) [or mortgagee(s) or chargee(s) in possession or .....] of the land to the ..... of PART(S) ..... on the draft reference plan, and described as Instrument/PIN ..... on the said plan, claim an interest in the title to (or an easement or a right of way or other interest over) that portion of the land described as PART(S) ..... [or part of the PART(S) .....], marked on the attached print (or partial print) of the said plan.

My/Our objection or claim is based on

.....

.....

.....

.....

.....

.....

In support of my/our objection or claim, I/we have:

- (a) attached an affidavit verifying the truth of the statements made herein; and
- (b) included copies of all documents, plans and other material on which I/we rely.

I/We request that you refer this objection to the Director of Titles for hearing unless the subject matter of the objection is resolved to my/our satisfaction.

I/We acknowledge that costs may be awarded for or against me/us in any order of the Director of Titles.

.....

(Signature and name in print.....)

My address for service is: .....

My daytime telephone number is: .....

Fax number: .....

*Land Titles Act*

**CONSENT AND WAIVER OF NOTICE**  
(Application under subsection 46(2) of the Act)

RE: PIN .....

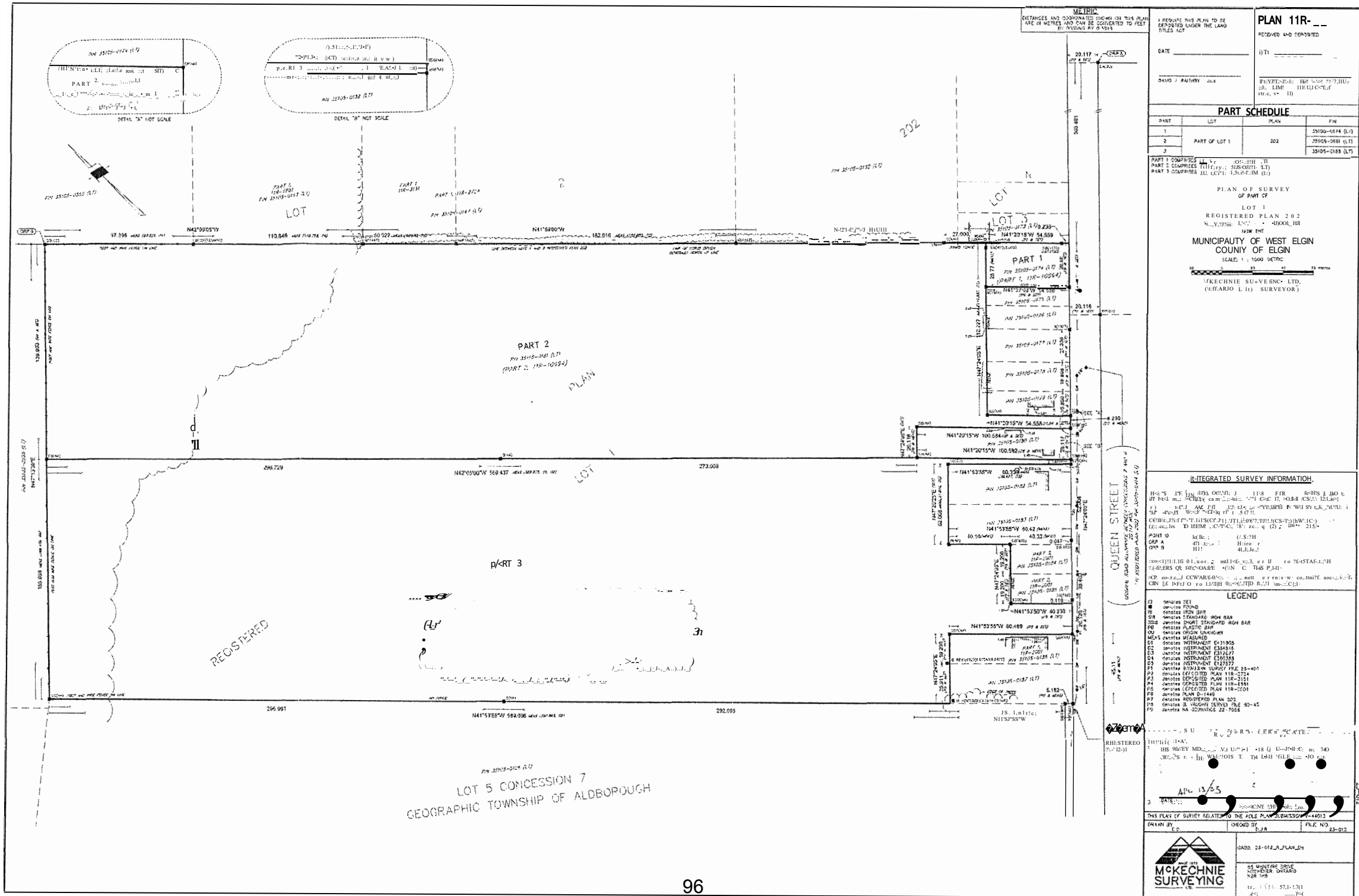
**I/We,** ..... ,  
being the registered owner(s) (mortgagee(s) or chargee(s) in possession, purchaser(s) or the  
assignee(s) of it) of land adjoining the land shown as PART(S) .....  
on the attached print of the draft reference plan hereby consent to the application of  
..... (name(s) of the applicant(s)  
as in Parcel Register)..... to be registered as owner(s) with an absolute title to the  
land shown on the said plan as PART(S) .....

AND I/we hereby waive my/our right to a Notice of that Application.

Dated at ..... this ..... day of ....., 20.....

.....  
(Witness)

.....  
(Signature)



## Properties

PIN 35105 - 0174 LT

<i>Description</i>	PART OF LOT 1 PLAN 202 AS N RY2876: WEST ELGIN
--------------------	--

*Address* 191 QUEEN STREET  
RODNEY

PIN 35105-0181 LT

*Description* PT LT 1 PL 202 ALDBOROUGH AS N E431805(FIRSTLY); WEST ELGIN

*Address* RODNEY

PIN 35105-0188 IT

<i>Description</i>	PART OF LOT 1 PLAN 202 AS N E354516(FIRSTLY): WEST ELGIN
--------------------	--

Address RODNEY

**App/licant(s)**

Name 2862984 ONTARIO INC.

*Address for Service* c/o 43-7920 Hurontario St, Brampton,  
Ontario L6Y 0P2

A person or persons with authority to bind the corporation has/have consented to the registration of this document.

This document is not authorized under Power of Attorney by this party.

## Statements

Take notice that the applicant(s) has made an application to be registered as the owner(s) with an absolute title of land described as follows: Firstly, Part of Lot 1 Plan 202; West Elgin and shown as Part 1, on the attached draft reference plan signed by D. Raithby O.L.S. and dated April 13, 2023. Secondly, Part of Lot 1 Plan 202 Aldborough; West Elgin and shown as Part 2 on the attached draft reference plan signed by D. Raithby O.L.S. and dated April 13, 2023. Thirdly, Part of Lot 1 Plan 202; West Elgin and shown as Part 3 on the attached draft reference plan signed by D. Raithby O.L.S. and dated April 13, 2023. And take notice that any person claiming to have any title to or interest in the said land or any part thereof is required on or before 2024/09/20, to file a statement of objection setting out the grounds for the objection at 43-7920 HURONTARIO STREET, BRAMPTON, ONTARIO L6Y 0P7. This notice is served upon you because you appear to have an interest in land which is adjacent to the land included in the application or an interest in the land included in the application as illustrated on the attached plan in statement 61. A white print or legible reduced photocopy of the draft reference plan must be provided for all parties served with this notice.

Schedule: See Schedules

**Signed By**

Jaspal Kaur Gill	7920 Hurontario Street, Unit 43 Brampton L6Y 0P7	acting for Applicant(s)	First Signed	2024 06 07
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Tel 647-554-0004

Fax 905-782-4271

Jaspal Kaur Gill	7920 Hurontario Street, Unit 43 Brampton L6Y0P7	acting for Applicant(s)	Last Signed	2024 07 04
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Tel 647-554-0004

Fax 905-782-4271

↓ have the authority to sign and register the document on behalf of the Applicant(s).

## Submitted By

JKG LAW PROFESSIONAL CORPORATION	7920 Hurontario Street, Unit 43 Brampton L6Y0P7	2024 07 04
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Tel 647-554-0004

Fax 905-782-4271

**I Fees/taxes/Payment**

<i>Statutory Registration Fee</i>	\$69.95
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<i>Total Paid</i>	\$69.95
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## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-08-06  
**Subject:** Severance Application E67-24 – Comments to Elgin County –  
Recommendation Report – (Planning Report 2025-25)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E67-24 – Comments to Elgin County (Planning Report 2024-25);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E67-24, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

### **Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E67-24, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate lot creation for an existing dwelling which is surplus to the farming operations of the prospective purchaser at 24649 Crinan Line.

### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	E67-24
<b>Owner</b>	Dennis & Lorraine Zylstra
<b>Applicant/Purchaser</b>	Fennell Woodlands Inc.
<b>Legal Description</b>	Part Lot of 19, Concession 2 ED
<b>Civic Address</b>	24649 Crinan Line
<b>Entrance Access</b>	Crinan Line
<b>Services</b>	Municipal water & private septic system
<b>Existing Land Area</b>	40.75 ha (100.7 ac.)

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

Application	Severed Parcel (RED)			Retained Parcel (BLUE)		
	Frontage	Depth	Area	Frontage	Depth	Area
E24-23	51 m (167.3 ft.)	85 m (278.8 ft.)	0.43 ha (1.06 ac)	602 m (1,975 ft.)	668 m (2,191 ft.)	40.32 ha (99.6 ac.)

The Public Hearing is scheduled for August 28, 2024, at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the subject parcel of land.



**Financial Implications:**

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

**Policies/Legislation:**

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

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

**PPS:**

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

Comment: New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. There are no significant livestock facilities within close proximity to the proposed lot. However, severance of the existing dwelling will not impact on livestock operations.

The property does contain a wooded area in the southeast corner of the property. None of the wooded area is included in the proposed surplus dwelling lot and will remain as part of the retained farm parcel. As such, the proposal is consistent with the PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. A portion of the proposed retained parcel that contains a wooded area, however, is not within the Woodlands overlay as indicated on Appendix #1 Natural Heritage Features and Areas in the CEOP.

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



Therefore, this proposal conforms to the CEOP.

**OP:**

The subject lands are designated as Agricultural, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP. Although the property does contain a wooded area it is not shown as wooded area on Schedule 'B' on Map 2.

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

- a) The dwelling considered surplus has been in existence for at least 10 years;
- b) The dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;
- c) No new or additional dwelling is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;
- d) Compliance with MDS I with respect to any livestock building, structure, or manure storage facility on the remnant parcel;
- e) Minimizing the loss of productive farmland; and
- f) Deteriorated derelict abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Administration advises that:

- The applicant has demonstrated that the residence is surplus to the prospective purchaser's farming operation, the dwelling has been in existence greater than ten years and is structurally sound and suitable for human occupation;
- A zoning by-law amendment to prohibit a new or additional dwelling on the proposed retained parcel is required as a condition of severance;
- There are no significant livestock operations within proximity of the proposed lot however there is not impact to the proposed lot or livestock operations;
- The proposed severed parcel excludes productive farmland; and
- There is a former livestock building and manure storage pit on the site which are no longer in use however they are not deteriorated, derelict or abandoned. The building can be used for storage purposes. It will be recommended that the applicant demonstrate that the livestock building has been decommissioned to the satisfaction of the municipality.

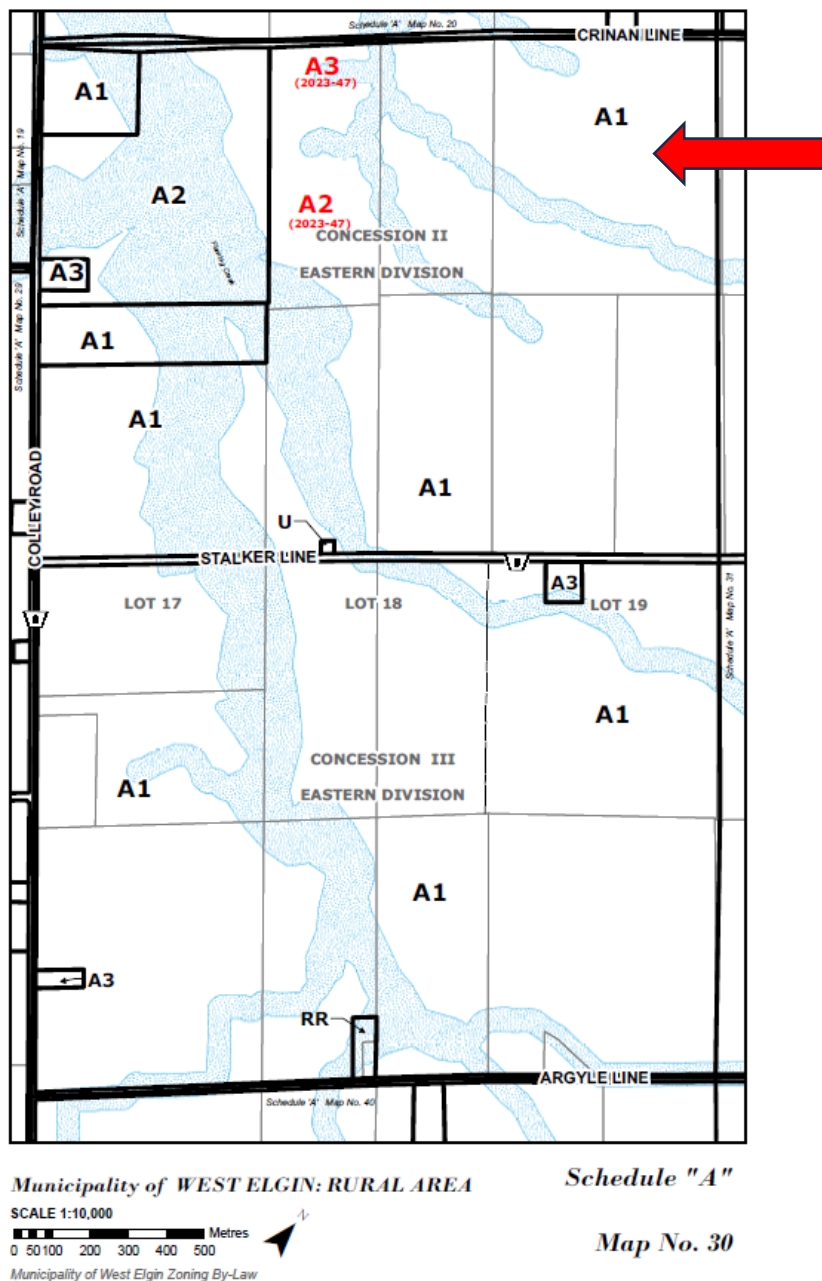
Lot creation polices under Section 10.4.1 of the OP, allow for severance (consent) applications to be the method utilized since no infrastructure is warranted with this proposed development and is in compliance with the criteria of Section 51(24) of the *Planning Act*. Therefore, this proposal conforms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

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

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 30 of the ZBL, as depicted in Figure Two below. The blue hatch pattern on the mapping represents LTVCA regulated area. Permitted uses within the General Agricultural (A1) Zone include single unit dwellings. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 m respectively.

The proposed severed parcel area is 0.43 ha (1.06 ac.), with a lot frontage of 51 m (167.3 feet); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural Zone (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m. The proposed retained parcel would also need to be rezoned to Agricultural (A2) Zone, to permit agricultural uses and prohibit new dwellings.

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



**Interdepartmental Comments:**

The severance applications were circulated to municipal staff for comment. The following comments were received:

**Drainage:**

- The subject lands are not impacted by any municipal drains. No reapportionment is required.

**Public Works:**

- A new entrance will be needed to the retained farm parcel and an entrance permit is required.
- The severed lot is serviced with municipal water and the curb stop is aligned within the location of the proposed new lot lines.

**Building Dept:**

- A septic system inspection, including indication of the current location of the system, will need to be completed as a condition of the severance. The applicant will also need to demonstrate that the livestock building is no longer capable of housing livestock.

No other comments or concerns were received from Administration.

**Summary:**

Therefore, it is Planning Staff's opinion that the proposed surplus farm dwelling lot creation consent, is consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to prohibition of future dwellings on the retained parcel); 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 B)

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:**

<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 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 E67-24 - Comments to Elgin County - Recommendation Report - 2024-25-Planning.docx
Attachments:	- Planning Report 2024-025 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Aug 12, 2024

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

Terri Towstiuc

**Planning Report 2024-25: Severance Report E67-24 –**  
**Comments to the County of Elgin**

**Appendix One: Severance Application E67-24 Conditions**

Severance Application E67-24 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 the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the severed and retained lands are transferred to the prospective purchaser Fennell Woodlands Inc. as outlined in the purchase agreement.
6. That the Applicant have a septic system assessment be completed by a qualified individual, on the proposed severed parcel to ensure that the lands are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality.
7. That the Applicant install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Municipality;
8. That the Applicant demonstrate to the satisfaction of the Municipality that the existing livestock barn on the retained farm parcel has been decommissioned and is no longer capable of housing livestock;
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-08-07  
**Subject:** Severance Applications E63, 64 & 65-24 – Recommendation Report –  
(Planning Report 2024-26)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent applications File E63-24, E64-24 and E65-24 – Comments to the County of Elgin (Planning Report 2024-26);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance applications, File E63-24, E64-24 and E65-24, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

And further that West Elgin Council direct Administration to provide this report as Municipal comments to the County of Elgin.

### **Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Applications E63-24, E64-24 and E65-24, as Elgin County is the planning approval authority for consents.

The purpose of the consent applications is to facilitate the creation of three new rural residential lots in the southeast corner of the subject parcel (Figure One) along the Queens Line frontage as detailed in Figure Two.

### **Background:**

Below is background information, in a summary chart:

<b>Application</b>	E63-24, E64-24 & E65-24
<b>Owners</b>	William & Louise Vanderloo
<b>Applicant</b>	Kristen Molnar
<b>Legal Description</b>	Part Lot 8, Con 7, Pts 9 to 11, RP 11R 10487
<b>Civic Address</b>	Queen's Line
<b>Entrance</b>	Existing access from Queen's Line
<b>Existing Land Area</b>	38.77 ha (95.8 ac.)



<b>Existing Buildings</b>	Two existing outbuildings
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Below is a chart that provides the detailed dimensions and land areas of the application:

Application	Severed Parcels (each lot)			Retained Parcel (farmland)		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E63, 64 &amp; 65-23</b>	36.246 m (119 ft.)	99.09 m (325 ft.)	3591.6 m <sup>2</sup> (0.887 ac)	301.65 m (989.66 ft.)	1239.1 m (4,065 ft.)	37.63 ha (93 ac.)

Figure One shows the location of the subject property.

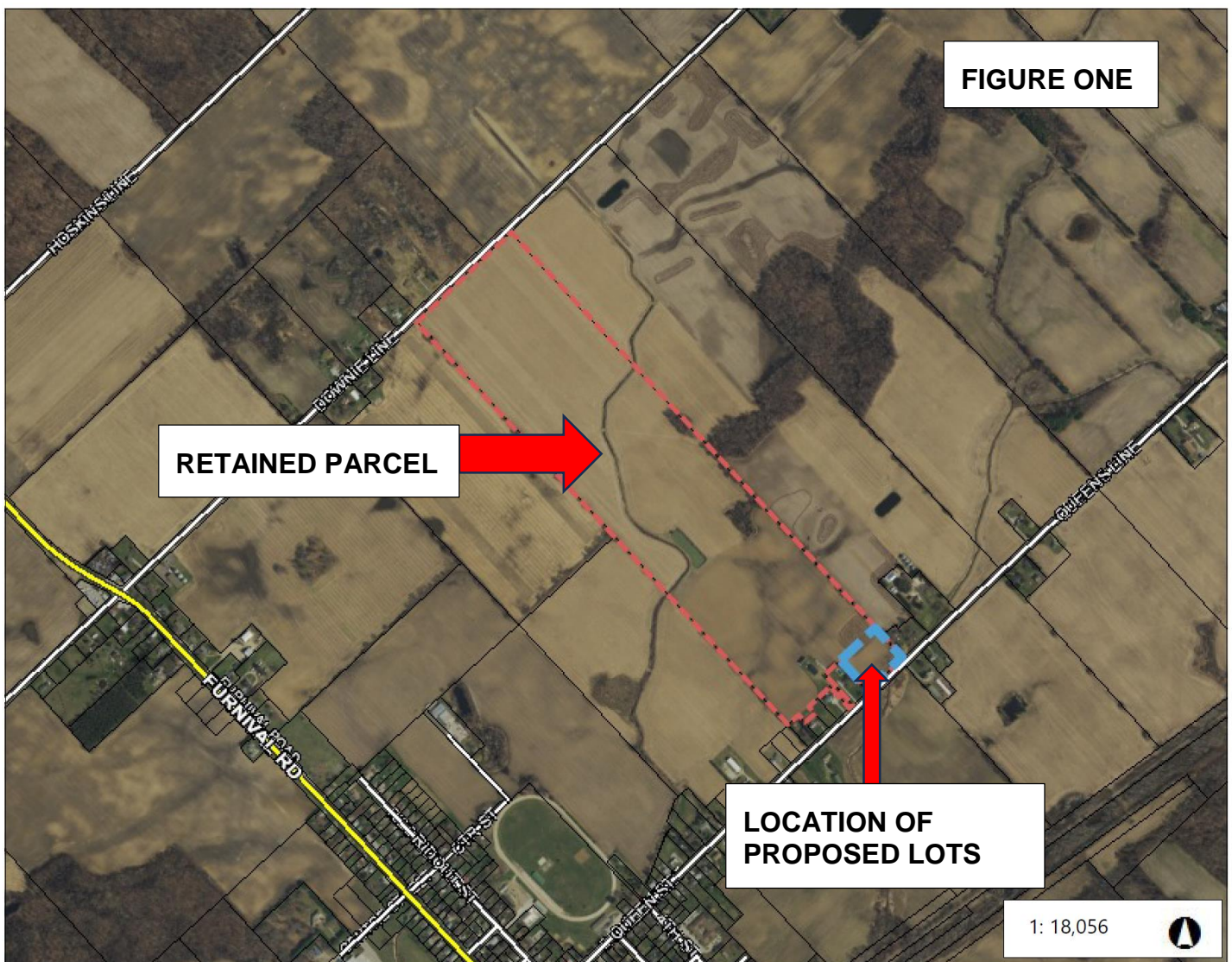




Figure Two shows the proposed lot location and configuration.



The Public Hearing is scheduled for August 28, 2024, at the Elgin County Land Division Committee Meeting.

### **Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The creation of the new lots will result in an increase in assessment and opportunity for the construction of new dwellings on the vacant parcels. The creation of the new lots is also subject to collection of cash-in-lieu of parkland.

### **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 approval 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.

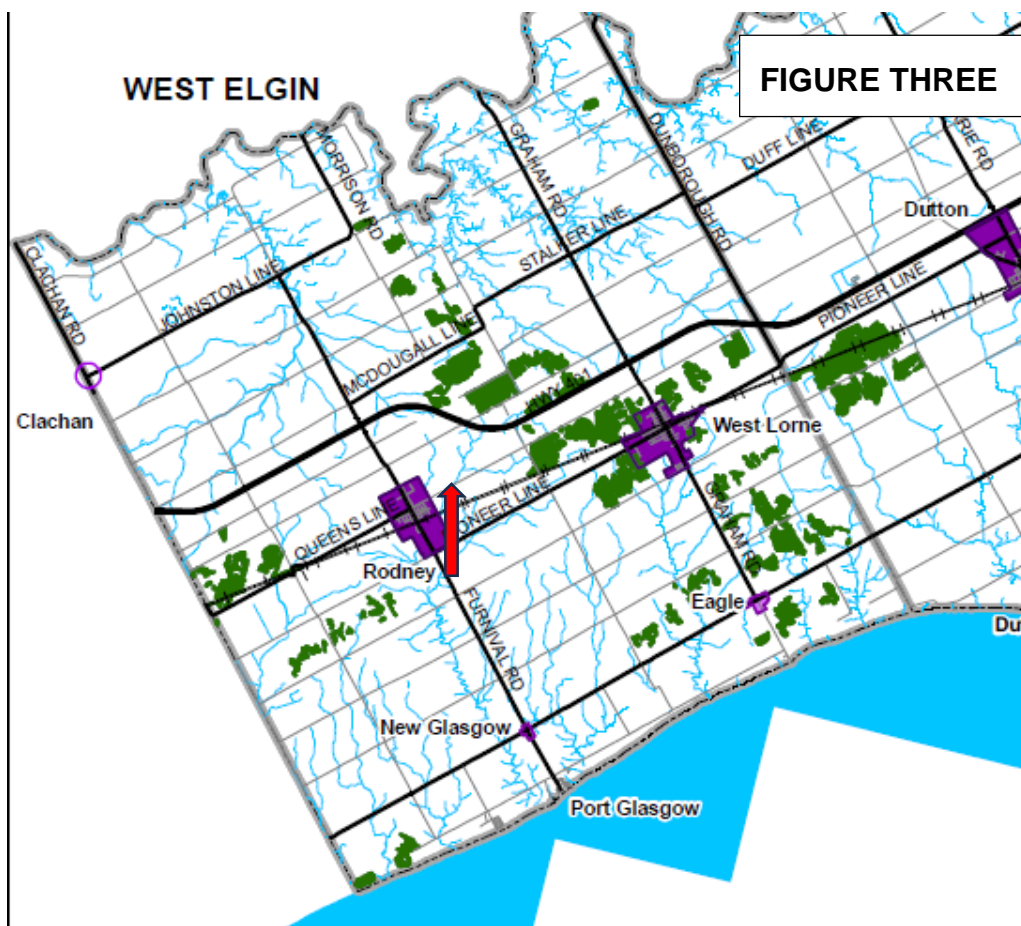
**PPS:**

The subject property is located on the north side of Queens Line, just east of the Rodney settlement area. The lands are at the easterly most edge of an area which is designated rural residential and permits limited lot creation within this designated area in accordance with Section 1.1.1 of the PPS. The proposed lot creation assists in rounding out the limited rural residential lands available within the municipality while still remaining in close proximity to a settlement area. The proposal is consistent with the PPS.

**CEOP:**

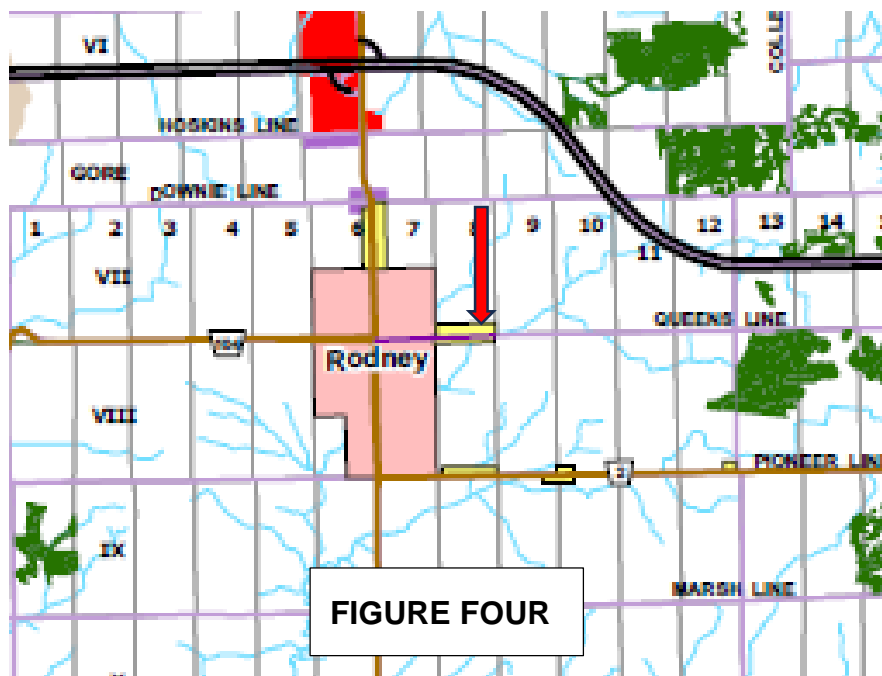
The subject lands are within the agricultural designation as shown on Schedule 'A' Land Use in Figure Three. There are a number of areas throughout West Elgin that are within the Agricultural designation of the CEOP but in a Rural Residential designation in the West Elgin Official Plan. These areas are recognized by the County and limited infilling or rounding out can be considered.

New lot creation is subject to the policies of E1.2.3 and the General Criteria of Section E1.2.3.1. The criteria outlined in items a) through m) have been reviewed and the proposed lot creation complies with or will comply with these policies subject to conditions of approval. As such the proposed lot creation is in conformity with the CEOP.



**WEOP:**

The proposed severed parcels are designated as Rural Residential on the Rural Area Land Use and Transportation Plan Schedule 'E' of the OP, as shown on Figure Four, in yellow.



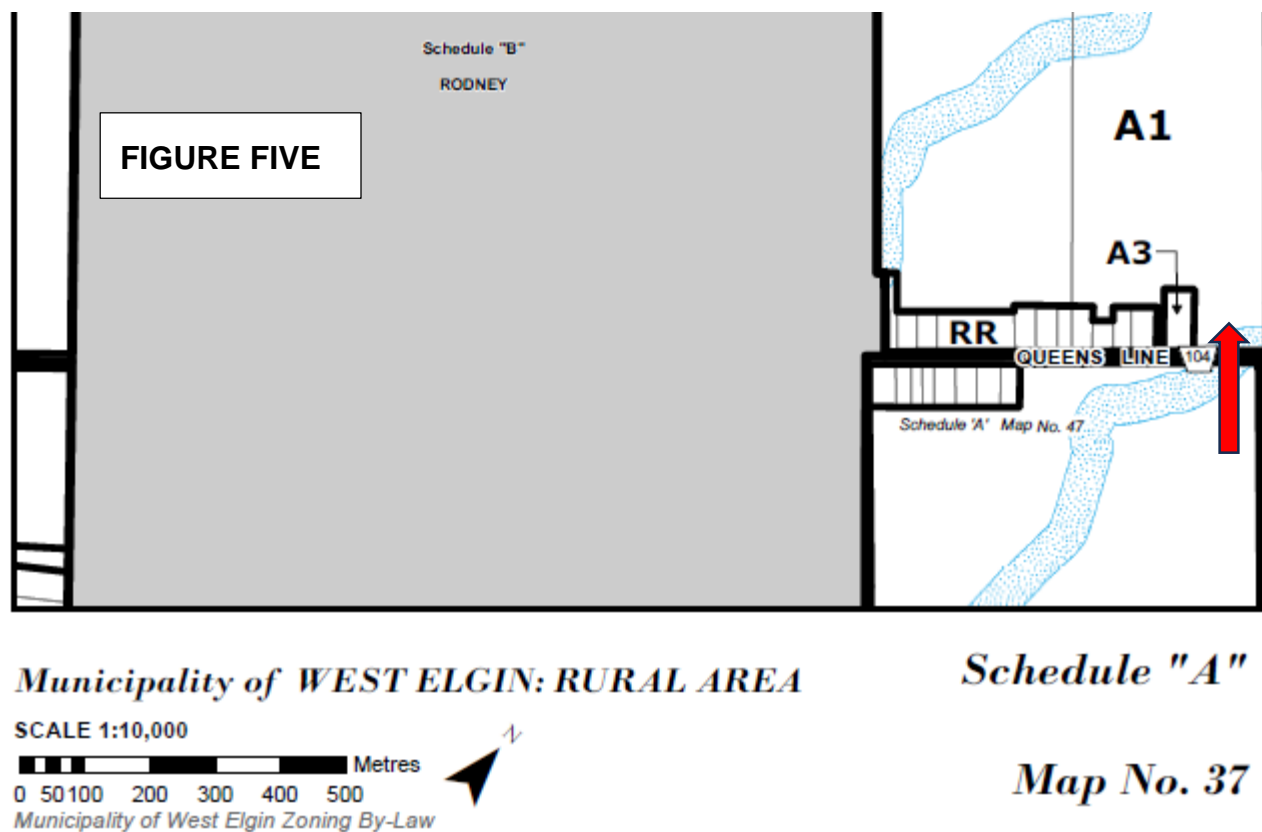
The Rural Residential designation limits development to single detached dwellings on large lots. Section 6.4.3 outlines that, *“The creation of lots shall only be permitted which front on existing public roads. Development in depth and the establishment of new roads shall not be permitted. Lots shall normally be created by land severance or consent in accordance with the provisions of the Planning Act and Section 10.4.1 and other applicable sections of this plan.”* As a condition of the consent the applicant will be required to demonstrate that the lands are capable of supporting the proposed private water wells and private septic systems.

There is no evidence of significant livestock facilities located in close proximity to the proposed lots. There is a former poultry barn to the south of the subject lots approximately 95 m however the barn shows no signs of use or support facilities around it such as manure or feed storage. There is also a small hobby farm to the southeast that houses a small variety of livestock. However, there are several existing houses that are much closer and would already impact on the small operation. As such the lots are in compliance with the Minimum Distance Separation guidelines and will not impact on any existing livestock operations. Therefore, this proposal conforms to the Official Plan.

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

The subject lands are currently zoned Agricultural (A1) on Map 37. (See Figure Five) The proposed lots will be of a lot area and frontage consistent with the requirements of the Rural Residential (RR) zone and as such will need to be rezoned to the Rural Residential (RR) classification as a condition of the proposed lot creation. The retained farm parcel will continue to meet the minimum lot area and frontage requirements of the Agricultural (A1) zone so no zoning change will be needed for the

retained lands. Therefore, the proposal, subject to rezoning, will comply with the West Elgin Zoning By-law.



### Interdepartmental Comments:

The severance application was circulated to municipal staff for comment. The following comments were received:

#### Drainage:

- The subject lands will require drainage reapportionment.

This is addressed as a condition of approval.

#### Utilities:

- There is no municipal water line along the frontage of the subject lands. New water wells will be required on each of the lots. The applicant has been advised that as a condition of consent they will be required to provide documentation from a qualified individual that each lot can be serviced via private water well.

**Public Works:**

- New access will be required to each of the lots. Staff also noted that one or more of the accesses may require an engineer's reports as they cross a municipal drain. The installation and costs associated with the new accesses are the responsibility of the landowner. The provision of new access is also included as a condition of the lot creation.

**Building Dept:**

- At the time of permitting a lot grading plan will be necessary for each of the lots. Private septic system permits will also be needed along with the installation of water wells.

No other comments or concerns were received from Administration.

**Summary:**

It is the Planner'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, subject to the recommended rezoned, and that Council recommends to the County of Elgin that the consents be approved, subject to the lower-tier municipal conditions listed in this report.

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:**

<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 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 Applications E63,64,65-24 - Comment to Elgin County - Recommendation Report - 2024-26-Planning.docx
Attachments:	- Planning Report 2024-26- Appendix One - West Elgin Conditions E63-64-65-24.pdf
Final Approval Date:	Aug 12, 2024

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

Terri Towstiuc

## **Planning Report 2024-26: Appendix One**

### **Consent Application E63-24, E64-24 and E65-24 – West Elgin Conditions**

#### Consent Application 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 the Applicant have a drainage reapportionment completed (if required) pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
5. That the Applicant shall make payment of cash-in-lieu, of applicable parkland dedication pursuant to Section 51.1 of the *Planning Act*, for each of the three severed parcels, to the satisfaction and clearance of the Municipality.
6. That the Applicant provide an assessment from a qualified septic system installer demonstrating that the severed parcels are suitable for a privately owned and operated septic system, to the satisfaction and clearance of the Municipality;
7. That the applicant provide documentation from a qualified individual that private water wells can be installed on each of the three severed parcels to the satisfaction of the Municipality;
8. That the applicant obtain new access permits from the municipality to each of the severed parcels, any cost associated with the new access installation shall be the responsibility of the applicant;
9. That the applicant apply for and receive three new civic addresses, one for each of the severed parcels;
10. That the applicant apply for and receive a new civic address for the retained farm parcel;
11. 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.
12. 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*.



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# West Lorne Wastewater Treatment Plant

## Operations Report

### Second Quarter 2024

Ontario Clean Water Agency, Southwest Region

Sam Smith, Senior Operations Manager

Date: August 12, 2024



## **Facility Information**

Name:	Township of West Elgin Distribution System
Hub Name:	Southwest Region – SWM/Alvinston Cluster
Regional Hub Manager:	Sam Sianas (519) 319-2233
Senior Operations Manager:	Sam Smith (226) 377-1540
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential

## **Operational Description:**

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

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

## **Service Information**

Areas Served:	Village of West Lorne
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## **Design Capacity:**

Total Design Capacity:	900 m <sup>3</sup> /day
Total Annual Flow (2022 Data):	151,530 m <sup>3</sup> /year
Average Day Flow (2022 Data):	415 m <sup>3</sup> /day
Maximum Day Flow (2022 Data):	1,962 m <sup>3</sup> /day

## **Treatment Process Features:**

Effluent Receiver:	Zoller Drain to Brocks Creek to Lake Erie
Major Process:	Extended aeration
Phosphorus Removal:	Continuous, Alum addition
Additional Treatment:	Effluent filtration
Discharge Mode:	Continuous discharge
Effluent Disinfection Practice:	UV Disinfection
Sludge Stabilization:	Lagoon storage

## SECTION 1: COMPLIANCE SUMMARY

### FIRST QUARTER:

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

### SECOND QUARTER:

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

## SECTION 2: INSPECTIONS

### FIRST QUARTER:

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

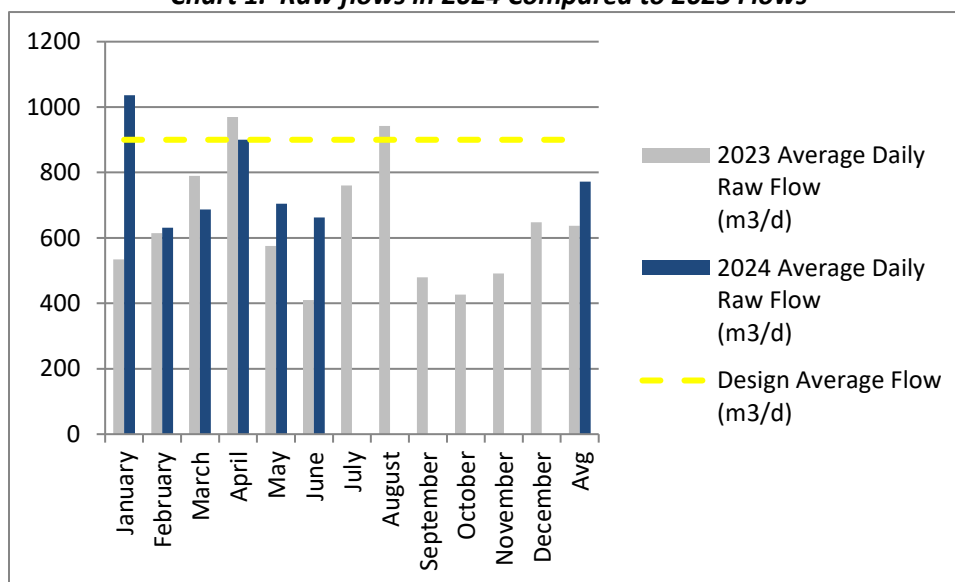
### SECOND QUARTER:

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

## SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant so far in 2024 is 771.6m<sup>3</sup>/d. The average daily flow in 2023 was 637.5 m<sup>3</sup>/d, therefore the flow for 2024 is up 21% when compared to 2023. The plant is currently at 85.7 % of its rated capacity of 900m<sup>3</sup>/d.

**Chart 1. Raw flows in 2024 Compared to 2023 Flows**



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

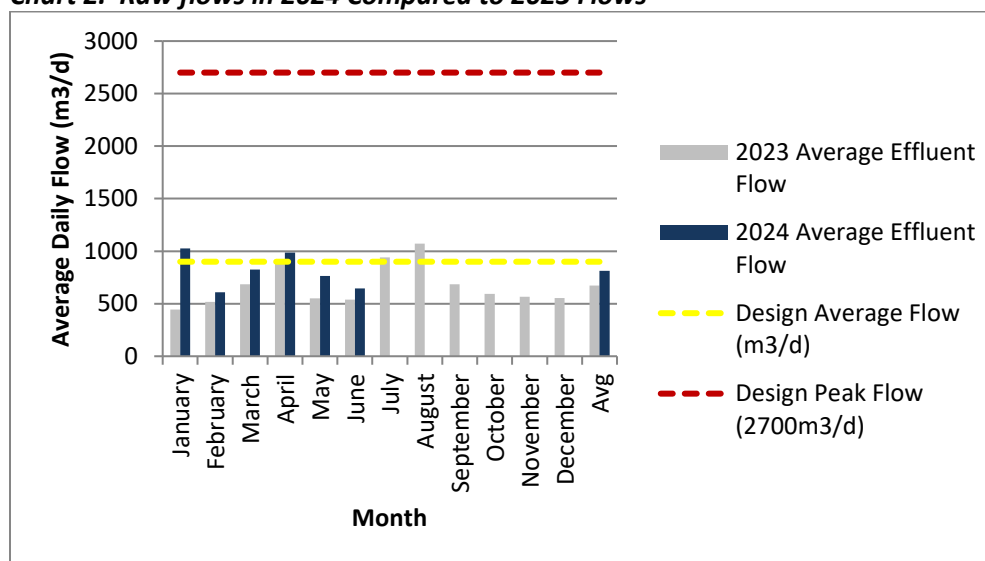
**Table 1. Raw Water Sample Results for 2024.**

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	43.5	19.8	1.56	40	291.5
February Results	47	17.1	1.4	57.5	251.5
March Results	46	8.45	0.645	50.5	191.5
April Results	65.33	17.97	1.94	68.33	264.67
May Results	111.5	18.9	1.92	149	251.5
June Results	95.5	12.95	1.64	139	206
July Results	-	-	-	-	-
August Results	-	-	-	-	-

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
<b>September Results</b>	-	-	-	-	-
<b>October Results</b>	-	-	-	-	-
<b>November Results</b>	-	-	-	-	-
<b>December Results</b>	-	-	-	-	-
<b>Annual Average</b>	<b>67.92</b>	<b>16.02</b>	<b>1.55</b>	<b>82.85</b>	<b>244.46</b>

The average daily effluent flow for the wastewater treatment plant so far in 2024 was 812.3m<sup>3</sup>/d. The average daily flow in 2023 was 671.8 m<sup>3</sup>/d, therefore the flow for 2024 is up 21% when compared to 2023.

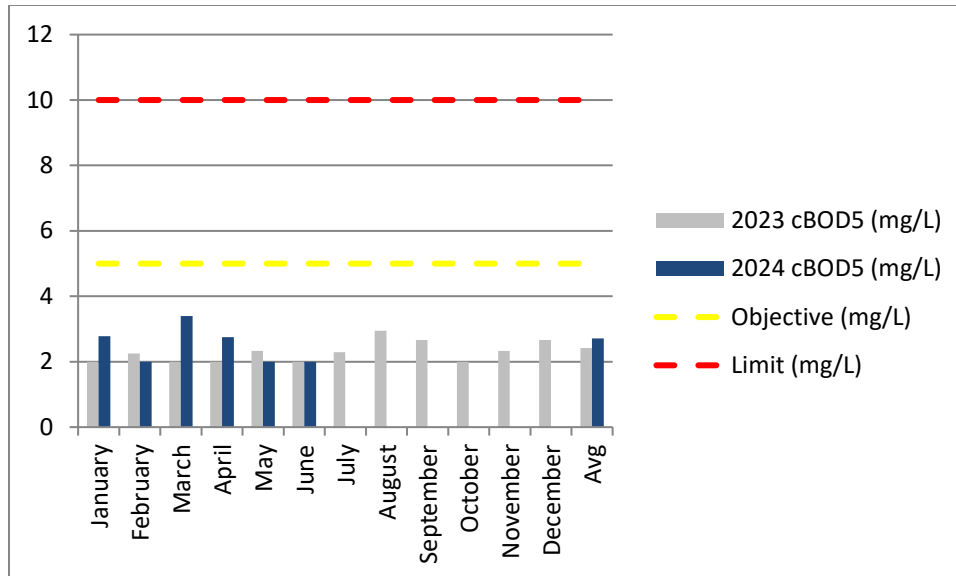
**Chart 2. Raw flows in 2024 Compared to 2023 Flows**



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

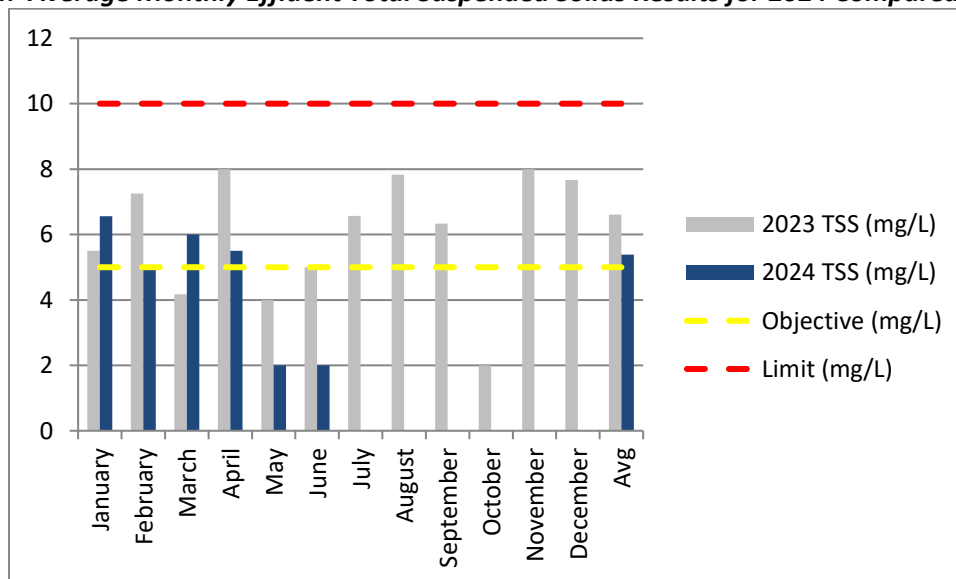
The average effluent cBOD5 so far for 2024 was 2.7mg/L, meeting the objectives and limits identified in the ECA. The annual average result for cBOD5 in 2023 was 2.4mg/L, therefore the results so far for 2024 are up by 12% when compared to 2023 (refer to Chart 3).

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



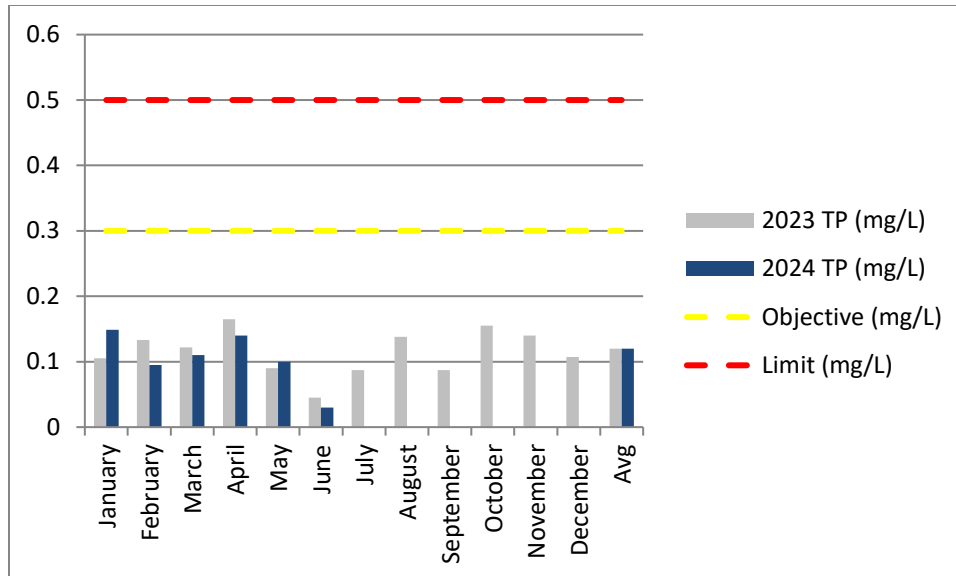
The average effluent TSS so far for 2024 was 5.4mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in January, March and April due to high flows. The annual average result for TSS in 2023 was 6.6mg/L; therefore, the results so far for 2024 are down by 18.6% when compared to 2023 (refer to Chart 4).

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



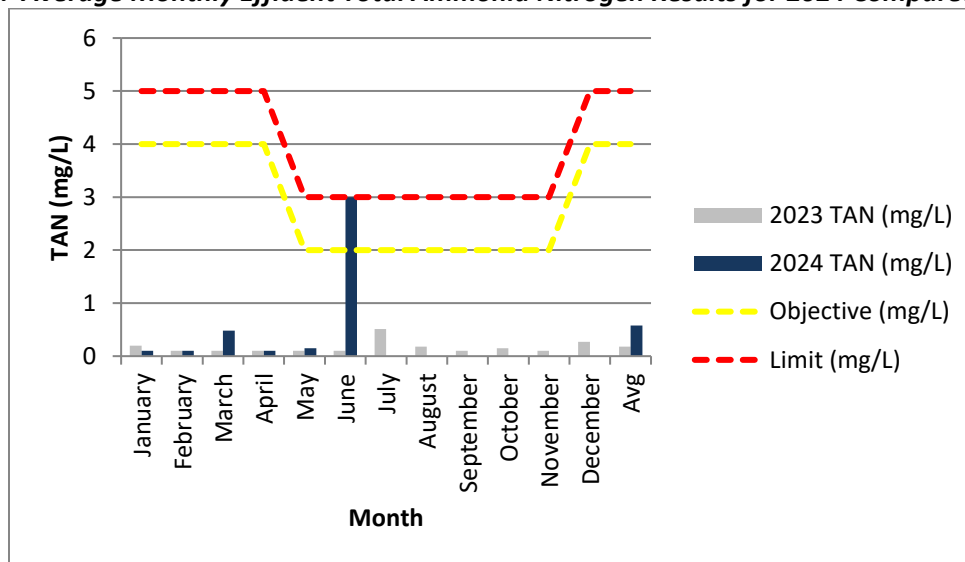
The average effluent TP so far for 2024 is 0.12 mg/L, meeting effluent objective and limits identified in the ECA. The annual average result for TP in 2023 was 0.12mg/L, therefore the results so far for 2024 is the same when compared to 2023 (refer to Chart 5).

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



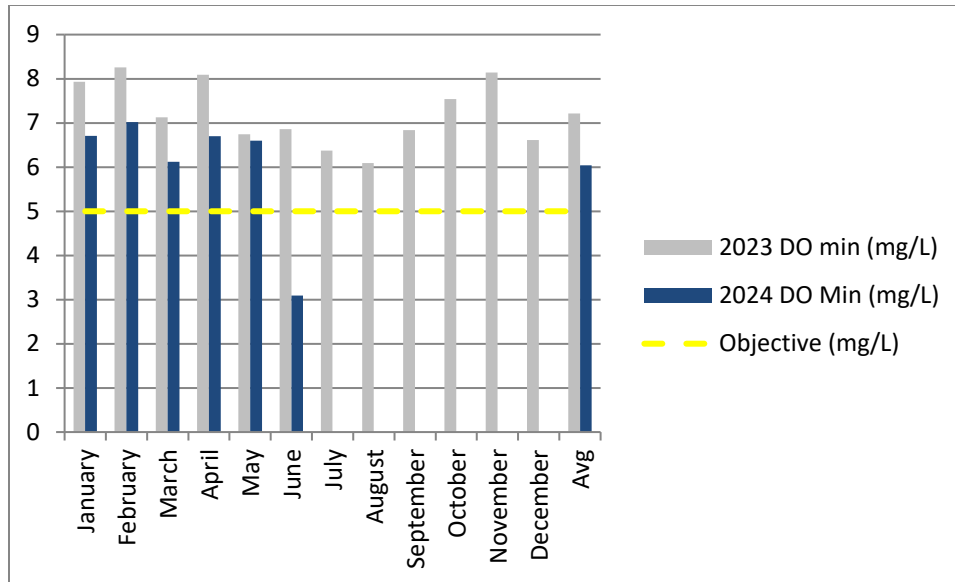
The average effluent TAN so far for 2024 is 0.58mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in June to half the process down for maintenance. The annual average result for TAN in 2023 was 0.18mg/L, therefore so far the results for 2024 are up 222% compared to 2023 (refer to Chart 6).

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



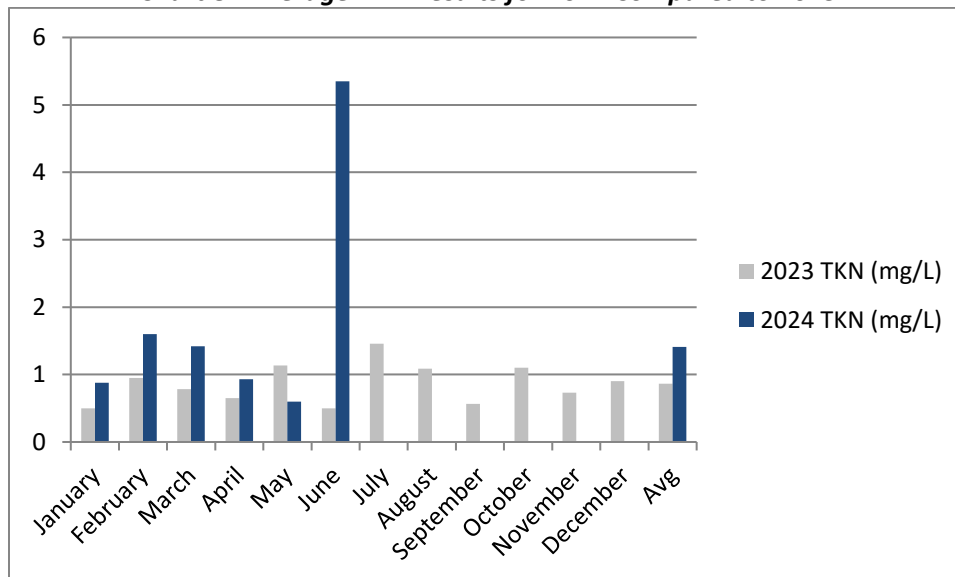
Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective of a minimum of 5mg/L. The objective was exceeded in June do to the maintenance being completed at the plant. The chart below (chart 7) shows the minimum DO concentrations.

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



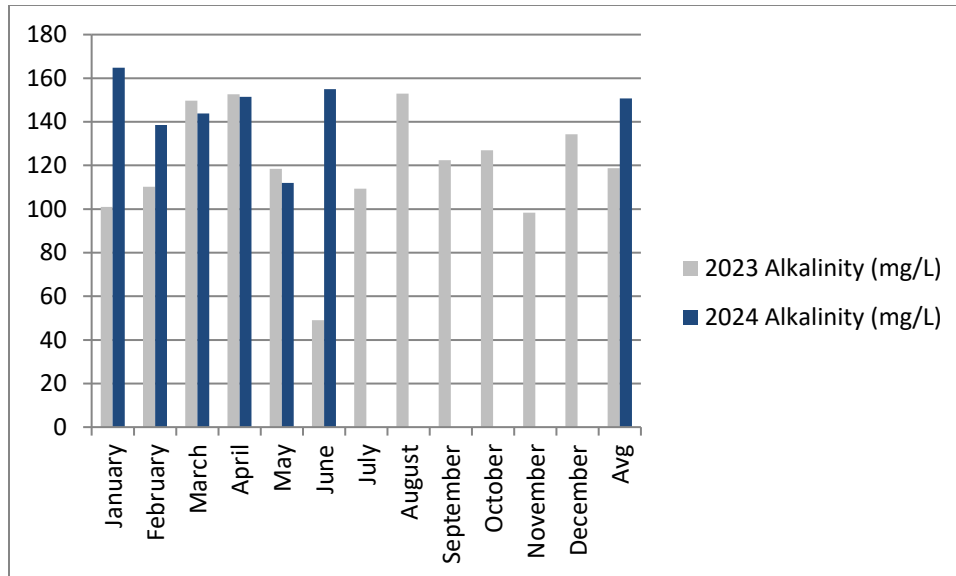
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA; there are no objectives or limits imposed on this parameter. The average effluent TKN so far for 2024 was 1.4mg/L. The annual average result for TKN in 2023 was 0.86mg/L, therefore the results so far for 2024 are up by 63% when compared to 2023 (refer to Chart 8).

**Chart 8. Average TKN Results for 2024 Compared to 2023**



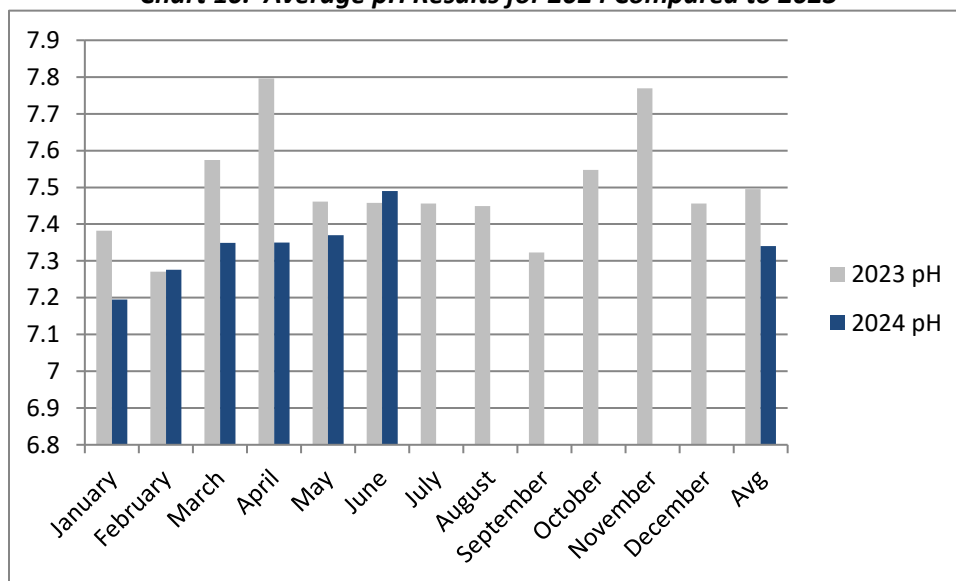
Alkalinity is sampled biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far for 2024 was 151mg/L. The annual average result for alkalinity in 2023 was 119mg/L, therefore the results so far for 2024 are up by 27% when compared to 2023(refer to Chart 9).

**Chart 9. Average Alkalinity Results for 2024 Compared to 2023**



pH is sampled at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that the pH be maintained between 6.5 and 8.5. The average effluent pH so far for 2024 was 7.34. The annual average result for pH in 2023 was 7.50, therefore the results for 2024 are down by 2% when compared to 2023 (refer to Chart 10).

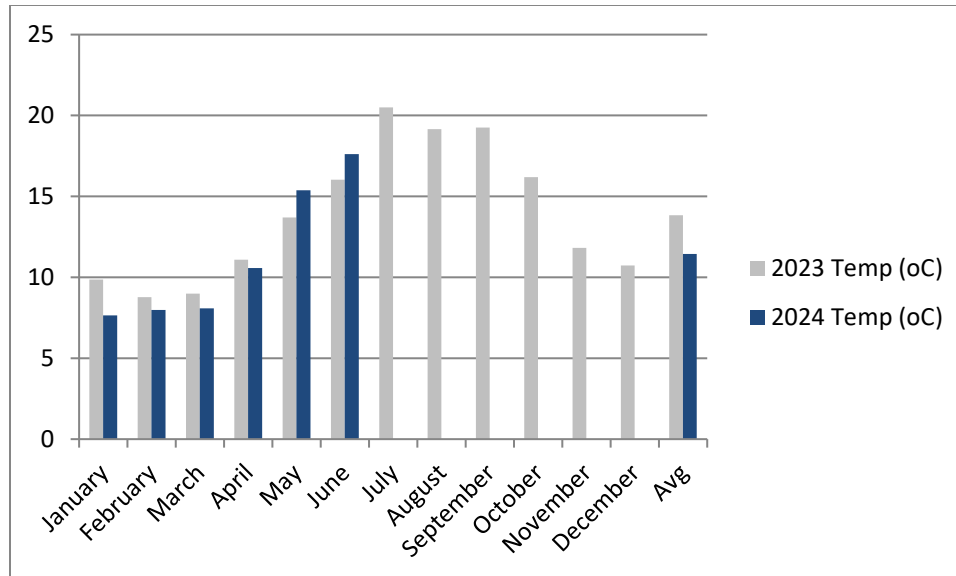
**Chart 10. Average pH Results for 2024 Compared to 2023**



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far for 2024 was 11.4°C. The annual average temperature in 2023 was 13.8°C, therefore the results for 2024 are down by 17% when compared to 2023 (refer to Chart 11).

**Chart 11. Average Temperature Results for 2024 Compared to 2023**





#### **SECTION 4: OCCUPATIONAL HEALTH & SAFETY**

##### **FIRST QUARTER:**

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

##### **SECOND QUARTER:**

On May 13, 2024 the annual workplace Inspection was completed. No corrective issues were found.

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

##### **FIRST QUARTER:**

###### **JANUARY**

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

###### **FEBRUARY**

- 01: T&T Power and Gerber Electric on-site to program PLC panels to allow filter backwash pumps to work in auto.
- 02: Completed new plumbing for drain and effluent pumps in basement.
- 13: Received alum delivery.

## MARCH

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

## **SECOND QUARTER**

### APRIL

- 09: Cleaned UV channel and put UV racks in for the disinfection period.
- 10: Gerber Electric on site to install new controller for backwash pump P118. T&T power to be on site at a later date to program unit for auto control.
- 12: Collected high flow samples at 12:24 for April 11, 2024.
- 23: Found compressor leaking oil; NCA to be onsite tomorrow.
- 24: NCA replaced inlet on the compressor, and refilled oil.

### MAY

- 03: Completed oil changes on all three blowers.
- 31: Chemtrade on site to deliver alum.

### JUNE

- 11: Completed monthly generator test.
- 25: T&T on site to program the PLC for backwash pump P118 to run in auto.
- 27: Installed temporary alum pump from another site as the two originals are no longer working.
- 30: On call operator on site to take additional samples as per ORO/PCT, T. Thompson.

## **SECTION 7: ALARMS**

### **FIRST QUARTER:**

#### JANUARY

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

#### FEBRUARY

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

#### MARCH

- 10: On-call operator received alarm at 2158 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.
- 19: On-call operator received alarm at 2109 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.

27: Received alarm call for bar screen fault at 23:37. Cycled back and forth from forward to reverse at bar screen panel to remove large debris caught in the screen. Set back to auto, no other faults.

## **SECOND QUARTER**

### **APRIL**

No Alarms this month

### **MAY**

No Alarms this month

### **JUNE**

30: On call operator received alarm at 14:20 for a power alarm. Operator arrived to site and found that the generator was running. Utility power restored at 17:15 approximately, and on call operator completed plant walk through to ensure operations were normal.

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

### **FIRST QUARTER:**

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

### **SECOND QUARTER**

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



**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Rodney Wastewater Treatment Plant

## Operations Report

### Second Quarter 2024

Ontario Clean Water Agency, Southwest Region

Sam Smith, Senior Operations Manager

Date: August 12, 2024



**Facility Information:**

Facility Name: Rodney Wastewater Treatment Plant  
Facility Type: Municipal  
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

**Operational Description:**

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

**Service Information**

Areas: Serviced: Village of Rodney

**Design Capacity:**

Total Design Capacity: 590 m<sup>3</sup>/day  
Total Annual Flow (2022 Data): 96,548 m<sup>3</sup>/year  
Average Day Flow (2022 Data): 264.5 m<sup>3</sup>/day  
Maximum Day Flow (2022 Data): 1,834.5 m<sup>3</sup>/day

**Treatment Process Features:**

Effluent Receiver: Sixteen Mile Creek to Lake Erie  
Major Process: Extended aeration  
Phosphorus Removal: Continuous, Use of alum  
Additional Treatment: Effluent filtration  
Discharge Mode: Continuous discharge  
Effluent Disinfection Practice: UV Disinfection  
Sludge Stabilization: Lagoon storage

**Contacts:**

Regional Manager:	Sam Sianas	519-319-2233
Sr. Operations Manager:	Sam Smith	226- 377-1540
Business Development Manager:	Robin Trepanier	519- 791-2922

## SECTION 1: COMPLIANCE SUMMARY

### FIRST QUARTER:

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

### SECOND QUARTER:

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

## SECTION 2: INSPECTIONS

### FIRST QUARTER:

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

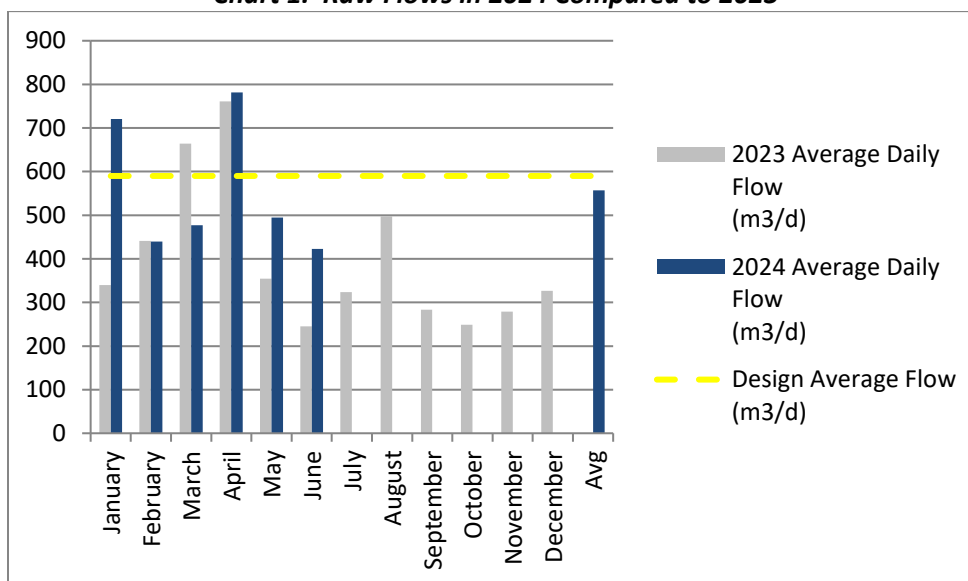
### SECOND QUARTER:

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

## SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow recorded at the wastewater treatment plant so far in 2024 was 556.8m<sup>3</sup>/d. The average daily flow in 2023 was 396.7 m<sup>3</sup>/d, therefore the flow for 2024 is up by 40% when compared to 2023. The plant is currently at 94% of its rated capacity of 590m<sup>3</sup>/d.

**Chart 1. Raw Flows in 2024 Compared to 2023**





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

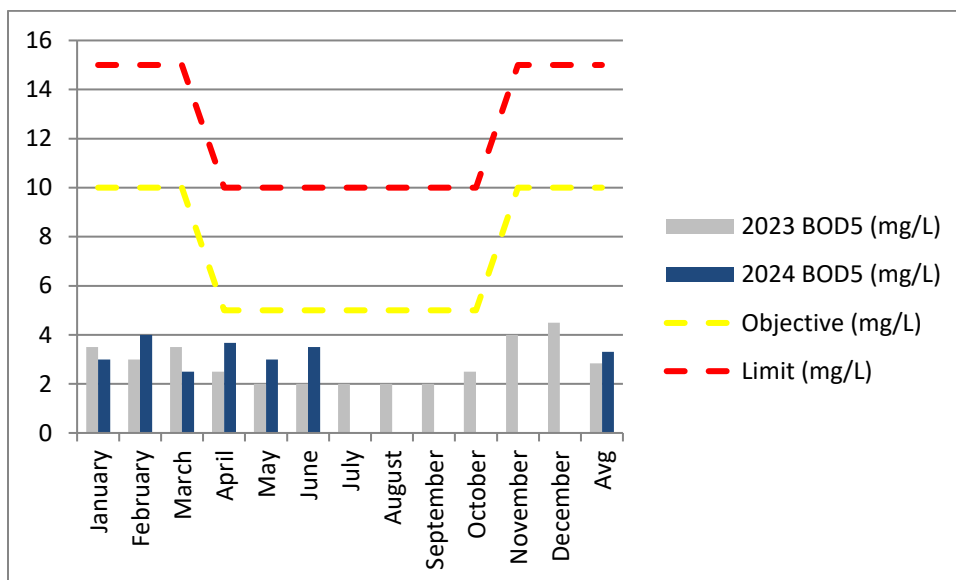
**Table 1. Raw water sample results for 2024.**

	<b>BOD5 (mg/L)</b>	<b>TSS (mg/L)</b>	<b>TKN (mg/L)</b>	<b>TP (mg/L)</b>
January	84	89.5	31.75	3.17
February	102.5	103.5	32.9	3.23
March	49.5	200	14.4	1.52
April	107.67	133.33	29.17	2.93
May	196.5	300	33.05	3.82
June	230	200	41.35	4.35
July				
August				
Septembe				
October				
November				
December				
Annual Average	126.77	168.15	30.34	3.15

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

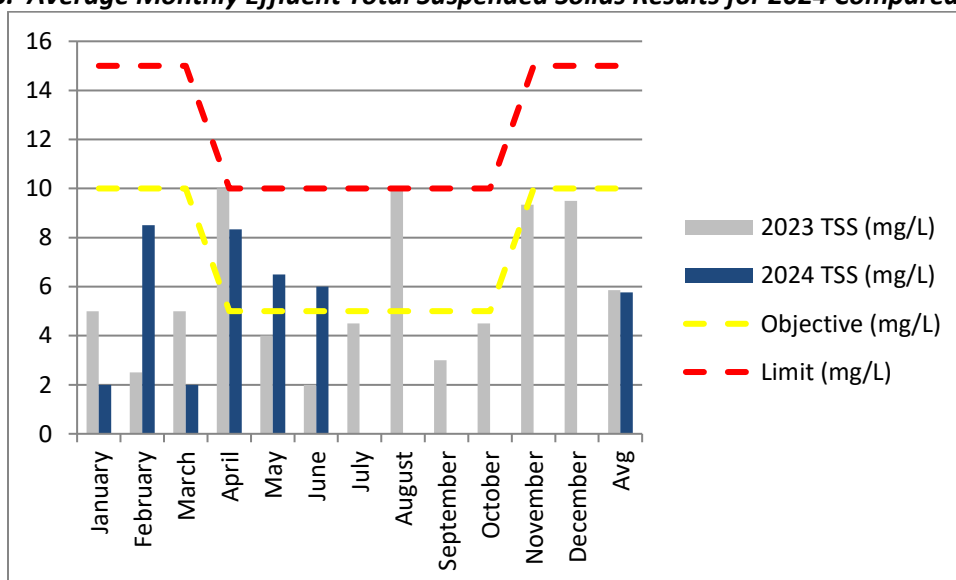
The average effluent BOD5 so far in 2024 was 3.3mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2023 was 2.8mg/L, therefore the results for 2024 are up by 16.5% when compared to 2023 (refer to Chart 2).

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



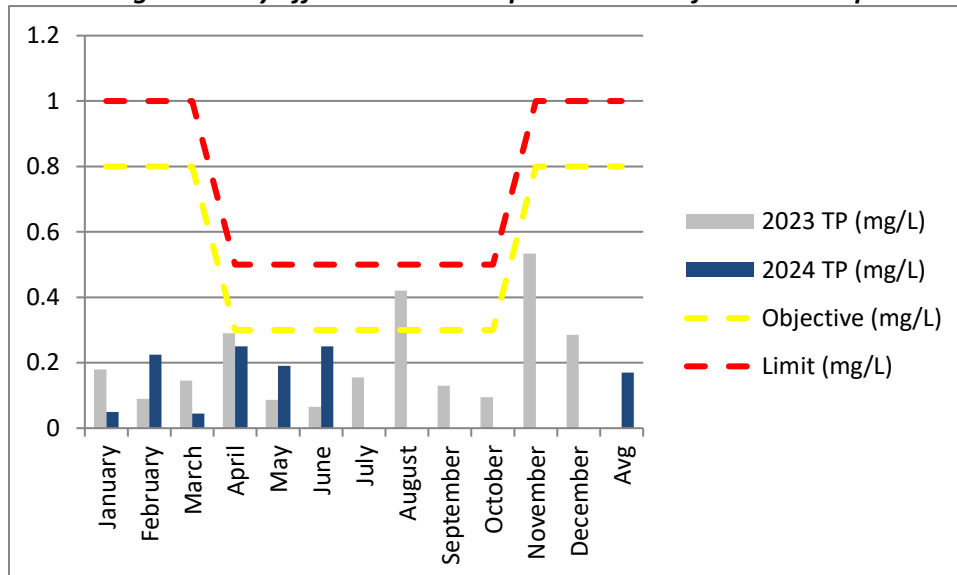
The average effluent TSS so far in 2024 was 5.8 mg/L, meeting the effluent limits identified in the ECA. The objective was exceeded in April, May and June due to high flows. The annual average result for TSS in 2023 was 5.9mg/L, therefore the results for 2024 are down by 1.4% when compared to 2023 (refer to Chart 3).

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



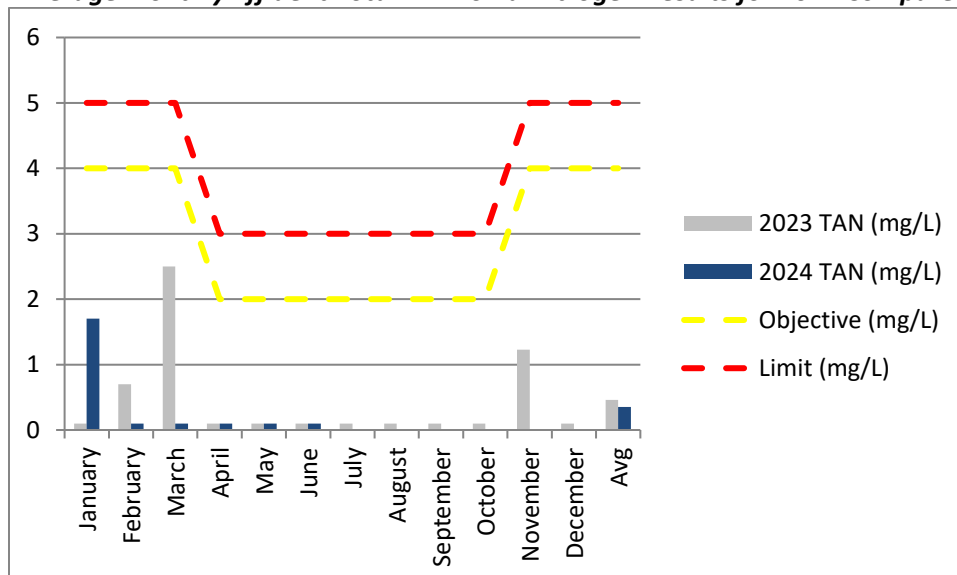
The average effluent TP so far in 2024 was 0.17mg/L, meeting both effluent limits and objectives identified in the ECA. The annual average result for TP in 2023 was 0.21mg/L, therefore the results for 2024 are down 19% when compared to 2023 (refer to Chart 4).

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



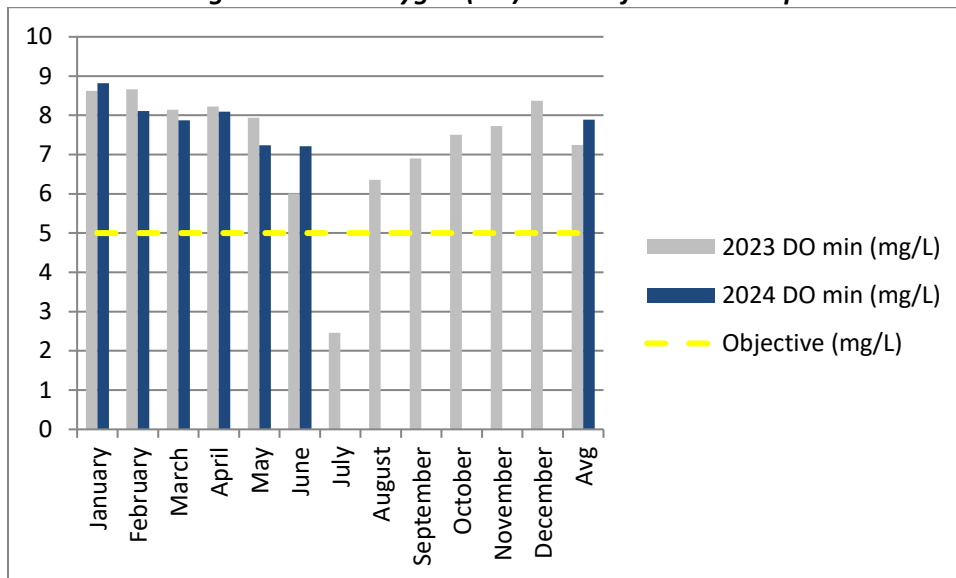
The average effluent TAN so far in 2024 was 0.35 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2023 was 0.46mg/L, therefore the results for 2024 are down by 24% when compared to 2023 (refer to Chart 5).

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



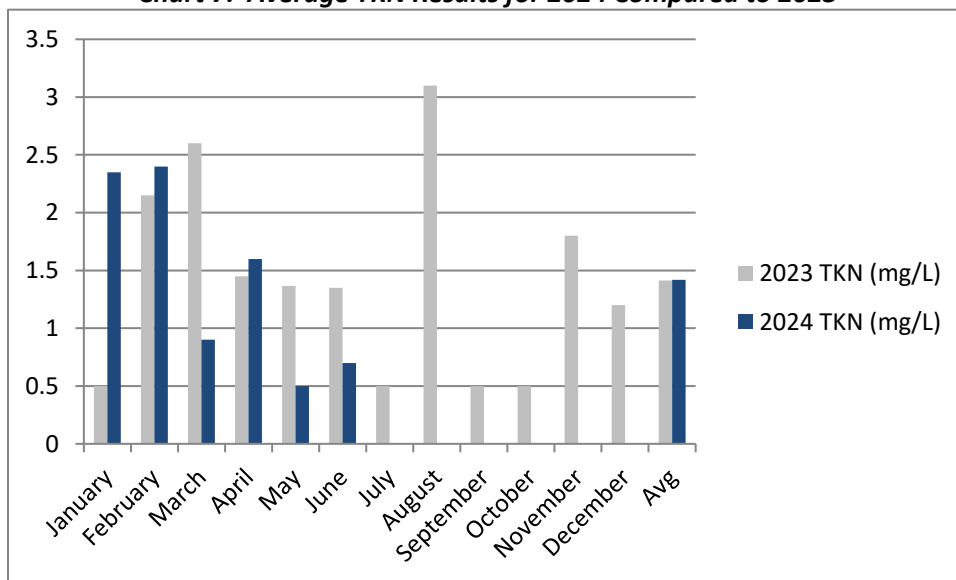
Dissolved oxygen (DO) in the effluent is monitored on site; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations.

**Chart 6. Average Dissolved Oxygen (DO) Results for 2024 Compared to 2023**



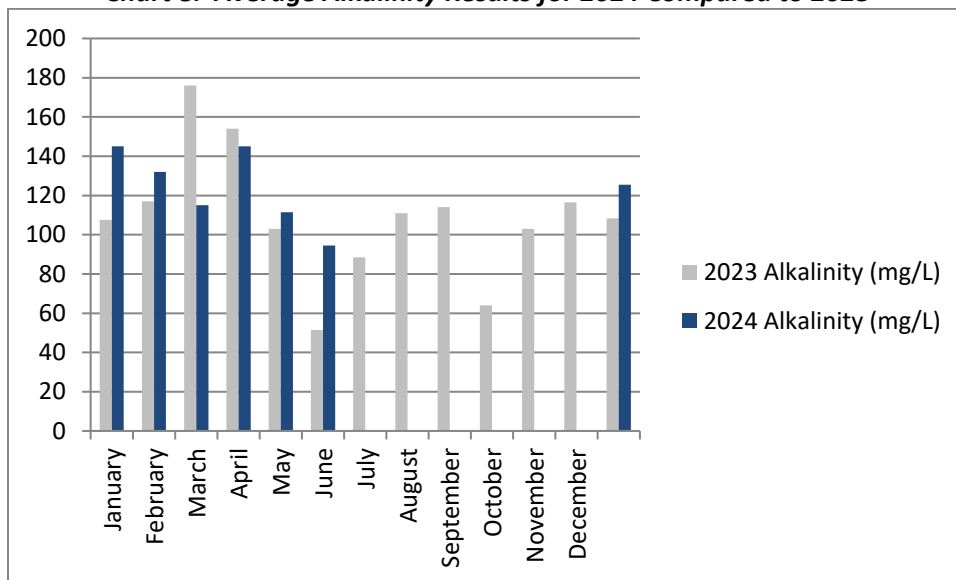
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The average effluent TKN so far in 2024 was 1.42 mg/L. The annual average result for TKN in 2023 was 1.41mg/L; therefore, the results for 2024 are up by 0.5% when compared to 2023 (refer to Chart 7).

**Chart 7. Average TKN Results for 2024 Compared to 2023**



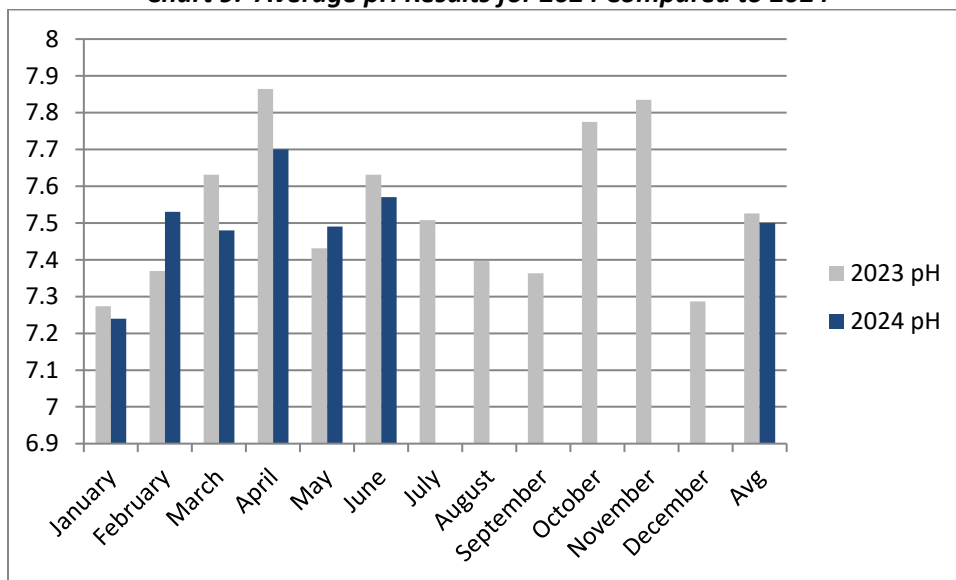
Alkalinity is sampled at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far in 2024 was 123.5mg/L. The annual average result for alkalinity in 2023 was 108.4mg/L, therefore the results for 2024 so far are up by 15.8% when compared to 2023 (refer to Chart 8).

**Chart 8. Average Alkalinity Results for 2024 Compared to 2023**



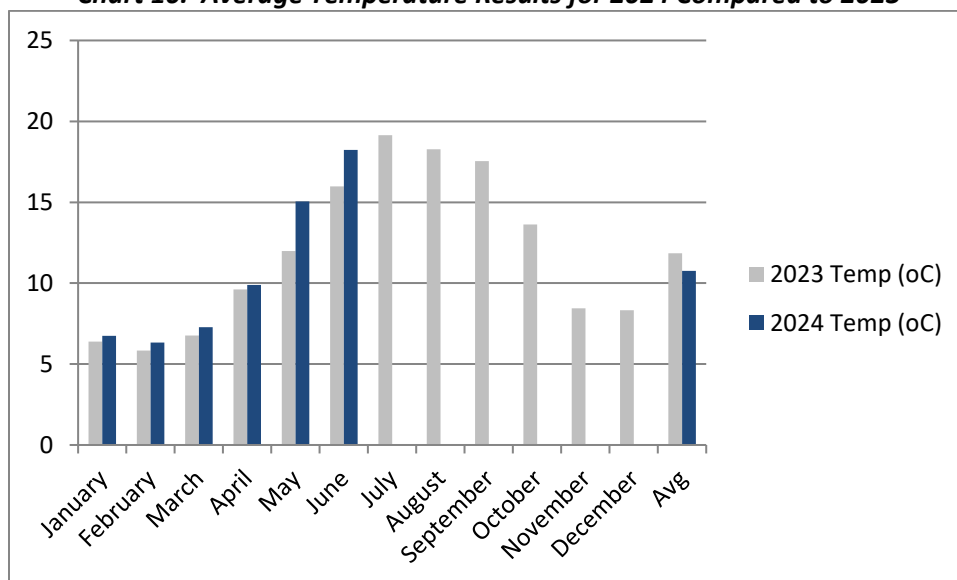
pH is sampled at least bi-weekly in accordance with ECA requirements. There are no objectives or limits imposed on this parameter however, it is recommended that the pH be maintained between 6.5-8.5. The average effluent pH so far in 2024 was 7.50. The annual average result for pH in 2023 was 7.53; therefore, the results for 2024 is down by 0.3% when compared to 2023 (refer to Chart 9).

**Chart 9. Average pH Results for 2024 Compared to 2024**



Temperature is measured at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far in 2024 was 10.8°C. The annual average temperature in 2023 was 11.8°C; therefore the results for 2024 are down 9.2% when compared to 2023 (refer to Chart 10).

**Chart 10. Average Temperature Results for 2024 Compared to 2023**



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

### **FIRST QUARTER**

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

### **SECOND QUARTER:**

On May 14, 2024 the annual health and safety inspection was completed. Silica sand stored outside the filter building was found to be a hazard. Tarp and signage to be added.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY**

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

#### **FEBRUARY**

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

## MARCH

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

## **SECOND QUARTER**

### APRIL

- 04: Completed monthly generator testing.
- 05: Cleaned UV channel and put UV racks in for the disinfection period.
- 12: Hurricane Hydrovac on site to clean built up fats, oils, and greases (FOGS) from the pump station wet well.
- 29: Flowmetrix on site for yearly calibration of flow meter.

### MAY

- 02: Flowmetrix on site to repair wiring issue with flow meter by the clarifier since their annual calibration.
- 02: Gerber Electric on site at the pump station to install new transducer and miltronics multiranger. Tested all alarms to ensure they were working properly.
- 27: Nevtro on site to install new RAS motor on pump 2 and a new coupler.
- 29: Gerber Electric on site to exchange miltronics transducer for a float on backwash reject tank as it is no longer reading correctly.

### JUNE

- 11: Completed monthly generator test.
- 13: Received four totes of alum.
- 20: Gerber electric on site to assess the compressor issues of not automatically shutting off when set to automatic.
- 25: T&T power on site to reprogram PLC1 as it had reset and lost its programming during a power outage.
- 26: NCA on site to replace the pressure switch on the compressor to have it be able to turn on and off in automatic.

## **SECTION 7: ALARMS**

### **FIRST QUARTER:**

#### JANUARY

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

#### FEBRUARY

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

#### MARCH

There were no alarms this month.

## **SECOND QUARTER**

### **APRIL**

There were no alarms this month.

### **MAY**

27: Received power alarm at 0900 due to trees fallen on hydro lines. Power restored at 1130, reset all faults. Found PLC surcharged after power outage after UPS had died after the charge had been used up. T&T power to be onsite at the end of June to inspect. All processes are working, but no longer getting a daily total for clarifier to filter flow; operator notified ORO/PCT and will continue to calculate flow manually.

### **JUNE**

20: On call operator received alarm for a power alarm. Operator arrived on site and reset the main breaker and ensured there were no other faults. Completed plant walk through and all was ok.

23: On call operator received a power alarm at 0953; utility hydro returned at 1150. On call operator reset main breaker and all other faults. All ok after conducting a plant walk through.

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

### **FIRST QUARTER:**

There were no complaints or concerns this quarter.

### **SECOND QUARTER**

There were no complaints or concerns this quarter.





**Ontario Clean Water Agency**  
**Agence Ontarienne Des Eaux**

# Municipality of West Elgin Distribution System Operations Report Second Quarter 2024

Ontario Clean Water Agency, Southwest Region  
Sam Smith, Senior Operations Manager  
Date: August 12, 2024

## **Facility Description**

Name:	West Elgin Distribution System
Hub Name:	Southwest Region – SWM/Alvinston Cluster
Regional Hub Manager:	Sam Sianas (519) 319-2233
Senior Operations Manager:	Sam Smith (226) 377-1540
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential

## **Service Information**

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

## **Operational Description:**

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

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

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m<sup>3</sup>
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

## **SECTION 1: COMPLIANCE SUMMARY**

### **FIRST QUARTER:**

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

### **SECOND QUARTER:**

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

## **SECTION 2: INSPECTIONS**

### **FIRST QUARTER:**

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

### **SECOND QUARTER:**

There were no MECP or MOL inspections during the second quarter.

## **SECTION 3: QEMS UPDATE**

### **FIRST QUARTER:**

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

### **SECOND QUARTER:**

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

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

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

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 - 0	0 - 0	10	<10 – <10
February	16	0 - 0	0 - 0	8	<10 – <10
March	16	0 - 0	0 - 0	8	<10 – <10
April	20	0 - 0	0 - 0	10	<10 – <10
May	16	0 - 0	0 - 0	8	<10 – 40
June	16	0 - 0	0 - 0	8	<10 – 20
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2024. The annual average in 2023 was 54.5 ug/L, therefore the current running average has increased 5.5% when compared to the annual average in 2023.

	Limit (ug/L)	THM Result (ug/L)
January 2024	-	46
April 2024	-	45
July 2023	-	37
October 2023	-	102
Running Average	100	57.5

Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2024. The annual average in 2023 was 23 ug/L, therefore the current running average has increased 8.5% when compared to the annual average in 2023.

	Limit (ug/L)	HAA Result (ug/L)
January 2024	-	26.8
April 2024	-	25.2
July 2023	-	16.3
October 2023	-	31.5
Running Average	80	24.95

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

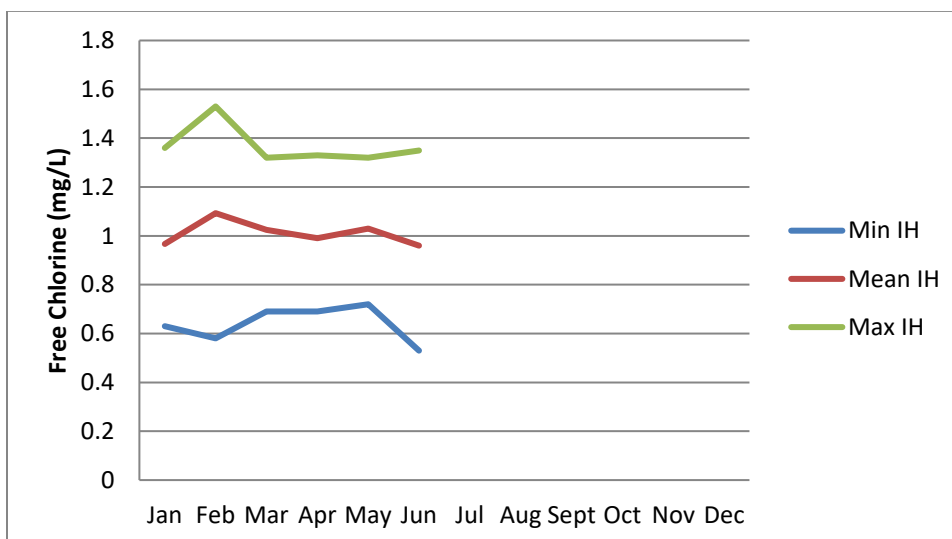


Figure 1. Free Chlorine Residuals in Distribution System

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

### **FIRST QUARTER**

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

### **SECOND QUARTER:**

On May 24, 2024 the annual Health and Safety Inspection was completed. No corrective actions were required.

## **SECTION 6: GENERAL MAINTENANCE**

### **FIRST QUARTER:**

#### **JANUARY**

All sampling, monitoring and testing completed as required.

#### **FEBRUARY**

All sampling, monitoring and testing completed as required.

#### **MARCH**

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

07: Added chlorine to pump tank to level 36. Checked chlorine pumps integrity.

11: On-site for the commissioning of new watermain on Finney Street, West Lorne. Completed back flow preventer test (Pennys Plumbing), pressure test and began super chlor. See water main commissioning for more information.

12: Completed super chlor of new watermain. Passed test.  
Completed first set of samples at 1458.

20: On-site at Finney Street, watermain commissioning for last tie in from the existing water main to the new watermain. Watermain now in service. See commissioning form for more information.

28: On-site at Jane Street to witness live taps for new builds, refer to new service install forms

### **SECOND QUARTER:**

#### **APRIL**

03-29: Flushing hydrants in area.

03: All 12 live taps complete on Jane St. in West Lorne; refer to new service installation sheets

29: Dan from Flowmetrix on site to inspect and calibrate flow meters in system.

#### **MAY**

07: Hydrant replaced at 10797 Graham Road by Triton.

31: West Elgin valve exercising has been ongoing throughout the month.

#### **JUNE**

All sampling, monitoring and testing completed as required.

Valve exercising has been ongoing throughout the month

## **SECTION 7: ALARMS**

### **FIRST QUARTER:**

#### **JANUARY**

There were no alarms this month.

#### **FEBRUARY**

There were no alarms this month.

#### MARCH

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

#### **SECOND QUARTER:**

There were no alarms this quarter.

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

##### **FIRST QUARTER:**

Received no complaints or concerns this quarter.

##### **SECOND QUARTER:**

Received no complaints or concerns this quarter.



## Staff Report

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**Report To:** Council Meeting  
**From:** Corey Pemberton, Chief Building Official  
**Date:** 2024-08-06  
**Subject:** Building Department Summary Report – July 2024

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### **Recommendation:**

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

### **Purpose:**


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

### **Background:**

Please see attached Summary Report.

Respectfully submitted by,

*Corey Pemberton, CBO*

 <b>MUNICIPALITY OF West Elgin</b>				Municipality of West Elgin			
				Permit Comparison Summary			
				Issued For Period January - July 2024			
Current Year to Date 2024				Previous Year to Date 2023			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	11	16,331	1,058,115	Accessory structures	14	3,042	400,535
Agricultural	6	9,824	1,315,000	Agricultural	12	11,962	2,751,450
Change of Use				Change of Use		-	-
Commercial	1	2,900	213,300	Commercial	1	15,600	1,200,000
Demolition	1	160	60,000	Demolition	4	640	104,200
Heating				Heating		-	-
Industrial Building				Industrial Building			
institutional Building	2	70,000	5,000,000	institutional Building	2	10,060	765,000
Miscellaneous	1	160	20,000	Miscellaneous	2	660	169,000
Plumbing	1	350	15,000	Plumbing	1	200	3,000
Pools	2	160	92,000	Pools	6	960	111,706
Residential Building	14	32,279	68,672,390	Residential Building	11	21,473	3,813,773
Sewage System	10	4,840	226,800	Sewage system	9	4,810	146,840
Signs	2	660	23,000	Signs	1	160	6,000
Combined Use				Combined Use		-	-
<b>TOTAL</b>	<b>51</b>	<b>137,664</b>	<b>76,695,605</b>	<b>TOTAL</b>	<b>63</b>	<b>69,567</b>	<b>9,471,504</b>

Current Year 2024				Previous Year 2023			
TOTAL PERMIT ISSUED		51			63		
TOTAL DWELLING UNITS CREATED		14			5		
TOTAL PERMIT VALUE		76,695,605			9,471,504		
TOTAL PERMIT FEE		137,664			69,567		
TOTAL INSPECTION COMPLETED(YTD)		498			354		

July 2023 Compared to July 2024							
Current Year 2024				Previous Year 2023			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	350	33,645	Accessory structures	2	473	21,000
Agricultural				Agricultural	1	376	115,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building	2	70,000	5,000,000	institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	1	2,608	300,000	Residential Building	2	4,788	875,000
Sewage System	2	1,120	19,800	Sewage System	1	560	18,000
Signs				Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>7</b>	<b>74,078</b>	<b>5,353,445</b>	<b>TOTAL</b>	<b>6</b>	<b>6,197</b>	<b>1,029,000</b>





## Staff Report

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**Report To:** Council Meeting

**From:** Terri Towstiuc, Clerk

**Date:** 2024-08-15

**Subject:** Drain Reapportionment due to Severance, Zoller Drain

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Apportionment of Drainage Assessment for the Zoller Drain, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; And

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of severance application for 24953 Pioneer Line, as presented.

### **Purpose:**

The purpose of this report is to obtain Council's consent of the drainage assessment apportionment due to severance of lands in the Zoller Drain. The request is a condition of Severance application for 24953 Pioneer Line.

The reapportionment was completed by Spriets Associates, due to the complicated nature of the drain request.

Consultation with the Drainage Superintendent and Planner have deemed this request necessary, and no issues are anticipated.

### **Background:**

The Drainage Act, R.S.O. 1990, section 65 (2) requires that if the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1).

### **Financial Implications:**

None

### **Policies/Legislation:**

The Drainage 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 type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc  
Municipal Clerk

July 18, 2024

Tom Mohan  
Drainage Superintendent  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney, Ontario  
N0L 2C0



**SPRIET  
ASSOCIATES**

ENGINEERS & ARCHITECTS

155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
E-mail: mail@spriet.on.ca  
www.spriet.on.ca

Dear Mr. Mohan

Re: Assessment Splits  
Zoller Drain (1999)  
Severance File Number #E81-2023  
Our Job No. 224170-1

In accordance with Section 65 of the Drainage Act we hereby make the following apportionment with respect to the severance on the above noted drain.

### 1. Zoller Drain (1999)

The lines in the Schedule of Assessment on page 6,15,26 for the above noted drain contained in the report dated January 11, 1999 by the Todgham & Case Associates Inc. which now reads:

					Outlet		Total
9	Pt. 17	9.14	60-079 (Vinchente Okollsan)	\$	36.00	\$	36.00
9	Pt. 19	8.20	1-176-01 (Vinchente Okollsan)		32.00		32.00
9	Pt. 17	0.11	1-175-01 (Previous Severed)		5.00		5.00
9	Pt. 17	0.11	1-175 (Previous Severed)		5.00		5.00

should now read in six lines as follows:

					Outlet		Total
9	Pt. 19	6.74	1-176-01 (North of Hydro Easement)	\$	28.00	\$	28.00
9	Pt. 19	1.00	1-176-01 (South of Hydro Easement)		7.00		7.00
9	Pt. 17	0.47	1-175-01 (Previous Severed)		5.00		5.00
9	Pt. 17	0.21	1-175 (Previous Severed)		3.00		3.00
9	Pt. 17	0.46	60-079 (North of Hydro Easement)		5.00		5.00
9	Pt. 17	8.68	60-079 (South of Hydro Easement)		30.00		30.00

It is our pleasure to be of service.

Yours truly,

SPRIET ASSOCIATES LONDON LIMITED

B. Widner P.Eng



## Staff Report

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**Report To: Council Meeting**

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

**Date: 2024-08-15**

**Subject: Monthly Operations Update – June and July 2024**

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### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide West Elgin Council with a brief overview of operations conducted during the months of June and July.

### **Background:**

#### Public Works – June

- Replace catch basin and cross pipe under Blacks Road north of McLean Line.
- Started maintenance gravel on McMurchy, Henry, Fleming, Linden, and O'Malley. All roads completed and dust suppressant applied.
- Operators assisted with storm water issues at the PGTP.
- Continue grass cutting on both Municipal and County Roads.
- Completed repairs to truck 8 by installing a new hoist.
- Put arm mower on tractor to cut along guard rails.
- Remove the sidewalk along the west side of Ridout Street and replace it with topsoil and grass seed.
- Complete ditching job on Thompson Line between Kerr and Graham
- Prepare for shoulder rehabilitation project on Gray Line by clearing site and hauling material.
- Tree removal on Silver Clay Line.
- All routine road patrols and landfill operations complete.

#### Public Works – July

- Grading for placement of new gravel on Blacks Road
- Continue grass cutting on both Municipal and County Roads
- Completion of slope rehabilitation on Gray Line just east of Kerr Road.
- Mowing around intersections and trimming trees to improve sightlines
- Started basin cleaning and inspection in West Lorne.
- Painting of stop blocks underway at hard surfaced intersections.
- Annual sidewalk inspection completed, and trip hazards addressed.
- Cut grass at municipal gravel pits located on Johnston Line.

- Provided traffic control for a motor vehicle collision at the intersection of Talbot Line and Furnival Road.
- All routine road patrols and landfill operations complete.

#### Parks and Recreation – June

- Tile and light repairs were done on the pool before start-up.
- Splash pad operation started June 1
- Inspection completed by SWPH on pool and splash pad.
- Soccer fields prepared and weekly line painting completed.
- Daily cleaning of Marina and Miller Park washrooms.
- Daily watering of flowers in Rodney and West Lorne
- Regular grass cutting at all municipal locations.

#### Parks and Recreation – July

- Pool opened on July 1 with full schedule beginning July 8
- Regular grass cutting at all municipal locations.
- Soccer fields trimmed and weekly line painting completed.
- Daily cleaning of Marina and Miller Park washrooms.
- Daily watering of flowers.
- Canada celebrations and annual car show in Miller Park on July 1 weekend.
- Provincial shuffleboard tournament held at the Rodney Recreation Centre

#### Utilities – June

- The flat roof on the West Lorne Complex was replaced.
- Water damage to the back wall inside the West Lorne Library was repaired and repainted.
- Operators completed utility inspections at various new developments in the municipality.
- Meter repairs, locates all other regular duties as required.

#### Utilities – July

- 2" meter pit installed for new water service on Pioneer Line outside West Lorne.
- Bi-monthly water meter reads completed.
- Re-reads and meter repairs as identified during the read process.
- Staff started installing radios transmitters on water routes 3 and 4.
- Locates all other regular duties as required.

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

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

Respectfully submitted by,

Lee Gosnell  
 Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Monthly Operations Update - June and July 2024 - 2024-22-Operations Community Services.docx
Attachments:	
Final Approval Date:	Aug 13, 2024

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

Terri Towstiuc



## Staff Report

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**Report To:** Council Meeting

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

**Date:** 2024-08-15

**Subject:** Parking By-Law Amendment

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### **Recommendation:**

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

That By-Law 2001-50, “being a By-Law to regulate parking and traffic in the Municipality of West Elgin” be amended to establish restricted parking zones as follows:

- Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.
- Munroe Street in West Lorne, south side, from the east property limits of Ridge Street to the west property limits of Graham Road, being a distance of 140 meters.
- Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters

### **Purpose:**

The purpose of this report is to seek West Elgin Council’s approval for amendment of the current Parking By-Law, as outlined under the recommendations section of this report.

### **Background:**

This report identifies two areas within the Municipality of West Elgin that would benefit from the addition of parking restrictions.

The first of these two areas is Munroe Street in West Lorne, between Graham Road and Ridge Street. With the addition of Tim Hortons in 2023, vehicles utilizing this section of Munroe Street to access the business has increased significantly. Although traffic flows in/out of the business are acceptable, motorists choosing to stop along the travelled portion of Munroe Street vs. entering the parking area create an unwanted hazard. Reduced visibility, increased pedestrian traffic and idling vehicles can all be attributed to this reoccurring problem. The implementation of a restricted parking zone in this area should provide a safer experience for motorists and pedestrians.

The second area being recommended for parking restrictions is Centre Street in Rodney, west of Furnival Road. There is currently one industry that utilizes this road for access to its’ shipping & receiving department, as well as one residential property. This resident has expressed concern that trucks are stopping on the street in front of his property for tasks such as opening/closing trailer doors, thus blocking their driveway in the process. Although business representatives have taken



steps to inform drivers this behavior is unwanted, the message is hard to distribute effectively when there are constantly new drivers attending the site. Staff met with the plant manager, and it was decided that the implementation of a restricted parking area on the north side of Centre Street, adjacent to the residents' property, would be appropriate. The associated signage should inform drivers this action is not allowed and alleviate some of the residents' concerns in the process.

### **Financial Implications:**

These newly established, restricted parking zones would require nine signs for proper implementation. With an estimated cost of \$190.00 per sign (including installation), approval of this amendment would cost a total of \$1,710.00. Signage costs would be allocated to the safety portion of the 2024 public works budget.

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

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

Respectfully submitted by,

Lee Gosnell  
Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Parking By-Law Amendment - 2024-21-Operations Community Services.docx
Attachments:	
Final Approval Date:	Aug 13, 2024

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

Terri Towstiuc



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-08-15  
**Subject:** Volunteer Recognition Awards

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Volunteer Recognition Award Policy; And

That Council hereby approves the policy as presented/amended, and be included as 'Schedule A' to By-law 2024-60

### **Purpose:**

The purpose of this report is to provide Council with a draft copy of the West Elgin Volunteer Recognition Award policy for approval.

### **Background:**

At the Regular Meeting of Council on July 18, council was presented with a volunteer recognition policy from the Township of Southwold. Council approved this policy in theory, with a few minor additions/changes, and directed the Clerk to prepare a final copy for West Elgin.

### **Financial Implications:**

\$10,000 approved in 2024 budget.

### **Policies/Legislation:**

By-law 2024-60

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

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

Respectfully submitted by,  
Terri Towstiuc  
Municipal Clerk



## Municipality of West Elgin

### Schedule “A” to By-Law #2024-XX

#### Policy \_\_\_\_\_

#### Volunteer Recognition Policy

**Effective Date:** August 15, 2024

**Review Date:**

Volunteers are an asset to the community, and Council of the Corporation of the Municipality of West Elgin is proud to offer recognition for outstanding citizens. The Municipality of West Elgin Volunteer Service, Distinguished Citizen/Citizenship Award, Mayor's Prestigious Awards, and Newcomer to the Area recognize and honour those who have contributed in an extraordinary way to the community or the municipality as a whole.

#### Categories:

1. **The Volunteer Service Award** specifically recognizes individuals and/or groups and/or organizations whose efforts have made a significant impact or special contribution towards the development and advancement in areas related to recreational sports, arts and culture or community and social services.

Form of recognition: Small token of appreciation (i.e.: Framed Certificate, Municipality pen, mug, pin or tote bag) to be determined by Council.

2. **The Distinguished Citizen/Citizenship Award** recognizes individuals who may not fit the volunteer criteria but whose selfless efforts are deserving of recognition. This category will recognize an individual in each of the three (3) categories:

- Youth
- Adult
- Senior

Form of recognition: Small token of appreciation (i.e.: Framed Certificate, Municipality pen, mug, pin or tote bag) to be determined by Council

3. **Mayor's Prestigious Award** is the highest possible recognition from the Municipality of West Elgin. The purpose is to recognize an individual who may have demonstrated any one of the following: Humanitarianism, exceptional achievement in a profession, sports or the arts; an act of heroism or bravery.

Form of recognition: Framed Certificate and/or the individual's name will be added to the Mayor's Prestigious Award Plaque.

4. **Newcomer to the Area** recognizes a new member to the Municipality of West Elgin whose efforts have made a significant impact or special contribution towards the community.
5. **Committees of Council** as identified by by-law, that being a by-law to appoint Councillors and Ratepayers to various Committees and Boards requiring Council Representation. Members of Committees appointed by Council will be recognized at the completion of their four year term or upon their resignation. The Clerk's Department will provide Council with the names of individuals to be recognized.

Form of recognition: Letter of Appreciation signed by all members of Council.

## **AWARD CRITERIA**

Recognition will be given to individuals, resident or otherwise, who have contributed a significant amount of volunteer time and energy towards the development of community life in the Municipality of West Elgin. Candidates for Recognition Awards will have made significant contributions to the community to improve the quality of life not only for themselves but all residents.

### Criteria and Eligibility:

- Persons who currently reside outside of the Municipality of West Elgin can be nominated and approved, providing their volunteer contribution was a benefit to the Municipality of West Elgin.
- cannot be an elected official (unless award is to recognize the individual in a capacity that is outside the scope of the elected officials' duties and responsibilities)
- presents a positive image of the Municipality of West Elgin
- evidence of on-going leadership and/or dedication
- the number of years/hours of service will be at the discretion of Council and will be based on the value and impact of the individual's volunteer contribution

### Procedure:

Nominations: Nominations are invited from the public. Recipients will be determined by the Selection Committee and recommended to Council.

Selection Committee: Will consist of the Mayor, Chief Administrative Officer and Clerk. The Selection committee reserves the right to assign a nomination to an alternate category.

Decisions of the Selection committee are subject to Council approval.

Eligibility: In all categories the achievements must have enhanced the image of the Municipality of West Elgin, and a span of five years must elapse before a previous recipient will be considered for an additional award, subject to the discretion of the Selection Committee and the approval of Council.

Other Provisions and/or Guidelines:

1. Volunteers must not have received financial remuneration for their efforts other than reimbursement for travel, lodging, equipment or supplies.
2. No street, park, municipal facility or property shall be named after an individual or organization.
3. Not all awards may necessarily be presented each year.
4. Candidates are eligible for a Volunteer Service Award a minimum of once every five (5) years.
5. Council may choose to recognize all volunteers and/or recipients a minimum of once every term of Council at a barbeque or alternative event. Notice of the event will be posted in the office, on the township website and advertised in the paper.
6. Nomination forms will be available to the public and accepted until the end of the last business day, annually in June.
7. Council, at its discretion and where deemed appropriate may choose an alternate form of recognition.
8. Changes to this policy require 2/3 majority vote by Council.

### **Annual Recognition Event**

Annually, an event will be held at a location chosen by Council, and will provide a catered meal and ceremony, with invitations extended to those who have been nominated to receive an award, and their families.

Recipients will receive their award, presented by the Mayor or Delegate.



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-08-15  
**Subject:** Memorial and Commemorative Bench Policy

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Memorial and Commemorative Bench Policy; And

That Council approve the policy as presented/amended, and be included as "Schedule A" to By-law 2024-61

### **Purpose:**

The purpose of this report is to provide Council with a final draft copy of the West Elgin Memorial and Commemorative Bench policy for approval.

### **Background:**

At the Regular Meeting of Council on July 18, council was presented with a memorial bench and tree policy from the Township of Southwold. Council approved this policy in theory, with a few minor additions/changes, and directed the Clerk to prepare a final copy for West Elgin.

### **Financial Implications:**

N/A

### **Policies/Legislation:**

By-law 2024-61

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

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

Respectfully submitted by,  
Terri Towstiuc, Clerk



MUNICIPALITY OF WEST ELGIN POLICY MANUAL			
Chapter:	Recreation	Index No.	RE-4.1
Section:	Property	Effective Date:	Aug 15/24
Subject:	<b>Memorial and Commemorative Bench Program</b>	Revision Date:	
		Page:	1 of

### **Policy Objective**

The primary objective of the policy is to provide the parameters and guidelines for citizens to participate in a Sponsorship and Memorial Bench Program within the Municipality's green spaces including parks, facilities, and trails. This policy will provide appropriate oversight and understanding of administration and maintenance responsibilities to preserve the Municipality's parks.

### **Purpose**

The purpose of the policy is to outline the terms and conditions that allow for the provision of commemorative/memorial park benches for the citizens of West Elgin. Such installations are provided at the cost of the individual. Responsibility for maintenance of the items, within specific parameters, is provided by the Municipality as identified in this policy.

### **Scope**

The policy applies to benches within parks, open spaces, and trails owned and managed by the Municipality of West Elgin. The existing benches constructed and maintained by community groups do not fall under the parameters of the policies and procedures as identified in this document

### **General Provisions**

To protect park resources, values and the park visitor experience, bench donations shall respect the priorities, purpose and integrity of the Municipality's parks and trails. Park bench donations shall contribute to the visitor experience, increase public enjoyment and preserve the visual character of the park, waterfront and/or trail setting.

The Manager of Operations and Supervisor or Parks and Recreation will be consulted on priority locations for benches. Donors may include a preferred location for a bench; however, those that are not within established priority locations will require further review and justification prior to approval.

Items purchased or installed under this policy will become property of the Municipality.

### **Term/Agreement:**

Benches in an outdoor setting have a reasonable life span of 10 years. The dedicated bench term will be for a period of 10 years. The fee covers the acquisition and installation of the bench, plaque with inscription, and general maintenance and repair during its useful life. Within this time, the Municipality will replace the park bench if deemed necessary by the department. The Municipality will not be responsible for

damaged or vandalized plaques. In the event of severe bench vandalism, the plaque will be installed on another bench. The Municipality reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting.

## **Procedures**

The following guidelines and procedures apply when purchasing a Commemorative/Memorial Park Bench:

### **Application Process:**

Citizens wishing to participate in the Commemorative Memorial Park Bench may do so by completing an application form available on-line at the Municipality of West Elgin website [www.westelgin.net](http://www.westelgin.net).

Applications will be received annually between September and April and will be installed beginning in June throughout the summer and fall as weather permits. Municipal staff will determine the total number of benches to be available each year based on staffing resources and budgetary restraints.

### **Review Process:**

Applications will be reviewed by the CAO, Clerk and Manager of Operations. Applications that deviate from the established program parameters or warrant special consideration will be escalated as required to West Elgin Council.

The requested inscription will not be permitted if it:

- Detracts from the image of the Municipality;
- May be considered discriminatory, derogatory or offensive;
- exceeds the space available on one plaque per bench

Design specifications and message request will be approved at the discretion of the Municipality

## **Fees**

The donor shall pay in advance the full cost to purchase, supply, deliver and install the bench and plaque including the necessary concrete surface and/or installation work required for the bench as agreed upon through the application process.

Park Memorial/Commemorative Bench with a plaque installed at a cost outlined in Schedule 'A'

Payment is due at the time application is approved;

Fees as identified in Schedule 'A' will be included in the Fees for Service By-Law approved by West Elgin Council. Fees may be updated from time to time.

### **Sponsorship of Existing Municipal Benches**

Existing benches in the municipality are available for sponsors to add a plaque. The plaque will be approximately three-by-six inches. Fees as identified in Schedule 'A' will be included in the Fees for Service By-Law approved by West Elgin Council. Fees may be updated from time to time.

### **Maintenance**

Nothing herein shall prevent the immediate removal of any item deemed by staff to constitute an immediate safety concern. Should the parkland containing benches be altered, the Municipality shall make its best efforts to relocate within the property. Due to concerns for risk management, maintaining quality and safety of product and installation, substitution of other providers, bench options or do-it-yourself work shall not be permitted.

### **Location Consideration:**

While the donor may suggest the proposed location, certain requirements shall apply as noted below. The appropriate member or committee of the Municipality shall make the final and precise determination of location, with consideration for the criteria below:

- The location does not interfere with any active park facility;
- The location would be considered appropriate in accordance with design criteria related to Crime Prevention Through Environmental Design (CPTED);
- The location does not interfere with approved park design including horticultural or arboricultural components or displays;
- The location does not interfere with park maintenance including access for maintenance requirements;
- The location maintains at least a 75 meter separation distance between benches. In smaller parks or areas with more amenities, benches may be installed closer than 75 meters, subject to there being a good distribution throughout the park and in a variety of areas.
- Impacts on surrounding properties be considered including the impact on views from surrounding properties.

### **Installation:**

The Municipality shall be responsible for the installation of the commemorative item.

Installations are seasonal and are completed as weather and ground conditions permit under the timelines as identified in this policy;

Installations will be processed in the order received;

If required, a site visit to determine precise location will be arranged by Municipal staff

with the donor prior to installation;

The Municipality understands that the bench may have sentimental value, however, it is not to be considered a memorial or shrine. For that reason, the Municipality respectfully advises that the placement of flowers, commemorative stones, wreaths, pictures, etc. at the site is not permitted.

### **Accessibility Requirements**

Benches will meet the standards outlined by the Accessibility for Ontarians Disability Act (AODA) and within reason follow County of Elgin Accessible Playground Consultation Document.

### **Monetary Donation**

Nothing in this policy shall limit the ability of any individual, organization or corporation to make a monetary donation to the Municipality for the purpose of the provision of benches to be utilized at the discretion of the Municipality or to be held in a reserve for future replacement of benches.

### **Administration of Policy and Program**

The Clerk and/or designate shall implement and ensure compliance with this policy;

This Program Policies and Procedures shall be reviewed from time to time;

Fees will be reviewed annually during the budget process.

#### **Schedule 'A' –**

#### **Fee – New Benches (including installation and materials)**

4-ft \$1,500

6-ft \$1,600

8-ft \$1,700

#### **Fee – Existing Benches, addition of a plaque and installation**

***\*\*Quote not returned at time of agenda printing – to be added once available.***



## Staff Report

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**Report To: Council Meeting**

**From: Terri Towstiuc, Clerk**

**Date: 2024-08-15**

**Subject: Community Grant Request, Kiwanis Club of Rodney**

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Community Grant Request, Rodney Kiwanis Club; And

That Council hereby approve the in-kind donation request from the Kiwanis Club of Rodney for the following items:

1. Twice monthly meetings for an estimated annual cost of \$2169.60; And
2. Tweekie Tuesday, August 27, 2024 road closure, at an estimated cost of cost \$650.00; And
3. Rodney Night Market, November 16, 2024, Road Closure at an estimated cost of \$650.

### **Purpose:**

The purpose of this report is to obtain Council approval for a supplementary Community Grant Request, received June 2024.

### **Background:**

The Kiwanis Club of Rodney applies annually for the Community Grants, which are due by December 31 of each year. Unfortunately, due to misunderstanding and changes in roles, the applications for 2024 was received late (June 2024). The grant includes in-kind request for hall rentals, twice per month and road closures for Tweekie Tuesday events and the winter night market.

The meetings are \$90.40 each, twice monthly is \$180.80, total for the year is \$2169.60

The approximate cost for requested road closures would be \$650.00 per event.

### **Financial Implications:**

Approximately \$3,469.60 from In-Kind, Community Grants

### **Policies/Legislation:**

Community Grant Policy

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc  
Municipal Clerk



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group KIWANIS CLUB OF RODNEY		
Contact Person	Becky Byers	Position held President in organization
Mailing Address	21 Meadowvale Dr, St Thomas Ontario N5P 4P2	Telephone / (519) 872-3514 Cell Phone #
Email Address	beckybyers@hotmail.com	Website

Specifics of Event / Project / Program requesting funds Meetings - 2nd and 4th Wednesday of the month (September-June)  Tweekie Tuesday - August 27 - road closure requested  Rodney Night Market - November 16 - road closure requested	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) Rodney Night Market - request for funding support in the amount of \$2500 (as previously received)	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	No

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Community fundraising events
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization. Kiwanis Club of Rodney is a part of a global volunteer organization serving children of the world - one child at a time.	
Is your group able to issue charitable tax receipts on its own? No	
What are the general objectives / services of your organization? Community fundraising events to provide support to youth and families in the area	
In what geographical area does your organization operate? Rodney and surrounding West Elgin areas	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement. Currently 23 members volunteering to attend meetings, and support local events	
List the Executive Officers of your organization. Becky Byers - president Larry Schneider - past president Ron Abram - secretary Paul Downie - treasurer John E Johnston - membership chair	



## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Twoonie Tuesday

Selling of hot dogs, pop, chips, ice cream (local ice cream shop) for the purpose of fundraising and community involvement. Car show, music, for entertainment

Night Market

Gathering of artisans, non profit organizations, food vendors to set up and sell products, services or inform the community of upcoming events and resources. Collection of food for the Caring Cupboard.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

Youth volunteers in our community attend and serve at each event.

Twoonie Tuesday is a community gathering event to enrich the community. The night market is to showcase local (Elgin) business and entrepreneurs to the community in a fun and entertaining way.

What is the specific purpose that grant funds will be used for?

Road closure - both events

\$2500 - supports advertising, portapotties, extra expenses to run the market. Costs are typically low and we have rarely used the full amount slotted to us.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

See above

Please indicate what other sources of funding are supporting this Event / Program / Project.

Other fundraising monies brought in throughout the year support all our events. Community partners and businesses often donate in support of our events as well.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Children, families, individuals in need, community, local businesses

# Community Grant Application Form

## Financial Information

1. Please attach a financial statement from your previous year from your Organization.  
Financial statements are not required for requests under \$500.00
2. Please provide a project budget, including:

### Project Budget: Revenue Sources

1. Applicant Contribution
2. Grants
3. Donations
4. Sponsorships
5. Fund-Raising Efforts
6. Other Sources
7. Total Revenue

### Project Budget: Expenses

1. Advertising and Promotion
2. Program Supplies
3. Entertainment
4. Administration
5. Salaries and Wages
6. Facilities Rental
7. Prizes and Awards
8. Other
9. Total Expenses

## **Terms and Conditions**

In the event that a grant is awarded, the applicant agrees to the following:

- Provide a complete status report for the use of funds within 60 days of the completion of the event, project or program.
- To acknowledge the support of the Municipality of West Elgin in all printed material and through other promotional means.
- The funds will be used only for the purposes described in this application
- To inform Council if the project is delayed or changed substantially for any reason
- In the event that the project does not go forward, the application will return those funds granted for the proposed project.



## Staff Report

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**Report To:** Council Meeting

**From:** Terri Towstiuc, Clerk

**Date:** 2024-08-15

**Subject:** Royal Canadian Legion Branch 221, Poppy Project Request

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### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Royal Canadian Legion Branch 221, Poppy Project Request; And

That Council approve the request, in theory, and direct the Royal Canadian Legion Branch 221, to work with staff during the Poppy Campaign to determine a suitable location.

### **Purpose:**

The purpose of this report is to provide Council with a request received on July 16, 2024, from Royal Canadian Legion Branch 221 Poppy Chair, regarding and incentive the legion is requesting permission to take part in, which will utilize municipal property.

### **Background:**

*West Elgin Poppy Project is a new incentive to our Legion Branch and is a community art project of Remembrance that will be created using hand-made poppies to honour our Veterans. The knitted poppies will be attached to a form of netting and be displayed on a public structure within the Municipality of West Elgin during the annual Poppy Campaign which begins the last Friday of October through to November 11<sup>th</sup>.*

The Royal Canadian Legion is requesting Council permission to install the netting and knitted poppies to municipal property, such as around the West Lorne Community Complex (railing, etc.) or the base of the electronic signs within the communities of Rodney and West Lorne. The number of locations is unknown at this time, as the Legion is unaware what the community response will be, and how many knitted poppies they will be receiving.

The request is a “pre-approval” to move forward with the project, and staff will work with the Poppy Campaign Chair, to determine the best locations suitable for the knitted poppies.

### **Stratford, Ontario Knitted Poppy Campaign:**

[Ten thousand handmade poppies usher in Stratford's Remembrance Day | The Stratford Beacon Herald](#)

[Local communities display crocheted poppies | CTV News](#)

**Financial Implications:**

N/A

**Policies/Legislation:**

N/A

**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 checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc  
Municipal Clerk



**The Royal Canadian Legion - Branch 221**  
**142 John Street**  
**West Lorne Ontario N0L 2P0**  
**519-768-1890**  
**Email: [rclbranch221@gmail.com](mailto:rclbranch221@gmail.com)**

To: The Municipality of West Elgin Council  
Attention: Terri Towstiuc – Clerk

I am writing to you on behalf of the Royal Canadian Legion Branch 221 – West Elgin. This is in regards to the West Elgin Poppy Project and we hope to get your approval.

The West Elgin Poppy Project is a new incentive to our Legion Branch and is a community art project of Remembrance that will be created using hand-made poppies to honour our Veterans. The knitted poppies will be attached to a form of netting and be displayed on a public structure within the Municipality of West Elgin during the annual Poppy Campaign which begins the last Friday of October thru to November 11<sup>th</sup>. Similar projects have been done throughout the Province of Ontario.

We would like to get your approval as soon as possible in order to get the promotion started and hoping to have the residents of West Elgin participate in this project and get these poppies created.

Please feel free to contact me if you require further information.

Regards,  
Karen Goncalves  
Poppy Chair  
RCL Branch 221 – West Elgin  
437-929-9422  
[rclbranch221@gmail.com](mailto:rclbranch221@gmail.com)



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-08-15  
**Subject:** Purchase of a Folder/Inserter

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Purchase of a Folder/Inserter Machine; and

That West Elgin Council approves the purchase of Folder/Inserter machine FPi 2720 from Rival Office Solutions under a 60-month lease agreement at a cost of \$239.00 per month plus applicable taxes; and

That, West Elgin Council directs CAO/Treasurer to sign the lease agreement.

### **Purpose:**

The purpose of this report is to seek council's authorization for the replacement of the Folder/ Inserter machine

### **Background:**

Late last year, the Municipality received notification from INS that the folder and inserter machine we currently own could no longer be properly maintained, as the machine has been discontinued and spare parts are no longer available. This information was shared with the Council during budget deliberations, and \$10,000.00 was allocated for the purchase of new equipment.

After careful consideration, staff decided that replacing the machine through a lease agreement would be the best option for the Municipality. This approach allows us to spread the cost over five years rather than making a large upfront payment, while also providing the flexibility to upgrade as early as three years based on our changing needs.

Staff obtained quotes from three businesses, as listed in Table A below, and recommends that West Elgin Council approve the purchase of a Folder/Inserter machine for \$239.00 per month plus tax and sign an annual maintenance agreement starting in the second year at a cost of \$786.00 plus applicable taxes.

Table A – RFQ Summary

# Folder Inserter Machine

Purchase/Lease Details			
Details	INS Information Network Systems	RIVAL Office Solutions	RICOH
Machine Description - Model No.	DS-64i Two Auto feeder with 325 feed capacity per feeder	FP FPi 2720 2 Auto feeders with 325 feed capacity per feeder	DS-64i 2 Auto feeders with 325 feed capacity per feeder
60-month lease	\$259.00	\$239.00	\$388.78
PAYMENT FREQUENCY	Monthly	Monthly	Monthly
Purchase Price	\$12,444.00	\$11,395.00	\$18,150.26
Annual Maintenance Agreement	\$985.00	\$786.00	\$1,897.50
Support Base	Waterloo	London or Chatham	London
Warranty	90 days on all parts and labour	1 year on site service	1 year on site service
Delivery and Setup	\$0.00	\$0.00	\$0.00

## Financial Implications:

There are no financial implications as the purchase of the Folder/Inserter Machine was included in the approved 2024 Capital Budget.

## Policies/Legislation:

Purchasing Policy and Procedure – AD 1.2

## Alignment with Strategic Priorities:

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

**Report Approval Details**

Document Title:	Purchase of a Folder Inserter - 2024-24-Administration Finance.docx
Attachments:	<ul style="list-style-type: none"><li>- Rival_FPi2700-Brochure.2.pdf</li><li>- Lease Agreement.pdf</li></ul>
Final Approval Date:	Aug 9, 2024

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

Terri Towstiuc





**FPi 2700**



## FPi 2700

### Folder Inserter

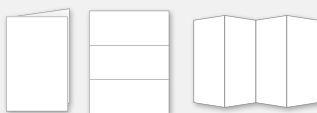
Load. Press Start. Done.

Discover what your mailroom has been missing. The FPi 2700 boasts a plethora of modern features designed to maximize mail processing efficiency and enhance document security. Take advantage of the many feeder options that the FPi 2700 series offers that make this a complete and versatile folding-inserting solution. The FPi 2700 series media feeders have tray notifications, linking capabilities, and double document detection, which measures the thickness and length of the media in each feeder to ensure the correct documents are inserted into the correct envelopes every time. Additional features include document reading technologies, mailing machine interface and many other customization possibilities, making the FPi 2700 series the perfect mailroom assistant. Equipped with advanced features this system is an essential tool in the mail creation process.



### Intuitive Display

Easy-to-use 7" full color, glass touchscreen lets you intuitively control all machine functions. Automatic job setup allows you to program a job in 30 seconds, without the need for trial pieces.



### Knife Fold Technology

This powerful, quiet, knife folding technology is capable of simultaneously folding up to 8 sheets of paper in half. There are 5 different fold types available: C, Z, V, Double-V and No-Fold.



### Versatile and Efficient

Accumulates, collates and aligns before folding, and adapts to fit a changing workload. Customizable feeders allow the processing of documents that need folding, and inserts that do not.

## Add-ons

### Optional Document Processing Solutions



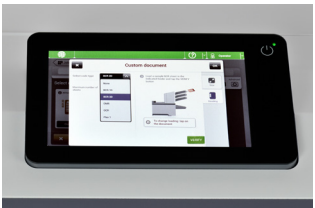
#### High Capacity Vertical Stacker or Side Exit Catch Tray

The High Capacity Vertical Stacker (shown on left page) stacks up to 500 finished envelopes. The Large Capacity side exit catch tray provides easy access to finished mail.



#### Feeder Upgrade: MaxiFeeder

The MaxiFeeder holds 325 reply envelopes and up to 1,200 pieces of 20 lb. paper or inserts. Enabling the FPi 2700 to take on your biggest jobs with minimal interaction.



#### Scancode Reading Options:

One hardware device reads all code types including custom codes. 1D linear barcode (BCR), 2D barcodes (Data Matrix, QR, others), Optical Mark Recognition (OMR). No user settings are necessary when processing jobs with different code types or code print locations.



#### PostBase® pro DS Interface

Further automate your mailing process by interfacing a postage meter to a folder inserter. By interfacing an FPi folder inserter to the Postbase® pro or PostBase® pro DS, you can transform printed paper into folded, stuffed, sealed, weighed, metered, and stacked mail with little user intervention.

## FlexStream Software

### Document Processing Solution

FlexStream Software is a document automation solution that gives organizations control over their mailing process. With its unmatched versatility, FlexStream automates and simplifies business workflow. It ensures security and document integrity by adding scancodes that are read by the folder inserter. FlexStream allows the user to choose which documents to print and mail, and which to send electronically.

#### FlexStream key benefits:

- Add Scancodes for variable page processing, document integrity, and verification
- Automate processes, reduce labor time and saving money
- Organize, sort, group and enhance documents for printing
- Gain access to USPS® Automation postage rates and discounts
- Correct undeliverable addresses (reduce returned mail)
- Add variable and static marketing text, graphics, logos, QR codes or barcodes





## Features

Automatic job setup  
Smart Feeders with tray notifications  
Feeder swap, linking, cascading  
Process multiple sized documents in a job  
Insert nesting  
Process stapled sets  
Collate sheets before folding  
Can process glossy, pre-folded, and perforated media  
Multi-Sheet Feeding up to 8 sheets  
Divert before folding  
5 Fold Types (C, Z, V, Double-V, No-Fold)  
Bottom addresses (with bottom flap envelopes)  
Piece counter per job  
Electro-mechanical double feed detector at each feed tray  
Envelope exit capacity up to 500  
Processes up to 2,500 envelopes per hour  
Load envelopes and media on-the-fly  
"Clamshell" design for easy access

## Custom Consoles

Custom Consoles are the perfect companion for any FP Folder Inserter. Designed to be convenient and ergonomic and provide superior support for heavy folding and inserting systems. These consoles increase the reliability and lifespan of the equipment and includes internal storage.



## Specifications

### Technical Data

Dimensions (approx.) (W x L x H)	16.5" x 53.5" x 26.2"
Feeder Stations	1, 2 or 3
Processing speed (Maximum)	2,500 per hour
Folding capacity (20lb. paper)	8 (V-fold), or 5 (C or Z)
Job memory capacity	50
Weight	162 lbs.
Noise emission in dB (REF: ISO 11202)	< 68dB

### Documents and Inserts

MaxiFeeder capacity	1,200
Standard document feeder capacity	325
Length x Width	3.5" - 14" x 5.1" - 9.3"
Max thickness (Booklets)	1.0 mm

### Envelopes

Envelope hopper capacity	150 (load-on-the-fly)
Height x Width	3.5" - 6.38" x 6.3" - 9.7"
Exit capacity	up to 500

## Options

1D Linear Barcode Reading (BCR)  
2D Barcode Reading (Data matrix, QR, others)  
Optical Mark Reading (OMR)  
Client specific barcode and OMR schemes  
FlexStream Software  
5 different FPi 2700 model configurations  
Programmable Smart Feeders  
MaxiFeeder  
High Capacity Vertical Exit Stacker  
Side Exit Right-Hand or Left-Hand Catch Tray  
Basic Catch Tray  
Postage Machine Interface  
Custom Consoles

Learn more at: [www.fp-usa.com/fpi-2700](http://www.fp-usa.com/fpi-2700)

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# Lease Agreement



CONTRACT NUMBER

<b>CUSTOMER NAME</b>	Municipality of West Elgin			
<b>BILLING ADDRESS</b>	P.O. BOX SUITE / FLOOR STREET 22413 Hoskins Line CITY / PROVINCE Rodney ON POSTAL CODE NOL 2C0			
<b>CUSTOMER CONTACT</b>	PERSON TO CONTACT		TELEPHONE 519-785-0560	FAX
<b>PRE-AUTHORIZED PAYMENTS</b>	NAME OF BANK OR FINANCIAL INSTITUTION ACCOUNT #		BRANCH # (5 Digits)	FINANCIAL INSTITUTION # (3 Digits)
	PLEASE ATTACH AN UNSIGNED SAMPLE CHEQUE			
<b>VENDOR</b>	NAME		SALES REP	
	ADDRESS		TERRITORY	
<b>EQUIPMENT DESCRIPTION</b>	QUANTITY	DESCRIPTION (MAKE, MODEL, SERIAL NUMBER AND DESCRIPTION)		
	1	FP FPI 2720 folding inserting system		
<b>RENTAL DETAILS</b>	TERM 60 MONTHS	PAYMENT FREQUENCY <input type="checkbox"/> MONTHLY <input checked="" type="checkbox"/> QUARTERLY <input type="checkbox"/> ANNUALLY	NUMBER OF PAYMENTS 20	RENTAL AMOUNT \$ 717.00 PLUS APPLICABLE TAXES
<b>BILLING SURCHARGE</b>	If above Rental Amount is less than \$150.00, Customer hereby acknowledges that a \$5.00 surcharge will be added to each Rental to cover Lessor's billing and handling expenses. Customer may avoid this billing surcharge by completing the "Pre-Authorized Payments" box above.			

CUSTOMER ACKNOWLEDGES HAVING REVIEWED THIS ENTIRE LEASE AGREEMENT, WHICH CONSISTS OF THREE (3) PAGES, INCLUDING THE TERMS AND CONDITIONS ON THE SECOND PAGE HEREOF. CUSTOMER FURTHER ACKNOWLEDGES THAT THIS AGREEMENT MAY BE DIGITALLY SCANNED AND TRANSMITTED TO THE LESSOR BY E-MAIL OR FACSIMILE FOLLOWING SIGNING BY THE CUSTOMER, AND THAT ON ACCEPTANCE BY LESSOR OF SUCH SIGNED AGREEMENT IN FACSIMILE, DIGITAL OR OTHER FORM, SUCH SIGNED AGREEMENT IN THE LESSOR'S POSSESSION SHALL BE DEEMED FOR ALL PURPOSES TO BE AN EXECUTED ORIGINAL.

ASSIGNMENT: LESSOR HEREBY SELLS, ASSIGNS AND TRANSFERS ALL OF ITS RIGHT, TITLE AND INTEREST IN THIS AGREEMENT AND THE EQUIPMENT TO THE ASSIGNEE NAMED BELOW AND CUSTOMER HEREBY CONSENTS TO SUCH ASSIGNMENT. CUSTOMER AGREES TO REMIT ALL RENTALS AND OTHER AMOUNTS OWING UNDER THIS AGREEMENT TO THE ASSIGNEE UPON RECEIPT OF INVOICE, WHICH RECEIPT SHALL CONSTITUTE NOTICE TO THE CUSTOMER OF SUCH ASSIGNMENT.

<p align="center"><b>FOR OFFICE USE ONLY</b></p> <p><b>EXECUTED AS LESSOR UNDER BOTH THE LEASE AGREEMENT AND THE ABOVE ASSIGNMENT.</b></p> <p><b>Melcarm Group Inc.</b></p> <p>BY : <u>X</u> (Authorized Signature)</p> <p>ASSIGNED TO : _____ ("Assignee")</p>
---

**CUSTOMER** (Legal Name)  
Municipality of West Elgin

The undersigned affirms that he/she is duly authorized to execute this Agreement.

BY : X TITLE X  
(Authorized Signature)

BY : X TITLE \_\_\_\_\_  
(Authorized Signature)

# CONTRACT NUMBER

# Terms and Conditions

Lessor hereby rents to Customer and Customer rents from Lessor the personal property listed and described on the first page ("Equipment") under the terms and conditions set forth herein. Customer warrants that the Equipment is being rented and will be used for business and commercial purposes only. This Lease Agreement ("Agreement") shall not become binding on Lessor until accepted in writing by Lessor as evidenced by the signature of duly authorized representative of Lessor in the space provided on the first page.

1. **NON-CANCELLABLE CONTRACT.** This Agreement cannot be terminated during the term set forth on the first page ("Term") except as expressly provided herein.
2. **RENTAL.** Customer shall pay to Lessor on the first day of each payment period of the Term the Rental Amount set forth on the first page ("Rental") commencing in the month during which the Equipment is delivered to Customer and continuing for the Term. If the Rental includes a cost of service or maintenance, Customer acknowledges that such inclusion is for Customer's convenience. Customer's obligation to make Rental and other payments hereunder to Lessor shall be absolute and unconditional and Customer will not assert against Lessor any claim by way of abatement, defense, setoff, compensation, counterclaim or the like which Customer might have under any service or maintenance agreement or otherwise at law or in equity.
3. **LOCATION AND USE.** The Equipment shall be located and used at the place designated on the first page and shall not be moved without the prior written consent of Lessor. Customer shall at its own cost and expense keep the Equipment in good repair, condition and working order and furnish all parts and servicing required therefor. Customer shall cause the Equipment to be operated carefully in compliance with manufacturer's recommendations and applicable laws and regulations, by competent and duly qualified personnel only.
4. **REPRESENTATIONS AND WARRANTIES.** Customer acknowledges that the vendor and/or manufacturer of the Equipment and the Equipment and its specifications have been selected by Customer for the purpose of the rental thereof to Customer under this Agreement. Except as hereafter set forth, no representation or warranty, express or implied legal, statutory, customary or otherwise is given or made by Lessor in respect of the Equipment, including but without limitation the merchantability, condition, design, operation or fitness for purpose of use thereof or its freedom from liens and encumbrances. If the Equipment is not properly installed, does not operate as intended by Customer or as represented by the manufacturer or vendor, totally fails to function or perform so as to give rise to a fundamental breach or alleged fundamental breach with respect to the Equipment, or is unacceptable for any other reason whatsoever, Customer shall claim only against such vendor or manufacturer under such warranties made available to Customer and shall nevertheless unconditionally pay Lessor all Rental and other amounts payable hereunder. In no event shall Lessor be liable to Customer for damages, whether direct, indirect, special, consequential or otherwise, resulting from or in any way connected with the use or performance of the Equipment and Customer hereby indemnifies and holds harmless Lessor against any such damages. If the Lessor is the manufacturer and/or vendor of the Equipment, any applicable warranties provided in the price lists, instruction manuals, or policies of the Lessor shall continue to apply but shall not form part of this Agreement. If and to the extent assignable, Lessor hereby assigns to Customer and Customer hereby accepts for and during the applicable Term, the warranties, if any, of the vendor and/or manufacturer with respect to the Equipment. If required, Customer shall obtain vendor's and/or manufacturer's consent to any such assignment.
5. **ASSIGNMENT BY LESSOR.** Lessor may at any time without notice to or the consent of Customer assign all or part of its interest in this Agreement and the Rentals and other moneys payable hereunder. In the event of such assignment by Lessor ("Assignor"), the assignee ("Assignee") shall be entitled to enforce the rights and remedies so assigned and to provide any notice, correspondence or demand hereunder in its own name in place of Assignor and Customer hereby accepts the assignment of all such rights and remedies. The Assignee shall be under no liability to Customer to perform Assignor's obligations, if any, with regard to the service or performance of the Equipment and shall not be liable for any breach of warranty or any other liability arising from the manufacture or use of the Equipment or its fitness for use for the purposes for which it was intended. Assignor hereby represents and warrants to Assignee that the Agreement herein referred to is genuine, the only document executed with respect to the Equipment and that all statements contained herein are true and correct.
6. **PRE-AUTHORIZED PAYMENTS.** This section applies only if the "Pre-Authorized Payments" box on the first page has been completed. Customer hereby authorizes Lessor to debit Customer's account at the financial institution listed above and identified on the attached specimen cheque (the "Bank Account") for the purpose of making all payments due under this Agreement, in the amounts and on the payment dates set out herein in accordance with the terms of this Agreement (this authority to debit Customer's Bank Account is called your "PAP Authorization"). Customer acknowledges that the PAP Authorization is provided for the benefit of Lessor and Customer's financial institution and is provided in consideration of the financial institution agreeing to process debits against your Bank Account in accordance with the rules of the Canadian Payments Association. Customer acknowledges that this PAP Authorization is for business purposes only and not for personal, family or household purposes. Customer may cancel this PAP Authorization at any time, subject to providing Lessor 30 days prior notice of cancellation. To obtain a sample cancellation form, Customer may contact its financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). Customer acknowledges that this PAP Authorization applies only to the method of payment under this Agreement and any cancellation of this PAP Authorization does not cancel, and has no effect, upon obligations under this Agreement. Customer acknowledges that Lessor may assign this PAP Authorization, whether directly or indirectly, by operation of law, change of control or otherwise, by providing at least 10 days prior notice to Customer, including the identity and contact information of the Assignee. Customer further acknowledges that receipt of Assignee's invoice shall be sufficient notice of the assignment of this PAP Authorization. Customer has certain recourse rights if any debit does not comply with this PAP Authorization. For example, Customer has the right to receive reimbursement for any debit that is not authorized or is not consistent with this PAP Authorization. To obtain more information on these recourse rights, Customer should contact its financial institution or visit [www.cdnpay.ca](http://www.cdnpay.ca). To make inquiries, obtain information or seek recourse with respect to any debit issue by Lessor under this PAP Authorization, Customer may contact Lessor by fax at 1-888-863-8584, or if assigned, to Assignee at the contact number noted on Assignee's invoice. Customer consents to the disclosure of any personal information contained in this PAP Authorization to Lessor's financial institution, and to any such Assignee or successor, for the purposes of this PAP Authorization. Customer waives any right to receive any notice, written or otherwise, of the amount(s) to be debited and the date(s) on which such debits are to be processed, as well as notice of future changes to the amount(s) or payment dates. This waiver does not apply to sporadic or one-time debits for which Customer's specific authorization is required. Customer warrants that all persons whose signatures are required to sign on the Bank Account have signed this Agreement.
7. **CONTINUING AGREEMENT.** Provided Customer is not in default hereunder, this Agreement will be automatically renewed on a month-to-month basis upon the expiration of the Term ("Renewal Period") upon and subject to the terms and conditions set forth herein including the periodic Rental unless either Lessor or Customer has notified the other in writing within thirty (30) days prior to the expiration of the Term to the effect that the Renewal Period will not be entered into. During the Renewal Period, either party may cancel this Agreement by providing thirty (30) days' written notice to the other party.
8. **RETURN OF EQUIPMENT.** In the event either party elects not to proceed into the Renewal Period or being in the Renewal Period elects to cancel this Agreement, Customer shall, at its own risk and expense, immediately return the Equipment to Lessor, or its designated agent, in the same condition as when delivered, ordinary wear and tear excepted, at such location as Lessor shall designate.
9. **LAWS AND TAXES.** Customer shall comply with all governmental laws, regulations and orders relating to this Agreement, the Equipment and its use and agrees to pay when due all license fees, assessments and all taxes, including but not limited to sales, goods and services, property, excise, and other taxes now or hereafter imposed by any federal, provincial, municipal or other taxing authority upon this Agreement or any Equipment, or the purchase, ownership, delivery, renting, possession, use, operation and return thereof (but excluding income and capital taxes of Lessor). Lessor may in its discretion pay any fees, taxes or other lawful charges which Customer fails to pay, whereupon such amounts shall become immediately due from Customer to Lessor.
10. **EQUIPMENT RISK AND INSURANCE.**
  - a) **Risk.** The Equipment shall be at the risk of Customer.
  - b) **Liability Insurance.** When required by Lessor, Customer shall obtain and maintain for the entire Term and any Renewal Period of this Agreement, at its own expense, insurance against liability arising from damage to property of others and bodily injury or personal injury ("Liability Insurance") in such amounts, in such form and with such insurers as shall be satisfactory to Lessor. Lessor shall be named as an additional insured in such Liability Insurance policy.
  - c) **Property Insurance.** Customer shall obtain and maintain for the entire Term and any Renewal Period of this Agreement, at its own expense, property insurance against loss, theft, damage or destruction of the Equipment ("Property Insurance") in such form and with such insurers as shall be satisfactory to Lessor and in an amount not less than the full replacement value of the Equipment or the then relevant Financial Obligation as set forth in the section entitled Default, whichever is greater, naming Lessor as the sole loss payee. A certificate of insurance or other evidence satisfactory to Lessor shall be delivered to Lessor or its designee within thirty (30) days of this Agreement. Customer agrees that if it does not provide Lessor with satisfactory evidence of Property Insurance within the required time period, then Lessor shall have the right, but not the obligation, to have its own Property Insurance placed on the Equipment at Customer's expense. Customer's expense shall include the full premium paid by Lessor and any charges or fees of Lessor or its designee associated with Lessor placing its own insurance on the Equipment. Customer agrees that the Rental shall be increased to cover such expense during the period such Property Insurance is in effect.
  - d) **Discontinuance of Property Insurance.** Lessor may, at its sole discretion, at any time discontinue the provision of its own Property Insurance coverage by providing Customer with thirty (30) days written notice of such discontinuation, in which event Customer's insurance obligations to provide Property Insurance, at its own expense, shall apply.
  - e) **Payment upon loss or damage.** In the event that any item of the Equipment shall become lost or stolen, destroyed or damaged beyond repair for any reason, or in the event of any condemnation, confiscation, theft or seizure or expropriation of such item, Customer shall promptly notify Lessor and pay to Lessor with respect to such item or items an amount of equal to Customer's then relevant Financial Obligation.
11. **ASSIGNMENT BY CUSTOMER.** Customer agrees not to sell, assign, sublet, pledge, hypothecate or otherwise encumber or suffer a lien upon or against an interest in this Agreement or the Equipment without the prior written consent of Lessor. In the event of an assignment, Customer agrees to pay an assignment fee to Lessor, to be determined by Lessor as a reasonable estimate of its administrative costs to assess and document the assignment.
12. **TITLE.** Lessor is the owner of the Equipment, but not the software which accompanies or resides in the Equipment ("Software"). Customer shall have no right, title or interest in the Equipment other than, conditional upon Customer's compliance with and fulfillment of the terms and conditions of this Agreement, the right to maintain possession and use of the Equipment for the full Term and any Renewal Period. Customer's rights to the Software shall be governed by the Software license accompanying or imbedded in the Software. Lessor may require plates or markings to be affixed to or placed on the Equipment indicating Lessor is the owner. Lessor and Customer hereby confirm their intent that the Equipment shall always remain and be deemed personal or moveable property, even though said Equipment may hereafter become attached or affixed to realty.
13. **CONTRACT REPLACEMENT.** If Customer has a rental or lease contract that is being terminated and replaced by this Agreement, Customer hereby acknowledges and consents that the remaining balance of payments and other amounts owing under any such replaced contract have been prorated and included in the Rental payable under this Agreement.
14. **DEFAULT.** The occurrence or happening of any one or more of the following events shall constitute an event of default: (i) failure by Customer to pay any Rental or other amounts payable hereunder within five (5) days of the due date thereof; (ii) failure by Customer to perform or observe any covenant, condition or agreement to be performed or observed hereunder and such failure shall continue for a period of 20 days; (iii) any representation or warranty made by Customer herein or in any document or certificate furnished to Lessor in connection herewith or pursuant hereto shall prove to be incorrect at any time in any material respect; (iv) if Customer enters into a transaction involving the sale of its assets in bulk or if Customer attempts to sell or dispose of, or in any way part with possession of any of its assets outside the ordinary course of its business; (v) if Customer becomes insolvent or bankrupt or makes an assignment for the benefit of creditors or consents to the appointment of a trustee or receiver, or a trustee or receiver be appointed for Customer or for a substantial part of its property; (vi) if bankruptcy, reorganization or insolvency proceedings be instituted by or against Customer; (vii) a writ, execution, attachment or similar process be issued or levied against the Equipment. Upon the happening of an event of default, Lessor in its absolute discretion may: (a) enter upon the premises where the Equipment is located and take immediate possession thereof, whether it is affixed to realty, and remove the same, without liability to Lessor for or by reason of such entry or taking of possession, whether for damage to property or otherwise, and sell, rent or otherwise dispose of the same for such consideration and upon such terms and conditions as Lessor may reasonably deem fit; (b) in the name of and as the irrevocably appointed agent and attorney for Customer and without terminating or being deemed to have terminated this Agreement, take possession of the Equipment and proceed to rent the Equipment to any other person, firm or corporation on such terms and conditions, for such rental and for such period of time as Lessor may deem fit and receive, hold and apply the same against monies expressed to be payable from time to time by Customer hereunder; (c) terminate this Agreement and by written notice to Customer specifying a payment date not earlier than five (5) days from the date of such notice, require Customer to pay to Lessor as its financial obligation ("Financial Obligation") on the date specified in such notice the sum of (i) any Rental and other amounts due and unpaid, and (ii) as a genuine pre-estimate of liquidated damages for loss of a bargain and not as a penalty, an amount equal to the present value of the aggregate of all Rental payable to the expiration of the Term calculated by discounting such amounts at the lower of the inherent rate in this Agreement (as determined by Lessor, acting reasonably) and two percent (2%) per annum, and (iii) the amount of any residual interest which Lessor may have in the Equipment and which was used in the establishment of the Rental and Term; (d) as a late charge, require the payment of interest at the rate of 24% per annum on any overdue payment until paid; plus all applicable taxes. Upon payment by Customer of its Financial Obligation, Lessor shall refund to Customer the net amount received by Lessor on any sale, lease or disposition of the Equipment after deducting all costs and expenses incurred by reason of the occurrence of the event of default or the exercise of Lessor's remedies in respect thereof, including selling commissions and expenses and legal fees and disbursements on a solicitor/client basis. Except as otherwise expressly provided above, no remedy referred to in this section is intended to be exclusive, but each shall be cumulative and in addition to any other remedy referred to above or otherwise available to Lessor at law or in equity.
15. **NOTICES.** Any notices and demands required to be given herein shall be given to the parties in writing and by registered mail at the address herein set forth, or to such other address as the parties may hereafter substitute by written notice given in the manner prescribed in this section. Lessor and Customer hereby agree that all documents, including this Agreement, sent by facsimile or other means of electronic transmission to the other party shall be considered to be original documents.
16. **FURTHER ASSURANCES.** Customer will promptly execute and deliver to Lessor such further documents and take such further action as Lessor may request in order to more effectively carry out the intent and purpose hereof. At Lessor's request, Customer shall send Lessor its audited and/or unaudited financial statements within fourteen (14) days of such request.
17. **COLLECTION CHARGES.** Should Customer fail to pay when due any Rental or other amount required to be paid to Lessor hereunder, Customer shall pay to Lessor, in addition thereto, a late charge of ten dollars (\$10.00) for each month or part thereof for which said Rental or other sum shall be delinquent together with interest on any and all delinquent payments and amounts in default from the date thereof until paid in full at the rate of 24% per annum calculated monthly. Customer further agrees to pay to Lessor a returned cheque or non-sufficient funds (NSF) charge established by Lessor from time to time.
18. **CREDIT INVESTIGATION.** CUSTOMER HEREBY CONSENTS TO LESSOR CONDUCTING A PERSONAL INVESTIGATION OR CREDIT CHECK UPON CUSTOMER SUBJECT TO APPLICABLE LEGISLATION. AT LESSOR'S REQUEST, CUSTOMER AGREES TO PAY A CONTRACT INITIATION FEE TO LESSOR TO COVER LESSOR'S INITIAL PROCESSING AND REGISTRATION COSTS.
19. **ADD-ON EQUIPMENT.** Customer and Lessor agree that additional Equipment ("Add-on Equipment") may be rented pursuant to this Agreement, the terms and conditions of which shall apply thereto, provided Customer and Lessor agree in writing to the specific terms and conditions of such rental. Any such written agreement, which may include a purchase order issued by Customer for such Add-on Equipment, shall provide: (1) reference to this Agreement; (2) a description of the Add-on Equipment; (3) the Term of such rental; (4) the payment frequency or number of payments; and (5) the Rental amount payable for the Add-on Equipment. The rental of such Add-on Equipment shall be subject to the terms and conditions of this Agreement except as specifically provided in such written agreement.
20. **WAIVER.** The parties hereto agree that this document be written in the English language. Les parties aux présentes conviennent à ce que ce document soit rédigé en anglais.
21. **MISCELLANEOUS.** This Agreement shall be governed by the law of the Province or Territory in which the Equipment is located. Time is of the essence with respect to this Agreement and no waiver by Lessor of any default shall constitute a waiver of any other default by Customer or waiver of Lessor's rights. Should Customer fail to perform any obligation hereunder, Lessor may cause such obligation to be performed and the cost thereof together with interest at 24% per annum shall be considered as additional rental to be paid by Customer. This Agreement contains the whole of the agreement between the parties and there are no collateral agreements or conditions not specifically set forth herein and no modifications, amendments or variations shall be effective or binding unless agreed to in writing and properly executed by the parties. This Agreement shall be binding upon and enure to the benefit of the parties hereto, and their permitted successors and assigns. Any provision of this Agreement which is unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof and any such prohibition or unenforceability in any jurisdiction shall not invalidate or render unenforceable such provision in any other jurisdiction. The Customer acknowledges and agrees that clerical errors shall not affect the validity of this agreement and Lessor shall be entitled to unilaterally correct the same. CUSTOMER ACKNOWLEDGES THAT STATEMENTS UNDER THE VARIOUS PROVINCIAL PERSONAL PROPERTY SECURITY ACTS AND THE CIVIL CODE OF QUEBEC MAY BE REGISTERED WITH RESPECT TO THE AGREEMENT AND THE EQUIPMENT AND HEREBY WAIVES RECEIPT OF, AND THE RIGHT TO RECEIVE, A COPY OF ANY SUCH REGISTERED STATEMENT OR VERIFICATION STATEMENT WITH RESPECT THERETO. TO THE EXTENT NOT PROHIBITED BY ANY LAW APPLICABLE TO AND GOVERNING THIS AGREEMENT, CUSTOMER HEREBY WAIVES THE BENEFIT OF ALL PROVISIONS OF ANY LAW, STATUTE OR REGULATION WHICH WOULD IN ANY MANNER AFFECT LESSOR'S RIGHTS AND REMEDIES HEREUNDER, INCLUDING PROVISIONS OF THE LIMITATIONS OF CIVIL RIGHTS ACT OF SASKATCHEWAN. FOR PURPOSES OF THE CIVIL CODE OF QUEBEC, THE CUSTOMER ACKNOWLEDGES THAT THIS AGREEMENT SHALL BE CONSIDERED A CONTRACT OF LEASING.

## Delivery and Acceptance Certificate



CONTRACT NUMBER

Customer hereby acknowledges delivery and/or installation of the Equipment under the subject Agreement and confirms that the Equipment has been inspected, is in good operating condition, is totally fit for its intended purpose and is in all respects as represented.

Location of Equipment (if different than billing address)

Landlord Name and Address (Quebec Only)

### CUSTOMER

(Legal Name)

Municipality of West Elgin

The undersigned affirms that he/she is duly authorized to execute this Certificate.

BY: X Y  
(Authorized Signature)

TITLE: Y

DATE: Y

## Guaranty



CONTRACT NUMBER

For good and valuable consideration, the receipt of which is hereby acknowledged, the undersigned party ("Guarantor") unconditionally guarantees to Lessor or its Assignee the full and prompt performance by Customer under the subject Agreement referenced above, all of the obligations of Customer with respect to the subject Agreement and agrees to indemnify Lessor or its Assignee against any loss they may incur resulting from the failure by Customer to perform such obligations. Guarantor acknowledges having received a copy of the subject Agreement, and read and understood its terms and Customer's obligations thereunder. Guarantor agrees that it shall not be necessary, as a condition to enforce this Guaranty, that any notices, actions, rights or remedies against Customer to be first exhausted, it being understood and agreed that Guarantor is jointly and severally obligated with Customer for the due and complete performance of Customer's obligations under the subject Agreement. Guarantor's liability hereunder shall be primary, direct and in all respects unconditional and shall be binding upon its respective successors and assigns, and shall not be released unless specifically agreed to in writing by a duly authorized representative of the Lessor or its Assignee. Separate from and in addition to Guarantor's obligations above, should Customer be in default of the subject Agreement, Lessor may at its sole discretion, appoint Guarantor as the primary Customer for the unexpired Term thereunder in the same manner as if Guarantor was originally named Customer therein, and Guarantor hereby accepts such appointment.

### GUARANTOR

(Legal Name)

The undersigned affirms he/she is duly authorized to execute this Guaranty.

BY: X \_\_\_\_\_  
(Authorized Signature)

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_





## SERVICE AGREEMENT

INSTALL ADDRESS				BILLING ADDRESS			
Company:	Municipality of West Elgin			Company:			
Street Address:	22413 Hoskins Line			Street Address:			
City, Prov.:	Rodney, ON			City, Prov.:			
Postal Code:	N0L 2C0			Postal Code:			
Phone:	519-785-0560			Phone:			
Fax:				Fax:			
Main Contact:	James			Acct. Payable:			
E-mail:	taxcollector@westelgin.net			Acct. E-mail:			
<b>EQUIPMENT - Cost Per Copy (CPC)</b>							
<b>PART A: Base Charges</b>							
Model	CPC B/W	Base Copies B/W	CPC Color	Base Copies Color	Term	Contract Type	Base Rate Tax Total
FPI 2720					QTR	<input checked="" type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
						<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
						<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C	
<b>PART B: Covered/Included Copies</b>							
Model	Covered Copies B/W	Covered Copies Colored	Term	Contract Type	Additional Comments		
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
<b>PART C: Billable Overages</b> <input type="checkbox"/> Same as PART A							
Model	CPC Billable Overages B/W	CPC Billable Overages Color	Term	Contract Type	Additional Comments		
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
				<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C			
<b>INCLUDED SUPPLIES/SPECIAL PRICING/OTHER</b>							
Item # / Description	Included	Qty	Cost	Subtotal	Tax	Total	
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
	<input type="checkbox"/>						
<b>CONTRACTS</b>							
<b>Type A</b>		<b>Type B</b>		<b>Type C</b>			
Includes: - On-site maintenance - Parts & Labour - Consumables		Includes: - On-site maintenance - Parts & Labour		Includes: - Consumables Only			
<b>ADDITIONAL COMMENTS OR INSTRUCTIONS</b>							
1 yr service including all parts, labour and preventative maintenance; Client to go on call for service after first year							
Authorized Signature:				Title:			
Printed Name:				Date:			

SERVICE CONTRACT IS VOID IF TONER NOT APPROVED BY RIVAL OFFICE SOLUTIONS INC. IS USED. PLEASE READ ATTACHED TERMS AND CONDITIONS.

\* SHIPPING AND HANDLING FEES NOT INCLUDED

## BARRIE

111 Saunders Rd., Unit 5  
Barrie, ON L4N 9A7  
P: 705.722.6482  
F: 705.722.9389

## LONDON

990 Pond Mills, Unit A  
London, ON N6N 1A2  
P: 519.457.6482  
F: 519.451.7620

## KITCHENER/WATERLOO



## Terms and Conditions

**AUTHORIZED SERVICE:** All equipment purchased hereunder may not be tampered with or adjusted by anyone other than an authorized Rival Office Solutions Inc. representative. Any service and/or replacement parts required due to an unauthorized person performing repairs or maintenance will be charged to the Client in addition to the regular service agreement rates.

**OFF-HOURS SERVICE:** Service performed outside of Rival Office Solutions Inc.'s regular business hours is classified as off-hours and is chargeable to the Client.

**SPECIFIED RESPONSE TIME AGREEMENT:** Rival Office Solutions Inc. guarantees that it will meet the response time indicated on the face side of this agreement or any future amendment in writing. Provided that a Rival Office Solutions Inc. representative is not denied access to Client's premises to supply services hereunder.

### **CLIENT'S OBLIGATIONS UNDER RESPONSE TIME AGREEMENT:**

Response time is defined as the time accumulated during Rival Office Solutions Inc. normal working hours only, beginning with notification that service is desired and continuing until Rival Office Solutions Inc. responds to the Client. Notification to Rival Office Solutions Inc. must be made through the service telephone number provided.

The Client must have at least one individual designated as Key Operator who must have satisfactorily completed the Rival Office Solutions Inc. training. The Key Operator shall attempt pursuant to the instructions within the limitations prescribed in the Rival Office Solutions Inc. training and supporting documentation, to restore the Rival Office Solutions Inc. equipment to working order prior to initiating a request for service.

Advise Rival Office Solutions Inc. in writing of any change in location of the equipment being serviced hereunder, and Rival Office Solutions Inc. may elect, (but is not required) to either cancel or renegotiate this agreement.

**POWER SURGES:** This agreement does not cover equipment damage (i.e. circuit boards) caused by power surges (i.e. electrical storms, power failures).

**SOFTWARE/DATA INTEGRITY:** At the time of installation of the equipment, Rival Office Solutions Inc. will install software associated with the equipment for up to five (5) computers and/or provide training to a qualified agent appointed by the Client. Additional computers as well as software installation and/or training after the initial installation will be charged at the Software Support Rate of \$100.00 per hour and a minimum of 1 hour. Signing this agreement excludes Rival Office Solutions Inc. from any liability due to loss of data, however caused.

**SUPPLIES RETURN POLICY:** Supplies are eligible for return given the following:

- All goods shipped or ordered by Rival Office Solutions Inc. personnel in error.
- All goods which are found to be defective.
- Goods being returned because a Client has ordered in error or has cancelled his/her Rival Office Solutions Inc. equipment are subject to a handling cost of 25%.
- Individual items normally packaged in carton quantities may not be returned individually under any circumstances.
- Supplies must be returned within ninety (90) days from the shipping date, except when a machine exchange occurs.
- Client must call Rival Office Solutions Inc. office before any return occurs.

**EXCLUSION:** All service agreements shall not include any parts and/or service repair due to acts of God, fire, theft, vandalism, willful damage or unauthorized service under paragraph 1.

**ACCESS:** The Client agrees to provide Rival Office Solutions Inc. with free access to all equipment serviced by Rival Office Solutions Inc. reference hereunder in order to ensure the accuracy of meter readings, during normal business hours.

**METER:** The Client shall not tamper with any meter or do any act which will alter the accuracy of any meter readings. If Rival Office Solutions Inc. determines that the Client's meter reading is inaccurate, Rival Office Solutions Inc., may in addition to any other legal or equitable remedy available to it, terminate this agreement upon 3 days written notice.

**TONER REPLACEMENT:** Only Rival Office Solutions Inc. approved toner may be used in the equipment associated with this agreement. When replacing toner, the outlined cleaning process must be followed. Failure to comply will decrease copy quality and damage components, all damages (i.e. replacement parts and labour) will be chargeable to the Client.

**PAYMENT TERMS:** Payment of service is invoiced on the 1st day of the initial term of the agreement and is payable upon receipt of invoice. A minimum of \$100.00 per quarter applies to all Type A & B agreements.

**TAXES:** Any and all taxes which may apply with respect to the Service Agreement shall be paid by the Client unless expressly otherwise prescribed by law.

**ANNUAL INCREASES:** Rival Office Solutions Inc. reserves the right to increase or decrease the maintenance agreement or cost per copy rate at their discretion annually without notice.

**TERMINATION:** At any time after the expiry date of the initial term hereof, either party may terminate this Service Agreement hereunder upon not less than 30 days written notice to the other party, in which case the unearned portion of any advanced payment made to Rival Office Solutions Inc. will be credited to the Client, except where such payment has been financed by a Third Party Financial - Intermediary, to whom such credit will be paid.

**ASSIGNMENT:** This Service Agreement may not be transferred or assigned by the Client.

**INSURANCE:** The Client shall obtain and maintain, at its own expense, property damage and legal liability insurance and insurance for all risks of physical loss or damage to the equipment including without limitation, theft and such other risk of loss as are customarily covered by insurance on the types of equipment hereunder.

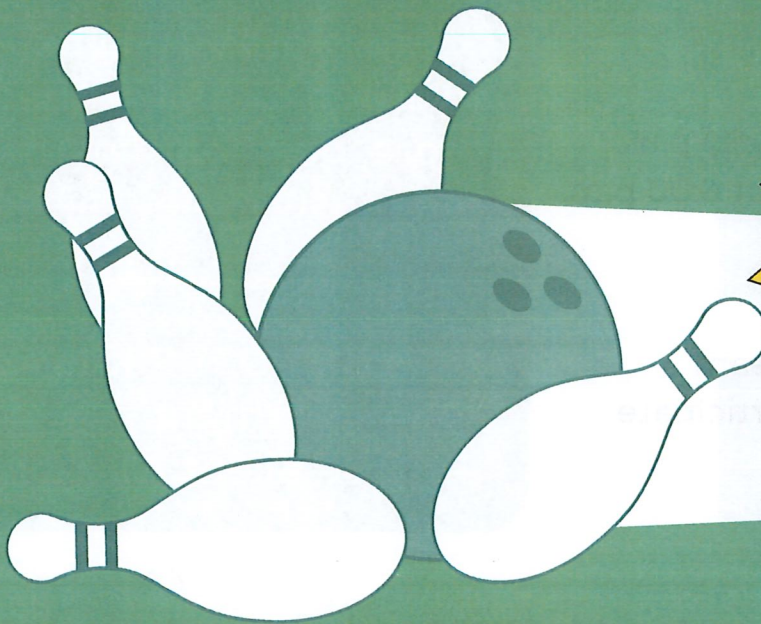
**LIMITATION OF LIABILITY:** In no event shall Rival Office Solutions Inc. be liable for any consequential or other damages suffered by the Client in connection with any failure to provide service hereunder.



## Terrace Lodge

COMFORTS OF HOME

# Bowling Tournament and Fundraiser



Municipal  
Bowling  
Bash!

**Saturday, September 21st**

Doors open at 4 p.m.

**Cy's Lanes & Lounge**

438 Talbot Street East, Aylmer



Municipality of  
Dutton Dunwich



MUNICIPALITY OF  
West Elgin



TOWNSHIP OF  
**Southwold**



TOWNSHIP OF  
**MALAHIDE**  
A proud tradition, a bright future.







**Terrace Lodge**  
COMFORTS OF HOME

## Tournament Registration Information

Join us for an evening of bowling, food, and fun!  
Proceeds from this event will provide Terrace Lodge residents with the **Comforts of Home** and will help wrap up the fundraising campaign. Don't miss it!!

### Tournament Details:

**Location:** Cy's Lanes & Lounge, 438 Talbot Street East, Aylmer

**Date:** Saturday, September 21, 2024

#### Time:

- Doors open at 4 p.m.
- First bracket plays at 4:30 p.m.
- Second bracket plays at 6:00 p.m.

### Team Requirements:

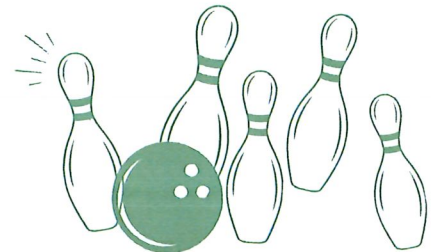
- Up to six players per team
- Up to 16 teams can participate
- Two games per team

Team prizes will be awarded for the highest score, best team name, and most money raised!

Food - DJ - Raffle  
Entertainment - Door  
Prizes - Silent Auction

### Entry Fee:

- First team from each municipality \$3,000
- All other teams \$1,500
- Non-players \$20 cover charge



To register your team and obtain your pledge forms, contact  
Dominique Giguère, Fundraising Committee Chair  
[dgiguere@elgin.ca](mailto:dgiguere@elgin.ca) or 548-888-6252

Completed pledge forms and entry fees will be due by September 11



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

July 18<sup>th</sup>, 2024

Eric Jensen & Lisa Veldman  
25464 Queens Line  
West Lorne, ON

Dear Eric Jensen & Lisa Veldman,

**RE: Severance Application E 44-24**  
Lot 19, Concession 7  
25248 Queens 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 **June 26, 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 Towstiuć, [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)



# MUNICIPALITY OF West Elgin

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-58

#### Being a By-law to Authorize the Execution of a Site Plan Agreement With Shree Rodney Gas Station Inc. (239-241 Furnival Road)

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

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Shree Rodney Gas Station Inc. (239-241 Furnival Road)

**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 Encroachment Agreement with Shree Rodney Gas Station Inc. (239-241 Furnival Road) Attached hereto as "Schedule A".
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on August 15, 2024.

Read a first, second, and third time and passed this 15<sup>th</sup> day of August 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



# MUNICIPALITY OF **West Elgin**

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-59

#### Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 25248 Queen's Line.

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

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

1. That Schedule "A" Map No. 41 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands outlined in heavy dashed lines, and from **Agricultural (A1) Zone** to **Restricted Agricultural, (A3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 19, Concession 7, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 15<sup>th</sup> day of August 2024.

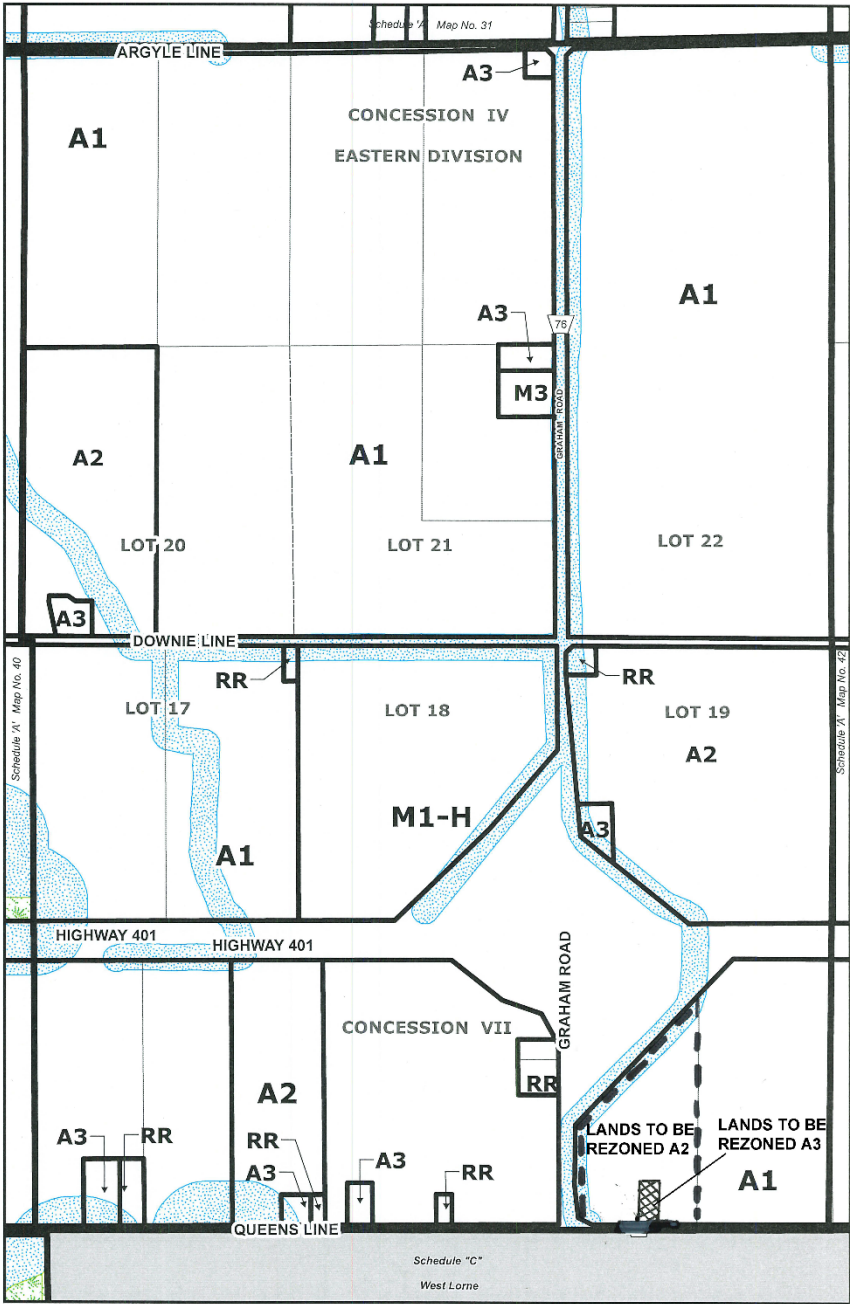
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Richard Leatham  
Mayor

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Terri Towstiuć  
Clerk



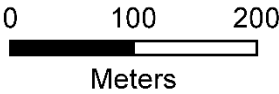


This is Schedule "A" to By-law No. 2024-59  
passed on the 15th day of August, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
CLERK

MUNICIPALITY OF WEST ELGIN  
Comprehensive Zoning By-Law  
2015-36 SCHEDULE 'A' MAP 41





MUNICIPALITY OF  
**West Elgin**

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

### **By-Law No. 2024-60**

#### **Being a By-Law to adopt a Policy “Volunteer Recognition Awards”**

**Whereas** section 5(3) of the *Municipal Act 2001*, S.O. 2001, c25, as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** the Council of the Municipality of West Elgin deems it expedient to adopt Volunteer Recognition Awards Policy; and

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

1. That Policy Volunteer Recognition Awards identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on August 15, 2024.

Read a first, second, and third time and finally passed this 15th day of August 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk





MUNICIPALITY OF  
**West Elgin**

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

### **By-Law No. 2024-61**

#### **Being a By-Law to adopt a Policy “Memorial and Commemorative Bench Policy”**

**Whereas** section 5(3) of the *Municipal Act 2001, S.O. 2001, c25*, as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** the Council of the Municipality of West Elgin deems it expedient to adopt Memorial and Commemorative Bench Policy; and

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

1. That Memorial and Commemorative Bench Policy identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on August 15, 2024.

Read a first, second, and third time and finally passed this 15th day of August 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



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

### **BY-LAW NO. 2024-62**

#### **Being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1**

**WHEREAS** By-Law 2001-50, being a By-Law to regulate parking and traffic in conjunction with County of Elgin Parking By-Law No. EG1, was enacted on the 22<sup>nd</sup> day of November, 2001;

**AND WHEREAS** it is deemed necessary to provide for restricted parking in a specified location or locations within various communities in the Municipality of West Elgin.

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

1. That parking restrictions shall be established on a portion of the Centre Street, Rodney, as attached in Schedule A1.
2. That parking restrictions shall be established on a portion of the Munroe Street, West Lorne, as attached in Schedule A2.
3. That Section A1 and A2 of By-Law 2001-50 for the Municipality of West Elgin be deleted and thereafter replaced with Schedule "A1 and A2" attached hereto to reflect the particulars of the said restricted parking described in paragraph 1 and 2 above.
4. That this By-Law shall come into force and effect as of the date of passing thereof.

Read a first, second, and third time and finally passed this 15<sup>th</sup> day of August 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

BY-LAW 2024-62

SCHEDULE “A-1”

No Parking Zones – Section 20 (21)  
in the Former Village of Rodney & Former Township of Aldborough

Column 1	Column 2	Column 3	Column 4	
<u>HIGHWAY</u>	<u>SIDE OR SIDES</u>	<u>FROM</u>	<u>TO</u>	<u>TIMES OR DAYS</u>
Harper St.	Both	Furnival Road	Jane St.	Any time
Queen St.	North	Monroe St.	Third St.	Any time
King St.	Both	West side of Furnival Road	West side of Jane St.	Any time Any time
Jane St.	Both	King St. North	Projection of northerly property line of 173 Jane St.	Any time
Centre St.	North	130 Meters W Of the W Limits Of Furnival Rd.	W. End of ROW (Centre St), being a distance of 70M.	Any Time

**BY-LAW 2003-71**

**SCHEDULE “A-2”**

**NO PARKING ZONES - SECTION 20(21)  
FORMER VILLAGE OF WEST LORNE**

Column 1	Column 2	Column 3		Column 4
<u>Highway or other road</u>	<u>Side or Sides</u>	<u>From</u>	<u>To</u>	<u>Times Or Days</u>
Argyle St.	Both	Maple St.	Elm St.	Any time
Elm St.	North	East side of Graham Road	East side Argyle St.	Any time
Finney St.	Both	Jane St.	Gilbert St.	8:00 a.m. to 4:00 p.m. Monday to Friday
Frederic	Both	West Side of Graham Road	West side Finney St.	Any time
Graham Rd. East (high school)	East	91 m. northerly from the Village limit	120 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. West (high school)	West	109 m. northerly from the Village limit	127 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. East (Arena)	East	109 m. south of Jessie St.	33 m. south	Any time
Graham Rd. East	East	South side of Main St.	31 m. south	Any time
Jane St.	South	West side of Graham Road	West side of Finney St.	Any time
John St.	North	East side of Graham Road	Village limits	Any time
Main St. (Bank)	North	West side of Graham Road	23 m. west	Any time
Main St.	South	West side of Graham Road	20 m. west	Any time

Column 1	Column 2	Column 3		Column 4
<u>Highway or other road</u>	<u>Side or Sides</u>	<u>From</u>	<u>To</u>	<u>Times Or Days</u>
Parking Lot 2	South side of arena wall	36 m. east of Graham Road	6 m. east	Any time except for emergency vehicles
West Elgin Municipal Complex (Graham Rd.)	Both	East of Graham Road	36 m. east	Any time
Munroe St	North	W Property limits of Graham Rd	103M W of W property limit Of Graham Rd.	Anytime
Munroe St	South	E Property limits of Ridge St	West property limit of Graham Road, being 140M	Anytime





# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2024-63**

#### **Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on August 15, 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 August 15, 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 15<sup>th</sup> day of August 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk