



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: September 12, 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 September 12, 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 By-law Amendment Application D14 2-2023 & Draft Plan of Subdivision Application 34T WE2301, 22003 Queens Line**

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2023 and Draft Plan of Subdivision 34T-WE2301 for lands on the south side of Queen’s Line (address 22003) – Recommendation Report – (Planning Report 2024-27);

That West Elgin Council approve the zoning by-law amendment for the subject parcel on Queen’s Line to:

- i. Rezone the property from Future Residential (FR) & Residential First Density (R1) to a site-specific Residential First Density Special Use Regulation 11 (R1-11);
- ii. Rezone the property from Future Residential (FR) to Residential Third Density Special Use Regulation 7 (R3-7);
- iii. Establish site-specific regulations for each of the proposed special zones. That West Elgin Council receives comment from the public for the Draft Plan of Subdivision and direct staff to provide a resolution of support for the Draft Plan of Subdivision 34T WE 2301 to the County of Elgin for approval. That West Elgin Council consider the proposed amendment to the West Elgin Comprehensive Zoning by-law, as presented in the by-law portion of the September 12, 2024, Council Agenda.

**4.2 Applicant and/or Public Comment**

**4.3 Council Comment**

**4.4 Adjournment of Public Meeting**

Recommendation:

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

**5. Adoption of Minutes**

Recommendation:

That West Elgin Council hereby adopt the Minutes of August 15, 2024 as presented.

**5.1 Committee and Board Minutes**

79

Recommendation:

That West Elgin Council hereby acknowledge receipt of the minutes from the West Elgin Community Centre Board of Management, April 10, 2024; the Recreation Committee, July 22, 2024; And the Four Counties Transit Committee, July 22, 2024, as information only.

**6. Business Arising from Minutes**

**7. Staff Reports**

**7.1 Planning**

**7.1.1 Severance Application E70-24 – Comment to Elgin County**

87

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E70-24 – Comments to the County of Elgin (Planning Report 2024-28);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E70-24, 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

**7.2 Building**

**7.2.1 Monthly Building Report, August 2024**

97

Recommendation:

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

**7.3 Fire**

**7.3.1 Monthly Fire Report, July & August 2024** 99

Recommendation:

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

**7.4 Municipal Drains**

**7.4.1 Section 4, Petition for Drainage Works** 103

Recommendation:

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

That Council approve request for the construction of a new tile drain, dated July 23, 2024, submitted by Brian McGill; and

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

**7.4.2 South Rodney Drain Tender** 107

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Clerk, Re: Tender Results, South Rodney Drain; and

That Council approve the low tender submission from Gillier Construction for the South Rodney Drain, in the amount of \$258,092 (HST included); and

That the third reading of the by-law will be read during the by-law portion of the meeting, allowing drainage work to commence ten (10) days afterward.

**7.5 Clerk's**

**7.5.1 Declaration of Council Vacancy, Ward 3** 109

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Declaration of Vacancy, Councillor, Ward 3; And

Whereas former Ward 3 Councillor Michelle Navackas resigned from Council on August 15, 2024;

Therefore, pursuant to section 262 (1) of the Municipal Act, 2001, Council of the Municipality of West Elgin does hereby declare the office of Councillor, Ward 3, to be vacant.

**7.5.2 Filling the Vacancy of Ward 3 Councillor** 111

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk re: Options, Filling the Vacancy of Ward 3 Councillor; And

That Council approves Option 1, being Appointment by Call for Applications to fill the vacancy of the Councillor, Ward 3; And

That Council hereby directs staff to proceed with the requirements of Option 1, including scheduling a Special Meeting of Council on Thursday, October 17, 2024 at 4:00pm.

**7.5.3 Committee and Board Attendance/Coverage** 115

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Committee and Board Attendance and Coverage, for information purposes only.

**7.6 Finance/Administration**

### **7.6.1 Rodney Sewage Tender Authorization**

117

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Rodney Sewage Tender authorization and That West Elgin council approves the tender from Brinam Excavating Ltd. in the amount \$3,362,386.67 plus applicable taxes;

And That, West Elgin Council approves the request for additional engineering services from RV Anderson in the amount of \$44,112.35 plus applicable taxes;

And That West Elgin Council approves additional cost for engineering services for classified areas in the amount of \$41,520.60 plus applicable taxes.

### **7.6.2 Roots and Revival Event Update**

131

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Roots & Revival event update for information only;

And That, West Elgin Council approves the execution of the agreement with Canadian Urban Institute as attached to this report;

And That West Elgin Council authorizes to release of funds amounting to the maximum of \$130,000.00 to cover the upcoming deposits and critical purchases for the festival.

And That, West Elgin Council approves in-kind contribution for the purpose of Recreation Center rental in the amount of \$3,000.00

And That, West Elgin Council approves in-kind of contribution related to the road closure permit application and staff time in the amount of \$1,700.00

**7.6.3 Investment Proposal** 157

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: ONE Investment proposal;

And That, West Elgin Council give the Treasurer full authority to invest through ONE Investment and add all ONE Investment Portfolios (HISA, Bond, Corporate Bond, and Equity) as eligible investments for the municipality.

And that; West Elgin council approves a transfer in the amount of \$1,000,000.00 to ONE Investment account for the purpose of establishing an investment portfolio consisting of bonds, equity and high interest savings account;

**7.6.4 Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity** 162

Recommendation:

That the West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Community Sport and Recreation Infrastructure Fund Grant funding opportunity;

And That, the West Elgin Council the submission of a grant application for the purpose of arena renovations;

And That, the Municipality of West Elgin shall partner with the Municipality of Dutton-Dunwich to strengthen the grant application.

**7.6.5 Year-to-Date Financials, August 31, 2024** 187

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 YTD Financials as of August 31, 2024 to be received and filed.

- 8. **Committee and Board Reports or Updates**
- 9. **Notice of Motion**
- 10. **Council Inquires/Announcements**
- 11. **Correspondence**

11.1	<b>Elgin County Council Highlights, August 13, 2024</b>	208
11.2	<b>City of Cambridge, Mental Health and Addictions Survey Results</b>	211
11.3	<b>Press Release, Rural Municipal Leaders Support ‘Solve the Crisis’ Campaign to Address Homelessness and Mental Health</b>	264
11.4	<b>Communities in Bloom Symposium and Awards, September 19, 2024</b>	269
11.5	<b>County of Elgin, Notice of No Appeals, E 47-24</b>	270
11.6	<b>County of Elgin, Notice of Decision, E 63-24 to E35-24</b>	271
11.7	<b>County of Elgin, Notice of Decision, E 67-24</b>	275
11.8	<b>Enbridge Gas and Imperial Webinar Invitation Re: Enabling Carbon Capture and Storage in Ontario</b>	278
<b>12.</b>	<b>Items Requiring Council Consideration</b>	
12.1	<b>October 10, 2024 Council Meeting</b>	
	<p>Pursuant to the Regular Council Meeting schedule, Council will commence at 4:00pm on October 10, 2024. This presents a conflict due to staff participating in leadership training as part of the Organizational Review, which will take place that day until 4:00pm.</p> <p>To accommodate the training schedule, and allow staff time to travel to Council, staff are requesting a time change, which will adjust the start time of the Regular Council meeting to 5:00pm.</p> <p>Recommendation: That pursuant to Section 4.2.2 of West Elgin By-law 2024-05, Procedural By-law, West Elgin Council hereby alter the start time of the October 10, 2024, Regular Council meeting to commence at 5:00pm.</p>	
12.2	<b>Water Distribution Endorsement</b>	279
	<p>Recommendation: That West Elgin Council hereby receive and endorse the Operational Plan for the West Elgin Distribution System; And</p> <p>that Council hereby authorize the Mayor and CAO to sign the Operational Plan, as required.</p>	



**12.3 Roots and Revival Road Closure** 368

Recommendation:

That West Elgin Council hereby receive the letter dated September 5, 2024, from Kathy Navackas, Festival Coordinator, Roots and Revival;  
And

That Council approve the road closure request for Furnival Road, Saturday, October 5 and Saturday October 12, 2024, both between the hours of 8:30am and 6:00pm, between Moriah Street and Clark Street, for the accommodation of a vendor's market.

**12.4 Lake of Bays and Terrace Bay Resolutions Re: Request for Provincial Government to Address Physician Shortage** 369

Recommendation:

That West Elgin Council hereby supports the recommendations received from the Township of Terrace Bay and the Township of Lake of Bays Re: Physician Shortage; And

That Council direct staff to forward the letter of support and corresponding recommendation letters to the Premier of Ontario, the Ontario Minister of Health, the Chief Medical Officer of Health, the Association of Municipalities of Ontario, the Ontario Medical Association, local MP and local MPP.

**12.5 Township of Terrace Bay resolution Re: Ontario Long Service Medals** 372

Recommendation:

That West Elgin Council hereby supports the recommendation received from the Township of Terrace Bay Re: Ontario Long Service Medals;  
And

That Council direct staff to forward the letter of support and corresponding recommendation to the Premier of Ontario, Minister of Health, Solicitor General, Minister of Citizenship, local MP and local MPP.

**12.6 City of Quinte West Re: Canada Community Building Fund 374**

Recommendation:

That West Elgin Council hereby supports the recommendation received from the City of Quinte West Re: The Canada Community-Building Fund; And

That Council direct staff to forward the letter of support and corresponding recommendation to the Office of the Prime Minister, Minister of Finance, President of AMO, local MP and local MPP.

**12.7 Tay Valley Township resolution Re: Province Removes Wetlands Protection for Eastern Ontario 376**

Recommendation:

That West Elgin Council hereby supports the recommendation received from the Tay Valley Township Re: Province Removes Wetlands from Eastern Ontario; And

That Council direct staff to forward the letter of support and corresponding recommendation to the Minister of Natural Resources, Rural Ontario Municipal Association (ROMA), local MP and local MPP.

**12.8 Councillor Denning, Bowling Tournament 378**

Recommendation:

That West Elgin Council hereby authorize Councillor Denning to attend the Terrace Lodge Bowling Tournament and Fundraiser, offering support and benefits to the residents of West Elgin; And

That Council authorize a fee payment of \$1,500 OR \$3,000.

**13. Upcoming Meetings**

**14. By-Laws**

**14.1 2024-52, South Rodney Drain, 3rd Reading 380**

Recommendation:

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 third and final time.

- 14.2 2024-64, Zoning By-law Amendment, 22003 Queens Line** 382
- Recommendation:  
That By-law 2024-64, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 22003 Queen’s Line, be read a first, second and third and final time.
- 14.3 2024-65, Gas Tax Funding Agreement for Public Transportation** 386
- Recommendation:  
That By-law 2024-65, being a By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program, be read a first, second and third and final time.
- 14.4 2024-66, Agreement with Canadian Urban Institute Re: Roots and Revival Festival** 419
- Recommendation:  
That By-law 2024-66, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Canadian Urban Institute for the purposes of My Main Street 2.0 Community Activator Stream Ultimate Recipient Funding Agreement, 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), being the security of the property of the municipality; Section 239 (2)(b), personal matters about identifiable individuals, including municipal or local board employees; And Section 239(2)(c), a proposed or pending acquisition or disposition of land by the municipality.
- 16. Report from Closed Session**
- Clerk to provide Report from Closed.
- 17. Confirming By-Law** 442
- Recommendation:  
That By-law 2024-67 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 12, 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 26, 2024, or at the call of the Chair.



## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-08-20  
**Subject:** Zoning By-law Amendment Application D14 2-2023 & Draft Plan of Subdivision Application 34T WE2301 – Recommendation Report – (Planning Report 2024-27)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2023 and Draft Plan of Subdivision 34T-WE2301 for lands on the south side of Queen’s Line (address 22003) – Recommendation Report – (Planning Report 2024-27);

That West Elgin Council approve the zoning by-law amendment for the subject parcel on Queen’s Line to:

- i) Rezone the property from Future Residential (FR) & Residential First Density (R1) to a site-specific Residential First Density Special Use Regulation 11 (R1-11);
- ii) Rezone the property from Future Residential (FR) to Residential Third Density Special Use Regulation 7 (R3-7);
- iii) Establish site-specific regulations for each of the proposed special zones.

That West Elgin Council receives comment from the public for the Draft Plan of Subdivision and direct staff to provide a resolution of support for the Draft Plan of Subdivision 34T WE 2301 to the County of Elgin for approval.

That West Elgin Council consider the proposed amendment to the West Elgin Comprehensive Zoning by-law, as presented in the by-law portion of the September 12, 2024, Council Agenda.

### **Purpose:**

The Municipality of West Elgin has received the above-noted applications for lands located on the south side of Queens Line, immediately east of the Rodney Cemetery. The subject property is designated Residential by the Official Plan. The current zoning on the property is Residential First Density, (R1) Zone and Future Residential, (FR) Zone under the West Elgin Zoning By-law.

The subject lands total 3.14 ha (7.75 ac.) in area with frontage of 59.1 m 193.89 ft. along Queen’s Line. (Figure One) The property also has 20.1 m (66 ft.) of frontage at the current end of Harper St. The property is currently vacant. A draft plan of subdivision application has also been filed with the Municipality and County of Elgin which proposes a total of 28 new lots for single detached dwellings and two blocks at the end of Street “A” for townhouse development (See Figure Two). The applicant has also filed an application for a site-specific zoning amendment to rezone the lands to permit residential development and establish site-specific regulations.

**Background:**

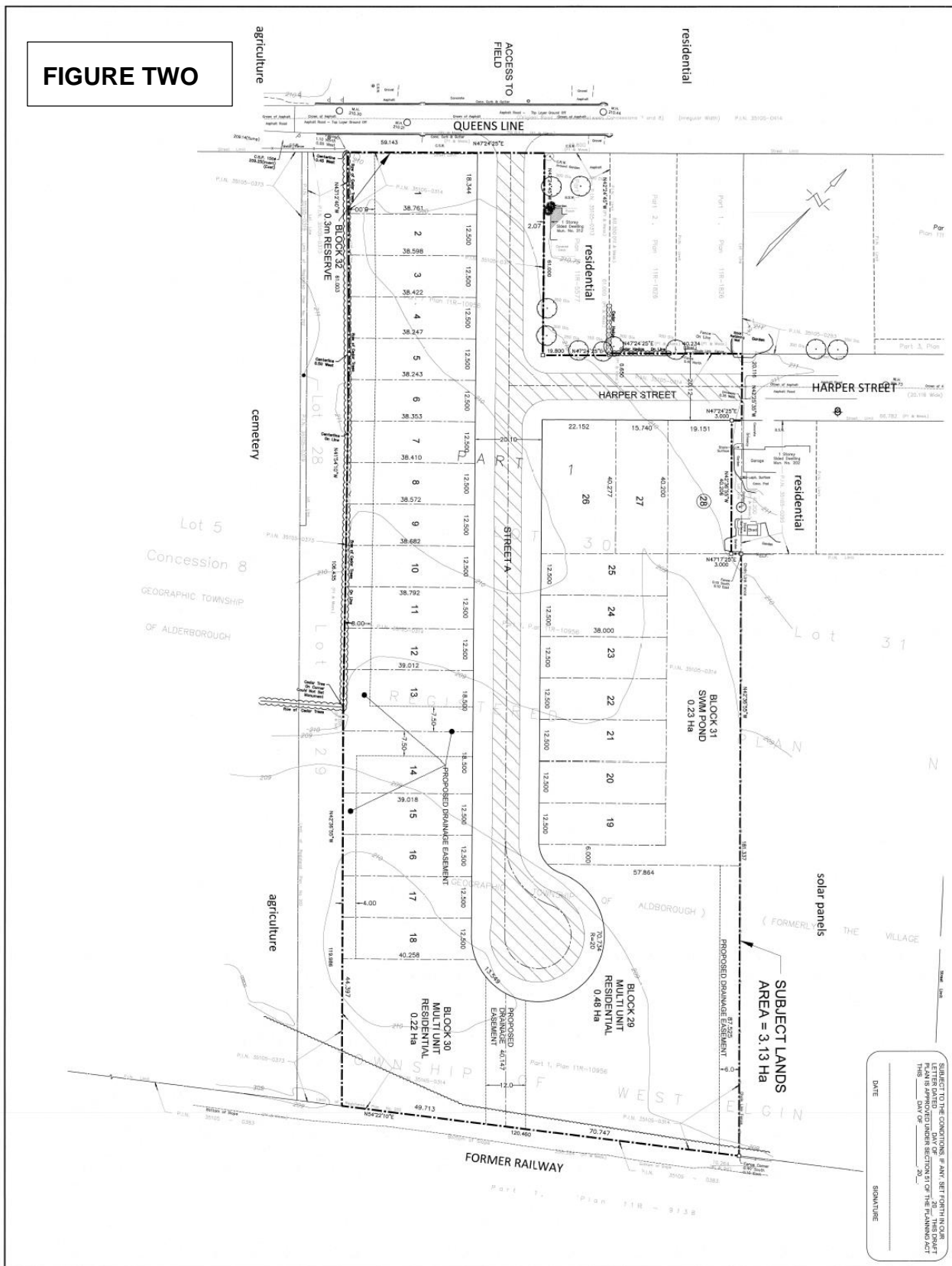
Below is background information from the application, in a summary chart:

<b>Owner:</b>	KLM Holdings
<b>Applicant/Agent:</b>	Monteith Brown Planning Consultants Ltd.
<b>Legal Description:</b>	Part of Lot 30, Plan 202, Pt. 2, RP 11R 5577, Pts. 1 & 2, RP 11R 10735 & Pt. 1, RP 11R 10956
<b>Civic Address:</b>	22003 Queen's Line
<b>Entrance Access:</b>	New street to be constructed
<b>Water Supply:</b>	Existing: None Proposed: Municipal water service
<b>Sewage Disposal:</b>	Existing: None Proposed: Municipal sanitary service
<b>Lot Area:</b>	3.14 hectares (7.75 acres)
<b>Use of Lands:</b>	Existing: Vacant Proposed: single detached & townhouse residential

Figure One below, depicts the subject lands:



FIGURE TWO



SUBJECT TO THE CONDITIONS OF ANY SET FORTH IN OUR PLANS APPROVED UNDER SECTION 51 OF THE PLANNING ACT THIS DAY OF \_\_\_\_\_ 20\_\_

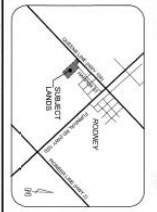
DATE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Month & Storm**  
PLANNING CONSULTANTS

**DRAFT PLAN OF SUBDIVISION**

PART OF LOT 20, REGISTERED PLAN 222  
GEOGRAPHIC TOWNSHIP OF ALDERBOROUGH  
COUNTY OF ELGIN



**OWNER'S CERTIFICATE**

I, the undersigned, being the owner of the land shown on the plan, do hereby certify that the plan is a true and correct copy of the original plan as shown on the plan and that the same is a true and correct copy of the original plan as shown on the plan.

DATE: June 5, 2024

SUBDIVISION: QUEENS LINE  
OWNER: KLM HOLDINGS

**LAND USE SCHEDULE**

LAND USE	AREA (HA)	PERCENT
LOW DENSITY RESIDENTIAL	1.52	48.3
MULTI UNIT RESIDENTIAL	0.78	24.4
SWAMP POND	0.23	7.3
STREET & HARPER STREET	0.48	15.0
<b>TOTAL SITE AREA</b>	<b>3.13</b>	<b>100</b>

**DEVELOPER AND DESIGNER**

NO.	NAME	DATE	ROLE
1	ALAN KLM HOLDINGS	JUNE 2024	OWNER
2	ALAN KLM HOLDINGS	JUNE 2024	OWNER
3	ALAN KLM HOLDINGS	JUNE 2024	OWNER
4	ALAN KLM HOLDINGS	JUNE 2024	OWNER

**CLIENT**  
KLM HOLDINGS

**PROJECT NO.**  
22-700

**SCALE**  
DATE: JUN 16, 2024

**APPROVED**  
QUEENS LINE SUBDIVISION  
RODNEY

**DESIGNED BY**  
ES

**APPROVED BY**  
ES

**PROJECT NO.**  
22-700

**SCALE**  
DATE: JUN 16, 2024

**1**



**Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. Development of the property overall will result in a significant increase in assessment value at full build out.

**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 do 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 settlement area of Rodney. The residential development on the subject lands is supportive of a number of policies in PPS as follows:

Section 1.1.3.1 states that, "Settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted."

Section 1.1.3.2 Land use patterns within settlement areas shall be based on:

a) Densities and a mix of land uses which:

1. Efficiently use land and resources;

Comment: The subject lands are located within the settlement area of Rodney. The parcel has access to full services and is an extension and rounding out of the area as it is located at the westerly most edge of the settlement area. The proposed development is a mix of larger single detached lots along the extension of the Harper St. The westerly side of Street "A" will provide for smaller single detached lots with the cul-de-sac end providing for denser development adding townhouses to the mix.

2. Are appropriate for, and efficiently use, the infrastructure and public service facilities which are planned or available, and avoid the need for their unjustified and/or uneconomical expansion;

Comment: There is no extension of services required as a result of this development. There are municipal drain relocations that will be incorporated into the subdivision at the developer's expense. All of the infrastructure within the subdivision itself is also the responsibility of the developer.

3. Minimize negative impacts to air quality and climate change, and promote energy efficiency;

Comment: Rodney has always had the characteristics of a bedroom type community located just off of Highway 401 and in close proximity to London and St. Thomas. It provides an alternative, quieter, smaller community, but close by, source of housing. The mix of lot sizes will allow for a variety of housing types allowing existing residents to

downsize and remain in the community via the townhouses or provide both first time homeowners and existing homeowners options for single detached dwellings. New construction is also considerably more energy efficient and requires more focus on updated storm water management systems that are able to withstand larger rainfall events and achieve better quality of storm water discharge.

Support active transportation;

Comment: Being a small community development remains compact and generally close to most other areas within Rodney. The downtown area is a short walk along the existing sidewalk on Queen's Line. As development and growth continues it will provide ongoing opportunities to consider and incorporate more active transportation thru bike lanes, multi use paths and trail systems. It is recommended that a sidewalk be provided as part of the development along the west side of Street "A" to the south end of Lot 18 with connection to the existing sidewalk along Queen's Line.

4. Are transit-supportive, where transit is planned, exists or may be developed; and

Comment: Rodney does not have traditional dedicated transit but does have access to the Four Counties busing system. Similar to active transportation transit is not readily feasible but as growth continues and ridership grows expanded transit will follow.

## CEOP:

The subject lands are within the Tier One settlement area designation on Schedule 'A' Land Use in the CEOP. The property would be considered a residential area with the settlement area and subject to the policies of Section C1.1.1 Residential Area.

It is the objective of this Plan to:

- a) maintain and *enhance* the character and identity of existing residential areas;
- b) encourage the provision of a range of housing types to accommodate persons with diverse social and economic backgrounds, needs and desires while promoting the maintenance and improvement of existing housing;
- c) promote the efficient use of existing and planned *infrastructure* by supporting opportunities for various forms of *residential intensification*, where appropriate;
- d) encourage increases in density in new *development* areas to maximize the use of *infrastructure* and minimize the amount of land required for new *development*;
- e) ensure that residential areas permit a variety of complementary and *compatible* land uses including *special needs* housing, community facilities, schools, small-scale commercial uses and recreational open space areas;
- f) require a high standard of urban design for *development* and *redevelopment*; and,

g) encourage local municipalities to establish comprehensive design guidelines and policies to foster the establishment of communities that are safe, functional and attractive.

Supplementary to and in support of the proposed development the applicant has provided a number of additional background studies including the following:

#### Noise Impact Assessment

Comment: This was completed because of the placement of houses within close proximity to Queen's Line. The resulting study concluded that there were no issues with noise generated from the road that would be consistent with the MECP noise guidelines.

#### Traffic Impact Analysis (TIS)

Comment: All new development adds traffic volume to an area in which it is constructed. The purpose of a TIS is to ensure that the added volume does not negatively impact on existing roadways to the point that they do not properly function. The TIS completed for the subject development examined two intersections, Street "A" at Queen's Line and Queen's Line at Furnival Road. The report concluded that both intersections will continue to operation at acceptable levels and not negatively impact on traffic flows.

#### Archaeological Assessment

A Phase One and Two assessment was completed for the subject lands. No archaeologically significant items were found on the property and it was confirmed that there are no grave sites outside of the current limits of the Rodney Cemetery. A letter of clearance will be required from the applicable Ministry and will be noted as a requirement within the development agreement prior to commencement of any onsite works.

#### Hydrogeological Assessment

This work is primarily undertaken to ensure the suitability of a given property to support the construction of roads, services and eventually new homes. No issues of concern have been expressed as a result of the review.

#### Stormwater Management

Proper storm water drainage has become an issue that is almost of greater concern than the provision of sanitary sewer or municipal water. With the increased number of significant rainfalls, it is critical that new development is able to collect, direct and manage surface water so as not to negatively impact surrounding lands. As a result of the proposed development there are two existing municipal drains that will require partial relocation. The Voros Drain will be relocated within Street "A" and remain solely dedicated to the ongoing drainage of surrounding agricultural lands. The Thompson Drain will also be relocated and tied into the relocated Voros Drain. A new separated and dedicated storm sewer will be installed to collect and direct surface water from the new development into a stormwater management facility with eventual outlet into other municipal drainage works that are also being completed at the same time. Stormwater flow rates will not be allowed to exceed current flow rates. This will be controlled via the new stormwater management pond.

**WEOP:**

The subject lands are designated as Residential, as shown on Land Use and Transportation Plan Schedule 'C' of the OP. The proposed development is a combination of infill and rounding out type development with existing residential to the east and north. To the west is the Rodney Cemetery, while to the south are former rail lands, a hydro corridor with agricultural beyond that. As such, the requested zoning amendment on the subject lands conforms with the Official Plan. The applicant's planning consultant Monteith Brown has prepared a Planning Justification Report (PJR) in support of the application and staff are in concurrence with its conclusions. (Appendix A)

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

The subject lands are zoned Future Residential (FR) Zone and Residential First Density (R1) Zone on Schedule B, Map 3 of the Zoning By-law, as depicted in Figure Two. In order to proceed with the proposed development an amendment is required to rezone the property to a site-specific Residential First Density Special Use Regulation 11 (R1-11) covering Lots 1 to 28 for single detached dwellings which will do the following:

- i) permit single detached dwelling development, and
- ii) establish site-specific zoning provisions.

Block 29 and 30 will be rezoned to a site-specific Residential Third Density Special Use Regulation 7 (R3-7) covering Block 29 and 30 to:

- i) permit townhouse dwellings and townhouse dwelling units, and
- ii) establish site-specific zoning provisions.

The proposed zoning amendment along with the associated amendment of the zoning provisions is consistent with the Provincial, County and Municipal goals to provide more housing through increased density, compact form to best utilize existing serviced lands within the settlement areas and a more diverse mix of housing types.

**Circulation Of The Application:**

Notice of the application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on August 23, 2024, 20 days prior to the public meeting (minimum 20 days required). A sign was also posted on the property along with notice provided on the municipal website.

**Municipal Department Comments:**

The zoning by-law amendment application was circulated to staff. Technical review will continue through the plan of subdivision phase and will include the incorporation of any required conditions in the associated development agreement. A third party review of the stormwater management plan will likely be necessary as the engineer completing the stormwater management is the same engineer undertaking the engineering works associated with the drain upgrades and relocation.

**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 (LTVCA)**

The full comment from the LTVCA is included as Appendix B. There was no objection to proposed development on the subject lands however the Conservation Authority did request that the final storm water management plan be provided for review.

**Hydro One**

No concerns or comments were expressed in relation to hydro corridors or high voltage lines. (Appendix C) Additional direct consultation will be necessary for the applicant to provide the final plan and hydro needs for Hydro One to design the necessary service connections.

**Bell Canada**

Comment was provided and is included as Appendix D. Bell has requested two conditions be included in the approval process. This will be noted in the final development agreement. The applicant will need additional consultation with Bell to provide the necessary final service connections to the subject lands.

**Canada Post**

Comment was not received however based on past comment Canada Post has outlined their standard requirements for all new development and this will be incorporated into the development agreement as part of the approval process.

**Public Comments:**

At the time of submission of this report correspondence has been received requesting notice of Council's decision. This will be forwarded to all neighbours that received notice of the meeting.

As a separate issue the developer has been in contact with the owners of 202 Harper St. to resolve a boundary issue between 202 Harper and the subject lands. It was agreed that a 3 m wide parcel would be conveyed from the subject lands to 202 Harper St. Administration has been aware of this since the application was submitted and meet with the owners of 202 and have advised them that the conveyance of the 3 m parcel will be incorporated as a condition of draft approval.

**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 and everyone who was circulated the notice of public meeting.

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 for a hearing, in accordance with the Planning Act.

It is further the recommendation of planning staff that the draft plan of subdivision is endorsed and said endorsement is provided to the County for final consideration as the approval authority.

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

Respectfully submitted by,



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

## Report Approval Details

Document Title:	Zoning App D14 2-2023 - Draft Plan of Subdivision 34T WE2301 - Recommendation Report - 2024-27-Planning.docx
Attachments:	<ul style="list-style-type: none"> <li>- Appendix A - 8. Planning Justification Report - KLM Holdings - Rodney Subdivision.pdf</li> <li>- Appendix B - LTVCA Comment.pdf</li> <li>- Appendix C - Hydro Comment - KLM.pdf</li> <li>- Appendix D - Bell Comment.pdf</li> <li>- 2024-64 - ZBLA - D14 2-2023 KLM.pdf</li> </ul>
Final Approval Date:	Sep 9, 2024

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

Terri Towstiuć



**Monteith ♦ Brown**  
planning consultants

# Planning Justification Report

## **Queens Line - Proposed Residential Subdivision** Draft Plan of Subdivision & Zoning By-law Amendment

Prepared for:  
**KLM Holdings**  
931 Oxford Street East  
London, ON

January 2023

Queens Line  
Rodney, ON

Prepared by:

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# 1. INTRODUCTION

## 1.1 Purpose

**Monteith Brown Planning Consultants ("MBPC")** on behalf of our client, KLM Holdings (c/o Klaud Czeslawski), is pleased to submit an application for Draft Plan of Subdivision and Zoning By-law Amendment application to amend the Municipality of West Elgin Zoning By-law as it applies to the subject lands, which are under our client's ownership.

The purpose of these applications is to permit the development of mixed-density residential subdivision. The applications propose a total of 28 low density residential lots, two multi-unit blocks, and a stormwater management block. The subdivision has been designed to facilitate a range of future residential uses that would be compatible with the existing built-up areas in the settlement of Rodney.

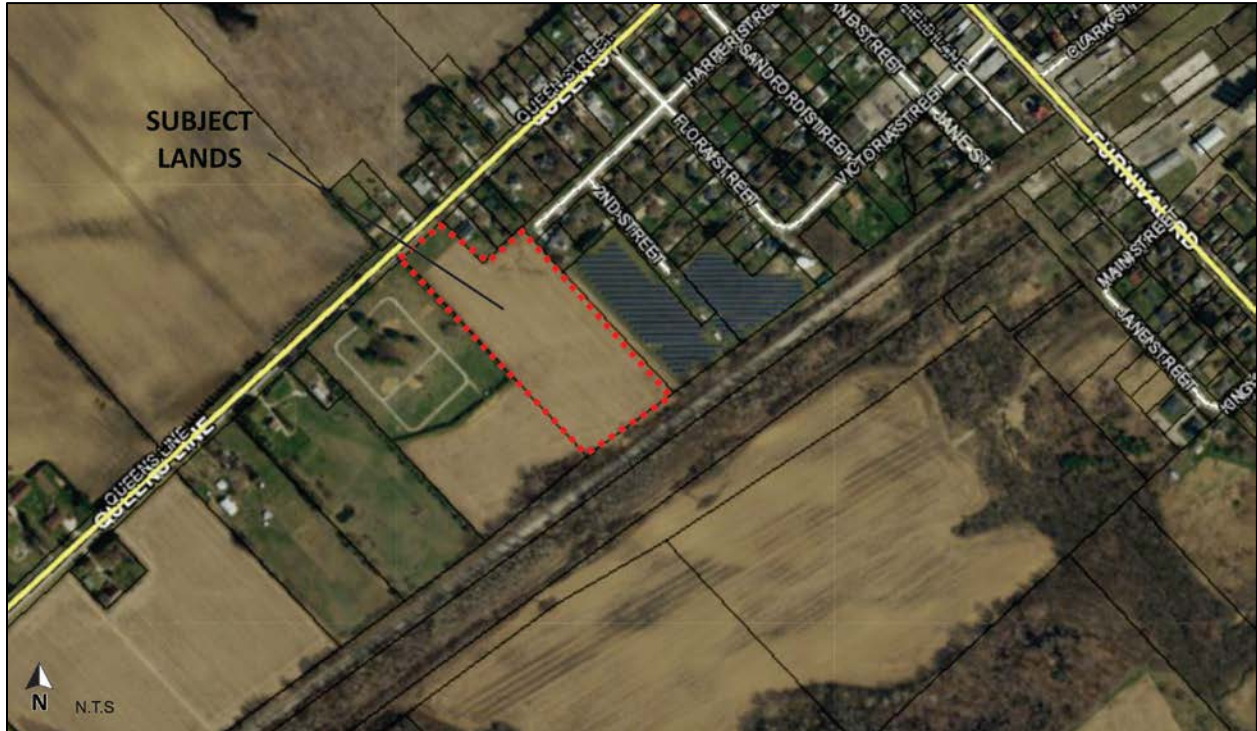
The intent of this report is to analyze the land use planning merits of the proposed Zoning By-law Amendment and Draft Plan of Subdivision to determine the appropriateness of the proposed development. The proposal will be analyzed within the context of the surrounding community and the relevant planning documents, including the Provincial Policy Statement, the Elgin County Official Plan, the Municipality of West Elgin Official Plan, and the Municipality of West Elgin Zoning By-law.

## 1.2 Site Description

The subject lands are located on the south side of Queens Line adjacent to an established residential community on the western edge of the settlement area of Rodney and have an area of approximately 2.79 hectares (6.91 acres), with approximately 59.1 metres of frontage on Queens Line (County Road 104), and a depth of approximately 287.3 metres. .

The property is currently vacant and is used for agricultural purposes, specifically field crop production. Two municipal tile drains - the Thomson Drain and the Voros Drain - are currently located on the subject lands and generally run from the northwest to the southeast across the property. The Municipality is in the process of replacing these drains and reconfiguring their location.

Figure 1 – Aerial Photo of the Subject Lands



Source: Elgin County GIS, 2022

Figure 2 – View of the Subject Lands, Looking South from Queens Line

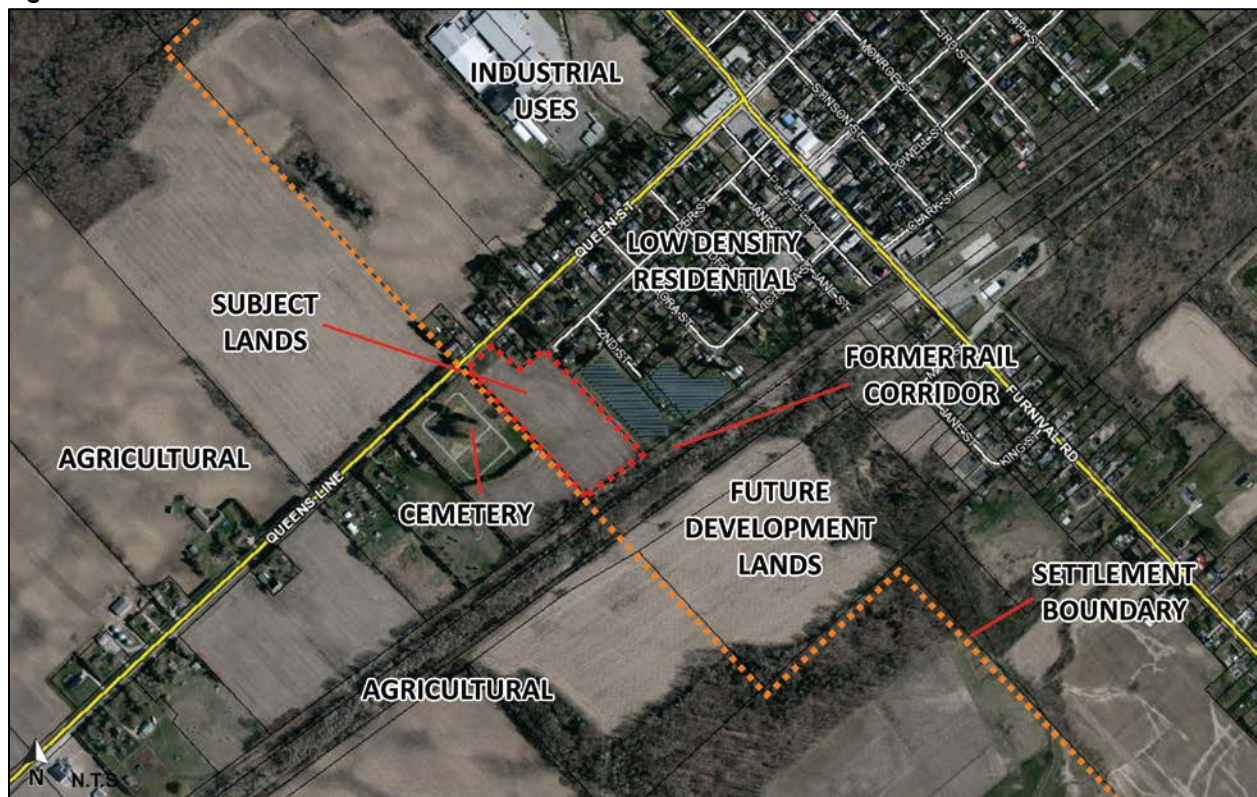


Source: Google Streetview, 2014

### 1.3 Land Use Context

The subject property is located in the western portion of the settlement of Rodney (see Figure 3, below). The site is bounded to the north by Queens Line. On the north side of Queens Line are low density residential lots that are occupied by single detached dwellings. Further to the north are lands designated and zoned for future development of industrial uses.

Figure 3 – Land-Use Context



Source: Elgin County Mapping, 2022

The lands to the northeast of the subject property contain an established residential neighbourhood that is characterized by single detached dwelling on larger lots. The subject property is also adjacent to a solar farm located to the east. Municipal staff have commented that the solar farm lands may eventually be developed for residential uses in the future consistent with their designated land use in the Official Plan.

A former rail corridor abuts the subject lands to the south. The rail corridor has been abandoned and is currently used as a pedestrian trail. Further to the south are vacant lands intended for future residential development that are currently used for agricultural purposes.

The western edge of the property forms the western limit of the settlement area boundary for Rodney. The subject lands are bounded to the west by the Rodney Cemetery. Further to the west are agricultural lands located outside of the settlement area.

## 1.4 Pre-Application Consultation

A Request for a Pre-Consultation Meeting was submitted to the County of Elgin and the Municipality of West Elgin on April 5, 2022, and a virtual pre-consultation meeting was held with Municipal staff and the Lower Thames Valley Conservation Authority on April 13, 2022. The pre-consultation minutes from the meeting are enclosed in Appendix 1 of this report.

At the time of the meeting, our client brought forward two concepts for review and consideration by municipal staff. The following items were included as part of the pre-consultation meeting:

- Discussion of preference of the Municipality to see the new road terminate at a future connection point to the adjacent lands to the east. Separate meeting held on April 26<sup>th</sup>, 2022. Municipality confirmed that the option to terminate in a cul-de-sac is preferred over development options proposed.
- Confirmation of capacity by way of correspondence from the local municipality or assessment within servicing report.
- Coordinate drainage matters with the replacement of the Voros and Thomson Drains.

At the pre-consultation meeting, staff identified that the following items would be required for a complete Zoning By-law Amendment & Plan of Subdivision Application:

1. Geotechnical Report
2. Stormwater Management Report
3. Functional Servicing Report
4. Archaeological Assessment
5. Draft Plan of Subdivision
6. Reference Plan
7. Planning Justification Report
8. Transportation Impact Assessment
9. Noise Study

## 2. DEVELOPMENT PROPOSAL

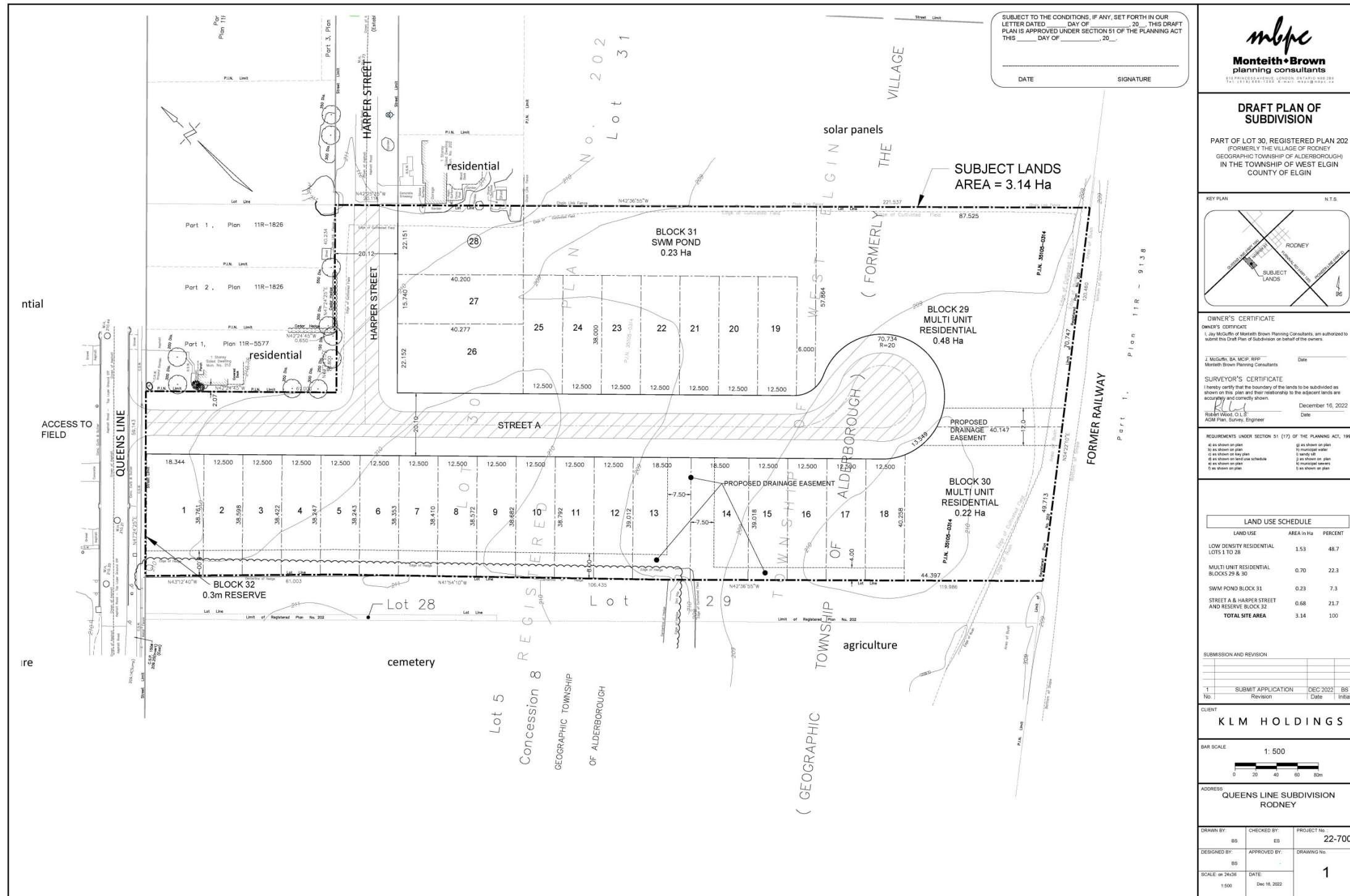
Our client is proposing to develop the property as a multi-density residential subdivision that would provide a range of residential uses and densities and would provide much needed housing within the community. The Draft Plan is comprised of 28 low density residential lots fronting onto public streets. Lots 1 and 26 to 28 (as shown on the submitted Draft Plan) are proposed to be larger in area, ranging from approximately 631 m<sup>2</sup> to 888 m<sup>2</sup> and with frontages ranging from 15.4 m to 22.1 m. These larger lots are proposed to be compatible with the existing larger residential lots to the north and east and provide a transition in lot sizing to the remaining development proposed on the site. The lot sizes would then transition to lots with 12.5 m frontages and with lot areas of approximately 475 m<sup>2</sup>. These lots would be typical of more modern subdivisions on full municipal services and are proposed to be rezoned to permit single detached and semi-detached dwellings.

The proposed residential uses would continue to transition from the smaller low density lots to two multi-unit blocks (Blocks 29 and 30 on the submitted Draft Plan) located at the southern end of the property and having frontage on the proposed cul-de-sac. A conceptual plan for multi-unit residential development consisting of townhouse dwellings has been prepared for Blocks 29 and 30. Block 29 is proposed to contain approximately 10 townhouse units in two separate clusters. Block 30 is proposed to include four townhouse dwelling units. Units would be oriented facing towards 'Street A' with rear yards facing the former rail corridor. Driveways would provide access between the proposed units and 'Street A'.

The application proposes a new 'Street A' that would intersect Queens Line at the northern end of the property and proceed to the southern end of the property where it terminates in a cul-de-sac. Harper Street is proposed to be extended to the west to meet 'Street A' and provide a second access into the proposed subdivision.

A Stormwater management pond is proposed along the eastern boundary of the site along the rear yards of Lots 19 to 25. Access to the Stormwater management block would be provided through a 6 m access from 'Street A'. The Thomson Drain currently runs west to east through the middle of the property. The Voros Drain also currently runs from Queens Line at the north end of the property and proceeds south to connect to the Thomson Drain. The Voros and Thomson drains are proposed to be re-aligned with the proposed 'Street A'. The Voros Drain would be relocated to run from Queens Line underneath 'Street A' and proceed between the two proposed multi-unit blocks into the former rail corridor. The Thomson Drain would be directed from the western property boundary between Lots 13 and 14 before joining the Voros Drain under 'Street A'. Easements are proposed over Lot 13, Lot 14, Block 29, and Block 30 for maintenance of the Thomson and Voros Drain. An additional four metre easement is proposed at the rear of Lots 14 to 18 for local stormwater management connections. An easement is also proposed at the rear of Lots 1 to 13 that is eight metres wide to ensure that any local Stormwater management connections are located outside of the dripline of the cedar hedge located on the Rodney Cemetery lands.

Figure 4 – Draft Plan of Subdivision



Source: MBPC, 2022

## 3. BACKGROUND AND TECHNICAL STUDIES

### 3.1 Stormwater Management & Servicing

KLM Holdings has retained Driven Engineering to complete a Stormwater Management & Servicing Reports and Plans. The purpose of these reports is to determine the conditions of the subject lands and demonstrate the appropriate water, wastewater, and Stormwater servicing can be provided. The report identifies the location and size of services needed to accommodate the servicing needs of the proposed development. The proposed development will be serviced by full municipal services.

The report analyzes pre-development and post-development Stormwater conditions for the proposed development. Stormwater management is provided by storm sewers along Harper Street and 'Street A' that will convey water to the Stormwater management pond block. Through consultation with municipal staff, the Voros and Thomson Municipal Drains are proposed to be realigned from their current locations to run along 'Street A' and would provide the outlet for Stormwater on site. The proposed re-alignment of the municipal drains is depicted on the Servicing Overview Plan.

Further information on servicing will be provided as part of the detailed design of the proposed subdivision.

### 3.2 Geotechnical Study

LDS Consultants Inc. was retained to conduct a Geotechnical Investigation for the subject lands. The report includes recommendations and best practices relating to site preparation excavation, building design, soil management, groundwater control, and installation of services, based on the specific soil conditions of the site. The report also includes a scoped hydrogeological discussion for a proposed residential development. The report identifies potential impacts for development on site and discusses best management practices to protect surface and groundwater quality and quantity, such as the installation of silt fences, re-establishing vegetative cover of disturbed areas, and fuel spill contingency plan during construction.

### 3.3 Archaeological Assessment

Lincoln Environmental Consultants was retained to conduct an Archaeological Assessment of the site to identify whether any archaeological resources were present on the subject lands. A Stage 1 Assessment was completed for the property and it was determined that the subject lands exhibited a high potential for archaeological resources. A Stage 2 Assessment was conducted on May 14<sup>th</sup>, 2022. No archaeological resources were identified on the subject lands and no further archaeological assessment of the property is recommended. The report also discusses the subject property's proximity to the adjacent Rodney Cemetery. The report concludes that based on the burial transcripts for the Cemetery, all of the existing burials are located within the cedar hedgerow surrounding the property and there is no risk of burials existing outside the cemetery limits.



### 3.4 Transportation Impact Study

RC Spencer & Associates was retained to undertake a Traffic Impact Assessment for the proposed residential subdivision. The purpose of the report is to examine any potential impacts of the development on traffic flow and operations, with specific focus on the intersection of Queens Line and Furnival Road. The report concludes that the intersection at Queens Line and Furnival Road will continue to function with good level of service. The report also concludes that the intersection of Queens Line and 'Street A' will operate well and sufficient sight lines can be accommodated for safe egress from the site. No road or traffic control improvements are deemed to be warranted for the proposed development.

### 3.5 Noise Assessment

LDS Consultants Inc. was retained to complete an Environmental Noise Assessment for the subject lands to determine any impacts from noise generated by traffic on Queens Line on the proposed residential development. The report concludes that predicted noise levels to be generated would meet the Ministry of Environment, Climate Change, and Parks requirements and identifies that warning clauses in agreements of purchase and noise control barriers are not required for the subject site. The report notes that all buildings must be constructed in accordance with the Ontario Building Code.

## 4. PLANNING FRAMEWORK AND ANALYSIS

The following section will provide an overview and analysis of the existing planning framework, identify the key policies and by-laws that relate to the subject lands, and discuss the Zoning By-law Amendment and Plan of Subdivision application required to permit the proposed development.

### 4.1 Provincial Policy Statement

The Provincial Policy Statement, 2020 (“PPS”) provides policy direction on matters of provincial interest related to land use planning and development. Any decision by a planning authority that requires approval under the Planning Act “shall be consistent with” policy statements issued under the Act. The PPS is intended “to be read in its entirety”, and decision makers must balance a range of policy directives when deciding whether or not a planning proposal is consistent with the PPS, rather than prioritizing one set of policies over another (PPS, Part III).

The proposed development is consistent with Provincial policy directives regarding healthy, liveable, and safe communities and development within settlement areas, as the proposed multi-density development will contribute to the provision of a range and mix of residential types within the community of Rodney (Policies 1.1.1 a) and b)). The subject lands are located within a serviced settlement area and the applications propose a mixed-density development for the site that would be located adjacent to the existing built up area (s. 1.1.3.1, 1.1.3.2, 1.1.3.6). The PPS also directs municipalities to provide a range of mix of housing options and densities and directing development to areas with appropriate levels of servicing available. The proposed development proposes a variety of residential densities and uses, including lots for low density residential uses and townhouse dwellings that would be development on full municipal services (s. 1.4.3, 1.6.6.1, 1.6.6.2).

Archaeological resources are to be considered and development and site alteration is not permitted on lands containing archaeological resources or areas of archaeological potential unless significant archaeological resources are conserved (s. 2.6.2). An Archaeological Assessment was completed for the subject lands and concluded that there were no archaeological resources located on the subject property and no further archaeological assessment was required.

The PPS does not permit development and site alteration within or on lands adjacent to natural heritage features unless it has been demonstrated that there will be no negative impacts on the natural features or their function (s. 2.1.1, 2.1.5, 2.1.8). The subject property does not contain any designated natural heritage features and is not located on any adjacent lands.

In light of the above analysis, the proposed Zoning By-law Amendment and Draft Plan of Subdivision are consistent with the Provincial Policy Statement.

## 4.2 Lower Thames Valley Conservation Authority

At the time of the pre-consultation meeting, Lower Thames Valley Conservation Authority ('LTVCA') staff confirmed that there were no regulated areas identified on the subject property, as shown on Figure 5 below. No natural heritage features or natural hazard areas are located on the property as well.

Figure 5 - Aerial Photograph Showing the LTVCA Regulated Area Over the Subject Lands



Source: Elgin County Mapping, 2022

### 4.3 Elgin County Official Plan

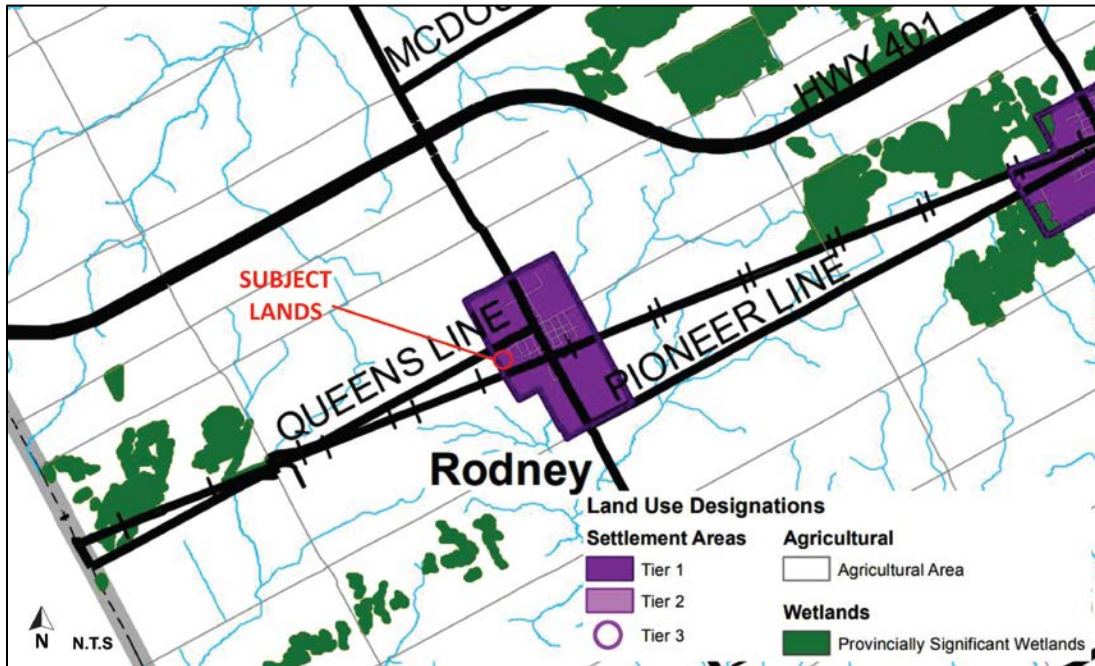
Land-use planning in Elgin County is organized within a two-tier system. The Elgin County Official Plan ('County Official Plan') provides the general policy framework to guide decision-making on land-use planning and development matters in the County, with more specific policies implemented at the municipal level through local official plans, such as the Municipality of West Elgin Official Plan ('Local Official Plan').

The subject lands are designated as a 'Tier 1 Settlement Area' on Schedule A of the Elgin County Official Plan (see Figure 6 below). Settlement areas are divided into three tiers based on scale and the level of services that exist, with Tier 1 Settlement Areas having larger populations and have full municipal services available (s. B2.5). Settlement areas are the focus of growth and a mix of permitted land uses including a variety of housing types is encouraged (s. A3.2, B1, B2.6). The proposed development would be serviced by municipal water and sewage disposal and seeks to provide a variety of residential units and densities that are compatible with the surrounding built up area (s. A3.3, B2.6).

In residential areas, development shall maintain the existing character of the built-up area and shall encourage the provision of a range of housing types (s. C1.1.1). The proposed subdivision has been designed to provide a range of residential uses, with low density residential uses proposed adjacent to existing residential lots and gradually transitioning to medium density development. The proposed development would contribute to the increase in housing supply that supports the provision of more attainable housing within the community (C1.3.3).

The proposed development would be consistent with the subdivision review criteria of the County Official Plan. The proposed subdivision would be serviced full municipal water and sewage disposal services and adequate infrastructure is provided for the development, including roads and sewers (s. E1.2.2c). Technical studies, including a noise assessment and traffic impact assessment, have been undertaken and have concluded that there would be no negative impact on the proposed development from traffic on Queens Line and there would be no impacts to the function of the municipal road network (s. E1.2.2.e). The proposed development has also been designed to provide lower density residential uses with larger lot sizes adjacent to the existing built-up area to be compatible with the surrounding area, while still providing a range of densities on the subject lands (s. E1.2.2e), E1.2.2f)). The proposed subdivision would not be premature and the level of density would be appropriate for the area (s. E1.2.3.5).

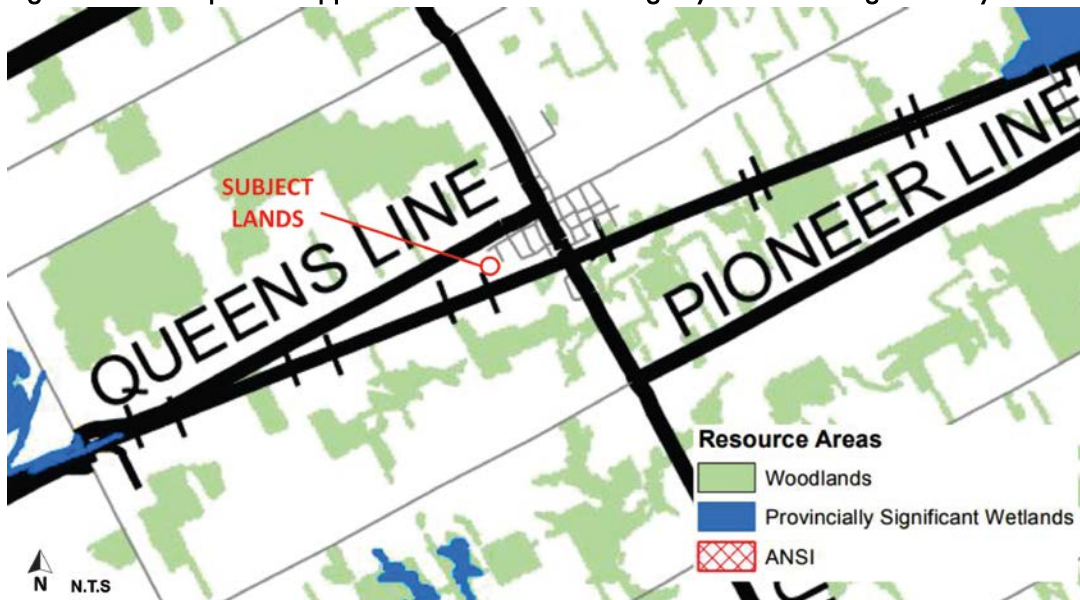
Figure 6 - Excerpt from Schedule 'A' – Land Use of the Elgin County OP



Source: Elgin County OP, 2022

Appendix 1: Natural Heritage Features and Areas of the County Official Plan does not identify any natural heritage features on the subject property and the subject property is not located within any adjacent lands to natural heritage features (see Figure 7 below).

Figure 7 - Excerpt from Appendix '1' – Natural Heritage System of the Elgin County OP



Source: Elgin County OP, 2022

## PLANNING JUSTIFICATION REPORT

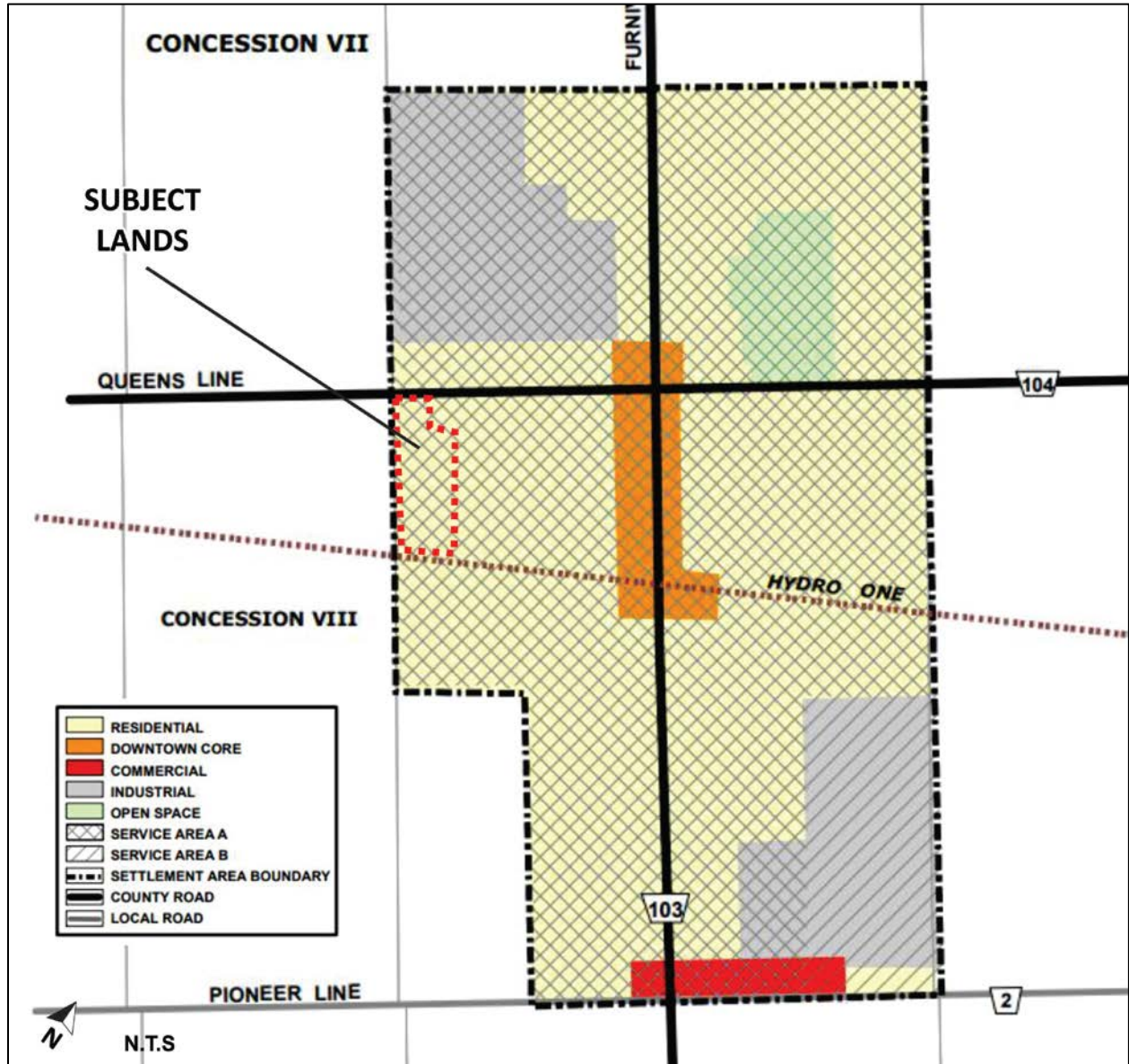
Queens Line  
Rodney, Ontario

As the lands proposed to be developed are located within a Settlement Area, no amendment to the Elgin County Official Plan are required. The proposed development conforms to the policies of the County Official Plan.

### 4.4 Municipality of West Elgin Official Plan

The subject lands are designated as 'Village Area – Residential' on Schedule 'C' – Land Use & Transportation Plan for the Village of Rodney on the Municipality of West Elgin Official Plan.

Figure 8 - Excerpt from Schedule 'C' – Land Use & Transportation Plan, Municipality of West Elgin OP



Source: Municipality of West Elgin OP, 2022

The Local Official Plan supports the intensification and redevelopment with the Village Area of Rodney and promotes opportunities for the development of vacant or underutilized lands (s. 4.2.2). The proposed development would introduce some gentle increases in density for the community on a property that has

## PLANNING JUSTIFICATION REPORT

Queens Line  
Rodney, Ontario

remained historically vacant. The proposed residential development would contribute towards the goal of providing more affordable or attainable housing in the community by providing a variety of housing types and increasing the overall housing supply (s. 4.4.3, 5.2.9).

In areas designated for residential uses, the primary land uses shall be single detached dwellings, with other dwelling types permitted including semi-detached dwellings, townhouses, and low-rise scale apartment buildings (s. 5.2.1). The Local Official Plan notes that “while residential development has been traditionally, and continues to be primarily, in the form of low-density single unit dwellings, a demand exists for other housing types to meet the socio-economic needs of the area” (s. 5.2). The proposed subdivision would primarily consist of low density residential uses, including single detached dwellings. The uses gradually transition to medium density development in the form of townhouse dwellings at the southern end of the property away from the existing built-up area. The design of the subdivision promotes compatibility with the surrounding context of Rodney, while introducing a gentle increase in density and variety of residential uses (s. 5.2.3).

The proposed development is also consistent with the ‘Medium Density Housing’ policies of the Local Official Plan. The subject lands have direct access to a County Road, are located within approximately 500 metres of the Downtown Core, and would be considered of suitable size and configuration to support the proposed development (s. 5.2.8). As previously discussed, the full municipal services are available and the subdivision has been designed to prevent the intrusion of medium density development into the existing built up area (s. 5.2.8).

The Local Official Plan contains criteria for reviewing plan of subdivision applications. The proposed residential development would be integrated with the existing neighbouring residential areas, would provide a range of housing types, forms, and densities, would be serviced by full municipal services, and no impacts to traffic circulation are anticipated through the Traffic Impact Assessment completed for the proposed development (s. 5.2.9).

The Local Official Plan directs that natural heritage features are to be protected and development and site alteration is not permitted within or adjacent to natural heritage features. There are no natural heritage features designated on the subject property and the site is not located on any adjacent lands.

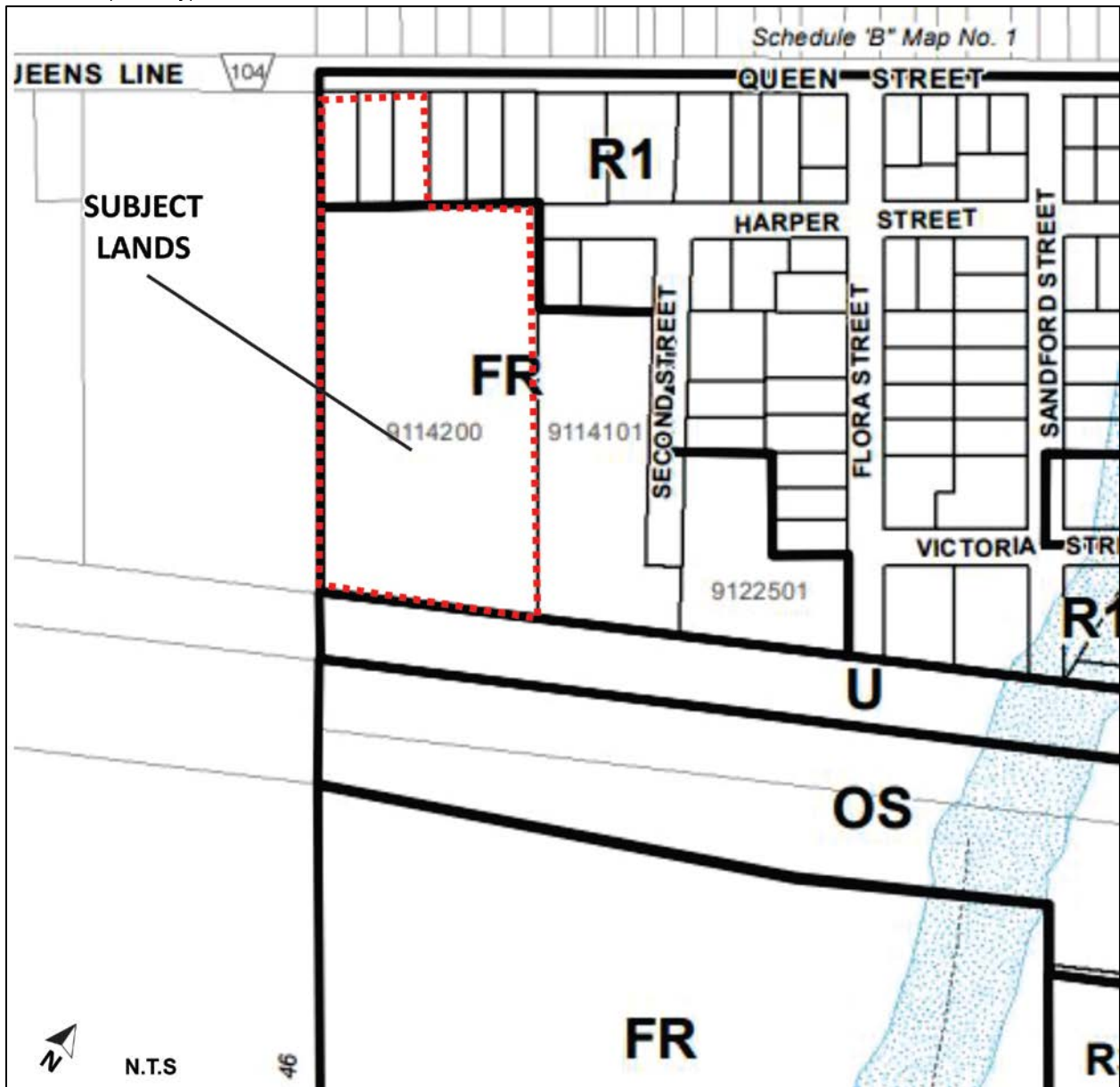
In light of the above, the proposed development **conforms** to the general intent and purpose of the Municipality of West Elgin Official Plan.



### 4.5 Municipality of West Elgin Zoning By-law No. 2015-36

The subject lands currently have multiple zones applied to the property. A small portion of the property along Queens Line is zoned 'Residential First Density (R1)' with the majority of the property being zoned 'Future Residential (FR)' on Schedule 'B' - Map 3 of the Municipality of West Elgin Zoning By-law No. 2015-36. The existing zoning is shown on Figure 9 below.

Figure 9 - Excerpt from the Municipality of West Elgin Zoning By-law No. 2015-36 Schedule 'B' Map 3 (Rodney)



Source: Municipality of West Elgin Zoning By-law No. 2015-36

The 'R1' zone, which applies to the land along Queens Line, permits single detached dwellings and home occupations (s. 8.1.1). The 'R1' zone has a minimum lot area of 600 m<sup>2</sup> and a minimum lot frontage of 15 m. The 'FR' zone is applied to large undeveloped parcels in settlement areas that are intended to be developed for future residential purposes. Permitted uses in the 'FR' zone include agricultural uses with the exception of buildings or structures for the keeping and raising of livestock, as well as forestry uses. An amendment to the Municipality of West Elgin Zoning By-law is required to permit the proposed development.

### **Proposed Zoning By-law Amendment**

The subject lands are proposed to be rezoned FROM 'R1' and 'FR' TO 'R2-#' and 'R3-#' to permit the development of a low density subdivision with two multi-unit blocks at the southern portion of the subject lands. The 'R2' zone generally permits a wider range of residential uses than the 'R1' zone, including single detached, semi-detached, and duplex dwellings. A site-specific provision is proposed to permit a reduced lot area for two unit dwellings and single detached dwellings. A minimum lot area of 475 m<sup>2</sup> is proposed where the Zoning By-law requires a minimum lot area of 600 m<sup>2</sup> for duplex dwellings and a minimum lot area of 500 m<sup>2</sup> for single detached dwellings. The intent of the minimum lot area provision is to ensure that there is adequate area to accommodate development and servicing on a property. The subject lands are proposed to be serviced with full municipal water services, which would reduce constraints on the minimum lot area required. The proposed lot size would still contain sufficient area to permit the development of a dwelling on the proposed lots.

The 'R3' zone permits medium density residential uses, including double duplex dwellings, multiple-unit dwellings, townhouse dwellings, and apartment dwellings to a maximum of three storeys. At this time, a conceptual plan has been developed for the proposed multi-unit blocks and site-specific provisions are proposed for future development on the site, including for reduced minimum lot frontage, reduced interior side yard setback, and a reduced rear yard setback.

A minimum lot frontage of 13 metres is proposed for Block 30, where the By-law requires a minimum lot frontage of 30.5 metres. The intent of the requirement for minimum lot frontage is to ensure sufficient access can be provided to the lot and to control the density of development along the road. Due to the configuration of the lots, the proposed frontage of Block 30 is located in the southwest corner of the property and so has a narrower frontage along the proposed cul-de-sac. The proposed 13 metre frontage would provide sufficient access for a driveway to enter the property and connect to any future townhouse units proposed.

A side yard setback of 4 metres is proposed, where the By-law requires a setback of 6 metres. The intent of the side yard setback requirement is to provide access to from the front of a lot to the rear yard, as well as ensure adequate building separation. It is noted that the adjacent lots to the west, south, and east do not contain residential uses and it is not anticipated that there would be any impact to adjacent properties. The proposed 4 metre side yard would also provide sufficient space to provide access to any rear yard.

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Queens Line  
Rodney, Ontario

A rear yard ensures the provision of amenity space for residential lots. The proposed reduction in rear yard setback for Blocks 29 and 30 of 8 metres, where the By-law requires a setback of 10.5 metres would be a minor reduction and sufficient amenity space would be provided in the proposed rear yards.

In summary, the proposed Zoning By-law Amendment is consistent with the general intent and purpose of the Municipality of West Elgin Zoning By-law.

## 5. PROPOSED PLANNING APPROVALS

### 5.1 Draft Plan of Subdivision

The proposed Draft Plan of Subdivision proposes the creation of 28 residential lots, two (2) multi-unit residential blocks, and a Stormwater management pond block. Easements are proposed along the rear of lot 1-18 for local Stormwater drainage, as well as easements between Lots 13 and 14, as well as between Block 29 and Block 30 for the access and maintenance for the relocated municipal drains.

Two (2) streets are proposed as part of the subdivision. A new 'Street A' is proposed that would extend from Queens Line to the southern end of the property. Harper Street is proposed to be extended west to connect to 'Street A'. A 30 cm reserve is proposed along the northern lot line of Lot 1 to limit access onto Queens Line.

### 5.2 Zoning By-law Amendment

To facilitate development on the subject lands, a Zoning By-law Amendment is required to permit residential uses on the property. The subject lands are proposed to be re-zoned FROM 'Future Residential' and 'Residential First Density' TO 'Residential Second Density – Special (R2-#)' and 'Residential Third Density - Special (R3-#)' to permit a range of residential uses on the subject property. The following special provisions are proposed:

*Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential Second Density R2-# on Schedule "B" Map 3 to this By-law, the following provisions shall apply:*

**SITE REGULATIONS**

- a) *Minimum Lot Area – Duplex and Two Unit Dwelling*                      475 m<sup>2</sup>
- b) *Minimum Lot Area – Single Detached Dwelling*                              475 m<sup>2</sup>

*Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential Third Density R3-# on Schedule "B" Map 3 to this By-law, the following provisions shall apply:*

**SITE REGULATIONS**

- a) *Minimum Lot Frontage – 13m*
- b) *Minimum Side Yard Setback – 4 m*
- c) *Minimum Rear Yard Setback – 8 m*

*Notwithstanding any other provisions of this By-law to the contrary, on lands zoned Residential Third Density R3-# on Schedule "B" Map 3 to this By-law, the following provisions shall apply:*

**SITE REGULATIONS**

- a) *Minimum Rear Yard Setback – 8 m*

The proposed R2-# and R3-# Zoning Provisions are listed in Table 1 & 2, below.

**Table 1 – Proposed R2-# Zoning Provisions**

Black Text – Original Zoning Provision  
*Italicized Red Text* – Proposed Special Provision

Zoning Provision		Proposed R2-# Zone	Proposed Development
<b>9.1.1 Permitted Uses</b>	Converted Dwelling Day Care Nursery Day Nursery Duplex Dwelling Group Home Home Occupation Semi-detached Dwelling Single Unit Dwelling Two-unit Dwelling	Same as existing	Semi-detached Dwelling  Single Unit Dwelling
<b>9-1.1 Minimum Lot Area</b> a) converted dwelling b) semi-detached dwelling c) duplex and two-unit dwelling d) single unit dwelling	a) existing b) 300 m <sup>2</sup> per dwelling unit c) 600 m <sup>2</sup> d) 500 m <sup>2</sup>	a) Same as existing b) Same as existing c) 475 m <sup>2</sup> d) 475 m <sup>2</sup>	a) N/A b) 475 m <sup>2</sup> c) 475 m <sup>2</sup> d) 475 m <sup>2</sup>
<b>9-1.2 Minimum Lot Frontage</b> a) converted dwelling b) semi-detached dwelling c) duplex and two-unit dwelling d) single unit dwelling	a) existing b) 10.5 m per dwelling unit c) 20 m d) 12 m	a) Same as existing b) Same as existing c) Same as existing d) Same as existing	a) N/A b) 12.5 m c) 12.5 m d) 12.5 m
<b>9-1.3 Maximum Lot Coverage</b>	40%	Same as existing	N/A
<b>9-1.4 Front Yard Depth</b>	6.0 m	Same as existing	N/A
<b>9-1.5 Side Yard Width</b>			
a) Semi-detached dwelling	a) 1.5 m provided that no side yard shall be required between the common wall dividing dwelling units	Same as existing	N/A
b) Dwelling with attached carport	b) 1.5 m	Same as existing	N/A
c) Dwelling without attached carport	c) 1.5 m on one side and 4.5 m on the other side	Same as existing	N/A
d) Dwelling on a corner	d) 7.5 m on the side abutting the street and the requirements of a), b), and c) above as the case may be on the other side	Same as existing	N/A
<b>9-1.6 Rear Yard Depth</b>	7.5 m	Same as existing	N/A
<b>9-1.7 Maximum Building Height</b>	10.5 m	Same as existing	N/A
<b>9-1.8 Minimum Outdoor Amenity Area</b>	45 m <sup>2</sup> per dwelling unit	Same as existing	N/A

## PLANNING JUSTIFICATION REPORT

Queens Line  
Rodney, Ontario

Zoning Provision		Proposed R2-# Zone	Proposed Development
<b>9-1.10 Municipal Services</b>	No dwelling shall be erected or used that is not connected to the municipal water supply system and the municipal sanitary sewage system.	Same as existing	Development proposed on full municipal services

# PLANNING JUSTIFICATION REPORT

Queens Line  
Rodney, Ontario

**Table 2 – Proposed R3-# Zoning Provisions**

Black Text – Original Zoning Provision

*Italicized Red Text* – Proposed Special Provision

Zoning Provision		Proposed R3-# Zone	Proposed Development Block 29	Proposed Development Block 30
10.1.1 Permitted Uses	apartment dwelling double duplex dwelling home occupation multiple-unit dwelling senior citizens' home townhouse dwelling	Same as existing	Townhouse Dwellings	Townhouse Dwellings
10-1.1 Minimum Lot Area a) double duplex, townhouse and multiple-unit dwellings b) apartment dwelling	a) 230 m <sup>2</sup> per dwelling unit b) 230 m <sup>2</sup> for each of the first four (4) dwelling units and 95 m <sup>2</sup> for each additional unit thereafter	a) Same as existing b) Same as existing	a) 480 m <sup>2</sup> b) N/A	a) 550 m <sup>2</sup> b) N/A
10-1.2 Minimum Lot Frontage a) double duplex, b) townhouse and multiple-unit dwellings	a) 25 m b) 30.5 m	a) Same as existing b) <b>13 m</b>	a) N/A b) 70 m	a) N/A b) <b>13 m</b>
10-1.3 Maximum Lot Coverage	35%	Same as existing	32%	28%
10-1.4 Front Yard Depth a) double duplex, b) townhouse and multiple-unit dwellings	a) 7.5 m b) 7.5 m	a) Same as existing b) Same as existing	a) N/A b) 13 m	a) N/A b) 15 m
10-1.5 Side Yard Width  a) double duplex dwelling  b) townhouse  c) apartments and multiple-unit dwellings	a) 3.0 m on an interior lot, 7.5 m on the side abutting the street and 3.0 m on the other side on a corner lot  b) 6.0 m or one-half the height whichever is greater on an interior lot, 10.5 m on the side abutting the street and 6.0 m or one half the height on a corner whichever is the greater on the other side  c) 7.5 m	Same as existing  <b>4 m</b>  Same as existing	N/A  6 m  N/A	N/A  <b>4 m</b>  N/A
10-1.6 Rear Yard Depth	10.5 m	<b>8 m</b>	<b>8 m</b>	<b>8 m</b>

## PLANNING JUSTIFICATION REPORT

Queens Line  
Rodney, Ontario

Zoning Provision		Proposed Zone	R3-#	Proposed Development Block 29	Proposed Development Block 30
10-1.7	Maximum Building Height	3 storeys	Same as existing	<3 storeys	<3 storeys
10-1.8	Minimum Outdoor Amenity Area	45 m <sup>2</sup> per dwelling unit	Same as existing		
10-1.9	Maximum Density	60 dwelling units per hectare	Same as existing	21 units per hectare	19 units per hectare
10-1.10	Municipal Services	No dwelling shall be erected or used that is not connected to the municipal water supply system and the municipal sanitary sewage system.	Same as existing	Development proposed on full municipal services	Development proposed on full municipal services

## 6. CONCLUSION

Based on the above analysis, the proposed Zoning By-law Amendment and Draft Plan of Subdivision applications are consistent with the Provincial Policy Statement, conforms to the Elgin County Official Plan and the Municipality of West Elgin Official Plan, and maintains the general intent and purpose of the Municipality of West Elgin Zoning By-law.

The following materials have been submitted to the Municipality of Lambton Shores along with this report in support of the Zoning By-law Amendment application:

- One (1) copy of a Zoning By-law Amendment Application form;
- One (1) copy of Draft Plan of Subdivision Application Form
- One (1) copy of the Draft Plan of Subdivision
- One (1) copy of the Reference Plan
- One (1) copy of the Planning Justification Report
- One (1) copy of Servicing Brief
- One (1) copy of Servicing Plan
- One (1) copy of Archaeological Assessment
- One (1) copy of Transportation Impact Assessment
- One (1) copy of Environmental Noise Study

The application fees will be submitted directly to the Municipality under separate cover by our client.

We trust that the enclosed information is satisfactory to address the submission requirements and look forward to working with staff to advance the applications. If you have any questions regarding this matter or require any additional information, please do not hesitate to contact me.



## PLANNING JUSTIFICATION REPORT

Queens Line  
Rodney, Ontario

Respectfully Submitted,

**MONTEITH BROWN PLANNING CONSULTANTS**

---

Jay McGuffin, MCIP, RPP  
Vice President, Principal Planner  
jmcguffin@mbpc.ca

JMc:es

Appendix 1 [Pre-Consultation Meeting Notes](#)



**Subject:** Revised Plan of Subdivision Pre-consultation Minutes, Queens Line, Rodney, ON

**Date:** April 13, 2022

**Attendance:** Paul Hicks, County of Elgin  
Heather James, Municipality of West Elgin  
Mike Kalita, Municipality of West Elgin  
Jackie Beunen, Municipality of West Elgin  
Lee Gosnell, Municipality of West Elgin  
Valerie Towsley, Lower Thames Valley CA  
Connor Wilson, Lower Thames Valley CA  
Klaud Czeslawski, KLM Holdings  
Eric Steele, Monteith Brown Planning Consultants  
Jay McGuffin, Monteith Brown Planning Consultants  
Kyle Underwood, Driven Engineering

**Minutes:**

1. *Introductions*

All parties on the call introduced themselves. Regrets were received by Brian Lima, County of Elgin.

2. *Summary of Proposal*

E Steele provided an overview of the proposed plan of subdivision composed of 27 single detached building lots, and blocks for 12 townhouse units fronting on an extension of Harper Street as well as a new municipal road accessed from Queens Line. The lands are located in the settlement area of Rodney and are designated 'Residential' in the Official Plan and are zoned a 'future development' zone. E Steele noted that the lands are proposed to be serviced by the municipal water and sanitary sewage systems. The applicant has prepared two versions of the proposed plan: one would see the proposed new municipal road terminate in a cul-de-sac at an adjacent property (currently occupied by a solar farm); a second version would see the proposed new municipal road terminate in a 0.3 metre reserve at the adjacent property providing an opportunity for a future connection to the said parcel. The second version was completed at the request of the municipality who have expressed an interest in seeing a connection to the adjacent lands.

### 3. *Round Table*

Municipality of West Elgin – H James reiterated the preference of the Municipality to see the new road terminate at a future connection point to the adjacent lands as opposed to a cul-de-sac and P Hicks noted that the County would leave this matter to the discretion of the local municipality, but encouraged the parties have this issue addressed prior to application in order to avoid future modifications and potential delays in the processing of the application. H James noted that the lands will need to be the subject of a rezoning application, and requested that it be applied for concurrently with the subdivision application. H James noted that the proposed development is adjacent to a former railway line (since removed) and questioned the need for an environmental site assessment (ESA). J McGuffin and P Hicks both noted that unless there was railway (or other related activity) directly on the subject lands there would be no need for an ESA to be completed. Regardless, all parties agreed to review available documentation to confirm whether or not an ESA would be required.\*

M Kalita highlighted the location of connection points for water and sanitary sewer connections and noted that capacity in both systems does not appear to be an issue. P Hicks noted that confirmation of sufficient reserve capacity will need to be provided to the County prior to draft approval being given, noting that this can either be provided by way of correspondence from the local municipality, or through an assessment contained in the applicant's servicing report.

L Gosnell noted the need to coordinate drainage matters as there are nearby drainage works that are likely to commence in the near future.

The Municipality requested that the following be made a requirement for a complete application for the plan of subdivision:

- Planning rationale
- Geotechnical report
- Stormwater management report
- Functional servicing report
- Archaeological assessment

Lower Thames Valley CA – V Towsley noted that no conservation authority regulations are applicable to the subject property and that the CA will review the stormwater management report. V Towsley also noted that the stormwater management solution will be required to meet a standard of an enhanced total suspended solids (TSS) removal of 80% and the outlet will be subject to permitting / review.

The CA has requested that the following be made a requirement of a complete application:

- Stormwater management report

Elgin County – P Hicks reiterated the need to address the issue of the termination of the proposed new road prior to application but otherwise had no additional comments on the application.

The County will require that the following be made a requirement for complete application:

- Planning rationale
- Draft plan of subdivision
- Reference plan
- Transportation impact assessment – examining net impact on county roads
- Noise study – assessing noise impacts from county roads
- Archaeological assessment

4. *Follow up questions or comments*

A general discussion was held where the applicants made a series of inquiries regarding details of the Municipality’s comments on the proposed plan. The Municipality and the applicant agreed to host another meeting to discuss the issue of the termination of the new street.

5. *Other matters*

None raised.

6. *Next steps*

P Hicks outlined immediate next steps regarding confirmation of the complete application requirements and noting that the County is available to participate in any follow up meetings in advance of formal application if needed.

**Complete Application Requirements:**

The following constitutes the list of required plans and studies as part of the subject application for draft plan approval:

- Geotechnical report
- Stormwater management report
- Functional servicing report
- Archaeological assessment

- Draft plan of subdivision
- Reference plan
- Planning rationale
- Transportation impact assessment – examining net impact on county roads
- Noise study – assessing noise impacts from county roads

\* Prior to the issuance of the minutes both the County and the Municipality reviewed their respective files on the subject lands and there was no evidence found of any railway or other industrial activity on the site. As such, both parties confirm there is no requirement for an ESA to be completed.

April 19, 2023

Municipality of West Elgin  
199 Currie Road  
Dutton, ON N0L 1J0

Attn: **Robert Brown**

Re: **Plan of Subdivision (D-16 1-2023)**  
**Zoning By-law Amendment (D-14 2-2023)**  
**0 Queens Line**  
**Part Lot 30; Plan 202**  
**Community of Rodney**  
**Municipality of West Elgin**

Thank you for providing the LTVCA with the opportunity to review the Ridge Street Townhouse Development proposal for development on the west side of Ridge Street, north of Chestnut Street in the Community of West Lorne. The Conservation Authority is responsible for addressing the Natural Hazard Section of the Provincial Planning Policy Statement as well as the Conservation Authority's Development, Interference with Wetlands and Alterations to Shorelines and Watercourses Regulation, O. Reg. 152/06 under the Conservation Authorities Act. After reviewing our files and mapping, staff determined that the area is not subject to the Authority's regulations.

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.

Staff have reviewed the following documents that were submitted to this office on April 6, 2023:

1. KLM Holdings – Queens Line CAN
2. Draft Plan – Queens Line, Rodney Subdivision

As a result of our review, staff have the following comments to make as it relates to the Stormwater Management Report:

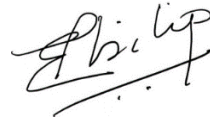
- The post-development flow (20L/s) and the storage volume (1059m<sup>3</sup>) required are given. We request to review the proponent's calculations as none were provided.

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

Yours truly

A handwritten signature in blue ink, appearing to read "Connor Wilson".

Connor Wilson  
Planner

A handwritten signature in blue ink, appearing to read "Elizabeth Philip".

Elizabeth Philip, P.Eng.  
Water Resources Engineer



**From:** [SHILAKU Paul](#)  
**To:** [Robert Brown](#)  
**Subject:** Municipality of West Elgin- D-14-2-2023 and D-16-1-2023  
**Date:** April 25, 2023 8:12:18 AM  
**Attachments:** [image001.png](#)

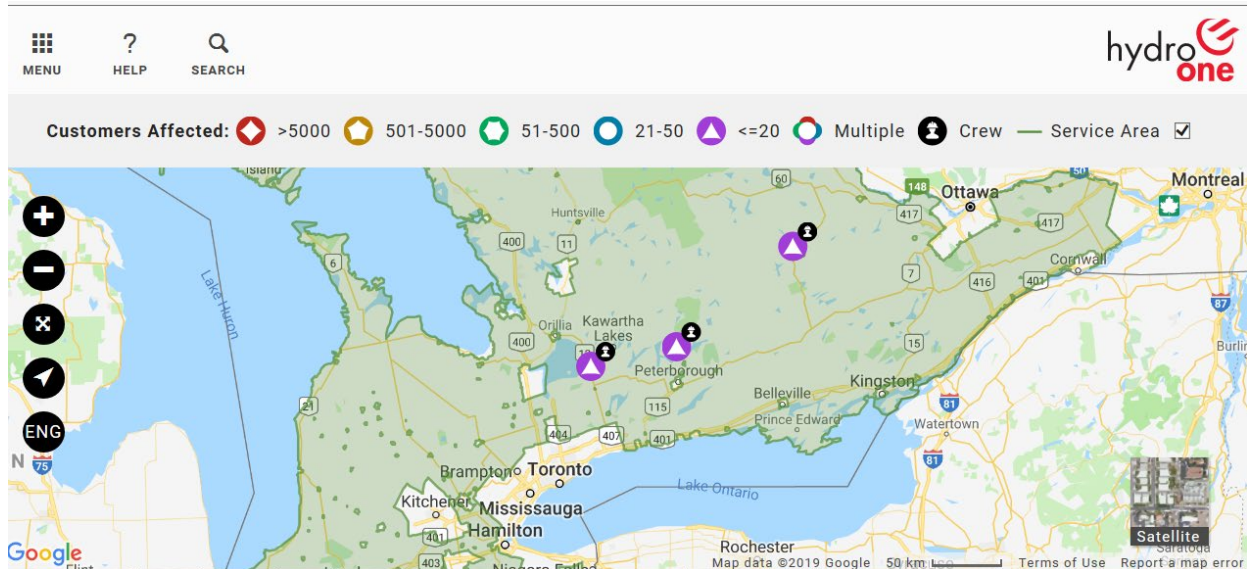
Hello,

We are in receipt of your Plan of Subdivision application, D-14-2-2023 and D-16-1-2023 dated April 6, 2023. We have reviewed the documents concerning the noted Plan and have no comments or concerns at this time. [Our preliminary review considers issues affecting Hydro One's 'High Voltage Facilities and Corridor Lands' only.](#)

For proposals affecting 'Low Voltage Distribution Facilities' the Owner/Applicant should consult their local area Distribution Supplier. Where Hydro One is the local supplier the Owner/Applicant must contact the Hydro subdivision group at [subdivision@hydroone.com](mailto:subdivision@hydroone.com) or 1-866-272-3330.

To confirm if Hydro One is your local distributor please follow the following link:  
<http://www.hydroone.com/StormCenter3/>

Please select " Search" and locate address in question by entering the address or by zooming in and out of the map



If you have any further questions or inquiries, please contact Customer Service at 1-888-664-9376 or e-mail [CustomerCommunications@HydroOne.com](mailto:CustomerCommunications@HydroOne.com) to be connected to your Local Operations Centre

If you have any questions please feel free to contact myself.

Thank you,

**Dennis De Rango**

Specialized Services Team Lead, Real Estate Department  
Hydro One Networks Inc.  
Tel: (905)946-6237

Email: [Dennis.DeRango@HydroOne.com](mailto:Dennis.DeRango@HydroOne.com)

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**From:** [circulations@wsp.com](mailto:circulations@wsp.com)  
**To:** [Robert Brown](#)  
**Subject:** ZBLA (D-14 2-2023) and Draft Plan of Subdivision (D-16 1-2023), Queens Line & Harper St., County of Elgin  
**Date:** April 11, 2023 7:42:18 AM

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2023-04-11

Robert Brown

West Elgin  
Rodney, ON, N0L 2C0

Attention: Robert Brown

**Re: ZBLA (D-14 2-2023) and Draft Plan of Subdivision (D-16 1-2023), Queens Line & Harper St., County of Elgin; Your File No. D-16 1-2023,D-14 2-2023**

To Whom this May Concern,

We have reviewed the circulation regarding the above noted application. The following paragraphs are to be included as a condition of approval:

“The Owner acknowledges and agrees to convey any easement(s) as deemed necessary by Bell Canada to service this new development. The Owner further agrees and acknowledges to convey such easements at no cost to Bell Canada.

The Owner agrees that should any conflict arise with existing Bell Canada facilities where a current and valid easement exists within the subject area, the Owner shall be responsible for the relocation of any such facilities or easements at their own cost.”

Upon receipt of this comment letter, the Owner is to provide Bell Canada with servicing plans/CUP at their earliest convenience to [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca) to confirm the provision of communication/telecommunication infrastructure needed to service the development.

It shall be noted that it is the responsibility of the Owner to provide entrance/service duct(s) from Bell Canada’s existing network infrastructure to service this development. In the event that no such network infrastructure exists, in accordance with the Bell Canada Act, the Owner may be required to pay for the extension of such network infrastructure.

If the Owner elects not to pay for the above noted connection, Bell Canada may decide not to provide service to this development.

To ensure that we are able to continue to actively participate in the planning process and provide detailed provisioning comments, we note that we would be pleased to receive circulations on all applications received by the Municipality and/or recirculations.

We note that WSP operates Bell Canada’s development tracking system, which includes the intake and processing of municipal circulations. However, **all responses to circulations and**

**requests for information, such as requests for clearance, will come directly from Bell Canada, and not from WSP.** WSP is not responsible for the provision of comments or other responses.

Should you have any questions, please contact the undersigned.

Yours truly,

Juan Corvalan  
Senior Manager - Municipal Liaison  
Email: [planninganddevelopment@bell.ca](mailto:planninganddevelopment@bell.ca)

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# MUNICIPALITY OF West Elgin

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-64

#### Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 22003 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 "B" (Rodney) Map 3 to By-law No. 2015-36, is hereby amended by changing the subject property from Future Residential (FR) Zone and Residential First Density (R1) Zone to a Site-Specific Residential Second Density Special Use Regulation 2 (R2-2) Zone, for those lands hatched and described as R2-2 on Schedule "A" attached hereto and forming part of this By-law, being Lot 30, Plan 22, and Part of Lot 2, RP 11R 5577 & Part 1, RP 11R 10956, in the Municipality of West Elgin, in the County of Elgin.
2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection to Section 9.3 Site-Specific Zones:

"9.3.2 a) Defined Area

R2-2 as shown on Schedule "B", Map 3.

b) Permitted Uses

duplex dwelling  
group home  
home occupation  
semi-detached dwelling  
single unit dwelling

c) Notwithstanding any other provisions of Section 9 of the By-law, the lands zoned R2-2 the following special zone standards apply:

- |      |  |   |
|------|--|---|
| i)   | Minimum Lot Area<br>(duplex or single unit dwelling) | 475 m <sup>2</sup>  |
| ii)  | Minimum Exterior Side Yard                           | 4.0 m   |
| iii) | Minimum Interior Side Yard                           | 1. 5m with attached garage, 1.5 m & 3 m with no garage or carport |

3. That Schedule "B" (Rodney) Map 3 to By-law No. 2015-36, is hereby amended by changing the subject property from Future Residential (FR) Zone to a Site-Specific Residential Third Density Special Use Regulation 7 (R3-7) Zone, for those lands cross-hatched and described as R3-7 on Schedule "A" attached hereto and forming part of this By-law, being Lot 30, Plan 22, and Part of Lot 2, RP 11R 5577 & Part 1, RP 11R 10956, in the Municipality of West Elgin, in the County of Elgin.
4. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection to Section 10.3 Site-Specific Zones:

"10.3.7 a) Defined Area

R3-7 as shown on Schedule "B", Map 3.

b) Permitted Uses

apartment dwelling  
double duplex dwelling  
home occupation  
multi-unit dwelling  
senior citizen's dwelling  
townhouse dwelling

- c) Notwithstanding any other provisions of Section 10 of the By-law, the lands zoned R3-7 the following special zone standards apply:

i)	Minimum Lot Frontage Townhouse & Multi Unit Dwellings	13 m
ii)	Lot Coverage (Maximum)	40%
iii)	Rear Yard Depth	8.0 m
iv)	Minimum Interior Side Yard Townhouse Dwelling Townhouse Dwelling Unit	4 m 4 m, 0 m along a common wall

5. 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.

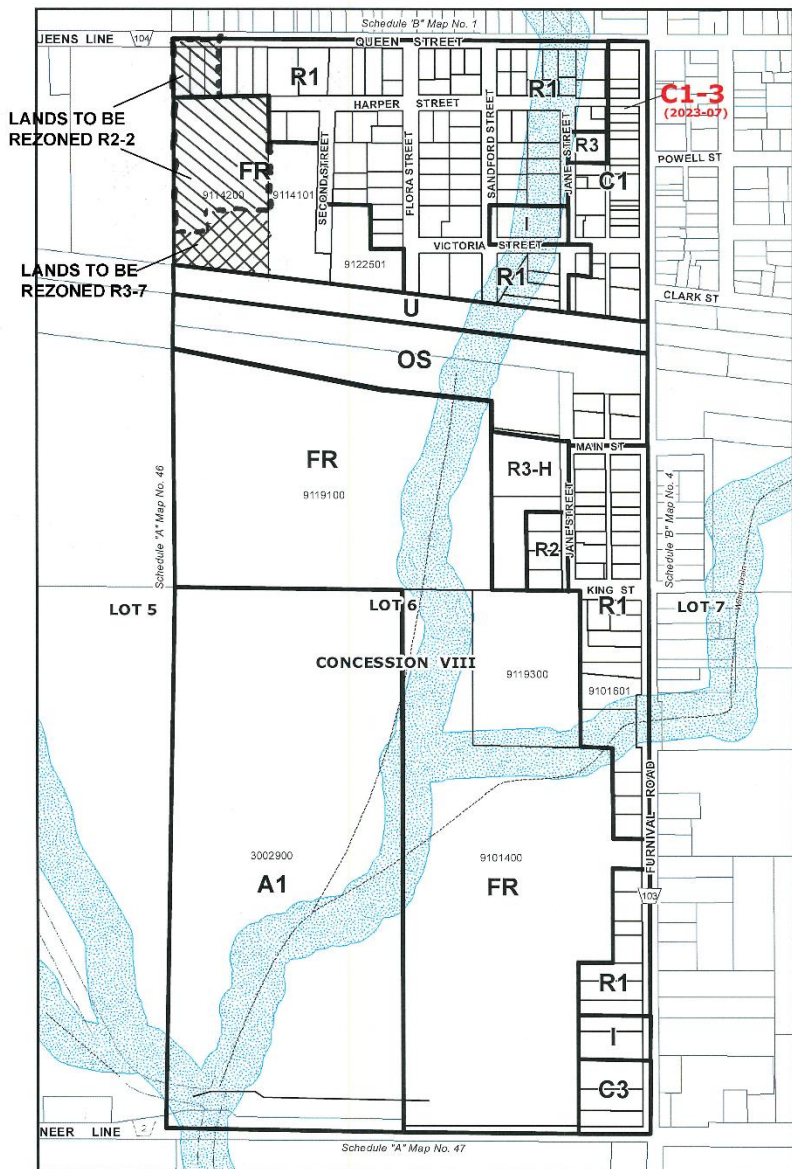
Read a first, second, and third time and finally passed this 12<sup>th</sup> day of September 2024.

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Richard Leatham  
Mayor

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Terri Towstiac  
Clerk



Municipality of WEST ELGIN:  
 RODNEY and AREA  
 SCALE 1:5,000  
 0 50 100 200 300 400 Metres  
 Municipality of West Elgin Zoning By-Law

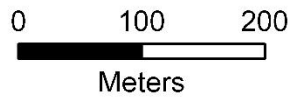
Schedule "B"  
 Map No. 3

This is Schedule "A" to By-law No. 2024-64  
 passed on the 12th day of September, 2024

\_\_\_\_\_  
 MAYOR

\_\_\_\_\_  
 CLERK

MUNICIPALITY OF WEST ELGIN  
 Comprehensive Zoning By-Law  
 2015-36 SCHEDULE 'B' MAP 3





# Municipality of West Elgin

## Minutes

### Council Meeting

August 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  
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 4:01 pm.

**2. Adoption of Agenda**

**Resolution No. 2024- 308**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby adopts the Regular Council Agenda for August 15, 2024 as presented.

**Carried**



**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Public Meeting**

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**

**Resolution No. 2024- 309**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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.

**Carried**

**4.2 Public and/or Applicant Comment**

None.

**4.3 Council Comment**

None.

**4.4 Adjournment**

**Resolution No. 2024- 310**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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

**Carried**

## **5. Delegations**

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

Janet Given, Elgin County Library Branch Supervisor, provided Council with an information presentation, which included introduction of staff, visitor statistics, usage of library resources, summer programs and the number of library programs provided since 2019. Ms. Given also provided the goals for the West Lorne and Rodney library goals for 2024 & 2025.

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

Andrew Fraser addressed Council regarding Council's decision to not provide a refund to families who purchased community pool passes, a decision that was made at the Special Council meeting on August 1, 2024. Council received a generous donation to assist with providing free open swims for the entire community, for the remainder of the summer. Mr. Fraser advised that he was one of fourteen families that purchased a community pool pass to support the local pool and municipality, at a cost of \$200.00. Mr. Fraser advised council that local families are upset that a refund, credit or incentive will not be provided and that their pass is "null and void". Mr. Fraser advised that it was indicated that their funds are considered a "donation" to the pool.

Mayor Leatham advised that the donation did not cover the entire cost of operating the pool and would be unfair to burden the entire cost of the pool operation on the tax base and non-user residents.

Councillor Denning advised that he was the Councillor contacted by the unidentified doner, who asked Councillor Denning how much it would be to fund the remainder of the season's open swims. The cost estimate took the funds raised to date, including swim passes, minus the funds required.

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

Ryan Cheeseman, resident at 169 Centre Street, Rodney addressed Council to gain support for ongoing challenges he and his family have been encountering with Dresden Industrial (KSR), specifically the plethora of trucks stopping on the roadway, blocking his driveway and blocking the fire hydrant. Mr. Cheeseman also advised that there is litter from KSR and the commercial truck drivers in the ditch and his yard. Mr. Cheeseman advised that there is concern for the safety of his children, who while be walking to the local bus stop in September, at the corner of Furnival and

Centre Street. Mr. Cheeseman advised that he has had little cooperation with KSR management and is often in confrontations with commercial truck drivers. Mr. Cheeseman would like to see no parking signs installed on the road in front of his house, and all commercial trucks to remain on the property at KSR

Council received a supplementary delegation request from Chris Cain, Plant Manager, Dresden Industrial. Council unanimously allowed Mr. Cain to address council on this subject.

Mr. Cain advised that while he has instructed logistics to be mindful of driveway, he is unable to fully control as they are not KSR employees. Mr. Cain agrees signage for no parking would be beneficial to assist with enforcing this, as well there is signage throughout KSR property advising drivers to not block the residential driveway. Ms. Cain advised that Mr. Cheeseman has come onto KSR property, driving erratically, which in turn KSR has been forced to call OPP to assist, and employees have been directed to not engage with Mr. Cheeseman. KSR is trying to mitigate further issues, but these ongoing issues between KSR and Mr. Cheeseman are impeding the business of KSR and the commercial drivers.

A proposal for no-parking signs on Centre will be presented later in this meeting, for Council consideration.

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

Keith Taylor and Jennifer Hess, ONE Investment, provided an overview of the not-for-profit organization, who serves investment needs to municipalities throughout Ontario, including partnerships and portfolio holdings. Ms. Hess advised Council the services and investment and portfolio options available, legislation and regulations, ONE Investment Board and subsidiary committees, and the benefits of going prudent.

Mr. Taylor advised Council of the benefits of a diversified portfolio, and the options to increase investment growth.

Mr. Taylor and Ms. Hess concluded by advising that contact will remain with the CAO/Treasurer, to move forward with investment options, once ready.

**6. Adoption of Minutes**

**Resolution No. 2024- 311**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

**6.1 Committee and Board Minutes**

**Resolution No. 2024- 312**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Planning**

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

**Resolution No. 2024- 313**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

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.

**Carried**

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

**Resolution No. 2024- 314**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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.

**Carried**

**8.1.3 Severance Application E63, 64, 65 - 24 - Comments to Elgin County**

**Resolution No. 2024- 315**

**Moved:** Councillor Denning

**Seconded:** Councillor Navackas

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.

**Carried**

## **8.2 Wastewater**

### **8.2.1 West Lorne Wastewater Treatment Plant Operations Report, Second Quarter 2024**

### **8.2.2 Rodney Wastewater Treatment Plant Operations Report, Second Quarter 2024**

#### **Resolution No. 2024- 316**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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.

**Carried**

## **8.3 Water**

### **8.3.1 West Elgin Distribution System Operations Report, Second Quarter 2024**

#### **Resolution No. 2024- 317**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

## **8.4 Building**

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

#### **Resolution No. 2024- 318**

**Moved:** Councillor Navackas

**Seconded:** Councillor Denning

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

**Carried**

## **8.5 Municipal Drains**

### **8.5.1 Re-apportionment - Zoller Drain**

**Resolution No. 2024- 319**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

## **8.6 Operations & Community Services**

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

**Resolution No. 2024- 320**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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.

**Carried**

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

**Resolution No. 2024- 321**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

## **8.7 Clerk's**

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

**Resolution No. 2024- 322**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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 and be included as ‘Schedule A’ to By-law 2024-60.

**Carried**

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

**Resolution No. 2024- 323**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

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 and be included as “Schedule A” to By-law 2024-61.



**Carried**

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

**Resolution No. 2024- 324**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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. Twoonie 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.

**Carried**

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

**Resolution No. 2024- 325**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

## **8.8 Finance/Administration**

### **8.8.1 Purchase of a Folder Inserter**

#### **Resolution No. 2024- 326**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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.

**Carried**

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

None.

## **10. Notice of Motion**

None Received.

## **11. Council Inquires/Announcements**

Deputy Mayor Tellier requested Council to consider utilizing part of Council grant funds to provide assistance to a West Elgin student pursuing a career in a municipal field.

Councillor Denning provided an update on the arena renaming event, August 24, 2024, 11:00am to 4:00pm. The Horvat family will be on site, and families will be able to participate in activities and games during the event. The official ceremony will be at 1:00pm.

Councillor Navackas provided Council with a notice of resignation, effective August 29, 2024. Councillor Navackas advised that the position is no longer compatible with her work and home-life commitments. Council members thanked Councillor Navackas for her time served, and that concurred that she was a valued, contributing member of Council and will be deeply missed. Council will receive a Clerks report at the next meeting of Council, September 12, outlining details for the replacement of Ward 3 Councillor.

**12. Correspondence**

**12.1 Terrace Lodge Bowling Tournament and Fundraiser**

**12.2 Count of Elgin, Notice of No Appeals, E 44-24**

**Resolution No. 2024- 327**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

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

**Carried**

**13. Items Requiring Council Consideration**

**14. By-Laws**

**14.1 2024-58 - Site Plan Agreement - Shree Rodney Gas Station Inc. (239-241 Furnival Road)**

**Resolution No. 2024- 328**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

**14.2 2024-59 - Zoning By-law Amendment D14 7-2024 - 25248 Queen's Line, JenVeld Farms**

**Resolution No. 2024- 329**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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.

**Carried**

**14.3 2024-60 - Volunteer Recognition Awards Policy**

**Resolution No. 2024- 330**

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

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.

**Carried**

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

**Resolution No. 2024- 331**

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

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.

**Carried**

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

**Resolution No. 2024- 332**

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

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.

**Carried**

**15. Closed Session**

**Resolution No. 2024- 333**

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

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 6:48 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;

**Carried**

**16. Report from Closed Session**

Clerk T. Towstiuic reported from closed session at 8:31pm.

Council received six (6) items pursuant to the *Municipal Act*, Section 239 (2). Council provided administrative direction to staff, where necessary, including the following two (2) recommendations:

**Resolution No. 2024- 334**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer Re: Lot Purchase; And

That West Elgin Council directs staff to submit an offer to purchase on the lot located on Main Street, West Lorne.

**Carried**

**Resolution No. 2024- 335**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Development Plans – Tiny Homes Pilot Project, and That West Elgin Council direct staff to start conversation with the property owner of the lands located on Munroe St., described as Aldborough Con 8 Pt Lots 17 and 18 RP 11R9329 Parts 3 and 6 RP 11R10916 Part 1 and enter into negotiations to purchase the lands for the maximum amount of \$30,000 for the purpose of investing in our community with the idea of Tiny Homes development project.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2024- 336**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

**18. Adjournment**

**Resolution No. 2024- 337**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 8:33pm, to meet again at 4:00pm, on Thursday, September 12, 2024 or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

April 10, 2024, 9:00 a.m.

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

**Present:** Ken Loveland  
Jim Hathaway  
Terry Weed  
Bill Denning  
Ryan Statham

**Staff Present:** Lee Gosnell, Manager of Operations and Community Services  
Adam Ecker, Recreation Supervisor  
Jenn Vanesse

**1. Call to Order**

Chair K. Loveland called the meeting to order at 9:03 a.m.

**2. Adoption of Agenda**

**Moved:** Bill Denning

**Seconded:** Jim Hathaway

That West Elgin Community Centre Board of Management hereby adopts the Agenda as presented.

**Carried**

**4. Minutes**

**Moved:** Bill Denning  
**Seconded:** Ryan Statham

That West Elgin Community Centre Board of Management Committee adopt the minutes of March 13, 2024 as circulated and printed.

**Carried**

**5. Business Arising from Minutes**

No business arising from the minutes

**6. Financials**

**Moved:** Terry Weed  
**Seconded:** Ryan Statham

That West Elgin Community Centre Board of Management hereby adopts the Financials as presented.

**Carried**

**7. New Business**

**7.1 Skating Club Update**

The skating club had another successful year. A big thank you to the arena staff for another great season. They will be having their annual awards afternoon on April 13th at the Elgin International Club.

**7.2 Minor Hockey Update**

They would like to thank the staff for a smooth season. They will be getting a tentative schedule together for next season within the next month so that staff can start on a schedule for other groups. They have an end of the year awards set for April 14th at the Elgin International Club.

**7.3 Arena Renaming Update**

Advertising will be updated and sent out for posting hopefully by the end of the week. The main things are booked, just now working on the details of the event.

**8. Staff Operations Update**

The ice is removed and cleaned up in an uneventful manner for the season. The staff was able to successfully remove all but 1 logo intact from the ice. The main



center ice logo will hopefully be used for next season. There is a thought to have the new arena logo to be on the ice surface next year. The board wrap is coming off in pieces but it is still cold in there, and they were pretty marked up.

A concern has come up with the minor hockey banners that there isn't enough room to post them all with the one wall being full of advertising signs. Thoughts were to encourage board wrap and ice logo advertising for next season.

A letter will be going to the seasonal user groups with a timeline on when we would need a tentative schedule in so that other groups can then have availability earlier.

**9. Adjournment**

**Moved:** Bill Denning

**Seconded:** Jim Hathaway

That the West Elgin Community Centre Board of Management hereby adjourn at 9:19 a.m. to meet again at the call of the Chair.

**Carried**

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Ken Loveland, Chair

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Jenn VanEsse, Recording Secretary



# Municipality of West Elgin

## Minutes

### Recreation Committee

June 10, 2024, 7:00 p.m.

Hybrid Meeting

**Present:** Councillor T. Tellier  
Nicole Campbell  
Cindy da Costa  
Megan Bartlett  
Michelle Navackas  
Courtney Kreamer

**Staff Present:** Jenn Vanesse

**1. Call to Order**

Chair Taraesa Tellier called the meeting to order at 7:09 p.m.

**2. Adoption of Agenda**

**Moved:** Michelle Navackas

**Seconded:** Nicole Campbell

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

**Carried**

**4. Minutes**

**Moved:** Megan Bartlett

**Seconded:** Nicole Campbell

That the West Elgin Recreation Committee adopts the minutes of May 15th, 2024 as printed and circulated.

**Carried**

**6. New Business**

**6.1 Canada Day Preparation**

Went over the events for the day of Canada day. Post on electronic sign for volunteers and facebook. Looking to do quadrants for members to be in to supervise volunteers or be the go to. Volunteers would be needed from 2:30-6pm. Layout will come out with the events once it is finalized.

**6.2 Rec Committee future**

With a meeting coming up in august to go over the committee as a whole, the committee has been asked to come to the next meeting with ideas on a mission statement, master plan and goals, as well as questions we would like answered.

**7. Adjournment**

**Moved:** Michelle Navackas

**Seconded:** Courtney Kreamer

That West Elgin Recreation Committee hereby adjourn at 7:43 p.m. to meet again on July 10, 2024 at 7:00 p.m.

**Carried**

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Taraesa Tellier, Chair

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Jenn VanEsse, Recording Secretary

# Four Counties Transportation Services Committee

## Minutes

July 22, 2024, 8:30 a.m.  
Council Chambers  
160 Main Street  
West Lorne

**Present:** John Wright, Chatham-Kent  
Mark McGill, Southwest Middlesex  
Don McCallum, Southwest Middlesex  
Ryan Statham, West Elgin  
Linda Dunn, Adult Day Program

**Regrets:** Michelle Navackas, West Elgin  
Kristina Pringle, West Elgin Community Health Centre  
Clyde Harris, Newbury

**Staff Present:** Magda Badura, CAO/Treasurer, West Elgin  
Terri Towstiuc, Recording Secretary/Clerk, West Elgin

**Staff Absent:** Jan Metcalfe, Chatham-Kent  
Cathy Case, Clerk/Treasurer, Newbury

**1. Call to Order**

Chair Mark McGill called the meeting to order at 8:37 a.m.

**2. Adoption of Agenda**

**Resolution No. FCTC 2024- 12**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Ryan Statham, West Elgin

That the Four Counties Transportation Services Committee adopt the agenda of July 22, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Minutes**

**Resolution No. FCTC 2024- 13**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** Ryan Statham, West Elgin

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

**Carried**

**5. Business Arising from Minutes**

CAO/Treasurer Badura advised the Committee that she has not received a response regarding the Gas Tax Program letter previously received from the Ministry of Transportation, which did not include the Municipality of Chatham-Kent. Ms. Badura assured the committee that Chatham-Kent is included when the financials are submitted at the end of the year.

CAO/Treasurer Badura advised the Committee that current hospital staff and bus drivers were not aware of any requirements to change to staggered start times for the adult programming, and the current riders for this programming are content with the current ride and wait times for the transit system. Linda Dunn, Adult Day Program, advised that she agreed with these statements, and has not been advised of a need for this type of service.

**6. Financial Information, as of June 30, 2024**

**Resolution No. FCTC 2024- 14**

**Moved:** Ryan Statham, West Elgin

**Seconded:** Don McCallum, Southwest Middlesex

That the Four Counties Transit Committee hereby accept the Financials as of June 30, 2024, as presented.

**Carried**

**7. Verbal Reports and Open Discussion**

CAO/Treasurer Badura advised the committee that a policy will be forthcoming, which will detail the amount of transit stops and length of time that one trip may be scheduled for. A recent shopping trip caused significant overtime required for

a bus driver, due to the trip being scheduled later in the day, and multiple stops required. Ms. Badura is coordinating with the drivers, to ensure the policy will create parameters to prevent this in the future.

**8. Adjournment**

**Resolution No. FCTC 2024- 15**

**Moved:** Don McCallum, Southwest Middlesex

**Seconded:** John Wright, Chatham-Kent

That the Four Counties Transportation Services Committee hereby adjourn at 9:13 a.m. to meet again at 8:30am, on Monday, September 9, 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



**Staff Report**

**Report To: Council Meeting**

**From: Robert Brown, Planner**

**Date: 2024-09-04**

**Subject: Severance Application E70-24 – Comment to Elgin County – Recommendation Report – (Planning Report 2024-28)**

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E70-24 – Comments to the County of Elgin (Planning Report 2024-28);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E70-24, 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 Application E70-24, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate the splitting of an existing lot, containing a semi-detached dwelling, into two individual freehold lots for each dwelling unit. The subject property is located on the east side of Fourth St, just south of Powell St. The lot was developed in 1989 with a semi-detached dwelling that has been used as a rental property. The owners are now looking to subdivide the dwelling and provide each individual unit for sale.

**Background:**

Below is background information, in a summary chart:

<b>Application</b>	E70-24
<b>Owner</b>	Elgin House to Home Inc.
<b>Applicant</b>	Matthew Fordyce
<b>Legal Description</b>	Pt. Lot 4, Block P, Plan 165, Pt 1, RP 11R 2694
<b>Civic Address</b>	207 Fourth St.

<b>Entrance Access</b>	Fourth St. (each lot has existing access)
<b>Water Supply</b>	Municipal water service
<b>Sanitary Service</b>	Municipal sanitary service
<b>Existing Land Area</b>	772.32 m <sup>2</sup> (8,313.52 ft <sup>2</sup> )

Figure One below depicts the existing parcel outlined in blue.



The Public Hearing is scheduled for September 25, 2024, at the Elgin County Land Division Committee Meeting.

Figure Two and the below chart show the details from the sketch prepared as part of the application for severance.

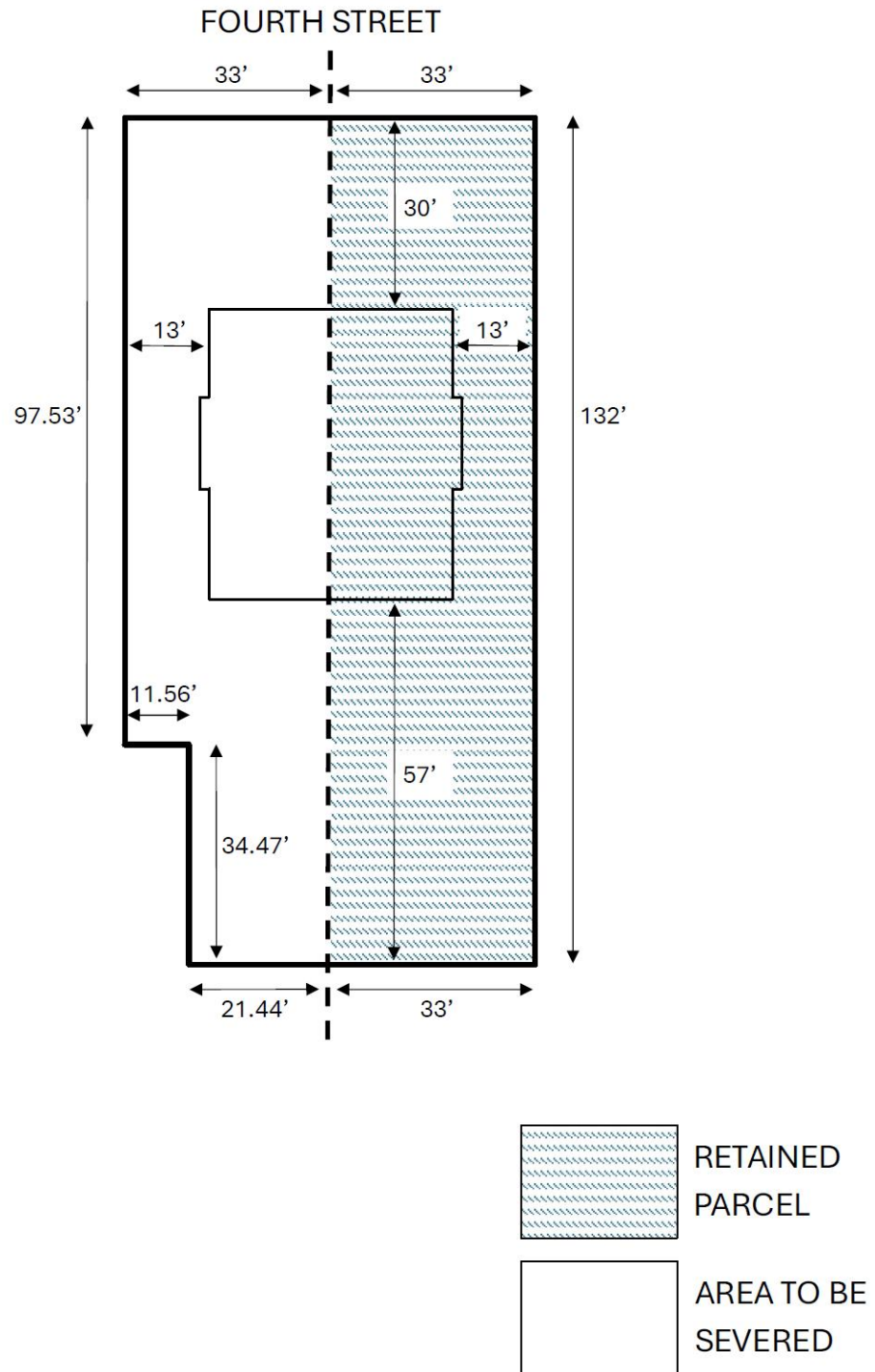
Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E70-23</b>	10.05 m (33 ft.)	40.23 m (132 ft.)	367.65 m <sup>2</sup> (3,957.5 ft <sup>2</sup> )	10.05 m (33 ft.)	40.23 m (132 ft.)	404.67 m <sup>2</sup> 4,356 ft <sup>2</sup>





FIGURE TWO

207 FOURTH ST - PROPOSED SEVERANCE



**Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed lot creation will have a minimal impact on assessment value.

**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 do 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 severance, 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:**

The proposed lot creation is within the Rodney settlement area and raises no issues of Provincial significance. The proposal is consistent with PPS.

**CEOP:**

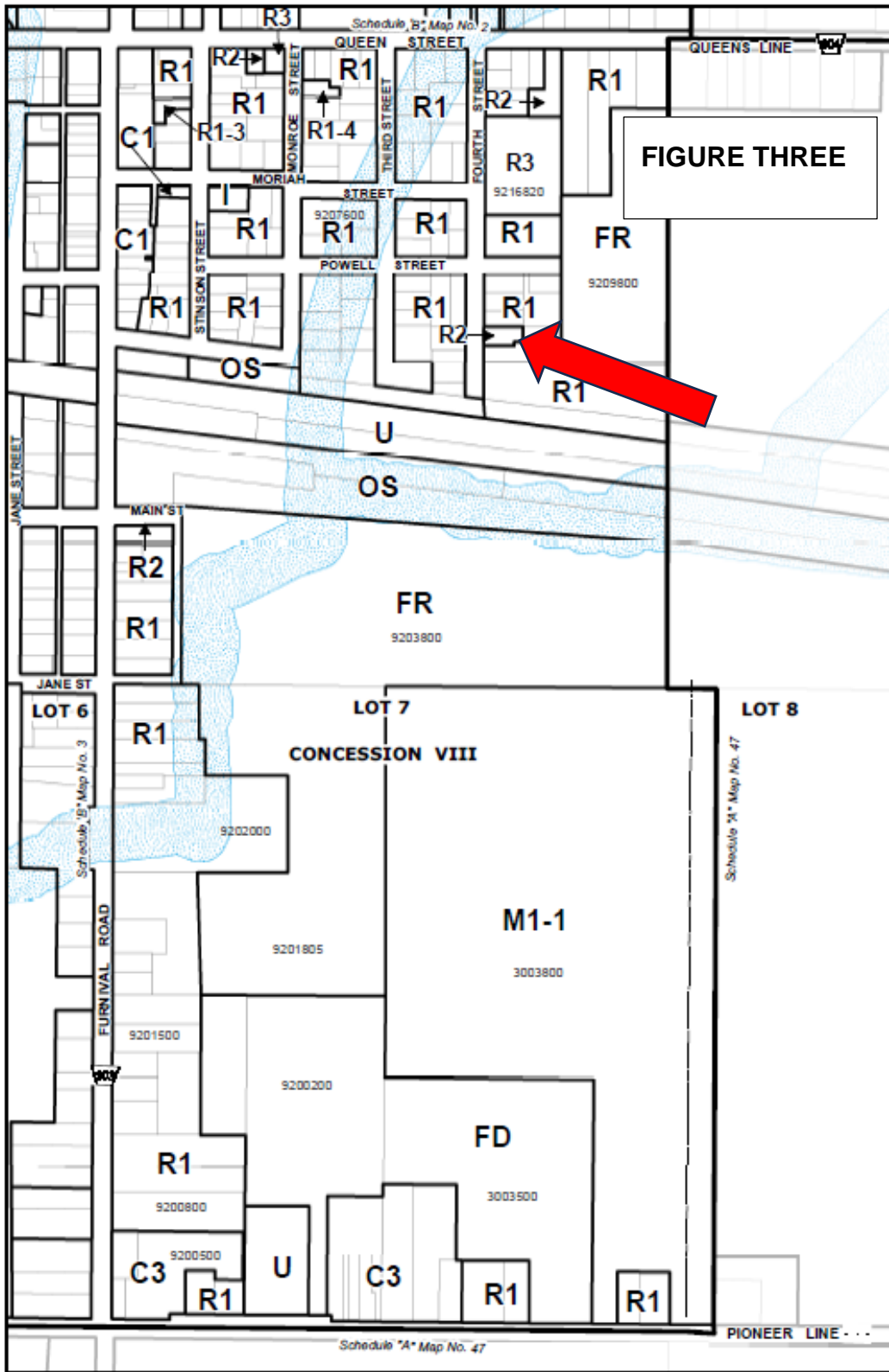
The subject lands are within the Tier One Settlement Area of Rodney on Schedule 'A' Land Use in the CEOP. New lot creation is subject to Section E.1.2.3.1. The proposed lot creation has been reviewed in the context of items a) through m) of the applicable section. The proposed lot creation raises no issues of concern and as such is in conformity with the CEOP.

**OP:**

The subject lands are designated as Residential Area, as shown on the Land Use & Transportation Plan Schedule 'C' of the OP. The proposed lot creation is via consent and as such subject to Section 10.4. The proposed lot is generally in conformity with the provisions of this section however the lot frontage of the severed and retained parcels will require a minor variance to recognize the slight reduction. Therefore, this proposal conforms to the OP subject to addressing the zoning deficiency noted above.

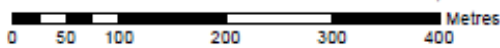
**Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):**

The subject lands are zoned Residential Second Density (R2), on Schedule B, Map 4 of the ZBL as depicted in Figure Three. All of the regulations for the severed and retained parcel will be in compliance with the R2 zone with the exception of the required lot frontage. Each lot will have a frontage of 10.05 m where the by-law requires 10.5 m. As such, subject to approval of the necessary minor variance, the proposed lots will conform with the West Elgin Zoning By-law.



**Municipality of WEST ELGIN:  
RODNEY and AREA**

SCALE 1:5,000



Municipality of West Elgin Zoning By-Law



**Schedule "B"**

**Map No. 4**

**Interdepartmental Comments:**

The severance application was circulated to municipal staff for comment. Feedback provided included the following:

Each lot will need to confirm separate servicing.

Comment: The applicant has indicated that each unit has separate service connections.

Addressing will need to be adjusted.

Comment: Since the abutting lot to north is 209 and 205 is to the south the Municipality will have to utilize 207 and 207A as the addressing option.

Confirmation will have to be provided that the demising wall between the units was constructed in accordance with Building Code requirements (fire separation) for each unit to be considered a complainant semi-detached unit.

Comment: The original building permit was provided and an engineer's letter was also included to confirming the code compliance of the fire separation between the two units.

At the time of submission of this report, 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 required minor variance; 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.

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,

A handwritten signature in black ink, appearing to read 'Robert Brown', with a long horizontal flourish extending to the right.

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

**Report Approval Details**

Document Title:	Severance Application E70-24 - Comment to Elgin County - Recommendation Report - 2024-28-Planning.docx
Attachments:	- Planning Report 2024-28 - Appendix One - West Elgin Conditions E70-24.pdf
Final Approval Date:	Sep 6, 2024

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

Terri Towstiuć

## **Planning Report 2024-28: Appendix One**

### **Consent Application E70-24 – West Elgin Conditions**

Consent Application E70-24 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 request separate addressing of each semi-detached dwelling unit to the satisfaction of the Municipality;
5. That the applicant make application for and receive approval of a minor variance to address the existing reduced lot frontage of the severed and retained parcels to the satisfaction of the Municipality;
6. 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.
7. 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:** Corey Pemberton, Chief Building Official  
**Date:** 2024-09-12  
**Subject:** Building Department Summary Report – August 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 August 2024.

### **Purpose:**


The purpose of this report is to provide Council with a summary of Building Department activities for the month of August 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 - August 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	12	16,681	1,072,115	Accessory structures	16	3,362	412,835
Agricultural	8	12,576	1,612,000	Agricultural	14	16,463	5,101,450
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	320	92,000	Pools	6	960	111,706
Residential Building	16	45,279	7,667,390	Residential Building	16	40,344	6,819,953
Sewage System	13	7,100	309,800	Sewage system	11	5,930	185,829
Signs	2	660	23,000	Signs	2	320	44,000
Combined Use				Combined Use		-	-
<b>TOTAL</b>	<b>59</b>	<b>156,186</b>	<b>16,084,605</b>	<b>TOTAL</b>	<b>75</b>	<b>94,539</b>	<b>14,916,973</b>

Current Year 2024			Previous Year 2023		
TOTAL PERMIT ISSUED		59		75	
TOTAL DWELLING UNITS CREATED		15		10	
TOTAL PERMIT VALUE		16,084,605		14,916,973	
TOTAL PERMIT FEE		156,186		94,539	
TOTAL INSPECTION COMPLETED(YTD)		590		617	

August 2023 Compared to August 2024							
Current Year 2024				Previous Year 2023			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	360	14,000	Accessory structures	1	320	7,300
Agricultural	2	2,752	297,000	Agricultural	2	4,500	2,350,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing		200	
Pools				Pools			
Residential Building	2	5,133	800,000	Residential Building	4	18,871	2,992,180
Sewage System	3	1,140	83,000	Sewage System	2	1,120	38,980
Signs				Signs	1	160	38,000
Combine Use				Combined Use			
<b>TOTAL</b>	<b>8</b>	<b>9,385</b>	<b>1,194,000</b>	<b>TOTAL</b>	<b>10</b>	<b>25,171</b>	<b>5,426,460</b>



**Staff Report**

**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2024-09-12  
**Subject:** Monthly Report for July, August 2024

**Recommendation:**

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

**Purpose:**

To provide Council with an update on fire department activities in the months of July and August 2024.

**Background:**

***Emergency Responses***

Fire – Vehicle	1
Fire - Grass	1
Burn Complaint	1
Alarms Sounding	5
Public Hazard	1
Power Lines Down/Arcing	1
Vehicle Collison (MVC)	6
Medical Assist	14
Human – Perceived Emergency	2
Pre-fire conditions	1
TOTAL	33

***Training & Meetings***

Department topics included incident review, vehicle stabilization, auto extrication, and pumper operations.

Members are attending NFPA 1072 Hazardous Materials Awareness, NFPA 1035 Public Information Officer, and Fire Code Parts 2 & 6, all online.

Fire chief attended County Chief meetings, JHSC Certification Refresher.

**Fire Prevention**

No new inspections.

Public Education was provided at Canada Day celebrations at Miller Park, Fishing Derby at Port Glasgow Marina, St Mary’s Vacation Bible School, Lakewood RV Resort, Port Glasgow Trailer Park Family Day, Early On Children’s Festival, the Bo Horvat Arena Renaming Ceremony, and the Kiwanis Club Car Show.

**Other Activities/Information**

Recruitment for probationary firefighters is active, with interviews planned for late September.

The Fire Prevention Officer position has been filled, with the Training Officer position yet to be filled. Vacant District Chief and Captains positions are to be posted this fall.

Staff have applied for the Provincial Fire Protection (FP) Grant. Year 1 of the 3-year FP Grant will be allocated proportionate to the number of active fire stations in a municipality, with WEFD expected to receive between \$16,000 to \$20,000, with a focus on cancer prevention and minor infrastructure modernization. The WEFD grant application focuses on creating properly ventilated laundry rooms at both stations, to contain the existing extractors (bunker gear washers), and provide a suitable working area for proper decontamination of PPE and equipment.

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

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

**Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by: Jeff McArthur, Fire Chief



**Report Approval Details**

Document Title:	Monthly Activity Report - July, August 2024 - 2024-10-Fire.docx
Attachments:	
Final Approval Date:	Sep 10, 2024

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

Terri Towstiuć



## Staff Report

---

**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-09-12  
**Subject:** New Drain Construction, Form 1, Petition Drain

---

### **Recommendation:**

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

That Council approve request for the construction of a new tile drain, dated July 23, 2024, submitted by Brian McGill; and

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

### **Purpose:**

The purpose of this report is to advise Council of a Petition for Drainage Works by Owners, Form 1, received by the Clerk September 4, 2024

### **Background:**

A Petition for Drainage Works by Owner was received at the Municipal Office from Brian McGill, requesting construction of a new tile drain, located at Concession 3, SW 1/4, former Municipality of Aldborough.

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

### **Financial Implications:**

Cost to be determined by Spriets & Associates

### **Policies/Legislation:**

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

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

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

Respectfully submitted by,

Terri Towstiuć  
Municipal Clerk



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

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

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Con.3 SW1/4 lot Y

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

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

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

Contact Person (Last Name) <b>McGill</b>	(First Name) <b>Brian</b>	Telephone Number [REDACTED] ext.
---	------------------------------	-------------------------------------

Address	
Road/Street Number [REDACTED]	Road/Street Name [REDACTED]

Location of Project	Concession	Municipality	Former Municipality (if applicable)
Lot <b>sw1/4 y</b>	<b>3</b>	<b>West Elgin</b>	<b>Aldborough</b>

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

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project  
**450 M**

General description of soils in the area  
**Clay**

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

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 23rd day of July, 2024

Name of Clerk (Last, first name) <b>TOUSTIUC, TERRI</b>	Signature [REDACTED]
--	-------------------------

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

Number	Property Description <u>Con, 3 SW1/4 Lot Y</u>
--------	---

Ward or Geographic Township <u>Aldborough</u>	Parcel Roll Number <u>3434 000 070 04700</u>
--	---

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

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature 	Date (yyyy/mm/dd) <u>2024-07-23</u>
--	---	--

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

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

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

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

Number	Property Description
--------	----------------------

Ward or Geographic Township	Parcel Roll Number
-----------------------------	--------------------

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

Ownership

Sole Ownership

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

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

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

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

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

Check here if additional sheets are attached

Clerk initial
---------------

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

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

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



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-09-12  
**Subject:** Tender Results, South Rodney Drain

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk, Re: Tender Results, South Rodney Drain; and

That Council approve the low tender submission from Gillier Construction for the South Rodney Drain, in the amount of \$258,092 (HST included); and

That the third reading of the by-law will be read during the by-law portion of the meeting, allowing drainage work to commence ten (10) days afterward.

### **Purpose:**

The purpose of this report is to provide Council with an update regarding the South Rodney Drain tender results. The third reading of the by-law will be read during the by-law portion of the September 12, 2024, Council meeting, and drainage works may commence ten (10) days after the third (final) reading.

### **Background:**

At the regular meeting of Council on July 18, 2024, Council authorized staff to initiate the tender process for the South Rodney Drain. The Drainage Superintendent initiated the process, with a closing date of August 28, 2024, at 11:00am. Drainage Superintendent Tom Mohan, and Lee Gosnell, Manager of Operations, were both present for the opening of the tenders. The following tenders were received:

1. McNally Excavating, total tender price \$280,014 (HST included)
2. Gillier Construction, total tender price \$258,092 (HST included)

Staff are recommending the low tender submission from Gillier Construction for approval, with a cost of \$228,400 plus \$29,692 HST for a total cost of \$258,092.

### **Financial Implications:**

As indicated above

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

Respectfully submitted by,

Terri Towstiuć  
Municipal Clerk



## Staff Report

---

**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-09-12  
**Subject:** Declaration of Vacancy, Councillor Ward 3

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Declaration of Vacancy, Councillor, Ward 3; And

Whereas former Ward 3 Councillor Michelle Navackas resigned from Council on August 15, 2024;

Therefore, pursuant to section 262 (1) of the Municipal Act, 2001, Council of the Municipality of West Elgin does hereby declare the office of Councillor, Ward 3, to be vacant.

### **Purpose:**

The purpose of this report is to declare the office of Councillor, Ward 3, vacant, following the resignation of former Councillor Michelle Navackas at the August 15<sup>th</sup> meeting of Council.

### **Background:**

At the regular meeting of Council, August 15, 2024, Council received a formal two (2) week notice of resignation from former Ward 3 Councillor Michelle Navackas. In accordance with Section 262 (1) of the *Municipal Act* 2001, Council must declare the seat vacant at the next scheduled meeting.

Minutes of the August 15 meeting indicate *“Councillor Navackas provided Council with a notice of resignation, effective August 29, 2024. Councillor Navackas advised that the position is no longer compatible with her work and home-life commitments. Council members thanked Councillor Navackas for her time served, and that concurred that she was a valued, contributing member of Council and will be deeply missed. Council will receive a Clerks report at the next meeting of Council, September 12, outlining details for the replacement of Ward 3 Councillor.”*

### **Financial Implications:**

None.

### **Policies/Legislation:**

The *Municipal Act*, 2001

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

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

Respectfully submitted by,

Terri Towstiuć  
Municipal Clerk



## Staff Report

---

**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-09-12  
**Subject:** Options, Filling the Vacancy of Ward 3 Councillor

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk re: Options, Filling the Vacancy of Ward 3 Councillor; And

That Council approves Option 1, being Appointment by Call for Applications to fill the vacancy of the Councillor, Ward 3; And

That Council hereby directs staff to proceed with the requirements of Option 1, including scheduling a Special Meeting of Council on Thursday, October 17, 2024 at 4:00pm.

### **Purpose:**

The purpose of this report is to present Council with options to fill Ward 3 vacancy on Council, previously declared.

### **Background:**

Council declared the seat of Councillor, Ward 3, vacant on September 12, 2024. Council must now decide what manner to fill this vacancy within 60 days of the declaration. Section 263 of the *Municipal Act, 2001* provides that:

### **Filling vacancies**

**Section 263 (1)** If a vacancy occurs in the office of a member of Council, the municipality shall, subject to this section,

- (a) fill the vacancy by appointing a person who has consented to accept the office if appointed,  
or
- (b) require a by-election to be held to fill the vacancy in accordance with the *Municipal Elections Act, 1996*. 2001, c.25 s.263 (1)

### **Rules applying to filling vacancies**

**Section 263 (5)** The following rules apply to filling vacancies:

1. Within 60 days after the day a declaration of vacancy is made with respect to the vacancy under Section 262, the municipality shall:
  - i. appoint a person to fill the vacancy under subsection (1) or (4), or
  - ii. pass a by-law requiring a by-election to be held to fill the vacancy under subsection (1).

**Appointment**

Should Council determine that the vacancy be filled by appointment, this appointment must occur within 60 days of the declaration of the seat being vacant. The only requirement for appointing a person, as per the *Municipal Act, 2001*, is that they must consent to the appointment, and they must be a qualified elector within the Municipality as per the *Municipal Elections Act*.

**Option #1 – Appointment by Call for Applications**

Council may approve an appointment process which would permit interested eligible persons to submit an application for appointment to Council. This open call for applications would be advertised on multiple platforms and would include a process including an application form, declaration of qualifications and a personal statement of qualifications.

Applications would be received no later than Friday October 11, 2024, in person, at the Municipal Office, by the Clerk, and further would include an interview/presentation with Council at a (proposed) Special Meeting of Council on October 17, 2024 at 4:00pm.

**Option #2 – By-Election**

Council is permitted to fill the vacancy by directing a by-election to be held. In accordance with Section 23 (5) of the *Municipal Act, 2001*, a by-law must be enacted within 60 days after the seat is declared vacant. Subsequent to the enactment of a by-election by-law, nomination day (last day for nominations) must be not less than 30 days and not more than 60 days thereafter. Voting day shall be 45 days after nomination day.

**Financial Implications:**

There would be minimal costs (staff time) for Option 1

By-Election (Option #2) – Intellivote quote approx. \$13,000 (2023 quote) + the cost of required advertisements and notices required under the *Municipal Elections Act, 1996*

**Policies/Legislation:**

*Municipal Act, 2001*

*Municipal Elections Act, 1996*

**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,  
 Terri Towstiac  
 Municipal Clerk



Schedule "A"



MUNICIPALITY OF  
**West Elgin**

**Council Vacancy Application Form**

Please complete this application form and submit in person (no fax or email) with identification ***no later than Friday, October 11, 2024, at 2:00 p.m.***

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

Council Vacancy Application Form	
<b>Name:</b>	
<b>Qualifying Address:</b>	
<b>Email Address:</b>	
<b>Telephone Number:</b>	

Eligibility Requirements	Yes	No
Canadian Citizen		
Minimum of 18 years of Age		
Eligible elector in the Municipality of West Elgin (owner, tenant, spouse of such owner or tenant)		
Not prohibited from voting (as per <i>Municipal Elections Act</i> ) or otherwise by law		

*By signing this form, you consent to having your name publicly released.*

Date	Signature

Personal Information collected on this form is pursuant to the *Municipal Act, 2001*, as amended and is collected in accordance with the *Municipal Freedom of Information Act and Protection of Privacy Act* and will be used by the Clerk for the purpose of assessing whether a nominee is eligible for appointment to municipal office. This form will be attached to a Council Agenda and published to the Municipal website.

Schedule "B".



MUNICIPALITY OF  
**West Elgin**

**Declaration of Qualifications**

I, \_\_\_\_\_, an applicant mentioned in this application form, declare that I am presently, legally qualified, or would be presently legally qualified if I were not a member of Legislative Assembly of Ontario or the Senate or House of Commons of Canada, to be appointed and to hold the office to which I have applied for appointment and I make this solemn declaration conscientiously believing it to be true and knowing it is of the same force and effect as if made under oath.

DECLARED before me at the Municipality of West Elgin, in the County of Elgin this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Commissioner of Oaths and Affidavits

Stamp

**Certificate**

I, the undersigned Clerk of the Municipality of West Elgin, do hereby certify that I have examined the application form of the aforesaid applicant filed with me and am satisfied that the nominee is qualified for appointment to municipal office.

\_\_\_\_\_  
Signature of Clerk or designate

\_\_\_\_\_  
Date Certified

Personal Information collected on this form is pursuant to the *Municipal Act, 2001*, as amended and is collected in accordance with the *Municipal Freedom of Information Act and Protection of Privacy Act* and will be used by the Clerk for the purpose of assessing whether a nominee is eligible for appointment to municipal office. This form will be attached to a Council Agenda and published to the Municipal website.



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-09-12  
**Subject:** Committee and Board Attendance and Coverage

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Committee and Board Attendance and Coverage, for information purposes only.

### **Purpose:**

The purpose of this report is to ensure adequate Council representation on committees currently experiencing vacancy due to the recent resignation of Ward 3 Councillor.

### **Background:**

Effective August 30, 2024, Ward 3 Council seat is vacant, with formal declaration made on September 12, 2024. The former Ward 3 Councillor was appointed to numerous boards and committees, many of which has another/alternate member of Council, as well.

- Economic Development Committee (Councillor Denning)
  - No scheduled meetings
- Recreation Committee (Deputy Mayor Tellier)
  - Next Meetings, September 18, October 16 and November 20
- Community Policing Committee (No alternate)
  - Meeting schedule unknown
- Four Counties Transit (Councillor Statham)
  - Next Meeting, October 21
- Tri County Water (All members, Mayor Leatham Alternate)
  - Next Meeting, November 19
- Fair Board (No Alternate)
  - Next Meeting, October 15, 7:00pm, Rodney Rec. Centre
- Old Town Hall (Deputy Mayor Tellier)
  - Next Meeting, September 19
- Youth Task Team (No Alternate, unknown if still an active committee)
  - Meeting schedule unknown (email sent)

### **Financial Implications:**

None

### **Policies/Legislation:**

By-law 2024-32, Committee and Board Appointments

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiac  
Municipal Clerk



**Staff Report**

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-09-12  
**Subject:** Rodney Sewage Tender authorization

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Rodney Sewage Tender authorization and That West Elgin council approves the tender from Brinam Excavating Ltd. in the amount \$3,362,386.67 plus applicable taxes;

And That, West Elgin Council approves the request for additional engineering services from RV Anderson in the amount of \$44,112.35 plus applicable taxes;

And That West Elgin Council approves additional cost for engineering services for classified areas in the amount of \$41,520.60 plus applicable taxes.

**Purpose:**

The purpose of this report is to seek council’s approval for the necessary work required to complete the Rodney Sewage refurbishment project.

**Background:**

To date, the design upgrades for the Rodney Wastewater Treatment Plant (WWTP) have been completed. These upgrades include a new headworks building, replacement of the aeration system in existing tanks, replacement of the clarifier mechanism, installation of new blowers, a new indoor chemical storage tank, and upgrades to existing piping systems.

Earlier this year, a tender package was prepared and officially posted on the Municipal website, with a closing date of August 28th, 2024 with the tender results summarized in Table 1 below.

Table 1: Summary of Tenders

#	Contractor	Submitted Tender Value	Corrected Tender Value	Rank
1	Brinam Excavating Ltd.	\$3,362,386.67	N/A	1
2	Stone Town Construction Ltd.	\$3,530,544.00	N/A	2
3	BGL Contractors Co.	\$4,097,300.00	N/A	3

The tendering process was conducted with the assistance of RVA, who helped organize and assist staff with site visits, responding to contractor inquiries, preparing Addenda for contract document clarification, and completing a tender evaluation letter.

During the preparation of the tender documentation, two critical issues were identified:

*Scope Change #2:* Electrical and instrumentation & controls (I&C) equipment in the RAS/WAS pump room and within 0.46 meters (18 inches) of the aeration tanks were found to be non-compliant with the National Fire Protection Association (NFPA) 820 standards. These areas, classified as Class 1, Division 2, require electrical system upgrades to meet the Division 2 explosion-proof rating. This work was completed before the tender was advertised.

*Scope Change #3:* During a pre-consultation meeting with the Ministry of the Environment, Conservation and Parks (MECP) to discuss submission requirements for Environmental Compliance Approval (ECA) for Sewage and Air & Noise, it was confirmed that an ECA Air & Noise is mandatory for this facility and cannot be “grandfathered in.” Consequently, the required engineering services to meet the ECA Air & Noise submission requirements were submitted to the Municipality. This work was also completed before the tender was advertised.

Additionally, there will be extra costs for engineering services needed during the construction phase. These services include site inspections, contract administration, construction update meetings, shop drawing reviews, responses to Contractor RFIs, evaluation of Extra Work/Additional Work requests by the Contractor, deficiency tracking, preparation of As-Built Drawings, Operations Manual, and Warranty Services.

### **Financial Implications:**

According to the latest tender results, the Rodney sewer reserves do not have sufficient funds to cover the increasing construction costs. Long-term financing will be necessary to address the funding shortfall needed to complete this project. A detailed budget can be found in Table 2.

Table 2: Cost Estimates

**Rodney Sewer Refurbishment Cost Estimates**

	<u>YTD Cost</u>	<u>Budget</u>
Engineering Fees	232,930.86	191,184.00
CO#1 - Lagoon Decant System Design	-	65,394.70
SC#2 - Classified Areas	-	41,520.60
SC#3 - Air and Noise	-	44,112.35
SC#4 - CA and Inspection	-	TBD
	<u>\$ 232,930.86</u>	<u>\$ 342,211.65</u>
Lagoon Dredging	622,281.48	617,784.96
Mechanical Upgrades	<u>36,370.97</u>	<u>3,421,564.68</u>
	<u>\$ 891,583.31</u>	<u>\$ 4,381,561.29</u>
Funding Available - ICIP Green Stream	-	1,726,921.50
OCIF	-	1,681,608.03
Rodney Sewer Reserves	-	541,883.86
	<u>\$ -</u>	<u>\$ 3,950,413.39</u>
Short-fall		<u>\$ (431,147.90)</u>

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	Rodney Sewage Tender Authorization - 2024-37-Administration Finance.docx
Attachments:	<ul style="list-style-type: none"> <li>- Tender Results.pdf</li> <li>- R215817-LT-WEIgin-Request for Additional Fees-RFC03-Air Noise.pdf</li> <li>- R215817-LT-WEIgin-Request for Additional Fees-RFC02-Classified Areas.pdf</li> </ul>
Final Approval Date:	Sep 9, 2024

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

Terri Towstiuć





RVA 215817

September 4, 2024

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

**Attention: Magda Badura  
 CAO/Treasurer**

Dear Madam:

Re: Rodney WPCP Upgrades  
WE-2024-01 Tender Evaluation

Tenders for the Rodney WPCP Upgrades were received electronically through email on August 28, 2024. A total of three (3) tenders were received. After submission the two lowest bidders were contacted and requested to provide a detailed bid breakdown for further consideration.

R.V. Anderson Associates Limited (RVA) was provided and unofficial bids result table including Summary and Schedule of Tender Prices for all three (3) bids by email on August 28, 2024. Digital copies of the bid breakdown for the two lowest bidders were provided by email on August 30, 2024.

**Summary of Tenders**

Table 1 is a summary of all tenders received, ordered from lowest to highest, based on submitted tender values.

**Table 1: Summary of Tenders**

#	Contractor	Submitted Tender Value	Corrected Tender Value	Rank
1	Brinam Excavating Ltd.	\$3,362,386.67	N/A	1
2	Stone Town Construction Ltd.	\$3,530,544.00	N/A	2
3	BGL Contractors Co.	\$4,097,300.00	N/A	3

The lowest tender was submitted by Brinam Excavating Ltd. of Arkona, ON, in the amount of \$3,362,386.67, excluding HST. It is noted that the submitted prices are within approximately 20% of each other which implies that fair and competitive tender prices were received.

Bid Compliance

The three (3) tenders were reviewed in terms of compliance with the bid requirements. No issues were noted. As such, all three (3) submissions are considered compliant.

### Overall Evaluation

Based on our review, Birnam Excavating Ltd. is the lowest bid compliant bidder.

We trust that the Municipality agrees with our assessment. However, please do not hesitate to contact us should you have any questions or require additional information.

Yours very truly,

**R.V. ANDERSON ASSOCIATES LIMITED**

**Chris  
Paslawski**  Digitally signed by Chris Paslawski  
DN: cn=Chris Paslawski, c=CA,  
email=cpaslawski@rvanderson.com  
Date: 2024.09.04 20:57:55 -04'00'

Chris Paslawski, P.Eng.  
Project Engineer, Water

Encls.

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RVA 215817

July 2, 2024

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

**Attention: Magda Badura, CAO, Project Manager**

Re: Rodney Wastewater Treatment Plant Upgrades  
Request for Change No. 03: ECA Air & Noise Application

---

Further to our prior discussions and meeting with the Ministry of Environment, Conservation and Parks (MECP) on May 13, 2024 regarding the Rodney WPCP Environmental Compliance Approval (ECA) submission. We respectfully submit this additional fee request letter for engineering services for the preparation of an Environmental Compliance Approval (ECA) Air & Noise application.

### **Background**

RVA was retained by the Municipality of West Elgin (Municipality) for the Rodney Water Pollution Control Plant (WPCP) Upgrades. The general project design scope included replacement of the mechanical screen and headworks enclosure, replacement of the mechanical aerators with a diffuser grid system, replacement of the secondary clarifier mechanism, and improvements to the alum storage system. The lagoon decant system upgrades were added to the assignment under Request for Change No. 1.

The project also included dredging of the lagoon. The lagoon dredging was completed in October 2023. Approximately 800 dry tonnes of material was removed from the lagoon.

On May 13, 2024, the Municipality and RVA participated in a pre-consultation meeting with the MECP to discuss and confirm submission requirements for ECA-Sewage and ECA Air & Noise, including whether this is required for this facility. The MECP confirmed that an ECA Air & Noise is required for this facility, and cannot be “grandfathered in”, as documented in the meeting notes. As such, the engineering services required to complete the ECA Air & Noise submission requirements are the subject of this fee request letter.

Additional engineering work for this item was not included in the original approved budget and is described in further detail below.

### **ECA Air & Noise Application, including Required Modelling**

The additional engineering scope to prepare the ECA-Air & Noise is outlined below and based on the pre-consultation meeting with the MECP.

- One (1) pre-consultation meeting with the MECP with RVA Air & Noise technical staff (virtual meeting)
- One (1) site visit to record sound levels of delivery / sludge trucks and rental of necessary equipment
- One (1) virtual meeting with Municipality to discuss the scope, with RVA Air & Noise technical staff (virtual meeting)
- Background Information Request and Review
- Data Collection & Analysis
- Preparation of Emission Summary and Dispersion Modelling (ESDM) Report (Draft) and Air Modelling
- Preparation of Acoustic Assessment Report (AAR) (Draft) and Noise Modelling
- AAR and ESDM Review Meeting with Client
- Preparation of ESDM Report (Final) with QA/QC
- Preparation of AAR (Final) with QA/QC
- Preparation & Submission of ECA Air & Noise Application
- Support during ECA Application Review Period

The above scope of work is based on the following assumptions as well as requirements from the Municipality / MECP:

- Noise levels from existing and new equipment will be required to comply with NPC-300. It has been assumed that a full acoustic assessment report and noise modelling is required for the ECA Air & Noise application.
- Air emissions will need to comply with O.Reg. 419/05, and a full ESDM report and air modelling will be required. Contaminants to the air may be discharged from the secondary clarifier, aeration tank, lagoon, alum storage tank, hydrogen peroxide tank, headworks exhaust fan, and laboratory fume hood. No on-site sampling of sources will be completed as part of this scope of work.
- Equipment data sheets, showing key data such as noise levels, will be provided by the Municipality for existing equipment that is to remain.
- A full list of on-site chemicals, including laboratory chemicals, and relevant MSDS sheets, will be provided by the Municipality.
- Information regarding regular truck hauling activities will be provided by the Municipality, including frequency, duration, truck size, etc. One (1) site visit has been allowed for to obtain sound levels of the existing trucks.
- No painting or welding activities take place on site.
- Up to date zoning plans, and the most recent development/subdivision plans or property setback requirements for future zoned areas will be provided by the Municipality.

For this additional engineering work, we are requesting **\$44,112.35** (excl. HST) (see Attachment 1 -Time Task Matrix). Please note that to expedite the project and avoid delay, RVA has initiated the work noted above, including completion of a meeting with the MECP.

We kindly ask that the Municipality approve the additional scope/engineering fees and issue a Purchase Order at your earliest convenience. Please do not hesitate to contact the undersigned if you have any questions.

Yours very truly,

**R.V. ANDERSON ASSOCIATES LIMITED**

**Dania  
Chehab**

Digitally signed by Dania Chehab  
DN: cn=Dania Chehab, c=CA,  
email=dchehab@rvanderson.com  
Date: 2024.08.08 20:04:27 -  
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Dania Chehab, P.Eng.  
Project Manager

**Rina  
Kurian**

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DN: cn=Rina Kurian, c=CA,  
o=R.V. Anderson Associates Ltd.,  
ou=Water & Wastewater,  
email=rkurian@rvanderson.com  
Date: 2024.07.02 08:45:23 -04'00'

Rina Kurian, P.Eng., PMP  
Project Director

Encls:  
Attachment 1 – Time Task Matrix (1 page)



Task Description	Project Team Member	R. Kurian	D. Chehab		T. Young	N. Roshani	M. Coulter	RVA Hours / Task	RVA Sub-Total	Other Direct Costs and Disbursements	Total
	Role in Project	Project Director	Project Manager	QA - Various	Process Mech. Engineer	Lead Building Mechanical and Air & Noise Engineer	Air & Noise Support				
	Company	RVA	RVA	RVA	RVA	RVA	RVA				
	Hourly Rate	\$245	\$215	\$255	\$140	\$190	\$125				
										3%	
<b>ECA Air &amp; Noise Submission, including Required Modelling</b>											
1	Project Management & Coordination	2	4		8			14	\$2,470.00	\$74.10	\$2,544.10
2	Background Information request and review, MECP Pre-Consultation Meeting & Prep	2	2		2	8	18	32	\$4,970.00	\$149.10	\$5,119.10
3	Data Collection & Analysis					6	15	21	\$3,015.00	\$690.45	\$3,705.45
4	Preparation of ESDM Report (Draft) and Air Modelling			1	2	14	50	67	\$9,445.00	\$283.35	\$9,728.35
5	Preparation of AAR Report (Draft) and Noise Modelling			1	2	14	50	67	\$9,445.00	\$283.35	\$9,728.35
6	AAR and ESDM Review Meeting with Municipality	2	2		2	2	4	12	\$2,080.00	\$62.40	\$2,142.40
7	Preparation of ESDM Report (Final) and AAR Report (Final) with QA/QC			2	2	8	24	36	\$5,310.00	\$159.30	\$5,469.30
8	MECP Air & Noise ECA Application and Support		2		4	8	24	38	\$5,510.00	\$165.30	\$5,675.30
<b>Subtotal - Hours:</b>		<b>6</b>	<b>10</b>	<b>4</b>	<b>22</b>	<b>60</b>	<b>185</b>	<b>287</b>			
<b>Subtotal - Fees:</b>		<b>\$1,470</b>	<b>\$2,150</b>	<b>\$1,020</b>	<b>\$3,080</b>	<b>\$11,400</b>	<b>\$23,125</b>		<b>\$42,245.00</b>	<b>\$1,867.35</b>	<b>\$44,112.35</b>
<b>TOTAL HOURS</b>											
		6	10	4	22	60	185	287			
<b>TOTAL FEE (EXCLUDING HST)</b>											
		\$1,470	\$2,150	\$1,020	\$3,080	\$11,400	\$23,125		\$42,245.00	\$1,867.35	\$44,112.35

RVA 215817

July 2, 2024

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

**Attention: Magda Badura, CAO, Project Manager**

Re: Rodney Wastewater Treatment Plant Upgrades  
Request for Change No. 02: Additional Engineering Design for Classified Areas

---

Further to our prior discussions, we respectfully submit this additional fee request letter for engineering services for **Additional Design for Classified Areas**.

**Background**

RVA was retained by the Municipality of West Elgin (Municipality) for the Rodney Water Pollution Control Plant (WPCP) Upgrades. The general project design scope included replacement of the mechanical screen and headworks enclosure, replacement of the mechanical aerators with a diffuser grid system, replacement of the secondary clarifier mechanism, and improvements to the alum storage system. The lagoon decant system upgrades were added to the assignment under Request for Change No. 1.

The project also included dredging of the lagoon. The lagoon dredging was completed in October 2023. Approximately 800 dry tonnes of material was removed from the lagoon.

During the design, it was identified that the existing electrical and instrumentation & controls (I&C) equipment in the RAS / WAS pump room and within 0.46 m (18 inches) of the aeration tanks were not in compliance with the National Fire Protection Association (NFPA) 820 requirements. The specific areas are classified as Class 1, Division 2 and therefore require electrical component / system upgrades to meet Division 2 explosion proof rating.

Additional engineering work for the above scope of work was not included in the original approved budget and is described in further detail below.

### **Additional Design for Classified Areas**

The additional engineering scope to upgrade the areas to meet NFPA 820 requirements includes works in the RAS/WAS pump room and within 0.46 m (18 inches) of the aeration tanks. Specific additional engineering tasks for each of these areas to meet NFPA 820 include:

- Conduct one (1) site visit to obtain additional site-specific information and data
- Process, mechanical, electrical, and I&C engineers review of existing equipment ratings against classification requirements for the concerned areas
- Replace existing equipment in the RAS/WAS pump room with appropriately rated equipment for the area; specifically, replacement of the following equipment:
  - Lighting fixtures (Pump Room and Blower Room) and emergency light remote heads
  - Receptacles
  - PVC conduit and boxes
  - Disconnects and control station for RAS / WAS pumps
  - RAS / WAS pump motors
  - Junction boxes for the heat tracing of four (4) chemical dosing lines
  - Motorized actuator
- Replace existing equipment surrounding the exterior aeration tanks (Zone 2) and replace with appropriately rated equipment for the area, specifically:
  - Conduits, cables, junction boxes, and switch for heat tracing
  - Conduits, cables, and junction boxes for light standards
  - Conduits, cables, and junction boxes for influent sampler

We have also included the following engineering services to complete this work cost-effectively:

- Project management
- 100% detailed design including two (2) removal drawings for RAS/WAS pump room and exterior areas
- Update the construction cost estimate
- Update the Design Report
- Prepare Tender-ready contract documents
- Provide tender period support

For this additional engineering work, we are requesting a total fee of **\$41,520.60** (excl. HST) (see Attachment 1 -Time Task Matrix). Please note that to expedite the project and avoid delay to the issuance of tender, RVA has completed the design of the components noted above. As per discussions with the Municipality, RVA will submit a separate change request for services during construction and post-construction, and therefore, not included herein.



We kindly ask that the Municipality approve the additional scope/engineering fees and issue a Purchase Order at your earliest convenience. Please do not hesitate to contact the undersigned if you have any questions.

Yours very truly,

**R.V. ANDERSON ASSOCIATES LIMITED**

**Dania  
Chehab**

Digitally signed by Dania Chehab  
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email=dchehab@rvanderson.com  
Date: 2024.08.07 09:29:17 -  
04'00'

Dania Chehab, P.Eng.,  
Project Manager

**Rina  
Kurian**

Digitally signed by Rina Kurian  
DN: cn=Rina Kurian, c=CA,  
o=R.V. Anderson Associates Ltd.,  
ou=Water & Wastewater,  
email=rkurian@rvanderson.com  
Date: 2024.07.02 08:43:22 -04'00'

Rina Kurian, P.Eng., PMP,  
Project Director

Encls:

Attachment 1 – Time Task Matrix (1 page)



Task Description	Project Team Member	R. Kurian	D. Chehab		A. Nguyen	T. Young	F. Haider	I. Malik	T. Woodcock	M. Bagherian		N. Roshani		RVA Hours / Task	RVA Sub-Total	Other Direct Costs and Disbursements	Total
	Role in Project	Project Director	Project Manager	QA - Various	Lead Process Mech. Engineer	Process Mech. Engineer	Lead Electrical Engineer	Electrical Support	Lead I&C Engineer	I&C Engineer	I&C Support	Lead Building Mechanical Engineer	Building Mechanical Support				
	Company	RVA	RVA	RVA	RVA	RVA	RVA	RVA	RVA	RVA	RVA	RVA	RVA				
	Hourly Rate	\$245	\$215	\$255	\$230	\$140	\$225	\$140	\$215	\$180	\$160	\$190	\$125				
<b>Additional Design for Classified Areas</b>																	
1	Project Management & Coordination, incl. one (1) full-day site visit	2	16			12	4							34	\$6,510.00	\$495.30	\$7,005.30
2	Detailed Design																
2.1	Process Mechanical			1	4	4								9	\$1,735.00	\$52.05	\$1,787.05
2.2	Electrical			2			16	20						38	\$6,910.00	\$207.30	\$7,117.30
2.3	Instrumentation & Controls			2					2	16				40	\$7,020.00	\$210.60	\$7,230.60
2.4	Building Mechanical			2								16	24	42	\$6,550.00	\$196.50	\$6,746.50
3	Process Control Narrative Updates			1	1	2	1	2	1	2				10	\$1,845.00	\$55.35	\$1,900.35
4	Design Report Updates	1	1	1	1	1	1	4	1	2				17	\$3,085.00	\$92.55	\$3,177.55
5	Construction Cost Estimate Updates		1	1	1	4	1	4		4				18	\$3,085.00	\$92.55	\$3,177.55
6	Tender Package Preparation	1	2		1	4								8	\$1,465.00	\$43.95	\$1,508.95
7	Tender Period Support	1	1		1	2	2		1	1				9	\$1,815.00	\$54.45	\$1,869.45
	<b>Subtotal - Hours:</b>	<b>5</b>	<b>21</b>	<b>10</b>	<b>9</b>	<b>29</b>	<b>25</b>	<b>30</b>	<b>5</b>	<b>25</b>	<b>26</b>	<b>16</b>	<b>24</b>	<b>225</b>			
	<b>Subtotal:</b>	<b>\$1,225</b>	<b>\$4,515</b>	<b>\$2,550</b>	<b>\$2,070</b>	<b>\$4,060</b>	<b>\$5,625</b>	<b>\$4,200</b>	<b>\$1,075</b>	<b>\$4,500</b>	<b>\$4,160</b>	<b>\$3,040</b>	<b>\$3,000</b>		<b>\$40,020.00</b>	<b>\$1,500.60</b>	<b>\$41,520.60</b>
<b>TOTAL HOURS</b>																	
		5	21	10	9	29	25	30	5	25	26	16	24	225			
<b>TOTAL FEE (EXCLUDING HST)</b>																	
		\$1,225	\$4,515	\$2,550	\$2,070	\$4,060	\$5,625	\$4,200	\$1,075	\$4,500	\$4,160	\$3,040	\$3,000		\$40,020.00	\$1,500.60	\$41,520.60



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-09-12  
**Subject:** Roots & Revival Event Update

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Roots & Revival event update for information only;

And That, West Elgin Council approves the execution of the agreement with Canadian Urban Institute as attached to this report;

And That West Elgin Council authorizes to release of funds amounting to the maximum of \$130,000.00 to cover the upcoming deposits and critical purchases for the festival.

And That, West Elgin Council approves in-kind contribution for the purpose of Recreation Center rental in the amount of \$3,000.00

And That, West Elgin Council approves in-kind of contribution related to the road closure permit application and staff time in the amount of \$1,700.00

### **Purpose:**

The purpose of this report is to provide council updates on Roots & Revival festival being held in Rodney from October 4-12, 2024; and seeks council approval on the execution of the agreement as well as release of advance payment for the purpose of securing the services and purchasing supplies and equipment.

### **Background:**

On March 28, 2024 Council authorized the submission of the grant application “My Main Street” funded by the Government of Canada and delivered by the Canadian Urban Institute, to help support the revitalization of neighborhoods across southern Ontario. This entire event is being planned by the economic development committee and it features farm tours, weekend vendor markets, a new mural painting, pop up vacant store installations, an ATV Poker Run, and live bands.

Among the exciting plans is a vibrant event scheduled for the weekend of October 4-12, which will breathe new life into Rodney's Main Street.

With a \$130,000 budget, the Roots & Revival project aims to reduce the vacancy rate by 15% within a year. The initiative will leverage Rodney's artistic and agricultural heritage through various activities, including street festivals, concerts, mural painting, and interactive installations. The

festival, is set to attract both residents and visitors, enhancing visibility for local businesses and boosting sales. By repurposing vacant spaces into immersive art experiences and pop-up performance venues, the festival will showcase the region's creative talent and highlight the potential of underutilized areas, fostering economic growth and community engagement.

Current partners in this event include the Rodney Kiwanis Club, the West Elgin Economic Development Committee, and the West Elgin Women in Business Networking Group. Plans to expand partnerships as the event unfolds will further strengthen the initiative's impact.

**Financial Implications:**

There are no financial implications as this entire event is funded by the Canadian Urban Institute.

**Policies/Legislation:**

N/A

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

Respectfully submitted by,

Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	Roots and Revival Event Update - 2024-36-Administration Finance.docx
Attachments:	- Funding Agreement - The Municipality of West Elgin.pdf - MMS 2.0 Budget - Municipality of West Elgin.pdf
Final Approval Date:	Sep 9, 2024

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

Terri Towstiuć

**MY MAIN STREET 2.0  
COMMUNITY ACTIVATOR STREAM  
ULTIMATE RECIPIENT FUNDING AGREEMENT**

Made this 28 of August, 2024 (the “Effective Date”)

BETWEEN:

**CANADIAN URBAN INSTITUTE,**

A non-share capital corporation established under the laws of  
Ontario and registered as a charitable organization under the laws  
of Canada, (hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**WHEREAS:**

- A. The Federal Economic Development Agency for Southern Ontario (FedDev Ontario Ontario) was created to strengthen southern Ontario's economic capacity for innovation, entrepreneurship and collaboration, and promote the development of a strong and diversified southern Ontario economy;
- B. As part of the Southern Ontario Prosperity Program, the Minister has established the *Community Economic Development and Diversification* (“**CEDD**”) stream to improve productivity, capacity and competitiveness of businesses to increase employment and growth opportunities, as well as enhance the resilience of communities.
- C. CUI has entered into an agreement with FedDev Ontario (the “**FedDev Ontario Agreement**”) for the implementation of the CEDD stream through the My Main Street 2.0 Program (the “**MMS 2.0**”);
- D. The MMS 2.0 will foster the stabilization and revitalization of main streets across southern Ontario. MMS 2.0 will achieve this by offering streamlined direct-to-business supports and complementary programming for community not-for-profit projects that will encourage growth and economic prosperity.
- E. CUI is empowered by the FedDev Ontario Agreement to select qualified recipients for MMS 2.0 funding and to distribute that funding accordingly.

- F. The Ultimate Recipient is a/an Corporation;
- G. The Ultimate Recipient has applied to CUI to participate in MMS 2.0 under the Community Activator Stream and to receive funding for its Eligible Project (as defined herein);
- H. CUI has selected the Ultimate Recipient to be a MMS 2.0 participant and a therefore a recipient of MMS 2.0 funding in support of the Eligible Project;

**NOW THEREFORE**, in consideration of the mutual covenants contained in this agreement (the “**Agreement**”), CUI and the Ultimate Recipient agree as follows:

**1. Purpose of the Agreement**

- 1.1 The purpose of this Agreement is to set out the terms and conditions under which CUI will distribute Eligible Project funding to the Ultimate Recipient, as well as the relationship between CUI and the Ultimate Recipient.

**2. Interpretation**

- 2.1 **Definitions.** In this Agreement, the following terms have the meaning given in this section, unless otherwise specified:

**Agreement** means this funding agreement, including all annexes hereto, as amended, restated or added to from time to time.

**Community Activator Stream** means the My Main Street 2.0 Community Activator program.

**Completion Date** means the Project completion date,

**Control Period** means the period of six (6) years following the period determined herein as the duration of the Agreement.

**FedDev Ontario** means the Federal Economic Development Agency for Southern Ontario.

**FedDev Ontario Agreement** means the agreement between CUI and FedDev Ontario relating to the implementation of the MMS 2.0.

**Fiscal Year** means the Government of Canada’s fiscal year beginning on April 1<sup>st</sup> of a year and ending on March 31<sup>st</sup> of the following year.

**Funds and Funding** mean the funds transferred by CUI to the Ultimate Recipient for the carrying out of the Eligible Project.

**Eligible Costs** means those costs incurred by the Ultimate Recipient which, in the opinion of CUI, are reasonable and required to carry out the Eligible Project.

**Eligible Project** means the Ultimate Recipient's Eligible Project as described in Annex 1 – Statement of Work to this Agreement.

**Eligibility Period** means December 1, 2023 to December 31, 2024.

**Minister** means the Minister responsible for FedDev Ontario, or any one or more of the Minister's representatives.

**MMS 2.0** means programming focused on supporting the recovery from the pandemic across Southern Ontario by revitalizing main streets and facilitating the return of locally owned independent businesses.

### **3. Duration of Agreement**

3.1 This Agreement comes into force on the Effective Date first stated above and will terminate on the date on which the Eligible Project is complete, unless otherwise determined in accordance with the terms of this Agreement.

3.2 **Control Period.** Notwithstanding the provisions of Subsection 3.1 above, during the Control Period, the rights and obligations described in the following sections shall continue beyond the duration of the Agreement:

Subsection 6.8 – Overpayment or non-entitlement  
Section 7 – Reporting, Monitoring, Audit and Evaluation  
Section 9 – Indemnification and Limitation of Liability  
Subsection 11.1(c) – Representations  
Section 13 – Default and Remedies  
Section 14 – Project Assets and Intellectual Property  
Section 15 – General

### **4. Terms of Participation in the MMS 2.0**

4.1 The Ultimate Recipient agrees to act strictly in accordance with the terms of this Agreement with respect to its participation in the MMS 2.0.

4.2 The Ultimate Recipient represents and warrants to CUI that it has the power to enter into this Agreement and to perform its obligations hereunder.



- 4.3 The Ultimate Recipient shall not have the authority to do any act on behalf of CUI or the Agency.
- 4.4 The Ultimate Recipient warrants that it will comply with all federal, provincial, territorial, municipal and other applicable laws governing the Ultimate Recipient or the Eligible Project, or both, including without limitation, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection and privacy;
- 4.5 The Ultimate Recipient warrants that any assets acquired, constructed, rehabilitated or improved with non-repayable Funds provided under this Agreement will not be sold, subject to lien claims, or otherwise disposed of without prior written approval from CUI for the term of the Agreement;
- 4.6 CUI reserves the right to transfer to any third party all rights, title and interest in this Agreement.

**5. Funding**

- 5.1 Subject to, and in accordance with, the terms and conditions of this Agreement, CUI will distribute to the Ultimate Recipient the following Funds in respect of the Eligible Project:

An amount not exceeding the lesser of:

- (a) One hundred percent (100%) of Eligible Costs of the Project incurred by the Ultimate Recipient; and
  - (b) the total costs anticipated by the Ultimate Recipient's approved budget for the Eligible Project, as detailed in Annex 1 – Statement of Work.
- 5.2 No Funds shall be disbursed under this Agreement unless the Eligible Project meets and continues to meet the requirements of Section 10.

**6. Claims and Payment of Funds**

- 6.1 The Ultimate Recipient shall maintain accounting records that account for the Funding paid to the Ultimate Recipient and the related Eligible Project costs in respect of this Agreement, separate and distinct from any other sources of funding.
- 6.2 **Claims Procedures.** The Ultimate Recipient shall submit claims for reimbursement of Eligible Costs incurred during the Eligibility Period quarterly, in a form satisfactory to CUI and in accordance with the claim schedule in Annex 2 – Costing Memorandum Guideline. Each claim will include the following information:

- (a) an itemized summary by cost category of Eligible Costs incurred substantially in the form prescribed by CUI;
  - (b) a certification of the claim by a director, business owner, or officer of the Ultimate Recipient, confirming the accuracy of the claim and all supporting information provided;
  - (c) if applicable, a certification by a director, business owner, or officer of the Ultimate Recipient that any environmental mitigation measures that may be set out in this Agreement have been implemented; and
  - (d) any other substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by CUI.
- 6.3 Claims for approved costs incurred during the Eligibility Period must be for goods or services that were received by or performed for the Ultimate Recipient within the Eligibility Period.
- 6.4 The Ultimate Recipient agrees to submit its claims for Eligible Costs within the timeframe identified in Annex 2 – Costing Memorandum Guideline.
- 6.5 **Advance Payments.** Where CUI is satisfied and has determined that the Ultimate Recipient's cash flow requirements justify the need for an advance against the Eligible Costs payable under this Agreement, CUI may, at CUI's sole discretion, pay to the Ultimate Recipient an initial advance for claim for Eligible Costs, up to twenty-five percent (25%) of the portion of the Funding allocated to the claim period in which the request is made, subject to the following:
- (i) the Ultimate Recipient submits to CUI's satisfaction, a forecast of cash flow requirements to be incurred during the initial advance period along with any documentation that CUI may reasonably request; and
  - (ii) the Ultimate Recipient shall account by way of claim, to the satisfaction of CUI, for the use of any advances within one hundred and twenty (120) days of the beginning of the advance period.

The Ultimate Recipient agrees to spend advances in claim period the advance was made. Failing this, or if the amount of the advance exceeds the amount of Eligible Costs incurred during the previous advance period, CUI may deduct the excess amount and any interest earned by such excess from any other payment under this Agreement.

Where any of the non-entitlement criteria referenced in Subsection 6.8 occur, the Contribution becomes repayable.

## **6.6 Final Claim Procedures.**

- (a) The Ultimate Recipient shall submit a final claim pertaining to the final reimbursement of any Eligible Costs, previously claimed or not, signed by a director, business owner, or officer of the Ultimate Recipient and accompanied by the following, in addition to the requirements set out in Subsection 6.2, in a form satisfactory to CUI in scope and detail:
  - i. a final statement of total Eligible Project costs;
  - ii. a statement of the total government assistance (federal, provincial and municipal assistance) received or requested towards the Eligible Costs;
  - iii. a final report on the Eligible Project; and
  - iv. a final certificate executed by a director, business owner, or officer of the Ultimate Recipient substantially in the form prescribed by CUI.
- (b) The Ultimate Recipient shall submit the final claim for reimbursement of Eligible Costs incurred to the satisfaction of CUI no later than December 31, 2024 or the date the Eligible Project is completed to the satisfaction of CUI, whichever is earlier. CUI shall have no obligation to pay any claims submitted after this date, or after a later date to which CUI may agree in writing.

## **6.7 Payment Procedures.**

- (a) CUI shall review and approve the documentation submitted by the Ultimate Recipient following the receipt of the Ultimate Recipient's claim and in the event of any deficiency in the documentation, it will notify the Ultimate Recipient and the Ultimate Recipient shall immediately take action to address and rectify the deficiency. The Ultimate Recipient agrees to provide requested documentation within 5 businesses days of receiving a request from CUI.
- (b) Subject to the maximum Funding amounts set forth in Subsection 5.1 and all other conditions contained in this Agreement, CUI shall pay to the Ultimate Recipient the Eligible Costs set forth in the Ultimate Recipient's claim, in accordance with CUI's customary practices.
- (c) CUI may request at any time that the Ultimate Recipient provides satisfactory evidence to demonstrate that all Eligible Costs claimed have been paid.
- (d) CUI may require, at CUI's expense, any claim submitted for payment of the Funding be certified by an auditor approved by CUI.

- 6.8 **Overpayment or Non-entitlement.** Where, for any reason, the Ultimate Recipient is not entitled to all or part of the Funding or the amount paid to the Ultimate Recipient exceeds the amount to which the Ultimate Recipient is entitled, the Funding or the amount in excess, as the case may be, shall constitute a debt due to CUI and shall be recovered as such from the Ultimate Recipient. The Ultimate Recipient shall repay CUI within thirty (30) calendar days from the date of CUI's notice, the amount of the Funding disbursed or the amount of the overpayment, as the case may be, together with any interest that may be calculated in accordance with this Agreement.
- 6.9 **Revenue Earned.** If the Ultimate Recipient earns any interest as a consequence of any advance payment of the Funding or earns any revenue from all or part of the activities supported by the Funding, other than that interest or revenue which is used to pay for all or part of the Eligible Costs incurred by the Ultimate Recipient during the Eligible Project, CUI may in CUI's absolute discretion reduce the Funding by all or by such portion of the revenue as deemed appropriate.

## **7. Records, Reporting, Monitoring and Audit**

- 7.1 The parties agree to maintain proper and accurate accounts and records of the Eligible Project for a minimum of 6 years after the date of completion of the Eligible Project.
- 7.2 **Reports.** The Ultimate Recipient agrees to provide CUI with the reports in the form prescribed by CUI and satisfactory to CUI in scope and detail, in order to allow CUI to assess the progress of the Eligible Project. An interim report will be submitted in conjunction with any claim made by the Ultimate Recipient relating to an Advance Payment, and a final report will be submitted in conjunction with the Ultimate Recipient's final claim. Reports will be submitted more specifically on the dates described in the reporting schedule provided by CUI. CUI may reassess the reporting frequency from time to time at CUI's sole discretion and notify the Ultimate Recipient of any changes.
- 7.3 Upon request of the Minister and at no cost to the Minister, the Ultimate Recipient shall promptly elaborate upon any report submitted or provide such additional information as may be requested.
- 7.4 The Minister and CUI may request a copy of any report or publication produced as a result of this Agreement or the Project, whether interim or final, as soon as it becomes available.
- 7.5 The Minister shall have the right, at the Minister's own expense, as and when he determines necessary, to perform audits of the Eligible Project costs and the Ultimate Recipient's books, accounts, records, financial statements and claim certification

processes and procedures, for the purposes of verifying the costs of the Eligible Project, validating claims for reimbursement of Eligible and Supported Costs, ensuring compliance with the terms of this Agreement, and confirming amounts repayable to His Majesty under the provisions of this Agreement.

7.6 The Ultimate Recipient shall, at its own expense and for the duration of the Control Period:

- (a) Preserve and make available for audit and examination by CUI and the Minister proper books, accounts and records of the Eligible Project costs, wherever such books and records may be located, and permit CUI and the Minister to conduct such independent audits and evaluations as CUI's or the Minister's discretion may require;
- (b) upon reasonable notice and after consultation with the Ultimate Recipient, permit CUI and the Minister reasonable access to the Eligible Project site and/or the Ultimate Recipient's premises and documents in order to inspect and assess the progress and results of the Eligible Project and compliance with the terms of this Agreement; and
- (c) supply promptly, on request, such other reports or data in respect of the Eligible Project and its results, as CUI or the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.

7.7 The Ultimate Recipient agrees that the Minister, at the Minister's expense, may engage outside firms or individuals, unrelated to the Government of Canada, with the required expertise to evaluate and monitor the Eligible Project and its implementation or review any documents submitted by the Ultimate Recipient. The Ultimate Recipient agrees to provide access to any site, meeting or to any document in relation to the Eligible Project to such firms or individuals.

7.8 **Auditor General of Canada.** The Ultimate Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with the Ultimate Recipient, conduct an inquiry under the authority of Subsection 7.1 (1) of the *Auditor General Act* in relation to this Agreement (as a "funding agreement" as defined in Subsection 42 (4) of the *Financial Administration Act*) with respect to the use of funds received. For purposes of any such inquiry undertaken by the Auditor General, the Ultimate Recipient shall provide, upon request and in a timely manner to the Auditor General or anyone acting on behalf of the Auditor General:

- (a) all records held by the Ultimate Recipient or by agents or contractors of the Ultimate Recipient, relating to this Agreement and use of the Funding; and

- (b) such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to this Agreement and/or the Contribution.

## **8. Public Communications**

- 8.1 The Ultimate Recipient consents to being contacted directly or publicly featured by CUI and/or the Minister in relation to success stories, announcements, ceremonies and other communications activities.
- 8.2 The Ultimate Recipient acknowledges the federal government's role in the funding provided through the FedDev Ontario Agreement.
- 8.3 The Ultimate Recipient consents to a public announcement of the Eligible Project by or on behalf of the Minister in the form of a news release and/or event, in relation to which:
  - (a) The Minister, through FedDev Ontario and CUI, shall inform the Ultimate Recipient of the date the public announcement is to be made, and the Ultimate Recipient shall maintain the confidentiality of this Agreement until such date; and
  - (b) The Ultimate Recipient will consent to the participation of the Minister or the Minister's representatives at the announcement event of the Eligible Project, and to have the event take place on a day mutually agreed upon by the Ultimate Recipient and the Minister or its representatives.
- 8.4 The Ultimate Recipient agrees to a media/public event upon completion of the Eligible Project with the Minister or the Minister's designated representatives at mutually agreeable venue, time and date. The Ultimate Recipient agrees to display promotional material and/or signage provided by the Agency at the event.
- 8.5 The Ultimate Recipient agrees to comply with instructions provided by CUI to acknowledge the support received from the Government of Canada and FedDev Ontario in its communications, including websites, news releases, promotional materials, social media, success stories, and announcements.
- 8.6 For any public communications activities conducted by CUI at the request of FedDev Ontario under the terms of the FedDev Ontario Agreement, the Ultimate Recipient agrees to provide the Minister with access to the Ultimate Recipient's work site(s), but only insofar as trade secrets or sensitive material, such as intellectual property or proofs of concept that may exist under or be in the patent process, are not divulged.

## **9. Indemnification and Limitation of Liability**

- 9.1 The Ultimate Recipient shall at all times indemnify and save harmless CUI and His Majesty, and their officers, officials, employees and agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings (including, without limitation, those relating to injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights) by whomsoever brought or prosecuted, or threatened to be brought or prosecuted, in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights, caused by, or arising directly or indirectly from:
- (a) the Eligible Project, its operation, conduct or any other aspect thereof;
  - (b) the performance or non-performance of this Agreement, or the breach or failure to comply with any term, condition, representation or warranty of this Agreement by the Ultimate Recipient, their officers, employees and agents, or by a third party or its officers, employees, or agents;
  - (c) the design, construction, operation, maintenance and repair of any part of the Eligible Project; and
  - (d) any omission or other wilful or negligent act or delay of the Ultimate Recipient or a third party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the negligent act or omission of an officer, official, employee, or agent of CUI or of His Majesty, in the performance of his or her duties.
- 9.2 CUI shall have no liability under this Agreement, except for payments of the Funding in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, CUI shall not be liable for any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Ultimate Recipient.
- 9.3 His Majesty, his agents, employees and servants will not be held liable in the event the Ultimate Recipient enters into a loan, a capital or operating lease or other long-term obligation in relation to the Eligible Project for which the Funding is provided.

## **10. Environmental**

- 10.1 The Ultimate Recipient represents and warrants that the Eligible Project is not a “designated project” or a “project” under the applicable federal environmental and impact assessment legislation.

## **11. Representations and Covenants**

11.1 **Representations.** The Ultimate Recipient represents and warrants that:

- (a) it is validly existing and in good standing under the laws of Ontario, and it has the power and authority to carry on its business, to hold its property and to enter into this Agreement. The Ultimate Recipient warrants that it shall remain as such for the duration of this Agreement;
- (b) the execution, delivery and performance of this Agreement have been duly and validly authorized by the necessary corporate actions of the Ultimate Recipient and when executed and delivered by the Ultimate Recipient, this Agreement constitutes a legal, valid and binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms;
- (c) this Agreement constitutes a legally binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree, ordering specific performance or other equitable remedies;
- (d) the execution and delivery of this Agreement and the performance by the Ultimate Recipient of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
  - (i) violate the provisions of the Ultimate Recipient's by-laws, any other corporate governance document subscribed to by the Ultimate Recipient or any resolution of the Ultimate Recipient;
  - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
  - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease, equipment lease, contract, permit, deed of trust or any other instrument or agreement by which it is bound.
- (e) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Ultimate Recipient, threatened and there is no order, judgment or decree of any court or governmental agency, which could materially and adversely affect the Ultimate Recipient's ability to carry out the activities contemplated by this Agreement;
- (f) it has obtained or will obtain all necessary licences and permits in



relation to the Project, which satisfy the requirements of all regulating bodies of appropriate jurisdiction;

- (g) it owns or holds sufficient rights in any intellectual property required to carry out the Project;
- (h) the description of the Eligible Project in Annex 1 – Statement of Work is complete and accurate; and
- (i) it is located in Southern Ontario.

11.2 **Covenants.** The Ultimate Recipient covenants and agrees that:

- (a) it shall use the Funding solely and exclusively to support the Eligible Costs of the Eligible Project, and shall carry out the Eligible Project in accordance with the description in Annex 1 – Statement of Work, in a diligent and professional manner, using qualified personnel;
- (b) it shall obtain the prior written consent of CUI before making any material change to any aspect of the Eligible Project or to the management of the Eligible Project or the Ultimate Recipient; and
- (c) it shall acquire and manage all equipment, services and supplies required for the Eligible Project in a manner that ensures the best value for funds expended.

11.3 **Renewal of Representations.** It is a condition precedent to any disbursement under this Agreement that the representations and warranties contained in this Agreement are true at the time of payment and that the Ultimate Recipient is not in default of compliance with any terms of this Agreement.

## 12. **Official Languages**

12.1 The Ultimate Recipient acknowledges and understands that:

- (a) any public acknowledgement of FedDev Ontario's support for the MMS 2.0 must be expressed in both official languages;
- (b) all MMS 2.0 information must be developed and made available in both official languages; and
- (c) all signage related to the MMS 2.0 must be in both official languages.

12.2 The Ultimate Recipient agrees that it will consider the needs of the official language minority community in developing the Eligible Project and related services, acknowledge FedDev Ontario's support for the Eligible Project in English and French, and specifically invite the official language minority

community to participate in the development and implementation of the Eligible Project, if applicable.

### **13. Default and Remedies**

13.1 **Event of Default.** CUI may declare that an Event of Default has occurred if:

- (a) the Ultimate Recipient has failed or neglected to pay CUI any amount due in accordance with this Agreement;
- (b) the Eligible Project is not meeting its objectives or milestones as set out in Annex 1 – Statement of Work, is not completed to CUI’s satisfaction by the Completion Date or the Eligible Project is abandoned in whole or in part;
- (c) the Ultimate Recipient makes a materially false or misleading statement concerning support by His Majesty in any internal and/or public communication, other than in good faith;
- (d) the Ultimate Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute, from time to time in force, relating to bankrupt or insolvent debtors;
- (e) an order is made or the Ultimate Recipient has passed a resolution for the winding up of the Ultimate Recipient, or the Ultimate Recipient is dissolved;
- (f) the Ultimate Recipient has, in the opinion of CUI, ceased to carry on business or has sold, disposed or transferred all or substantially all of its assets;
- (g) the Eligible Project is carried out outside of Southern Ontario, unless an exception is set out in Annex 1 – Statement of Work;
- (h) the Ultimate Recipient has submitted false or misleading information, or has made a false or misleading representation to CUI in this Agreement or in its application for the Funding;
- (i) the Ultimate Recipient has failed to provide, within the required period, documentation to support to CUI’s satisfaction a claim relating to the use of advanced funds;
- (j) the Ultimate Recipient has not, in the opinion of CUI, met or satisfied a term or condition of this Agreement;
- (k) the Ultimate Recipient has not met or satisfied a term or condition

under any other agreement of any kind with CUI;

- (l) the Ultimate Recipient has, in the sole opinion of CUI, committed an act or done anything which might adversely impact CUI's programs, services or reputation;
- (m) the Ultimate Recipient is not eligible or is otherwise not entitled to the Funding; or
- (n) the Ultimate Recipient has not complied with the reporting, monitoring, audit and evaluation requirements, specified in this Agreement.

13.2 **Notice of Breach and Rectification Period.** CUI will not declare that an Event of Default has occurred unless it has given prior written notice to the Ultimate Recipient of the occurrence, which in CUI's opinion constitutes an Event of Default. The Ultimate Recipient shall, within such period of time as CUI may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of CUI, that it has taken such steps as are necessary to correct the condition, failing which CUI may declare that an Event of Default has occurred. During the period of time specified in the notice, CUI may suspend payment of any claim submitted before or after the date of notice. Notwithstanding any of the foregoing, CUI may declare an Event of Default has occurred without providing prior written notice or a rectification period to the Ultimate Recipient if CUI determines, in its sole discretion, that the nature or extent of the breach justifies an immediate recourse to remedy.

13.3 **Remedies.** If CUI declares that an Event of Default has occurred, CUI may immediately exercise any one or more of the following remedies, in addition to any remedy available at law:

- (a) terminate the Agreement, including any obligation by CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and
- (c) require the Ultimate Recipient to repay forthwith to CUI all or part of the Funding, and that amount is a debt due to CUI and may be recovered as such.

#### 14. **Project Assets and Intellectual Property**

14.1 Title to and ownership of any IP assets the cost of which has been contributed to by Funding under this Agreement shall be determined by CUI in accordance

- CUI's policy on intellectual property, and any applicable Canadian law.
- 14.2 Any physical assets acquired, constructed, rehabilitated or improved with the funds provided under the Contribution will not be sold or otherwise disposed of without prior written approval for the term of the Funding Agreement;

**15. General**

- 15.1 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Ultimate Recipient, without the prior written consent of CUI.
- 15.2 **Successors and Assigns.** This Agreement is binding upon the Ultimate Recipient, its successors and permitted assigns.
- 15.3 **Confidentiality.** Subject to the law and this Agreement, the Parties shall keep confidential and shall not disclose the contents of this Agreement or the transactions contemplated hereby, without the consent of all Parties.
- 15.4 **Governing Law.** This Agreement shall be subject to and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 15.5 **Dispute Resolution.** If a dispute arises concerning the application or interpretation of this Agreement, the Parties shall attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation or by arbitration, by a mutually acceptable mediator or arbitration in accordance with the Commercial Arbitration Code set out in the schedule to the *Commercial Arbitration Act* (Canada), and all regulations made pursuant to that Act.
- 15.6 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the Parties hereto.
- 15.7 **No Agency.** No provision of this Agreement or action by the Parties will establish or be deemed to establish any partnership, joint venture, principal-agent or employer-employee relationship in any way, or for any purpose, between CUI and the Ultimate Recipient, or between CUI and a third party. The Ultimate Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of CUI, nor shall the Ultimate Recipient make a promise, agreement or contract and incur any liability on behalf of CUI, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 15.8 **No Waiver.** Any tolerance or indulgence demonstrated by one Party to the other, or any partial or limited exercise of rights conferred on a Party, shall not constitute a waiver of rights, and unless expressly waived in writing the Parties shall be entitled to exercise any right and to seek any remedy, available under this Agreement or

otherwise at law. Either Party may, by notice in writing, waive any of its rights under this Agreement.

- 15.9 **Public Dissemination.** All reports and other information that CUI or the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Ultimate Recipient collects, creates, manages and shares with CUI or the Minister, shall be deemed to be “Canada Information”. The Minister shall have the right, subject to the provisions of the *Access to Information Act*, to release to the public, table before Parliament, or publish by any means, any Canada Information, including such excerpts or summaries of the Canada Information as he may, from time to time, decide to make.
- 15.10 **No conflict of interest.** The Ultimate Recipient and its consultants and any of their respective advisors, partners, directors, officers, shareholders, employees, agents and volunteers shall not engage in any activity where such activity creates a real, apparent or potential conflict of interest in the sole opinion of CUI, with the carrying out of the Eligible Project. For greater certainty, and without limiting the generality of the foregoing, a conflict of interest includes a situation where anyone associated with the Ultimate Recipient owns or has an interest in an organization that is carrying out work related to the Eligible Project.
- 15.11 **Disclose potential conflict of interest.** The Ultimate Recipient shall disclose to CUI without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 15.12 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term of the agreement between the Parties is found to be or becomes invalid or unenforceable, whether in whole or in part, such provision or part thereof declared invalid or unenforceable shall be deemed to be severable and shall be deleted from this Agreement and all remaining terms and conditions of this Agreement will continue to be valid and enforceable.
- 15.13 **Business Information.** Notwithstanding anything else contained in this Agreement, CUI and the Minister shall be given the right to the use of any of the Ultimate Recipient’s publicly available business information about the Eligible Project (e.g. brochures, awareness, packages, etc.).
- 15.14 **Tax.** The Ultimate Recipient acknowledges that financial assistance from government programs may have tax implications for its organization and that advice should be obtained from a qualified tax professional.

## **16. Notice**

- 16.1 Any notice, information or document required under this Agreement shall be effectively given, if delivered or sent by letter or email (postage or other charges prepaid). Any notice that is delivered shall be deemed to have been

received on delivery; any notice sent by email shall be deemed to have been received when sent, any notice that is mailed shall be deemed to have been received eight (8) calendar days after being mailed.

16.2 All notices must be sent to the following addresses:

<b>To CUI</b>	<b>To the Ultimate Recipient</b>
Canadian Urban Institute 30 St. Patrick Street, Suite 500 Toronto, Ontario M5T 3A3 <b>Attention: Mary Rowe</b>	The Municipality of West Elgin 22413 Hoskins Line, West Elgin, Ontario N0L2C0 <b>Attention: Michelle Navackas</b>

16.3 Each of the Parties may change the address, which they have stipulated in this Agreement by notifying in writing the other party of the new address, and such change shall be deemed to take effect fifteen (15) calendar days after receipt of such notice.

**17. Acceptance**


17.1 The Ultimate Recipient agrees that unless CUI receives a duly executed duplicate copy of this Agreement within thirty (30) calendar days of the date of execution by CUI, this Agreement is revocable at the discretion of CUI.

**18. Counterparts and Electronic Signature**

18.1 This Agreement and any amendments may be signed in counterparts and by electronic signature, including PDF and any other electronic copies acceptable to the Parties. Such electronic signature shall be deemed to be an original for the purpose of this Agreement with the same legal effect as an original signature.

**IN WITNESS WHEREOF the Parties hereto have executed this Agreement through the signatures of their authorized representatives below.**

**CANADIAN URBAN INSTITUTE**

Per:  Date: 08/15/2024  
Mary Rowe, CEO  
I have the authority to bind this corporation.

The Municipality of West Elgin

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Magda Badura  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Richard Leatham  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
  
I have the authority to bind this organization.

**SOUTHERN ONTARIO PROSPERITY PROGRAM  
ULTIMATE RECIPIENT AGREEMENT**

**ANNEX 1 – STATEMENT OF WORK**

BETWEEN:

**CANADIAN URBAN INSTITUTE,**  
(hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**Eligible Project Description/Purpose/Objective**

**FUNDING AMOUNT APPROVED: \$ 130,000.00**

**PROJECT TITLE:**  
**Roots and Revival**

**APPROVED MMS 2.0 BUDGET:**

Expense Category	Amount
Labour	\$ 0.00
Consultants	\$ 60,000.00
Communications	\$ 26,000.00
Program Costs	\$ 32,800.00
Capital Expenditures	\$ 10,000.00
Measurement & Analytics	\$ 1,200.00
Other	\$ 0.00



**SOUTHERN ONTARIO PROSPERITY PROGRAM  
ULTIMATE RECIPIENT AGREEMENT**

**ANNEX 2 – COSTING MEMORANDUM GUIDELINE  
CANADIAN URBAN INSTITUTE,**

BETWEEN:

**CANADIAN URBAN INSTITUTE,**  
(hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**1. General Conditions**

- 1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of CUI:
- a) directly related to the intent of the Eligible Project;
  - b) reasonable;
  - c) included in Annex 1 – Statement of Work, or are approved at a later date upon a request made to, and approved in the sole discretion of, CUI; and,
  - d) incurred between the Eligibility Date and the Completion Date.
- 1.2 Costs submitted for reimbursement must be net of any refund or eligible tax credits (including HST).
- 1.3 Costs incurred by way of the exercise of an option to purchase or hire are eligible, only if the exercise of the option is at the sole discretion of the Ultimate Recipient and the option has been exercised and the costs incurred between the Eligibility Date and the Completion Date.
- 1.4 The costs of all goods and services acquired from an entity which, in the opinion of CUI, is not at arm’s length from the Ultimate Recipient, shall be valued at the cost which, in the opinion of CUI, represents the fair market value of such goods or services, which cost shall not include any mark up for profit or return on investment.
- 1.5 No cost described in Subsection [1.4](#) above shall be eligible for inclusion in Eligible Costs, unless the Ultimate Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Sub- Project, and to provide CUI and FedDev Ontario access to such books, accounts and records.

**2. Consultants and Contractors**

2:

- 2.1 The direct costs of studies and/or services carried out by a private contractor or consultant are Eligible Costs.
- 2.2 Where a particular contractor or consultant has been specified in the Agreement, and the Ultimate Recipient wishes to proceed with the Eligible Project using another contractor or consultant, prior consultation with CUI is advised to ensure eligibility.
- 2.3 The cost of the services of any consultant that is not, in the opinion of CUI, at arm's length from the Ultimate Recipient, shall not be Eligible Costs.

### **3. Labour Costs**

- 3.1 Labour and benefit costs claimed by the Ultimate Recipient as direct Eligible Costs toward the Eligible Project will include only that time worked directly on the Eligible Project at the payroll rate and excludes indirect time, non-project related time, holidays, vacation, bonuses, paid sickness, etc., except as noted below. Paid overtime, where considered reasonable in the opinion of CUI, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.
- 3.2 The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime, payment in lieu of vacation), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except those noted below.

Claims relating to the employer's portion of the Ontario Workplace Safety and Insurance Board (WSIB), statutory benefits (e.g., Canada Pension Plan (CPP), Employment Insurance (EI) and vacation) and discretionary benefits (i.e., dental, extended health, disability and life insurance, pension plans, holiday and paid leave) negotiated as part of collective agreements or other salary and benefit packages shall be limited to the lesser of:

- a) actual cost; and
  - b) twenty percent (20%) of the payroll rate of each employee.
- 3.3 Benefits such as car allowances and other benefits beyond those listed above are not eligible.

### **4. Sales Taxes**

- 4.1 Eligible Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
- 4.2 In order to have the HST approved as an Eligible Cost on claims, the Ultimate Recipient will be required to provide documentation verifying the organization's status under the relevant tax legislation.

### **5. Ineligible Costs**

- 5.1 For greater certainty, any costs that do not qualify as Eligible Costs in accordance

with section 1 of this Annex, shall be ineligible for inclusion in the Eligible Costs. By way of example only, ineligible costs include, but are not limited to, the following:

- a) costs of land, building or vehicle purchase;
- b) refinancing;
- c) costs of intangible assets such as goodwill, whether capitalized or expensed;
- d) depreciation or amortization expenses;
- e) interest on invested capital, bonds, debentures, or mortgages;
- f) bond discount;
- g) losses on investments, bad debts and any other debts;
- h) fines or penalties;
- i) costs related to litigation;
- j) non-incremental wages;
- k) fees for administrators, including payments to any member or officer of the Ultimate Recipient's Board of Directors;
- l) opportunity costs;
- m) hospitality and entertainment costs;
- n) capital expenditures (e.g. new construction and renovation of existing infrastructure and buildings);
- o) costs of individual membership in a professional body (e.g. professional designations);
- p) and lobbyist fees.

**6. Claim Schedule**

Expense Period	Claim Deadline

<b>My Main Street Community Activator, Budget Template</b> <b>Activateur de communauté de Ma rue principale, Modèle de budget</b>		
<b>Applicant Name / Nom du demandeur:</b>		Michelle Navackas
<b>Project Title / Titre du projet:</b>		Roots & Revival
<b>Prepared By/ Préparé par:</b>		Kathy Navackas
<b>Total Project Budget / Budget total du projet:</b>		<b>\$137,000.00</b>
<b>MMS 2.0 Funding Approved / Financement approuvé:</b>		<b>\$130,000.00</b>
<b>A. Project Budget (cash) Budget du projet (argent)</b>		<b>\$137,000.00</b>
<b>B. Expenses requested from My Main Street Dépenses demandées à Ma rue principale</b>		<b>\$130,000.00</b>
Labour Costs / Coûts de la main-d'œuvre		
Permanent Staffing		
Temporary Staffing		
Contractors/Consultants services / Services de Contractants/Consultants		\$60,000.00
Contractors/Consultants		\$35,000.00
Program Honoraria		\$4,500.00
Participating Artist Fees		\$20,500.00
Travel & Transportation Costs		\$250.00
Communications, Marketing & Promotion / Communications		\$26,000.00
Digital & Social Media Marketing / Marketing numérique et des médias sociaux		\$9,000.00
Advertising & Public Relations / Publicité et relations publiques		\$17,000.00
Professional Development & Training / Perfectionnement professionnel et formation		
Program Costs / Les coûts du programme		\$32,800.00
Materials & Supplies / Matériaux & Fournitures		\$30,800.00
Insurance, Permits & Approvals / Assurance, Permis & Approbations		\$2,000.00
Non-capital equipment / Equipement non immobilier		
Capital Expenditures / Les dépenses d'investissement		\$17,000.00
Measurement & Analytics / Mesure et analyse		\$1,200.00
Other / Autre		\$0.00
<b>C. Other Sources of Funding Autre recettes de toutes sources</b>		<b>\$7,000.00</b>
Applicants(s), Co-Applicant(s) & Strategic Partner(s) / Candidate(s), cocandidat(s) et partenaire(s) stratégique(s)		
Government Funding / Financement gouvernemental		\$0.00
Not-for-Profit Funding / Financement des organismes sans but lucratif		\$3,000.00
Private Sector Funding / Financement du secteur privé		
Revenue from Sales / Revenus des ventes		\$4,000.00
<b>D. In-Kind Contributions Contribution en nature</b>		<b>\$12,000.00</b>
In-Kind Contribution (staffing) / Contribution en nature (dotation)		\$4,000.00
In-Kind Contribution (overhead/administration) / Contribution en nature (frais généraux/administration)		\$8,000.00
<b>E. Total Project Total du projet</b>		<b>\$149,000.00</b>



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-09-12  
**Subject:** Investment Proposal

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: ONE Investment proposal;

And That, West Elgin Council give the Treasurer full authority to invest through ONE Investment and add all ONE Investment Portfolios (HISA, Bond, Corporate Bond, and Equity) as eligible investments for the municipality.

And that; West Elgin council approves a transfer in the amount of \$1,000,000.00 to ONE Investment account for the purpose of establishing an investment portfolio consisting of bonds, equity and high interest savings account;

### **Purpose:**

The Municipal Act allows Ontario municipalities to participate in joint municipal investment strategies. These amendments permitted municipalities to pool their investments in order to gain the opportunity to earn higher returns through access to larger, diversified, high-quality investment portfolios.

ONE Investment is any option available to all municipalities for pooled investment options. ONE is operated by Local Authority Services (LAS), the business services arm of the Association of Municipalities of Ontario (AMO), and CHUMS Financing Corp., a subsidiary of the Municipal Finance Officers' Association of Ontario (MFOA). ONE Investment is an incorporated not-for-profit organization focused on one thing: providing investment options that support the needs of Ontario's municipalities.

ONE Investment brings Ontario's municipal sector together to benefit from the greater options and lower fees made possible by combining their investment power.

ONE historically offered a Canadian Government Bond Portfolio, with a Canadian Equity Portfolio added in 2007 and a Corporate Bond Portfolio in 2008. The Corporate Bond and Equity portfolios were launched as a result of 2005 amendments to the Municipal Act Eligible Investment Regulation (O. Reg. 438/97) allowing municipalities to invest in Canadian equities and longer term Canadian corporate bonds. The regulation, however, offered access to these investment types only through ONE Investment. Throughout 2006, One worked with a diverse committee of municipal investment practitioners to develop investment policies and operating guidelines for both the Equity and Corporate Bond Portfolios, and to select professional managers for the two new portfolios.

The program has continued to grow in recent years and now also welcomes investment from organizations within the broader Ontario public sector, including conservation authorities and municipal services boards. In 2015, ONE Investment also launched a High Interest Savings Account (HISA) option with a Schedule 1 Canadian bank, that is fully liquid, and where all municipal investments are CDIC insured. The HISA provides a tiered competitive rate of return for municipal deposits premised on the collective investment power of the municipal sector. HISA options are now offered through 2 Canadian banks via ONE Investment.

In 2018, LAS and CHUMS sought an Ontario Securities Commission exemption that would to permit them to provide investment advice to clients. To facilitate the exemption application, ONE Investment was incorporated as a non-profit. In November 2018, ONE Investment was granted the exemption and now offers investment management services, including professional investment advice.

Local co-mingled (pooled) government investments have proven to be highly successful and popular investment and cash management tools for municipalities. Participation in such pools is, in fact, recognized as a recommended practice for achieving portfolio diversification and liquidity by the Government Finance Officers Association of the United States and Canada.

Since 1993, ONE Investment has successfully met the needs of Ontario municipalities by providing safe and high-quality investment opportunities. Asset levels in ONE at the end of 2023 investment are approximately \$3.1 billion. ONE provides professional investment services to more than 180 organizations, and performance has been competitive against other permitted alternative investments for Ontario municipalities.

All ONE portfolios are governed by formal investment guidelines requiring that monies be invested only in instruments allowed under the Municipal Act, with additional restrictions being established by the guidelines. All Portfolio Guidelines are available for review on the ONE Investment website: [www.oneinvestment.ca](http://www.oneinvestment.ca).

ONE currently uses the professional investment services of MFS Investment Services for its Government Bond, and Corporate Bond Portfolios, and Guardian Capital LP for its Canadian Equity Portfolio. Both organizations have billions in assets under management and have a long track record of managing large multi-customer investment pools.

The investment guidelines and manager activities for each investment portfolio are monitored by ONE staff (including a Chief Investment Officer), as well as the Investment Advisory Committee and Peer Advisory Committee, comprised of experienced investment professionals and senior public sector officials, respectively. In addition, the program also receives oversight from the ONE Investment Board of Directors, comprised of municipal finance professionals, municipal administrators, and elected officials, as well as a periodic industry review.

There is no requirement for municipalities to invest for a specified period in ONE Investment's portfolio; money can be invested, withdrawn or transferred at any time, although each of the portfolios has been established with a certain investment duration in mind. The minimum transaction amount is \$5,000 for any Portfolio. There are no penalties or fees for deposit or withdrawal at any time.

As an added value, investors also have access to their account balances through a secure portion of the ONE website. Portfolio balances and unit pricing are updated daily for each investor and account.

Investment fees for all invested monies are calculated on a daily basis based on the total balance held in the account, and all performance figures provided by ONE are always posted net of fees. One Investment annual fee schedule is provided below:

- ONE Canadian Government Bond Portfolio - 40 Basis Points
- ONE Canadian Corporate Bond Portfolio - 45 Basis Points
- ONE Canadian Equity Portfolio - 50 Basis Points
- ONE High Interest Savings Account – No Fees

For the fees paid, each investor receives numerous benefits, including but not limited to:

- Professional money management
- Professional investment advice
- Reduced risk through diversification and regular investment oversight
- Flexibility & liquidity of investments
- Accounting & performance reporting
- Regulatory compliance guarantee

To allow for the investment of municipal funds through a co-mingled public sector investment program in order to leverage enhanced returns and reduced administration costs, it is recommended that ONE Investment's portfolios be added to the municipality's list of eligible investments.

#### **Financial Implications:**

Higher returns usually come with higher risk. Equities offer high returns but are volatile. Bonds offer stability with lower returns. Savings accounts offer safety but minimal growth.

A mix of these assets can reduce overall risk, balancing growth potential with capital preservation. Allocating funds strategically across these assets can help meet both short-term and long-term financial goals while managing risk according to our risk tolerance and financial situation.

#### **Policies/Legislation:**

Municipal Investment Policy – AD-3.5

#### **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 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.





**Report Approval Details**

Document Title:	Addition of co-mingled public sector investments to the Investment Policy - 2024-38-Administration Finance.docx
Attachments:	
Final Approval Date:	Sep 10, 2024

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

Terri Towstiuć



## Staff Report

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**Report To:** West Elgin Council

**From:** Magda Badura, CAO/Treasurer

**Date:** 2024-09-12

**Subject:** Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity

---

### **Recommendation:**

That the West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Community Sport and Recreation Infrastructure Fund Grant funding opportunity;

And That, the West Elgin Council the submission of a grant application for the purpose of arena renovations;

And That, the Municipality of West Elgin shall partner with the Municipality of Dutton-Dunwich to strengthen the grant application.

### **Purpose:**

The purpose of this report is to inform the council of the recent grant announcement from the Community Sport and Recreation Infrastructure Fund, which aligns with our arena renovation plans, and to request the council's endorsement to move forward with the application process.

### **Background:**

In 2023, the Municipality of West Elgin received \$250,000 from the Kraftville prize for arena renovation. This amount, along with a \$150,000 contribution from the West Elgin Council, was placed in a newly established reserve fund. As of January 1, 2024, the reserve fund dedicated to the arena renovation totals \$400,000.

On August 19, 2024, staff received an email from the Ministry of Sport announcing the Community Sport and Recreation Infrastructure Fund (CSRIF). This new \$200-million, three-year infrastructure fund aims to support Ontario's growing communities by funding new and revitalized local sport and recreation facilities across the province.

The CSRIF is a two-stream, application-based program. It is recommended that the municipality take advantage of Stream 1: Repair and Rehabilitation, which offers funding between \$150,000 and \$1 million to extend the lifespan of existing community sport and recreation facilities, improve local programming, and enhance accessibility features. The application deadline is Tuesday, October 29, 2024. The provincial government will cover up to 50% of eligible project costs, and under special circumstances, municipalities with fewer than 20,000 residents may receive up to 70% coverage. Approved projects must be completed within 24 months, with all expenses incurred within that timeframe.

This grant aligns perfectly with our arena renovation plans and would significantly accelerate the project, as securing funding is our top priority.

Once the council endorses this application submission, staff will reach out to the arena renovation committee for additional information needed to move forward with the application process.

**Financial Implications:**

2025 Capital Budget

**Policies/Legislation:**

N/A

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura, CAO/Treasurer

**Report Approval Details**

Document Title:	Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity - 2024-33-Administration Finance.docx
Attachments:	- csrif-stream-1-guidelines_en.pdf
Final Approval Date:	Sep 6, 2024

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

Terri Towstiuć

**Report Approval Details**

Document Title:	Community Sport and Recreation Fund Grant Funding Opportunity - 2024-40-Administration Finance.docx
Attachments:	- csrif-stream-1-guidelines_en.pdf
Final Approval Date:	Sep 10, 2024

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

Terri Towstiuć



# Community Sport and Recreation Infrastructure Fund

## *Stream 1: Repair and Rehabilitation*

Program Guidelines

August 19, 2024

**Application Deadline: October 29, 2024**

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# Introduction

The Community Sport and Recreation Infrastructure Fund (**CSRIF**) is a \$200 million capital funding program delivered by the Ministry of Sport (**the Ministry**) to revitalize existing community sport and recreation infrastructure and support the construction of new facilities across the province.

The CSRIF will be delivered over three years (2024-25 to 2026-27) through two streams:

- **Stream 1:** Repair and Rehabilitation
- **Stream 2:** New Builds/Signature New Builds

This guide provides instructions on how to apply for **Stream 1**. **Please review it in detail before applying.**

For instructions on how to apply for **Stream 2: New Builds/Signature New Builds**, please see the [program guidelines for Stream 2](#).

## Program Overview

The purpose of Stream 1 is to extend the lifespan of existing community sport and recreation facilities/spaces and improve local programming and accessibility features to meet community need.

Eligible applicants include:

- Municipalities
- Local services boards
- Not-for-profit organizations
- Indigenous communities and organizations

Please refer to the [Eligibility Requirements](#) section of this document for full details on eligibility criteria.

Eligible applicants may apply to the Ministry under Stream 1 for project funding between \$150,000 and \$1 million to support projects that will result in the repair or rehabilitation of community sport and recreation facilities/spaces. CSRIF is a cost-sharing program and the provincial contribution will vary based on the eligible applicant and project type. Please refer to the [Funding Amounts and Terms](#) section of this document for more details.

Approved projects must be completed with all eligible project expenses incurred within 24 months of the successful applicant (recipient) entering into a Transfer Payment Agreement (**TPA**) with the Ministry in respect of the project.

Eligible applicants can submit only **one application** under Stream 1.

Applications for Stream 1 are due **October 29, 2024**.

Please note that there is only one application intake for this program.

Applications must be submitted through Transfer Payment Ontario (**TPON**). Late and/or incomplete applications will not be accepted.

The CSRIF is a discretionary and non-entitlement program, and there is no guarantee of funding. There is no appeal process for unsuccessful applicants to the program.

## Program Objectives

The CSRIF aims to meet community need and improve the capacity of municipalities, local services boards, not-for-profit organizations and Indigenous organizations and communities in Ontario that support the delivery of community sport and recreation programming.

The CSRIF aims to create local jobs, strengthen and enliven communities, provide Ontarians with opportunities to participate in sport and recreation activities, and support the health and well-being of children, families and seniors across Ontario.

## Eligibility Requirements

### Eligible Applicants

In order to be eligible to apply to Stream 1, an applicant must meet **all** of the following 3 criteria:

- The applicant operates or manages a sport or recreation facility/space or other community facility/space that offers sport or recreation programming.
- The applicant owns or has a long-term lease agreement for the community facility/space and has the necessary authority or permission to undertake the project.
- The applicant must be one of the following:
  - A municipality in Ontario;
  - A local services board in Ontario;

- A not-for-profit organization that has been incorporated federally or provincially for at least one year as of the date of application deadline, and that has a head office in the Province of Ontario;
- An Indigenous organization or community that:
  - is a legal entity (e.g., has been established by or under legislation, has been federally or provincially incorporated as a not-for-profit organization, is a First Nations community); and
  - is one of the following:
    - a First Nations band located in Ontario;
    - a local, regional or provincial organization, located in Ontario, established to represent a First Nation, Inuit or Métis people or group of First Nations, Inuit or Métis peoples; or
    - an Indigenous-led service provider located in Ontario.

## **Ineligible Applicants**

- Federal and provincial agencies
- Universities and colleges
- Educational institutions, schools or school authorities
- Hospitals, medical or health care facilities
- For-profit organizations
- Entities receiving funding from other Ontario provincial grant programs for the same capital project
- Entities that are not legally established by or under legislation or federally or provincially incorporated, or those that have been incorporated for less than one year prior to the application deadline
- Entities in default of the terms and conditions of any grant or loan agreement with any ministry or agency of the Government of Ontario at the date of the application deadline for this program

## **Partnership Applications**

Eligible applicants can partner with other eligible and/or ineligible applicants on CSRIF projects. Partnership applications for this program will require formal written agreements to be in place between the organizations involved, and those agreements must be submitted as part of the lead applicant's CSRIF application.

The lead applicant must be an eligible applicant and will be responsible for managing the project and meeting all the terms and conditions associated with receiving the grant funding, including entering into the TPA with the Ministry and maintaining records and

reporting if the application is successful. An applicant can only be the lead on one application under Stream 1.

## Eligible Projects

To be an eligible project for Stream 1, the project must:

- Occur in the Province of Ontario;
- Be for the repair or rehabilitation of a sport or recreation facility/space or other facility/community space that offers sport or recreation programming;
- Be for a community facility/space in Ontario that is open primarily for use by the public and that will continue to be open primarily for use by the public upon the completion of the project;
- Be submitted by an applicant that meets the eligibility requirements; and
- Not be receiving any Ontario provincial funding for the same project.

Eligible projects for Stream 1 may include projects that:

- extend the lifespan of existing community sport and recreation facilities/spaces;
- maximize the use of existing facilities (e.g., use of space, increasing hours of operation, enhancing functionality and/or participation rates); or
- improve health and safety, accessibility and environmental standards of existing facilities (e.g., access to facility/field of play, lower operating costs, improved energy efficiency, etc.).

**Examples of eligible Stream 1 projects include:** critical facility repairs (e.g., repairing roofs, structural defects, building hazards); installing HVAC systems; resurfacing playing fields; installing new arena boards and glass; pool repairs; expansion/retrofitting of change rooms to accommodate programming; and installing new playground equipment.

## Eligible Project Expenses

For projects approved for Stream 1, eligible project expenses are those incurred for, and directly related to, specific project costs, incurred solely for the successful development and delivery of the project, and deemed to be reasonable by the Ministry, in its sole discretion.

Eligible project expenses include:

- Development costs associated with construction, such as the development of plans or permits for the project; note, however, that these costs are limited to 20 per cent of the total CSRIF grant;
- Project management costs, such as project-related fees paid to professionals, technical personnel, consultants, and contractors specifically engaged to undertake the project;
- Transportation and delivery costs;
- Fixed equipment and technology costs, such as large-scale equipment for installation (e.g., furnaces, boilers, sound equipment);
- Construction and/or renovation costs, including costs for project materials, labour for construction and/or installation;
- Ontario Builds signage costs to purchase, produce and install an Ontario Builds sign at the project site, which is a requirement for all approved projects.

## **Ineligible Project Expenses**

Ineligible project expenses include:

- Capital costs related to the project that are incurred before the date on the Minister's letter approving CSRIF funds for the project;
- Non-fixed equipment (e.g., vehicles) costs;
- Any costs not directly paid by the recipient;
- Taxes, regardless of rebate eligibility;
- Legal, audit or interest fees;
- In-kind contributions;
- Long-term debt financing;
- Costs incurred for cancelled projects;
- Leasing or rental of equipment costs not directly related to the capital project;
- Costs associated with ongoing operating expenses, including administrative costs, current/existing staff salaries, employee benefits, rent and utilities;
- Costs associated with the operation of capital assets;
- Costs associated with routine facility/property maintenance;
- Costs associated with program delivery;
- Costs associated with the purchasing and/or acquisition of land;
- Costs associated with developing the business case(s) for the purposes of applying for and obtaining CSRIF funds;
- Costs associated with leasing land, buildings, fixtures and equipment (except the temporary rental of equipment directly related to completing the capital project);
- Costs associated with fundraising;

- Costs associated with recipient travel;
- Any other costs, as determined by the Ministry from time to time and in its sole discretion, to be ineligible project expenses.

## **Funding Amounts and Terms**

Eligible applicants may apply to the Ministry under Stream 1 for project funding between \$150,000 and \$1 million.

### **Provincial Cost Sharing**

The CSRIF is a cost-sharing program where the provincial contribution to the project will vary based on the eligible applicant type:

- All eligible applicants can request up to 50 per cent of eligible project costs.
- Indigenous organizations and communities (as defined in [Eligible Applicants](#) above) can request a provincial contribution of up to 90 per cent of eligible project costs.

Successful recipients (and their partners, if applicable) must cover the remaining project expenses.

No other Ontario provincial funding can be used towards the project.

### **Special Consideration**

Under unique and exceptional circumstances, the Ministry may consider a provincial contribution of up to 70 per cent of eligible project costs for not-for-profit organizations, local services boards or municipalities with a population of less than 20,000.

To request this special consideration, the applicant will be required to submit a Request for Special Consideration form with a strong rationale that justifies the request with the specific community needs and benefits clearly stated. The Request for Special Consideration form is available through TPON.

### **Terms of Funding**

Approved projects must be completed with all eligible project expenses incurred within 24 months of the successful applicant (recipient) entering into a TPA with the Ministry in respect of the project.

CSRIF funds will be paid in installments based on a payment schedule that will be determined using project deliverables. A 10 per cent holdback of the funds will be released upon the completion of the project and the Ministry's satisfactory review of the recipient's final report.

## Program Assistance

If you have questions regarding the program, including those related to eligibility, please contact the local [Regional Development Advisor](#) for your area.

General program inquiries can be directed to: [CSRIF@ontario.ca](mailto:CSRIF@ontario.ca)

## How to Apply

Applications must be submitted through Transfer Payment Ontario (TPON).

TPON requires Google Chrome internet browser and Adobe Acrobat Reader to fill out the PDF application form.

### Step 1: Access or Create your My Ontario Account

Effective April 17, 2023, the Government of Ontario changed the way public users access secure government services, including TPON. Users who have a ONE-key or GO Secure ID will be required to create a My Ontario Account for secure access to TPON. Existing TPON users will have the opportunity to migrate their profile to My Ontario Account by creating an account with their TPON associated email.

New users to TPON will create a My Ontario Account profile or can use a previously created My Ontario Account. For instructions, visit [Transfer Payment Ontario](#).

Once registered, or if you are already registered, you must ensure all your organization's profile information is correct and up to date. This includes ensuring your My Ontario Account is associated with the correct organization. For instructions on joining an organization, please refer to the [TPON Joining an Organization guide](#).

**Note: Setting up an account may take up to five business days so allow at least one week to register before starting the application process.**

## Step 2: Complete the CSRIF Stream 1 Application

- Log in to TPON.
- Click on “Submit for Funding” and select the CSRIF Stream 1: Repair and Rehabilitation.
- Review or complete sections in the online application as per the guidelines below.
- Submit your request for funding along with all mandatory attachments.

Once an application has been started on TPON, it may be downloaded at any point and returned to later.

For help with this process, refer to the [TPON Submitting for Funding guide](#). You can also watch the [TPON How to Submit for Funding Video](#) or access the [video transcript](#).

## Submission Notifications

When you submit your application, you will receive an auto-generated confirmation email. If you have not received a confirmation email within 48 hours of your submission, please call TPON Client Care.

The primary contact provided by the applicant will receive any subsequent correspondence regarding the application. It is important to provide accurate and up-to-date contact information and to regularly monitor the primary contact’s phone and email to enable timely communication regarding the status of the application.

## Transfer Payment Ontario Client Care

Technical questions related to TPON must be directed to TPON Client Care.

Monday - Friday 8:30 a.m. to 5 p.m. (ET, excluding statutory and government holidays).

- Telephone: 416-325-6691 or 1-855-216-3090
- TTY/Teletypewriter (for the hearing impaired): 416-325-3408 / Toll Free: 1-800-268-7095
- Email: [TPONCC@ontario.ca](mailto:TPONCC@ontario.ca)

## Required Documents

The CSRIF Stream 1 requires additional documentation to be provided at the time of application submission and must be uploaded to the TPON system. An application



missing any required documents will be considered incomplete and will not proceed to assessment. Required documentation may vary depending on the applicant type or project (see below for details). Please refer to the Application Checklist in [Appendix A](#) in this document when submitting your application to ensure all items are attached.

## **Completed Application Form**

Ensure you have filled in all required sections for the application form for Stream 1 available in TPN and that the form is electronically signed and dated.

**Required for:** All applicants.

## **Audited Financial Statements**

Provide a complete and unabridged copy of the audited financial statements from the previous fiscal year.

**Required for:** All applicants, except municipalities.

## **Proof of Ownership or Lease**

Provide documentation that indicates the applicant is the owner or lease-holder for the facility/community space that the project will be improving.

**Required for:** All applicants, except for on-reserve projects carried out by Indigenous communities.

### **Proof of ownership**

Examples of proof of ownership include: a current year tax bill with roll number, current year Property Assessment Notice with roll number from the Municipal Property Assessment Corporation (MPAC), land transfer document, title or deed. Municipalities will need to provide a signed letter from a senior administrator at the municipality confirming ownership instead of providing an ownership document.

### **Lease agreement**

A lease agreement must be valid with at least five years remaining at the time of the application deadline. The lease agreement should clearly state the applicant has the necessary permission or authority to undertake the project. If an existing lease agreement does not have at least five years remaining at the time of the application deadline, applicants are required to submit a letter from the lessor documenting the lessor's commitment to renew the lease agreement for a minimum of five years and that

the applicant will continue to have the necessary permission or authority to undertake the project for the duration of the lease agreement.

## **Proof of Legal Status**

Provide articles of incorporation, letters patent, certificate of status, Special Acts of Incorporation or other documentation that demonstrates that the organization has been a legal entity with a head office in Ontario for at least one year at the time of the application deadline.

**Required for:** All applicants, except municipalities.

## **Board Motion/Endorsement/Resolution**

Provide evidence of support for the applicant to undertake the project.

**Required for:** All applicants.

- For not-for-profit organizations, this may include a board motion, fully completed, signed and dated.
- For municipalities or local services boards, this may include a council resolution or endorsement.
- For Indigenous organizations or communities, this may include a First Nation Band Council Resolution, Métis Community Council Resolution or Motion.

## **Partnership Agreements**

Provide a copy of any formal written agreements in place between the partners involved in the project.

**Required for:** All projects that have project partners.

## **Request for Special Consideration form**

To request special consideration (see [Special Consideration](#) above) for an increased provincial contribution, complete and submit a Request for Special Consideration form available through TPON as an additional attachment. Submission of this request does not guarantee that the Province will approve the project at the requested contribution amount.

**Required for:** Not-for-profit organizations, local services boards and municipalities with a population of less than 20,000 who are seeking special consideration for a provincial contribution of up to 70 per cent of eligible project costs.

## **Supporting Documentation**

These items are strongly encouraged to support your project application.

### **Plans/Designs/Details**

Provide any plans, designs, or details created that support your project application, as may be available and applicable. This may include any of the following:

- Feasibility study;
- Five-year capital plan;
- Comprehensive or strategic community plan;
- Gap analysis;
- Asset Condition Reporting System (ACRS) report;
- Facility condition assessment report;
- Accessibility audit report;
- Photos and/or diagrams of the current state of the facility;
- Detailed design plan documents;
- Detailed operation and maintenance plans for the facility following the project completion.

### **Financial Resources, Quotes and Estimates**

Provide evidence of the following, where available:

- Confirmed financial resources to carry out the project.
- Quotes for costs for individual goods and services valued above \$5,000.
- Cost estimate documents (Class A preferred).

### **Letters of Support**

Provide letters of support for the project from user groups and/or financial institutions, including those that reflect impacts of the project and any financial commitments.

## **Assessment Process and Criteria**

The assessment process will consist of two stages.

### **Stage One: Completeness and Eligibility Confirmation**

To be considered in the assessment process, an application must:

- **Be complete with all required supporting documentation**, as described in [Required Documents](#) section and the Application Checklist ([Appendix A](#)) and received by the deadline;
- **Be submitted by an eligible applicant** as defined in the [Eligibility Requirements](#) section; and
- **Meet project eligibility criteria** as defined in the [Eligibility Requirements](#) section.

To determine compliance and suitability with the CSRIF criteria, the Ministry will:

- Confirm eligibility and undertake due diligence checks for all applicants;
- Confirm the project meets basic CSRIF requirements and is achievable within the program timelines; and
- Undertake a risk assessment and financial assessment of the applicant to confirm their capacity to manage the proposed project.

It is up to applicants to ensure they have complied with all program requirements and provide all necessary documentation.

Incomplete and/or ineligible applications will not continue to Stage Two.

## **Stage Two: Application Assessment**

During the second stage of the assessment process, the Ministry will assess all eligible applications.

Applications will be measured against the following criteria:

- Community Need
- Community Support
- Economic Impact
- Addresses a Gap in Services
- Operating/Financial Capacity
- Value For Money

These are described below in more detail. It is the responsibility of the applicant to ensure that their application provides sufficient detail and information to demonstrate the project's alignment with each criteria.

Applications that fail to meet a minimum threshold will not be considered for funding.

## **Assesment Criteria Details**

### **Community Need**

Projects should clearly address a defined community sport or recreation need or priority. Applicants should clearly state the need and how it was identified as well as the anticipated outcomes of the project. The information provided should be detailed and speak to the importance of the project in addressing specified outcomes.

### **Community Support**

Applicants should demonstrate that there is support in the community for the proposed project, including details of community/stakeholder meetings, project partnerships, and confirmed/anticipated user groups for the facility.

### **Economic Impact**

Applicants should demonstrate the economic impact the project will have in the community, region, and/or province. The application should speak to the creation of jobs (temporary or permanent) as a direct result of the project. The applicant should also speak to any tourism, sport hosting, operational cost-savings, and direct or indirect economic impacts that are anticipated because of the project.

### **Addresses a Gap in Services**

Projects should address a clearly defined gap in services. Applicants should demonstrate that similar services are not available within a reasonable distance and/or that this project will remove, reduce, or prevent other barriers to participation in the community. This will differ between rural and urban areas, and applicants are responsible to provide evidence with respect to the uniqueness of their project.

### **Operating/Financial Capacity**

Applicants should demonstrate comprehensive long-term plans for operating and maintaining the facility. This includes demonstrating financial capacity to support operations without seeking additional government support. Applications should include information on available resources and anticipated costs (e.g., staffing requirements, future maintenance).

Applicants should demonstrate capacity to undertake and complete the project within the timeframe of the program. This includes demonstrating sufficient financial and human resources to support the project. Applications should clearly demonstrate project readiness (e.g., agreements between project partners, details of design work, expected completion dates), and identify potential risks and mitigation strategies.

## **Value for Money**

Projects should represent good value for money with funding requests clearly aligned with demonstrated financial need. Applicants should demonstrate that projects will be carried out in the most efficient manner possible, using appropriate procurement processes and maximizing individuals and/or communities served. Applicants should present clear justification for all costs, and how costs relate to meeting outcomes. Services to be provided should relate clearly and directly to established community needs, and service duplication should be avoided. Applicants should demonstrate considerations taken to identify cost-effective options for the project with consideration of life cycle costs, energy efficiency, and operational savings where possible.

## **Notification, Confirmation and Accountability**

### **Notification**

The Ministry will inform each applicant in writing of its funding decision. The Ministry anticipates notification to be provided to both successful and unsuccessful applicants in early Winter 2024/25. Decisions at the time of notification are considered final, and there is no appeal process for the CSRIF program.

### **Confirmation**

Successful applicants will be provided a conditional letter setting out the grant amount with funding contingent on written confirmation that project financing has been secured by the successful applicant from all identified sources. The Ministry may also request from the successful applicant additional documentation or information prior to entering into the TPA with the successful applicant.

### **Accountability**

To receive the funds for its project, the successful applicant will be required to:

- Sign a TPA with the Ministry, which will outline the terms and conditions for the receipt of the funds; and will, amongst other terms and conditions, require the recipient of the funds to be in compliance with, and to continue to comply with, all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the project, the funds, or both.
- Provide a Certificate of Insurance that indicates the recipient carries at least \$2 million commercial general liability insurance coverage for the duration of the TPA

and add “His Majesty the King in right of Ontario, His ministers, agents, appointees and employees” as an Additional Insured on this coverage before the TPA can be executed.

- Install and display Ontario Builds signage at the project site throughout the duration of the project.
- Report back to the Ministry on the use of the funds, project stage deliverables and outcomes achieved, including the submission of interim reports, a final expenditure report, a final work plan report, a certificate of completion, a building evaluation and inspection, an audited financial schedule, invoices, receipts and proof of payment of eligible project expenses and any other reports or information the Ministry may require.
- Permit the Ministry to verify/audit information submitted (at the discretion of the Ministry) to ensure that it is complete and accurate, and that the funds were used for the purpose(s) intended.

Recipients will:

- Be accountable to the Ministry for all funds and project components and will be the final decision-making authority among partners (if applicable) for the project under the TPA.
- Manage their project plan to meet financial and accountability reporting requirements and deliverables, as identified in the TPA.
- Be responsible for measuring results and reporting on their performance as required by their TPA.

## **Disclaimer**

The CSRIF is a discretionary and non-entitlement program. Even if an applicant has submitted a complete application and met all program criteria, there is no guarantee that the applicant will be approved for funding. The Ministry reserves the right to fund or not fund applications submitted to the program. For those projects approved for the program, the Ministry’s decision on what percentage of provincial contribution may be made towards the eligible project costs of a project will depend on a number of factors, including the type of applicant, project feasibility and the availability of funds in the program. There is no appeal process for unsuccessful applicants to the program.

The Ministry reserves the right to impose any terms and conditions in the TPA that it deems reasonable in connection with disbursing funding under this program.

Funds may be rescinded or recovered when the applicant is in violation of the TPA, or where the applicant indicates to the Ministry that they no longer need the grant or cannot complete the activities of the project.

## **Duty to Consult**

Applicants should be aware that the decision to fund a project may give rise to the Government of Ontario's duty to consult with Indigenous communities if the project could have an adverse impact on established or asserted Aboriginal or treaty rights. The consultation process may result in accommodation which may alter the project or a request that the applicant undertake delegated procedural aspects of consultation activities. The responsibility for ensuring the duty to consult Indigenous communities is fulfilled remains with the Government of Ontario.

## **Freedom of Information and Protection of Privacy Act**

Applicants should be aware that Government of Ontario institutions are bound by the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, C. F. 31 (**FIPPA**) and any information provided to the Ministry in connection with an application may be subject to disclosure in accordance with the FIPPA.

If an applicant believes that any of the information it submits in connection with its application is confidential and wishes to protect the confidentiality of such information, the applicant should clearly mark the information "confidential." If the Ministry receives a request for access to the information marked "confidential", the Ministry will contact the applicant so that it may, if it wishes, make representations concerning the release of the requested information. Marking the information "confidential" does not mean that the information will not be released if and as required under the FIPPA.

Applicants are advised that the names and addresses of organizations awarded grants, the amount of the grant awarded, and the purpose for which grants are awarded is information made available to the public.



# Appendix A: Application Submission Checklist

## Municipalities

- Application form
- Proof of Ownership or Lease
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## Local Services Boards

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## Not-for-Profit Organizations

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)

- Request for Special Consideration form (required if requesting special consideration for increased provincial contribution)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

## **Indigenous Communities and Organizations**

### **Indigenous Communities**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease (note: not required for on-reserve projects carried out by Indigenous communities)
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support

### **Indigenous Organizations**

- Application form
- Audited Financial Statements
- Proof of Ownership or Lease
- Proof of Legal Status
- Board Motion/Endorsement/Resolution
- Partnership Agreements (required where partnerships are involved)
- Supporting documentation, as may be available or applicable to the project:
  - Plans/designs/details
  - Financial resources/quotes/estimates
  - Letters of support



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-09-12  
**Subject:** 2024 YTD Financials as of August 31, 2024

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 YTD Financials as of August 31, 2024 to be received and filed.

### **Purpose:**

To provide a Financial Report for the period of January 1 to August 31, 2024.

### **Background:**

The enclosed financial report details the Year-to-Date account balances up to August 31, 2024. The majority of routine operating revenues and expenses are currently at around 65% of the annual budget, aligning with expectations. However, capital costs and certain project-related accounts will continue to exhibit significant variations from the annual budget until the end of the year.

It's important to note that contributions from reserves will only be recorded upon completion of projects and once the required reserve amount is determined.

Determining the year-end financial position is challenging due to several factors:

- Supplementary taxes, write-offs, County and School Board levies, and payments are not budgeted and will be finalized closer to year-end.
- Levy payments to County and School Boards occur quarterly.
- Some asset and liability accounts, remain unreconciled until year-end.
- Certain expense account postings are not allocated until the end of the year.
- Capital entries, including reserve allocations, are prepared at year-end.
- Year-end adjustments and audit entries are finalized at the close of the year.
- Upon reviewing the report, there are currently no significant concerns with the 2024 financial position.

### **Financial Implications:**

None

### **Policies/Legislation:**

2024 Operating and Capital Budget

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Taxation</b>			
01-6000-6000 Municipal Taxation	\$ 3,956.62	\$ (4,350,110.19)	
<b>Miscellaneous Revenue</b>			
01-6100-6101 TAX CERTIFICATES	(8,020.00)	(9,310.00)	
01-6100-6103 911 SIGNS	(400.00)	(500.00)	
01-6100-6104 BURIAL PERMITS	(3,220.00)	(9,000.00)	
01-6100-6105 MARRIAGE LICENCES	(1,200.00)	(2,400.00)	
01-6100-6106 PARKING TICKETS - ELGIN CTY	(2,716.84)	(5,000.00)	
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	(2,500.00)	(2,500.00)	
01-6100-6108 MISC - NSF CHEQUES-MAPS-	(668.57)	(1,500.00)	
01-6100-6110 INTEREST	(286,085.14)	(200,000.00)	
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	(21,830.06)	(40,000.00)	
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	(43,156.27)	(40,000.00)	
01-6100-6113 Agreement - Juice Connect 5yr 2021-2026	(1,200.00)	(1,200.00)	
01-6100-6120 ADMINISTRATION FEES	-	(20,526.20)	
01-6100-6121 REPRINT OF TAX/WATER BILL	(105.00)	(150.00)	
01-6100-6190 REBATES	-	(500.00)	
01-6100-6200 GRANT - OMPF	(1,384,050.00)	(1,845,400.00)	
01-6100-6204 GRANT - OCIF	(207,420.00)	(311,130.00)	
01-6100-6206 GRANT - CANADA DAY	(5,000.00)	(5,000.00)	
01-6100-6208 GRANT - SUMMER STUDENT	(1,740.00)	(5,000.00)	
01-6100-6210 GRANT - ICIP: COVID Stream - Local Government	(10,000.00)	-	
01-6100-6213 GRANT - Municipal Modernization Service & Digital	-	71,995.60	
01-6100-7900 TRANSFER TO RESERVES	-	311,130.00	
01-6100-7901 TRANSFER FROM RESERVES	-	(214,507.57)	
	<u>\$ (1,979,311.88)</u>	<u>\$ (2,330,498.17)</u>	
<b>Council</b>			
01-7000-7400 WAGES	54,374.88	75,213.04	
01-7000-7401 CPP EXPENSE	1,860.16	2,554.40	
01-7000-7403 EHT EXPENSE	1,060.24	1,466.62	
01-7000-7440 CONFERENCES/SEMINARS/MEETINGS	4,784.92	15,000.00	
01-7000-7442 MILEAGE	304.71	500.00	
01-7000-7443 MEALS	340.60	1,000.00	
01-7000-7444 RECOGNITION AWARD	1,315.67	10,000.00	
01-7000-7614 Legal - Integrity Commissioner	811.53	15,000.00	
01-7000-7660 OTHER SUPPLIES	2,102.00	5,000.00	
	<u>\$ 66,954.71</u>	<u>\$ 125,734.06</u>	

**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Administration</b>			
01-7010-7400 WAGES	374,809.05	532,048.44	
01-7010-7401 CPP EXPENSE	18,920.16	21,281.94	
01-7010-7402 EI EXPENSE	6,406.86	10,640.97	
01-7010-7403 EHT EXPENSE	7,342.74	10,640.97	
01-7010-7404 WSIB	12,251.35	15,961.45	
01-7010-7405 LIFE INSURANCE	1,745.68	2,500.00	
01-7010-7406 BENEFITS EXPENSE	20,375.46	32,000.00	
01-7010-7407 OMERS EXPENSE	36,730.47	53,204.84	
01-7010-7408 POST RETIREMENT BENEFITS	(3,603.12)	6,000.00	
01-7010-7415 TRAINING	4,371.37	7,000.00	
01-7010-7430 WAGES TRANSFER-IN	14,884.85	16,750.93	
01-7010-7431 WAGES TRANSFER OUT	-	(28,000.00)	
01-7010-7440 CONFERENCES/SEMINARS/MEETINGS	3,968.51	10,000.00	
01-7010-7441 MEMBERSHIPS & DUES	4,173.52	8,000.00	
01-7010-7442 MILEAGE	847.04	1,500.00	
01-7010-7443 MEALS	204.24	1,000.00	
01-7010-7444 Employee Recognition	626.27	10,000.00	
01-7010-7445 GRANTS/DONATIONS	12,658.35	30,000.00	
01-7010-7446 Staff Recruitment	2,267.22	5,000.00	
01-7010-7449 ASSET MANAGEMENT	28,818.23	97,018.27	
01-7010-7450 HEALTH & SAFETY	152.70	1,000.00	
01-7010-7451 MARRIAGE LICENSE	-	3,000.00	
01-7010-7452 BOOT & CLOTHING ALLOWANCE	810.48	1,000.00	
01-7010-7470 911 EMERGENCY	2,786.91	2,500.00	
01-7010-7510 Insurance - Cyber	16,200.00	16,200.00	
01-7010-7601 PHONE & INTERNET	5,005.48	9,000.00	
01-7010-7602 SOFTWARE LICENSE	53,450.22	50,000.00	
01-7010-7610 EQUIPMENT LEASES	1,496.42	15,000.00	
01-7010-7611 EQUIPMENT MAINTENANCE	1,605.70	3,500.00	
01-7010-7613 EQUIPMENT PURCHASE	89.44	5,000.00	
01-7010-7618 SUBSCRIPTIONS	698.99	1,000.00	
01-7010-7650 OFFICE SUPPLIES	3,998.29	7,000.00	
01-7010-7651 POSTAGE & COURIER	10,980.05	7,000.00	
01-7010-7652 ADVERTISING	3,826.57	3,000.00	
01-7010-7653 BANK CHARGES	4,280.69	8,000.00	
01-7010-7675 LEGAL	33,402.44	30,000.00	
01-7010-7676 AUDIT	-	25,000.00	
01-7010-7677 CONSULTING SERVICES	22,132.04	-	
01-7010-7678 SPECIAL PROJECTS - Surplus Lands	19,537.92	-	
01-7010-7680 CONTRACTED SERVICES	27,798.45	40,000.00	
01-7010-7681 Development Charges Background Study	10,534.43	30,600.00	
01-7010-7682 Strategic Plan	28,085.76	100,000.00	
01-7010-7699 BILLABLE	1,272.03	-	
01-7010-7901 TRANSFER FROM RESERVES	-	(40,940.66)	
01-7010-8010 CAPITAL - Folder	-	10,000.00	Purchased on Aug 29, 2024
	<b>\$ 795,943.26</b>	<b>\$ 1,169,407.15</b>	

**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Municipal Buildings</b>			
01-7011-6322 BACK ST LOT (BELL)RENT	(8,000.00)	(8,200.00)	
01-7011-7500 HYDRO	2,677.50	5,000.00	
01-7011-7501 GAS	2,041.29	3,000.00	
01-7011-7502 WATER	134.95	300.00	
01-7011-7510 INSURANCE	58,314.04	58,150.96	
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	2,095.27	5,000.00	
01-7011-7516 JANITORIAL	6,831.22	12,000.00	
01-7011-7520 GROUNDS MAINTENANCE	2,380.39	2,500.00	
01-7011-8004 CAPITAL - Parking Lot Extension	-	25,000.00	In progress; Estimated completion- Fall- 2024
	<u>\$ 66,474.66</u>	<u>\$ 102,750.96</u>	
<b>Old Town Hall</b>			
01-7012-7500 HYDRO	288.15	1,500.00	
01-7012-7510 INSURANCE	16,239.96	16,239.96	
01-7012-7901 TRANSFER FROM RESERVES	-	(30,000.00)	
01-7012-8000 CAPITAL - BUILDING RENOVATIONS	4,545.09	30,000.00	On hold. Awaiting council's decision
	<u>\$ 21,073.20</u>	<u>\$ 17,739.96</u>	

**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Fire</b>			
01-7070-6190 Rebates - Lighting Program	-	(2,100.00)	
01-7070-6310 REVENUE - MTO	(23,391.23)	(17,000.00)	
01-7070-6350 GRANT - Fire Safety	-	(1,659.60)	
01-7070-6351 GRANT - Community Emergency Preparedness	(50,000.00)	-	
01-7070-7400 WAGES	101,281.96	223,656.66	
01-7070-7402 EI EXPENSE	27.30	90.00	
01-7070-7403 EHT EXPENSE	1,974.85	4,473.13	
01-7070-7404 WSIB	5,804.39	7,268.84	
01-7070-7405 LIFE INSURANCE	9,656.28	10,500.00	
01-7070-7410 PUBLIC EDUCATION	2,286.30	3,000.00	
01-7070-7415 TRAINING	4,882.86	15,500.00	
01-7070-7441 MEMBERSHIPS & DUES	375.00	250.00	
01-7070-7442 MILEAGE	5,237.02	11,000.00	
01-7070-7443 MEALS	1,392.71	1,500.00	
01-7070-7444 EMPLOYEE RECOGNITION	-	1,000.00	
01-7070-7450 HEALTH & SAFETY	1,127.03	2,500.00	
01-7070-7451 Personal Protective Equipment	7,366.22	24,000.00	
01-7070-7452 UNIFORMS	2,656.76	6,250.00	
01-7070-7453 Operational Supplies	5,829.58	2,000.00	
01-7070-7500 HYDRO	5,122.62	10,000.00	
01-7070-7501 GAS	3,711.15	6,000.00	
01-7070-7502 WATER	919.90	1,200.00	
01-7070-7510 INSURANCE	27,093.24	27,093.24	
01-7070-7515 BUILDING REPAIRS & MAINTENANCE	19,662.62	20,000.00	
01-7070-7516 JANITORIAL	1,567.35	1,400.00	
01-7070-7529 Administration Expense	508.80	600.00	
01-7070-7601 PHONE & INTERNET	3,441.44	5,500.00	
01-7070-7602 SOFTWARE LICENSE	3,822.11	5,000.00	
01-7070-7611 EQUIPMENT MAINTENANCE	9,279.02	25,000.00	
01-7070-7613 EQUIPMENT PURCHASE	10,658.23	25,200.00	
01-7070-7614 EQUIPMENT RENTAL	1,972.07	5,000.00	
01-7070-7615 RADIO LICENCING	8,182.08	13,000.00	
01-7070-7621 HYDRANTS RENTAL	-	19,600.00	
01-7070-7651 POSTAGE & COURIER	1.87	200.00	
01-7070-7652 ADVERTISING	(300.00)	-	
01-7070-7660 OTHER SUPPLIES	563.67	1,500.00	
01-7070-7665 Consulting Services - Community Risk Assessment	-	10,000.00	
01-7070-7680 CONTRACTED SERVICES	98,020.39	106,234.50	
01-7070-7701 FUEL - GAS	-	1,000.00	
01-7070-7702 FUEL - DIESEL	-	4,000.00	
01-7070-7705 VEHICLE - REPAIRS & MAINTENANCE	15,196.88	25,000.00	
01-7070-7900 TRANSFER TO RESERVES	-	180,000.00	
01-7070-7901 Transfer from Reserves	-	(30,000.00)	
01-7070-8000 CAPITAL	128,431.23	55,000.00	SCBA 2 Paks, 4 Cylinders – \$23,027.18 Washroom renovations - 1 quote rec'd & is under review Deposit for the tanker - \$54,371.41 Portable Radios - \$51,032.64
	<b>\$ 414,361.70</b>	<b>\$ 809,756.77</b>	

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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Police</b>			
01-7090-7680 CONTRACTED SERVICES	641,815.56	969,606.00	
01-7090-7681 COURT COSTS	-	10,000.00	
	<u>\$ 641,815.56</u>	<u>\$ 979,606.00</u>	
<b>Conservation Authority</b>			
01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY	<u>\$ 70,721.00</u>	<u>\$ 70,721.00</u>	
<b>Building</b>			
01-7120-6330 SEPTIC PERMITS	(6,740.00)	(7,000.00)	
01-7120-6331 BUILDING PERMITS	(122,467.52)	(114,000.00)	
01-7120-6332 PLUMBING PERMITS	-	(500.00)	
01-7120-6333 SEPTIC - CLEARANCE CERTIFICATE	(80.00)	(100.00)	
01-7120-7602 Software License	6,105.60	6,105.60	
01-7120-7650 OFFICE SUPPLIES	263.41	-	
01-7120-7680 CONTRACTED SERVICES - Plans Review	44,254.47	94,150.00	
	<u>\$ (78,664.04)</u>	<u>\$ (21,344.40)</u>	
<b>By-Law Enforcement</b>			
01-7140-7370 BY-LAW ENFORCEMENT	1,709.57	-	
01-7140-7651 POSTAGE & COURIER	19.95	200.00	
01-7140-7680 Contracted Services	16,276.51	29,694.00	
	<u>\$ 18,006.03</u>	<u>\$ 29,894.00</u>	
<b>Animal Control</b>			
01-7150-6341 KENNEL LICENSE	(600.00)	(500.00)	
01-7150-7651 Postage & Courier	1.87	-	
01-7150-7660 OTHER SUPPLIES & SERVICES	-	2,000.00	
01-7150-7680 CONTRACTED SERVICES	7,566.58	10,000.00	
	<u>\$ 6,968.45</u>	<u>\$ 11,500.00</u>	



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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Roads</b>			
01-7200-6211 GRANT - CCBF (Canada Community Building Fund)	-	(159,087.00)	
01-7200-6212 GRANT - INVESTING IN CANADA INFRASTRUCTURE	(743,005.88)	(225,000.00)	
01-7200-6213 GRANT - EV Charging Stations	-	(125,512.00)	
01-7200-6350 FSC - ROADS	(53,531.28)	(150,000.00)	
01-7200-6351 COUNTY SHARE OF ADMIN OH	-	(27,000.00)	
01-7200-6352 LICENCE FEES - AGGREGATE PRODUCERS	-	(10,000.00)	
01-7200-7001 A-BRIDGES/CULVTS-WAGES	1,643.58	17,500.00	
01-7200-7002 A-BRIDGES/CULVTS-MT	1,413.35	20,000.00	
01-7200-7003 A-BRIDGES/CULVTS-MATERIAL	2,522.84	15,000.00	
01-7200-7011 B-1-MOWING/SPRAY-WAGES	3,492.32	22,500.00	
01-7200-7012 B-1-MOWING/SPRAY-MT	2,969.25	15,000.00	
01-7200-7013 B-1-MOWING/SPRAY-MATERIAL	518.14	7,500.00	
01-7200-7021 B-2-BRUSHING-WAGES	6,559.41	40,000.00	
01-7200-7022 B-2-BRUSHING-MT	6,922.10	40,000.00	
01-7200-7023 B-2-BRUSHING-MATERIAL	6,458.61	35,000.00	
01-7200-7031 B-3-DITCHING-WAGES	11,817.16	15,000.00	
01-7200-7032 B-3-DITCHING-MT	12,201.03	20,000.00	
01-7200-7033 B-3-DITCHING-MATERIAL	1,160.06	1,000.00	
01-7200-7041 B-4-CATCHBASINS-WAGES	11,800.52	15,000.00	
01-7200-7042 B-4-CATCHBASINS-MT	12,138.79	10,000.00	
01-7200-7043 B-4-CATCHBASINS-MATERIAL	4,598.55	5,000.00	
01-7200-7051 B-5-DEBRIS/LITTER-WAGES	609.19	3,000.00	
01-7200-7052 B-5-DEBRIS/LITTER-MT	500.50	2,500.00	
01-7200-7053 B-5-DEBRIS/LITTER-MATERIA	-	500.00	
01-7200-7061 C-1-HARDTOP-WAGES	5,022.82	17,500.00	
01-7200-7062 C-1-HARDTOP-MT	3,434.56	15,000.00	
01-7200-7063 C-1-HARDTOP-MATERIAL	1,911.46	30,000.00	
01-7200-7071 C-2-ROD/WL ST-WAGES	634.26	1,000.00	
01-7200-7072 C-2-ROD/WL ST-MT	826.45	1,000.00	
01-7200-7073 C-2-ROD/WL ST-MATERIAL	-	500.00	
01-7200-7081 C-3-SHOULDER MAINT-WAGES	4,456.56	7,500.00	
01-7200-7082 C-3-SHOULDER MAINT-MT	2,593.90	7,500.00	
01-7200-7083 C-3-SHOULDER MAINT-MATERI	10,330.24	1,000.00	
01-7200-7091 C-4-RESURFACING-WAGES	289.15	-	
01-7200-7092 C-4-RESURFACING-MT	80.08	-	
01-7200-7093 C-4-RESURFACING-MATERIAL	2,417.82	-	
01-7200-7101 D-2 GRADING/SCARIFI-WAGES	34,878.08	50,000.00	
01-7200-7102 D-2 GRADING/SCARI-MT	33,413.35	100,000.00	
01-7200-7103 D-2 GRADING/SCARI-MATERIAL	5,876.64	7,500.00	
01-7200-7111 D-3 DUST LAYER-WAGES	859.03	1,500.00	
01-7200-7112 D-3 DUST LAYER-MT	306.50	1,500.00	
01-7200-7113 D-3 DUST LAYER-MATERIAL	209,716.30	280,000.00	
01-7200-7121 D-5 GRAVEL RESURFACE-WAGE	176.10	5,000.00	
01-7200-7122 D-5 GRAVEL RESURFACE-MT	28,907.49	10,000.00	
01-7200-7123 D-5 GRAVEL RESUR-MATERIAL	193,303.48	225,000.00	
01-7200-7131 E-1 SNOW PLOW/REMOV-WAGES	7,984.32	15,000.00	
01-7200-7132 E-1 SNOW PLOW/REMOV-MT	5,329.83	17,500.00	
01-7200-7133 E-1 SNOW PLOW/REM-MATERIA	-	5,000.00	
01-7200-7141 E-2 SANDING/SALTING-WAGES	6,059.05	7,500.00	
01-7200-7142 E-2 SANDING/SALTING-MT	3,401.77	10,000.00	

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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
01-7200-7143 E-2 SANDING/SALT-MATERIAL	16,080.80	15,000.00	
01-7200-7151 E-3 PLOW/SAND/SALT-WAGES	15,676.33	7,500.00	
01-7200-7152 E-3 PLOW/SAND/SALT-MT	5,274.92	10,000.00	
01-7200-7161 F SAFETY-WAGES	8,325.14	17,500.00	
01-7200-7162 F SAFETY-MT	3,652.97	10,000.00	
01-7200-7163 F SAFETY-MATERIAL	19,710.92	20,000.00	
01-7200-7171 G-1 MUN DR REPAIR-WAGES	851.95	7,500.00	
01-7200-7172 G-1 MUN DR REPAIR-MT	122.60	7,500.00	
01-7200-7173 G-1 MUN DR REPAIR-MATERIA	81,469.46	133,000.00	
01-7200-7181 J SHOP-WAGES	32,252.35	30,000.00	
01-7200-7182 J SHOP-MT	1,167.15	2,500.00	
01-7200-7183 J SHOP-MATERIAL	5,841.57	2,500.00	
01-7200-7191 K-EQUIP REPAIR-WAGES	27,114.13	30,000.00	
01-7200-7192 K-EQUIP REPAIR-MT	3,967.18	1,500.00	
01-7200-7193 K-EQUIP REPAIR-MATERIAL	5,486.32	7,500.00	
01-7200-7201 R-GRAVEL PITS REHAB-WAGES	2,020.72	2,000.00	
01-7200-7202 R-GRAVEL PITS REHAB-MT	2,532.10	3,000.00	
01-7200-7203 R-GRAVEL PIT REHAB-MATERI	1,182.00	2,000.00	
01-7200-7211 RP-PATROL-WAGES	13,913.29	20,000.00	
01-7200-7212 RP-PATROL-MT	5,829.01	12,500.00	
01-7200-7220 WAGES - ADMIN	24,023.20	43,135.90	
01-7200-7231 M-MISC Wages	22,642.96	70,000.00	
01-7200-7232 M-MISC MT	26,992.31	80,000.00	
01-7200-7250 BACKHOE #10	1,066.75	5,000.00	
01-7200-7251 BULLDOZER	1,443.58	5,000.00	
01-7200-7252 EXCAVATOR	3,330.31	7,500.00	
01-7200-7253 GRADER #1	18,211.70	15,000.00	
01-7200-7254 GRADER #2	8,069.40	8,000.00	
01-7200-7255 LOADER #18	-	3,000.00	
01-7200-7257 MOWERS	-	1,000.00	
01-7200-7258 PICKUP #1	2,036.39	4,000.00	
01-7200-7259 PICKUP#15	4,790.77	7,500.00	
01-7200-7261 PICKUP#4	2,763.69	4,000.00	
01-7200-7262 TRACTOR#5	586.68	1,000.00	
01-7200-7263 TRAILERS	787.00	4,000.00	
01-7200-7264 TRUCK#11	8,171.46	5,000.00	
01-7200-7265 Pickup 2013-1	966.72	4,000.00	
01-7200-7266 TRUCK#12	2,201.56	7,500.00	
01-7200-7267 TRUCK#17	9,743.38	15,000.00	
01-7200-7268 TRUCK #7	6,792.55	12,500.00	
01-7200-7270 TRUCK #8	28,431.72	15,000.00	
01-7200-7272 TRUCK#9	2,911.96	7,500.00	
01-7200-7273 VAC TRAILER#19	1,866.06	2,500.00	
01-7200-7274 Grader #3	2,804.36	-	
01-7200-7415 TRAINING	13,075.11	20,000.00	
01-7200-7440 CONFERENCES/SEMINARS/MEETINGS	731.32	2,500.00	
01-7200-7441 MEMBERSHIPS & DUES	1,327.60	1,500.00	
01-7200-7442 MILEAGE	301.32	-	
01-7200-7446 STAFF RECRUITMENT	551.03	250.00	
01-7200-7450 HEALTH & SAFETY	2,308.50	2,500.00	
01-7200-7452 UNIFORMS	3,286.03	10,000.00	

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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
01-7200-7500 HYDRO	2,677.52	5,000.00	
01-7200-7501 GAS	3,678.43	2,500.00	
01-7200-7502 WATER	739.45	1,000.00	
01-7200-7510 INSURANCE	135,394.27	135,394.27	
01-7200-7515 BUILDING REPAIRS & MAINTENANCE	804.85	10,000.00	
01-7200-7516 JANITORIAL	121.99	1,000.00	
01-7200-7601 PHONE & INTERNET	1,356.03	2,000.00	
01-7200-7609 TOOLS	20.33	2,500.00	
01-7200-7611 EQUIPMENT REPAIR & MAINTENANCE	40.68	-	
01-7200-7613 COMPUTER HARDWARE	1,127.33	1,000.00	
01-7200-7630 COMPUTER SOFTWARE & LICENSES	305.28	2,500.00	
01-7200-7650 OFFICE SUPPLIES	66.13	500.00	
01-7200-7660 OTHER SUPPLIES	65.63	1,000.00	
01-7200-7701 FUEL - GAS	25,283.36	27,500.00	
01-7200-7702 FUEL - DIESEL	18,451.23	35,000.00	
01-7200-7703 FUEL - COLOUR DIESEL	42,351.93	65,000.00	
01-7200-7900 TRANSFER TO RESERVES	-	397,587.00	
01-7200-7901 TRANSFER FROM RESERVES	-	(1,164,610.00)	
01-7200-8000 CAPITAL - EQUIPMENT OVER \$10,000	663,119.04	885,000.00	Grader Tractor Truck 11 - tender preparation
01-7200-8106 CAPITAL - BLACKS RD RECONSTRUCTION	21,813.07	150,000.00	In progress - finishing gravel base then contractor applying surface treatment
01-7200-8112 CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KI	28,002.33	225,000.00	Not started
01-7200-8115 CAPITAL - Public Works Shed	-	20,000.00	In progress - contractor scheduled
01-7200-8116 CAPITAL - Walker St Reconstruction	-	15,000.00	Not started
01-7200-8117 CAPITAL - Storm Water Management Plan	14,263.59	120,000.00	Not started
01-7200-8119 CAPITAL - Culvert replacement Silver Clay E of Fur	508.80	25,000.00	Not started
01-7200-8120 CAPITAL - EV Charging Station	-	185,512.00	Awaiting grant announcement
	<u>\$ 1,179,625.37</u>	<u>\$ 1,760,170.17</u>	

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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>County Roads</b>			
01-7220-6351 ELGIN COUNTY	(278,750.30)	(555,829.70)	
01-7220-7001 A-BRIDGES/CULVTS-WAGES	4,374.11	5,000.00	
01-7220-7002 A-BRIDGES/CULVTS-MT	3,402.40	3,500.00	
01-7220-7003 A-BRIDGES/CULVTS-MATERIAL	-	2,000.00	
01-7220-7011 B-1-MOWING/SPRAY-WAGES	5,505.26	20,000.00	
01-7220-7012 B-1-MOWING/SPRAY-MT	2,664.00	12,500.00	
01-7220-7013 B-1-MOWING/SPRAY-MATERIAL	934.89	10,000.00	
01-7220-7021 B-2-BRUSHING-WAGES	1,004.15	8,000.00	
01-7220-7022 B-2-BRUSHING-MT	958.10	7,000.00	
01-7220-7023 B-2-BRUSHING-MATERIAL	12,024.42	15,000.00	
01-7220-7031 B-3-DITCHING-WAGES	-	5,000.00	
01-7220-7032 B-3-DITCHING-MT	-	7,500.00	
01-7220-7033 B-3-DITCHING-MATERIAL	-	500.00	
01-7220-7041 B-4-CATCHBASINS-WAGES	995.42	5,000.00	
01-7220-7042 B-4-CATCHBASINS-MT	839.15	3,000.00	
01-7220-7043 B-4-CATCHBASINS-MATERIAL	20.33	1,000.00	
01-7220-7051 B-5-DEBRIS/LITTER-WAGES	146.68	1,500.00	
01-7220-7052 B-5-DEBRIS/LITTER-MT	-	1,000.00	
01-7220-7053 B-5-DEBRIS/LITTER-MATERIA	-	-	
01-7220-7061 C-1-HARDTOP-WAGES	1,228.18	7,500.00	
01-7220-7062 C-1-HARDTOP-MT	713.68	5,000.00	
01-7220-7063 C-1-HARDTOP-MATERIAL	-	7,500.00	
01-7220-7071 C-2-ROD/WL ST-WAGES	1,268.57	5,000.00	
01-7220-7072 C-2-ROD/WL ST-MT	1,666.40	5,000.00	
01-7220-7073 C-2-ROD/WL ST-MATERIAL	8,001.70	12,500.00	
01-7220-7081 C-3-SHOULDER MAINT-WAGES	883.11	6,000.00	
01-7220-7082 C-3-SHOULDER MAINT-MT	2,518.60	8,000.00	
01-7220-7083 C-3-SHOULDER MAINT-MATERI	291.98	1,000.00	
01-7220-7092 C-4-RESURFACING-MT	-	-	
01-7220-7131 E-1 SNOW PLOW/REMOV-WAGES	2,835.96	5,000.00	
01-7220-7132 E-1 SNOW PLOW/REMOV-MT	1,490.33	5,000.00	
01-7220-7133 E-1 SNOW PLOW/REM-MATERIA	-	3,000.00	
01-7220-7141 E-2 SANDING/SALTING-WAGES	6,721.33	5,000.00	
01-7220-7142 E-2 SANDING/SALTING-MT	1,984.93	7,000.00	
01-7220-7143 E-2 SANDING/SALT-MATERIAL	34,261.70	60,000.00	
01-7220-7151 E-3 PLOW/SAND/SALT-WAGES	14,137.71	10,000.00	
01-7220-7152 E-3 PLOW/SAND/SALT-MT	9,708.67	15,000.00	
01-7220-7161 F SAFETY-WAGES	3,864.70	12,500.00	
01-7220-7162 F SAFETY-MT	1,364.29	10,000.00	
01-7220-7163 F SAFETY-MATERIAL	64,743.43	80,000.00	
01-7220-7171 G-1 MUNICIPAL DRAIN REPAIR - WAGES	112.23	2,500.00	
01-7220-7172 G-1 MUN DR REPAIR - MT	30.65	2,000.00	
01-7220-7173 G-1 MUN DR REPAIR - MATERIALS	663.28	1,000.00	
01-7220-7211 RP-PATROL-WAGES	32,173.86	65,000.00	
01-7220-7212 RP-PATROL-MT	9,051.66	20,000.00	
01-7220-7213 RP-PATROL-MATERIAL	3,142.35	5,000.00	
01-7220-7225 ADMINISTRATIVE OVERHEAD	-	27,000.00	
01-7220-7900 TRANSFER TO RESERVES	-	55,829.70	
	<u>\$ (43,022.09)</u>	<u>\$ -</u>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Service Ontario</b>			
01-7240-6210 MTO - MGCS FUNDING	(14,030.22)	(12,175.81)	
01-7240-6345 MTO - DRIVER LICENSE COMMISSION	(4,221.64)	(2,892.97)	
01-7240-6346 MTO - HEALTH CARD SERVICES COMMISSION	(644.38)	(572.88)	
01-7240-6347 MTO - HUNTING LICENCE COMMISSION	42.81	(200.00)	
01-7240-6348 MTO - MISCELLANEOUS	(388.26)	(181.54)	
01-7240-7400 WAGES	12,483.02	14,135.00	
01-7240-7401 CPP EXPENSE	648.74	706.75	
01-7240-7402 EI EXPENSE	290.21	282.70	
01-7240-7403 EHT EXPENSE	243.49	282.70	
01-7240-7404 WSIB	406.15	424.05	
01-7240-7407 OMERS EXPENSE	1,123.85	1,272.15	
01-7240-7660 OTHER SUPPLIES	197.25	-	
	<u>\$ (3,848.98)</u>	<u>\$ 1,080.15</u>	
<b>Four Counties Transit</b>			
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	-	(34,736.80)	
01-7280-6212 GRANT - PROVINCIAL GAS TAX	-	(35,867.00)	
01-7280-6214 GRANT - SAFE RESTART	6,838.00	6,838.00	
01-7280-6353 Gain/Loss on Asset Disposal	(2,704.25)	-	
01-7280-6355 BUS TRIP FEES	(8,345.00)	(12,112.00)	
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(3,295.50)	(3,000.00)	
01-7280-7400 WAGES	28,883.79	50,000.00	
01-7280-7401 CPP EXPENSE	1,465.35	2,000.00	
01-7280-7402 EI EXPENSE	671.24	1,000.00	
01-7280-7403 EHT EXPENSE	563.24	1,000.00	
01-7280-7404 WSIB	939.37	1,500.00	
01-7280-7407 OMERS	1,333.83	4,500.00	
01-7280-7415 Training	122.11	1,000.00	
01-7280-7510 INSURANCE	6,750.04	5,000.00	
01-7280-7601 PHONE & INTERNET	829.27	1,400.00	
01-7280-7651 POSTAGE & COURIER	73.68	200.00	
01-7280-7652 ADVERTISING	-	500.00	
01-7280-7660 OTHER SUPPLIES	133.98	300.00	
01-7280-7675 LEGAL	-	1,000.00	
01-7280-7701 FUEL - GAS	12,369.42	15,000.00	
01-7280-7705 REPAIRS & MAINTENANCE	1,474.28	5,000.00	
01-7280-7777 BAD DEBT EXPENSE	35.08	-	
01-7280-7900 TRANSFER TO RESERVES	-	5,000.00	
	<u>\$ 48,137.93</u>	<u>\$ 15,522.20</u>	
<b>Streetlights</b>			
01-7290-7500 HYDRO	16,295.89	35,000.00	
01-7290-7611 REPAIR & MAINTENANCE	2,859.87	12,000.00	
01-7290-7613 EQUIPMENT PURCHASE	-	2,500.00	
	<u>\$ 19,155.76</u>	<u>\$ 49,500.00</u>	

**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Sidewalks</b>			
01-7295-7274 Sidewalks - Materials	-	2,500.00	
01-7295-7275 Sidewalks - MT	-	2,500.00	
01-7295-7430 Sidewalks - Wages	1,664.01	5,401.56	
01-7295-7901 Transfer from Reserves	-	(100,000.00)	
01-7295-8000 SIDEWALKS - CAPITAL OVER \$10,000	-	150,000.00	In progress - tender preparation
	<b>\$ 1,664.01</b>	<b>\$ 60,401.56</b>	
<b>Rodney Sewer</b>			
01-7300-6100 SEWER BILLINGS	(122,566.29)	(197,349.41)	
01-7300-6211 GRANT - Green Stream Intake 1	-	(500,000.00)	
01-7300-6371 Sewer Billings - Flat Charge	(154,388.04)	(228,433.24)	
01-7300-7500 HYDRO	39,261.16	75,000.00	
01-7300-7502 WATER	1,686.99	10,000.00	
01-7300-7510 INSURANCE	10,465.33	10,000.00	
01-7300-7511 TAXES	14,879.00	30,949.73	
01-7300-7520 GROUNDS MAINTENANCE	-	1,000.00	
01-7300-7602 SOFTWARE LICENSE	508.80	700.00	
01-7300-7611 SEWER MAINTENANCE	46,126.53	25,000.00	
01-7300-7680 CONTRACTED SERVICES	70,029.15	168,070.00	
01-7300-7900 TRANSFER TO RESERVES	-	105,062.92	
01-7300-7901 TRANSFER FROM RESERVES	-	(500,000.00)	
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES	168,137.95	1,000,000.00	Tender awarded on Sep 12, 2024
	<b>\$ 74,140.58</b>	<b>\$ -</b>	
<b>West Lorne Sewer</b>			
01-7301-6370 SEWER BILLINGS	(161,954.10)	(250,561.98)	
01-7301-6371 Sewer Billings - Flat Charge	(191,898.80)	(286,260.93)	
01-7301-7500 HYDRO	40,828.97	48,000.00	
01-7301-7502 WATER	381.98	500.00	
01-7301-7510 INSURANCE	9,312.36	9,500.00	
01-7301-7511 TAXES	10,473.00	21,784.99	
01-7301-7520 GROUNDS MAINTENANCE	-	1,000.00	
01-7301-7601 Phone & Internet	444.70	-	
01-7301-7602 SOFTWARE LICENSE	508.80	700.00	
01-7301-7611 SEWER MAINTENANCE	14,947.48	20,000.00	
01-7301-7680 CONTRACTED SERVICES	93,837.00	187,674.00	
01-7301-7900 TRANSFER TO RESERVES	-	167,663.92	
01-7301-8000 CAPITAL - WEST LORNE SEWAGE UPGRADES	-	80,000.00	
	<b>\$ (183,118.61)</b>	<b>\$ -</b>	

**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Water</b>			
01-7310-6111 PENALTY, INTEREST & MISC.	(9,212.70)	(12,000.00)	
01-7310-6120 WATER - Change of Occupancy	(1,874.26)	(5,000.00)	
01-7310-6360 WATER REV - RESIDENTIAL	(378,293.77)	(571,057.40)	
01-7310-6361 WATER REV-NON RESIDENTIAL	(79,126.90)	(99,151.38)	
01-7310-6362 Bulk Water Station	(11,731.06)	(16,254.37)	
01-7310-6364 WATER - New Water Services	(221.75)	(20,000.00)	
01-7310-6365 WATER - Disconnect/Reconnect Fees	(3,504.49)	(5,000.00)	
01-7310-6370 WATER - Fire Hydrants	-	(19,600.00)	
01-7310-6371 Water - Flat Charge	(403,391.74)	(610,139.61)	
01-7310-7145 VEHICLE EXP	2,179.31	2,500.00	
01-7310-7281 WATERMAIN REPAIR & MAINTENANCE	5,406.42	40,000.00	
01-7310-7282 HYDRANT REPAIR & MAINTENANCE	12,059.15	25,000.00	
01-7310-7400 WAGES	95,545.26	174,594.42	
01-7310-7401 CPP EXPENSE	5,617.41	10,174.72	
01-7310-7402 EI EXPENSE	1,970.70	4,069.89	
01-7310-7403 EHT EXPENSE	1,946.86	3,524.46	
01-7310-7404 WSIB	3,238.99	10,174.72	
01-7310-7405 LIFE INSURANCE	561.57	900.00	
01-7310-7406 BENEFITS EXPENSE	8,330.54	14,833.00	
01-7310-7407 OMERS EXPENSE	9,277.87	12,742.00	
01-7310-7415 Training	529.15	1,500.00	
01-7310-7430 WAGES TRANSFER-IN	-	36,587.00	
01-7310-7431 WAGES TRANSFER OUT	-	(7,394.76)	
01-7310-7440 CONFERENCES/SEMINARS/MEETINGS	-	500.00	
01-7310-7450 HEALTH & SAFETY	134.69	500.00	
01-7310-7452 UNIFORMS	523.98	2,000.00	
01-7310-7500 HYDRO	3,157.87	4,200.00	
01-7310-7501 GAS	1,000.65	1,500.00	
01-7310-7502 WATER	565.42	1,000.00	
01-7310-7510 INSURANCE	22,645.44	22,621.25	
01-7310-7511 TAXES	456.00	1,000.00	
01-7310-7515 BUILDING REPAIRS & MAINTENANCE	6,352.53	10,000.00	
01-7310-7516 JANITORIAL	91.55	250.00	
01-7310-7519 METER REPAIR & MAINTENANCE	2,084.03	30,000.00	
01-7310-7529 Locates - Ontario One Call	655.74	1,500.00	
01-7310-7531 CONTRACTS & AGREEMENTS - Water Modeling Stud	37,735.37	46,500.00	
01-7310-7601 PHONE & INTERNET	1,718.71	2,750.00	
01-7310-7602 SOFTWARE LICENSE	1,017.60	2,000.00	
01-7310-7609 TOOLS	1,286.53	2,000.00	
01-7310-7611 EQUIPMENT MAINTENACE	418.40	10,000.00	
01-7310-7613 EQUIPMENT PURCHASE	614.43	2,000.00	
01-7310-7650 OFFICE SUPPLIES	32.55	1,500.00	
01-7310-7651 POSTAGE & COURIER	5,252.47	10,000.00	
01-7310-7653 Bulk Water Station Fees	2,144.50	1,000.00	
01-7310-7676 AUDIT FEES	-	1,500.00	
01-7310-7680 CONTRACTED SERVICES	64,324.60	187,674.00	
01-7310-7682 Water Expense - Tri County	94,624.09	689,860.00	
01-7310-7699 BILLABLE	7,811.75	-	
01-7310-7701 FUEL - GAS	-	7,500.00	
01-7310-7901 TRANSFER FROM RESERVES	-	(305,357.94)	

**Municipality of West Elgin**  
**Statement of Financial Position**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<b>Notes:</b>
01-7310-8001 CAPITAL - WATER LINE EXT	-	50,000.00	No request received to date.
01-7310-8004 CAPITAL - AMR SOFTWARE & HARDWARE	3,531.34	160,000.00	YTD 449 (R3-5) radios installed with the exception of Neptune meters
01-7310-8005 CAPITAL - METER REPLACEMENT	7,517.76	35,000.00	In progress - as required YTD replaced 50 meters
01-7310-8009 CAPITAL - Truck Replacement	-	50,000.00	
	<u>\$ (474,995.44)</u>	<u>\$ (0.00)</u>	

**Landfill**

01-7350-6374 FSC - REFRIGERANT FEES	(2,317.50)	(4,000.00)
01-7350-6375 FSC - TIPPING FEES	(22,212.00)	(25,000.00)
01-7350-6376 Recycling/London Salvage	(3,525.20)	(12,000.00)
01-7350-6378 Stewardship Ontario - Recycling Box/Data Call	(2,851.74)	-
01-7350-6383 Resource Recovery - RLG	(72,849.50)	(145,000.00)
01-7350-7307 RECYCLING EXPENSE	8,548.27	24,000.00
01-7350-7309 HAZARDOUS WASTE DAY	-	6,500.00
01-7350-7310 FREON REMOVAL	1,275.00	3,500.00
01-7350-7350 GARBAGE COLLECTION	169,045.93	294,000.00
01-7350-7355 RECYCLING COLLECTION	82,019.01	144,000.00
01-7350-7400 WAGES	21,852.95	33,148.88
01-7350-7401 CPP EXPENSE	1,167.54	1,657.44
01-7350-7402 EI EXPENSE	507.71	662.98
01-7350-7403 EHT EXPENSE	425.99	662.98
01-7350-7404 WSIB	711.20	1,077.34
01-7350-7407 OMERS	1,944.72	2,983.40
01-7350-7415 TRAINING EXPENSE	61.06	2,500.00
01-7350-7511 TAXES	1,788.00	3,700.00
01-7350-7516 JANITORIAL	180.78	600.00
01-7350-7519 MATERIALS	-	1,000.00
01-7350-7520 GROUNDS MAINTENANCE	35,969.68	70,000.00
01-7350-7530 GREEN LANE DISPOSAL	52,577.16	85,000.00
01-7350-7531 CONTRACTS & AGREEMENTS	19,988.11	40,000.00
01-7350-7611 EQUIPMENT MAINTENACE	-	500.00
01-7350-7613 EQUIPMENT PURCHASE	610.55	1,000.00
01-7350-7650 OFFICE SUPPLIES	1,620.55	2,000.00
01-7350-7652 ADVERTISING EXP	1,325.06	1,000.00
01-7350-7680 CONTRACTED SERVICES	-	20,000.00
	<u>\$ 297,863.33</u>	<u>\$ 553,493.02</u>

**Cemetery**

01-7400-7430 WAGES TRANSFER IN	\$ 248.95	\$ 1,000.00
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**Municipality of West Elgin**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Arena</b>			
01-7600-6121 DONATIONS - ARENA RENAMING	(7,780.50)	-	
01-7600-6202 GRANT FROM DUTTON/DUNWICH	-	(90,114.12)	
01-7600-6204 Facility Rental	(450.00)	-	
01-7600-6501 ICE RENTAL	(86,503.84)	(136,651.04)	
01-7600-6502 SIGN RENTAL	(6,600.00)	(5,336.63)	
01-7600-6503 FOOD BOOTH RENTAL	(66.00)	-	
01-7600-6504 PUBLIC SKATING	(2,870.50)	(3,377.25)	
01-7600-6505 SKATE SHARPENING	(510.00)	(1,300.00)	
01-7600-7351 Arena Renaming	10,961.33	-	
01-7600-7415 TRAINING	1,793.00	3,000.00	
01-7600-7430 Wages Transfer In	69,739.94	130,735.40	
01-7600-7441 MEMBERSHIPS & DUES	544.91	500.00	
01-7600-7450 HEALTH & SAFETY	58.76	600.00	
01-7600-7452 UNIFORMS	-	500.00	
01-7600-7500 HYDRO	34,107.79	65,000.00	
01-7600-7501 GAS	7,461.51	8,000.00	
01-7600-7502 ARENA - WATER	3,536.86	8,000.00	
01-7600-7510 INSURANCE	44,058.60	43,000.00	
01-7600-7515 BUILDING REPAIRS & MAINTENANCE	8,064.09	10,000.00	
01-7600-7516 JANITORIAL	821.37	1,200.00	
01-7600-7520 GROUNDS MAINTENANCE	510.05	-	
01-7600-7529 ADMINISTRATION EXPENSE	-	3,000.00	
01-7600-7531 CONTRACTS & AGREEMENTS	1,410.56	2,000.00	
01-7600-7601 PHONE & INTERNET	1,969.86	4,000.00	
01-7600-7609 TOOLS	8.64	250.00	
01-7600-7611 EQUIPMENT MAINTENANCE	2,660.81	10,000.00	
01-7600-7613 EQUIPMENT PURCHASE	-	5,000.00	
01-7600-7614 EQUIPMENT RENTAL	234.45	500.00	
01-7600-7660 OTHER SUPPLIES	8.64	500.00	
01-7600-7701 FUEL - GAS	-	2,500.00	
01-7600-7777 BAD DEBT EXPENSE	19.15	-	
01-7600-7900 Transfer to Reserves	-	50,000.00	
01-7600-8011 CAPITAL - Floor Scrubber	-	15,000.00	
	<u>\$ 83,189.48</u>	<u>\$ 126,506.36</u>	
<b>Parks &amp; Recreation - Marina</b>			
01-7610-6202 Share of Deficit - Yacht Club	(5,000.00)	(5,000.00)	
01-7610-7430 WAGES - TRANSFER IN	4,480.69	8,102.34	
01-7610-7500 HYDRO	1,489.49	3,500.00	
01-7610-7502 WATER	736.70	1,500.00	
01-7610-7503 SEWAGE EXPENSE	368.88	2,500.00	
01-7610-7504 Fish Cleaning Station	13.22	6,000.00	
01-7610-7511 PROPERTY TAXES	1,201.00	2,500.00	
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	2,570.56	5,000.00	
01-7610-7516 JANITORIAL	750.63	750.00	
01-7610-7520 GROUNDS MAINTENANCE	1,345.55	5,000.00	
01-7610-7900 Transfer to Reserves	-	50,000.00	
	<u>\$ 7,956.72</u>	<u>\$ 79,852.34</u>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
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	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Parks &amp; Recreation - Programming</b>			
01-7611-6401 SOCCER	(7,578.22)	(6,000.00)	
01-7611-6403 BASEBALL	(2,250.00)	(2,750.00)	
01-7611-6404 HANGING BASKETS DONATIONS	(3,850.00)	(4,000.00)	
01-7611-6406 Municipal Run Programs	(6,475.00)	(12,000.00)	
01-7611-7328 Municipal Programs	128.72	5,000.00	
01-7611-7329 VOLLEYBALL	-	500.00	
01-7611-7330 SOCCER	4,337.42	7,500.00	
01-7611-7331 BASEBALL	859.61	500.00	
01-7611-7332 TENNIS	40.68	500.00	
01-7611-7333 BASKETBALL	-	500.00	
01-7611-7334 LAWNBOWLING	163.28	1,000.00	
01-7611-7335 PLAYGROUND EQUIPMENT	-	1,500.00	
01-7611-7336 SPLASHPAD	12,028.87	10,000.00	
01-7611-7338 Flower Baskets	2,728.98	3,000.00	
01-7611-7340 Holiday Parade	2,260.64	5,000.00	
01-7611-7342 CANADA DAY	1,814.52	7,500.00	
01-7611-7343 RODNEY FAIR	2,289.60	10,000.00	
01-7611-7430 WAGES - TRANSFER IN	35,809.67	70,244.44	
01-7611-7510 Insurance	-	100.00	
01-7611-7532 PERMITS & REGISTRATIONS	239.63	-	
01-7611-8003 CAPITAL - Line Painter Replacement	<u>5,057.22</u>	<u>10,000.00</u>	Complete
	<b>\$ 47,605.62</b>	<b>\$ 108,094.44</b>	
<b>Parks &amp; Recreation - Recreation</b>			
01-7612-6401 FSC - REC CENTRE	(9,820.00)	(10,000.00)	
01-7612-7430 WAGES TRANSFER IN	8,974.28	13,503.90	
01-7612-7441 MEMBERSHIPS & DUES	-	250.00	
01-7612-7500 HYDRO	4,781.05	10,000.00	
01-7612-7501 GAS	3,399.80	6,000.00	
01-7612-7502 WATER	939.44	1,500.00	
01-7612-7515 BUILDING REPAIRS & MAINTENANCE	2,140.55	10,000.00	
01-7612-7516 JANITORIAL	652.83	1,000.00	
01-7612-7520 GROUNDS MAINTENANCE	10.17	500.00	
01-7612-7601 PHONE & INTERNET	995.32	1,600.00	
01-7612-7611 EQUIPMENT MAINTENANCE	266.39	1,000.00	
01-7612-7613 EQUIPMENT PURCHASE	-	1,000.00	
01-7612-7901 TRANSFER FROM RESERVES	-	(25,000.00)	
01-7612-8004 CAPITAL - CEILING REPLACEMENT	<u>-</u>	<u>100,000.00</u>	Deferred to spring 2025 due to facility usage requirements
	<b>\$ 12,339.83</b>	<b>\$ 111,353.90</b>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Parks &amp; Recreation - Pool</b>			
01-7613-6121 Donations	(8,500.00)	-	
01-7613-6403 FSC - POOL	(22,592.50)	(22,500.00)	
01-7613-7400 WAGES	27,420.45	31,893.89	
01-7613-7401 CPP EXPENSE	727.51	637.88	
01-7613-7402 EI EXPENSE	637.29	637.88	
01-7613-7403 EHT EXPENSE	534.70	637.88	
01-7613-7404 WSIB	891.17	956.82	
01-7613-7415 TRAINING EXPENSE	366.34	1,500.00	
01-7613-7430 WAGES TRANSFER IN	9,745.07	13,503.90	
01-7613-7442 MILEAGE	-	150.00	
01-7613-7450 HEALTH & SAFETY	38.42	250.00	
01-7613-7452 UNIFORMS	324.72	500.00	
01-7613-7500 HYDRO	2,262.84	5,500.00	
01-7613-7501 GAS	1,608.98	5,500.00	
01-7613-7502 WATER	2,573.45	10,000.00	
01-7613-7515 BUILDING REPAIRS & MAINTENANCE	1,142.52	1,000.00	
01-7613-7520 POOL MAINTENANCE	3,726.27	5,000.00	
01-7613-7531 CONTRACTS & AGREEMENTS	1,564.22	2,000.00	
01-7613-7601 PHONE & INTERNET	592.52	1,000.00	
01-7613-7612 POOL CHEMICALS	7,628.57	7,500.00	
01-7613-7613 EQUIPMENT PURCHASE	6,811.03	7,500.00	
01-7613-7650 OFFICE SUPPLIES	10.17	250.00	
01-7613-7652 ADVERTISING	-	250.00	
01-7613-7660 OTHER SUPPLIES	-	250.00	
01-7613-7900 Transfer to Reserves	-	50,000.00	
	<u>\$ 37,513.74</u>	<u>\$ 123,918.25</u>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Parks &amp; Recreation - Parks Operations</b>			
01-7614-6407 PARKS - PAVILLION RENTAL	(950.00)	(750.00)	
01-7614-6408 Scoutt Hall Rental	(647.50)	(1,000.00)	
01-7614-6410 DONATIONS	(15,100.00)	(20,000.00)	
01-7614-7335 JOE'S BUSH	763.20	5,000.00	
01-7614-7336 OLD JAIL	-	500.00	
01-7614-7337 SCOUT HALL	1,121.33	5,000.00	
01-7614-7338 FLOWER BASKETS	-	-	
01-7614-7415 TRAINING	4,227.03	3,000.00	
01-7614-7430 Wages Transfer-In	71,259.12	127,200.53	
01-7614-7440 CONFERENCES/SEMINARS/MEETINGS	94.82	-	
01-7614-7441 MEMBERSHIPS & DUES	610.56	1,000.00	
01-7614-7442 MILEAGE	-	-	
01-7614-7446 Staff Recruitment	-	-	
01-7614-7450 HEALTH & SAFETY	198.85	1,000.00	
01-7614-7452 UNIFORMS	612.37	1,500.00	
01-7614-7500 HYDRO	1,756.22	3,000.00	
01-7614-7501 GAS	1,075.21	2,000.00	
01-7614-7502 WATER	904.30	1,500.00	
01-7614-7510 INSURANCE	45,708.76	45,708.76	
01-7614-7515 BUILDING REPAIR & MAINTENANCE	1,135.64	3,000.00	
01-7614-7516 JANITORIAL	920.41	1,500.00	
01-7614-7520 GROUNDS MAINTENANCE	4,047.51	10,000.00	
01-7614-7601 PHONE & INTERNET	2,192.25	3,000.00	
01-7614-7609 TOOLS	497.45	500.00	
01-7614-7611 EQUIPMENT MAINTENANCE	5,114.35	4,000.00	
01-7614-7613 EQUIPMENT PURCHASE	292.93	2,000.00	
01-7614-7614 EQUIPMENT RENTAL	-	-	
01-7614-7650 OFFICE SUPPLIES	91.22	500.00	
01-7614-7652 ADVERTISING	-	-	
01-7614-7660 OTHER SUPPLIES	-	250.00	
01-7614-7678 Recreation - Master Plan	-	-	
01-7614-7699 Billable	-	-	
01-7614-7701 FUEL- GAS	352.40	10,000.00	
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	691.04	4,000.00	
01-7614-7900 TRANSFER TO RESERVES	-	20,000.00	
01-7614-8008 CAPITAL - Pickup #2	-	50,000.00	in progress - tender preparation
	<u>\$ 126,969.47</u>	<u>\$ 283,409.29</u>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>PGTP</b>			
01-7620-6378 FSC - MISCELLANEOUS	(720.01)	(1,000.00)	
01-7620-6410 PGTP - BOOTH RENTAL	-	(750.00)	
01-7620-6411 PGTP - CAMP FEES SEASONAL	(378,800.00)	(377,679.50)	
01-7620-6412 FSC - CAMP FEES-TRANSIENT	(49,735.76)	(50,000.00)	
01-7620-6413 FSC - LAUNDROMAT	(1,985.00)	(4,000.00)	
01-7620-7300 GARBAGE COLLECTION	3,912.76	3,850.00	
01-7620-7400 WAGES	33,548.94	56,228.00	
01-7620-7401 CPP EXPENSE	1,851.98	3,100.00	
01-7620-7402 EI EXPENSE	779.64	1,300.00	
01-7620-7403 EHT EXPENSE	654.19	1,200.00	
01-7620-7404 WSIB	1,090.34	1,800.00	
01-7620-7415 TRAINING	149.39	250.00	
01-7620-7430 WAGES TRANSFER IN	271.94	500.00	
01-7620-7452 BOOT & CLOTHING ALLOWANCE	343.49	500.00	
01-7620-7500 HYDRO	22,490.54	65,000.00	
01-7620-7501 GAS	34.70	1,500.00	
01-7620-7502 WATER	3,996.25	7,500.00	
01-7620-7503 SEWAGE EXPENSE	3,631.27	10,000.00	
01-7620-7510 INSURANCE	21,932.64	21,560.10	
01-7620-7511 PROPERTY TAXES	2,265.00	4,750.00	
01-7620-7515 Building Repair & Maintenance	1,853.38	15,000.00	
01-7620-7516 JANITORIAL	1,752.43	2,500.00	
01-7620-7520 GROUNDS MAINTENANCE	31,754.39	40,000.00	
01-7620-7529 ADMINISTRATION EXPENSE	-	10,000.00	
01-7620-7531 CONTRACTS & AGREEMENTS	3,450.02	-	
01-7620-7601 PHONE & INTERNET	1,212.12	1,500.00	
01-7620-7611 EQUIPMENT MAINTENANCE	2,881.76	2,500.00	
01-7620-7613 EQUIPMENT PURCHASE	969.42	2,500.00	
01-7620-7650 OFFICE SUPPLIES	411.00	1,000.00	
01-7620-7651 POSTAGE & COURIER	543.66	1,000.00	
01-7620-7652 ADVERTISING	-	500.00	
01-7620-7653 Bank Charges	1,036.52	1,750.00	
01-7620-7660 OTHER SUPPLIES	-	250.00	
01-7620-7675 Legal Exp	-	10,000.00	
01-7620-7701 FUEL EXP	1,034.59	2,250.00	
01-7620-7900 TRANSFER TO RESERVES	-	98,641.40	
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT	14,101.64	15,000.00	Complete
01-7620-8006 CAPITAL - New Washroom (Engineering)	-	50,000.00	Not started
	<b>\$ (273,286.77)</b>	<b>\$ -</b>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Rodney Library</b>			
01-7650-6321 RENT - LIBRARY - RODNEY	(14,141.00)	(25,000.00)	
01-7650-7500 HYDRO	999.73	2,500.00	
01-7650-7501 GAS	694.60	1,200.00	
01-7650-7502 WATER	541.77	1,000.00	
01-7650-7510 INSURANCE	1,302.48	1,302.48	
01-7650-7515 BUILDING REPAIRS & MAINTENANCE	1,625.78	5,000.00	
01-7650-7516 JANITORIAL	2,416.72	5,000.00	
01-7650-7900 Transfer to Reserves	-	8,997.52	
	<u>          -</u>	<u>          8,997.52</u>	
	<b>\$ (6,559.92)</b>	<b>\$ -</b>	
<b>West Lorne Library</b>			
01-7655-6108 WEST ELGIN SUPPORT SERVICES	-	(10,000.00)	
01-7655-6321 RENT - LIBRARY WL	(14,141.00)	(31,395.43)	
01-7655-7430 Wages Transfer In	94.82	2,000.00	
01-7655-7500 HYDRO	2,564.91	7,000.00	
01-7655-7501 GAS	161.61	2,200.00	
01-7655-7502 WATER	1,758.61	4,500.00	
01-7655-7510 INSURANCE	2,161.08	2,161.08	
01-7655-7515 BUILDING REPAIRS & MAINTENANCE	25,236.97	25,000.00	
01-7655-7516 JANITORIAL	4,859.06	11,500.00	
01-7655-7601 PHONE & INTERNET	1,115.71	1,800.00	
01-7655-7900 Transfer to Reserves	-	(13,426.87)	
	<u>          -</u>	<u>         (13,426.87)</u>	
	<b>\$ 23,811.77</b>	<b>\$ 1,338.78</b>	
<b>Planning</b>			
01-7700-6430 PLANNING FEES	(16,165.00)	(50,000.00)	
01-7700-7442 MILEAGE	2,340.16	5,000.00	
01-7700-7452 UNIFORMS	-	-	
01-7700-7533 PLANNING FEES	5.65	-	
01-7700-7534 SEASIDE DEVELOPMENT FEES	-	-	
01-7700-7602 SOFTWARE LICENSES	-	-	
01-7700-7613 EQUIPMENT PURCHASE	-	-	
01-7700-7650 OFFICE SUPPLIES	-	-	
01-7700-7651 POSTAGE & COURIER	313.27	1,000.00	
01-7700-7652 ADVERTISING	-	500.00	
01-7700-7675 LEGAL - Official Plan	11,190.30	5,000.00	
01-7700-7680 CONTRACTED SERVICES	37,340.28	72,000.00	
01-7700-7699 BILLABLE	-	-	
01-7700-7900 Transfers to Reserves	-	-	
01-7700-7901 TRANSFER FROM RESERVES	-	(5,000.00)	
	<u>          -</u>	<u>         (5,000.00)</u>	
	<b>\$ 35,024.66</b>	<b>\$ 28,500.00</b>	
<b>Economic Development</b>			
01-7710-6121 Donations - Roots & Revival	(35.00)	-	
01-7710-7652 ADVERTISING	-	1,000.00	
	<u>          -</u>	<u>         1,000.00</u>	
	<b>\$ (35.00)</b>	<b>\$ 1,000.00</b>	

**Municipality of West Elgin**  
**Statement of Financial Position**  
**As of August 31, 2024**

	<u>2024 Actuals</u>	<u>2024 Budget</u>	<u>Notes:</u>
<b>Drains</b>			
01-7720-6390 OSG - MD INSPECTOR	(20,569.76)	(24,479.99)	
01-7720-6391 FSC - DRAINS	-	-	
01-7720-6392 DRAIN MAINTENACE - ADMINISTRATION FEE	(197.75)	-	
01-7720-7400 WAGES	23,012.93	35,765.19	
01-7720-7401 CPP EXPENSE	1,234.67	1,912.01	
01-7720-7402 EI EXPENSE	534.70	816.36	
01-7720-7403 EHT EXPENSE	448.65	699.83	
01-7720-7404 WSIB	748.16	1,108.90	
01-7720-7407 OMERS	1,709.94	2,578.15	
01-7720-7415 TRAINING EXPENSE	61.06	100.00	
01-7720-7442 MILEAGE	-	600.00	
01-7720-7601 PHONE & INTERNET	219.97	350.00	
01-7720-7650 OFFICE SUPPLIES	-	-	
01-7720-7651 POSTAGE & COURIER	239.13	1,000.00	
	<b>\$ 7,441.70</b>	<b>\$ 20,450.45</b>	
<b>Debentures</b>			
01-8000-7480 TILE DRAINS EXP	56,877.95	22,848.11	
01-8000-7481 MUNICIPAL DRAINS	6,499.76	24,316.52	
01-8000-7482 WATERLINE	9,691.73	12,087.32	
01-8000-7581 MUNICIPAL DRAINS - INTEREST	1,503.70	-	
01-8000-7582 WATERLINE - INTEREST	2,395.59	-	
01-8000-7583 TILE DRAINS - INTEREST	8,635.29	-	
	<b>\$ 85,604.02</b>	<b>\$ 59,251.95</b>	
	<b>\$ 1,151,725.40</b>	<b>\$ -</b>	

# Council Highlights

**Tuesday,  
August 13, 2024**

## In This Issue:

**Future in Motion: Elgin County's Transportation Master Plan Resumes with Updated Scope and Budget**

**Business Retention and Expansion Program: Final Report and Action Plan Endorsed**

**Emergency Management Act: Potential Changes and Impacts**

**Terrace Lodge Pool Reopens: New Agreement with YWCA Enhances Community Access**



## **Future in Motion: Elgin County's Transportation Master Plan Resumes with Updated Scope and Budget**

The Elgin County Transportation Master Plan (TMP), initially started in March 2021, is set to resume after being paused in summer 2022 due to major regional developments. Significant progress was made prior to the pause, but recent changes in local growth and development necessitate updates to the plan.

The Director of Engineering Services has recommended approving a Scope Change Order from Arcadis Professional Services (Canada) Inc. for an additional \$109,641 (plus HST) to update the TMP with the latest data and projections. The project, originally budgeted at \$234,826, will now require an additional \$75,000, which will be included in the 2025 Capital Budget. The updated TMP will address new growth impacts and prepare Elgin County for future development, with completion expected by July 2025.

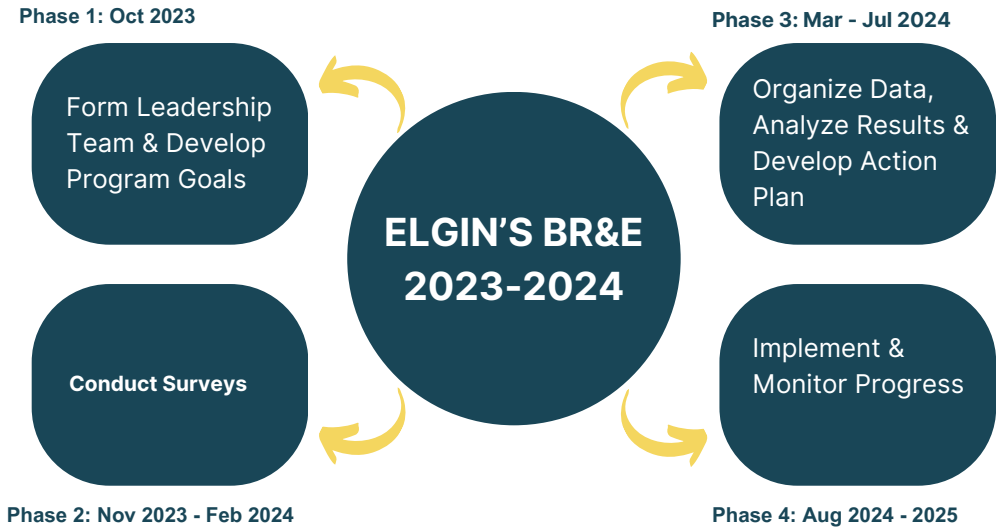
The updated plan will include revisions based on the latest population projections, transportation network needs, and regional growth. By integrating new data and stakeholder input, the TMP will guide Elgin County's transportation infrastructure development, ensuring it meets the needs of the community well into the future.



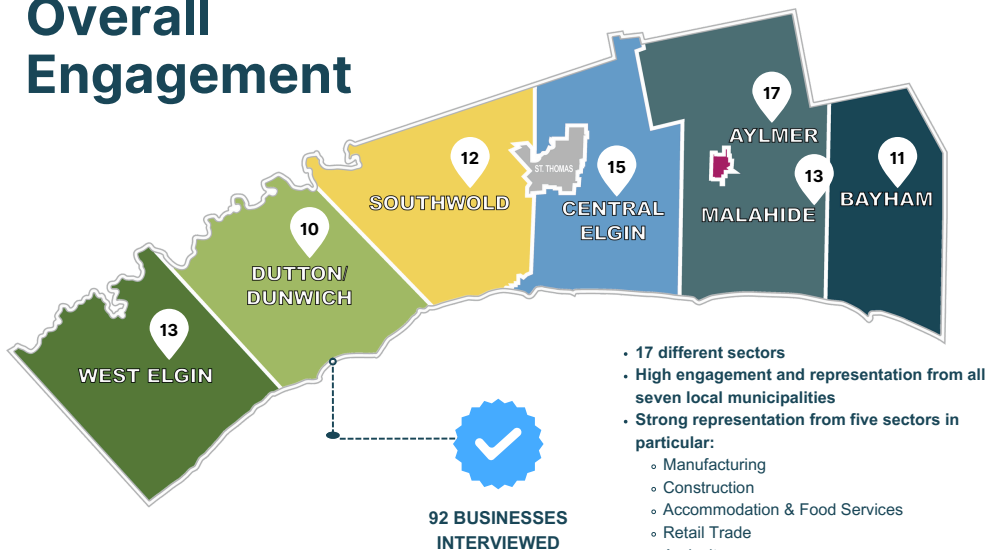
## Business Retention and Expansion Program: Final Report and Action Plan Endorsed

Council endorsed the final report and action plan for the 2024 Business Retention and Expansion Program (BR&E). The action plan was developed following extensive interviews with 92 local businesses. The report, developed with input from all seven Local Municipal Partners, identifies key issues such as housing shortages, lack of serviced land, and challenges with the development permit process. Despite these challenges, businesses generally view Elgin County positively but seek improvements in communication and transparency.

The action plan aims to address these concerns by enhancing business engagement, improving communication, and providing clearer guidance on development processes. The plan will be shared with Local Municipal Councils and posted online, with ongoing updates to support and strengthen the local business environment.



## Overall Engagement



## Emergency Management Act: Potential Changes and Impacts

Council received a report from the Manager of Emergency Management & Elgin-Middlesex Regional Fire School, providing feedback on the proposed modernization of the Emergency Management and Civil Protection Act (EMCPA). The report outlined key focus areas for modernization, including enhancing coordination, improving the quality of emergency management programs, and fostering collaboration with First Nations communities. While the potential financial and operational impacts on municipalities remain unclear, this modernization exercise has the potential to improve emergency management practices across the province. Council members were encouraged to submit feedback to the Elgin County Emergency Management Department or directly to Emergency Management Ontario.

## Terrace Lodge Pool Reopens: New Agreement with YWCA Enhances Community Access

Council has approved a one-year agreement with YWCA St. Thomas-Elgin for the use of the Terrace Lodge pool, effective September 1, 2024. The pool, which had been closed for renovations and maintenance since the onset of the COVID-19 pandemic, is now ready for community use. The renovations include updated change rooms and pool maintenance training for staff.

The Terrace Lodge pool, previously utilized by the YWCA for community aquatic programs and by the Elgin-St. Thomas Life After Stroke Adult Day Program for therapy, will resume operations with a 2% increase in rental fees. The new agreement includes updates to safety procedures, insurance requirements, and cost recovery measures. This agreement supports community health, wellness, and water safety programs.



For the complete **August 13, 2024 Agenda Package**, please visit the following link:  
[County Council Agenda Package](#)

## The Corporation of the City of Cambridge

50 Dickson Street, P.O. Box 669  
Cambridge ON N1R 5W8  
(519) 740-4517



OFFICE OF THE MAYOR  
AND COUNCIL

**Delivered by hand and electronic mail.**

August 15, 2024

Dear Mayors, CAOs, Provincial, and Federal Party Leaders,

### Re: Mental Health and Addictions Crisis

I do not think it is an overstatement: the current mental health and addictions crisis is the greatest calamity of our time. This crisis has leached into the very fabric of our lives – it has turned our streets into the theatre of mental crises and places for open drug use, it has affected economic development on a micro and macro scale, and most importantly, the negative impact to the health and wellness of our community members of all ages will be felt for generations.

For about three decades, we have debated and engaged in discourse on this topic with very little to show for it. The situation has never been worse. Actions taken to this point have only exacerbated the crisis. Daily, my office is inundated with calls and emails regarding the lack of mental health and addiction services in our community.

When I became mayor, one of the goals I set out to accomplish was to make a difference where it counted, to change the ever-increasing numbers of people in the throes of addiction and mental health crises; or at the very least stabilize the numbers. We have been spinning in circles, not achieving anything while we continue to talk at people. I felt I knew what needed to be done but I wanted to hear from the people who live with this every day. As the leader of my community, I realized I needed to take it to the people and then listen carefully, so I decided to do a poll. I believe this poll captures what every government needs to know when allocating funds, which is how do we help in the best way possible. If we as leaders do this, we can change the catastrophic future of our current path

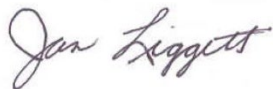
Last year, I was presented with the opportunity to begin work on an Ontario-wide study to determine how Ontarians feel about the current state of mental health and addictions

services. The study, conducted by Campaign Research, indicates that Ontarians want to see this crisis addressed. Ontarians overwhelmingly support the idea of a dedicated revenue stream to solve the problem and have expressed a desire for the provincial government to institute legislative changes to allow families and physicians to provide mental health and addiction treatment to involuntary patients. I attach herewith the condensed findings for your review.

I am comforted to see that across regional and political lines and market segments Ontarians want to see this crisis solved.

I encourage you to share the results of this study with your network. I am eager to discuss this matter further and work together towards a solution for this is happening on our collective watch. Please feel free to reach out to my Executive Assistant, Ana Djukic, by email at [djukica@cambridge.ca](mailto:djukica@cambridge.ca), should you wish to obtain a full copy of the results or schedule a time for us to speak.

Sincerely,

A handwritten signature in cursive script that reads "Jan Liggett".

Jan Liggett  
Mayor



MARKET RESEARCH & BUSINESS INTELLIGENCE SERVICES

WHAT'S YOUR CHALLENGE? ?

Aug 1<sup>st</sup>, 2024

**Public Opinion Research  
City of Cambridge  
Mental Health and Addictions  
1 August 2024**



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# CONTENTS

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# METHODOLOGY



# METHODOLOGY

## Mental Health and Addictions

## Public Opinion Research

## Quantitative Market Research - Ontario



This study was conducted from July 30<sup>th</sup> 2024 to July 31<sup>st</sup> 2024, among a sample of 2027 respondents who are residents of Ontario and are members of Maru Blue's online panel. For comparison purposes, a probability sample of a similar size would have a margin of error of +/- 2%, 19 times out of 20.

Discrepancies in or between totals are due to rounding.

## Where & How is the Study Conducted?

The study included respondents from an online panel of eligible voters in Ontario, 18 years old and older. The sample is weighted to regional, age and gender demographics, as per Statistics Canada.

## STATS TESTING

-  Significantly higher than Ontario
-  Significantly lower than Ontario

# EXECUTIVE SUMMARY

### **Awareness of existing mental health and addiction services in the community**

67% of Ontario adults were aware of existing mental health and addiction services in their community while 33% said they were “not very aware” or “not at all aware”. Awareness of these services was somewhat higher with younger male respondents (under 35 years of age) and somewhat higher with females under 55 years of age. Interestingly, respondents who resided outside the Greater Toronto and Hamilton Area (GTHA) were more aware of existing mental health and addiction services compared to residents in the GTHA. [Slides 13-14](#)

### **Importance of accessible and timely mental health and addiction services**

Nearly all Ontario adults believed it was “important” to have accessible and timely mental health and addiction services in their community. Six out of 10 respondents believed it was “very important”. Females were much stronger in their views that it was “very important”. Respondents broke out roughly the same way across the regions of Ontario. [Slides 15-16](#)

### **Are current mental health and addiction services adequate**

22% of respondents believed that current mental health and addiction services were adequate while 44% disagreed. 34% of the respondents were “unsure”. Females were more of the view that these services were inadequate. Respondents were consistent across Ontario. [Slides 17-18](#)

### **Who has accessed mental health or addiction services**

1 out of 3 Ontario adults said that they had personally accessed mental health or addiction services. Nearly half of all respondents under 35 years of age said that they had personally accessed these services. [Slides 19-20](#)

6 out of 10 respondents said they knew someone who had accessed either mental health or addiction services. Two-thirds of those under 35 years of age said they knew someone who had accessed these services. [Slides 21-22](#)

### **Quality of mental health and addiction services that are currently available**

Respondents were split on the quality of the mental health and addiction services available. 33% of the respondents said “excellent” or “good” while 44% said “fair” or “poor” and 24% said they were “unsure” (only 16% said “poor”). Younger respondents were more positive about the quality of services compared to older respondents. Female respondents who were somewhat more negative about the quality compared to males. Respondents broke out roughly the same way across Ontario. [Slides 23-24](#)

### **Is a lack of government funding seen as the overall problem with mental health and addictions (Forced Choice)**

33% of respondents believed the overall problem with mental health and addiction was not necessarily a lack of government funding while 45% believed that government needed to spend much more on mental health and addiction services to address the ever-growing problem. Females were much more of the view that government needed to spend much more money on mental health and addiction services. [Slide 25-26](#)

### **Support/ oppose government creating a dedicated stream of money to fund mental health and addiction services**

Four out of 5 respondents supported the government of Ontario creating a dedicated a stream of money to specifically fund mental health and addiction services. Despite strong support from males, females were even more supportive of a creating a dedicated stream of money to fund these services. Respondents broke out roughly the same way across the regions of Ontario. [Slides 27-28](#)

### **Support/ oppose a new tax to fund mental health and addiction services**

Respondents were more split on whether the government should create a new tax to fund mental health and addiction services. 40% of respondents supported a new tax to fund these services while 48% were opposed. Respondents who were over 54 years of age were much more opposed to a new tax compared to younger respondents. Respondents residing in more rural areas of Ontario were more opposed to the creation of a new tax to fund these services. [Slides 29-30](#)

**Willingness to pay additional taxes to support mental health and addiction services**

50% of respondents were not willing to pay additional taxes to support mental health and addiction services while 30% said they would. Those over 34 years of age were much more opposed compared to respondents under 35 years of age. Respondents broke out the same way across most regions across Ontario. [Slides 31-32](#)

**How much in additional taxes would Ontarian's be willing to pay to support mental health services**

33% of respondents were not willing to pay any additional taxes to support mental health and addiction services. Another 34% of respondents were willing to pay between \$0-\$25 per year in new taxes and another 19% were willing to pay between \$25-\$100 in new taxes per year to fund these services. Younger respondents were more willing to pay a new tax compared to older respondents. Respondents broke out roughly the same way across the regions of Ontario. [Slides 33-34](#)

**Perceived effectiveness of a dedicated revenue stream to improve mental health and addiction services**

Two to 1, respondents believed a dedicated revenue stream would be effective to improve mental health and addiction services. Younger respondents held this view much more than older respondents. Respondents broke out roughly the same way across Ontario. [Slides 35-36](#)

**Mental health and addiction services that should be prioritized with new funding** [Slide 37](#)

57% - Youth and adult mental health services

51% - Mental Health Crisis intervention services

37% - Rehabilitation programs and facilities

23% - Community-based support groups like Alcoholics Anonymous, Narcotics Anonymous etc.

16% - Inpatient detox facilities

### **Support/ oppose a political candidate (political party) willing to raise taxes to fund mental health and addiction services**

Nearly half of the respondents said they would support a political candidate who was willing to raise taxes to increase mental health/ addiction services while 36% were opposed. Males were slightly more opposed compared to females. Respondents residing in Eastern region (not including the City of Ottawa) were much more opposed (48%) compared to others in Ontario, who were more supportive. [Slides 38-39](#)

### **Necessity of building new brick-and-mortar facilities for mental health and addiction services**

Two to 1, respondents believed that building new facilities for mental health and addiction services was necessary. Respondents broke out roughly the same way across the regions of Ontario. [Slides 40-41](#)

### **Barriers faced when trying to access mental health and addiction services** [Slide 42](#)

- 54% - Availability of services
- 44% - Cost
- 29% - Quality of services
- 27% - Stigma
- 19% - Lack of information

### **How government should sustain the funding for mental health and addictions services** [Slide 43](#)

- 59% - Reallocate existing funds
- 48% - Public-private partnerships
- 44% - Private donations and grants
- 26% - Increase taxes (to create a dedicated revenue stream for mental health and addiction services)

**Agree/ disagree to government partnerships with private organizations to fund mental health and addictions services**

Three out of 4 respondents agreed that the government of Ontario should explore partnerships with private organizations to fund mental health and addiction services. Respondents broke out roughly the same way across Ontario. [Slides 44-45](#)

**Agree/ disagree that larger corporations should contribute a portion of profits to fund mental health and addiction services**

Seven out of 10 respondents agreed that larger corporations should contribute a portion of their profits to fund mental health and addictions. Respondents broke out roughly the same way across Ontario. [Slides 46-47](#)

**Agree/ disagree that laws in Ontario need to change for involuntary patients**

Two-thirds of respondents agreed that Ontario's laws needed to change to allow families and physicians to provide mental health and addiction treatment to involuntary patients. Respondents broke out roughly the same way across Ontario. [Slides 48-49](#)

**Agree/ disagree that "Drug Treatment Courts" should be offered more widely in Ontario**

68% of respondents agreed that Drug Treatment Courts should be offered more widely in Ontario. Females were even stronger in their support of Drug Treatment Courts compared to males. Respondents broke out roughly the same way across the regions of Ontario. [Slides 50-51](#)

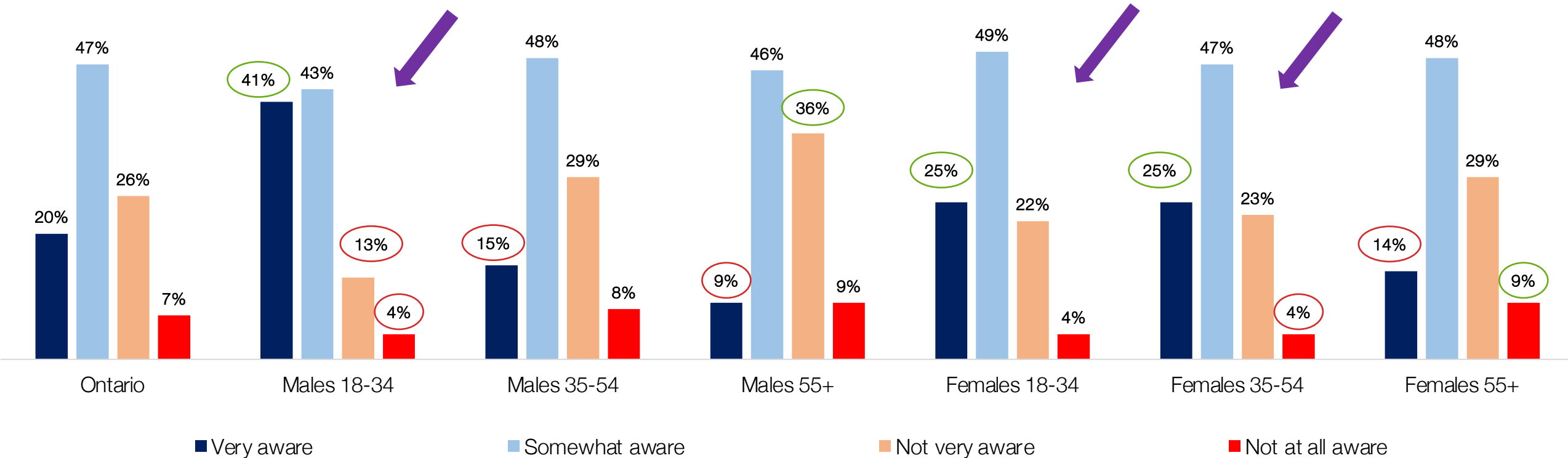
# DETAILED FINDINGS



## Awareness of existing mental health and addiction services in the community

Age and Gender

67% of Ontario adults were “aware” of existing mental health and addiction services in their community while 33% said they were “not very aware” or “not at all aware”. Awareness of these services was somewhat higher among younger male respondents (under 35 years of age) and females (under 55 years of age) compared to older respondents (over 54 years of age).

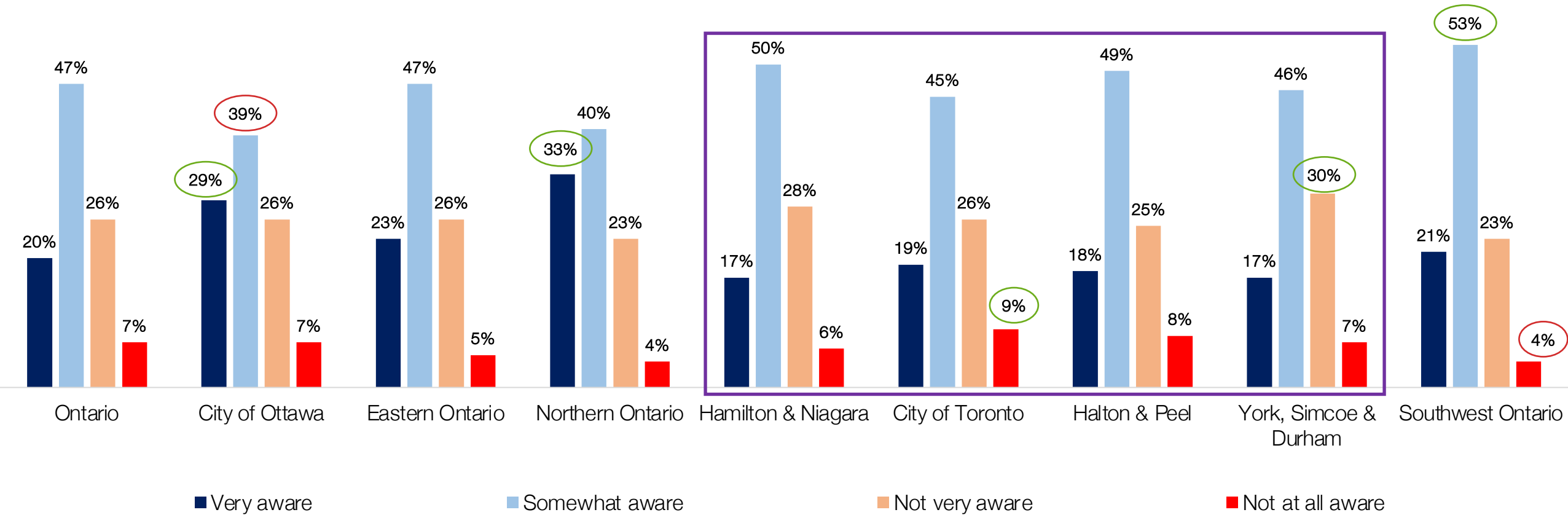


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## Awareness of existing mental health and addiction services in the community

Regions

Awareness of existing mental health and addiction services was slightly higher in all the regions outside the Greater Toronto and Hamilton Area (GTHA).



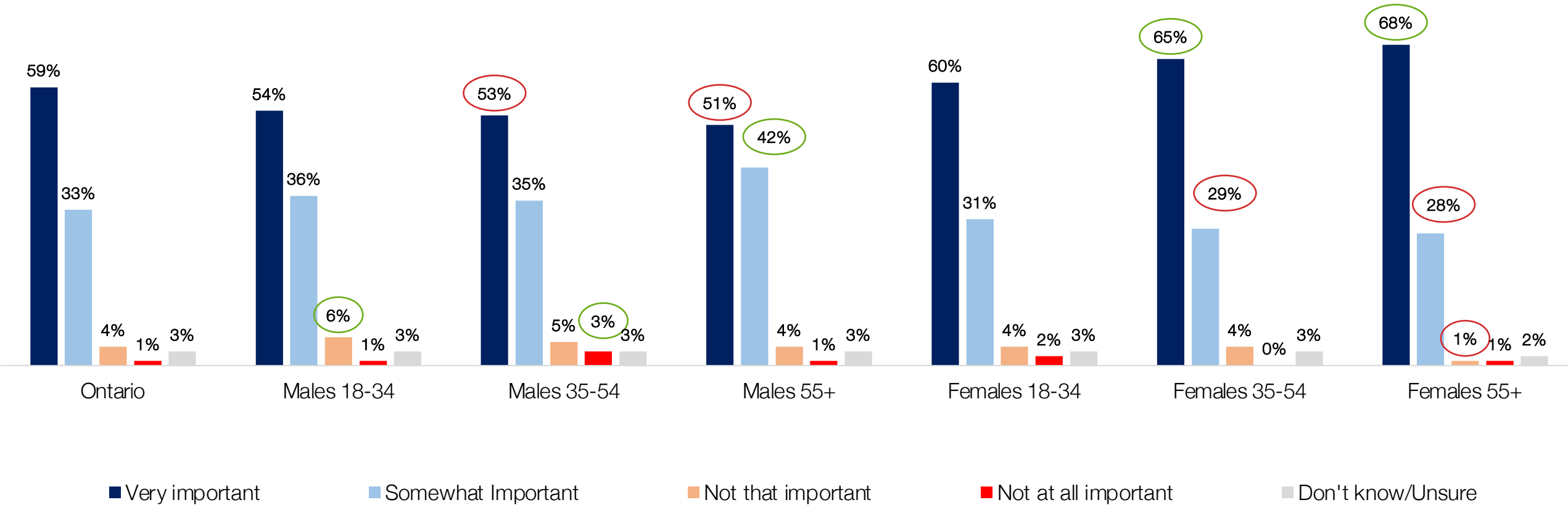
226

Q1 - How aware are you of existing mental health and addiction services in your community? Base = 2027

## i Importance of accessible and timely mental health and addiction services

Age and Gender

Nearly all Ontario adults believed it was 'important' to have accessible and timely mental health and addiction services in their community, with six out of 10 respondents indicating it was 'very important'. Females were much stronger in their view that it was “very important” compared to males.

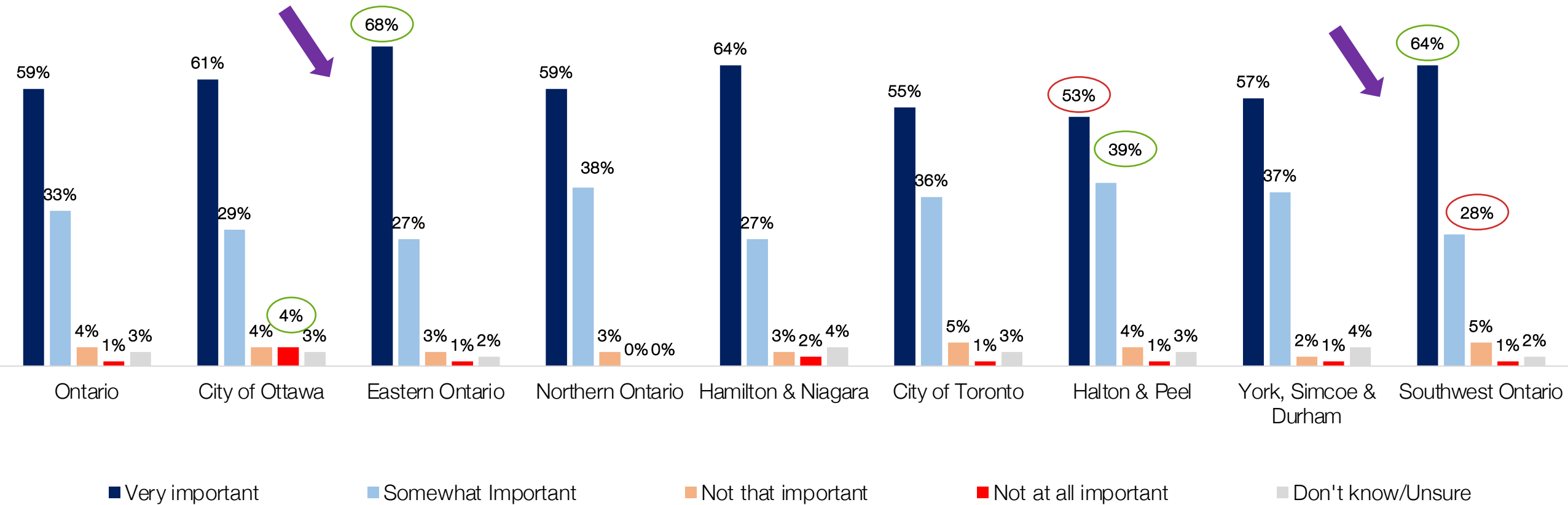


Q2 - How important do you think it is to have accessible and timely mental health and addiction services in your community? Base = 2027

## Importance of accessible and timely mental health and addiction services

Regions

Findings were consistent across the regions of Ontario, with significantly more respondents residing in the Eastern and Southwestern regions who believed it was “very important”.

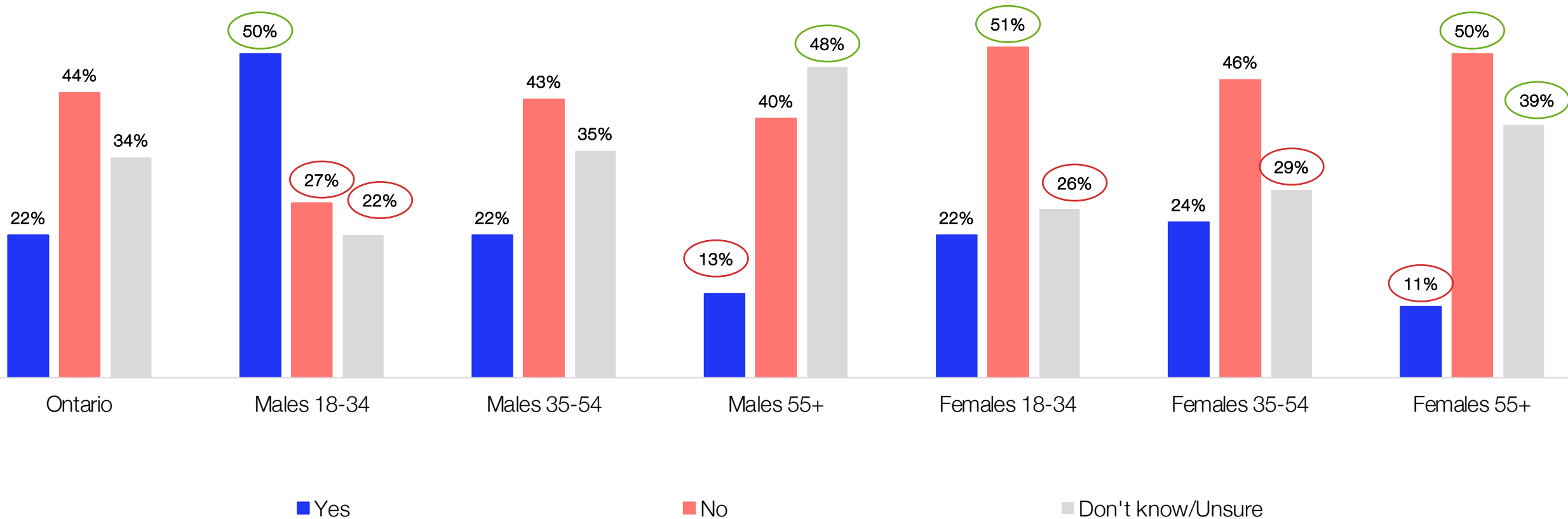


Q2 - How important do you think it is to have accessible and timely mental health and addiction services in your community? Base = 2027

## Are current mental health and addiction services adequate

Age and Gender

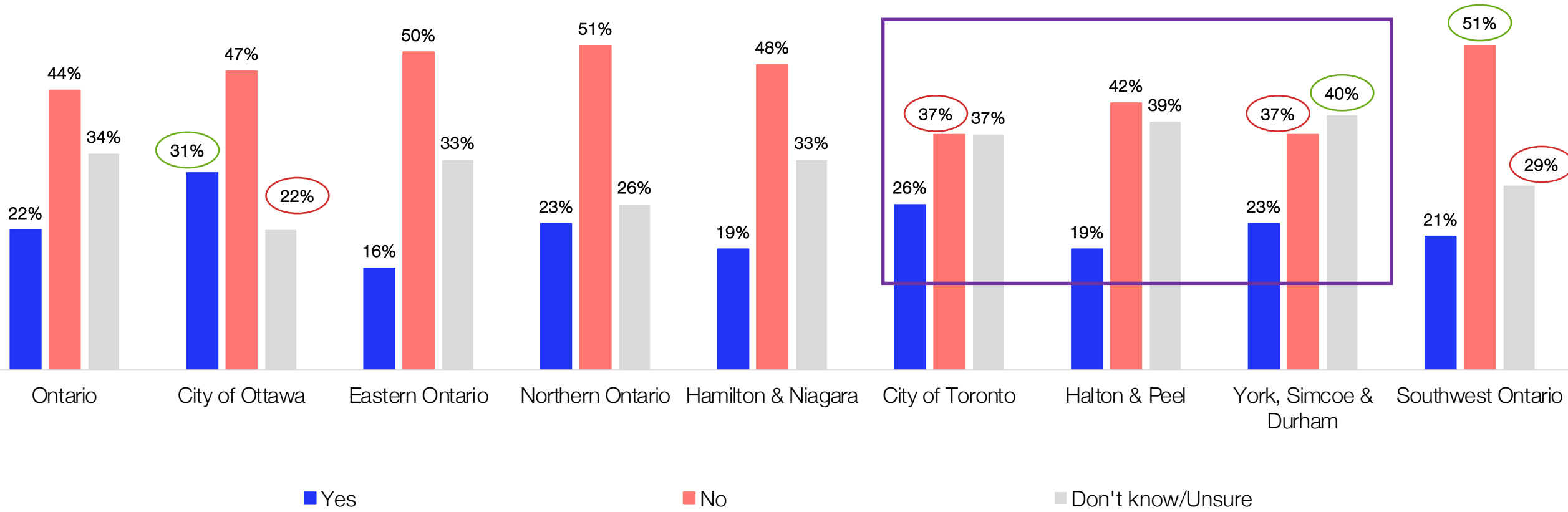
Only 22% of respondents believed that current mental health and addiction services (in their communities) were adequate while twice as many, (44%) disagreed. 34% of the respondents were “unsure”. Females were much more of the view that these services were inadequate compared to males.



## Are current mental health and addiction services adequate

Regions

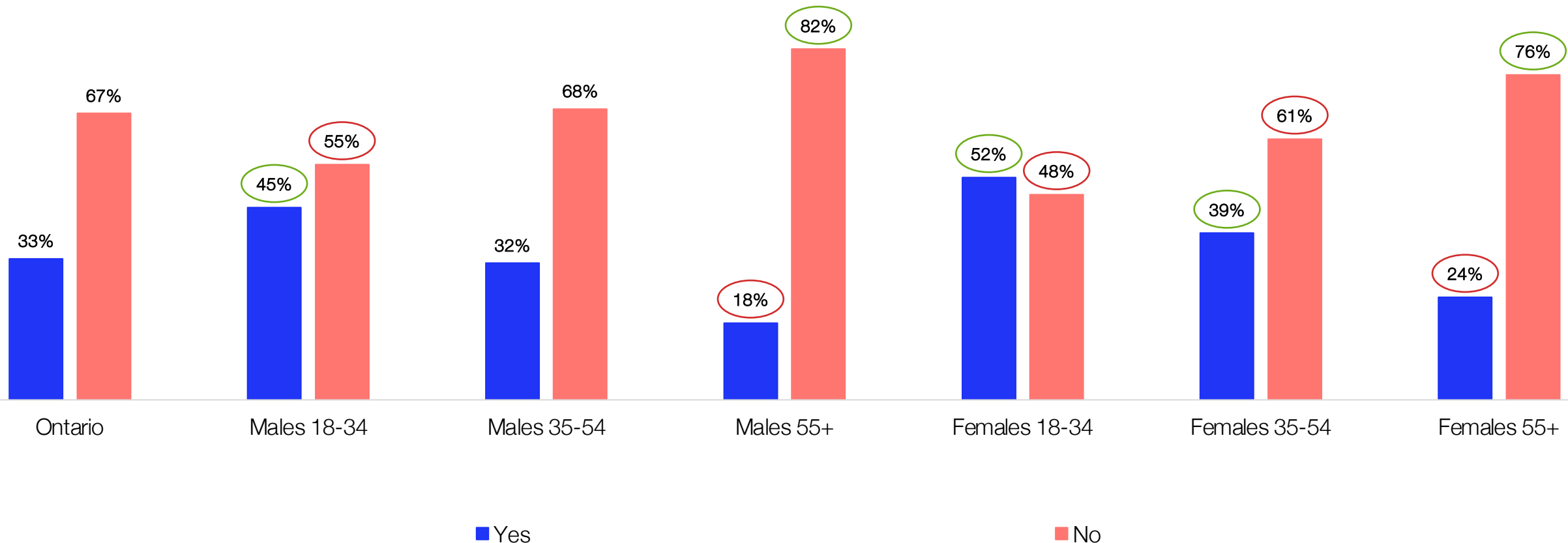
Respondents broke out roughly the same way across the regions of Ontario. In the GTA respondents were somewhat more “unsure” compared to those residing in other regions.



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## Personally accessed mental health or addiction services

1 out of 3 respondents said they had personally accessed mental health or addiction services. Nearly half of all respondents under 35 years of age said they had personally accessed these services.

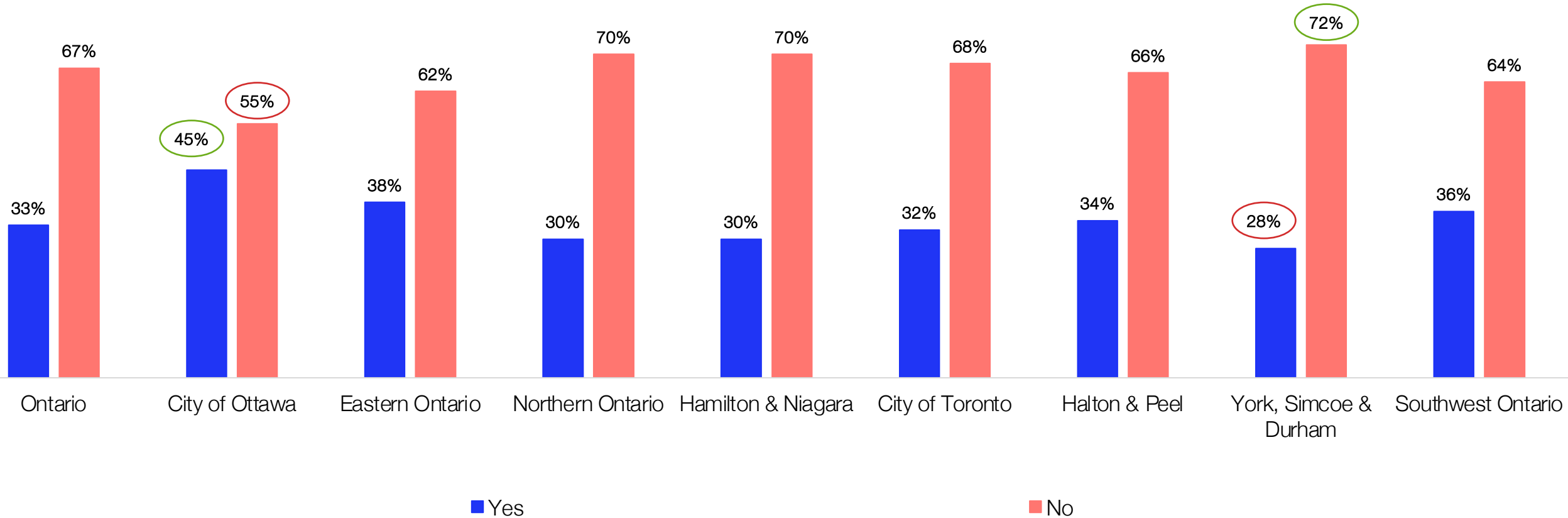


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Base = 2027

## Personally accessed mental health or addiction services

Responses were largely uniform across all regions of Ontario with those respondents residing in the City of Ottawa region saying they had accessed mental health and/or addiction services much more than all others.

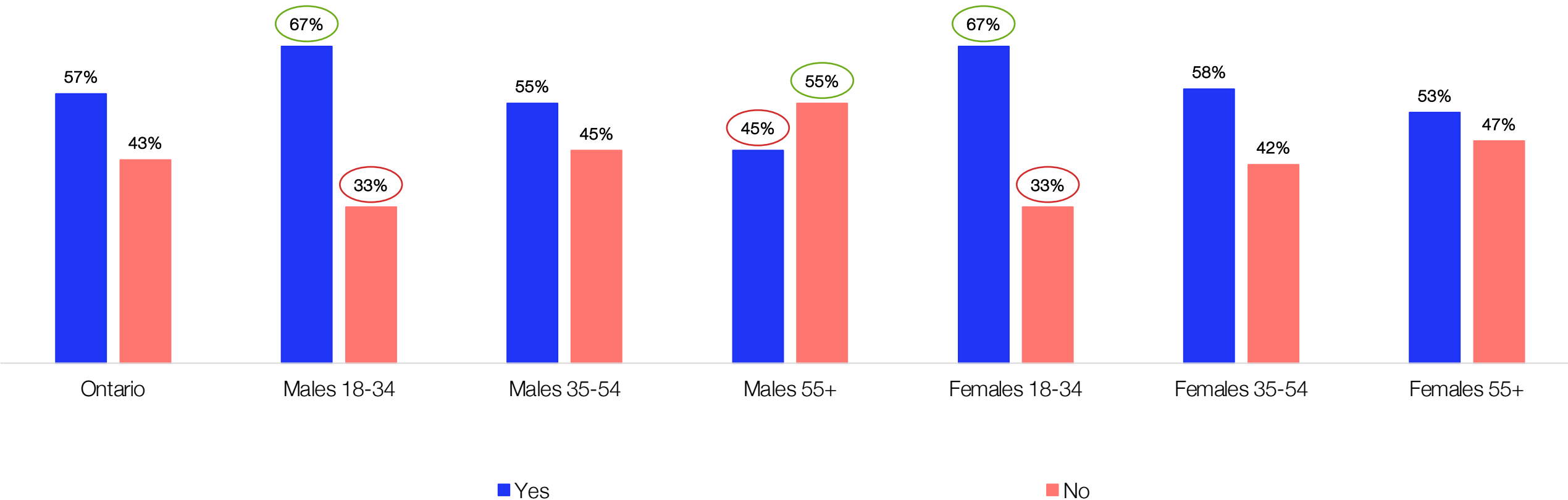




## Has anyone you know ever accessed mental health or addiction services

Age and Gender

Overall, nearly 6 out of 10 respondents said they knew someone who had accessed either mental health or addiction services. 2/3<sup>rd</sup>s of respondents under 35 years of age said they knew someone who had accessed these services.



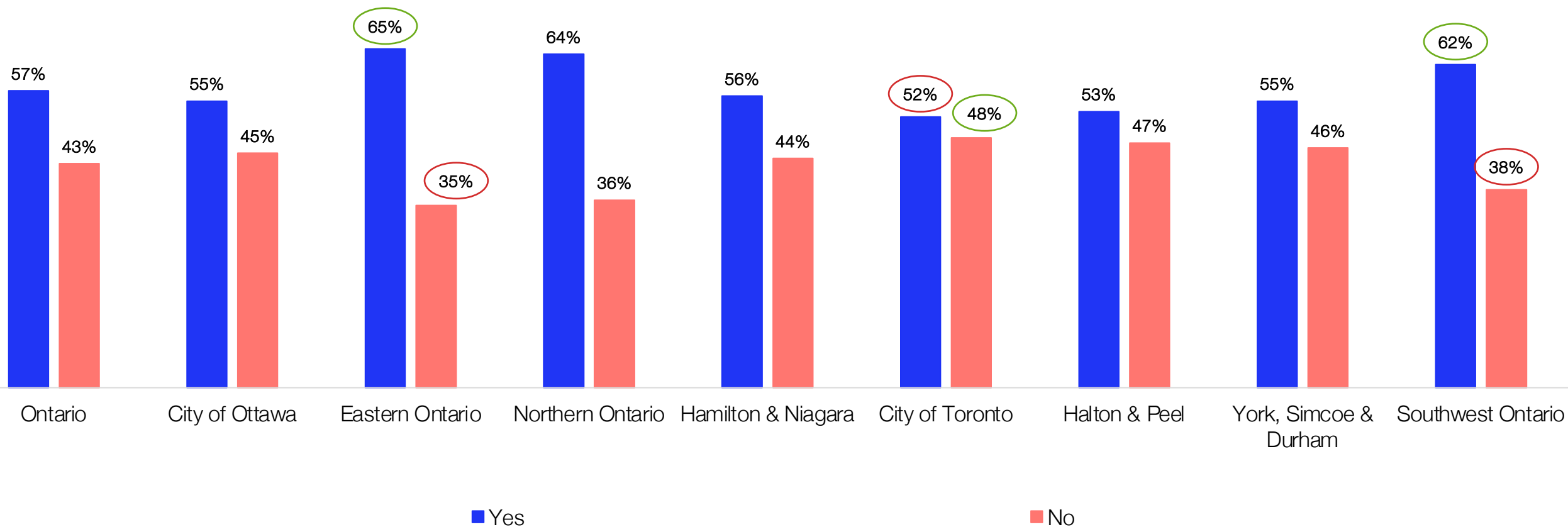
233

Q5 - Has someone you know ever accessed mental health or addiction services? Base = 2027

## Has anyone you know ever accessed mental health or addiction services

Regions

Interestingly, residents in less urban/ more suburban and/ or rural regions were more likely to know someone that had accessed these services compared to those residing in the GTA regions.



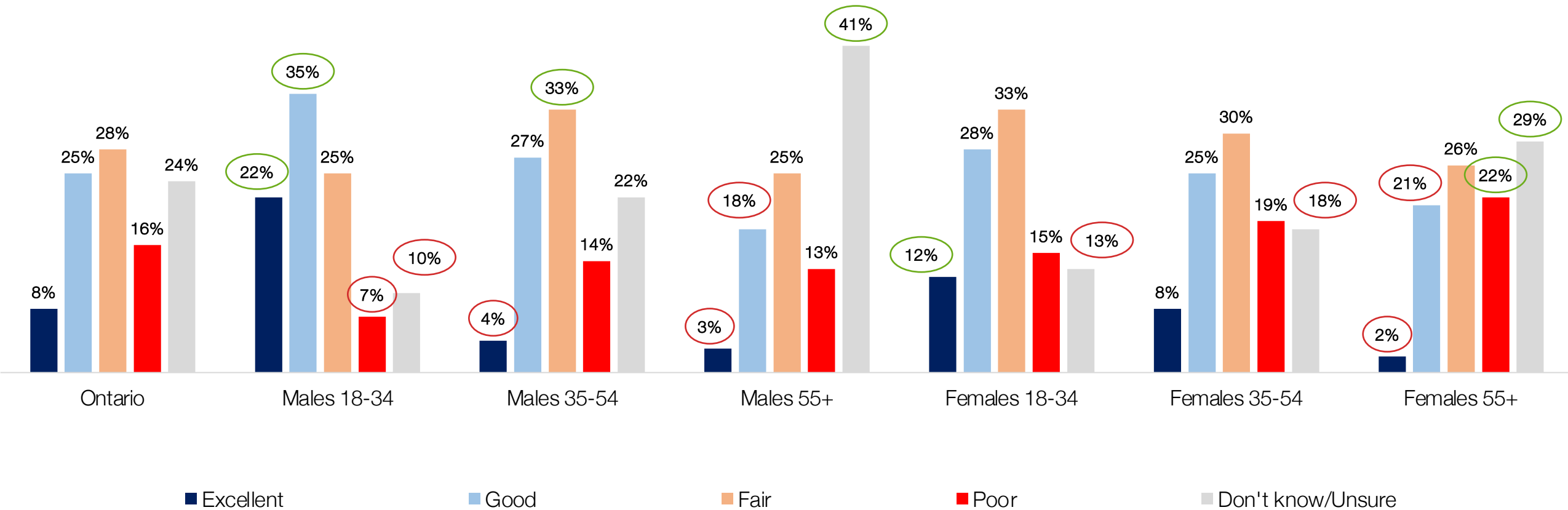
234

Q5 - Has someone you know ever accessed mental health or addiction services? Base = 2027

## Rate the quality of mental health and addiction services that are currently available

Age and Gender

Respondents were split on the quality of the mental health and addiction services available in their area. 33% of the respondents said “excellent” or “good” while 44% said “fair” or “poor” and 24% said they were “unsure”. Younger respondents were more positive about the quality of services compared to older respondents and female respondents who were somewhat more negative.



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Q6 - How would you rate the quality of mental health and addiction services that are currently available in your area?

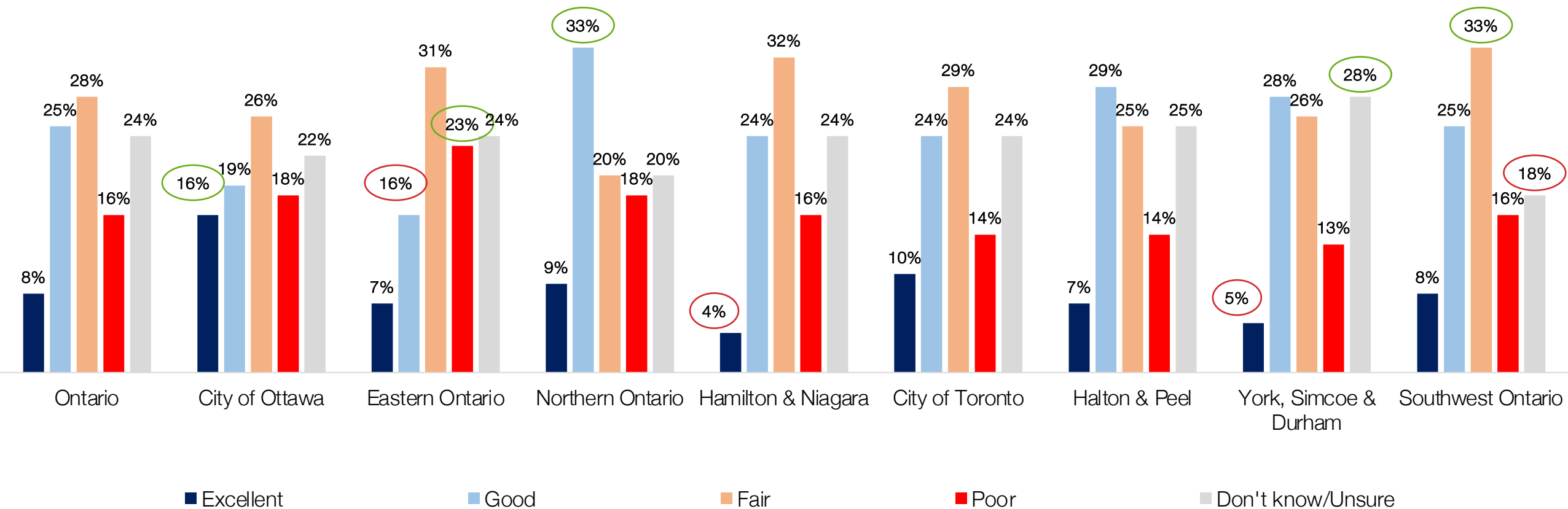
Base = 2027

CAMPAIGN RESEARCH

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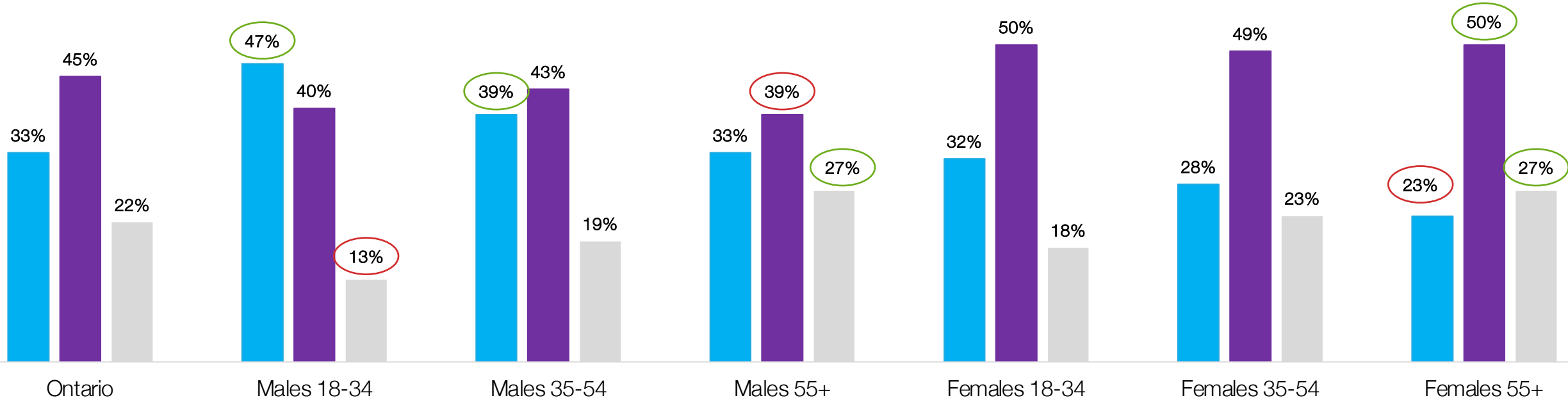
# Rate the quality of mental health and addiction services that are currently available

Respondents broke out roughly the same way across the regions of Ontario.



# Forced Choice: Is the overall problem around mental health and addictions a lack of government funding or something else?

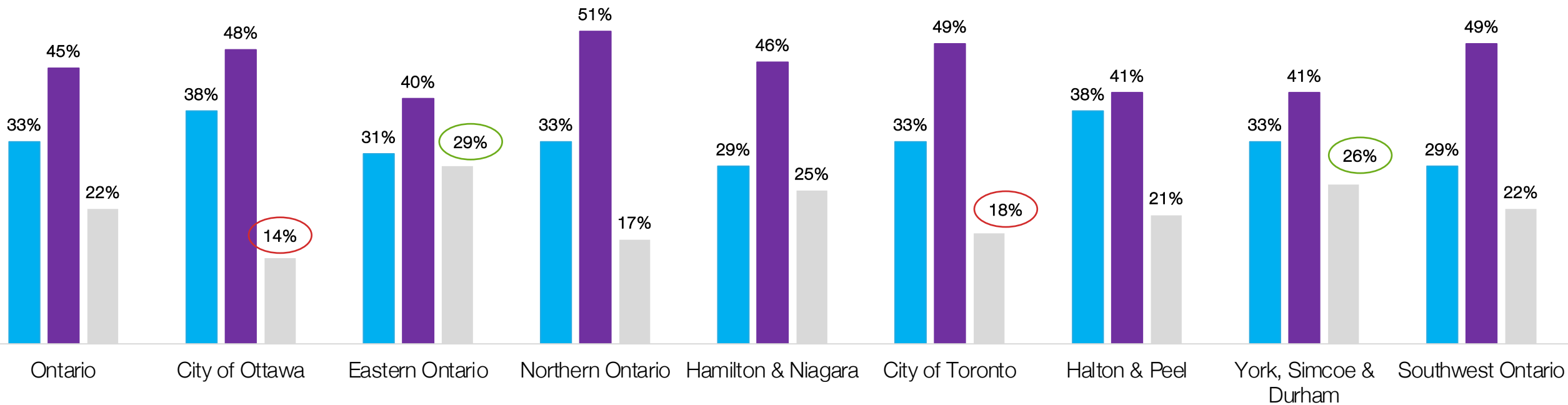
33% of respondents believed the overall problem with mental health and addiction was not necessarily a lack of government funding while 45% believed that government needed to spend much more on mental health and addiction services to make progress with the ever-growing problem. Females were much more of the view that government needed to spend much more on mental health and addiction services.



- Some people say that governments are already spending billions upon billions of dollars on mental health and addiction services and the overall problem isn't a lack of funding
- Other people say that governments must spend much more on mental health and addiction services to make significant progress on getting ahead of this ever growing problem
- Don't know/Unsure

# Forced Choice: Is the overall problem around mental health and addictions a lack of government funding or something else?

Responses were aligned across the regions of Ontario.

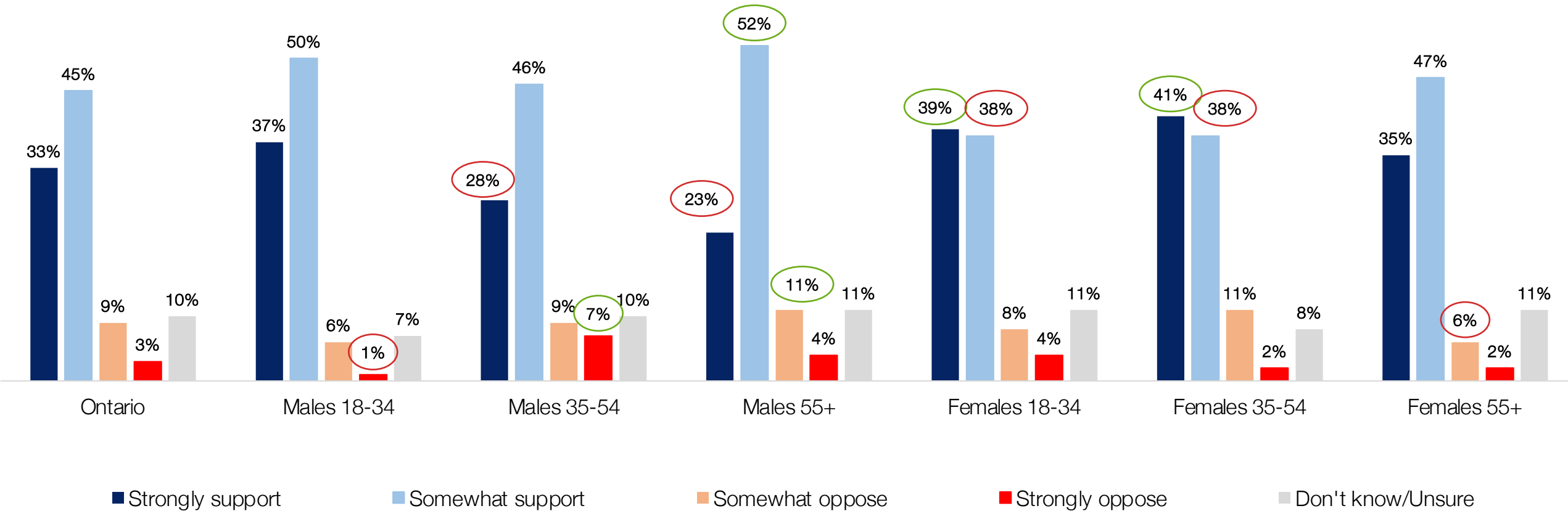


- Some people say that governments are already spending billions upon billions of dollars on mental health and addiction services and the overall problem isn't a lack of funding
- Other people say that governments must spend much more on mental health and addiction services to make significant progress on getting ahead of this ever growing problem
- Don't know/Unsure

# Support/ oppose government creating a dedicated stream of money to fund mental health and addiction services

Age and Gender

4 out of 5 respondents supported dedicating a stream of money to specifically fund mental health and addiction services in Ontario. Even with the high level of support coming from males, females were even more supportive of a dedicated stream of money to fund these service.

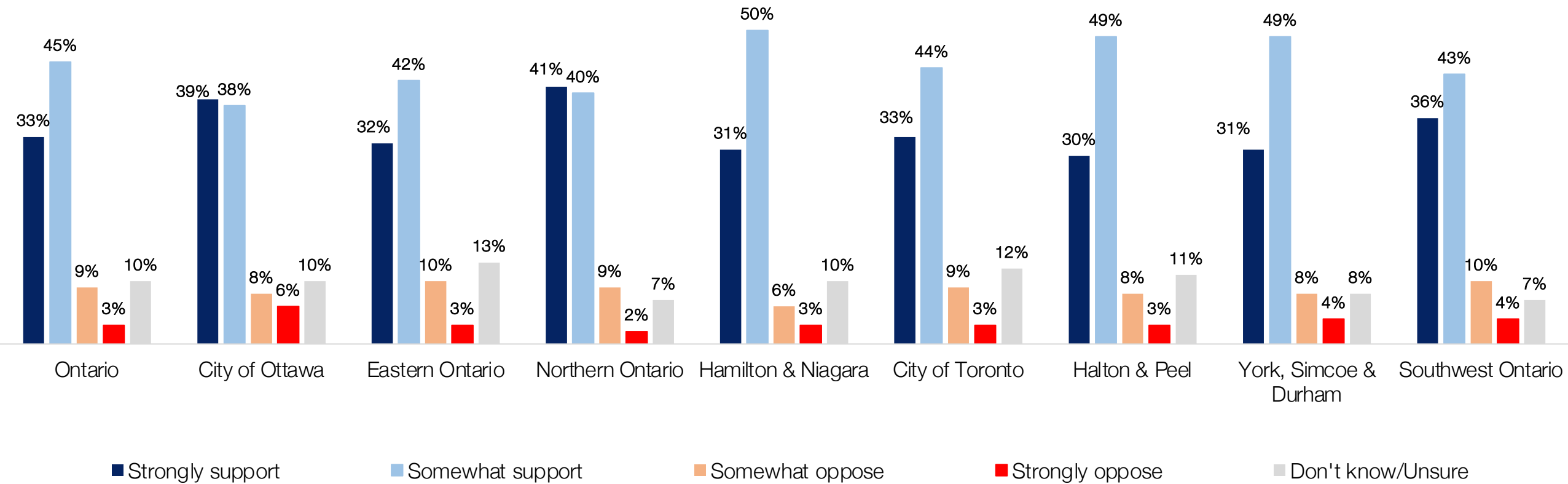


Q8 - Do you support or oppose the government of Ontario creating a dedicated stream of money that would be specifically set aside each year to fund mental health and addiction services in Ontario? Base = 2027

# Support/ oppose government creating a dedicated stream of money to fund mental health and addiction services

Regions

Respondents broke out roughly the same way across the regions of Ontario.



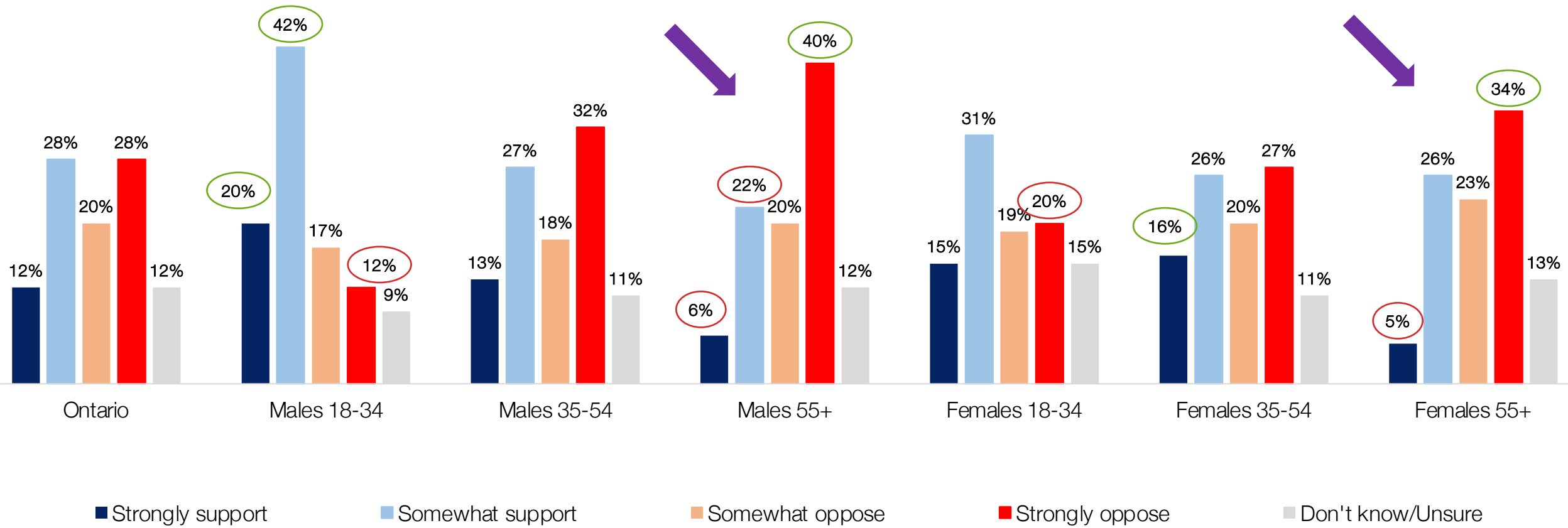
Q8 - Do you support or oppose the government of Ontario creating a dedicated stream of money that would be specifically set aside each year to fund mental health and addiction services in Ontario? Base = 2027



# Support/ oppose a new tax to fund mental health and addiction services

Age and Gender

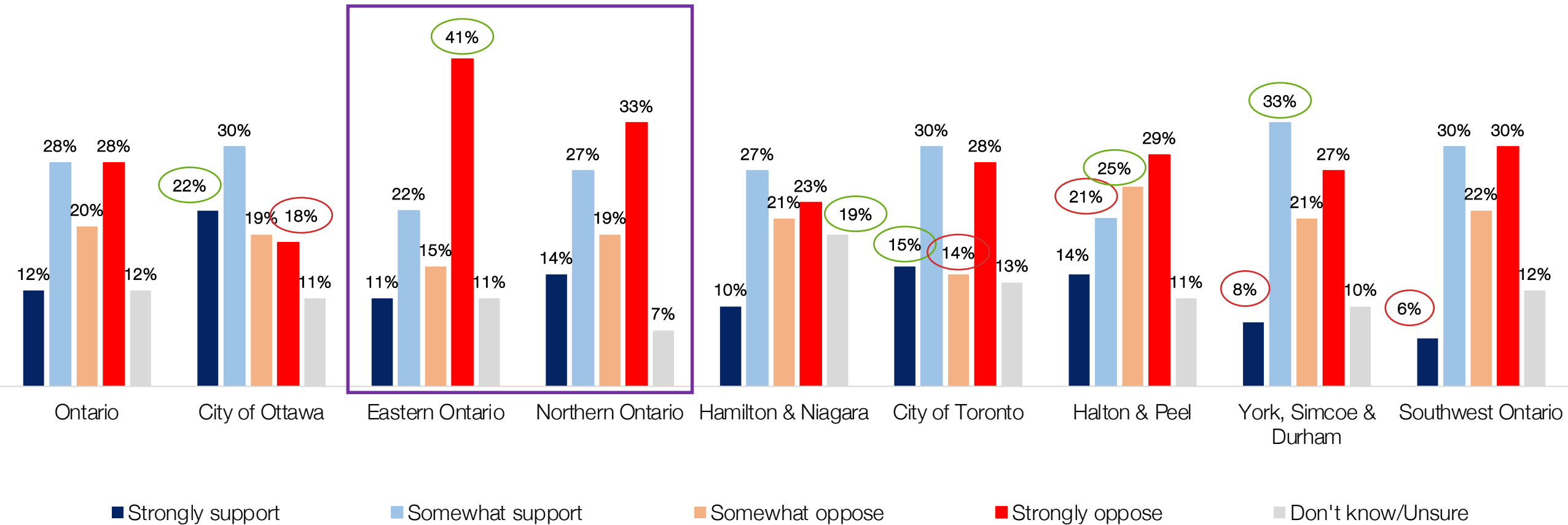
Respondents were split when it came to whether the government should create a new tax to use to fund mental health and addiction services in Ontario. 40% of respondents were supportive while 48% were opposed. Respondents over 54 years of age were much more opposed compared to younger respondents.



Q9 - More specifically, do you support or oppose the government of Ontario creating a new tax that would be collected and used specifically to fund mental health and addiction services in Ontario? Base = 2027

## Support/ oppose a new tax to fund mental health and addiction services

Respondents residing in the more rural areas of Ontario were more opposed to the government creating a new tax to use to fund mental health and addiction services.

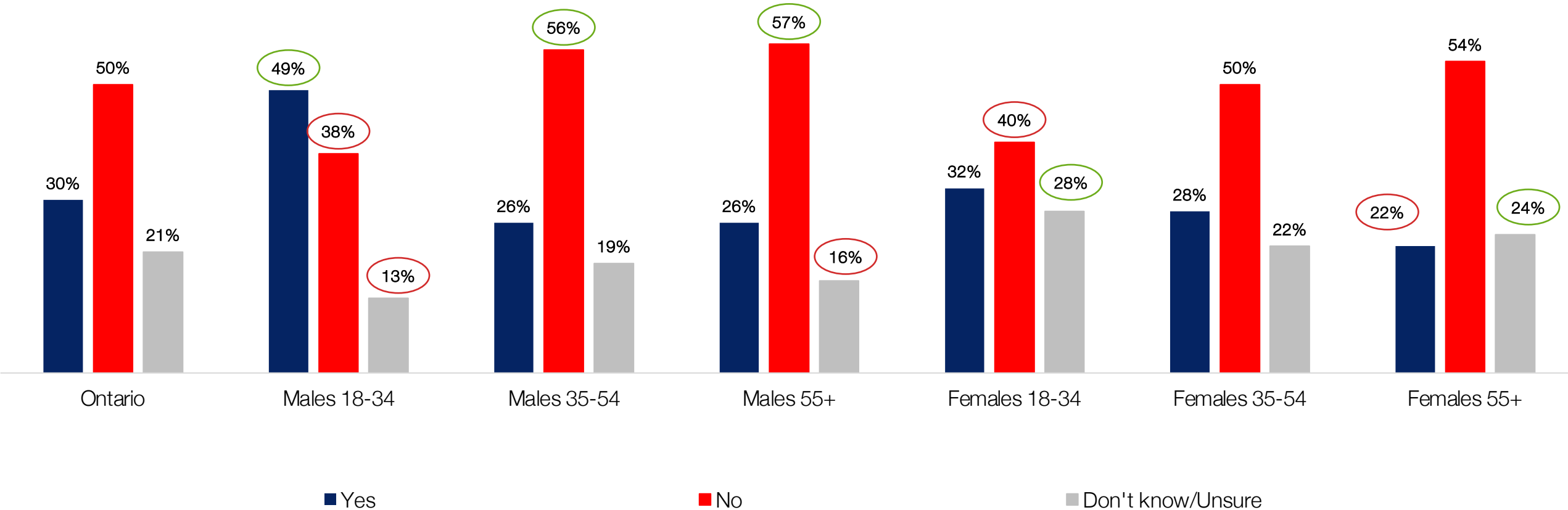


Q9 - More specifically, do you support or oppose the government of Ontario creating a new tax that would be collected and used specifically to fund mental health and addiction services in Ontario? Base = 2027

## Willingness to pay additional taxes to support mental health and addiction services

Age and Gender

Half of the respondents (50%) were not willing to pay additional taxes to support mental health and addiction services while 30% said they would. Respondents over 34 years of age were much more opposed to paying additional taxes to support these services compared to respondents under 35 years of age.

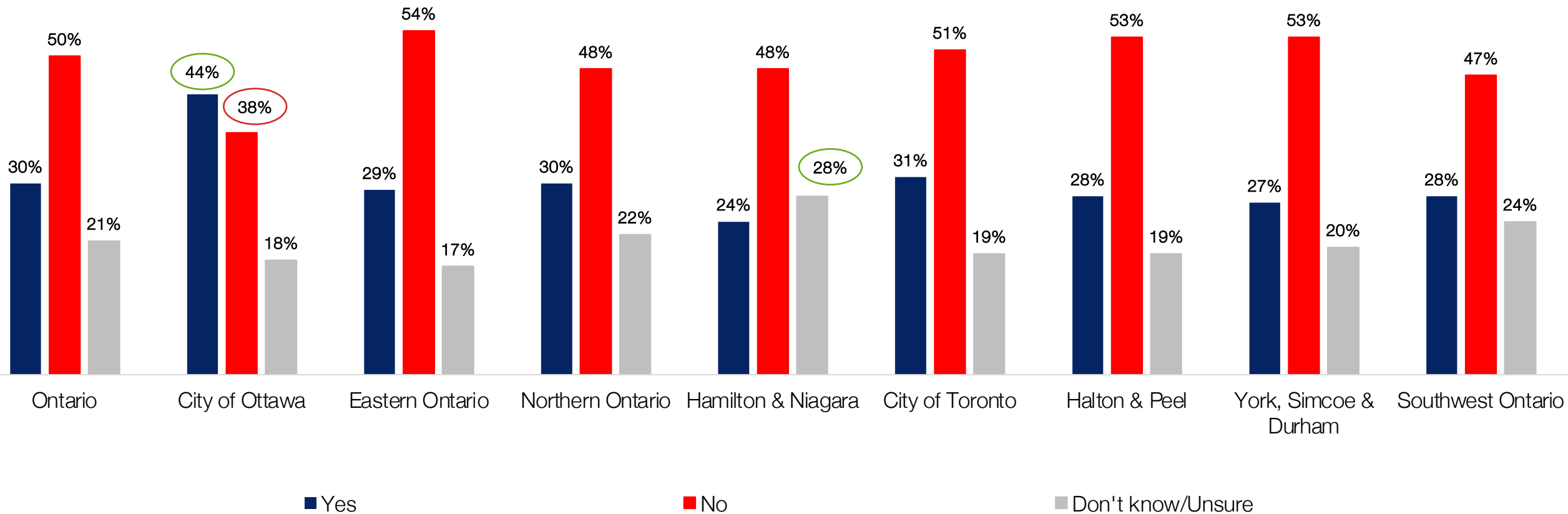


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## Willingness to pay additional taxes to support mental health and addiction services

Regions

Most regions of Ontario broke out the same way (50% unwilling to pay additional taxes and 30% willing to pay) except for the City of Ottawa region where they were much more evenly split on the question (38% unwilling to pay additional taxes and 30% willing to pay).



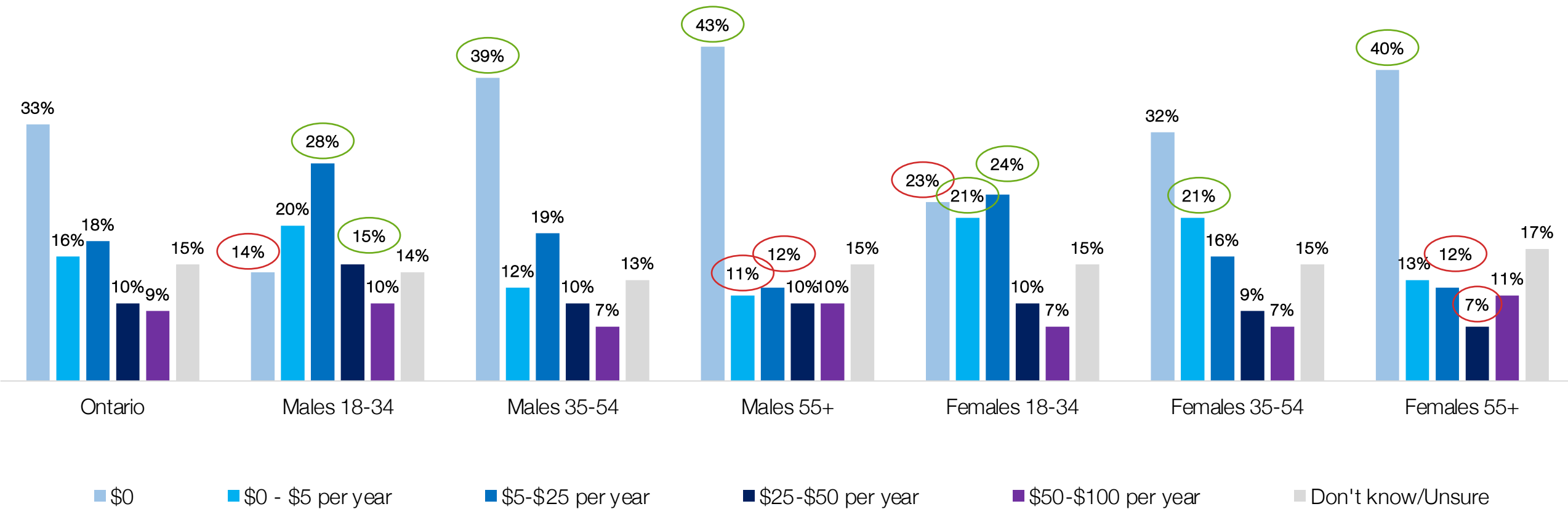
244

Q10 - Would you be willing to pay additional taxes to support mental health and addiction services? Base = 2027

# How much in additional taxes would Ontarian's be willing to pay to support mental health services?

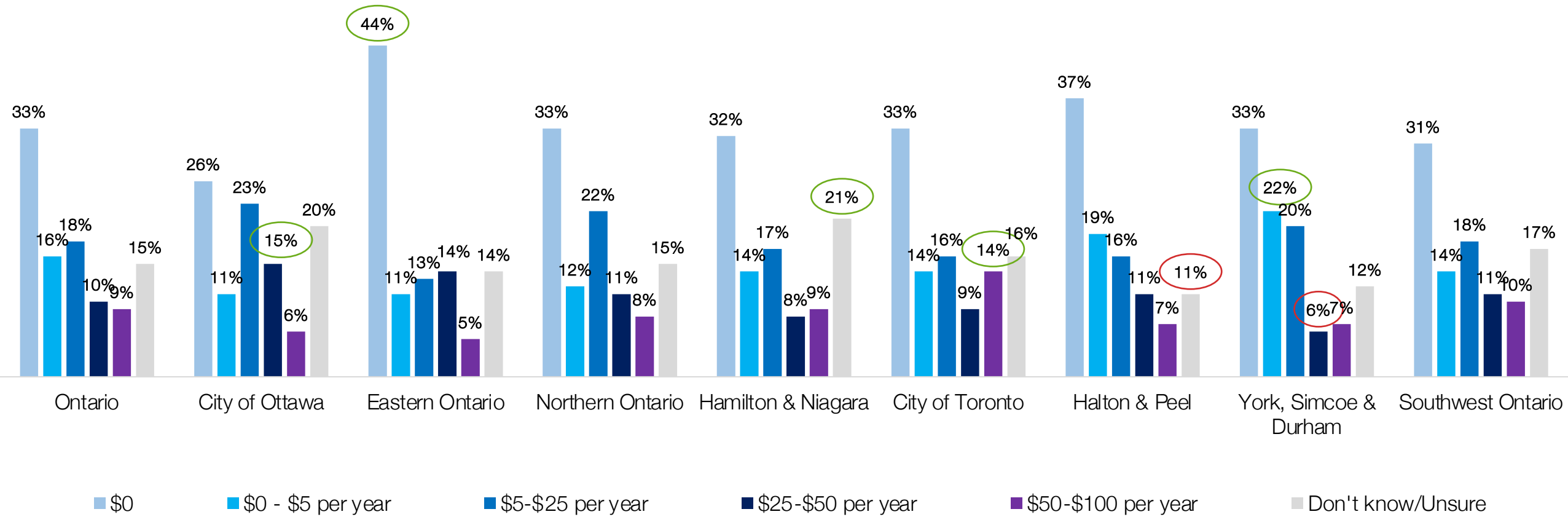
Age and Gender

33% of respondents were not willing to pay any additional taxes to support mental health and addiction services. Another 34% of respondents were willing to pay between \$0-\$25 per year in new taxes to support mental health and addiction services and another 19% were willing to pay between \$25-\$100 in new taxes per year to fund these services. Younger respondents were more willing to pay a new tax compared to older respondents.



# How much in additional taxes would Ontarian's be willing to pay to support mental health services?

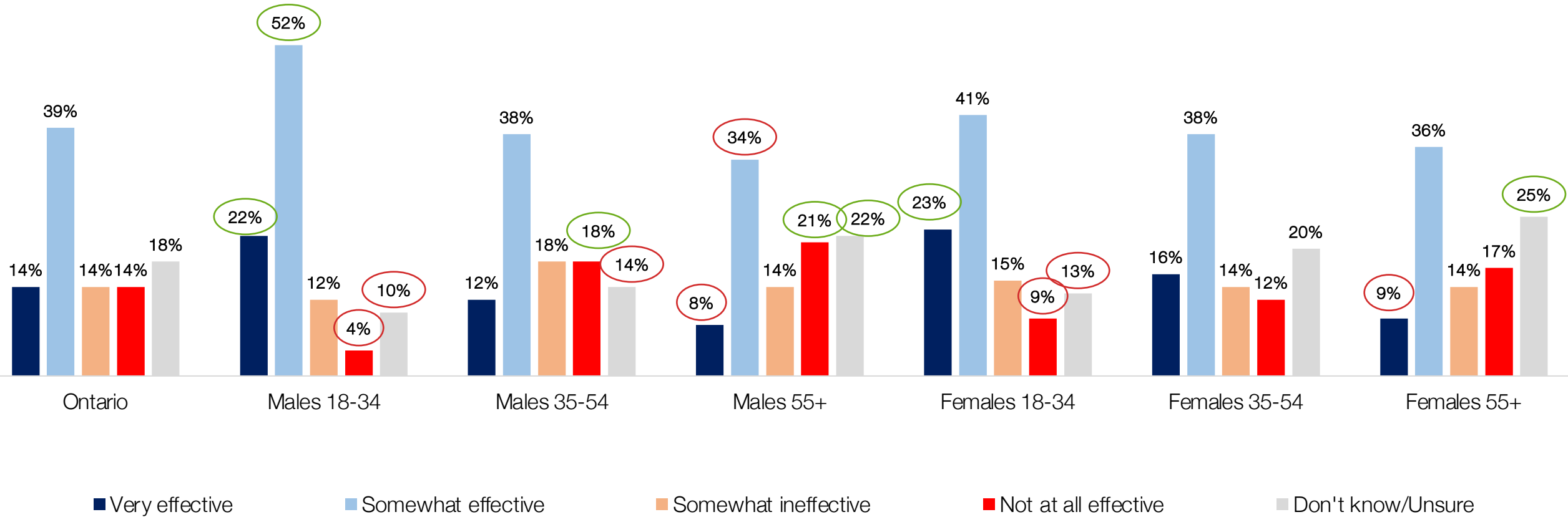
Respondents broke out roughly the same way across the regions of Ontario.



# Perceived effectiveness of a dedicated revenue stream to improve mental health and addiction services

Age and Gender

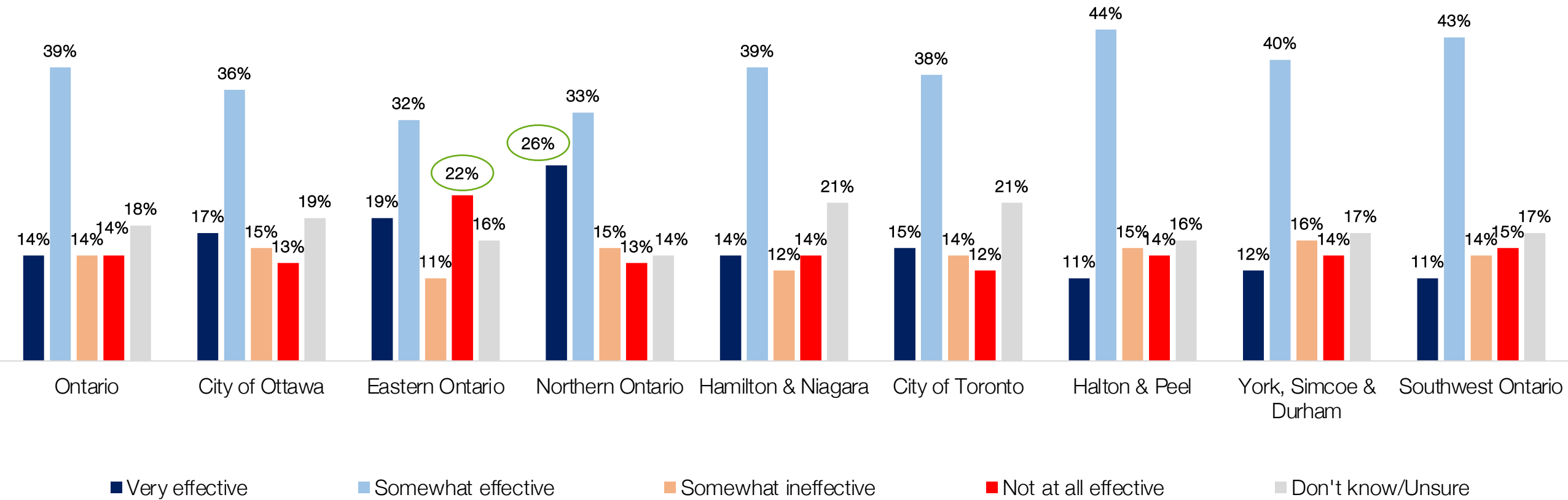
2 to 1, respondents believed a dedicated revenue stream would be effective in improving mental health and addiction services. Younger respondents were more of this view compared to older respondents.



Q12 - How effective do you believe a dedicated revenue stream would be in improving mental health and addiction services? Base = 2027

# Perceived effectiveness of a dedicated revenue stream to improve mental health and addiction services

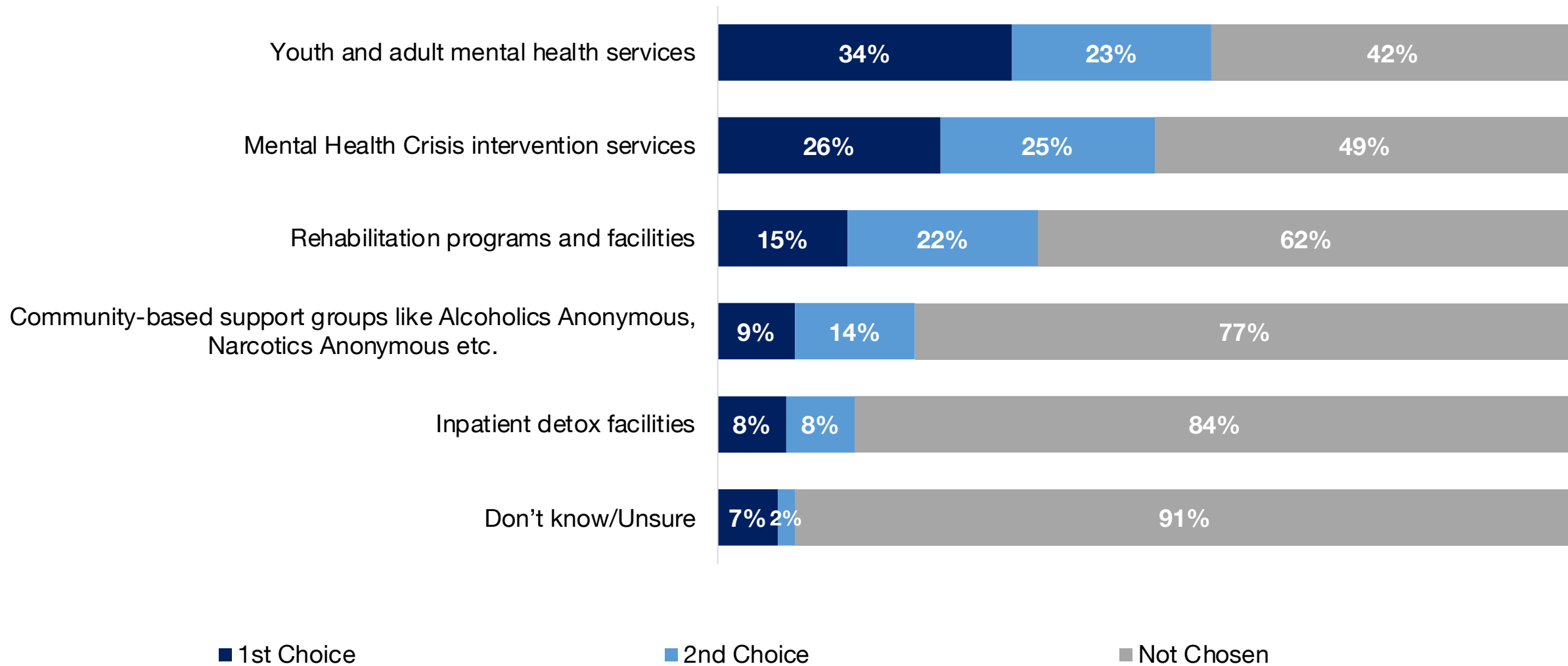
Respondents broke out roughly the same way across the regions of Ontario.



Q12 - How effective do you believe a dedicated revenue stream would be in improving mental health and addiction services? Base = 2027



## i Top 2 choices: Mental health and addiction services that should be prioritized with new funding

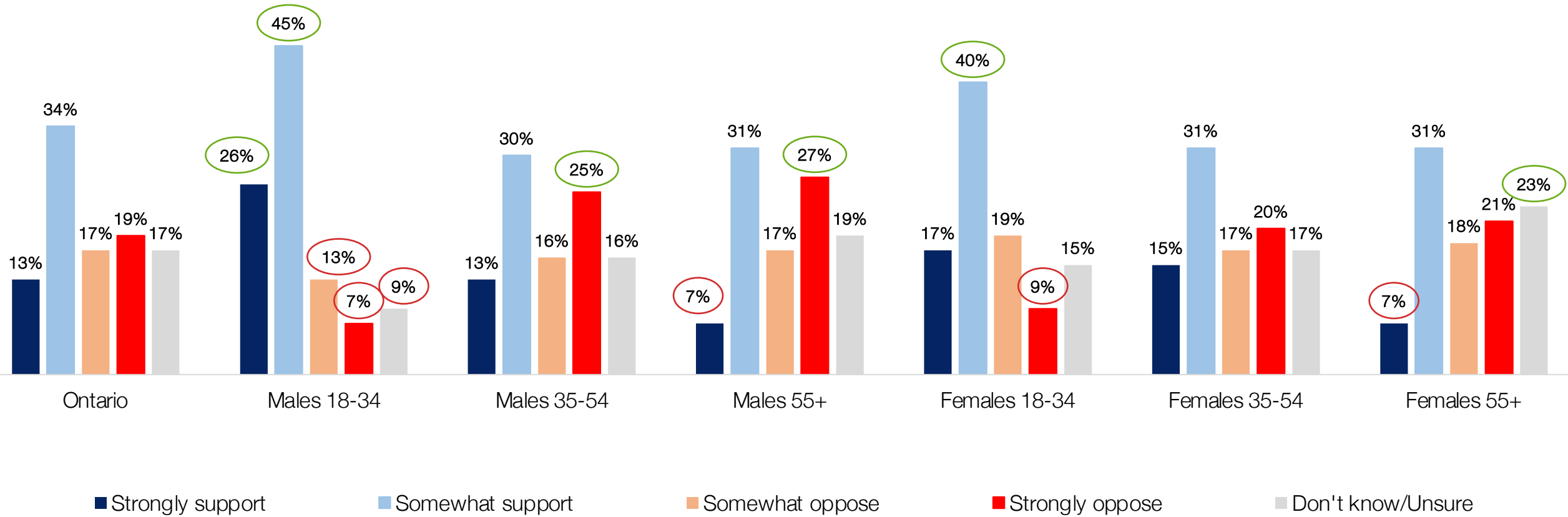


Q13 - Which type of mental health and addiction services do you think should be prioritized with new funding? Please select your top 2 choices with a "1" and a "2" beside your preferred choice. Base = 2027

# Support/ oppose a political candidate/ political party willing to raise taxes to fund mental health and addiction services?

Age and Gender

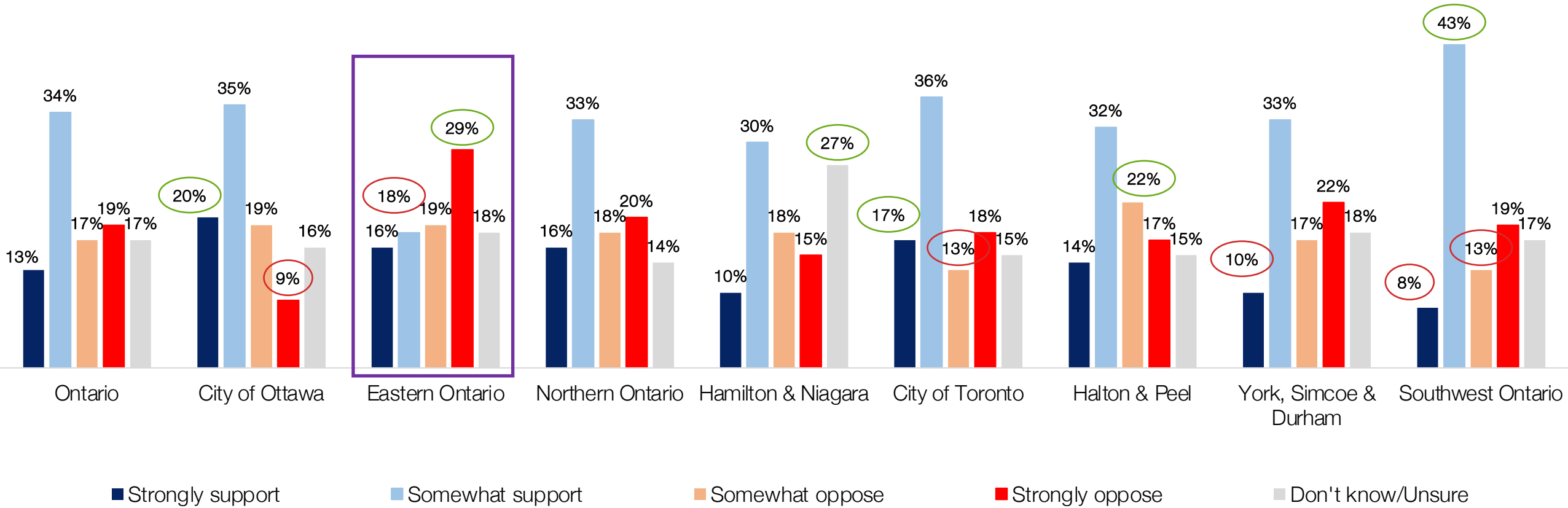
Nearly half of the respondents (47%) would support a political candidate who was willing to raise taxes to increase mental health and addiction services while 36% were opposed. Males were slightly more opposed compared to females.



Q14 - Would you support or oppose a political candidate/ political party who was willing to raise taxes for increased funding for mental health and addiction services? Base = 2027

# Support/ oppose a political candidate/ political party willing to raise taxes to fund mental health and addiction services?

Except those respondents residing in Eastern region (not including the City of Ottawa), the remaining respondents broke out roughly the same way in the question.

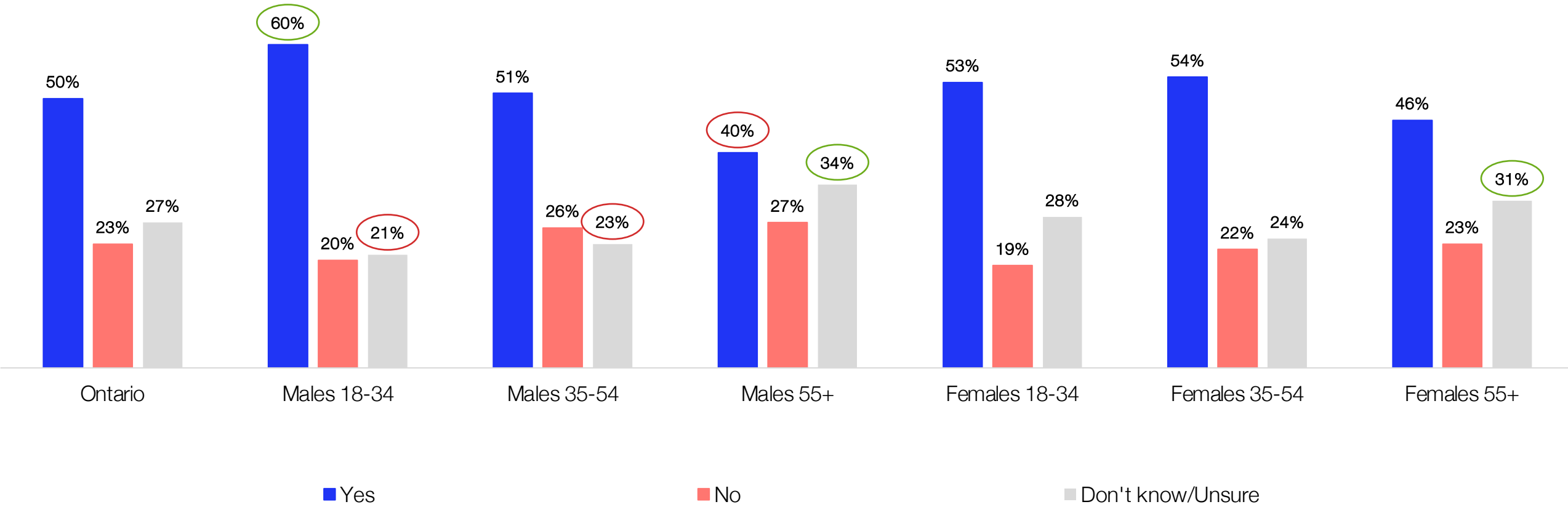


Q14 - Would you support or oppose a political candidate/ political party who was willing to raise taxes for increased funding for mental health and addiction services? Base = 2027

# Necessity of building new brick-and-mortar facilities for mental health and addiction services?

Age and Gender

2 to 1, respondents believed that building new facilities for mental health and addiction services was necessary.

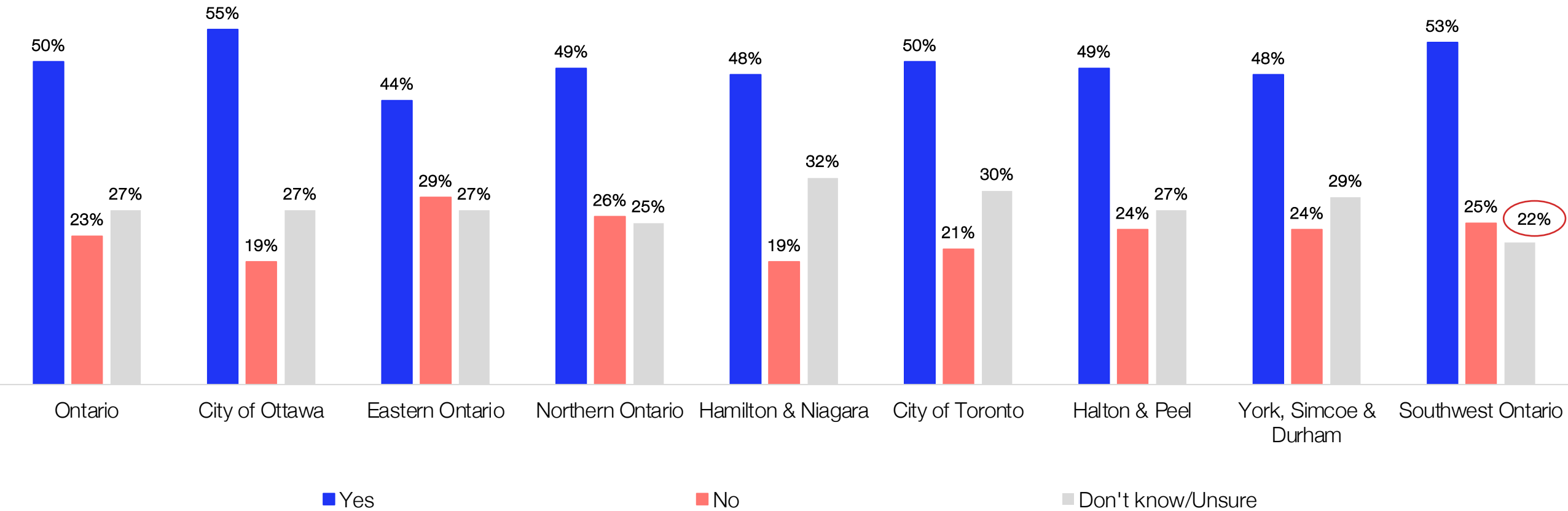


Q15 - Do you think building new brick-and-mortar facilities for mental health and addiction services is necessary in Ontario? Base = 2027

# Necessity of building new brick-and-mortar facilities for mental health and addiction services?

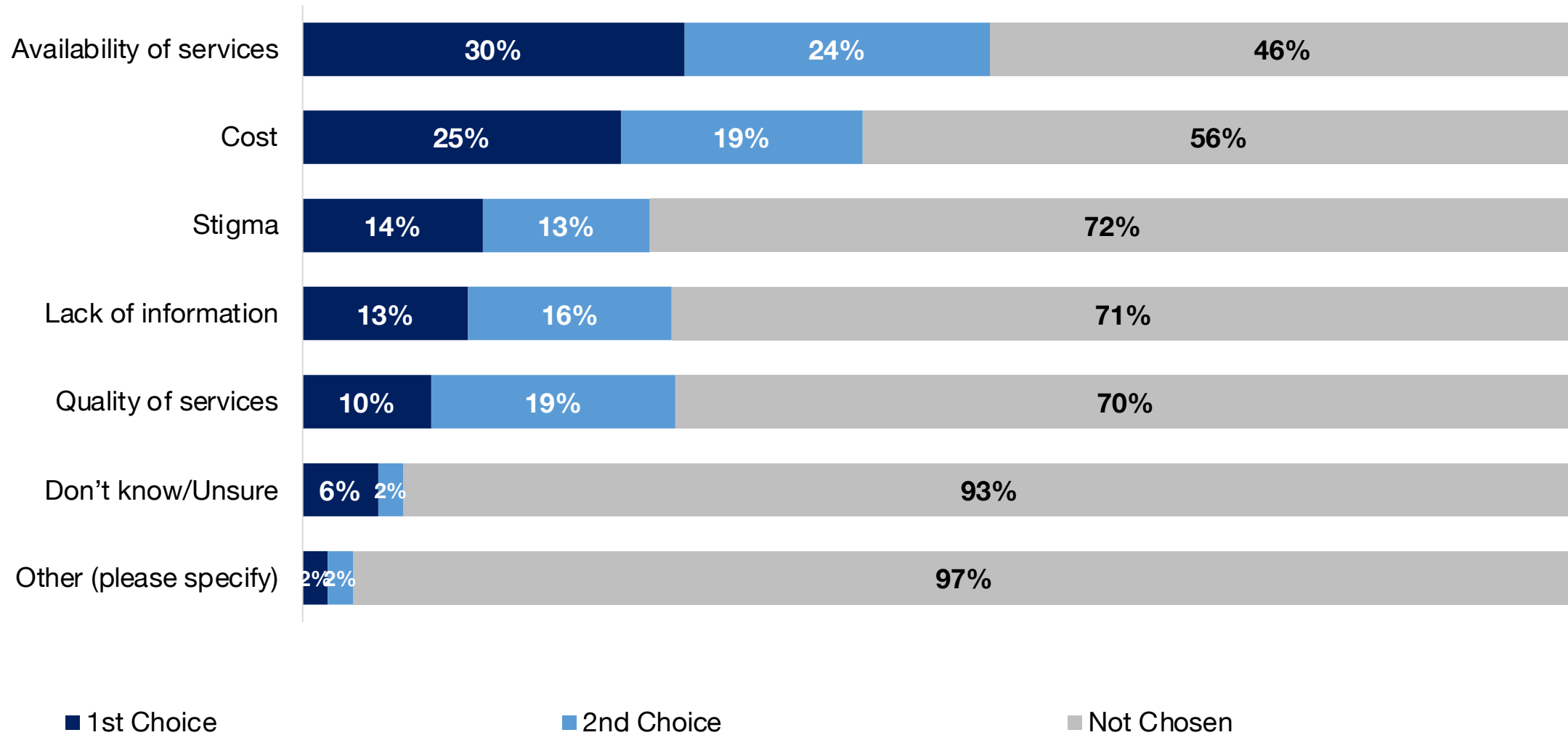
Regions

Results were consistent across the regions of Ontario.



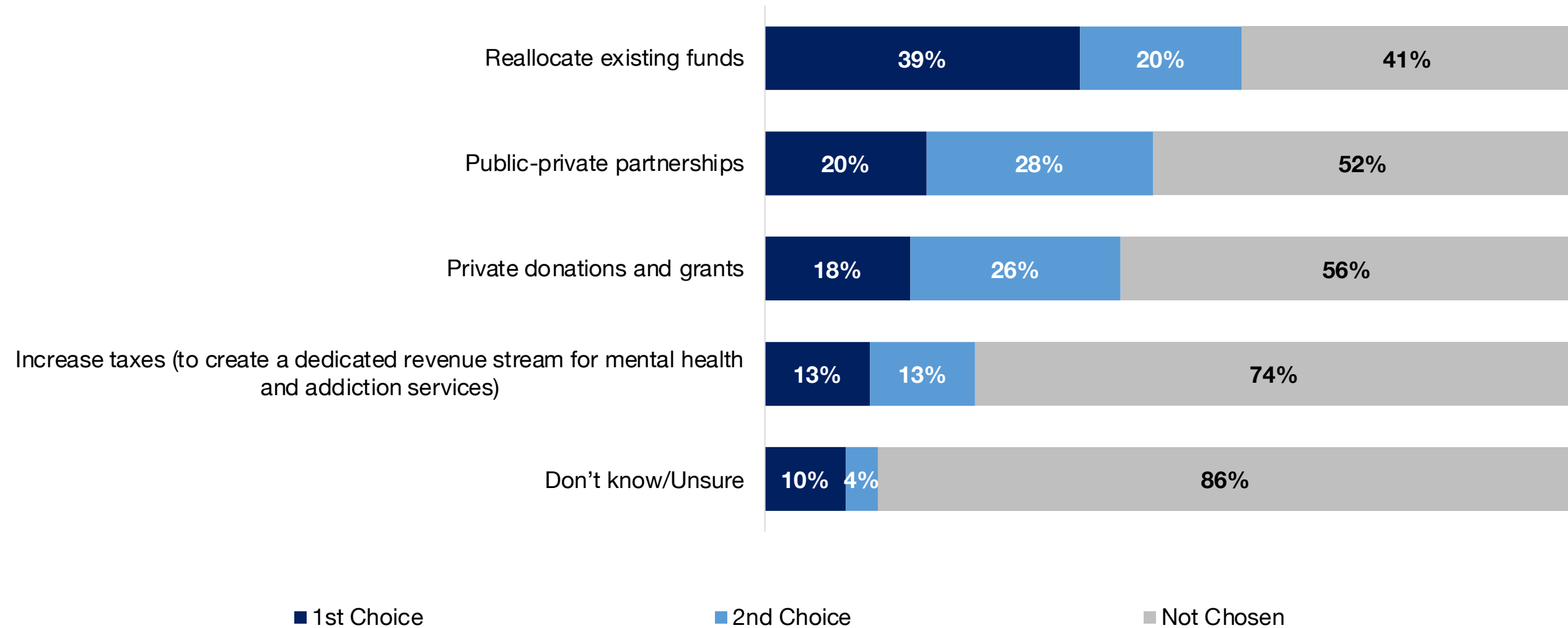
Q15 - Do you think building new brick-and-mortar facilities for mental health and addiction services is necessary in Ontario? Base = 2027

## i Top 2 choices: Barriers faced when trying to access mental health and addiction services



Q16 - What barriers do you think people face when trying to access mental health and addiction services? Please select your top 2 choices with a "1" and a "2" beside your preferred choice. **Base = 2027**

## i Top 2 choices: How government should sustain the funding for mental health and addictions services

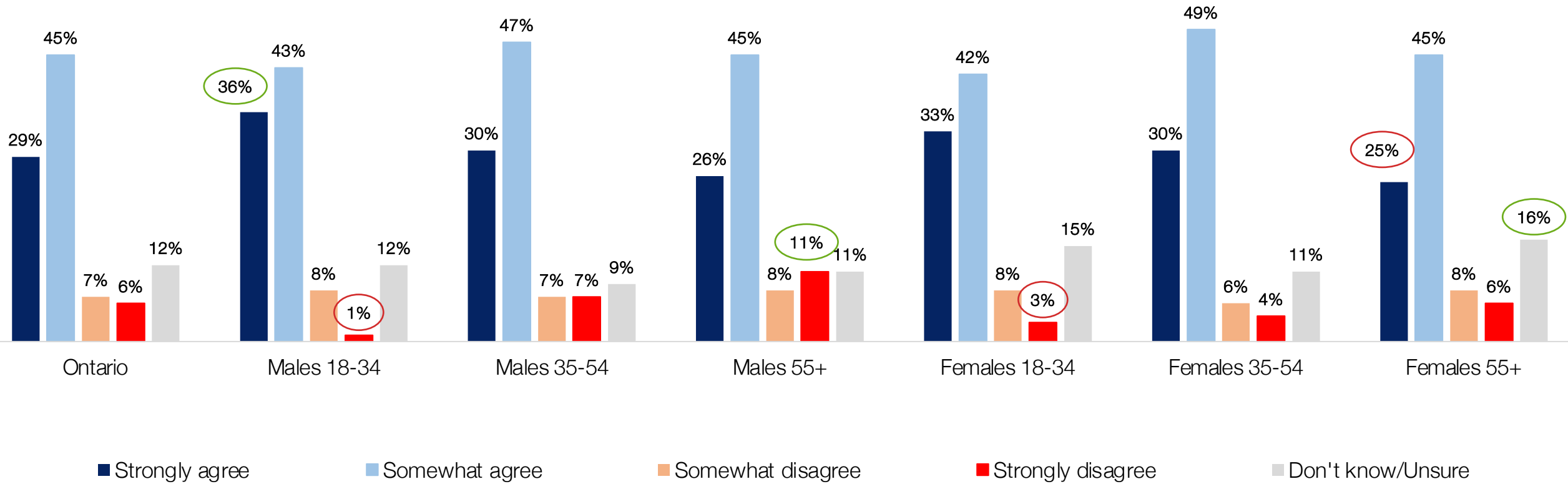


Q17 - How should the government ensure the sustainability of funding for mental health and addiction services? Please select your top 2 choices with a "1" and a "2" beside your preferred choice. <sup>255</sup> Base = 2027

# Agree/ disagree to government partnerships with private organizations to fund mental health and addictions services?

Age and Gender

3 out of 4 respondents agreed that the government of Ontario should explore partnerships with private organization to fund mental health and addiction services.



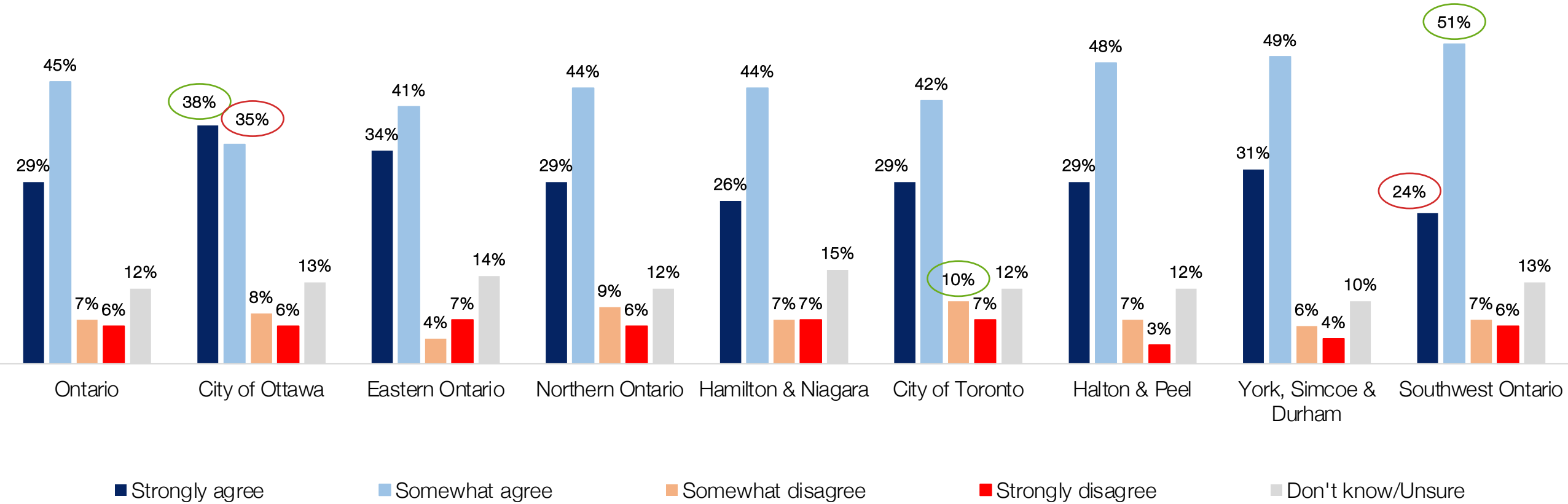
Q18 - Do you agree or disagree that the government of Ontario should explore partnerships with private organizations to fund mental health and addiction services? Base = 2027



# Agree/ disagree to government partnerships with private organizations to fund mental health and addictions services?

Regions

Findings were consistent across the regions of Ontario.

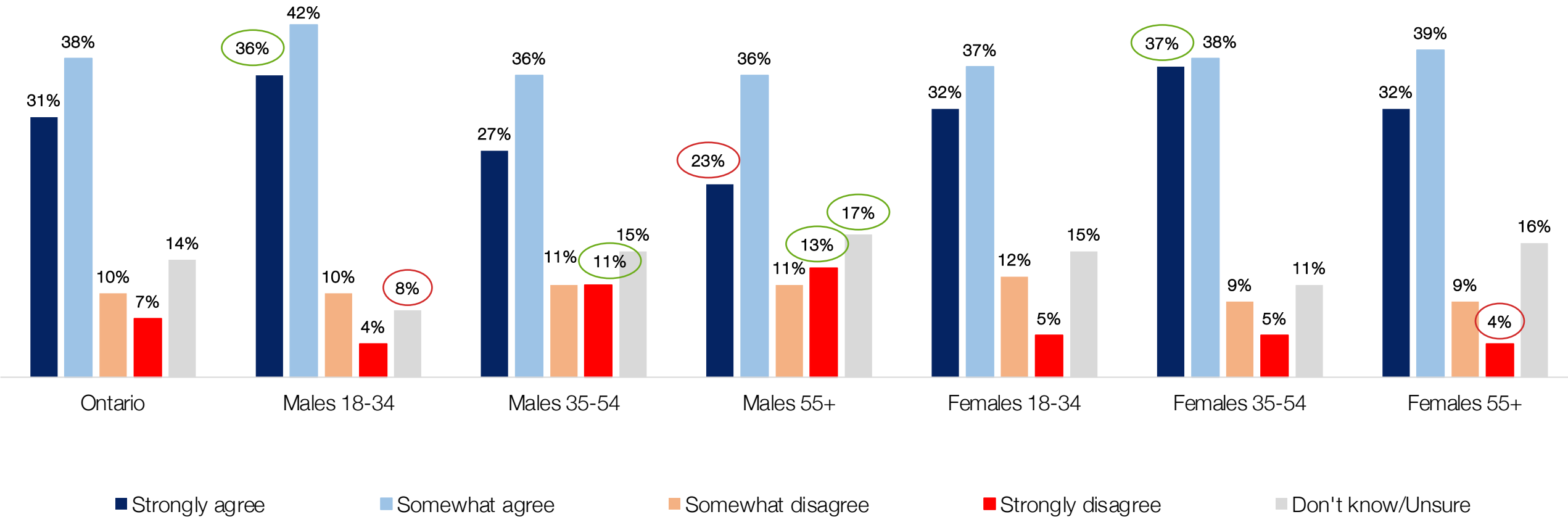


Q18 - Do you agree or disagree that the government of Ontario should explore partnerships with private organizations to fund mental health and addiction services? Base = 2027

# Agree/ disagree that larger corporations contribute a portion of profits to fund mental health and addiction services?

Age and Gender

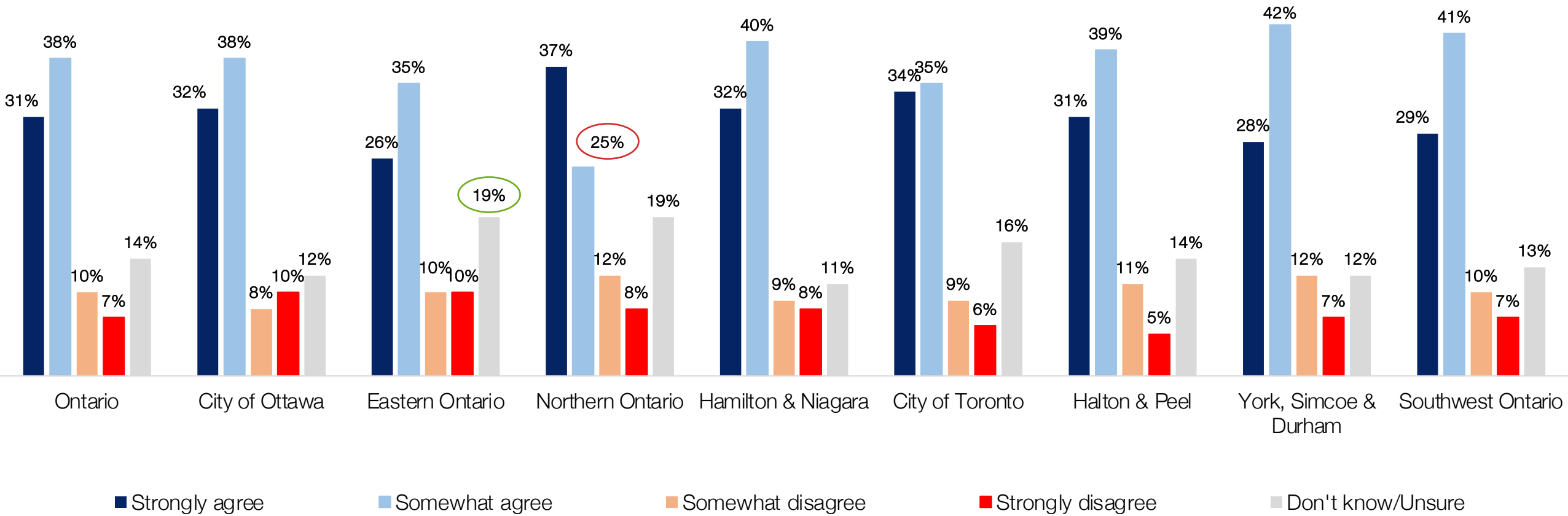
7 out of 10 respondents agreed that larger corporations should contribute a portion of their profits to fund mental health and addictions.



Q19 - Do you agree or disagree that larger corporations operating in Ontario should contribute a portion of their profits a new tax to fund mental health and addiction services? Base = 2027

# Agree/ disagree that larger corporations contribute a portion of profits to fund mental health and addiction services?

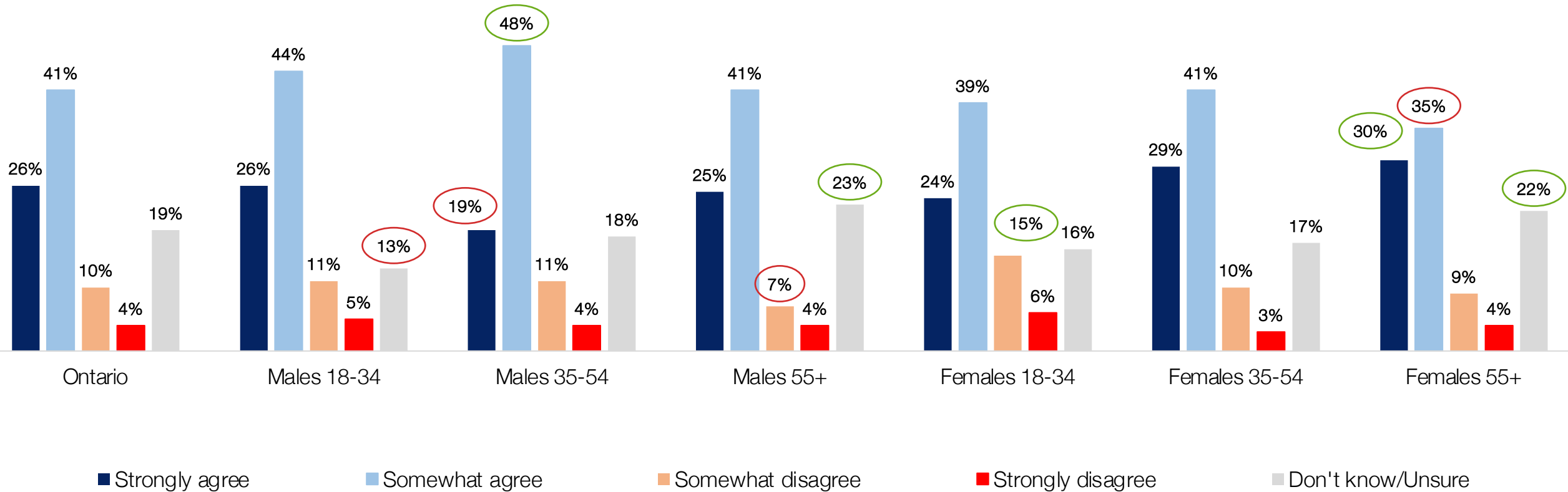
Respondents broke out roughly the same way across the regions of Ontario.



Q19 - Do you agree or disagree that larger corporations operating in Ontario should contribute a portion of their profits a new tax to fund mental health and addiction services? Base = 2027

# Agree/ disagree that laws in Ontario need to change for involuntary patients

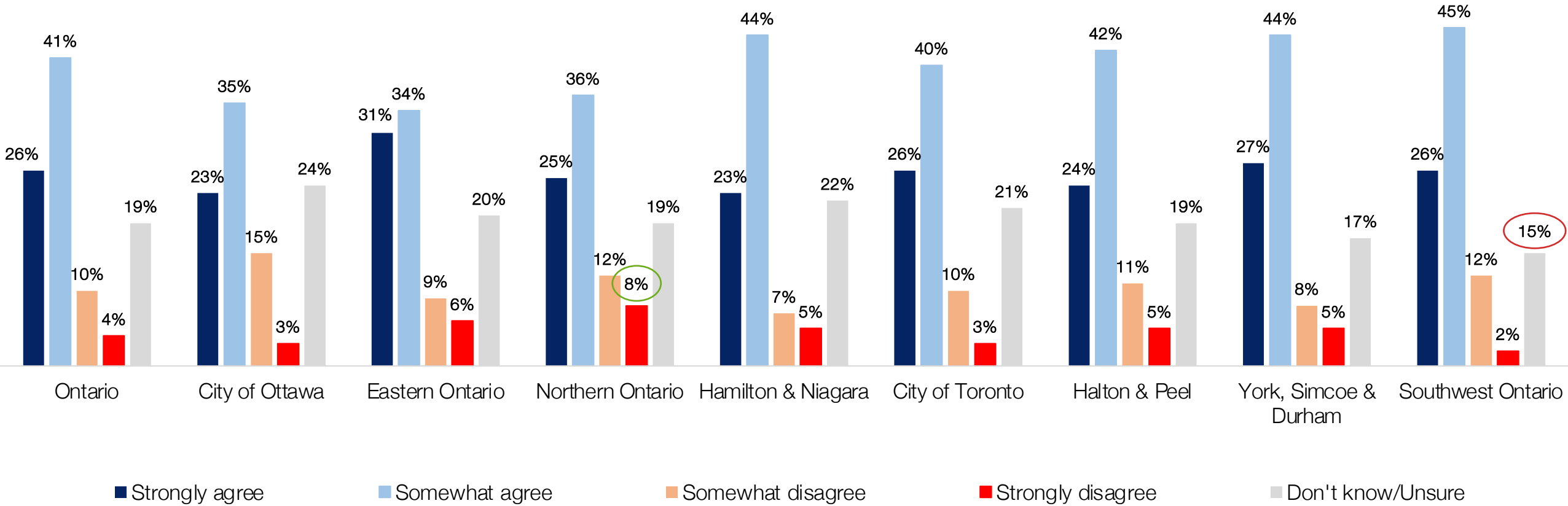
2/3<sup>rd</sup>'s of respondents agreed the laws in Ontario needed to change so that families and physicians could provide mental health and addiction treatment to involuntary patients.



Q20 - Do you agree or disagree that the laws in Ontario need to change so that families and physicians can provide mental health and addictions treatment to involuntary patients? Base = 2027

# Agree/ disagree that laws in Ontario need to change for involuntary patients

Respondents broke out roughly the same way across the regions of Ontario.

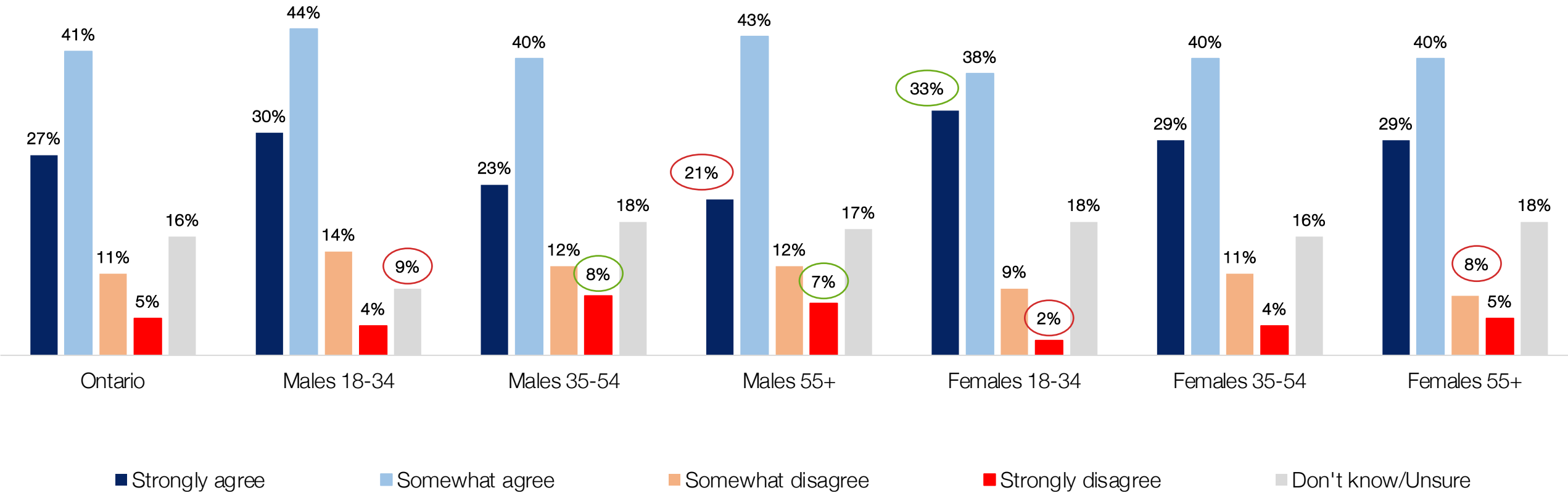


Q20 - Do you agree or disagree that the laws in Ontario need to change so that families and physicians can provide mental health and addictions treatment to involuntary patients? Base = 2027

# Agree/ disagree that "Drug Treatment Courts" should be offered more widely in Ontario

Age and Gender

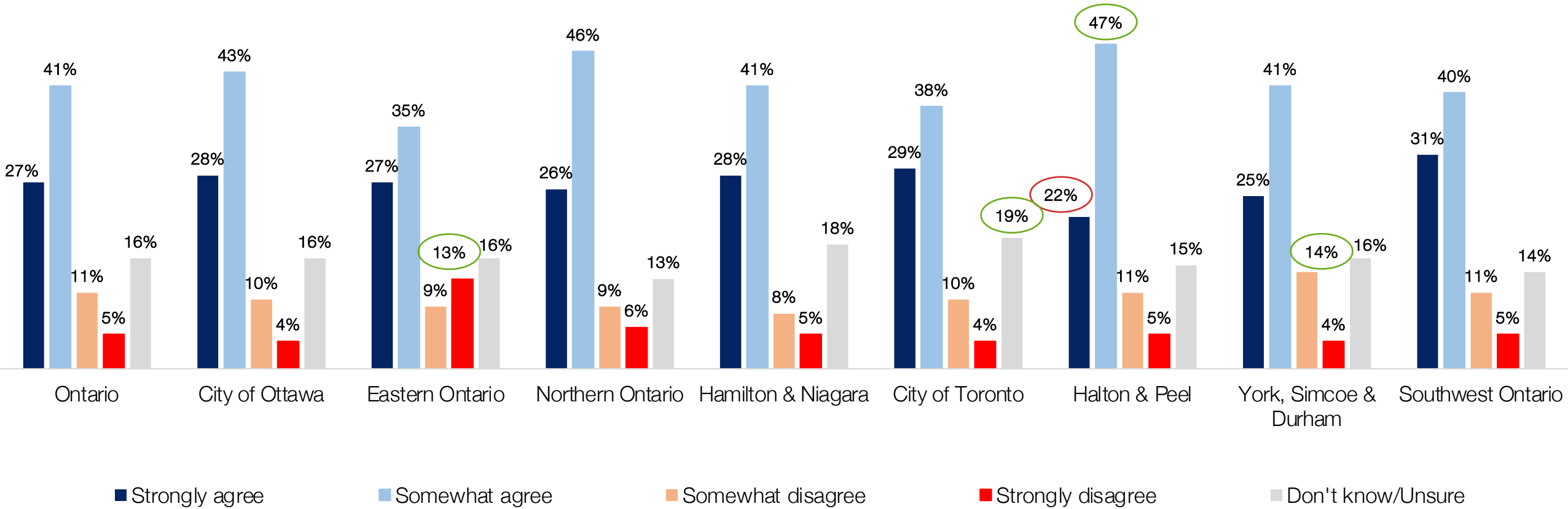
7 out of 10 respondents agreed that drug treatment courts should be offered more widely in Ontario. Females were even stronger in their support of drug treatment courts compared to males.



**Q21 - Drug Treatment Courts provide judicially-supervised treatment instead of incarcerating individuals who have a substance use problem that is related to their criminal activities (e.g., drug-related offences such as drug possession, use, or non-commercial trafficking and/or property offences committed to support their drug use). Do you agree or disagree that "Drug Treatment Courts" should be offered more widely throughout Ontario? Base = 2027**

# Agree/ disagree that "Drug Treatment Courts" should be offered more widely in Ontario

Respondents broke out roughly the same way across the regions of Ontario.



**Q21 - Drug Treatment Courts provide judicially-supervised treatment instead of incarcerating individuals who have a substance use problem that is related to their criminal activities (e.g., drug-related offences such as drug possession, use, or non-commercial trafficking and/or property offences committed to support their drug use). Do you agree or disagree that "Drug Treatment Courts" should be offered more widely throughout Ontario? Base = 2027**



## News Release

### **Rural Municipal Leaders Support 'Solve the Crisis' Campaign to Address Homelessness and Mental Health**

Sunday, August 18, 2024

**City of Ottawa** - Representing 230 municipalities and over 2.6 million people across Ontario, the [Western Ontario Wardens' Caucus](#), [Eastern Ontario Wardens' Caucus](#), , and Eastern Ontario Mayors' Caucus join the call to action around the ['Solve the Crisis' Campaign](#), led by the [Ontario Big City Mayors](#).

During their joint meeting at the start of the Association of Municipalities of Ontario (AMO) 125<sup>th</sup> Conference, the three caucuses are stating their collective support around the need for the Ontario and Federal Governments to take immediate and targeted action to help solve the crisis around homelessness and mental health.

There is a homelessness and mental health crisis happening on streets across our communities, small and big, rural and urban. Municipalities continue to step up, but do not have the tools, expertise or capacity to fully address the intersectional and complex issues around housing, homelessness, health care, and social services.

We appreciate the actions that both the Federal and Ontario Governments have taken to-date including Ontario's Roadmap to Wellness, the creation of the Homelessness Prevention Program, and investing in youth wellness hubs. But we need to do more to 'Solve the Crisis' together as government partners, and we need to act swiftly.

As municipalities continue to raise, the rising number of homeless encampments and the human toll of the opioid crisis are a symptom of deeper system failures that hurt Ontario's overall social and economic prosperity. The WOWC, EOMC, and EOWC will be sending a letter to Premier



Ford to further underscore the need for a [Social and Economic Prosperity Review](#). We need a municipal fiscal relationship that supports the foundations of a strong economy, sustainable communities and quality of life that reflects modern day and front-line realities.

Organizations and Ontarians can join the call to support the 'Solve the Crisis' campaign by visiting [www.solvethecrisis.ca](http://www.solvethecrisis.ca).

## Quotes

"As Chair of the WOWC, I see the impacts first-hand around the homelessness and mental health crisis. Municipalities have been working tirelessly on the front-lines to address complex issues. We want to build safe, health communities and the only way to do so is to work together. Let's step up and 'Solve the Crisis' together." – **WOWC Chair, Glen McNeil, Warden of Huron County**

"In communities of all sizes, not just big cities, people are unhoused, suffering and dying. We need to help them and municipalities do not have the financial tools and resources to do it alone. It is time to take action to 'Solve The Crisis' together with municipalities, the Ontario Government, the Federal Government, and community partners at the table." – **EOWC Chair, Peter Emon, Warden of Renfrew County**

"This is something we (the Eastern Ontario Mayors' Caucus) have been pursuing, over the last year: the need for substantial investment by both the Government of Ontario and the Government of Canada, to deal with this unprecedented humanitarian crisis that all municipalities are now facing." – **EOMC Chair, Jeff Leal, Mayor of the City of Peterborough**

## About our organizations

### [Western Ontario Wardens' Caucus](#)

The Western Ontario Wardens Caucus Inc. (WOWC) serves as a unified voice for the 15 upper and single tier municipalities in Southwestern Ontario, advocating for their collective interest. Through collaborative efforts, WOWC works to address the unique challenges faced by rural and small urban

communities, playing a pivotal role in shaping policies and initiatives that positively impact the region's 1.6 million residents.

#### [Eastern Ontario Wardens' Caucus](#)

The Eastern Ontario Wardens' Caucus Inc. (EOWC) is a non-profit organization advocating for 103 small urban and rural municipalities across Eastern Ontario. The EOWC covers an area of 50,000 square kilometres, serving 800,000 residents. For more than 20 years, the EOWC has gained support by speaking with a united voice to champion regional municipal priorities and work with the government, businesses, non-profit organizations, Indigenous leaders, the media, and the public.

#### [The Eastern Ontario Mayors' Caucus](#)

The Eastern Ontario Mayor's Caucus (EOMC) is comprised of ten Eastern Ontario municipalities that advocate for the region's needs and priorities, especially in the areas of health care, infrastructure, and economic development. The caucus works collaboratively with other levels of government, health care providers, community organizations, and interest holders to address the challenges and opportunities facing Eastern Ontario.

#### [Ontario Big City Mayors](#)

Ontario's Big City Mayors (OBCM) is an organization that includes mayors of 29 single and lower-tier cities with a population of 100,000 or more, who collectively represent nearly 70 percent of Ontario's population. OBCM advocates for issues and policies important to Ontario's largest cities.

### **Media Contact**

Executive Director, WOWC  
Kate Burns Gallagher  
[kate@wowc.ca](mailto:kate@wowc.ca)

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Glen McNeil  
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Chair, EOMC  
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[jleal@peterborough.ca](mailto:jleal@peterborough.ca)

Chair, OBCM  
Marianne Mead Ward  
[chair@obcm.ca](mailto:chair@obcm.ca)

Executive Director, OBCM  
Michelle Baker  
[michelle@obcm.ca](mailto:michelle@obcm.ca)





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## Communities in Bloom Symposium and Awards

Thursday, September 19, 2024 | 1 PM

Landscape Ontario, 7856 Fifth Line South, Milton



Communities in Bloom Ontario will be hosting a symposium and awards ceremony at Landscape Ontario's headquarters in Milton.

Join fellow gardening professionals and enthusiasts for live speakers, a panel discussion and the awards ceremony that celebrates communities across the province who have enhanced their cities and towns through the creation of beautiful gardens and green spaces.

This event is open to industry members and the general public.

**Please note:** each person attending the event must register via the RSVP form (<https://landscapeontario.jotform.com/242254250140038>).

RSVP HERE (<https://landscapeontario.jotform.com/242254250140038>)

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

August 21<sup>st</sup>, 2024

Frank Boomen  
22381 Hoskins Line  
Rodney, ON

**RE: Severance Application E 47-24**  
Part of Lot 6, Gore W D  
22381 Hoskins 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 **July 24, 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)

**DECISION**

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

**LOTS 9, 10, AND 11, CONCESSION 7  
MUNICIPALITY OF WEST ELGIN**

The applicant proposes to sever three (3) parcels, each with a frontage of 36.246m (118 feet), a depth of 99.09m (325 feet) and an area of 3,591m<sup>2</sup> (0.88 acres) to create three (3) new residential lots. The applicant is retaining a lot with an area of 37.6ha (93 acres) proposed to remain in agricultural use.

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

Severance applications E 63-24 to E 65-24 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: August 28, 2026

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

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That municipal addressing be provided by the local municipality to Elgin County, to the satisfaction of Elgin County.

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

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the 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 the westerly most and centre severed parcel, any cost associated with the new access installation shall be the responsibility of the applicant;
9. That the applicant establish a mutual access right-of-way over the proposed centre lot in favour of the easterly most severed parcel for access;
10. That the applicant apply for and receive three new civic addresses, one for each of the severed parcels;
11. That the applicant apply for and receive a new civic address for the retained farm parcel;
12. 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.
13. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



**DECISION**

**Application #E 63-24 to E 65-24**

August 28, 2024

Members concurring in the above ruling by recorded vote:

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

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

**CERTIFICATION**

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

Dated this 28<sup>th</sup> day of August, 2024.



---

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 63-24 to E 65-24**

**PART OF LOT 15, PART OF LOT 88, CONCESSION 6 AND CONCESSION STR  
TOWNSHIP OF MALAHIDE  
49757 TALBOT LINE**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 63-24 to E 65-24** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

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

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (the Tribunal) by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **17<sup>th</sup> day of September, 2024**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the Tribunal website at <https://olt.gov.on.ca/appeals-process/forms/> or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

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

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

Dated at the Municipality of Central Elgin this 28<sup>th</sup> day of August, 2024.



Paul Clarke  
Secretary-Treasurer  
Land Division Committee

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

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

**DECISION**

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

**PART OF LOT 19, CONCESSION 2  
MUNICIPALITY OF WEST ELGIN  
24649 CRINAN LINE**

The applicant proposes to sever a parcel with a frontage of 51m (167 feet), a depth of 85m (278 feet) and an area of 0.43ha (1.06 acres) to sever a dwelling that is surplus to a farming operation. The applicant is retaining a lot with an area of 40.32ha (99.6 acres) proposed to remain in agricultural use.

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

Severance applications E 67-24 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: August 28, 2026

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

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That municipal addressing be provided by the local municipality to Elgin County, to the satisfaction of Elgin County.

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

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the 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*.

**DECISION**

**Application #E 67-24**

August 28, 2024

Members concurring in the above ruling by recorded vote:

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

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

**CERTIFICATION**

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

Dated this 28<sup>th</sup> day of August, 2024.




---

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

**CORPORATION OF THE COUNTY OF ELGIN**

**NOTICE OF DECISION**

**APPLICATION NO. E 67-24**

**PART OF LOT 19, CONCESSION 2  
MUNICIPALITY OF WEST ELGIN  
24649 CRINAN LINE**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 67-24** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

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

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (the Tribunal) by filing with the Secretary-Treasurer of the Land Division Committee, not later than the **17<sup>th</sup> day of September, 2024**, a Notice of Appeal, accompanied by the Tribunals fee, in the amount of \$400.00 for the first appeal and \$25.00 for each further appeal related to the same matter. (N.B. – Certified Cheques or Money Orders are to be made payable to the Minister of Finance). If you wish to appeal, a copy of an appeal form is available from the Tribunal website at <https://olt.gov.on.ca/appeals-process/forms/> or for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

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

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

Dated at the Municipality of Central Elgin this 28<sup>th</sup> day of August, 2024.



Paul Clarke  
Secretary-Treasurer  
Land Division Committee

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

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[www.progressivebynature.com](http://www.progressivebynature.com)

**From:** [Sarah Curry](#)  
**Subject:** Enbridge Gas and Imperial Enabling Carbon Capture and Storage in Ontario - Webinar!  
**Date:** Tuesday, September 3, 2024 11:34:16 AM

---

Some people who received this message don't often get email from sarah.curry@enbridge.com. [Learn why this is important](#)

Hello Mayor and Council

You're invited to our Enbridge Gas and Imperial Enabling Carbon Capture and Storage in Ontario Webinar!

Enbridge Gas and Imperial invite you to Enabling Carbon Capture and Storage in Ontario, an online webinar ideal for those that want to learn more about reducing greenhouse gas emissions using geologic carbon storage.

Date: Wednesday September 18, 2024

Time: 2 – 3 p.m. EST

Location: Virtual – Register [here](#) and we'll send the event link prior to the 18<sup>th</sup>

This webinar will provide you with an overview of Carbon Capture and Storage, how it works, Canada's Carbon Management Strategy, Ontario's geologic carbon storage roadmap, along with opportunities and benefits for municipalities in Ontario. [RSVP](#) to register for the webinar. The event link will be sent to the email address you provide. Please feel welcome to extend this opportunity to others in your municipality with an interest.

If you have any questions, please reach out to [ghgreductions@enbridge.com](mailto:ghgreductions@enbridge.com) and we will be happy to assist you!

Thank you!

**Sarah Curry**

Advisor, Municipal and Stakeholder Affairs

ENBRIDGE GAS INC.

ENBRIDGE GAS INC.

TEL: 519-333-6770 | CELL: 226-402-2963 | FAX: 519-339-0510 | [sarah.curry@enbridge.com](mailto:sarah.curry@enbridge.com)

Western Research Park, 1086 Modeland Road, Bldg. 1050 1<sup>st</sup> Floor, Sarnia, ON, N7S6L2

[enbridge.com](http://enbridge.com)

**Safety. Integrity. Respect. Inclusion. High Performance.**

# OPERATIONAL PLAN

## For the West Elgin Distribution System



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This Operational Plan is designed for the exclusive use of the system(s) specified in this Operational Plan.

This Operational Plan has been developed with OCWA's operating practices in mind and utilizing OCWA personnel to implement it.

Any use which a third party makes of this Operational Plan, or any part thereof, or any reliance on or decisions made based on information within it, is the responsibility of such third parties. OCWA accepts no responsibility for damages, if any, suffered by any third party as a result of decisions made or actions taken based on this Operational Plan or any part thereof.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Doc: OP-ToC  
Issue Date: 2024-08-20  
Pages: 1 of 1


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Reviewed by: QEMS Representative

Approved by: Operations Management

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	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-01 Rev Date: 2024-08-20 Rev No: 2 Pages: 1 of 2
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document OCWA's Quality & Environmental Management System (QEMS). This Operational Plan defines and documents the QEMS for the West Elgin Distribution System operated by the Ontario Clean Water Agency (OCWA). It sets out the OCWA's policies and procedures with respect to quality and environmental management in accordance with the requirements of the Province of Ontario's Drinking Water Quality Management Standard (DWQMS).

## 2. Definitions

*Drinking Water Quality Management Standard (DWQMS)* – has the same meaning as Quality Management Standard for Drinking Water Systems approved under section 21 of the Safe Drinking Water Act (SDWA).

*Operational Plan* – means the operational plan required by the Director's Direction.

*Quality & Environmental Management System (QEMS)* – a system to:

- a) Establish policy and objectives, and to achieve those objectives; and
- b) Direct and control an organization with regard to quality.

*Ministry* - means the Ontario government ministry responsible for the administration of the SDWA.

## 3. Procedure

3.1 The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin. OCWA is the contracted Operating Authority for the West Elgin Distribution System.

3.2 OCWA's Quality & Environmental Management System (QEMS) is structured and documented with the purpose of:

1. Establishing policy and objectives with respect to the effective management and operation of water/wastewater facilities;
2. Understanding and controlling the risks associated with the facility's activities and processes;
3. Achieving continual improvement of the QEMS and the facility's performance.

3.3 The Operational Plan for the facility listed above fulfils the requirements of the MECP's DWQMS. The 21 QEMS Procedures within this Operational Plan align with the 21 elements of the DWQMS.

## 4. Related Documents

Ontario's Drinking Water Quality Management Standard, as amended from time to time  
 All QEMS Procedures and Documents referenced in this Operational Plan



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-01  
Rev Date: 2024-08-20  
Rev No: 2  
Pages: 2 of 2


**QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS)**

Reviewed by: QEMS Representative

Approved by: Operations Management

**5. Revision History**

<b>Date</b>	<b>Revision #</b>	<b>Reason for Revision</b>
2018-05-11	0	Procedure issued – Information within OP-01 was originally set out in the Main body of OCWA’s Operational Plan (last revision 4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Addition of new wording (s. 3.3) to clarify that the OCWA’s Operational Plan now aligns with the 21 elements of the DWQMS.
2018-08-07	1	Revised “Reviewed by” QMS Representative to QEMS Representative, changed MOECC to MECP as per IA July 20, 2018
2024-08-20	2	Procedure updated - definition of DWQMS, added definition of Ministry as the Ontario government ministry responsible for drinking water and environmental legislation to alleviate need for future revisions if/when the Ministry experiences name changes, added “as amended from time to time directly following reference to Ontario’s DWQMS to point to the most current version of the document, removed watermark.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-02 Rev Date: 2024-08-20 Rev No: 2 Pages: 1 of 2
<b>QUALITY &amp; ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document a QEMS Policy that provides the foundation for OCWA's Quality & Environmental Management System.

## 2. Definitions

*Quality Management System Policy* – means the policy described in Element 2 developed for the Subject System or Subject Systems

## 3. Procedure

3.1 The Ontario Clean Water Agency, its Board of Directors, Officers and entire staff are committed to the principles and objectives set out in our QEMS Policy.

OCWA's Policy is to:

- Deliver safe water and wastewater services that protect public health, the environment, and the sustainability of communities.
- Comply with applicable legislation and regulations.
- Promote client, consumer and stakeholder confidence through service excellence, effective communications and reporting.
- Train staff on their QEMS responsibilities.
- Maintain and continually improve the QEMS.

Originally issued as Environmental Policy on June 8, 1995

**Last revised, approved by OCWA's Board of Directors on April 4, 2024**

(This policy is annually reviewed)

3.2 Our Board of Directors, Officers and entire staff will act to ensure the implementation of this Policy and will monitor progress of the Quality & Environmental Management System (QEMS).

3.3 OCWA's QEMS Policy is readily communicated and available to all OCWA personnel, through OCWA's intranet. The Owner and members of the public can access the policy through OCWA's public website ([www.ocwa.com](http://www.ocwa.com)). A hardcopy of the QEMS Policy is posted as specified in the OP-05 Document and Records Control procedure.

3.4 Essential suppliers and service providers are advised of OCWA's QEMS Policy as per the OP-13 Essential Supplies and Services procedure.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-02  
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**QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) POLICY**

Reviewed by: QEMS Representative

Approved by: Operations Management


- 3.5 Corporate Compliance coordinates the annual review and approval of the QEMS Policy by the Board of Directors and communicates the approval to all OCWA employees via an electronic communication.
  
- 3.6 The current version of the policy indicates the date of the last revision and that the policy is annually reviewed. Electronic and hard-copy documents that include the QEMS Policy will only be required to be updated in years when the Policy has been revised. A complete review/revision history of the QEMS Policy (documenting the annual policy review and/or revision approval date) is accessible to all staff on OCWA's intranet and is available upon request for external stakeholders.

**4. Related Documents**

- Current QEMS Policy (Posted on OCWA's intranet and internet)
- QEMS Policy Revision History (Posted on OCWA's intranet)
- OP-05 Document and Records Control
- OP-13 Essential Supplies and Services

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-02 (s. 3) was originally set out in main body of OCWA's Operational Plan template (Revision 4 dated 2017-06-20). New sections: Purpose, Definitions, Procedure, Related Documents and a separate Revision History. Minor revisions to wording in s. 3.3 to reference location of posted copy of the policy. Added sections on how annual policy review is conducted (s. 3.5 and s. 3.6) and reference to OP-13 ESS (s. 3.4). The full revision history for the QEMS policy is available on OCWA's intranet..
2018-08-07	1	Revised "Reviewed by" QMS Representative to QEMS Representative as per IA July 20, 2018
2024-08-20	2	The first bullet of the QEMS Policy (approved in 2016) was revised to align with OCWA's updated Mission statement. s. 3.3 and 3.6 were modified to add information/clarify how to access the QEMS Policy and the Policy revision history document.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-03 Rev Date: 2023-05-17 Rev No: 3 Pages: 1 of 2
<b>COMMITMENT AND ENDORSEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the endorsement of the Operational Plan for the West Elgin Distribution System by OCWA Top Management and the Corporation of the Municipality of West Elgin (Owner) and to set out when re-endorsement would be required.

## 2. Definitions

*Top Management* – a person, persons or a group of people at the highest management level within an Operating Authority that makes decisions respecting the QMS and recommendations to the Owner respecting the Subject System or Subject Systems

## 3. Procedure

3.1 The Operational Plan is provided to OCWA Top Management and to the Owner for endorsement. The signed written endorsement is presented in Appendix OP-03A. At a minimum, two members of Top Management must endorse the Operational Plan; however, the Operational Plan is made available to all members of Top Management in the specified document control location (refer to OP-05 Document and Records Control). Endorsement by OCWA's Top Management is represented by Senior Operations Manager and Safety, Process and Compliance Manager.

3.2 Any major revision of the operational plan will be re-endorsed by OCWA Top Management and the Owner. Major revisions include:

1. A revision to OCWA's QEMS Policy;
2. A change to both representatives of the facility's Top Management and/or both of the Owner's representatives that endorsed the Operational Plan;
3. A modification to the drinking water system processes/components that would require a significant change to the description in OP-06 Drinking Water System;
4. The addition of a drinking water subsystem owned by the same Owner to this operational plan.
5. Changes to DWQMS

Any other changes would be considered a minor change and would not require the Operational Plan to be re-endorsed.

## 4. Related Documents

OP-03A Signed Commitment and Endorsement  
 OP-05 Document and Records Control  
 OP-06 Drinking Water System



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-03  
Rev Date: 2023-05-17  
Rev No: 3  
Pages: 2 of 2

**COMMITMENT AND ENDORSEMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-03 was originally set out in the main body of OCWA's Operational Plan (revision 4 dated 2017-06-20). Procedure provides information on who from Top Management endorses the Operational Plan (s. 3.1); when owner re-endorsement is sought and 'criteria' as to what is considered a major revision to the Plan (s. 3.2). Element 3 of main body of OCWA's Operational Plan (Revision 8 on 2016-11-13) was incorporated into Appendix OP-03A which also includes the Owner and Top Management sign-off section
2018-08-07	1	Revised "Reviewed by" QMS Representative to QEMS Representative, revised 3.1 from RHM to SPC manager as per IA July 20, 2018
2019-08-06	2	Revised wording in 3.2 (3)
2023-05-17	3	Added Changes to DWQMS in s.3.2



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Doc: OP-03A  
Rev Date: 2024-08-20  
Rev No: 2  
Pages: 1 of 1

**SIGNED COMMITMENT AND ENDORSEMENT**

This Operational Plan sets out the framework for OCWA' Quality & Environmental Management System (QEMS) that is specific and relevant to your drinking water system(s) and supports the overall goal of OCWA and the Corporation of the Municipality of West Elgin (Owner) to provide safe, cost-effective drinking water through sustained cooperation. OCWA will be responsible for developing, implementing, maintaining and continually improving its QEMS with respect to the operation and maintenance of the West Elgin Distribution System and will do so in a manner that ensures compliance with applicable legislative and regulatory requirements.

Through the endorsement of this Operational Plan, the Owner commits to work with OCWA to facilitate this goal.

**OCWA Top Management  
Endorsement**

**Owner Endorsement**

\_\_\_\_\_  
*Sam Smith*  
Senior Operations Manager

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Maegan Garber*  
Safety, Process and Compliance  
Manager, Southwest Region

\_\_\_\_\_  
Date

\_\_\_\_\_  
*Magda Badura*  
CAO/Treasurer

\_\_\_\_\_  
Date

The endorsement above is based on the Operational Plan that was current as of the revision date of this document (OP-03A).



Ontario Clean Water Agency

# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-04  
Rev Date: 2018-05-11  
Rev No: 0  
Pages: 1 of 1

## QUALITY & ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) REPRESENTATIVE

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To identify and describe the specific roles and responsibilities of the QEMS Representative(s) for the West Elgin Distribution System.

### 2. Definitions

None

### 3. Procedure

3.1 The role of QEMS Representative for the West Elgin Distribution System is the Process and Compliance Technician (PCT). The Safety, Process and Compliance Manager will act as an alternate QEMS Representative when required.

3.2 The QEMS Representative is responsible for:

- Administering the QEMS for the West Elgin Distribution System by ensuring that processes and procedures needed for the facility's QEMS are established and maintained;
- Reporting to Top Management on the facility's QEMS performance and identifying opportunities for improvement;
- Ensuring that current versions of documents related to the QEMS are in use;
- Promoting awareness of the QEMS to all operations personnel; and
- In conjunction with Top Management, ensuring that operations personnel are aware of all applicable legislative and regulatory requirements that pertain to their duties for the operation of the system.

### 4. Related Documents

None

### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	<i>Procedure issued – Information within OP-04 (s. 3) was originally set out in the main body of OCWA's Operational Plan (revision 4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Change to responsibilities: Operations Manager no longer considered QEMS Representative and SPC Manager to act as alternate as required (s. 3.1); added wording to clarify shared responsibilities for Top Management and QEMS Representative to ensure operations personnel are aware of applicable legislative and regulatory requirements (s. 3.2).</i>





# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-05  
Rev Date: 2024-08-20  
Rev No: 10  
Pages: 1 of 5

## DOCUMENT AND RECORDS CONTROL

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe how OCWA's QEMS documents are kept current and how QEMS documents and records are kept legible, readily identifiable, retrievable, stored, protected, retained and disposed of. Applies to QEMS Documents and QEMS records pertaining to the West Elgin Distribution System, as identified in this procedure.

### 2. Definitions

*Document* – includes a sound recording, video tape, film, photograph, chart, graph, map, plan, survey, book of account, and information recorded or stored by means of any device

*Record* – a document stating results achieved or providing proof of activities performed

*QEMS Document* – any document required by OCWA's QEMS as identified in this procedure

*QEMS Record* – any record required by OCWA's QEMS as identified in this procedure

*Controlled* – managed as per the conditions of this procedure

*Retention Period* – length of time that a document or record must be kept; starts from the date of issue for QEMS records or from the point of time when a QEMS document is replaced by a new or amended document

### 3. Procedure


3.1 Documents and records required by OCWA's QEMS and their locations are listed in Appendix OP-05A Document and Records Control Locations.

3.2 Internally developed QEMS documents and QEMS records (whenever possible) are generated electronically to ensure legibility and are identified through a header/title and revision date. Handwritten records must be legible and permanently rendered in ink or non-erasable marker.

3.3 Controls for the Operational Plan include the use of an authorized approval and a header on every page that includes a title, alpha-numeric procedure code, revision date, revision number and page numbers. A revision history is also included at the end of each procedure.

The authorized personnel for responsible for the review and approval of this Operational Plan are:

Review        QEMS Representative  
Approval     Operations Management

	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-05 Rev Date: 2024-08-20 Rev No: 10 Pages: 2 of 5
<b>DOCUMENT AND RECORDS CONTROL</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

The QEMS Representative ensures that updated documents are provided to the above authorized personnel for review or approval prior to issuance.

Authorized personnel authenticate their review/approval of this Operational Plan via email.

- 3.4 The QEMS Representative is responsible for ensuring that current versions of QEMS documents are being used at all times. Current QEMS documents and records are readily accessible to operations personnel and to internal and external auditors/inspectors at established document control locations. The currency of internal documents is ensured by comparing the date on the document to that of the master hardcopy and/or electronic copy residing in the designated document control location(s) specified in Appendix OP-05A.

Document control locations are established in areas that provide adequate protection to prevent unauthorized use/access, damage, deterioration or loss of QEMS documents and records. Copies of QEMS documents and records located outside of designated control locations are considered uncontrolled.

- 3.5 Access to OCWA's computer network infrastructure is restricted through use of individually-assigned usernames and passwords and local area servers. Network security is maintained by OCWA's Information Technology department through a number of established mechanisms and practices such as daily back-up of files stored on servers, password expiry, limitations on login attempts, multi-factor authentication and policies outlining specific conditions of use.

Access to facility QEMS records contained within internal electronic databases and applications (e.g., OPEX, PDM, WMS) is administered by designated application managers/trustees, requires the permission of Operations Management and is restricted through use of usernames and passwords. Records are protected by means of regular network back-ups of electronic files stored on servers and/or within databases.

SCADA records are maintained as per Appendix OP-05A and are accessible to all staff when required.

- 3.6 Any employee of the drinking water system may request, (in writing) to the QEMS Representative, a revision be made to improve an existing internal QEMS document or the preparation of a new document. Written requests should indicate the reason for the requested change. The need for new or updated documents may also be identified through the Management Review or system audits.

The QEMS Representative communicates any changes made to QEMS documents to relevant operations personnel and coordinates related training (as required). Changes to corporately controlled QEMS documents are communicated and distributed to facility QEMS Representatives by OCWA's Corporate Compliance Group through e-mails, memos and/or provincial, regional hub/cluster or facility-level training sessions.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-05  
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**DOCUMENT AND RECORDS CONTROL**

Reviewed by: QEMS Representative

Approved by: Operations Management

- 3.7 When a QEMS document is superseded, the hardcopy and the electronic copy of the document (as applicable) are promptly removed from the applicable designated document control locations specified in OP-05A. The QEMS Representative ensures that the hardcopy and electronic copy are disposed of or retained (as appropriate).
- 3.8 The authorized method for disposal of hardcopy documents and records after the specified retention requirements have been met is shredding. The authorized method for disposal of electronic documents and records after the specified retention requirements have been met is determined by the QEMS Representative. The QEMS Representative will maintain obsolete files accordingly.
- 3.9 QEMS documents and records are retained in accordance with applicable regulations and legal instruments. Relevant regulatory and corporate minimum retention periods are as follows:

Type of Document/Record	Minimum Retention Time	Requirement Reference
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form) FEP Long term forecast of major infrastructure maintenance, rehabilitation and renewal activities Sampling schedule	10 years	Director's Direction under SDWA
Internal QEMS Audit Results	10 years	OCWA Requirement
External QEMS Audit Results	10 years	OCWA Requirement
Management Review Documentation	10 years	OCWA Requirement
Documents/records required to demonstrate conformance with the DWQMS (specifically the documents/records listed in OP-05A)	3 years*if no specified legislative requirement identified in this table or in the facility's legal instruments	OCWA Requirement
Log Books or other record-keeping mechanisms	5 years	O. Reg. 128/04
Training Records for water operators and water quality analysts	5 years	O. Reg. 128/04
Operational checks, sampling and testing (e.g., chlorine residuals, turbidity, fluoride, sampling records), microbiological sampling and testing and chain of custodies	2 years	O. Reg. 170/03
Schedule 23 & 24 sampling, chain of custodies and test results	6 years LMR 15 years SMR	O. Reg. 170.03



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-05  
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**DOCUMENT AND RECORDS CONTROL**

Reviewed by: QEMS Representative

Approved by: Operations Management

Type of Document/Record	Minimum Retention Time	Requirement Reference
THM, HAA, nitrates, nitrites and lead program (including pH and alkalinity) sampling, chain of custodies, and test results, Section 11 Annual Reports and Schedule 22 Summary Reports	6 years	O. Reg. 170/03
Sodium sampling, chain of custody and test results and related corrective action records/reports, 60 month fluoride sampling, chain of custody and test results (if the system doesn't fluoridate), Engineering Reports, GUDI/Non-GUDI Reports	15 years	O. Reg. 170/03
Correction action records/reports for E. Coli, Total Coliforms and bacterial species	2 years	O. Reg. 170/03
Corrective action records/reports for chemical and radiological parameters under SDWA O. Reg. 169/03, pesticides not listed under O. Reg. 169/03 and health-related parameters in an order or approval	6 years (LMR)	O. Reg. 170/03
Flow Meter Calibration Records, Analyzer Calibration Reports Maintenance Records/Work Orders	2 years	O. Reg. 170/03
Records required by or created in accordance with the Municipal Drinking Water Licence (MDWL) or Drinking Water Works Permit (DWWP). Except records specifically referenced in O. Reg. 170/03 or otherwise specified in the MDWL or DWWP.	5 years	MDWL
Ministry forms referenced in the DWWP, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	10 years	DWWP

3.10 The Operational Plan is reviewed for currency by the QEMS Representative during internal/external audit and Management Review processes. Other QEMS-related documents are reviewed as per the frequencies set out in this Operational Plan or as significant changes (e.g., changes in regulatory requirements, corporate policies or operational processes and/or equipment, etc.) occur. QEMS documents and records are reviewed for evidence of control during each internal system audit as per OP-19 Internal QEMS Audits.

**4. Related Documents**

OP-05A Document and Records Control Locations



**OPERATIONAL PLAN**  
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**DOCUMENT AND RECORDS CONTROL**

Reviewed by: QEMS Representative

Approved by: Operations Management

OP-19 Internal QEMS Audits  
OP-20 Management Review Minutes

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add Critical Control Point Limit Reached Tracking Form to Table 1 as per OFI IA 2014-04-01; Revise wording in Section 5.6 to identify who receives requests as per OFI IA 2014-04-01; Revised Section 5.9 to include electronic copies as per OFI IA 2014-04-01; Section 5.10 added to include documents with no legislated retention period as per OFI IA 2014-04-01, change name of the Water Treatment Plant to Tri-County
2015-07-28	2	Update Table 1 as per OFI IA 2015-04-01; revise table 2 retention times to include more detail as per OFI EA 2015-08-01
2016-07-18	3	Change Senior Ops Manager to RHM and PCT to OCTL where appropriate; add equipment O&M Manuals to External QEMS Documents in Table 1 as per OFI IA 2016-03-24
2017-06-20	4	Added SOM and PCT, Changed OCTL to SPC Manager. Added electronic copy of vacation/training calendar, fixed spelling, added ops manual to internal documents, add electronic copy of MERP, fix name of ORO schedule as per OFI's identified in the IA 2017-03-27.
2018-05-11	5	QP-01 procedure renamed OP-05. Removed Scope and Responsibilities sections. Moved the former Table 1 (Designated location for documents and records required by OCWA's QEMS) to its own appendix (OP-05A). Assigned responsibility for ensuring current versions of QEMS documents are being used to the QEMS Representative (s. 3.4). Clarified that requests for revisions/new QEMS documents are made to the QEMS Representative (s. 3.6). Moved the former Table 2 (Relevant regulatory and corporate minimum retention periods) to be part of s. 3.9 and expanded on the minimum retention times for documents and records required to demonstrate compliance with legislation
2018-08-07	6	Revised "Reviewed by" QMS Representative to QEMS Representative as per IA July 20, 2018
2019-08-06	7	Revised as per IA- July 22, 2019 – how electronic copies are disposed of.
2020-09-10	8	Revised 3.8 to read retention instead of detention.
2023-05-17	9	Added: clarity to version control requirements to align with the Director's Directions dated May 2021, detail to the approval process for Operational Plan, clarity on how electronic documents are handled; Updated: the table in section 3.9 (clarified minimum retention time requirements for documents/records required to demonstrate conformance with the DWQMS, added forms required by the MDWL and DWWP, including their minimum retention times and requirement reference). Update 3.8 to clarify how electronic files are disposed of.
2024-08-20	10	Procedure updated as follows: added multi factor authentication to 3.5, section 3.9 table revised to include Schedule 23 & 24 records retention times for Large Municipal Residential (LMR) and Small Municipal Resident (SMR) systems, added chain of custody as record for retention for various sampling requirements, lead program clarified to include pH and alkalinity; added GUDI/Non-GUDI Reports, minor wording and type-o's, removed watermark.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Doc: OP-05A  
Rev Date: 2024-08-20  
Rev No: 12  
Pages: 1 of 4

**DOCUMENT AND RECORDS CONTROL LOCATIONS**

Reviewed by: QEMS Representative

Approved by: Operations Management

Designated locations for documents and records required by OCWA's QEMS

DRCC = Document and Records Control Centre which is located at the West Lorne Wastewater Treatment Plant.

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
<b>Internal QEMS Documents</b>	
Chain of Custody Forms	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Chain of Custody\Area 2-Alvinston Southwest Middlesex
Chamber Inspection Forms	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\FORMS
Community Complaint Form	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\FORMS
Contingency Plan Review Form	E- S:\Regional\FORMS\Operations
Disinfection Forms	E- S:\Regional\FORMS\Operations
Summary of Action Items Spreadsheet	E- T:\DWQMS, MDWL and DWWP\DWQMS\Management Review Guidance Materials and Templates
Emergency/Essential Service and Supply Contact List	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files>Contact List
Corporate Emergency Response Plan (CERP)	E - OCWA's Sharepoint site
Facility Emergency Plans	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\9 FEP
Hydrant and Valve Inspection Forms	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\FORMS
Internal Audit Checklist and Report	E- T:\DWQMS, MDWL and DWWP\DWQMS\Internal Audit Guidance Materials and Templates
On-call Schedule	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Schedules On Call Rotations
Operational Plan (OP-01 to OP-21 and appendices, including Schedule "C" – Subject System Description Form)	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\7 Operational Plan
Operations Manual (OCWA)	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\8 Operations Manual
QEMS Policy	E - OCWA's Sharepoint site and public website; OP-02 HC - DRCC
Request for Staff Development	E- S:\Regional\FORMS\Administrative
Round Sheets	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Rounds Sheets
Sampling Schedule Calendar	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Sample Schedules
Standard Operating Procedures (referenced in Operational Plan and QEMS Procedures)	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\8 Operations Manual\SOPs



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Doc: OP-05A  
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## DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: QEMS Representative

Approved by: Operations Management

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
Training Record	E- S:\Regional\FORMS\Operations
Vacation Request Form	E- S:\Regional\FORMS\Operations
WMS Work Orders	E-WMS Database
<b>External QEMS Documents</b>	
ANSI/NSF product registration documentation for Chemicals/Materials Used	E- S:\Regional\Contractor Safety Program and Qualifications\Qualifications Certifications
Applicable federal and provincial legislation and municipal by-laws	Provincial Online at <a href="http://www.e-laws.gov.on.ca">www.e-laws.gov.on.ca</a> Federal online at <a href="http://www.laws.justice.gc.ca">www.laws.justice.gc.ca</a>
AWWA Standards	E - \\ocwfilecorp\Everyone\PCT\AWWA Standards
Drinking Water Works Permit	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\2 ECA-MDWL-DWWP-Classification
DWQMS	E - <a href="https://www.ontario.ca">https://www.ontario.ca</a>
Engineering schematics/plans/drawings	HC-DRCC E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\10 Watermain Drawings
Maintenance/equipment manuals	HC-DRCC E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\8 Operations Manual
Municipal Drinking Water Licence	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\2 ECA-MDWL-DWWP-Classification
Ontario's Watermain Disinfection Procedure	E – <a href="https://www.ontario.ca">https://www.ontario.ca</a>
Operator certificates	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Operator Certificates
<b>QEMS Records</b>	
Annual Reports	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Annual Reports
AWQI Reports	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\AWQI - Non-Compliances
Call back Reports	E-WMS Database
Chain of Custodies	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\6 Yellow Folder
Chamber Inspection Records	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Chambers
Community complaint records	E – OPEX database
Summary of Action Items Spreadsheet	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Management Review
External audit reports	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\DWQMS Audits\External Audits



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West Elgin Distribution System

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## DOCUMENT AND RECORDS CONTROL LOCATIONS

Reviewed by: QEMS Representative

Approved by: Operations Management

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
External Calibration records	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Calibrations
Facility Operations Logbook(s)	HC- Paper logbooks - DRCC E – <a href="https://ocwa.eriscloud.com/">https://ocwa.eriscloud.com/</a>
Health & Safety Inspections	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\Calibrations and Inspections\Area 2 Annual Workplace Inspections Reports
Hydrant Inspection Records	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Hydrants
Infrastructure review (capital/maintenance works recommendations)	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Review and Capital
Internal and External QEMS Communications	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\4 Correspondance\DWQMS E- email
Internal Calibration records	E - maintained through WMS
Internal QEMS audit reports	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\DWQMS Audits\Internal Audits
Operator training records	E - maintained in OCWA's Training Summary dB
Maintenance records	E - maintained in WMS
Management Review documentation	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Management Review
Ministry Inspection Reports	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\MECP Inspections
Ministry forms referenced in the Drinking Water Works Permit, including Form 1, Form 2, Form 3 and Director Notifications (applies to forms that have been completed by OCWA as the authorized by the owner)	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\2 ECA-MDWL-DWWP-Classification
Operations Reports	E – S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\4 Correspondance\Client
Results of emergency test exercises/emergency response debriefs	S:\Petrolia_Alvinston_SWM_West Elgin Cluster\Hub Files\FEP Review and Tests
Rounds sheets, in house lab results	HC - DRCC E-S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\6 Yellow Folder
Sampling and Testing Records; Certificate of Analysis (Lab)	E - maintained through PDM E -S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\6 Yellow Folder
SCADA Records	E – SCADA System





**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Doc: OP-05A  
Rev Date: 2024-08-20  
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**DOCUMENT AND RECORDS CONTROL LOCATIONS**

Reviewed by: QEMS Representative

Approved by: Operations Management

Type of Document/Record	Designated Document Control Location (HC = Hardcopy, E = Electronic)
Tower Inspection Records	E- S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Tower Inspections
Training Records	HC- Admin Office E-e-reports and OCWA's Training Summary dB
Vacation Requests	HC-Administrative Office
Vacation Schedule	HC- Administrative Office E-Outlook
Valve Inspection Records	E -S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Valves
Watermain Repair Forms	E -S:\Petrolia_Alvinston_SWM_West Elgin Cluster\1266\5 Reports\Infrastructure Review\Infrastructure Reports\Watermain Repair Forms

**Revision History**

Date	Revision #	Reason for Revision
2018-05-11	5	Appendix issued; Table was originally included within the Document and Records Control Procedure (QP-01) (last revision #4 dated 2017-06-20).
2018-08-07	6	Added Internal audit report documents, changed MOECC to MECP as per IA July 20, 2018
2019-08-06	7	Revised as per IA – July 22, 2019
2020-06-04	8	Added Health & Safety Inspection Reports Hydrant, Tower Inspection, Valve records and Watermain Repair forms as per IA
2021-07-23	9	Revised the location of the DRCC
2022-08-29	10	Updated document locations, added Ministry forms, Watermain Disinfection Procedure, results of the emergency test, added header to show who reviewed and approved the document.
2023-05-17	11	Removed SOP HC, added Request for staff development, Disinfection Forms, Contingency Plan Review Form, Hydrant & valve inspection form, added HC of old paper logbooks
2024-08-20	12	Appendix updated with MECP revised to Ministry, updated Corporate Emergency Plan (CERP) name, minor wording, removed watermark. Removed hard copy of the operations manual



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-06  
Rev Date: 2023-05-19  
Rev No: 4  
Pages: 1 of 5

## DRINKING WATER SYSTEM

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To document the following for the West Elgin Distribution System:

- The name of the Owner and Operating Authority; and
- Provide a description of the system, including all applicable water sources, treatment system processes and distribution system components.

### 2. Definitions

*Distribution System* - means the part of a drinking water system that is used in the distribution, storage or supply of water and that is not part of a treatment system.

*Primary Disinfection* - means a process or series of processes intended to remove or inactivate human pathogens such as viruses, bacteria and protozoa in water.

*Secondary Disinfection* - means a process or series of processes intended to provide and maintain a disinfectant residual in a drinking water system's distribution system, and in plumbing connected to the distribution system, for the purposes of:

- (a) protecting water from microbiological re-contamination;
- (b) reducing bacterial regrowth;
- (c) controlling biofilm formation;
- (d) serving as an indicator of distribution system integrity; and

includes the use of disinfectant residuals from primary disinfection to provide and maintain a disinfectant residual in a drinking water system's distribution system for the purposes described in clauses (a) to (d).

*Treatment System* - means any part of a drinking water system that is used in relation to the treatment of water and includes,

- (a) anything that conveys or stores water and is part of a treatment process, including any treatment equipment installed in plumbing,
- (b) anything related to the management of residue from the treatment process or the management of the discharge of a substance into the natural environment from the system, and
- (c) a well or intake that serves as the source or entry point of raw water supply for the system;

### 3. Procedure

#### 3.1 Drinking Water System Overview

The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin and is operated by the Ontario Clean Water Agency—Southwest Region (Alvinston/SWM/West Elgin Cluster). The West Elgin Distribution System services West Lorne, Rodney and rural areas of West Elgin. The West Elgin Distribution System (DWS# 260094627) is connected to following systems:



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-06  
Rev Date: 2023-05-19  
Rev No: 4  
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## DRINKING WATER SYSTEM

Reviewed by: QEMS Representative

Approved by: Operations Management

System Name	DWS #	Owner	Operating Authority
<b>Tri-County Drinking Water System</b>	260091117	Tri-County Water Board	OCWA—Southwest Region, Alymer Cluster
<b>Southwest Middlesex Distribution System</b>	260005502	The Corporation of the Municipality of Southwest Middlesex	OCWA—Southwest Region, Alvinston/SWM/West Elgin Cluster
<b>Dutton Dunwich Distribution System</b>	220002967	The Corporation of the Municipality of Dutton Dunwich	Dutton Dunwich Water Department

The West Elgin Distribution System relies on the Tri-county Drinking Water System to supply the system with potable water that has met primary and secondary disinfection requirements. Previously, both systems were operated under the same drinking water system number. In 2014, the West Elgin Distribution System was separated from the Tri-County Drinking Water System.

A portion of the West Elgin Distribution System on Beattie Line is supplied by the Southwest Middlesex Distribution System through a connection on Beattie Line and Graham Road. This area relies on Southwest Middlesex Distribution System to supply water that has met primary and secondary disinfection requirements.

The West Elgin Distribution System contains 180 Kms, (50mm-400 mm) of watermains along with a water tower located in Rodney. The Rodney Tower contains re-chlorination facility using sodium hypochlorite in order to maintain secondary disinfection in the distribution system. There are sample stations, hydrants, blow offs and auto flushers located throughout the municipality for monitoring the system. The system serves 1760 active customers.

The West Elgin Distribution System is connected to the Southwest Middlesex Distribution System at the Southwest Middlesex Reservoir. There is also another connection to the Southwest Middlesex Distribution System through an interconnection located near the 401 on Graham Road in West Lorne. This was created when there was an emergency watermain break on the Southwest Middlesex Distribution System and is only used for maintenance and emergency situations.

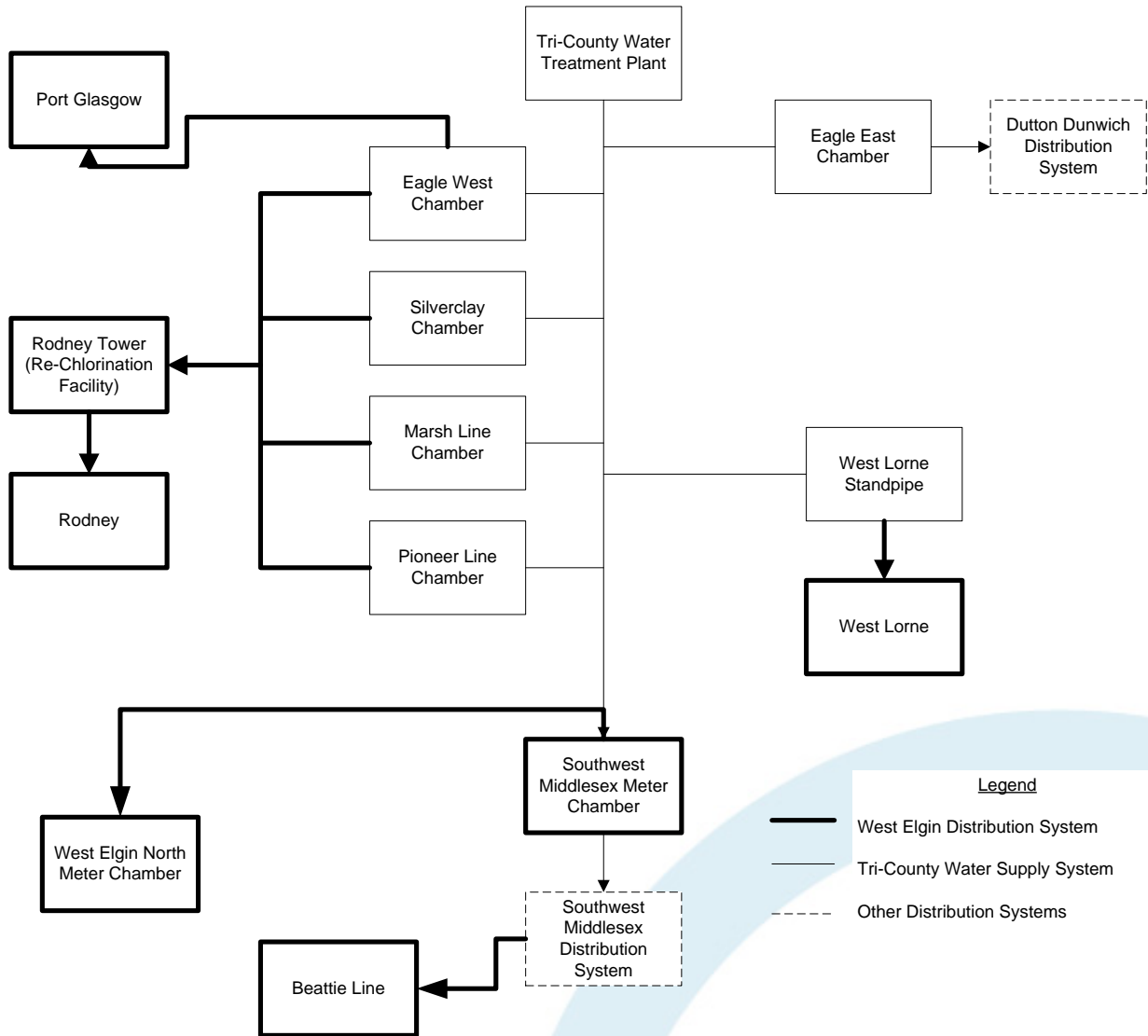
The West Elgin Distribution System is connected to the Dutton-Dunwich Distribution System at Pioneer line near the 401 service centre.


**DRINKING WATER SYSTEM**

Reviewed by: QEMS Representative

Approved by: Operations Management

3.2 Distribution System Flow Chart



	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-06 Rev Date: 2023-05-19 Rev No: 4 Pages: 4 of 5
<b>DRINKING WATER SYSTEM</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

### 3.3 Operational Challenges

The West Elgin Distribution System’s main challenge is maintaining the free chlorine residual through the large network of water mains, especially during the summer months. Automatic flushers and ample sample points have been installed to monitor and maintain adequate disinfection residuals.

The Rodney Tower poses a challenge during the summer months in maintaining adequate free chlorine residuals beyond the normal range of the drawdown cycle in the tower. In Spring of 2018 a re-chlorination facility was installed at the Rodney Tower to help alleviate this issue.

Algae blooms can pose operational challenges at the Tri-County Drinking Water System which in turn pose a threat to the distribution systems it serves. If an algae bloom is suspected, sampling for microcystin is done on the raw and treated water during these possible contamination periods. Communication is provided to West Elgin Distribution System of any issues.

In 2012, manganese was identified in the raw water in the soluble form, therefore, able to pass through the membrane filtration system at the Tri-County Water Treatment Plant. The oxidation of manganese results in precipitation causing elevated turbidity levels and colour which can be observed by downstream users. The WTP has experienced short term episodes where the coloured water is released to the distribution system causing aesthetic issues.

### 3.4 Upstream and Downstream Critical Processes

Conditions upstream of the distribution system, at the Tri-county Drinking Water System and Southwest Middlesex Distribution System are monitored through SCADA, sampling, and operator observations. This information is relayed to the West Elgin Distribution System through the operating authority of the Tri-County Drinking Water System and Southwest Middlesex Distribution System in order to effectively operate the distribution system.

The West Elgin Distribution System relays information to the Municipality’s it provides water to (downstream users) should there be any issues with the supply or quality of the drinking water. As well, these downstream users provide information to the West Elgin Distribution System in regards to the supply and quality of the water.

The West Elgin Distribution System relies on the proper installation and working order of backflow preventers on service connections in order to protect the quality of the water in the source water mains.

Autoflushers are routinely monitored to ensure proper working order and adequate flushing time in order to maintain free chlorine residuals in the distribution system.



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West Elgin Distribution System

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**DRINKING WATER SYSTEM**

Reviewed by: QEMS Representative

Approved by: Operations Management

**4. Related Documents**

- SOP WEDS-02 Flushing
- SOP WEDS-05 Low Chlorine
- SOP WEDS-13 Provisions of an Alternate Water Source
- SOP WEDS-07 Community Complaints
- Operations Manual

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-06 was originally set out in the Main body of OCWA's Operational Plan (last revision #4 dated 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections; add Rodney Tower Re-chlorination; update distribution system flow chart
2019-08-06	1	Updated as per EA – August 16, 2018 and IA – July 22, 2019
2020-07-08	2	Updated as per IA
2021-07-23	3	Revised cluster names for West Elgin and Tri-County due to cluster changes
2023-05-19	4	Revised to add SOP-02 to related documents



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-07  
Rev Date: 2024-08-20  
Rev No: 5  
Pages: 1 of 4

## RISK ASSESSMENT

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To document the process for conducting a risk assessment to identify and assess potential hazardous events and associated hazards that could affect drinking water safety.

### 2. Definitions

*Consequence* – the potential impact to public health and/or operation of the drinking water system if a hazard/hazardous event is not controlled

*Control Measure* – includes any processes, physical steps or other practices that have been put in place at a drinking water system to prevent or reduce a hazard before it occurs

*Critical Control Point (CCP)* – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

*Drinking Water Health Hazard* – means, in respect of a drinking water system,

- a) a condition of the system or a condition associated with the system's waters, including any thing found in the waters,
  - i. that adversely affects, or is likely to adversely affect, the health of the users of the system,
  - ii. that deters or hinders, or is likely to deter or hinder, the prevention or suppression of disease, or
  - iii. that endangers or is likely to endanger public health,
- b) a prescribed condition of the drinking water system, or
- c) a prescribed condition associated with the system's waters or the presence of a prescribed thing in the waters


*Hazardous Event* – an incident or situation that can lead to the presence of a hazard

*Hazard* – a biological, chemical, physical or radiological agent that has the potential to cause harm

*Likelihood* – the probability of a hazard or hazardous event occurring

### 3. Procedure

- 3.1 Operations Management ensures that operations personnel are assigned to conduct a risk assessment at least once every thirty-six months. At a minimum, the Risk Assessment Team must include the QEMS Representative and at least one member of Top Management.
- 3.2 The QEMS Representative is responsible for coordinating the risk assessment and ensuring that documents and records related to the risk assessment activities are maintained.

	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-07 Rev Date: 2024-08-20 Rev No: 5 Pages: 2 of 4
<b>RISK ASSESSMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

3.3 The Risk Assessment Team performs the risk assessment as follows:

- 3.3.1 OP-07 Risk Assessment and OP-08 Risk Assessment Outcomes are reviewed.
- 3.3.2 For each of the system’s activities/process steps, potential hazardous events and associated hazards (possible outcomes) that could impact the system’s ability to deliver safe drinking water are identified. At a minimum, potential hazardous events and associated hazard as identified in the most current version of the Ministry’s document titled “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as applicable to the system type) must be considered.
- 3.3.3 For each of the hazardous events, control measures currently in place at the system to eliminate the hazard or prevent it from becoming a threat to public health are specified. Control measures may include alarms, monitoring procedures, SOPs/contingency plans, preventive maintenance activities, backup equipment, engineering controls, etc.
- 3.3.4 To ensure that potential drinking water health hazards are addressed and minimum treatment requirements as regulated by SDWA O. Reg. 170/03 and the Ministry’s “Procedure for Disinfection of Drinking Water in Ontario” (as amended) are met, OCWA has established mandatory Critical Control Points (CCPs).

As a minimum, the following must be included as CCPs (as applicable):

- Equipment or processes required to achieve primary disinfection (e.g., chemical and/or UV disinfection system, coagulant dosing system, filters, etc.)
  - Equipment or processes necessary for maintaining secondary disinfection in the distribution system
  - Fluoridation system
- 3.3.5 Additional CCPs for the system are determined by evaluating and ranking the hazardous events for the remaining activities/process steps (i.e., those not included as OCWA’s minimum CCPs).
  - 3.3.6 Taking into consideration existing control measures (including the reliability and redundancy of equipment), each hazardous event is assigned a value for the likelihood and a value for the consequence of that event occurring based on the following criteria:





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**RISK ASSESSMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

Value	Likelihood of Hazardous Event Occurring
1	<b>Rare</b> – Estimated to occur every 50 years or more (usually no documented occurrence at site)
2	<b>Unlikely</b> – Estimated to occur in the range of 10 – 49 years
3	<b>Possible</b> – Estimated to occur in the range of 1 – 9 years
4	<b>Likely</b> – Occurs monthly to annually
5	<b>Certain</b> – Occurs monthly or more frequently

Value	Consequence of Hazardous Event Occurring
1	<b>Insignificant</b> – Little or no disruption to normal operations, no impact on public health
2	<b>Minor</b> – Significant modification to normal operations but manageable, no impact on public health
3	<b>Moderate</b> – Potentially reportable, corrective action required, potential public health impact, disruption to operations is manageable
4	<b>Major</b> – Reportable, system significantly compromised and abnormal operations if at all, high level of monitoring and corrective action required, threat to public health
5	<b>Catastrophic</b> – Complete failure of system, water unsuitable for consumption

The likelihood and consequence values are multiplied to determine the risk value (ranking) of each hazardous event. Hazardous events with a ranking of 12 or greater are considered high risk.

3.3.7 Hazardous events and rankings are reviewed and any activity/process step is identified as an additional CCP if all of the following criteria are met:

- 1) The associated hazardous event has a ranking of 12 or greater;
- 2) The associated hazardous event can be controlled through control measure(s);
- 3) Operation of the control measures can be monitored and corrective actions can be applied in a timely fashion;
- 4) Specific control limits can be established for the control measure(s); and
- 5) Failure of the control measures would lead to immediate notification of Medical Officer of Health (MOH) or Ministry or both.

3.4 The outcomes of the risk assessment are documented as per OP-08 Risk Assessment Outcomes.

3.5 At least once every calendar year, the QEMS Representative facilitates the verification of the currency of the information and the validity of the assumptions used in the risk



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West Elgin Distribution System

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**RISK ASSESSMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

assessment in preparation for the Management Review (OP-20). When performing this review, the following may be considered:


- Process/equipment changes
- Reliability and redundancy of equipment
- Emergency situations/service interruptions
- CCP deviations
- Audit/inspection results
- Changes to the Ministry’s document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

**4. Related Documents**

OP-08 Risk Assessment Outcomes  
OP-20 Management Review  
Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems”  
Ministry’s “Procedure for Disinfection of Drinking Water in Ontario” (as amended)

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-07 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (last revision #4 2017-06-20). Revised Purpose to reflect element 7 requirements only. Included minimum requirements for the Risk Assessment Team. Clarified role of QEMS Representative in coordinating the risk assessment and maintaining documents and records. Re-worded procedure for performing the risk assessment. Included reference to MOECC’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems”. Removed requirements for documenting the outcomes of the risk assessment (now covered in OP-08). Changed annual review to at least once every calendar year and included potential considerations when performing the review.
2018-08-07	1	Removed operator from 3.1 and changed MOECC to MECP as per AI July 20, 2018
2020-07-08	2	Changed 3.1 to read one member of Top Management not Operations Management
2022-08-30	3	Added “(as amended)” directly following any references to MECP documents to point to the most current version of the document and added the MECP document “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended) to the list of items that may be considered when performing the annual verification of the currency of the information in the risk assessment).
2024-08-20	4	Changed MECP to Ministry. Removed watermark.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-08 Rev Date: 2024-08-20 Rev No: 4 Pages: 1 of 2
<b>RISK ASSESSMENT OUTCOMES</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To document the outcomes of the risk assessment conducted as per OP-07 Risk Assessment.

## 2. Definitions

*Critical Control Point (CCP)* – An essential step or point in the subject system at which control can be applied by the Operating Authority to prevent or eliminate a drinking water health hazard or reduce it to an acceptable level

*Critical Control Limit (CCL)* – The point at which a Critical Control Point response procedure is initiated

## 3. Procedure

3.1 The QEMS Representative is responsible for updating the information in OP-08A Summary of Risk Assessment Outcomes as required.


3.2 The results of the risk assessment conducted as per OP-07 are documented in Table 1 of OP-08A. This includes:

- Identified potential hazardous events and associated hazards (possible outcomes) for each of the system’s activities/process steps;  
 Note: Hazards listed in the Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended) are indicated in the appropriate column using the reference numbers in Table 4 of OP-08A.
- Identified control measures to address the potential hazards and hazardous events; and
- Assigned rankings for the for the outcome of the hazardous events (likelihood x consequence = risk value) and whether the hazardous event is a Critical Control Point (CCP) (mandatory or additional).  
 Note: If the hazardous event is ranked as 12 or higher and it is not being identified as a CCP, provide rationale as to why it does not meet the criteria set out in section 3.3.7 of OP-07).

3.3 Operations Management is responsible for ensuring that for each CCP:

- Critical Control Limits (CCLs) are set;
- Procedures and processes to monitor the CCLs are established; and
- Procedures to respond to, report and record deviations from the CCLs are implemented.

The identified CCPs, their respective CCLs and associated procedures are documented in Table 2 of OP-08A.

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Reviewed by: QEMS Representative	Approved by: Operations Management	

3.4 A summary of the results of the once every calendar review/36-month risk assessment is recorded in Table 3 of OP-08A.

3.5 Operations Management considers the risk assessment outcomes during the review of the adequacy of the infrastructure (Refer to OP-14 Review and Provision of Infrastructure).

#### 4. Related Documents

- OP-07 Risk Assessment
- OP-08A Summary of Risk Assessment Outcomes
- OP-14 Review and Provision of Infrastructure
- Facility Logbooks
- Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” (as amended)

#### 5. Revision History

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-08 was originally set out in the QEMS Procedure QP-02 Risk Assessment and Risk Assessment Outcomes (last revision #4 2017-06-20) Clarified role of QEMS Representative in updating the information in OP-08A Summary of Risk Assessment Outcomes. Included requirements for how to document the risk assessment outcomes using the tables in OP-08A. Clarified responsibility of Operations Management to ensure Critical Control Limits are set and related procedures are developed. Included reference to OP-14 Review and Provision of Infrastructure to emphasize the need for Operations Management to review the risk assessment outcomes during the infrastructure review.
2018-08-07	1	Revised 3.2 to state outcomes of the hazardous events, revised 3.4 to state once every calendar year, changed MOECC to MECP as per AI July 20, 2018
2022-08-30	2	Added “(as amended)” directly following references to the Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” to point to the most current version of the document).
2023-05-19	3	Removed CCP limit reached form and added facility logbooks to related documents
2024-08-20	4	Replaced MECP with Ministry. Remove watermark.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Doc.: OP-08A  
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**SUMMARY OF RISK ASSESSMENT OUTCOMES**

Reviewed by: QEMS Representative

Approved by: Operations Management

**Table 1:** Risk Assessment Table

**Note:** Processes referred to in section 3.3.4 of OP-07 Risk Assessment must be identified as mandatory Critical Control Points (CCPs) as applicable. Mandatory CCPs are not required to be ranked.

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
Water Supply	Water Quality Issue from Tri-County WTP	-Adverse Water Quality Incident (AWQI) -Drinking Water Advisory -Aesthetic Issue	-Flushing - Sodium Permanganate Dosing -Community Complaints -SOP#: WEDS-01, WEDS-02, WEDS-07	1, 4, 7,8,11	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1), 5)
				3, 5, 6, 8,13	2	3	6	
	Water Supply issue from Tri-County WTP	-Unable to supply water -Adverse Water Quality Incident (AWQI) - Drinking Water Advisory	-Short term supply from the West Lorne Standpipe, Rodney Tower -Back up supply from Iona Interconnection -SOP#: WEDS-01, WEDS-06, WEDS-13 - Water hauling	1,2,4,6,13	1	3	3	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1)
				3,5,8	2	3	6	
				7	3	3	9	
	SCADA System	Failure of Alarm Dialer	-no monitoring of system -AWQI	-Regular maintenance by Tri-County DWS operators -Visual monitoring, site checks -SOP #: WEDS-01	3,4	3	3	9
6, 13					1	3	3	



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West Elgin Distribution System

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### SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?	
	Failure of Historian	-Loss of continuous monitoring information	-Retrieval of data from Eramosa at Tri-County DWS -Back up of data -Visual monitoring, site checks -Process analyzers -SOP #: WTP-21, WTP-25, ALRM-01	3,4	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No- doesn't meet 5.7.1, 5.7.2, 5.7.3, 3.3.7.4),5)	
				6, 13	1	2	2		
	Loss of Communication	-Loss of continuous monitoring system	-Retrieval of data from Eramosa -Onsite PLC to store data temporarily -Visual monitoring, site checks -Process Analyzers -SOP #: WEDS-03, WTP-08, WTP-21, WTP-25, WTP-34, ALRM-64	3,4	3	2	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No- doesn't meet 3.3.7.1), 2), 3), 4), 5)	
				6, 13	1	2	2		
	Rodney Tower	Low Level	-Low pressure in system -Low chlorine	-Storage of treated water at WTP and West Lorne Standpipe -Distribution chamber bypasses to supply water quicker to Rodney -SOP #: WEDS-05, WEDS-06, ALRM-63, ALRM-65, WEDS-13 - Water hauling	2,6	1	3	3	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1)
					3,7	3	3	9	
Low Chlorine		-AWQI: <0.05ppm for 15min on analyzer	-Regular monitoring from analyzer and grab samples -Flushing -SOP #: WEDS-01, WEDS-02, WEDS-05, ALRM-65	3,6	1	4	4	<input checked="" type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input type="checkbox"/> No	
				4,11	3	4	12		



## OPERATIONAL PLAN

West Elgin Distribution System

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### SUMMARY OF RISK ASSESSMENT OUTCOMES

Reviewed by: QEMS Representative

Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
	Power Failure	-loss of level control and communications	-Operate high lift pumps based on pressure at the plant -Manual readings from pressure gauge -Grab samples for free chlorine -Portable generator on site -SOP #: ALRM-63	1,6, 13	1	2	2	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.1), 5)
				3,4	4	2	8	
Distribution	Chamber Failure -Air Release	-AWQI - Drinking Water Advisory	-Regular Maintenance and annual inspection -SOP #: WEDS-01, WEDS-02	3,4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Chamber Failure -Flow Control	-Low pressure	-Manual controls -Bypass lines in chambers -SOP#: WEDS-06, ALRM-63	3,4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Watermain Break	-AWQI -Low pressure - Drinking Water Advisory	-Isolation of section of main -Manual operation of valve to maintain pressure on part of system -West Lorne Standpipe, Rodney Tower and WTP supply water to maintain pressure -AWWA Standard C651; MECP Watermain Disinfection Procedure -SOP#: WEDS-01, WEDS-06,	1,3,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7. 3), 4), 5)
4				4	3	12		



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Approved by: Operations Management

Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
			WEDS-07, WEDS-08					
Adverse from Routine Sampling	-Drinking Water Advisory -AWQI		-Flushing -SOP#: WEDS-01, WEDS-02, WEDS-09	1,6,7,8,11	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.3)
				4	3	4	12	
Backflow Failure	-AWQI - Drinking Water Advisory		-Inspections and maintenance on backflows -Backflow Prevention Bylaw -SOP#: WEDS-01	4,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
Low Chlorine	-AWQI (<0.05mg/L grab sample) - Drinking Water Advisory		-Sampling and monitoring schedule -Flushing -SOP#: WEDS-01, WEDS-02, WEDS-05	1,6,8	2	4	8	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No – doesn't meet 3.3.7.3)
				4	3	4	12	
Biofilms	-Taste and Odour complaints -AWQI - Drinking Water Advisory		-Routine sampling of HPC and free chlorine residuals -Maintenance (flushing) -SOP#: WEDS-01, WEDS-02, WEDS-07	1,4,8,11	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 5)
				6	1	3	3	
Aging Infrastructure failure	-AWQI -Reduced Flow -Biofilms -Main Breaks		-Capital replacement projects, financial plans -Maintenance programs (flushing) -SOP#: WEDS-01, WEDS-02,	1,6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet
				3,4	3	3	9	





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Activity/ Process Step	Description of Hazardous Event	Possible Outcome (Hazards/Risks)	Existing Control Measures	MECP Potential Hazardous Event/Hazard Reference # (see Table 4)	Likelihood	Consequence	Risk Value	CCP?
		-Valve Failure	WEDS-07, WEDS-08, WEDS-18					3.3.7.1), 3,) 4), 5)
	New Watermain/Service Installations failure	-AWQI -Drinking Water Advisory	-Training, qualified persons -AWWA Standards, MDWL/DWWP requirements, Ministry's Watermain Disinfection Procedure -SOP#: WEDS-01	7,8	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Illegal Hydrant Use	-AWQI -Watermain Break -Low pressure	-Bylaw 2020-54 -SOP#: WEDS-01, WEDS-06, WEDS-08	6	2	3	6	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 3), 4), 5)
	Illegal Connections	-AWQI	-SOP#: WEDS-01	6	3	3	9	<input type="checkbox"/> Yes – Mandatory CCP <input type="checkbox"/> Yes – Additional CCP identified for facility <input checked="" type="checkbox"/> No - doesn't meet 3.3.7.1), 2), 3), 4)

**Table 2:** Identified Critical Control Points (CCPs)

CCP	Critical Control Limits	Monitoring Procedures	Response, Reporting and Recording Procedures
Rodney Tower Low Chlorine	-0.40mg/L or less free chlorine for 600sec on AIT1 and 2 calls out alarm -0.30mg/L or less free chlorine for 600sec on AIT2 and 2 calls out alarm Ch 65	-Continuous Chlorine Analyzer -SCADA Monitoring -Alarms to Dialer and banner on SCADA -Grab samples using pocket colorimeter	-Isolation of Tower -Draining of Tower -Overfilling of Tower -SOP #: WEDS-01, WEDS-10, WEDS-11, ALRM-65 -Facility Emergency Plan



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Note: Standard Operating Procedures (SOPs) referenced in Tables 1 and 2 are controlled as per OP-05 Document and Records Control.

**Related Standard Operating Procedures (SOPs):**

- SOP# WEDS-01: Reporting Adverse Drinking Water Quality
- SOP# WEDS-02: Flushing
- SOP# WEDS-03: Process Analyzer
- SOP# WEDS-04: Alarm Response
- SOP# WEDS-05: Low Free Chlorine Residual in Distribution System
- SOP# WEDS-06: Low Pressure in Distribution System
- SOP# WEDS-07: Community Complaints
- SOP# WEDS-08: Watermain Repair
- SOP# WEDS-09: Collection and Handling of Drinking Water Samples
- SOP# WEDS-10: Isolating, Draining, Filling of Rodney Tower
- SOP# WEDS-11: Critical Control Point (CCP) Limit Reached
- SOP# WEDS-13: Provision of An Alternate Source
- SOP# WEDS-18: Watermain Commissioning

**Tri-County WTP Standard Operating Procedures (SOPs)**

- SOP# WTP-08: 72hr Review of Continuous Monitoring Data
- SOP# WTP-21: Historian Data in Excel
- SOP# WTP-25: Historian Fault on SCADA Computer
- SOP# WTP-34: Review of Trending Data

**Alarm Standard Operating Procedures**

- SOP#ALRM-63: Rodney Elevated Tank Alarm
- SOP#ALRM-64: Rodney Elevated Tank Communications Failure
- SOP#ALRM-65: Rodney Elevated Tank Chlorine Alarms



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**Table 3:** Record of Annual Review/36-Month Risk Assessment

The Drinking Water Quality Management Standard (DWQMS) requires that the currency of the information and the validity of the assumptions used in the risk assessment be verified at least once every calendar year. In addition, the risk assessment must be conducted at least once every thirty-six months.

Date of Activity	Type of Activity	Participants	Summary of Results
July 18, 2013	Conducted initial risk assessment	Dale LeBritton and Cindy Sigurdson	Risk Assessment completed
May 27, 2014	Risk Assessment Review	Cindy Sigurdson, Dale LeBritton	Reviewed Risk Assessment, made minor changes. The consequence for SCADA system historian faults reduced since it is a process analyzer and continuous monitoring is not required.
July 6, 2015	Annual Risk Assessment Review	Cindy Sigurdson, Dale LeBritton	Review of risk assessment; Added Low chlorine, vandalism and terrorism as an hazardous event in the distribution System; and low pressure as an outcome of illegal hydrant use; Revise name to Tri-County WTP from West Elgin; Revise name of SOP: AWQI to Reporting Adverse Drinking Water.
July 4, 2016	36 Month Risk Assessment	Cindy Sigurdson, Dale LeBritton	Revise/provide more information to the existing control measures; identify why the hazardous event isn't a CCP by referring to Step 5.7 criteria that is not met.
June 20, 2017	Annual Risk Assessment Review	Cindy Sigurdson	Add process analyzer under control measure for failure of historian and loss of communication, add portable generator under control measure for power failure.
May 11, 2018	Annual Risk Assessment Review	Terri-Lynn Thomson	Add in table 4 ad identify the reference numbers in Table 1
July 23, 2019	36-Month Risk Assessment redo. Once every calendar year review	Cindy Sigurdson, Terri-Lynn Thomson, Sam Smith	Separated risk value based on MECP Hazardous Events. Added second Rodney tower chlorine analyzer under CCPs
June 4, 2020	Annual Risk Assessment Review	Cindy Sigurdson, Terri-Lynn Thomson, Sam Smith	Added staffing issue due to current pandemic
July 22, 2021	Annual Risk Assessment Review	Terri-Lynn Thomson, Cindy Sigurdson	Annual Review – no changes
July 19, 2022	36-Month Risk Assessment redo. Annual review	Terri-Lynn Thomson, Maegan Garber, Cindy Sigurdson, Sam Smith	Reviewed and updated due to changes in the system and updated table 4 with cybersecurity hazard as updated in the MECP's Potential Hazardous Events for Municipal Residential Drinking Water Systems. Updated table 1 with hazard where required.
May 2, 2023	Annual Risk Assessment Review	Terri-Lynn Thomson, Maegan Garber, Sam Smith	Annual Review – no changes



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July 31 <sup>st</sup> , 2024	Annual Rick Assessment Review	Terri-Lynn Thomson, Maegan Garber, Sam Smith, Allison Billingsley	Added Drinking Water Advisory where appropriate and water hauling where required. Also added SOP#WEDS-13

**Table 4:** Potential Hazardous Event/Hazard Reference Numbers (based on Ministry’s “Potential Hazardous Events for Municipal Residential Drinking Water Systems” dated February 2017)

If the hazardous event/hazard is not applicable to this drinking water system (DWS), it will be noted in the first column of this table.

System Type (indicate all that apply to this DWS)		Reference Number	Description of Hazardous Event/Hazard
X	All Systems	1	Long Term Impacts of Climate Change
X	All Systems	2	Water supply shortfall
X	All Systems	3	Extreme weather events (e.g., tornado, ice storm)
X	All Systems	4	Sustained extreme temperatures (e.g., heat wave, deep freeze)
X	All Systems	5	Chemical spill impacting source water
X	All Systems	6	Terrorist and vandalism actions
X	Distribution Systems	7	Sustained pressure loss
X	Distribution Systems	8	Backflow
N/A	Treatment Systems	9	Sudden changes to raw water characteristics (e.g., turbidity, pH)
N/A	Treatment Systems	10	Failure of equipment or process associated with primary disinfection (e.g., coagulant dosing system, filters, UV system, chlorination system)
X	Treatment Systems and Distribution Systems providing secondary disinfection	11	Failure of equipment or process associated with secondary disinfection (e.g., chlorination equipment, chloramination equipment)
N/A	Treatment Systems using Surface Water	12	Algal blooms
X	All Systems	13	Cybersecurity threats

**Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Initial risk assessment conducted
2014-05-27	1	Risk Assessment Reviewed
2014-07-18	2	Revise Table 2 Critical Control Limit to clarify set points



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2015-07-06	3	Revised Table 1 as per annual review
2016-07-18	4	Revised as per 36 Month Redo
2017-06-20	5	Revised as per annual review
2018-05-11	6	Revised as per annual review, added MOECC's hazardous events
2018-08-07	7	Changed MOECC to MECP
2019-08-06	8	Updated as per 36 month risk assessment redo
2020-07-08	9	Updated as per annual review
2021-07-23	10	Annual Review – no changes
2022-07-19	11	36 month risk assessment re-do and Annual review and updated due to changes in the system, cybersecurity threats added to table 4 due to new requirements and updated table 1 where required.
2023-05-19	12	Revised BWA to DWA throughout, added SOP WEDS-18
2024-08-20	13	Updated based on Annual review. Changed MECP to Ministry and removed watermark.



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## ORGANIZATIONAL STRUCTURE, ROLES, RESPONSIBILITIES AND AUTHORITIES

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To document the following for the West Elgin Distribution System:

- Owner;
- Organizational structure of the Operating Authority;
- QEMS roles, responsibilities and authorities of staff, Top Management and individuals/groups that provide corporate oversight; and
- Responsibilities for conducting the Management Review

### 2. Definitions

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility’s operations

*Senior Leadership Team (SLT)* – members include President and CEO, Executive Vice President and General Counsel, Vice Presidents of OCWA’s business units and Regional Hub Managers

*Top Management* – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems

*Operations Personnel* – Employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

### 3. Procedure

#### 3.1 Organizational Structure

The West Elgin Distribution System is owned by the Corporation of the Municipality of West Elgin and is represented by the Mayor and CAO/Clerk.

The organizational structure of OCWA, the Operating Authority, is outlined in appendix OP-09A: Organizational Structure.

#### 3.2 Top Management

Top Management for the West Elgin Distribution System consists of:

- Operations Management – Alvinston/SWM/West Elgin Cluster
- Regional Hub Manager – Southwest Region
- Safety, Process & Compliance Manager – Southwest Region

Irrespective of other duties (see Table 9-2 below), Top Management’s responsibilities and authorities include:

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Approved by: Operations Management

- Endorsing the Operational Plan as per the Commitment and Endorsement procedure (OP-03);
- Ensuring that the QEMS meets the requirements of the DWQMS;
- Ensuring staff are aware of the applicable legislative and regulatory requirements;
- Communicating the QEMS according to the Communications procedure (OP-12);
- Providing resources needed to maintain and continually improve the QEMS;
- Appointing and authorizing a QEMS Representative (OP-04); and
- Undertaking Management Reviews as per the Management Review procedure (OP-20).

Note: Specific responsibilities of the individual members of Top Management are identified in the referenced procedures.

### 3.3 Corporate Oversight

Roles, responsibilities and authorities for individuals/groups providing corporate oversight of OCWA's QEMS are summarized in Table 9-1 below.

**Table 9-1: Corporate QEMS Roles, Responsibilities and Authorities**

Role	Responsibilities and Authorities
Board of Directors	<ul style="list-style-type: none"> <li>• Set the Agency's strategic direction, monitor overall performance and ensure appropriate systems and controls are in place in accordance with the Agency's governing documents</li> <li>• Review and approve the QEMS Policy</li> </ul>
Senior Leadership Team (SLT)	<ul style="list-style-type: none"> <li>• Establish the Agency's organizational structure and governing documents and ensure resources are in place to support strategic initiatives</li> <li>• Monitor and report on OCWA's operational and business performance to the Board of Directors</li> <li>• Review the QEMS Policy and recommend its approval to the Board</li> <li>• Approve corporate QEMS programs and procedures</li> </ul>
Corporate Compliance	<ul style="list-style-type: none"> <li>• Manage the QEMS Policy and corporate QEMS programs and procedures</li> <li>• Provide support for the local implementation of the QEMS</li> <li>• Monitor and report on QEMS performance and any need for improvement to SLT</li> <li>• Consult with the Ministry and other regulators and provide compliance support/guidance on applicable legislative, regulatory and policy requirements</li> <li>• Manage contract with OCWA's DWQMS accreditation body</li> </ul>

### 3.4 Regional Hub Roles, Responsibilities and Authorities



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Approved by: Operations Management

QEMS roles, responsibilities and authorities of Regional Hub personnel are summarized in Table 9-2 below. This information is kept current as per the Document and Records Control procedure (OP-05) and is communicated to staff as per the Communications procedure (OP-12).

Additional duties of employees are detailed in their job specifications and in the various QEMS programs and procedures that form, or are referenced in, this Operational Plan.

**Table 9-2: QEMS Roles, Responsibilities and Authorities for the Alvinston/SWM/West Elgin Cluster.**

Role/Position	Responsibilities and Authorities
All Operations Personnel	<ul style="list-style-type: none"> <li>• Perform duties in compliance with applicable legislative and regulatory requirements</li> <li>• Be familiar with the QEMS Policy and work in accordance with QEMS programs and procedures</li> <li>• Maintain operator certification (as required)</li> <li>• Attend/participate in training relevant to their duties under the QEMS</li> <li>• Document all operational activities</li> <li>• Identify potential hazards at their facility that could affect the environmental and/or public health and report to Operations Management</li> <li>• Report and act on all operational incidents</li> <li>• Recommend changes to improve the QEMS</li> </ul>
Regional Hub Manager (Top Management)	<ul style="list-style-type: none"> <li>• Oversee the administration and delivery of contractual water/wastewater services on a Regional Hub level</li> <li>• Fulfill role of Top Management</li> <li>• Ensure corporate QEMS programs and procedures are implemented consistently throughout the Regional Hub</li> <li>• Manages the planning of training programs for Regional Hub</li> <li>• Report to VP of Operations/SLT on the regional performance of the QEMS and any need for Agency-wide improvement</li> <li>• Act as Overall Responsible Operator (ORO) when required.</li> </ul>
Operations Management (Top Management)	<ul style="list-style-type: none"> <li>• Manage the day-to-day operations and maintenance of their assigned facilities and supervise facility operational staff</li> <li>• Fulfill role of Top Management</li> <li>• Ensure corporate and site-specific QEMS programs and procedures are implemented at their assigned facilities</li> <li>• Determine necessary action and assign resources in response to operational issues</li> <li>• Report to the Regional Hub Manager on facility operational performance</li> <li>• Ensure operational training is provided for the cluster (in</li> </ul>





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Role/Position	Responsibilities and Authorities
	<p>consultation with the SPC Manager as required)</p> <ul style="list-style-type: none"> <li>Act as Overall Responsible Operator (ORO) when required (based on certification).</li> </ul>
<p>Safety, Process &amp; Compliance (SPC) Manager            (Top Management, Alternate QEMS Representative)</p>	<ul style="list-style-type: none"> <li>Supervise facility compliance staff and provide technical and program support to the Regional Hub related to process control and compliant operations</li> <li>Fulfill role of Top Management</li> <li>Ensure corporate/regional QEMS programs and procedures are implemented consistently throughout the Regional Hub</li> <li>Assist in the development of site-specific operational procedures as required</li> <li>Ensure training on applicable legislative and regulatory requirements and the QEMS is provided for the Regional Hub (in consultation with Operations Management as required)</li> <li>Monitor and report to the Regional Hub Manager and Operations Management on the compliance status and QEMS performance within their Regional Hub and any need for improvement</li> <li>Act as alternate QEMS Representative (when required)</li> <li>May act as Operator-in-Charge (OIC) and/or ORO when required (based on certification).</li> </ul>
<p>Process &amp; Compliance Technician (PCT)            (QEMS Representative)</p>	<ul style="list-style-type: none"> <li>Implement, monitor and support corporate programs relating to environmental compliance and support management by evaluating and implementing process control systems at their assigned facilities</li> <li>Fulfill role of QEMS Representative (OP-04)</li> <li>Monitor, evaluate and report on compliance/quality status of their assigned facilities</li> <li>Implement facility-specific QEMS programs and procedures consistently at their assigned facilities</li> <li>Participate in audits and inspections and assist in developing, implementing and monitoring action items to respond to findings</li> <li>Report to the SPC Manager on QEMS implementation and identify the need for additional/improved processes and procedures at the Regional Hub/cluster/facility level (in consultation with the Operations Management as required)</li> <li>Communicates to Owners on facility compliance and DWQMS accreditation as directed</li> <li>Deliver/participate in/coordinate training including applicable legislative and regulatory requirements and the QEMS</li> <li>May act as Operator-in-Charge (OIC) and/or Overall Responsible Operator (ORO) when required (based on certification)</li> </ul>
<p>Certified Operator</p>	<ul style="list-style-type: none"> <li>Perform duties outlined under Operations Personnel</li> <li>Monitor, maintain and operate facilities in accordance with</li> </ul>

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Role/Position	Responsibilities and Authorities
May include the following positions: <ul style="list-style-type: none"> <li>• Operations Supervisor Water &amp; Wastewater</li> <li>• Water &amp; Wastewater Lead</li> <li>• Senior Water &amp; Wastewater Operator</li> <li>• Water &amp; Wastewater Operator</li> <li>• Water &amp; Wastewater Operator-In-Training (OIT)</li> </ul>	applicable regulations, approvals and established operating procedures <ul style="list-style-type: none"> <li>• Collect samples and perform laboratory tests and equipment calibrations as required</li> <li>• Regularly inspect operating equipment, perform routine preventive maintenance and repairs and prepare and complete work orders as assigned</li> <li>• Ensure records of adjustments made to the process under their responsibility, equipment operating status during their shifts and any departures from normal operations observed and actions taken are maintained within facility logs/record keeping mechanisms (as per O. Reg. 128)</li> <li>• Participate in facility inspections and audits</li> <li>• May act as OIC and/or ORO when required (based on certification).</li> </ul> <p><b>NOTE:</b> OITs cannot act as OIC and/or ORO. OITs perform the above duties under the direction of the OIC/ORO and as assigned by Operations Management or designate.</p>
Administrative Assistant	<ul style="list-style-type: none"> <li>• Support the administrative functions of the regional hub/cluster/facility including coordinating delivery of training as directed</li> <li>• Assist with entering operational data (including operational training records, process data and maintenance records ) into the appropriate database as directed</li> </ul>

### 4. Related Documents

- OP-03 Commitment and Endorsement
- OP-04 QEMS Representative
- OP-05 Document and Records Control
- OP-09A Organizational Structure
- OP-12 Communications
- OP-20 Management Review
- OCWA Position Descriptions/Job Specifications

### 5. Revision History

Date	Revision #	Reason for Revision
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2018-05-11	0	Procedure issued – Information within OP-09 was originally set out in the main body of OCWA’s Operational Plan New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced ‘Senior Operations Manager’ references with ‘Operations Management’. (last revision # 4 dated 2017-06-20).
2018-08-07	1	Revised table 9.2 table to state Tri-County Cluster not Southwest Regional Hub. Changed MOECC to MECP as per IA July 20, 2018.
2019-08-06	2	Added Alt QEMS Rep to SPC manager position as per IA
2020-07-09	3	Added in System name in 1. As per IA
2021-07-23	4	Revised Cluster name.
2024-08-20	5	Procedure updated with revisions to Table 9-2 as follows: Role/Position updated to clarify roles are performed by multiple positions, position titles updated, note added regarding OITs operating limitations. Additional revisions include replaced MECP with Ministry, minor rewording and type-o’s, removed watermark.



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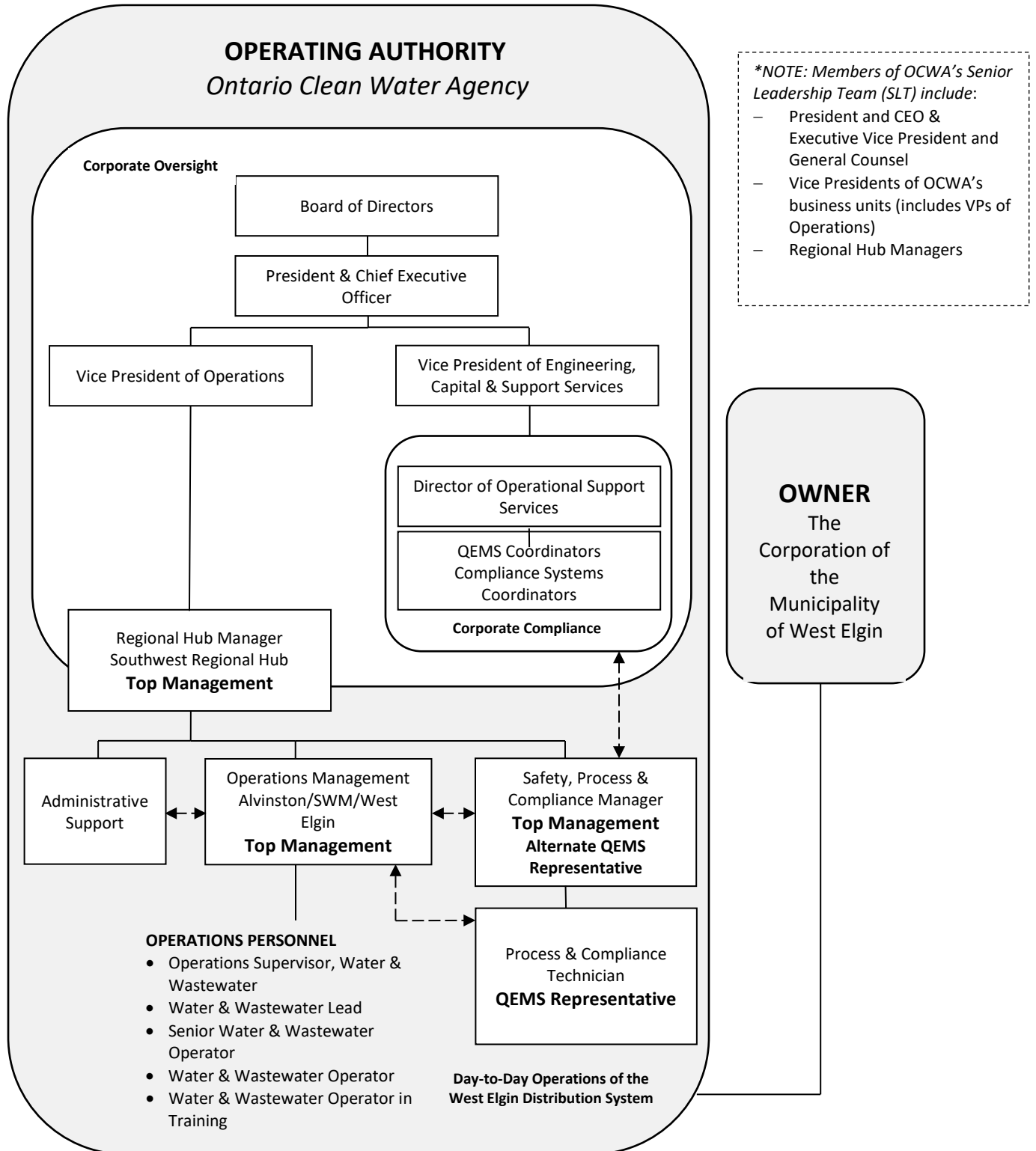
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### Revision History

Date	Revision #	Reason for Revision
2018-05-11	5	Appendix issued - Organizational Chart previously contained as Appendix C of the Operational Plan. Moved to a new Appendix. Revision history previously maintained within the operations plan revision 4 dated 2017-06-23. Removed two levels of Top Management (e.g. Facility Level and Corporate level), instead Top Management is only at the facility level and corporate has been moved to Corporate oversight. Added Administrative Support.
2021-07-23	6	Revised cluster under Top Management
2024-08-20	7	Revised to include Senior Leadership Team (SLT) in reporting structure and identify members, added Compliance System Coordinators, updated Operations Personnel position titles, removed watermark.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-10  
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**COMPETENCIES**

Reviewed by: QEMS Representative

Approved by: Operations Management

**1. Purpose**

To document a procedure that describes:

- the competencies required for personnel performing duties directly affecting drinking water quality;
- the activities to develop and/or maintain those competencies; and
- the activities to ensure personnel are aware of the relevance of their duties and how they affect safe drinking water.

**2. Definitions**

*Competence* – the combination of observable and measurable knowledge, skills, and abilities which are required for a person to carry out assigned responsibilities

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility’s operations

*Operations Personnel* – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality

*Top Management* – a person, persons or a group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the Owner respecting the subject system or subject systems

**3. Procedure**

3.1 The following table presents the minimum competencies required by operations personnel.

Role/Position	Required Minimum Competencies
Operations Management (Top Management)	<ul style="list-style-type: none"> <li>• Valid operator certification; if required to act as Overall Responsible Operator (ORO), certification must be at the level of the facility or higher</li> <li>• Experience and/or training in managing/supervising drinking water system operations, maintenance, financial planning and administration</li> <li>• Training and/or experience related to drinking water system processes, principles and technologies</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems</li> <li>• WMS Primary</li> </ul>



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## COMPETENCIES

Reviewed by: QEMS Representative

Approved by: Operations Management

Role/Position	Required Minimum Competencies
Safety, Process & Compliance (SPC) Manager  (Top Management)  (May also fulfill the role of Alternate QEMS Representative)	<ul style="list-style-type: none"> <li>• Valid operator certification required to fulfil certified operator duties (if assigned).</li> <li>• Experience in providing technical support and leading/managing programs related to process control and compliant operations</li> <li>• Experience and/or training in conducting compliance audits, and management system audits</li> <li>• Experience and/or training in preparing and presenting informational and training material</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems</li> <li>• WMS Primary</li> </ul>
Process & Compliance Technician  <span style="background-color: cyan; color: black;">(QEMS Representative)</span>	<ul style="list-style-type: none"> <li>• Valid operator certification required to fulfil certified operator duties (if assigned)</li> <li>• Experience and/or training in resolving/addressing compliance issues for drinking water systems</li> <li>• Experience and/or training in monitoring, assessing and reporting on facility performance against legal requirements and corporate goals</li> <li>• Experience and/or training in preparing and presenting informational and training material</li> <li>• Experience in conducting management system audits or internal auditor education/training</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems</li> <li>• WMS Primary</li> </ul>
Certified Operator May include the following: <ul style="list-style-type: none"> <li>• Operations Supervisor Water &amp; Wastewater</li> <li>• Water &amp; Wastewater Lead</li> <li>• Senior Water &amp; Wastewater Operator</li> <li>• Water &amp; Wastewater Operator</li> <li>• Water &amp; Wastewater Operator-in-Training</li> </ul>	<ul style="list-style-type: none"> <li>• Valid operator certification</li> <li>• If required to act as ORO, certification must be at the level of the facility or higher</li> <li>• If required to act as Operator-in-Charge (OIC), certification must be level 1 or higher</li> <li>• Training and/or experience in inspecting and monitoring drinking water system processes and performing/planning maintenance activities</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers and operational computerized systems</li> <li>• WMS Primary</li> </ul>

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**COMPETENCIES**

Reviewed by: QEMS Representative

Approved by: Operations Management

3.2 The following table presents the minimum competencies required by staff that provide administrative support to operations personnel.

Role and/or Position	Required Minimum Competencies
Administrative Assistant	<ul style="list-style-type: none"> <li>• Experience and/or training related to procurement and business administration practices</li> <li>• Training on OCWA's QEMS and the DWQMS</li> <li>• Training on relevant legislation, regulations, codes, policies, guidelines and procedures</li> <li>• Experience using computers</li> </ul>

3.3 OCWA's recruiting and hiring practices follow those of the Ontario Public Service (OPS). As part of the OPS, minimum competencies, which include education, skills, knowledge and experience requirements, are established when designing the job description for a particular position. As part of the recruitment process, competencies are then evaluated against the job description. Based on this evaluation, the hiring manager selects and assigns personnel for specific duties.

3.4 OCWA's Operational Training Program aims to:

- Develop the skills and increase the knowledge of staff and management;
- Provide staff with information and access to resources that can assist them in performing their duties; and
- Assist OCWA certified operators in meeting the legislative and regulatory requirements with respect to training.

3.5 The Program consists of Director Approved, continuing education and on-the-job training and is delivered using a combination of methods (e.g., traditional classroom courses, e-learning/webinars and custom/program-based courses/sessions). A formal evaluation process is in place for all sessions under the Operational Training Program and is a critical part of the Program's continual improvement.

3.6 Awareness of OCWA's QEMS is promoted during the orientation of new staff, at facility/cluster/regional hub level training sessions and meetings and through OCWA's Environmental Compliance 101 (EC 101) course. All new staff are required to complete the EC 101 course within their first year of joining OCWA (depending on scheduling and availability). The EC 101 refresher course is required by all staff every 3 years (depending on scheduling and availability). The purpose of the EC 101 course is to ensure staff are aware of applicable legislative and regulatory requirements, to promote awareness of OCWA's QEMS and to reinforce their roles and responsibilities under OCWA's QEMS.

3.7 Staff are also required to complete the training listed in OCWA's Mandatory Training Requirements procedure, based on their position and/or the duties they perform. This





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Approved by: Operations Management

list includes mandatory environmental and health and safety compliance training, as well as the training deemed mandatory by OCWA corporate and Ontario Public Service (OPS) policies and is available on OCWA's intranet (sharepoint site).

- 3.8 Operations personnel also receive site-specific training/instruction on relevant operational and emergency response procedures to ensure effective operational control of processes and equipment which may impact the safety and quality of drinking water.
- 3.9 As part of OCWA's annual Performance Planning and Review (PPR) process, employee performance is evaluated against their job expectations. Professional development opportunities and training needs (which could include formalized courses as well as site-specific on-the-job training or job shadowing/mentoring) are identified as part of this process (and on an ongoing basis). In addition to this process, OCWA employees may at any time request training from either internal or external providers by obtaining approval from their Manager.
- 3.10 Certified drinking water operators are responsible for completing the required number of training hours in order to renew their certificates based on the highest class of drinking water subsystem they operate. They are also responsible for completing mandatory courses required by *Safe Drinking Water Act (SDWA)* O. Reg. 128/04 Certification of Drinking Water System Operators and Water Quality Analysts. The Operations Management takes reasonable steps to ensure that every operator has the opportunity to attend training to meet the requirements.
- 3.11 It is the responsibility of operations personnel to ensure Operations Management are aware of any change to the status/classification of their drinking water operator certificate(s), the validity of their driver's licence (required to hold at a minimum a Class G license which is initially verified upon hire) and/or the validity of any other required certificates/qualifications.
- 3.12 Individual OCWA employee training records are maintained and tracked using a computerized system, the Training Summary database, which is administrated by OCWA's Learning and Development Department. Training records maintained at the facility are controlled as per OP-05 Document and Records Control.

#### 4. Related Documents

- OCWA's Learning and Development Resources (OCWA Intranet/sharepoint)
- OCWA's Mandatory Training Requirements (OCWA intranet/sharepoint)
- Performance Planning and Review Database
- OP-5 Document and Records Control
- OCWA Training Summary Database



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**COMPETENCIES**

Reviewed by: QEMS Representative

Approved by: Operations Management

**5. Revision History**

<b>Date</b>	<b>Revision #</b>	<b>Reason for Revision</b>
2018-05-11	0	Procedure issued – Information within OP-10 was originally set out in the main body of OCWA's Operational Plan (last revision 4 dated 2017-06-20) New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added definitions for Operations Management and Operations Personnel and throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Modified table in procedure (s. 3.1 and s. 3.2): removed/revised non-measurable competencies, added the word 'minimum' to competencies; removed 'Valid Class G Driver's License' listed under individual positions and referenced in s. 3.11; added competencies for Admin Assistants and merged competencies for Senior Operations Manager and Operations Manager under Operations Management. Updated training sections (s. 3.4 to s. 3.7) to reference new Environmental 101 course, Mandatory Compliance Training list and removed specific references to Orientation Training Program. Added s. 3.11 related to ensuring operators make Operations Management aware of changes to operator certification and other certificates/licenses. Other minor changes to wording.
2018-08-07	1	Revised competencies for all positions to be WD1 for ORO/OIC, revised 3.6 to state upon scheduling and availability as per IA July 20, 2018
2019-08-06	2	Added WMS Primary to required positions as per IA
2020-07-09	3	Added in the EC 101 refresher course and ORO level as per IA
2023-05-19	4	Added (depending on scheduling and availability) in 3.6 for the EC101 refresher
2024-08-20	5	Procedure updated with revisions to table in 3.1 Role/Position updated to clarify roles are performed by multiple positions, position titles updated, removed watermark, updated Procedure to reflect changes to title and content of OCWA's Mandatory Training Requirements Document, added sharepoint.



# OPERATIONAL PLAN

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## PERSONNEL COVERAGE

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe the procedure for ensuring that sufficient and competent personnel are available for duties that directly affect drinking water quality for the West Elgin Distribution System.

### 2. Definitions

*Competency* – an integrated set of requisite skills and knowledge that enables an individual to effectively perform the activities of a given occupation \*

*Essential Services* – services that are necessary to enable the employer to prevent,

- (a) danger to life, health or safety,
- (b) the destruction or serious deterioration of machinery, equipment or premises,
- (c) serious environmental damage, or
- (d) disruption of the administration of the courts or of legislative drafting.

*(Crown Employees Collective Bargaining Act, 1993)*

### 3. Procedure

3.1 Operations Management ensures that personnel meeting the competencies identified in OP-10 Competencies are available for duties that directly affect drinking water quality.

3.2 The West Elgin Distribution System is staffed by OCWA personnel as follows:

- 7:30- 16:00 5 days a week Monday to Friday.
- Staff on call after hours

3.3 Operations personnel are assigned to act as and fulfill the duties of Overall Responsible Operator (ORO) and Operator-in-Charge (OIC) in accordance with SDWA O. Reg. 128/04.

An Overall Responsible Operator (ORO) is assigned to the facility with a minimum WD 1 to fulfill the duties. When the designated ORO is unavailable, the alternate designated ORO is assigned and email notification is provided to appropriate staff. The ORO is recorded in the facility logbook.

The designated OIC for each shift is recorded in the facility logbook.

3.4 Operations Management assigns an on-call operator for the time that the facility is not staffed (i.e., evenings, weekends and Statutory Holidays). The on-call shift change is

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\* Based on the 2005 National Occupational Guidelines for Canadian Water and Wastewater Operators and International Board of Standards for Training, Performance and Instruction



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## PERSONNEL COVERAGE

Reviewed by: QEMS Representative

Approved by: Operations Management

the start of the business day on Monday and follows a weekly rotation of staff. A schedule of on call operators is prepared and is available as per OP-05.

- 3.5 Operators routinely complete inspections of the system and facilities, details are recorded in the facility logbook and daily round sheets.
- 3.6 The SCADA system auto dialer is programmed to contact a contracted call-centre operator whenever there is an alarm condition. The call-centre operator contacts the on-call operator through a designated on-call cell phone. The on-call operator contacts the call-centre to acknowledge receipt of the alarm. If the nature of the alarm requires additional staff, the on-call operator can request assistance from any of the other certified operators. The on-call operator records details of the call-in in the facility logbook and call back reports in WMS.
- 3.7 Each manager (e.g. Operations Management/SPC Manager) is responsible for approving time off for their staff in a manner which ensures sufficient personnel are available for the performance of normal operating duties as well as on-call coverage. The Operations Management is responsible for ensuring facilities are appropriately staffed and on-call coverage is maintained when an operator is away due to illness, training, emergency, vacation or resignation.
- 3.8 OCWA's operations personnel are represented by the Ontario Public Service Employees Union (OPSEU). In the event of a labour disruption, Operations Management, together with the union, identifies operations personnel to provide "essential services" required to operate the facility so that the quality of drinking water is not compromised in any way.
- 3.9 A contingency plan for Critical Shortage of Staff is included in the Facility Emergency Plan. This plan provides direction in the event that there is a severe shortage of operations personnel due to sickness (e.g., pandemic flu) or other unusual situations.

#### 4. Related Documents

- SOP WEDS-16 ORO Designation
- SOP WEDS-20 OIC Designation
- OP-05 Documents and Records Control
- OP-10 Competencies
- Facility Logbook
- Daily Round Sheets
- On-Call Schedule
- Call-Back Reports
- Shift/Vacation Schedule
- Critical Shortage of Staff Contingency Plan (Facility Emergency Plan)



# OPERATIONAL PLAN

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## PERSONNEL COVERAGE

Reviewed by: QEMS Representative

Approved by: Operations Management

### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Revise 5.2-hours and weekend checks and 5.3 OIC info
2015-07-28	2	Remove redundant statement in 5.3 re: OIC; Add ORO Schedule
2016-07-18	3	Revise to update Senior Ops Manager to RHM and PCT to OCTL where
2017-06-23	4	Changed RHM to SOM where required
2018-05-11	5	QP-03 procedure renamed OP-11. Removed Scope and Responsibilities sections. Other minor edits in wording.
2018-08-07	6	Revised 3.3 to state WD1 as per AI July 20, 2018
2019-08-06	7	Added Call back reports as per the IA.
2020-07-09	8	Revised to remove ORO schedule as per IA
2022-08-30	9	Revised 3.6 to contact the on call cell phone from pager as pagers are no longer in use.
2023-05-19	10	Added more details in 3.3, added ORO and OIC SOP's in related documents, added clarification in 3.7. Added OP-05 to related documents

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-12 Rev Date: 2024-08-20 Rev No: 9 Pages: 1 of 4
<b>COMMUNICATIONS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for facility level internal and external QEMS-related communications between Top Management and:

- OCWA staff;
- the Owner;
- essential suppliers and service providers (as identified in OP-13); and
- the public.

## 2. Definitions

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility’s operations

*Operations Personnel* – employees of the drinking water system who perform various activities related to the compliance, operations and maintenance of the drinking water system that may directly affect drinking water quality.

## 3. Procedure

- 3.1 Operations Management and the QEMS Representative are responsible for identifying and coordinating any site-specific communications in relation to the status/development of the facility’s QEMS.
- 3.2 Internal and external communication responsibilities and reporting requirements for emergency situations are set out under OCWA’s Emergency Management Program (i.e., Facility Emergency Plan and OCWA’s Corporate Emergency Response Plan). Refer to OP-18 Emergency Management for more information.
- 3.3 Communication with OCWA staff:
  - 3.3.1 Within the first year of hire (upon scheduling and availability), all staff are required to complete the Environmental Compliance 101 (EC101) course and refresher course. The objective of the EC 101 course is to ensure that staff are aware of applicable legislative and regulatory requirements and of OCWA’s QEMS and to reinforce their roles and responsibilities under OCWA’s QEMS.
  - 3.3.2 Operations Management are responsible for ensuring operations personnel receive site-specific training on the Operational Plan, the organizational structure for the facility including the roles and responsibilities and authorities (outlined in OP-09 Organizational Structure, Roles, Responsibilities and Authorities), QEMS Procedures and other related operating instructions and procedures as part of the orientation process and on an on-going basis as required.



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Approved by: Operations Management

- 3.3.3 New and proposed legislation is communicated to the SPC Manager and PCT from Corporate Compliance.
- 3.3.4 The SPC Manager is responsible for ensuring training is provided for the Regional Hub (in consultation with Operations Management as required) on applicable legislative and regulatory requirements and the QEMS.
- 3.3.5 The QEMS Representative assists Operations Management and/or the SPC Manager in the coordination/delivery of training as required.
- 3.3.6 Revisions to the QEMS and associated documentation are communicated as per OP-05 Document and Records Control.
- 3.3.7 The QEMS Policy is available to all OCWA personnel through OCWA's intranet and as outlined in 3.6.2 of this procedure.
- 3.3.8 Operations personnel are responsible for identifying potential hazards at the facility that could affect the environmental and/or public health, and communicating these to Operations Management. They may also recommend changes be made to improve the facility's QEMS by making a request to the QEMS Representative (as per OP-05).
- 3.3.9 The QEMS Representative is responsible for ensuring that the Operations Management and the Safety, Process and Compliance Manager are informed regarding the compliance/quality status of the facility and QEMS implementation and any need for improved processes/procedures at the cluster/facility level.
- 3.3.10 The SPC Manager reports to the Regional Hub Manager on the compliance status, the QEMS performance and effectiveness, any need for improvement and on issues that may have Agency-wide significance. Operations Management reports to the Regional Hub Manager on facility operational performance.

3.4 Communication with the Owner:

- 3.4.1 The Operations Management ensures that the Owner is provided with QEMS updates and that they are kept informed of the status of the facility's operational and compliance performance during regularly scheduled meetings and/or through electronic and/or verbal communications. The QEMS Representative assists in the coordination of these meetings and with communicating the updates as directed.
- 3.4.2 The continuing suitability, adequacy and effectiveness of OCWA's QEMS are communicated to the Owner as part of the Management Review process (refer to OP-20 Management Review).

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Reviewed by: QEMS Representative	Approved by: Operations Management	

3.5 Communications with Essential Suppliers and Service Providers:

3.5.1 Communication requirements to ensure essential suppliers and service providers understand the relevant OCWA QEMS policies, procedures and expectations are described in OP-13 Essential Supplies and Services.

3.6 Communication with the Public:

3.6.1 Media enquiries must be directed to the facility’s designated media spokesperson as identified in the Facility Emergency Plan. The media spokesperson coordinates with local and corporate personnel (as appropriate) and the Owner in responding to media enquiries.

3.6.2 OCWA’s QEMS and QEMS Policy are communicated to the public through OCWA’s public website ( [www.ocwa.com](http://www.ocwa.com) ). The QEMS Policy is also posted at West Lorne Wastewater Treatment Plant.

3.6.3 Facility tours of interested parties must be approved in advance by the Operations Management.

3.6.4 All complaints, whether received from the consumer, the community or other interested parties, are documented in the OPEX database following SOP-WEDS-07. As appropriate, the Operations Management ensures that the Owner is informed of the complaint and/or an action is developed to address the issue in a timely manner. The QEMS Representative ensures that consumer feedback is included for discussion at the Management Review.

**4. Related Documents**

- Facility Logbook
- SOP- WEDS-07 Community Complaints
- OP-05 Document and Records Control
- OP-09 Organizational Structure, Roles, Responsibilities and Authorities
- OP-13 Essential Supplies and Services
- OP-18 Emergency Management
- OP-20 Management Review
- Facility Emergency Plan
- Corporate Emergency Response Plan
- OPEX Incident Reports

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued





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Approved by: Operations Management

2014-07-18	1	Revise 3.0 to include Operator/Mechanics as per OFI IA 2014-04-01; Revise 5.2 to specify when the Env. Compliance course is taken as per OFI EA 2013-08-16; revise wording in 5.3, revise wording in 5.5 as per OFI IA 2014-04-01; 5.6 change to Tri-County Water Treatment Plant from West Elgin; 6.0 change OPEX Incident Report to Community Complaint as per OFI IA 2014-04-01
2016-07-18	2	Revise to change Senior Ops Manager to RHM and PCT to OCTL as appropriate; remove s 5.2 requirement of Env. Compliance course taken every 5 years to upon hire.
2017-06-23	3	Changed OCTL to SPC Manager, Changed RHM to SOM and OCTL to PCT where required.
2018-05-11	4	QP-04 procedure renamed OP-12. Removed Scope and Responsibilities sections. Added definitions for Operations Management and Operations Personnel. Reordered and created separate sections to clarify communications to each of the 4 parties. Clarified suppliers were those listed as essential as per Element 13 (as per DWQMS v. 2.0) and replaced references to Senior Operations Manager with 'Operations Management'. Updated training sections for OCWA personnel (s. 3.3.1 to s. 3.3.4) to reference new Environmental Compliance 101 course completed within first year of hire and to outline how training is coordinated between SPC Manager/Operations Management, and QEMS Representative. Included sections on R&Rs for performance reporting within OCWA (s. 3.3.7 to s. 3.3.9) and to Client (3.4.1). Replaced identification of media spokesperson (s. 3.6.1) with 'as identified in Facility Emergency Plan'. Added reference to site-specific records/documents used for recording tours (s. 3.6.3). Other minor edits.
2019-08-06	5	Added upon scheduling and availability to 3.3.1
2020-07-09	6	Added the EC 101 refresher course as per IA
2021-07-23	7	Added 3.3.3 on how new and proposed legislation is communicated. 3.6.2 revised with new location of the policy
2023-05-19	8	Added SOP-07 to s.3.6.4 and related documents
2024-08-20	9	Procedure revised to reference updated title of Corporate Emergency Response Plan, removed watermark.



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**ESSENTIAL SUPPLIES AND SERVICES**

Reviewed by: QEMS Representative

Approved by: Operations Management

**1. Purpose**

To describe OCWA's procedures for procurement and for ensuring the quality of essential supplies and services.

**2. Definitions**

*Essential Supplies and Services* – supplies and services deemed to be critical to the delivery of safe drinking water

**3. Procedure**

3.1 Essential supplies and services for the West Elgin Distribution System are contained in the Facility Emergency Plan, Essential/Emergency Service and Supply Contact List. The list is reviewed and updated at least once every calendar year by the QEMS Representative.

3.2 Purchasing is conducted in accordance with OCWA's Corporate Procurement and Administration policies, procedures and guidelines, which are adopted from those of the Ontario Public Service.

Purchases of capital equipment are subject to formal approval by the facility's owner.

3.3 As part of the corporate procurement process, potential suppliers/service providers are informed of relevant aspects of OCWA's QEMS through the tendering process and through specific terms and conditions set out in our agreements and purchase orders. Essential suppliers and service providers (including those contracted locally) are sent a letter that provides an overview of the relevant aspects of the QEMS.

3.4 Contractors are selected based on their qualifications and ability to meet the facility's needs without compromising operational performance and compliance with applicable legislation and regulations.

Contracted personnel including suppliers may be requested or required to participate in additional relevant training/orientation activities to ensure conformance with facility procedures and to become familiar with OCWA workplaces.

If necessary, appropriate control measures are implemented while contracted work is being carried out and communicated to all relevant parties to minimize the risk to the integrity of the drinking water system and the environment.

3.5 All third-party drinking water testing services are provided by accredited and licensed laboratories. The Ministry of the Environment, Conservation and Parks (Ministry) has agreement with The Canadian Association for Laboratory Accreditation (CALA) for accreditation of laboratories testing drinking water. The QEMS Representative is



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**ESSENTIAL SUPPLIES AND SERVICES**

Reviewed by: QEMS Representative

Approved by: Operations Management

responsible for notifying the Ministry of any change to the drinking water testing services being utilized.

- 3.6 Internal verification and calibration activities (e.g. chlorine analyzer, turbidimeter, etc.) are conducted by operations personnel in accordance with equipment manuals and/or procedures (Refer to OP-17 Measurement Recording Equipment Calibration and Maintenance).
- 3.7 External calibration activities (e.g. flow meters) are conducted by qualified third-party providers. Qualifications of the service provider are verified during the procurement process. The service provider is responsible for providing a record/certificate of all calibrations conducted.
- 3.8 Chemicals purchased for use in the drinking water treatment process must meet AWWA Standards and be ANSI/NSF certified as per the Municipal Drinking Water Licence (MDWL).
- 3.9 The facility orders and receives ongoing deliveries of chemicals to satisfy current short-term needs based on processing volumes and storage capacities. Incoming chemical orders are verified by reviewing the manifest or invoice in order to confirm that the product received is the product ordered.
- 3.10 Process components/equipment provided by the supplier must meet applicable regulatory requirements and industry standards for use in drinking water systems prior to their installation.

**4. Related Documents**

Essential/Emergency Service and Supply Contact List  
OP-17 Measurement Recording Equipment Calibration and Maintenance  
ANSI/NSF Documentation  
AWWA Standards  
MDWL  
Calibration Certificates/Records

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2016-07-18	1	Change Senior Ops Manager to RHM and PCT to OCTL; Remove "water" from s 5.1 name as per OFI EA 2015-08-11; add AWWA to s 6.0 as per OFI IA 216-03-24.
2017-06-23	2	Changed RHM to SOM and OCTL to PCT



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**ESSENTIAL SUPPLIES AND SERVICES**

Reviewed by: QEMS Representative

Approved by: Operations Management

2018-05-11	3	QP-05 procedure renamed OP-13. Removed Scope and Responsibilities sections. Changes to wording to provide clarification on ensuring quality of essential supplies and services (s. 3.5, 3.6, 3.7 and 3.9).
2018-08-07	4	Changed MOECC to MECP as per IA July 20, 2018
2024-08-20	5	Changed MECP to Ministry. Removed watermark.



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-14  
Rev Date: 2024-08-20  
Rev No: 8  
Pages: 1 of 2

## REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe OCWA's procedure for reviewing the adequacy of infrastructure necessary to operate and maintain the West Elgin Distribution System.

### 2. Definitions

*Infrastructure* – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

### 3. Procedure

3.1 At least once every calendar year, Operations Management in conjunction with operations personnel conducts a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. Operations personnel assist with identifying the need for infrastructure repairs, replacements or alterations and with prioritizing each identified item. Documents and records that are reviewed may include:

- Maintenance records
- Call-back reports
- Adverse Water Quality Incidents (AWQIs) or other incidents
- Health & Safety Inspections
- Ministry Inspection Reports
- Hydrant and Valve inspection records
- Tower Inspection Reports
- Distribution System Chamber Inspections Reports
- Watermain Repair Forms

3.2 The outcomes of the risk assessment documented as per OP-08 are considered as part of this review.

3.3 The output of the review is a 6 year rolling Recommended Capital / Major Maintenance Report to assist the Owner and OCWA with planning infrastructure needs for the short and long-term. This report is submitted, at least once every calendar year by Operations Management, to the Owner for review and approval. Together with the Owner, Operations Management determines and documents timelines and responsibilities for implementation of priority items.

3.4 The final approved Recommended Capital / Major Maintenance Report forms the long term forecast for any major infrastructure maintenance, rehabilitation and renewal activities as per OP-15.

3.5 Operations Management ensures that results of this review are considered during the Management Review process (OP-20).



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-14  
Rev Date: 2024-08-20  
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## REVIEW AND PROVISION OF INFRASTRUCTURE

Reviewed by: QEMS Representative

Approved by: Operations Management

#### 4. Related Documents

Recommended Capital / Major Maintenance Report  
OP-08A Summary of Risk Assessment Outcomes  
OP-15 Infrastructure Maintenance, Rehabilitation and Renewal  
OP-20 Management Review  
Management Review Minutes

#### 5. Revision History

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2015-07-28	1	Revise 5.1 to include list of areas reviewed as per OFI EA 2014-08-01
2016-07-18	2	Revise to change Senior Ops Manager to RHM and PCT to OCTL.
2017-06-23	3	Changed RHM to SOM and OCTL to PCT
2018-05-11	4	QP-06 procedure renamed OP-14. Removed Scope and Responsibilities sections. Replaced 'once every 12 months' with 'once every calendar year' (s. 3.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2 to consider the outcomes of the risk assessment under Element 8 during the review to reflect wording in DWQMS v. 2.0. Changes to wording to provide clarification on who is required to attend the review and what documents and records may be considered during the review (s. 3.1). Linked the procedure with OP-15 in terms of documenting a long-term forecast (s. 3.3 and s. 3.4).
2018-08-07	5	Changed MOECC to MECP as per IA July 20, 2018
2019-08-06	6	Update as per IA
2023-05-23	7	Revised OP-08 to OP-08A in related documents
2024-08-20	8	Changed MECP to Ministry. Removed watermark.



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-15  
Rev Date: 2023-05-23  
Rev No: 4  
Pages: 1 of 3

## INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe OCWA's infrastructure maintenance, rehabilitation and renewal program for the West Elgin Distribution System.

### 2. Definitions

*Infrastructure* – the set of interconnected structural elements that provide the framework for supporting the operation of the drinking water system, including buildings, workspace, process equipment, hardware, software and supporting services, such as transport or communication

*Rehabilitation* – the process of repairing or refurbishing an infrastructure element.

*Renewal* – the process of replacing the infrastructure elements with new elements.

### 3. Procedure

3.1 OCWA, under contract with the Owner, maintains a computerized Work Management System (WMS) to manage maintenance, rehabilitation and renewal of infrastructure for which it is operationally responsible. The major components of the WMS consist of planned maintenance, unplanned maintenance, rehabilitation, renewal and program monitoring and reporting.

#### 3.1.1 Planned Maintenance

Routine planned maintenance activities include: pump inspection, analyzer calibrations, flow meter calibrations, valve inspection, hydrant flushing and inspections, tower inspections, weekly inspections of the facility, etc.

Planned maintenance activities are scheduled in the WMS that allows the user to:

- Enter detailed asset information;
- Generate and process work orders;
- Access maintenance and inspection procedures;
- Plan preventive maintenance and inspection work;
- Plan, schedule and document all asset related tasks and activities; and
- Access maintenance records and asset histories.

Planned maintenance activities are communicated to the person responsible for completing the task through the issuance of WMS work orders. Work orders are automatically generated on a daily, weekly, monthly, quarterly and annual schedule as determined based on manufacturer's recommendations and site specific operational and maintenance needs and are assigned directly to the appropriate operations personnel. This schedule is set up by the WMS Primary. Work orders are completed and electronically entered into WMS by the person



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-15  
Rev Date: 2023-05-23  
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**INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL**

Reviewed by: QEMS Representative

Approved by: Operations Management

responsible for completing the task. Records of these activities are maintained as per OP-05 Document and Records Control.

The Operations Management maintains the inventory of equipment in WMS and ensures that appropriate maintenance plans are in place. Maintenance plans are developed according to the manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements. Equipment Operation and Maintenance (O&M) manuals are accessible to operations personnel at the locations specified in OP-05 Document and Records Control.

**3.1.2 Unplanned Maintenance**

Unplanned maintenance is conducted as required. All unplanned maintenance activities are authorized by the Operations Management. Unplanned maintenance activities are recorded and entered into WMS by the person responsible for completing the unplanned maintenance activity.

**3.1.3 Rehabilitation and Renewal**

Rehabilitation and renewal activities including capital upgrades (major infrastructure maintenance) are determined at least once every calendar year in consultation with Operations Management and the Owner. A list of required replacement or desired new equipment is compiled and prioritized by Operations Management in conjunction with operations personnel and is presented to the Owner for review and comment. All major expenditures require the approval of the Owner. In addition to the short-term facility needs (i.e. current year), the Recommended Capital / Major Maintenance Report also provides a long-term (i.e. rolling 6-year) list of major maintenance recommendations. (Refer to OP-14 Review and Provision of Infrastructure).

**3.1.4 Program Monitoring and Reporting**

Maintenance needs for the facility are determined through review of manufacturer's instructions, regulatory requirements, industry standards, and/or client service requirements and are communicated by means of work orders. Additionally, Operations Management and operations personnel conduct a review of the drinking water system's infrastructure to assess its adequacy for the operation and maintenance of the system. (Refer to OP-14 Review and Provision of Infrastructure).

To assist in monitoring the effectiveness of the program Operations Management reviews the work order backlogs.

On a quarterly basis, the owner is provided an operations and maintenance report through the Operations Report.





**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-15  
Rev Date: 2023-05-23  
Rev No: 4  
Pages: 3 of 3

**INFRASTRUCTURE MAINTENANCE, REHABILITATION AND RENEWAL**

Reviewed by: QEMS Representative

Approved by: Operations Management


3.2 OCWA's infrastructure maintenance, rehabilitation and renewal program is initially communicated to the Owner through the operating agreement. OCWA's program is communicated to the Owner on a quarterly basis through the Operations Report and at a minimum of at least once every calendar year through submission of the Recommended Capital / Major Maintenance Report and through the results of the Management Review.

**4. Related Documents**

Minutes of Management Review  
Recommended Capital / Major Maintenance Report  
OP-05 Document and Records Control  
OP-14 Review and Provision of Infrastructure  
Operations Report

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – Information within OP-15 (s. 3) was originally set out in main body of OCWA's Operational Plan (last revised on Rev 4 2017-06-20). New Purpose, Definitions, Procedure, Related Documents and separate Revision History sections. Added the requirement to ensure the long term forecast is reviewed at once every calendar year and to document a long term forecast (s. 3.1.3) to reflect in DWQMS v. 2.0. Minor wording updates to reflect OCWA's current WMS.
2018-08-07	1	Remove EMT report under 3.1.4 as per IA July 20, 2018.
2019-08-06	2	Added work order backlogs to 3.1.4 as per the IA
2020-07-10	3	Updated 3.1.3 to read 6 year plan as per IA
2023-05-23	4	Added Operations Report to related documents

	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-16 Rev Date: 2024-08-20 Rev No: 10 Pages: 1 of 3
<b>SAMPLING, TESTING AND MONITORING</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

### 1. Purpose

To describe the procedure for sampling, testing and monitoring for process control and finished drinking water quality.

### 2. Definitions

*Challenging Conditions* – any existing characteristic of the water source or event-driven fluctuations that impact the operational process as identified and listed under OP-06 Drinking Water System

### 3. Procedure

3.1 All sampling, monitoring and testing is conducted at a minimum in accordance with SDWA O. Reg. 170/03, the facility’s Municipal Drinking Water License (MDWL) as well as sampling/testing and monitoring requirements listed within Ministry’s orders/inspection reports, etc.

3.2 Sampling requirements for the facility are defined in the facility’s sampling schedule which is available to operations personnel, at the location(s) noted in OP-05 Document and Records Control. The sampling schedule is maintained by the QEMS Rep and is updated as required.

3.3 Samples that are required to be tested by an accredited and licensed laboratory, are collected, handled and submitted according to the directions provided by the licensed laboratory(ies) that conducts the analysis. The laboratory(ies) used for this facility are listed in the Essential Supplies and Services List (within the Facility Emergency Plan (FEP)).

Electronic and/or hardcopy reports received from the laboratory are maintained as per OP-05 Document and Records Control. Analytical results from laboratory reports are uploaded into OCWA’s Process Data Management system (PDM).

3.4 Continuous monitoring equipment is used to sample and test for free chlorine residual at the Rodney Tower. Test results from continuous monitoring equipment are captured by the SCADA system and are reviewed by a certified operator in accordance with the requirements of SDWA O. Reg. 170/03.

The SCADA system also collects and records information on the following parameters related to process control and drinking water quality:

- Rodney Tower level
- pH
- Distribution system chamber flow rates



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West Elgin Distribution System

QEMS Proc.: OP-16  
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**SAMPLING, TESTING AND MONITORING**

Reviewed by: QEMS Representative

Approved by: Operations Management

- 3.5 Adverse water quality incidents are responded to and reported as per SOP# WED-01: Reporting Adverse Water Quality.
- 3.6 In-house process control activities are conducted on a regular basis by the certified operator(s) on duty. In-house free chlorine residual samples are analyzed following approved laboratory procedures. The results of these activities are recorded on the rounds sheet and are entered into the PDM system. Any adjustments made to process parameters are recorded in the facility logbook.
- 3.7 Additional sampling, testing and monitoring related to the facility's most challenging conditions (i.e. maintaining chlorine residuals and dead ends) are included in the in-house process control activities as described in 3.6.
- 3.8 Upstream sampling, testing and monitoring activities take place within the Tri-County Drinking Water System. Chemical and bacterial parameters are sampled/tested/monitored in the treated water as well as chlorine residuals as per O. Reg. 170/03. A communication protocol is in place to ensure that the operators of the distribution system are notified by the Tri-County Drinking Water System of any changes in the quality of water supplied to the distribution system which may require operational adjustments. The West Elgin Distribution System relies on the Tri-County Drinking Water System to supply the distribution with safe drinking water.
- 3.9 Sampling, testing and monitoring results are readily accessible to the Owner by a request to the PCT. During regular meetings the performance of the system is discussed and results from sampling, testing and monitoring are provided to the owner.

At a minimum, Owners are provided with an annual summary of sampling, testing and monitoring results through the SDWA O. Reg. 170/03 Section 11 Annual Report, the Schedule 22 Municipal Summary Report and through the Management Review process outlined in OP-20 Management Review.

**4. Related Documents**

- Facility Logbook
- OP-05 Document and Records Control
- OP-06 Drinking Water System
- OP-20 Management Review
- Laboratory Analysis Reports
- Laboratory Chain of Custody Forms
- Annual Report (O. Reg. 170 Section 11) and Municipal Summary Report (O. Reg. 170 Schedule 22)
- Process Data Management System (PDM)
- Emergency/Essential Service and Supply Contact List (Contacts section of FEP)
- Facility Emergency Plan (FEP) Binder
- SOP# WED-01: Reporting Adverse Water Quality
- Rounds Sheets



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-16  
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**SAMPLING, TESTING AND MONITORING**

Reviewed by: QEMS Representative

Approved by: Operations Management

Sampling Schedule  
SCADA Records  
SOP-04 Alarm Response

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add mechanic to 3.0 as per OFI IA 2014-04-01; revise 5.6 to include sampling parameters; change West Elgin Water Treatment Plant to Tri-County
2015-07-28	2	Change PDC to PDM, change Tri-County WTP to Tri-County Drinking Water System
2016-07-18	3	Revise to change Senior Ops Manager to RHM and PCT to OCTL where appropriate; include WEDS-01 in s 6.0
2017-06-23	4	Revise to Change RHM to SOM and OCTL to PCT
2018-05-11	5	QP-07 procedure renamed OP-16. Removed Scope and Responsibilities sections. Expanded information related to accredited and licensed laboratories (s. 3.3). Reordered some sections and other minor edits.
2018-08-07	6	Changed MOECC to MECP as per IA July 20, 2018
2019-08-06	7	Changed PCT to QEMS Rep in 3.2
2020-07-13	8	Revised 3.8 to read West Elgin
2023-05-23	9	Added SOP-04 to related documents
2024-08-20	10	Changed MECP to Ministry and removed watermark.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-17  
Rev Date: 2024-08-20  
Rev No: 10  
Pages: 1 of 2

**MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE**

Reviewed by: QEMS Representative

Approved by: Operations Management

**1. Purpose**

To describe the procedure for the calibration and/or verification and maintenance of measurement and recording equipment at the West Elgin Distribution System.

**2. Definitions**

None

**3. Procedure**

3.1 All measurement and recording equipment calibration and maintenance activities must be performed by appropriately trained and qualified personnel or by a qualified third-party calibration service provider (refer to OP-13 Essential Supplies and Services).

3.2 Operations Management establishes and maintains a list of measurement and recording devices and associated calibration and/or verification schedules using the automated Work Management System (WMS). When a new device is installed, it is added to the WMS system by the WMS Primary. The new device is tagged with a unique identification number and the maintenance schedule is set up. Work orders are then automatically generated as per the schedule (refer to OP-15 Infrastructure Maintenance, Rehabilitation and Renewal).

3.3 Details regarding the results of the calibration and/or verification are recorded within each individual work order generated by the WMS and retained as per OP-05 Document and Records Control.

3.4 Calibration and maintenance activities are carried out in accordance with procedures specified in the manufacturer's manual, instructions specified in WMS.

Type of Instrumentation	Instrument ID	WMS ID	Frequency
Flow Meter	Rodney Tower	0000313786	Annually
Chlorine Analyzer	AIT 1	0000313788	Quarterly
Chlorine Analyzer	AIT 2	0000164766	Quarterly
Portable Chlorine Kit	Pocket Colorimeter	0000336289	Monthly
Portable Chlorine Kit	Pocket Colorimeter	0000315335	Monthly

3.5 Standards, reagents and/or chemicals that may be utilized during calibration and/or verification and/or maintenance activities are verified before use to ensure they are not expired. Any expired standards, reagents and/or chemicals are appropriately disposed of and are replaced with new standards, reagents and/or chemicals as applicable.



**OPERATIONAL PLAN**  
West Elgin Distribution System

QEMS Proc.: OP-17  
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**MEASUREMENT AND RECORDING EQUIPMENT CALIBRATION AND MAINTENANCE**

Reviewed by: QEMS Representative

Approved by: Operations Management


- 3.6 Any measurement device which does not meet its specified performance requirements during calibration and/or verification must be removed from service (if practical) until repaired, replaced or successfully calibrated. The failure must be reported to the Operations Management/ORO as soon as possible so that immediate measures can be taken to ensure that drinking water quality has not been compromised by the malfunctioning device. Any actions taken as a result of the failure are recorded in the facility logbook. The Process and Compliance Technician ensures that any notifications required by applicable legislation are completed and documented within the specified time period.
- 3.7 Calibration and maintenance records and maintenance/equipment manuals are maintained as per OP-05 Document and Records Control.

**4. Related Documents**

- Facility Logbook
- WMS Records
- Calibration/Maintenance Records
- Maintenance/Equipment Manuals
- OP-05 Document and Records Control
- OP-13 Essential Supplies and Services
- OP-15 Infrastructure Maintenance, Rehabilitation and Renewal

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Add mechanic to 3.0 as per OFI IA 2014-04-01
2015-07-28	2	Add Table to 5.3 as per OFI IA 2015-04-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate.
2017-06-26	4	Added Chlorine kit -#0000164669, Changed RHM to SOM and OCTL to PCT where required as per IA 2017-03-27.
2018-05-11	5	QP-08 procedure renamed OP-17. Removed Scope and Responsibilities sections. Added s. 3.3 to clarify how calibration and/or verification activities are documented. Other minor edits.
2018-08-07	6	Added list of assets in 3.5 as per IA July 20, 2018
2019-08-06	7	Revised who is to be notified
2020-07-13	8	Revised analyzers as per IA
2022-08-30	9	Removed portable analyzer 0000315294 from table in 3.4 as analyzer no longer works
2024-08-20	10	Removed Beattie Haven flow meter as it belong to SWM. Removed watermark. Revised portable chlorine Analyzers in 3.4.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2024-08-20 Rev No: 6 Pages: 1 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for maintaining a state of emergency preparedness at the facility level under OCWA’s Emergency Management Program.

## 2. Definitions

*Corporate Emergency Response Plan (CERP)* – a corporate-level emergency preparedness plan for responding to and supporting serious (Level 3) operations emergencies

*Facility Emergency Plan (FEP)* – a facility-level emergency preparedness plan for responding to and recovering from operations emergencies

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility’s operations

## 3. Procedure

3.1 The Facility Emergency Plan (FEP) is the corporate standard for emergency management at OCWA-operated facilities. The FEP supports the facility-level response to and recovery from Level 1, 2 and 3 events related to water and wastewater operations and directly links to the Corporate Emergency Response Plan (CERP) for management of Level 3 events that require corporate support. Operations Management is responsible for establishing a site-specific FEP that meets the corporate standard for this drinking water system.

3.2 OCWA recognizes three levels of events:

**Level 1** is an event that can be handled entirely by plant staff and regular contractors. The event and the actions taken to resolve it (and to prevent a reoccurrence, if possible) are then included in regular reporting (both internally and externally). Examples may include response to an operational alarm, first aid incident, small on-site spill, or a process upset that can be easily brought under control.

**Level 2** is an event that is more serious and requires immediate notification of others (regulator, owner). Examples may include minor basement flooding, injury to staff that requires medical attention, or a spill that causes or is likely to cause localized, off-site adverse effects. If the event reaches this level, the instructions indicate the need to contact the Safety, Process and Compliance Manager/Regional Hub Manager.

**Level 3** is an actual or potential situation that will likely require significant additional resources and/or threatens continued operations. It may require corporate-level support including activation of the OCWA Action Group and opening of an Emergency Operations Centre (EOC) as described in the corporate CERP. Level 3 events usually



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West Elgin Distribution System

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**EMERGENCY MANAGEMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

involve intervention from outside organizations (client, emergency responders, Ministry, media, etc.). Examples may include:

- Disruption of service/inability to meet demand;
- Critical injury including loss of life;
- Breach of security that is a threat to public health;
- Intense media attention;
- Community emergency affecting water supply/treatment;
- Declared pandemic; or
- Catastrophic failure that could impact public health or the environment or cause significant property damage.

3.3 Potential emergency situations or service interruptions identified for the West Elgin Distribution System include:

- Unsafe Water
- Spill Response
- Critical Injury
- Critical Shortage of Staff
- Loss of Service
- Security Breach

3.4 The processes for responding to and recovering from each potential emergency situation/service disruption are documented within a site-specific contingency plan (CP). The CPs and related standard operating procedures (SOPs) are contained within the FEP.


3.5 OCWA's training requirements related to the FEP are as follows:

Training Topic	Training Provider	Type of Training	Frequency	Required For
Establishing and maintaining a FEP that meets the corporate standard	Safety, Process and Compliance Manager and/or Corporate Compliance (as required)	On-the-Job Practical	Upon hire and when changes are made to the corporate standard*	PCTs (or others identified by the Operations Management)
Contents of the site-specific FEP	Facility Level (coordinated by QEMS Representative)	On-the-Job Practical	Upon hire and when changes to the FEP are made*	All operations personnel with responsibilities for responding to an emergency

\*Note: Changes to the corporate standard or site-specific FEP may only require the change to be communicated to Operations for implementation. Therefore, not all changes will require training.

3.6 At least one CP must be tested each calendar year and each CP must be reviewed at least once in a five-calendar year period. The reviews and tests are recorded on the FEP-01 Contingency Plan Review/Test Summary Form and in WMS as appropriate. This record includes the outcomes of the review/test, and identifies any opportunities for improvement and actions taken. A scheduled test of a CP may be regarded as a



 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-18 Rev Date: 2024-08-20 Rev No: 6 Pages: 3 of 4
<b>EMERGENCY MANAGEMENT</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

review of that particular CP as long as the outcomes are evaluated using the FEP-01 form. A CP-related response to an actual event may also be considered a review or a test. A review of the incident including lessons learned should be recorded on FEP-01 following the resolution of the actual event, along with any opportunities for improvement/actions identified.

- 3.7 Revisions to the CPs, SOPs and other FEP documents are made (as necessary) following a review, test, actual event or other significant change (e.g., changes in regulatory requirements, corporate policy or operational processes and/or equipment, etc.). Results of the emergency response testing and any opportunities for improvement/actions identified are considered during the Management Review (OP-20).
- 3.8 Roles and responsibilities for emergency management at OCWA-operated facilities are set out in the FEP. Specific roles and responsibilities related to a particular emergency situation or service interruption (including those of the Owner where applicable) are set out in the relevant site-specific CP. A general description of the respective responsibilities of the Owner and the operating authority in the event an emergency occurs is included in the service agreement with the Owner (as required by the *Safe Drinking Water Act*).
- 3.9 Where they exist, any relevant sections of the Municipal Emergency Response Plan (MERP) are included or referenced in the appendices section of the FEP. Measures specified in the MERP are incorporated into CPs where appropriate.
- 3.10 An emergency contact list in conjunction with the essential supplies and services list is contained within the FEP and is reviewed/updated at least once per calendar year. An emergency communications protocol is contained within the FEP. Specific notification requirements during emergency situations or service interruptions are set out in the individual CPs and in the ERP.

**4. Related Documents**

- Facility Emergency Plan
- Corporate Emergency Response Plan
- FEP-01 Contingency Plan Review/Test Summary Form
- WMS
- Municipal Emergency Response Plan (as applicable)
- Essential/Emergency Service and Supply Contact List (Contacts section of FEP)
- OP-20 Management Review

**5. Revision History**



**OPERATIONAL PLAN**  
West Elgin Distribution System


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**EMERGENCY MANAGEMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	revise wording in 5.2 to specify site specific contingencies as per OFI IA 2014-04-01; add mechanic to 3.0 as per OFI IA 2014-04-01; revised wording in 5.3 as per OFI EA 2013-08-16
2015-07-28	2	Revise 5.3 frequency of review of contingency plans as per corporate
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate.
2017-06-26	4	Revise to Change RHM to SOM. Added PCT and changed OCTL to SPC Manager.
2018-05-11	5	QP-09 procedure renamed OP-18. Removed Scope and Responsibilities sections and reordered some sections. Added definition 'Operations Management'. Throughout procedure replaced 'Senior Operations Manager' references with 'Operations Management'. Removed references to 'OCWA's Approach to Facility Emergency Planning' document throughout procedure and referenced FEP instead. Aligned wording for level 1, 2 & 3 events (s. 3.2) with wording in 'OCWA's Emergency Response Plan'. Updated training section to include role of SPC Manager (s. 3.5) and expanded testing/review section specifically to clarify how an actual test is documented (s. 3.6). Other minor edits
2024-08-20	6	Procedure updated as follows: Ministry of Environment and Climate Change revised to Ministry, removed watermark. Modified references to Emergency Response Plan to indicate it is now referred to as Corporate Emergency Response Plan (CERP).

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2024-08-20 Rev No: 8 Pages: 1 of 6
<b>INTERNAL QEMS AUDITS</b>		
Reviewed by: QEMS Representative	Approved by: Operations Management	

## 1. Purpose

To describe the procedure for conducting internal audits at the facility level that evaluate the conformance of OCWA's Quality & Environmental Management System (QEMS) to the requirements of the Drinking Water Quality Management Standard (DWQMS).

This procedure applies to Internal QEMS Audits conducted at the West Elgin Distribution System for the purpose of meeting the DWQMS requirements for internal audits.

Note: This procedure does not apply to internal compliance audits conducted in accordance with OCWA's Internal Audit Program.

## 2. Definitions

*Audit Team* – one or more Internal Auditors conducting an audit

*Internal Auditor* – an individual selected to conduct an Internal QEMS Audit

*Internal QEMS Audit* – a systematic and documented internal verification process that involves objectively obtaining and evaluating documents and processes to determine whether a quality management system conforms to the requirements of the DWQMS

*Lead Auditor* – Internal Auditor responsible for leading an Audit Team

*Non-conformance* – non-fulfillment of a DWQMS requirement

*Objective Evidence* – verifiable information, records or statements of facts. Audit evidence is typically based on interviews, examination of documents, observations of activities and conditions, reviewing results of measurements and tests or other means. Information gathered through interviews should be verified by acquiring supporting information from independent sources


*Opportunity for Improvement (OFI)* – an observation about the QEMS that may, in the opinion of the Internal Auditor, offer an opportunity to improve the effectiveness of the system or prevent future problems; implementation of an OFI is optional

## 3. Procedure

### 3.1 Audit Objectives, Scope and Criteria

3.1.1 In general, the objectives of an internal QEMS audit are:

- To evaluate conformance of the implemented QEMS to the requirements of the DWQMS;
- To identify non-conformances with the documented QEMS; and
- To assess the effectiveness of the QEMS and assist in its continual improvement.

 Ontario Clean Water Agency	<b>OPERATIONAL PLAN</b> West Elgin Distribution System	QEMS Proc.: OP-19 Rev Date: 2024-08-20 Rev No: 8 Pages: 2 of 6
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Reviewed by: QEMS Representative	Approved by: Operations Management	

3.1.2 The scope of an internal QEMS audit includes activities and processes related to the QEMS as documented in the Operational Plan.

- 3.1.3 The criteria covered by an internal QEMS audit include:
- Drinking Water Quality Management Standard (DWQMS)
  - Current Operational Plan
  - QEMS-related documents and records

3.1.4 The audit scope and criteria may be customized as necessary to focus on a particular process/critical control point and/or any elements of the DWQMS which may warrant specific attention. The results of previous internal and external audits should also be considered.

### 3.2 Audit Frequency

3.2.1 Internal QEMS audits may be scheduled and conducted once every calendar year or may be separated into smaller audit sessions scheduled at various intervals throughout the calendar year. However, all elements of the DWQMS must be audited at least once every calendar year.


3.2.2 The QEMS Representative is responsible for maintaining the internal QEMS audit schedule. The audit schedule may be modified based on previous audit results.

### 3.3 Internal Auditor Qualifications

- 3.3.1 Internal QEMS audits shall only be conducted by persons approved by the QEMS Representative and having the following minimum qualifications:
- Internal auditor training or experience in conducting management system audits; and
  - Familiarity with the DWQMS requirements.

3.3.2 Internal Auditors that do not meet the qualifications in s.3.3.1 may form part of the Audit Team for training purposes, but cannot act as Lead Auditor.

3.3.3 Internal Auditors must remain objective and, where practical, be independent of the areas/activities being audited. It may not be possible for internal auditors to be fully independent of the activity being audited, but every effort should be made to remove bias and encourage objectivity. Auditors should maintain objectivity throughout the audit process to ensure that the audit findings and conclusions are based only on the audit evidence. Objectivity can be demonstrated by obtaining sufficient appropriate evidence to provide a reasonable basis for the audit findings.

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Reviewed by: QEMS Representative	Approved by: Operations Management	

### 3.4 Audit Preparation


- 3.4.1 Together, the QEMS Representative and the Lead Auditor:
- Establish the audit objectives, scope and criteria;
  - Confirm the audit logistics (locations, dates, expected time and duration of audit activities, any health and safety considerations, availability of key personnel, audit team assignments, etc.).
- 3.4.2 Each Internal Auditor is responsible for:
- Reviewing documentation to prepare for their audit assignments including:
    - the Operational Plan and related procedures;
    - results of previous internal and external QEMS audits;
    - the status and effectiveness of corrective and preventive actions implemented;
    - the results of the management review;
    - the status/consideration of OFIs identified in previous audits; and
    - other relevant documentation.
  - Preparing work documents (e.g., checklists, forms, etc.) for reference purposes and for recording objective evidence collected during the audit

### 3.5 Conducting the Audit

- 3.5.1 Opening and closing meetings are not required, but may be conducted at the discretion of the QEMS Representative and the Lead Auditor taking into account expectations of Top Management.
- 3.5.2 The Audit Team gathers and records objective evidence by engaging in activities that may include conducting interviews with Operations Management and staff (in person, over the phone and/or through e-mail), observing operational activities and reviewing documents and records.
- 3.5.3 The Audit Team generates the audit findings by evaluating the objective evidence against the audit criteria (s. 3.1.3). In addition to indicating conformance or non-conformance, the audit findings may also lead to the identification of opportunities for improvement (OFIs). The Lead Auditor is responsible for resolving any differences of opinion among Audit Team members with respect to the audit findings and conclusions.

### 3.6 Reporting the Results

- 3.6.1 The Lead Auditor reviews the audit findings and conclusions with the QEMS Representative and Top Management. Other audit participants may also take part in this review as appropriate. This review may take place in person (e.g.,

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Reviewed by: QEMS Representative	Approved by: Operations Management	

during a closing meeting) or through other means (phone call, email, etc.). Any diverging opinions regarding the audit findings and conclusions should be discussed and, if possible, resolved. If not resolved, this should be noted by the Lead Auditor.

- 3.6.2 The Lead Auditor submits a written report and/or completed work documents to the QEMS Representative. The submitted documentation must identify (at a minimum):
  - Audit objectives, scope and criteria;
  - Audit Team member(s) and audit participants;
  - Date(s) and location(s) where audit activities were conducted;
  - Audit findings including:
    - Related objective evidence for each element;
    - Any non-conformance identified referencing the requirement that was not met; and
    - OFIs or other observations.
  - Audit conclusions.
  
- 3.6.3 The QEMS Representative distributes the audit results to Top Management and others as appropriate.
  
- 3.6.4 The QEMS Representative ensures that results of internal QEMS audits are included as inputs to the Management Review as per OP-20 Management Review.

**3.7 Corrective Actions and Opportunities for Improvement (OFIs)**

- 3.7.1 Corrective actions are initiated when non-conformances are identified through internal QEMS audits and are documented and monitored as per OP-21 Continual Improvement.
  
- 3.7.2 OFIs are considered, and preventive actions initiated, documented and monitored as per OP-21 Continual Improvement.
  
- 3.7.3 The Operations Management (or designate) investigates the need for action to eliminate the root cause(s) so as to prevent the nonconformity from recurring. The investigation may include consultation with the SPC Manager, PCT, RHM, operators and others as appropriate.
  
- 3.7.4 The Operations Management (or designate) determines the corrective action needed and assigns responsibility and a target date for resolution.
  
- 3.7.5 Any necessary revisions to QEMS documents are completed as per OP-05 Document and Records Control.



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West Elgin Distribution System

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Reviewed by: QEMS Representative

Approved by: Operations Management

3.7.6 The QEMS Representative ensures corrective actions are documented in the Summary of Action Items Table. The QEMS Representative monitors the progress of corrective action(s) and provides status updates to Facility Top Management.

3.7.7 The effectiveness of corrective actions is reviewed during subsequent internal QEMS audits. If there is evidence that the action taken was not effective, the Regional Hub Manager (or designate) initiates further corrective action and assigns resources as appropriate until the nonconformity is fully resolved

3.8 Record-Keeping

3.8.1 Internal QEMS audit records are filed by the QEMS Representative and retained as per OP-05 Document and Records Control.

**4. Related Documents**

- Internal Audit Records (checklists, forms, reports, etc.)
- OP-05 Document and Records Control
- OP-20 Management Review
- OP-21 Continual Improvement
- Summary Table of Action Items Spreadsheet

**5. Revision History**

Date	Revision #	Reason for Revision
2013-07-19	0	Procedure issued
2014-07-18	1	Revise 5.7 to identify how OFIs are addressed as per OFI EA 2013-08-16
2015-07-28	2	Revise to new corporate template as per OFI IA 2015-04-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate
2017-06-26	4	Revise to Change RHM to SOM where appropriate. Changed OCTL to SPC Manager. Added PCT



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**INTERNAL QEMS AUDITS**

Reviewed by: QEMS Representative

Approved by: Operations Management

2018-05-11	5	QP-10 procedure renamed OP-19. Removed Scope and Responsibilities sections and moved scope wording to purpose section. Added definition 'Objective Evidence' and modified 'non-conformance' definition. Replaced 'audit evidence' with 'objective evidence', and 'conformity' with 'conformance' throughout procedure. Replaced 'once every 12 months' with 'once every calendar year' (s. 3.2.1, s. 3.2.3 and s. 3.4.1) to reflect wording in DWQMS v. 2.0. Added s. 3.2.3 (and modified s. 3.4.1) to describe the frequency for auditing all DWSs covered in multi-facility Operational Plans. Changed s. 3.4.2 to include preventive actions, the results of the management review and the status/consideration of OFIs. Included wording 'for each element', and 'identified referencing the requirement that was not met' to s. 3.6.2. Moved description of process for corrective actions from QP-10 s. 5.7 and OFIs from QP-10 s. 5.8 to OP-21. Added s. 3.7 to refer to OP-21.
2019-08-06	6	Changed DWQMS Corrective Action Report to Summary Table of Action Items Spreadsheet
2023-05-23	7	Added 3.7.3 to 3.7.7
2024-08-20	8	Procedure updated to describe and document how objectivity is maintained when an internal auditor is not fully independent of the activity being audited with additions to 3.3.3, removed watermark.





# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-20  
Rev Date: 2023-05-23  
Rev No: 8  
Pages: 1 of 3

## MANAGEMENT REVIEW

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe the procedure for conducting a Management Review of the Quality & Environmental Management System (QEMS) at the facility level.

### 2. Definitions

*Management Review* – a formal (documented) meeting conducted at least once every calendar year by Top Management to evaluate the continuing suitability, adequacy and effectiveness of OCWA’s Quality & Environmental Management System (QEMS)

*Operations Management* – refers to the General Manager, Senior Operations Manager and/or Operations Manager that directly oversees a facility’s operations

*Top Management* – a person, persons or group of people at the highest management level within an operating authority that makes decisions respecting the QMS and recommendations to the owner respecting the subject system or subject systems. OCWA has defined Top Management for the West Elgin Distribution System as:

- Operations Management – Alvinston/SWM/West Elgin Cluster
- Regional Hub Manager – Southwest Regional Hub
- Safety, Process & Compliance (SPC) Manager – Southwest Regional Hub

### 3. Procedure

3.1 Top Management ensures that a Management Review is conducted at least once every calendar year.

Management Reviews for more than one drinking water system may be conducted at the same meeting provided the systems belong to the same owner and the considerations listed in section 3.4 below are taken into account for each individual system and documented in the Management Review meeting minutes.

3.2 At a minimum, the QEMS Representative, and at least one member of Top Management must attend the Management Review meeting. Other members of Top Management may participate though their attendance is optional.

3.3 Other staff may be invited to attend the Management Review meeting or to assist with presenting information or in reviewing the information presented, where they offer additional expertise regarding the subject matter.

3.4 The standing agenda for Management Review meetings is as follows:

- a) Incidents of regulatory non-compliance;
- b) Incidents of adverse drinking water tests;
- c) Deviations from critical control limits and response actions;
- d) The effectiveness of the risk assessment process;



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West Elgin Distribution System

QEMS Proc.: OP-20  
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**MANAGEMENT REVIEW**

Reviewed by: QEMS Representative

Approved by: Operations Management

- e) Internal and third-party audit results (including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented);
- f) Results of emergency response testing (including any OFIs identified);
- g) Operational performance;
- h) Raw water supply and drinking water quality trends;
- i) Follow-up on action items from previous Management Reviews;
- j) The status of management action items identified between reviews;
- k) Changes that could affect the QEMS;
- l) Consumer feedback;
- m) The resources needed to maintain the QEMS;
- n) The results of the infrastructure review;
- o) Operational Plan currency, content and updates;
- p) Staff suggestions; and
- q) Consideration of applicable Best Management Practices (BMPs).

3.5 In relation to standing agenda item q), applicable BMPs, if any, to address drinking water system risks discussed during other agenda items, are identified and documented in the Management Review minutes. Review and possible adoption of applicable BMPs are revisited during subsequent Management Reviews and are incorporated into preventive and/or corrective actions as per OP-21 as appropriate.

3.6 The QEMS Representative coordinates the Management Review and distributes the agenda with identified responsibilities to participants in advance of the Management Review meeting along with any related reference materials.

3.7 The Management Review participants review the data presented and make recommendations and/or initiate action to address identified deficiencies. Actions are documented on the Summary Table of Action Items.

3.8 The QEMS Representative ensures that minutes of and actions resulting from the Management Review meeting are prepared and distributed to the appropriate OCWA Top Management, personnel and owner/CAO.

3.9 The QEMS Representative monitors the progress and documents the completion of actions resulting from the Management Review using the Summary Table of Action Items Spreadsheet.

#### 4. Related Documents

Management Review Reference Materials  
Minutes and actions resulting from the Management Review  
OP-21 Continual Improvement  
Summary Table of Action Items



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West Elgin Distribution System

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**MANAGEMENT REVIEW**

Reviewed by: QEMS Representative

Approved by: Operations Management

**5. Revision History**

<b>Date</b>	<b>Revision #</b>	<b>Reason for Revision</b>
2013-07-19	0	Procedure issued
2014-07-18	1	Revise to include MOE comments on the QEMS (Inspections, MDWL, DWWP) and re-endorsement discussion as per OFI EA 2013-08-16; change 5.4 to read PCT instead of QEMS Representative
2015-07-28	2	Add note to 5.2 for when re-endorsement is considered as per OFI EA 2014-08-01
2016-07-18	3	Revise to change from Senior Ops Manager to RHM and PCT to OCTL where appropriate; change s 5.4 from municipal representative to CAO as per OFI EA 2015-08-11.
2017-06-26	4	Changed RHM to SOM and added PCT and changed OCTL to SPC Manager.
2018-05-11	5	Removed Scope and Responsibilities sections. Added definitions for Top Management and Operations Management. Revisions based on new requirements of the Standard; at least once every 12 months changed to once every calendar year (s. 3.1) and efficacy changed to effectiveness (s. 3.4). Added s. 3.2 and s. 3.3 to describe who is participating in the Management Review process. Added clarification on including any preventive actions implemented to address Opportunities for Improvement (OFI) or rationale as to why OFIs were not implemented when reviewing audit results (s. 3.4.e). Added Best Management Practices (BMPs) as a standing agenda item (s. 3.4.q). Added s. 3.5 to include consideration of BMPs and link OP-20 to OP-21 Continual Improvement.
2020-07-14	6	Added the summary table in 3.9.
2021-07-23	7	Revised Operations Management cluster
2023-05-23	8	Added the Summary Table of Action Items spreadsheet to 3.7 and added to 4.0



# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-21  
Rev Date: 2019-08-06  
Rev No: 2  
Pages: 1 of 4

## CONTINUAL IMPROVEMENT

Reviewed by: QEMS Representative

Approved by: Operations Management

### 1. Purpose

To describe the procedure for tracking and measuring continual improvement of the Quality & Environmental Management System (QEMS) for the *West Elgin Distribution System*

### 2. Definitions

*Continual Improvement* - recurring activity to enhance performance (ISO 14001:2014)

*Corrective Action* – action to eliminate the cause of detected nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

*Non-conformance* – the non-fulfilment of a DWQMS requirement

*Preventive Action* – action to prevent the occurrence of nonconformity of the QMS with the requirements of the DWQMS or other undesirable situation

### 3. Procedure

3.1 OCWA strives to continually improve the effectiveness of its QEMS for this drinking water system(s) through the identification and implementation of corrective/preventive actions and, as appropriate, through review and consideration of applicable Best Management Practices (BMPs).

#### 3.2 Corrective Actions

3.2.1 Non-conformances may be identified through an internal or external QEMS audit(s) conducted for this drinking water system. They may also be identified as a result of other events such as:

- an incident/emergency;
- community/Owner complaint;
- other reviews; and
- operational checks, inspections or audits.

3.2.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) investigates the need for a corrective action to eliminate the root cause(s) so as to prevent the non-conformance from recurring. The investigation may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.2.3 The QEMS Representative determines the corrective action needed based on this consultation. The Operations Management (or designate) assigns responsibility and a target date for resolution.



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West Elgin Distribution System

QEMS Proc.: OP-21  
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**CONTINUAL IMPROVEMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

3.2.4 The QEMS Representative ensures corrective actions are documented using the Summary Table of Action Items Spreadsheet. The QEMS Representative monitors the progress of corrective action(s) and provides status updates to Top Management.

3.2.5 The implementation and effectiveness of corrective actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) initiates further corrective action and assigns resources as appropriate until the non-conformance is fully resolved.

**3.3 Preventive Actions**

3.3.1 Potential preventive actions may be identified through an internal or external QEMS audit as Opportunities For Improvement (OFIs), during the Management Review or through other means such as:

- staff/Owner suggestions;
- regulator observations;
- evaluation of incidents/emergency response/tests;
- the analysis of facility/Regional Hub or OCWA-wide data/trends;
- non-conformances identified at other drinking water systems; or
- a result of considering a BMP.

3.3.2 The QEMS Representative (in consultation with Operations Management and/or the SPC Manager) considers whether a preventive action is necessary. The review may also include input from the operators and other stakeholders and the consideration of BMPs as appropriate.

3.3.3 If it is decided that a preventive action is necessary, the QEMS Representative determines the action to be taken based on this consultation and the Operations Management (or designate) assigns responsibility and a target date for implementation.

3.3.4 The implementation of preventive actions are tracked by the QEMS Representative using the Summary Table of Action Items Spreadsheet.

3.3.5 The implementation and effectiveness of preventive actions are verified during subsequent internal QEMS audits and are considered during the Management Review. If there is evidence that the action taken was not effective, the Operations Management (or designate) may consider further preventive actions and assigns resources as appropriate.

3.4 The QEMS Rep. and Operations Management monitor corrective/preventive actions on an ongoing basis and review the status and effectiveness of the actions during



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West Elgin Distribution System

QEMS Proc.: OP-21  
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**CONTINUAL IMPROVEMENT**

Reviewed by: QEMS Representative

Approved by: Operations Management

subsequent Management Review meetings.

**3.5 Best Management Practices (BMPs)**

3.5.1 The QEMS Representative and/or Operations Management in consultation with the SPC Manager will review and consider applicable internal and/or external BMPs identified by internal and/or external sources as part of the Management Review (OP-20) and in the corrective and preventive action processes described above.

3.5.2 BMPs may include, but are not limited to:

- Facility/Regional Hub practices developed and adopted as a result of changes to legislative or regulatory requirements, trends from audit findings or drinking water system performance trends;
- OCWA-wide BMPs/guidance or recommended actions;
- Drinking water industry based standards/BMPs or recommendations; or
- Those published by the Ministry of the Environment, Conservation and Parks.

3.5.3 At a minimum, applicable BMPs must be reviewed and considered once every 36 months.

**4. Related Documents**

OP-05 Document and Records Control  
OP-20 Management Review  
Internal Audit Records  
Summary Table of Action Items Spreadsheet.

**5. Revision History**

Date	Revision #	Reason for Revision
2018-05-11	0	Procedure issued – The original information within the main body of OCWA’s Operational Plan (Revision 4 dated 2017-06-20) was not used in OP-21 as it did not meet the requirements of the new DWQMS v. 2.0. Information from QP-10 Internal Audit (s. 5.7 and s. 5.8) was incorporated into s. 3.2 and s. 3.3 of OP-21 but was modified to address non-conformances identified from additional inputs other than internal audits and preventive actions resulting from means other than OFIs from internal audits. In addition R&Rs were revised to include the SPC Manager, and to clarify the role of the QEMS Representative in investigating and determining corrective and preventive actions needed. A section on Best Management Practices (s. 3.5) was added to meet the new requirements of DWQMS v. 2.0.



Ontario Clean Water Agency

# OPERATIONAL PLAN

West Elgin Distribution System

QEMS Proc.: OP-21  
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## CONTINUAL IMPROVEMENT

Reviewed by: QEMS Representative

Approved by: Operations Management

2018-08-07	1	Changed Ministry of the Environment and Climate Change to Ministry of the Environment. Conservation and Parks as per IA July 201, 2018
2019-08-06	2	Changed DWQMS Corrective Action Report to Summary Table of Action Items Spreadsheet as per the IA



## ROOTS & REVIVAL

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September 5, 2024

The Municipality of West Elgin

To Whom It May Concern;

The inaugural Roots & Revival Festival runs from October 4 - 12, 2024 in Rodney. This new event features farm tours, weekend vendor markets, a new mural painting, pop up vacant store installations, an ATV Poker Run, and live bands in our beer garden.

On Saturday, October 5 and Saturday, October 12 we are requesting that Furnival Road be closed to vehicular traffic from Moirah Street to Clark Street between the hours of 8:30am to 6:00pm on both Saturdays. The hours for the markets are 10:00am to 4:00pm and it is expected that the street may open fully before 6:00pm, depending on how long it takes for vendors to clear the area.

We have asked businesses along this stretch to become involved in a way that is appropriate for their business. The Library is participating throughout the development of a community scavenger hunt and on the weekend markets they will be having their book sale (a needed fundraiser for them) and other children's programming. We will have a variety of vendors selling baked goods, crafts, etc.

The corner of Moirah Street and Furnival Road will be our primary entertainment area on weekends and some evenings. A new mural is being painted on the wall of 223 Furnival Road throughout the Festival and will be a marvellous activity to observe throughout the week and will be a wonderful legacy of the Roots & Revival Festival.

If you have any questions or need further information please contact me directly.

Thank you for your attention to this matter,

Sincerely,



Kathy Navackas  
Festival Coordinator  
Roots & Revival October 4 - 12, 2024

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**CELEBRATING COMMUNITY, FARMERS, DIVERSITY & CULTURE.**



August 13, 2024

Via email: [premier@ontario.ca](mailto:premier@ontario.ca)

Premier of Ontario  
Legislative Building  
Queen's Park  
Toronto ON M7A 1A1  
Dear Mr. Best:

**RE: Request for the Provincial Government to Recognize the Physician Shortage  
in the Township of Lake of Bays**

---

Please be advised that the Council of the Corporation of the Township of Lake of Bays, at its last regularly scheduled meeting on August 13, 2024, passed the following resolution,

**“Resolution TC-206-2024**

**WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years;**

**AND WHEREAS it has become increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario;**

**AND WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years;**

**AND WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, and paramedicine.**

**AND WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022;**

**AND WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada,**

**AND WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;**

**NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Township of Lake of Bays urge the Province of Ontario to recognize the physician shortage in the Township of Lake of Bays and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.**

**Carried.”**

Sincerely,



Carrie Sykes, *Dipl. M.A., CMO, AOMC*,  
Director of Corporate Services/Clerk.

CS/iv

Copy to:

Hon. Sylvia Jones (Ontario Minister of Health) - [sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)  
Dr. Kieran Moore (Chief Medical Officer of Health) - [Kieran.Moore@ontario.ca](mailto:Kieran.Moore@ontario.ca)  
Association of Ontario Municipalities (AMO) [amopresident@amo.on.ca](mailto:amopresident@amo.on.ca)  
Ontario Medical Association (OMA) – [info@oma.org](mailto:info@oma.org)  
MPP, Graydon Smith - [graydon.smith@pc.ola.org](mailto:graydon.smith@pc.ola.org)  
MP, Scott Aitchison [Scott.Aitchison@parl.gc.ca](mailto:Scott.Aitchison@parl.gc.ca)  
All Area Municipalities



# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

August 14, 2024

AMO  
155 University Avenue, Suite 800  
Toronto, Ontario M5H 3B7

OMA  
150 Bloor Street West, Suite 900  
Toronto, Ontario M5S 3C1

At the Township of Terrace Bay Regular Council Meeting held on Monday July 15, 2024, the following resolution of support was passed.

Re: AMO/OMA Joint Health Resolution MD Shortage in Ontario

## **Resolution 220-2024**

**Moved By: Councillor Johnson**

**Seconded By: Councillor Dube**

WHEREAS the state of health care in Ontario is in crisis, with 2.3 million Ontarians lacking access to a family doctor, emergency room closures across the province, patients being de-rostered and 40% of family doctors considering retirement over the next five years; and

WHEREAS it has becoming increasingly challenging to attract and retain an adequate healthcare workforce throughout the health sector across Ontario; and

WHEREAS the Northern Ontario School of Medicine University says communities in northern Ontario are short more than 350 physicians, including more than 200 family doctors; and half of the physicians working in northern Ontario expected to retire in the next five years; and

WHEREAS Ontario municipal governments play an integral role in the health care system through responsibilities in public health, long-term care, paramedicine, and other investments. WHEREAS the percentage of family physicians practicing comprehensive family medicine has declined from 77 in 2008 to 65 percent in 2022; and

WHEREAS per capita health-care spending in Ontario is the lowest of all provinces in Canada; and

WHEREAS a robust workforce developed through a provincial, sector-wide health human resources strategy would significantly improve access to health services across the province;

NOW THEREFORE BE IT RESOLVED THAT the Council of The Township of Terrace Bay urge the Province of Ontario to recognize the physician shortage in the Township of Terrace Bay and Ontario, to fund health care appropriately and ensure every Ontarian has access to physician care.

Sincerely,

J. Hall  
Chief Administration Officer/Clerk



# The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

August 14, 2024

Premier Doug Ford  
[premier@ontario.ca](mailto:premier@ontario.ca)

Dear Mr. Ford,

At the Township of Terrace Bay Regular Council Meeting held August 6, 2024 the following resolution was passed.

**RE: Town of Bradford West Gwillimbury Resolution: Ontario Long Service Medals**

**Resolution: 238-2024**  
**Moved by: Councillor Adduono**  
**Seconded by: Council Dube**

WHEREAS paramedics, firefighters and police officers are our Frontline heroes, regularly putting their own health and safety at risk to help others in need;

WHEREAS the Ontario Fire Services Long Service Medal was created in 1971 to honour firefighters who have served the public for twenty-five years or more and the Governor General's Fire Services Exemplary Service Medal was created in 1985 and 'honours members of a recognized Canadian fire service who have completed 20 years of service, ten years of which have been served in the performance of duties involving potential risks;

WHEREAS the Ontario Provincial Police Long Service and Good Conduct Medal honours OPP officers who have served for twenty years or more and the Governor General's Police Exemplary Service Medal, created in 1983, 'recognizes police officers who have served in an exemplary manner having completed 20 years of full-time service with one or more recognized Canadian police forces;

WHEREAS many non-OPP police services have similar local long-service medals within their forces, but there is not a province-wide long-service medal for non-OPP police officers;

WHEREAS the Governor General's Emergency Medical Services Exemplary Service Medal, created in 1994, recognizes 'professionals in the provision of pre-hospital emergency medical services to the public who completed 20 years of exemplary service, including at least 10 years in the performance of duties involving potential risk;

WHEREAS there is no province-wide long-service medal for paramedics in Ontario;

NOW THEREFORE, The Corporation of the Township of Terrace Bay:

1. Endorse the creation of a province-wide long-service medal for police and for paramedics, modelled after the existing such award for firefighters;



## The Corporation of the Township of Terrace Bay

P.O. Box 40, 1 Selkirk Avenue, Terrace Bay, ON, P0T 2W0  
Phone: (807) 825-3315 Fax: (807) 825-9576

2. In furtherance of this resolution, that the Mayor write to the Premier, Minister of Health, Solicitor General, Minister of Citizenship and our local MPP urging them to work collaboratively to create such awards; and
3. That a copy of this resolution be sent to all Ontario municipalities.

Sincerely,

Jon Hall  
Chief Administrative Officer/Clerk

CC:

Minister of Health – Sylvia Jones – [sylvia.jones@ontario.ca](mailto:sylvia.jones@ontario.ca)

Solicitor General Michael Kerzner – [Michael.Kerzner@ontario.ca](mailto:Michael.Kerzner@ontario.ca)

Minister of Citizenship Michael Ford – [Michael.Ford@ontario.ca](mailto:Michael.Ford@ontario.ca)

MPP – Thunder Bay Superior North – Lise Vaugeois – [Lvaugeois-QP@ndp.on.ca](mailto:Lvaugeois-QP@ndp.on.ca)

All Ontario Municipalities

P.O. Box 490  
7 Creswell Drive  
Trenton, Ontario K8V 5R6  
www.quintewest.ca



A Natural Attraction

Tel: 613-392-2841  
Toll Free: 1-866-485-2841  
virginial@quintewest.ca  
clerk@quintewest.ca

Virginia LaTour, Deputy City Clerk

---

August 15, 2024

The Right Honourable Justin Trudeau  
Office of the Prime Minister  
80 Wellington Street  
Ottawa, ON K1A 0A2  
Via Email - justin.trudeau@parl.gc.ca

**RE: Notice of Motion – Councillor Stedall – The Canada Community-Building Fund**

Dear Prime Minister:

This letter will serve to advise that at a meeting of City of Quinte West Council held on August 14, 2024 Council passed the following resolution:

**Motion No 24-366 – Notice of Motion - Councillor Stedall - The Canada Community-Building Fund**  
Moved by Councillor Stedall  
Seconded by Councillor McCue

Whereas the City of Quinte West is entering into an agreement to receive Canada Community-Building Funds, which is administered by the Association of Ontario Municipalities of Ontario (AMO) on behalf of the Federal government;

And whereas the funding allocations are less that 2% year over year for the next 5 years;

And whereas the amounts allocated in the past 5 years were less than 2% year over year;

And whereas non-residential construction price inflation has risen by 29% since the end of 2020 and municipalities are facing soaring costs for infrastructure projects without a corresponding growth in revenue;

And whereas there is a requirement for municipalities to complete an asset management plan and a housing needs analysis;

And whereas both of these plans show the large funding gap between infrastructure and housing needs and funds available from property taxation;

And whereas The City of Quinte West has over \$1.5 billion in core infrastructure assets and, like other municipalities, its infrastructure is aging and in need of upgrades and replacement;

And whereas The City's Asset Management Plan requires \$37 million annually to maintain existing assets which, based on current available funding, is resulting in an annual infrastructure deficit of over \$17.1 million;

And whereas municipalities are facing a gap in federal infrastructure funding as the 10-year Investing in Canada Infrastructure Program has come to an end;

Now therefore be it resolved that the City of Quinte West calls on the Federal Government to provide a supplement to the allocations provided to municipalities under the AMO CBBF agreement for 2024 - 2028 for the same amount that was allocated, effectively doubling the allocation for those years;

And further that this resolution be forwarded to MFOA, AMO, MP Ryan Williams, and Federal Finance Minister Chrystia Freeland, and all Municipalities in Ontario.  
**Carried**

We trust that you will give favourable consideration to this request.

Yours Truly,

CITY OF QUINTE WEST

A handwritten signature in black ink, appearing to read 'Virginia LaTour', written over a horizontal line. The signature is stylized and somewhat cursive.

Virginia LaTour,  
Deputy City Clerk

cc: Donna Herridge, Executive Director, MFOA  
Colin Best, President, AMO  
Ryan Williams, MP, Bay of Quinte  
Hon. Chrystia Freeland, Deputy Prime Minister and Minister of Finance  
All Municipalities of Ontario



August 28, 2024

The Honorable Graydon Smith  
Minister of Natural Resources  
Unit 2.04/2.05 230 Manitoba St.  
Bracebridge, ON P1L 2E1

Sent by Email

Dear: Graydon Smith

**RE: Province Removes Wetlands Protection for Eastern Ontario**

The Council of the Corporation of Tay Valley Township at its meeting on August 13<sup>th</sup>, 2024, adopted the following resolution:

**RESOLUTION #C-2024-08-11**

**MOVED BY:** Wayne Baker  
**SECONDED BY:** Angela Pierman

**“THAT**, the Council of the Corporation of Tay Valley Township urge the Provincial Government to reopen the wetlands regulation consultation for the Rideau Valley Conservation Authority (RVCA) to:

- allow Tay Valley’s wetlands to receive the same protections as wetlands in the other 29 Conservation Districts in Ontario; and
- ensure Tay Valley’s \$1.3 Billion Tax Assessment is protected from degradation.

**THAT**, landowners be compensated by the Province when wetlands are designated on their property,

**AND THAT**, this resolution and a copy of Report #PD-2024-10 – Province Removes Wetlands Protection for Eastern Ontario, be provided to the Minister of Natural Resources, to area Members of Provincial Parliament (MPPs), the Rural Ontario Municipal Association (ROMA), and to all Ontario Municipalities.”

**ADOPTED**





A detailed report is included.

If you require any further information, please do not hesitate to contact the undersigned at (613) 267-5353 ext. 130 or [deputyclerk@tayvalleytwp.ca](mailto:deputyclerk@tayvalleytwp.ca)

Sincerely,

A handwritten signature in blue ink that reads "Aaron Watt".

Aaron Watt, Deputy Clerk

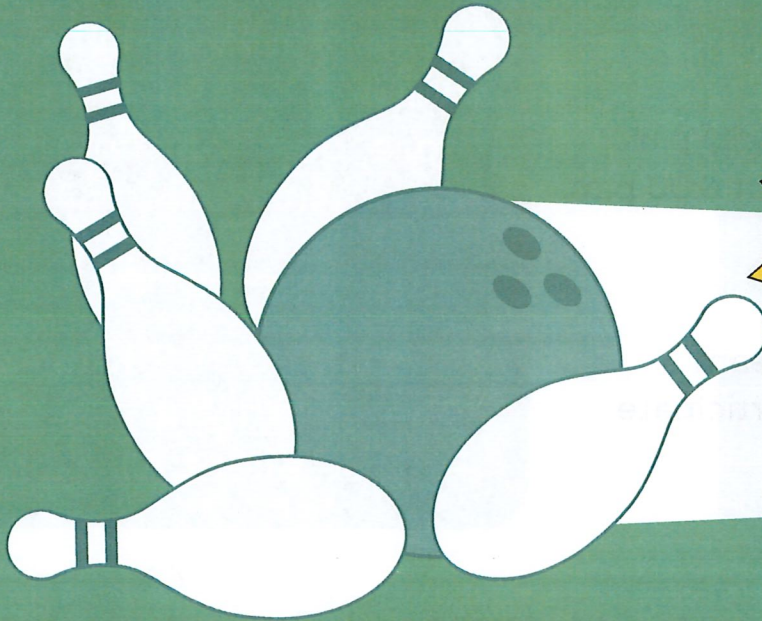
cc: Minister of Natural Resources Graydon Smith,  
John Jordan, MPP Lanark-Frontenac-Kingston,  
Rural Ontario Municipal Association (ROMA),  
and to all Ontario Municipalities

/Enclosure



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





**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:

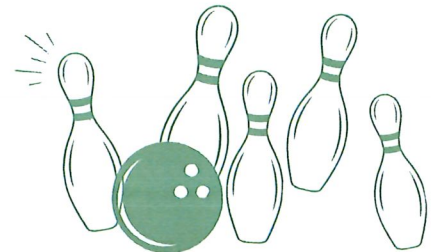
- Up to six players per team
- Up to 16 teams can participate
- Two games per team

### Entry Fee:

- First team from each municipality \$3,000
- All other teams \$1,500
- Non-players \$20 cover charge

Team prizes will be awarded for the highest score, best team name, and most money raised!

Food - DJ - Raffle  
Entertainment - Door Prizes - Silent Auction



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



# MUNICIPALITY OF West Elgin

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-52

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

**Whereas** the Council of the Municipality of West Elgin has procured a report under Section 4 and 78 of the *Drainage Act, R.S.O. 1990*, as amended, for improvement to the South Rodney Drain; and

**Whereas** the report dated May 27, 2024, has been authored by J.M. Spriet, P. Eng. of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

**Whereas** the estimated total cost of the drainage work is \$280,200.00; and

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

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

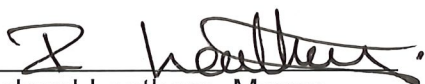
1. That the report dated May 27, 2024 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$280,200.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
  - a) grants received under Section 85 of the *Drainage Act*;
  - b) monies paid as allowances;
  - c) commuted payments made in respect of lands and roads assessed with the municipality;

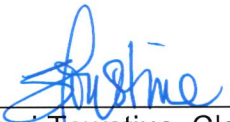
- d) money paid under subsection 61(3) of the *Drainage Act*; and
- e) money assessed in and payable by another municipality.

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

Read a first and second time and provisionally adopted this 18<sup>th</sup> day of July, 2024.

Provisionally adopted this 18<sup>th</sup> day of July, 2024.

  
Richard Leatham, Mayor

  
Terri Towstiuć, Clerk

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

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

\_\_\_\_\_  
Terri Towstiuć, Clerk



# MUNICIPALITY OF West Elgin

## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-64

#### Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 22003 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 "B" (Rodney) Map 3 to By-law No. 2015-36, is hereby amended by changing the subject property from Future Residential (FR) Zone and Residential First Density (R1) Zone to a Site-Specific Residential Second Density Special Use Regulation 2 (R2-2) Zone, for those lands hatched and described as R2-2 on Schedule "A" attached hereto and forming part of this By-law, being Lot 30, Plan 22, and Part of Lot 2, RP 11R 5577 & Part 1, RP 11R 10956, in the Municipality of West Elgin, in the County of Elgin.
2. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection to Section 9.3 Site-Specific Zones:

"9.3.2 a) Defined Area

R2-2 as shown on Schedule "B", Map 3.

b) Permitted Uses

duplex dwelling  
group home  
home occupation  
semi-detached dwelling  
single unit dwelling

c) Notwithstanding any other provisions of Section 9 of the By-law, the lands zoned R2-2 the following special zone standards apply:

- |      |  |   |
|------|--|---|
| i)   | Minimum Lot Area<br>(duplex or single unit dwelling) | 475 m <sup>2</sup>  |
| ii)  | Minimum Exterior Side Yard                           | 4.0 m   |
| iii) | Minimum Interior Side Yard                           | 1. 5m with attached garage, 1.5 m & 3 m with no garage or carport |

3. That Schedule "B" (Rodney) Map 3 to By-law No. 2015-36, is hereby amended by changing the subject property from Future Residential (FR) Zone to a Site-Specific Residential Third Density Special Use Regulation 7 (R3-7) Zone, for those lands cross-hatched and described as R3-7 on Schedule "A" attached hereto and forming part of this By-law, being Lot 30, Plan 22, and Part of Lot 2, RP 11R 5577 & Part 1, RP 11R 10956, in the Municipality of West Elgin, in the County of Elgin.
4. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection to Section 10.3 Site-Specific Zones:

"10.3.7 a) Defined Area

R3-7 as shown on Schedule "B", Map 3.

b) Permitted Uses

apartment dwelling  
double duplex dwelling  
home occupation  
multi-unit dwelling  
senior citizen's dwelling  
townhouse dwelling

- c) Notwithstanding any other provisions of Section 10 of the By-law, the lands zoned R3-7 the following special zone standards apply:

i)	Minimum Lot Frontage Townhouse & Multi Unit Dwellings	13 m
ii)	Lot Coverage (Maximum)	40%
iii)	Rear Yard Depth	8.0 m
iv)	Minimum Interior Side Yard Townhouse Dwelling Townhouse Dwelling Unit	4 m 4 m, 0 m along a common wall

5. 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 12<sup>th</sup> day of September 2024.

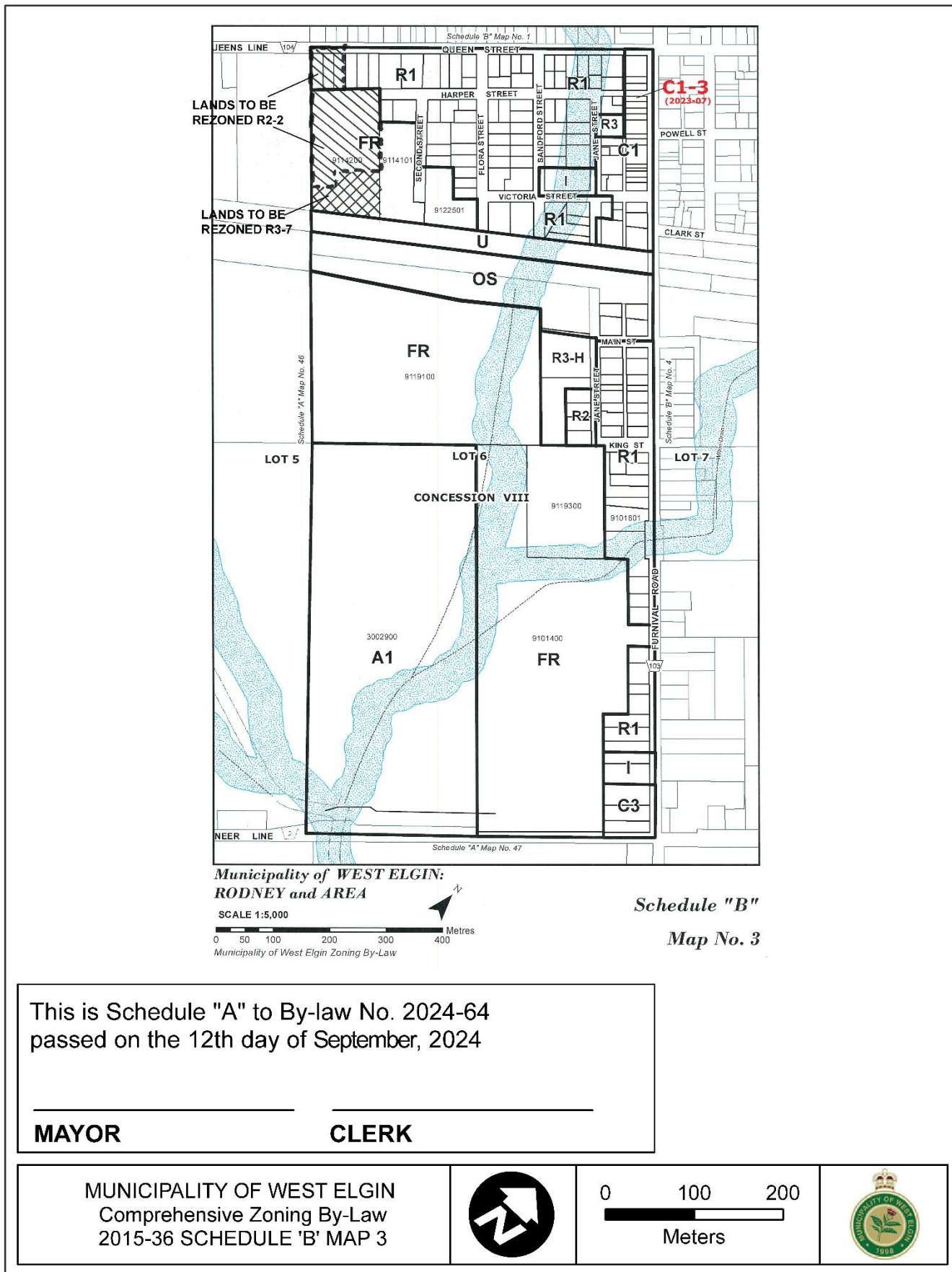
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Richard Leatham  
Mayor

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Terri Towstiac  
Clerk





This is Schedule "A" to By-law No. 2024-64  
 passed on the 12th day of September, 2024

\_\_\_\_\_

**MAYOR**

\_\_\_\_\_

**CLERK**

MUNICIPALITY OF WEST ELGIN  
 Comprehensive Zoning By-Law  
 2015-36 SCHEDULE 'B' MAP 3



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 Meters





## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-65

#### **A By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program**

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the purposes of providing monies to the Corporation of the Municipality of West Elgin through the Dedicated Gas Tax Funds for Public Transportation Program; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation, in the form of an agreement titled Dedicated Gas Tax Funds for Public Transportation Program, identified as Schedule “A” attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on September 12, 2024.

Read a first, second, and third time and passed this 12<sup>th</sup> day of September 2024.

---

Richard Leatham, Mayor

---

Terri Towstiuc, Clerk

**Ministry of Transportation  
Transit Division**

777 Bay Street, 30<sup>th</sup> Floor  
Toronto ON M5G 2E5  
Tel : 647-539-1762  
Email : [felix.fung@ontario.ca](mailto:felix.fung@ontario.ca)

**Ministère des Transports  
Division des transports en commun**

777 rue Bay, 30<sup>e</sup> étage  
Toronto ON M5G 2E5  
Tel: 647-539-1762  
Courriel : [felix.fung@ontario.ca](mailto:felix.fung@ontario.ca)

March 15, 2024

Magda Badura  
Chief Administrative Officer  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0  
[mbadura@westelgin.net](mailto:mbadura@westelgin.net)

Dear Magda Badura:

I am writing to let you know about the launch of the 2023-24 Gas Tax Program and to advise you of your funding allocation.

The Municipality of West Elgin will be eligible to receive an allocation of **\$31,172** for this program year.

In the coming days we will be distributing, through the Transfer Payment Ontario Network (TPON) system, the electronic versions of your Letter of Agreement, along with program guidelines, reporting forms and the Canadian Content for Transit Vehicle Procurement policy. The primary staff contact at the Municipality of West Elgin will be notified when these documents are available.

Please return a scanned copy of the signed Letter of Agreement (in pdf format), the required supporting by-law (if applicable), and the 2023 Reporting Forms to the Ministry through the TPON system.

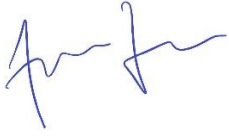
The Municipality of West Elgin currently provides a public transit service that includes service to, and receives financial contributions from, the Village of Newbury, and the Municipality of Southwest Middlesex.

As your municipality is the host for the provision of this joint service, we therefore request that your supporting Council by-law confirm that your municipality is continuing to act as the host for the other supporting municipalities.

If you have any questions regarding the Gas Tax program, please contact Kevin Dowling, Director, Transit Strategy and Programs Branch, at [kevin.dowling@ontario.ca](mailto:kevin.dowling@ontario.ca).

.../2

Sincerely,

A handwritten signature in blue ink, appearing to read 'Felix Fung', with a stylized flourish at the end.

Felix Fung  
Assistant Deputy Minister, Transit Division

Cc : Doug Jones, Deputy Minister, Ministry of Transportation  
Kevin Dowling, Director, Transit Strategy and Programs Branch, Ministry of  
Transportation

Cathy Case, Clerk/ Treasurer, Village of Newbury  
Jeff Brick, Interim Chief Administrative Officer, Municipality of Southwest  
Middlesex

**Ministry of  
Transportation**

Office of the Minister

777 Bay Street, 5<sup>th</sup> Floor  
Toronto ON M7A 1Z8  
416 327-9200

[www.ontario.ca/transportation](http://www.ontario.ca/transportation)

**Ministère des  
Transports**

Bureau du ministre

777, rue Bay, 5<sup>e</sup> étage  
Toronto ON M7A 1Z8  
416 327-9200

[www.ontario.ca/transports](http://www.ontario.ca/transports)



March 15, 2024

Mayor Richard Leatham  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L 2C0

Dear Mayor Leatham:

**RE: Dedicated Gas Tax Funds for Public Transportation Program**

---

This Letter of Agreement between the **Municipality of West Elgin** (the "Municipality") and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation for the Province of Ontario (the "Ministry"), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the "Program"). Under the Program, the Province of Ontario provides two cents out of the provincial gas tax to municipalities to improve Ontario's transportation network and support economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2023-24 Guidelines and Requirements (the "guidelines and requirements").

In consideration of the mutual covenants and agreements contained in this Letter of Agreement and the guidelines and requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$31,172** ("the "Maximum Funds") in accordance with, and subject to, the terms and conditions set out in this Letter of Agreement and, for greater clarity, the guidelines and requirements.
2. Subject to Section 1, the Ministry will, upon receipt of a fully signed copy of this Letter of Agreement and a copy of the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement, provide the Municipality with **\$23,379**; and any remaining payment(s) will be provided thereafter.

.../3

3. If another municipality authorizes the Municipality to provide local public transportation services on its behalf and authorizes the Municipality to request and receive dedicated gas tax funds for those services also on its behalf, the Municipality will in the by-law(s) and, if applicable, resolution(s) described in Section 2 confirm that the Municipality has the authority to provide those services and request and receive those funds.
4. The Municipality agrees that any amount payable under this Letter of Agreement may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the guidelines and requirements.
5. The Municipality will deposit the funds received under this Letter of Agreement in a dedicated gas tax funds reserve account, and use such funds and any related interest only in accordance with the guidelines and requirements.
6. The Municipality will adhere to the reporting and accountability measures set out in the guidelines and requirements, and will provide all requested documents to the Ministry.
7. The Municipality agrees that the funding provided to the Municipality pursuant to this Letter of Agreement represents the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2023-24 Program year.
8. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to paragraph 8(b); and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funding exceeding the amount specified under Section 1.
9. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies will survive its termination or expiration.
10. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
11. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.

12. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
13. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement.
14. The Municipality hereby consents to the execution by the Ministry of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please print and secure the required signatures, and then deliver a fully signed pdf copy to the Ministry at the email account below. Subject to the province's prior written consent, including any terms and conditions the Ministry may attach to the consent, the Municipality may execute and deliver the Letter of Agreement to the Ministry electronically. In addition, all program documents are also to be sent to the following email account:

[MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca)

Sincerely,



Prabmeet Singh Sarkaria  
Minister of Transportation

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

**Municipality**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (print):  
Title (head of council or  
authorized delegate):

I have authority to bind the Municipality.

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Name (print):  
Title (clerk or authorized delegate):

I have authority to bind the Municipality.



**MINISTRY OF TRANSPORTATION**

**Dedicated Gas Tax Funds For  
Public Transportation Program**

**2023-24 Guidelines and Requirements**



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# **DEDICATED GAS TAX FUNDS FOR PUBLIC TRANSPORTATION PROGRAM**

## **2023-24 GUIDELINES & REQUIREMENTS**

### **1. DEFINITIONS**

When used in these guidelines and requirements, the words set out below that import the singular include the plural and vice versa:

“Canadian Content Policy” means the Canadian Content for Transit Vehicle Procurement Policy, which the Ministry may amend from time to time.

“dedicated gas tax funds” means the money provided by the Ministry to a municipality to be used strictly towards eligible expenditures that are reasonable, in the opinion of the Ministry, and related directly to the provision of public transportation services, and “dedicated gas tax funding” has the same meaning.

“dedicated gas tax funds reserve account” means an interest bearing account set up by a municipality, under its name and in a Canadian financial institution, where dedicated gas tax funds are deposited and can be tracked separately from any other funds that may be in the account. This does not need to be a separate account, so long as the dedicated gas tax funds can be tracked separately.

“DFPTA” means the *Dedicated Funding for Public Transportation Act, 2013*, S.O. 2013, c. 2, Sched. 3.

“eligible expenditures” means expenditures made by a municipality in direct support of public transportation operating or capital, or both, costs in accordance with Article 3 of these guidelines and requirements.

“guidelines and requirements” means these guidelines and requirements entitled “Dedicated Gas Tax Funds for Public Transportation Program – 2023-24 Guidelines and Requirements”, including Appendices A, B and C to these guidelines and requirements, which the Ministry may amend from time to time.

“host municipality” means a host municipality as described in Section 4.2.

“indemnified parties” means His Majesty the King in right of Ontario, His ministers, agents, appointees, and employees.

“letter of agreement” means an agreement entered into between the Ministry and a municipality, including a host municipality, that sets out the terms and conditions under which the Ministry agrees to provide dedicated gas tax funds to the municipality, including those under these guidelines and requirements, and any amendments to the letter of agreement.

“losses” means any and all liability, loss, costs, damages or expenses (including legal, expert and consultant fees).

“major refurbishment” means: (a) for a subway car, light rail car, streetcar or trolley bus, the refurbishment where the life cycle is extended for a minimum of six years beyond the designed life cycle set out by the manufacturer; and (b) for a bus thirty feet in length or over, the refurbishment where, when the bus reaches a minimum age of nine years, the life cycle of the bus is extended for a minimum of six years.

“Ministry” and “Minister”, respectively, means the Ministry of Transportation, which is responsible for the administration of the Program and the Minister responsible for the Ministry.

“municipal own spending on public transportation” means the funds, including those received from total operating revenue and local public donations, that a municipality contributes towards public transportation expenditures, including funds it contributes for operating and capital expenditures.

“personnel” includes the advisors, appointees, directors, officers, employees, agents, partners, affiliates, volunteers or subcontractors of a municipality.

“proceeding” means any and all causes of action, actions, claims, demands, lawsuits or other proceedings.

“Program” means the Dedicated Gas Tax Funds for Public Transportation Program set up by the Ministry to provide municipalities with dedicated gas tax funds subject to and in accordance with a letter of agreement.

“PRESTO” means the fare payment system for which Metrolinx is responsible.

“public transportation” means any service for which a fare is charged for transporting the public by vehicles operated by or on behalf of a municipality or local board as defined in the *Municipal Affairs Act*, R.S.O. 1990, c. M. 46, as amended, or under an agreement between a municipality or local board, and a person, firm or corporation, and includes special transportation facilities for transporting persons with disabilities but does not include transportation by special purpose facilities, such as marine vessels, school buses or ambulances.

“public transportation vehicle” refers to a streetcar, bus, subway car, light rail car, specialized vehicles for transporting persons with disabilities or trolley bus used for public transportation.

“reporting forms” means the form “2023-24 Dedicated Gas Tax Funds for Public Transportation (Gas Tax) Program” to be provided by the Ministry.

“subcontractor” means any contractor of a municipality or any of its subcontractors at any tier of subcontracting.

## **2. INTRODUCTION**

The Program is an important element of the ongoing relationship between the province of Ontario and Ontario municipalities. Municipalities receiving dedicated gas tax funds must meet the requirements set out in these guidelines and requirements.

As of 2013 and pursuant to the *Dedicated Funding for Public Transportation Act, 2013*, S.O. 2013, c. 2, Sched. 3 (“DFPTA”), a portion, (2 cents per litre), of the provincial gasoline tax revenue is dedicated to the provision of grants to municipalities for public transportation, including those pursuant to the Program. The portion of the gas tax that is dedicated in each fiscal year is an amount determined using a formula set out in the DFPTA.

The 2023-24 Program year runs from April 1, 2023 to March 31, 2024. The new allocation of funding for the Program for 102 public transit systems representing 140 municipalities will amount to approximately \$379.6 million. This includes one-time supplementary funding of \$3.0 million to bring the funding envelope up to the same level as the 2022-23 program year.

## **3. GENERAL ELIGIBILITY REQUIREMENTS AND CONDITIONS**

The purpose of the Program is to provide dedicated gas tax funds to Ontario municipalities to support local public transportation services, and to increase overall ridership through the expansion of public transportation capital infrastructure and levels of service. To be eligible to receive dedicated gas tax funds, a municipality must contribute financially towards its public transportation services.

For 2023-24, and unless otherwise approved in writing by the Ministry, only municipalities that have submitted their 2022 annual data survey to the Canadian Urban Transit Association (CUTA), and their 2022 Gas Tax reporting forms to the Ministry, will be eligible to receive dedicated gas tax funds.

Subject to the provision of a municipal by-law indicating its intent to provide public transportation services, a municipality that is not currently providing public transportation services, but decides to begin providing such services, may be eligible for funding. Notification of the municipality’s intent to provide public transportation services and specific commitment to annually fund such public transportation services is required. Municipalities are encouraged to contact ministry staff early in their decision making process for providing services. After the new public transportation services have been implemented, and at the Ministry’s sole discretion, dedicated gas tax funding may then be available.

A municipality receiving dedicated gas tax funds must ensure that all funds received and any related interest are used exclusively towards eligible expenditures and, unless otherwise approved in writing by the Ministry, disbursement of dedicated gas tax funds and any related interest must be net of any rebate, credit or refund, for which the municipality has received, will receive, or is eligible to receive.

All public transportation services and public transportation vehicles must be fully accessible in accordance with the requirements set out under the following statutes and regulations, as may be amended from time to time: the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and the *Integrated Accessibility Standards*, O. Reg. 191/11 made under that Act; the *Highway Traffic Act*, R.S.O. 1990, c. H.8 and the *Accessible Vehicles*, R.R.O. 1990, Reg. 629 made under that Act; and the *Public Vehicles Act*, R.S.O. 1990, c. P. 54. In addition to the above, the acquisition of public transportation vehicles must comply with the Canadian Content Policy requirements.

Unless the Ministry otherwise approves in writing, in 2023-24, gas tax revenues and any related interest can only be used to support municipal public transportation expenditures and not to reduce or replace current levels of municipal public transportation funding. External audit and financial reporting costs are not eligible expenditures which the Ministry may reimburse or to which dedicated gas tax funding can be applied.

**(a) Requirements for All Dedicated Gas Tax Funds Received in 2023-24 and Beyond**

- Dedicated gas tax funds and any related interest must be spent on one or more of the following:
  - Public transportation capital expenditures that promote increased transit ridership;
  - Public transportation operating expenditures;
  - Capital expenditures for the replacement of any public transportation vehicles;
  - Capital expenditures that provide improvements to public transportation security and passenger safety;
  - Expenditures for major refurbishment on any fully accessible, or to be made fully accessible, public transportation vehicle, with the exception of specialized vehicles used for the transportation of persons with disabilities, and
  - Expenditures which enhance connections or access to and from transit (“First Mile/Last Mile” initiatives).
    - Such initiatives must directly support ridership growth.
    - Municipalities are encouraged to consult Ministry staff for guidance or advice on whether a specific initiative would qualify as an eligible expenditure for the purpose of the dedicated gas tax funds.
  
- For municipalities that provide only specialized transit for persons with disabilities, dedicated gas tax funds can be spent on public transit initiatives that may not initially result in ridership growth but will provide increased accessibility.

**(b) Additional Requirements for the following Municipalities: Regions of Durham and York, the Cities of Brampton, Burlington, Hamilton, Mississauga, Ottawa and Toronto, and the Town of Oakville.**

Prior to the release of any dedicated gas tax funds, the municipalities listed under (b) above

will, in addition to any other requirements in this Article 3, be required to:

- Participate in PRESTO and, as participants, will be required to meet their financial obligations for that system.

**(c) Additional Requirements for GTA Municipalities: Regions of Durham, Halton, Peel and York, and Cities of Hamilton and Toronto.**

Prior to the release of any dedicated gas tax funds, the municipalities listed under (c) above will, in addition to any other requirements in this Article 3, be required to:

- Demonstrate that they have met their responsibility for the payment of the growth and expansion capital costs of Metrolinx pursuant to the *Amendment to Greater Toronto Services Board By-law No. 40*, O. Reg. 446/04, made under the *Metrolinx Act, 2006*, S.O. 2006, c. 16, as amended.

**(d) Additional Requirements for the following Municipalities: Regions of Durham, Peel, Niagara, Waterloo and York, the Cities of Barrie, Brampton, Burlington, Guelph, Hamilton, Mississauga, and Toronto, and the Towns of Caledon, Halton Hills, Milton and Oakville.**

- As requested by the Province, participate in an engagement process led by the Province or Metrolinx, or both, to enable regional fare and service integration.
- As requested by the Province, share information and data to support analysis on regional fare and service integration.

The eligibility requirements for dedicated gas tax funds will be determined in accordance with these guidelines and requirements. The eligibility for any dedicated gas tax funds is at the sole discretion of the Ministry. Municipalities should consider consulting with Ministry staff to determine whether a proposed expenditure is an eligible expenditure for the purpose of dedicated gas tax funds.

#### **4. GENERAL PROGRAM ALLOCATION METHODOLOGY AND PAYMENT PROCESS**

##### **4.1 General Program Allocation Methodologies**

Based on consultation with municipalities, public transportation operators and stakeholders, the Province recognizes the varying needs of public transportation in Ontario municipalities, including those related to large established public transportation systems and communities with different growth rates and levels of public transportation service. Consistent with the above, the Province has established an allocation formula based on a combination of ridership and population. This formula balances the needs of large established public transportation systems, the growth needs of rapidly growing municipalities, and the needs of smaller municipalities that provide public transportation services.

The Province is implementing an allocation based on 70% transit ridership and 30% municipal population. Fully implemented, 70% of \$379.6 million (up to \$265.7 million) may be distributed to municipalities on the basis of their public transportation ridership levels. Thirty percent (30%) of \$379.6 million (up to \$113.9 million) may be distributed on the basis of population levels. Public transportation ridership will include the totals of both conventional and specialized public transportation services.

Both ridership and population figures are updated and revised annually for use in the calculation of dedicated gas tax funds, unless otherwise approved in writing by the Ministry.

CUTA annually collects and reproduces, on behalf of the Ministry, transit ridership data in its Ontario Urban Transit Fact Book and its Ontario Specialized Transit Services Fact Book (the "CUTA Fact Books").

The Gas Tax allocations for the 2023-24 program year have been calculated using 2022 ridership data from the 2022 CUTA Fact Books and 2022 population estimates derived from the 2016 census data.

Dedicated gas tax funds provided to each municipality in 2023-24 are not to exceed 75% of municipal own spending on public transportation. For the 2023-24 Program, municipal own spending was calculated using municipal public transportation spending data set out in the CUTA Fact Books, selecting the highest contribution of the years 2018 through 2022 for each municipality. The Ministry may re-allocate, in support of increasing public transportation ridership, any amounts of moneys dedicated for, but that remains undistributed through, the Program.

The Ministry may undertake an annual review of the dedicated gas tax allocation methodology and eligibility requirements to ensure these funds support the desired outcome of increased public transportation ridership. Municipal public transportation spending will be reviewed on an annual basis to determine if the limits of the dedicated gas tax funds need to be applied where the gas tax allocation may exceed 75% of municipal own spending on public transportation.

## **4.2 Payment Process**

The Minister will advise each municipality that provides public transportation services of the amount of dedicated gas tax funds it is eligible to receive. The Minister will send a letter of agreement to each of these municipalities. The letter of agreement will set out the terms and conditions upon which the dedicated gas tax funds will be released to the municipality, and by which the municipality will have to agree to be bound.

The Ministry may, on a quarterly basis (or other basis, as the Ministry may decide from time to time), make payments of dedicated gas tax funds only after receipt of the following documents: i) the letter of agreement, provided by the Ministry to the municipality, signed in accordance with the by-law(s) and, if applicable, the resolution(s) described below; and ii) a scanned copy

of the by-law(s) and, if applicable, any resolution(s) authorizing the letter of agreement and naming municipal signing officers for the letter of agreement.

In addition, the Ministry may withhold payment of dedicated gas tax funds until the reporting requirements under Section 8.4 are met.

Any amount of dedicated gas tax funds provided to the municipality under the Program will be subject to the remedies set out under Article 7.

Any dedicated gas tax funds the Ministry provides to a municipality and any related interest, including those kept by the municipality in a dedicated gas tax funds reserve account, will have to be used by the municipality exclusively towards public transportation services and in accordance with the requirements set out in these guidelines and requirements including, without limitation, those related to eligibility and related conditions, acquisition, disposition, accountability, records, audit, reporting, liability, and indemnity requirements.

If a municipality agrees to provide public transportation services (a “host municipality”) for another municipality, the Ministry, at its sole discretion, may only provide the host municipality with dedicated gas tax funds. Prior to the Ministry making any payment of dedicated gas tax funds to the host municipality, the host municipality and the municipality on whose behalf the host municipality is providing transportation services will be required to provide the Ministry with copies of their respective by-law(s) and, if applicable, resolution(s), designating the host municipality as a public transportation service provider for the municipality or authorizing the host municipality to provide public transportation services to the municipality, as applicable. The contributing municipality, on whose behalf the host municipality is providing transportation services, will be required to provide the Ministry with a copy of their by-law(s) and, if applicable, resolution(s), in the year that this arrangement is initiated, and will be required annually to confirm with the Ministry in writing that the arrangement is still in effect. The host municipality will be required to enter into a dedicated gas tax funds letter of agreement with the Ministry and be in compliance with the terms and conditions set out in these guidelines and requirements.

In addition, the host municipality must promptly advise the Ministry of any change in arrangements between the host and contributing municipalities, such as decisions to cease contributions. The Ministry may then, at its sole discretion, make any necessary adjustment to its contribution of dedicated gas tax funds to the host municipality.

## **5. DEDICATED GAS TAX FUNDS RESERVE ACCOUNT AND INTEREST**

### **5.1 Dedicated Gas Tax Funds Reserve Account**

Dedicated gas tax funds must be used only towards the eligible expenditures for public transportation listed under Article 3(a). If the Ministry provides dedicated gas tax funds to a municipality before the municipality’s immediate need for the funds, the municipality will be required to keep the funds, and all interest earned on such funds, in a dedicated gas tax funds reserve account. Dedicated gas tax funds received, and any related interest earned on such



funds, must be reported annually, using the reporting forms, on a cash basis. At no time should a municipality report a negative reserve account balance.

In the event of a merger, amalgamation of transit systems, or where the transit system in one municipality is taken over by another municipality, and the municipality originally operating the transit system has unused dedicated gas tax reserve funds when it ceases to provide the transit system, the Ministry may, in its sole and absolute discretion, allow for the transfer of unused dedicated gas tax reserve funds to the municipality that is assuming the transit system. Approval must be obtained by the municipality from the Ministry in writing prior to the transfer. Such dedicated gas tax reserve account funds must be deposited in a dedicated gas tax funds reserve account for the municipality assuming the transit system. The Ministry may, in its sole discretion, impose any other requirements appropriate under the circumstances. The municipality/municipalities shall provide the Ministry with written notice of their request, as soon as practicable.

The municipality assuming the transit system must be a Gas Tax Program participant. It must execute a Letter of Agreement with the Ministry, and must remain in compliance with all other terms and conditions set out in these Guidelines. For further clarity, funds may **not** be transferred to a municipality which does not participate in the Gas Tax Program. This shall not be interpreted, however, as preventing a municipality from applying and becoming a participant in the Gas Tax Program in accordance with any requirements in these Guidelines.

If the Ministry for any reason declines to permit the type of transfer described above, the Ministry may demand the payment of any unused dedicated gas tax reserve funds, as a debt owing and due to the Crown, as per Section 7 of these Guidelines.

## **5.2 Interest**

Interest must accrue on funds carried over the course of the Program reporting period in a dedicated gas tax funds reserve account. A municipality must calculate interest on its average annual balance of funds. The interest must also be reported annually, using the reporting forms, and can only be applied towards eligible expenditures.

## **6. ACQUISITION OF GOODS OR SERVICES, AND DISPOSAL OF ASSETS**

If a municipality acquires goods, including supplies, materials, vehicles, equipment or services, or both, with dedicated gas tax funds, it must do so through a process that promotes the best value (with due regard for economy, efficiency and effectiveness) for the dedicated gas tax funds it spends.

The municipality must report, in writing, to the Ministry any funds accrued from the sale, lease or disposal of assets purchased with dedicated gas tax funds, and return such funds to a dedicated gas tax funds reserve account (see Article 5), with the exception that funds accrued from the sale, lease or disposal of transit buses beyond their useful economic life (12 years for conventional and 5 years for specialized), will not be required to be returned to a dedicated reserve account.

## **7. ADJUSTMENT, WITHHOLDING AND PAYMENT OF DEDICATED GAS TAX FUNDS AND OTHER REMEDIES**

If, in the opinion of the Ministry, a municipality: i) fails to comply with any term, condition or obligation set out in a letter of agreement, including these guidelines and requirements; ii) uses any of the dedicated gas tax funds or any related interest for a purpose not authorized without the prior written consent of the Ministry; iii) provides erroneous or misleading information; iv) fails to provide information, including requested audit information and required reports, to the Ministry for any reason whatsoever; or v) is unable to provide or acquire or has discontinued the provision or acquisition of any service or asset for which dedicated gas tax funds have been provided, or it is not reasonable for the municipality to continue to provide or acquire any service or asset for which such funds have been provided (“event of default”), the Ministry may, unless the Ministry provides the municipality with written notice of an opportunity to remedy the event of default, take one or more of the following actions: i) initiate any action the Ministry considers necessary in order to facilitate the successful provision or acquisition of any service or asset provided or acquired with dedicated gas tax funds; ii) suspend the payment of dedicated gas tax funds for such period as the Ministry determines appropriate; iii) reduce the amount of the dedicated gas tax funds; (iv) cancel further payments of dedicated gas tax funds; (v) demand from the municipality the return of any dedicated gas tax funds remaining in the possession or under the control of the municipality; (vi) demand from the municipality the payment of an amount equal to any dedicated gas tax funds the municipality used, but did not use in accordance with the letter of agreement; (vii) demand from the municipality the payment of an amount equal to any dedicated gas tax funds the Ministry provided to the municipality; and viii) terminate the letter of agreement at any time, including immediately, without liability, penalty or costs to the Ministry upon giving notice to the municipality.

Where the Ministry gives the municipality an opportunity to remedy an event of default by giving the municipality notice of the particulars of the event of default and the date by which the municipality is required to remedy it, and: i) the municipality does not remedy the event of default by the date specified in the notice; ii) it becomes apparent to the Ministry that the municipality cannot completely remedy the event of default by the date specified in the notice; or iii) the municipality is not proceeding to remedy the event of default in a way that is satisfactory to the Ministry, the Ministry may extend the date by which the municipality is required to remedy the event of default, or initiate any of the remedies for event of default available to it under this Article 7.

Upon termination of the letter of agreement pursuant to this Article 7, the Ministry may take one or more of the actions listed for in the first paragraph to this Article 7. In regards to any demand for payment, the Minister may not demand payment of an aggregate amount greater than the dedicated gas tax funds that were received by the municipality.

Upon the Minister providing a municipality a written demand for payment of dedicated gas tax funds, any related interest, or both, the amount of the demand will be deemed to be a debt due and owing to the Crown of the Province of Ontario and may be recovered as such under applicable law, including, without limitation, the *Financial Administration Act*, R.S.O. 1990, c.

F.12, as amended, ("FAA"). In addition to any remedy the Crown may have under the FAA, the Ministry may decide to withhold or adjust the amount of any current or future dedicated gas tax funding, or any other funding program, that may be provided to the municipality in an amount equal to such debt or have the amount of such debt deducted from financial assistance payable on any other project(s) of the municipality under any other initiative in which the Ministry is involved (either current or future). The Ministry may charge the municipality interest on any money owing by the municipality at the then current rate charged by the Province of Ontario on accounts receivable. The municipality will pay any money owing to the Ministry by cheque payable to the "Ontario Minister of Finance" and delivered to the Ministry as the Ministry may require.

If a municipality: i) has failed to comply with any term, condition or obligation under any other agreement with His Majesty the King in right of Ontario or one of His Agencies (a "failure"); ii) has been provided with notice of such failure in accordance with the requirements of such other agreement; iii) has, if applicable, failed to rectify such failure in accordance with the requirements of such other agreement; and iv) such failure is continuing, the Ministry may suspend the payment of dedicated gas tax funds for such period as the Ministry determines appropriate.

When the Ministry provides its consent pursuant to a letter of agreement, including these guidelines and requirements, it may impose any terms and conditions on such consent and the municipality will comply with such terms and conditions.

If a municipality fails to comply with any term of a letter of agreement, including these guidelines and requirements, the municipality could only rely on a waiver of the Ministry if the waiver was in writing and refers to the specific failure to comply. A waiver will not have the effect of waiving any subsequent failures to comply.

Any decision made by the Minister regarding funding under the Program is final.

## **8. ACCOUNTABILITY, RECORDS, AUDIT AND REPORTING REQUIREMENTS**

### **8.1 Accountability**

A municipality receiving dedicated gas tax funds must use such funds, and any interest earned on such funds, exclusively towards public transportation service eligible expenditures and in accordance with these guidelines and requirements. The municipality will not be allowed to use dedicated gas tax funds and related interest to offset other municipal expenditures.

The municipality will also be required to provide such further assurances as the Ministry may request from time to time with respect to any matter to which a letter of agreement, including these guidelines and requirements, pertains, and will otherwise do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of these documents to their full extent.

Furthermore, the municipality must ensure any information the municipality provides to the

Ministry under the Program is true and complete at the time provided and will continue to be true and complete.

## **8.2 Records**

A municipality receiving dedicated gas tax funds must keep and maintain separate records and documentation related to any dedicated gas tax funds and any related interest, including invoices and any other financially-related documents relating to the provision or acquisition of public transportation services for which dedicated gas tax funds and any related interest have been used. The records and documentation must be kept and maintained in accordance with generally accepted accounting principles. Records containing confidential information must be kept in accordance with all applicable legislation. No provision of these guidelines and requirements shall be construed so as to give the Ministry any control whatsoever over the municipality's records.

## **8.3 Audit**

A municipality receiving dedicated gas tax funds may be subject to audit. The Ministry may, at its sole discretion, audit or have audited by any third party, any records and documentation of the municipality related to any public transportation services provided or acquired with dedicated gas tax funds or any related interest, and such funds. Such audit may require the Ministry, at the municipality's expense (except as provided in the Canadian Content Policy), to retain external auditors. In addition, the Auditor General may, pursuant to the *Auditor General Act*, R.S.O. 1990, c. A. 35, as amended, audit the accounts and records of the municipality relating to any expenditure of dedicated gas tax funds.

To assist in respect of the rights set out above, a municipality will be required to disclose any information requested by the Ministry, its authorized representatives or an independent auditor identified by the Ministry, and will do so in the form requested by the Ministry, its authorized representatives or an independent auditor.

In addition to any adjustments the Ministry may make to dedicated gas tax funding under these guidelines and requirements, the Ministry may, upon recommendation in an audit report, adjust future dedicated gas tax fund payments or other payments the Ministry may make to the municipality under any other program.

## **8.4 Reporting**

Accuracy in the calculation and reporting of municipal transit ridership and dedicated gas tax funds and any related interest is paramount. When calculating ridership, municipalities must use one of the acceptable best practices identified in the 2008 Ontario Ridership Data Collection Review Report, published jointly by CUTA and iTrans Consultants (retained by CUTA).

A municipality will be accountable to use dedicated gas tax funds and any related interest towards public transportation expenditures that meet the Program eligibility requirements. Each municipality will be required to report on how dedicated gas tax funds and any related

interest are spent on an annual basis, including the provision of its Canadian Content Policy declaration form(s), in accordance with the Canadian Content Policy, for any public transportation vehicle funded with dedicated gas tax funds. The Canadian Content Policy has been amended effective September 21, 2017 to be aligned with government procurement commitments under the Comprehensive Economic Trade Agreement (CETA) between Canada and the European Union (EU). As of September 21, 2017, municipalities are to comply with the amended policy for all transit procurements.

For the purpose of the above reporting, municipalities will be required to use the reporting forms that have been developed in consultation with municipal public transportation stakeholders, and submit these reporting forms to the Ministry prior to April 30, 2024.

Municipalities are strongly advised to carefully verify all data before submitting their reporting forms, to ensure that all information provided is accurate. Municipalities are also encouraged to contact the Ministry if they require any guidance or assistance in completing these reports.

## **9. COMMUNICATIONS**

Unless the Ministry otherwise approves in writing, a municipality receiving dedicated gas tax funds will be required to acknowledge the support of the Ministry in a form and manner as directed by the Ministry.

A municipality will be required to give a minimum of thirty (30) days written notice to the Ministry regarding any planned local dedicated gas tax funding communication or recognition event, or both. The municipality will also be required to provide the Ministry with detailed information regarding such communication or event, or both.

The Ministry and a municipality receiving dedicated gas tax funds will, at all times, remain independent of each other and will not represent themselves to be the agent, joint venturer, partner or employee of the other. Neither the municipality nor the Ministry will be allowed to make representations or take actions that could establish or imply any apparent relationship of agency, joint venture, partnership or employment. In addition, neither the municipality nor the Ministry will be bound in any manner whatsoever by any agreements, warranties or representations made by any of them to any other person or entity, with respect to any other action of the other.

If the municipality publishes any material of any kind, written or oral, relating to public transportation services provided or acquired with dedicated gas tax funds, the municipality will indicate in the material that the views expressed in the material are the views of the municipality and do not necessarily reflect those of the Ministry.

A municipality receiving gas tax funding must comply with the requirements for the installation and maintenance of visual identity signage set out in Appendix A.

## **10. CONFLICT OF INTEREST**

A municipality and its subcontractors and any of their respective personnel must use dedicated gas tax funds and provide and acquire services and assets with such funds without an actual, potential, or perceived conflict of interest.

A conflict of interest includes any circumstances where a municipality or any person who has the capacity to influence the municipality's decisions has outside commitments, relationships or financial interests that could, or could be seen to, interfere with the municipality's objective, unbiased, and impartial judgment relating to the provision or acquisition of services or assets provided or acquired with dedicated gas tax funds, the use of such funds, or both.

A municipality will disclose to the Ministry, without delay, any situation that a reasonable person would interpret as an actual, potential, or perceived conflict of interest, and comply with any terms and conditions that the Ministry may prescribe as a result of the disclosure.

## **11. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT**

All applications submitted to the Ministry are subject to the *Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. F. 31, as amended ("FIPPA"). The FIPPA provides every person with a right of access to information in the custody or under the control of the Ministry, subject to a limited set of exemptions.

Municipalities are advised that the names of municipalities receiving dedicated gas tax funds, the amount of funds provided, and the purpose for which dedicated gas tax funds are provided, is information the Ministry makes available to the public.

## **12. LIABILITIES AND INDEMNITIES**

A municipality receiving dedicated gas tax funds must agree that it is responsible for anything that may arise, directly or indirectly, in connection with the Program, including, without limitation, any activity under it such as the provision and acquisition of services and assets with dedicated gas tax funds. The Ministry's involvement under the Program is for the sole purpose of, and is limited to, the provision of dedicated gas tax funds.

Furthermore, a municipality receiving dedicated gas tax funds must agree to indemnify and hold harmless the indemnified parties from and against any and all losses or proceedings, by whomever made, sustained, incurred, brought, or prosecuted, in any way arising out of, or in connection with anything done or omitted to be done by the municipality or any municipality on behalf of which the municipality receives dedicated gas tax funds, or any of their respective personnel, the Program, any activity under it, or the letter of agreement, unless the loss or proceeding is solely caused by the negligence or willful misconduct of the indemnified parties. A municipality receiving dedicated gas tax funds is responsible for its own insurance and must carry, at its own costs and expense, and require the same from its subcontractors and any municipality on behalf of which it receives dedicated gas tax funds, all the necessary and

appropriate insurance that a prudent municipality in similar circumstances would maintain in order to protect itself and the Ministry and support the indemnification, as set out above, provided to the Ministry. For greater certainty, the municipality is not covered by the Province of Ontario's insurance program and no protection will be afforded to the municipality by the Government of Ontario for any losses or proceedings that may arise out of the Program or letter of agreement.

For greater certainty, the rights and remedies of the Ministry under a letter of agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

### **13. COMPLIANCE WITH THE LAW**

A municipality receiving dedicated gas tax funds must comply with all federal and provincial laws and regulations, all municipal by-laws, and any other orders, rules and by-laws related to any aspect of the services or assets provided or acquired with the dedicated gas tax funds and the dedicated gas tax funds.

For greater clarity, by receiving dedicated gas tax funds, a municipality may become subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Public Sector Salary Disclosure Act, 1996*, S.O. 1996, c. 1, Sched. A and the *Auditor General Act*, R.S.O. 1990, c. A.35.

### **14. WHERE TO REQUEST OR PROVIDE INFORMATION**

All forms, agreements, supporting documentation as well as any questions regarding the Program are to be directed to the Strategic Investments Office of the Ministry of Transportation at [MTO-PGT@ontario.ca](mailto:MTO-PGT@ontario.ca).

## **APPENDIX A: VISUAL IDENTITY SIGNAGE REQUIREMENTS**

### **1. Purpose of Schedule**

This Appendix describes the responsibilities and obligations of a municipality receiving dedicated gas tax funds for the installation and maintenance of visual identity signage under the Program.

### **2. Visual Identity Signage**

The municipality will install and maintain the exterior and interior visual identity signage on each public transportation vehicles for which dedicated gas tax funds were provided.

External visual identity signage must be located immediately to the left of the front passenger entrance doors of the vehicle. Internal visual identity signage should be placed on an interior wall in a location and height that will be convenient for passengers to read.

Recognition stickers approximate size — 10" x 3.4".



# Transit Procurement Initiative

**Program Update: March 2024**

Metrolinx’s Transit Procurement Initiative (TPI) is a champion of innovation in North America’s transit procurement landscape. Since its inception in 2006, the TPI program has orchestrated 27 collaborative procurements involving 54 transit agencies (TA). The program helps TA of all sizes in fiscal savings using a team of seasoned industry professionals who develop performance-driven technical specifications, manage tender documents, evaluate bids, and oversee contracts throughout their lifecycle.

## 12-Metre Diesel, Hybrid and Natural Gas Contract Awarded To New Flyer and Nova Bus



The TPI team is excited to announce that the 12-metre bus contracts have been awarded to both New Flyer and Nova Bus. The 12-metre diesel and hybrid and 18-metre diesel and natural gas buses were awarded to New Flyer, and the 12-metre natural gas buses were awarded to Nova Bus. Twelve transit agencies are currently participating in this contract.

## Electric Bus Charging Systems RFP Release



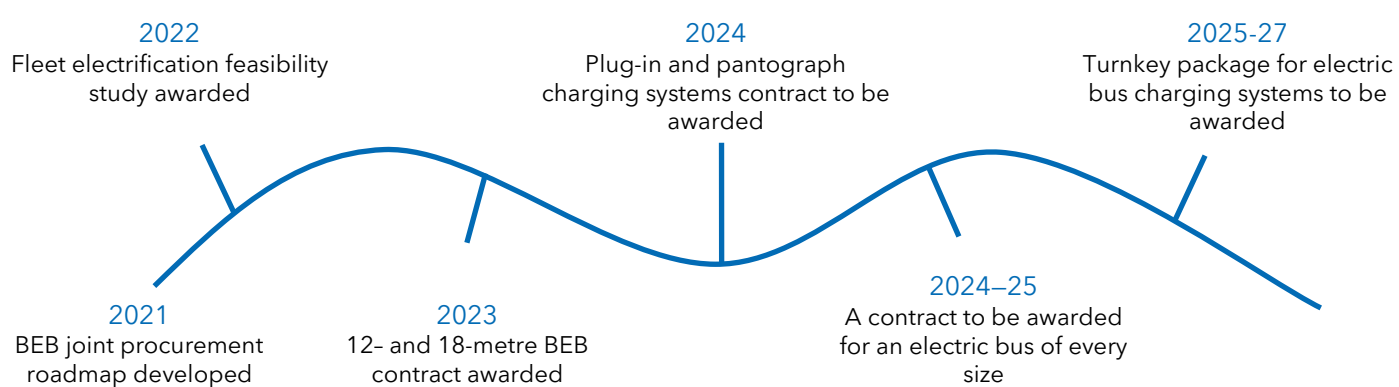
The TPI team released a Request For Proposal (RFP) to MERX in December 2023 for battery electric bus charging systems with an expected award in April 2024. There are seven transit agencies participating in this contract and the TPI team is excited to support them in their next step to fleet electrification.

## Specialized Battery Electric Bus Market Scan



The TPI team is currently updating its electric bus market scan database and have asked all vendors to provide information on the availability of 6- to 10.5-metre electric buses. The outcomes of this process were presented at TPI’s Year in Review Meeting and will guide electric bus procurements in 2024.

## Plug In, We’re Going Electric: A Timeline



## Active Contracts

Contract	# of Partners	Expiry Date
Electric Bus Feasibility Study	14	Apr. 2024
6-Metre Gasoline Bus	7	Jul. 2024
7- & 8-Metre Gasoline Bus	9	Oct. 2024
Batteries	6	Mar. 2025
12- & 18-Metre Electric Bus	10	Oct. 2025
12- & 18-Metre Diesel Bus	12	Jan. 2026

Please contact [andrea.carlisle@metrolinx.com](mailto:andrea.carlisle@metrolinx.com) for more information.



**MINISTRY OF TRANSPORTATION**

**Canadian Content for Transit Vehicle Procurement  
Policy**

Amended September 21, 2017

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#### **Effective Date**

The amended Canadian Content for Transit Vehicle Procurement Policy is effective as of September 21, 2017.

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# CANADIAN CONTENT FOR TRANSIT VEHICLE PROCUREMENT POLICY

## 1. DEFINITIONS

When used in this document, the words set out below that import the singular include the plural and vice versa:

“Canadian content policy” means this Canadian Content for Transit Vehicle Procurement Policy, as amended from time to time, issued by the Ministry of Transportation.

“component” means any article, subcomponent, material, or supply, whether manufactured or unmanufactured, that is directly incorporated into the transit vehicle.

“dealer” means an agent who distributes transit vehicles on behalf of a manufacturer.

“eligible cost” means the compensation paid by a manufacturer for:

- (a) labour performed in Canada that is directly related to the manufacturing process of transit vehicles;
- (b) work performed in Canada in relation to freight, manuals, special tools, test equipment, or warranties; or
- (c) components, subcomponents and raw materials produced in Canada in respect of transit vehicles or any of the items listed in (b) above.

“engineering” means the application of scientific and technical knowledge to the design, analysis, or construction of a subcomponent, component or transit vehicle.

“entity” means a person, firm, corporation, municipality, local board of a municipality, or transit or transportation commission, or authority, acquiring transit vehicles on behalf of a transit operator.

“freight” means the cost for transportation within Canada or paid to a Canadian carrier, or both, for a) delivering a subcomponent or component to a manufacturer; or b) delivering a transit vehicle to a transit operator or an entity.

“GO Transit” means a division of Metrolinx, established pursuant to the *Metrolinx Act, 2006*, S.O. 2006, c.16.

“irreversible manufacturing process” means a manufacturing process which transforms subcomponents into a component which cannot be separated back into the subcomponents without destroying the subcomponents’ integrity.

“labour” means the compensation paid for work performed by a manufacturer, or a

manufacturer's supplier of subcomponents or components, that is directly related to the manufacturing process of transit vehicles, including project management and engineering, plus any benefits paid or general administration and similar expenses recognized and allowed by Canadian accounting rules.

"manual" means a handbook or guidebook, specific to a transit vehicle, that a manufacturer may provide to a transit operator, or an entity.

"manufacturer" means the manufacturer of a subcomponent, component or transit vehicle acquired, or that may be acquired, by a transit operator or an entity and, as applicable, includes a dealer for such manufacturer.

"manufacturing process" means the application of processes to alter the form or function of components or subcomponents to create a component or a transit vehicle.

"Metrolinx" means the corporation continued pursuant to the *Metrolinx Act, 2006*, S.O. 2006, c.16.

"Ministry" means the Ministry of Transportation.

"project management" means the application of knowledge, skills, tools, and techniques to the manufacturing process, distribution and acquisition of transit vehicles.

"public transportation" means any service for which a fare is charged for transporting the public by transit vehicles operated by or on behalf of a transit operator, or under an agreement between a transit operator and an entity, and includes special transportation facilities for the physically disabled, but does not include transportation by special purpose facilities such as school buses or ambulance.

"special tools" means an engineered tool that a manufacturer may provide to a transit operator or an entity to service a transit vehicle after delivery.

"subcomponent" means a part of a component which cannot be further separated into its constituent parts without destroying its integrity.

"submission" means a response from a manufacturer to a fair, open and transparent procurement process.

"test equipment" means the diagnostic equipment a manufacturer provides to a transit operator or an entity.

"transit operator" means a municipality, Metrolinx or GO Transit.

"transit vehicle" refers to a street car, bus, trolley bus, subway car, light rail car, or passenger locomotive used for public transportation, made up of subcomponents and components, and acquired by a transit operator, or an entity under a contract with a manufacturer and for which

the Province of Ontario may provide, in whole or in part, funding.

“warranty” refers to the promise under a contract between a transit operator, or an entity, and a manufacturer that the material and workmanship of the transit vehicle is defect-free and will perform a specified level of performance over a specified period of time.

## 2. INTRODUCTION

On March 20, 2008, the Government of Ontario announced that all transit vehicles procured with provincial funding must have at least 25% Canadian content. The Canadian content policy came into effect on September 1, 2008, and is a mandatory requirement for provincial funding of transit vehicles. The objectives of the policy are to promote job retention and creation, foster economic development, protect skilled manufacturing jobs and continue to promote a fair, open and transparent procurement process that ensures value for taxpayers’ dollars.

The Ministry of Transportation conducted extensive stakeholder consultations with municipalities, transit industry manufacturers, suppliers, dealers, as well as its own transit agencies. As a result of the stakeholder consultations, the 25% Canadian content policy includes exemptions and waivers as laid out in this document.

As of June 15, 2017, the Canadian content policy has been amended to comply with required government procurement commitments under the Comprehensive Economic and Trade Agreement (CETA) between Canada and the European Union and its Member States. Under the amended Canadian content policy, **25% is the maximum level** of Canadian content that can be required by transit operators and entities for the procurement of transit vehicles with provincial funding. For greater clarity, the province will not be able to increase the required level beyond 25%, nor will transit operators and entities have the discretion to require a higher percentage of Canadian content beyond 25%.

Procurements issued publicly, on or after June 15, 2017, to solicit submissions from manufacturers, must comply with the terms and conditions of the Canadian content policy, as amended in June 2017. Transit vehicle procurements issued publicly, prior to June 15, 2017 are subject to the terms and conditions of the Canadian content policy, as amended in November 2010.

As outlined above, the Ontario government is committed to a transparent, fair and open process for transit vehicle procurement that ensures value for taxpayers’ dollars. The Canadian content policy will apply to the procurement of transit vehicles acquired with funds received from the Province.

### **3. CALCULATING CANADIAN CONTENT**

Under the Canadian content policy, the overall Canadian content of a transit vehicle is calculated as a percentage of the total final costs to the manufacturer, less any applicable taxes.

The Ministry will only consider, as Canadian content, expenditures for eligible costs in respect of transit vehicles for the items listed below and which are directly related to transit vehicles manufacturing process, distribution and acquisition:

- labour;
- subcomponents and components;
- project management;
- engineering;
- manuals;
- special tools;
- test equipment;
- freight; and
- warranty.

In addition, the percentage of Canadian content for expenditures (see above list of items for which expenditures may be considered eligible) related to transit vehicles, components or subcomponents will be calculated as follows:

1. 100% Canadian for a component that has undergone an irreversible manufacturing process in Canada.
2. 100% Canadian for a component that contains 60% or more Canadian content through any combination of expenditures that may be considered eligible, as described above, if such expenditures are made in Canada.
3. The exact Canadian percentage for a component that contains between 0% and 59% Canadian content through any combination of expenditures that may be considered eligible, as described above, if such expenditures are made in Canada.
4. Where a component or subcomponent is procured from a Canadian supplier, a minimum Canadian content of 15% will be assumed, without the requirement of certifying the percentage of Canadian content of the component or subcomponent in a manufacturer's declaration of compliance with the Canadian content policy. Simply handling the component or subcomponent is not sufficient to qualify. The Canadian supplier must provide added value through the procuring, manufacturing or-after sales support of the component or subcomponent.

### **4. CANADIAN CONTENT DECLARATION & CONSENT FORM**

Transit operators, and entities, must ensure that each manufacturer demonstrates how it will

comply with the Canadian content policy requirements, and obtain a written declaration from the manufacturer:

- certifying the percentage of Canadian content of the transit vehicles described in the manufacturer's submission, calculated in accordance with this policy; and
- providing the manufacturer's consent to the disclosure, verification and audit of the information forming the basis of the declaration, both before the contract award and, for the successful manufacturer, during and after the term of the contract. (See Part 9 below for additional details regarding disclosure, verification and audit.)

In addition, transit operators, and entities, must ensure that manufacturers provide such progress reports, during the term of the contract, as they or the Ministry or the Auditor General, or any of their designates, may require, and written declarations of ongoing compliance with the Canadian content requirement. As such, 25% is the maximum threshold level of Canadian content that could be required for the procurement of transit vehicles with provincial funding.

Should it appear at any time that a manufacturer might not meet the Canadian content requirement, a transit operator or entity may require the manufacturer to submit a revised plan indicating how it will achieve compliance.

Transit operators, and entities, must ensure that the successful manufacturer demonstrates, upon final delivery of the transit vehicle(s), how it complied with the Canadian content policy requirement, and obtain a written declaration from the manufacturer, certifying the percentage of Canadian content of the transit vehicles, calculated in accordance with this policy.

## 5. EXEMPTIONS

Through the consultation process, concerns were raised regarding the continued availability of certain types of transit vehicles and the ability to procure transit vehicles in an open and fair and fair procurement process in compliance with the 25% Canadian content requirement.

In consideration of the transit operator's efforts to comply with the *Accessibility for Ontarians with Disabilities Act, 2005*, S.O. 2005, c. 11 and to procure specific transit vehicles to meet their individual strategic requirements to improve transit services, the following five vehicle types will be exempted from the 25% Canadian content requirement:

- specialized transit buses;
- conventional transit buses under 40 feet in length;
- diesel multiple units (DMUs);
- double decker buses; and
- passenger locomotives.



## **6. WAIVERS**

In the event that no Canadian content compliant submissions are received as part of a fair, open and transparent procurement process for non-exempted vehicles, a transit operator may, if the Ministry agrees to appoint a fairness monitor, formally request a waiver to comply with the Canadian content policy from the Ministry by providing:

- a letter from the Chief Administrative Officer or Chief Executive Office to the Deputy Minister of Transportation supporting the request for a waiver;
- a resolution from the transit operator (e.g., municipal Council or Metrolinx Board resolution) requesting a waiver; and
- a detailed report outlining the procurement process that was used.

Upon receipt of the waiver request, the Ministry will have the above-noted documents reviewed by the Ministry-appointed fairness monitor to determine whether a fair, open and transparent procurement process was used. If the procurement process was determined to be fair, open and transparent, the Ministry may waive the requirement for compliance with the Canadian content policy for that specific procurement. The Ministry intends to communicate its decision in writing and within 20 business days upon receipt of the fairness monitor's determination on whether it will provide a waiver. If the Ministry decides that the procurement process is not fair, open and transparent, the transit operator will have to decide to either initiate, or have the entity initiate, a new procurement process or proceed without provincial funding.

## **7. PROVINCIAL ENFORCEMENT**

If, in the opinion of the Ministry, a transit operator, or an entity, fails either to comply with or to ensure manufacturers' compliance with any of the Canadian content policy requirements, the Ministry may avail itself of any remedies it may have under the terms of the program or arrangement under which the transit vehicle may be funded, or any other remedies it may have at law or in equity.

## **8. MUNICIPAL ENFORCEMENT**

Transit operators, and entities procuring transit vehicles on their behalf, are responsible for ensuring the manufacturers' compliance with the Canadian content policy. As such, transit operators and entities are expected to include, in their contract documents, provisions that set out the manufacturers' obligations to comply with the Canadian content policy and remedies should a selected manufacturer default in meeting these obligations. Such remedies may include termination for breach of such requirement. In addition, transit operators and entities may require an indemnity from the selected manufacturer for any liability the transit operator and/or entity might incur in the event of such breach. Transit operators and entities should obtain independent legal advice in order to adequately address related issues.

The Province shall not incur any liability whatsoever, expressed or implied, resulting from a transit operator's or entity's implementation of this Canadian content policy.

## **9. DISCLOSURE, VERIFICATION AND AUDIT**

Transit operators and entities are required to ensure manufacturers from whom they acquire transit vehicles are in compliance with this Canadian content policy. Despite the above, and unless provided otherwise under the terms of a program or arrangement under which provincial funds are provided for a transit vehicle, the Province and/or the Auditor General, or any of their designates, may also perform a verification or compliance audit to ensure manufacturers from whom transit operators and entities procure transit vehicles comply with this Canadian content policy, the costs of which the Province will assume.

## **10. WHERE TO REQUEST OR PROVIDE INFORMATION**

Any questions from transit operators regarding the Canadian content policy are to be directed to the Ministry's Transit Policy Branch at telephone (416) 585-7359.

Any questions from manufacturers regarding the Canadian content policy for a specific transit operators' procurement should be directed to the transit operator, or entity, responsible for the procurement.



## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-66

#### **A By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Canadian Urban Institute for the purposes of My Main Street 2.0 Community Activator Stream Ultimate Recipient Funding Agreement**

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin and Canadian Urban Institute for the purposes of My Main Street 2.0 Community Activator Stream Ultimate Recipient Funding Agreement; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Canadian Urban Institute for the purposes of My Main Street 2.0 Community Activator Stream Ultimate Recipient Funding Agreement, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on September 12, 2024.

Read a first, second, and third time and passed this 12<sup>th</sup> day September 2024.

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk

**MY MAIN STREET 2.0  
COMMUNITY ACTIVATOR STREAM  
ULTIMATE RECIPIENT FUNDING AGREEMENT**

Made this 28 of August, 2024 (the “Effective Date”)

BETWEEN:

**CANADIAN URBAN INSTITUTE,**

A non-share capital corporation established under the laws of  
Ontario and registered as a charitable organization under the laws  
of Canada, (hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**WHEREAS:**

- A. The Federal Economic Development Agency for Southern Ontario (FedDev Ontario Ontario) was created to strengthen southern Ontario's economic capacity for innovation, entrepreneurship and collaboration, and promote the development of a strong and diversified southern Ontario economy;
- B. As part of the Southern Ontario Prosperity Program, the Minister has established the *Community Economic Development and Diversification* (“**CEDD**”) stream to improve productivity, capacity and competitiveness of businesses to increase employment and growth opportunities, as well as enhance the resilience of communities.
- C. CUI has entered into an agreement with FedDev Ontario (the “**FedDev Ontario Agreement**”) for the implementation of the CEDD stream through the My Main Street 2.0 Program (the “**MMS 2.0**”);
- D. The MMS 2.0 will foster the stabilization and revitalization of main streets across southern Ontario. MMS 2.0 will achieve this by offering streamlined direct-to-business supports and complementary programming for community not-for-profit projects that will encourage growth and economic prosperity.
- E. CUI is empowered by the FedDev Ontario Agreement to select qualified recipients for MMS 2.0 funding and to distribute that funding accordingly.

- F. The Ultimate Recipient is a/an Corporation;
- G. The Ultimate Recipient has applied to CUI to participate in MMS 2.0 under the Community Activator Stream and to receive funding for its Eligible Project (as defined herein);
- H. CUI has selected the Ultimate Recipient to be a MMS 2.0 participant and a therefore a recipient of MMS 2.0 funding in support of the Eligible Project;

**NOW THEREFORE**, in consideration of the mutual covenants contained in this agreement (the “**Agreement**”), CUI and the Ultimate Recipient agree as follows:

**1. Purpose of the Agreement**

- 1.1 The purpose of this Agreement is to set out the terms and conditions under which CUI will distribute Eligible Project funding to the Ultimate Recipient, as well as the relationship between CUI and the Ultimate Recipient.

**2. Interpretation**

- 2.1 **Definitions.** In this Agreement, the following terms have the meaning given in this section, unless otherwise specified:

**Agreement** means this funding agreement, including all annexes hereto, as amended, restated or added to from time to time.

**Community Activator Stream** means the My Main Street 2.0 Community Activator program.

**Completion Date** means the Project completion date,

**Control Period** means the period of six (6) years following the period determined herein as the duration of the Agreement.

**FedDev Ontario** means the Federal Economic Development Agency for Southern Ontario.

**FedDev Ontario Agreement** means the agreement between CUI and FedDev Ontario relating to the implementation of the MMS 2.0.

**Fiscal Year** means the Government of Canada’s fiscal year beginning on April 1<sup>st</sup> of a year and ending on March 31<sup>st</sup> of the following year.

**Funds and Funding** mean the funds transferred by CUI to the Ultimate Recipient for the carrying out of the Eligible Project.

**Eligible Costs** means those costs incurred by the Ultimate Recipient which, in the opinion of CUI, are reasonable and required to carry out the Eligible Project.

**Eligible Project** means the Ultimate Recipient's Eligible Project as described in Annex 1 – Statement of Work to this Agreement.

**Eligibility Period** means December 1, 2023 to December 31, 2024.

**Minister** means the Minister responsible for FedDev Ontario, or any one or more of the Minister's representatives.

**MMS 2.0** means programming focused on supporting the recovery from the pandemic across Southern Ontario by revitalizing main streets and facilitating the return of locally owned independent businesses.

### **3. Duration of Agreement**

3.1 This Agreement comes into force on the Effective Date first stated above and will terminate on the date on which the Eligible Project is complete, unless otherwise determined in accordance with the terms of this Agreement.

3.2 **Control Period.** Notwithstanding the provisions of Subsection 3.1 above, during the Control Period, the rights and obligations described in the following sections shall continue beyond the duration of the Agreement:

Subsection 6.8 – Overpayment or non-entitlement  
Section 7 – Reporting, Monitoring, Audit and Evaluation  
Section 9 – Indemnification and Limitation of Liability  
Subsection 11.1(c) – Representations  
Section 13 – Default and Remedies  
Section 14 – Project Assets and Intellectual Property  
Section 15 – General

### **4. Terms of Participation in the MMS 2.0**

4.1 The Ultimate Recipient agrees to act strictly in accordance with the terms of this Agreement with respect to its participation in the MMS 2.0.

4.2 The Ultimate Recipient represents and warrants to CUI that it has the power to enter into this Agreement and to perform its obligations hereunder.

- 4.3 The Ultimate Recipient shall not have the authority to do any act on behalf of CUI or the Agency.
- 4.4 The Ultimate Recipient warrants that it will comply with all federal, provincial, territorial, municipal and other applicable laws governing the Ultimate Recipient or the Eligible Project, or both, including without limitation, statutes, regulations, by-laws, rules, ordinances and decrees. This includes legal requirements and regulations relating to environmental protection and privacy;
- 4.5 The Ultimate Recipient warrants that any assets acquired, constructed, rehabilitated or improved with non-repayable Funds provided under this Agreement will not be sold, subject to lien claims, or otherwise disposed of without prior written approval from CUI for the term of the Agreement;
- 4.6 CUI reserves the right to transfer to any third party all rights, title and interest in this Agreement.

**5. Funding**

- 5.1 Subject to, and in accordance with, the terms and conditions of this Agreement, CUI will distribute to the Ultimate Recipient the following Funds in respect of the Eligible Project:

An amount not exceeding the lesser of:

- (a) One hundred percent (100%) of Eligible Costs of the Project incurred by the Ultimate Recipient; and
  - (b) the total costs anticipated by the Ultimate Recipient's approved budget for the Eligible Project, as detailed in Annex 1 – Statement of Work.
- 5.2 No Funds shall be disbursed under this Agreement unless the Eligible Project meets and continues to meet the requirements of Section 10.

**6. Claims and Payment of Funds**

- 6.1 The Ultimate Recipient shall maintain accounting records that account for the Funding paid to the Ultimate Recipient and the related Eligible Project costs in respect of this Agreement, separate and distinct from any other sources of funding.
- 6.2 **Claims Procedures.** The Ultimate Recipient shall submit claims for reimbursement of Eligible Costs incurred during the Eligibility Period quarterly, in a form satisfactory to CUI and in accordance with the claim schedule in Annex 2 – Costing Memorandum Guideline. Each claim will include the following information:

- (a) an itemized summary by cost category of Eligible Costs incurred substantially in the form prescribed by CUI;
  - (b) a certification of the claim by a director, business owner, or officer of the Ultimate Recipient, confirming the accuracy of the claim and all supporting information provided;
  - (c) if applicable, a certification by a director, business owner, or officer of the Ultimate Recipient that any environmental mitigation measures that may be set out in this Agreement have been implemented; and
  - (d) any other substantiating documentation (including without limitation, any invoice or proof of payment), as may be required by CUI.
- 6.3 Claims for approved costs incurred during the Eligibility Period must be for goods or services that were received by or performed for the Ultimate Recipient within the Eligibility Period.
- 6.4 The Ultimate Recipient agrees to submit its claims for Eligible Costs within the timeframe identified in Annex 2 – Costing Memorandum Guideline.
- 6.5 **Advance Payments.** Where CUI is satisfied and has determined that the Ultimate Recipient's cash flow requirements justify the need for an advance against the Eligible Costs payable under this Agreement, CUI may, at CUI's sole discretion, pay to the Ultimate Recipient an initial advance for claim for Eligible Costs, up to twenty-five percent (25%) of the portion of the Funding allocated to the claim period in which the request is made, subject to the following:
- (i) the Ultimate Recipient submits to CUI's satisfaction, a forecast of cash flow requirements to be incurred during the initial advance period along with any documentation that CUI may reasonably request; and
  - (ii) the Ultimate Recipient shall account by way of claim, to the satisfaction of CUI, for the use of any advances within one hundred and twenty (120) days of the beginning of the advance period.

The Ultimate Recipient agrees to spend advances in claim period the advance was made. Failing this, or if the amount of the advance exceeds the amount of Eligible Costs incurred during the previous advance period, CUI may deduct the excess amount and any interest earned by such excess from any other payment under this Agreement.

Where any of the non-entitlement criteria referenced in Subsection 6.8 occur, the Contribution becomes repayable.



## **6.6 Final Claim Procedures.**

- (a) The Ultimate Recipient shall submit a final claim pertaining to the final reimbursement of any Eligible Costs, previously claimed or not, signed by a director, business owner, or officer of the Ultimate Recipient and accompanied by the following, in addition to the requirements set out in Subsection 6.2, in a form satisfactory to CUI in scope and detail:
  - i. a final statement of total Eligible Project costs;
  - ii. a statement of the total government assistance (federal, provincial and municipal assistance) received or requested towards the Eligible Costs;
  - iii. a final report on the Eligible Project; and
  - iv. a final certificate executed by a director, business owner, or officer of the Ultimate Recipient substantially in the form prescribed by CUI.
- (b) The Ultimate Recipient shall submit the final claim for reimbursement of Eligible Costs incurred to the satisfaction of CUI no later than December 31, 2024 or the date the Eligible Project is completed to the satisfaction of CUI, whichever is earlier. CUI shall have no obligation to pay any claims submitted after this date, or after a later date to which CUI may agree in writing.

## **6.7 Payment Procedures.**

- (a) CUI shall review and approve the documentation submitted by the Ultimate Recipient following the receipt of the Ultimate Recipient's claim and in the event of any deficiency in the documentation, it will notify the Ultimate Recipient and the Ultimate Recipient shall immediately take action to address and rectify the deficiency. The Ultimate Recipient agrees to provide requested documentation within 5 businesses days of receiving a request from CUI.
- (b) Subject to the maximum Funding amounts set forth in Subsection 5.1 and all other conditions contained in this Agreement, CUI shall pay to the Ultimate Recipient the Eligible Costs set forth in the Ultimate Recipient's claim, in accordance with CUI's customary practices.
- (c) CUI may request at any time that the Ultimate Recipient provides satisfactory evidence to demonstrate that all Eligible Costs claimed have been paid.
- (d) CUI may require, at CUI's expense, any claim submitted for payment of the Funding be certified by an auditor approved by CUI.

- 6.8 **Overpayment or Non-entitlement.** Where, for any reason, the Ultimate Recipient is not entitled to all or part of the Funding or the amount paid to the Ultimate Recipient exceeds the amount to which the Ultimate Recipient is entitled, the Funding or the amount in excess, as the case may be, shall constitute a debt due to CUI and shall be recovered as such from the Ultimate Recipient. The Ultimate Recipient shall repay CUI within thirty (30) calendar days from the date of CUI's notice, the amount of the Funding disbursed or the amount of the overpayment, as the case may be, together with any interest that may be calculated in accordance with this Agreement.
- 6.9 **Revenue Earned.** If the Ultimate Recipient earns any interest as a consequence of any advance payment of the Funding or earns any revenue from all or part of the activities supported by the Funding, other than that interest or revenue which is used to pay for all or part of the Eligible Costs incurred by the Ultimate Recipient during the Eligible Project, CUI may in CUI's absolute discretion reduce the Funding by all or by such portion of the revenue as deemed appropriate.

## **7. Records, Reporting, Monitoring and Audit**

- 7.1 The parties agree to maintain proper and accurate accounts and records of the Eligible Project for a minimum of 6 years after the date of completion of the Eligible Project.
- 7.2 **Reports.** The Ultimate Recipient agrees to provide CUI with the reports in the form prescribed by CUI and satisfactory to CUI in scope and detail, in order to allow CUI to assess the progress of the Eligible Project. An interim report will be submitted in conjunction with any claim made by the Ultimate Recipient relating to an Advance Payment, and a final report will be submitted in conjunction with the Ultimate Recipient's final claim. Reports will be submitted more specifically on the dates described in the reporting schedule provided by CUI. CUI may reassess the reporting frequency from time to time at CUI's sole discretion and notify the Ultimate Recipient of any changes.
- 7.3 Upon request of the Minister and at no cost to the Minister, the Ultimate Recipient shall promptly elaborate upon any report submitted or provide such additional information as may be requested.
- 7.4 The Minister and CUI may request a copy of any report or publication produced as a result of this Agreement or the Project, whether interim or final, as soon as it becomes available.
- 7.5 The Minister shall have the right, at the Minister's own expense, as and when he determines necessary, to perform audits of the Eligible Project costs and the Ultimate Recipient's books, accounts, records, financial statements and claim certification

processes and procedures, for the purposes of verifying the costs of the Eligible Project, validating claims for reimbursement of Eligible and Supported Costs, ensuring compliance with the terms of this Agreement, and confirming amounts repayable to His Majesty under the provisions of this Agreement.

7.6 The Ultimate Recipient shall, at its own expense and for the duration of the Control Period:

- (a) Preserve and make available for audit and examination by CUI and the Minister proper books, accounts and records of the Eligible Project costs, wherever such books and records may be located, and permit CUI and the Minister to conduct such independent audits and evaluations as CUI's or the Minister's discretion may require;
- (b) upon reasonable notice and after consultation with the Ultimate Recipient, permit CUI and the Minister reasonable access to the Eligible Project site and/or the Ultimate Recipient's premises and documents in order to inspect and assess the progress and results of the Eligible Project and compliance with the terms of this Agreement; and
- (c) supply promptly, on request, such other reports or data in respect of the Eligible Project and its results, as CUI or the Minister may require for purposes of this Agreement and for statistical and/or evaluation purposes.

7.7 The Ultimate Recipient agrees that the Minister, at the Minister's expense, may engage outside firms or individuals, unrelated to the Government of Canada, with the required expertise to evaluate and monitor the Eligible Project and its implementation or review any documents submitted by the Ultimate Recipient. The Ultimate Recipient agrees to provide access to any site, meeting or to any document in relation to the Eligible Project to such firms or individuals.

7.8 **Auditor General of Canada.** The Ultimate Recipient acknowledges that the Auditor General of Canada may, at the Auditor General's cost, after consultation with the Ultimate Recipient, conduct an inquiry under the authority of Subsection 7.1 (1) of the *Auditor General Act* in relation to this Agreement (as a "funding agreement" as defined in Subsection 42 (4) of the *Financial Administration Act*) with respect to the use of funds received. For purposes of any such inquiry undertaken by the Auditor General, the Ultimate Recipient shall provide, upon request and in a timely manner to the Auditor General or anyone acting on behalf of the Auditor General:

- (a) all records held by the Ultimate Recipient or by agents or contractors of the Ultimate Recipient, relating to this Agreement and use of the Funding; and

- (b) such further information and explanations as the Auditor General, or anyone acting on behalf of the Auditor General, may request relating to this Agreement and/or the Contribution.

## **8. Public Communications**

- 8.1 The Ultimate Recipient consents to being contacted directly or publicly featured by CUI and/or the Minister in relation to success stories, announcements, ceremonies and other communications activities.
- 8.2 The Ultimate Recipient acknowledges the federal government's role in the funding provided through the FedDev Ontario Agreement.
- 8.3 The Ultimate Recipient consents to a public announcement of the Eligible Project by or on behalf of the Minister in the form of a news release and/or event, in relation to which:
  - (a) The Minister, through FedDev Ontario and CUI, shall inform the Ultimate Recipient of the date the public announcement is to be made, and the Ultimate Recipient shall maintain the confidentiality of this Agreement until such date; and
  - (b) The Ultimate Recipient will consent to the participation of the Minister or the Minister's representatives at the announcement event of the Eligible Project, and to have the event take place on a day mutually agreed upon by the Ultimate Recipient and the Minister or its representatives.
- 8.4 The Ultimate Recipient agrees to a media/public event upon completion of the Eligible Project with the Minister or the Minister's designated representatives at mutually agreeable venue, time and date. The Ultimate Recipient agrees to display promotional material and/or signage provided by the Agency at the event.
- 8.5 The Ultimate Recipient agrees to comply with instructions provided by CUI to acknowledge the support received from the Government of Canada and FedDev Ontario in its communications, including websites, news releases, promotional materials, social media, success stories, and announcements.
- 8.6 For any public communications activities conducted by CUI at the request of FedDev Ontario under the terms of the FedDev Ontario Agreement, the Ultimate Recipient agrees to provide the Minister with access to the Ultimate Recipient's work site(s), but only insofar as trade secrets or sensitive material, such as intellectual property or proofs of concept that may exist under or be in the patent process, are not divulged.

## **9. Indemnification and Limitation of Liability**

- 9.1 The Ultimate Recipient shall at all times indemnify and save harmless CUI and His Majesty, and their officers, officials, employees and agents, from and against all claims and demands, losses, costs, damages, actions, suits or other proceedings (including, without limitation, those relating to injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights) by whomsoever brought or prosecuted, or threatened to be brought or prosecuted, in any manner based upon or occasioned by any injury to persons, damage to or loss or destruction of property, economic loss or infringement of rights, caused by, or arising directly or indirectly from:
- (a) the Eligible Project, its operation, conduct or any other aspect thereof;
  - (b) the performance or non-performance of this Agreement, or the breach or failure to comply with any term, condition, representation or warranty of this Agreement by the Ultimate Recipient, their officers, employees and agents, or by a third party or its officers, employees, or agents;
  - (c) the design, construction, operation, maintenance and repair of any part of the Eligible Project; and
  - (d) any omission or other wilful or negligent act or delay of the Ultimate Recipient or a third party and their respective employees, officers, or agents, except to the extent to which such claims and demands, losses, costs, damages, actions, suits, or other proceedings relate to the negligent act or omission of an officer, official, employee, or agent of CUI or of His Majesty, in the performance of his or her duties.
- 9.2 CUI shall have no liability under this Agreement, except for payments of the Funding in accordance with and subject to the provisions of this Agreement. Without limiting the generality of the foregoing, CUI shall not be liable for any direct, indirect, special or consequential damages, or damages for loss of revenues or profits of the Ultimate Recipient.
- 9.3 His Majesty, his agents, employees and servants will not be held liable in the event the Ultimate Recipient enters into a loan, a capital or operating lease or other long-term obligation in relation to the Eligible Project for which the Funding is provided.

## **10. Environmental**

- 10.1 The Ultimate Recipient represents and warrants that the Eligible Project is not a “designated project” or a “project” under the applicable federal environmental and impact assessment legislation.

## **11. Representations and Covenants**

11.1 **Representations.** The Ultimate Recipient represents and warrants that:

- (a) it is validly existing and in good standing under the laws of Ontario, and it has the power and authority to carry on its business, to hold its property and to enter into this Agreement. The Ultimate Recipient warrants that it shall remain as such for the duration of this Agreement;
- (b) the execution, delivery and performance of this Agreement have been duly and validly authorized by the necessary corporate actions of the Ultimate Recipient and when executed and delivered by the Ultimate Recipient, this Agreement constitutes a legal, valid and binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms;
- (c) this Agreement constitutes a legally binding obligation of the Ultimate Recipient, enforceable against it in accordance with its terms, subject as to enforcement of remedies to applicable bankruptcy, insolvency, reorganization and other laws affecting generally the enforcement of the rights of creditors and subject to a court's discretionary authority with respect to the granting of a decree, ordering specific performance or other equitable remedies;
- (d) the execution and delivery of this Agreement and the performance by the Ultimate Recipient of its obligations hereunder will not, with or without the giving of notice or the passage of time or both:
  - (i) violate the provisions of the Ultimate Recipient's by-laws, any other corporate governance document subscribed to by the Ultimate Recipient or any resolution of the Ultimate Recipient;
  - (ii) violate any judgment, decree, order or award of any court, government agency, regulatory authority or arbitrator; or
  - (iii) conflict with or result in the breach or termination of any material term or provision of, or constitute a default under, or cause any acceleration under, any license, permit, concession, franchise, indenture, mortgage, lease, equipment lease, contract, permit, deed of trust or any other instrument or agreement by which it is bound.
- (e) there are no actions, suits, investigations or other proceedings pending or, to the knowledge of the Ultimate Recipient, threatened and there is no order, judgment or decree of any court or governmental agency, which could materially and adversely affect the Ultimate Recipient's ability to carry out the activities contemplated by this Agreement;
- (f) it has obtained or will obtain all necessary licences and permits in

relation to the Project, which satisfy the requirements of all regulating bodies of appropriate jurisdiction;

- (g) it owns or holds sufficient rights in any intellectual property required to carry out the Project;
- (h) the description of the Eligible Project in Annex 1 – Statement of Work is complete and accurate; and
- (i) it is located in Southern Ontario.

11.2 **Covenants.** The Ultimate Recipient covenants and agrees that:

- (a) it shall use the Funding solely and exclusively to support the Eligible Costs of the Eligible Project, and shall carry out the Eligible Project in accordance with the description in Annex 1 – Statement of Work, in a diligent and professional manner, using qualified personnel;
- (b) it shall obtain the prior written consent of CUI before making any material change to any aspect of the Eligible Project or to the management of the Eligible Project or the Ultimate Recipient; and
- (c) it shall acquire and manage all equipment, services and supplies required for the Eligible Project in a manner that ensures the best value for funds expended.

11.3 **Renewal of Representations.** It is a condition precedent to any disbursement under this Agreement that the representations and warranties contained in this Agreement are true at the time of payment and that the Ultimate Recipient is not in default of compliance with any terms of this Agreement.

## 12. **Official Languages**

12.1 The Ultimate Recipient acknowledges and understands that:

- (a) any public acknowledgement of FedDev Ontario's support for the MMS 2.0 must be expressed in both official languages;
- (b) all MMS 2.0 information must be developed and made available in both official languages; and
- (c) all signage related to the MMS 2.0 must be in both official languages.

12.2 The Ultimate Recipient agrees that it will consider the needs of the official language minority community in developing the Eligible Project and related services, acknowledge FedDev Ontario's support for the Eligible Project in English and French, and specifically invite the official language minority

community to participate in the development and implementation of the Eligible Project, if applicable.

### **13. Default and Remedies**

13.1 **Event of Default.** CUI may declare that an Event of Default has occurred if:

- (a) the Ultimate Recipient has failed or neglected to pay CUI any amount due in accordance with this Agreement;
- (b) the Eligible Project is not meeting its objectives or milestones as set out in Annex 1 – Statement of Work, is not completed to CUI’s satisfaction by the Completion Date or the Eligible Project is abandoned in whole or in part;
- (c) the Ultimate Recipient makes a materially false or misleading statement concerning support by His Majesty in any internal and/or public communication, other than in good faith;
- (d) the Ultimate Recipient becomes bankrupt or insolvent, goes into receivership, or takes the benefit of any statute, from time to time in force, relating to bankrupt or insolvent debtors;
- (e) an order is made or the Ultimate Recipient has passed a resolution for the winding up of the Ultimate Recipient, or the Ultimate Recipient is dissolved;
- (f) the Ultimate Recipient has, in the opinion of CUI, ceased to carry on business or has sold, disposed or transferred all or substantially all of its assets;
- (g) the Eligible Project is carried out outside of Southern Ontario, unless an exception is set out in Annex 1 – Statement of Work;
- (h) the Ultimate Recipient has submitted false or misleading information, or has made a false or misleading representation to CUI in this Agreement or in its application for the Funding;
- (i) the Ultimate Recipient has failed to provide, within the required period, documentation to support to CUI’s satisfaction a claim relating to the use of advanced funds;
- (j) the Ultimate Recipient has not, in the opinion of CUI, met or satisfied a term or condition of this Agreement;
- (k) the Ultimate Recipient has not met or satisfied a term or condition



under any other agreement of any kind with CUI;

- (l) the Ultimate Recipient has, in the sole opinion of CUI, committed an act or done anything which might adversely impact CUI's programs, services or reputation;
- (m) the Ultimate Recipient is not eligible or is otherwise not entitled to the Funding; or
- (n) the Ultimate Recipient has not complied with the reporting, monitoring, audit and evaluation requirements, specified in this Agreement.

13.2 **Notice of Breach and Rectification Period.** CUI will not declare that an Event of Default has occurred unless it has given prior written notice to the Ultimate Recipient of the occurrence, which in CUI's opinion constitutes an Event of Default. The Ultimate Recipient shall, within such period of time as CUI may specify in the notice, either correct the condition or event or demonstrate, to the satisfaction of CUI, that it has taken such steps as are necessary to correct the condition, failing which CUI may declare that an Event of Default has occurred. During the period of time specified in the notice, CUI may suspend payment of any claim submitted before or after the date of notice. Notwithstanding any of the foregoing, CUI may declare an Event of Default has occurred without providing prior written notice or a rectification period to the Ultimate Recipient if CUI determines, in its sole discretion, that the nature or extent of the breach justifies an immediate recourse to remedy.

13.3 **Remedies.** If CUI declares that an Event of Default has occurred, CUI may immediately exercise any one or more of the following remedies, in addition to any remedy available at law:

- (a) terminate the Agreement, including any obligation by CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such termination;
- (b) suspend any obligation by CUI to make any payment under this Agreement, including any obligation to pay an amount owing prior to such suspension; and
- (c) require the Ultimate Recipient to repay forthwith to CUI all or part of the Funding, and that amount is a debt due to CUI and may be recovered as such.

#### 14. **Project Assets and Intellectual Property**

14.1 Title to and ownership of any IP assets the cost of which has been contributed to by Funding under this Agreement shall be determined by CUI in accordance

- CUI's policy on intellectual property, and any applicable Canadian law.
- 14.2 Any physical assets acquired, constructed, rehabilitated or improved with the funds provided under the Contribution will not be sold or otherwise disposed of without prior written approval for the term of the Funding Agreement;

**15. General**

- 15.1 **No Assignment of Agreement.** Neither this Agreement nor any part thereof shall be assigned by the Ultimate Recipient, without the prior written consent of CUI.
- 15.2 **Successors and Assigns.** This Agreement is binding upon the Ultimate Recipient, its successors and permitted assigns.
- 15.3 **Confidentiality.** Subject to the law and this Agreement, the Parties shall keep confidential and shall not disclose the contents of this Agreement or the transactions contemplated hereby, without the consent of all Parties.
- 15.4 **Governing Law.** This Agreement shall be subject to and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.
- 15.5 **Dispute Resolution.** If a dispute arises concerning the application or interpretation of this Agreement, the Parties shall attempt to resolve the matter through good faith negotiation, and may, if necessary and the Parties consent in writing, resolve the matter through mediation or by arbitration, by a mutually acceptable mediator or arbitration in accordance with the Commercial Arbitration Code set out in the schedule to the *Commercial Arbitration Act* (Canada), and all regulations made pursuant to that Act.
- 15.6 **No Amendment.** No amendment to this Agreement shall be effective unless it is made in writing and signed by the Parties hereto.
- 15.7 **No Agency.** No provision of this Agreement or action by the Parties will establish or be deemed to establish any partnership, joint venture, principal-agent or employer-employee relationship in any way, or for any purpose, between CUI and the Ultimate Recipient, or between CUI and a third party. The Ultimate Recipient is not in any way authorized to make a promise, agreement or contract and to incur any liability on behalf of CUI, nor shall the Ultimate Recipient make a promise, agreement or contract and incur any liability on behalf of CUI, and shall be solely responsible for any and all payments and deductions, required by the applicable laws.
- 15.8 **No Waiver.** Any tolerance or indulgence demonstrated by one Party to the other, or any partial or limited exercise of rights conferred on a Party, shall not constitute a waiver of rights, and unless expressly waived in writing the Parties shall be entitled to exercise any right and to seek any remedy, available under this Agreement or

otherwise at law. Either Party may, by notice in writing, waive any of its rights under this Agreement.

- 15.9 **Public Dissemination.** All reports and other information that CUI or the Minister collects, manages or has a right to receive or produce in accordance with this Agreement, or that the Ultimate Recipient collects, creates, manages and shares with CUI or the Minister, shall be deemed to be “Canada Information”. The Minister shall have the right, subject to the provisions of the *Access to Information Act*, to release to the public, table before Parliament, or publish by any means, any Canada Information, including such excerpts or summaries of the Canada Information as he may, from time to time, decide to make.
- 15.10 **No conflict of interest.** The Ultimate Recipient and its consultants and any of their respective advisors, partners, directors, officers, shareholders, employees, agents and volunteers shall not engage in any activity where such activity creates a real, apparent or potential conflict of interest in the sole opinion of CUI, with the carrying out of the Eligible Project. For greater certainty, and without limiting the generality of the foregoing, a conflict of interest includes a situation where anyone associated with the Ultimate Recipient owns or has an interest in an organization that is carrying out work related to the Eligible Project.
- 15.11 **Disclose potential conflict of interest.** The Ultimate Recipient shall disclose to CUI without delay any actual or potential situation that may be reasonably interpreted as either a conflict of interest or a potential conflict of interest.
- 15.12 **Severability.** If for any reason a provision of this Agreement that is not a fundamental term of the agreement between the Parties is found to be or becomes invalid or unenforceable, whether in whole or in part, such provision or part thereof declared invalid or unenforceable shall be deemed to be severable and shall be deleted from this Agreement and all remaining terms and conditions of this Agreement will continue to be valid and enforceable.
- 15.13 **Business Information.** Notwithstanding anything else contained in this Agreement, CUI and the Minister shall be given the right to the use of any of the Ultimate Recipient’s publicly available business information about the Eligible Project (e.g. brochures, awareness, packages, etc.).
- 15.14 **Tax.** The Ultimate Recipient acknowledges that financial assistance from government programs may have tax implications for its organization and that advice should be obtained from a qualified tax professional.

## **16. Notice**

- 16.1 Any notice, information or document required under this Agreement shall be effectively given, if delivered or sent by letter or email (postage or other charges prepaid). Any notice that is delivered shall be deemed to have been

received on delivery; any notice sent by email shall be deemed to have been received when sent, any notice that is mailed shall be deemed to have been received eight (8) calendar days after being mailed.

16.2 All notices must be sent to the following addresses:

<b>To CUI</b>	<b>To the Ultimate Recipient</b>
Canadian Urban Institute 30 St. Patrick Street, Suite 500 Toronto, Ontario M5T 3A3 <b>Attention: Mary Rowe</b>	The Municipality of West Elgin 22413 Hoskins Line, West Elgin, Ontario N0L2C0 <b>Attention: Michelle Navackas</b>

16.3 Each of the Parties may change the address, which they have stipulated in this Agreement by notifying in writing the other party of the new address, and such change shall be deemed to take effect fifteen (15) calendar days after receipt of such notice.

**17. Acceptance**


17.1 The Ultimate Recipient agrees that unless CUI receives a duly executed duplicate copy of this Agreement within thirty (30) calendar days of the date of execution by CUI, this Agreement is revocable at the discretion of CUI.

**18. Counterparts and Electronic Signature**

18.1 This Agreement and any amendments may be signed in counterparts and by electronic signature, including PDF and any other electronic copies acceptable to the Parties. Such electronic signature shall be deemed to be an original for the purpose of this Agreement with the same legal effect as an original signature.

**IN WITNESS WHEREOF the Parties hereto have executed this Agreement through the signatures of their authorized representatives below.**

**CANADIAN URBAN INSTITUTE**

Per:  Date: 08/15/2024  
Mary Rowe, CEO  
I have the authority to bind this corporation.

The Municipality of West Elgin

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Magda Badura  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
Richard Leatham  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
  
I have the authority to bind this organization.

Per: \_\_\_\_\_ Date: \_\_\_\_\_  
  
I have the authority to bind this organization.

**SOUTHERN ONTARIO PROSPERITY PROGRAM  
ULTIMATE RECIPIENT AGREEMENT**

**ANNEX 1 – STATEMENT OF WORK**

BETWEEN:

**CANADIAN URBAN INSTITUTE,**  
(hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**Eligible Project Description/Purpose/Objective**

**FUNDING AMOUNT APPROVED: \$ 130,000.00**

**PROJECT TITLE:**  
**Roots and Revival**

**APPROVED MMS 2.0 BUDGET:**

Expense Category	Amount
Labour	\$ 0.00
Consultants	\$ 60,000.00
Communications	\$ 26,000.00
Program Costs	\$ 32,800.00
Capital Expenditures	\$ 10,000.00
Measurement & Analytics	\$ 1,200.00
Other	\$ 0.00

**SOUTHERN ONTARIO PROSPERITY PROGRAM  
ULTIMATE RECIPIENT AGREEMENT**

**ANNEX 2 – COSTING MEMORANDUM GUIDELINE  
CANADIAN URBAN INSTITUTE,**

BETWEEN:

**CANADIAN URBAN INSTITUTE,**  
(hereinafter “CUI”)

AND

The Municipality of West Elgin,  
(hereinafter the “Ultimate Recipient”)

**1. General Conditions**

- 1.1 Costs are Eligible Costs for the purposes of this Agreement only if they are, in the opinion of CUI:
- a) directly related to the intent of the Eligible Project;
  - b) reasonable;
  - c) included in Annex 1 – Statement of Work, or are approved at a later date upon a request made to, and approved in the sole discretion of, CUI; and,
  - d) incurred between the Eligibility Date and the Completion Date.
- 1.2 Costs submitted for reimbursement must be net of any refund or eligible tax credits (including HST).
- 1.3 Costs incurred by way of the exercise of an option to purchase or hire are eligible, only if the exercise of the option is at the sole discretion of the Ultimate Recipient and the option has been exercised and the costs incurred between the Eligibility Date and the Completion Date.
- 1.4 The costs of all goods and services acquired from an entity which, in the opinion of CUI, is not at arm’s length from the Ultimate Recipient, shall be valued at the cost which, in the opinion of CUI, represents the fair market value of such goods or services, which cost shall not include any mark up for profit or return on investment.
- 1.5 No cost described in Subsection [1.4](#) above shall be eligible for inclusion in Eligible Costs, unless the Ultimate Recipient causes the supplying entity to maintain proper books, accounts and records of the costs related to the Sub- Project, and to provide CUI and FedDev Ontario access to such books, accounts and records.

**2. Consultants and Contractors**

- 2.1 The direct costs of studies and/or services carried out by a private contractor or consultant are Eligible Costs.
- 2.2 Where a particular contractor or consultant has been specified in the Agreement, and the Ultimate Recipient wishes to proceed with the Eligible Project using another contractor or consultant, prior consultation with CUI is advised to ensure eligibility.
- 2.3 The cost of the services of any consultant that is not, in the opinion of CUI, at arm's length from the Ultimate Recipient, shall not be Eligible Costs.

### **3. Labour Costs**

- 3.1 Labour and benefit costs claimed by the Ultimate Recipient as direct Eligible Costs toward the Eligible Project will include only that time worked directly on the Eligible Project at the payroll rate and excludes indirect time, non-project related time, holidays, vacation, bonuses, paid sickness, etc., except as noted below. Paid overtime, where considered reasonable in the opinion of CUI, may be claimed. Time off in lieu of payment is not eligible. Time claimed will normally be expressed in hours.
- 3.2 The payroll rate is the actual gross pay rate for each employee (normal periodic remuneration before deductions). The payroll rate excludes all premiums (e.g. overtime, payment in lieu of vacation), shift differentials and any reimbursement or benefit conferred in lieu of salaries or wages except those noted below.

Claims relating to the employer's portion of the Ontario Workplace Safety and Insurance Board (WSIB), statutory benefits (e.g., Canada Pension Plan (CPP), Employment Insurance (EI) and vacation) and discretionary benefits (i.e., dental, extended health, disability and life insurance, pension plans, holiday and paid leave) negotiated as part of collective agreements or other salary and benefit packages shall be limited to the lesser of:

- a) actual cost; and
  - b) twenty percent (20%) of the payroll rate of each employee.
- 3.3 Benefits such as car allowances and other benefits beyond those listed above are not eligible.

### **4. Sales Taxes**

- 4.1 Eligible Costs include the amount of the harmonized sales tax (HST), net of any refund or eligible credits due from the Canada Revenue Agency.
- 4.2 In order to have the HST approved as an Eligible Cost on claims, the Ultimate Recipient will be required to provide documentation verifying the organization's status under the relevant tax legislation.

### **5. Ineligible Costs**

- 5.1 For greater certainty, any costs that do not qualify as Eligible Costs in accordance



with section 1 of this Annex, shall be ineligible for inclusion in the Eligible Costs. By way of example only, ineligible costs include, but are not limited to, the following:

- a) costs of land, building or vehicle purchase;
- b) refinancing;
- c) costs of intangible assets such as goodwill, whether capitalized or expensed;
- d) depreciation or amortization expenses;
- e) interest on invested capital, bonds, debentures, or mortgages;
- f) bond discount;
- g) losses on investments, bad debts and any other debts;
- h) fines or penalties;
- i) costs related to litigation;
- j) non-incremental wages;
- k) fees for administrators, including payments to any member or officer of the Ultimate Recipient's Board of Directors;
- l) opportunity costs;
- m) hospitality and entertainment costs;
- n) capital expenditures (e.g. new construction and renovation of existing infrastructure and buildings);
- o) costs of individual membership in a professional body (e.g. professional designations);
- p) and lobbyist fees.

**6. Claim Schedule**

Expense Period	Claim Deadline



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2024-67

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 12, 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 September 12, 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 12<sup>th</sup> day of September 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk