



Old Town Hall Committee Agenda

September 19, 2024

3:30 pm

Municipal Office Board Room

22413 Hoskins Line

Pages

1. **Call to Order**
2. **Adoption of Agenda**

That the Old Town Hall Committee hereby adopt the agenda of September 19, 2024, as presented.
3. **Disclosure of Pecuniary Interest**
4. **Adoption of Minutes** 1

That the Old Town Hall Committee hereby adopt the minutes of July 23, 2024, as presented.
5. **Business Arising from Minutes**
6. **New Business**
 - 6.1 **Member Resignation - M. Blain and J. Voros** 4

That the Old Town Hall Committee hereby receives the report from Terri Towstiuic, Clerk Re: Resignation of M. Blain and J. Voros; And

That the Committee requests West Elgin Council's approval to advertise and select two additional members to be added to the committee, as early as possible.
 - 6.2 **Available Grants** 8
 - 6.2.1 **Southwestern Ontario Development Fund** 9
 - 6.2.2 **Advanced Manufacturing and Innovation Competitiveness** 16
7. **Other Items Requiring Discussion**

8. Adjournment

That the Old Town Hall Committee hereby adjourn at _____pm, to meet again at _____pm on _____, or at the call of the Chair.



Old Town Hall Committee Minutes

Date: July 23, 2024

Time: 7:00 pm

Present Taraesa Tellier, Chair
Norma McPhail
Angela Foreman-Bobier
James Voros

Regrets Mona Blain, Vice-Chair
Michelle Navackas
Trin Hill

Staff Present Terri Towstiuc, Recording Secretary
Magda Badura, CAO/Treasurer
Lee Gosnell, Manager of Operations and Community Services

1. Call to Order

Taraesa Tellier, Chair, called the meeting to order at 7:11pm

2. Adoption of Agenda

Moved By Angela Foreman-Bobier

Seconded By James Voros

That the Old Town Hall Committee hereby adopt the agenda of July 23, 2024, as presented.

Carried

3. Disclosure of Pecuniary Interest

None.

4. Adoption of Minutes

Moved By Norma McPhail

Seconded By Angela Foreman-Bobier

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

Carried

5. Discussion from Previous Minutes

None.

6. Letter sent to County of Elgin Re: Rodney Library Re-Commitment

M. Badura, CAO/Treasurer advised that the letters have been deferred in principle to County of Elgin staff, to bring a recommendation report forth to County Council for consideration. It was recommended that the Old Town Hall Committee continue with plans and keep moving forward with the project. Elgin County committed to assessing the library needs within West Elgin and providing the details to Council.

7. Presentation - M. Badura

M. Badura provided a detailed presentation to the committee, which included a cost estimate of \$7,000,000 to complete the renovation of the Old Town Hall, Rodney. A request was made the Ministry to extend the project deadline by 2 years, and request if modifications were allowed to the concept plans. A response has not been received yet.

Due to lack of municipal funds, Ms. Badura provided the committee with the option to borrow, with a sample loan of \$5,000,000, which would cost an additional interest (estimated) amount of interest of roughly \$3,000,000. The total project cost is estimated to be \$10,000,000, if the committee wishes to borrow the remaining about, and is approved by council. The committee agreed that borrowing would not be a advisable option, and seeking grant opportunities will be required.

8. New Business

The group fundraising briefly and decided to hold off until a decision has been received by the County of Elgin. While fundraising efforts could be put into other municipal infrastructure if the project does not continue, the committee chose to hold for the time being.

Grants will continue to be investigated, and applied for when able (Canada Cultural Spaces, Accessibility). However, a contractor quote may be required for some grant applications, and concept plans may not be accepted. Engineered drawings will likely be required at that point as well, at a cost to the committee.

The next meeting will be at the call of the chair, pending information from the County of Elgin.

9. Other Items Requiring Discussion

Office Space for service clubs or potential stakeholders.

10. Adjournment

Moved By Angela Foreman-Bobier

Seconded By Norma McPhail

That the Old Town Hall Committee hereby adjourn at 7:50 pm, to meet again at the call of the Chair.

Carried

Taraesa Tellier, Chair

Terri Towstiuc, Recording Secretary



Staff Report

Report To: Council Meeting

From: Terri Towstiuc, Clerk

Date: 2024-09-19

Subject: Report to Old Town Hall Committee – Resignation of 2 Members

Recommendation:

That the Old Town Hall Committee hereby receives the report from Terri Towstiuc, Clerk Re: Resignation of M. Blain and J. Voros; And

That the Committee requests West Elgin Council's approval to advertise and select two additional members to be added to the committee, as early as possible.

Purpose:

The purpose of this report is to provide the Committee with steps to proceed with adding members to the committee.

Background:

On August 17, 2024, the Clerk received an email resignation from Mona Blain, committee members, followed by an additional email from James Voros on August 22, 2024, also providing resignation from the committee. Both emails were circulated to the committee.

In addition, Michelle Navackas resigned from Council, effective August 29 ,2024. This position will be filled as soon as possible.

The terms of reference for the committee are attached to this report and indicate that "*The Committee will be composed of seven (7) voting members, consisting of two (2) members of Council and five (5) members of the Public.*"

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually."

Currently, there are three members of the public and one member of Council. Staff can advertise for members of the public, after the next meeting of Council, September 26, 2024, if approved by Council.

Financial Implications:

None.

Policies/Legislation:

By-law 2024-32, Committee and Board Appointment By-law

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuc, Municipal Clerk



Municipality of West Elgin Old Town Hall Committee Terms of Reference

Purpose of the Committee

The purpose of West Elgin Old Town Hall Committee is to assist Council in carrying out the work of the municipality by advising Council on matters regarding the Old Town Hall, Rodney.

The Committee is guided by the Municipal Act, the Conflict of Interest Act, the West Elgin procedural by-law and the Committee Terms of Reference.

Membership Composition and Responsibilities

The Committee will be composed of seven (7) voting members, consisting of two (2) members of Council and five (5) members of the Public.

The Council shall appoint all Committee members by By-law and the term of appointment for public members shall be concurrent with the four-year term of Council, and members of Council appointed to the Committee shall be appointed annually.

Staff Support

The Secretary to the Committee is the Municipal Clerk or designate.

Meeting Roles and Requirements

The Committee shall meet as required, at the Municipal Office Board Room.

Annually, the Committee shall elect a Chair and Vice-Chair from the appointees.

Minutes and Agenda

The Secretary will prepare and distribute the Agenda and provide recording secretarial services. The Minutes of each meeting will be amended when necessary and adopted at the following Committee Meeting. Approved minutes shall be forwarded to the municipal clerk for inclusion in the next Council agenda. Recommendations to Council shall be made by Committee resolution and forwarded to the municipal clerk for inclusion in the next Council agenda for Council's consideration.

Amendments to the Terms of Reference

Amendments to the Terms of Reference may be proposed to Council from time to time, by members of the Committee for their endorsement requiring a majority of the voting membership.

Amendments to the Terms of Reference can only be made by Council.

General Conduct

The Committee meetings shall be conducted in accordance with Council's current Procedural By-law regarding Committee Meetings, and Robert's Rules of Order.

The meetings shall be held in public. Closed sessions shall comply with the Municipal Act, Section 239.

Conflict Of Interest

A conflict of interest may arise for Committee members when their personal business interests clash with the duties and decisions of the Committee. Municipal conflict of interest requirements as defined by the Municipal Conflict of Interest Act will apply to the Committee. At every meeting held by the Committee, the Chair shall call for the disclosure of any pecuniary interests.

*Revised & Approved May 2024



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Funding opportunities update:

Southwestern Ontario Development Fund (SWODF) to expand your business or attract business to your community.

<https://ow.ly/eQ9Y50T5hlm>

Application intake closes Sept 26, 2024.

Advanced Manufacturing and Innovation Competitiveness (AMIC) for support to make investments in technology, equipment or skills to improve your competitiveness.

<https://ow.ly/zxIM50T5hlo>

Application intake closes Sept 26, 2024.

The Community Sport and Recreation Infrastructure Fund (CSRIF) to repair, upgrade or build sport and recreation facilities. Up to \$10M for new builds and up to \$1M for repairs.

<https://ow.ly/OaQb50T5hln>

Apply by Oct 29, 2024, or until funds are allocated.

[#OntarioBusiness](#) [#BusinessFunding](#)

[#OntarioInvestment](#) [#InfrastructureFunding](#)

[#BusinessOpportunity](#)



FUNDING UPDATES



Southwestern Ontario Development Fund

How to get support to expand your business or attract business to your community in southwestern Ontario.

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Overview

The Southwestern Ontario Development Fund provides support for projects and investments to existing businesses, municipalities and not-for-profit organizations for economic development in southwestern Ontario. The objective of the program is to provide financial support and services to help growing companies in eastern and southwestern Ontario make investments to:

- grow their businesses
- improve productivity
- invest in innovation and skills development
- pursue new markets
- generate broad positive regional economic impact
- create new good, sustainable jobs

A project is a distinct undertaking, separate from ongoing operations, that will result in benefits to the organization such as business growth or access to new markets.

The types of support available include:

- funding support
- complementary services and support

The geographic area

Southwestern Ontario includes the following 18 geographic areas:

- Brant
- Bruce
- Chatham-Kent
- Dufferin
- Elgin
- Essex
- Grey
- Haldimand
- Huron
- Lambton
- Middlesex
- Niagara
- Norfolk
- Oxford
- Perth
- Simcoe
- Waterloo
- Wellington

Who is eligible

The fund supports business and community economic development projects.

Business projects

To be eligible, businesses need to:

- have at least 3 years of operations/financial statements
- employ at least 10 people (or 5 if you are in rural Ontario)
- commit to creating at least 5 new jobs (or 30% increase for companies with fewer than 15 employees)
- invest at least \$500,000 in their project (or \$200,000 if you are in rural Ontario)
- be located in, or plan to locate in, a community in southwestern Ontario

Community economic development projects

To be eligible, projects need to:

- be led by municipalities, economic development organizations or sector organizations
- focus on economic and business development and job creation in the community or region by investing in infrastructure or implementing strategies to advance regional economic development priorities
- lead to measurable outcomes including private sector investment, growth and job creation
- invest more than \$100,000
- have private sector support
- be used for activities that are new to the organization

Who is not eligible

Ineligible projects include:

- ongoing operations including maintenance and capital replacement
- refinancing of existing business operations
- acquisitions and buyouts
- restructuring, or relocating to other jurisdictions within Ontario
- primary production
- retail
- construction (for example, residential development)
- personal services
- consulting
- electricity generation
- waste management/recycling
- information and communication services
- academic research
- stand-alone restaurants and hotels (unless transformative and considered a regional priority)

Types of support

Funding

Business projects

Funding amount

Up to 15% of eligible project costs.

Loans

Up to 15% funding to a maximum of \$5M, interest free during the project period (up to 4 years). If you achieve your investment and job targets, up to 30% of the loan (to a maximum of \$500,000) may be forgiven.

Grants

Grants are available only for specific circumstances, up to 15% to a maximum:

- Of \$500,000 if your company has fewer than 100 employees and is based in rural Ontario (population of your community is less than 100,000 or population density is less than 100 people per square kilometre)
- Of \$1,500,000 for strategic projects that are foreign direct investments or from companies competing against other jurisdictions (in limited circumstances)

Restrictions

You are not allowed to combine (or “stack”) Southwestern Ontario Development funding with other provincial programs.

Community economic development projects

Funding amount

Up to 50% of eligible project costs for a maximum grant of up to \$1.5 million.

Restrictions

You are not allowed to combine (or “stack”) Southwestern Ontario Development funding with other provincial programs.

Complementary services and support

Complementary Services and Supports are available when you submit a complete application to the Eastern Ontario Development Fund or Southwestern Ontario Development Fund through the Regional Development Program. These services are available for the duration of your project regardless of the funding outcome. Services will be coordinated by working with partner ministries until they are delivered, closed-out or finalized.

Business projects

Businesses may be eligible for other assistance related to advisory services, assistance with environmental compliance approvals, assistance in accessing skills and talent, and information related to available tax credits.

Community economic development projects

Applicants may be eligible for other assistance related to advisory services and navigation support for land-use planning and workforce development.

Application deadlines and decisions

There are four application intake periods per year for full applications. Applicants will be notified of decisions within approximately 60 business days of the application deadline.

Prior to an application, you are required to discuss your project with a regional advisor who can help you assess your fit with the program and provide advice on application preparation.

Application Period 18 2024

Application submission period:
November 5, 2024 – January 28, 2025

Application deadline:
January 28, 2025

Notification date:
April 24, 2025

*Registration on TPON and consulting with regional advisor regarding your application is advised two weeks in advance of the application deadline.

Application Period 17 2024

Application submission period:
July 2, 2024 – September 26, 2024

Application deadline:
September 26, 2024

Notification date:
December 20, 2024

*Registration on TPON and consulting with regional advisor regarding your application is advised two weeks in advance of the application deadline.

Application Period 16 2024

The application period ending May 30, 2024 is now closed. Applicants with complete applications will be notified of a decision by August 27th, 2024.

Application Period 15 2024

The application period ending February 8, 2024 is now closed. Applicants with complete applications will be notified of a decision by May 8, 2024.

Application Period 14 2023

The application period ending:
October 5, 2023, is now closed. Applicants with complete applications will be notified of a decision by January 18, 2024.

Application Period 13 2023

The application period ending June 15, 2023 is now closed. Applicants with complete applications will be notified of a decision by September 14, 2023.

Application Period 12 2023

The application period ending February 23, 2023 is now closed. Applicants with a complete application will be notified of a decision on May 25, 2023.

Application Period 11 2022

The application period ending on November 17, 2022, is now closed. Applicants with complete applications will be notified of a decision by February 16, 2023.

Application Period 10 2022

The application period ending on August 25, 2022, is now closed. Applicants with complete applications will be notified of a decision by November 23, 2022.

Application Period 9 2022

The application period ending April 21, 2021 is now closed. Applicants with complete applications will be notified of a decision by July 21, 2022.

How to apply

Step 1: Complete the online self assessment tool.

- [Business Stream](#)
- [Community Stream](#)

Step 2: Contact a [regional advisor](#) for help with your application.

Step 3: Register for [Transfer Payment Ontario](#).

- TPON is the Province of Ontario's online application system for grant funding. Before applying for a funding opportunity, all applicants must first register with TPON following a three-step process.
- When registering an organization on TPON, ensure you have the necessary information (e.g., legal business name) and official business documents (e.g., Canadian Revenue Agency Business Number) readily available. Please enter the data accurately to avoid unnecessary delays.
- Applicants with technical questions about TPON can contact the TPON Customer Service Line toll-free at 1-855-216-3090 or toll free TTY at 1-800-268-7095, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at tponcc@ontario.ca.

Step 4: Work with your regional advisor to complete the application form, and submit the application on TPON along with the required supplemental information. [Learn more](#) about details about submitting an application form on TPON.

For business projects, review the key documents including, [program guidelines](#) and a [sample application form](#).

For community economic development projects, review the key documents including [program guidelines](#) and a [sample application form](#).

Selection process

Successful projects need to:

- align with the fund's goals of investment attraction and job creation in the regions
- provide economic benefits (create jobs, contribute to the region or develop the sector)
- be achievable (i.e. applicants need to have the necessary financing, project management structure and experience to implement the project)

Who to contact

For advice on developing and strengthening your application, you are encouraged to contact your regional advisor or our Business Advisory Services at:

Business Advisory Services - Western Region Main Office

- westernregionbas@ontario.ca

Business Advisory Services - Central Region Main Office

- centralregionbas@ontario.ca

Regional Development Program: Advanced Manufacturing and Innovation Competitiveness Stream

Learn how eligible companies can get support to make investments in technology, equipment or skills to improve your competitiveness.

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Overview

The Advanced Manufacturing and Innovation Competitiveness (AMIC) Stream will provide financial support to advanced manufacturing companies with a focus on small and medium-sized enterprises across Ontario. It will provide investments in:

- capital equipment
- technology adoption
- skills development

The types of support available include:

- funding support
- complementary services and support

The fund supports projects that:

- create jobs and build talent
- attract and encourage private sector investment
- help companies to adopt technologies that improve their competitiveness
- lead to business growth and broad positive economic impacts
- encourage innovation, collaboration, and cluster development

The geographic area

The Advanced Manufacturing and Innovation Competitiveness (AMIC) Stream includes all of Ontario.

Who is eligible

The fund supports business and organizations in advanced manufacturing sectors, including:

- aerospace
- automotive
- chemical
- information and communications technology (ICT)
- life sciences
- steel

To be eligible, businesses need to:

- have at least three years of operations/financial statements
- employ at least 10 people
- commit to creating at least five new jobs and/or upskilled current jobs
- invest at least \$500,000 in their project
- be located in, or plan to locate in, a community in Ontario

Ineligible projects include:

- ongoing operations including maintenance and capital replacement
- refinancing of existing business operations
- acquisitions and buyouts
- restructuring, or relocating to other jurisdictions within Ontario
- primary production
- retail
- construction (for example, residential development)
- personal services
- consulting
- electricity generation
- waste management
- recycling

Restrictions

You are not allowed to combine (or stack) AMIC funding with funding from other provincial programs.

Types of support available

Funding

Up to 15% of eligible project costs.

Loans

Up to 15% of funding to a maximum of \$5 million, interest free during the project period (up to four years).

If you achieve your investment and job or upskilling targets, up to 30% of the loan (to a maximum of \$500,000) may be forgiven.

Grants

Grants are available only for specific circumstances, up to 15% to a maximum:

- of \$500,000 for small companies located in rural communities
 - small and rural is defined as: a company and any of its related companies totaling less than 100 FTEs; and located in a municipality with a population of less than 100,000 people, or a population density of 100 people per square kilometre or less, as identified in the most recent Statistics Canada Census of Canadian population
- of \$1.5 million for strategic projects that are foreign direct investments or from companies competing against other jurisdictions or companies with significant reshoring projects
 - strategic projects are foreign direct investments or from companies competing against other jurisdictions or companies with significant reshoring projects
 - reshoring is defined as a company: bringing manufacturing (for example, a full line or component) in house that is currently manufactured, outsourced or subcontracted at a location outside of Canada or manufacturing a product/component in Ontario to supply an Ontario manufacturer that currently sources that component from outside of Canada
 - to be viewed as significant, the project must lead to a minimum of 15 new jobs in Ontario

Complementary supports and services

Complementary supports and services are available when you submit a completed application. This could include:

- advisory services to help you navigate other government programs, such as guidance on compliance approvals

- help with skills and talent
- health and safety
- environmental

These services are available for the duration of your project regardless of the funding outcome. Services will be coordinated by working with partner ministries until they are delivered, closed-out or finalized.

Application deadlines and decisions

There are two application intake periods per year. Our target is to notify applicants of decisions approximately 60 business days from the application deadline.

Application period one

The application period ending on February 17, 2022 is now closed.

Application period two

The application period ending on September 22, 2022 is now closed.

Application period three

The application period ending on March 16, 2023 is now closed.

Application period four

The application period ending on September 14, 2023 is now closed.

Application period five

Application opening: July 29, 2024 – September 26, 2024

Application deadline: September 26, 2024

Notification date: December 20, 2024

*Registration on TPON and consulting with regional advisor regarding your application is advised two weeks in advance of the application deadline.

How to apply

Review the key documents including, [program guidelines](#), and a [sample application form](#).

Step1: complete the online [self assessment tool](#).

Step 2: contact a [provincial government advisor](#) for help with your check list and application.

Step3: register for [Transfer Payment Ontario](#)

- TPON is the Province of Ontario's online application system for grant funding. Before applying for a funding opportunity, all applicants must first register with TPON following a three-step process.

- When registering an organization on TPON, ensure you have the necessary information (e.g., legal business name) and official business documents (e.g., Canadian Revenue Agency Business Number) readily available. Please enter the data accurately to avoid unnecessary delays.
- Applicants with technical questions about TPON can contact the TPON Customer Service Line toll-free at 1-855-216-3090 or toll free TTY at 1-800-268-7095, Monday to Friday from 8:30 a.m. to 5:00 p.m. Eastern Standard Time, or by email at tponcc@ontario.ca.

Step 4: work with your advisor to complete and submit the application forms, along with the required supplemental information. [Learn about](#) about submitting an application form on TPON.

Selection criteria

Successful projects must:

- align with the fund's goals of supporting advanced manufacturing
- support job creation or upskilling
- provide economic benefits
- be achievable (for example, applicants need to have the necessary financing, project management structure and experience to implement the project)

Contact

For advice on developing and strengthening your application, contact your provincial government advisor or our Business Advisory Services.

Central Region

Greater Toronto and Hamilton Area, Niagara Region and Simcoe County

- centralregionbas@ontario.ca

Eastern Region

- easternregionbas@ontario.ca

Western Region

- westernregionbas@ontario.ca

Northern Region

- Contact a [northern development advisor](#).
- [Toll-free: 1-866-711-8304](tel:1-866-711-8304)