



Municipality of West Elgin

Agenda

Council Meeting

Date: November 28, 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, 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 November 28, 2024, as presented

3. Disclosure of Pecuniary Interest

4. Delegations

4.1 Four Counties Health Services Foundation

7

<https://www.youtube.com/watch?v=2yKs6vUHutk>

4.2 Sarah Emons, Long Point Biosphere Region, North Shore Resilience Project

41

4.3 Mat Vaughan, Director of Planning and Development, County of Elgin
Re: Proposed Planning Fees and Planning Services

5. Adoption of Minutes 51

Recommendation:

That West Elgin Council hereby adopt the Minutes of November 14, 2024, as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Operations & Community Services

7.1.1 Parking By-law Amendment - Centre Street 60

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & 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 a restricted parking zone as follows:

- Centre Street in Rodney, south side, from a point 120 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 80 meters

7.2 Wastewater

7.2.1 Ontario Clean Water Agency, West Lorne Wastewater Treatment Plant Operations Report, Third Quarter, 2024 63

Recommendation:

That West Elgin Council hereby accept the West Lorne Wastewater Treatment Plant Operations Report, Third (3rd) Quarter, 2024, as presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency, for information purposes.

7.2.2 Ontario Clean Water Agency, Rodney Wastewater Treatment Plant Operations Report, Third Quarter, 2024 75

Recommendation:

That West Elgin Council hereby accept the Rodney Wastewater Treatment Plant Operations Report, Third (3rd) Quarter, 2024, as presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency, for information purposes.

7.3 Water

7.3.1 Ontario Clean Water Agency, Water Distribution Operations Report, Third Quarter, 2024 87

Recommendation:

That West Elgin Council hereby accept the West Elgin Water Distribution Operations Report, Third (3rd) Quarter, 2024, as presented by Sam Smith, Senior Operations Manager, Ontario Clean Water Agency, for information purposes.

7.4 Clerk's

7.4.1 Committee and Board Appointment 94

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Clerk Re: Council

Committee Appointment; and

That the Committee Members, for each Committee, be appointed as decided by Council; and

That a revised version of the By-law to Appoint the Committee Members to each Committee be brought back for adoption at the next Council meeting.

7.4.2 Backyard Urban Hens - Draft By-law 101

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Clerk Re: Backyard Urban Hens, one-year pilot project and draft-by-law; And

That Council approve the pilot project by-law as presented/amended, to be reviewed in one-year time; And

That Council direct staff to bring back a final policy and by-law for approval at the next Regular Meeting of Council.

7.5 Finance/Administration

7.5.1 2024 Capital Projects Deferral 113

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Carry

Forward Projects; And

That West Elgin Council hereby authorizes that the following list of 2024 approved projects be

carried forward to the 2025 fiscal year for completion and that the balance of the 2024 budget

allowances for each of the respective projects be carried forward to the 2024 fiscal year.

7.5.2 2025 Fees and Charges Draft Schedules 118

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2025 Fees and Charges Draft Schedules for review and comments.

8. Committee and Board Reports or Updates

9. Notice of Motion

10. Council Inquires/Announcements

11. Correspondence

11.1 MECP Proposed Amendments to O. Reg. 153/04: Records of Site Condition and the Environmental Protection Act 138

11.2 MNR letter dated November 25, 2024 Re: Decision on Discussion Paper 140

Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act

12. Items Requiring Council Consideration

12.1 Request from Elgin OPP Detachment Board and Draft Minutes, Received November 25, 2024 142

Recommendation:

That West Elgin Council hereby receive the letter from Andrew Sloan, Chair, Elgin OPP Detachment Board, requesting \$5,000 contribution from each partner municipality for essential operational costs, to be deducted from the final 2025 invoice: And

That West Elgin Council hereby approve/deny the request for funding.

12.2 Economic Development Committee, Budget Request 149

Recommendation:

That West Elgin Council hereby receive the request from the Economic Development Committee for budget consideration: And

That the request be forwarded to West Elgin Treasurer, for consideration in the 2025 Budget Deliberations.

13. By-Laws

13.1 2024-78, Appoint Tax Collector, D. McNaughton 151

Recommendation:

That By-law 2024-78, being a By-Law to Appoint a Tax Collector for the Corporation of the Municipality of West Elgin, and Repeal By-law 2021-72, be read a first, second and third and final time.

13.2 2024-79, Amend Parking By-law 2001-50 152

Recommendation:

That By-law 2024-79, 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. Eg18, be read and first, second and third and final time.

14. 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(c), being a proposed or pending acquisition or disposition of land and Section 239 (2)(e), litigation or potential litigation affecting the municipality.

15. Report from Closed Session

16. Confirming By-Law

Recommendation:

That By-law 2024-80 being a By-law to confirm the proceeding of the Regular Meeting of Council held on November 28, 2024, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 10:00am on December 5, 2024 (Special Meeting), or at the call of the Chair.



Four Counties Health Services Foundation Four Counties Health Services **Presentation – Municipality of West Elgin**

Thursday, November 28, 2024

Tom Jeffery, FCHS Foundation (FCHSF) Board Chair

Krista Shea, MHA VP Clinical Services and CNO

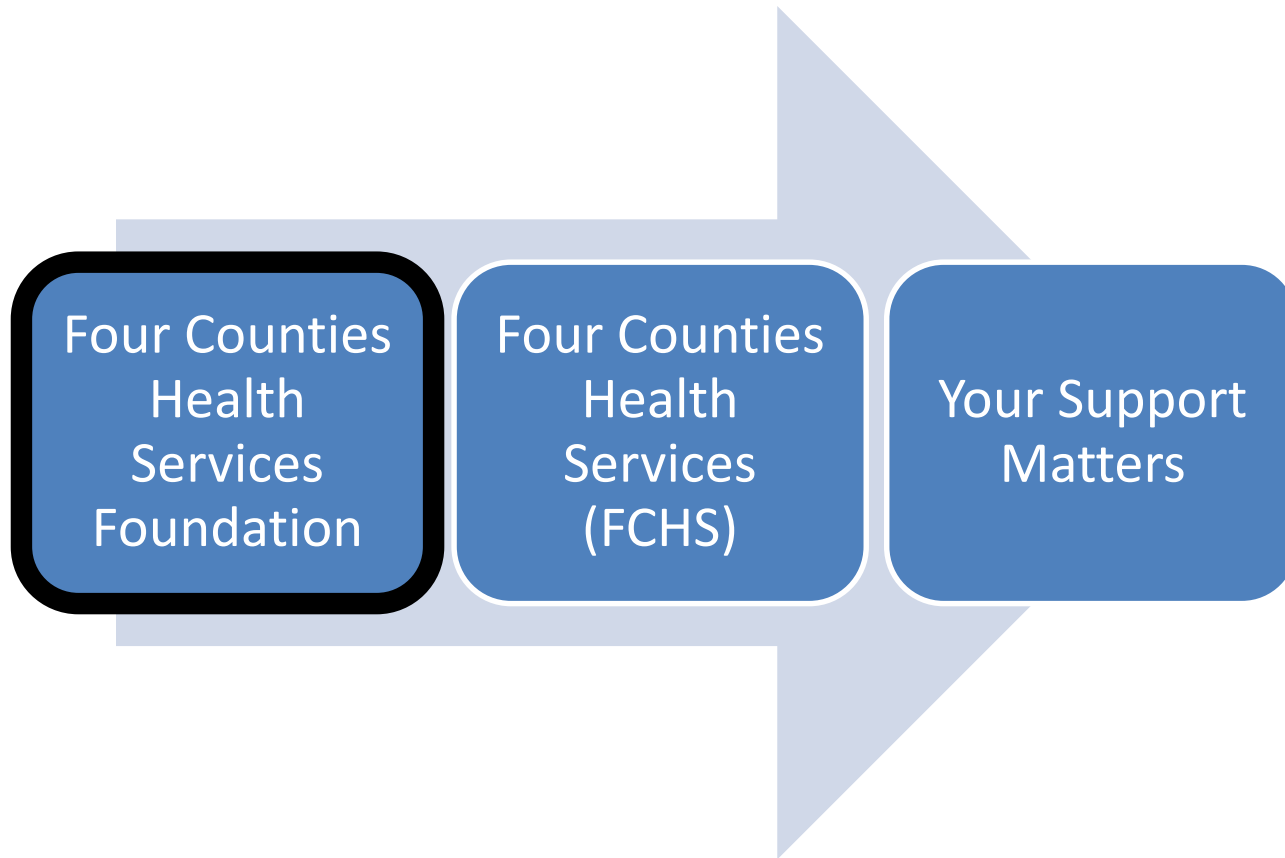
Jackie Van Eerd Beatty, FCHSF Fundraising Coordinator

Martha Wortner, FCHSF Administrator



Thank you for your generous donations to date:
\$270,805 (1999-2023)

Agenda



**FCHS
Foundation:
Mission,
Vision, and
Values**

Mission

To build relationships that support Four Counties Health Services by raising awareness of critical equipment needs and encourage community ownership through giving

Vision

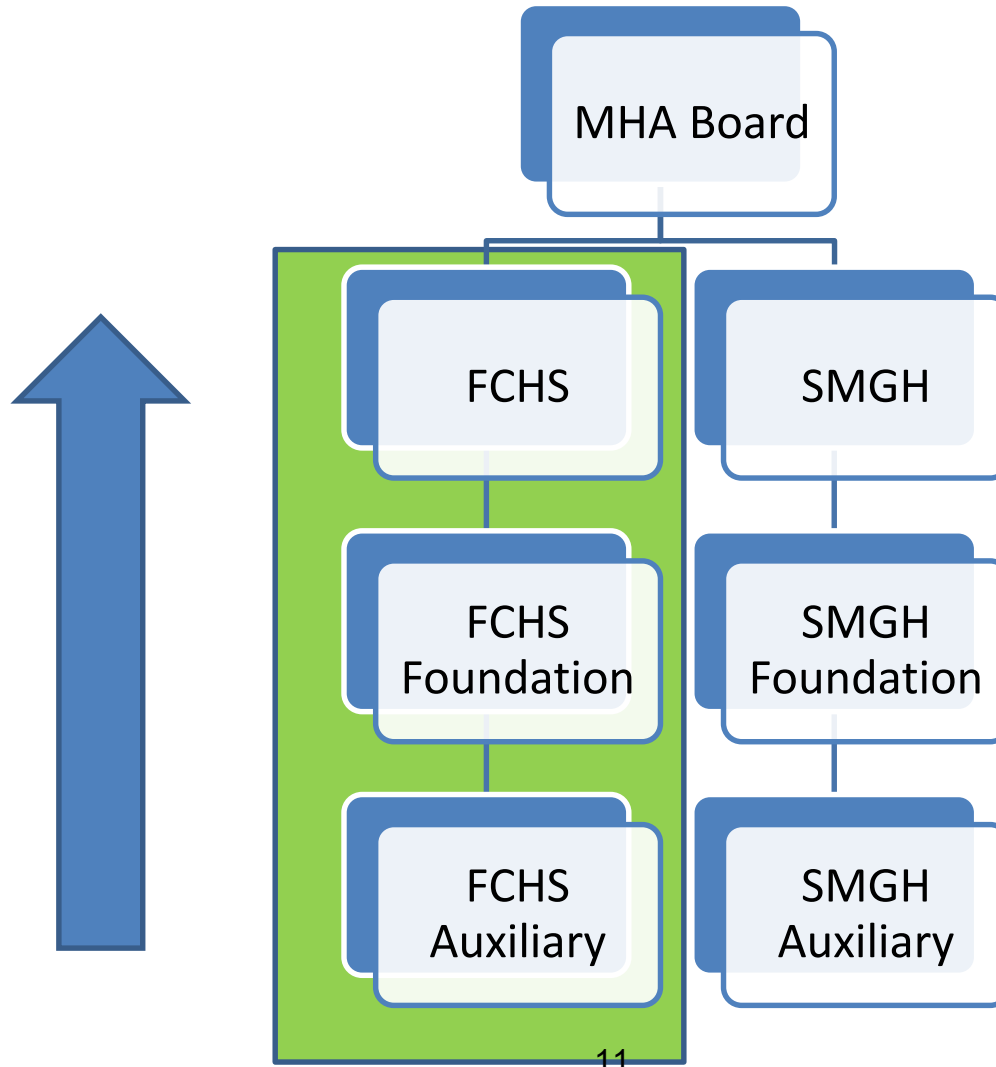
To Ensure Quality Healthcare Close to Home

Values

To be guided by our values in our relationship with our donors, our hospital, our communities and each other, we live the following

Trust – Integrity – Respect – Accountability – Team Work

Structure





Overview

- Raises funds for hospital medical equipment not supported by Ministry of Health, which is defined by FCHS policy as any equipment valued over \$3,000
- Since 1987, the Foundation has contributed over \$9M to support medical equipment purchases at FCHS

Volunteer Elected Board of Directors

Community/Skills Based Board:

Judy Bodkin (Thamesville)

Harry Denkers (Florence)

Scott Gawley (Bothwell)

Tom Jeffery (Appin)

Janneke Newitt (Melbourne)

Kirk Patterson (London/Glencoe)

Lynda Pelcz (Rodney)

Joanne Vansevenant (Newbury)

Pam White (Bothwell)



Ex-officio Board Directors

Chelsea King – MHA Representative

**Jackie Herdman – Auxiliary to FCHS
Representative**

Julie McBrien – FCHS Representative

Part Time Staff

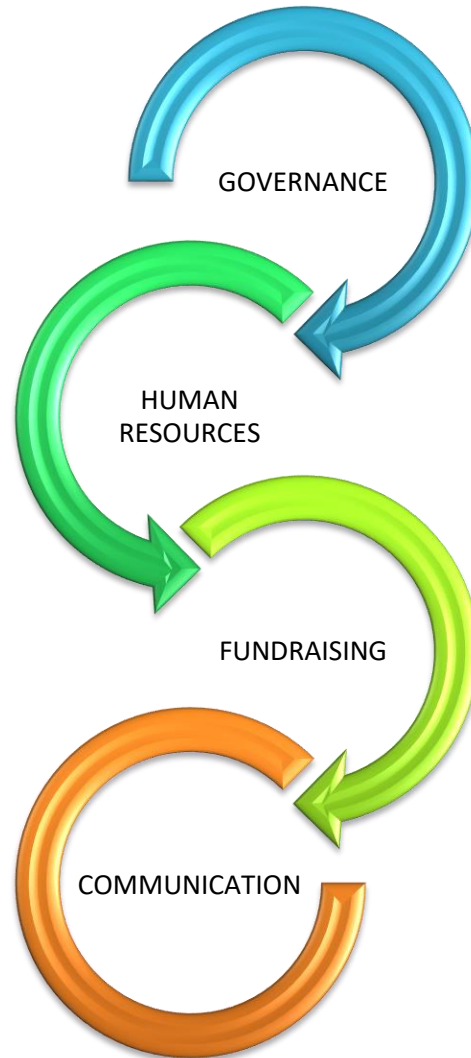
Rosemary Bartlett (Glencoe)

Jackie Van Eerd Beatty (Bothwell)

Martha Wortner (Wardsville)

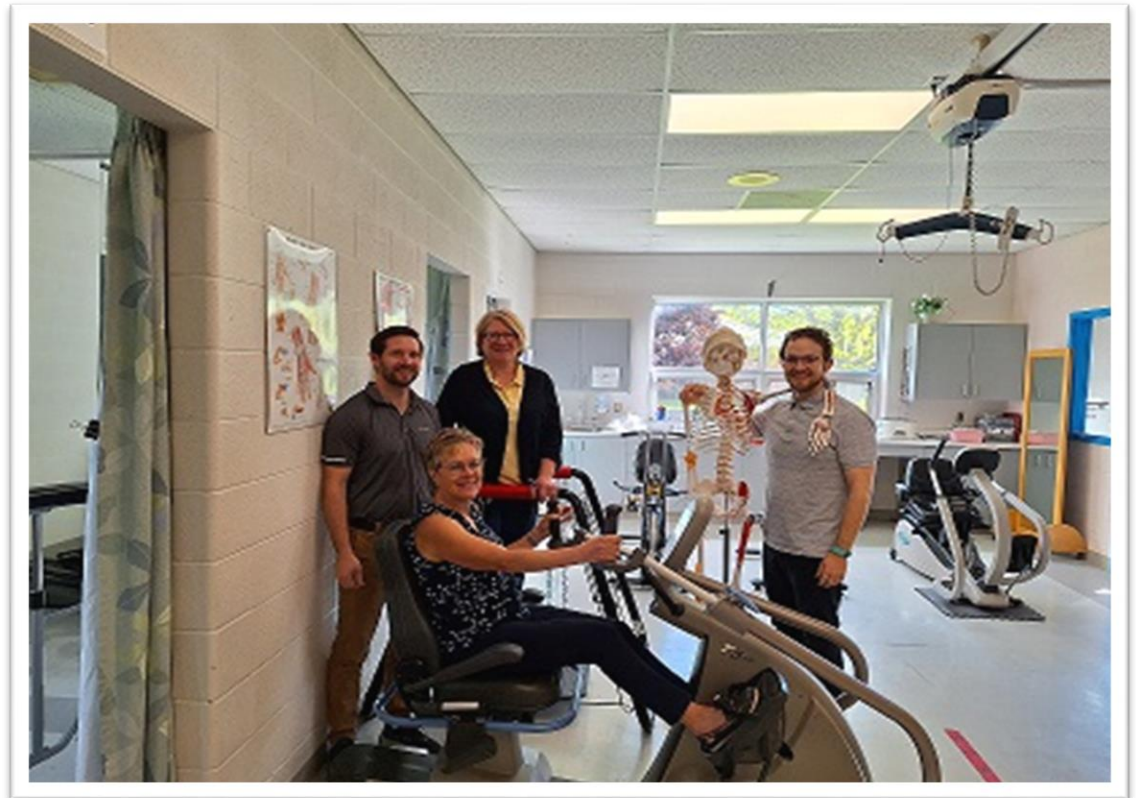


2021-2026 Strategic Plan



Donor Impact

- Provides State of the Art medical equipment for patient care
- Allows the hospital to increase number of procedures
- Reduces wait times
- Keeps care close to home



Community Impact

- According to a recent local study, the top two reasons that attract newcomers to an area are:
 1. Employment Opportunities
 2. Access to Health Care
- Hospitals not only impact quality of health care in our communities but impact viability and sustainability of our rural communities.

Serving the needs of patients!

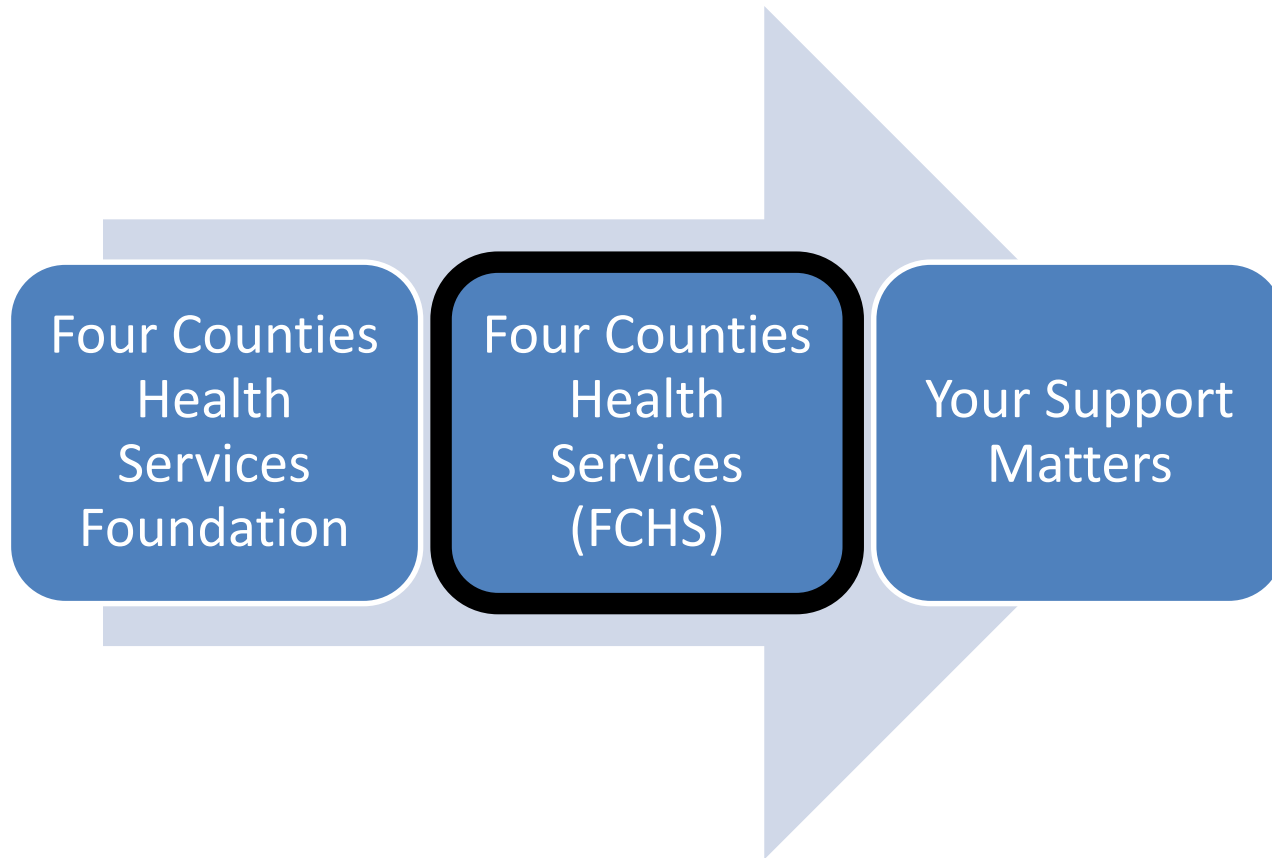


2024 FCHS Foundation Patient Medical Equipment Appeal \$ 224,200



Portable Ultrasound	Ventilator	Monitoring Gateway	IT Main Switch	ECG Cart
 <p>24/7 Emergency U/sounds</p> <p>Emergency Dept \$55,000</p>	 <p>Paeds & Adult Airway Support</p> <p>Emergency Dept \$40,000</p>	 <p>Electronic Records System</p> <p>Emergency Dept \$30,000</p>	 <p>Reduces Cyber Security Threats</p> <p>Hospital Wide \$23,000</p>	 <p>Records Heart Signals</p> <p>Diagnostic Imaging \$22,500</p>
Chest Compression	Staff Education	2 x CO2 Modules	Centrifuge	Ring Cutter
 <p>Automated Patient CPR</p> <p>Emergency Dept \$20,000</p>	 <p>Supporting Staff Training</p> <p>Hospital wide \$12,000</p>	 <p>Monitors Carbon Dioxide</p> <p>Emergency Dept \$10,000</p>	 <p>Spins Blood for Analysis</p> <p>FCHS Lab \$7,700</p>	 <p>Easily Cuts through All Metals</p> <p>Emergency Dept \$4,000</p>

Agenda



Four Counties Health Services



Stabilizing our Critical Patients











Negative Pressure Room

**Helipad for ORNGE
Air Ambulance Service**



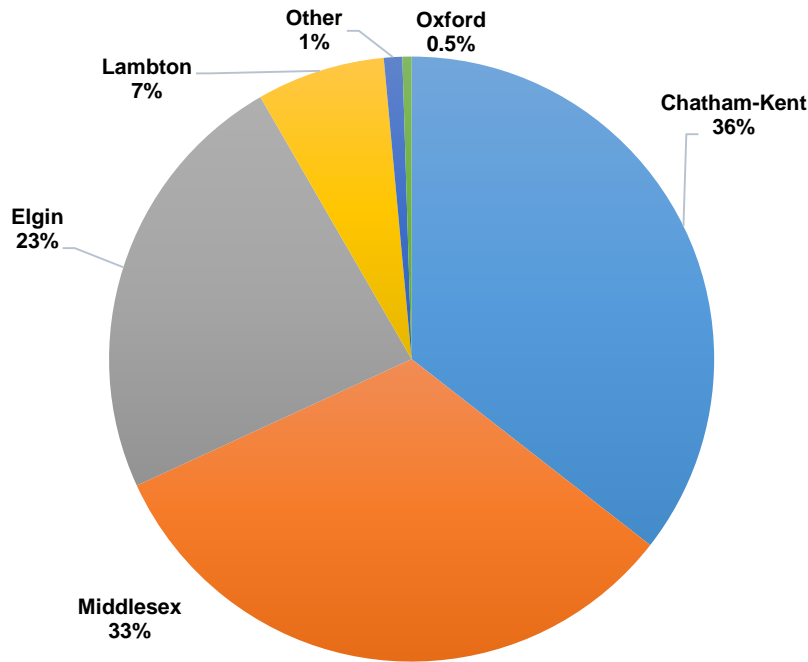
Four Counties Health Services Annual Statistics (April 1, 2023-March 31, 2024)

			
<p>13,274 Emergency Visits (11,698)</p>	<p>99.6% Occupancy Rate 12 beds (97.9%)</p>	<p>559 Inpatient Discharges (501)</p>	<p>9,403 Physiotherapy Visits (9,122)</p>
			
<p>Volunteers 10 = 310 Hours Volunteers (8) = Hours (205)</p>	<p>12,095 Imaging Exams (9,146)</p>	<p>126 Endoscopies (406)</p>	<p>2,455 Diabetes Visits (1,853)</p>

(Previous year's number denoted in brackets)

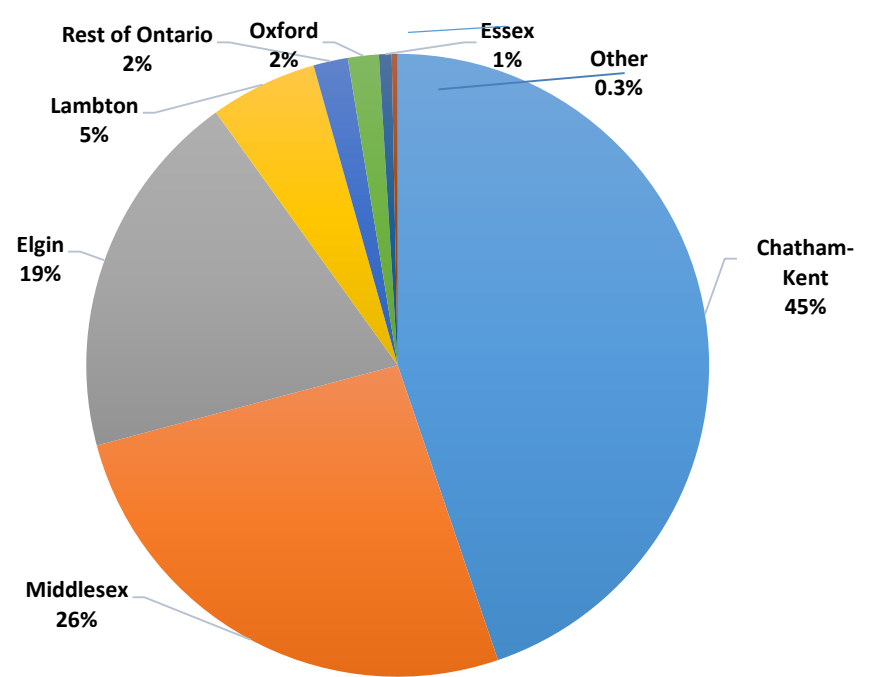
Hospital Statistics by County

2023-2024
Inpatients (N= 559)



■ Chat-Kent ■ Middlesex ■ Elgin ■ Lambton ■ Other ■ Oxford

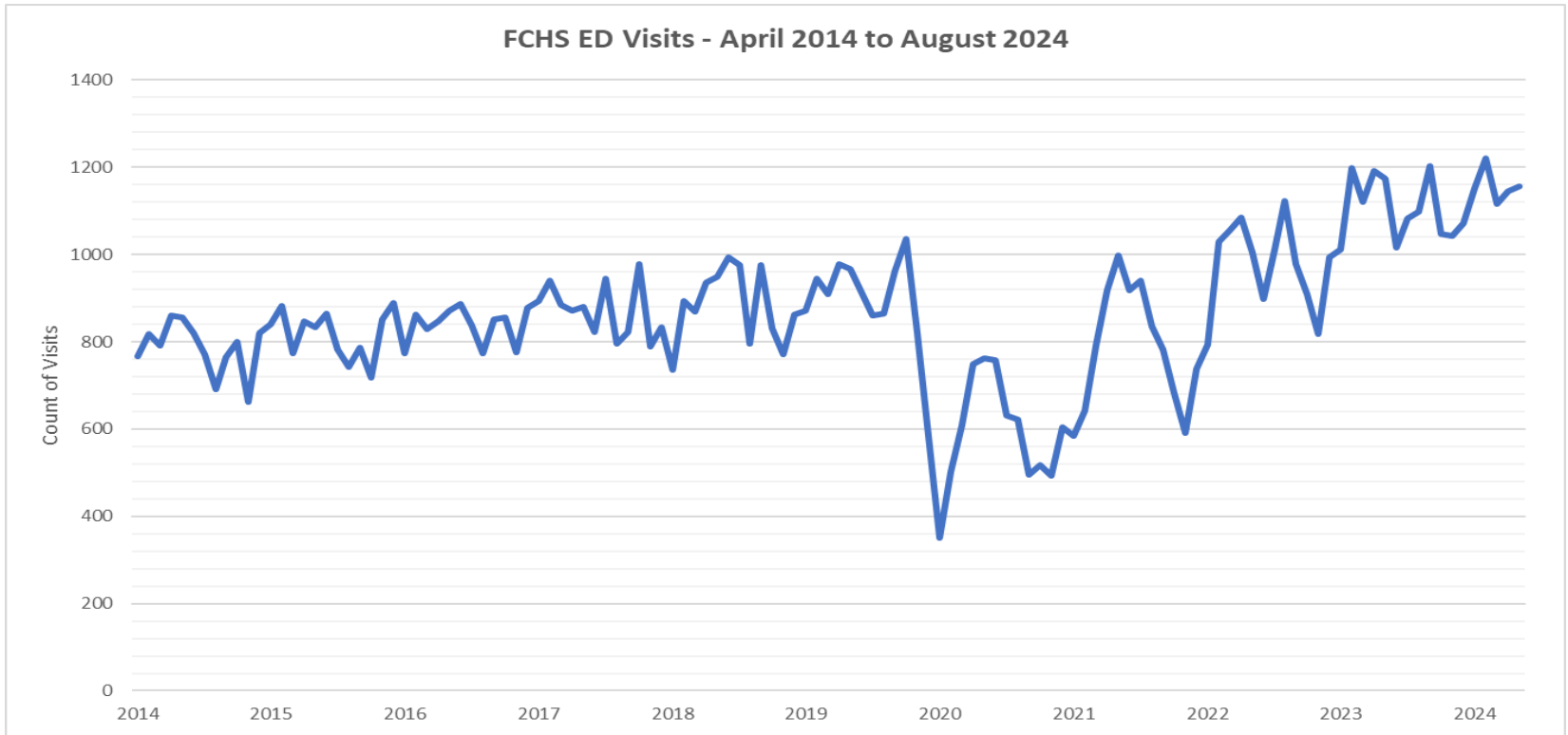
2023-2024
Emergency Visits (N= 13,274)



■ Chat-Kent ■ Middlesex ■ Elgin ■ Lambton ■ Rest of Ontario ■ Oxford ■ Essex ■ Other

Other : Rest of Canada and World

Emergency Department Growth



Primary Care – Inpatient Support



FCHS Most Responsible Physicians (MRPs)

Dr. Todd Elogio

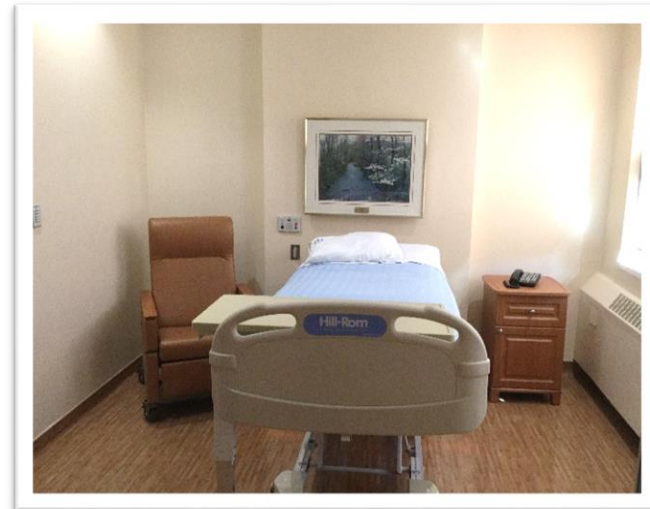
Dr. Garrett Mosey

Dr. Monica Faria

Dr. Matthew Wu

Dr. Colin McCabe

Palliative Care Suite



Health Village Updates



Newbury Dental Clinic



Dynacare Lab



SOAHAC



FCHS Foundation



Hitching Post



Four Counties
Community Villa



PATIENT DECLARATION OF VALUES

MIDDLESEX HOSPITAL ALLIANCE

MHA Patient Family Advisory Council (PFAC)

Patient Declaration of Values MY RIGHTS AND RESPONSIBILITIES

I, as your patient, have the right



- To receive care guided by the MHA Mission Statement "To provide the healthcare we would expect for our own families"
- To be treated with compassion and respect
- To inclusive, diverse and equitable quality care, free from discrimination, abuse or harm
- To privacy and confidentiality
- To ask questions, to receive answers and to express concerns
- To be engaged in my healthcare plan and to receive information to help me make an informed decision to accept or refuse treatment
- To have my family, or my chosen support, engaged in my care and healthcare plan
- To know the names and roles of my health care team

I, as your patient, have the responsibility



- To treat physicians, staff, volunteers, other patients and families with courtesy and respect
- To ensure that I share accurate and up-to-date information about my health
- To inform my care team of my Substitute Decision Maker or Power-of-Attorney and any healthcare wishes I have expressed
- To accept the consequences if I refuse recommended treatment or I don't participate in my care
- To understand that treatment I ask for may not be medically or ethically appropriate for me
- To respect hospital property and help the hospital maintain an environment that is safe and clean

Caring for our Communities:

Building our Future Together

STRATEGIC PLAN | 2024 — FORWARD



STRATEGIC PRIORITIES:

Collaborate for Exceptional Care and Experiences

Engage, Support and Inspire Our People

Advance How We Deliver Care

VISION:

Exceptional People providing Exceptional Care.

MISSION:

To provide the health care we would expect for *our own families.*

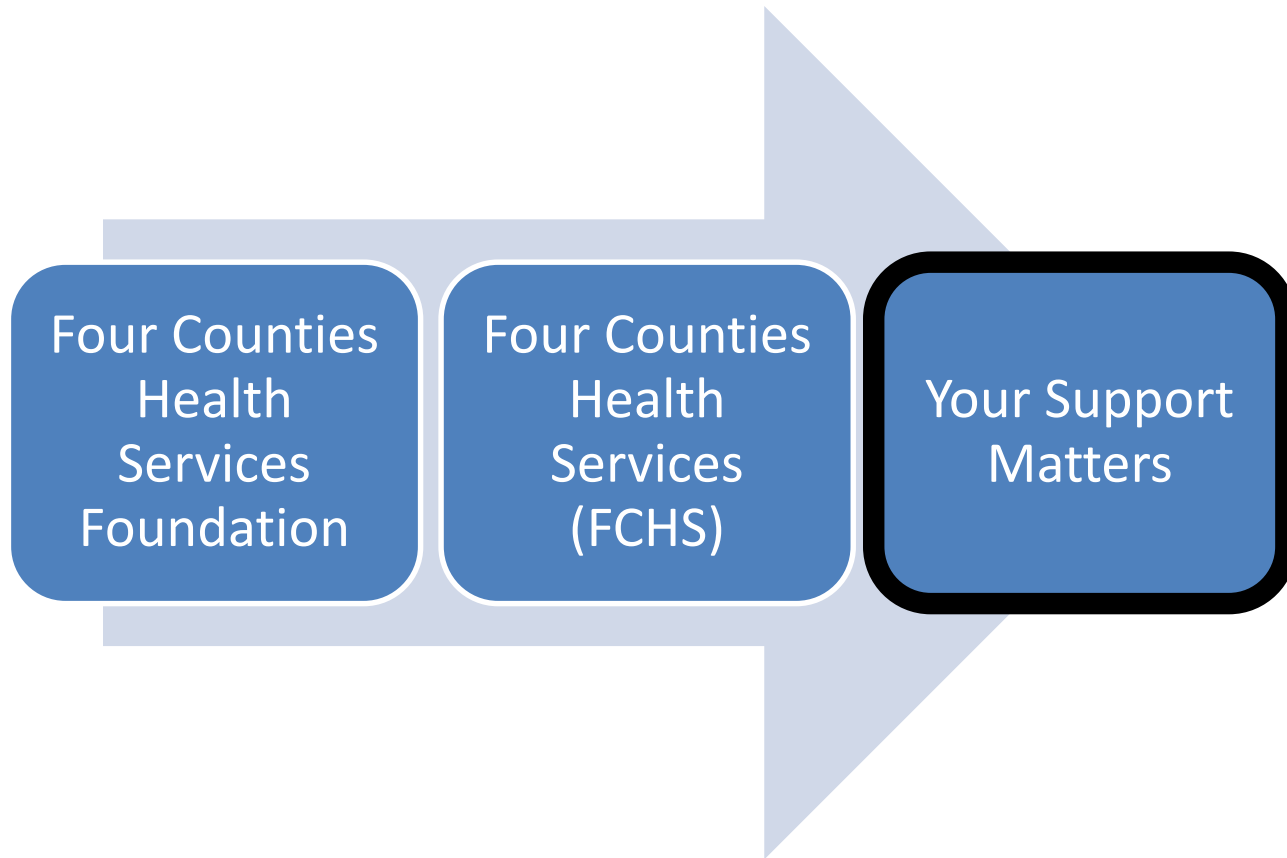
VALUES:

- Compassion
- Accountability
- Respect
- Excellence

A day in the life...



Agenda





Donor Dollars At Work

2023 Annual Hospital Support

Completed - Thank You!

*Care Closer
to Home*

	\$
Piccolo Analyzer	24,997
IT Main Switch	23,000
IT Infrastructure	20,918
Bladder Scanner	20,373
2 x Work Stations on Wheels	19,631
Patient Wandering System	17,118
Industrial Washing Machine	16,395
Staff Training	12,000
2 x CADD IV Pumps	11,275
IStat POC Analyzer	10,820
Industrial Dryer	10,214
Ultrasound Stretcher	8,602
Kitchen Industrial Refrigerator	6,942
Cordless Floor Cleaning Machine	6,500
Emergency Room Divider	5,956
Patient Standing Scale	5,000
Physio Treatment Table	3,600

FCHS continues to modernize our hospital with state-of-the-art medical equipment to best serve the needs of our patients, all of which keeps “Care Close to Home”.

SPRING & FALL APPEAL

Spring 2024 - \$100,700

Fall 2024 - \$123,500

Ventilator	IT Main Switch	LUCAS Chest Compression	2 x CO ₂ Modules	Centrifuge
				
Paeds & Adult Airway Support	Reduces Cyber Security Threats	Automated Patient CPR	Monitors Carbon Dioxide	Spins Blood for Analysis
Emergency Dept \$40,000	Hospital Wide \$23,000	Emergency Dept \$20,000	Emergency Dept \$10,000	FCBS Lab \$7,700

Portable Ultrasound	Monitoring Gateway	ECG Cart	Staff Education	Ring Cutter
				
24/7 Emergency Ultrasounds	Electronic Records System	Records Heart Signals	Supporting Staff Education	Easily Cuts Through Metals
Emergency Dept \$55,000	Emergency Dept \$30,000	Diagnostic Imaging \$22,500	Emergency Dept \$12,000	Emergency Dept \$4,000

FCHS Auxiliary

Gift Shop



Card Fundraiser



Nevada Ticket Sales



Used Book Store



Auxiliary Volunteers



Community Support



Signature Events

Dinner Theatre Event!
Crossroads Community Players present:
HOTBED HOTEL
A Farce by Michael Parker
Directed by Janice Sellen
Nov 15-17 & 22-24
Thamesville United Church
TICKETS:
info.fchsfoundation@mha.tvh.ca
or 519-784-4307
PROCEEDS for FOUR COUNTIES HEALTH SERVICES FOUNDATION



FCHS Middlesex Hospital Alliance
FOUNDATION
Supporting Four Counties Health Services Hospital, Newbury ON

**Chicken & Rib Dinner
Drive-Thru**

APPIN BBQ 1/4 Chicken ~ 1/4 Rack Pork Ribs
Baked Potato ~ Baked Beans ~ Roll ~ Dessert

**RETURNING
SPRING 2025!**



**SAVE THE
DATE**



FCHS FOUNDATION GOLF TOURNAMENT
Friday, July 11, 2025
Wardsville Golf Club

PARTNER



**SPLIT
the POT
Lottery**

New Website

fchsfoundation.ca



**Supporting
The Heartbeat of the
Four Counties Area
FOUR COUNTIES HEALTH SERVICES HOSPITAL**

Grateful Patients & Families



Wendy McCready

I am writing this letter to thank all the housekeeping, kitchen, nursing staff and facilities manager. These people are so kind and caring. They make you feel proud of your little world.

The rooms were in great shape, shining. You all need to stand-up and take a bow. To the nursing staff, it's nice to have people who watch your back and take that extra step when you cannot. I think it is because you earn their trust. You all deserve a standing ovation. Thank you all for what you did for me.

**Family of
Madeline
Sinclair**

Madeline's family is grateful to Four Counties Health Services for their kindness and loving care.

**Family of Chuck
Wranich**

Many thanks to the doctors and amazing nurses at Four Counties Health Services and to Dr. Jeremy Keller for the care, kindness, and support he gave to Chuck & his family.

**Family of Eva
Patterson**

The family is deeply grateful for the compassion and care Eva received during her stay at FCHS.

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**Family of
Murry Jeffery**

Donations can be made to Four Counties Health Services Foundation to whom the family is eternally grateful.

**Family of
Sharon Lewis**

Our family would like to thank all the nurses and doctors at Four Counties Hospital Emergency Department and Palliative Care Unit for their incredible care & compassion.

Grown Locally, Healed Locally

Your Support Matters

Immediate Access to Care: In emergencies, every minute counts. Having a well-equipped local hospital ensures that you and your loved ones receive timely medical attention.

Enhanced Services: Your contributions can help us invest in the latest medical technologies and training, ensuring that you receive state-of-the-art care close to home.

Community Well-being: A local hospital is more than just a place for medical treatment; it's a hub for community health programs, preventive care, and education. By supporting us, you're investing in the overall well-being of our community.



*Care Closer
to Home*



Request for Continued Support

- All significant medical equipment at FCHS has been purchased through the generous support of our Foundation donors.
- Our Fall 2024 Fundraising Goal for Patient Medical Equipment needs is \$123,500.



ECG Cart

Discussion





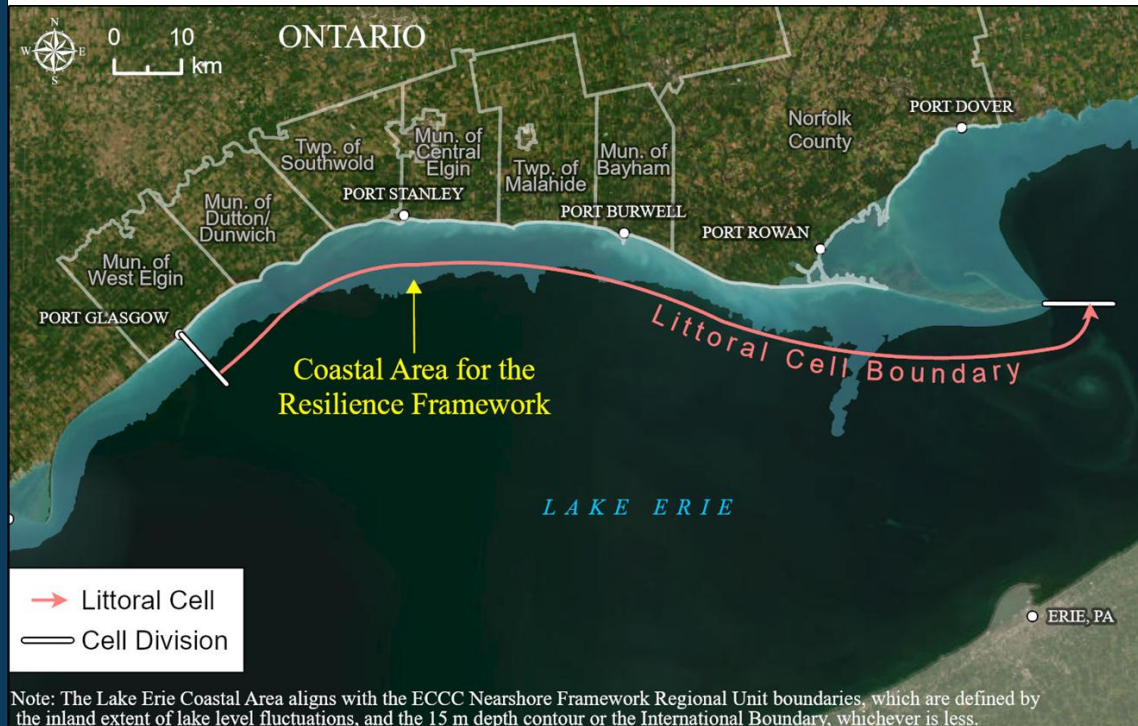
LONG POINT
BIOSPHERE
— REGION —

North Shore Resilience Project: Project Goals and Governance



Note: The Lake Erie Coastal Area aligns with the ECCC Nearshore Framework Regional Unit boundaries, which are defined by the inland extent of lake level fluctuations, and the 15 m depth contour or the International Boundary, whichever is less.

North Shore Resilience Project: Project Goals and Governance

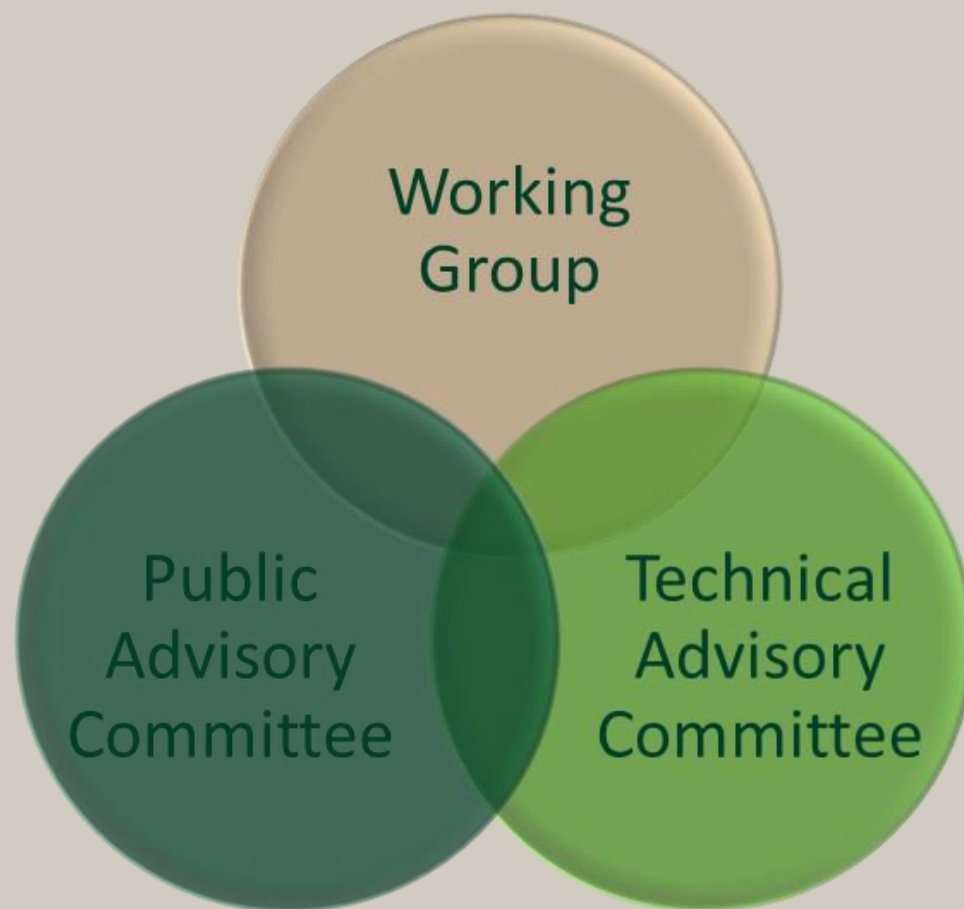


Resilience to natural hazards, such as coastal storms, is low throughout the littoral cell. Ecosystems and built assets are vulnerable to flooding and erosion. Climate change is making hazards more extreme and frequent, which will lead to more habitat loss and greater economic damage in the future.

1. **Technical and Scientific Knowledge:** Collect physical data and develop a sediment budget and transport model to determine how sand and gravel move in the nearshore from Port Glasgow to Long Point.
2. **Dune Restoration:** Build shoreline resilience through dune restoration using native plants such as beachgrass.
3. **Coastal Resilience Action Plan:** Develop a plan based on Social, Economic, Environmental and Physical baseline for the coastal areas. This will involve public engagement and participation



North Shore Resilience Project: Project Goals and Governance

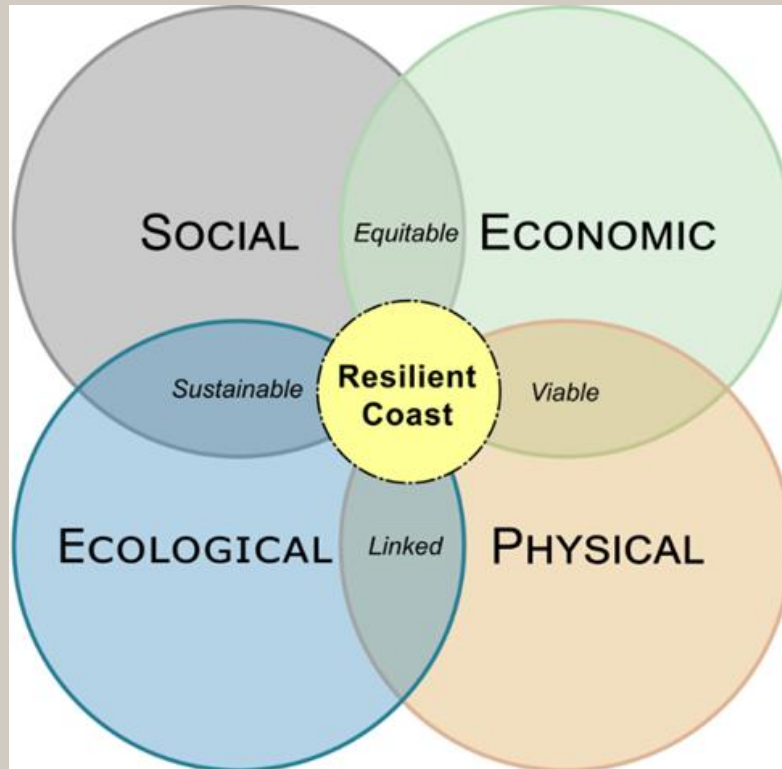


1. **Working Group:** Municipal Government, Conservation Authorities, ENGOs, ECCC
2. **Public Advisory Committee:** Qualified members of the public representing diverse geographies, user groups and stakeholders.
3. **Technical Advisory Committee:** Technical experts such as engineers, botanists, physical scientists who will provide peer review of the technical work, particularly in the sediment budget and sediment transport model.

Coastal Action Plan co-developed to ensure diverse perspectives and the inclusion of social, economic, environmental and physical factors



Governance, Public Advisory Committee, Technical Advisory Committee



PAC:

- At least 8 members
- Diversity in geography, stakeholder groups and perspectives
- Representatives of all aspects of the coast: economic, social, physical, ecological
- Professional Facilitator to lead

TAC:

- At least 4 experts in fields of coastal engineering, coastal geomorphology, ecology
- One member of PAC to sit on this committee

Funding Structure

Funded: \$900,000

2 years + opportunity to amend agreement at Year 2

- Part time project management
 - Coastal characterization and Sediment Budget
 - Limited sediment characterization
 - Numerical modeling of transport rates and pathways
 - Beach grass surveys, local beach grass nurseries, foredune restoration and stewardship
 - Community Engagement and Workshops
 - Facilitator for Public Advisory Committee
 - Independent review through Technical Advisory Committee
-
- Much of the technical activities in the funding application were funded, but no actions have been funded (ie: dredging) with exception of foredune restoration. We will do the background scientific work to understand sediment movement along the coast, with the actions to follow.

Field Season 2024



- Beach Grass surveys to source appropriate genetic material for dune restoration
- Characterize sediment and bathymetry around Long Point tip

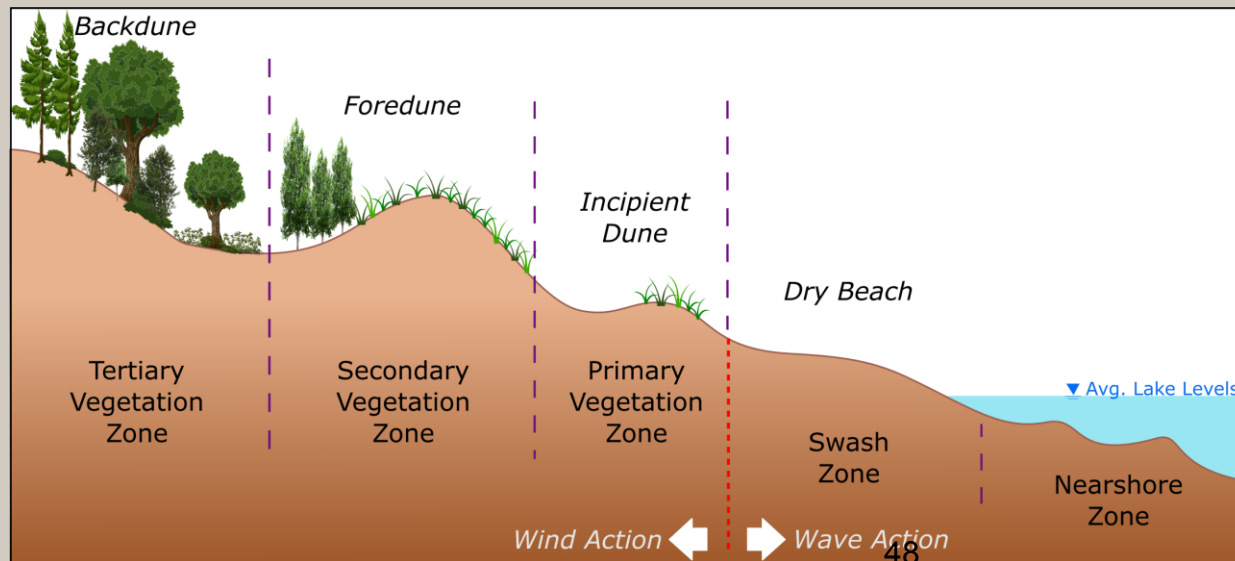
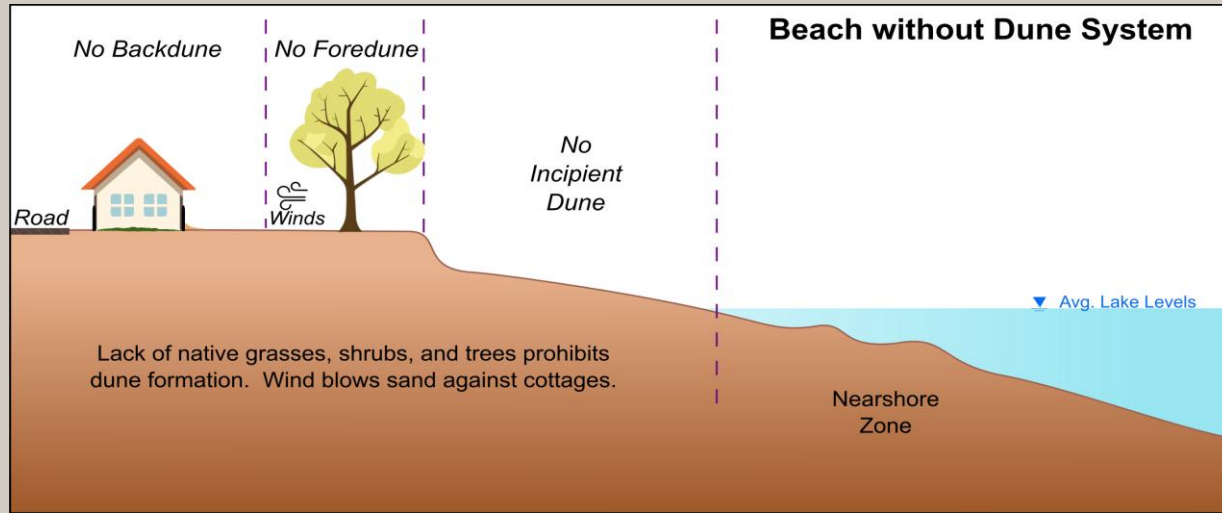
- Preliminary assessment and engagement for pilot foredune restoration
- Website – preliminary website up and running





LONG POINT
BIOSPHERE
REGION

Dune Restoration Beach and Woodstock Ave Long Point





LONG POINT
BIOSPHERE
— REGION —

The Ask:

Invitation for West Elgin to participate as part of the Working Group (either staff or council member).

Representation for the Western portion of Elgin County on the Public Advisory Committee

Potential for future partnerships to benefit your shoreline.

Vulnerability assessment for roads, infrastructure and buildings

Thank you!



LONG POINT
BIOSPHERE
— REGION —



Municipality of West Elgin

Minutes

Council Meeting

November 14, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham
Councillor Dougherty

Staff Present: L. Gosnell, Manager of Operations & Community Services
Robert Brown, Planner
Magda Badura, CAO/Treasurer
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, when available (pending no technical difficulties).

1. Call to Order

Mayor Leatham called the meeting to order at 4:01 pm.

2. Declaration of Office, Ward 3 Councillor, H. Dougherty

H. Dougherty took her Oath to Council and took her seat at the Council table.

3. Adoption of Agenda

Resolution No. 2024- 421

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for November 14, 2024 as presented.

Carried

4. Disclosure of Pecuniary Interest

No disclosures

5. Delegations

Delegations to be heard, in compliance with By-Law 2024-05, Being a By-Law to establish rules of procedure for the meetings of Council, Council Committees and Boards of The Corporation of the Municipality of West Elgin.

Section 6.8. Delegations shall be limited in speaking to not more than ten (10) minutes in total per person, per group or per organization.

Section 12.1. Members of the public who constitute the audience in the Council Chamber, shall respect the decorum of Council, maintain order and quiet and may not:

1. Address Council without permission.
2. Interrupt any speaker or action of the Members or any person addressing Council.
3. Speak out.
4. Behave in a disorderly manner, or;
5. Make any noise or sound that proves disruptive to the conduct of the Meeting.

Section 12.2. Placards, signs, posters, etc. or any advertising devices shall not be permitted in the Council Chambers, or any other location in which Council may conduct their business.

Section 12.3. Should turn all electronic communication devices to “vibrate”, “silent” or “mute” during the entire meeting or exit the meeting if they wish to make/receive a telephone call.

Section 12.4. The Mayor (Chair) may request that a member or members of the public vacate the Council Chambers or any other location in which Council may conduct their business if their behaviour is deemed to be disruptive to the business at hand.

5.1 Adam Lumley - Port Glasgow Trailer Park

Link to Petition: <https://www.change.org/petition-to-halt-the-sale-of-port-glasgow-trailer-park>

Adam Lumley, Port Glasgow Trailer Park (PGTP) resident, addressed council regarding his concerns for declaration or surplus lands of PGTP and potential sale. Mr. Lumley advised the impacts of the local economy, history PGTP and the perspective of the resident and potential homelessness situation this decision may create in the spring. Mr. Lumley presented a proposal for the park to become a cooperative and run the park as such. Mr. Lumley also requested the sale be placed on hold, allowing the residents time to create a resident run cooperative.

5.2 Carman Lasson - Port Glasgow Trailer Park

Carman Lasson, resident on Furnival Road, Port Glasgow, addressed Council to provide his concerns regarding the decision to declare Port Glasgow Trailer Park (PGTP) surplus lands. Mr. Lasson is a life-long resident of West Elgin and advised his concerns for the current and future generations, if PGTP is sold. Mr. Lasson also concurred with Mr. Lumley, advising that the local economy if PGTP is sold, and no longer available for campers.

5.3 Donna Klapak - Port Glasgow Trailer Park

Donna Klapak, Port Glasgow Trailer Park (PGTP) Advisory Committee member and park resident, provided Council with a detailed history of PGTP, detailing the inception and historical events. Ms. Klapak provided Council with questions regarding the budget from the last six (6) years, including funding for washroom, waterline and stair upgrades.

5.4 Mayor and Council Remarks

Mayor Leatham thanked all residents and members of Port Glasgow Trailer Park for attending the meeting, and for the respectable delegations that addressed Council. Mayor Leatham advised that a report from staff will be forthcoming in the very near future, to address all questions brought forth to Council during the delegation.

Deputy Mayor Tellier suggested that a "Town Hall" style meeting would be best for a future meeting, to accommodate a large crowd and provide for full transparency.

Following delegations, a recess was taken from 4:38 - 4:56pm.

Councillor Denning left during the recess, for the remainder of the meeting.

6. Adoption of Minutes

Resolution No. 2024- 422

Moved: Councillor Statham

Seconded: Councillor Dougherty

That West Elgin Council hereby adopt the Minutes of October 24, 2024 (Regular Meeting) and November 7, 2024 (Special Meeting), as presented.

Carried

6.1 Committee and Board Minutes

Resolution No. 2024- 423

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That West Elgin Council acknowledge receipt of the Bo Horvat Community Centre Board minutes of August 21 and September 11, 2024; And the Recreation Committee minutes of September 18, 2024; And the Heritage Homes Annual General Meeting Minutes, October 23, 2023, and Regular Meeting Minutes, September 23, 2024.

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Building

8.1.1 Monthly Building Report, October 2024

Resolution No. 2024- 424

Moved: Councillor Dougherty

Seconded: Councillor Statham

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

Carried

8.2 Operations & Community Services

8.2.1 Monthly Operations Report, October 2024

Resolution No. 2024- 425

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

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

Carried

8.3 Clerk's

8.3.1 Recreation Coordinator/Clerks Assistant Proposal

Resolution No. 2024- 426

Moved: Councillor Dougherty

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Recreation Coordinator/Clerks Assistant Proposal; And

That Council approves the proposal and job description, as presented; And

That Council direct staff to begin the process, for the addition of a Recreation Coordinator/Clerks Assistant, to be included in the 2025 Budget Deliberations.

Carried

8.3.2 Committee and Board Appointment

Resolution No. 2024- 427

Moved: Councillor Statham

Seconded: Councillor Dougherty

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Council Committee Appointment; and

That Council defer the discussion to the next regular meeting (November 28, 2024).

Carried

9. Committee and Board Reports or Updates

No Updates.

10. Notice of Motion

None Received.

11. Council Inquires/Announcements

None.

12. Correspondence

12.1 Hydro One, Longwoods to Lakeshore Project Update, October 2024

12.2 Enbridge Gas Inc - 2025 Federal Carbon Pricing Program (FCPP)
Application - OEB Notice

12.3 Thames Valley District School Board - Education Development Charges -
Update

12.4 ROMA - Delegation Request Information

12.5 Letter of Thanks, Royal Canadian Legion Branch 221 West Lorne

12.6 FCHS Fundraiser, Dinner Theatre

12.7 EV ChargeON Application

Resolution No. 2024- 428

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

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

Carried

13. Items Requiring Council Consideration

13.1 2025 Ontario Municipal Partnership Fund (OMPF)

Resolution No. 2024- 429

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby acknowledge receipt of the 2025 Ontario Municipal Partnership Fund allocation.

Carried

13.2 Elgin International Club, Extension to Liquor License

Resolution No. 2024- 430

Moved: Councillor Dougherty

Seconded: Deputy Mayor Tellier

That West Elgin Council direct staff to write a letter of support for a Liquor License Extension, for the events indicated by the Elgin International Club.

Carried

13.3 Request for Fee Reduction - J. Dawdy, Babysitter Certificate Course

Resolution No. 2024- 431

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receive the request from J. Dawdy, Re: Scout Hut rental fee for Babysitters Course; And

That Council hereby approve a fee reduction, to a total rental fee of \$27.00, plus applicable tax.

Carried

14. By-Laws

14.1 2024-75, Water Connections

Resolution No. 2024- 432

Moved: Councillor Statham

Seconded: Councillor Dougherty

That By-law 2024-75, being a By-Law to Impose a Water Connection Charge Upon Owners of Land Who Derive or Will or May Derive a Benefit from Connecting to The Water Distribution System Water Works, be read a first second and third and final time.

Carried

14.2 2024-76, Sanitary Connections, Amendment

Resolution No. 2024- 433

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2024-76, being a By-Law to Amend Schedule “B” to By-Law 2024-42 (Sanitary Sewer Connections), be read a first, second and third and final time.

Carried

15. Closed Session

Resolution No. 2024- 434

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:16 pm, to discuss matters pursuant to the Municipal Act Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees; And Section 239 (3)(b) an ongoing investigation respecting the municipality, a local board or a municipally controlled corporation by the Ombudsman appointed under the Ombudsman Act.

Carried

16. Report from Closed Session

Reporting from Closed Session at 5:57 pm.

Council received three (3) items pursuant to the *Municipal Act*, Section 239, and provided staff with administrative direction, including the following recommendations:

Resolution No. 2024- 435

Moved: Councillor Dougherty

Seconded: Councillor Statham

That West Elgin Council hereby appoint Amy Sousa, Malcolm Diltz and Philip Sousa, to the Old Town Hall Committee.

Carried

Resolution No. 2024- 436

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby appoint Lori Beckett and Karen Booth to the Recreation Committee.

Carried

17. Confirming By-Law

Resolution No. 2024- 437

Moved: Councillor Dougherty

Seconded: Councillor Statham

That By-law 2024-77 being a By-law to confirm the proceeding of the Regular Meeting of Council held on November 14, 2024, be read a first, second and third and final time.

Carried

18. Adjournment

Resolution No. 2024- 438

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 5:58 pm to meet again at 4:00pm, on Thursday, November 28, 2024 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2024-11-28
Subject: Parking By-Law Amendment – Centre Street

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & 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 a restricted parking zone as follows:

- Centre Street in Rodney, south side, from a point 120 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 80 meters

Purpose:

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

Background:

West Elgin Council recently approved a parking zone amendment for this section of Centre Street. The restricted parking area was created in response to concerns from a local resident regarding trucks that were stopping in front of their property for tasks such as opening/closing trailer doors, thus blocking their driveway in the process. There is currently one industry that utilizes this road for access to its’ shipping & receiving department, as well as one residential property. Although business representatives have taken steps to inform drivers this behavior is unwanted, the message is hard to distribute effectively when there are new drivers constantly attending the site. In response, a restricted parking area was implemented at the West End of Centre Street on the north side only.

Since this recent amendment, issues in this area continue to be on-going, with police attending the site on a regular basis. OPP have suggested that ‘No Parking’ be expanded to include both sides of the street in this immediate area. They feel this would provide clarity for users of the street and assist police in handling the on-going concerns. The continued presence of OPP is both inefficient and expensive, therefore enhanced parking restrictions should be considered if there is a possibility the desired effect will be achieved.

Financial Implications:

This newly established, restricted parking zone would require three signs for proper implementation. With an estimated cost of \$190.00 per sign (including installation), approval of this amendment would cost a total of \$570.00. Signage costs would be allocated to the safety portion of the 2024 public works budget.

Policies/Legislation:

By-law 2001-50, Parking By-law

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

Respectfully submitted by,

Lee Gosnell, Manager of Operations and Community Services

Report Approval Details

Document Title:	Parking By-Law Amendment - Centre Street - 2024-29-Operations Community Services.docx
Attachments:	
Final Approval Date:	Nov 26, 2024

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

Terri Towstiuć



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

West Lorne Wastewater Treatment Plant
Operations Report
Third Quarter 2024

Ontario Clean Water Agency, Southwest Region

Sam Smith, Senior Operations Manager

Date: November 15, 2024

Facility Information

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

Operational Description:

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

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

Service Information

Areas Served:	Village of West Lorne
---------------	-----------------------

Design Capacity:

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

Treatment Process Features:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

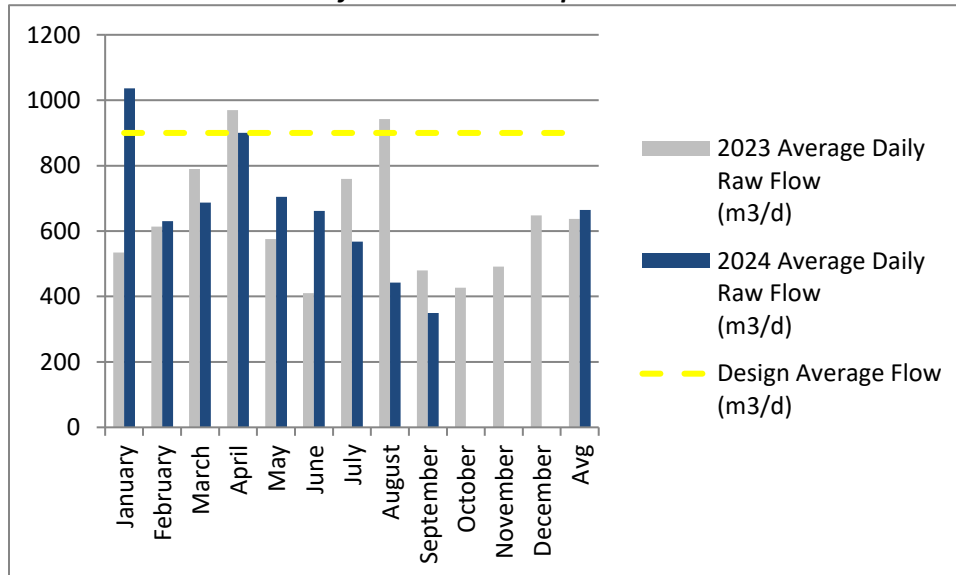
THIRD QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant so far in 2024 is 665m³/d. The average daily flow in 2023 was 637.5 m³/d, therefore the flow for 2024 is up 4% when compared to 2023. The plant is currently at 74 % of its rated capacity of 900m³/d.

Chart 1. Raw flows in 2024 Compared to 2023 Flows



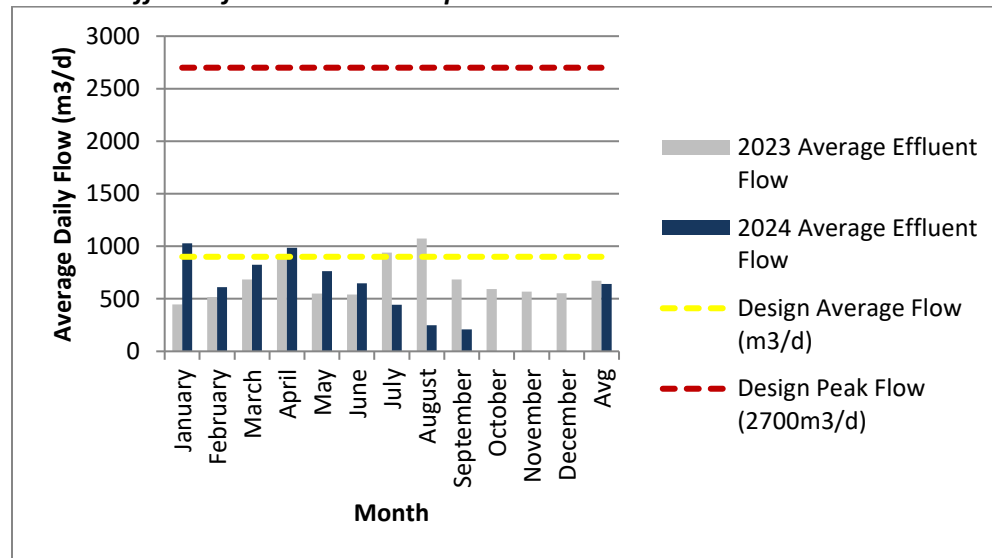
Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results for 2024.

Table 1. Raw Water Sample Results for 2024.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	43.5	19.8	1.56	40	291.5
February Results	47	17.1	1.4	57.5	251.5
March Results	46	8.45	0.645	50.5	191.5
April Results	65.33	17.97	1.94	68.33	264.67
May Results	111.5	18.9	1.92	149	251.5
June Results	95.5	12.95	1.64	139	206
July Results	144	37.10	3.81	142	341
August Results	85.5	22.5	2.36	91	313
September Results	263.5	67.2	7.89	337.5	353
October Results	-	-	-	-	-
November Results	-	-	-	-	-
December Results	-	-	-	-	-
Annual Average	98.37	24.31	2.54	116.74	273.26

The average daily effluent flow for the wastewater treatment plant so far in 2024 was 640.51m³/d. The average daily flow in 2023 was 671.8 m³/d, therefore the flow for 2024 is down 4.7% when compared to 2023.

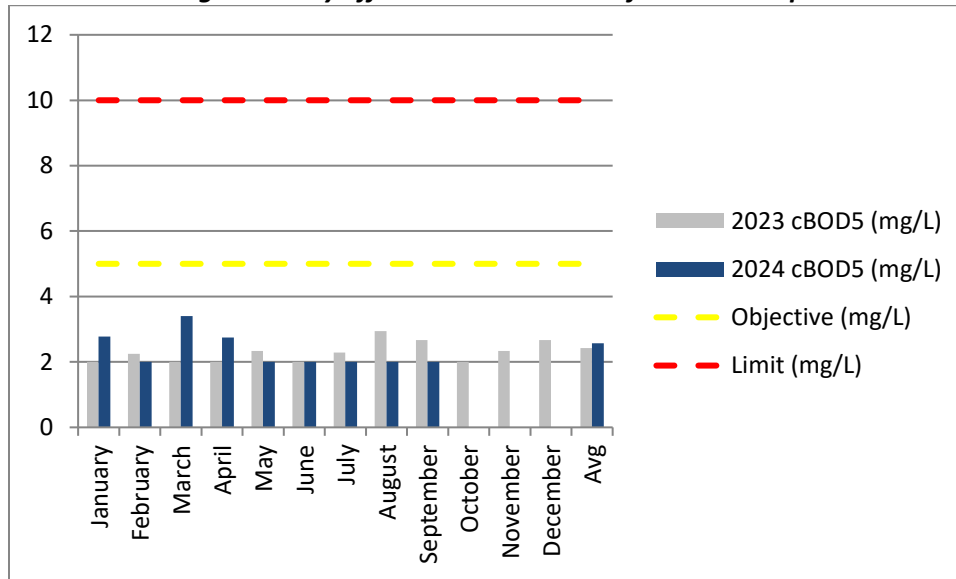
Chart 2. Effluent flows in 2024 Compared to 2023 Flows



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

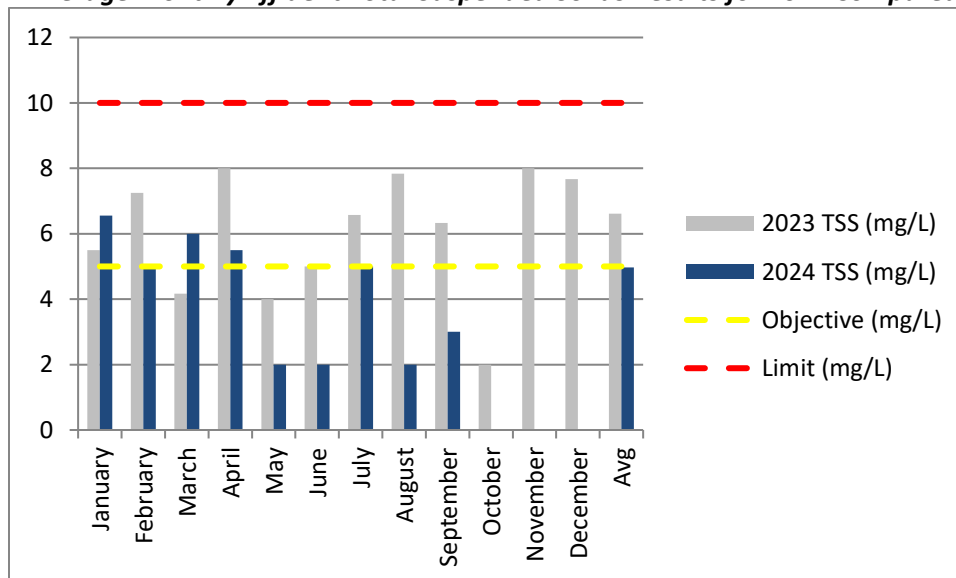
The average effluent cBOD5 so far for 2024 was 2.6mg/L, meeting the objectives and limits identified in the ECA. The annual average result for cBOD5 in 2023 was 2.4mg/L, therefore the results so far for 2024 are up by 6% when compared to 2023 (refer to Chart 3).

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



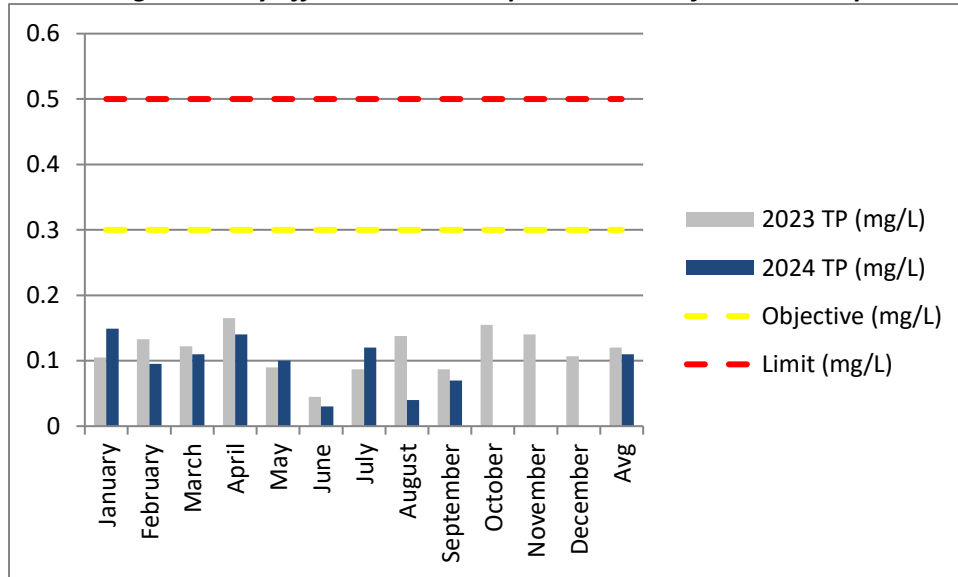
The average effluent TSS so far for 2024 was 4.97mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in January, March and April due to high flows. The annual average result for TSS in 2023 was 6.6mg/L; therefore, the results so far for 2024 are down by 24.8% when compared to 2023 (refer to Chart 4).

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



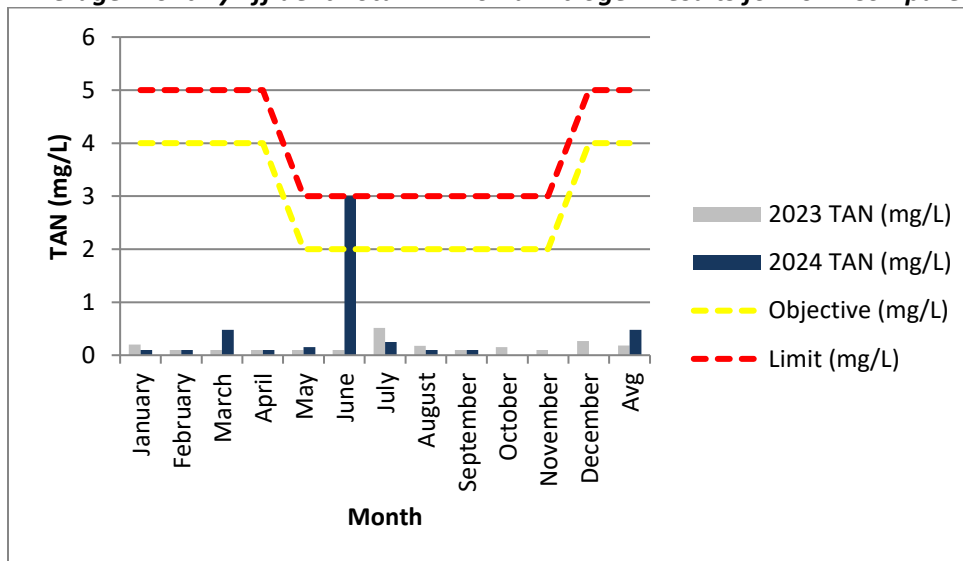
The average effluent TP so far for 2024 is 0.11 mg/L, meeting effluent objective and limits identified in the ECA. The annual average result for TP in 2023 was 0.12mg/L, therefore the results so far for 2024 is down 8% when compared to 2023 (refer to Chart 5).

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



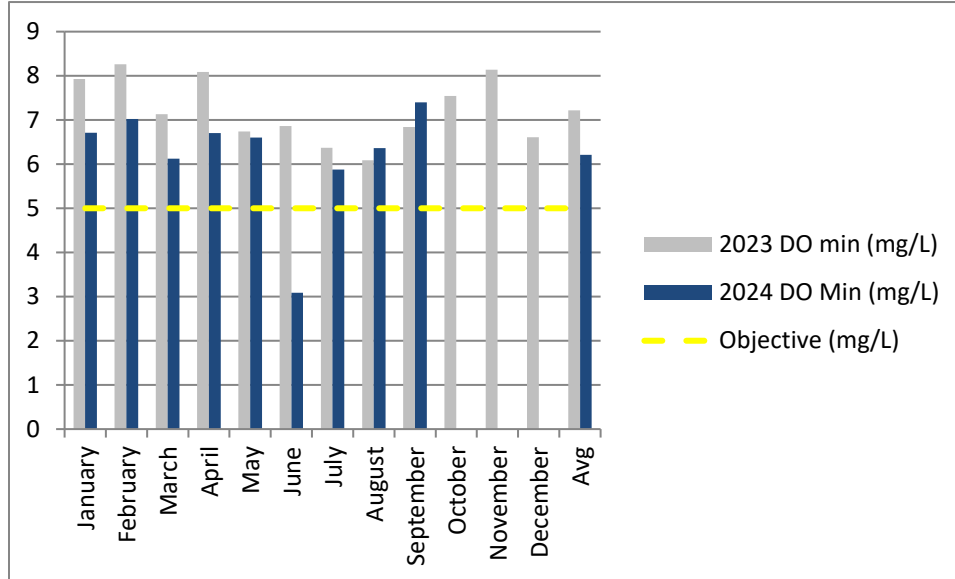
The average effluent TAN so far for 2024 is 0.48mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in June to half the process down for maintenance. The annual average result for TAN in 2023 was 0.18mg/L, therefore so far the results for 2024 are up 167% compared to 2023 (refer to Chart 6).

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



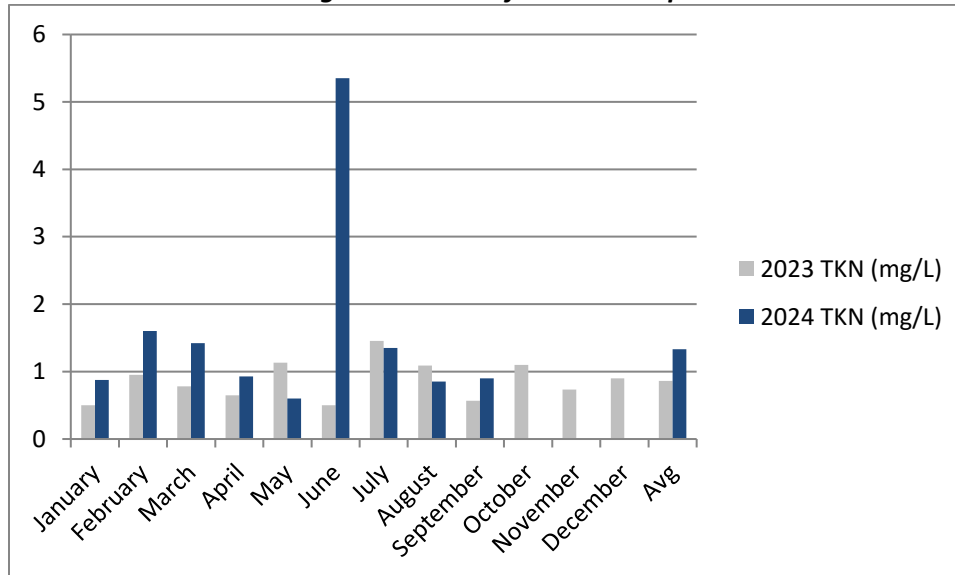
Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective of a minimum of 5mg/L. The objective was exceeded in June do to the maintenance being completed at the plant. The chart below (chart 7) shows the minimum DO concentrations.

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



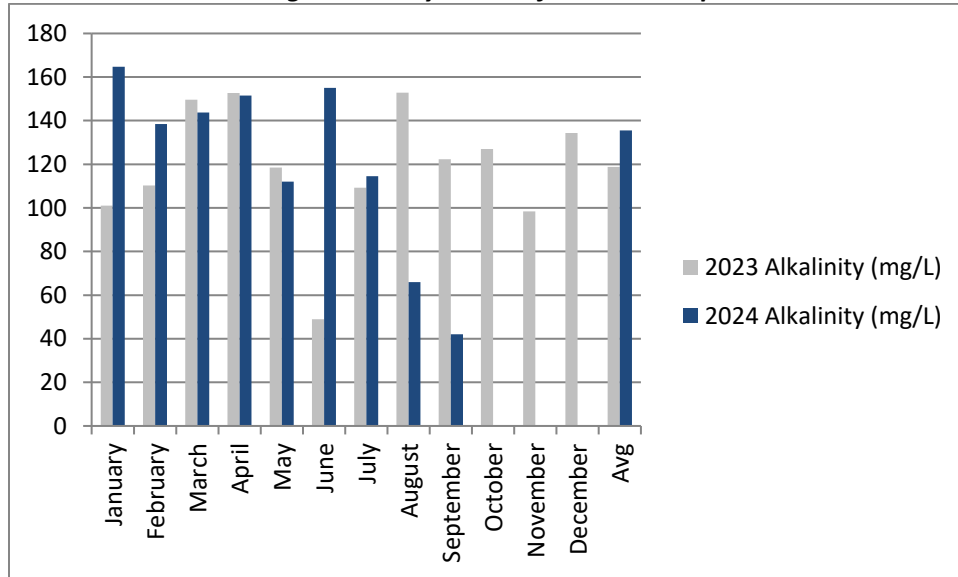
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA; there are no objectives or limits imposed on this parameter. The average effluent TKN so far for 2024 was 1.3mg/L. The annual average result for TKN in 2023 was 0.86mg/L, therefore the results so far for 2024 are up by 54% when compared to 2023 (refer to Chart 8).

Chart 8. Average TKN Results for 2024 Compared to 2023



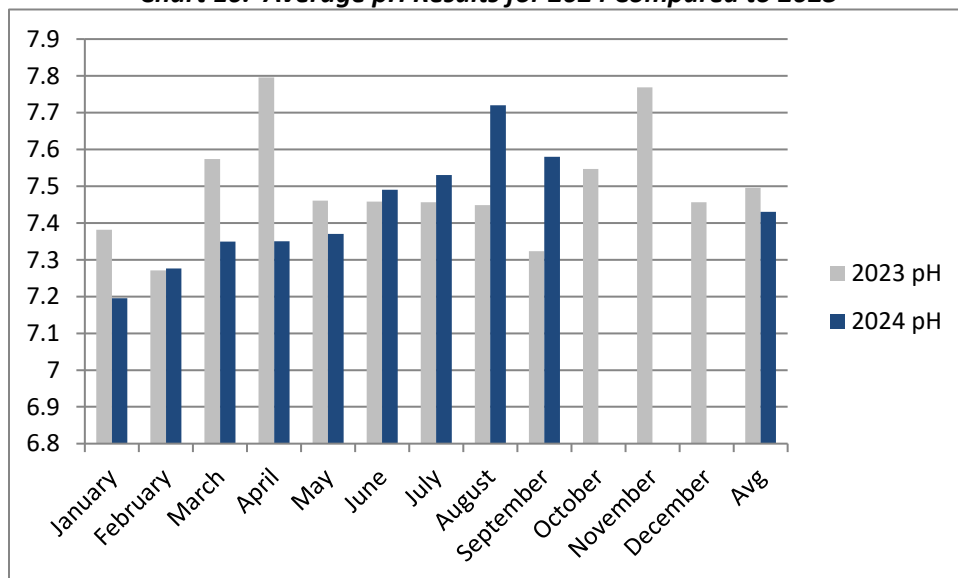
Alkalinity is sampled biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far for 2024 was 135.5mg/L. The annual average result for alkalinity in 2023 was 119mg/L, therefore the results so far for 2024 are up by 14% when compared to 2023(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2024 Compared to 2023



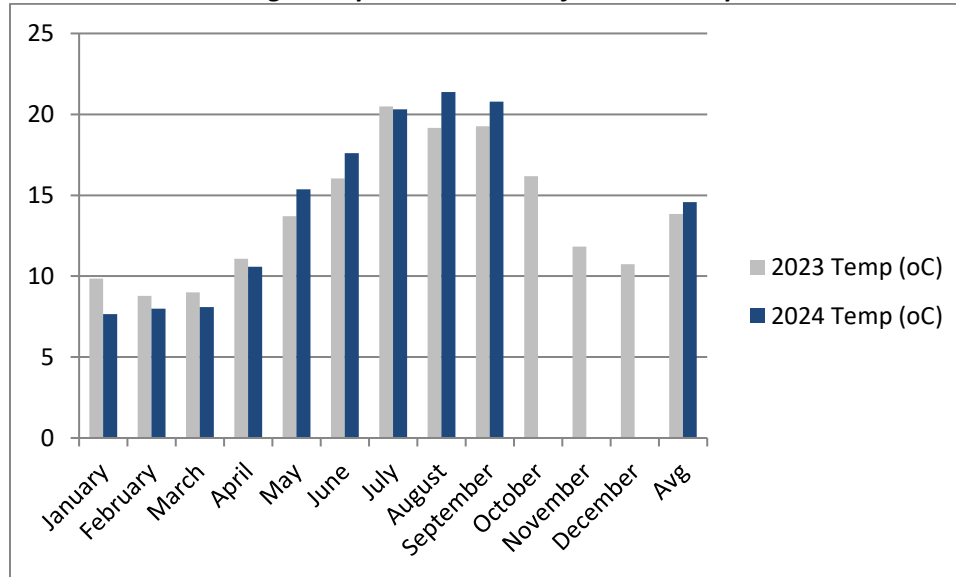
pH is sampled at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that the pH be maintained between 6.5 and 8.5. The average effluent pH so far for 2024 was 7.43. The annual average result for pH in 2023 was 7.50, therefore the results for 2024 are down by 0.9% when compared to 2023 (refer to Chart 10).

Chart 10. Average pH Results for 2024 Compared to 2023



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far for 2024 was 14.6°C. The annual average temperature in 2023 was 13.8°C, therefore the results for 2024 are up by 5% when compared to 2023 (refer to Chart 11).

Chart 11. Average Temperature Results for 2024 Compared to 2023



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

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

- 29: High flow sampled collected due to heavy rain events over the weekend.
- 31: Collected high flow samples.

FEBRUARY

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

MARCH

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

SECOND QUARTER

APRIL

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

MAY

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

JUNE

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

THIRD QUARTER

JULY:

- 16: Keith Douglas on site for annual back flow preventer testing at Marsh Line pump station.

AUGUST:

- 08: Albert's Generator on site for annual inspection and service of generators.

SEPTEMBER:

- 03: Gerber Electric on site to investigate RAS/WAS pump 107 pump electrical slot.
- 18: T&T Power and Gerber Electric on site to trouble shoot issues with RAS/WAS pumps.
- 26: New back flow preventer valve ordered for backwash tank as original is broken.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

MARCH

- 10: On-call operator received alarm at 2158 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.
- 19: On-call operator received alarm at 2109 for back wash tank high level. Arrived on-site, put second pump in hand to allow it to pump down and catch up.
- 27: Received alarm call for bar screen fault at 23:37. Cycled back and forth from forward to reverse at bar screen panel to remove large debris caught in the screen. Set back to auto, no other faults.

SECOND QUARTER

APRIL

No Alarms this month

MAY

No Alarms this month

JUNE

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

THIRD QUARTER

JULY:

- 16: On call operator received alarm for a power flicker. Once on site the operator reset all alarms on the SCADA computer and completed plant walk through.

AUGUST:

No alarms this month

SEPTEMBER:

No alarms this month

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

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

SECOND QUARTER

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

THIRD QUARTER

There were no complaints or concerns this quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Rodney Wastewater Treatment Plant
Operations Report
Third Quarter 2024

Ontario Clean Water Agency, Southwest Region

Sam Smith, Senior Operations Manager

Date: November 15, 2024

Facility Information:

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

Operational Description:

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

Service Information

Areas: Serviced: Village of Rodney

Design Capacity:

Total Design Capacity: 590 m³/day
Total Annual Flow (2022 Data): 96,548 m³/year
Average Day Flow (2022 Data): 264.5 m³/day
Maximum Day Flow (2022 Data): 1,834.5 m³/day

Treatment Process Features:

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

Contacts:

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

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

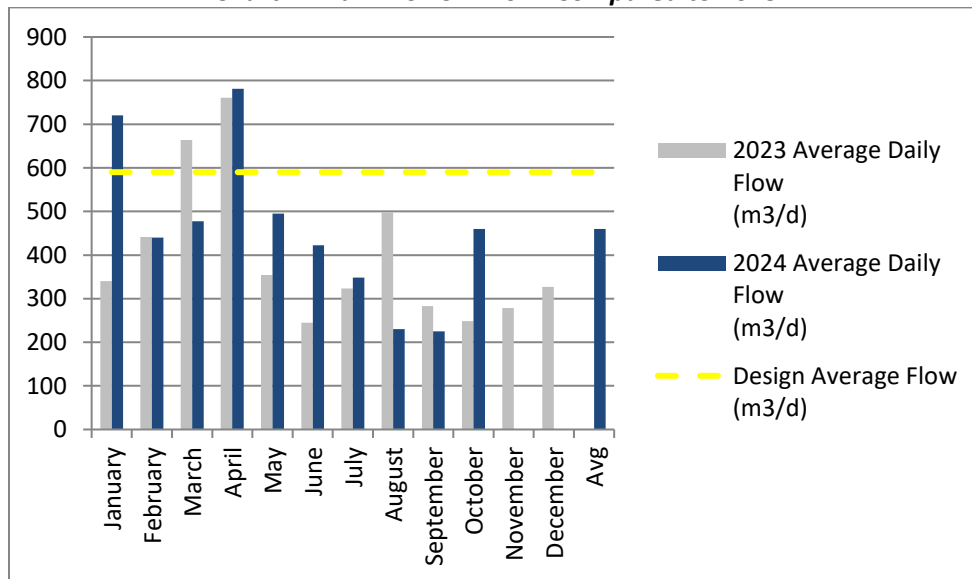
THIRD QUARTER:

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

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow recorded at the wastewater treatment plant so far in 2024 was 459.96m³/d. The average daily flow in 2023 was 396.7 m³/d, therefore the flow for 2024 is up by 16% when compared to 2023. The plant is currently at 78% of its rated capacity of 590m³/d.

Chart 1. Raw Flows in 2024 Compared to 2023



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

Table 1. Raw water sample results for 2024.

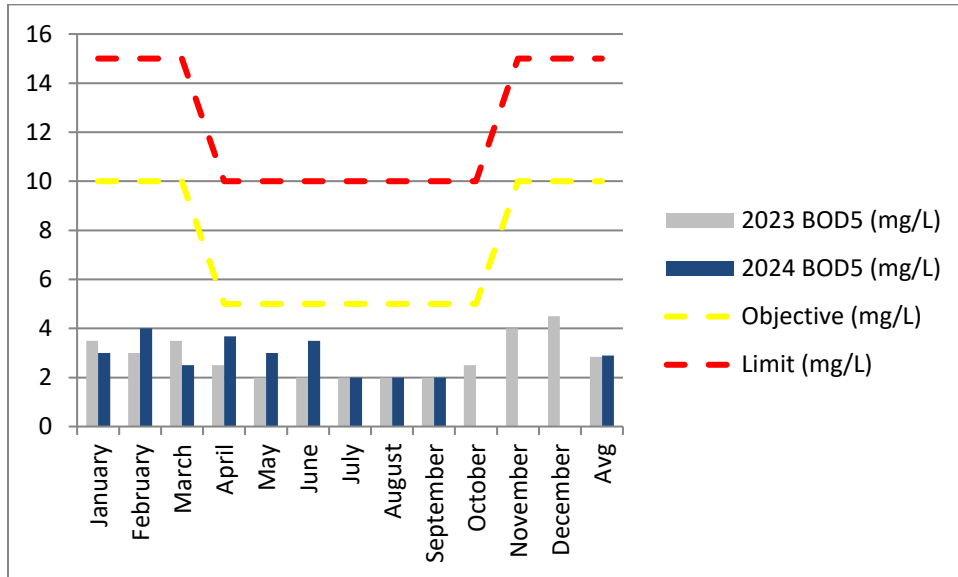
	BOD5 (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)
January	84	89.5	31.75	3.17
February	102.5	103.5	32.9	3.23
March	49.5	200	14.4	1.52
April	107.67	133.33	29.17	2.93
May	196.5	300	33.05	3.82
June	230	200	41.35	4.35
July	206	168	38	3.82
August	135	122	22.55	2.63
September	195.5	309.5	55.75	3.48
October				
November				
December				
Annual Average	142.89	178.16	33	3.2

	BOD5 (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)
January	84	89.5	31.75	3.17
February	102.5	103.5	32.9	3.23
March	49.5	200	14.4	1.52
April	107.67	133.33	29.17	2.93
May	196.5	300	33.05	3.82
June	230	200	41.35	4.35
July	206	168	38	3.82
August	135	122	22.55	2.63
September	195.5	309.5	55.75	3.48
October				
November				
December				
Annual Average	142.89	178.16	33	3.2

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

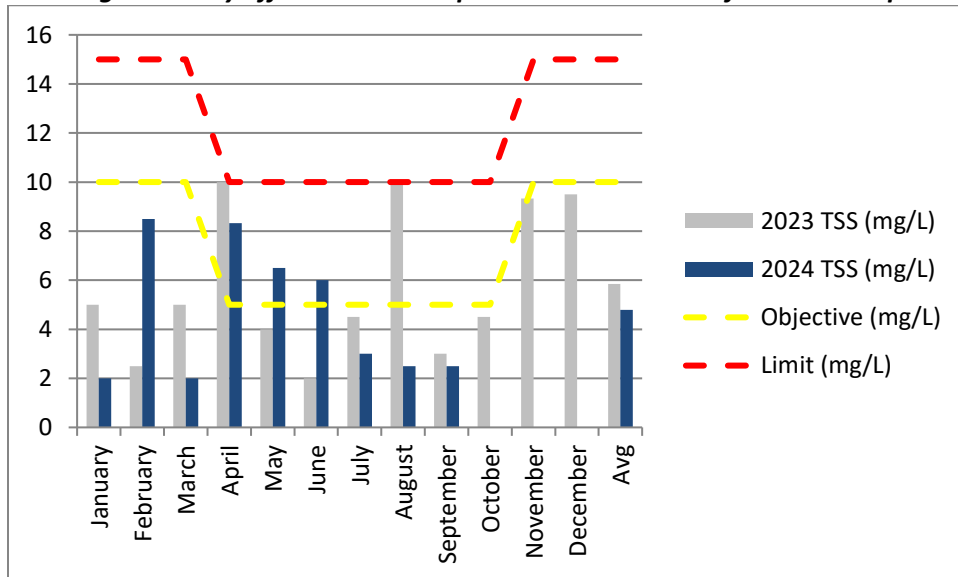
The average effluent BOD5 so far in 2024 was 2.89mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for BOD5 in 2023 was 2.8mg/L, therefore the results for 2024 are up by 1.8% when compared to 2023 (refer to Chart 2).

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



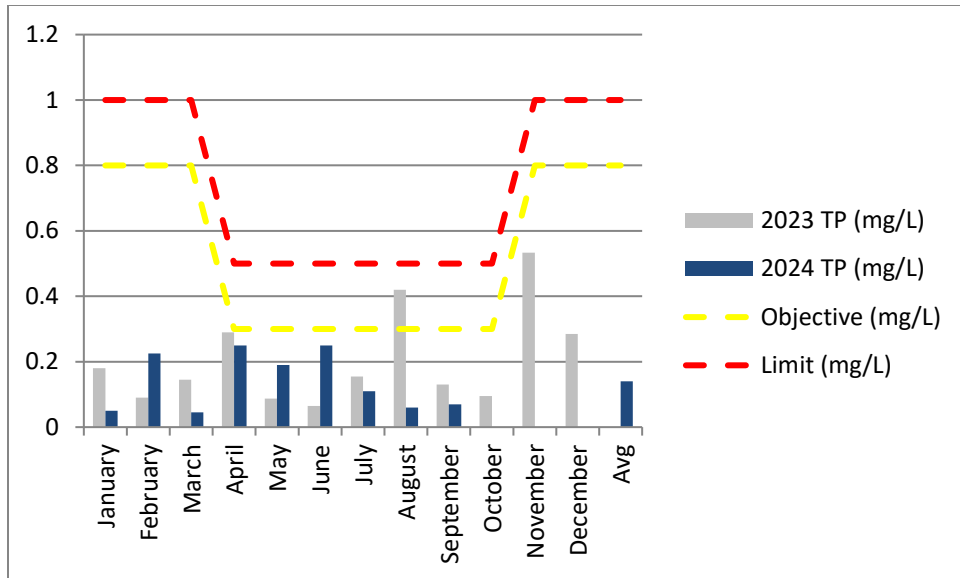
The average effluent TSS so far in 2024 was 4.8 mg/L, meeting the effluent limits identified in the ECA. The objective was exceeded in April, May and June due to high flows. The annual average result for TSS in 2023 was 5.9mg/L, therefore the results for 2024 are down by 18% when compared to 2023 (refer to Chart 3).

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



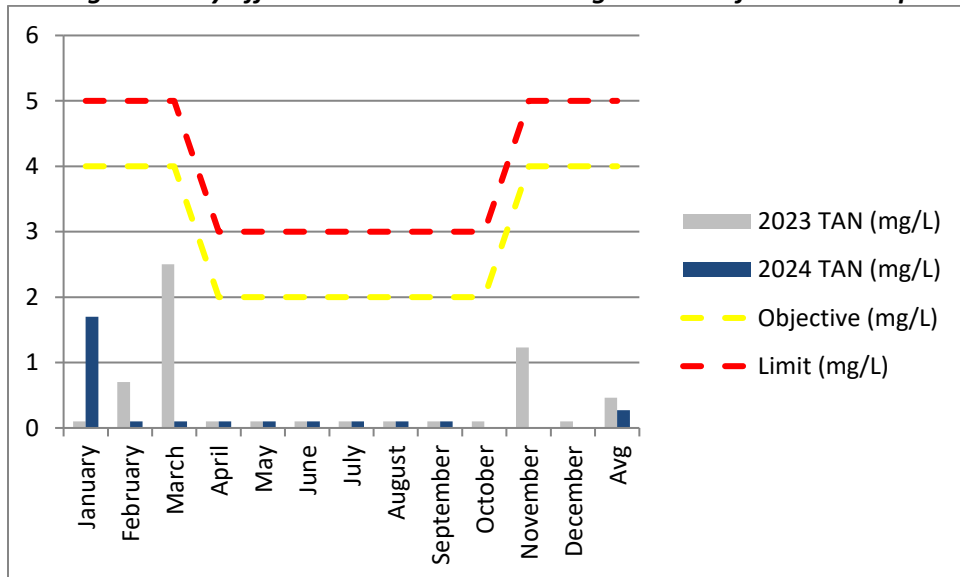
The average effluent TP so far in 2024 was 0.14mg/L, meeting both effluent limits and objectives identified in the ECA. The annual average result for TP in 2023 was 0.21mg/L, therefore the results for 2024 are down 33% when compared to 2023 (refer to Chart 4).

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



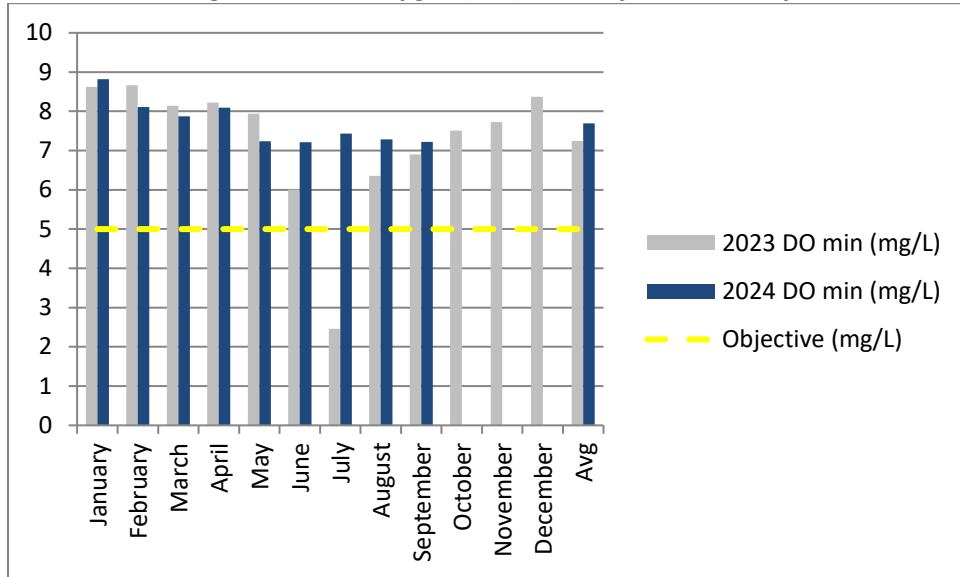
The average effluent TAN so far in 2024 was 0.27 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2023 was 0.46mg/L, therefore the results for 2024 are down by 41% when compared to 2023 (refer to Chart 5).

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



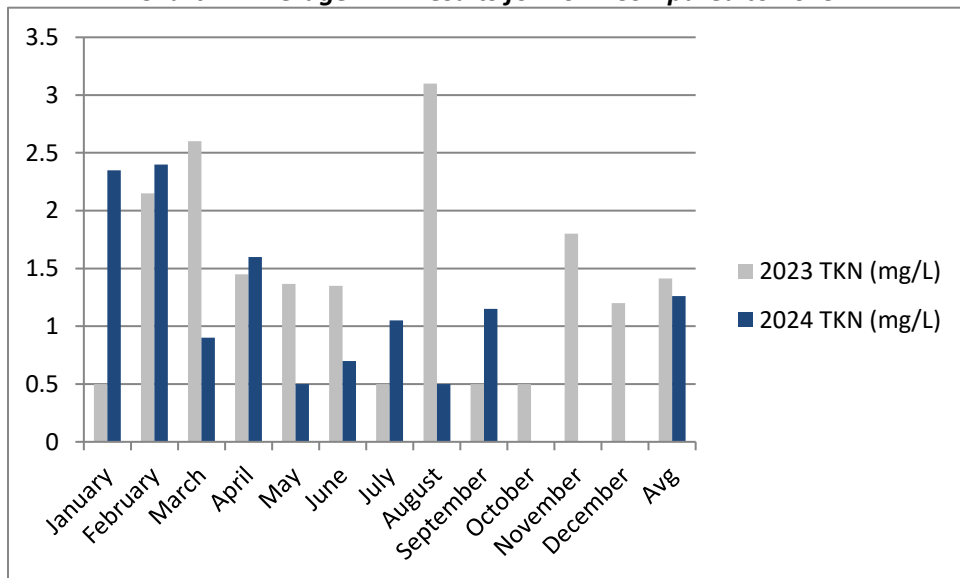
Dissolved oxygen (DO) in the effluent is monitored on site; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations.

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



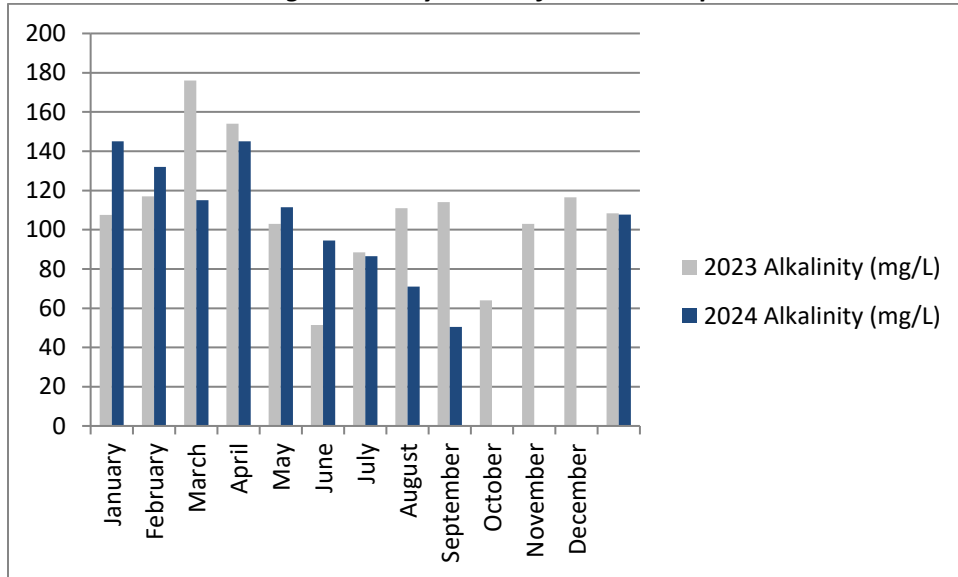
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The average effluent TKN so far in 2024 was 1.26 mg/L. The annual average result for TKN in 2023 was 1.41mg/L; therefore, the results for 2024 are down by 10.1% when compared to 2023 (refer to Chart 7).

Chart 7. Average TKN Results for 2024 Compared to 2023



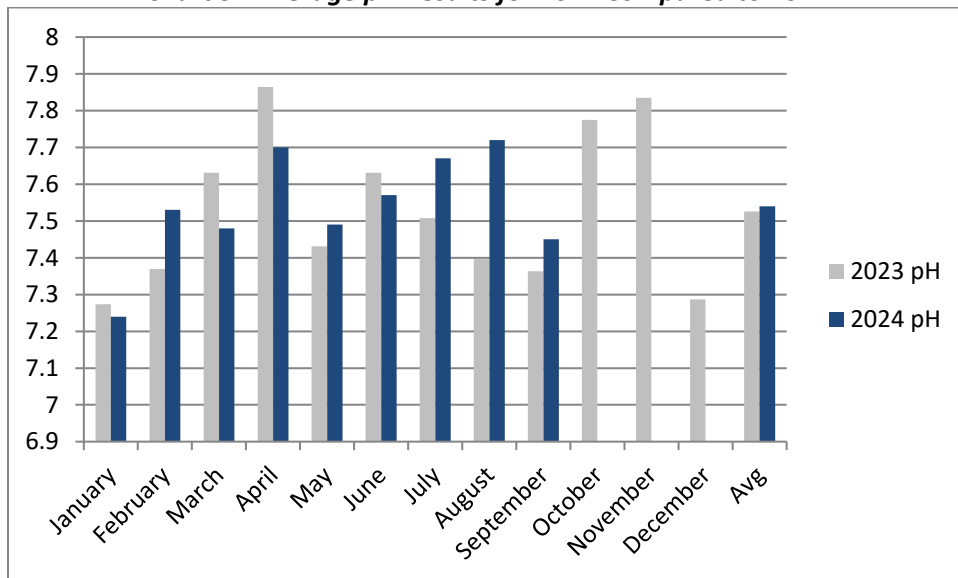
Alkalinity is sampled at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far in 2024 was 107.7mg/L. The annual average result for alkalinity in 2023 was 108.4mg/L, therefore the results for 2024 so far are down by 0.6% when compared to 2023 (refer to Chart 8).

Chart 8. Average Alkalinity Results for 2024 Compared to 2023



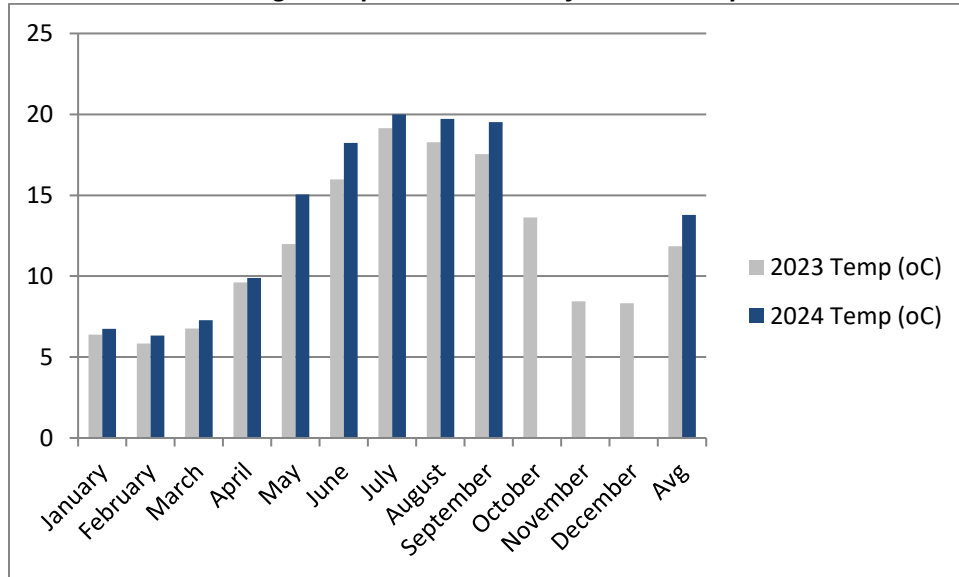
pH is sampled at least bi-weekly in accordance with ECA requirements. There are no objectives or limits imposed on this parameter however, it is recommended that the pH be maintained between 6.5-8.5. The average effluent pH so far in 2024 was 7.54. The annual average result for pH in 2023 was 7.53; therefore, the results for 2024 is up by 0.2% when compared to 2023 (refer to Chart 9).

Chart 9. Average pH Results for 2024 Compared to 2023



Temperature is measured at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far in 2024 was 13.8°C. The annual average temperature in 2023 was 11.8°C; therefore the results for 2024 are up 16.4% when compared to 2023 (refer to Chart 10).

Chart 10. Average Temperature Results for 2024 Compared to 2023



SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

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

FEBRUARY

- 13: Removed both RAS pump impellers from volute to remove build up of rags. Found RAS pump 2 extremely warm and found issues with shaft/bearing on the motor. Notified SOM.

21: Nevtro Mechanical on-site to inspect motor for RAS/WAS pump 2. Motor has been removed to be taken back to their shop for further assessment.

MARCH

14: Waddick Fuels on-site to fill generator with diesel fuel.

19: Konecranes on-site for annual inspection of lifting devices.

21: Received alum delivery.

28: Gerber Electric on-site to install temporary float system due to miltronics failing (Pump station)

SECOND QUARTER

APRIL

04: Completed monthly generator testing.

05: Cleaned UV channel and put UV racks in for the disinfection period.

12: Hurricane Hydrovac on site to clean built up fats, oils, and greases (FOGS) from the pump station wet well.

29: Flowmetrix on site for yearly calibration of flow meter.

MAY

02: Flowmetrix on site to repair wiring issue with flow meter by the clarifier since their annual calibration.

02: Gerber Electric on site at the pump station to install new transducer and miltronics multiranger. Tested all alarms to ensure they were working properly.

27: Nevtro on site to install new RAS motor on pump 2 and a new coupler.

29: Gerber Electric on site to exchange miltronics transducer for a float on backwash reject tank as it is no longer reading correctly.

JUNE

11: Completed monthly generator test.

13: Received four totes of alum.

20: Gerber electric on site to assess the compressor issues of not automatically shutting off when set to automatic.

25: T&T power on site to reprogram PLC1 as it had reset and lost its programming during a power outage.

26: NCA on site to replace the pressure switch on the compressor to have it be able to turn on and off in automatic.

THIRD QUARTER

JULY:

16: Keith Douglas on site for annual back flow preventer testing at WPCP.

AUGUST:

06: Nevtro on site to complete maintenance on mixers.

08: Jutzi Water Technologies on site to deliver alum.

09: Nevtro on site to complete repairs on mixers.

30: Gerber Electric on site to replace bar screen motor, as it seized.

SEPTEMBER:

19: Comarico on site to install new air line and air filter for the air compressor system.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

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

FEBRUARY

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

MARCH

There were no alarms this month.

SECOND QUARTER

APRIL

There were no alarms this month.

MAY

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

JUNE

- 20: On call operator received alarm for a power alarm. Operator arrived on site and reset the main breaker and ensured there were no other faults. Completed plant walk through and all was ok.
- 23: On call operator received a power alarm at 0953; utility hydro returned at 1150. On call operator reset main breaker and all other faults. All ok after conducting a plant walk through.

THIRD QUARTER

JULY:

- 13: On call operator received alarm for a power outage. Once arrived to site the power had been restored. Operator reset main breaker and turned RAS/WAS pumps on.
- 13: On call operator received call for generator running at Rodney Pump Station. Once arrived to site, operator tried to transfer power back to utility power but it would not transfer. Gerber Electric on site and found that one of the phases in the three phase circuit had high voltage, causing the generator to not turn off. Hydro ONE on site to turn down one of their transformers as it was also giving high voltage. Generator transfer switch recognized that there was safe utility power and switched back to utility.
- 16: On call operator received an alarm for power flicker. Once arrived to site, the operator reset main breaker. Turned surface aerator 2 and 5 on, RAS/WAS pumps on, and ensured compressor was operating.
- 29: On call operator received alarm for general alarm, operator arrived on site and found mixer 3 unable to turn on, and needs repairing.

AUGUST:

30: On call operator received alarm call for power flicker, once arrived to site, they reset the main breaker panel and ensured all alarms were reset.

SEPTEMBER:

07: On call operator received a power alarm. Once arrived to site, operator reset the main breaker.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no complaints or concerns this quarter.

SECOND QUARTER

There were no complaints or concerns this quarter.

THIRD QUARTER

There were no complaints or concerns this quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Township of West Elgin Distribution System
Operations Report
Third Quarter 2024

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Date: November 15, 2024

Facility Description

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

Service Information

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

Operational Description:

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

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

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m³
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

A routine bacti sample taken on July 22, 2024 at sample station 10 @124 Queen st came back positive for 4 total coliform and 3 e.coli. AWQI was reported to The Southwestern Public Health, SAC and local MECP inspector Jim Miller. The MOH issued a boil water advisory in the area surrounding the sample. Subsequent testing was completed upstream, downstream and at the source on July 24th, 2024 and June 25, 2024. On July 26th, 2024 after sample results were received the boil water advisory was rescinded.

SECTION 2: INSPECTIONS

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 3: QEMS UPDATE

FIRST QUARTER:

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

SECOND QUARTER:

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

THIRD QUARTER:

On July 23, 2024 the Internal DWQMS audit was completed by Terri-Lynn Thomson. 16 OFI's were found.

The Management review was completed July 31, 2024. Action items identified during the Management review was to complete the action and analysis plan once the inspection risk rating report is received and to complete additional sampling training with all staff. The risk rating report was received on August 27, 2024. Additional Sampling training was completed August 22, 2024.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

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

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	20	0 - 0	0 - 0	10	<10 – <10
February	16	0 - 0	0 - 0	8	<10 – <10

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
March	16	0 - 0	0 - 0	8	<10 – <10
April	20	0 - 0	0 - 0	10	<10 – <10
May	16	0 - 0	0 - 0	8	<10 – 40
June	16	0 - 0	0 - 0	8	<10 – 20
July	26	0 - 3	0 - 3	16	<10 – 10
August	16	0 - 0	0 - 0	8	<10 – 20
September	16	0 - 0	0 - 0	8	<10 – <10
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average in 2024. The annual average in 2023 was 54.5 ug/L, therefore the current running average has increased 13.8% when compared to the annual average in 2023.

	Limit (ug/L)	THM Result (ug/L)
January 2024	-	46
April 2024	-	45
July 2024	-	55
October 2023	-	102
Running Average	100	62

Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2024. The annual average in 2023 was 23 ug/L, therefore the current running average has increased 15.3% when compared to the annual average in 2023.

	Limit (ug/L)	HAA Result (ug/L)
January 2024	-	26.8
April 2024	-	25.2
July 2024	-	22.6
October 2023	-	31.5
Running Average	80	24.95

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

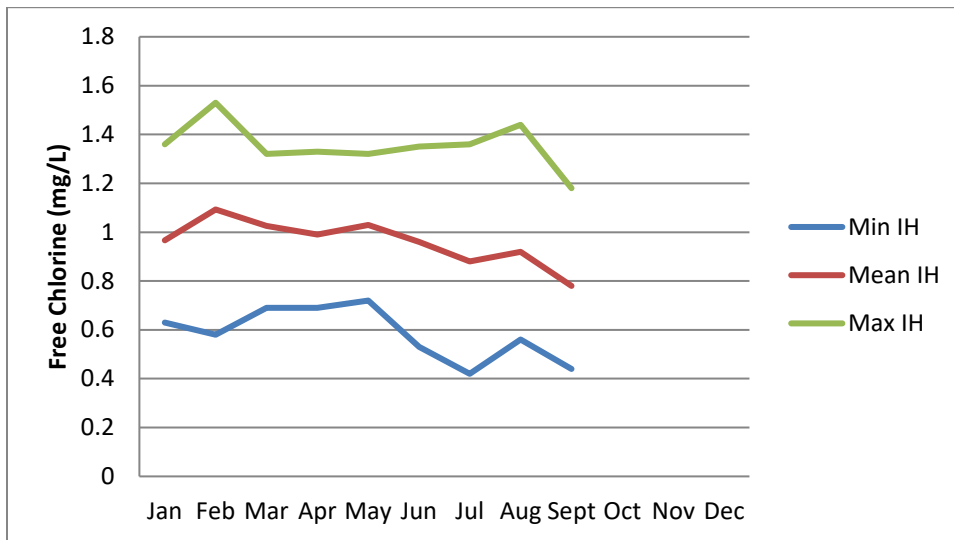


Figure 1. Free Chlorine Residuals in Distribution System

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

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

SECOND QUARTER:

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

THIRD QUARTER:

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

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

All sampling, monitoring and testing completed as required.

FEBRUARY

All sampling, monitoring and testing completed as required.

MARCH

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

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

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

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

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

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

SECOND QUARTER:

APRIL

03-29: Flushing hydrants in area.

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

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

MAY

07: Hydrant replaced at 10797 Graham Road by Triton.

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

JUNE

All sampling, monitoring and testing completed as required.

Valve exercising has been ongoing throughout the month

THIRD QUARTER

JULY:

16: Keith Douglas on site for annual back flow preventer testing.

17: Operators added a 6 inch riser to the hydrant in front of the Rodney Legion.

24: On site at 22432 Pioneer Line for 6" tap and valve install. Golding was contracted to complete the tap.

24: Adverse water quality incident at 124 Queen St in Rodney. Per standard operating procedure WEDS-01 and response to AWQI under O. Reg. 170/03, performed corrective actions by resampling per the definition at the same location, upstream location, and downstream location.

AUGUST:

12: Operator on site 22432 Pioneer Line for backflow preventer certification required for water main commissioning.

14: Operator on site at 22432 Pioneer Line for swabbing and pressure test of new water line. After completion the main was super chlorinated and chlorine was tested by operators.

15: Operator on site at 22432 Pioneer Line for testing of chlorine residual after waiting period (for super chlorination). Residuals passed commissioning standards. Main was flushed to normal residual at each sample point. Operator completed first set of sampling to commission line.

16: Operator on site at 22432 Pioneer Line for second set of samples for commissioning.

19: Operator on site at 22432 Pioneer Line for tie in of new water lines.

20: Operator replaced pH probe at Rodney tower for analyzer AIT1. Eramosa was on site to clear an alarm from the pH probe that would not go away.

SEPTEMBER:

Seasonal flushing was completed.

Chamber inspections were completed.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

There were no alarms this month.

FEBRUARY

There were no alarms this month.

MARCH

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

SECOND QUARTER:

There were no alarms this quarter.

THIRD QUARTER

JULY:

There were no alarms this month.

AUGUST:

There were no alarms this month.

SEPTEMBER:

11: Operator notified by Tricounty WTP that there was a chlorine alarm at Rodney Tower. Operator arrived on site and calibrated the analyzer as needed based on DPD grab sample and standard operating procedure.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

Received no complaints or concerns this quarter.

SECOND QUARTER:

Received no complaints or concerns this quarter.

THIRD QUARTER

Received no complaints or concerns this quarter.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2024-11-14
Subject: Council Committee Appointments, 2024 Update

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Council Committee Appointment; and

That the Committee Members, for each Committee, be appointed as decided by Council; and

That a revised version of the By-law to Appoint the Committee Members to each Committee be brought back for adoption at the next Council meeting.

Purpose:

The purpose of this report is to provide Council with the current Committee Appointment list and obtain updates for each committee, as required.

Background:

With the resignation of former Ward Three (3) Councillor Navackas, numerous Committees have been left with a seat vacant and often lack of quorum to proceed with scheduled meetings.

With a full Council, it is recommended that a review be taken of all Committee's, and a discussion relating to participation of each Committee to ensure full membership.

Financial Implications:

N/A

Policies/Legislation:

By-law 2024-32, Appointment to Committees and Boards

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 Towstiuć
Clerk



The Corporation of The Municipality of West Elgin

By-Law 2024-XX

Being a By-Law to appoint members to the various Boards, Committees and Authorities in the Municipality of West Elgin, and Repeal By-law 2024-32.

Whereas the *Municipal Act 2001*, as amended, Section 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

Whereas the Council of the Municipality of West Elgin deems it expedient to appoint persons to provide for and assist in the administration, protection and management of the Municipality; and

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

1. Application

- 1.1 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 1.2 This by-law does not apply to a Compliance Audit Committee established by Council under the provisions of the Municipal Elections Act, 1996, as amended.
- 1.3 The Clerk is responsible for establishing and updating from time to time any forms which may be required by this by-law.

2. Definitions

- a) “Ad Hoc Committee” means a Committee established by Council to review a specific matter and once the Committee has reported to Council with respect to its findings and recommendations, the Committee is automatically dissolved;
- b) “CAO/Treasurer” means the Chief Administrative Officer and Treasurer, or his or her designate;
- c) “Council” means the Council of The Corporation of the Municipality of West Elgin;
- d) “Council Member” means the Mayor or a Councillor;
- e) “Member” means a person, including a Council Member, appointed to serve on a Board or Committee established under this by-law;
- f) “Procedural By-Law” means the Municipality of West Elgin Procedural By-Law 2018-43, as amended, and any successor procedural by-law adopted by Council;

- g) "Statutory Board or Committee" means a committee or local board that Council is required by provincial legislative to establish; and
- h) "Standing Committee" means a committee established by Council and consisting solely of Members of Council.

3. Creation and Disposition of Committees

3.1 Ad Hoc Committees

Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate to provide recommendations to Council on a specific initiative or matter. Ad Hoc Committees shall be discontinued by Council resolution when their mandate has been completed.

3.2 Advisory Committees

Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to Council on a specific matter.

3.3 Local Boards

Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to perform, pursuant to the statute authorizing the creation of the Local Boards.

3.4 Standing Committee

Council may from time to time, by by-law, establish such Standing Committees as it deems appropriate to address matters.

4. Terms of Reference

- 4.1 Whenever possible, the Terms of Reference for a committee shall be established by Council in conjunction with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

5. Terms of Office

- 5.1 That appointments shall be for the Term of Council unless otherwise specified.

5.2 Resignation, Withdrawal or Removal from Office

Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the Clerk. Normally resignations are tabled for the information of Council at a subsequent meeting.

5.3 Continuation Where a Member is Retired

It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is

removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

5.4 Attendance

Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

6. Membership

- 6.1 The Mayor shall be an ex-officio Member of all Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions and may take part in the vote, but is not counted in order to form a quorum.
- 6.2 The Members for each Local Board shall be appointed from time to time by by-law or resolution until such time as the by-law is amended.
- 6.3 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.
- 6.4 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.
- 6.5 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 6.6 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 6.7 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the Committee Declaration of Appointed Office and Authorization Form to Release Personal Information shall be approved by the Clerk.

7. Administrative Support

- 7.1 The duties of the Secretary to each Committee shall be carried out by Clerk or Alternate. Where the staff person appointed by the CAO/Treasurer is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.

- 7.2 The Secretary shall prepare an Agenda and attachments at the direction of the appropriate Chair and shall make such materials available to all Council Members, to the Committee Members, to the CAO/Treasurer.
- 7.3 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in the current or Procedural By-Law applicable provincial legislation.

8. Open Meetings and Notice of Meetings

- 8.1 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the Municipal Act, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings.

9. Procedures and Rules of Debate

- 9.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Committee Meetings.
- 9.2 It is intended that the conduct of all Local Board Meetings shall be respectful, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 9.3 The order of business shall include disclosures of pecuniary interest and the general nature thereof.

10. Enactment

- 10.1 That Schedule "A" being a listing of Council appointments, attached hereto, is hereby adopted and forms and integral part of the by-law.
- 10.2 That this By-Law shall take effect and come into force on the third and final reading thereof.
- 10.3 That By-law 2024-32 be hereby repealed.

Read a first, second and third and final time this 28th day of November, 2024.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Schedule "A" to By-Law 2024-XX

Committee of Adjustment: All of Council, as per the current Committee of Adjustment appointment By-law

Property Standards Committee: All of Council, as per the Property Standards By-law

Economic Development: Councillor Bill Denning
VACANT

West Elgin Committee Centre Board of Management (Arena):
Councillor Ryan Statham
Councillor Bill Denning

West Elgin Recreation Committee: Deputy Mayor Tellier
VACANT

Community Policing Committee: **VACANT**

Four Counties Transit Board: Councilor Ryan Statham
VACANT

Healthy committees Partnership Committee: Councillor Bill Denning

Lower Thames Conservation Authority: Mayor Richard Leatham

Tri-County Water Board of Management: Mayor Richard Leatham (*Alternate Only*)
Deputy Mayor Taraesa Tellier
Councillor Ryan Statham
Councillor Bill Denning
VACANT

West Elgin Community Health Centre Support Planning Committee:
Mayor Richard Leatham

West Lorne Heritage Home Board of Directors: Deputy Mayor Taraesa Tellier

Elgin Land Division: West Elgin Appointee, Dugald Aldred

Rodney Aldborough Agricultural Society: **VACANT**

Youth Task Team Committee: **VACANT**

Dutton Dunwich West Elgin Housing Stability Coalition: Councillor Bill Denning

Old Town Hall, Ad Hoc Committee: Deputy Mayor Taraesa Tellier
VACANT

Rodney Park Revitalization Committee: Councillor Ryan Statham

Port Glasgow Yach Club: Mayor Richard Leatham
VACANT



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2024-11-28
Subject: Backyard Urban Hens

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Backyard Urban Hens, one-year pilot project and draft-by-law; And

That Council approve the pilot project by-law as presented/amended, to be reviewed in one-year time; And

That Council direct staff to bring back a final policy and by-law for approval at the next Regular Meeting of Council.

Purpose:

The purpose of this report is to provide a draft by-law for the purpose of Backyard Urban Hens, for discussion, comment and approval in theory.

Background:

West Elgin Council requested staff to initiate a Backyard Urban Hen policy, to allow residents to house Backyard chickens on non-agricultural properties.

The by-law was created in comparison with the Municipality of Southold, who passed this same by-law in October 2024. Currently, we share the same By-law Enforcement Officer, therefore making the by-law comparable makes sense from an ease of enforcement standpoint.

In collaboration with By-law Enforcement, a report will be brought back to Council late fall, 2025, with details regarding the 2024 Backyard Urban Hen Pilot Project, including complaints, enforcement issues and recommendations for improvements.

Financial Implications:

Fees to be collected pursuant to 2025 Fees and Charges Schedule

Policies/Legislation:

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

Respectfully submitted by,

Terri Towstiac
Clerk



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY- LAW NO. 2024-XX

**Being a By-law to regulate and licence the keeping of Backyard Hens
within Residential First Density (R1) or Rural Residential (RR) Zones
in the Municipality of West Elgin**

WHEREAS Section 5(3) of the Municipal Act, 2001, S.O. 2002, c.25, as amended, provides that powers of every Council are to be exercised by by-law unless specifically authorized to do otherwise;

AND WHEREAS Section 8(3) of the Municipal Act, 2001 provides municipalities with the broad authority to govern affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

AND WHEREAS Sections 11(1) and (2) of the Municipal Act, 2001, provides that a lower-tier municipality may provide any services or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

AND WHEREAS Section 11(3) of the Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animals;

AND WHEREAS yearly licences shall be capped at **20 for the entire Municipality**;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deems it expedient, necessary and in the public interest to regulate the keeping of backyard Hens in accordance with the Municipality's Zoning By-law, as amended, for the purpose of public health and safety.

**NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY
OF WEST ELGIN ENACTS AS FOLLOWS:**

Definitions

"Annual Licence Cap" or "cap" shall refer to the maximum limit of Backyard Hens Licences being issued annually.

"Backyard Hens" means the accessory keeping of hens for the purpose of companionship as a pet or providing eggs for personal consumption by occupants of a dwelling on the same lot, and does not include accessory livestock, or agricultural uses otherwise defined by the Municipality of West Elgin's Zoning By-law.

“**Clerk**” means the Clerk of the Corporation of the Municipality of West Elgin or their designate.

“**Coop**” means a fully enclosed weatherproof and ventilated building where hens are kept and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on, and food and water containers.

“**Council**” means the Council of the Corporation of the Municipality of West Elgin.

“**Dwelling**” means one or more rooms in a building, designed as, or intended as, or capable of being used or occupied as a single independent housekeeping unit and containing living, sleeping, sanitary and food preparation facilities or facilities for the installation of kitchen equipment and has an independent entrance. For the purpose of this By-law, a dwelling unit does not include any commercial accommodation or a recreational trailer.

“**Hen**” means a domesticated female chicken that is at least four months old.

“**Licence**” means a licence issued under this By-law.

“**Municipality**” means the Corporation of the Municipality of West Elgin.

“**Officer**” means a Police Officer or an Animal Control Officer, a By-law Enforcement / Municipal Law Enforcement Officer for the Municipality of West Elgin, or anyone working under his/her authority.

“**Outdoor Run**” means an area enclosed by wire screen intended for permitting a hen or hens to be outdoors.

“**Property**” means a parcel of land and any buildings or other structures on the land.

“**Property Owner**” means the registered owner(s) of a property within the Municipality of West Elgin.

“**Slaughtering**” means the killing of livestock for purposes that include the use of meat for food, which includes backyard hens for the purpose of this by-law.

“**Waitlist**” means the list of applications received after the cap of 20 issued licences has been reached.

“**Zoning By-law**” means a by-law passed under Section 34 of the Planning Act that regulates the use of land in the Municipality of West Elgin.

1. Administration

1.1 The Corporation of the Municipality of West Elgin is responsible for the administration and enforcement of this by-law.

1.2 The provisions of this By-law shall apply to the keeping of Backyard Hens in accordance with the Zoning By-law within the boundaries of the Municipality of West Elgin.

1.3 The Owner and/or applicant understands and agrees that upon notice, the Municipality may revoke the licence/permission to keep hens at anytime, and the keeping of hens after this date is an offence under the by-law as set out in Schedule "A".

2. Application for Backyard Hen Licence

2.1 No person shall keep Backyard Hens pursuant to this By-law, unless that person has submitted an application and receives a licence from the Municipality of West Elgin.

2.2 The applicant/owner of the Backyard Hens must reside on the property where the Backyard Hens are kept.

2.3 An application for such licence must be signed by the applicant and/or landowner and shall include, but is not limited to, the following mandatory fields:

- 1) Applicant information including name, address (mailing and physical), postal code, and telephone number and email address (if available);
- 2) Property Owner's information including name, address (mailing and physical), postal code, and telephone number and email address (if available);
- 3) Site sketch/plan illustrating the location and size of the coop and manure storage area on the property, complying with the coop regulations set out in the By-law;
- 4) Checklist of specific regulations contained in the By-law confirmed by the applicant; and,
- 5) A declaration that the applicant:
 - a) Reviewed OMAFRA Webpage titled "Raise Healthy Small Flock Poultry";
 - b) Reviewed the OMAFRA Webpage titled "Rodent Control in Livestock and Poultry Facilities";
 - c) Reviewed the Ministry of Health Factsheet titled "Reducing Health Risks Associated with Backyard Chickens";
 - d) Will provide suitable housing and shelter for the backyard Hens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners (OMAFRA);
 - e) Will provide the Backyard Hens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing; and,
 - f) Will abide by the regulations contained within the Backyard Hens Licensing By-law.

- 2.4 It is understood that different ministries and organizations may update their resource kits and factsheets from time to time. Staff have the authorization to make updates to the education package applicants and current permit holders are to review as outlined above in section 2.3, based on new information provided and/or recommended by OMAFRA and the Ministry of Health.
- 2.5 Tenants must obtain written permission from the property owner to keep Backyard Hens on the owner's property, of which the original or a notarized copy must be provided to the Municipality. Property owner's may remove their permission at any point in time for any and no reason, immediately rendering the permit voided. New applications must be submitted to apply for reinstatement.
- 2.6 Every application for a Backyard Hens licence shall be submitted to the Municipality on the form provided (application form).

A licence will be issued for every approved application upon receipt of payment submitted in accordance with the annual licence fee as outlined in the current User Fees By-law (as amended from time to time). Approved licences that are not paid within 30 days of their approval will not be held or guaranteed issuance based on licence availability.

Prior to any Backyard Hens being permitted, property requires a property inspection and confirmation of compliance by a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality.

- 2.7 Through the authority of this by-law the Municipality has set a yearly cap on the number of Backyard Hen licences so as not to exceed 20 approved licences per year.
- 2.8 Applications received after the cap of approved licences is reached will be added to a waitlist, whereby applicants will be notified in sequence of their submission upon licence availability.

Application

- 2.9 An application shall be submitted by all new applicants for any property proposing to receive a licence, providing all the required documentation as outlined in section 2.3 of this By-law.

General

- 3.0 Every application for a licence will be reviewed to determine whether it meets the requirements of this By-law. Part of this review will include circulation to applicable departments.
- 3.1 Applications received after the annual cap has been reached, will be held on a waitlist in the sequence they were received. Upon licence availability waitlisted applicants will be contacted in the order their application was received. These applicants will have 30 days to respond to the Municipality advising if they will proceed with their application.

- 3.2 Waitlisted applicants who do not inform the Municipality of their intention to proceed, will forfeit their position on the waitlist and the subsequent applicant will be contacted.
- 3.3 When waitlisted applicants are offered an available licence, they will be required to affirm that the information on their application has not changed. If the information has changed, they will be provided an opportunity to resubmit an application within a 30-days for immediate consideration.
- 3.4 Reviewing departments as part of their review, may require an inspection of the property, other than a room or place used as a dwelling.
- 3.5 If at any time the Municipality determines, as a result of evidence that is provided, that the operation of a coop does not conform to the requirements of this By-law, it may suspend or revoke the licence.
- 3.6 In the event of any changes to the conditions to which the licence approval was based on, the applicant shall notify the Municipality immediately of the changes and may be required to submit additional information, including but not limited to a new site sketch/plan of the coop location.
- 3.7 For current permit holders, applications can be submitted to transfer their current permit to a different property. All applications for transfer must be submitted to the municipality meeting all current requirements of the by-law. Failure to meet all requirements will result in the current permit being disallowed at the new property.
- 3.8 Current permits may be transferred from previous to new owners on the condition that the property is still in compliance with the by-law. Tenants may transfer permits to new tenants with written acknowledgement of the property owners and compliance with the by-law.

4.0 Property Regulations

4.1 A person is not eligible for a Backyard Hen licence of such licence unless:

- 1) The property is zoned Residential First Density (R1) or Rural Residential (RR) and is in conformity with the Municipality's Zoning By-law.
- 2) Notwithstanding any other provisions of this by-law or the Municipality's Zoning By-law to the contrary the property shall have a minimum lot area of 1,000 m² (10,760 ft²).
- 3) The property conforms to all applicable law, including but not limited to, the Health Protection and Promotion Act, laws regarding animal cruelty, and the Fire Protection and Prevention Act.
- 4) The property complies with all other municipal By-Laws and there are no outstanding orders or unpaid fines.

5.0 Backyard Hens Regulations

- 5.1 A maximum of six (6) Backyard Hens shall be allowed on each permitted property.
- 5.2 All Backyard Hens shall be at least four (4) months old.
- 5.3 The keeping of roosters is strictly prohibited.
- 5.4 All deceased Backyard Hens shall be disposed of promptly in a sanitary manner.
- 5.5 The slaughtering of Backyard Hens on the property is prohibited.
- 5.6 The selling of eggs, manure, meat or other products derived from backyard Hens is prohibited.

6.0 Backyard Hen Coop Regulations

- 6.1 Within any Residential First Density (R1) or Rural Residential (RR) Zone, as defined by the Municipality's Zoning By-Law, no coop (including manure storage area) or outdoor run, shall be located within:
 - 1) Conservation Authority Regulated Area, unless a permit is granted by the Conservation Authority, as defined in the Zoning By-Law mapping;
 - 2) 7.5 m of a drainage swale, open private drain, open municipal drain, catch basin or similar open access point to a drain or water course;
 - 3) A front yard or exterior side yard;
 - 4) 2 m of any dwelling;
 - 5) 3 m of any lot line;
 - 6) 1.5 m of any structure;
 - 7) 3 m from and downgradient of any well location to avoid potential water source contamination;
 - 8) 3 m of any private sewage system (including tile bed); and,
 - 9) 15 m of any lot line on which a school is located.
- 6.2 A maximum of one (1) coop and one (1) outdoor run shall be permitted per property.

A coop shall be provided that has:

 - 1) A maximum ground floor area of 9.0 m²
 - 2) At least 0.37 m² of floor area for each hen;
 - 3) A maximum height of 2.5 m (8.0 feet approximately).

- 6.3 The coop and manure storage area, exclusive of the outdoor enclosure, shall not cumulatively exceed an area of 10 m².
- 6.4 The coop shall be a fully enclosed weatherproof structure or enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within its walls and to prevent entrance by any other animal. The interior shall include:
- 1) At least one nest box per hen for egg laying;
 - 2) At least one perch giving 0.3 m of space per hen;
 - 3) At least one food and water container;
 - 4) The floor must be constructed of a material that is resistant to moisture, mould, retain heat in the cold weather and exclude rodents and predators;
 - 5) The floors must be lined with shavings, straw or other appropriate materials to absorb manure and facilitate cleaning;
 - 6) Hen boxes and a perch must be provided to accommodate all hens;
 - 7) Dust bath area must be provided (helps control mites);
- 6.5 The coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It is the owner's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.
- 6.6 The coop must be kept in a clean and sanitary condition at all times, free of vermin, obnoxious smells and substances and in good repair.
- 6.7 The coop and outdoor run shall be secured against the entry of predators.
- 6.8 Backyard Hens must be provided with food and clean water at all times, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent proof and weatherproof containers. Uneaten feed shall be removed in a timely manner.
- 6.9 All manure shall be stored in a fully enclosed container. Manure stored on a single property shall be limited to a maximum of three (3) cubic feet. Manure shall not be disposed of as or with domestic household waste. All manure shall be removed daily from the hen coop and outdoor runs. Manure shall be used for composting, fertilizing or disposed of appropriately off-site. Licensed properties abutting an agricultural property shall not dispose of manure on the abutting property without the express written consent of the property owner.
- 6.10 All Backyard Hens must be kept securely in a coop or outdoor run at all times. Backyard Hens are not permitted to run at large.
- 6.11 The coop must be locked from sunset to sunrise.

7.0 Right of Entry

- 7.1 Every person who holds a Backyard Hen licence shall allow, at any reasonable time, a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this By-law are being complied with.
- 7.2 No person shall obstruct or hinder or attempt to obstruct or hinder a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality in the exercise of a power or the performance of a duty under this By-law.

8.0 Offence and Penalty Provisions

- 8.1 Every person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine pursuant to the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 8.2 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

9.0 Severability

- 9.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or section or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.
- 9.2 Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

10.0 Force and Effect

This by-law shall take force and effect January 1, 2025, with an expiration date of December 31, 2025.

Read a first, second, and third time and finally passed this ____ day of _____ 2024.

Richard Leatham, Mayor

Terri Towstiuć, Clerk

To regulate and licence the keeping of Backyard Hens within the Municipality of West Elgin

Schedule "A"

Part I Provincial Offences Act

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
1.	Fail to obtain licence	s. 2.1	\$205.00
2.	Possess more than six (6) Hens	s. 5.1	\$205.00
3.	Possess a rooster	s. 5.3	\$205.00
4.	Fail to dispose of deceased Hen promptly and in sanitary manner	s.5.4	\$250.00
5.	Permit slaughtering of Hens on property	s. 5.5	\$305.00
6.	Permit the sale of products derived from Hens	s. 5.6	\$205.00
7.	Fail to comply with coop location setbacks within settlement areas	s. 6.1	\$205.00
8.	Permit more than one (1) coop or outdoor run on property	s. 6.2	\$205.00
9.	Fail to comply with permitted size of coop and manure storage area	s. 6.3	\$205.00
10.	Fail to comply with coop maintenance standards	s.6.4	\$205.00
11.	Fail to maintain sanitary conditions	s. 6.6	\$305.00
12.	Fail to keep coop and/or outdoor run secure	s. 6.7	\$205.00

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
13.	Fail to provide clean food and water	s.6.8	\$205.00
14.	Fail to keep food properly stored	s.6.8	\$205.00
15.	Fail to keep manure in proper fully enclosed container	s. 6.9	\$205.00
16.	Permit storage of manure over three (3) cubic feet	s. 6.9	\$205.00
17.	Failure to dispose manure separate of domestic household waste	s. 6.9	\$205.00
18.	Permit Hens to run at large	s.6.10	\$205.00
19.	Fail to lock coop from sunset to sunrise	s. 6.11	\$205.00
20.	Hinder or obstruct the Township, its employees, officers or agents	s. 7.2	\$400.00

Note: The general penalty provision for the offences listed above is Section 8.1 of By-law 2024-xx, a certified copy of which has been filed.



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2024-11-28
Subject: 2024 Carry Forward Projects

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: 2024 Carry Forward Projects; And

That West Elgin Council hereby authorizes that the following list of 2024 approved projects be carried forward to the 2025 fiscal year for completion and that the balance of the 2024 budget allowances for each of the respective projects be carried forward to the 2024 fiscal year.

Purpose:

The purpose of this report is to advise Council of 2024 approved projects, which will not be completed in 2024, and to request that the unspent funds be carried forward to 2025.

The department managers have provided a synopsis for each of their respective projects including Rationale in *Table 1: Capital Projects Deferral* for the need to carry the project forward for completion in 2025.

Table 1: Capital Project Deferral

Account No.	Description	2024 Budget	Rationale
01-7012-8000	Building Demolition	\$30,000.00	No deferral is necessary; the approved amount will be drawn from building reserves and included in the 2025 Capital Budget.
01-7200-8000	Truck 11	\$225,000.00	No deferral is necessary; the approved amount will be drawn from Roads Dept - Equipment reserves and included in the 2025 Capital Budget.
01-7200-8116	Walker Street Reconstruction	\$15,000.00	Engineering deferred to early 2025 but survey work to be completed in December 2024 (weather pending).

01-7200-8117	Storm Water Management Plan	\$81,519.37	Storm water system cleaned and inspected in summer of 2024. Plans to create an inspection/back flow prevention program (deferred to 2025)
01-7200-8119	Culvert Replacement Silver Clay East of Furnival	\$25,000.00	Culvert replacement to be completed by WE public works in summer 2025. Lack of time in 2024 due to other public works projects.
01-7200-8120	EV Charging Station	\$60,000.00	The grant application for the EV charging stations was unsuccessful, and funding is no longer available. A small portion of this project was allocated towards parking lot creation and was not covered by the grant funding. Staff recommends reallocating the funds to 2025 for the construction of additional parking spaces.
01-7295-8000	Sidewalks	\$50,000.00	Inspection and minor repairs completed under maintenance. Capital project deferred due to lack of time for completing design and tender.
01-7612-8004	Ceiling Replacement	\$75,000.00	The ceiling replacement has been deferred to Spring 2025 to maximize the recreation center's usage. During construction, the main hall will be unavailable for 3–4 weeks.
01-7070-8000	Washroom Renovations	\$20,000.00	An RFQ to go out in Dec-2024.

Financial Implications:

The balance of the 2024 budget allowances for the projects will be carried forward to the 2025 fiscal budget. The exact amount of the carryover is unknown until year end reconciliation of projects has been completed. The enclosed *Table 2 – 2021-2024 Deferred Capital*, provides a visual representation of the estimated transfers to and from reserves for the fiscal years 2021-2024, along with a projected estimate for the year 2024.

Report Approval Details

Document Title:	2024 Capital Projects Deferral - 2024-49-Administration Finance.docx
Attachments:	- Deferred Capital.pdf - 2025 Deferred Capital.pdf
Final Approval Date:	Nov 26, 2024

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

Terri Towstiuć

2021-2023 Deferred Capital

Department	Project Name	2021	2022	2023	Total
Fire	Compressor	\$ 60,000.00	\$ (60,000.00)	\$ -	\$ -
Fire	Washrooms Reno			\$ 30,000.00	\$ 30,000.00
Parks & Recreation - Arena	Drain Repair & Eavestrough	\$ 10,000.00		\$ (10,000.00)	\$ -
Parks & Recreation - Arena	Roof Painting	\$ 25,000.00	\$ (10,500.00)	\$ (14,500.00)	\$ -
Parks & Recreation - Marina	Bridge	\$ 20,000.00	\$ -	\$ 50,000.00	\$ 70,000.00
Parks & Recreation - Operations	Pull Type Finishing Mower - Snow Blade		\$ 25,000.00	\$ (25,000.00)	\$ -
Parks & Recreation - Recreation Center	Ceiling Replacement			\$ 25,000.00	\$ 25,000.00
Parks & Recreation - Pool	Liner Repair			\$ 50,000.00	\$ 50,000.00
Roads - Municipal	PW Shed	\$ 75,000.00	\$ (75,000.00)	\$ -	\$ -
Roads - Municipal	Walker St Reconstruction		\$ 10,000.00	\$ -	\$ 10,000.00
Roads - Municipal	Storm Water Management		\$ 100,000.00	\$ (26,322.11)	\$ 73,677.89
Sidewalks	Graham Rd/Marsh Ln	\$ 60,000.00		\$ 40,000.00	\$ 100,000.00
Total		\$ 250,000.00	\$ 239,500.00	\$ 358,677.89	\$ 358,677.89

Table 2: 2021-2024 Deferred Capital

01-3000-3029

Department	Project Name	2021	2022	2023	2024	Total
Fire	Washrooms Reno			\$ 30,000.00	\$ 20,000.00	\$ 50,000.00
Parks & Recreation - Operations	Master Plan			\$ 40,000.00		\$ 40,000.00
Parks & Recreation - Recreation Center	Ceiling Replacement			\$ 25,000.00	\$ 75,000.00	\$ 100,000.00
Parks & Recreation - Pool	Liner Repair			\$ 50,000.00	\$ 50,000.00	\$ 100,000.00
Roads - Municipal	Walker St Reconstruction - engineering		\$ 10,000.00	\$ -	\$ 5,000.00	\$ 15,000.00
Roads - Municipal	Parking Lot Creation WL				\$ 60,000.00	\$ 60,000.00
Roads - Municipal	Storm Water Management		\$ 100,000.00	\$ (80,390.00)	\$ 61,909.37	\$ 81,519.37
Roads - Municipal	Culvert Replacement Silver Clay East of Furnival				\$ 25,000.00	\$ 25,000.00
Sidewalks	Graham Rd/Marsh Ln	\$ 60,000.00		\$ 40,000.00	\$ 50,000.00	\$ 150,000.00
Total		\$ 60,000.00	\$ 170,000.00	\$ 274,610.00	\$ 346,909.37	\$ 621,519.37



Staff Report

Report To: Council Meeting
From: Magda Badura, CAO/Treasurer
Date: 2024-11-28
Subject: 2025 Fees and Charges Draft Schedules

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: 2025 Fees and Charges Draft Schedules for review and comments.

Purpose:

The purpose of this report is to seek the council's approval of the proposed 2025 Fees and Charges schedules presented in this report.

Background:

Each year, the West Elgin Council reviews and approves the fees and charges schedule to ensure it aligns with the municipality's needs. Adjusting user fees is essential to maintaining current service levels without placing undue strain on the general tax base. While increases in fees are necessary, affordability remains a priority. It is crucial to strike a balance, ensuring fees are not raised to the point where residents cannot access the additional services provided. For 2025, staff have opted to keep most fees consistent with the 2024 rates with the exception of minor adjustments to Fire, Public Works, Arena and Transit, and are listed in Schedule A attached.

Please note that at the recommendation from the Chief Building Official staff is proposing the introduction of building permit deposits as part of the Building Inspection fees and charges. This initiative aligns with practices adopted by the Township of Southwold, which has successfully implemented similar deposits since 2023. The three most commonly issued permits—agricultural, residential accessory, and swimming pool permits—have historically faced challenges related to incomplete inspections and unresolved files.

These issues have required significant time and resources from the Building Department to address, often involving the issuance of Notices or Orders for completed work lacking proper inspection documentation. Additionally, recent legal precedents highlight that Municipal Building Departments are required to conduct inspections, even when not explicitly requested, further increasing their responsibilities.

The introduction of a refundable deposit fee is expected to enhance compliance and ensure inspections are completed in a timely manner. This approach not only streamlines the permit process but also reduces legal risks by demonstrating the Municipality's commitment to proactive enforcement and compliance.

In conclusion, the proposed adjustments for 2025 reflect careful consideration of both financial sustainability and community affordability. By maintaining most fees at 2024 levels and making small adjustments in specific areas of Fire, Public Works, Arena, and Transit Department, our goal is to maintain prescribed service levels and be mindful of residents' financial ability to access these services.

Financial Implications:

2025 Budget Deliberations

Policies/Legislation:

N/A

Respectfully submitted by,

Magda Badura

Report Approval Details

Document Title:	2025 Fees and Charges Draft Schedules - 2024-47-Administration Finance.docx
Attachments:	- 2025 Fees and Charges Schedules - Final Draft.pdf
Final Approval Date:	Nov 26, 2024

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

Terri Towstiuć



MUNICIPALITY OF West Elgin

Administration

2024 Fees

2025 Fees

\$ Increase

% Increase

Requests

Reprint of Tax/Water Bills or Statements	\$ 15.00	\$ 15.00	\$ -	0%
Tax Certificates	\$ 70.00	\$ 70.00	\$ -	0%
Septic Records Search	\$ 70.00	\$ 70.00	\$ -	0%
Work Order Inquires	\$ 70.00	\$ 70.00	\$ -	0%

General

Mileage (per km)	CRA Rate	CRA Rate		
NSF Fee	\$ 55.00	\$ 55.00	\$ -	0%
Copies of Zoning or Official Plan By-Law	\$ 60.00	\$ 60.00	\$ -	0%
Photocopies	\$ 0.50	\$ 0.50	\$ -	0%
Tax Sale Packages	Cost recovery	Cost recovery		
Fax (per page)	\$ 1.25	\$ 1.25	\$ -	0%
Courier Delivery (Flat Rate)	\$ 15.00	\$ 15.00	\$ -	0%
Burial Permit	\$ 20.00	\$ 20.00	\$ -	0%
Marriage License	\$ 150.00	\$ 150.00	\$ -	0%
Penalty on late payments (per month)	2%	2%	\$ -	0%
Transfer of Fee to Property Taxes	\$ 60.00	\$ 60.00	\$ -	0%
General Research Fee per hour	\$ 35.00	\$ 35.00	\$ -	0%
By-law Appeal Hearing Fee	\$ 125.00	\$ 125.00	\$ -	0%
Flower Baskets	\$ 100.00	\$ 100.00	\$ -	0%



MUNICIPALITY OF West Elgin

Administration

Drainage

2024 Fees

2025 Fees

\$ Increase

% Increase

	2024 Fees	2025 Fees	\$ Increase	% Increase
Tile Drain loan application	\$ 160.00	\$ 160.00	\$ -	0%
Drainage Reapportionment (first Drain)	\$ 85.00	\$ 85.00	\$ -	0%
Drainage Reapportionment (additional drains)	\$ 60.00	\$ 60.00	\$ -	0%
Drain Maintenance (min charge)	\$ 40.00	\$ 40.00	\$ -	0%

MFIPPA

	2024 Fees	2025 Fees	\$ Increase	% Increase
Application Fee	\$ 5.00	\$ 5.00	\$ -	0%
Search/Preparation Time per hour	\$ 30.00	\$ 30.00	\$ -	0%
Photocopies	\$ 0.20	\$ 0.20	\$ -	0%
Shipping (minimum)	\$ 10.00	\$ 10.00	\$ -	0%



MUNICIPALITY OF
West Elgin

	2024 Fees	2025 Fees	\$ Increase	% Increase
Animal Control				
Kennel Licence	\$ 200.00	\$ 200.00	0%	\$ -
Backyard Hens License Fee		\$ 150.00	0%	\$ -
Backyard Hens Annual Renewal To begin 2026		\$ 100.00	0%	\$ -



MUNICIPALITY OF West Elgin

Building Fees	2024 Fees	2025 Fees	\$ Increase	% Increase
Residential - Group C Occupancies				
1st Floor per square foot	\$1.10/sf	\$1.10/sf	\$ -	0.00%
2nd & 3rd floor per square foot	\$1.10/sf	\$1.10/sf	\$ -	0.00%
Basement	\$0.60/sf	\$0.60/sf	\$ -	0.00%
Crawlspace	\$0.50/sf	\$0.50/sf	\$ -	0.00%
Garage/Porch/Deck/Storage/Workshop	\$0.50/sf	\$0.50/sf	\$ -	0.00%
Alt & Reno where square footage cannot be determined as above	\$15/\$1,000 Const. Value	\$15/\$1,000 Const. Value	\$ -	0.00%
Minimum Fee for all permits	\$400.00	400	\$ -	0.00%
Accessory Buildings - Decks, Porches etc.				
Less than 250 sf	\$ 180.00	\$ 180.00	\$ -	0%
251 to 500 sf	\$180 + \$0.25/sf over 250 sf	\$180 + \$0.25/sf over 250 sf	\$ -	0%
501 to 1000 sf	\$280 + \$0.15/sf over 500 sf	\$280 + \$0.15/sf over 500 sf	\$ -	0%
Over 1000 sf	\$320 + \$0.10/sf over 1000 sf	\$320 + \$0.10/sf over 1000 sf	\$ -	0%
Farm Buildings				
Livestock Buildings & Manure Pits	\$120 + \$9/\$1,000 CV	\$120 + \$9/\$1,000 CV	\$ -	0%
Non Livestock Agricultural Buildings				
Less than 250 sf	\$190.00	\$190.00	\$ -	0%
251 to 500 sf	\$190 + \$0.25/sf over 250 sf	\$190 + \$0.25/sf over 250 sf	\$ -	0%
501 to 1000 sf	\$280 + \$0.15/sf over 500 sf	\$280 + \$0.15/sf over 500 sf	\$ -	0%
1001 to 1500 sf	\$320 + \$0.15/sf over 1000 sf	\$320 + \$0.15/sf over 1000 sf	\$ -	0%
1501 to 3000 sf	\$380 + \$0.10/sf over 1500 sf	\$380 + \$0.10/sf over 1500 sf	\$ -	0%
3001 sf or greater	\$460 + 0.10/sf over 3000 sf	\$460 + 0.10/sf over 3000 sf	\$ -	0%
Sewage System Permits				
New Class 4 or 5 sewage system	\$ 570.00	\$ 570.00	\$ -	0%
Repair to sewage system	\$ 370.00	\$ 370.00	\$ -	0%
Permit Renewal Fee	\$ 170.00	\$ 170.00	\$ -	0%



MUNICIPALITY OF West Elgin

Building Fees	2024 Fees	2025 Fees	\$ Increase	% Increase
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Miscellaneous Permit Fees

Woodstoves, Chimneys, Fireplaces and other Wood Burning Appliances	\$ 170.00	\$ 170.00	\$ -	0%
Demolition Permit	\$ 170.00	\$ 170.00	\$ -	0%
In Ground Swimming Pools (includes fencing)	\$ 170.00	\$ 170.00	\$ -	0%
Fence around Above Ground Pools	\$ 170.00	\$ 170.00	\$ -	0%
Building Re-locations	\$ 170.00	\$ 170.00	\$ -	0%
Transfer of Permit Fee	\$ 170.00	\$ 170.00	\$ -	0%
Tent Permit (greater than 60 m squared)	\$ 170.00	\$ 170.00	\$ -	0%
Re-inspection Fee (not ready for insp)	\$ 100.00	\$ 100.00	\$ -	0%
Change of Use (no construction)	\$ 170.00	\$ 170.00	\$ -	0%
Septic Inspection due to severance	\$ 170.00	\$ 170.00	\$ -	0%
Indemnity/Security Deposit (refundable)	\$500 or \$1,000	\$500 or \$1,000	\$ -	0%
Conditional Permit	\$ 340.00	\$ 340.00	\$ -	0%
Sign permit	\$ 170.00	\$ 170.00	\$ -	0%
Building Research Fee (per hour)	\$ 40.00	\$ 40.00	\$ -	0%
Water Service Inspection fee	\$ 90.00	\$ 90.00	\$ -	0%

Commercial - Group D & E Occupancies, Including Mix Use Group C

Minor int reno less than 1000 sf GFA	\$1.00/sf - min \$420	\$1.00/sf - min \$420	\$ -	0%
Major int reno 1000 sf and over GFA	\$1.00/sf - min \$970	\$1.00/sf - min \$970	\$ -	0%
New Construction & Additions	\$14/\$1,000 Const. Value - min \$1,500	\$14/\$1,000 Const. Value - min \$1,500	\$ -	0%
Group A & B Occupancies	\$14/\$1,000 Const. Value - min \$1,000	\$14/\$1,000 Const. Value - min \$1,000	\$ -	0%
Industrial - Group F Occupancies	\$14/\$1000 Const. Value - min \$1,000	\$14/\$1000 Const. Value - min \$1,000	\$ -	0%



MUNICIPALITY OF West Elgin

Building Fees	2024 Fees	2025 Fees	\$ Increase	% Increase
New Fees				
Group C - Multi Unit - excluding semi detached, duplexes, townhouses & row houses	\$14/\$1,000 Const. Value - min. \$1,000	\$14/\$1,000 Const. Value - min. \$1,000	\$ -	0%
Alternative Solution Review	TBD by CBO - based on peer review cost	TBD by CBO - based on peer review cost	\$ -	0%
Additional Plans Review(changes to original submission)	25% addition to original permit fee	25% addition to original permit fee	\$ -	0%
Expedite Permit Review (if time allows)	25% addition to permit fee	25% addition to permit fee	\$ -	0%
Plumbing - new Water Service Connection or Sewer Connection	\$ 250.00	250	\$ -	0%
Designated Structures (1.3.1.1 of Building Code) - not noted elsewhere	\$500.00/structure	\$500.00/structure	\$ -	0%

Refundable Deposits*

Decks, Sheds, Septic Systems, All other permits with Construction Value under \$10,000 (except swimming pools/swimming pool fences)	\$ 500.00		
Demolition Permit (that do not form part of any other agreement with the Municipality)	\$ 1,000.00		
Permits with Construction Value over \$10,000 and under \$50,000	\$ 2,000.00		
Swimming Pools/Swimming Pool Fences (in builtup areas where a lot grading design is required)	\$ 2,000.00		
Swimming Pools/Swimming Pool Fences (where no lot grading design is required)	\$ 1,000.00		
Permits with construction value over \$50,000 (except swimming pools/swimming pool fences)	\$ 3,500.00		

Cost of Construction shall be based on current market value for labour and material - CBO discretion (quotes and contracts may be requested)



MUNICIPALITY OF
West Elgin

Fire Department Fees

Emergency Services on Provincial Highways - per hour, per road
 Emergency Services on Roads in Municipality (Non-residents)
 Emergency services on private property by outside agencies
 Inspection Services - per inspection
 Fire Report

	2024 Fees	2025 Fees	\$ Increase	% Increase	
MTO Posted rate		MTO Posted rate			
MTO Posted rate		MTO Posted rate			
Based on Actual Costs		Based on Actual Costs			
\$	150.00	\$	155.00	\$ 5.00	3.33%
\$	70.00	\$	72.00	\$ 2.00	2.86%



MUNICIPALITY OF West Elgin

Planning	2024 Fees	2025 Fees	\$ Increase	% Increase
Consent (severance) application (Sections 53 and 57 of the Planning Act)	\$850 (plus \$425 per additional lot)	\$850 (plus \$425 per additional lot)		
Minor variance application (Section 45(1) to 45(3) of the Planning Act)	\$ 1,100.00	\$ 1,100.00	\$ -	0%
Zoning by-law amendment application	\$ 1,350.00	\$ 1,350.00	\$ -	0%
Holding zone symbol removal by-law	\$ 600.00	\$ 600.00	\$ -	0%
Temporary use by-law (Sections 39 and 39.1 of the Planning Act)	\$ 1,250.00	\$ 1,250.00	\$ -	0%
Temporary use by-law Extension Requests	\$ 650.00	\$ 650.00	\$ -	0%
Deeming by-law	\$ 1,250.00	\$ 1,250.00	\$ -	0%
Zoning Certificate/letter	\$ 80.00	\$ 80.00	\$ -	0%
Official plan amendment application	\$ 2,600.00	\$ 2,600.00	\$ -	0%
Site plan control application	\$ 2,650.00	\$ 2,650.00	\$ -	0%
Site plan amendment	\$ 1,600.00	\$ 1,600.00	\$ -	0%
Plans of subdivision/plans of condominium (plus engineering, consultant and/or legal costs)	\$ 5,600.00	\$ 5,600.00	\$ -	0%
Planning and Development Agreement (plus engineering, consultant and/or legal costs)	combining with SPA fee, no separate fee now	combining with SPA fee, no separate fee now		
Plan of subdivision/condo amendment	\$ 3,000.00	\$ 3,000.00	\$ -	0%
Amendment to Planning and Development agreement (plus engineering, consultant and/or legal costs)	combined in SP amend or plan amend, no separate fee now	combined in SP amend or plan amend, no separate fee now		
Cash-In-lieu of Parkland Fee (new lot creation for consents, save and except surplus farm dwellings)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)	\$2,000 or as per Section 51.1 of the Planning Act (whichever is lower)		
Cash-In-lieu of Parkland Fee (subdivision and condominiums)	As per Section 51.1 of the Planning Act-based on land valuation calculation	As per Section 51.1 of the Planning Act- based on land valuation calculation		
Part Lot Control Application	\$ 900.00	\$ 900.00	\$ -	0%
Part Lot Control Extension Request	\$ 450.00	\$ 450.00	\$ -	0%
Telecommunications Towers	\$ 750.00	\$ 750.00	\$ -	0%
Re-Notification Fee of Planning Application, based on Proponent Request	50% of Application Fee	50% of Application Fee		
Processing of inquiries related to acquisition of Municipal owned land (including road allowances)	\$ 450.00	\$ 450.00	\$ -	0%
Change of Conditions to Consent Request	\$ 450.00	\$ 450.00	\$ -	0%
Red Line Revision Comments to the County / Ontario Land Tribunal on Subdivisions and Condominiums	\$ 1,300.00	\$ 1,300.00	\$ -	0%
Draft Plan Approval Clearance Letter to the County / Ontario Land Tribunal	\$ 600.00	\$ 600.00	\$ -	0%

Schedule A - 2025 Fees Charges - By-Law 2024-XX

Draft Plan Extension Comments to the County / Ontario Land Tribunal
 Reactivating a planning application that has not been acted on in 12 months

\$	900.00
50% of Application Fee	
\$	900.00

\$	900.00
50% of Application Fee	
\$	900.00

\$	-
\$	-

0%
0%

Condominium Exemption Comments to the County

*** Note: Any engineering, legal or consulting fees over and above established rates will be added to all planning fees. These fees are charged per lot where applicable ***



MUNICIPALITY OF West Elgin

Public Works	2024 Fees	2025 Fees	\$ Increase	% Increase
911 Signs				
Sign	\$ 50.00	\$ 50.00	\$ -	0%
Post	\$ 50.00	\$ 50.00	\$ -	0%
Sign & Post together	\$ 80.00	\$ 100.00	\$ 20.00	25%
Recycling				
Composter	Cost recovery	Cost recovery		
Blue Box	\$ 10.00	\$ 10.00	\$ -	0%
New Home Construction (max 2)	No charge	No charge		
Landfill - Tipping Fees				
Pick up Load	\$ 45.00	\$ 45.00	\$ -	0%
1/2 pick up load	\$ 25.00	\$ 25.00	\$ -	0%
Large Item Fee (Couches, Mattress etc)(per item)	\$ 15.00	\$ 15.00	\$ -	0%
Removal of Refridgerant	\$ 30.00	\$ 45.00	\$ 15.00	50%
Shingles/Construction Materials/ Commercial	\$ 160.00	\$ 160.00	\$ -	0%
Permits				
Entrance Permit	\$ 120.00	\$ 120.00	\$ -	0%
Refundable deposit for above permits	\$ 450.00	\$ 450.00	\$ -	0%
Road Occupancy Permit (to work under/on road)	\$ 120.00	\$ 120.00	\$ -	0%
Moving Permit	\$ 120.00	\$ 120.00	\$ -	0%
Refundable deposit for above permits	\$ 1,100.00	\$ 1,100.00	\$ -	0%
*** Above requires Certificate of Insurance Naming Municipality as additional insured ***				
Oil & Gas exploration - Road user agreement for construction				
Agreement fee	\$ 265.00	\$ 265.00	\$ -	0%
Annual fee (per km)	\$ 120.00	\$ 120.00	\$ -	0%
Refundable deposit for damages (per km)	\$ 130 1,100.00	\$ 1,100.00	\$ -	0%

Public Works		2024 Fees	2025 Fees	\$ Increase	% Increase
Work on Road allowance on behalf of ratepayer					
Time	current employee rate	current employee rate			
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification			
Material	cost	cost			
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes			
Work on Private Property as a result of Municipal Order					
Time (minimum 2 hours)	current employee rate	current employee rate			
Equipment	based on current Ontario Provincial Standard Specification	based on current Ontario Provincial Standard Specification			
Material	cost	cost			
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes			
Work on Road Allowance on behalf of Elgin County					
Time	current employee rate	current employee rate			
Equipment	Bsed on Elgin County Maintenance Agreement	Bsed on Elgin County Maintenance Agreement			
Material	cost	cost			
Administration fee	5% of total invoice cost before taxes	5% of total invoice cost before taxes			
Municipal Consent	\$200 +\$0.25/m	\$200 +\$0.25/m			



MUNICIPALITY OF West Elgin

Recreation	2024 Fees	2025 Fees	Increase \$	Increase %
Arena				
Ice Rental				
Prime Time Adult Rate	\$ 185.00	\$ 188.00	\$ 3.00	1.6%
Prime Time Youth Rate	\$ 156.00	\$ 159.00	\$ 3.00	1.9%
Off Prime Rate (adult & youth)	\$ 87.00	\$ 89.00	\$ 2.00	2.3%
Arena Warm Room Rental (per hour)	\$ 25.00	\$ 26.00	\$ 1.00	4.0%
Skate Sharpening	\$ 10.00	\$ 10.00	\$ -	0.0%
Public Skating				
per person	\$ 5.00	\$ 5.00	\$ -	0%
per family	\$ 10.00	\$ 10.00	\$ -	0%
Sponsored Public Skating	\$ 130.50	\$ 133.00	\$ 2.50	2%
Summer Main Floor				
Per day (8 hours)	\$ 495.00	\$ 505.00	\$ 10.00	2%
Per hour	\$ 52.00	\$ 53.00	\$ 1.00	2%
Set up (per hour per staff member)	\$ 55.00	\$ 56.00	\$ 1.00	2%
Additional Clean up (per hour per staff member)	\$ 55.00	\$ 56.00	\$ 1.00	2%
Booth Rental				
Per month (open 3 days per week)	As per RFP	As per RFP		

Recreation	2024 Fees	2025 Fees	Increase \$	Increase %
Advertising Space Rental (Per Season)				
Wall Signs (3 x 6')	\$ 150.00	\$ 153.00	\$ 3.00	2%
Ice Logos (plus expenses)	\$ 600.00	\$ 612.00	\$ 12.00	2%
Zamboni (per full side)	\$ 600.00	\$ 612.00	\$ 12.00	2%
Board Wrapping	\$ 350.00	\$ 357.00	\$ 7.00	2%
*** Above does not include the cost of the sign/wrap ***				
Recreation - General				
Miller Park Pavillion (per hour)	\$ 10.00	\$ 10.00	\$ -	0%
Miller Park Pavillion (per day)	\$ 40.00	\$ 40.00	\$ -	0%
Staff Screening due to COVID Requirements (per hour)	\$ 30.00	\$ 30.00	\$ -	0%
Scout Hall (per hour)	\$ 35.00	\$ 35.00	\$ -	0%
Municipally Run Program (per person/per session)	\$ 5.00	\$ 5.00	\$ -	0%
West Elgin Recreation Centre				
Main Floor Rental (per hour)	\$ 50.00	\$ 50.00	\$ -	0%
Large Meeting Room (per hour)	\$ 40.00	\$ 40.00	\$ -	0%
Kitchen per hour	\$ 50.00	\$ 50.00	\$ -	0%
Small Meeting Room (per hour)	\$ 25.00	\$ 25.00	\$ -	0%
Full Building Full Day Rental (8+ hours)	\$ 550.00	\$ 550.00	\$ -	0%
Full building (per hour)	\$ 100.00	\$ 100.00	\$ -	0%
Staff Set Up fee (per hour per staff member)	\$ 60.00	\$ 60.00	\$ -	0%
Baseball Diamond				
Baseball Diamond - with lights (per season per team)	\$ 450.00	\$ 450.00	\$ -	0%
Baseball Diamond - without lights (per season per team)	\$ 250.00	\$ 250.00	\$ -	0%
Baseball Tournaments (per day)	\$ 150.00	\$ 150.00	\$ -	0%

Schedule A - 2025 Fees Charges - By-Law 2024-XX

Recreation	2024 Fees	2025 Fees	Increase \$	Increase %
Soccer Fields				
Minor Soccer (per player)	\$ 15.00	\$ 15.00	\$ -	0%
Adult Soccer (per team)	\$ 250.00	\$ 250.00	\$ -	0%
Soccer Tournaments (per day/ per field)(adults)	\$ 150.00	\$ 150.00	\$ -	0%
Sand Ring (per day)	\$ 350.00	\$ 350.00	\$ -	0%
Sand Ring with overnight camping	\$ 600.00	\$ 600.00	\$ -	0%

Recreation	2024 Fees	2025 Fees	Increase \$	Increase %
Swimming Pool				
Family Season Pass ¹	\$ 200.00	\$ 200.00	\$ -	0%
Family Monthly Pass ¹	\$ 150.00	\$ 150.00	\$ -	0%
Single Season Pass ¹	\$ 125.00	\$ 125.00	\$ -	0%
Refundable Deposits*	\$ 80.00	\$ 80.00	\$ -	0%
Open Swim Admission (per person)	\$ 5.00	\$ 5.00	\$ -	0%
Open Swim Admission (per family)	\$ 10.00	\$ 10.00	\$ -	0%
Swimming Lessons (per 2 week Session)	\$ 90.00	\$ 90.00	\$ -	0%
Private Swimming Lessons (per 2 week Session)	\$ 150.00	\$ 150.00	\$ -	0%
Pool Rental (per hour - include 2 Life Guards)	\$ 100.00	\$ 100.00	\$ -	0%
Additional Life Guards (per hour)(if required)	\$ 50.00	\$ 50.00	\$ -	0%
Aqua Fit (per class)	\$ 10.00	\$ 10.00	\$ -	0%
Aqua Fit (for 10 visits)	\$ 90.00	\$ 90.00	\$ -	0%
Adult and Senior Swim (per vist)	\$ 5.00	\$ 5.00	\$ -	0%
Swim Team / Synchronized Swimming (season)	\$ 90.00	\$ 90.00	\$ -	0%

* Deposits are refundable once all permit obligations have been met and permit file is closed. This includes all documentation required as part of the permit as well as damage to Municipal property.

Notes:				
Note 1 - can be used exclusively for Open Swim				



MUNICIPALITY OF
West Elgin

Four Counties Transit	2024 Fees	2025 Fees	Increase \$	Increase %
Trips within Service Area				
Mileage (per km)	\$ 1.50	\$ 2.00	\$ 0.50	33%
One way Trip	\$ 8.00	\$ 8.00	\$ -	0%
Round Trip (per person)	\$ 16.00	\$ 16.00	\$ -	0%
Trips outside Service Area				
Round Trip (per person) + Mileage	\$ 50.00	\$ 60.00	\$ 10.00	20%
Special trips				
During normal hours (per hour) + mileage	\$ 50.00	\$ 60.00	\$ 10.00	20%
Outside normal hours (per hour)+ mileage	\$ 70.00	\$ 80.00	\$ 10.00	14%



MUNICIPALITY OF
West Elgin

Water	2024 Fees	2025 Fees	Increase \$	Increase %
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Administration				
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Water Security Deposits - Tennants (Commercial)	N/A	N/A		
Water Service disconnect/reconnect	\$ 70.00	\$ 70.00	\$ 5.00	8%
Hand delivered final notice	\$ 60.00	\$ 60.00		
Penalty for not compliance with by-laws	\$ 100.00	\$ 100.00		
Call Out Fee (Business Hours 7:30 am - 3:30 pm)	\$ 70.00	\$ 70.00	\$ 5.00	8%
After Hours Call Out Fee	\$ 140.00	\$ 140.00	\$ 10.00	8%
Transfer of account	\$ 60.00	\$ 60.00	\$ 10.00	20%

Water connection fee - Municipalities				
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Southwest Middlesex Water Customer within West Elgin Boundaries	As determined by SWM	As determined by SWM		
Dutton Dunwich Water Customer within West Elgin Boundaries	As determined by Dutton Dunwich	As determined by Dutton Dunwich		

From: [MECP Land Policy \(MECP\)](#)
To: [MECP Land Policy \(MECP\)](#)
Subject: Brownfields - Proposed amendments to reduce records of site condition that are not supporting brownfields redevelopment
Date: Wednesday, November 20, 2024 3:01:00 PM

You don't often get email from mecp.landpolicy@ontario.ca. [Learn why this is important](#)

Greetings,

Ontario is committed to reducing regulatory burdens across industry sectors to accelerate the development of housing, highways and other critical infrastructure while continuing to protect the environment.

I am reaching out to share that the Ministry of the Environment, Conservation and Parks (MECP) is proposing to amend O. Reg. 153/04: Records of Site Condition (“RSC Regulation”) and the Environmental Protection Act (EPA). This is to support building more homes faster by reducing the need for a record of site condition where it is not supporting brownfields redevelopment. These proposed amendments would apply to low-risk sites and would continue to ensure that human health and the environment are protected.

We are now proposing the following amendments and seeking comment through an Environmental Registry of Ontario (ERO) and Regulatory Registry posting:

- Regulatory amendments to the RSC Regulation that would prohibit a record of site condition from being submitted for filing in the Record of Site Condition Registry, if it is not otherwise required by the EPA or RSC Regulation and the RSC was prepared solely on the basis of a phase one environmental site assessment. In this circumstance, no potentially contaminating activities or areas of potential environmental concern have been identified for that property. These RSCs are not necessary to demonstrate that contaminants have been addressed to support brownfields redevelopment. An exception to this prohibition is proposed that would allow a property owner to submit an RSC for filing based on a phase one ESA if it is not as a result of a requirement of another person.
- To further support housing, regulatory amendments are also proposed to expand an existing exemption from the requirement to file an RSC when converting existing commercial or community use buildings (e.g., office buildings) to mixed use containing residential or institutional uses. A restriction on building height of six storeys for this exemption to apply would be removed, while other criteria remain in place.

The posting also describes legislative amendments to the EPA that would, if passed, provide regulation-making authority to prohibit RSCs from being submitted for filing in

specified circumstances.

To review the proposed amendments in more detail and to provide your feedback, please visit ERO [#019-9310](#) which is available for public comment until **January 10, 2025**.

Please pass this information along to colleagues, members of your organization, other organizations and anyone else that may be interested.

If you have any questions or would like to discuss this proposal, please contact Sanjay Coelho and Reema Kureishy at Land Use Policy Unit, at MECP.LandPolicy@ontario.ca.

Sincerely,

Original Signed by:

Robyn Kurtes
Director, Environmental Policy Branch
Ministry of the Environment, Conservation and Parks

Ministry of Natural Resources

Development and Hazard Policy Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

November 25, 2024

Subject: *Decision on Discussion Paper: Regulating Commercial-Scale Geologic Carbon Storage Projects in Ontario, and Proposal on Enabling the Development of Commercial-Scale Geologic Carbon Storage in Ontario: The Geologic Carbon Storage Act*

Hello,

Over the past two years, the Ministry of Natural Resources has been taking a measured and phased approach to enabling and regulating geologic carbon storage in Ontario. Carbon storage is new to the province, and developing a comprehensive framework to regulate this activity would help ensure that it is done responsibly, with measures in place to safeguard people and the environment.

Geologic carbon storage (further referred to as carbon storage) involves injecting captured carbon dioxide (CO₂) into deep geological formations for permanent storage. This technology could provide industries in Ontario with a critical tool for managing their emissions and contributing to the achievement of Ontario's emissions reduction targets.

Today, we are writing to notify you that 1) a decision has been made to proceed with the development of a framework for enabling commercial-scale geologic carbon storage (Environmental Registry of Ontario posting # 019-8767), and 2) that a new *Geologic Carbon Storage Act* is being proposed (Environmental Registry of Ontario posting # 019-9299).

These developments represent significant steps towards Phase 3 of Ontario's [approach to enabling and regulating geologic carbon storage](#). Ontario aims to have a framework in place by summer 2025. Initially, the ministry anticipates that commercial-scale projects would be proposed in Southwestern Ontario, where the geology is expected to be the most suitable.

- 1) In the summer of this year, we shared information about the development of a legislative and regulatory framework for commercial-scale geologic carbon storage. This information included a discussion paper that provided an overview of how various components of the framework could function. Based on feedback received, a decision was made to move forward with the development of the framework.

More details on the decision, the feedback received, and the original discussion paper can be viewed in the decision notice on the Environmental Registry of Ontario: <https://ero.ontario.ca/notice/019-8767>.

- 2) Based on comments received in response to the discussion paper, as well as feedback received in previous phases of framework development, a *Geologic Carbon Storage Act* (the “Act”) is being proposed. The proposed Act would enable the regulation of research and evaluation activities, and carbon storage activities associated with the permanent storage of carbon dioxide in underground geologic formations in Ontario.

We encourage you to review, and submit feedback on, the legislative proposal on the [Environmental Registry of Ontario posting # 019-9299](#).

If you would like more information or have any questions, please contact Andrew Ogilvie, Manager of Resources Development Section, at 705-761-5815 or through email: Resources.Development@ontario.ca.

Sincerely,



Jennifer Keyes
Director, Development and Hazard Policy Branch

Mayor Leatham and West Elgin Council
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Dear Mayor Leatham and West Elgin Council,

Re: Request for Contribution to the Elgin OPP Detachment Board During Inaugural Phase

I hope this letter finds you well. I am writing to inform you that the Elgin OPP Detachment Board held its inaugural meeting on November 13, 2024, marking an important milestone in our collective efforts to enhance public safety and governance within Elgin County. The Draft Minutes of the November 13, 2024, meeting are attached.

As we embark on our foundational work, we are currently in the process of determining how best to administer the Board. During this inaugural phase, the Board is working diligently to establish the necessary tools and frameworks for effective operation in accordance with the requirements of the Community Safety and Policing Act. This includes determining who will serve as the Board's administrator, as well as addressing the essential legal, insurance, and professional requirements needed to ensure compliance and smooth functioning.

As we move through this transitional period, we anticipate that the formal budget for the Elgin OPP Detachment Board will not be finalized until 2025. In the meantime, we are seeking the support of each local municipality served by the Elgin OPP Detachment Board to contribute \$5,000 to cover essential operational costs, including insurance, legal fees, and other professional services required to support the Board's activities.

These funds will be held by the County of Elgin until such time as a dedicated bank account can be established for the Detachment Board. Once the Board's budget has been finalized and adopted, the \$5,000 contribution from each municipality will be deducted from the final invoice that will be sent to each partner municipality and a detailed reporting of expenses will be provided.

We are confident that with your support, the Elgin OPP Detachment Board will be able to establish a solid foundation for effective policing oversight and community engagement, and we appreciate your ongoing commitment to public safety in our region.

Please do not hesitate to reach out if you have any questions or require further information. We look forward to working with you as we continue to move forward with the important work of the Elgin OPP Detachment Board.

Thank you for your understanding and support.

Sincerely,

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

Andrew Sloan
Chair, Elgin OPP Detachment Board

DRAFT Minutes
ELGIN OPP DETACHMENT BOARD
November 13, 2024

The Elgin OPP Detachment Board met in the Council Chambers at the Elgin County Administration Building, 450 Sunset Drive, St. Thomas, with the following in attendance:

Andrew Sloan, Chair
Dominique Giguère, Vice Chair
Ida McCallum, Board Member
Tyler Holmes, Interim Elgin County OPP Detachment Commander
Pete Liptrott, Superintendent OPP West Region
Ron LeClair, Police Services Advisor, Inspectorate of Policing
David Jenkins
Trudy Kanellis
Blaine Parkin, Elgin County Chief Administrative Officer
Jennifer Ford, Elgin County Director of Financial Services/Treasurer
Carolyn Krahn, Elgin County Manager of Economic Development, Tourism and Strategic Initiatives
Katherine Thompson, Elgin County Manager of Administrative Services/Deputy Clerk
Andrew Case, Elgin County Solicitor

Call to Order:

K. Thompson called the meeting to order at 2:05 p.m.

Oath of Office:

K. Thompson administered the Oath of Office for I. McCallum, A. Sloan, and D. Giguère.

Election of Chair and Vice Chair

I. McCallum nominated A. Sloan for the position of Chair, and D. Giguère seconded the nomination. No further nominations were received for this position, and A. Sloan accepted the nomination.

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT nominations for the position of Chair be closed; and

THAT A. Sloan be appointed as Chair of the Elgin OPP Detachment Board.

- Motion Carried.

I. McCallum nominated D. Giguère for the position of Vice-Chair, and A. Sloan seconded the nomination. No further nominations were received for this position, and

D. Giguère accepted the nomination.

Moved by: Ida McCallum

Seconded by: Andrew Sloan

RESOLVED THAT nominations for the position of Vice-Chair be closed; and

THAT Dominique Giguère be appointed as Vice-Chair of the Elgin OPP Detachment Board.

- Motion Carried.

Adoption of Minutes:

None.

Disclosure of Pecuniary Interest and the General Nature Thereof:

None.

Reports:

Elgin OPP Detachment Board Quarterly Report – Interim Detachment Commander, Tyler Holmes

T. Holmes presented the report summarizing motor vehicle collisions, criminal code charges, eticket warnings, violent crimes, public complaints, property crime, and youth crime within the Elgin OPP Detachment’s jurisdiction from April 2024-November 2024.

Moved by: Ida McCallum

Seconded by: Dominique Giguère

RESOLVED THAT the report from the Interim Detachment Commander be received and filed.

- Motion Carried.

Elgin OPP Detachment Board Orientation

C. Krahn provided an overview of the Community Safety and Policing Act, the roles and responsibilities of the Elgin OPP Detachment Board, and an overview of the by-laws, policies and budgetary considerations that the new board will need to consider.

Moved by: Dominique Giguère

Seconded by: Ida McCallum

RESOLVED THAT the report from the Manager of Economic Development, Tourism, and Strategic Initiatives be received and filed.

- Motion Carried.

Elgin OPP Detachment Board Administration

C. Krahn provided an overview of the general duties of a board administrator and options available for filling this role. Options include hiring an external administrator, having one of the participating local municipalities to fill this role, or to negotiate a contract with the County of Elgin to administer the board.

Moved by: Ida McCallum
Seconded by: Dominique Giguère

RESOLVED THAT the report from the Manager of Economic Development, Tourism, and Strategic Initiatives be received and filed; and,

THAT the Chair of the OPP Detachment Board send a letter to Elgin County Council requesting continued assistance as the board moves through its inaugural processes and determines how it will be administered; and,

That Elgin County provide the OPP Detachment Board with a detailed proposal outlining the services it is able to offer, along with the associated costs for these services.

- Motion Carried.

1) Elgin OPP Detachment Board Insurance

Moved by: Dominique Giguère
Seconded by: Ida McCallum

RESOLVED THAT the report from the Manager of Administrative Services/Deputy Clerk be received and filed; and,

THAT Chair write a letter to each of the six (6) participating municipalities requesting the amount of \$5,000 each in order to enable the Board to cover the costs of insurance, legal fees, and any other professional services or memberships that may be required in advance of the Elgin OPP Detachment Board Budget development; and,

THAT the County of Elgin be authorized to accept those funds and hold them until a bank account for the Elgin OPP Detachment Board can be established.

- Motion Carried.

Correspondence:

- 1) Memorandum #1: Authorities, Policing Agreements, Requests, Notifications, and Disclosures - Inspector General of Policing
- 2) Advisory Bulletin 1.4: Police Service Board Member Code of Conduct – Disclosures to the Inspector General (IG) Regarding Misconduct and Conflict of Interest - Inspector General of Policing
- 3) Advisory Bulletin 1.5: Forwarding Complaints to the Inspector General (IG) Under Section 108 of the CSPA – Inspector General of Policing
- 4) Support with OPP Detachment Board Branding and OPP Board Naming Flowchart - OAPSB
- 5) Membership Renewal Invoice – OAPSB
- 6) Request for Increased Support from OPP for By-Law Enforcement – Township of Southwold

Moved by: Dominique Giguère

Seconded by: Ida McCallum

RESOLVED THAT Correspondence Items #1-6 be received and filed.

- Motion Carried.

Other Items:

None.

New Business:

None.

Closed Session Items:

None.

Next Meeting:

In consultation with the Chair, a meeting date in December will be determined.

Adjournment:

Moved by: Ida McCallum

Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn at 3:17 p.m. to meet again at the call of the Chair.

- Motion Carried.

,
Secretary/Administrator.

Andrew Sloan
Chair.

From: [Kristina Pringle](#)
To: [Terri Towstiuć](#)
Subject: Economic Development Committee- Council Agenda- Budgetary Considerations
Date: Monday, November 25, 2024 7:52:24 PM

Dear Mayor Leatham and Council,

On behalf of the Economic Development Committee, I am writing to request a total allocation of \$14,000 to support a variety of initiatives aimed at fostering economic growth, supporting local businesses, and enhancing the quality of life for residents in our community. Please consider adding this request to the agenda for November 28th, 2024

The proposed funding will be used to support the following programs and events (each):

1. **Cultivating Success Events (\$2000):** These workshops and seminars aim to help local businesses grow by offering educational resources, networking opportunities, and tools for success in today's competitive market.
2. **West Elgin Women in Business Business Showcase (\$2000):** This event celebrates the accomplishments of entrepreneurs and provides them with a platform to showcase their products and services to the community, helping to stimulate both local business engagement and consumer interest.
3. **Branding and Marketing Initiatives (\$5000):** Strengthening our town's brand and marketing presence will increase awareness of our local businesses and attract new visitors and investment to the area, ultimately boosting our economy.
4. **Country Holiday Tour (\$2000):** A festive event to showcase local businesses during the holiday season, drawing visitors and residents alike to our local shops and businesses, promoting community spirit, and boosting economic activity during the critical holiday shopping period.
5. **Blueberry Festival (\$3000):** This new annual event highlights the region's agricultural heritage while providing local businesses with an opportunity to engage with attendees. The festival draws a large crowd and boosts tourism, contributing to the local economy through vendor participation, food sales, and tourism-related activities.

Through these initiatives, we aim to support local businesses, create new opportunities for economic growth, and enhance the overall quality of life in our community. By investing in these events and programs, we will be contributing to a more vibrant and resilient local economy.

We appreciate your consideration of this request and would be happy to provide further details on any of the initiatives listed above. We look forward to your continued support and to working together to strengthen our community.

Sincerely,

Kristina Pringle
Economic Development Committee
226-376-5549



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law 2021-78

Being a By-Law to Appoint a Tax Collector for the Corporation of the Municipality of West Elgin, and Repeal By-law 2021-72

Whereas pursuant to Section 286 (5) of the *Municipal Act 2001, S.O. 2001, c25*, as amended, provides that a municipality may delegate to any person all or any of the powers and duties of the treasurer under this or any Act with respect to the collection of taxes;

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

1. That Dustin McNaughton is hereby appointed Tax Collector for the Corporation of the Municipality of West Elgin.
2. That By-Law No. 2021-72 is hereby repealed.
3. That this by-law shall take effect upon the final reading thereof.

Read a first, second, and third time and passed this 28th day of November 2024.

Richard Leatham, Mayor

Terri Towstiac, Clerk



The Corporation of The Municipality of West Elgin

BY-LAW NO. 2024-79

Being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1

WHEREAS By-Law 2001-50, being a By-Law to regulate parking and traffic in conjunction with County of Elgin Parking By-Law No. EG1, was enacted on the 22nd day of November, 2001;

AND WHEREAS it is deemed necessary to provide for restricted parking in a specified location or locations within various communities in the Municipality of West Elgin.

NOW THEREFORE the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That parking restrictions shall be established on a portion of the Centre Street, Rodney, as attached in Schedule A1.
2. That Section A1 of By-Law 2001-50 for the Municipality of West Elgin be deleted and thereafter replaced with Schedule "A1" attached hereto to reflect the particulars of the said restricted parking described in paragraph 1 above.
3. That this By-Law shall come into force and effect as of the date of passing thereof.

Read a first, second, and third time and finally passed this 28th day of November 2024.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

BY-LAW 2024-79

SCHEDULE “A-1”

**No Parking Zones – Section 20 (21)
in the Former Village of Rodney & Former Township of Aldborough**

Column 1	Column 2	Column 3	Column 4
<u>HIGHWAY</u>	<u>SIDE OR SIDES</u>	<u>FROM</u>	<u>TO</u> <u>TIMES OR DAYS</u>
Harper St.	Both	Furnival Road	Jane St. Any time
Queen St.	North	Monroe St.	Third St. Any time
King St.	Both	West side of Furnival Road	West side of Jane St. Any time Any time
Jane St.	Both	King St. North	Projection of northerly property line of 173 Jane St. Any time
Centre St.	North	130 Meters W Of the W Limits Of Furnival Rd.	W. End of ROW (Centre St), being a distance of 70M. Any Time
Centre St.	South	120 Meters W of the W Limits of Furnival Rd.	W. End of ROW (Centre St), being a distance of 80M. Any Time



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2024-80

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on November 28, 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 November 28, 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 28th day of November 2024.

Richard Leatham, Mayor

Terri Towstiuc, Clerk