



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: May 9, 2024, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for May 9, 2024 as presented.

3. Disclosure of Pecuniary Interest

4. Adoption of Minutes

7

Recommendation:

That West Elgin Council hereby adopt the Minutes of April 25, 2024, as presented.

4.1 Committee and Board Minutes

19

Recommendation:

That West Elgin Council hereby acknowledge receipt of the West Elgin Community Centre Board of Management (Arena) Minutes, April 10, 2024; And the Old Town Hall Committee Minutes, April 18, 2024, as presented.

5. Business Arising from Minutes

## **6. Staff Reports**

### **6.1 Building**

#### **6.1.1 Monthly Building Report, April 2024**

24

Recommendation:

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

### **6.2 Fire**

#### **6.2.1 Monthly Fire Report, April 2024**

26

Recommendation:

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

### **6.3 Municipal Drains**

#### **6.3.1 Sherman Drainage Work**

30

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk submitted on behalf of Drainage Superintendent, T. Mohan, Re: Sherman Drain Tender process; And

Council approve the tender method used, and the contractor selected, bring Monden Excavating, for drainage works on the Sherman Drain.

### **6.4 Operations & Community Services**

#### **6.4.1 Monthly Operations Report, April 2024**

32

Recommendation:

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

### **6.5 Planning**

**6.5.1 Severance Application E36-24 – Comments to Elgin County** 35

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E36-24 – Comments to Elgin County (Planning Report 2024-12);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E36-24, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

**6.6 Clerk's**

**6.6.1 Monthly Administration Update, April 2024** 46

Recommendation:

That West Elgin Council hereby receives the Monthly Update report for April 2024 from Terri Towstiuć, Clerk, for information purposes only.

**6.7 Finance/Administration**

**6.7.1 West Lorne Sewer – Fiberoptic Services** 48

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer for information; and That West Elgin council authorizes the signing of an agreement with North Frontenac Telephone Corporation Ltd. for a five-year term at a rate of \$225.00 per month plus applicable taxes.

**6.7.2 Geographical Information Systems – Shared Services Agreement** 52

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Geographical Information Systems – Shared Services Agreement, be received and filed; and,

That the West Elgin Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin, at the By-law section of the May 9, 2024 agenda.

**6.7.3 Sewer Rodding Policy** 70

Recommendation:

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: Sewer Rodding Policy; and That West Elgin Council approves the Sewer Rodding Policy as presented.

**6.7.4 Sanitary Sewer Connection Charges** 77

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Sanitary Sewer Connection Charges for review and discussion; and,

THAT West Elgin Council consider approving the proposed fees at the upcoming council meeting.

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

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

**8. Accounts**

Recommendation:

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #5 amounting to \$363,429.77 in settlement of General, Road, Water and Arena Accounts including Cheque number 26428-26443, EFT#8270-8328, on-line payment# 1365-1375 and Payroll Pay Period 09.

**9. Notice of Motion**

**10. Council Inquires/Announcements**

**11. Correspondence**

**11.1 Letter dated April 24, 2024 from Watson & Associates Ltd Re: Assessment of Bill 185, Cutting Red Tape to Build More Homes Act, 2024 and the Proposed Provincial Planning Statement, 2024** 90

**11.2 Accessibility Open House, June 1, 2024, Joe Thornton Community Center** 107

**12. Items Requiring Council Consideration**

**12.1 Elgin International Club Liquor License Extension** 108

Recommendation:

That West Elgin Council hereby receive the letter from Lori Parker, President, Elgin International Club Re: Request for a Municipal Letter of Support for the extension of Liquor License 801297; And

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

**13. By-Laws**

**13.1 By-law 2024-35, Adoption of the 2024 Operating and Capital Budgets** 110

Recommendation:

That By-law 2024-35, Being a By-Law to Adopt the 2024 Operating and Capital Budgets for the Municipality of West Elgin, and Repeal By-law 2023-31, be read a first, second and third and final time.

**13.2 By-law 2024-36, GIS Shared Services Agreement**

157

Recommendation:

That By-law 2024-36, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and The Corporation of the County of Elgin for the purpose of Geographic Information Systems (“GIS”) services, be read a 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(b), being personal matters about an identifiable individual, including municipal or local board employees; And Section 239 (2)(d), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

**15. Report from Closed Session**

**16. Confirming By-Law**

173

Recommendation:

That By-law 2024-37 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 9, 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 4:00pm, on Thursday, May 23, 2024 or at the call of the Chair.



# Municipality of West Elgin

## Minutes

### Council Meeting

April 25, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

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

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**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2024- 158**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for April 25, 2024, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Public Meeting**

**Resolution No. 2024- 159**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

**4.1 Planner Recommendation Report**

**Resolution No. 2024- 160**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, planner regarding Zoning By-law Amendment Application D-14 17-2023 – Recommendation Report (Planning Report 2023-50).

That West Elgin Council approve the zoning by-law amendment for the subject parcel at 176 Munroe St to rezone the property from Residential First Density (R1) to Residential First Density Special Regulation 10 (R1-10) including site-specific regulations as outlined in Figure Three of this report.

That West Elgin Council consider the by-law to amend the comprehensive Zoning By-law, as presented in the by-law portion of the April 25, 2024, Council Agenda.

**Carried**

**4.2 Adjournment of Public Meeting**

**Resolution No. 2024- 161**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Navackas

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

**Carried**



**5. Adoption of Minutes**

**Resolution No. 2024- 162**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby adopt the Regular Council Minutes of April 11, 2024, as presented.

**Carried**

**5.1 Committee and Board Minutes**

**Resolution No. 2024- 163**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That Council hereby acknowledge receipt of the minutes of the Old Town Hall Committee, March 7, 2024; the Arena Board (WECC), March 13, 2024; the Rodney Aldborough Fair Board, April 9, 2024; and the West Elgin Early Years, February 2024, as presented.

**Carried**

**6. Business Arising from Minutes**

None.

**7. Staff Reports**

**7.1 Planning**

**7.1.1 MacLeod Court Subdivision Amendment to Development Agreement**

**Resolution No. 2024- 164**

**Moved:** Councillor Navackas

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner related to the required amendment to a development agreement for the MacLeod Court subdivision.

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

**Carried**

## **7.2 Emergency Management**

### **7.2.1 EMPCA 2023 Compliance Results**

#### **Resolution No. 2024- 165**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That West Elgin Council acknowledge receipt of the 2023 Emergency Management Compliance letter, dated April 15, 2024, advising the municipality has satisfied all thirteen (13) program elements required under the *Emergency Management and Civil Protection Act*.

**Carried**

## **7.3 Clerk's**

### **7.3.1 Dog Park -Update for Funding Opportunities**

#### **Resolution No. 2024- 166**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Off Leash Dog Park, Funding Opportunities as information only; And

That possible consideration will be brought back for the 2025 budget deliberations.

**Carried**

### **7.3.2 Poultry Attack from Dogs**

#### **Resolution No. 2024- 167**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Claim pursuant *Protection of Livestock and Poultry from Dogs Act*, 1990; And

That Council authorize payment for \$730.00, payable to the applicant, pursuant to Section 3 of the *Protection of Livestock and Poultry from Dogs Act*; And

That Council direct staff to recover the cost of the claim from the owner of the dogs, pursuant to Section 5 of the *Protection of Livestock and Poultry from Dogs Act*, 1990; And

That Council direct the Clerk to immediately advertise for a Livestock Valuer for the Municipality.

**Carried**

### **7.3.3 Old Town Hall Committee Update**

#### **Resolution No. 2024- 168**

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

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

That Council direct staff to advertise for an additional three (3) members of the community, to be added to the Old Town Hall Committee; And

That Council support the Old Town Hall Committee to facilitate a Community Open House; And

That Council approve the addition of Councillor Navackas and Mrs. Norma McPhail to the Old Town Hall Committee.

**Carried**

## **7.4 Finance/Administration**

### **7.4.1 Asset Retirement Obligations Policy**

#### **Resolution No. 2024- 169**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Asset Retirement Obligations Policy; and That West Elgin Council approves the Asset Retirement Obligations Policy; And

That Council direct staff to prepare a letter to the Association of Municipalities of Ontario (AMO), requesting provincial monetary support to facilitate said policy requirements.

**Carried**

#### **7.4.2 2024 Budget, Final Draft**

##### **Resolution No. 2024- 170**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby approve the 2024 Budget as presented; And

That Council direct staff to prepare the necessary by-laws for adoption at the next regular meeting of Council.

**Carried**

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

- Deputy Mayor Tellier advised that the Heritage Home Building Committee is in the early stages of planning for a three-level expansion to the home, although nothing has been approved yet.
- Councillor Navackas advised that plans are underway with the Fair Board, for the 2024 Rodney Fall Fair. The board will be holding their fundraiser dinner on June 20, and the Demolition Derby has been changed to Friday night, instead of Saturday.
- Deputy Mayor Tellier advised that the Recreation Committee is in the process of planning and organizing the celebrations and events for Canada Day, 2024.

### **9. Accounts**

#### **Resolution No. 2024- 171**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

THAT the Mayor and Treasurer are hereby authorized to sign Payment Voucher #4 amounting to \$3,043,283.08 in settlement of General, Road, Water and Arena Accounts including Cheque number 26420-26427, EFT#8089-8269, on-line payment# 1349-1364 and Payroll Pay Period 07-08.

**Carried**

## 10. Notice of Motion

None received.

## 11. Council Inquires/Announcements

Deputy Mayor Tellier provided numerous updates and announcements, including:

- Councillor Denning and Deputy Mayor Tellier attended Aldborough Public School this week and read many books to local children.
- Deputy Mayor Tellier met with a staff from CBC at Ye Olde Jail, Rodney, and they will be publishing an article on the historic landmark. They are interested in coming back to West Elgin, to tour other facilities.
- Mayor Leatham, Deputy Mayor Tellier and CAO Badura met with Karen Vecchio, MP, and her team to discuss opportunities and struggles within the Municipality and had a great idea sharing session with great conversation to progress West Elgin forward.
- St. Mary's Daycare will be officially opening April 29, 2024, with full registration and a large waitlist.

Councillor Statham asked how the Municipality has progressed with the Organization Review Timeline, as we are halfway through the six-month "Phase 1". Councillor Statham requested a formal report for the next Council meeting, to provide Council with an update on the progress.

Councillor Denning requested an update regarding the recent waste collection issues experienced through the municipality, especially with the recent changes made to Thursday and Friday collection days. L. Gosnell, Manager of Operations and Community Services advised that staff met with Waste Connections that morning at the Municipal Office. Mr. Gosnell advised that the meeting was to focus on the route changes, challenges and communication between Waste Connections and the Municipality, to ensure there is ample time to provide updates to residents, when any issues or delays arise. Mr. Gosnell also advised that, although in the infancy stages, Waste Collections is in the process of switching any new fleet to allow collection for "wheelie bin" style collection, which is primarily a health and safety concern for their collection staff.

## 12. Correspondence

12.1 Assessment of Bill185, Cutting Red Tape to Build More Homes Act, 2024

12.2 Western Ontario Warden's Caucus Support for Small Business Enterprise Centre Funding

- 12.3 Letter dated April 8, 2024 from Julie Welker, Source Protection Coordinator, Thames-Sydenham Source Protection Region Re: Phasing out Free Water Testing

*Email received April 25, prior to Council, indicating that the Free Well Water Testing program will remain in place.*

**Resolution No. 2024- 172**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That West Elgin Council hereby receive and file all correspondence received April 25, 2024, not otherwise dealt with.

**Carried**

**13. Items Requiring Council Consideration**

**13.1 West Elgin Strategic Plan (Final), 2023-2027**

**Resolution No. 2024- 173**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That Council acknowledge receipt of the Strategic Plan, 2023-2027, Final Copy; And

That Council direct staff to post the Strategic Plan on the Municipal Website, for public access.

**Carried**

**13.2 Sustainable Infrastructure Funding for Small Rural Municipalities**

**Resolution No. 2024- 174**

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives and supports the resolution received from Hastings County Re: sustainable infrastructure funding for small rural municipalities; And

That Council direct staff to provide a letter of support to Hasting County, with a copy forwarded of the resolution forwarded to The Honourable Doug Ford, Premier of Ontario; The Honourable Kinga Surma, Ontario Minister of Infrastructure; The Honourable Paul Calandra, Ontario Minister

of Municipal Affairs and Housing; And the Association of Municipalities of Ontario (AMO).

**Carried**

**13.3 Letter Received April 22, 2024 Re: Lupus Fundraiser, Request for Fee Waiver, Miller Park, May 18, 2024**

Council discussed the request in detail, and CAO Badura advised Council that events of this nature still require one or two Public Works staff on site to collect garbage, ensure washrooms are in order and be available for any issues that may arise, which is typically at a over-time rate of pay.

**Resolution No. 2024- 175**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receive the request received April 22, 2024 Re: Fee Waiver, Lupus Canada Fundraiser, Miller Park, May 18, 2024; And

That Council approve a fifty percent (50%) fee waiver for Miller Park, May 18, 2024.

**Carried**

**14. Upcoming Meetings and Holidays**

- Wednesday, May 1, 2024, Economic Development Committee, 9:00am, Council Chambers
- Tuesday, May 7, 2024, Old Town Hall Committee, 10:00am, Municipal Office Board Room
- Wednesday, May 8, 2024, WECC (Arena) Board, 9:00am, Council Chambers
- Thursday May 9, 2024, Court of Revision (Sherman Drain), 3:45pm, Council Chambers
- Thursday May 9, 2024, Council, 4:00pm, Council Chambers
- Monday, May 20, 2024, Victoria Day Holiday, Municipal Office Closed
- Tuesday, May 21, 2024, Tri-County Water, 7:00pm, Council Chambers
- Thursday, May 23, 2024, Council, 4:00pm, Council Chambers

## 15. By-Laws

### 15.1 2024-30, McColl Drain Construction Debenture

#### Resolution No. 2024- 176

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That By-law 2024-30, A By-law to Authorize the issue of Debentures in the principal amount of \$12,420.79 for the construction of McColl Drain, be read a first, second and third and final time.

**Carried**

### 15.2 2024-31 - Zoning By-law Amendment, 176 Munroe Street

#### Resolution No. 2024- 177

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

That By-law 2024-31, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 176 Munroe Street, be read a first, second and third and final time.

**Carried**

### 15.3 2024-32 - Update Appointment By-law, Committees and Boards

#### Resolution No. 2024- 178

**Moved:** Councillor Statham

**Seconded:** Councillor Navackas

That By-law 2024-32, Being a By-Law to appoint members to the various Boards, Committees and Authorities in the Municipality of West Elgin, and Repeal By-law 2023-79, be read a first, second and third and final time.

**Carried**

### 15.4 2024-33, Site Plan Agreement, V&V Enterprises Inc. (12450 Furnival Road)

#### Resolution No. 2024- 179

**Moved:** Councillor Navackas

**Seconded:** Deputy Mayor Tellier



That By-law 2024-33, Being a By-law to Authorize the Execution of a Site Plan Agreement with V & V Enterprises Inc (12450 Furnival Road), and Repeal By-law 2024-27, be read a first, second and third and final time.

**Carried**

**16. Closed Session**

*Prior to the Closed Session "Call to Order", Council took a ten (10) minute break.*

**Resolution No. 2024- 180**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:49 pm, to discuss matters pursuant to the *Municipal Act*, 2001 Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees; Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; Section 239 (2)(d) labour relations or employee negotiations.

**Carried**

**17. Report from Closed Session**

Report from Closed at 7:05pm.

West Elgin Council received updates regarding matters pursuant to the *Municipal Act*, 2001 Section 239 (2)(b) personal matters about an identifiable individual, including municipal or local board employees; Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; Section 239 (2)(d) labour relations or employee negotiations.

Council provided staff with administrative direction, where required, including the following recommendation:

**Resolution No. 2024- 181**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

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

**Carried**

**18. Confirming By-Law**

**Resolution No. 2024- 182**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2024-34 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 25, 2024, be read a first, second and third and final time.

**Carried**

**19. Adjournment**

**Resolution No. 2024- 183**

**Moved:** Deputy Mayor Tellier

**Seconded:** Mayor Leatham

That the Council of the Municipality of West Elgin hereby adjourn at 7:06pm, to meet again at 4:00pm, on Thursday May 9, 2024, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk



# Municipality of West Elgin

## Minutes

### West Elgin Community Centre Board of Management

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

West Elgin Community Complex - Hybrid Meeting

160 Main St

West Lorne

Electronic Hybrid Meeting

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

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

**1. Call to Order**

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

**2. Adoption of Agenda**

**Moved:** Bill Denning

**Seconded:** Jim Hathaway

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

**Carried**

**4. Minutes**

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

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

**Carried**

**5. Business Arising from Minutes**

No business arising from the minutes

**6. Financials**

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

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

**Carried**

**7. New Business**

**7.1 Skating Club Update**

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

**7.2 Minor Hockey Update**

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

**7.3 Arena Renaming Update**

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

**8. Staff Operations Update**

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

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

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

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

**9. Adjournment**

**Moved:** Bill Denning

**Seconded:** Jim Hathaway

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

**Carried**

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Ken Loveland, Chair

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Jenn VanEsse, Recording Secretary



## Old Town Hall Committee Minutes

Date: April 18, 2024

Time: 10:00 am

### 1. Call to Order

Secretary/Clerk Towstiuic called the meeting to order at 10:10 am.

### 2. Adoption of Agenda

**Moved By** Mona Blain, Chair

**Seconded By** Devin Pearson, Vice Chair

That the Old Town Hall Committee hereby adopt the agenda of April 18, 2024, as presented.

**Carried**

### 3. Disclosure of Pecuniary Interest

None disclosed.

### 4. Adoption of Minutes

**Moved By** Devin Pearson, Vice Chair

**Seconded By** Mona Blain, Chair

That the Old Town Hall Committee hereby adopt the minutes of March 7, 2024, as presented.

**Carried**

### 5. Business Arising from Minutes

None.

### 6. New Business

#### 6.1 Purpose of the Building and Committee intentions

Deferred until the Committee is further in their roles. The committee is still at a stage of gathering information.

#### 6.2 Roles and responsibilities of the Committee

Committees provide Municipal Council with input about a wide variety of subjects through discussion, presentations and recommendations. Some

committees also organize and participate in community events. Becoming a member of a Municipal Committee offers residents a unique chance to volunteer their highly valued skills, diversity and knowledge to strengthen our shared sense of community. *(Taken from Township of Cramahc "A Guide to Working with Council & Committees")*

**6.3 Expansion of the Committee**

**Membership Composition and Responsibilities** *(From Terms of Reference)*

The Committee will be composed of three (3) voting members, consisting of one (1) member of Council and two (2) members of the Public.

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

The committee would like to add two (2) more members to the committee. The request will be presented to Council on April 25.

**6.4 Timelines**

- Final progress report has been submitted, with an email requesting more details (eligible expansion, why "final")
- Deadline for project is March 31, 2028

**6.5 Update from Spriets**

No further updates at this time from Spriets.

**6.6 Quotes from Demolition**

Demolition has not been confirmed or scheduled, as the 2024 Budget Deliberations have not been adopted by Council.

**6.7 Townhall Public Meetings**

Town Hall meeting tentatively scheduled for May 13, 2024 at 7:00pm, Rodney Recreation Center.

**7. Other Items Requiring Discussion**

**8. Adjournment**

That the Old Town Hall Committee hereby adjourn at 11:03am, to meet again at 10:00am, on May 7, 2024, or at the call of the Chair.



## Staff Report

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**Report To:** Council Meeting  
**From:** Corey Pemberton, Chief Building Official  
**Date:** 2024-05-02  
**Subject:** Building Department Summary Report – April 2024

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### **Recommendation:**

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

### **Purpose:**

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


### **Background:**

Please see attached Summary Report.

Respectfully submitted by,

*Corey Pemberton, CBO*



 <b>MUNICIPALITY OF West Elgin</b>				Municipality of West Elgin			
				Permit Comparison Summary			
				Issued For Period January - April 2024			
Current Year to Date 2024				Previous Year to Date 2023			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	4	14,749	644,970	Accessory structures	6	1,229	137,000
Agricultural	4	7,442	955,000	Agricultural	9	10,467	1,540,000
Change of Use				Change of Use		-	-
Commercial				Commercial		-	-
Demolition				Demolition	4	640	24,200
Heating				Heating		-	-
Industrial Building				Industrial Building			
institutional Building				institutional Building	1	9,750	750,000
Miscellaneous	1	160	20,000	Miscellaneous			
Plumbing				Plumbing	1	200	3,000
Pools				Pools	1	160	
Residential Building	6	20,182	3,360,390	Residential Building	8	12,495	2,375,800
Sewage System	3	2,040	32,000	Sewage system	6	3,130	64,940
Signs	2	660	23,000	Signs			-
Combined Use				Combined Use		-	-
<b>TOTAL</b>	<b>20</b>	<b>45,233</b>	<b>5,035,360</b>	<b>TOTAL</b>	<b>36</b>	<b>38,071</b>	<b>4,894,940</b>

Current Year 2024				Previous Year 2023			
TOTAL PERMIT ISSUED			20				36
TOTAL DWELLING UNITS CREATED			13				5
TOTAL PERMIT VALUE			5,035,360				4,894,940
TOTAL PERMIT FEE			45,233				38,071
TOTAL INSPECTION COMPLETED(YTD)			224				146

APRIL 2023 Compared to APRIL 2024							
Current Year 2024				Previous Year 2023			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures	1	373	2,000
Agricultural	1	6,510	800,000	Agricultural	4	2,369	866,450
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition	2	320	80,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools		160	
Residential Building	4	18,934	3,220,390	Residential Building	1	350	17,122
Sewage System				Sewage System	2	1,120	26,400
Signs				Signs			
Combine Use				Combined Use			
<b>TOTAL</b>	<b>5</b>	<b>25,444</b>	<b>4,020,390</b>	<b>TOTAL</b>	<b>10</b>	<b>4,692</b>	<b>991,972</b>



## Staff Report

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2024-05-09  
**Subject:** Monthly Report for April 2024

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### **Recommendation:**

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

### **Purpose:**

To provide Council with an update on fire department activities in the month of April 2024.

### **Background:**

#### ***Emergency Responses***

Alarms Sounding	1
Vehicle Collision	1
Medical Assist	4
Burn Complaint	1
Call cancelled on route	3
TOTAL	10

#### ***Training & Meetings***

Department topics included incident review, hose deployment, and pumper operations.

Members attended NFPA 1002 Pumper Operations, NFPA 1031 Fire Inspector, and Fire Code courses.

Fire chief attended County Mutual Aid and Prevention meetings, Solar Eclipse planning and debrief meetings, and meetings regarding a joint tanker order.

#### ***Fire Prevention***

No new inspections.

The currently vacant Fire Prevention Officer position will be posted internally in May.

#### ***Other Activities/Information***

Three recruits are attending NFPA 1001 Recruit training in Elgin-Middlesex.

The fire chief is continuing to work with two other Elgin County Fire Departments on a potential three-tanker order, with the goal of shared savings. Various options will be brought to the Tanker Replacement Committee for their consideration, then to Council.

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

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

**Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by:

Jeff McArthur, Fire Chief

### Report Approval Details

Document Title:	Monthly Activity Report - March 2024 - 2024-04-Fire.docx
Attachments:	
Final Approval Date:	Apr 8, 2024

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

Terri Towstiuć

### Report Approval Details

Document Title:	Monthly Activity Report - April 2024 - 2024-05-Fire.docx
Attachments:	
Final Approval Date:	May 6, 2024

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

Terri Towstiuć



## Staff Report

---

**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-05-09  
**Subject:** Sherman Drain Tender

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk submitted on behalf of Drainage Superintendent, T. Mohan, Re: Sherman Drain Tender process; And

Council approve the tender method used, and the contractor selected, bring Monden Excavating, for drainage works on the Sherman Drain.

### **Purpose:**

The purpose of this report is to provide Council with an update on the selection for tender process for the Sherman Drain, where the entire cost is being compensated by the requesting landowner only.

### **Background:**

The Sherman Drain, under report by Brandon Widner, Spriets Associates, is a drain improvement in which the entire cost is assessed to the requesting landowner.

As such, the landowner requested which contractors he would like to tender the job. Two (2) quotes were received; one (1) from Gillier Drainage in the amount of \$59,900.00 and one (1) from Monden Excavating in the amount of \$54,225.00. The tender method used is an acceptable process and does not contravene the Drainage Act or municipal *policy (Consulted with B. Widner, Spriets & Associates and M. Badura, CAO/Treasurer)*.

After meeting with the landowner to discuss the tender results, the landowner chose to accept the quote from Monden Excavating.

### **Financial Implications:**

As indicated, to be paid by the landowner.

### **Policies/Legislation:**

The Drainage Act

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc, Clerk

On behalf of Tom Mohan, Drainage Superintendent



## Staff Report

---

**Report To:** Council Meeting  
**From:** Lee Gosnell, Manager of Operations & Community Services  
**Date:** 2024-05-09  
**Subject:** Monthly Operations Update – April 2024

---

### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide West Elgin Council with a brief update on operations carried out in the municipality during the month of April.

### **Background:**

#### Parks & Recreation

- Ice removal was completed at the arena and the building was cleaned in preparation for the off season.
- Regular cleaning was on-going at the Rec Center; however, many programs are now winding down for the summer break.
- Preparations were made for solar eclipse festivities at the marina. The municipal washroom was opened early, and extra garbage receptacles were placed around the area. The foot bridge over 16 Mile Creek was also inspected and rotten boards replaced in advance.
- Service and maintenance on parks equipment in preparation for summer, and winter sidewalk equipment was cleaned and stored.
- Received new soccer line painter which will be needed in early May.
- Started regular grass cutting at all locations.

#### Utilities

- Operators from public works, utilities and the recreation department completed OTM Book 7 training which deals working in/around roadways and proper traffic control requirements.
- Staff assisted with opening the Port Glasgow trailer park, including inspection of the water system and inspection/cleaning of the sanitary system.
- All seasonal water turn-ons were completed as requested.
- Hydrant flow colour markings were upgraded according to the latest flow test results supplied by OCWA.
- All locates, meter reads and repairs were completed in a timely manner.



Public Works

- Spring landfill operations, including moving cover material and general cleanup.
- Winter road patrols ended and routine patrols on county/municipal roads were on-going.
- 2024 bridge washing operations were carried out at the five county structures identified for cleaning. This consists of basing and curb cleaning, power washing of guiderail and structural components, plus primary inspection.
- Staff cleaned off catch basins to provide drainage and prevent foreign material from entering the storm sewers.
- Installation of a roadside basin and drain was completed on Fleming Line.
- Public works staff completed road closures and traffic control in conjunction with OPP for the solar eclipse viewing at Port Glasgow.
- Spring grading and dragging of gravel roads south in the south half of the municipality is complete and work has begun in the north end.
- Multiple calls for dead animal removal, including one call for a deceased deer on the Port Glasgow beach.
- Shoulder grading along all county roads was completed.
- Sweeping of all county intersections was also completed in April.
- Staff assisted with lawn restoration around the new fire hydrant located adjacent to the former Rodney Legion.
- Tree stumps were ground on county road 6 and in West Lorne. The grindings were removed, and topsoil placed.
- Gravel was placed along Moriah Street in Rodney, just east of Stinson Steet, to aid in church parking.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell  
 Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Monthly Operations Update - April 2024 - 2024-17-Operations Community Services.docx
Attachments:	
Final Approval Date:	May 7, 2024

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

Terri Towstiac



**Staff Report**

**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2024-04-23  
**Subject:** Severance Application E36-24 – Comments to Elgin County – Recommendation Report (Planning Report 2024-12)

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E36-24 – Comments to Elgin County (Planning Report 2024-12);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E36-24, subject to the Lower-Tier Municipal conditions in Appendix Two of this report;

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

**Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E36-24, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate lot creation for an existing dwelling which is surplus to the farming operations of the owner at 19911 Pioneer Line. A draft outline of the proposed lot is attached as Appendix One.

**Background:**

Below is background information, in a summary chart:

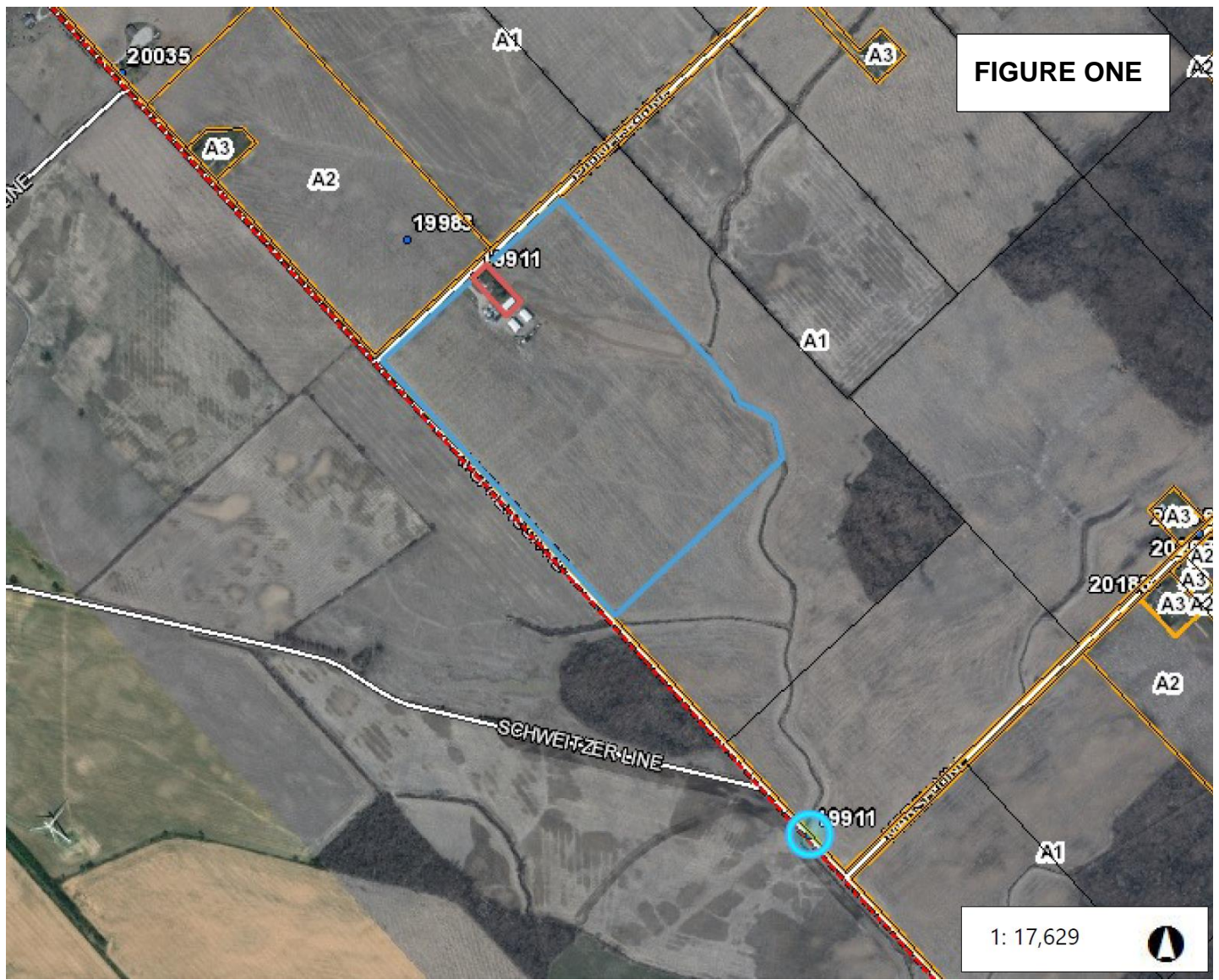
<b>Application</b>	E36-24
<b>Owner</b>	AGinvest Farmland IV Inc.
<b>Legal Description</b>	Part Lot of A, Concession 9
<b>Civic Address</b>	19911 Pioneer Line
<b>Entrance Access</b>	Pioneer Line
<b>Services</b>	Private water well (easement required) & on-site septic system
<b>Existing Land Area</b>	33.5 ha (82.7 ac.)

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

Application	Severed Parcel (RED)			Retained Parcel (BLUE)		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E36-24</b>	44.423 m (145.7 ft.)	101.263 m (332.2 ft.)	0.45 ha (1.11 ac)	482 m+/- (1,581 ft.)	683 m+/- (2,241 ft.)	33 ha (81.6 ac.)

The Public Hearing is scheduled for May 22, 2024, at the Elgin County Land Division Committee Meeting.

Figure One below, depicts the subject parcel of land.



**Financial Implications:**

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

**Policies/Legislation:**

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

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

**PPS:**

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

Comment: The proposed lot is within the size range of most surplus dwelling lots and does not include any actively farmed land.

New land uses, including the creation of lots and new or expanding livestock facilities shall comply with the minimum distance separation formulae, in accordance with Section 2.3.3.3 of the PPS. There are no livestock facilities within close proximity of the proposed lot.

The property does not contain any wooded areas. As such, the proposal is consistent with the PPS.

**CEOP:**

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

**OP:**

The subject lands are designated as Agricultural, as shown on Rural Area Land Use and Transportation Schedule 'E' of the OP.

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

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

Administration advises that:

- The applicant has noted that the residence is surplus to the owner's farming operation and the dwelling has been in existence greater than ten years and is structurally sound and suitable for human occupation;
- A zoning by-law amendment to prohibit a new or additional dwelling on the proposed retained parcel is required as a condition of severance;
- There is no livestock operation in close proximity of the proposed lot;
- The proposed severed parcel excludes productive farmland, and
- There are no farm buildings that are deteriorated, derelict or abandoned for consideration of removal.

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

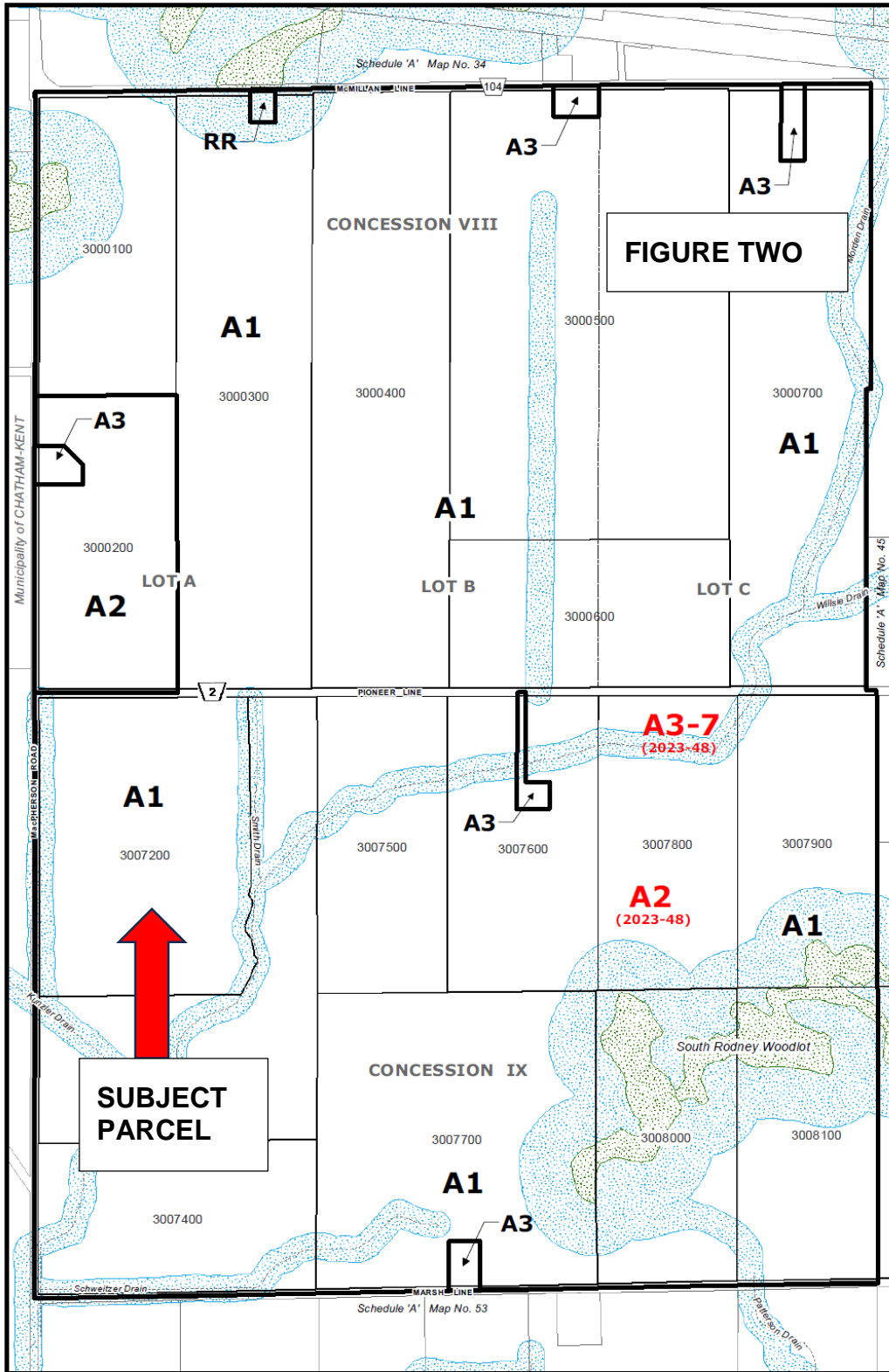
**Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):**

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 44 of the ZBL, as depicted in Figure Two below.

The blue hatch pattern on the mapping represents LTVCA regulated area. Permitted uses within the General Agricultural (A1) Zone include single unit dwellings. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 m respectively.

The proposed severed parcel area is 0.45 ha (1.11 ac.), with a lot frontage of 44.423 m (145.7 ft.); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural Zone (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m. The proposed retained parcel would require rezoning to the Agricultural (A2) Zone to prohibit future dwellings.

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



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"

SCALE 1:10,000

0 50 100 200 300 400 500 Metres

Municipality of West Elgin Zoning By-Law

Map No. 44



**Interdepartmental Comments:**

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

**Drainage:**

- The subject lands are within a municipal drainage area and will require reapportionment.

Planning Staff notes that the reassessment process will be addressed as a condition of approval.

**Public Works:**

- If any entrance modifications are needed, an entrance permit would be required.

There is currently separate access to the lot and farm parcel.

**Building Dept:**

- A septic system inspection will need to be completed as a condition of the severance.

The septic system has been assessed and will be provided to the Building Department for final clearance.

No other comments or concerns were received from Administration.

**Summary:**

Therefore, it is Planning Staff's opinion that the proposed surplus farm dwelling lot creation consent, is consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to prohibition of future dwellings on the retained parcel); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. (Appendix B)

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

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,



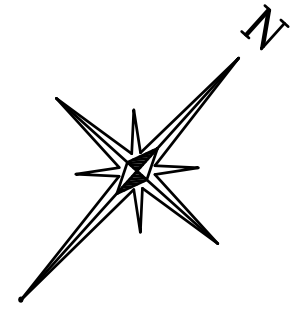
Robert Brown, H. Ba, MCIP, RPP  
 Planner, Municipality of West Elgin

**Report Approval Details**

Document Title:	Severance Application E36-24 - Comments to Elgin County - Recommendation Report - 2024-12-Planning.docx
Attachments:	- Appendix One - 19911 Pioneer R-Plan.pdf - Planning Report 2024-12 Appendix Two - Conditions to the County of Elgin.pdf
Final Approval Date:	May 1, 2024

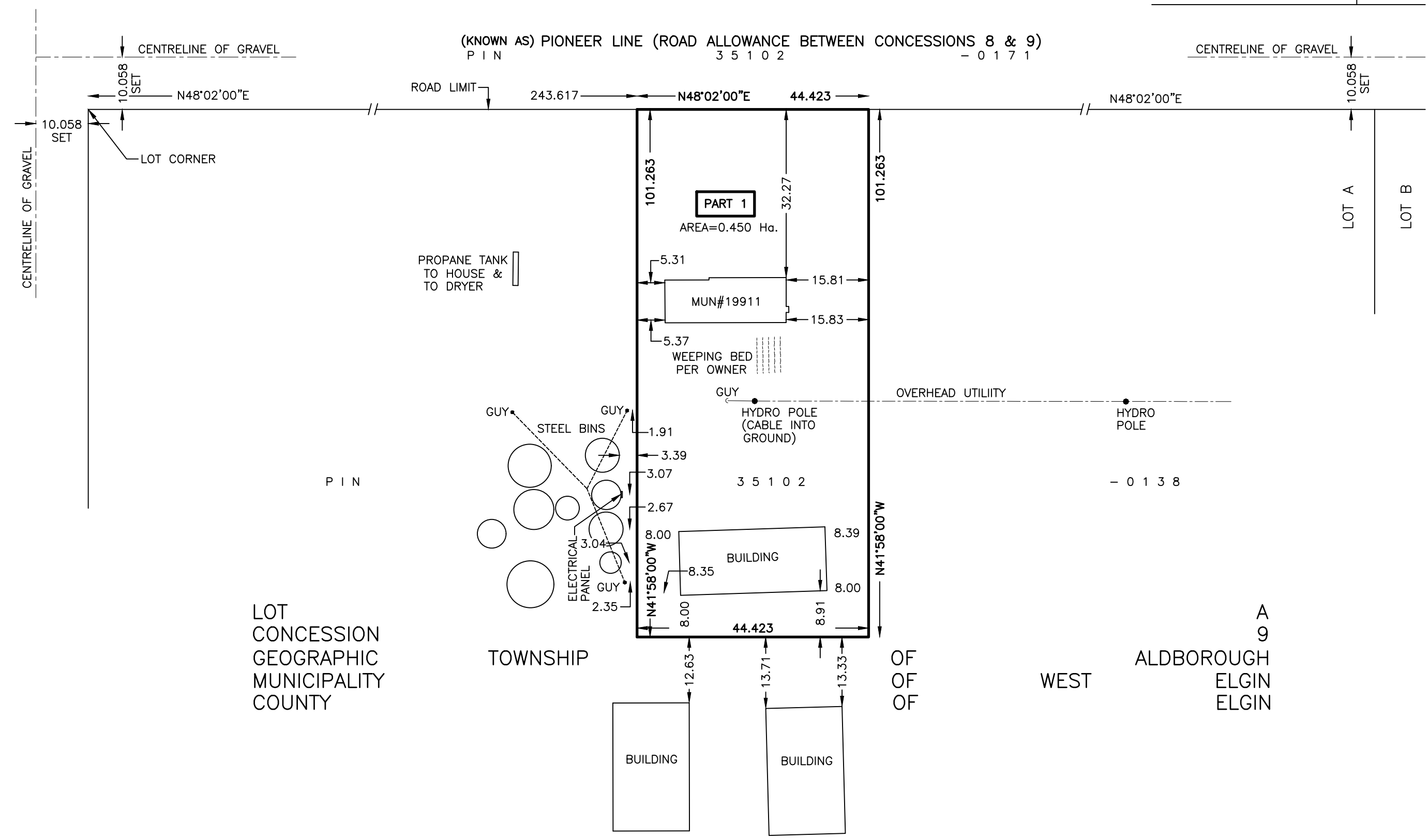
This report and all of its attachments were approved and signed as outlined below:

Terri Towstiuc



SCHEDULE OF PARTS			
PART	LOT	CONCESSION	PIN
1	PART OF A	9	PART OF 35102-0138

THIS PLAN COMPRISES PART OF PIN 35102-0138



**PLAN OF SURVEY OF  
PART OF LOT A  
CONCESSION 9  
GEOGRAPHIC TOWNSHIP OF ALDBOROUGH  
MUNICIPALITY OF WEST ELGIN  
COUNTY OF ELGIN**

**SURVEYOR'S CERTIFICATE**

I CERTIFY THAT:

1. THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT, THE LAND TITLES ACT, AND THE REGULATIONS MADE UNDER THEM.
2. THE SURVEY WAS COMPLETED ON THE 1st DAY OF JUNE, 2022.

( DATE )

S.D. HOOK  
ONTARIO LAND SURVEYOR

**NOTES**

BEARINGS ARE UTM GRID, DERIVED FROM OBSERVED REFERENCE POINTS A AND B, BY REAL TIME NETWORK (RTN) OBSERVATIONS, UTM ZONE 17, NAD83 (CSRS) (2010) TOPNET.

DISTANCES ARE GROUND AND CAN BE CONVERTED TO GRID BY MULTIPLYING BY THE COMBINED SCALE FACTOR OF 0.99973954.

OBSERVED REFERENCE POINTS (ORP) A & B: UTM, ZONE 17, NAD83 (CSRS) (2010). COORDINATES TO RURAL ACCURACY PER SEC. 14 (2) OF O. REG. 216/10.

POINT ID	NORTHING	EASTING
ORP A		
ORP B		

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN.

- DENOTES FOUND
- DENOTES SET
- IB DENOTES IRON BAR
- PB DENOTES PLASTIC BAR
- SIB DENOTES STANDARD IRON BAR
- CM DENOTES CONCRETE MONUMENT
- M DENOTES MEASURED
- Inst DENOTES INSTRUMENT
- S DENOTES SET
- PIN DENOTES PROPERTY IDENTIFIER NUMBER ORP DENOTES OBSERVED REFERENCE POINT

SCALE: 1:750



THE INTENDED PLOT SIZE OF THIS PLAN IS 558.8mm IN WIDTH BY 431.8mm IN HEIGHT WHEN PLOTTED AT A SCALE OF 1:750.

DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

DRAWN BY:	C.A.
CHECKED BY:	S.D.H. / C.A.
PLAN NUMBER:	22111

**HOOK & TODGHAM  
SURVEYING  
INCORPORATED**

CHATHAM ONTARIO  
PHONE: 1-519-354-6122 FAX: 1-519-354-6129

**Planning Report 2024-12: Severance Report E36-24 –**  
**Comments to the County of Elgin**

**Appendix Two: Severance Application E36-24 Conditions:**

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the septic system assessment completed for the severed parcel, dated March 8, 2024 be reviewed and revised, if needed, to the satisfaction and clearance of the Municipality.
5. That the Applicant shall have a private water well assessment completed on the retained parcel to ensure the drinking water source supplying the severed parcel is safe for human consumption, to the satisfaction and clearance of the Municipality.
6. That the applicant establish an easement in favour of the severed parcel for access to and maintenance of the water well and water line on the retained parcel;
7. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
8. That the Applicant have a drainage reapportionment completed (if required) pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality.
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2024-05-09  
**Subject:** Monthly Administration Update, April 2024

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### **Recommendation:**

That West Elgin Council hereby receives the Monthly Update report for April 2024 from Terri Towstiuc, Clerk, for information purposes only.

### **Purpose:**

The purpose of this report is to provide Council with an administrative update from the Municipal Office.

### **Background:**

- Municipal staff participated in website training on April 2-4, along with employees from Dutton Dunwich, Southwold and Zouling technologies.
- The annual tree giveaway took place, with pick-up on April 20. Numerous trees were left over, and staff were busy contacting recipients to arrange for pick-up.
- The Clerk has been participating in the AMCTO Mentorship program as a mentee, receiving valuable advice from another municipal Clerk/Mentor.
- Staff met with Waste Connections at the Municipal Office to get a better communication plan in place and discuss what the future may entail for West Elgin with the likelihood of “wheelie bin” collection.
- Service Ontario moving notices has been placed on Facebook, the Municipal Website and Electronic Sign.
  - ***Thank you to Kathy Urquart for her dedication and many years of service to Service Ontario and the Municipality. Wishing Kathy a happy and healthy retirement. Service Ontario will be closing at the Municipal Office on May 30, 2024, at 1:30pm, and re-opening at the new location on Tuesday, June 4, 2024 at 9:30 am at 216 Furnival Road.***

### **Financial Implications:**

None

### **Policies/Legislation:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuć  
Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-05-09  
**Subject:** West Lorne Sewer – Fiberoptic Services

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer for information; and That West Elgin council authorizes the signing of an agreement with North Frontenac Telephone Corporation Ltd. for a five-year term at a rate of \$225.00 per month plus applicable taxes.

### **Purpose:**

The purpose of this report is to obtain reliable high-speed internet connection for the West Lorne sewage treatment facility located at 25030 Thomson Line, West Lorne.

### **Background:**

In 2021, municipal staff and the Ontario Clean Water Agency approached North Frontenac Telephone Corporation Ltd. (NFTC) to request the installation of a fiber optic line extending 1 km from Graham Road to the West Lorne Sewage Plant. At that time, the estimated capital cost for this project was \$75,000.00. The municipal council approved this capital cost in the 2022 budget, and the request was submitted to NFTC. However, NFTC was unable to commit to the project due to resource constraints and timing, leading us to understand that the project was cancelled.

Recently, NFTC has proposed to move forward with the fiber optic connection to the sewage plant. There will be no capital cost to the municipality, but NFTC requires a commitment for a 5-year term at a monthly rate of \$225 plus applicable taxes.

The fiber connection is essential for the efficient operation of the SCADA system at the plant. Currently, the plant relies on archaic dial-up connection that significantly hinder program efficiency. Upgrading to high-speed internet will enable faster report retrieval and improve the responsiveness of real-time monitoring system. Additionally, given the rapid evolution of technology, this upgrade will allow us to accommodate additional applications and streamline remote access more effectively.

Based on the above considerations, staff recommends signing the agreement with NFTC to proceed with the fiber optic connection, which will greatly enhance the operational capabilities of our SCADA system.

### **Financial Implications:**



The monthly internet cost was not accounted for in the 2024 West Lorne Sewage Operating Budget. If the council decides to proceed with the recommended option, the overall transfer to reserves will be decreased by approximately \$1,350.00.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
 CAO/Treasurer

**Report Approval Details**

Document Title:	West Lorne Sewage - Fiberoptic service - 2024-11-Administration Finance.docx
Attachments:	- NFTC - 50MB - West Elgin 25030 Thompson Line.pdf
Final Approval Date:	May 3, 2024

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

Terri Towstiuć



**North Frontenac Telephone Corporation Ltd.**  
 5405 Eglinton Ave W. Suite 214  
 Toronto ON, M9C 5K6  
 T: 1-888-638-3575  
 E: support@nftctelecom.com



## NFTC COMMERCIAL SERVICES AGREEMENT

Date:	May 2, 2024
Customer Name:	The Corporation of the Municipality of West Elgin
Telephone No.:	519-785-0560 ext. 221
Telephone No.2:	
Email:	<a href="mailto:mbadura@westelgin.net">mbadura@westelgin.net</a>
Service Address:	25030 Thompson Line, West Lorne ON N0L 2P0
Billing Address:	22413 Hoskins Line, Rodney ON N0L 2C0

Sales Rep:	Scott Nielsen
Term (Months):	60
Billing Method:	<input type="checkbox"/> Credit Card <input type="checkbox"/> Pre-Authorized Pay <input type="checkbox"/> E-Bill <input type="checkbox"/> Other
Installation:	<input type="checkbox"/> Existing Connection <input type="checkbox"/> New: Buried Service <input type="checkbox"/> New: Aerial Service
Requested Install Date:	

Select (X Qty)	Product & Service Details	Monthly Cost	Monthly Sub-Total
Commercial Internet Services			
	50 MBPS SYMMETRICAL BUSINESS NETWORK CONNECTION	\$225	\$225
	Static IP (If needed)	\$0	
NOTE: Service rates and 'free installation' promotion honoured from original discussions/signoff in 2022. NFTC agrees to extend agreement length to 5 years. No cost for Static IP if needed.			

**Additional Comments:**  
 POC for line burial: Lee Gosnell, Manager of Operations and Community Services -519-785-0560 ext. 232  
 POC for Install: Dan Ballint, IT Support - 226-688-7839

<b>Total Monthly Rate:</b>	\$225
<b>Installation:</b>	\$0

All prices are in Canadian dollars. Regular taxes and HST are extra.

Your signature below indicates acceptance of this Commercial Service Agreement with NFTC. Included in this agreement are the Terms and Conditions, Appendix A.

**Customer Acceptance**

**NFTC Acceptance**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date



## Staff Report

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**Report To: Council Meeting**

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

**Date: 2024-05-09**

**Subject: Geographical Information Systems – Shared Services Agreement**

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Geographical Information Systems – Shared Services Agreement, be received and filed; and,  
That the West Elgin Council authorize to execute the Geographical Information Systems Shared Services Agreement with the County of Elgin.

### **Purpose:**

Since 2021, the County of Elgin has established and operated a web-based Geographic Information System (GIS) platform (called “Elgin GeoHub”) to meet the County’s needs, provide a service to all municipal partners (LMPs) and the public.

A shared service agreement has been prepared to formalize the current arrangement, define service expectations, and provide mechanisms for additional services that could be provided by the County.

### **Background:**

Geographic Information System (GIS) is a set of tools for mapping and analyzing things that exist and events that happen. GIS integrates and organizes layers of spatial data (where things are) with non-spatial or descriptive data (what things are) to give a better understanding of a place or process and can play an important role in supporting the day-to-day operations of a municipality.

We have continued to embrace GIS technology solutions to store and utilize our data that integrates into daily operations and the delivery of public services. As one example, an expected increased use of GIS internet-based mapping applications is required for municipalities to maintain compliance indefinitely with the Municipal Asset Management Planning Regulation (O.Reg. 588/17). Land use planning, Municipal Drainage, 911 property addressing, Conservation Authority regulated areas, and public works asset maintenance/work orders are some other examples of regularly utilized data sets and tools that we rely upon daily.

In 2021, County Council approved the establishment a secure web-based enterprise GIS platform (<https://geohub.elgin.ca/> ) for the County’s own needs and for use of its member municipalities who wished to participate and at the County’s cost. Now, after 3 years of experience, all of Elgin’s partner municipalities are utilizing this system to varying degrees. Over the last 12 months, approximately 15,000 people accessed the system verifying that the public and other stakeholders utilize this portal and the information and tools it provides.

This regional service has been provided by the County since 2021 without formal agreement. In order to formalize the GIS data hosting, management and administration services the County provides, a formal agreement has been prepared and attached to this report for Council's information. The agreement includes a standard list of ongoing services provided by the County (Schedule 'A') which includes the following:

- Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.
- Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.
- Ensure data backups are completed and software licenses are renewed.
- Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.
- Add datasets to the Geocortex internal and external facing websites, as requested.
- Provide training for municipal staff to access and navigate GIS products.
- Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch)

These base services will establish a consistent platform across the County and set service expectations. The agreement provides a mechanism whereas a request for additional services can be submitted based on our own needs. The County will receive all requests and has the authority to either accept or decline additional project work requests. If accepted by the County, a timeline for completion and an estimate of the staff hours required to complete the project will be provided to the requesting municipality. If accepted by the requesting municipality they would reimburse the County at the hourly rate of \$75 as prescribed in the agreement.

#### **Financial Implications:**

Access to the County's GIS portal and use of ArcGIS Online Geocortex software is provided at no additional cost. Schedule 'A' details the scope of standard services provided. There is a mechanism within the agreement that allows municipalities to request additional services provided by County staff if agreed to by all parties, but the cost cannot be determined at this time.

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

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

### Report Approval Details

Document Title:	Geographical Information Systems - Shared Services Agreement - 2024-12-Administration Finance.docx
Attachments:	- 25-03-2024 - GIS Shared Services Agreement.pdf
Final Approval Date:	May 3, 2024

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

Terri Towstiuć

THIS AGREEMENT made the 9<sup>th</sup> day of May, 2024

B E T W E E N:

**Corporation of the County of Elgin**

(hereinafter referred to as “Elgin”)

and

**Corporation of the Municipality of West Elgin**

(hereinafter referred to as the “Municipality”)

WHEREAS:

1. The Corporation of the County of Elgin is an upper-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* R.S.O. c. M. 25, as amended or replaced (the “*Municipal Act, 2001*”).
2. The Municipality is a lower-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* and is one of the constituent local municipalities within the geographic limits of Elgin County.
3. The Municipality, from time to time, requires certain on-demand Geographic Information Systems (“GIS”) services with regard to its operations.
4. Elgin is prepared to provide GIS services to the Municipality.
5. Elgin and their GIS staff have the requisite skill, experience and knowledge necessary to carry out the GIS services required;
6. The parties wish to formalize their contractual relationship through this Agreement.

IN CONSIDERATION of the mutual covenants and other terms and conditions hereinafter contained, the parties hereby covenant, promise and agree each with the other as follows:

## Definitions

1. In this Agreement,
  - a) “**Confidential Information**” means any information that is supplied in confidence explicitly or should be reasonably understood to have been supplied in confidence and includes, but is not limited to, Personal Information as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, and information that is subject to confidentiality requirements due to third-party agreements, licences or other instruments;
  - b) “**Director**” means the person holding the position of the Director of Engineering of Elgin;
  - c) “**Elgin**” means the Corporation of the County of Elgin;
  - d) “**Elgin CAO**” means the person holding the position of Chief Administrative Officer of Elgin;
  - e) “**Elgin Council**” means the municipal Council of Elgin;
  - f) “**GIS System**” means the system for capturing, storing, checking and displaying data in a geographic manner, including the hardware and software that, in conjunction, is used to provide the Services, including but not limited to the locally hosted servers, software, software as a service, licences and data;
  - g) “**LMP CAO**” means the person holding the position of Chief Administrative Officer of the Municipality;
  - h) “**Services**” means the registered professional planner services to be provided by the County pursuant to this Agreement and as specified in clause 5 of this Agreement.

## General

2. Elgin is a municipal corporation governed by Warden and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.
3. The Municipality is a municipal corporation governed by Mayor and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.
4. The Schedules attached hereto are incorporated into and form part of this Agreement.



### **Elgin GIS Services**

5. Elgin agrees to perform the GIS services described in Schedule “A” to this Agreement. For clarity, the services identified in Schedule “A” are provided by the County without any additional fees or charges as set out in Schedule “B”. Any services requested by the Municipality that are not included in Schedule “A” or otherwise described as an inclusive service within this Agreement (“Additional Services”) shall be subject to the fee(s) set out in Schedule “B”.
6. Elgin has the unfettered right pursuant to this Agreement to:
  - a) Establish procedures and protocols for how requests for GIS Services are initiated by the Municipality;
  - b) Determine the timing and method of performing the GIS Services;
  - c) Assigning personnel to the GIS Services;
  - d) Determine the deliverables that the County can offer;
7. Elgin will use commercial reasonable efforts, having regard to all of the circumstances including existing workload, personnel availability, the complexity of the GIS Services request and any other factor it deems relevant, to provide timely GIS Services.
8. The Municipality specifically acknowledges that the GIS Services of the County are provided to other local municipal partners within the geographic area of Elgin County and that GIS Services that are requested that are similar in nature to requests by other local municipal partners may be grouped together, the deliverables and work product may be shared with other local municipal partners and the ser

### **Elgin GIS System and Hosting**

9. Elgin hosts the Municipality’s GIS data on Elgin servers and provides access to the Municipality to its GIS system. The Municipality hereby acknowledges and agrees that such hosting and access is subject to the following terms and conditions:
  - a) The Municipality shall have the ability to access the GIS system through credentials provided to it by Elgin. The Municipality is solely responsible for restricting access to such credentials as needed and shall do so at its sole risk and shall release, save harmless and indemnify Elgin from any damages or claim arising out of access to the GIS system by its credentials whether authorized or unauthorized.
  - b) Elgin disclaims, provides no warranties, assurances or representations with regard to GIS data hosting.
  - c) The Municipality acknowledges and agrees that the GIS System is provided on an “as is” and “where available” basis and Elgin makes no guarantee, warranty, representation or condition of accuracy,

completeness or usefulness of the GIS System for the Municipality's purpose or intent, save and except where Elgin has agreed to create specific data or layers pursuant to a GIS Service retainer as set out herein or otherwise described in Schedule "A".

- d) The Municipality acknowledges and agrees that Elgin makes no representation, warranty or condition that its server will be continuously available or will function without interruption; that access to its server or GIS system will be compatible with the Municipality's equipment or software; that its server or GIS system will be error free or that errors will be corrected; that access to its server will be free of viruses or other destructive or disruptive components.

### **Retainer Process**

10. In order for the Municipality to retain the Elgin GIS Services for Additional Services, a request will be made in writing by the Municipal CAO to the Director of Engineering or designate. The written request shall include, at minimum, a detailed description of the issue, the deliverable or goal sought by the Municipality and a timeline for completion. The Director shall give best efforts to respond within two (2) business days acknowledging the request and indicating whether or not the Additional Service can be performed and whether the requested timeline can be met.
11. The Director may decline to provide the GIS Services at Elgin's sole and unfettered discretion. Without limiting the generality of the foregoing, the Director will have regard to the nature of the issue, the timeline for completion, any potential conflicts of interest and the workload of Elgin's GIS Department.
12. Elgin retains the right to terminate any particular file or Service(s) if (i) circumstances arise which create an actual or potential conflict of interest with the best interests of the Municipality or Elgin, as determined in the Director's sole and absolute discretion; and/or, (ii) loss of personnel, qualification and/or experience to render the Service(s). In the event that any Service(s) are terminated pursuant to this provision it shall be without recourse by, or compensation to, the Municipality.
13. The Municipality retains the right to terminate any particular retainer, file or Service(s) at its sole and absolute discretion, by providing written notice from the Municipality's CAO to the Director. If any particular file or Service(s) are terminated by the Municipality then Elgin shall immediately cease work on the file or Service(s) and invoice for all Service(s) rendered up to the time Elgin received the written notice.

### **Non-Exclusive Services**

14. The Municipality shall not be required to retain Elgin to provide all or any of the Municipality's GIS Services.
15. Elgin is permitted to provide GIS Services to entities other than the Municipality.

### **Fees and Disbursements**

#### Services

16. The Municipality shall pay to Elgin for Additional Services the rates set out in Schedule "B" to this Agreement which shall be the effective rate for the calendar year of 2024.
17. The Parties agree that Elgin shall be permitted, pursuant to its unfettered discretion, to increase the said hourly rates, effective as of January 1 in any calendar year during which this Agreement is effective, commencing January 1, 2025, provided that Elgin delivers written notice of such intended rate increase prior to November 1 of the prior calendar year thereof, commencing November 1, 2024.
18. The Municipality agrees that Elgin shall be entitled to obtain reimbursement of all disbursements and expenses incurred by Elgin in relation to any Service(s) for which it is retained by the Municipality, provided that, for any specific disbursement in an amount anticipated to be in excess of \$500.00, Elgin shall obtain prior written authorization from the Municipality before incurring such expense, including but not limited to any third-party fee(s).
19. Elgin shall provide detailed accounts for the Services on a quarterly basis. If requested by the CAO, the County will make available to Elgin such accounts, records, receipts, vouchers and documents for the purpose of substantiating its billings.
20. The Municipality shall pay each invoice within 30 days of receipt of the invoice.

#### Capital – GIS Hosting and Licences

21. The County shall host a GIS server, and pursuant to an ESRI Enterprise Licence, obtain licences necessary to operate a GIS system that shall, subject to the terms and conditions of such licence, be made available for use by the Municipality.
22. Pursuant to the arrangement initiated by the County in 2021, in consultation with its local municipal partners, the Municipality shall not be required to pay to

Elgin any annual fee for GIS server or Elgin ESRI Enterprise licence costs during the Term of this Agreement.

23. Notwithstanding sections 21 and 22, should the Municipality require Elgin to obtain any licence for provision of a specific GIS service requested by the Municipality, or should Elgin be requested by its local municipal partners to increase its hardware or software beyond the level of service offered at the commencement of this Agreement, the Municipality agrees that the County shall not be required to comply with such request at Elgin's own cost.

### **Elgin Covenants**

24. Elgin hereby covenants as follows:

- a) to comply with all applicable laws, legislation, directives, rules and orders, whether International, Federal, Provincial, or local in providing the Services;
- b) to comply with the Workplace Safety and Insurance requirements (WSIA) and Human Rights policies;
- c) to obtain and keep current WSIB insurance;
- d) to ensure that the persons in their organizations who deal with members of the public or other third parties on behalf of the Municipality or who participate in developing the Municipality's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties receive training about the provision of goods or services to persons with disabilities as required by the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, as amended*;
- e) to supply at its sole cost and expense all staff, equipment, accommodations and technical assistance necessary to perform the Services and assume all overhead expenses in connection with the Services, save and except those specifically specified in this agreement as being at the cost of the Municipality;
- f) to co-operate with the Municipality CAOs, or his or her designate, and to do all things necessary to enable the Municipality's CAO to evaluate the Services as required.

### **Elgin Representations**

25. Elgin hereby represents as follows:

- a) that it will employ competent GIS staff to render the Services;
- b) that it will assign qualified GIS staff to perform the GIS Service(s) associated with any particular matter;

- c) that it will not render Services that intentionally create a conflict of interest between Elgin and the Municipality and/or any Third Party or any combination thereof;
- d) that where a conflict of interest is foreseeable in the provision of Services, it will identify the potential conflict as soon as practicable to the Municipality's CAO;

### **Municipality Covenants**

26. The Municipality hereby covenants as follows:

- a) that it will communicate with Elgin GIS staff in a timely manner, including with respect to the initial request for Service(s);
- b) to provide Elgin GIS staff with all relevant information and documentation, as may be requested, and to otherwise provide any assistance requested by Elgin and its GIS staff;
- c) that it warrants that it has the right, ability and licence to provide Elgin with all data and information that it provides to Elgin for the purpose of this Agreement;
- d) that it warrants that notwithstanding the generality of section 25(c), it is specifically satisfied that Elgin is a consultant for the purpose of sharing MPAC data and that in forming this agreement the Municipality is further satisfied that it meets all criteria required by MPAC to share data with Elgin;
- e) that it will provide Elgin with current, relevant data or policies of the Municipality that are applicable to any Service(s) that are requested;
- f) to at all times act honestly, ethically, and with integrity in any and all of its dealings with Elgin in respect of any Service(s) being delivered;
- g) that it acknowledges and agrees that Elgin County does not warrant, and specifically disclaims, the GIS Services as being fit for any particular purpose beyond any specific representations that Elgin County may make in delivering the Services;
- h) if required, it will enter into any licence agreement necessary by any third-party in order for the Municipality to receive GIS Services;
- i) that it acknowledges that in requesting the services of Elgin pursuant to this agreement that Elgin is acting as a service provider to the Municipality and that such provision of service does not violate any licence agreement that the Municipality has with any third-party;

### **Dispute Resolution**

27. In the event of a dispute between Elgin and the Municipality relating to any provision, covenant, commitment and/or obligation contemplated herein, or any

other dispute with regard to the delivery of the Service(s), the parties hereto agree that the following process shall be used:

- a) The party identifying the dispute will provide written notice to the other party, including sufficient detail for the party receiving the notice to respond and, where necessary, investigate the issue. Where the Municipality is providing written notice, it shall be from the Municipality's CAO to the Director. Where Elgin is providing written notice, it shall be from the Director to the Municipality's CAO.
- b) The parties agree to discuss the dispute as between the Director and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there is an applicable time sensitivity to the dispute.
- c) Should the parties not reach a consensus resolution then the dispute may be escalated to the Elgin CAO. The parties agree to discuss the dispute as between Elgin's CAO and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there an applicable time sensitivity to the dispute.
- d) Should the parties not reach a consensus resolution, either or both parties shall be at liberty to assert and/or protect their respective legal rights and interests in any manner permitted at law.

28. The parties will meet annually to review delivery of the Services and address any issues that remain outstanding that were not addressed through the formal dispute resolution process set out immediately above.

### **Term and Termination**

29. The term of this Agreement shall be from the effective date of this Agreement noted at the top of page one and shall continue until it is terminated pursuant to the provisions of this Agreement (the "Term").

30. Either party may, in its sole discretion, terminate this Agreement by providing the other party with one hundred and eighty (180) days' written notice of termination.

31. Elgin may terminate this Agreement immediately, without Notice, on the occurrence of any of the following:

- a) Elgin no longer has qualified or competent staff to perform the Services;
- b) Elgin does not appropriate the required funds to operate the GIS Services in any budget year;

- c) The Municipality materially breaches its obligations pursuant to this agreement including, but not limited to, failing to pay the required fees in a timely manner;
- d) The Municipality has materially misrepresented or warranted any thing or covenant at the time this Agreement was formed;

32. Upon termination, the annual fee paid by the Municipality shall be prorated to actual number of days in the year, to the termination date.

### **Indemnity**

33. Subject to section 34, the Parties hereby agree that they will, from time to time, and at all times, well and truly save, keep harmless and fully indemnify the other party (the "Indemnified Party"), its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Indemnified Party and against all loss, liability, judgments, claims, costs, demands or expenses which the Indemnified Party may sustain, suffer or be put to:

- a) resulting from or arising out of any breach, violation or non-performance of any covenant, condition, agreement or other obligation in this Agreement to be fulfilled, kept, observed and performed by the Indemnifying Party; and
- b) resulting or occasioned by any wrongful act, default, omission or negligence of the Indemnifying Party and those for whom it is in law responsible, including but not limited to any damage to property and any injury to any person (including death).

34. The Municipality acknowledges and agrees that it shall release and hold harmless Elgin from any damages, whether direct, indirect, incidental, consequential or special, including any costs associated with any claim or demand, arising out of a cyberattack, ransomware or other malicious attack by a third-party on Elgin information technology hardware or software including the GIS System and any licensed or SaaS product utilized by Elgin. In no event shall Elgin be liable to the Municipality in any manner whatsoever for any damages arising out of third-party interference with Elgin IT systems, including the GIS System, unless the third-party is the approved and authorized agent or contractor of Elgin.

### **Insurance**

35. The Parties shall each maintain a policy of Municipal/Commercial General Liability insurance that shall:

- a) have a limit of liability of not less than Five Million Dollars (\$5,000,000) inclusive for any occurrence;

- b) include damage caused by vehicles owned by the Party and used in conjunction with the work either within or outside the contract limits, and shall have a limit of liability of not less than \$2,000,000 inclusive for any one occurrence;

### **Subcontractors**

- 36. Elgin will be solely responsible for the payment of any subcontractors, consultants, agents or other third-parties employed, engaged or retained by it for the purpose of assisting it in the discharge of its obligations in providing the Services under this Agreement. The employment, engagement or retainer of any subcontractors and/or sub-consultants must have received prior written approval from the Municipality.

### **Confidential Information**

- 37. Elgin shall take all reasonable steps to keep all Confidential Information received from the Municipality confidential and not disclose any such Confidential Information to Elgin's Warden, Councillors, administration, staff, employees, servants, agents, consultants or contractors, other than to its GIS staff and associated support or supervisory staff.
- 38. The parties hereby agree and acknowledge that all rights, obligations and responsibilities set out in this Agreement with regard to confidentiality are subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M 56, as may be amended or replaced ("*MFIPPA*").
- 39. For the purposes of the *MFIPPA* and any amendments thereto, and except as expressly provided in this clause, the parties hereby acknowledge and agree that any GIS records in Elgin's possession as a result of providing the Services are within the custody and control of Elgin. Should Elgin receive an access to information request regarding records that were supplied to Elgin by the Municipality for the purpose of receiving GIS Services, then Elgin shall notify the Municipality of the request for access to the information, unless ordered otherwise by the Information and Privacy Commissioner or other authority of competent jurisdiction. No confidential information shall be disclosed by Elgin in any manner whatsoever, save and except as required by law, without the approval in writing of the Municipality's CAO, and:
  - a) Elgin shall hold all confidential information obtained in trust and confidence for the Municipality and shall not disclose any such confidential information, by publication or other means, to any person, company or other government agency unless required by law so ordered by an authority of competent jurisdiction or unless the information is already public or has been otherwise disclosed by any party that is not Elgin;



- b) any request for approval by Elgin to the Municipality's CAO to use confidential information shall specifically state the benefit to the Municipality of the disclosure of the confidential information;
- c) any use of the confidential information shall be limited to the express purposes as set out in the approval of the Municipality's CAO; and
- d) Elgin shall not, at any time during or after the term of this Agreement, use any confidential information for the benefit of anyone other than the Municipality.

### **No Agency or Employment Relationship**

40. The Municipality and Elgin agree that Elgin, its servants, agents and employees shall under no circumstances be deemed agents or representatives of the Municipality and except as the Municipality may specifically authorize in writing, shall have no right to enter into any contracts or commitments in the name of or on behalf of the Municipality or to bind the Municipality in any respect whatsoever.

### **Force Majeure**

34. The performance of the respective parties hereto or their respective obligations hereunder shall be subject to force majeure, including, but not limited to, insurrections, riots, wars and warlike operations, explosions, governmental acts, epidemics, strikes, fires, accidents, acts of any public enemy, or any similar occurrence beyond the reasonable control of the party affected. Any party temporarily excused from performance hereunder by any such circumstances shall use its best efforts to avoid, remove or cure such circumstances and shall resume performance with utmost dispatch when such circumstances are removed or cured. Any party claiming circumstances as an excuse for delay in performance shall give prompt notice in writing thereof to the other party.

### **Notices**

35. Any notification or written communication required by or contemplated under the terms of this Agreement shall be in writing and sent by electronic mail, in which case the electronic mail shall be deemed to have been delivered the day after it is sent to an e-mail address specified below, or Registered Mail, Return Receipt Requested and which shall be deemed to have been delivered five business days after the date of mailing. Addresses for such notices shall be:

If to the Municipality:

If to Elgin:                      Director, Engineering Services  
450 Sunset Drive,  
St. Thomas, ON, N5R 5V1  
engineering@elgin.ca

### **Miscellaneous**

36. The waiver of any provision hereof or the failure of any party hereto to enforce any right hereunder shall apply to that provision or right only and shall not be deemed to affect the validity of the remainder hereof.
37. No departure from or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver and neither party shall not be obligated to continue any departure or waiver or to permit any subsequent departure or waiver.
38. This Agreement shall be constructed with all changes in number and gender as may be required by the context. Any titles used within this document are for reference purposes only and not an aid to interpretation.
39. All obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants.
40. Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.
41. The parties agree that all covenants and conditions contained in this Agreement shall be severable, and that should any covenant or condition in the Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining covenants and conditions and the remainder of the Agreement shall remain valid and not terminate thereby.
42. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
43. This Agreement embodies the entire agreement between the parties with regard to the provision of the Services and associated deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise with respect to the provision of the deliverables and additional deliverables, existing between the parties at the date of execution of the

agreement.

- 44. The parties have entered into this Agreement voluntarily and have had the opportunity to seek independent professional and legal advice prior to the execution of this Agreement. Where such advice has not been sought or received the party is deemed to have intentionally waived such opportunity.
- 45. This Agreement shall not be assignable by the either party without the prior written consent of the other party, and such written consent may be refused at the other party's sole and absolute discretion.
- 46. This Agreement may be signed electronically, may be executed in counterpart, and may be exchanged by scanned or faxed copy. A combination of counterparts, including counterparts bearing electronic signatures, shall be deemed to be an original.
- 47. This Agreement shall enure to the benefit of, and be binding upon, the heirs, executors, administrators, successors and permitted assigns of the parties hereto.

**IN WITNESS WHEREOF**, Elgin and the City have respectively executed and delivered this Agreement on the date set out above.

**Corporation of the County of Elgin**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ed Ketchabaw, Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Blaine Parkin, Chief Administrative Officer

*//We have the authority to bind the Corporation.*

**Corporation of the Municipality of West Elgin**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title: Richard Leatham, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title: Terri Towstiuc, Clerk

*//We have authority to bind the Corporation.*

## **SCHEDULE “A” SERVICES**

- Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.
- Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.
- Ensure data backups are completed and software licenses are renewed.
- Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.
- Add datasets to the Geocortex internal and external facing websites, as requested.
- Provide training for municipal staff to access and navigate GIS products.
- Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch);
- On-going maintenance of GIS datasets including addresses, highways and property information;
- GIS data creation, maintenance, updating and quality control/quality assurance;
- GIS data entry, attributing, and metadata creation;

\* The above Services are provided by Elgin County without the Municipality incurring the fee(s) set out in Schedule “B”:

**SCHEDULE "B"**  
**FEES**

All Fees below are expressed on a per-hour basis, exclusive of HST and any disbursements, and are applicable to Additional Services:

\$75/hr



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-05-09  
**Subject:** Sewer Rodding Policy

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### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura CAO/Treasurer re: Sewer Rodding Policy; and That West Elgin Council approves the Sewer Rodding Policy as presented.

### **Purpose:**

The purpose of Sewer Rodding Policy is to support property owners, manage costs and promote timely resolution of sewer issues for property owners connected to the municipal sanitary sewer system.

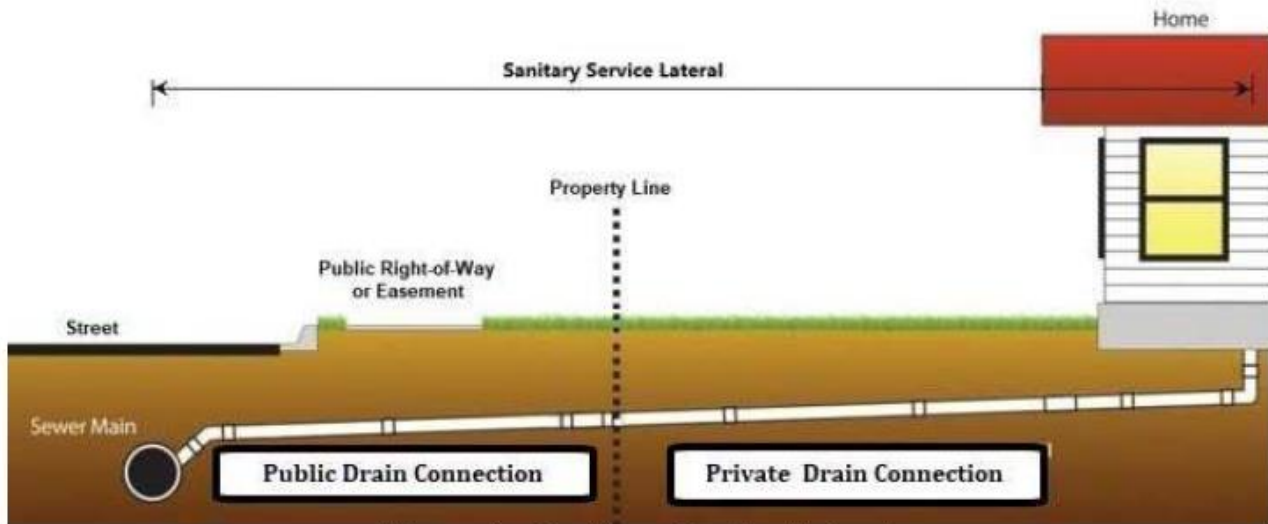
### **Background:**

We have recently received numerous inquiries from residents seeking financial assistance for blocked sewer lines. Typically, these issues occur on private property, specifically from the property line to the house, resulting in sewer line obstructions that cause backups into their homes. In such cases, it is the responsibility of the property owner to cover any costs associated with resolving the obstruction.

However, we have encountered complaints from residents disputing responsibility for the sewer line section from the property line (public drain connection) to the sewer main. Although this section is not on their private property, it is solely utilized by them, making them accountable for its maintenance. Unfortunately, we lack clear policies or guidelines specifying who is responsible for the costs associated with maintaining this section of the line, which complicates dispute resolution.

It is important to clarify that any blockages occurring from the sewer main to the private property fall under property owner responsibility. The attached draft policy aims to provide a clear explanation of responsibilities and financial incentives for ratepayers experiencing these issues.

With the approval of this policy, residents will receive financial assistance to help offset the costs of engaging professional services needed to address these sewer line blockages, regardless of where the obstruction occurs. This support is intended to alleviate financial burdens and facilitate timely resolution of sewer-related problems for our community members.



**Figure 1: Sanitary Service Lateral**

**Financial Implications:**

The reduction in staff time allocated to addressing problems and the shift in responsibilities are expected to result in potential savings. The actual amount of these savings will be determined at the end of the year, based upon the number of issues that arise throughout the year.

**Policies/Legislation:**

By-Law #724 and 827  
Sewer Rodding Policy

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
CAO/Treasurer

**Report Approval Details**

Document Title:	Sewer Rodding Policy - 2024-10-Administration Finance.docx
Attachments:	- Sanitary Sewer Rodding Policy.pdf
Final Approval Date:	May 3, 2024

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

Terri Towstiuć



## **Municipality of West Elgin**

### **Sanitary Sewer Rodding Policy**

**Effective Date:**      **May 9, 2024**

Review Date:

#### **Policy Statement**

The Municipality of West Elgin shall administer the Sanitary Sewer Rodding Rebate Program for any properties located within the villages boundaries that are connected to the municipal sanitary sewer collection system.

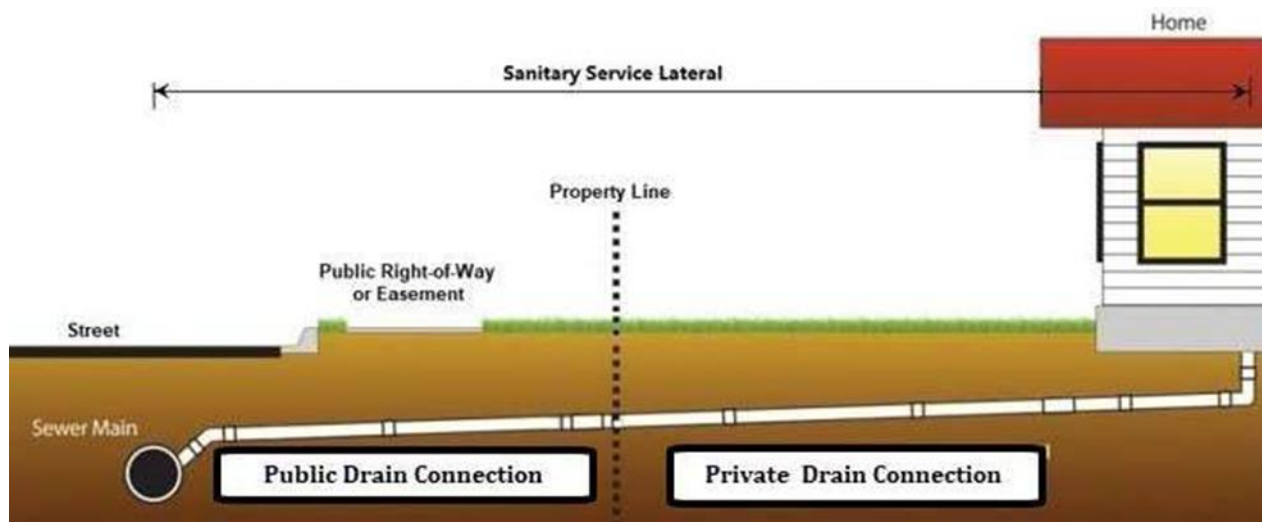
#### **Purpose**

The purpose of the Sanitary Sewer Rodding Policy is to regulate and administer the costs and rebates associated with property owner requests, to minimize costs and disruption to impacted properties, and to mitigate future claims and disputes arising from submissions to this rebate program.

#### **Scope**

The Municipality of West Elgin has the responsibility for the orderly control and maintenance of the municipal sanitary sewer collection system. This includes regular maintenance of the sanitary sewer collection pipes and appurtenances by accepted engineering practices to ensure that sewage is transmitted in an effective manner to the wastewater treatment facility.

The sewer line that carries sewage from the building to the municipal sanitary sewer collection system, called a sanitary service lateral, is composed of two parts: the private drain connection and the public drain connection, as illustrated in Figure 1.



## Responsibility

The Municipality of West Elgin will be responsible for receiving and administering rebate requests from property owners.

Any property connected to the municipal sanitary sewer collection system must adhere to the Municipality of West Elgin By-law 724 and 847, as amended.

Property owners own and are solely responsible for the private drain connection component (from the property line into the building) of the sanitary sewer service lateral, including any associated maintenance, repair, or replacement costs.

Property owners are also solely responsible for the operation of the entire sanitary service lateral. If a sanitary service lateral blockage occurs, the property owner is responsible for the costs of contacting a licensed plumber to clear and repair the blockage. Should the licensed plumber confirm that the blockage is located within the public drain connection component of the sanitary service lateral, the homeowner may be eligible for a Sanitary Sewer Rodding Rebate, subject to conditions outlined here.

## Policy

Any property connected to the municipal sanitary sewer collection system must adhere to the City of St. Thomas Sewer Use By-law, as amended.

Property owners own and are solely responsible for the private drain connection component (from the property line into the building) of the sanitary sewer service lateral, including any associated maintenance, repair, or replacement costs.

Property owners are also solely responsible for the operation of the entire sanitary service lateral. If a sanitary service lateral blockage occurs, the property owner is responsible for the costs of contacting a licensed plumber to clear and

repair the blockage. Should the licensed plumber confirm that the blockage is located within the public drain connection component of the sanitary service lateral, the homeowner may be eligible for a Sanitary Sewer Rodding Rebate, subject to conditions outlined herein.

### **Eligibility Requirements**

An applicant for the Sanitary Sewer Rodding Rebate Program must meet the following criteria in order to qualify for the Program:

- The applicant must be the registered owner of the property;
- The applicant must reside in a single detached, semi-detached, duplex, or triplex dwelling unit as defined in the Municipality of West Elgin's Zoning By-law, as amended;
- The applicant must have no other outstanding debts with the Municipality of West Elgin;
- The blockage location has been confirmed by measurement from a licensed plumber to be within the public drain connection component of the sanitary service lateral;
- The blockage within the public drain connection component of the sanitary service lateral is not a result of inappropriate material or other objects/issues originating from the applicants dwelling; and
- The applicant has submitted a completed Rodding Rebate Application form along with a copy of the paid licensed plumber's invoice.

Eligible applicants will receive a maximum rebate of \$250 up to twice per calendar year for sewer rodding services completed by a licensed plumber.

Should the applicant submit a sewer video completed by a licensed plumber showing that the public drain connection component of the sanitary service lateral is in need of repair, the Municipality will complete the public drain connection repair and reimburse the applicant the full cost of the sewer video.

### **Departure from Policy**

The conditions of this Program are subject to change. Council may periodically review this Policy to determine if the Program should continue, be modified, or cease to issue any new assistance. The Municipality may discontinue this Program at any time without notice.



# Rodding REBATE APPLICATION

(e) westelgin@westelgin.net (t) 519-785-0560

Date of Application: (MM/DD/YYYY)	Date of Back-up:
Applicant Name:	Applicant Phone No.:
Applicant Address:	
Applicant Email:	
Name of Plumber:	Plumbing Company:
Plumber's Phone No.:	
Plumber's Email:	
Distance Rodded in Metres:	Distance to Blockage in Metres:
<b>Suspected Reason for Blockage:</b>	
Video Provided?    Yes <input type="radio"/> No <input type="radio"/> (email video along with this completed application to <a href="mailto:westelgin@westelgin.net">westelgin@westelgin.net</a> )	
Applicant Signature:	Date:
Signature of Plumber verifying blockage was on Municipal Property:	Date:
<b>APPLICATION APPROVAL</b>	
Municipality of West Elgin Approval:  <div style="text-align: center;">Manager of Operations and Community Services</div>	Date:

If the Municipality determines through its investigation that the blockage was not on Municipal property or if the blockage was a result of negligence by the homeowner, the rebate will not be approved and the homeowner will be billed for the Municipality's expense.

Personal information is collected by authority of the Municipal Act as amended and enables city staff to process your application.  
Please contact Terri Towstiuic, Clerk at 22413 Hoskins Line, Rodney, ON Telephone 519-785-0560 ext. 222 for questions.



**Staff Report**

**Report To:** Council Meeting  
**From:** Magda Badura, CAO/Treasurer  
**Date:** 2024-05-09  
**Subject:** Sanitary Sewer Connection Charges

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Sanitary Sewer Connection Charges for review and discussion; and, THAT West Elgin Council consider approving the proposed fees at the upcoming council meeting.

**Purpose:**

The purpose of this report is to initiate a discussion with the council regarding sanitary sewer connections for the Rodney and West Lorne and come up with additional sources of revenue to help maintain raising cost of proper sanitation, environmental protection and capital replacement.

**Background:**

The Rodney and West Lorne sewage systems were initially constructed with grants from the provincial and federal governments. The West Lorne plant underwent refurbishment in 2021, and plans are in place to fully refurbish the Rodney plant by 2026. Over the years, we have gradually expanded our customer base on the sanitary sewer systems without imposing additional fees. Although there were costs associated with these connections, the municipality never enforced any fees for them.

The table below shows the rate increases for Rodney and West Lorne Sewer from 2018 to 2024

2024 Wastewater Rates							
RESIDENTIAL							
	2024	2023	2022	2021	2020	2019	2018
<b>Sewage - Rodney</b>							
Flat Rate - Single Dwelling	\$ 75.00	\$ 75.00	\$ 73.62	\$ 71.82	\$ 71.10	\$ 58.31	\$ 56.78
Sewage Rate (m <sup>3</sup> )	\$ 2.91	\$ 2.91	\$ 2.77	\$ 2.70	\$ 2.58	\$ 2.22	\$ 2.07
<b>Sewage - West Lorne</b>							
Flat Rate - Single dwelling	\$ 72.00	\$ 72.00	\$ 70.60	\$ 68.88	\$ 68.19	\$ 55.64	\$ 49.54
Sewage Rate (m <sup>3</sup> )	\$ 2.70	\$ 2.70	\$ 2.65	\$ 2.59	\$ 2.48	\$ 1.99	\$ 1.81

According to our official plan, our municipality is anticipating rapid growth in the next 10 years, and without imposing these fees, future infrastructure upgrades could be jeopardized. The intention is to distribute the cost burden equitably among new developments or properties connecting to the system, rather than solely relying on existing ratepayers.

Attached with this report is a presentation slideshow explaining the methodology used with justification for the proposed charges.

**Financial Implications:**

A new proposed connection fee will provide stability in annual rate increases.

**Policies/Legislation:**

2024 Fees and Charges 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 checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input checked="" type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Magda Badura  
 CAO/Treasurer

### Report Approval Details

Document Title:	Sanitary Sewer Connection Charges - 2024-13-Administration Finance.docx
Attachments:	- Sanitary Connection Fees .pdf
Final Approval Date:	May 6, 2024

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

Terri Towstiuć



# Sanitary Sewer Connection Fees

New Connections for  
Rodney and West Lorne  
Sanitary Sewer Systems



# Methodology

- Calculated Value of Sanitary Systems based on:
  - Current Replacement Cost + Planned Capital Upgrades
  - The planned upgrades maintain plant capacity – no increase
  - Both systems have capacity for additional users
  - Calculated 3 year (2021-2023) Average Flow
  - Calculated Daily Flow per Service to Determine Total Number of Services
  - $\text{Value} / \text{Total Services} = \text{Connection Value (Cost)}$
  - Calculations completed for both systems individually
    - Reviewed option for a blended, single connection fee, but separate fees are recommended

# Rodney Sanitary System

- System Value \$6,394,031
- Plant Capacity 590 m<sup>3</sup>/day (90% upgrade trigger 531 m<sup>3</sup>/day)
- Average Daily Flow 366.8 m<sup>3</sup>/day
- Current Services 462
- Daily Flow / Service 0.8 m<sup>3</sup>/day
- Potential Number of Services 669
- Potential New Services 207
- \$ Value / Service = \$9,559

# Rodney Sanitary

Planned Capital	
Prior to 2023	\$1,061,641.00
2023 Actual	\$ 668,998.00
2024 Actual	\$1,000,000.00
2025 Budget	\$2,000,000.00
2026 Budget	\$ 500,000.00
<b>Total</b>	<b>\$6,394,031.33</b>
Plant Capacity m <sup>3</sup> /day	
590	531
<b>\$/m<sup>3</sup> - 90% Capacity/day</b>	<b>\$12,041.49</b>

Daily Flow - m <sup>3</sup> /day	
2023	396.7
2022	264.5
2021	439.1
<b>366.8</b>	

Services	
Current	462
Future	669

**\$ Value /Service**  
**\$ 9,559.43**

# West Lorne Sanitary System

- System Value \$8,187,613
- Plant Capacity 900 m<sup>3</sup>/day (90% upgrade trigger 810 m<sup>3</sup>/day)
- Average Daily Flow 540.7 m<sup>3</sup>/day
- Current Services 580
- Daily Flow / Service 0.9 m<sup>3</sup>/day
- Potential Number of Services 869
- Potential New Services 289
- \$ Value / Service = \$9,423

# West Lorne Sanitary

Planned Capital	
Prior to 2023	\$0.00
2023 Actual	\$53,695.04
2024 Actual	\$80,000.00
2025 Budget	\$800,000.00
2026 Budget	\$0.00
<b>Total</b>	<b>\$933,695.04</b>
Plant Capacity m <sup>3</sup> /day	
900	810
<b>\$/m<sup>3</sup> - 90% Capacity/day</b>	<b>\$10,108.16</b>

Daily Flow - m <sup>3</sup> /day	
2023	637
2022	413.8
2021	571.3
<b>540.7</b>	

Services	
Current	580
Future	869

**\$ Value /Service**  
**\$ 9,423.02**

**Proposed  
New  
Sanitary  
Connection  
Fees**

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Rodney

\$9,559

West  
Lorne

\$9,423

# Other Sanitary Connection Fees

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Southwold (Talbotville) \$18,462

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Dutton-Dunwich \$14,708

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Newbury \$3,000 (2019 rate)

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Glencoe \$7,000 - \$9,500

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Wardsville \$8,100 - \$10,600

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Port Stanley \$7,619

# Other Notes / Comments

- Connection Fee should be escalated annually by the Non-Residential Building Construction Price Index (NRBCPI) Toronto
  - November data release can be used for a January 1 adjustment
- Data review showed very high flows for 2023 vs. 2022, possibly related to excessive rainfall in 2023 – averaged daily flow was used for calculations
- Lowering extraneous flow to the system may help to lower/maintain the connection fee and ensure capacity for additional users



Questions?



April 24, 2024

To our Municipal clients:

Re: Assessment of Bill 185, *Cutting Red Tape to Build More Homes Act, 2024* and the Proposed Provincial Planning Statement, 2024

On behalf of our many municipal clients, we are writing to inform you of the Ontario Legislature's proposed changes to the *Planning Act* under Bill 185 (*Cutting Red Tape to Build More Homes Act*) and the proposed Provincial Planning Statement, 2024 (PPS, 2024). The primary focus of this letter is to provide our assessment of the proposed PPS, 2024 and its potential impacts on growth management in Ontario. The proposed PPS, 2024 was released in coordination with Bill 185 on April 10, 2024, for a 30-day comment period. The comment period on the proposed PPS, 2024 ends on May 12, 2024 (the deadline was extended by two days after the release of the French version of the proposed PPS, 2024). The PPS is provided under section 3 of the *Planning Act* and if the proposed PPS, 2024 is approved, all municipal decisions would be required to be consistent with the PPS, 2024 under subsections 3 (5) and 3 (6) of the *Planning Act*.

## 1. Proposed Planning Act Changes

With respect to the proposed changes to the *Planning Act* under Bill 185, we have identified the following key impacts as they broadly relate to growth management in Ontario.

### **Upper-Tier Municipalities with No Planning Responsibilities to Come into Effect on July 1, 2024, for the Regional Municipalities of Halton, Peel, and York**

- The Province introduced the concepts of “upper-tier municipalities without planning responsibilities” and “upper-tier municipalities with planning responsibilities” to the *Planning Act* as part of Bill 23. “Upper-tier municipalities without planning responsibilities” includes a list of seven upper-tier municipalities comprising all the upper-tier municipalities in the Greater Toronto Area, as well as the County of Simcoe, the Region of Niagara, and the Region of Waterloo. Bill 185 builds upon this and amends the *Planning Act* to implement changes to certain upper-tier municipalities, “upper-tier municipalities without planning responsibilities.”
- Under Bill 185, the Region of Halton, the Region of Peel, and the Region of York will become “upper-tier municipalities without planning responsibilities” on July 1, 2024. The County of Simcoe, the Region of Durham, the Region of Niagara, and the Region of Waterloo will become “upper-tier municipalities without planning



responsibilities” at a future date to be named by proclamation of the Lieutenant Governor.<sup>[1]</sup>

- Upon the review of Bill 23, Watson & Associates Economists Ltd. (Watson) previously expressed concerns with these significant changes to regional planning. We anticipate that there will continue to be a strong need for impacted upper-tier municipalities to address regional growth management coordination efforts (e.g., coordination of regional growth forecasts and regional urban land needs assessments, assessment of regional infrastructure needs and review of cross-jurisdictional issues) working with their area municipalities.

### **Elimination of Third-Party Appeal Rights to Include Municipally Approved Official Plans, Official Plan Amendments, Zoning By-Laws and Zoning By-Law Amendments**

- As part of Bill 23, the Province amended the *Planning Act* to limit appeals for minor variances, a plan of subdivision, or a consent to sever to the applicant, the municipal authority, the Minister, or a “specified person.” “Specified person” is a new term introduced with the intent to focus appeals on a more focused group, including applicants, public bodies, Indigenous communities, and utilities providers. Appeal rights removed include third-party landowners, ratepayers, and other members of the public that are not the applicant, the Minister, an approval authority, a public body, or a “specified person.” Under Bill 185, it is proposed that the elimination of third-party appeals would be extended to include municipally approved Official Plans, Official Plan Amendments, Zoning By-laws and Zoning By-law Amendments.<sup>[2]</sup>
- Bill 185 proposes to remove appeal rights for “upper-tier municipalities with no planning responsibilities”; these upper-tier municipalities will only be able to provide comments on applications. As a result, utility providers will have stronger tools (including appeal rights) to protect their infrastructure relative to upper-tier municipalities who are responsible for managing and building infrastructure, as well as the associated risks (e.g., financial and public safety).<sup>[3]</sup>

### **Restore Appeal Rights for Privately Initiated Settlement Area Boundary Expansions**

- Private-sector applications for a boundary of area of settlement (settlement area expansions) can be appealed to the Ontario Land Tribunal (OLT) provided that it

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<sup>[1]</sup> Bill 185, Schedule 1, section 1.

<sup>[2]</sup> Bill 185, Schedule 12, section 3 (1).

<sup>[3]</sup> The Regional Municipality of York, Report of the Commissioner of Corporate Services and Chief Planner for Regional Council on April 25, 2024 – Cutting Red Tape to Build More Homes Act, 2024 (Bill 185) – Proposed Changes to Planning Act, 1990, Municipal Act, 2001 and Provincial Planning Statement.



is not within the Greenbelt Area. Under the current *Planning Act*, an applicant cannot appeal an Official Plan Amendment or Zoning By-law Amendment application that would expand or alter an in-force settlement area boundary.<sup>[1]</sup> It is important to note that this appeal right does not extend to settlement boundary expansions that have received a Minister's decision as part of an Official Plan and Official Plan Amendment. The Minister's decision is still final.

- Permitting appeals may result in more land being designated through OLT decisions than what was identified by municipalities in Official Plans and would potentially have the impact of undermining local growth management objectives established through an Official Plan Review.

### **A New “Use it or Lose it” Tool for Municipalities to Tackle Stalled Developments**

- Proposed changes to the *Planning Act* include a new “use it or lose it” tool for municipalities to tackle stalled developments that have unused servicing capacity allocation (water and sewage servicing). The proposal as part of Bill 185, includes a framework for the municipality to expand the scope of lapsing provisions, including requiring approval authorities to impose a lapsing condition for all draft subdivision/condominium and site plan control approvals.<sup>[2]</sup> Previously, this was an option for municipalities; now it is a requirement. It should be noted that municipalities can provide for lapsing provisions of previous applications, subject to notice to the owner.<sup>[3]</sup>
- The new provisions would provide an incentive for developers/builders to move forward on an approved application. From a growth management perspective, this tool would potentially provide more certainty when determining housing and land supply potential to accommodate growth within the short term.

### **Create a New “Servicing Management” Tool to Facilitate Infrastructure Servicing Re-Allocation to Make More Efficient Use of Municipal Servicing Capacity**

- This bill proposes to create a new municipal servicing management tool that would explicitly authorize municipalities to adopt policies by by-law (if they do not already exist) to establish how water and sewage servicing of an approved development is managed. Furthermore, it would enable municipalities to allocate and reallocate servicing capacity to other projects if the approved development has not proceeded after a specified timeline and the servicing is needed elsewhere in the service area. Should municipalities adopt such a by-law, it would not be appealable to the OLT.<sup>[4]</sup>

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<sup>[1]</sup> Bill 185, Schedule 12, section 6 (4).

<sup>[2]</sup> Bill 185, Schedule 12, section 10 (3) and section 12.

<sup>[3]</sup> Bill 185, Schedule 4, section 2.

<sup>[4]</sup> Bill 185, Schedule 12, section 14.



- Currently, the *Planning Act* already provides municipalities with the authority to enact by-laws to establish an allocation system for water and wastewater servicing for lands that are subject to a draft plan of subdivision. Bill 185 proposes to repeal this provision of the *Planning Act* and give municipalities the authority to pass by-laws to create a policy for water and servicing capacity, which may include the tracking of water and wastewater servicing capacity for approved developments and establishing criteria for the allocation to future development applications.<sup>[1]</sup> Bill 185 proposes to replace this policy in the *Planning Act* and to add a new section 86.1 to Part III (Specific Municipal Powers) of the *Municipal Act, 2001*.<sup>[2]</sup>
- These changes will empower municipalities to shift servicing allocation that will deliver the development of homes and employment growth opportunities faster. Furthermore, it provides more transparency on the expectations of servicing for future development applications.

### **Elimination of Parking Standards in Protected Major Transit Station Areas to Provide More Flexibility**

- Proposed changes to the *Planning Act* will include prohibiting municipalities from setting parking minimums in Protected Major Transit Station Areas (PMTSAs). This would allow the market and developers the ability to decide the parking requirements in PMTSAs based on market needs.<sup>[3]</sup> This could provide opportunities to increase housing yields in PMTSAs and possibly reduce development costs through potentially lower parking requirements.

### **A New Minister's Zoning Orders (MZO) Framework**

- To provide better transparency at the provincial level, the Province has established a framework setting out how requests for zoning orders will be received and considered. The framework includes intake thresholds, submission requirements, and a process for Ministry assessment and decision-making. The intake requirements would need to demonstrate that the MZO delivers on a provincial priority that is supported by an Ontario government ministry and/or is supported by a single-tier or lower-tier municipality through a municipal council resolution or a letter from a mayor with strong mayor powers. Formal input from upper-tier municipal councils is excluded from the intake requirements. Submission requirements that should be provided with an application include a rationale on why the project requires ministerial zoning relief rather than following

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<sup>[1]</sup> Based on interpretation by McMillan LLP, Introducing Bill 185, the Cutting Red Tape to Build More Homes Act, and an Update on the New Provincial Planning Statement, April 17, 2024.

<sup>[2]</sup> Bill 185, Schedule 9 (*Municipal Act, 2001*).

<sup>[3]</sup> Bill 185, Schedule 12, section 2.



municipal planning processes; a description of consultation with the public and engagement with Indigenous communities; and information related to how and when servicing (water/wastewater) will be addressed.<sup>[1]</sup>

- While the applicant is required to demonstrate that it supports provincial priorities and/or local council support, the MZO framework does not require an applicant to support the need for the application in consideration of existing urban land supply opportunities, the status of other applications within municipalities, or forecast demand for housing within an established planning horizon. Provincial priorities established in the framework are very broad and include addressing housing and economic development opportunities which would not limit many applications, if any.
- We continue to support the recommendations provided to the Province by the Association of Municipalities of Ontario to improve the MZO framework that would include MZOs being used in collaboration with municipalities and use MZOs only in situations of extraordinary urgency.<sup>[2]</sup>

### **Remove the Community Infrastructure and Housing Accelerator Tool from the *Planning Act***

- The proposed changes would include removing the Community Infrastructure and Housing Accelerator (CHIA) tool (brought in under Bill 109) from the *Planning Act*.<sup>[3]</sup> Instead of the CHIA tool, municipalities can rely on the new MZO framework that provides clarity on how MZO requests from municipalities will be received and considered going forward.
- Proposed transition rules will be provided to permit CHIA orders that have been made to date to continue functioning as municipal zoning by-laws.

### **Enhance and Expand Municipal Planning Data Regulation (O. Reg. 73/23) to Include 21 Additional Municipalities (50 Municipalities in Total)**

- On April 6, 2023, Ontario Regulation (O. Reg.) 73/23: Municipal Planning Data Reporting (as part of Bill 109), came into effect. This regulation requires 29 municipalities in Ontario to report information on planning matters to the Ministry on a quarterly and annual basis. The 29 municipalities have already provided reporting on a quarterly basis. Under Bill 185, this would be expanded to 50 municipalities.<sup>[4]</sup>

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<sup>[1]</sup> Province of Ontario – Zoning Order Framework, retrieved online: [Zoning order framework | ontario.ca](https://www.ontario.ca/zoning-order-framework), accessed April 19, 2024.

<sup>[2]</sup> Association of Municipalities of Ontario, retrieved online: [Bill 185, Cutting Red Tape to Build More Homes Act, 2024 | AMO](https://www.amo.on.ca/bill-185-cutting-red-tape-to-build-more-homes-act-2024), accessed April 19, 2024.

<sup>[3]</sup> *Planning Act*, section, 34.1.

<sup>[4]</sup> Environmental Registry of Ontario, ERO 019-8368, Proposed Amendments to Ontario Regulation 73/23: Municipal Planning Data Reporting.



- The reporting requirements include preparing a standardized summary table that outlines key statistics on planning applications for each quarterly report (e.g., total number of submissions, decisions) and documenting changes to settlement area boundaries, Employment Area conversions, and major transit station areas (MTSAs) on an annual basis. Providing geospatial data that identifies designated serviced land supply is also required as part of the reporting. The additional 21 municipalities would be required to publish this summary on their respective municipal webpages and update the summary each quarter, beginning October 1, 2024.<sup>[1]</sup>
- It is our opinion that this regulation change is a key step forward in setting minimum standards for municipalities in reporting land supply. This also provides an opportunity for the municipalities to build upon these provincial requirements and proactively track and monitor growth, which will better empower municipalities in making informed decisions on planning for growth.

### **Enhancing and Broadening the Framework for Additional Residential Units**

- Under subsection 35.1 (2) of the *Planning Act*, the Minister is authorized to make regulations regarding Additional Residential Units (ARUs) by establishing requirements and standards with respect to a second or third residential unit in a detached house, semi-detached house, or rowhouse, as well as a residential unit in a building or structure ancillary to such a house.
- Bill 185 proposes to broaden provisions to allow the Minister to regulate any ARUs in an existing home (as noted above) or ancillary structure for the purposes of an ARU. If approved, the Minister will have a new regulation-making power to remove zoning barriers to accommodate ARU developments which may include maximum lot coverage and limits on the number of bedrooms allowed per lot.<sup>[2]</sup>

## **2. Proposed Provincial Planning Statement, 2024**

In 2023, the Province set in motion consultation on a Provincial Planning Statement (PPS, 2023) that proposes to integrate the Provincial Policy Statement, 2020 (PPS, 2020) and A Place to Grow: Growth Plan for the Greater Golden Horseshoe (Growth Plan) into a single document. The proposed PPS, 2023 was released for public comment in April 2023 and was introduced as part of Bill 97 – *the Helping Homebuyers, Protecting Tenants Act*. On April 10, 2024, the Province posted another draft of the PPS. Based on a review by Watson, we note that the PPS, 2024 is not significantly different than the previous PPS, 2023. There are, however, more parameters, additional guidance, and strengthening of policies related to the management of growth

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<sup>[1]</sup> Ontario Regulation 73/23 filed April 6, 2023, under *Planning Act*, R.S.O. 1990, c. P.13.

<sup>[2]</sup> Bill 185, Schedule 12, section 9.



relative to the proposed PPS, 2023. Provided below are key highlights of the proposed PPS, 2024 with a key focus on growth management in Ontario. Some of the highlights below include policies that are proposed to be carried forward from the PPS, 2023.

### **A Flexible Growth Forecast Horizon**

Compared to the PPS, 2020, the proposed PPS, 2024 provides a more flexible horizon for planning for growth by providing a planning horizon with a minimum of 20 years and a maximum of 30 years. Similar to the proposed PPS, 2023, “planning for infrastructure, public service facilities, strategic growth areas and employment areas may extend beyond this time horizon.”<sup>[1]</sup> Based on our interpretation of the proposed PPS, 2024, this would suggest that municipalities are to designate land to accommodate growth over a 20- or 30-year period, with the opportunity to designate additional land beyond the 30-year time horizon for Employment Areas.

### **Initial Direction on Growth Forecasting**

The proposed PPS, 2024 notes that “planning authorities shall base population and employment growth forecasts on Ministry of Finance (MOF) 25-year projections and may modify projections, as appropriate”<sup>[2]</sup> (underlining added). It is our interpretation that municipalities are not required to utilize the MOF forecasts and that they are not meant to replace long-term forecasting by municipalities. It is important to note that the MOF population forecasts are provided at the Census division level only, which typically represents upper-tier municipalities, including separated municipalities (e.g., the City of Stratford and the Town of St. Marys are included with the County of Perth Census Division) and large urban single-tier municipalities. The MOF does not provide forecasts at the area municipal level.<sup>[3]</sup> Furthermore, the most recent Summer 2023 MOF forecast provides growth estimates to the year 2046. Subsection 2.1.3 of the proposed PPS, 2024 states that urban land needs can be calculated up to 30 years. As such, current MOF forecasts would need to be extended from 2046 to 2054 to accommodate a full 30-year planning horizon. It is our interpretation that the use of the MOF forecasts is not meant to replace long-term forecasting by municipalities but the forecasts are to be used as a starting place in establishing forecasts and testing the reasonableness of alternative regional forecasts and area municipal growth allocations, a practice that Watson currently carries out.

Municipalities within the Greater Golden Horseshoe (GGH) are required to continue to use forecasts issued by the Province through Schedule 3 of the Growth Plan until more

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[1] Proposed PPS, 2024, policy 2.1.3, p. 6

[2] Proposed PPS, 2024, policy 2.1.1, p. 6

[3] Census division is the general term for provincially legislated areas (such as municipality, county, region or district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (Census subdivision).





current forecasts are available to 2051, as informed by guidance provided by the Province.<sup>[2]</sup> Forecasts established in Schedule 3 of the Growth Plan and the allocation of growth by lower-tier municipality are to be considered minimum growth forecasts. It is unknown at this time whether this policy of growth forecasts as minimums will be carried forward. We anticipate that future guidance documents will provide direction on this matter.

It should be noted that the proposed PPS, 2024 encourages growth management undertaken by municipalities to be coordinated with adjacent planning authorities when planning is not conducted by an upper-tier municipality.<sup>[3]</sup> We envision the need for local municipalities, where planning is not conducted by an upper-tier municipality, to include a consultation process or technical advisory group comprising representatives of adjacent municipalities when conducting Official Plan Reviews and other related comprehensive planning studies.

### **Minster’s Zoning Orders (MZOs) are Considered in Addition to Projected Needs**

According to the proposed PPS, 2024, MZOs are to be treated as “in addition to projected needs” over the planning horizon. In planning for MZO lands, the proposed PPS, 2024 states these lands must be incorporated into the Official Plan and related infrastructure plans.<sup>[4]</sup> Since MZO lands are not tied to an assessment of need, it is recommended that when planning for these lands the timing of their buildout is not held to a targeted minimum or maximum planning horizon. As such, it is recognized that full development of MZOs may or may not extend beyond the 30-year maximum planning horizon set out in the proposed PPS, 2024, subject to anticipated economic growth and real estate market demand within the municipality and the broader economic region over the horizon of the plan. It is our opinion that the timing of development regarding approved MZOs should be established through provincial and local phasing policies, municipal servicing plans, and reviewed through regular monitoring.

### **Providing for an Appropriate Range and Mix of Housing Options**

Similar to the proposed PPS, 2023, under subsection 2.1.4 of the proposed PPS, 2024 planning authorities are to:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and

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<sup>[2]</sup> Proposed PPS, 2024, policy 2.1, p. 6; and Environmental Registry of Ontario, ERO 019-8462: Review of proposed policies for a new provincial planning policy instrument.

<sup>[3]</sup> Proposed PPS, 2024, policy 6.2.10, p. 36.

<sup>[4]</sup> Proposed PPS, 2024, policy 2.1.1, p. 6.



- b) maintain at all times where new development is to occur, land with servicing capacity to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved registered plans.

We recommend that where planning authorities have established minimum targets for intensification and redevelopment, these targets are considered in the assessment of proposed PPS, 2024 policy 2.1.4. a) and b).

Subsection 2.1.5 of the proposed PPS, 2024 identifies that where planning is conducted by an upper-tier municipality, the land and unit supply maintained by the lower-tier municipality shall be based on and reflect the allocation of population and units by the upper-tier municipality. This policy emphasizes the need for urban land and housing needs to be assessed at the local municipal level within two-tier planning systems.

### **Anticipated Guidance Documents on Growth Forecasting and Land Needs**

We anticipate that the Province will release a guidance document on projecting growth and associated land requirements.<sup>[5]</sup> On March 12, 2024, the Province re-opened a proposal on Environmental Registry Ontario (ERO) for A Proposed Approach to Update the Projection Methodology Guideline.<sup>[6]</sup> This proposal was initially posted in June 2021 following the release of the PPS, 2020. As noted in the ERO proposal summary, the last provincial guidance document on growth projections and land needs for the entire Province was provided in 1995. The 1995 Projection Methodology has been generally used by Watson as a source of best practice for growth forecasting. Since 1995, the Province released a Land Needs Assessment Methodology for the GGH with a few updates.<sup>[7]</sup> This document has since been used as a best practice for projecting growth and urban land needs across the GGH.

It should be noted that the Province has not yet updated the document entitled, “Proposed Approach to Implementation of the Proposed Provincial Planning Statement” which accompanied the proposed PPS, 2023 in April 2023.

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<sup>[5]</sup> The ERO 019-2346 proposal summary notes that “Guidance for projecting population and related land requirements may be updated after finalization of the proposed Provincial Planning Statement to reflect final policy direction and considering feedback received.”

<sup>[6]</sup> Environmental Registry of Ontario, ERO 019-2346, A Proposed Approach to Update the Projection Methodology Guideline.

<sup>[7]</sup> The last update to the methodology came into effect on August 28, 2020. The proposed PPS plans to combined both the PPS and the Growth Plan and if approved, this document would no longer be in force.



## **No Significant Policy Change and Approach to Planning for Affordable Housing**

The proposed PPS, 2024 carries forward a similar definition of affordable housing as established in the PPS, 2020. The definition of affordable housing in the proposed PPS, 2024, however, is based on the municipality instead of the regional market area as defined in the PPS, 2020. The definition of affordable housing was notably missing in the proposed PPS, 2023. Additionally, the proposed PPS, 2024 carries forward the requirement of “establishing and implementing minimum targets for the provision of housing that is affordable to low- and moderate-income households.”<sup>[9]</sup> The proposed PPS, 2024 does not address the issue of attainable housing, an issue that was also lacking in the PPS, 2020.

## **Settlement Areas Remain Focus of Growth and Development**

The proposed PPS, 2024 identifies that settlement areas shall be the focus of growth and development. Within settlement areas, where applicable, growth should be focused in Strategic Growth Areas (SGAs), including Major Transit Station Areas (MTSAs), and that planning authorities shall support general intensification and redevelopment to promote the achievement of complete communities. Planning authorities are encouraged to establish and implement minimum targets for intensification and development within built-up areas, based on local conditions. Planning authorities are also encouraged to establish density targets for designated growth areas, based on local conditions. Large and fast-growing municipalities are encouraged to plan for a target of 50 residents and jobs per gross hectare in designated growth areas. Large and fast-growing municipalities are identified in Schedule 1 of the proposed PPS, 2024.

Based on our experience, all large and fast-growing municipalities are anticipated to achieve average densities in designated growth areas above 50 residents and jobs per gross hectare. Accordingly, it is recommended that this density target is considered a minimum.

## **Identifying New Settlement Areas and Settlement Area Boundary Expansions**

According to the proposed PPS, 2024, Settlement Area Boundary Expansion (SABE) is allowed at any time and without the requirement of a Municipal Comprehensive Review or Comprehensive Review, provided that all PPS policies under subsection 2.3.4 are considered.<sup>[10]</sup> Furthermore, the policies allow for a simplified and flexible approach for municipalities to undertake a SABE which would require a demonstrated need for urban expansion. It should be noted that the criteria in the proposed PPS, 2024 has been expanded compared to the proposed PPS, 2023. Additionally, the language has

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<sup>[9]</sup> Proposed PPS, 2024, policy 2.2.1, p. 7.

<sup>[10]</sup> Proposed PPS, 2024, policy 2.3.4, p. 7. Under the A Place to Grow: Growth Plan for the Greater Golden Horseshoe, 2019 and the PPS, 2020, SABEs were permitted only through a Municipal Comprehensive Review.



changed from “should consider” in the proposed PPS, 2023 to “shall consider” in the proposed PPS, 2024. The proposed PPS, 2024 does carry over the concept of demonstrating the need for additional land as identified in the PPS, 2020 which was not included in the proposed PPS, 2023.

While the proposed PPS, 2024 does not require a prescriptive approach to determining the need for expansion as provided in the Growth Plan or the PPS, 2020, it does require municipalities to consider infrastructure needs and the phased progression of growth. Furthermore, for new settlement areas, the proposed PPS, 2024 adds a stand-alone policy requiring municipalities to demonstrate that the infrastructure and public service facilities are planned or available for new settlement areas.<sup>[11]</sup>

We recommend that a policy is added to subsection 2.3.2.1 of the proposed PPS 2024 that identifies where planning authorities have established minimum targets for intensification and redevelopment within built-up areas and that implementation of these targets shall be considered prior to identifying the need for new settlement areas.

### **Planning for Growth in Major Transit Station Areas**

Under the proposed PPS, 2024, intensification policies have become less prescriptive compared to the PPS, 2020, with a focus on encouraging rather than setting out requirements. As previously noted, according to the proposed PPS, 2024, planning authorities are encouraged (rather than required) to establish minimum targets for intensification and redevelopment within their respective built-up areas. Targets for intensification are encouraged in MTSAs and all municipalities (i.e., not just large and fast-growing municipalities as identified in the proposed PPS, 2023) shall plan to meet minimum density targets.<sup>[12]</sup> Minimum density targets for MTSAs are based on the transit service level:

- a) 200 residents and jobs combined per hectare for those that are served by subways;
- b) 160 residents and jobs combined per hectare for those that are served by light rail or bus rapid transit; or
- c) 150 residents and jobs combined per hectare for those that are served by commuter or regional rail.<sup>[13]</sup>

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[11] Proposed PPS, 2024, policy 2.3.2, p. 8.

[12] Proposed PPS, 2024, policy 2.2.3.1.4, p. 8

[13] Proposed PPS, 2024, policy 2.2.3.1.4, p. 8



## Expanded Scope of Strategic Growth Areas, but No Targets on Density

The proposed PPS, 2024 carries over the concept of SGAs from the proposed PPS, 2023. The concept of SGAs was initially introduced in the Growth Plan. According to the proposed PPS, 2024, SGAs include:

major transit station areas, existing and emerging downtowns, lands adjacent to publicly assisted post-secondary institutions and other areas where growth or development will be focused, that may include infill, redevelopment (e.g., underutilized shopping malls and plazas), brownfield sites, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned frequent transit service or higher order transit corridors may also be identified as strategic growth areas.<sup>[14]</sup>

The proposed PPS, 2024 expands on the description of SGAs to include a greater range of site areas focused for infill and redevelopment, such as underutilized shopping malls and plazas, suggesting that SGAs may include a range of site sizes, with an expanded focus on non-residential sites. It is important to note that, unlike the proposed PPS, 2023, the proposed PPS, 2024 encourages all municipalities (i.e., not just the large and fast-growing municipalities) to focus growth and development in SGAs to achieve higher density outcomes.

Other than minimum density targets for MTSAs, minimum density targets for other SGAs have not been carried forward from the proposed PPS, 2023 and the Growth Plan. Furthermore, Urban Growth Centres, a component of SGAs set out in the proposed PPS, 2023 and the Growth Plan, have not been carried forward in the proposed PPS, 2024. Instead, the proposed PPS, 2024 provides more simplified direction to plan for downtowns as SGAs.

## A Narrow Definition of Employment Area

The proposed PPS, 2024 includes an updated definition of Employment Area based on the amendment of the *Planning Act* on June 8, 2023. The *Planning Act* was amended under subsection 1 (1) to include a new definition of “area of employment.” The amendment to the *Planning Act* received Royal Assent as part of Bill 97 on June 8, 2023. The definition change in the *Planning Act* would require proclamation before it becomes in effect.

Under the new definition of Employment Area, municipalities are required to plan for, and protect, industrial uses based on a more narrowly scoped definition of Employment Area and are limited to these uses that are primarily industrial in nature or other uses associated or ancillary to the primary use. Employment Area lands and uses that do not

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<sup>[14]</sup> Proposed PPS, 2024, definitions, p. 53.



meet the definition of Employment Area should be removed from Employment Areas. Lands that do not meet the Employment Area definition would not be subject to provincial Employment Area protection policies and would allow for opportunities for residential and other non-employment uses.<sup>[15]</sup>

In light of the definition change of Employment Area, a key concern for municipalities will be their ability to provide an urban structure that will support employment uses outside of Employment Areas, particularly non-retail commercial and institutional uses (e.g. office uses, training and education, entertainment, wholesale trade and service repair centres). Traditionally, Employment Areas have been regarded as areas protected for key targeted employment sectors, especially those in the export-based sectors.

As previously discussed, municipalities are allowed to forecast beyond a 30-year period for Employment Areas.<sup>[16]</sup> Furthermore, it should be noted that the Provincially Significant Employment Zones identified in the Growth Plan are not proposed to be carried forward. The Province has suggested in the PPS, 2024 proposal summary that the policies in the PPS are sufficient for protection for Employment Areas.<sup>[17]</sup>

### **Unlocking Residential Opportunities on Non-Residential Lands and Supporting Mixed-Uses**

The proposed PPS, 2024 requires that municipalities unlock more opportunities for housing, stating that municipalities should support redevelopment of commercially designated retail lands (e.g., underutilized shopping malls and plazas) to support mixed-use residential.<sup>[18]</sup> Furthermore, the proposed PPS, 2024 notes that Employment Areas that do not meet the definition of Employment Area, referred to as “employment outside of Employment Areas” should support a diverse mix of land uses, including residential uses.<sup>[19]</sup> These lands generally would include office business parks, commercial and institutional lands, and employment lands that do not meet the definition of Employment Area. It is also suggested that specific industrial, manufacturing, and small-scale warehousing uses that do not require separation from sensitive land uses are to be encouraged to locate in mixed-use areas or SGAs where frequent transit service is available, outside of Employment Areas.<sup>[20]</sup> Again, under the proposed policy framework, municipalities are anticipated to face greater long-term challenges regarding their ability to strike a balance in accommodating mixed-use development and ensuring an adequate supply of non-residential lands to support employment uses outside of

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[15] Proposed PPS, 2024, definitions, p. 34.

[16] Proposed PPS, 2024, policy 2.1.3, p. 6.

[17] Environmental Registry of Ontario, ERO 019-8462, Review of Proposed Policies for a New Provincial Planning Policy Instrument, Proposal Summary, Section 2.

[18] Proposed PPS, 2024, policy 2.4.1.3, p. 9.

[19] Proposed PPS, 2024, policy 2.8.1.3, p. 13.

[20] Proposed PPS, 2024, policy 2.1.8.2, p. 11.



Employment Areas, especially with increasing market pressure to accommodate residential development.

### **Employment Area Conversions Referred to as Removals of Employment Areas**

The proposed PPS, 2024 carries forward similar policies on conversions provided in the proposed PPS, 2023. Under the proposed PPS, 2024, municipalities are provided with greater control over Employment Area conversions (now referred to as Employment Area removals) with the ability to remove lands from Employment Areas at any time. Previously, under the PPS, 2020 and the Growth Plan, municipalities were required to review changes to designated Employment Areas during a Municipal Comprehensive Review or Comprehensive Review. Under the proposed PPS, 2024, municipalities are required to demonstrate that there is an identified need for the removal and the land is not required for Employment Area uses over the long term. Furthermore, the Employment Area removal requires consideration of the impact of the produced use on the function of the Employment Area and whether existing infrastructure and public facilities can accommodate the proposed use.<sup>[23]</sup>

It is important to recognize that the definition change may result in already developed Employment Area lands not meeting the definition. Based on the proposed PPS, 2024 emphasis on supporting mixed uses, going forward, municipalities will need to assess whether existing Employment Areas meet the new provincial definition and identify areas that should transition into mixed-use areas. While municipalities are required to plan Employment Areas according to the new definition, existing uses that were legally established prior to the *Helping Homebuyers, Protecting Tenants Act, 2023* came into force are allowed the continuation of use, regardless of whether the use meets the definition change.<sup>[24]</sup>

### **Planning for Growth in the Rural Area Directed to Rural Settlement Areas**

Compared to the PPS, 2020, the proposed PPS, 2024 does not significantly change the direction of growth within rural areas. As noted in the proposed PPS, 2024, in rural areas, rural settlement areas “shall be the focus of growth and development and their vitality and regeneration shall be promoted.”<sup>[28]</sup> A key update in the proposed PPS, 2024 includes permitting more housing on farms to support farmers, farm families, and farm workers without creating new lots (enhanced policy and criteria supporting additional units).<sup>[29]</sup> Unlike the proposed PPS, 2023, the proposed PPS, 2024 does not carry forth policies that would have permitted lot creation in prime agricultural areas.

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<sup>[23]</sup> Proposed PPS, 2024, policy 2.8.2.4, p. 12.

<sup>[24]</sup> *Planning Act*, Schedule 6, section 1 (2).

<sup>[28]</sup> Proposed PPS, 2024, policy 2.5.2, p. 11.

<sup>[29]</sup> Environmental Registry of Ontario, ERO 019-8462, Review of Proposed Policies for a New Provincial Planning Policy Instrument, Proposal Summary, section 1.



## **No New Direction on Planning for Rural Employment Areas**

The proposed PPS, 2024 identifies that development within rural areas needs to be assessed within the rural context in terms of the scale of servicing and character.<sup>[30]</sup> No further direction is provided with respect to development within existing or new Rural Employment Areas. Under subsection 2.2.9.5 of the Growth Plan, the Province provided a framework for Rural Employment Area expansions. The framework identified that expansion of Employment Areas outside settlement areas on rural lands that were designated for employment uses may only be permitted if necessary to support the immediate needs of existing business and if compatible with the surrounding uses.<sup>[31]</sup> The proposed PPS, 2024 does not carry forward this policy. Based on the proposed PPS, 2024, it appears that expansion of Rural Employment Areas in the GGH is no longer subjected to the policies that prohibited the creation of new Employment Areas in the rural areas.

## **New Emphasis in Planning for Public Service Facilities**

The proposed PPS, 2024 includes a new definition of public service facilities and requires a greater emphasis on coordination with public service providers, as well as planning for emergency management services, health care institutions, schools and post-secondary institutions.<sup>[32]</sup> It is noted that municipalities can plan beyond a 30-year period for public service facilities.<sup>[33]</sup>

## **Consideration of a Student Housing Strategy**

The proposed PPS, 2024 recognizes the importance of planning for a post-secondary population, especially in municipalities with a post-secondary institution. This is the first time that provincial planning policy has acknowledged the need to consider student housing needs. The word “student” is not mentioned at all in the PPS, 2020. The proposed policies in the PPS, 2024 would require municipalities to collaborate with publicly assisted post-secondary institutions on the development of a student housing strategy that includes consideration of off-campus housing targeted to students.<sup>[34]</sup>

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<sup>[30]</sup> Proposed PPS, 2024, policy 2.5.2, p. 10.

<sup>[31]</sup> A Place to Grow, Growth Plan for the Greater Golden Horseshoe, Office Consolidation, policy 2.2.9.5, p. 28.

<sup>[32]</sup> Proposed PPS, 2024, policy 3.1, p. 16.

<sup>[33]</sup> Proposed PPS, 2024, policy 2.1.3, p. 6.

<sup>[34]</sup> Proposed PPS, 2024, policy 6.2.6, p. 35.





### 3. Summary Comments on the Proposed Amendments and the PPS, 2024

Watson will be providing a submission through the ERO on these legislative changes. We will continue to monitor the progress of Bill 185 through the legislature, including any guidance documents on implementation, and will continue to keep our clients informed of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Jamie Cook, MCIP, RPP, PLE, Managing Partner  
Andrew Grunda, MBA, CPA, CMA, Principal  
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**From:** [Watson & Associates Economists Ltd.](#)  
**Subject:** Affordable Housing Bulletin Release  
**Date:** Thursday, May 2, 2024 10:58:25 AM  
**Attachments:** [image002.png](#)  
[Assessment of Bill 134 - Affordable Homes and Good Jobs Act.pdf](#)

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To our Municipal Clients,

In our continued efforts to keep you informed of the ongoing legislative changes regarding Bill 23, *More Homes Built Faster Act (2023)*, Bill 134, *Affordable Homes and Good Jobs Act (2023)*, and Bill 185, *Cutting Red Tape to Build More Homes Act (2024)*, we are writing you today to inform you that the Province has released the Affordable Housing Bulletin which provides the Affordable Unit Prices (ownership and rental) that will be used to determine eligibility for the affordable housing exemption. Please refer to the attached letter on Bill 134 for further details.

Note that the Affordable Housing Exemption applies to development charges, community benefits charges, and parkland dedication.

The bulletin has been posted on the provincial website here:

<https://www.ontario.ca/page/municipal-development-and-community-benefits-charges-and-parklands#section-4>

As noted in previous correspondence, the Province is seeking to enact this exemption beginning on June 1, 2024.

Please let us know if you have any questions.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

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**Free**

# AccessAbility Open House

Hosted by the St. Thomas Municipal Accessibility Advisory Committee  
In partnership with the Elgin County-Central Elgin  
Joint Accessibility Advisory Committee

## Everyone Welcome!

**Date:** Saturday June 1, 2024

**Time:** 11:00 a.m. to 4:00 p.m.

**Location:** Joe Thornton Community Centre  
75 CASO Crossing, St. Thomas, ON

**Door Prizes   Exhibits   Vendors**

**Vendor Showcases**



**Event  
Details**

Elgin International Club  
April 30, 2024.

West Elgin Municipal Council  
22413 Hoskins Line  
Rodney, Ontario  
N0L 2C0

Municipal Council,

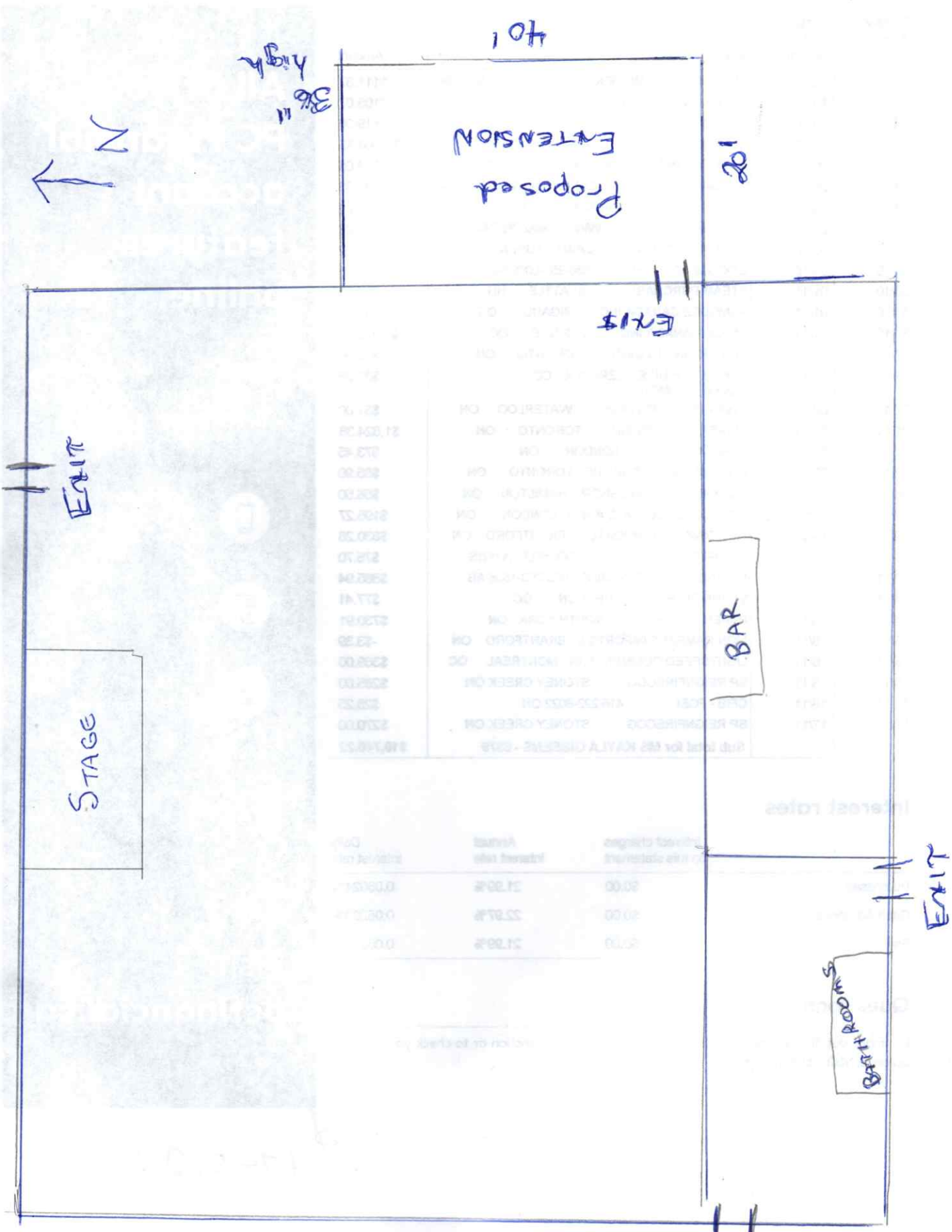
We are requesting to extend our Liquor License number 801297 to include a patio location for several events over the summer and fall. The first would be May 19<sup>t</sup> 2024 and continue until October 26, 2024. Please find attached a copy of a map of the proposed area. The events include several community dances, country jamborees, anniversary and birthday parties along with other events.

This is a Club event where proceeds will be used for some of the repairs needed in our Club so it is available for the community to use for rentals. These events would benefit from an outside area wherein the patrons could take their alcoholic drinks as well as becoming a smoking area.

As you can see, the area is adjacent to an existing exit and will be fenced in order to contain any drinking/smoking to this enclosed area.

We are hopeful that Council will be able to approve this request and provide a letter of permission so that it may be submitted to the AGCO. My apologies for not delivering this personally but I am not able to drop it off today. Also I wanted to send this as soon as possible so it may be considered at the next Council meeting. Please do not hesitate to contact me if you require any more information.

Most respectfully,  
Lori Parker – President





# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2024-35**

#### **Being a By-Law to Adopt the 2024 Operating and Capital Budgets for the Municipality of West Elgin, and Repeal By-law 2023-31**

**Whereas** pursuant to the *Municipal Act, 2001, c. 25, s.290(1)*, as amended, a local municipality shall in each year prepare and adopt a budget including estimates of all sums required during the year for the purposes of the municipality including;

- a) Amounts sufficient to pay all debts of the municipality falling due within the year;
- b) Amounts required to be raised for sinking funds or retirement funds; and
- c) Amounts required for any board, commission or other body.

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

1. That the estimates of all sums for the purposes set out in Schedule "A", attached hereto and forming an integral part of this by-law, are hereby adopted as the Operating and Capital budget for the year 2024 for the Municipality of West Elgin.
2. This By-Law takes effect upon the date of passing.
3. That By-law 2023-31 is hereby repealed.

Read a first, second, and third time and finally passed this 9<sup>th</sup> day of May, 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



# Municipality of West Elgin

Rate Increase	6.39%
Levy Increase	4.86%

## Revenues

	2024 Budget	2023 Actuals	2023 Budget
Taxation	-\$ 4,194,858.25	-\$ 3,957,096.85	-\$ 4,000,266.00
Local Improvements	- 59,251.95	- 59,537.85	- 51,348.49
PIL	- 96,000.00	- 95,773.22	- 95,000.00
Miscellaneous Revenue	- 332,586.20	- 533,934.37	- 244,865.50

## Grants:

GRANT - OMPF	- 1,845,400.00	- 1,843,100.00	- 1,843,100.00
GRANT - OCIF	- 311,130.00	- 366,035.00	- 366,035.00
GRANT - Canada Day	- 5,000.00	-	-
GRANT - SUMMER STUDENT	- 5,000.00	- 4,340.00	- 6,200.00
GRANT - MODERNIZATION	-	-	-
GRANT - Covid Recovery	-	-	-
GRANT - Enabling Accessibility	-	-	-
GRANT - Municipal Modernization Service & Digital	71,995.60	-	48,500.00
Grant - FCM Asset Management	-	-	-
Transfer to Reserves (OCIF)	311,130.00	366,035.00	366,035.00
Transfer from Reserves	- 214,507.57	- 15,000.00	- 15,000.00

## Departmental Summaries

Council	\$ 125,734.06	\$ 105,442.89	\$ 128,904.64
Administration	1,169,407.15	1,067,698.17	1,139,787.19
Municipal Buildings	120,490.92	86,105.83	98,151.09
Fire	809,756.77	860,537.59	713,286.17
Police Services	979,606.00	922,790.74	948,838.00
Conservation Authority	70,721.00	68,007.00	68,007.00
Building Inspection	- 21,344.40	- 11,714.74	0.00
Emergency Measures	-	662.53	5,000.00
By-Law Enforcement	29,894.00	53,850.50	60,480.00
Animal Control	11,500.00	312.57	-
Roads	1,760,170.17	1,713,716.24	1,595,380.72
Service Ontario	1,080.16	- 4,561.83	- 2,604.32
Four Counties Transit	15,522.20	12,658.86	8,647.23
Street Lights	49,500.00	42,681.89	37,500.00
Sidewalks	60,401.56	41,646.63	55,157.07
Sewage - Rodney	-	-	-
Sewage - West Lorne	-	-	-
Water	-	-	-
Landfill	553,493.01	553,855.98	589,646.90
Cemeteries	1,000.00	893.11	5,500.00
Arena	126,506.37	89,036.18	135,583.98
Parks & Recreation	706,628.21	592,238.62	606,470.21
Port Glasgow Trailer Park	-	-	-
Libraries	1,338.78	- 0.00	0.00
Planning	28,500.00	24,134.12	40,800.00
Economic Development	1,000.00	675.00	1,500.00
Drains	20,450.45	19,032.78	16,895.57
Debentures	59,251.95	58,093.43	51,348.49

11 \$ 0.00

-\$ 210,988.20 -\$ 0.00



## Municipality of West Elgin - Reserve Schedule

Account Number	Department	Description	2023 Beg Balance	Transfer In	Transfer Out	2024 Balance
01-3000-3001		RES-WORKING CAPITAL	760,227.53			760,227.53
01-3000-3002		RES-CONTINGENCIES	456,470.28			456,470.28
01-3000-3003	Roads	RES-ROADS	1,897,807.43	238,500.00	(885,000.00)	1,251,307.43
01-3000-3004	Fire	RES-FIRE TRUCK	400,638.62	150,000.00		550,638.62
01-3000-3005	Parks & Recreation	RES-RECREATION	116,400.00			116,400.00
01-3000-3006		RES-PARKLAND	84,761.82			84,761.82
01-3000-3007	Landfill	RES-WASTE MANAGEMENT	740,763.00			740,763.00
01-3000-3008	Water	RES-WATER CONSTRUCTION	50,000.00			50,000.00
01-3000-3009	Grants	ONTARIO INVESTS	72,007.57		(72,007.57)	-
01-3000-3010		Reserves - Developments	61,446.17			61,446.17
01-3000-3011	Parks & Recreation	RES - MARINA/WASHROOMS	50,000.00			50,000.00
01-3000-3012		RES - WL COMM IMPROVEMENT	25,748.24			25,748.24
01-3000-3013	Water	RES - GEN WATER CONSTRUCTIO	96,701.52			96,701.52
01-3000-3014		RES - TAXRATE STABILIZATION	2,837,612.40		(246,500.00)	2,591,112.40
01-3000-3015	Grants	Reserves - Safe Restart Funding	-			-
01-3000-3016		RES-BUILDING/SEWAGE REVEN	29,894.00			29,894.00
01-3000-3017	Parks & Recreation	RES-TRAILER PARK	741,572.46	98,641.40		840,213.86
01-3000-3018		RES-WL HERITAGE H. & HUB	206,766.00			206,766.00
01-3000-3019		RES-CN-RODNEY PARK LAND	100,000.00			100,000.00
01-3000-3020	Fire	RES-FIRE COMMUNICATIONS	30,000.00	30,000.00		60,000.00
01-3000-3021		RES-POLICING	209,766.15			209,766.15
01-3000-3022		RES-DOWNTOWN IMPROVEMENT	250,000.00			250,000.00
01-3000-3023		RES-INSURANCE	-			-
01-3000-3024	Administration	RES-MUNICIPAL BUILDINGS	423,301.99		(30,000.00)	393,301.99
01-3000-3025	Parks & Recreation	RES-MARINA PIER EXTENSION	396,509.02			396,509.02
01-3000-3026	Parks & Recreation	Reserves - Marina Bridge	70,000.00	50,000.00		120,000.00
01-3000-3027		RES - ECONOMIC DEVELOPMENT/ELECTION	21,457.36			21,457.36
01-3000-3028	Planning	Reserves - Planning - Official Plan	5,000.00		(5,000.00)	-
01-3000-3029		2021/22 Capital Carried Forward	274,610.00	50,000.00	(224,610.00)	100,000.00
01-3000-3030		RES - PRIOR YEAR'S CAPITAL	40,940.66		(40,940.66)	-
01-3000-3031	Roads	County Roads Reserves	166,322.83	55,829.70		222,152.53
01-3000-3032		Reserves - Connectivity Project	50,000.00			50,000.00
01-3000-3033	Parks & Recreation - Arena	Reserves - Arena	-			-





## Municipality of West Elgin - Reserve Schedule

Account Number	Department	Description	2023 Beg Balance	Transfer In	Transfer Out	2024 Balance
01-3000-3034	Libraries	Reserves - West Lorne Complex	13,426.87		(13,426.87)	-
01-3000-3035	Libraries	Reserves - Rodney Library	31,324.02	8,997.52		40,321.54
01-3000-3036	Parks & Recreation	Reserves - Dog Park	9,583.49			9,583.49
01-3000-3037	Building Inspection	Reserves - Building Inspection	21,010.73			21,010.73
01-3000-3038	Grants	Reserves - 2021 COVID-19 Recovery Funding	-			-
01-3000-3040	Parks & Recreation - Arena	Arena Facility Upgrades	400,000.00			400,000.00
01-3000-3042	Parks & Recreation - Arena	Dehumidification System	140,000.00	50,000.00		190,000.00
01-3000-3043	Parks & Recreation	Rodney Pool Reserves	25,000.00			25,000.00
01-3000-3044	Building	Old Town Hall Reserves	20,000.00			20,000.00
01-3000-3045	Parks & Recreation	Playground Equipment	1,300.00	20,000.00		21,300.00
01-3000-3100	Grants	OCIF Funding	887,278.94	311,130.00	(500,000.00)	698,408.94
01-3000-3101	Roads	RES - FEDERAL GAS TAX	436,419.95	159,087.00	(150,000.00)	445,506.95
01-3000-3102	Transit	RES - PROVINCIAL GAS TAX	21,305.96	5,000.00		26,305.96
01-3000-3201	Rodney Sewage	DISC RESERVES - RODNEY SEWAGE	436,820.94	105,062.92		541,883.86
01-3000-3202	West Lorne Sewage	DISC RESERVES - WEST LORNE SEWAGE	300,918.67	167,663.92		468,582.59
01-3000-3203	Water	DISC RESERVES - WEST ELGIN WATER DEPT	1,061,545.87		(258,857.94)	802,687.93
			<b>\$ 14,472,660.49</b>	<b>\$ 1,499,912.46</b>	<b>\$ (2,426,343.04)</b>	<b>\$ 13,546,229.91</b>

# Municipality of West Elgin

# 2024 Budget

## Miscellaneous Revenue

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-6100-6101 TAX CERTIFICATES	(9,310.00)	(8,500.00)	(10,000.00)	(13,540.00)	(10,000.00)
01-6100-6102 PHOTOCOPIES	-	-	(100.00)	(240.00)	(100.00)
01-6100-6103 911 SIGNS	(500.00)	(475.00)	(700.00)	(740.00)	(600.00)
01-6100-6104 BURIAL PERMITS	(9,000.00)	(4,180.00)	(4,000.00)	(4,120.00)	(3,000.00)
01-6100-6105 MARRIAGE LICENCES	(2,400.00)	(3,455.00)	(6,500.00)	(6,580.00)	(6,000.00)
01-6100-6106 PARKING TICKETS - ELGIN CTY	(5,000.00)	-	(8,000.00)	(8,171.98)	(10,000.00)
01-6100-6107 YACHT CLUB-SEWAGE AGREEME	(2,500.00)	(2,500.00)	(2,500.00)	(2,500.00)	(2,500.00)
01-6100-6108 MISC - NSF CHEQUES-MAPS-	(1,500.00)	(1,711.02)	(500.00)	(792.71)	(1,000.00)
01-6100-6110 INTEREST	(200,000.00)	(403,878.40)	(120,000.00)	(118,058.57)	(40,000.00)
01-6100-6111 TAX - PENALTY & INTEREST - CURRENT	(40,000.00)	(42,936.54)	(30,000.00)	(31,560.39)	(25,000.00)
01-6100-6112 TAX - PENALTY & INTEREST - PREVIOUS	(40,000.00)	(43,480.08)	(40,000.00)	(48,641.20)	(60,000.00)
01-6100-6113 Agreement - Juice Connect 5yr 2021-2026	(1,200.00)	(1,200.00)	(1,200.00)	(1,200.00)	(1,200.00)
01-6100-6120 ADMINISTRATION FEES	(20,526.20)	(20,233.60)	(20,715.50)	(19,850.00)	(24,500.00)
01-6100-6121 REPRINT OF TAX/WATER BILL	(150.00)	(165.00)	(150.00)	(195.00)	(150.00)
01-6100-6150 PROCEEDS ON ASSET DISPOSAL	-	-	-	17,743.24	-
01-6100-6190 REBATES	(500.00)	(1,219.73)	(500.00)	(720.07)	(1,500.00)
01-6100-6200 GRANT - OMPF	(1,845,400.00)	(1,843,100.00)	(1,843,100.00)	(1,873,400.00)	(1,873,400.00)
01-6100-6201 GRANT - OPERATING GRANT - SAFE RESTART	-	-	-	(174,248.79)	-
01-6100-6204 GRANT - OCIF	(311,130.00)	(366,035.00)	(366,035.00)	(267,575.46)	(430,629.00)
01-6100-6205 GRANT - Ontario Cannabis	-	-	-	-	-
01-6100-6206 GRANT - CANADA DAY	(5,000.00)	-	-	(5,495.00)	(5,000.00)
01-6100-6207 GRANT - ONTARIO INVESTS	-	-	-	-	-
01-6100-6208 GRANT - SUMMER STUDENT	(5,000.00)	(4,340.00)	(6,200.00)	(6,262.00)	(10,000.00)
01-6100-6209 GRANT - MODERNIZATION	-	-	-	-	-
01-6100-6210 GRANT - ICIP: COVID Stream - Local Government	-	10,000.00	-	(100,000.00)	(100,000.00)
01-6100-6212 GRANT - Enabling Accessibility	-	-	-	-	(72,900.00)
01-6100-6213 GRANT - Municipal Modernization Service & Digital	71,995.60	-	(48,500.00)	(50,102.00)	(132,288.00)
01-6100-6214 Grant - FCM Asset Management	-	-	-	(50,000.00)	(50,000.00)
01-6100-6215 Grant - Municipal Modernization Payroll & Timekeep	-	-	-	(51,480.00)	(79,200.00)
01-6100-6216 Grant - Rodney Cemetery	-	(45,000.00)	-	-	-
01-6100-6353 Proceeds on Assest Disposal	-	-	-	883,637.35	-
01-6100-6900 PREVIOUS YEAR SURPLUS/DEFICIT	-	-	-	-	-
01-6100-7900 TRANSFER TO RESERVES	311,130.00	411,035.00	366,035.00	367,420.83	430,629.00
01-6100-7901 TRANSFER FROM RESERVES	(214,507.57)	(15,000.00)	(15,000.00)	(55,000.00)	(55,000.00)
	<b>(2,330,498.17)</b>	<b>(2,386,374.37)</b>	<b>(2,157,665.50)</b>	<b>(1,621,671.75)</b>	<b>(2,563,338.00)</b>

# Municipality of West Elgin

## 2024 Budget

### Council

01-7000-6122	Election Nominations Fees
01-7000-7400	WAGES
01-7000-7401	CPP EXPENSE
01-7000-7403	EHT EXPENSE
01-7000-7440	CONFERENCES/SEMINARS/MEETINGS
01-7000-7442	MILEAGE
01-7000-7443	MEALS
01-7000-7444	RECOGNITION AWARD
01-7000-7447	ELECTION EXPENSE
01-7000-7614	Legal - Integrity Commissioner
01-7000-7660	OTHER SUPPLIES
01-7000-7900	TRANSFER TO RESERVES
01-7000-7901	Transfer from Reserves

### 2024 Budget

-
75,213.04
2,554.40
1,466.62
15,000.00
500.00
1,000.00
10,000.00
-
15,000.00
5,000.00
-
-
<b>\$ 125,734.06</b>

### 2023 Actuals

-
72,810.30
2,472.80
1,419.77
11,696.82
297.00
728.09
894.89
-
10,276.53
4,846.69
-
-
<b>\$ 105,442.89</b>

### 2023 Budget

-
78,956.80
2,368.70
1,579.14
20,000.00
1,000.00
1,000.00
15,000.00
-
5,000.00
4,000.00
-
-
<b>\$ 128,904.64</b>

### 2022 Actuals

200.00
76,125.06
2,302.73
1,680.44
5,240.01
200.00
650.35
5,013.95
18,742.64
200.00
3,623.10
200.00
(18,342.64)
<b>\$ 95,835.64</b>

### 2022 Budget

-
75,920.00
1,078.06
1,480.44
6,898.00
1,000.00
500.00
8,000.00
30,000.00
-
4,000.00
-
-
<b>\$ 98,876.50</b>

# Municipality of West Elgin

## 2024 Budget

### Administration

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	
01-7010-7400	WAGES	532,048.44	520,123.88	552,254.49	495,597.89	541,226.66
01-7010-7401	CPP EXPENSE	21,281.94	22,869.55	22,090.18	20,994.88	21,649.07
01-7010-7402	EI EXPENSE	10,640.97	7,644.82	8,283.82	7,068.13	5,412.27
01-7010-7403	EHT EXPENSE	10,640.97	11,801.51	11,045.09	10,217.06	10,824.53
01-7010-7404	WSIB	15,961.45	15,471.28	17,175.11	9,576.96	16,236.80
01-7010-7405	LIFE INSURANCE	2,500.00	2,256.79	3,040.89	2,107.74	5,412.27
01-7010-7406	BENEFITS EXPENSE	32,000.00	29,915.87	50,048.46	28,178.27	36,505.07
01-7010-7407	OMERS EXPENSE	53,204.84	50,213.47	61,359.15	45,297.99	54,122.67
01-7010-7408	POST RETIREMENT BENEFITS	6,000.00	5,814.69	5,000.00	5,012.16	4,647.64
01-7010-7409	UNION WAGES	-	-	-	49.73	-
01-7010-7411	COVID-19	-	(127.20)	-	2,214.38	9,500.00
01-7010-7415	TRAINING	7,000.00	3,832.00	7,000.00	365.32	5,000.00
01-7010-7430	WAGES TRANSFER-IN	16,750.93	5,722.93	-	-	-
01-7010-7431	WAGES TRANSFER OUT	(28,000.00)	(1,371.64)	-	-	-
01-7010-7440	CONFERENCES/SEMINARS/MEETINGS	10,000.00	4,480.31	5,000.00	1,508.06	3,000.00
01-7010-7441	MEMBERSHIPS & DUES	8,000.00	7,208.89	6,500.00	5,862.20	6,000.00
01-7010-7442	MILEAGE	1,500.00	1,157.05	1,000.00	386.55	500.00
01-7010-7443	MEALS	1,000.00	566.47	1,000.00	856.88	500.00
01-7010-7444	Employee Recognition	10,000.00	1,545.95	1,000.00	2,041.61	500.00
01-7010-7445	GRANTS/DONATIONS	30,000.00	21,273.60	30,000.00	12,651.45	30,000.00
01-7010-7446	Staff Recruitment	5,000.00	1,901.69	1,000.00	2,142.38	1,500.00
01-7010-7449	ASSET MANAGEMENT - Note 1	97,018.27	22,992.72	20,000.00	20,768.12	22,462.09
01-7010-7450	HEALTH & SAFETY	1,000.00	-	1,000.00	503.61	1,000.00
01-7010-7451	MARRIAGE LICENSE	3,000.00	3,150.00	3,500.00	3,150.00	1,500.00
01-7010-7452	BOOT & CLOTHING ALLOWANCE	1,000.00	810.48	1,950.00	1,125.70	1,194.69
01-7010-7470	911 EMERGENCY	2,500.00	2,320.69	2,500.00	2,320.69	2,500.00
01-7010-7510	Insurance - Cyber	16,200.00	16,200.00	16,740.00	16,200.00	15,000.00
01-7010-7601	PHONE & INTERNET	9,000.00	8,218.31	7,000.00	6,647.40	6,500.00
01-7010-7602	SOFTWARE LICENSE	50,000.00	44,825.17	41,500.00	35,225.12	64,000.00
01-7010-7610	EQUIPMENT LEASES	15,000.00	14,881.76	12,300.00	1,872.86	3,700.00
01-7010-7611	EQUIPMENT MAINTENANCE	3,500.00	3,270.27	3,500.00	3,447.32	4,000.00
01-7010-7613	EQUIPMENT PURCHASE	5,000.00	6,550.59	10,000.00	8,593.74	18,000.00
01-7010-7618	SUBSCRIPTIONS	1,000.00	846.83	500.00	356.16	500.00
01-7010-7650	OFFICE SUPPLIES	7,000.00	6,780.89	9,000.00	8,972.26	6,000.00
01-7010-7651	POSTAGE & COURIER	7,000.00	8,225.83	6,000.00	5,279.73	15,000.00
01-7010-7652	ADVERTISING	3,000.00	3,150.30	1,000.00	3,756.14	1,000.00
01-7010-7653	BANK CHARGES	8,000.00	6,392.69	8,500.00	7,800.50	8,500.00
01-7010-7675	LEGAL	30,000.00	31,052.85	45,000.00	56,073.09	20,000.00

# Municipality of West Elgin

# 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	
01-7010-7676	AUDIT	25,000.00	33,723.69	25,000.00	13,052.84	25,000.00
01-7010-7677	CONSULTING SERVICES	-	919.55	8,000.00	21,361.29	20,000.00
01-7010-7678	SPECIAL PROJECTS - Surplus Lands	-	-	-	27,475.20	211,488.00
01-7010-7680	CONTRACTED SERVICES	40,000.00	35,775.51	28,000.00	28,000.38	28,000.00
01-7010-7681	Development Charges Background Study	30,600.00	-	-	-	-
01-7010-7682	Strategic Planning, Organizational Review, Pay Equity Review	100,000.00	85,376.13	85,000.00	-	-
01-7010-7699	BILLABLE	-	0.01	-	(295.22)	-
01-7010-7900	TRANSFER TO RESERVE	-	-	-	-	-
01-7010-7901	TRANSFER FROM RESERVES	(40,940.66)	-	-	(60,403.51)	(135,000.00)
01-7010-8000	CAPITAL - VoIP Phones	-	-	-	(700.54)	-
01-7010-8003	CAPITAL - ASSET MANAGEMENT SOFTWARE	-	-	-	(121,284.89)	135,000.00
01-7010-8004	CAPITAL - SECURITY CAMERAS	-	19,931.99	21,000.00	-	-
01-7010-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	-	16,434.24	20,000.00
01-7010-8010	CAPITAL - Folder	10,000.00	-	-	-	-
	<b>\$ 1,169,407.15</b>	<b>\$ 1,067,698.17</b>	<b>\$ 1,139,787.19</b>	<b>\$ 757,861.87</b>	<b>\$ 1,247,881.76</b>	

**Notes:**

**Note 1 Asset Management**

GIS Shared Position with Township of Southwold	\$	38,002.00
Additional Help from the software provider	\$	20,000.00
Citywide Software License	\$	25,000.00
GIS Student	\$	14,016.27
	<b>\$</b>	<b>97,018.27</b>

# Municipality of West Elgin

## 2024 Budget

### Municipal Buildings

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7011-6322 BACK ST LOT (BELL)RENT	(8,200.00)	(8,176.99)	(8,200.00)	(8,176.99)	(8,200.00)
01-7011-7400 WAGES	-	-	-	2,774.46	14,977.46
01-7011-7401 CPP EXPENSE	-	-	-	105.06	748.87
01-7011-7402 EI EXPENSE	-	-	-	61.36	299.55
01-7011-7403 EHT EXPENSE	-	-	-	130.64	299.55
01-7011-7404 WSIB	-	-	-	129.33	599.10
01-7011-7415 Training	-	-	-	-	100.00
01-7011-7431 WAGES TRANSFER OUT	-	-	-	-	(7,586.86)
01-7011-7500 HYDRO	5,000.00	4,613.37	5,000.00	4,238.88	5,000.00
01-7011-7501 GAS	3,000.00	2,494.41	3,500.00	2,413.96	3,000.00
01-7011-7502 WATER	300.00	208.98	300.00	192.32	300.00
01-7011-7510 INSURANCE	58,150.96	54,659.53	70,826.05	48,879.07	53,617.57
01-7011-7511 TAXES	-	-	-	-	-
01-7011-7515 BUILDING REPAIRS & MAINTENANCE	5,000.00	3,902.23	5,000.00	2,451.73	5,000.00
01-7011-7516 JANITORIAL	12,000.00	10,759.53	13,083.16	5,725.16	-
01-7011-7520 GROUNDS MAINTENANCE	2,500.00	1,959.24	2,500.00	4,901.34	2,000.00
01-7011-7611 EQUIPMENT MAINTENANCE	-	-	-	-	500.00
01-7011-7613 EQUIPMENT PURCHASE	-	64.09	-	-	-
01-7011-7901 TRANSFER FROM RESERVES	-	-	-	(347,434.96)	(347,434.96)
01-7011-8000 CAPITAL - MUNICIPAL BUILDING RENOVATIONS	-	-	-	134,377.91	430,000.00
01-7011-8004 CAPITAL - Parking Lot Extension	25,000.00	-	-		
	<b>\$ 102,750.96</b>	<b>\$ 70,484.39</b>	<b>\$ 92,009.21</b>	<b>\$ (149,230.73)</b>	<b>\$ 153,220.28</b>

# Municipality of West Elgin

## 2024 Budget

### Old Town Hall

01-7012-7500	HYDRO
01-7012-7501	GAS
01-7012-7510	INSURANCE
01-7012-7515	BUILDING REPAIR & MAINTENANCE
01-7012-7677	CONSULTING SERVICES
01-7012-7900	TRANSFER TO RESERVES
01-7012-7901	TRANSFER FROM RESERVES
01-7012-8000	CAPITAL - Building Renovation/Garage Demolition

2024 Budget
1,500.00
16,239.96
(30,000.00)
30,000.00
<b>\$ 17,739.96</b>

2023 Actuals	2023 Budget
1,240.16	1,000.00
-	-
14,381.28	5,141.88
-	-
-	-
-	-
-	-
-	-
<b>\$ 15,621.44</b>	<b>\$ 6,141.88</b>

2022 Actuals	2022 Budget
875.49	1,000.00
1,732.60	-
4,254.12	4,567.10
-	2,000.00
8,984.96	20,000.00
50,000.00	50,000.00
-	-
<b>\$ 65,847.17</b>	<b>\$ 77,567.10</b>

# Municipality of West Elgin

## 2024 Budget

### Fire Department

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7070-6310 REVENUE - MTO	(17,000.00)	(16,375.41)	(15,000.00)	(43,918.50)	(17,000.00)
01-7070-6350 GRANT - Fire Safety	(1,659.60)	-	-	-	-
01-7070-6190 Rebates - Lighting Program	(2,100.00)				
01-7070-6360 Fire - Donations	-	(500.00)	-	-	-
01-7070-6800 PROCEEDS ON ASSET DISPOSAL	-	(798.22)	-	(14,151.90)	-
<b>01-7070-7400 WAGES</b>	<b>223,656.66</b>	<b>216,511.77</b>	<b>162,375.12</b>	<b>154,687.62</b>	<b>146,170.80</b>
01-7070-7401 CPP EXPENSE	-	-	60.00	5.39	-
01-7070-7402 EI EXPENSE	90.00	83.25	30.00	32.05	100.00
01-7070-7403 EHT EXPENSE	4,473.13	4,222.14	30.00	2,272.88	1,461.71
01-7070-7404 WSIB	7,268.84	6,712.09	13,000.00	17,765.41	13,000.00
01-7070-7405 LIFE INSURANCE	10,500.00	10,140.12	10,000.00	14,522.76	10,000.00
01-7070-7410 PUBLIC EDUCATION - Note 1	3,000.00	4,404.38	2,000.00	1,475.55	2,500.00
01-7070-7415 TRAINING - Note 2	15,500.00	23,117.64	23,600.00	20,726.02	25,600.00
01-7070-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	500.00	547.62	500.00
01-7070-7441 MEMBERSHIPS & DUES	250.00	225.00	300.00	283.33	250.00
01-7070-7442 MILEAGE	11,000.00	10,636.99	7,000.00	4,618.31	7,000.00
01-7070-7443 MEALS	1,500.00	1,788.12	1,000.00	2,002.34	500.00
01-7070-7444 EMPLOYEE RECOGNITION	1,000.00	2,209.16	2,000.00	1,568.59	1,500.00
01-7070-7450 HEALTH & SAFETY	2,500.00	4,444.24	2,000.00	2,389.28	2,000.00
01-7070-7451 Personal Protective Equipment - Note 3	24,000.00	37,131.06	26,328.00	30,064.47	32,000.00
01-7070-7452 UNIFORMS - Note 4	6,250.00	4,132.33	5,850.00	3,091.57	6,900.00
01-7070-7453 Operational Supplies	2,000.00	1,382.13	-	-	-
01-7070-7500 HYDRO	10,000.00	9,838.29	8,000.00	7,541.13	8,000.00
01-7070-7501 GAS	6,000.00	5,438.54	6,000.00	4,925.24	4,000.00
01-7070-7502 WATER	1,200.00	1,086.40	1,000.00	842.27	1,000.00
01-7070-7510 INSURANCE	27,093.24	29,913.47	24,730.01	17,765.64	24,010.61
01-7070-7515 BUILDING REPAIRS & MAINTENANCE - Note 5	20,000.00	21,860.45	15,500.00	8,952.86	10,000.00
01-7070-7516 JANITORIAL	1,400.00	1,329.93	1,221.12	508.80	1,000.00
01-7070-7529 Administration Expense	600.00	508.80	-	-	-
01-7070-7601 PHONE & INTERNET	5,500.00	5,248.18	5,000.00	4,714.43	5,000.00
01-7070-7602 SOFTWARE LICENSE	5,000.00	4,516.11	5,000.00	4,970.64	6,000.00
01-7070-7611 EQUIPMENT MAINTENANCE	25,000.00	32,770.52	17,000.00	18,290.49	15,000.00
01-7070-7613 EQUIPMENT PURCHASE - Note 6	25,200.00	30,262.67	35,300.00	27,636.69	27,000.00
01-7070-7614 EQUIPMENT RENTAL	5,000.00	4,526.96	3,500.00	4,076.04	2,000.00
01-7070-7615 RADIO LICENCING	13,000.00	12,163.64	22,000.00	21,122.89	13,000.00
01-7070-7621 HYDRANTS RENTAL	19,600.00	19,600.00	19,600.00	19,600.00	19,600.00
01-7070-7650 OFFICE SUPPLIES	-	31.81	500.00	260.46	500.00
01-7070-7651 POSTAGE & COURIER	200.00	157.11	50.00	19.40	100.00



# Municipality of West Elgin

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7070-7652	ADVERTISING	-	500.00	554.06	1,000.00
01-7070-7660	OTHER SUPPLIES	1,500.00	100.00	106.59	-
01-7070-7665	Consulting Services - Community Risk Assessment	10,000.00	-	-	-
01-7070-7680	CONTRACTED SERVICES	106,234.50	121,820.99	109,663.66	88,250.00
01-7070-7701	FUEL - GAS	1,000.00	786.93	576.56	500.00
01-7070-7702	FUEL - DIESEL	4,000.00	3,608.02	5,775.33	3,000.00
01-7070-7705	VEHICLE - REPAIRS & MAINTENANCE - Note 7	25,000.00	57,385.76	26,608.33	20,000.00
01-7070-7900	TRANSFER TO RESERVES - Note 8	180,000.00	160,000.00	64,151.90	50,000.00
01-7070-7901	Transfer from Reserves	(30,000.00)	-	(60,000.00)	-
01-7070-8000	CAPITAL - Washroom Renovations & SCBA	55,000.00	26,452.70	117,516.45	80,000.00
	<b>\$ 809,756.77</b>	<b>\$ 860,537.59</b>	<b>\$ 713,286.17</b>	<b>\$ 604,162.65</b>	<b>\$ 611,443.12</b>

**Notes:**

**Note 1 Public Education**

Fire Prevention Material	\$ 2,000.00
Open House Supplies	\$ 1,000.00
	<b>\$ 3,000.00</b>

**Note 2 Training**

o Recruit NFPA 1001 & 1072 Courses	\$ 6,600.00
o DZ Training	\$ 1,200.00
o OFC/Elgin-Middlesex Courses	\$ 4,000.00
o Training Props	\$ 2,500.00
o CPR Mannikins	\$ 1,200.00
	<b>\$ 15,500.00</b>

**Note 3 Personal Protective Equipment**

o Bunker Gear – 5 sets	\$ 16,000.00
o Boots, Gloves, Helmets	\$ 8,000.00
	<b>\$ 24,000.00</b>

**Note 4 Uniforms**

o Station Wear – 3	\$ 600.00
o Dress Uniforms – 6	\$ 4,800.00
o ¼ Zip Job Shirts for Officers	\$ 850.00
	<b>\$ 6,250.00</b>

**Note 5 Building Repairs**

o Station 1 Bay Door Lettering	\$ 2,800.00
o Station 2 LED Lighting Upgrade	\$ 5,400.00
	<b>\$ 8,200.00</b>

**Note 6 Equipment Purchase**

o Defibrators	\$ 4,500.00
o iPads – 2	\$ 1,200.00
o Hose/Nozzles	\$ 6,500.00
o Power Tools, Hand Tools, Shop Vacs	\$ 2,400.00
o Auto extrication gloves	\$ 2,100.00
o Thermal Imaging Camera	\$ 8,500.00
	<b>\$ 25,200.00</b>

**Note 7 Vehicle – Repairs & Maintenance**

o Blue Light Conversion	\$ 1,000.00
o R83 Decon/Rehab Conversion	\$ 2,500.00
o Back-up cameras	\$ 1,000.00
	<b>\$ 4,500.00</b>

**Note 8 Transfer to Reserves**

Tanker	\$ 150,000.00
Communications	\$ 30,000.00
	<b>\$ 180,000.00</b>

# Municipality of West Elgin

## 2024 Budget

### Policing

01-7090-7440 CONFERENCES/SEMINARS/MEETINGS  
 01-7090-7680 CONTRACTED SERVICES  
 01-7090-7681 COURT COSTS  
 01-7090-7900 TRANSFER TO RESERVE

#### 2024 Budget

-
969,606.00
10,000.00
-

**\$ 979,606.00**

#### 2023 Actuals

-	500.00
919,420.55	933,338.00
3,370.19	15,000.00
-	-

**\$ 922,790.74**    **\$ 948,838.00**

#### 2023 Budget

#### 2022 Actuals

-	-
962,670.64	963,808.00
7,347.68	15,000.00
-	-

**\$ 970,018.32**    **\$ 978,808.00**

#### 2022 Budget

### Conservation Authority

01-7100-7695 GENERAL LEVY - CONSERVATION AUTHORITY

**\$ 70,721.00**

**\$ 68,007.00**    **\$ 68,007.00**

**\$ 65,212.00**    **\$ 65,212.00**

# Municipality of West Elgin

## 2024 Budget

### Building Inspection

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7120-6330 SEPTIC PERMITS	(7,000.00)	(7,220.00)	(8,000.00)	(7,000.00)	(8,000.00)
01-7120-6331 BUILDING PERMITS	(114,000.00)	(114,101.66)	(87,535.83)	(83,367.46)	(88,000.00)
01-7120-6332 PLUMBING PERMITS	(500.00)	-	(500.00)	-	(700.00)
01-7120-6333 SEPTIC - CLEARANCE CERTIFICATE	(100.00)	-	(100.00)	(60.00)	(250.00)
01-7120-7415 TRAINING	-	20.35	-	61.05	800.00
01-7120-7440 CONFERENCES/SEMINARS/MEETINGS	-	(190.90)	-	486.01	800.00
01-7120-7441 MEMBERSHIPS & DUES	-	(56.50)	-	-	600.00
01-7120-7442 MILEAGE	-	(1,197.01)	-	5,525.74	5,000.00
01-7120-7452 BOOT & CLOTHING ALLOWANCE	-	-	-	-	200.00
01-7120-7601 PHONE & INTERNET	-	(63.76)	-	731.59	500.00
01-7120-7602 Software License	6,105.60	6,105.60	6,105.60	(6,105.60)	-
01-7120-7618 SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	200.00
01-7120-7620 Software License	-	-	-	12,211.20	6,105.60
01-7120-7622 EMERGENCY MEASURES	-	-	-	-	-
01-7120-7650 OFFICE SUPPLIES	-	288.97	-	-	250.00
01-7120-7652 Advertising	-	-	200.00	2,237.56	200.00
01-7120-7675 Legal Expense	-	-	-	2,900.10	1,000.00
01-7120-7680 CONTRACTED SERVICES - CBO Shared Services	94,150.00	81,665.17	87,444.00	82,730.37	111,931.00
01-7120-7900 TRANSFER TO RESERVES	-	23,035.00	2,386.23	-	-
	<b>\$ (21,344.40)</b>	<b>\$ (11,714.74)</b>	<b>\$ 0.00</b>	<b>\$ 10,350.56</b>	<b>\$ 30,636.60</b>
<b>Emergency Measures</b>					
01-7121-7622 Emergency Measures	-	662.53	5,000.00	-	7,000.00
	<b>\$ -</b>	<b>\$ 662.53</b>	<b>\$ 5,000.00</b>	<b>\$ -</b>	<b>\$ 7,000.00</b>

# Municipality of West Elgin

## 2024 Budget

### By-Law Enforcement

01-7140-7370	BY-LAW ENFORCEMENT
01-7140-7400	WAGES
01-7140-7401	CPP EXPENSE
01-7140-7402	EI EXPENSE
01-7140-7403	EHT EXPENSE
01-7140-7404	WSIB
01-7140-7415	Training
01-7140-7650	OFFICE SUPPLIES
01-7140-7651	POSTAGE & COURIER
01-7140-7680	Contracted Services - Tenet Security
01-7140-7705	Vehicle Expense

#### 2024 Budget

-
-
-
-
-
-
-
-
-
200.00
29,694.00
-

**\$ 29,894.00**

#### 2023 Actuals

88.69
-
-
-
-
-
20.35
-
109.23
53,632.23
-

**\$ 53,850.50**

#### 2023 Budget

-
-
-
-
-
-
-
-
-
60,480.00
-

**\$ 60,480.00**

#### 2022 Actuals

648.08
12,041.04
-
266.33
240.27
237.86
248.23
61.83
68.01
15,671.04
-

**\$ 29,482.69**

#### 2022 Budget

-
33,383.20
1,669.16
667.66
667.66
1,001.50
2,000.00
200.00
100.00
-
1,000.00

**\$ 40,689.18**

# Municipality of West Elgin

## 2024 Budget

### Animal Control

01-7150-6341	KENNEL LICENSE
01-7150-6342	LIVESTOCK CLAIMS
01-7150-6343	ADMINISTRATION FEE- Dog Tag Transfer to Roll
01-7150-7476	LIVESTOCK CLAIMS
01-7150-7651	Postage & Courier
01-7150-7660	OTHER SUPPLIES & SERVICES - K9 Rescue
01-7150-7680	CONTRACTED SERVICES - London Humane Society
01-7150-7681	Animal Control - Cats
01-7150-7901	Transfer from Reserves

#### 2024 Budget

(500.00)
2,000.00
10,000.00
<b>\$ 11,500.00</b>

#### 2023 Actuals

(480.00)	(300.00)
-	(100.00)
-	-
-	300.00
2.81	-
418.10	-
10,271.66	10,000.00
-	-
(9,900.00)	(9,900.00)
<b>\$ 312.57</b>	<b>\$ -</b>

#### 2023 Budget

#### 2022 Actuals

#### 2022 Budget

(300.00)	(450.00)
(141.36)	(2,000.00)
-	-
248.66	2,100.00
-	-
-	-
10,020.60	21,023.22
-	2,000.00
(9,827.90)	(22,673.22)
<b>\$ -</b>	<b>\$ -</b>

# Municipality of West Elgin

# 2024 Budget

## Roads - Municipal

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	
01-7200-6211	GRANT - GAS TAX	(159,087.00)	(165,304.90)	(165,304.90)	(924,425.13)	(158,417.19)
01-7200-6212	GRANT - INVESTING IN CANADA INFRASTRUCTURE	(225,000.00)	(88,265.38)	(200,000.00)	(663,777.75)	(870,000.00)
01-7200-6213	GRANT - EV Charging Stations	(125,512.00)	-	-	-	-
01-7200-6350	FSC - ROADS	(150,000.00)	(130,746.63)	(140,000.00)	(187,585.94)	(150,000.00)
01-7200-6351	COUNTY SHARE OF ADMIN OH	(27,000.00)	(24,249.46)	(25,697.17)	(21,060.76)	(23,461.75)
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	(10,000.00)	(8,229.36)	(15,000.00)	(18,103.37)	(10,000.00)
01-7200-6353	GAIN/LOSS ON ASSET DISPOSAL	-	(43,121.83)	-	432,230.83	-
01-7200-7001	A-BRIDGES/CULVTS-WAGES	17,500.00	22,905.41	21,641.88	19,118.77	25,000.00
01-7200-7002	A-BRIDGES/CULVTS-MT	20,000.00	32,086.86	16,235.29	21,160.07	25,000.00
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	15,000.00	25,026.45	15,000.00	41,046.70	25,000.00
01-7200-7011	B-1-MOWING/SPRAY-WAGES	22,500.00	21,476.08	18,920.27	15,534.33	22,500.00
01-7200-7012	B-1-MOWING/SPRAY-MT	15,000.00	14,957.25	13,000.00	10,461.29	12,500.00
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	7,500.00	5,792.21	12,500.00	5,112.29	1,000.00
01-7200-7021	B-2-BRUSHING-WAGES	40,000.00	48,887.02	46,863.54	39,157.72	40,000.00
01-7200-7022	B-2-BRUSHING-MT	40,000.00	52,413.68	21,647.06	25,219.27	30,000.00
01-7200-7023	B-2-BRUSHING-MATERIAL	35,000.00	34,721.06	40,000.00	31,899.72	40,000.00
01-7200-7031	B-3-DITCHING-WAGES	15,000.00	7,412.69	14,325.70	11,381.97	15,000.00
01-7200-7032	B-3-DITCHING-MT	20,000.00	11,827.98	5,411.76	18,620.59	15,000.00
01-7200-7033	B-3-DITCHING-MATERIAL	1,000.00	3,408.95	1,000.00	1,518.10	1,000.00
01-7200-7041	B-4-CATCHBASINS-WAGES	15,000.00	7,952.94	27,592.00	22,139.77	10,000.00
01-7200-7042	B-4-CATCHBASINS-MT	10,000.00	4,832.06	10,823.53	15,299.89	7,000.00
01-7200-7043	B-4-CATCHBASINS-MATERIAL	5,000.00	94.39	2,500.00	1,949.62	3,000.00
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	3,000.00	2,054.14	11,024.04	8,758.75	5,000.00
01-7200-7052	B-5-DEBRIS/LITTER-MT	2,500.00	1,647.00	3,247.06	5,886.16	3,500.00
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	500.00	214.20	500.00	1,895.28	500.00
01-7200-7061	C-1-HARDTOP-WAGES	17,500.00	9,702.86	8,616.06	7,472.97	7,500.00
01-7200-7062	C-1-HARDTOP-MT	15,000.00	5,969.20	5,411.76	5,752.44	5,000.00
01-7200-7063	C-1-HARDTOP-MATERIAL	30,000.00	5,536.18	10,000.00	-	7,500.00
01-7200-7071	C-2-ROD/WL ST-WAGES	1,000.00	515.85	1,302.34	1,034.72	1,000.00
01-7200-7072	C-2-ROD/WL ST-MT	1,000.00	556.30	1,082.35	1,233.73	1,000.00
01-7200-7073	C-2-ROD/WL ST-MATERIAL	500.00	-	500.00	-	500.00
01-7200-7081	C-3-SHOULDER MAINT-WAGES	7,500.00	10,385.63	3,104.75	2,466.76	2,500.00
01-7200-7082	C-3-SHOULDER MAINT-MT	7,500.00	7,600.73	4,500.00	2,023.14	2,500.00
01-7200-7083	C-3-SHOULDER MAINT-MATERI	1,000.00	2,361.91	1,000.00	854.78	500.00
01-7200-7091	C-4-RESURFACING-WAGES	-	1,391.84	1,207.72	959.55	-
01-7200-7092	C-4-RESURFACING-MT	-	1,510.80	-	1,346.40	-
01-7200-7093	C-4-RESURFACING-MATERIAL	-	-	-	-	-
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	50,000.00	64,417.74	49,814.59	43,133.60	40,000.00
01-7200-7102	D-2 GRADING/SCARI-MT	100,000.00	144,210.33	64,941.18	81,109.16	60,000.00
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	7,500.00	4,461.55	5,000.00	5,754.32	7,500.00
01-7200-7111	D-3 DUST LAYER-WAGES	1,500.00	519.58	1,260.69	1,001.64	3,000.00

# Municipality of West Elgin

# 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7200-7112	D-3 DUST LAYER-MT		1,078.40	1,906.68	1,500.00
01-7200-7113	D-3 DUST LAYER-MATERIAL	280,000.00	168,476.97	105,168.97	100,000.00
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	5,000.00	237.86	4,401.02	7,500.00
01-7200-7122	D-5 GRAVEL RESURFACE-MT	10,000.00	342.50	8,395.84	15,000.00
01-7200-7123	D-5 GRAVEL RESUR-MATERIAL	225,000.00	222,547.37	249,765.01	275,000.00
01-7200-7131	E-1 SNOW PLOW/REMOV-WAGES	15,000.00	13,784.94	21,788.47	27,500.00
01-7200-7132	E-1 SNOW PLOW/REMOV-MT	17,500.00	16,789.96	22,224.24	27,500.00
01-7200-7133	E-1 SNOW PLOW/REM-MATERIA	5,000.00	2,468.83	4,213.17	5,000.00
01-7200-7141	E-2 SANDING/SALTING-WAGES	7,500.00	5,653.68	8,742.51	7,500.00
01-7200-7142	E-2 SANDING/SALTING-MT	10,000.00	7,646.00	7,409.40	7,500.00
01-7200-7143	E-2 SANDING/SALT-MATERIAL	15,000.00	9,988.85	18,867.27	27,500.00
01-7200-7151	E-3 PLOW/SAND/SALT-WAGES	7,500.00	4,831.32	11,221.90	15,000.00
01-7200-7152	E-3 PLOW/SAND/SALT-MT	10,000.00	6,834.53	9,572.72	15,000.00
01-7200-7161	F SAFETY-WAGES	17,500.00	17,408.42	13,497.65	20,000.00
01-7200-7162	F SAFETY-MT	10,000.00	9,215.84	5,281.43	10,000.00
01-7200-7163	F SAFETY-MATERIAL	20,000.00	4,119.27	4,418.43	20,000.00
01-7200-7171	G-1 MUN DR REPAIR-WAGES	7,500.00	4,233.31	3,658.29	10,000.00
01-7200-7172	G-1 MUN DR REPAIR-MT	7,500.00	5,612.58	2,147.91	7,500.00
01-7200-7173	G-1 MUN DR REPAIR-MATERIA	133,000.00	44,459.40	45,857.63	80,000.00
01-7200-7181	J SHOP-WAGES	30,000.00	33,863.01	30,967.99	15,000.00
01-7200-7182	J SHOP-MT	2,500.00	2,957.58	3,618.77	1,000.00
01-7200-7183	J SHOP-MATERIAL	2,500.00	3,818.48	13,500.99	1,000.00
01-7200-7191	K-EQUIP REPAIR-WAGES	30,000.00	30,770.67	43,130.16	30,000.00
01-7200-7192	K-EQUIP REPAIR-MT	1,500.00	16,355.62	7,269.59	1,500.00
01-7200-7193	K-EQUIP REPAIR-MATERIAL	7,500.00	3,988.16	6,175.86	7,500.00
01-7200-7201	R-GRAVEL PITS REHAB-WAGES	2,000.00	1,191.15	6,330.43	5,000.00
01-7200-7202	R-GRAVEL PITS REHAB-MT	3,000.00	1,296.40	10,397.37	5,000.00
01-7200-7203	R-GRAVEL PIT REHAB-MATERI	2,000.00	354.11	1,732.76	2,500.00
01-7200-7211	RP-PATROL-WAGES	20,000.00	18,376.54	25,462.34	15,000.00
01-7200-7212	RP-PATROL-MT	12,500.00	10,677.54	8,704.81	7,500.00
01-7200-7220	WAGES - ADMIN	43,135.90	35,872.85	50,449.77	43,881.40
01-7200-7231	M-MISC Wages	70,000.00	54,365.72	83,844.75	75,000.00
01-7200-7232	M-MISC MT	80,000.00	75,130.79	31,303.30	75,000.00
01-7200-7233	M-MISC Material	-	(1.66)	-	-
01-7200-7250	BACKHOE #10	5,000.00	1,092.79	5,396.40	2,500.00
01-7200-7251	BULLDOZER	5,000.00	40,926.13	8,607.28	4,000.00
01-7200-7252	EXCAVATOR	7,500.00	6,161.35	1,622.14	2,500.00
01-7200-7253	GRADER #1	15,000.00	3,237.56	2,236.34	4,000.00
01-7200-7254	GRADER #2	8,000.00	4,579.88	654.85	4,000.00
01-7200-7255	LOADER #18	3,000.00	1,835.01	1,024.99	3,000.00
	Cherry Picker				
01-7200-7256	LOADER #6	-	663.28	86.47	3,000.00
01-7200-7257	MOWERS	1,000.00	-	-	1,000.00

# Municipality of West Elgin

# 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	
01-7200-7258	PICKUP #1	4,000.00	5,570.05	3,500.00	10,110.18	2,500.00
01-7200-7259	PICKUP#15	7,500.00	5,225.15	3,500.00	3,626.54	2,500.00
01-7200-7260	PICKUP #3	-	-	-	1,582.43	2,500.00
01-7200-7261	PICKUP#4	4,000.00	1,968.48	3,500.00	3,483.80	3,500.00
01-7200-7262	TRACTOR#5	1,000.00	-	1,000.00	250.68	1,000.00
01-7200-7263	TRAILERS	4,000.00	5,233.58	2,500.00	3,649.17	2,500.00
01-7200-7264	TRUCK#11	5,000.00	4,007.73	5,000.00	5,861.70	4,500.00
01-7200-7265	Pickup 2013-1	4,000.00	107.81	2,500.00	152.58	1,000.00
01-7200-7266	TRUCK#12	7,500.00	6,011.05	7,500.00	7,490.02	4,000.00
01-7200-7267	TRUCK#17	15,000.00	30,298.55	12,500.00	11,907.71	12,500.00
01-7200-7268	TRUCK #7	12,500.00	8,837.04	12,500.00	12,494.54	10,000.00
01-7200-7270	TRUCK #8	15,000.00	15,617.33	12,500.00	28,128.88	12,500.00
01-7200-7272	TRUCK#9	7,500.00	4,081.84	7,500.00	7,548.78	7,500.00
01-7200-7273	VAC TRAILER#19	2,500.00	1,452.59	2,500.00	6,058.86	2,000.00
01-7200-7415	TRAINING	20,000.00	28,391.06	20,000.00	25,165.62	10,000.00
01-7200-7440	CONFERENCES/SEMINARS/MEETINGS	2,500.00	1,175.44	2,000.00	1,506.85	-
01-7200-7441	MEMBERSHIPS & DUES	1,500.00	369.02	1,500.00	1,350.39	1,500.00
01-7200-7446	STAFF RECRUITMENT	250.00	164.85	-	80.39	1,500.00
01-7200-7450	HEALTH & SAFETY	2,500.00	1,564.61	5,000.00	1,747.04	5,000.00
01-7200-7452	UNIFORMS	10,000.00	10,383.93	7,500.00	5,540.67	7,500.00
01-7200-7500	HYDRO	5,000.00	4,987.24	4,000.00	4,238.89	4,000.00
01-7200-7501	GAS	2,500.00	977.56	2,500.00	2,413.91	2,500.00
01-7200-7502	WATER	1,000.00	918.92	1,000.00	700.27	1,000.00
01-7200-7510	INSURANCE	135,394.27	126,226.16	127,595.16	113,322.58	120,937.63
01-7200-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00	3,206.76	12,500.00	6,745.08	10,000.00
01-7200-7516	JANITORIAL	1,000.00	703.81	1,000.00	406.02	2,000.00
01-7200-7601	PHONE & INTERNET	2,000.00	1,861.72	1,500.00	1,271.60	1,500.00
01-7200-7609	TOOLS	2,500.00	677.05	2,500.00	3,487.82	5,000.00
01-7200-7611	EQUIPMENT REPAIR & MAINTENANCE	-	945.54	-	73.03	-
01-7200-7613	COMPUTER HARDWARE	1,000.00	241.59	-	-	-
01-7200-7630	COMPUTER SOFTWARE & LICENSES	2,500.00	2,035.20	2,500.00	2,035.20	3,000.00
01-7200-7650	OFFICE SUPPLIES	500.00	64.11	500.00	294.36	1,000.00
01-7200-7651	POSTAGE & COURIER	-	7.12	-	8.15	-
01-7200-7660	OTHER SUPPLIES	1,000.00	982.20	500.00	17.46	1,000.00
01-7200-7699	BILLABLE	-	-	-	3,260.60	-
01-7200-7701	FUEL - GAS	27,500.00	24,595.50	27,500.00	29,210.39	22,500.00
01-7200-7702	FUEL - DIESEL	35,000.00	33,267.47	45,000.00	42,932.49	35,000.00
01-7200-7703	FUEL - COLOUR DIESEL	65,000.00	58,959.42	70,000.00	66,147.64	37,500.00
01-7200-7900	TRANSFER TO RESERVES	397,587.00	422,885.73	338,304.90	285,972.94	265,000.00
01-7200-7901	TRANSFER FROM RESERVES	(1,164,610.00)	(80,390.00)	(810,000.00)	(75,000.00)	(120,000.00)
01-7200-8000	CAPITAL - EQUIPMENT OVER \$10,000	885,000.00	51,592.32	750,000.00	146,486.54	40,000.00
01-7200-8052	CAPITAL - Fence	-	-	12,500.00	-	-
01-7200-8106	CAPITAL - BLACKS RD RECONSTRUCTION	150,000.00	51,229.57	25,000.00	-	-



# Municipality of West Elgin

# 2024 Budget

01-7200-8110	CAPITAL - RESURFACING OF SURFACE TREATED ROADS
01-7200-8111	CAPITAL - CULVERT (MacPherson)
01-7200-8112	CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE
01-7200-8114	CAPITAL - Rodney Furnival Rd Reconstruction
01-7200-8115	CAPITAL - Public Works Shed
01-7200-8116	CAPITAL - Walker St Reconstruction
01-7200-8117	CAPITAL - Storm Water Management Plan
01-7200-8118	CAPITAL - Bridge - Fleming Line
01-7200-8119	CAPITAL - Culvert replacemet Silver Clay E of Furnival
01-7200-8120	CAPITAL - EV Charging Station

2024 Budget	
-	-
-	-
225,000.00	-
-	-
20,000.00	-
15,000.00	-
120,000.00	-
-	-
25,000.00	-
185,512.00	-
<b>\$ 1,760,170.17</b>	

2023 Actuals	2023 Budget
-	-
-	-
303,501.10	270,000.00
-	-
-	20,000.00
-	10,000.00
80,390.00	100,000.00
24,524.16	25,000.00
<b>\$ 1,713,716.24</b>	<b>\$ 1,595,380.72</b>

2022 Actuals	2022 Budget
267,575.46	275,000.00
29,306.88	-
663,777.75	870,000.00
910,482.01	-
193,577.94	75,000.00
-	10,000.00
-	100,000.00
6,235.80	30,000.00
<b>\$ 2,374,608.75</b>	<b>\$ 1,628,940.09</b>

# Municipality of West Elgin

# 2024 Budget

## Roads - County

		2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7220-6351	ELGIN COUNTY	(555,829.70)	(539,640.44)	(539,640.49)	(506,704.64)	(506,704.72)
01-7220-7001	A-BRIDGES/CULVTS-WAGES	5,000.00	6,606.56	5,500.00	4,297.17	5,000.00
01-7220-7002	A-BRIDGES/CULVTS-MT	3,500.00	4,236.44	4,329.41	2,418.95	4,500.00
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	2,000.00	325.26	5,000.00	-	3,000.00
01-7220-7011	B-1-MOWING/SPRAY-WAGES	20,000.00	18,690.43	15,000.00	14,899.21	17,500.00
01-7220-7012	B-1-MOWING/SPRAY-MT	12,500.00	8,947.29	8,117.65	8,608.53	7,500.00
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	10,000.00	7,055.28	12,500.00	11,912.87	12,500.00
01-7220-7021	B-2-BRUSHING-WAGES	8,000.00	7,622.51	8,500.00	3,266.21	12,500.00
01-7220-7022	B-2-BRUSHING-MT	7,000.00	7,885.76	5,411.76	2,706.91	8,000.00
01-7220-7023	B-2-BRUSHING-MATERIAL	15,000.00	19,005.98	12,500.00	10,584.13	12,500.00
01-7220-7031	B-3-DITCHING-WAGES	5,000.00	1,181.65	4,000.00	382.32	7,500.00
01-7220-7032	B-3-DITCHING-MT	7,500.00	2,211.45	5,411.76	765.98	7,500.00
01-7220-7033	B-3-DITCHING-MATERIAL	500.00	-	500.00	303.60	1,000.00
01-7220-7041	B-4-CATCHBASINS-WAGES	5,000.00	3,572.21	5,000.00	1,673.34	7,500.00
01-7220-7042	B-4-CATCHBASINS-MT	3,000.00	2,614.35	3,247.06	332.45	5,000.00
01-7220-7043	B-4-CATCHBASINS-MATERIAL	1,000.00	-	1,500.00	1,404.70	2,000.00
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	1,500.00	216.68	1,500.00	1,268.09	2,500.00
01-7220-7052	B-5-DEBRIS/LITTER-MT	1,000.00	-	1,623.53	1,795.52	1,500.00
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	-	-	-	-	500.00
01-7220-7061	C-1-HARDTOP-WAGES	7,500.00	16,953.23	6,000.00	5,604.74	5,000.00
01-7220-7062	C-1-HARDTOP-MT	5,000.00	12,823.63	3,247.06	3,610.47	3,000.00
01-7220-7063	C-1-HARDTOP-MATERIAL	7,500.00	37,371.29	7,500.00	2,191.47	7,000.00
01-7220-7071	C-2-ROD/WL ST-WAGES	5,000.00	1,644.67	3,500.00	2,458.21	4,000.00
01-7220-7072	C-2-ROD/WL ST-MT	5,000.00	1,614.00	2,705.88	2,834.57	4,000.00
01-7220-7073	C-2-ROD/WL ST-MATERIAL	12,500.00	11,506.02	7,500.00	7,937.28	7,500.00
01-7220-7081	C-3-SHOULDER MAINT-WAGES	6,000.00	4,174.71	8,500.00	6,773.58	7,000.00
01-7220-7082	C-3-SHOULDER MAINT-MT	8,000.00	5,834.75	8,658.82	9,403.90	8,000.00
01-7220-7083	C-3-SHOULDER MAINT-MATERI	1,000.00	65.71	1,000.00	1,139.71	1,000.00
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	5,000.00	3,735.47	6,000.00	3,990.06	7,500.00
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	5,000.00	3,826.48	3,247.06	2,720.10	3,500.00
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	3,000.00	2,292.38	3,000.00	489.97	5,000.00
01-7220-7141	E-2 SANDING/SALTING-WAGES	5,000.00	4,154.63	7,000.00	5,402.98	7,500.00
01-7220-7142	E-2 SANDING/SALTING-MT	7,000.00	6,850.97	8,117.65	7,914.25	7,500.00
01-7220-7143	E-2 SANDING/SALT-MATERIAL	60,000.00	62,461.92	75,000.00	60,221.08	75,000.00
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	10,000.00	7,395.05	25,000.00	22,168.20	22,500.00
01-7220-7152	E-3 PLOW/SAND/SALT-MT	15,000.00	14,326.35	29,764.71	24,619.25	27,500.00
01-7220-7161	F SAFETY-WAGES	12,500.00	11,756.59	9,209.41	7,317.00	12,500.00
01-7220-7162	F SAFETY-MT	10,000.00	8,214.64	5,411.76	4,184.27	5,000.00
01-7220-7163	F SAFETY-MATERIAL	80,000.00	99,198.21	125,000.00	102,060.87	60,000.00
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	2,500.00	2,325.39	1,700.00	1,340.30	3,000.00
01-7220-7172	G-1 MUN DR REPAIR - MT	2,000.00	1,280.90	2,164.71	1,028.44	2,000.00

**Municipality of West Elgin**

01-7220-7173 G-1 MUN DR REPAIR - MATERIALS  
 01-7220-7211 RP-PATROL-WAGES  
 01-7220-7212 RP-PATROL-MT  
 01-7220-7213 RP-PATROL-MATERIAL  
 01-7220-7221 CONTRA ACCOUNT - WAGES  
 01-7220-7222 CONTRA ACCOUNT - MT  
 01-7220-7225 ADMINISTRATIVE OVERHEAD  
 01-7220-7900 TRANSFER TO RESERVES  
 01-7220-7901 TRANSFER FROM RESERVES

2024 Budget	
	1,000.00
	65,000.00
	20,000.00
	5,000.00
	-
	-
	27,000.00
	55,829.70
	-
<b>\$</b>	<b>0.00</b>

2023 Actuals	2023 Budget
594.09	2,000.00
59,604.92	74,841.41
18,176.54	16,235.29
3,142.35	5,000.00
-	-
-	-
24,249.46	26,600.00
23,894.24	-
-	(33,904.44)
<b>\$</b>	<b>0.00</b>
<b>\$</b>	<b>0.00</b>

**2024 Budget**

2022 Actuals	2022 Budget
8.43	2,000.00
52,970.85	60,000.00
13,062.79	12,500.00
3,142.35	5,000.00
-	-
-	-
21,060.76	24,204.72
64,428.78	-
-	-
<b>\$</b>	<b>0.00</b>
<b>\$</b>	<b>0.00</b>

# Municipality of West Elgin

## 2024 Budget

### Service Ontario

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7240-6210 MTO - MGCS FUNDING	(12,175.81)	(29,221.94)	(25,000.00)	(26,962.18)	(17,000.00)
01-7240-6345 MTO - DRIVER LICENSE COMMISSION	(2,892.97)	(6,943.12)	(10,000.00)	(10,582.44)	(9,500.00)
01-7240-6346 MTO - HEALTH CARD SERVICES COMMISSION	(572.88)	(1,374.91)	(1,500.00)	(1,511.59)	(1,300.00)
01-7240-6347 MTO - HUNTING LICENCE COMMISSION	(200.00)	(684.01)	(300.00)	(395.33)	(300.00)
01-7240-6348 MTO - MISCELLANEOUS	(181.54)	(435.69)	(300.00)	(324.05)	(250.00)
01-7240-7400 WAGES	14,135.00	27,653.53	28,246.40	27,149.71	27,158.86
01-7240-7401 CPP EXPENSE	706.75	1,437.97	1,412.32	1,349.80	1,357.94
01-7240-7402 EI EXPENSE	282.70	631.09	564.93	600.72	543.18
01-7240-7403 EHT EXPENSE	282.70	545.25	282.46	531.69	543.18
01-7240-7404 WSIB	424.05	857.20	847.39	526.36	814.77
01-7240-7406 BENEFITS EXPENSE	-	-	-	(136.44)	-
01-7240-7407 OMERS EXPENSE	1,272.15	2,488.46	2,542.18	2,307.09	2,987.47
01-7240-7415 Training	-	81.41	100.00	61.05	100.00
01-7240-7450 HEALTH & SAFETY	-	-	-	-	100.00
01-7240-7650 OFFICE SUPPLIES	-	36.00	-	-	200.00
01-7240-7652 ADVERTISING	-	-	-	-	500.00
01-7240-7660 OTHER SUPPLIES	-	366.93	500.00	488.80	200.00
	<b>\$ 1,080.16</b>	<b>\$ (4,561.83)</b>	<b>\$ (2,604.32)</b>	<b>\$ (6,896.81)</b>	<b>\$ 6,155.40</b>

# Municipality of West Elgin

## 2024 Budget

### Four Counties Transit

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7280-6121 DONATIONS/MISC REVENUE	-	(200.00)	-	-	-
01-7280-6202 GRANTS FROM OTHER MUNICIPALITIES	(34,736.80)	(52,793.63)	(24,750.71)	(21,431.56)	(23,956.23)
01-7280-6212 GRANT - PROVINCIAL GAS TAX	(35,867.00)	(35,454.00)	(35,867.00)	(30,867.00)	(30,563.00)
01-7280-6213 GRANTS - PUBLIC TRANSIT STREAM	-	(45,188.15)	(45,188.15)	-	-
01-7280-6214 GRANT - SAFE RESTART	6,838.00	-	-	-	-
01-7280-6355 BUS TRIP FEES	(12,112.00)	(10,744.00)	(7,000.00)	(6,096.00)	(10,000.00)
01-7280-6356 SPECIAL TRIP & MILEAGE BUS FEES	(3,000.00)	(3,065.20)	(1,000.00)	(1,192.55)	(5,000.00)
01-7280-7400 WAGES	50,000.00	58,492.87	38,682.46	37,194.67	42,884.40
01-7280-7401 CPP EXPENSE	2,000.00	2,372.30	1,934.12	1,914.61	2,444.41
01-7280-7402 EI EXPENSE	1,000.00	1,053.18	773.65	823.40	909.15
01-7280-7403 EHT EXPENSE	1,000.00	1,158.78	580.24	718.63	857.69
01-7280-7404 WSIB	1,500.00	1,430.49	1,160.47	711.43	1,286.53
01-7280-7407 OMERS	4,500.00	1,543.30	-	-	-
01-7280-7415 Training	1,000.00	498.62	200.00	173.05	200.00
01-7280-7510 INSURANCE	5,000.00	4,534.00	4,534.00	4,764.00	2,500.00
01-7280-7601 PHONE & INTERNET	1,400.00	1,151.80	1,400.00	1,198.27	1,200.00
01-7280-7651 POSTAGE & COURIER	200.00	172.73	200.00	112.40	300.00
01-7280-7652 ADVERTISING	500.00	-	500.00	386.68	500.00
01-7280-7660 OTHER SUPPLIES	300.00	322.00	300.00	238.78	200.00
01-7280-7675 LEGAL	1,000.00	11,894.22	2,000.00	-	2,000.00
01-7280-7701 FUEL - GAS	15,000.00	11,736.37	15,000.00	10,690.47	15,000.00
01-7280-7705 REPAIRS & MAINTENANCE	5,000.00	13,555.03	5,000.00	7,300.18	5,000.00
01-7280-7900 TRANSFER TO RESERVES	5,000.00	5,000.00	5,000.00	-	5,000.00
01-7280-7901 Transfer from Reserves	-	(99,043.48)	(93,811.85)	-	(80,000.00)
01-7280-8000 CAPITAL - TRANSIT BUS	-	144,231.63	139,000.00	-	80,000.00
	<b>\$ 15,522.20</b>	<b>\$ 12,658.86</b>	<b>\$ 8,647.23</b>	<b>\$ 6,639.46</b>	<b>\$ 10,762.95</b>

# Municipality of West Elgin

## 2024 Budget

### Streetlights

01-7290-7500	HYDRO
01-7290-7611	REPAIR & MAINTENANCE
01-7290-7613	EQUIPMENT PURCHASE

2024 Budget	
	35,000.00
	12,000.00
	2,500.00
<b>\$</b>	<b>49,500.00</b>

2023 Actuals	2023 Budget
31,371.98	25,000.00
11,309.91	10,000.00
-	2,500.00
<b>\$ 42,681.89</b>	<b>\$ 37,500.00</b>

2022 Actuals	2022 Budget
24,995.16	23,000.00
7,770.96	12,500.00
794.20	5,000.00
<b>\$ 33,560.32</b>	<b>\$ 40,500.00</b>

### Sidewalks

01-7295-7274	Sidewalks - Materials
01-7295-7275	Sidewalks - MT
01-7295-7430	Sidewalks - Wages
01-7295-7520	Repair & Maintenance - Sidewalks
01-7295-7900	TRANSFER TO RESERVE
01-7295-7901	Transfer from Reserves
01-7295-8000	SIDEWALKS - CAPITAL OVER \$10,000

	2,500.00
	2,500.00
	5,401.56
	-
	-
	(100,000.00)
	150,000.00
<b>\$</b>	<b>60,401.56</b>

2023 Actuals	2023 Budget
-	2,500.00
-	2,500.00
1,646.63	10,157.07
-	-
40,000.00	-
-	(60,000.00)
-	100,000.00
<b>\$ 41,646.63</b>	<b>\$ 55,157.07</b>

4,059.91	2,500.00
-	-
3,086.11	5,437.78
10,904.46	-
-	-
-	(60,000.00)
-	100,000.00
<b>\$ 18,050.48</b>	<b>\$ 47,937.78</b>

# Municipality of West Elgin

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
<b>Landfill</b>					
01-7350-6374	FSC - REFRIGERANT FEES	(4,000.00)	(3,778.45)	(3,500.00)	(3,575.00)
01-7350-6375	FSC - TIPPING FEES	(25,000.00)	(26,777.00)	(22,500.00)	(22,275.00)
01-7350-6376	Recycling/London Salvage	(12,000.00)	(11,977.34)	(17,500.00)	(16,280.24)
01-7350-6378	Stewardship Ontario - Recycling Box/Data Call	-	(42,725.27)	(41,300.00)	(71,598.59)
01-7350-6381	MRF Fees - City of London	-	(12,806.12)	(20,000.00)	(44,247.90)
01-7350-6383	Resource Recovery - RLG	(145,000.00)	(71,520.16)	-	-
01-7350-7307	RECYCLING EXPENSE	24,000.00	27,714.02	12,500.00	16,546.26
01-7350-7308	MRF FEES EXPENSE	-	23,182.66	20,000.00	40,958.01
01-7350-7309	HAZARDOUS WASTE DAY	6,500.00	(6,500.00)	6,500.00	6,500.00
01-7350-7310	FREON REMOVAL	3,500.00	1,410.12	3,250.00	2,813.66
01-7350-7350	GARBAGE COLLECTION	294,000.00	282,729.76	295,311.04	245,891.02
01-7350-7355	RECYCLING COLLECTION	144,000.00	137,149.54	143,090.70	119,130.03
01-7350-7400	WAGES	33,148.88	36,086.37	30,079.30	32,926.50
01-7350-7401	CPP EXPENSE	1,657.44	1,939.85	1,503.96	1,678.83
01-7350-7402	EI EXPENSE	662.98	823.99	601.59	715.86
01-7350-7403	EHT EXPENSE	662.98	720.01	300.79	637.40
01-7350-7404	WSIB	1,077.34	1,118.90	902.38	631.01
01-7350-7407	OMERS	2,983.40	3,167.32	2,707.14	279.19
01-7350-7415	TRAINING EXPENSE	2,500.00	1,495.87	-	431.65
01-7350-7511	TAXES	3,700.00	3,577.17	3,600.00	3,485.22
01-7350-7516	JANITORIAL	600.00	279.38	600.00	447.82
01-7350-7519	MATERIALS	1,000.00	684.20	1,000.00	1,159.18
01-7350-7520	GROUNDS MAINTENANCE	70,000.00	81,741.26	60,000.00	51,944.46
01-7350-7530	GREEN LANE DISPOSAL	85,000.00	88,192.20	80,000.00	81,527.09
01-7350-7531	CONTRACTS & AGREEMENTS	40,000.00	47,245.45	40,000.00	40,457.84
01-7350-7611	EQUIPMENT MAINTENANCE	500.00	33.52	500.00	-
01-7350-7613	EQUIPMENT PURCHASE	1,000.00	447.61	2,500.00	2,633.85
01-7350-7650	OFFICE SUPPLIES	2,000.00	3,360.51	1,500.00	1,310.89
01-7350-7652	ADVERTISING EXP	1,000.00	727.61	500.00	414.09
01-7350-7680	CONTRACTED SERVICES	20,000.00	1,113.00	2,500.00	-
01-7350-7901	Transfer from Reserves	-	(15,000.00)	(15,000.00)	(50,000.00)
		<b>\$ 553,493.01</b>	<b>\$ 553,855.98</b>	<b>\$ 589,646.90</b>	<b>\$ 444,543.13</b>
					<b>\$ 456,249.59</b>

# Municipality of West Elgin

## Cemeteries

01-7400-7430 WAGES TRANSFER IN  
 01-7400-7520 GROUNDS MAINTENANCE

2024 Budget

1,000.00
-
<b>\$ 1,000.00</b>

2023 Actuals

893.11	500.00
-	5,000.00
<b>\$ 893.11</b>	<b>\$ 5,500.00</b>

2023 Budget

# 2024 Budget

2022 Actuals

187.17	500.00
3,363.49	5,000.00
<b>\$ 3,550.66</b>	<b>\$ 5,500.00</b>

2022 Budget



# Municipality of West Elgin

# 2024 Budget

## Arena

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7600-6111	PENALTY & INTEREST	-	-	(27.12)	-
01-7600-6121	DONATIONS - ARENA RENAMING	-	(2,034.01)	-	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	(90,114.12)	(65,540.52)	(81,492.17)	(89,936.65)
01-7600-6203	Kraft Hockeyville 2023	-	(250,000.00)	-	-
01-7600-6204	Facility Rental	-	(491.50)	-	-
01-7600-6501	ICE RENTAL	(136,651.04)	(166,111.75)	(116,702.53)	(90,000.00)
01-7600-6502	SIGN RENTAL	(5,336.63)	(4,987.50)	(4,050.00)	(3,750.00)
01-7600-6503	FOOD BOOTH RENTAL	-	-	(40.00)	-
01-7600-6504	PUBLIC SKATING	(3,377.25)	(2,497.65)	(4,634.23)	(1,000.00)
01-7600-6505	SKATE SHARPENING	(1,300.00)	(1,000.00)	(875.00)	(500.00)
01-7600-7351	Kraft Hockeyville Expenses	-	420.34	-	-
01-7600-7411	COVID-19	-	-	4,323.28	12,000.00
01-7600-7415	TRAINING	3,000.00	2,238.72	-	2,000.00
01-7600-7430	Wages Transfer In	130,735.40	121,803.83	113,377.25	119,414.93
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	850.00	-
01-7600-7441	MEMBERSHIPS & DUES	500.00	493.75	281.67	500.00
01-7600-7450	HEALTH & SAFETY	600.00	76.26	262.50	1,500.00
01-7600-7452	UNIFORMS	500.00	971.70	282.36	1,000.00
01-7600-7500	HYDRO	65,000.00	67,555.34	55,405.53	60,000.00
01-7600-7501	GAS	8,000.00	8,922.64	6,283.83	6,500.00
01-7600-7502	ARENA - WATER	8,000.00	8,373.04	7,798.64	5,000.00
01-7600-7510	INSURANCE	43,000.00	40,665.24	35,573.01	38,518.44
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00	7,879.22	9,735.35	15,000.00
01-7600-7516	JANITORIAL	1,200.00	946.60	401.88	750.00
01-7600-7520	GROUNDS MAINTENANCE	-	404.66	1,192.95	-
01-7600-7529	ADMINISTRATION EXPENSE	3,000.00	2,500.00	2,500.00	2,500.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,000.00	2,428.16	2,598.58	3,500.00
01-7600-7601	PHONE & INTERNET	4,000.00	2,844.95	3,818.88	3,700.00
01-7600-7602	SOFTWARE LICENSE	-	-	-	-
01-7600-7609	TOOLS	250.00	40.32	6.54	250.00
01-7600-7611	EQUIPMENT MAINTENANCE	10,000.00	16,291.82	10,598.01	10,000.00
01-7600-7613	EQUIPMENT PURCHASE	5,000.00	235.07	5,156.79	10,000.00
01-7600-7614	EQUIPMENT RENTAL	500.00	354.03	331.34	350.00
01-7600-7650	OFFICE SUPPLIES	-	500.00	152.48	500.00
01-7600-7652	ADVERTISING	-	-	-	500.00
01-7600-7660	OTHER SUPPLIES	500.00	163.91	199.04	500.00
01-7600-7701	FUEL - GAS	2,500.00	2,070.70	230.63	1,500.00
01-7600-7900	Transfer to Reserves	50,000.00	292,034.01	100,000.00	60,000.00
01-7600-7901	Transfer from Reserves	-	(24,500.00)	(10,500.00)	(35,000.00)
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	15,300.00	-	10,000.00
01-7600-8006	CAPITAL - Roof Painting	-	10,684.80	10,500.00	25,000.00

**Municipality of West Elgin**

01-7600-8008 CAPITAL - Zamboni Conversion  
 01-7600-8009 CAPITAL - Floor for Warm Room  
 01-7600-8011 CAPITAL - Floor Scrubber

2024 Budget	
	-
	-
	15,000.00
<b>\$</b>	<b>126,506.37</b>

2023 Actuals	2023 Budget
-	10,000.00
	20,000.00
<b>\$ 89,036.18</b>	<b>\$ 135,583.98</b>

**2024 Budget**

2022 Actuals	2022 Budget
-	-
<b>\$ 153,539.49</b>	<b>\$ 170,296.72</b>

# Municipality of West Elgin

## 2024 Budget

### Parks & Recreation - Marina

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7610-6202 Share of Deficit - Yacht Club	(5,000.00)	(5,000.00)	-	-	-
01-7610-7430 WAGES - TRANSFER IN	8,102.34	10,739.25	7,735.60	5,175.83	8,156.67
01-7610-7500 HYDRO	3,500.00	3,215.54	2,000.00	1,726.04	1,500.00
01-7610-7502 WATER	1,500.00	258.80	500.00	300.67	1,500.00
01-7610-7503 SEWAGE EXPENSE	2,500.00	1,901.68	1,000.00	3,307.20	5,000.00
01-7610-7504 Fish Cleaning Station	6,000.00	10,706.90	10,000.00	-	-
01-7610-7511 PROPERTY TAXES	2,500.00	2,402.25	2,500.00	2,321.55	2,500.00
01-7610-7515 BUILDING REPAIRS & MAINTENANCE	5,000.00	863.86	500.00	443.62	500.00
01-7610-7516 JANITORIAL	750.00	596.13	500.00	803.61	500.00
01-7610-7520 GROUNDS MAINTENANCE	5,000.00	526.06	7,500.00	4,662.53	5,000.00
01-7610-7900 Transfer to Reserves	50,000.00	50,000.00	50,000.00	-	-
01-7610-7901 TRANSFER FROM RESERVES	-	-	-	-	(20,000.00)
01-7610-8001 CAPITAL - BRIDGE	-	-	-	-	20,000.00
	<b>\$ 79,852.34</b>	<b>\$ 76,210.47</b>	<b>\$ 82,235.60</b>	<b>\$ 18,741.05</b>	<b>\$ 24,656.67</b>

# Municipality of West Elgin

## 2024 Budget

### Parks & Recreation - Programming

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7611-6401 SOCCER	(6,000.00)	(5,774.00)	(4,750.00)	(4,594.90)	(3,000.00)
01-7611-6402 FSC - DAYCAMP	-	-	-	-	-
01-7611-6403 BASEBALL	(2,750.00)	(2,625.00)	(2,000.00)	(2,000.00)	(400.00)
01-7611-6404 HANGING BASKETS DONATIONS	(4,000.00)	(2,400.00)	(2,600.00)	(1,800.00)	-
01-7611-6405 CHRISTMAS DONATIONS	-	-	-	-	-
01-7611-6406 Municipal Run Programs	(12,000.00)	(4,290.00)	(6,000.00)	(6,370.21)	-
01-7611-7328 Municipal Programs	5,000.00	8,186.19	20,000.00	1,684.04	-
01-7611-7329 VOLLEYBALL	500.00	-	500.00	330.00	1,000.00
01-7611-7330 SOCCER	7,500.00	3,571.77	3,000.00	3,047.34	3,000.00
01-7611-7331 BASEBALL	500.00	-	500.00	-	400.00
01-7611-7332 TENNIS	500.00	-	500.00	631.93	1,000.00
01-7611-7333 BASKETBALL	500.00	225.44	-	-	3,000.00
01-7611-7334 LAWNBOWLING	1,000.00	108.37	1,500.00	1,119.48	1,000.00
01-7611-7335 PLAYGROUND EQUIPMENT	1,500.00	1,221.12	1,000.00	-	2,500.00
01-7611-7336 SPLASHPAD	10,000.00	1,556.93	8,500.00	8,069.13	8,000.00
01-7611-7338 Flower Baskets	3,000.00	3,189.63	3,000.00	2,556.57	-
01-7611-7340 Holiday Parade	5,000.00	3,204.29	5,000.00	1,783.13	5,000.00
01-7611-7341 CIVIC HOLIDAY	-	-	-	-	5,000.00
01-7611-7342 CANADA DAY	7,500.00	6,938.67	7,500.00	6,077.58	5,000.00
01-7611-7343 RODNEY FAIR	10,000.00	8,761.50	10,000.00	13,453.49	10,000.00
01-7611-7430 WAGES - TRANSFER IN	70,244.44	49,140.95	7,735.60	39,867.11	6,797.23
01-7611-7510 Insurance	100.00	65.88	100.00	-	250.00
01-7611-7532 PERMITS & REGISTRATIONS	-	-	-	-	500.00
01-7611-7900 TRANSFER TO RESERVES	-	50,000.00	50,000.00	50,000.00	50,000.00
01-7611-8003 CAPITAL - Line Painter Replacement	10,000.00				
	<b>\$ 108,094.44</b>	<b>\$ 121,081.74</b>	<b>\$ 103,485.60</b>	<b>\$ 113,854.69</b>	<b>\$ 99,047.23</b>

# Municipality of West Elgin

## 2024 Budget

### Parks & Recreation - Center

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7612-6401 FSC - REC CENTRE	(10,000.00)	(10,123.28)	(4,000.00)	(4,196.50)	(2,500.00)
01-7612-7430 WAGES TRANSFER IN	13,503.90	11,490.15	25,785.34	13,196.97	13,991.03
01-7612-7441 MEMBERSHIPS & DUES	250.00	202.08	250.00	202.08	250.00
01-7612-7442 PROGRAMMING	-	-	-	-	1,000.00
01-7612-7500 HYDRO	10,000.00	9,342.65	8,000.00	7,033.14	7,500.00
01-7612-7501 GAS	6,000.00	5,000.04	5,000.00	3,765.30	5,000.00
01-7612-7502 WATER	1,500.00	1,105.12	2,000.00	1,246.90	2,500.00
01-7612-7515 BUILDING REPAIRS & MAINTENANCE	10,000.00	1,433.36	12,500.00	1,565.20	7,500.00
01-7612-7516 JANITORIAL	1,000.00	798.13	1,000.00	-	1,000.00
01-7612-7520 GROUNDS MAINTENANCE	500.00	-	1,000.00	211.66	1,000.00
01-7612-7601 PHONE & INTERNET	1,600.00	1,488.72	1,500.00	1,259.11	1,500.00
01-7612-7611 EQUIPMENT MAINTENANCE	1,000.00	371.42	500.00	-	1,000.00
01-7612-7613 EQUIPMENT PURCHASE	1,000.00	235.07	1,000.00	-	2,500.00
01-7612-7652 ADVERTISING	-	-	-	-	500.00
01-7612-7900 Transfer to Reserves	-	25,000.00	-	-	-
01-7612-7901 TRANSFER FROM RESERVES	(25,000.00)	-	-	-	-
01-7612-8004 CAPITAL - CEILING REPLACEMENT	100,000.00	-	25,000.00	-	-
01-7612-8005 CAPITAL - Roof Replacement & Eavestrough	-	-	-	47,697.45	60,000.00
	<b>\$ 111,353.90</b>	<b>\$ 46,343.46</b>	<b>\$ 79,535.34</b>	<b>\$ 71,981.31</b>	<b>\$ 102,741.03</b>

# Municipality of West Elgin

## 2024 Budget

### Parks & Recreation - Pool

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7613-6403 FSC - POOL	(22,500.00)	(21,821.00)	(20,000.00)	(16,623.00)	(17,500.00)
01-7613-7400 WAGES	31,893.89	32,431.38	27,710.00	24,130.92	29,435.00
01-7613-7401 CPP EXPENSE	637.88	583.30	554.20	585.53	1,471.75
01-7613-7402 EI EXPENSE	637.88	740.10	554.20	533.78	588.70
01-7613-7403 EHT EXPENSE	637.88	632.39	277.10	470.55	588.70
01-7613-7404 WSIB	956.82	1,005.36	831.30	465.84	883.05
01-7613-7415 TRAINING EXPENSE	1,500.00	1,874.66	2,500.00	452.83	2,500.00
01-7613-7430 WAGES TRANSFER IN	13,503.90	11,101.72	10,314.14	8,642.86	11,192.82
01-7613-7442 MILEAGE	150.00	117.57	-	-	-
01-7613-7450 HEALTH & SAFETY	250.00	200.31	250.00	59.52	250.00
01-7613-7452 UNIFORMS	500.00	333.86	250.00	-	250.00
01-7613-7500 HYDRO	5,500.00	4,922.99	5,000.00	4,652.37	5,000.00
01-7613-7501 GAS	5,500.00	5,197.23	5,000.00	2,272.90	4,000.00
01-7613-7502 WATER	10,000.00	8,890.20	6,000.00	5,750.72	6,000.00
01-7613-7515 BUILDING REPAIRS & MAINTENANCE	1,000.00	940.61	1,000.00	1,585.50	1,000.00
01-7613-7520 POOL MAINTENANCE	5,000.00	3,597.26	1,500.00	1,292.55	5,000.00
01-7613-7531 CONTRACTS & AGREEMENTS	2,000.00	1,671.63	2,000.00	1,688.94	1,750.00
01-7613-7601 PHONE & INTERNET	1,000.00	872.92	1,000.00	925.68	1,000.00
01-7613-7612 POOL CHEMICALS	7,500.00	6,774.62	7,500.00	7,092.97	6,000.00
01-7613-7613 EQUIPMENT PURCHASE	7,500.00	6,950.43	2,500.00	6,553.14	7,500.00
01-7613-7650 OFFICE SUPPLIES	250.00	59.20	250.00	21.73	500.00
01-7613-7652 ADVERTISING	250.00	-	500.00	329.58	500.00
01-7613-7660 OTHER SUPPLIES	250.00	-	250.00	66.87	250.00
01-7613-7900 Transfer to Reserves	50,000.00	50,000.00			
01-7613-8002 CAPITAL - Liner & Tile Repair	-	-	50,000.00	-	15,000.00
	<b>\$ 123,918.24</b>	<b>\$ 117,076.74</b>	<b>\$ 105,740.94</b>	<b>\$ 50,951.78</b>	<b>\$ 83,160.02</b>

# Municipality of West Elgin

## 2024 Budget

### Parks & Recreation - Operations

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7614-6353 Gain/Loss on Asset Disposal	-	-	-	(198,214.96)	-
01-7614-6407 PARKS - PAVILLION RENTAL	(750.00)	(643.90)	(500.00)	(395.50)	(250.00)
01-7614-6408 Scoutt Hall Rental	(1,000.00)	(673.00)	(2,000.00)	(1,337.50)	-
01-7614-6410 DONATIONS - Playground Equipment	(20,000.00)	(1,320.00)	-	-	-
01-7614-7335 JOE'S BUSH	5,000.00	25.64	500.00	-	500.00
01-7614-7336 OLD JAIL	500.00	12.82	500.00	-	1,000.00
01-7614-7337 SCOUT HALL	5,000.00	3,186.66	5,000.00	5,152.16	5,000.00
01-7614-7338 FLOWER BASKETS	-	-	-	-	4,000.00
01-7614-7415 TRAINING	3,000.00	4,431.95	2,500.00	5,158.05	1,000.00
01-7614-7430 Wages Transfer-In	127,200.53	101,187.98	109,367.33	95,469.16	194,480.13
01-7614-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	-	349.37	500.00
01-7614-7441 MEMBERSHIPS & DUES	1,000.00	593.59	1,000.00	743.24	1,000.00
01-7614-7446 Staff Recruitment	-	-	-	73.27	-
01-7614-7450 HEALTH & SAFETY	1,000.00	367.57	500.00	448.68	1,000.00
01-7614-7452 UNIFORMS	1,500.00	1,100.65	1,500.00	1,416.84	1,500.00
01-7614-7500 HYDRO	3,000.00	2,878.00	2,500.00	2,283.43	2,500.00
01-7614-7501 GAS	2,000.00	1,604.62	1,500.00	1,302.15	1,250.00
01-7614-7502 WATER	1,500.00	1,141.57	1,500.00	1,468.74	1,500.00
01-7614-7510 INSURANCE	45,708.76	40,855.40	40,855.40	34,937.41	36,327.84
01-7614-7515 BUILDING REPAIR & MAINTENANCE	3,000.00	1,486.98	3,000.00	6,591.31	5,000.00
01-7614-7516 JANITORIAL	1,500.00	1,432.31	1,500.00	2,636.72	1,500.00
01-7614-7520 GROUNDS MAINTENANCE	10,000.00	10,722.66	-	4,253.36	15,000.00
01-7614-7601 PHONE & INTERNET	3,000.00	3,043.25	3,000.00	2,674.19	3,000.00
01-7614-7609 TOOLS	500.00	285.71	500.00	136.88	500.00
01-7614-7611 EQUIPMENT MAINTENANCE	4,000.00	9,383.32	5,000.00	4,774.03	5,000.00
01-7614-7613 EQUIPMENT PURCHASE	2,000.00	829.83	2,000.00	1,572.02	2,500.00
01-7614-7614 EQUIPMENT RENTAL	-	-	-	-	1,000.00
01-7614-7650 OFFICE SUPPLIES	500.00	258.96	500.00	230.34	500.00
01-7614-7652 ADVERTISING	-	-	-	235.07	500.00
01-7614-7660 OTHER SUPPLIES	250.00	20.33	250.00	24.30	500.00
01-7614-7678 Recreation - Master Plan	-	-	40,000.00	-	-
01-7614-7701 FUEL- GAS	10,000.00	8,194.36	10,000.00	9,621.55	7,500.00
01-7614-7705 VEHICLE - REPAIR & MAINTENANCE	4,000.00	-	2,500.00	1,351.35	5,000.00
01-7614-7900 TRANSFER TO RESERVES	20,000.00	40,000.00	-	25,000.00	-
01-7614-7901 TRANSFER FROM RESERVES	-	(25,000.00)	(25,000.00)	-	-
01-7614-8006 CAPITAL - Christmas Lights	-	8,051.46	7,500.00	42,953.48	50,000.00
01-7614-8007 CAPITAL - Pull type finishing mower	-	18,067.49	20,000.00	-	25,000.00
01-7614-8008 CAPITAL - Pickup #2	50,000.00	-	-	-	-
	<b>\$ 283,409.29</b>	<b>\$ 231,526.21</b>	<b>\$ 235,472.73</b>	<b>\$ 50,603.42</b>	<b>\$ 373,807.97</b>

# Municipality of West Elgin

## 2024 Budget

### Rodney Library

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
01-7650-6321 RENT - LIBRARY - RODNEY	(25,000.00)	(24,276.00)	(24,276.00)	(22,887.28)	(22,887.29)
01-7650-7400 WAGES	-	-	-	863.96	-
01-7650-7401 CPP EXPENSE	-	-	-	33.84	-
01-7650-7402 EI EXPENSE	-	-	-	19.14	-
01-7650-7404 WSIB	-	-	-	24.71	-
01-7650-7430 WAGES TRANSFER IN	-	-	-	-	2,334.42
01-7650-7500 HYDRO	2,500.00	2,019.02	2,000.00	1,535.55	1,700.00
01-7650-7501 GAS	1,200.00	928.80	1,200.00	769.30	1,000.00
01-7650-7502 WATER	1,000.00	780.41	800.00	639.35	800.00
01-7650-7510 INSURANCE	1,302.48	1,184.76	1,200.00	1,003.87	1,000.00
01-7650-7515 BUILDING REPAIRS & MAINTENANCE	5,000.00	1,933.29	5,000.00	1,629.29	6,848.73
01-7650-7516 JANITORIAL	5,000.00	4,079.48	3,968.64	1,775.22	500.00
01-7650-7900 Transfer to Reserves	8,997.52	13,350.24	10,107.36	6,896.72	704.14
01-7650-8000 CAPITAL OVER \$10,000	-	-	-	7,696.33	8,000.00
	\$ -	\$ (0.00)	\$ -	\$ -	\$ -

### West Lorne Library

01-7655-6108 WEST ELGIN SUPPORT SERVICES	(10,000.00)	(11,989.01)	(14,568.64)	(10,677.47)	(7,322.95)
01-7655-6190 REBATES	-	-	-	-	-
01-7655-6321 RENT - LIBRARY WL	(31,395.43)	(30,481.00)	(30,481.00)	(28,737.28)	(28,737.27)
01-7655-6325 West Lorne Complex Rental	-	-	-	1,985.51	-
01-7655-7400 WAGES	-	-	-	77.00	-
01-7655-7401 CPP EXPENSE	-	-	-	43.91	-
01-7655-7402 EI EXPENSE	-	-	-	56.78	-
01-7655-7404 WSIB	-	-	-	723.40	4,668.84
01-7655-7430 Wages Transfer In	2,000.00	357.16	-	6,723.53	5,000.00
01-7655-7500 HYDRO	7,000.00	6,471.25	7,000.00	2,718.85	2,000.00
01-7655-7501 GAS	2,200.00	1,901.95	3,000.00	2,268.49	1,500.00
01-7655-7502 WATER	4,500.00	3,698.93	3,000.00	1,631.88	1,500.00
01-7655-7510 INSURANCE	2,161.08	1,928.34	2,000.00	9,256.84	5,000.00
01-7655-7515 BUILDING REPAIRS & MAINTENANCE	25,000.00	7,821.31	10,000.00	5,035.06	500.00
01-7655-7516 JANITORIAL	11,500.00	12,468.49	11,905.92	-	-
01-7655-7520 GROUNDS MAINTENANCE	-	-	-	1,550.83	1,800.00
01-7655-7601 Phone and Internet	1,800.00	1,738.38	1,800.00	7,342.67	14,091.38
01-7655-7900 Transfer to Reserves	-	6,084.20	6,343.72	-	-
01-7655-7901 Transfer from Reserves	(13,426.87)	-	-	-	-
01-7655-8000 CAPITAL - LIGHTING RETROFIT	-	-	-	-	-
01-7655-8001 CAPITAL - Roof and Drywal	-	-	-	-	-
	\$ 1,338.78	\$ -	\$ 0.00	\$ 0.00	\$ (0.00)



# Municipality of West Elgin

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget
<b>Planning</b>					
01-7700-6430 PLANNING FEES	(50,000.00)	(50,805.00)	(30,000.00)	(33,920.00)	(20,000.00)
01-7700-6431 BILLINGS - DUTTON DUNWICH	-	-	-	-	-
01-7700-6432 BILLINGS - SWD	-	-	-	(19,327.48)	(34,607.96)
01-7700-7400 WAGES	-	-	-	28,746.46	69,215.92
01-7700-7401 CPP EXPENSE	-	-	-	1,588.31	2,768.64
01-7700-7402 EI EXPENSE	-	-	-	532.27	1,384.32
01-7700-7403 EHT EXPENSE	-	-	-	566.99	1,384.32
01-7700-7404 WSIB	-	-	-	561.31	2,768.64
01-7700-7405 LIFE INSURANCE	-	-	-	329.70	820.59
01-7700-7406 BENEFITS EXPENSE	-	-	-	3,341.59	7,515.06
01-7700-7407 OMERS EXPENSE	-	-	-	2,987.08	6,229.43
01-7700-7415 TRAINING EXPENSE	-	20.35	-	61.05	500.00
01-7700-7440 CONFERENCES/SEMINARS/MEETINGS	-	-	-	405.67	500.00
01-7700-7441 MEMBERSHIPS & DUES	-	-	-	303.96	500.00
01-7700-7442 MILEAGE	5,000.00	4,377.44	4,800.00	2,122.15	500.00
01-7700-7651 POSTAGE & COURIER	1,000.00	852.21	-	889.25	500.00
01-7700-7652 ADVERTISING	500.00	150.00	-	522.33	-
01-7700-7675 LEGAL - Official Plan	5,000.00	18,314.36	25,000.00	39,457.74	50,000.00
01-7700-7680 CONTRACTED SERVICES	72,000.00	71,224.76	66,000.00	50,049.41	10,000.00
01-7700-7901 TRANSFER FROM RESERVES	(5,000.00)	(20,000.00)	(25,000.00)	(25,000.00)	(25,000.00)
	<b>\$ 28,500.00</b>	<b>\$ 24,134.12</b>	<b>\$ 40,800.00</b>	<b>\$ 54,217.79</b>	<b>\$ 74,978.96</b>
<b>Economic Development</b>					
01-7710-6751 ELGINCENTIVES	-	(17,547.39)	-	(31,834.70)	-
01-7710-7360 ELGINCENTIVES	-	17,547.39	-	31,834.70	-
01-7710-7361 ECONOMIC DEV - CCC	-	-	10,000.00	-	-
01-7710-7441 MEMBERSHIPS & DUES	-	-	500.00	-	100.00
01-7710-7652 ADVERTISING	1,000.00	675.00	1,000.00	725.00	-
01-7710-7901 Transfer from Reserves	-	-	(10,000.00)	-	-
	<b>\$ 1,000.00</b>	<b>\$ 675.00</b>	<b>\$ 1,500.00</b>	<b>\$ 725.00</b>	<b>\$ 100.00</b>

# Municipality of West Elgin

## 2024 Budget

### Drains

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	
01-7720-6390	OSG - MD INSPECTOR	(24,479.99)	(23,871.33)	(21,000.00)	(45,856.57)	(14,000.00)
01-7720-6392	DRAIN MAINTENACE - ADMINISTRATION FEE	-	-	(500.00)	(438.46)	(500.00)
01-7720-7400	WAGES	35,765.19	34,622.64	23,400.00	21,883.77	28,589.60
01-7720-7401	CPP EXPENSE	1,912.01	1,850.93	1,512.93	1,434.76	1,429.48
01-7720-7402	EI EXPENSE	816.36	790.28	605.17	632.98	571.79
01-7720-7403	EHT EXPENSE	699.83	677.47	605.17	565.99	571.79
01-7720-7404	WSIB	1,108.90	1,073.48	907.76	560.32	857.69
01-7720-7406	BENEFITS IN LIEU	-	-	6,858.54	6,858.54	8,005.09
01-7720-7407	OMERS	2,578.15	2,495.79	2,106.00	1,836.73	2,573.06
01-7720-7415	TRAINING EXPENSE	100.00	81.41	100.00	73.05	100.00
01-7720-7442	MILEAGE	600.00	569.49	700.00	449.90	700.00
01-7720-7601	PHONE & INTERNET	350.00	298.69	300.00	258.74	250.00
01-7720-7651	POSTAGE & COURIER	1,000.00	443.93	300.00	277.77	200.00
01-7720-7705	Vehicle Expense		-	1,000.00	1,000.00	1,000.00
01-7720-7777	DRAIN WRITE OFFS		-	-	(2,650.45)	-
		<b>\$ 20,450.45</b>	<b>\$ 19,032.78</b>	<b>\$ 16,895.57</b>	<b>\$ (13,112.93)</b>	<b>\$ 30,348.50</b>

### Debentures

01-8000-7480	TILE DRAINS EXP	22,848.11	37,499.79	22,948.11	15,904.78	59,537.85
01-8000-7481	MUNICIPAL DRAINS	24,316.52	-	16,313.06	20,970.62	-
01-8000-7482	WATERLINE	12,087.32	8,678.36	12,087.32	10,907.90	-
01-8000-7581	MUNICIPAL DRAINS - INTEREST		-	-	1,570.57	-
01-8000-7582	WATERLINE - INTEREST		3,408.95	-	3,140.65	-
01-8000-7583	TILE DRAINS - INTEREST		8,506.33	-	6,929.87	-
		<b>\$ 59,251.95</b>	<b>\$ 58,093.43</b>	<b>\$ 51,348.49</b>	<b>\$ 59,424.39</b>	<b>\$ 59,537.85</b>

**MUNICIPALITY OF WEST ELGIN**  
**2024 CAPITAL BUDGET**

Schedule A

	Budget 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028	FORECAST 2029
<b>Administration</b>						
Folding Machine	\$ 10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Buildings</b>						
Municipal Office - Parking Lot Extension	25,000	-	-	-	-	-
Old Town Hall Building - Garage Demolition	30,000	-	-	-	-	-
	<b>\$ 55,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Transit</b>						
Transit Bus	\$ -	\$ -	\$ -	\$ -	\$ -	\$ <b>150,000</b>
<b>Arena</b>						
Arena Renovations (Kraft Hockeyville)	-	-	-	1,000,000.00	-	-
Floor Scrubber	15,000.00					
Dehumidification System	-	190,000.00	-	-	-	-
Boards repair - replacement of plastic shield		-	-	-	-	-
Skate sharpener	-	-	10,000.00	-	-	-
	<b>\$ 15,000</b>	<b>\$ 190,000</b>	<b>\$ 10,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Fire</b>						
SCBA 2 Paks, 4 cylinders	25,000	25,000	26,000	26,000	27,000	
Washroom Renovations	50,000	-				
Extrication Equipment Replacement (1 of 2 sets)		-		60,000		
Pick-up Truck (Rescue Van replacement)	-	-	30,000	-	-	-
TANKER - replacement	-	730,000	-	-	-	700,000
	<b>\$ 75,000</b>	<b>\$ 755,000</b>	<b>\$ 56,000</b>	<b>\$ 86,000</b>	<b>\$ 27,000</b>	<b>\$ 700,000</b>

**MUNICIPALITY OF WEST ELGIN**

Schedule A

**2024 CAPITAL BUDGET**

	Budget 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028	FORECAST 2029
<b>Parks &amp; Recreation</b>						
Baseball Diamond Lighting	-	-	-	75,000.00	-	-
Multi use Pads	-	180,000.00	-	-	-	-
Dog Park	-	-	-	-	-	-
Recreation Centre Ceiling replacement	100,000.00	-	-	-	-	-
Recreation Center Chairs	-	-	10,000.00	-	-	-
Recreation Center - Tables - 10 plastic tables	-	5,000.00	-	-	-	-
PICKUP #1 - replacement	-	-	-	-	60,000.00	-
PICKUP #2 - replacement	50,000.00	-	-	-	-	-
PICKUP #3 - replacement	-	-	55,000.00	-	-	-
Pull Type Finishing Mower - replacement	-	-	-	-	35,000.00	-
Line Painter Replacement	10,000.00	-	-	-	-	-
Bridge at the Marina	-	-	100,000.00	-	-	-
Pool liner repair	-	100,000.00	-	-	-	-
	<b>\$ 160,000</b>	<b>\$ 285,000</b>	<b>\$ 165,000</b>	<b>\$ 75,000</b>	<b>\$ 95,000</b>	<b>\$ -</b>
<b>Port Glasgow Trailer Park</b>						
Bingo Hall Refurbishment - water, drain and HVAC	15,000.00	-	-	-	-	-
Dance Hall Upgrades	-	-	-	-	-	-
Septic System Upgrades - Bed 1 - move wooden sheds below ground	-	50,000.00	-	-	-	-
Repalce washroom facility beside food booth	50,000.00	-	-	-	-	-
Washroom Construction - Accessible	-	-	-	-	-	400,000.00
Stairs to the Beach Replacement	-	-	400,000.00	-	-	-
	<b>\$ 65,000</b>	<b>\$ 50,000</b>	<b>\$ 400,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 400,000</b>

# MUNICIPALITY OF WEST ELGIN

Schedule A

## 2024 CAPITAL BUDGET

	Budget 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028	FORECAST 2029
<b>Roads</b>						
GRADER 2 (Champion)	650,000	-	-	-	-	-
PICKUP 1	-	-	-	-	-	55,000
PICKUP 4	-	-	60,000	-	-	-
TRACTOR #5 - Upgrade	10,000	10,000	10,250	10,500	11,000	11,500
TRUCK 17	-	-	-	375,000	-	-
Truck 8 - 2009 Replacement	-	350,000	-	-	-	-
TRUCK 9	-	-	-	-	-	300,000
BACKHOE#10 - upgrade @ 1500 hrs	-	-	-	70,000	-	20,000
TRUCK 11	225,000	-	-	-	-	-
PICKUP 15	-	-	-	55,000	-	-
LOADER #18	-	-	-	-	200,000	-
VACUUM TRAILER #19	-	-	175,000	-	-	-
ROADSIDE MOWER	-	25,000	-	-	15,000	-
Public Works Shed	20,000	-	-	-	-	-
BLACKS RD RECONSTRUCTION (Queens Line to 401)	150,000	-	-	-	-	-
VILLAGE STREET PAVING	-	50,000	-	50,000	-	50,000
Walker Street Reconstruction - Engineering, storm drains, waterline and sewer upgrade, actual co	15,000	250,000	-	-	-	-
SURFACE TREATED ROADS	-	-	200,000	-	200,000	-
Culvert replacement Silver Clay E of Furnival	25,000	-	-	-	-	-
Street Extension	-	400,000	-	-	-	-
West Lorne Main St Reconstruction (FGT)	-	-	-	-	1,500,000	-
EV Charging Stations - 6	185,512	125,512	-	-	-	-
Storm Water Management	120,000	-	-	-	-	-
CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	225,000	-	-	-	-	-
	<b>\$ 1,625,512</b>	<b>\$ 1,210,512</b>	<b>\$ 445,250</b>	<b>\$ 560,500</b>	<b>\$ 1,926,000</b>	<b>\$ 436,500</b>

**MUNICIPALITY OF WEST ELGIN**

Schedule A

**2024 CAPITAL BUDGET**

	Budget 2024	FORECAST 2025	FORECAST 2026	FORECAST 2027	FORECAST 2028	FORECAST 2029
<b>Sewer - Rodney</b>						
Mechanical Upgrades	1,000,000	2,000,000	-	-	-	-
	<b>\$ 1,000,000</b>	<b>\$ 2,000,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sewer - West Lorne</b>						
Sanitary Manhole Repair	30,000.00	-	-	-	-	-
Pump Station Pump Rebuild	15,000.00	15,000.00	-	-	-	-
Addition of Tie in from Filter By-Pass to Lagoon (accrued from 2023)	35,000.00	-	-	-	-	-
	<b>\$ 80,000.00</b>	<b>\$ 15,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Sidewalks &amp; Street Lights</b>						
SIDEWALKS - West Lorne (Graham Rd Continuation to Marsh, Marsh to Todd Place)	150,000	50,000	50,000	50,000	50,000	50,000
	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>	<b>\$ 50,000</b>
<b>Water</b>						
Waterline Extension	50,000	50,000	50,000	50,000	50,000	50,000
AMR (Automatic Meter Reading) - Software and Hardware	160,000	-	100,000	-	-	-
Meter Replacement -	35,000	-	-	-	-	-
Van replacement	50,000	-	50,000	-	-	-
Truck replacement	-	50,000	-	-	-	-
AC Waterline Replacement	-	-	-	100,000	-	100,000
Replace watermain - Chestnut St. (from Graham to Ridge St)	-	125,000	-	-	-	-
	<b>\$ 295,000</b>	<b>\$ 225,000</b>	<b>\$ 200,000</b>	<b>\$ 150,000</b>	<b>\$ 50,000</b>	<b>\$ 150,000</b>
	<b>\$ 3,530,512</b>	<b>\$ 4,780,512</b>	<b>\$ 1,326,250</b>	<b>\$ 1,921,500</b>	<b>\$ 2,148,000</b>	<b>\$ 1,886,500</b>

## Port Glasgow Trailer Park

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
<b>Revenues</b>									
01-7620-6378 FSC - MISCELLANEOUS	(1,000.00)	(808.91)	(500.00)	(165.00)	-	(70.00)	(200.00)	(172.70)	(400.00)
01-7620-6409 Donations	-	-	-	-	-	-	-	-	-
01-7620-6410 PGTP - BOOTH RENTAL	(750.00)	-	(750.00)	-	-	-	-	-	(750.00)
01-7620-6411 PGTP - CAMP FEES SEASONAL	(377,679.50)	(355,598.92)	(351,000.00)	(339,911.75)	(335,000.00)	(321,650.00)	(308,930.00)	(235,972.80)	(254,048.00)
01-7620-6412 FSC - CAMP FEES-TRANSIENT	(50,000.00)	(48,165.06)	(50,000.00)	(50,102.48)	(27,000.00)	(26,515.00)	(19,000.00)	(19,043.00)	(18,000.00)
01-7620-6413 FSC - LAUNDROMAT	(4,000.00)	(4,025.00)	(4,000.00)	(4,090.00)	(3,000.00)	(3,317.00)	(3,000.00)	(2,795.00)	(4,000.00)
<b>Operating Expenses</b>									
01-7620-7300 GARBAGE COLLECTION	3,850.00	2,640.23	15,000.00	7,000.00	7,000.00	7,000.00	7,000.00	6,416.67	7,000.00
01-7620-7400 WAGES	56,228.00	55,681.66	52,338.22	49,031.87	48,950.26	47,067.56	46,085.37	45,208.12	45,900.00
01-7620-7401 CPP EXPENSE	3,100.00	3,056.73	2,616.91	3,016.56	2,447.51	2,865.71	2,626.86	2,597.08	2,295.00
01-7620-7402 EI EXPENSE	1,300.00	1,270.63	1,046.76	1,239.48	979.01	1,196.00	1,152.13	1,142.08	1,193.40
01-7620-7403 EHT EXPENSE	1,200.00	1,085.77	523.38	1,110.73	979.01	1,101.49	1,059.92	1,035.54	1,055.70
01-7620-7404 WSIB	1,800.00	1,726.07	1,570.15	1,099.61	1,468.51	1,609.77	1,520.82	1,513.44	1,698.30
01-7620-7407 OMERS EXPENSE	-	-	4,710.44	3,547.48	2,873.30	3,964.08	-	-	-
01-7620-7415 TRAINING	250.00	162.81	250.00	132.70	250.00	130.88	300.00	70.00	300.00
01-7620-7430 WAGES TRANSFER IN	500.00	59.91	500.00	441.63	500.00	1,934.47	500.00	274.74	-
01-7620-7431 WAGES TRANSFER OUT	-	-	-	-	-	-	-	-	-
01-7620-7441 MEMBERSHIPS & DUES	-	-	-	-	-	-	-	1,526.40	1,300.00
01-7620-7442 MILEAGE	-	-	-	-	-	-	150.00	-	150.00
01-7620-7452 BOOT & CLOTHING ALLOWANCE	500.00	-	500.00	-	500.00	-	500.00	128.55	500.00
01-7620-7453 CUSTOMER APPRECIATION	-	-	-	-	-	-	2,000.00	-	-
01-7620-7500 HYDRO	65,000.00	63,925.46	62,500.00	60,827.60	57,500.00	56,027.85	55,000.00	51,284.96	57,000.00
01-7620-7501 GAS	1,500.00	865.62	700.00	553.32	700.00	542.23	700.00	641.34	500.00
01-7620-7502 WATER	7,500.00	7,268.06	6,000.00	5,502.85	5,000.00	7,800.00	4,500.00	3,881.42	4,000.00
01-7620-7503 SEWAGE EXPENSE	10,000.00	4,864.73	10,000.00	-	5,000.00	1,091.96	7,500.00	4,737.80	18,000.00
01-7620-7510 INSURANCE	21,560.10	20,187.36	20,109.21	17,639.66	18,553.56	15,461.30	15,100.07	11,589.24	12,479.40
01-7620-7511 PROPERTY TAXES	4,750.00	4,531.46	4,500.00	4,379.23	4,400.00	4,302.19	4,300.00	4,206.96	4,284.00
01-7620-7515 Building Repair & Maintenance	15,000.00	5,977.94	15,000.00	7,264.06	10,000.00	3,042.64	15,000.00	6,255.78	15,000.00
01-7620-7516 JANITORIAL	2,500.00	1,325.35	2,000.00	1,603.78	1,000.00	608.14	1,000.00	537.60	1,000.00
01-7620-7520 GROUNDS MAINTENANCE	40,000.00	28,167.85	40,000.00	15,223.57	30,000.00	38,746.40	40,000.00	13,637.34	20,000.00
01-7620-7529 ADMINISTRATION EXPENSE	10,000.00	10,000.00	10,000.00	10,182.67	10,000.00	10,000.00	10,000.00	2,000.00	2,000.00
01-7620-7531 CONTRACTS & AGREEMENTS	-	-	-	700.00	700.00	-	700.00	700.00	600.00
01-7620-7601 PHONE & INTERNET	1,500.00	1,314.21	1,000.00	915.99	1,000.00	398.93	1,000.00	949.07	1,000.00
01-7620-7611 EQUIPMENT MAINTENACE	2,500.00	2,762.95	3,000.00	1,108.59	3,000.00	2,375.28	3,000.00	2,673.67	5,000.00
01-7620-7613 EQUIPMENT PURCHASE	2,500.00	886.23	2,500.00	3,598.00	5,000.00	11,333.92	15,200.00	1,097.53	10,800.00

## Port Glasgow Trailer Park

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
01-7620-7650 OFFICE SUPPLIES	1,000.00	1,013.16	500.00	317.49	500.00	604.60	500.00	304.98	500.00
01-7620-7651 POSTAGE & COURIER	1,000.00	346.09	1,000.00	880.90	500.00	472.80	700.00	465.06	500.00
01-7620-7652 ADVERTISING	500.00	1,608.82	500.00	238.20	500.00	513.60	500.00	-	100.00
01-7620-7653 Bank Charges	1,750.00	1,530.41	600.00	685.28	500.00	470.00	-	-	-
01-7620-7660 OTHER SUPPLIES	250.00	34.93	250.00	13.93	250.00	-	200.00	100.52	500.00
01-7620-7675 Legal Exp	10,000.00	-	10,000.00	1,306.50	-	-	-	-	-
01-7620-7701 FUEL EXP	2,250.00	2,001.81	2,500.00	2,241.60	750.00	645.19	500.00	353.03	1,000.00
01-7620-7900 TRANSFER TO RESERVES	148,641.40	-	-	181,816.60	-	24,154.22	-	81,406.23	-
01-7620-7901 TRANSFER FROM RESERVES	-	-	(280,465.07)	-	(175,801.15)	-	(166,665.21)	-	(151,457.80)
<b>Capital</b>									
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT	15,000.00	-	15,000.00	-	-	-	-	-	-
01-7620-8001 CAPITAL - Consult & Engineering for Septic System	-	-	-	-	10,000.00	70,359.12	209,500.00	9,354.69	180,000.00
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	-	-	-	10,649.35	10,000.00	16,505.00	25,000.00	-	15,000.00
01-7620-8003 CAPITAL - WATERLINES REPLACEMENT	-	-	-	-	-	-	-	-	-
01-7620-8004 CAPITAL - PAVILLION CEILING	-	-	-	-	-	19,226.67	25,000.00	1,893.66	18,000.00
01-7620-8005 CAPITAL - Stairs	-	-	400,000.00	-	300,000.00	-	-	-	-
	<b>\$ (0.00)</b>	<b>\$ (184,301.64)</b>	<b>\$ -</b>	<b>\$ (0.00)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ (0.00)</b>	<b>\$ (0.00)</b>	<b>\$ -</b>

**Reserves:**

Beg. Balance - Jan 1 2024	\$ 751,572.46
Transfer to Reserves	<u>150,804.02</u>
Ending Balance - Dec 31 2024	<b>\$ 902,376.48</b>



**Rodney Sewer**

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
01-7300-6100 SEWER BILLINGS	(197,349.41)	(197,349.41)	(169,922.73)	(165,778.27)	(200,488.19)	(200,488.19)	(366,753.84)	(356,071.69)	(327,401.88)
01-7300-6211 GRANT - Green Stream Intake 1	(500,000.00)	(156,345.68)	(700,000.00)	-	(511,000.00)	-	(1,094,413.58)	-	-
01-7300-6371 Sewer Billings - Flat Charge	(228,433.24)	(228,433.24)	(224,728.71)	(222,503.67)	(189,628.09)	(182,334.70)	-	-	-
01-7300-7500 HYDRO	75,000.00	75,419.15	65,000.00	62,478.73	62,000.00	60,551.20	61,802.85	68,355.66	70,000.00
01-7300-7502 WATER	10,000.00	28,222.74	5,000.00	4,893.63	5,000.00	2,312.05	9,000.00	9,287.76	9,000.00
01-7300-7510 INSURANCE	10,000.00	9,263.16	9,263.16	8,153.46	8,591.20	7,159.33	6,097.41	5,395.94	5,810.40
01-7300-7511 TAXES	30,949.73	29,759.36	30,000.00	28,992.15	33,186.77	27,655.64	28,500.00	28,123.71	28,000.00
01-7300-7520 GROUNDS MAINTENANCE	1,000.00	-	1,000.00	625.91	1,000.00	248.02	1,500.00	716.14	1,500.00
01-7300-7531 FINANCIAL PLAN	-	-	-	-	-	-	-	-	-
01-7300-7602 SOFTWARE LICENSE	700.00	661.44	650.00	650.00	650.00	610.56	500.00	407.04	1,000.00
01-7300-7611 SEWER MAINTENACE	25,000.00	56,098.29	25,000.00	24,496.96	60,000.00	26,200.47	61,787.00	41,186.07	35,000.00
01-7300-7613 EQUIPMENT PURCHASE	-	-	-	-	-	8,385.99	-	-	-
01-7300-7651 POSTAGE & COURIER	-	-	-	-	50.00	4.58	-	-	50.00
01-7300-7675 Legal	-	-	-	-	-	(2.37)	-	504.24	-
01-7300-7680 CONTRACTED SERVICES	168,070.00	165,586.00	165,586.00	163,139.04	163,139.00	160,728.00	160,728.00	157,611.02	155,292.18
01-7300-7900 TRANSFER TO RESERVES	105,062.92	71,193.20	93,152.27	94,852.06	-	72,488.62	-	-	-
01-7300-7901 TRANSFER FROM RESERVES	(500,000.00)	(523,072.86)	(300,000.00)	-	(132,500.69)	-	(361,197.84)	(32,449.67)	(151,250.70)
01-7300-8000 CAPITAL - RODNEY SEWAGE UPGRADES	1,000,000.00	668,997.85	1,000,000.00	-	700,000.00	16,480.80	1,492,450.00	14,252.35	-
	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 0.00</b>	<b>-\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ -</b>

**Sewer Billings:**

Meter Rate	<b>\$ 2.91</b>	<b>\$ 2.91</b>	<b>\$ 2.77</b>
Flat Charge	<b>\$ 75.00</b>	<b>\$ 75.00</b>	<b>\$ 73.62</b>

**Reserves:**

**Rodney Sewage**

Beg. Balance - Jan 1 2024	<b>\$ 438,724.22</b>
Transfer to Reserves	<u>105,062.92</u>
	<b>\$ 543,787.14</b>

**OCIF Funding**

Beg Balance - Jan 1 2024	<b>\$ 887,278.94</b>
Transfer to Reserves	311,130.00
Transfer from Reserves	<u>(500,000.00)</u>
	<b>\$ 698,408.94</b>

# Water

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
01-7310-6111 PENALTY, INTEREST & MISC.	(12,000.00)	(12,217.49)	(12,000.00)	(12,281.93)	(15,000.00)	(18,939.84)	(9,500.00)	(9,451.72)	(11,000.00)
01-7310-6120 WATER - Change of Occupancy	(5,000.00)	(2,130.00)	(7,000.00)	(7,477.23)	(10,000.00)	(11,055.58)	(5,000.00)	(73,537.21)	(5,000.00)
01-7310-6360 WATER REV - RESIDENTIAL	(571,057.40)	(549,093.65)	(532,603.37)	(504,837.32)	(584,275.43)	(504,400.88)	(917,164.13)	(894,353.73)	(846,538.59)
01-7310-6361 WATER REV-NON RESIDENTIAL	(99,151.38)	(95,337.87)	(96,086.69)	(91,077.43)	(93,724.85)	(95,656.44)	(118,810.57)	(91,220.22)	(107,585.42)
01-7310-6362 Bulk Water Station	(16,254.37)	(15,050.34)	(12,000.00)	(1,529.24)	-	-	-	(20,981.89)	-
01-7310-6364 WATER - New Water Services	(20,000.00)	(24,303.48)	(20,000.00)	(46,463.30)	(30,000.00)	(26,664.49)	(10,000.00)	(12,164.48)	(6,000.00)
01-7310-6365 WATER - Disconnect/Reconnect Fees	(5,000.00)	(3,760.00)	(6,000.00)	(6,840.00)	(1,000.00)	(7,820.00)	(10,000.00)	(8,110.00)	(10,000.00)
01-7310-6370 WATER - Fire Hydrants	(19,600.00)	(19,600.00)	(19,600.00)	(19,600.00)	(19,600.00)	(19,600.00)	-	-	-
01-7310-6371 Water - Flat Charge	(610,139.61)	(564,944.08)	(538,641.08)	(508,151.96)	(416,691.55)	(461,934.18)	-	-	-
01-7310-7145 VEHICLE EXP	2,500.00	1,654.16	2,500.00	1,673.01	5,000.00	3,179.78	5,000.00	1,900.53	5,000.00
01-7310-7281 WATERMAIN REPAIR & MAINTENANCE	40,000.00	22,984.28	40,000.00	68,355.10	60,000.00	40,554.23	55,000.00	43,433.20	40,000.00
01-7310-7282 HYDRANT REPAIR & MAINTENANCE	25,000.00	37,446.20	25,000.00	-	7,500.00	7,331.06	7,500.00	939.46	5,000.00
01-7310-7400 WAGES	174,594.42	147,820.96	163,750.94	138,956.53	130,573.25	163,548.10	159,860.00	157,509.91	157,107.88
01-7310-7401 CPP EXPENSE	10,174.72	7,429.38	8,187.55	7,019.08	6,528.66	8,104.78	7,578.57	7,238.96	785.54
01-7310-7402 EI EXPENSE	4,069.89	2,455.47	3,275.02	2,379.13	2,611.47	3,024.60	2,949.94	2,822.87	3,142.16
01-7310-7403 EHT EXPENSE	3,524.46	2,694.15	1,637.51	2,683.14	2,611.47	3,203.63	3,210.71	3,061.66	3,142.16
01-7310-7404 WSIB	10,174.72	4,501.21	4,912.53	2,656.27	3,917.20	4,750.06	4,677.53	4,474.69	1,571.08
01-7310-7405 LIFE INSURANCE	900.00	951.23	979.29	899.06	1,251.30	1,273.09	1,369.03	1,315.32	1,571.08
01-7310-7406 BENEFITS EXPENSE	14,833.00	13,119.53	14,306.31	12,741.34	15,015.61	17,149.95	14,912.67	14,238.80	1,571.08
01-7310-7407 OMERS EXPENSE	12,742.00	12,546.93	12,464.53	11,743.32	11,261.70	14,645.88	14,847.48	14,180.83	14,139.71
01-7310-7415 Training	1,500.00	788.59	2,500.00	378.55	1,000.00	312.18	1,000.00	130.85	2,000.00
01-7310-7430 WAGES TRANSFER-IN	36,587.00	-	-	-	-	-	13,480.96	17,470.08	-
01-7310-7431 WAGES TRANSFER OUT	(7,394.76)	(3,819.09)	-	-	-	-	-	(999.03)	-
01-7310-7440 CONFERENCES/SEMINARS/MEETINGS	500.00	-	500.00	-	500.00	125.00	-	-	1,000.00
01-7310-7442 MILEAGE	-	-	1,000.00	1,410.81	1,250.00	1,100.40	1,000.00	820.66	500.00
01-7310-7446 Staff Recruitment	-	-	-	-	-	-	-	-	-
01-7310-7450 HEALTH & SAFETY	500.00	207.09	500.00	530.23	500.00	220.11	500.00	106.09	1,000.00
01-7310-7452 UNIFORMS	2,000.00	773.26	1,500.00	1,372.23	1,500.00	1,635.20	1,500.00	630.39	1,500.00
01-7310-7500 HYDRO	4,200.00	3,981.78	8,500.00	8,108.70	6,000.00	6,430.63	6,000.00	6,000.49	6,000.00
01-7310-7501 GAS	1,500.00	1,389.92	1,300.00	1,503.72	1,000.00	1,175.35	1,000.00	1,047.64	1,000.00
01-7310-7502 WATER	1,000.00	793.37	1,100.00	1,049.42	1,000.00	867.61	1,000.00	653.39	1,000.00
01-7310-7509 POSTAGE & COURIER	-	-	-	-	-	-	-	-	10,000.00
01-7310-7510 INSURANCE	22,621.25	21,218.40	21,218.40	18,662.31	17,960.89	14,967.41	15,944.36	12,237.23	13,177.16
01-7310-7511 TAXES	1,000.00	913.71	1,000.00	890.23	1,000.00	848.93	1,000.00	863.65	1,000.00
01-7310-7515 BUILDING REPAIRS & MAINTENANCE	10,000.00	1,803.26	7,500.00	1,556.41	7,500.00	4,382.44	7,500.00	4,666.29	5,000.00
01-7310-7516 JANITORIAL	250.00	417.12	200.00	160.63	200.00	183.58	200.00	60.58	200.00
01-7310-7519 METER REPAIR & MAINTENANCE	30,000.00	10,345.37	12,500.00	10,074.94	20,000.00	18,001.89	20,000.00	10,682.41	25,000.00

# Water

## 2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
01-7310-7529 Locates - Ontario One Call	1,500.00	1,489.69	2,000.00	1,280.08	-	2,522.27	-	752.75	-
01-7310-7531 CONTRACTS & AGREEMENTS - Water Modeling Study	46,500.00	-	-	-	-	-	10,000.00	-	-
01-7310-7601 PHONE & INTERNET	2,750.00	2,694.19	2,500.00	2,411.48	2,500.00	2,447.86	1,750.00	2,873.55	2,500.00
01-7310-7602 SOFTWARE LICENSE	2,000.00	7,183.13	2,000.00	683.60	3,500.00	1,404.54	3,500.00	2,193.48	10,000.00
01-7310-7609 TOOLS	2,000.00	1,684.72	2,500.00	6,494.20	1,500.00	1,853.15	2,500.00	1,187.26	5,000.00
01-7310-7611 EQUIPMENT MAINTENACE	10,000.00	4,539.85	1,500.00	(14,554.03)	2,000.00	-	13,000.00	14,851.22	15,000.00
01-7310-7613 EQUIPMENT PURCHASE	2,000.00	-	2,500.00	832.65	7,500.00	183.97	7,500.00	-	1,500.00
01-7310-7650 OFFICE SUPPLIES	1,500.00	129.32	2,000.00	661.93	2,000.00	2,092.76	1,500.00	1,089.76	1,600.00
01-7310-7651 POSTAGE & COURIER	10,000.00	8,790.28	11,000.00	10,367.56	11,000.00	10,313.73	11,000.00	11,311.45	-
01-7310-7652 ADVERTISING EXP	-	-	-	-	1,000.00	803.00	500.00	528.43	200.00
01-7310-7653 Bulk Water Station Fees	1,000.00	856.61	600.00	186.52	-	-	-	-	-
01-7310-7660 OTHER SUPPLIES	-	-	-	-	-	-	-	22.99	-
01-7310-7675 LEGAL	-	-	-	-	-	-	-	504.24	-
01-7310-7676 AUDIT FEES	1,500.00	(0.04)	1,500.00	(5,420.84)	1,500.00	1,315.00	1,000.00	3,428.82	1,000.00
01-7310-7680 CONTRACTED SERVICES - OCWA	187,674.00	152,097.00	152,097.00	149,850.00	149,850.00	148,114.01	150,635.00	145,939.53	161,573.01
01-7310-7682 Water Expense - Tri County	689,860.00	455,905.32	613,172.02	632,072.95	541,056.96	557,429.11	558,468.40	536,304.99	561,558.13
01-7310-7699 BILLABLE	-	34,099.53	-	(10,792.71)	-	-	-	-	-
01-7310-7701 FUEL - GAS	7,500.00	6,788.58	8,000.00	7,765.22	5,000.00	5,369.26	5,000.00	4,111.54	7,000.00
01-7310-7777 BAD DEBT EXPENSE	-	-	-	-	500.00	16.38	500.00	-	500.00
01-7310-7900 TRANSFER TO RESERVES	-	-	-	117,135.52	55,703.33	67,505.78	-	-	-
01-7310-7901 TRANSFER FROM RESERVES	(270,357.94)	-	(123,769.96)	(30,347.85)	(200,000.00)	-	(318,409.95)	(784,210.23)	(932,714.97)
01-7310-8000 CAPITAL - RODNEY ELEVATED WATER TOWER RECHLORINATI	-	-	-	-	-	-	-	-	-
01-7310-8001 CAPITAL - WATER LINE EXT	50,000.00	-	50,000.00	-	50,000.00	-	50,000.00	10,942.52	50,000.00
01-7310-8002 CAPITAL - WATERLINE REPLACEMENT (CHESTNUT/WOOD)	-	-	-	-	-	2,251.08	-	114,930.73	-
01-7310-8003 CAPITAL - TODD PL WATER LINE REPLACEMENT	-	-	-	-	-	-	-	577,841.08	540,000.00
01-7310-8004 CAPITAL - AMR SOFTWARE & HARDWARE	160,000.00	120,082.39	150,000.00	-	200,000.00	-	200,000.00	-	-
01-7310-8005 CAPITAL - METER REPLACEMENT	-	-	30,000.00	-	30,000.00	-	-	-	60,000.00
01-7310-8006 CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	-	-	-	4,480.12	-	4,688.83	-	161,457.72	200,000.00
01-7310-8007 CAPITAL - RODNEY TOWER CLEAN & INSPECT	-	-	-	-	-	20,744.79	25,000.00	-	-
01-7310-8008 CAPITAL - Bulk Water Station Payment Terminal	-	-	-	30,347.85	-	-	-	-	-
01-7310-8009 CAPITAL - Truck Replacement	50,000.00	-	-	-	-	-	-	-	-
01-7310-XXXX CAPITAL - Forecast	-	-	-	-	-	-	-	-	-
	<b>\$ 0.00</b>	<b>\$ (197,680.06)</b>	<b>\$ 0.00</b>	<b>\$ 0.00</b>	<b>\$ 0.01</b>	<b>\$ 0.00</b>	<b>\$ (0.00)</b>	<b>\$ (0.00)</b>	<b>\$ 0.01</b>

Notes:

Water Metered Rate	<b>\$ 2.00</b>
Water Flat Rate	<b>\$ 55.00</b>
Beatty Line	<b>\$ 2.76</b>
Bulk Water Station	<b>\$ 4.00</b>

<b>\$ 1.85</b>
<b>\$ 51.00</b>
<b>\$ 2.56</b>
<b>\$ 3.69</b>

<b>\$ 1.66</b>
<b>\$ 45.62</b>
<b>\$ 2.31</b>
<b>\$ 3.32</b>

**West Lorne Sewer**

2024 Budget

	2024 Budget	2023 Actuals	2023 Budget	2022 Actuals	2022 Budget	2021 Actuals	2021 Budget	2020 Actuals	2020 Budget
01-7301-6190	REBATES	-	-	-	-	-	-	-	-
01-7301-6210	GRANT - SCF	-	-	-	-	-	-	-	-
01-7301-6190	REBATES	-	-	-	-	-	-	(6,050.00)	-
01-7301-6210	GRANT - SCF	-	-	-	-	-	-	(286,585.60)	-
01-7301-6370	SEWER BILLINGS	(250,561.98)	(248,561.98)	(238,477.00)	(236,115.84)	(277,730.11)	(631,886.80)	(463,482.33)	(433,615.92)
01-7301-6371	Sewer Billings - Flat Charge	(286,260.93)	(283,260.93)	(281,168.01)	(278,384.17)	(241,256.69)	-	-	-
01-7301-6850	LONG-TERM FINANCING	-	-	-	-	-	-	(100,000.00)	-
01-7301-7500	HYDRO	48,000.00	46,887.06	45,000.00	42,868.67	45,000.00	46,586.63	42,586.69	41,450.42
01-7301-7502	WATER	500.00	260.15	1,000.00	592.63	500.00	320.19	500.00	337.62
01-7301-7510	INSURANCE	9,500.00	8,702.64	8,702.64	7,665.29	8,087.05	6,739.21	6,021.48	5,328.74
01-7301-7511	TAXES	21,784.99	20,947.11	21,429.11	20,408.68	20,045.86	19,462.00	20,195.15	19,799.17
01-7301-7520	GROUNDS MAINTENANCE	1,000.00	1,086.46	500.00	7,275.52	500.00	60.38	1,000.00	498.82
01-7301-7531	FINANCIAL PLAN	-	-	-	-	-	-	-	-
01-7301-7602	SOFTWARE LICENSE	700.00	661.44	650.00	650.00	650.00	610.56	500.00	407.04
01-7301-7611	SEWER MAINTENANCE	20,000.00	47,234.72	20,000.00	18,260.77	20,000.00	23,996.52	22,000.00	30,069.04
01-7301-7613	EQUIPMENT PURCHASE	-	-	-	-	-	-	-	-
01-7301-7653	Debt Exp - Principal	-	-	22,401.19	37,362.39	-	34,488.36	-	8,622.09
01-7301-7654	INTEREST EXPENSE	-	2,462.47	500.00	958.13	1,500.00	1,678.45	3,000.00	537.75
01-7301-7660	OTHER SERVICES	-	-	-	21,871.48	-	-	-	6,204.00
01-7301-7675	Legal	-	-	-	-	-	(2.37)	-	504.24
01-7301-7680	CONTRACTED SERVICES	187,674.00	184,901.00	184,901.00	182,168.04	182,168.00	179,475.96	179,476.00	169,407.82
01-7301-7900	TRANSFER TO RESERVES	167,663.92	-	134,561.07	174,418.41	45,535.89	1,521.43	132,607.48	101,201.02
01-7301-7901	TRANSFER FROM RESERVES	-	-	-	-	-	-	-	(5,257.01)
01-7301-8000	CAPITAL - WEST LORNE SEWAGE UPGRADES	80,000.00	53,695.04	80,000.00	-	195,000.00	192,561.07	224,000.00	483,211.17
01-7301-8001	CAPITAL - COLLECTION SYSTEM FLUSHING	-	-	-	-	-	-	-	10,000.00
		<b>\$ 0.00</b>	(164,984.82)	-	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (0.00)</b>

<b>Sewer Billings:</b> Meter Rate	\$ 2.70	\$ 2.70	\$ 2.65
Flat Charge	\$ 72.00	\$ 72.00	\$ 70.60

**Reserves:**

<b>West Lorne Sewage</b>	
Beg. Balance - Jan 1 2024	\$ 207,922.65
Transfer to Reserves	167,663.92
	<b>\$ 375,586.57</b>



## The Corporation of the Municipality of West Elgin

### By-Law No. 2024-36

#### **A By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and The Corporation of the County of Elgin for the purpose of Geographic Information Systems (“GIS”) services.**

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with The Corporation of the County of Elgin for the purpose of Geographic Information Systems (“GIS”) services.; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with The Corporation of the County of Elgin for the purpose of Geographic Information Systems (“GIS”) services., identified as Schedule “A” attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on May 9, 2024.

Read a first, second, and third time and passed this 9<sup>th</sup> day May 2024.

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk

THIS AGREEMENT made the 9<sup>th</sup> day of May, 2024

B E T W E E N:

**Corporation of the County of Elgin**

(hereinafter referred to as “Elgin”)

and

**Corporation of the Municipality of West Elgin**

(hereinafter referred to as the “Municipality”)

WHEREAS:

1. The Corporation of the County of Elgin is an upper-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* R.S.O. c. M. 25, as amended or replaced (the “*Municipal Act, 2001*”).
2. The Municipality is a lower-tier municipal corporation incorporated pursuant to the *Municipal Act, 2001* and is one of the constituent local municipalities within the geographic limits of Elgin County.
3. The Municipality, from time to time, requires certain on-demand Geographic Information Systems (“GIS”) services with regard to its operations.
4. Elgin is prepared to provide GIS services to the Municipality.
5. Elgin and their GIS staff have the requisite skill, experience and knowledge necessary to carry out the GIS services required;
6. The parties wish to formalize their contractual relationship through this Agreement.

IN CONSIDERATION of the mutual covenants and other terms and conditions hereinafter contained, the parties hereby covenant, promise and agree each with the other as follows:

## Definitions

1. In this Agreement,
  - a) “**Confidential Information**” means any information that is supplied in confidence explicitly or should be reasonably understood to have been supplied in confidence and includes, but is not limited to, Personal Information as defined in the *Municipal Freedom of Information and Protection of Privacy Act*, and information that is subject to confidentiality requirements due to third-party agreements, licences or other instruments;
  - b) “**Director**” means the person holding the position of the Director of Engineering of Elgin;
  - c) “**Elgin**” means the Corporation of the County of Elgin;
  - d) “**Elgin CAO**” means the person holding the position of Chief Administrative Officer of Elgin;
  - e) “**Elgin Council**” means the municipal Council of Elgin;
  - f) “**GIS System**” means the system for capturing, storing, checking and displaying data in a geographic manner, including the hardware and software that, in conjunction, is used to provide the Services, including but not limited to the locally hosted servers, software, software as a service, licences and data;
  - g) “**LMP CAO**” means the person holding the position of Chief Administrative Officer of the Municipality;
  - h) “**Services**” means the registered professional planner services to be provided by the County pursuant to this Agreement and as specified in clause 5 of this Agreement.

## General

2. Elgin is a municipal corporation governed by Warden and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.
3. The Municipality is a municipal corporation governed by Mayor and Council and operated by administration, who is hereby authorized to administer this Agreement save for those areas specifically limited herein.
4. The Schedules attached hereto are incorporated into and form part of this Agreement.

### **Elgin GIS Services**

5. Elgin agrees to perform the GIS services described in Schedule “A” to this Agreement. For clarity, the services identified in Schedule “A” are provided by the County without any additional fees or charges as set out in Schedule “B”. Any services requested by the Municipality that are not included in Schedule “A” or otherwise described as an inclusive service within this Agreement (“Additional Services”) shall be subject to the fee(s) set out in Schedule “B”.
6. Elgin has the unfettered right pursuant to this Agreement to:
  - a) Establish procedures and protocols for how requests for GIS Services are initiated by the Municipality;
  - b) Determine the timing and method of performing the GIS Services;
  - c) Assigning personnel to the GIS Services;
  - d) Determine the deliverables that the County can offer;
7. Elgin will use commercial reasonable efforts, having regard to all of the circumstances including existing workload, personnel availability, the complexity of the GIS Services request and any other factor it deems relevant, to provide timely GIS Services.
8. The Municipality specifically acknowledges that the GIS Services of the County are provided to other local municipal partners within the geographic area of Elgin County and that GIS Services that are requested that are similar in nature to requests by other local municipal partners may be grouped together, the deliverables and work product may be shared with other local municipal partners and the ser

### **Elgin GIS System and Hosting**

9. Elgin hosts the Municipality’s GIS data on Elgin servers and provides access to the Municipality to its GIS system. The Municipality hereby acknowledges and agrees that such hosting and access is subject to the following terms and conditions:
  - a) The Municipality shall have the ability to access the GIS system through credentials provided to it by Elgin. The Municipality is solely responsible for restricting access to such credentials as needed and shall do so at its sole risk and shall release, save harmless and indemnify Elgin from any damages or claim arising out of access to the GIS system by its credentials whether authorized or unauthorized.
  - b) Elgin disclaims, provides no warranties, assurances or representations with regard to GIS data hosting.
  - c) The Municipality acknowledges and agrees that the GIS System is provided on an “as is” and “where available” basis and Elgin makes no guarantee, warranty, representation or condition of accuracy,



completeness or usefulness of the GIS System for the Municipality's purpose or intent, save and except where Elgin has agreed to create specific data or layers pursuant to a GIS Service retainer as set out herein or otherwise described in Schedule "A".

- d) The Municipality acknowledges and agrees that Elgin makes no representation, warranty or condition that its server will be continuously available or will function without interruption; that access to its server or GIS system will be compatible with the Municipality's equipment or software; that its server or GIS system will be error free or that errors will be corrected; that access to its server will be free of viruses or other destructive or disruptive components.

### **Retainer Process**

10. In order for the Municipality to retain the Elgin GIS Services for Additional Services, a request will be made in writing by the Municipal CAO to the Director of Engineering or designate. The written request shall include, at minimum, a detailed description of the issue, the deliverable or goal sought by the Municipality and a timeline for completion. The Director shall give best efforts to respond within two (2) business days acknowledging the request and indicating whether or not the Additional Service can be performed and whether the requested timeline can be met.
11. The Director may decline to provide the GIS Services at Elgin's sole and unfettered discretion. Without limiting the generality of the foregoing, the Director will have regard to the nature of the issue, the timeline for completion, any potential conflicts of interest and the workload of Elgin's GIS Department.
12. Elgin retains the right to terminate any particular file or Service(s) if (i) circumstances arise which create an actual or potential conflict of interest with the best interests of the Municipality or Elgin, as determined in the Director's sole and absolute discretion; and/or, (ii) loss of personnel, qualification and/or experience to render the Service(s). In the event that any Service(s) are terminated pursuant to this provision it shall be without recourse by, or compensation to, the Municipality.
13. The Municipality retains the right to terminate any particular retainer, file or Service(s) at its sole and absolute discretion, by providing written notice from the Municipality's CAO to the Director. If any particular file or Service(s) are terminated by the Municipality then Elgin shall immediately cease work on the file or Service(s) and invoice for all Service(s) rendered up to the time Elgin received the written notice.

### **Non-Exclusive Services**

14. The Municipality shall not be required to retain Elgin to provide all or any of the Municipality's GIS Services.
15. Elgin is permitted to provide GIS Services to entities other than the Municipality.

### **Fees and Disbursements**

#### Services

16. The Municipality shall pay to Elgin for Additional Services the rates set out in Schedule "B" to this Agreement which shall be the effective rate for the calendar year of 2024.
17. The Parties agree that Elgin shall be permitted, pursuant to its unfettered discretion, to increase the said hourly rates, effective as of January 1 in any calendar year during which this Agreement is effective, commencing January 1, 2025, provided that Elgin delivers written notice of such intended rate increase prior to November 1 of the prior calendar year thereof, commencing November 1, 2024.
18. The Municipality agrees that Elgin shall be entitled to obtain reimbursement of all disbursements and expenses incurred by Elgin in relation to any Service(s) for which it is retained by the Municipality, provided that, for any specific disbursement in an amount anticipated to be in excess of \$500.00, Elgin shall obtain prior written authorization from the Municipality before incurring such expense, including but not limited to any third-party fee(s).
19. Elgin shall provide detailed accounts for the Services on a quarterly basis. If requested by the CAO, the County will make available to Elgin such accounts, records, receipts, vouchers and documents for the purpose of substantiating its billings.
20. The Municipality shall pay each invoice within 30 days of receipt of the invoice.

#### Capital – GIS Hosting and Licences

21. The County shall host a GIS server, and pursuant to an ESRI Enterprise Licence, obtain licences necessary to operate a GIS system that shall, subject to the terms and conditions of such licence, be made available for use by the Municipality.
22. Pursuant to the arrangement initiated by the County in 2021, in consultation with its local municipal partners, the Municipality shall not be required to pay to

Elgin any annual fee for GIS server or Elgin ESRI Enterprise licence costs during the Term of this Agreement.

23. Notwithstanding sections 21 and 22, should the Municipality require Elgin to obtain any licence for provision of a specific GIS service requested by the Municipality, or should Elgin be requested by its local municipal partners to increase its hardware or software beyond the level of service offered at the commencement of this Agreement, the Municipality agrees that the County shall not be required to comply with such request at Elgin's own cost.

### **Elgin Covenants**

24. Elgin hereby covenants as follows:

- a) to comply with all applicable laws, legislation, directives, rules and orders, whether International, Federal, Provincial, or local in providing the Services;
- b) to comply with the Workplace Safety and Insurance requirements (WSIA) and Human Rights policies;
- c) to obtain and keep current WSIB insurance;
- d) to ensure that the persons in their organizations who deal with members of the public or other third parties on behalf of the Municipality or who participate in developing the Municipality's policies, practices and procedures governing the provision of goods and services to members of the public or other third parties receive training about the provision of goods or services to persons with disabilities as required by the *Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005, c.11, as amended*;
- e) to supply at its sole cost and expense all staff, equipment, accommodations and technical assistance necessary to perform the Services and assume all overhead expenses in connection with the Services, save and except those specifically specified in this agreement as being at the cost of the Municipality;
- f) to co-operate with the Municipality CAOs, or his or her designate, and to do all things necessary to enable the Municipality's CAO to evaluate the Services as required.

### **Elgin Representations**

25. Elgin hereby represents as follows:

- a) that it will employ competent GIS staff to render the Services;
- b) that it will assign qualified GIS staff to perform the GIS Service(s) associated with any particular matter;

- c) that it will not render Services that intentionally create a conflict of interest between Elgin and the Municipality and/or any Third Party or any combination thereof;
- d) that where a conflict of interest is foreseeable in the provision of Services, it will identify the potential conflict as soon as practicable to the Municipality's CAO;

### **Municipality Covenants**

26. The Municipality hereby covenants as follows:

- a) that it will communicate with Elgin GIS staff in a timely manner, including with respect to the initial request for Service(s);
- b) to provide Elgin GIS staff with all relevant information and documentation, as may be requested, and to otherwise provide any assistance requested by Elgin and its GIS staff;
- c) that it warrants that it has the right, ability and licence to provide Elgin with all data and information that it provides to Elgin for the purpose of this Agreement;
- d) that it warrants that notwithstanding the generality of section 25(c), it is specifically satisfied that Elgin is a consultant for the purpose of sharing MPAC data and that in forming this agreement the Municipality is further satisfied that it meets all criteria required by MPAC to share data with Elgin;
- e) that it will provide Elgin with current, relevant data or policies of the Municipality that are applicable to any Service(s) that are requested;
- f) to at all times act honestly, ethically, and with integrity in any and all of its dealings with Elgin in respect of any Service(s) being delivered;
- g) that it acknowledges and agrees that Elgin County does not warrant, and specifically disclaims, the GIS Services as being fit for any particular purpose beyond any specific representations that Elgin County may make in delivering the Services;
- h) if required, it will enter into any licence agreement necessary by any third-party in order for the Municipality to receive GIS Services;
- i) that it acknowledges that in requesting the services of Elgin pursuant to this agreement that Elgin is acting as a service provider to the Municipality and that such provision of service does not violate any licence agreement that the Municipality has with any third-party;

### **Dispute Resolution**

27. In the event of a dispute between Elgin and the Municipality relating to any provision, covenant, commitment and/or obligation contemplated herein, or any

other dispute with regard to the delivery of the Service(s), the parties hereto agree that the following process shall be used:

- a) The party identifying the dispute will provide written notice to the other party, including sufficient detail for the party receiving the notice to respond and, where necessary, investigate the issue. Where the Municipality is providing written notice, it shall be from the Municipality's CAO to the Director. Where Elgin is providing written notice, it shall be from the Director to the Municipality's CAO.
- b) The parties agree to discuss the dispute as between the Director and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there is an applicable time sensitivity to the dispute.
- c) Should the parties not reach a consensus resolution then the dispute may be escalated to the Elgin CAO. The parties agree to discuss the dispute as between Elgin's CAO and the Municipality's CAO and otherwise reach consensus on a resolution of the dispute within a period of thirty (30) days, or shorter period if there an applicable time sensitivity to the dispute.
- d) Should the parties not reach a consensus resolution, either or both parties shall be at liberty to assert and/or protect their respective legal rights and interests in any manner permitted at law.

28. The parties will meet annually to review delivery of the Services and address any issues that remain outstanding that were not addressed through the formal dispute resolution process set out immediately above.

### **Term and Termination**

29. The term of this Agreement shall be from the effective date of this Agreement noted at the top of page one and shall continue until it is terminated pursuant to the provisions of this Agreement (the "Term").

30. Either party may, in its sole discretion, terminate this Agreement by providing the other party with one hundred and eighty (180) days' written notice of termination.

31. Elgin may terminate this Agreement immediately, without Notice, on the occurrence of any of the following:

- a) Elgin no longer has qualified or competent staff to perform the Services;
- b) Elgin does not appropriate the required funds to operate the GIS Services in any budget year;

- c) The Municipality materially breaches its obligations pursuant to this agreement including, but not limited to, failing to pay the required fees in a timely manner;
- d) The Municipality has materially misrepresented or warranted any thing or covenant at the time this Agreement was formed;

32. Upon termination, the annual fee paid by the Municipality shall be prorated to actual number of days in the year, to the termination date.

### **Indemnity**

33. Subject to section 34, the Parties hereby agree that they will, from time to time, and at all times, well and truly save, keep harmless and fully indemnify the other party (the "Indemnified Party"), its successors and assigns, from and against all actions, claims and demands whatsoever which may be brought against or made upon the Indemnified Party and against all loss, liability, judgments, claims, costs, demands or expenses which the Indemnified Party may sustain, suffer or be put to:

- a) resulting from or arising out of any breach, violation or non-performance of any covenant, condition, agreement or other obligation in this Agreement to be fulfilled, kept, observed and performed by the Indemnifying Party; and
- b) resulting or occasioned by any wrongful act, default, omission or negligence of the Indemnifying Party and those for whom it is in law responsible, including but not limited to any damage to property and any injury to any person (including death).

34. The Municipality acknowledges and agrees that it shall release and hold harmless Elgin from any damages, whether direct, indirect, incidental, consequential or special, including any costs associated with any claim or demand, arising out of a cyberattack, ransomware or other malicious attack by a third-party on Elgin information technology hardware or software including the GIS System and any licensed or SaaS product utilized by Elgin. In no event shall Elgin be liable to the Municipality in any manner whatsoever for any damages arising out of third-party interference with Elgin IT systems, including the GIS System, unless the third-party is the approved and authorized agent or contractor of Elgin.

### **Insurance**

35. The Parties shall each maintain a policy of Municipal/Commercial General Liability insurance that shall:

- a) have a limit of liability of not less than Five Million Dollars (\$5,000,000) inclusive for any occurrence;

- b) include damage caused by vehicles owned by the Party and used in conjunction with the work either within or outside the contract limits, and shall have a limit of liability of not less than \$2,000,000 inclusive for any one occurrence;

### **Subcontractors**

- 36. Elgin will be solely responsible for the payment of any subcontractors, consultants, agents or other third-parties employed, engaged or retained by it for the purpose of assisting it in the discharge of its obligations in providing the Services under this Agreement. The employment, engagement or retainer of any subcontractors and/or sub-consultants must have received prior written approval from the Municipality.

### **Confidential Information**

- 37. Elgin shall take all reasonable steps to keep all Confidential Information received from the Municipality confidential and not disclose any such Confidential Information to Elgin's Warden, Councillors, administration, staff, employees, servants, agents, consultants or contractors, other than to its GIS staff and associated support or supervisory staff.
- 38. The parties hereby agree and acknowledge that all rights, obligations and responsibilities set out in this Agreement with regard to confidentiality are subject to the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M 56, as may be amended or replaced ("*MFIPPA*").
- 39. For the purposes of the *MFIPPA* and any amendments thereto, and except as expressly provided in this clause, the parties hereby acknowledge and agree that any GIS records in Elgin's possession as a result of providing the Services are within the custody and control of Elgin. Should Elgin receive an access to information request regarding records that were supplied to Elgin by the Municipality for the purpose of receiving GIS Services, then Elgin shall notify the Municipality of the request for access to the information, unless ordered otherwise by the Information and Privacy Commissioner or other authority of competent jurisdiction. No confidential information shall be disclosed by Elgin in any manner whatsoever, save and except as required by law, without the approval in writing of the Municipality's CAO, and:
  - a) Elgin shall hold all confidential information obtained in trust and confidence for the Municipality and shall not disclose any such confidential information, by publication or other means, to any person, company or other government agency unless required by law so ordered by an authority of competent jurisdiction or unless the information is already public or has been otherwise disclosed by any party that is not Elgin;

- b) any request for approval by Elgin to the Municipality's CAO to use confidential information shall specifically state the benefit to the Municipality of the disclosure of the confidential information;
- c) any use of the confidential information shall be limited to the express purposes as set out in the approval of the Municipality's CAO; and
- d) Elgin shall not, at any time during or after the term of this Agreement, use any confidential information for the benefit of anyone other than the Municipality.

### **No Agency or Employment Relationship**

40. The Municipality and Elgin agree that Elgin, its servants, agents and employees shall under no circumstances be deemed agents or representatives of the Municipality and except as the Municipality may specifically authorize in writing, shall have no right to enter into any contracts or commitments in the name of or on behalf of the Municipality or to bind the Municipality in any respect whatsoever.

### **Force Majeure**

34. The performance of the respective parties hereto or their respective obligations hereunder shall be subject to force majeure, including, but not limited to, insurrections, riots, wars and warlike operations, explosions, governmental acts, epidemics, strikes, fires, accidents, acts of any public enemy, or any similar occurrence beyond the reasonable control of the party affected. Any party temporarily excused from performance hereunder by any such circumstances shall use its best efforts to avoid, remove or cure such circumstances and shall resume performance with utmost dispatch when such circumstances are removed or cured. Any party claiming circumstances as an excuse for delay in performance shall give prompt notice in writing thereof to the other party.

### **Notices**

35. Any notification or written communication required by or contemplated under the terms of this Agreement shall be in writing and sent by electronic mail, in which case the electronic mail shall be deemed to have been delivered the day after it is sent to an e-mail address specified below, or Registered Mail, Return Receipt Requested and which shall be deemed to have been delivered five business days after the date of mailing. Addresses for such notices shall be:



If to the Municipality:

If to Elgin:                    Director, Engineering Services  
450 Sunset Drive,  
St. Thomas, ON, N5R 5V1  
engineering@elgin.ca

### **Miscellaneous**

36. The waiver of any provision hereof or the failure of any party hereto to enforce any right hereunder shall apply to that provision or right only and shall not be deemed to affect the validity of the remainder hereof.
37. No departure from or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver and neither party shall not be obligated to continue any departure or waiver or to permit any subsequent departure or waiver.
38. This Agreement shall be constructed with all changes in number and gender as may be required by the context. Any titles used within this document are for reference purposes only and not an aid to interpretation.
39. All obligations herein contained, although not expressed to be covenants, shall be deemed to be covenants.
40. Whenever a statement or provision in this Agreement is followed by words denoting inclusion or example and then a list of or reference to specific items, such list or reference shall not be read so as to limit the generality of that statement or provision, even if words such as “without limiting the generality of the foregoing” do not precede such list or reference.
41. The parties agree that all covenants and conditions contained in this Agreement shall be severable, and that should any covenant or condition in the Agreement be declared invalid or unenforceable by a court of competent jurisdiction, the remaining covenants and conditions and the remainder of the Agreement shall remain valid and not terminate thereby.
42. This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein.
43. This Agreement embodies the entire agreement between the parties with regard to the provision of the Services and associated deliverables and supersedes any prior understanding or agreement, collateral, oral or otherwise with respect to the provision of the deliverables and additional deliverables, existing between the parties at the date of execution of the

agreement.

- 44. The parties have entered into this Agreement voluntarily and have had the opportunity to seek independent professional and legal advice prior to the execution of this Agreement. Where such advice has not been sought or received the party is deemed to have intentionally waived such opportunity.
- 45. This Agreement shall not be assignable by the either party without the prior written consent of the other party, and such written consent may be refused at the other party's sole and absolute discretion.
- 46. This Agreement may be signed electronically, may be executed in counterpart, and may be exchanged by scanned or faxed copy. A combination of counterparts, including counterparts bearing electronic signatures, shall be deemed to be an original.
- 47. This Agreement shall enure to the benefit of, and be binding upon, the heirs, executors, administrators, successors and permitted assigns of the parties hereto.

**IN WITNESS WHEREOF**, Elgin and the City have respectively executed and delivered this Agreement on the date set out above.

**Corporation of the County of Elgin**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ed Ketchabaw, Warden

\_\_\_\_\_  
Date

\_\_\_\_\_  
Blaine Parkin, Chief Administrative Officer

*//We have the authority to bind the Corporation.*

**Corporation of the Municipality of West Elgin**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title: Richard Leatham, Mayor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title: Terri Towstiuc, Clerk

*//We have authority to bind the Corporation.*

## **SCHEDULE “A” SERVICES**

- Provide secure access to the GIS server, Municipal Databases, ArcGIS Online, Geocortex and Portal.
- Act as the administrator of the GIS server, providing permissions/licenses and access credentials to municipal users.
- Ensure data backups are completed and software licenses are renewed.
- Maintain and update as required: property parcel fabric, municipal addressing and road network shapefiles.
- Add datasets to the Geocortex internal and external facing websites, as requested.
- Provide training for municipal staff to access and navigate GIS products.
- Circulate County-wide GIS data to approved third party agencies (e.g. MOH, OPP, OMAFRA, Tillsonburg Dispatch);
- On-going maintenance of GIS datasets including addresses, highways and property information;
- GIS data creation, maintenance, updating and quality control/quality assurance;
- GIS data entry, attributing, and metadata creation;

\* The above Services are provided by Elgin County without the Municipality incurring the fee(s) set out in Schedule “B”:

**SCHEDULE "B"**  
**FEES**

All Fees below are expressed on a per-hour basis, exclusive of HST and any disbursements, and are applicable to Additional Services:

\$75/hr



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2024-37

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 9, 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 May 9, 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 9<sup>th</sup> day of May 2024.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk