



Municipality of West Elgin

Agenda

Council Meeting

Date: September 26, 2024, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for September 26, 2024 as presented.

3. Disclosure of Pecuniary Interest

4. Delegations

4.1 LTVCA Draft Preliminary Watershed-based Resource Management Strategy

6

Recommendation:

That West Elgin Council hereby receive the Preliminary Draft Lower Thames Valley Conservation Authority, Watershed Based Resource Management Strategy, for information purposes.

4.2 Watson and Associates - DC Update 32

Recommendation:

That West Elgin Council hereby receive the Development Charges Background Study dated September 27, 2024; And

That Council instruct the Clerk to post the report on the municipal website for public review and comment; And

Further that Council instruct the Clerk to proceed with notification for a Public Meeting, held in accordance with the *Development Charges Act*, October 24, 2024.

4.3 Christene Scrimgeour, Draft 2023 Consolidated Financial Statements 237

Recommendation:

That West Elgin Council hereby approved the 2023 Draft Consolidated Financial Statements, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

5. Adoption of Minutes 256

Recommendation:

That West Elgin Council hereby adopt the Minutes of September 12, 2024 Regular Meeting and September 23, 2024 Special Meeting, as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Operations

7.1.1 Monthly Operations Reports, August 2024 275

Recommendation:

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

7.2 Clerk's

7.2.1 By-Election Information 278

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Re: Byelection versus Direction Appointment for 2024 Council Vacancy; And

That Council direct the Clerk to proceed with Option _____, being _____, to fill the vacancy of Councillor, Ward 3 for the remainder of the 2022-2026 term of Council.

7.2.2 Scholarship Award Policy 283

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re Scholarship Award policy; And

That Council approve the policy in theory and direct the clerk to prepare a Scholarship Policy for the Municipality of West Elgin, to be included in the 2025 budget.

8. Committee and Board Reports or Updates

- Old Town Hall
- Bo Horvat Community Centre
- Recreation
- Heritage Homes
- Rodney Park

9. Notice of Motion

None received.

10. Council Inquires/Announcements

11. Correspondence

Recommendation:

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

11.1 Consent Application E 67-24, Notice of No Appeals, County of Elgin 287

11.2	Consent Application E 63-24 o E 65-24, Notice of No Appeals, County of Elgin	288
11.3	Elgin County, Council Highlights, September 10, 2024	289
11.4	Letter dated September 24, 2024 from Hon. Robert Flack, Minister of Agriculture, Food and Agribusiness Re: Agricultural Workforce Equity and Diversity Initiative	293
11.5	County of Elgin, National Day for Truth and Reconciliation	295
12.	Items Requiring Council Consideration	
12.1	Elgin County - Rodney Library	296
	Recommendation: That West Elgin Council hereby acknowledge receipt of the letter dated September 12, 2024 from Warden Ed Ketchabaw, County of Elgin, regarding Elgin County support for the future of the Rodney Library.	
12.2	West Lorne Minor Hockey Associate, Letter of Direction for Council Approval	301
	Recommendation: That West Elgin Council hereby acknowledge receipt of the letter from the West Lorne Minor Hockey Association Executive; And That Council approve the appointment of Jessica Small as the West Lorne Minor Hockey Association representative to the Bo Horvat Community Centre Board of Management.	
12.3	Natterjack Brewing Company LTD, Liquor License Notification, Roots and Revival	312
	Recommendation: That West Lorne Council hereby acknowledge receipt of the Liquor License notification from Natterjack Brewing Company, for the Roots and Revival Festival, October 4-5 and October 11-12, as information only.	

13. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to Section 239 (2)(c) a proposed or pending acquisition or disposition of land by the municipality or local board; And Section 239 (2)(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

14. Report from Closed Session

15. Confirming By-Law

313

Recommendation:

That By-law 2024-69 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 26, 2024, be read a first, second and third and final time.

16. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 5:00pm, on October 10, 2024, or at the call of the Chair.

Preliminary Draft LTVCA Watershed Based Resource Management Strategy



Draft Preliminary Watershed-based Resource Management Strategy



2024 Draft Preliminary – For Consultation – July 17, 2024

Lower Thames Valley
Conservation Authority

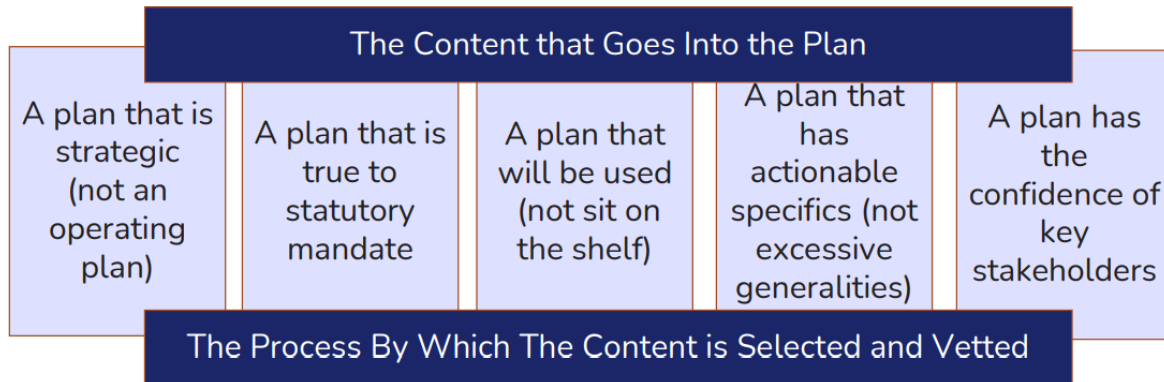
Lower Thames Valley Conservation Authority
Watershed-based Resource Management Strategy

Valerie Towsley,
Watershed Resource Planner
Mark Peacock, P. Eng.
C.A.O. / Secretary-Treasurer
August 2, 2024

What do we want?

Strategic Planning is both a Process and an Outcome...

- The desired result:



strategycorp.com

The LTVCA Approach



Integrating

- ▶ The LTVCA Strategic Plan, and
- ▶ The Watershed Based Resource Management Strategy

Why?: Have already begun the Strategic Plan Update and will be using components of that work in the new Watershed Based Resource Management Strategy

Mandatory Requirements in WBRMS (section 21.1 CAA)

- ▶ Natural Hazards
- ▶ Conservation, management of lands owned by the Authority
- ▶ Drinking water source protection per Clean Water Act
- ▶ Prescribed by regulation: e.g.
 - PWQMN
 - PGMN

May include municipal and other/authority programs if directed by municipal MOUs/agreements (sections 21.1.1, 21.1.2 CAA)

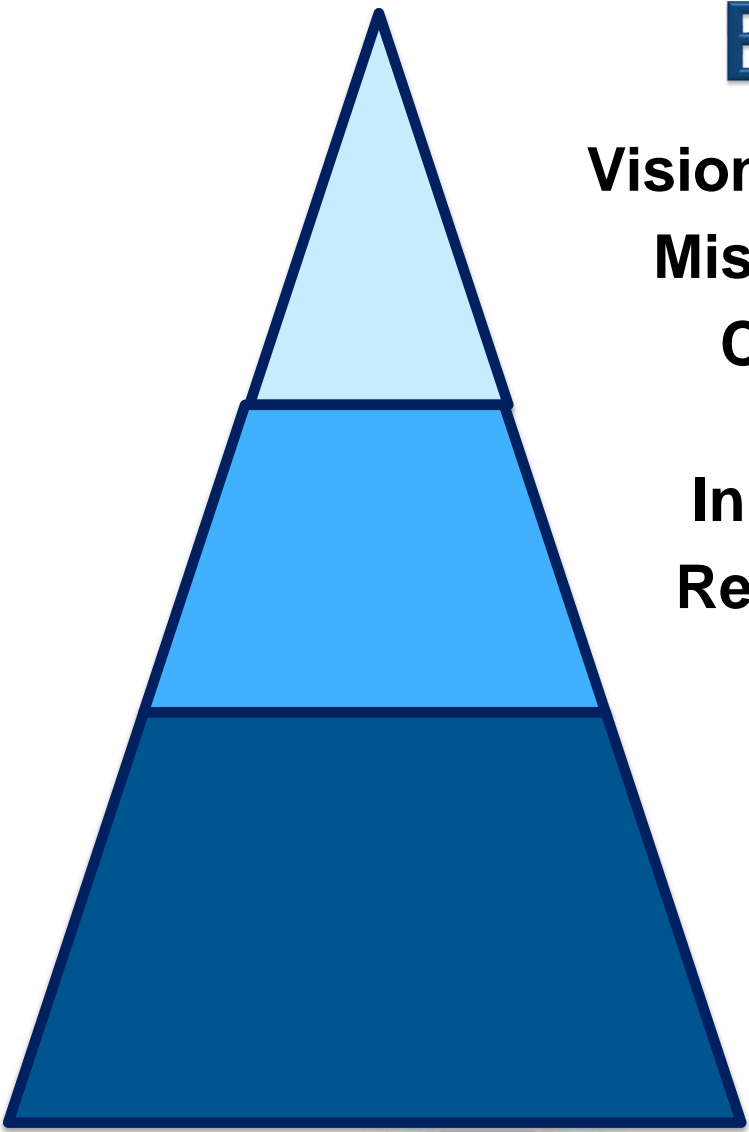
Agreements with Municipalities

- ▶ All LTVCA 10 municipalities have signed MOUs supporting all programs of the CA – Appendix A of the Agreements
- ▶ Includes Statement:

The Municipality acknowledges and agrees that all Programs and Services identified in Appendix A shall also be included in a Watershed-based Resource Management Strategy that the LTVCA is required to develop and implement in accordance with the Conservation Authorities Act.



Elements of the Plan



Vision

Mission

Core Values

Foundational Statements

Input

Response

What needs to be Done

Initiatives to

Achieve

Outcomes and

Measuring these`

How to get it Done

LTVCA Vision

The LTVCA, for a
balanced and
healthy
watershed.



LTVCA Mission Statement

Leading by example in
environmental conservation
in
partnership with the
community.



Core Values

- ▶ Respect
- ▶ Integrity
- ▶ Commitment
- ▶ Objectivity
- ▶ Collaboration



Strategic Areas of Focus

The strategic areas of focus include the following:

Watershed Management Areas

1. Healthy and Climate Resilient Watersheds
2. Supporting Sustainable Growth
3. Connecting People to Nature

Organizational Areas

4. Partner of Choice
5. Organizational Excellence



What is in each Area

FIVE STRATEGIC AREAS OF FOCUS OF THE LTVCA'S FIVE-YEAR STRATEGIC PLAN



Healthy and
Climate Resilient
Watersheds



Supporting
Sustainable
Growth



Connecting
People to Nature



Partner of Choice



Organizational
Excellence

Resource Management Areas (examples)

Organizational Areas

Stewardship	Planning/Regs	Cons Areas	Across all Areas	Across All Areas
Species At Risk	Flood Forecasting Warning	Education		
Watershed Planning Projects	Hazard Tech Studies	Communications		
Agricultural Programs	Building Hazard Projects	Outreach		
Urban Stewardship	Low Water	Facilities e.g. Ska- Nah-Doht		
Monitoring	Flood Control	Camp Grounds		

Desired Outcomes – Lots of Input

This is to include an evaluation of:

1. Shared Waters Approach Recommendations
2. Other LTVCA approved Strategic Planning Documents
3. What everyone else thinks we should be doing

Strategic Objectives

1. Improving Watershed Health
2. Monitoring the Health of the Watershed
3. Supporting Sustainable Growth
4. Improving Transparency and Customer Service in Planning and Regulations
5. Protecting the Community from Natural Hazards
6. Educating the Community about Natural Hazards
7. Supporting Community Understanding of the Watershed
8. Providing Educational and outreach opportunities
9. Providing Opportunities for Outdoor Experiences
10. Improving Management and Operations of Conservation Areas
11. Strengthening and Increasing Collaboration with Community Stakeholders
12. Increase Awareness of the Value of Good Watershed Stewardship
13. Improve Training Opportunities for Staff
14. Improving Transparency and Understanding of LTVCA Operations
15. Improving Capital Asset Management
16. Strengthening Staff Stability (financial stability, attraction & retention)
17. Improving Staff Communications and Team Building

Response to Input (example)

Input / Needs Expressed	Response to Input
Climate Change issues and action plan needed	Create a LTVCA Climate Action Plan
Understanding Ecological Flows and Maintaining them - SWA	Include parameters to understand ecological flows within a new LTVCA Integrated Watershed Monitoring Strategy
Watershed Restoration required to increase biodiversity, habitat connectivity and natural cover	Continue Stewardship Programs –wetlands, tree plants and tall grass prairie plants and unique habitat projects Continue urban stewardship Program Continue to support partner groups delivering stewardship programming Continue Species At Risk Program Non active Conservation Areas –protect existing areas and acquire new acres Municipal Invasive Species Program
Understanding the health of the watershed environment, with the goal of improvement and resiliency	Complete LTVCA Integrated Watershed Monitoring Strategy Continue PGMN and PWQMN monitoring networks Continue project based monitoring when funding available Chatham-Kent Lampton Childrens Water Festival
Undertake integrated and adaptive watershed management	Implement WBRMS
Empowering and supporting watershed residents to understand watershed and do work	Maintain existing LTVCA stewardship program Create new/Update LTVCA Communications/Outreach Strategy
Reduction of Phosphorus in the water	Undertake new Phosphorus Reduction Program and continue existing/ other new agricultural programs

Initiatives to Address Input

- ▶ We now have to figure out how to get there – initiatives to achieve desired outcomes

Initiatives – Focus Area 1 - Healthy and Climate Resilient Watersheds

► Existing Programs

Current Programs	Measurement	Timing	Strategic Objective #
LTVCA Stewardship Programs - Rural - Urban	- number of wetlands, tree plants and tall grass prairie plants and unique habitat projects per year urban stewardship program – number of volunteers and projects per year	Annually	1,2,7,11,12
Chatham-Kent Lambton Children’s Water Festival	- number of participants	Annually	1,8,9,11
Support to partner groups delivering stewardship programming	number of partners engaged per year	Annually	1, 7,11,12
LTVCA Species At Risk Program	number of projects undertaken	Annually	1, 2,7
PGMN and PWQMN monitoring networks	Samples taken	Continue	2,7
project based monitoring when funding available	Samples taken	Annually	2
Reduction of Phosphorus in the water	continue existing/new agricultural programs	continuing	1,2,7,11,12
Conservation Areas – non active use	Acres maintained	Annually	1,7,9,10

Initiatives – Focus Area 1 - Healthy and Climate Resilient Watersheds

▶ New and Expanded Programs

New Initiative	Measurement	Timing	Strategic Objective #
Climate Change Action Plan	LTVCA Climate Action Plan Created	December 2025	1,3,5,6,7
Integrated Watershed Monitoring Program	LTVCA Integrated Watershed Monitoring Strategy created	December 2026	2,3,6
Municipal Invasive Species Program	- Number of projects	Annually	1,3,7,8
New Phosphorus Management Program	Undertake Precision Phosphorus Reduction Program	August 2024	1,2,3,7,8,11

Initiatives – Focus Area 2 - Supporting Sustainable Growth

► Existing Programs

Current Programs	Measurement	Timing	Strategic Objective #
Customer Service Programs	Time of Plan Review and Permitting as measured against O. Reg. 41/24 and LTVCA Customer Service Strategy – continue	Report delivery time at each Board of Directors Meeting	3,4,5,6
LTVCA Flood Contingency Plan	Update Plan	Annually	3,5,6
LTVCA Low Water Response Program	Summary of Low Water Notices Issued	Annually	2,3,5,6
LTVCA River and Creek Safety Program	# of students	Annually	5,6,8
LTVCA Flood Forecasting and Warning Program	Messages Issued, events in which structures were operated	Annual Reporting	3,5,6
management planning and implementation of Lake Erie and Lake St. Clair	Programs Undertaken	When requested and when funding available	3,5,6
Don't create new or aggravate existing hazards	Continue to implement LTVCA programs	Annually	3,5,6

Initiatives – Focus Area 2 - Supporting Sustainable Growth

▶ New and Expanded Programs

New Initiative	Measurement	Timing	Strategic Objective #
Flood Plain Mapping and Risk Assessment Strategy	Flood Plain Mapping and Risk Assessment Strategy Prepared	December 2025	3,5,6,7
Integrated Watershed Monitoring Program	LTVCA Integrated Watershed Monitoring Strategy created	December 2026	2,3,6
LTVCA Ice Management Plan	LTVCA Ice Management Plan Prepared	December 2024	3,5,6,7
New LTVCA Development Policies	Update LTVCA Development Policies	June 2025	3,4,5,6
Shared Watershed LTVCA Implementation Plan	Shared Watershed LTVCA Implementation Plan Prepared	February 2025	1,2,3,7,11
Flood Control Structures Operational Plan	Prepare Flood Control Structures Operational Plan Prepared	December 2024	3,5,6
LTVCA Climate Action Plan	LTVCA Climate Action Plan Prepared	December 2025	1,3,5,6,7

Initiatives – Focus Area 3 - Connecting People to Nature

▶ Existing Programs

Current Programs	Measurement	Timing	Strategic Objective #
LTVCA Stewardship Programs - Rural - Urban	– number of wetlands, tree plants and tall grass prairie plants and unique habitat projects per year urban stewardship program – number of volunteers and projects per year	Annually	1,2,7,11,12
municipal natural heritage studies	Number supported	As requested	1,2,3,7,11
LTVCA Outreach and Education Programs	People educated	Annually	7,8,11
Conservation Areas – active use	People using areas	Annually	7,9,10,12

Initiatives – Focus Area 3 - Connecting People to Nature

▶ New and Expanded Programs

New Initiative	Measurement	Timing	Strategic Objective #
LTVCA Lands Strategy	LTVCA Lands Strategy Prepared	December 2024 – Annual Reporting on Progress	1,3,8,9,10
Ska-Nah-Doht Village Strategic Plan	Ska-Nah-Doht Village Strategic Plan Updated	June 2025	3,8,9,10
C.M. Wilson Learning Centre Strategic Plan	C.M. Wilson Learning Centre Strategic Plan Prepared	December 2025	3,8,9,10
LTVCA Natural Heritage Strategy	LTVCA Natural Heritage Strategy Created	???	1,3,7,11

Initiatives – Focus Area 4 - Partner of Choice

▶ Existing Programs

Current Programs	Measurement	Timing	Strategic Objective #
Customer Service Programs	Time of Plan Review and Permitting as measured against O. Reg. 41/24 and LTVCA Customer Service Strategy – continue	Report delivery time at each Board of Directors Meeting	4,14
Stewardship Awards	Number of Stewardship partners recognized	Annual Awards at AGM FEB. of each year	7,11,12
Continuous Financial Reporting	Continue 6x yearly financial reporting to Board of Directors and post on WEB	Continuing	14,17

Initiatives – Focus Area 4 - Partner of Choice

▶ Existing Programs

New Initiative	Measurement	Timing	Strategic Objective #
LTVCA Indigenous Training Program	Training program for LTVCA on Indigenous understandings created	December 2025	13,17
New/Update LTVCA Communications/Outreach Strategy	New/Update LTVCA Communications/Outreach Strategy Prepared	December 2025	4,6,7,11,12

Initiatives – Focus Area 5 - Organizational Excellence

▶ Existing Programs

Current Programs	Measurement	Timing	Strategic Objective #
HR staff committee	Meetings held	Continuing	14,16,17
Monthly staff meetings	Meetings held	Continuing	13,14,16,17
Foster a strong team environment based on trust and mutual respect, transparent in its processes and inclusive of new ideas	Maintain monthly staff meetings with opportunities for staff to bring new ideas forward	Continuing	13,14,16,17
Strengthen staff stability (financial stability, attraction and retention)	Conduct Salary Review	December 2025	16
Improve internal communications, operations and processes	Maintain monthly staff meetings and weekly team meetings	Continuing	14,16,17
Build reliable physical and digital assets	Prepare LTVCA Asset Management Plan	December 2024	15

Initiatives – Focus Area 5 - Organizational Excellence

▶ New and Expanded Programs

New Initiative	Measurement	Timing	Strategic Objective #
Salary Review	Salary Review Undertaken	December 2025	14,16
LTVCA Asset Management Plan	LTVCA Asset Management Plan Prepared	December 2024	14,15
Update Hiring Procedures	Procedures updated	June 2025	14,16,17

Thank-you





 **Watson
& Associates**
ECONOMISTS LTD.

Municipality of West Elgin

Development Charges Council Meeting
September 26, 2024

Agenda



- Overview of Process – Timelines
- Development Charges Overview
- Growth Forecast Summary
- Service Standards and Capital Needs
- D.C. Rates
- Survey of Municipal D.C.s
- D.C. Implementation – Policy Matters and Council Considerations
- Next Steps and Questions

Overview of Process – Timelines



1

April 2024 to September 2024

Data collection, staff interviews, D.C. calculations and policy work

2

September 26, 2024

Council Workshop

3

September 27, 2024

Release of D.C. Background Study and By-law

4

October 3, 2024

Public Meeting advertisement placed in newspaper

5

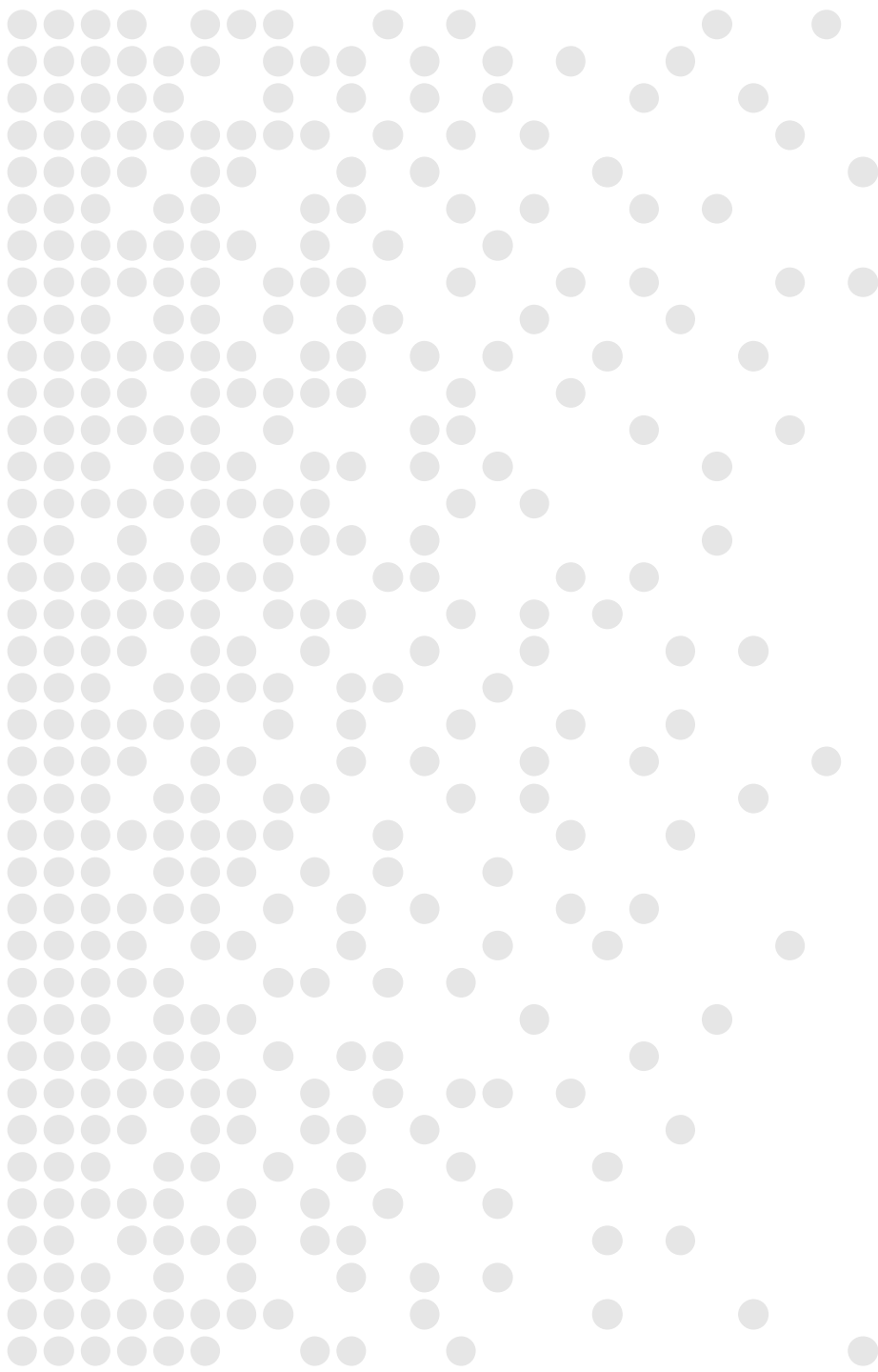
October 24, 2024

Public Meeting

6

November 28, 2024

Council Consideration of By-law



Development Charges (D.C.) Overview

Municipality of West Elgin 2024 D.C.
Background Study & By-law

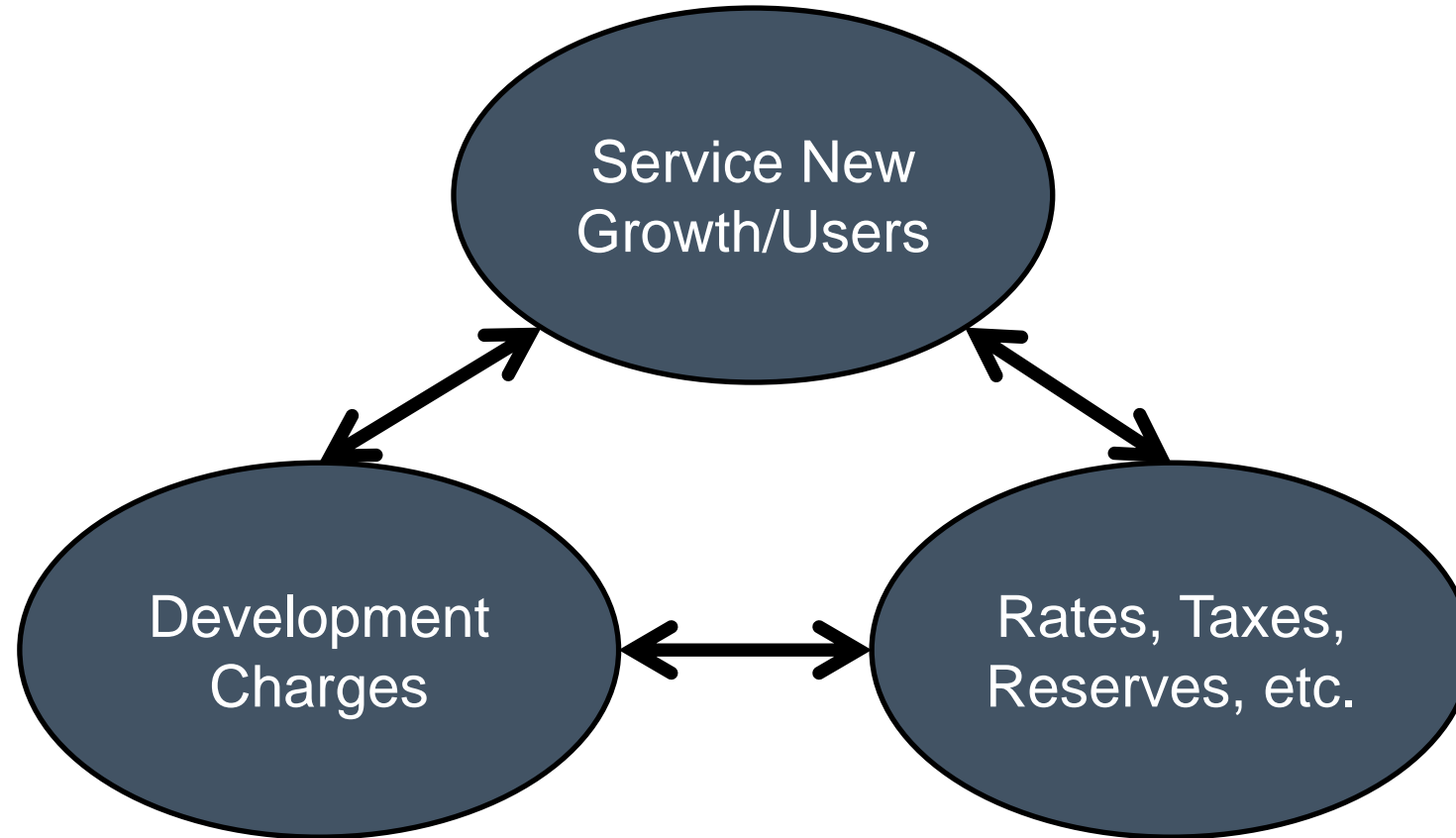
Development Charges (D.C.s)



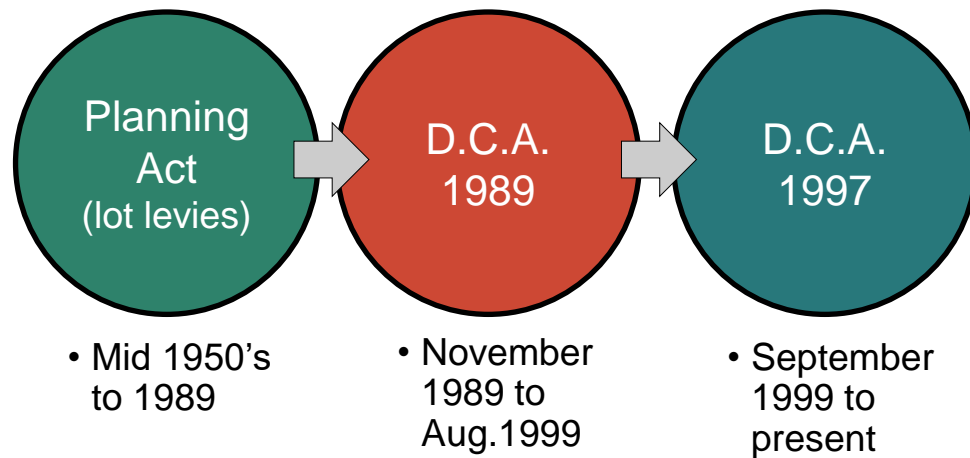
Purpose:

- To recover the capital costs associated with residential and non-residential growth within a municipality
- The capital costs are in addition to what costs would normally be constructed as part of a subdivision (i.e. internal roads, sewers, watermains, sidewalks, streetlights, etc.)
- Municipalities are empowered to impose these charges via the Development Charges Act (D.C.A.)
- Development Charges are typically calculated and imposed at the time of issuance of a building permit

Relationship Between Needs to Service Growth vs. Funding



History of D.C.s



Amendments to D.C.A. 1997

1. Bill 73: January 2016
2. Bill 108: June 2019
3. Bill 138: December 2019
4. Bill 197: July 2020
5. Bill 213: December 2020
6. Bill 109: April 2022
7. Bill 23: November 2022
8. Bill 134: December 2023
9. Bill 185: June 2024



D.C. Methodology

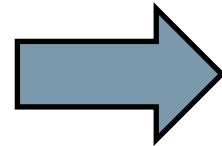
The following provides the overall methodology to calculating the charge:

1. Identify amount, type and location of growth
2. Identify servicing needs to accommodate growth
3. Identify capital costs to provide services to meet the needs
4. Deduct:
 - i. Grants, subsidies and other contributions
 - ii. Benefit to existing development
 - iii. Amounts in excess of 15-year historical service calculation
 - iv. D.C. Reserve funds (where applicable)
5. Net costs then allocated between residential and non-residential benefit
6. Net costs divided by growth to calculate the D.C.

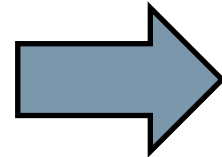
Overview of the D.C. Calculation



Cost of Infrastructure
Required to
Accommodate Growth



Residential and Non-
residential Growth



\$



Development Charge
per Unit
(for Residential Growth)

Development
Charges

Development Charge
per Sq.ft. or per Sq.m
(for Non-residential Growth)

D.C. Eligible Services



1. Water
2. Wastewater
3. Storm water drainage
4. **Services related to a highway**
5. Electrical power services.
6. Toronto-York subway extension.
7. Transit
8. Waste diversion
9. Policing Services
10. **Fire protection**
11. Ambulance
12. Library
13. Long-term Care
14. **Parks and Recreation**
15. Public Health services
16. Childcare and early years services
17. Provincial Offences Act
18. Emergency Preparedness
19. Airports (Waterloo Region only)

Blue highlight denotes services included in the 2024 D.C. calculation

Growth studies are included in the D.C. as a class of service

Layout of D.C. Background Study

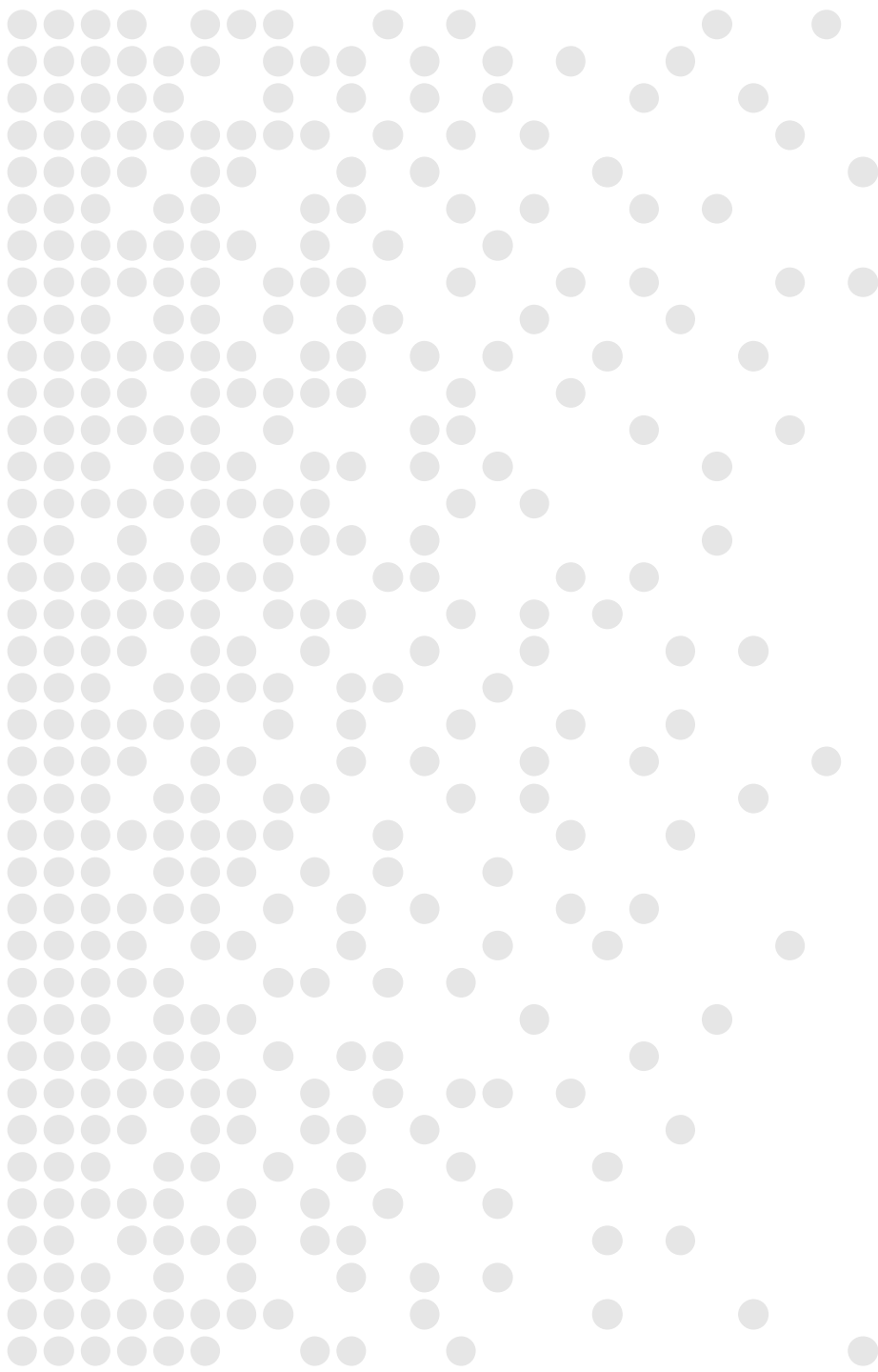


- Executive Summary
- Chapter 1: Introduction
- **Chapter 2: Anticipated Development in the Municipality of West Elgin**
- Chapter 3: The Approach to the Calculation of the Charge
- **Chapter 4: D.C.-Eligible Cost Analysis by Service**
- **Chapter 5: D.C. Calculation**
- Chapter 6: D.C. Policy Recommendation and D.C. By-law Rules
- Chapter 7: By-law Implementation
- Appendix A: Background Information on Residential and Non-Residential Growth Forecast
- Appendix B: Level of Service
- Appendix C: Long-Term Capital and Operating Cost Examination
- Appendix D: D.C. Reserve Fund Policy
- Appendix E: Local Service Policy
- Appendix F: Asset Management Plan
- Appendix G: Proposed D.C. By-law

The image shows the cover and table of contents for the 'Development Charges Background Study' report. The cover features a photograph of a building under construction, the Watson & Associates Economists Ltd. logo, the title 'Development Charges Background Study', and the subtitle 'Municipality of West Elgin'. The date 'September 27, 2024' and contact information are also present. The table of contents lists various sections and their corresponding page numbers.

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1.5.5	Historical Level of Service Extended to 15-Year Period Instead of the Historical 10-Year Period.....
1.5.6	Revised Definition of Capital Costs.....
1.5.7	Mandatory Phase-in of a D.C.
	1-11
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	1-12

Watson & Associates Economists Ltd.
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905-272-3900
info@watsonecon.ca



Growth Forecast Summary

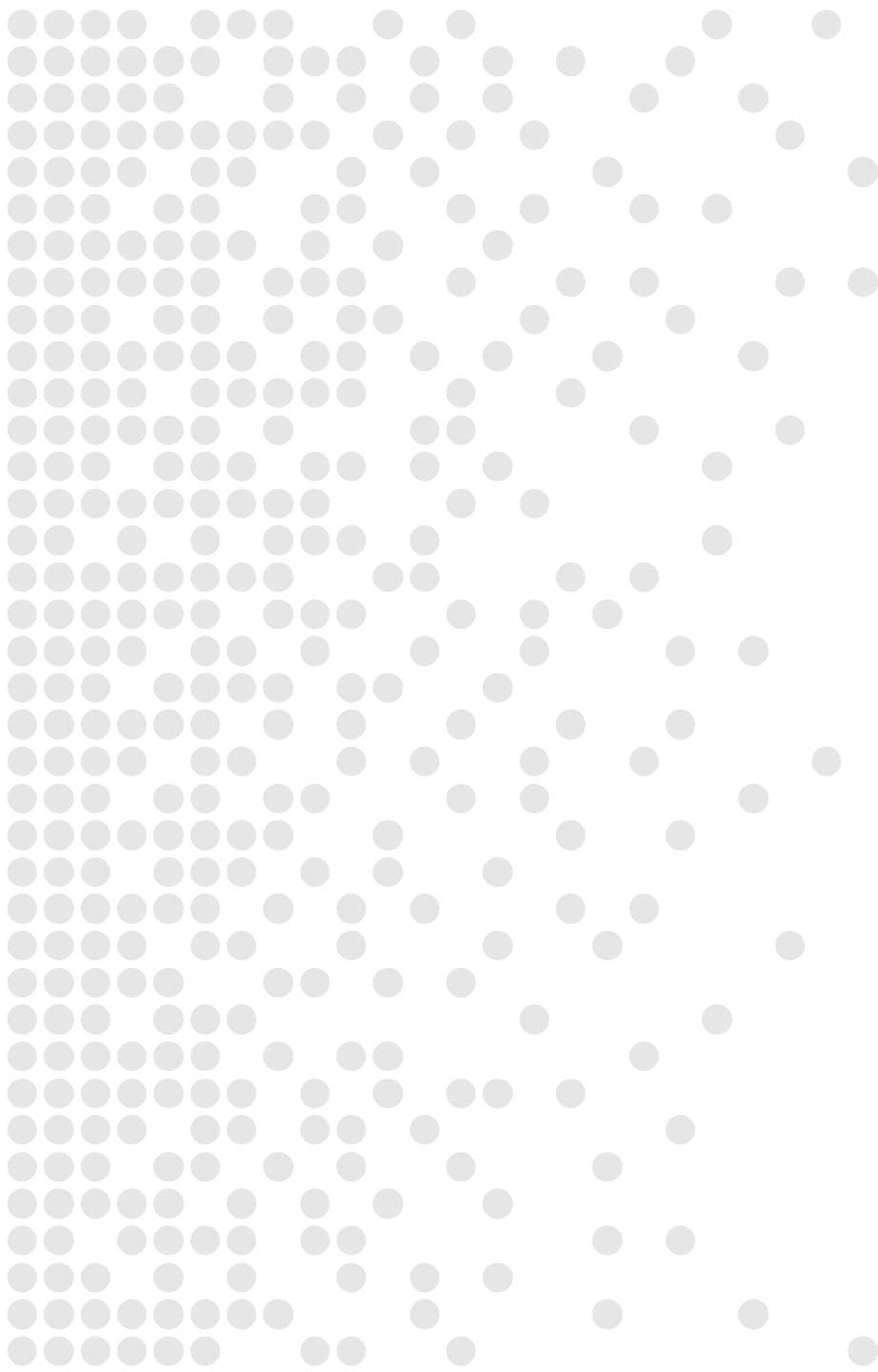
Municipality of West Elgin 2024 D.C.
Background Study & By-law

Growth Forecast Summary



Measure	10 Year 2024 to 2033	Long-Term 2024 to 2046
(Net) Population Increase	491	1,090
Residential Unit Increase	359	789
Non-Residential Gross Floor Area Increase (sq.ft.)	540,300	1,174,700

Source: Watson & Associates Economists Ltd. Forecast 2024



Service Standards and Capital Needs

Municipality of West Elgin 2024 D.C.
Background Study & By-law

Service Standard Methodology



- Service standard measure provides a ceiling on the level of the charge that can be imposed
- The D.C.A. requires the calculation to be based on “quality” and “quantity” measures and “averaged” over the past 15 years
- This involves reviewing capital inventories in detail over past 15 years
- Note that this measure does not apply to water, wastewater, stormwater and transit (which now has a forward-looking service standard)

Service Standards



SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED

Service Category	Sub-Component	15 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads	\$63,217.00	0.0973	lane km of roadways	649,712	per km	68,906,530
	Services Related to a Highway - Bridges, Culverts & Structures	\$2,817.20	0.0071	Number of Bridges, Culverts & Structures	396,789	per item	3,070,748
	Services Related to a Highway - Sidewalks	\$412.07	0.0033	km of sidewalks	124,870	per km	449,156
	Services Related to a Highway - Streetlights	\$324.47	0.0932	No. of Streetlights	3,481	per signal	353,672
Public Works	Public Works - Facilities	\$804.88	3.4189	sq.ft. of building area	235	per sq.ft.	877,319
	Public Works - Vehicles & Equipment	\$1,185.70	0.0063	No. of vehicles and equipment	188,206	per vehicle	1,292,413
Fire Protection	Fire Protection Services - Facilities	\$1,209.76	2.2999	sq.ft. of building area	526	per sq.ft.	1,318,638
	Fire Protection Services - Vehicles & Equipment	\$1,102.04	0.0014	No. of vehicles	787,171	per vehicle	1,201,224
	Fire Protection Services - Small Equipment and Gear	\$214.75	0.0512	No. of equipment and gear	4,194	per item	234,078
Parks & Recreation	Parkland Development	\$472.07	0.0095	Acres of Parkland	49,692	per acre	231,786
	Parkland Amenities	\$906.91	0.0044	No. of parkland amenities	206,116	per amenity	445,293
	Parkland Trails	\$29.92	1.0590	Linear Metres of Paths and Trails	28	per linear m	14,691
	Recreation Facilities	\$8,552.71	12.6272	sq.ft. of building area	677	per sq.ft.	4,199,381
	Parks & Recreation Vehicles and Equipment	\$185.96	0.0041	No. of vehicles and equipment	45,356	per vehicle	91,306
Library Services	Library Services - Facilities	\$480.23	0.6597	sq.ft. of building area	728	per sq.ft.	235,793

Capital Costs



- Acquire land or interest in land
- Improve land
- Acquire, lease, construct or improve buildings, facilities and structures (includes furniture and equipment)
- Equipment and rolling stock
- Capital component of a lease for the above
- Circulation materials for Libraries
- Studies for above including a D.C. Background Study
- Interest on money borrowed to pay for the above

Capital Costs (cont'd)

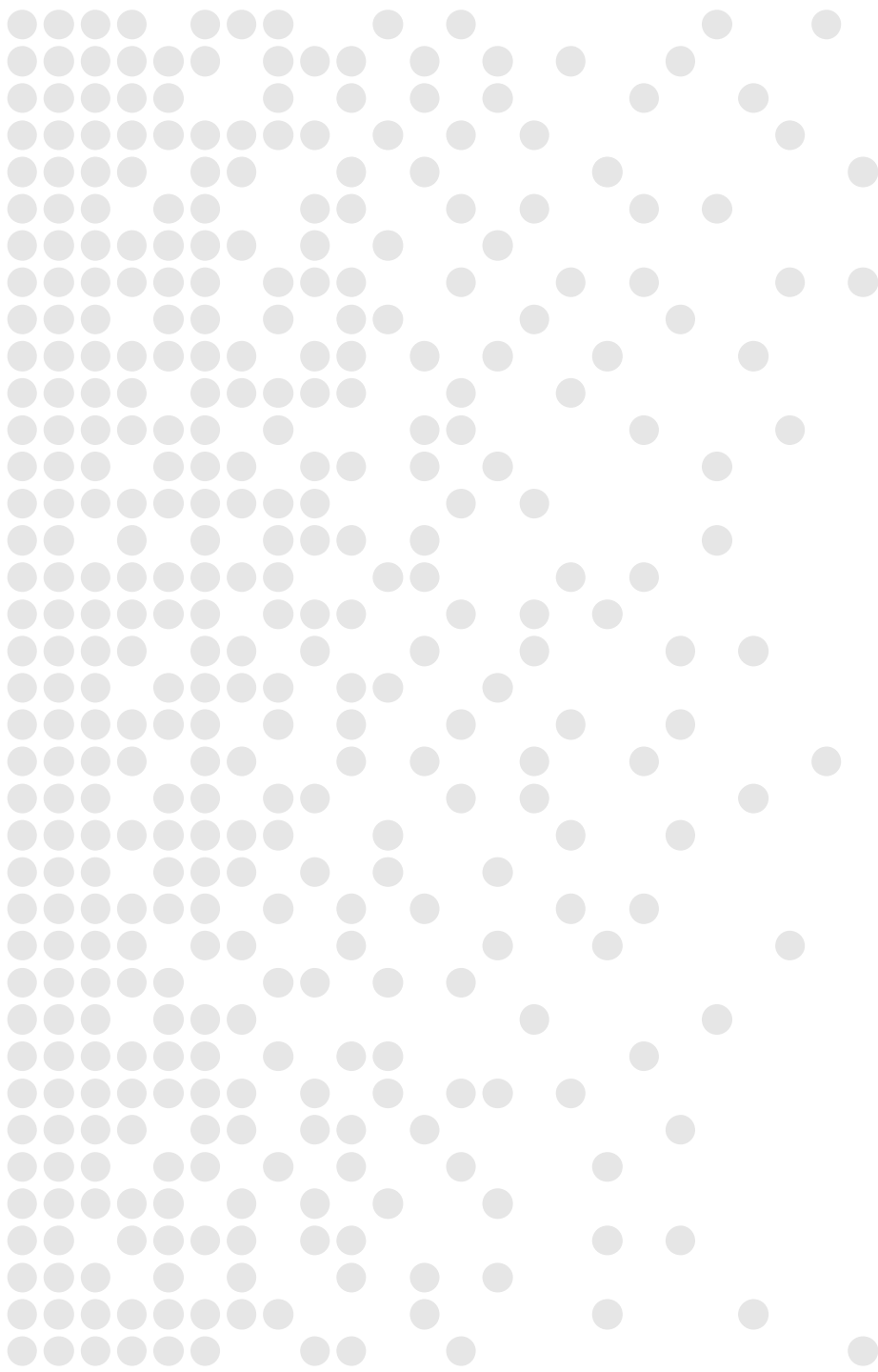


- Any planning horizon for future capital needs can be used, except for Transit (which is limited to 10 years)
- Capital costs must be reduced by grants, subsidies and other contributions.
- May include authorized costs incurred or proposed to be incurred by others on behalf of a municipality/local board
- Certain Capital Costs may not be included:
 - Parkland Acquisition
 - Vehicle & Equipment with avg. life of <7 yrs.
 - Computer Equipment that is not integral to the delivery of the service

Capital Needs



Increased Service Needs Attributable to Anticipated Development	Forecast Period	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
						Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
Services Related to a Highway	2024 to 2046	13,709,370	-	-	13,709,370	6,019,300	1,380,000	6,310,070	3,596,740	2,713,330
Fire Protection Services	2024 to 2046	1,211,000	-	-	1,211,000	-	-	1,211,000	690,270	520,730
Public Works	2024 to 2046	895,000	-	-	895,000	100,000	-	795,000	453,150	341,850
Parks and Recreation Services	2024 to 2033	1,505,000	-	150,000	1,355,000	180,000	250,000	925,000	878,750	46,250
Library Services	2024 to 2033	-	-	-	-	-	-	-	-	-
Growth Studies	2024 to 2033	240,000	-	5,000	235,000	45,000	-	190,000	131,100	58,900
Total		\$17,560,370	\$0	\$155,000	\$17,405,370	\$6,344,300	\$1,630,000	\$9,431,070	\$5,750,010	\$3,681,060



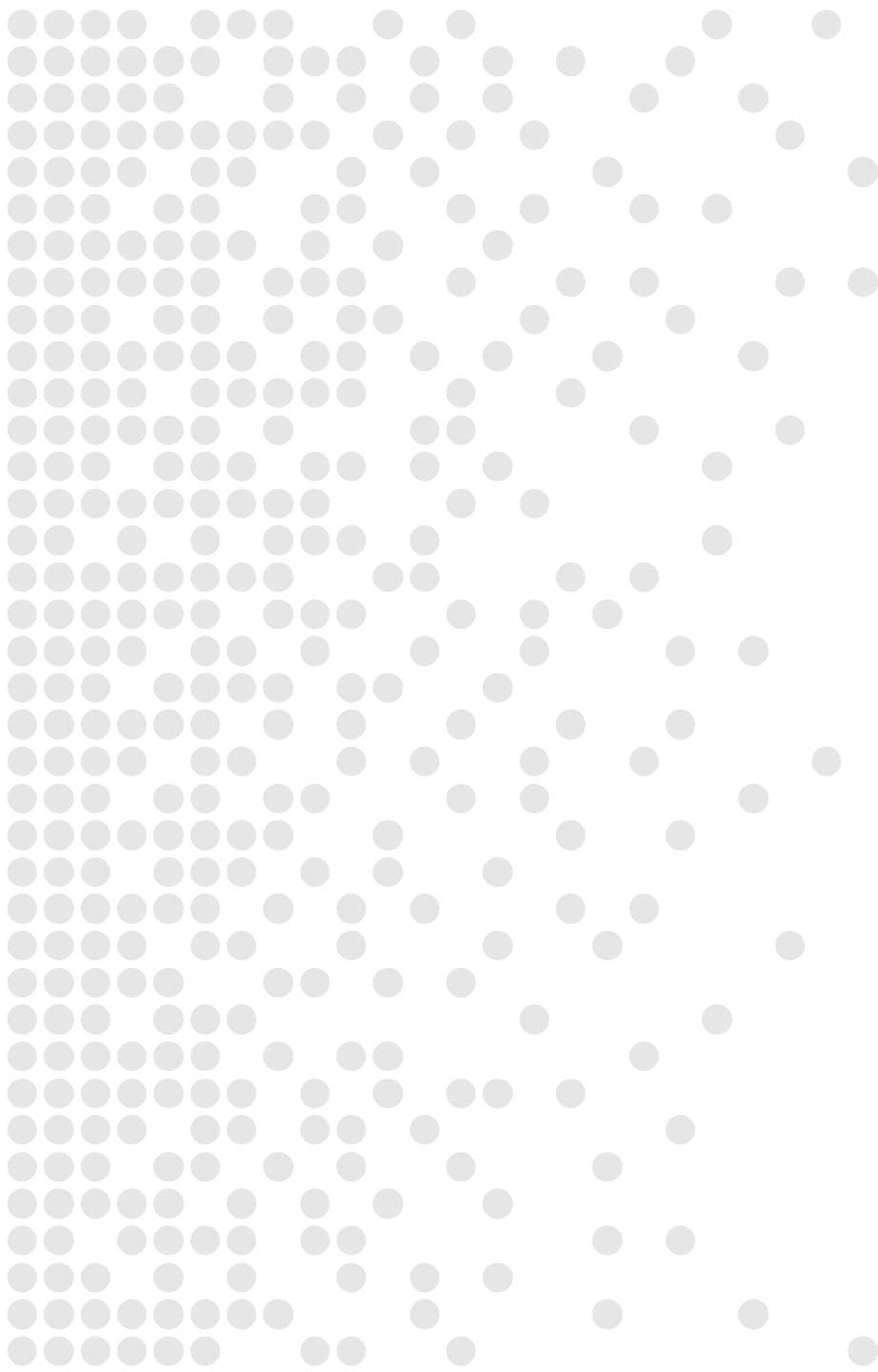
D.C. Rates

Municipality of West Elgin 2024 D.C. Background Study & By-law

Calculated D.C. Rates



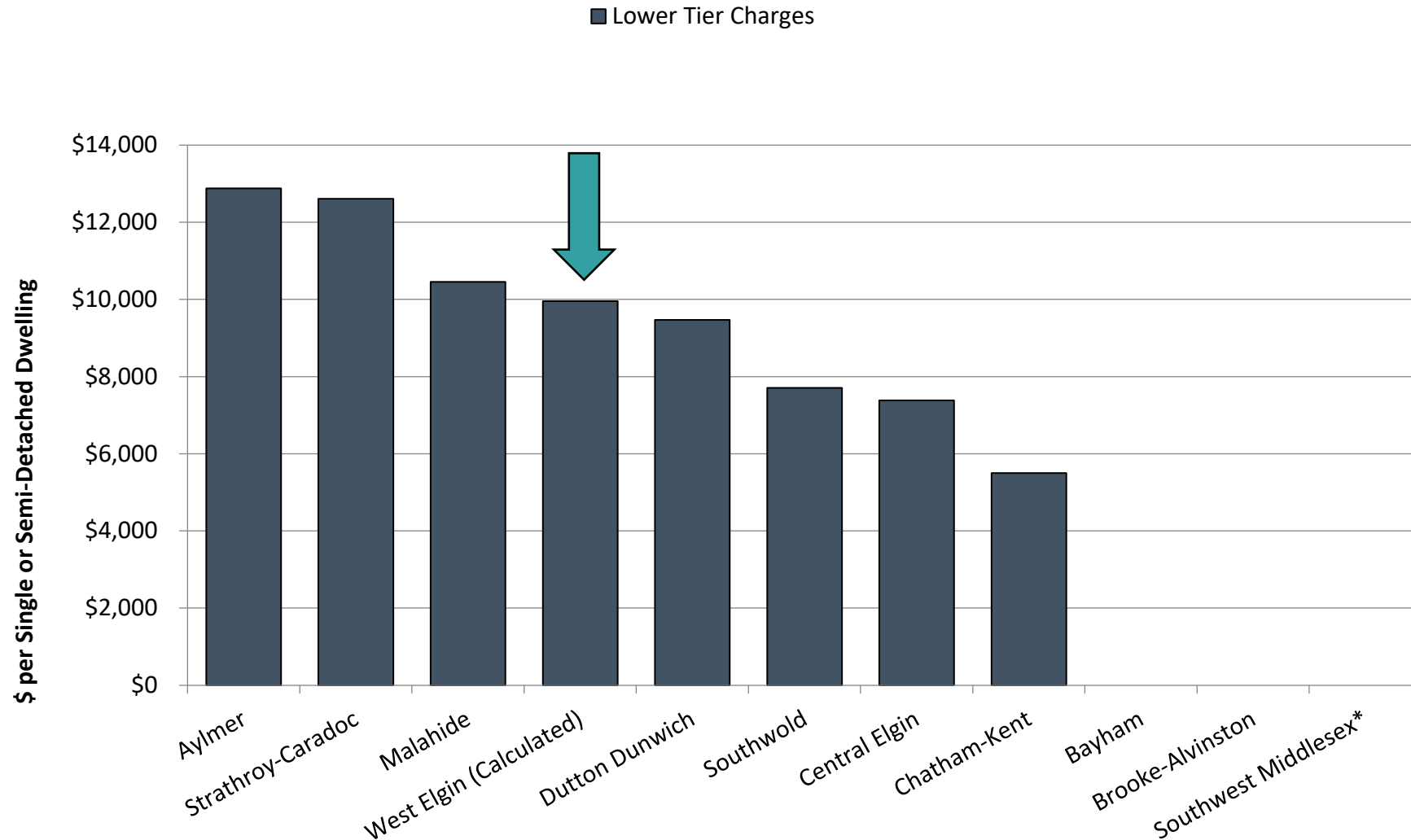
Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	5,804	4,781	3,810	2,241	2,241	2.60
Fire Protection Services	989	815	649	382	382	0.44
Parks and Recreation Services	2,748	2,264	1,804	1,061	1,061	0.08
Growth Studies	410	338	269	158	158	0.11
Total Municipal Wide Services/Class of Services	9,951	8,198	6,532	3,842	3,842	3.23



Survey of Municipal D.C.s

Municipality of West Elgin 2024 D.C.
Background Study & By-law

Survey of Comparator Municipalities – Single/Semi Detached

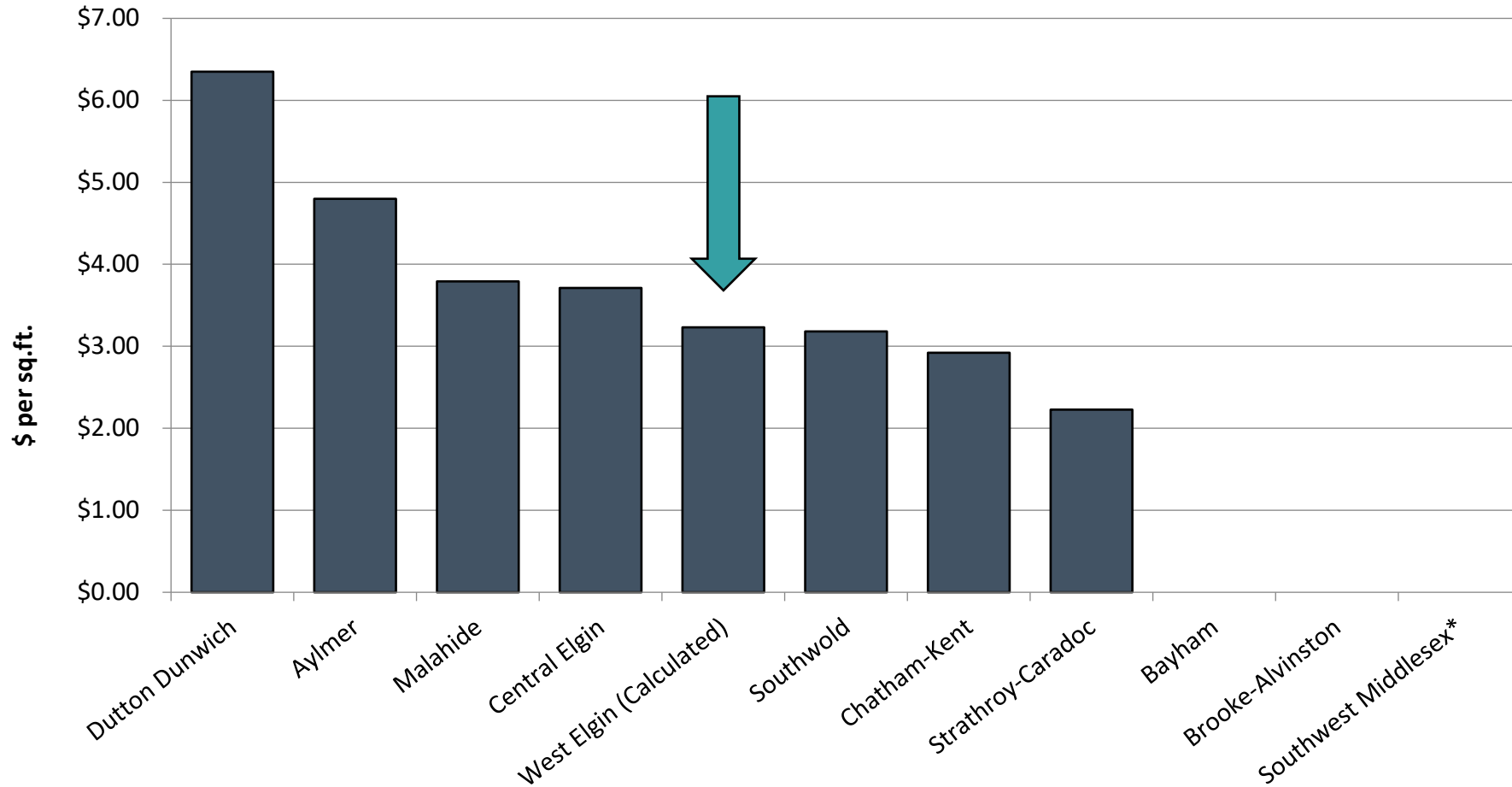


Note: All charges exclude water and wastewater D.C.s
Bayham charges D.C.s for water and wastewater only
*Currently Considering D.C.s

Survey of Comparator Municipalities – Commercial (per sq.ft.)

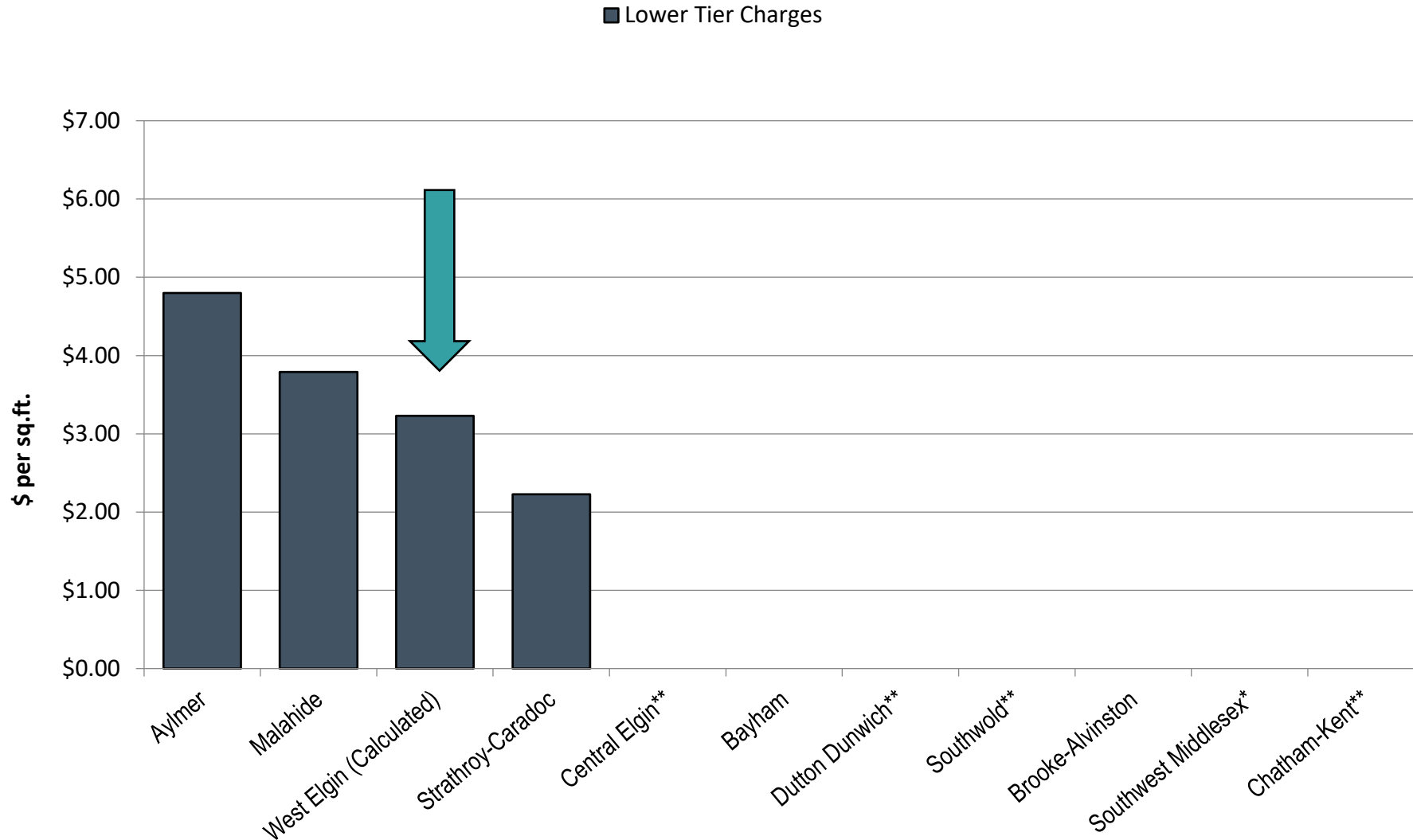


■ Lower Tier Charges



Note: All charges exclude water and wastewater D.C.s
Bayham charges D.C.s for water and wastewater only
*Currently Considering D.C.s

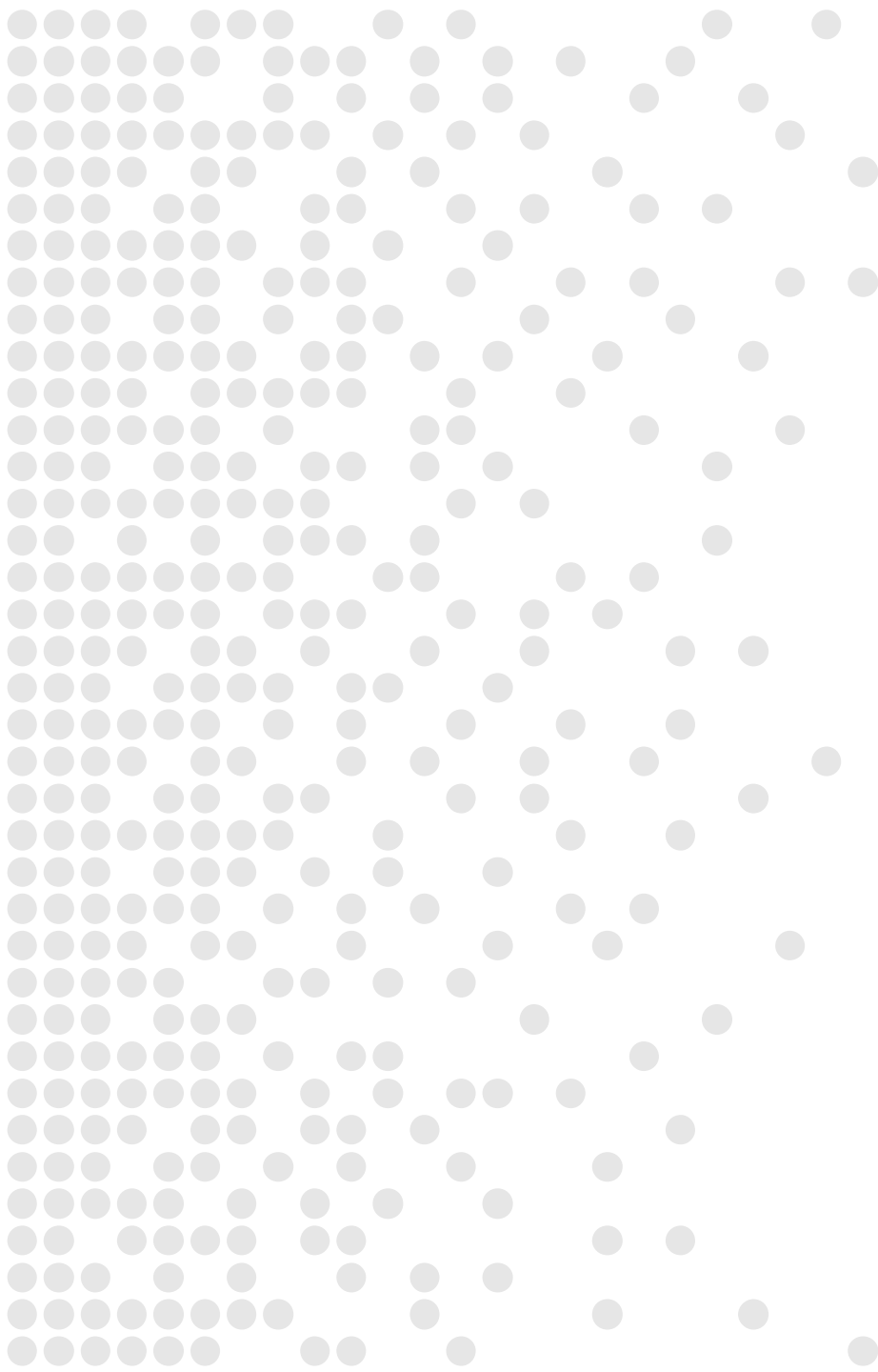
Survey of Comparator Municipalities – Industrial (per sq.ft.)



Note: All charges exclude water and wastewater D.C.s

*Currently Considering D.C.s

** Currently exempt industrial development



D.C. Implementation – Policy Matters and Council Considerations

Municipality of West Elgin 2024 D.C.
Background Study & By-law

Timing of Payment



- Typically, D.C.s for all services are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements
- **Installment Payments:** Rental housing and institutional developments will pay D.C.s in 6 equal annual payments commencing at occupancy, subject to annual interest charges at a maximum interest rate of the average prime rate plus 1%
- **Rate Freeze:** The D.C. amount for all developments occurring within eighteen (18) months of a site plan or Zoning By-law Amendment planning approval shall be determined based on the D.C. in effect on the day the applicable Site Plan or Zoning By-law Amendment application was submitted, subject to annual interest charges at a maximum interest rate of the average prime rate plus 1%

As per Bill 108



Mandatory D.C. Exemptions/ Discounts

- Upper/Lower Tier Governments and School Boards;
- Industrial building expansions (may expand by 50% with no D.C.)
- Development of lands intended for use by a university
- Up to 2 apartments in an existing or new detached, semi-detached, or rowhouse
- Add one additional unit or 1% of existing units in an existing rental residential building
- Affordable inclusionary zoning units
- Non-profit housing
- Discount for rental housing (based on number of bedrooms – 15% to 25%)
- Affordable rental unit
- Affordable owned unit
- **Attainable units (not yet in force)**

Discretionary D.C. Exemptions & Redevelopment Credits



- Reduce in part or whole D.C. for types of development or classes of development (e.g. industrial or churches);
- May phase-in over time; and
- Redevelopment credits to recognize what is being replaced on site (not specific in the Act but provided by case law)

Proposed Discretionary Exemptions for Council's Consideration as part of By-law Passage:



Places of
Worship



Bona fide
farms

Note: Central Elgin, Dutton Dunwich, Southwold, and Chatham-Kent exempt industrial development.

Indexing

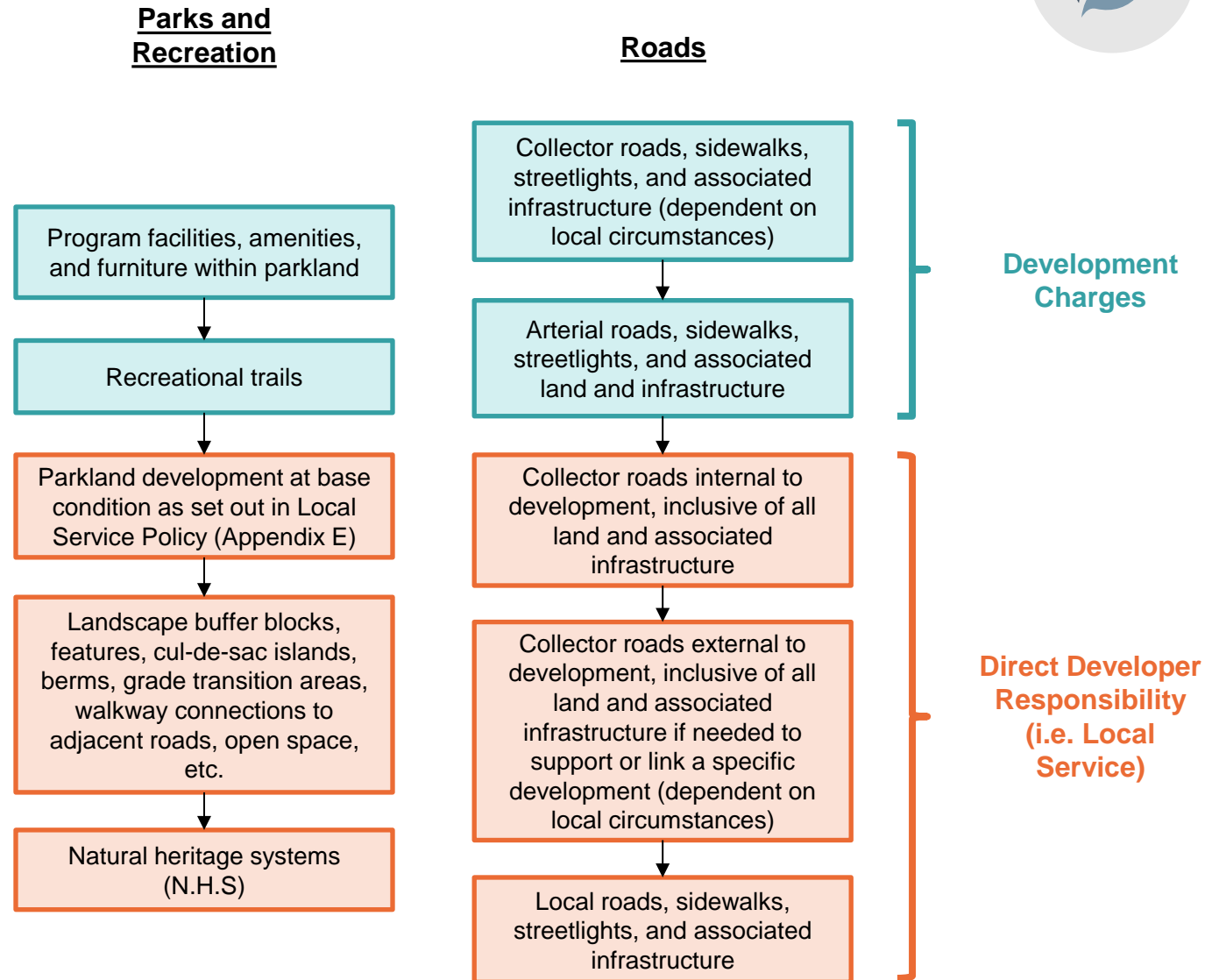


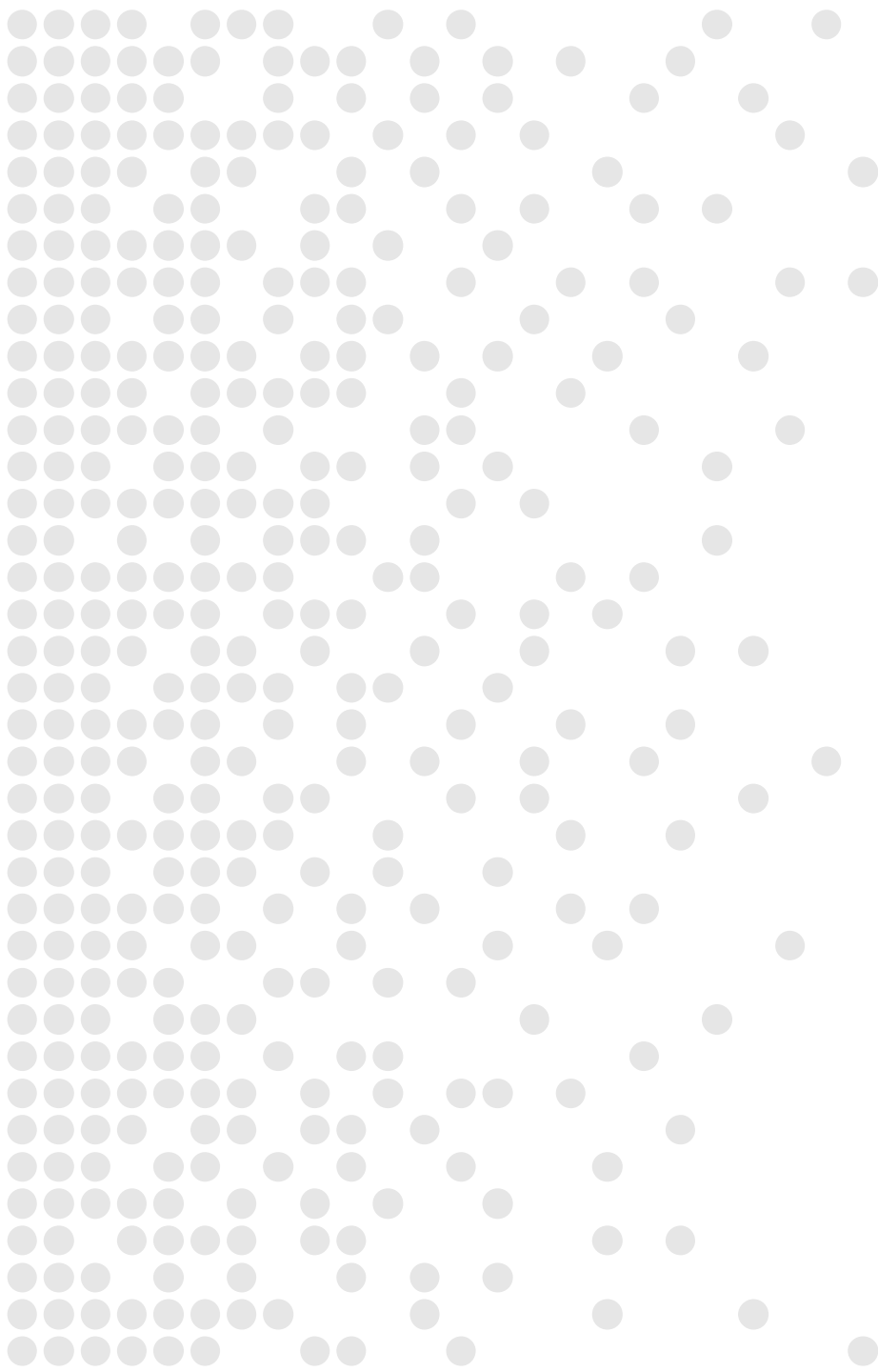
- Without amendment to the D.C. by-law, D.C.s shall be indexed on a mandatory basis every January 1st in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02) for the most recent year-over-year period.

Local Service Policy



- Section 59.1(1) and (2) of the Act “No Additional Levies” - prohibits municipalities from imposing additional payments or requiring construction of a service not authorized under the D.C.A. therefore, need to be clear:
 - What will be included in the D.C.; and
 - What will be required by developers as part of their development agreements
- Items considered in Local Service Policies may include:
 - Local, rural, collector & arterial roads,
 - Intersection improvements & traffic signals,
 - Streetlights & sidewalks,
 - Bike Routes/Bike Lanes/Bike Paths/Multi-Use Trails/Naturalized Walkways,
 - Noise Abatement Measures,
 - Land dedications/easements,
 - Water, Wastewater & Stormwater, and
 - Park requirements.





Next Steps and Questions

Municipality of West Elgin 2024 D.C.
Background Study & By-law

Next Steps



April 2024 to September 2024

Data collection, staff interview, D.C. calculations and policy work



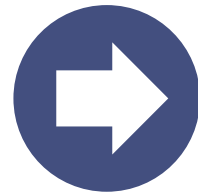
September 26, 2024

Council Workshop



September 27, 2024

Release of D.C. Background Study and By-law



October 3, 2024

Public Meeting advertisement placed in newspaper



October 24, 2024

Public Meeting



November 28, 2024

Council Consideration of By-law

Questions





Development Charges Background Study

Municipality of West Elgin

September 27, 2024

Watson & Associates Economists Ltd.
905-272-3600
info@watsonecon.ca

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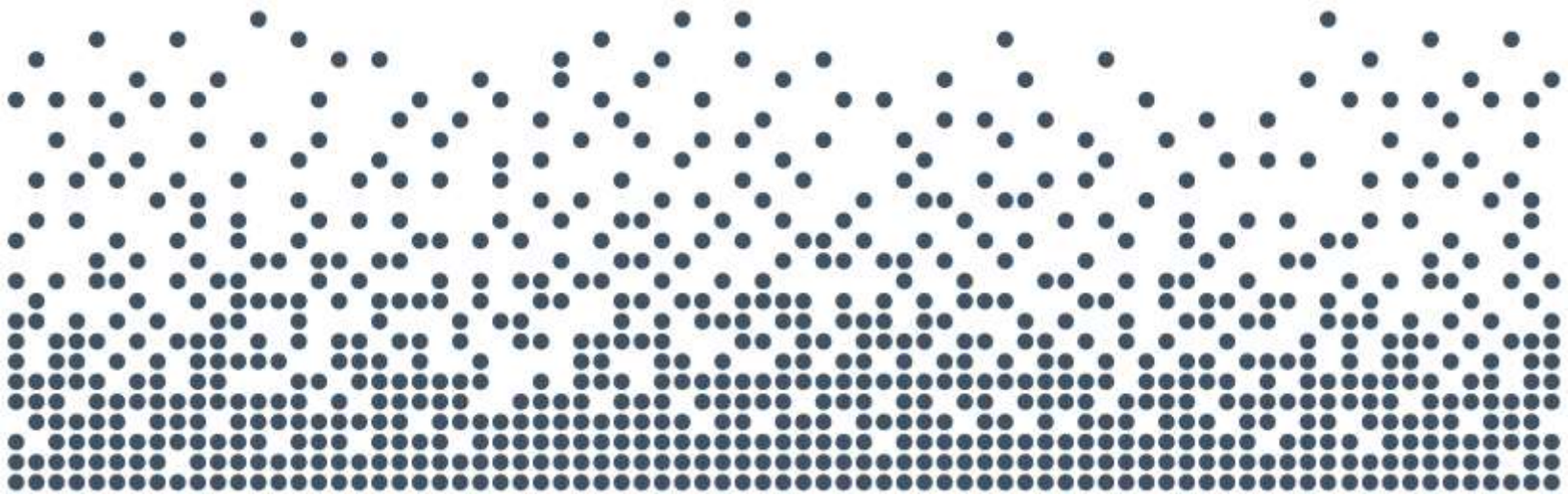
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List of Acronyms and Abbreviations

Acronym	Full Description of Acronym
A.M.P.	Asset management plan
CANSIM	Canadian Socio-Economic Information Management System (Statistics Canada)
C.B.C.	Community Benefits Charge
D.C.	Development charge
D.C.A.	Development Charges Act, 1997, as amended
F.I.R.	Financial Information Return
G.F.A.	Gross floor area
LPAT	Local Planning Appeal Tribunal
M.E.C.P.	Ministry of the Environment, Conservation and Parks
N.F.P.O.W.	No fixed place of work
O.L.T.	Ontario Land Tribunal
O.M.B.	Ontario Municipal Board
O.P.A.	Official Plan Amendment
O. Reg.	Ontario Regulation
P.O.A.	Provincial Offences Act
P.P.U.	Persons per unit
S.D.E.	Single detached equivalent
S.D.U.	Single detached unit
S.W.M.	Stormwater management
sq.ft.	square foot
sq.m	square metre



Executive Summary



Executive Summary

1. The report provided herein represents the Development Charges (D.C.) Background Study for the Municipality of West Elgin required by the *Development Charges Act, 1997*, as amended (D.C.A.). This report has been prepared in accordance with the methodology required under the D.C.A. The contents include the following:
 - Chapter 1 – Overview of the legislative requirements of the Act;
 - Chapter 2 – Summary of the residential and non-residential growth forecasts for the Municipality;
 - Chapter 3 – Approach to calculating the D.C.;
 - Chapter 4 – Review of historical service standards and identification of future capital requirements to service growth and related deductions and allocations;
 - Chapter 5 – Calculation of the D.C.s;
 - Chapter 6 – D.C. policy recommendations and rules; and
 - Chapter 7 – By-law implementation.

2. D.C.s provide for the recovery of growth-related capital expenditures from new development. The D.C.A. is the statutory basis to recover these charges. The methodology is detailed in Chapter 3; a simplified summary is provided below.
 - 1) Identify amount, type and location of growth.
 - 2) Identify servicing needs to accommodate growth.
 - 3) Identify capital costs to provide services to meet the needs.
 - 4) Deduct:
 - Grants, subsidies and other contributions;
 - Benefit to existing development;
 - Amounts in excess of 15-year historical service calculation;
 - D.C. reserve funds (where applicable);
 - 5) Net costs are then allocated between residential and non-residential benefit; and
 - 6) Net costs divided by growth to provide the D.C.

3. The D.C. process needs to address a number of items that were established through the *Smart Growth for Our Communities Act, 2015* (Bill 73). These items



have been incorporated throughout the report and in the draft by-law, as necessary. These items include:

- a. Area-rating: Council must consider the use of area-specific charges.
 - b. Asset Management Plan for New Infrastructure: The D.C. background study must include an asset management plan (A.M.P.) that deals with all assets proposed to be funded, in whole or in part, by D.C.s. The A.M.P. must show that the assets are financially sustainable over their full lifecycle.
 - c. 60-day Circulation Period: The D.C. background study must be released to the public at least 60-days prior to passage of the D.C. by-law.
 - d. Timing of Collection of Development Charges: The D.C.A. now requires D.C.s to be collected at the time of the first building permit.
4. Further changes to the D.C.A. were introduced through several bills passed in the Ontario legislature: Bill 108, Bill 138, Bill 197, Bill 213, Bill 109, Bill 23, Bill 134, and Bill 185. The following provides a brief summary of the proposed changes and are further discussed in sections 1.4 to 1.6 of this report.

Bill 108: More Homes, More Choice: Ontario's Housing Supply Action Plan

In May 2019, the Province introduced Bill 108, More Homes, More Choice Act, 2019 which would make changes to the current D.C. legislation. The Bill was passed and given Royal Assent on June 6, 2019. While the legislation has been passed, much of the detailed changes were to be implemented by Regulation, however, these changes were not implemented (subject to Bill 197 discussed later). The following items came into effect upon Royal Assent:

- a. Effective January 1, 2020, rental housing and institutional developments shall pay D.C.s in six (6) equal annual payments commencing at first occupancy. Non-profit housing developments shall pay D.C.s in 21 equal annual payments. Interest may be charged on the instalments, and any unpaid amounts inclusive of interest payable shall be added to the property tax roll and collected in the same manner as taxes.



- b. Effective January 1, 2020, the D.C. amount for all developments occurring within two years of a Site Plan or Zoning By-law Amendment planning approval (for applications made after January 1, 2020), shall be determined based on the D.C. by-law in effect on the day of Site Plan or Zoning By-law Amendment application.

Note Bill 23 and Bill 185 as described below have provided for changes to the above items.

Other key elements of the changes that were not proclaimed and were dealt with subsequently through Bill 197 are provided below:

- The D.C. would be refined to only allow for the following services to remain within the D.C.: water, wastewater, storm water, roads, fire, policing, ambulance, waste diversion, parks development, recreation, public libraries, long-term care, and public health.
- The mandatory 10% deduction would be removed for all services that remain eligible in the D.C.
- A new community benefits charge (C.B.C.) would be introduced to include formerly eligible D.C. services that are not included in the above listing, parkland dedication, and bonus zoning contributions.

Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019, and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. With respect to the D.C.A., this Bill removed instalment payments for commercial and industrial developments that were originally identified in Bill 108.

Bill 197: COVID-19 Economic Recovery Act, 2020

In March 2020, Canada was impacted by the COVID-19 global pandemic. As a result, the economy was put into a state of emergency in an effort to slow the spread of the virus. In response, the Province tabled legislation on July 8, 2020 which amended a number of Acts, including the D.C.A. and the Planning Act. With Bill 197, many changes proposed in Bill 108 have now been revised. With



respect to the above noted changes from Bill 108, the following changes are provided in Bill 197:

- **Eligible Services:** The list of eligible services for the D.C. has now been expanded to include most services eligible under the D.C.A. prior to Bill 108.
- **Mandatory 10% Deduction:** The mandatory 10% deduction is removed (consistent with Bill 108). This applies to all D.C.-eligible services.
- **Community Benefits Charges:** a municipality may, by by-law, impose a C.B.C. to pay for the capital costs for formerly eligible D.C. services in addition to parkland dedication and bonus zoning contributions. At this time the Municipality has not identified the need for a C.B.C.

Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government.

Bill 109: More Homes for Everyone Act, 2022

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement.

Bill 23: More Homes Built Faster Act, 2022

Bill 23 was first introduced on October 25, 2022, and received Royal Assent on November 28, 2022. A summary of the changes provided from Bill 23 are outlined below (further details are provided in Chapter 1 of this report):

- **Additional residential unit exemption:** allowance of a third unit as-of-right;
- **Removal of Housing as an eligible D.C. service;**
- **New statutory exemptions for:**
 - **Affordable Inclusionary Zoning Units;**



- Attainable Units (currently not in force); and
- Affordable Units.

Note: Bill 134: *Affordable Homes and Good Jobs Act, 2023* which was released on September 28, 2023, provides for a modified definition of “affordable” under the D.C.A. and received Royal Assent on December 4, 2023:

- Owned unit (lesser of): cost is less than 30% of the 60th percentile of income for households in the municipality or 90% of the average purchase price as defined in a new Bulletin.
- Rental unit (lesser of): rent is less than 30% of the 60th percentile of income for rental households or average market rent set out in a new Bulletin.
- New statutory exemption for Non-Profit Housing;
- Historical level of service extended to previous 15-year period instead of the previous 10-year period;
- Capital Cost definition revised to remove studies and prescribe services for which land or an interest in land will be restricted (nothing prescribed to date);
- Mandatory phase-in of a D.C. for by-laws passed after January 1, 2022, as follows:
 - Year 1 – 80% of the maximum charge;
 - Year 2 – 85% of the maximum charge;
 - Year 3 – 90% of the maximum charge;
 - Year 4 – 95% of the maximum charge; and
 - Year 5 to expiry – 100% of the maximum charge.
- D.C. By-law expiry will be a maximum of 10 years after the date the by-law comes into force;
- D.C. for Rental Housing developments to receive a discount as follows:
 - Three or more bedrooms – 25% reduction;
 - Two bedrooms – 20% reduction; and
 - All other bedroom quantities – 15% reduction.
- Maximum interest rate for instalments and determination of charge for eligible Site Plan and Zoning By-law Amendment applications to be set at the average prime rate plus 1%; and



- Requirement to allocate funds received – municipalities are required to spend or allocate at least 60% of their reserve fund at the beginning of the year for water, wastewater, and services related to a highway.

Bill 185: Cutting Red Tape to Build More Homes Act, 2024

On April 10, 2024, the Province introduced Bill 185: *Cutting Red Tape to Build More Homes Act*. The Bill received Royal Assent on June 6, 2024. A summary of the changes provided from Bill 185 are outlined below (further details are provided in Chapter 1 of this report):

- The definition of eligible capital costs (to include certain studies);
 - The removal of the mandatory phase-in of charges;
 - The process for minor amendments to D.C. by-laws;
 - A reduction of time for the D.C. rate freeze related to site plan and zoning by-law amendment planning applications;
 - Modernizing public notice requirements; and
 - Implementation of the Affordable Residential Unit exemptions.
5. The growth forecast (Chapter 2) on which the D.C. study is based, projects the following population, housing, and non-residential floor area for the Municipal-wide 10-year (2024 to 2033) and long-term period (2024 to 2046).

Table ES-1
Municipality of West Elgin
Summary of Growth Forecast by Planning Period

Measure	10 Year 2024-2033	Long-Term 2024-2046
(Net) Population Increase	491	1,090
Residential Unit Increase	359	789
Non-Residential Gross Floor Area Increase (sq.ft.)	540,300	1,174,700

Source: Watson & Associates Economists Ltd. Forecast 2024

6. The Municipality is undertaking a D.C. public process and anticipates passing a new by-law for eligible services. The mandatory public meeting has been



scheduled for October 24, 2024 with adoption of the by-law anticipated for November 28, 2024.

7. The Municipality does not currently impose a D.C. This report has undertaken a calculation of the charges based on future identified needs (presented in Schedule ES-3 for residential and non-residential development). Charges have been provided on a Municipal-wide basis for all services. The corresponding single-detached unit charge is \$9,951. The non-residential charge is \$3.23 per sq.ft. of building area. These rates are submitted to Council for their consideration.
8. The D.C.A. requires a summary be provided of the gross capital costs and the net costs to be recovered over the life of the by-law. This calculation is provided by service and is presented in Table 5-4. A summary of these costs is provided below:

Table ES-2
Municipality of West Elgin
Summary of Expenditures Anticipated Over the Life of the By-law

Summary of Expenditures Anticipated Over the Life of the By-law	Expenditure Amount
Total gross expenditures planned over the next ten years	\$15,165,870
Less: Benefit to existing development	\$5,396,800
Less: Post planning period benefit	\$0
Less: Other deductions	\$150,000
Less: Ineligible re: Level of Service	\$0
Less: Grants, subsidies and other contributions	\$1,630,000
Net costs to be recovered from development charges	\$7,989,070

This suggests that for the non-D.C. cost over the 10-year D.C. by-law (benefit to existing development, and grants, subsidies and other contributions), \$7.18 million (or an annual amount of \$0.72 million) will need to be contributed from taxes and rates, or other sources.



Based on the above table, the Municipality plans to spend \$15.17 million over the life of the by-law, of which \$7.99 million (53%) is recoverable from D.C.s. Of this net amount, \$4.93 million is recoverable from residential development and \$3.06 million from non-residential development. It is noted also that any exemptions or reductions in the charges would reduce this recovery further.

9. Considerations by Council – The background study represents the service needs arising from residential and non-residential growth over the forecast periods.

The following services are calculated based on a long-term 2024 to 2046 forecast period:

- Services Related to a Highway;
 - Roads and Related;
 - Public Works (Facilities and Fleet); and
- Fire Protection Services.

The following services/classes of service are calculated based on a 10-year forecast period, from 2024 to 2034.

- Parks and Recreation Services; and
- Growth Studies.

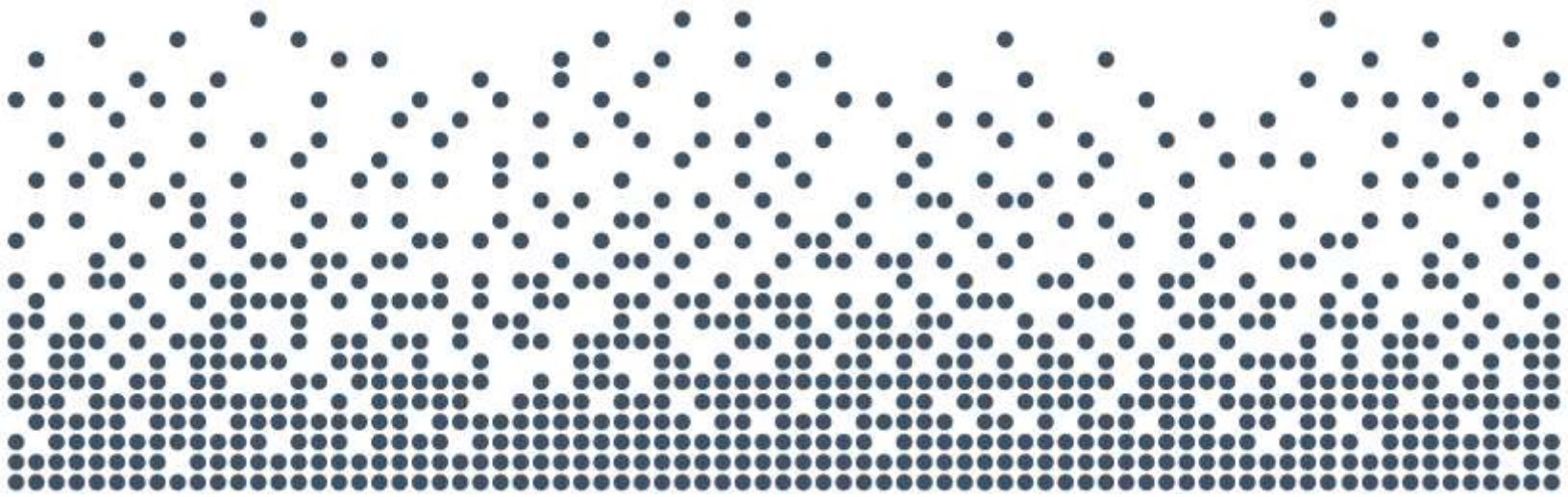
Council will consider the findings and recommendations provided in the report and, in conjunction with public input, approve such policies and rates it deems appropriate. These directions will refine the draft D.C. by-law which is appended in Appendix G. These decisions may include:

- adopting the charges and policies recommended herein;
- considering additional exemptions to the by-law; and
- considering reductions in the charge by class of development (obtained by removing certain services on which the charge is based and/or by a general reduction in the charge).



Table ES-3
Municipality of West Elgin
Schedule of Development Charges

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	5,804	4,781	3,810	2,241	2,241	2.60
Fire Protection Services	989	815	649	382	382	0.44
Parks and Recreation Services	2,748	2,264	1,804	1,061	1,061	0.08
Growth Studies	410	338	269	158	158	0.11
Total Municipal Wide Services/Class of Services	9,951	8,198	6,532	3,842	3,842	3.23



Report



Chapter 1

Introduction



1. Introduction

1.1 Purpose of this Document

This background study has been prepared pursuant to the requirements of the *Development Charges Act, 1997*, as amended, (D.C.A.) (section 10) and, accordingly, recommends development charges (D.C.s) and policies for the Municipality of West Elgin.

The Municipality retained Watson & Associates Economists Ltd. (Watson), to undertake the D.C. study process throughout 2024. Watson worked with Municipal staff in preparing the D.C. analysis and policy recommendations.

This D.C. background study, containing the proposed D.C. by-law, will be distributed to members of the public in order to provide interested parties with sufficient background information on the legislation, the study's recommendations, and an outline of the basis for these recommendations.

This report has been prepared, in the first instance, to meet the statutory requirements applicable to the Municipality's D.C. background study, as summarized in Chapter 3. It also addresses the requirement for "rules" (contained in Chapter 6) and the proposed by-law to be made available as part of the approval process (included as Appendix G).

In addition, the report is designed to set out sufficient background on the legislation (Chapter 3), and the growth anticipated within the Municipality (Chapter 2), to make the exercise understandable to those who are involved.

Finally, it addresses post-adoption implementation requirements (Chapter 7) which are critical to the successful application of the new policy.

The chapters in the report are supported by Appendices containing the data required to explain and substantiate the calculation of the charge. A full discussion of the statutory requirements for the preparation of a background study and calculation of a D.C. is provided herein.



1.2 Summary of the Process

The public meeting required under section 12 of the D.C.A. has been scheduled for October 24, 2024. Its purpose is to present the study to the public and to solicit public input. The meeting is also being held to answer any questions regarding the study's purpose, methodology, and the proposed approach to the Municipality's D.C.s.

In accordance with the legislation, the background study and proposed D.C. by-law will be available for public review on September 27, 2024.

The process to be followed in finalizing the report and recommendations includes:

- consideration of responses received prior to, at, or immediately following the public meeting; and
- finalization of the report and Council consideration of the by-law subsequent to the public meeting.

Figure 1-1 outlines the proposed schedule to be followed with respect to the D.C. by-law adoption process.

Figure 1-1
Schedule of Key D.C. Process Dates for the Municipality of West Elgin

Schedule of Study Milestone	Dates
1. Data collection, staff review, D.C. calculations and policy work	April 2024 to September 2024
2. Council Workshop	September 26, 2024
3. Public release of final D.C. Background Study and proposed by-law	September 27, 2024
4. Public meeting advertisement placed in newspaper(s)	No later than October 3, 2024
5. Public meeting of Council	October 24, 2024
6. Council considers adoption of background study and passage of by-law	November 28, 2024
7. Newspaper notice given of by-law passage	By 20 days after passage
8. Last day for by-law appeal	40 days after passage



Schedule of Study Milestone	Dates
9. Municipality makes pamphlet available (where by-law not appealed)	By 60 days after in force date

1.3 Changes to the D.C.A.: Bill 73 – Smart Growth for our Communities Act, 2015

With the amendment of the D.C.A. in 2015 (as a result of Bill 73 and O. Reg. 428/15), there are a number of areas that must be addressed to ensure that the Municipality is in compliance with the D.C.A. The following provides an explanation of the changes to the Act that affect the Municipality’s background study and how they have been dealt with to ensure compliance with the amended legislation.

1.3.1 Area Rating

Bill 73 introduced two new sections where Council must consider the use of area-specific charges:

- 1) Section 2 (9) of the Act now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific municipalities which are to be regulated.
- 2) Section 10 (2) c.1 of the D.C.A. requires that, “the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas.”

In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area rated. The second item requires Council to consider the use of area rating.

1.3.2 Asset Management Plan for New Infrastructure

The legislation now requires that a D.C. background study must include an asset management plan (A.M.P.) (subsection 10 (2) (c.2)). The A.M.P. must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services; however, they are silent with respect to how the asset management



plan is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality's existing assumptions, approaches, and policies on asset management planning. This examination may include both qualitative and quantitative measures such as examining the annual future lifecycle contributions needs (discussed further in Appendix F of this report).

1.3.3 60-Day Circulation of the D.C. Background Study

Previously the legislation only required that a D.C. background study be made available to the public at least two weeks prior to the public meeting. The amended legislation now provides that the D.C. background study must also be made available to the public (including posting on the municipal website) at least 60 days prior to passage of the D.C. by-law. No other changes were made to timing requirements for such things as notice of the public meeting and notice of by-law passage.

This D.C. study is being provided to the public on September 27, 2024 to ensure the requirements for release of the study are met.

1.3.4 Timing of Collection of D.C.s

The D.C.A. has been refined by Bill 73 to require that D.C.s are collected at the time of the first building permit. There may be instances, however, where several building permits are to be issued and either the size of the development or the uses will not be definable at the time of the first building permit. In these instances, the Municipality may enter into a delayed payment agreement in order to capture the full development.

1.3.5 Other Changes

It is also noted that a number of other changes were made through Bill 73 and O. Reg. 428/15, including changes to the way in which transit D.C. service standards are calculated and the inclusion of waste diversion, however, these sections do not impact the Municipality's D.C.



1.4 Further Changes to the D.C.A.: Bill 108, 138, 197, 213 and 109

1.4.1 *Bill 108: More Homes, More Choice Act – An Act to Amend Various Statutes with Respect to Housing, Other Development, and Various Matters*

On May 2, 2019, the Province introduced Bill 108, which proposed changes to the D.C.A. The Bill was introduced as part of the Province's "More Homes, More Choice: Ontario's Housing Supply Action Plan." The Bill received Royal Assent on June 6, 2019.

While having received royal assent, many of the amendments to the D.C.A. would not come into effect until they are proclaimed by the Lieutenant Governor (many of these changes were revised through Bill 197). The following provisions were proclaimed:

- Effective January 1, 2020, rental housing and institutional developments will pay D.C.s in six equal annual payments commencing at occupancy. Non-profit housing developments will pay D.C.s in 21 equal annual payments (non-profit housing now exempt as per Bill 23). Interest may be charged on the instalments, and any unpaid amounts may be added to the property and collected as taxes.
- Effective January 1, 2020, the D.C. amount for all developments occurring within 2 years of a Site Plan or Zoning By-law Amendment planning approval (for application submitted after this section is proclaimed), shall be determined based on the D.C. in effect on the day of Site Plan or Zoning By-law Amendment application (reduced to 18-months as per Bill 185). If the development is not proceeding via these planning approvals, then the amount is determined the earlier of the date of issuance of a building permit.

On February 28, 2020, the Province released updated draft regulations related to the D.C.A. and the Planning Act. A summary of these changes to take effect upon proclamation by the Lieutenant Governor is provided below:

Changes to Eligible Services – Prior to Bill 108, the D.C.A. provided a list of ineligible services whereby municipalities could include growth related costs for any service that was not listed. With Bill 108, the changes to the D.C.A. would now specifically list the services that are eligible for inclusion in the by-law. Further, the initial list of eligible



services under Bill 108 was limited to "hard services", with the "soft services" being removed from the D.C.A. These services would be considered as part of a new community benefits charge (discussed below) imposed under the Planning Act. As noted in the next section this list of services has been amended through Bill 197.

Mandatory 10% deduction – The amending legislation would remove the mandatory 10% deduction for all services that remain eligible under the D.C.A.

Remaining Services to be Included in a New Community Benefits Charge (C.B.C.) Under the Planning Act – A municipality may, by by-law, impose a C.B.C. against land to pay for the capital costs of facilities, services and matters required because of development or redevelopment in the area to which the by-law applies. The C.B.C. was proposed to include formerly eligible D.C. services that are not included in the above listing, in addition to parkland dedication and bonus zoning contributions.

1.4.2 Bill 138: Plan to Build Ontario Together Act, 2019

On November 6, 2019, the Province released Bill 138 which provided further amendments to the D.C.A. and Planning Act. This Bill received Royal Assent on December 10, 2019 and was proclaimed which resulted in sections related to the D.C.A. (schedule 10) becoming effective on January 1, 2020. The amendments to the D.C.A. included removal of instalment payments for commercial and industrial developments that were originally included in Bill 108.

1.4.3 Bill 197: COVID-19 Economic Recovery Act, 2020

In response to the global pandemic that began affecting Ontario in early 2020, the Province released Bill 197 which provided amendments to a number of Acts, including the D.C.A. and Planning Act. This Bill also revised some of the proposed changes identified in Bill 108. Bill 197 was tabled on July 8, 2020, received Royal Assent on July 21, 2020, and was proclaimed on September 18, 2020. The following provides a summary of the changes:



1.4.3.1 D.C. Related Changes

List of D.C. Eligible Services

- As noted above, under Bill 108 some services were to be included under the D.C.A. and some would be included under the C.B.C. authority. Bill 197, however, revised this proposed change and has included all services (with some exceptions) under the D.C.A. These services are as follows:
 - Water supply services, including distribution and treatment services.
 - Wastewater services, including sewers and treatment services.
 - Storm water drainage and control services.
 - Services related to a highway.
 - Electrical power services.
 - Toronto-York subway extension.
 - Transit services.
 - Waste diversion services.
 - Policing services.
 - Fire protection services.
 - Ambulance services.
 - Library services.
 - Long-term Care services
 - Parks and Recreation services, but not the acquisition of land for parks.
 - Public Health services.
 - Childcare and early years services.
 - Housing services.
 - Provincial Offences Act services.
 - Services related to emergency preparedness.
 - Services related to airports, but only in the Regional Municipality of Waterloo.
 - Additional services as prescribed.

Classes of Services – D.C.

Pre-Bill 108/197 legislation (i.e. D.C.A., 1997) allowed for categories of services to be grouped together into a minimum of two categories (90% and 100% services).

The Act (as amended) repeals and replaces the above with the four following subsections.



- A D.C. by-law may provide for any eligible service or capital cost related to any eligible service to be included in a class, set out in the by-law.
- A class may be composed of any number or combination of services and may include parts or portions of the eligible services or parts or portions of the capital costs in respect of those services.
- A D.C. by-law may provide for a class consisting of studies in respect of any eligible service whose capital costs are described in paragraphs 5 and 6 of s. 5 of the D.C.A.
- A class of service set out in the D.C. by-law is deemed to be a single service with respect to reserve funds, use of monies, and credits.

As well, the removal of the 10% deduction for soft services under Bill 108 has been maintained.

Note: An initial consideration of “class” appears to mean any group of services.

10-Year Planning Horizon

The 10-year planning horizon has been removed for all services except transit.

1.4.3.2 C.B.C. Related Changes

C.B.C. Eligibility

The C.B.C. is limited to lower-tier and single tier municipalities; upper-tier municipalities will not be allowed to impose this charge.

1.4.3.3 Combined D.C. and C.B.C. Impacts

D.C. vs. C.B.C. Capital Cost

A C.B.C. may be imposed with respect to the services listed in s. 2 (4) of the D.C.A. (eligible services), “provided that the capital costs that are intended to be funded by the community benefits charge are not capital costs that are intended to be funded under a development charge by-law.”

1.4.4 Bill 213: Better for People, Smarter for Business Act, 2020

On December 8, 2020, Bill 213 received Royal Assent. One of the changes of the Bill that took effect upon Royal Assent included amending the Ministry of Training, Colleges



and Universities Act by introducing a new section that would exempt the payment of D.C.s for developments of land intended for use by a university that receives operating funds from the Government. As a result, this mandatory exemption will be included in the D.C. by-law.

1.4.5 Bill 109: More Homes for Everyone Act, 2022

On April 14, 2022, Bill 109 received Royal Assent. One of the changes of the Bill and Ontario Regulation (O. Reg.) 438/22 that took effect upon Royal Assent included amending the D.C.A. and O. Reg. 82/98 related to the requirements for the information which is to be included in the annual Treasurer's statement on D.C. reserve funds and the requirement for publication of the statement. The following additional information must be provided for each D.C. service being collected for during the year:

- a) whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law;
- b) if the answer to a) is no, the amount the municipality now expects to incur and a statement as to why this amount is expected; and
- c) if no money was spent from the reserve fund during the year, a statement as to why there was no spending during the year.

The changes to the D.C.A. has also been amended to now require that the annual Treasurer's statement be made available to the public on the website of the municipality or, if there is no such website, in the municipal office.

1.5 Changes to the D.C.A. - Bill 23: More Homes Built Faster Act, 2022

On November 28, 2022, Bill 23 received Royal Assent. This Bill amended a number of pieces of legislation including the *Planning Act* and D.C.A. The following provides a summary of the changes to the D.C.A.:



1.5.1 Additional Residential Unit Exemption

The rules for these exemptions are now provided in the D.C.A., rather than the regulations and are summarized as follows:

- Exemption for residential units in existing rental residential buildings – For rental residential buildings with four or more residential units, the greater of one unit or 1% of the existing residential units will be exempt from D.C.
- Exemption for additional residential units in existing and new residential buildings
 - The following developments will be exempt from a D.C.:
 - A second unit in a detached, semi-detached, or rowhouse if all buildings and ancillary structures cumulatively contain no more than one residential unit;
 - A third unit in a detached, semi-detached, or rowhouse if no buildings or ancillary structures contain any residential units; and
 - One residential unit in a building or structure ancillary to a detached, semi-detached, or rowhouse on a parcel of urban land, if the detached, semi-detached, or rowhouse contains no more than two residential units and no other buildings or ancillary structures contain any residential units.

1.5.2 Removal of Housing as an Eligible D.C. Service

Housing is removed as an eligible service as of November 28, 2022. Municipalities with by-laws that include a charge for housing services can no longer collect for this service. It is noted that the charge for housing services is still applicable where rates have been frozen for the purposes of instalment payments under the D.C.A.

1.5.3 New Statutory Exemption for Non-Profit Housing

Non-profit housing units are exempt from D.C.s and D.C. instalment payments due after November 28, 2022.

1.5.4 New Statutory Exemptions for Affordable Units, Attainable Units, and Affordable Inclusionary Zoning Units

Affordable units, attainable units, and inclusionary zoning units (affordable) are exempt from the payment of D.C.s, as follows:



- **Affordable Rental Units:** Where rent is no more than 80% of the average market rent as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.
- **Affordable Owned Units:** Where the price of the unit is no more than 80% of the average purchase price as defined by a new bulletin published by the Ministry of Municipal Affairs and Housing.

Note: As discussed in Section 1.5.13, the definitions above of an Affordable Rental Unit and Affordable Owned Unit have been modified through Bill 134

- **Attainable Units:** Excludes affordable units and rental units; will be defined as prescribed development or class of development and sold to a person who is at “arm’s length” from the seller.

Note: for affordable and attainable units, the municipality shall enter into an agreement that ensures the unit remains affordable or attainable for 25 years.

Note: the above Affordable Owned and Rental Unit exemptions came into force as of June 1, 2024. At the time of writing, it is not known when the exemption for Attainable Units will be in force.

- **Inclusionary Zoning Units:** Affordable housing units required under inclusionary zoning by-laws are exempt from a D.C.

1.5.5 Historical Level of Service Extended to 15-Year Period Instead of the Historical 10-Year Period

Prior to Bill 23, the increase in need for service was limited by the average historical level of service calculated over the 10-year period preceding the preparation of the D.C. background study. This average is now extended to the historical 15-year period.

1.5.6 Revised Definition of Capital Costs

The definition of capital costs has been revised to remove studies. Further, the regulations to the Act may prescribe services for which land or an interest in land will be restricted. As at the time of writing, no services have been prescribed.



1.5.7 Mandatory Phase-in of a D.C.

For all D.C. by-laws passed after January 1, 2022, the charge must be phased-in annually over the first five years the by-law is in force, as follows:

- Year 1 – 80% of the maximum charge;
- Year 2 – 85% of the maximum charge;
- Year 3 – 90% of the maximum charge;
- Year 4 – 95% of the maximum charge; and
- Year 5 to expiry – 100% of the maximum charge.

1.5.8 D.C. By-law Expiry

A D.C. by-law now expires 10 years after the day it comes into force (unless the by-law provides for an earlier expiry date). This extends the by-law's life from five (5) years, prior to Bill 23.

1.5.9 Installment Payments

Non-profit housing development has been removed from the instalment payment section of the Act (section 26.1), as these units are now exempt from the payment of a D.C.

1.5.10 Rental Housing Discount

The D.C. payable for rental housing development will be reduced based on the number of bedrooms in each unit as follows:

- Three or more bedrooms – 25% reduction;
- Two bedrooms – 20% reduction; and
- All other bedroom quantities – 15% reduction.

1.5.11 Maximum Interest Rate for Instalments and Determination of Charge for Eligible Site Plan and Zoning By-law Amendment Applications

No maximum interest rate was previously prescribed. As per Bill 23, the maximum interest rate is set at the average prime rate plus 1%. This maximum interest rate



provision would apply to all instalment payments and eligible site plan and zoning by-law amendment applications occurring after November 28, 2022.

1.5.12 Requirement to Allocate Funds Received

Annually, beginning in 2023, municipalities are required to spend or allocate at least 60% of the monies in a reserve fund at the beginning of the year for water, wastewater, and services related to a highway. Other services may be prescribed by the regulation.

1.5.13 Bill 134: Affordable Homes and Good Jobs Act, 2023

The exemption for affordable residential units was included in the More Homes Built Faster Act (Bill 23), enacted by the Province on November 28, 2022. Under this legislation, affordable residential units were defined within subsection 4.1 of the D.C.A. and exemptions for D.C.s were provided in respect of this definition. While the legislation was enacted in November 2022, the ability for municipalities to implement the exemptions is based on the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin” published by the Minister of Municipal Affairs and Housing. This bulletin informs the average market rent and purchase price to be used in determining which developments qualify as affordable residential units. This bulletin was published on April 5, 2024.

Bill 134 received Royal Assent on December 4, 2023 and provides for a modification to the affordable residential unit definition by:

- Introducing an income-based test for affordable rent and purchase price; and
- Increasing the threshold for the market test of affordable rent and purchase price.

This change provides the exemption based on the lesser of the two measures.

Moreover, the rules in subsection 4.1 of the D.C.A. are unchanged with respect to:

- The tenant and purchaser transacting the affordable unit being at arm’s length;
- The intent of maintaining the affordable residential unit definition for a 25-year period, requiring an agreement with the municipality (which may be registered on title); and
- Exemptions for attainable residential units and associated rules (requiring further regulations).



The following table provides a comparison of the definitions provided through Bill 23 and those provided through Bill 134 (underlining added for emphasis).

Item	Bill 23 Definition	Bill 134 Definition (Current D.C.A. Definition)
Affordable residential unit rent (subsection 4.1 (2), para. 1)	The rent is no greater than <u>80 per cent of the average market rent</u> , as determined in accordance with subsection (5).	The rent is no greater than <u>the lesser of</u> , <ul style="list-style-type: none"> i. the <u>income-based affordable rent</u> for the residential unit set out in the Affordable Residential Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (5), and ii. the <u>average market rent</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market rent/rent based on income (subsection 4.1 (5)) for the purposes of subsection 4.1 (2), para. 1	The <u>average market rent for the year in which the residential unit is occupied by a tenant</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin.”	The Minister of Municipal Affairs and Housing shall, <ul style="list-style-type: none"> (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is <u>at the 60th percentile of gross annual incomes for renter households in the applicable local municipality</u>; and (b) identify the <u>rent</u> that, in the Minister’s opinion, is <u>equal to 30 per cent of the income of the household</u> referred to in clause (a).
Affordable residential unit ownership (subsection 4.1 (3), para. 1)	The price of the residential unit is no greater than <u>80 per cent of the average purchase price</u> , as determined in accordance with subsection (6).	The price of the residential unit is no greater than <u>the lesser of</u> , <ul style="list-style-type: none"> i. the <u>income-based affordable purchase price</u> for the residential unit set out in the Affordable Residential



Item	Bill 23 Definition	Bill 134 Definition (Current D.C.A. Definition)
		Units bulletin, as identified by the Minister of Municipal Affairs and Housing in accordance with subsection (6), and ii. <u>90 per cent of the average purchase price</u> identified for the residential unit set out in the Affordable Residential Units bulletin.
Average market purchase price/purchase price based on income (subsection 4.1 (6)) for the purposes of subsection 4.1 (3), para. 1	The <u>average purchase price for the year in which the residential unit is sold</u> , as identified in the bulletin entitled the “Affordable Residential Units for the Purposes of the Development Charges Act, 1997 Bulletin,” as it is amended from time to time, that is published by the Minister of Municipal Affairs and Housing on a website of the Government of Ontario.	The Minister of Municipal Affairs and Housing shall, (a) determine the <u>income of a household</u> that, in the Minister’s opinion, is at the <u>60th percentile of gross annual incomes for households in the applicable local municipality</u> ; and (b) identify the <u>purchase price</u> that, in the Minister’s opinion, <u>would result in annual accommodation costs equal to 30 per cent of the income of the household</u> referred to in clause (a)

Note: the Affordable Unit exemption came into force on June 1, 2024.

1.6 Bill 185: *Cutting Red Tape to Build More Homes Act*

On April 10, 2024, the Province released Bill 185: *Cutting Red Tape to Build More Homes Act*. The Bill received Royal Assent on June 6, 2024. This Bill reversed many of the key changes that were implemented through Bill 23. The following sections provide a summary of the changes.



1.6.1 Revised Definition of Capital Costs

Bill 185 reversed the capital cost amendments of Bill 23 by reinstating studies as an eligible capital cost. The following paragraphs were added to subsection 5(3) of the D.C.A.:

5. *Costs to undertake studies in connection with any of the matters referred to in paragraphs 1 to 4.*
6. *Costs of the development charge background study required under section 10.*

1.6.2 Removal of the Mandatory Phase-in

As noted in Section 1.5.7 above, Bill 23 required the phase-in of charges imposed in a D.C. by-law over a five-year term for any by-laws passed after January 1, 2022. Bill 185 removed this mandatory phase-in. This change is effective for any D.C. by-laws passed after Bill 185 came into effect.

For site plan and zoning by-law amendment applications that were made prior to Bill 185 receiving Royal Assent, the charges payable will be the charges that were in place on the day the planning application was made (i.e., including the mandatory phase-in).

1.6.3 Process for Minor Amendments to D.C. By-laws

Section 19 of the D.C.A. requires that a municipality must follow sections 10 through 18 of the D.C.A. (with necessary modifications) when amending D.C. by-laws. Sections 10 through 18 of the D.C.A. generally require the following:

- Completion of a D.C. background study, including the requirement to post the background study 60 days prior to passage of the D.C. by-law;
- Passage of a D.C. by-law within one year of the completion of the D.C. background study;
- A public meeting, including notice requirements; and
- The ability to appeal the by-law to the Ontario Land Tribunal.

Bill 185 allows municipalities to undertake minor amendments to D.C. by-laws for the following purposes without adherence to the requirements noted above (with the exception of the notice requirements):



1. To repeal a provision of the D.C. by-law specifying the date the by-law expires or to amend the provision to extend the expiry date (subject to the 10-year limitations provided in the D.C.A.);
2. To impose D.C.s for studies, including the D.C. background study; and
3. To remove the provisions related to the mandatory phase-in of D.C.s.

Minor amendments related to items 2 and 3 noted above may be undertaken only if the D.C. by-law being amended was passed after November 28, 2022, and before Bill 185 took effect. Moreover, the amending by-law must be passed within six months of Bill 185 coming into effect.

Notice requirements for these minor amending by-laws are similar to the typical notice requirements, with the exception of the requirement to identify the last day for appealing the by-law (as these provisions do not apply).

1.6.4 Reduction of D.C. Rate Freeze Timeframe

Bill 108 (see Section 1.4.1 above) provides for the requirement to freeze the D.C.s imposed on developments subject to a site plan and/or a zoning by-law amendment application. The D.C. rate for these developments is “frozen” at the rates that were in effect at the time the site plan and/or zoning by-law amendment application was submitted (subject to applicable interest). Once the application is approved by the municipality, if the date the D.C. is payable is more than two years from the approval date, the D.C. rate freeze would no longer apply. Bill 185 reduced the two-year timeframe to 18 months.

1.6.5 Modernizing Public Notice Requirements

The D.C.A. sets out the requirements for municipalities to give notice of public meetings and of by-law passage. These requirements are prescribed in sections 9 and 10 of O. Reg. 82/98 and include giving notice in a newspaper of sufficiently general circulation in the area to which the by-law would apply. The regulatory changes modernized public notice requirements by allowing municipalities to provide notice on a municipal website if a local newspaper is not available.



Chapter 2

Anticipated Development in the Municipality of West Elgin



2. Anticipated Development in the Municipality of West Elgin

2.1 Requirement of the Act

The growth forecast contained in this chapter (with supplemental tables in Appendix A) provides for the anticipated development for which the Municipality of West Elgin will be required to provide services over a 10-year (2024 to 2034) and a longer-term (2024 to 2046) time horizon.

Chapter 3 provides the methodology for calculating a D.C. as per the D.C.A. Figure 3-1 presents this methodology graphically. It is noted in the first box of the schematic that in order to determine the D.C. that may be imposed, it is a requirement of subsection 5 (1) of the D.C.A. that “the anticipated amount, type and location of development, for which development charges can be imposed, must be estimated.”

2.2 Basis of Population, Household and Non-Residential Gross Floor Area Forecast

The D.C. growth forecast has been derived by Watson in consultation with the Municipality of West Elgin. In preparing the growth forecast, the following information sources were consulted to assess the residential and non-residential development potential for the Municipality over the forecast period, including:

- Municipality of West Elgin Draft Official Plan, July 2023 (adopted by West Elgin Council on August 10, 2023);
- Municipality of West Elgin New Official Plan Background Review, Issues and Opportunities Report, September 13, 2021, by Dillon Consulting Ltd. and Watson & Associates Economists Ltd;
- 2011, 2016 and 2021 population, household and employment Census data;
- Historical residential and non-residential building permit data over the 2014 to 2023 period;
- Residential and non-residential supply opportunities as identified by Municipality of West Elgin staff; and



- Discussions with Municipal staff regarding anticipated residential and non-residential development in the Municipality of West Elgin.

2.3 Summary of Growth Forecast

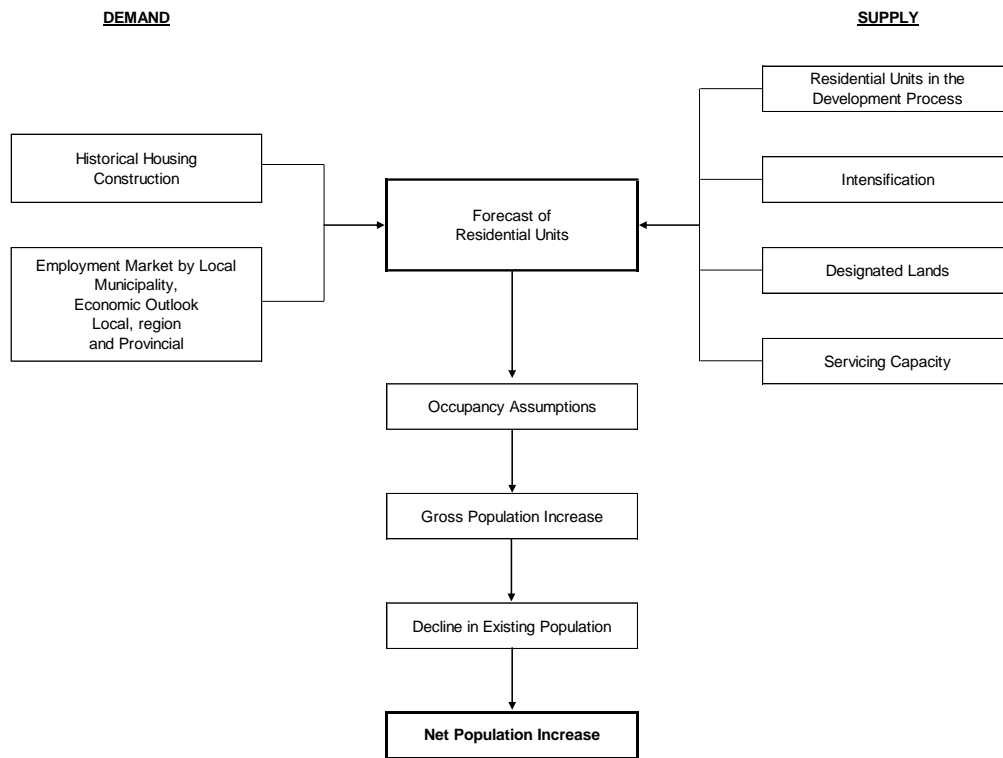
A detailed analysis of the residential and non-residential growth forecasts is provided in Appendix A and the methodology employed is illustrated in Figure 2-1. The discussion provided herein summarizes the anticipated growth for the Municipality and describes the basis for the forecast. The results of the residential growth forecast analysis are summarized in Table 2-1 below, and Schedule 1 in Appendix A.

As identified in Table 2-1 and Appendix A – Schedule 1, population in the Municipality of West Elgin (excluding census undercount) is anticipated to reach approximately 5,650 by late-2034 and 6,250 by mid-2046, resulting in an increase of approximately 490 and 1,090 persons, respectively. ^[1]

^[1] The population figures used in the calculation of the 2024 D.C. exclude the net Census undercount, which is estimated at approximately 4.0%. Population figures presented herein have been rounded.



Figure 2-1
Population and Household Forecast Model





**Table 2-1
Municipality of West Elgin
Residential Growth Forecast Summary**

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units					Person Per Unit (P.P.U.): Total Population/ Total Households	
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households		Equivalent Institutional Households
Historical	Mid 2011	5,360	5,157	42	5,115	1,925	49	118	14	2,106	38	2.449
	Mid 2016	5,190	4,995	80	4,915	1,910	30	160	10	2,110	73	2.367
	Mid 2021	5,260	5,060	80	4,980	1,935	30	135	0	2,100	73	2.410
Forecast	Late 2024	5,370	5,162	82	5,080	1,981	58	135	0	2,174	75	2.374
	Late 2034	5,880	5,653	87	5,566	2,200	149	180	0	2,529	79	2.235
	Mid 2046	6,500	6,252	97	6,155	2,452	258	240	0	2,950	88	2.119
Incremental	Mid 2011 - Mid 2016	-170	-162	38	-200	-15	-19	42	-4	4	35	
	Mid 2016 - Mid 2021	70	65	0	65	25	0	-25	-10	-10	0	
	Mid 2021 - Late 2024	110	102	2	100	46	28	0	0	74	2	
	Late 2024 - Late 2034	510	491	5	486	219	91	45	0	355	4	
	Late 2024 - Mid 2046	1,130	1,090	15	1,075	471	200	105	0	776	13	

^[1] Population includes the Census undercount estimated at approximately 4.0% and has been rounded.

^[2] Includes Municipality houses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

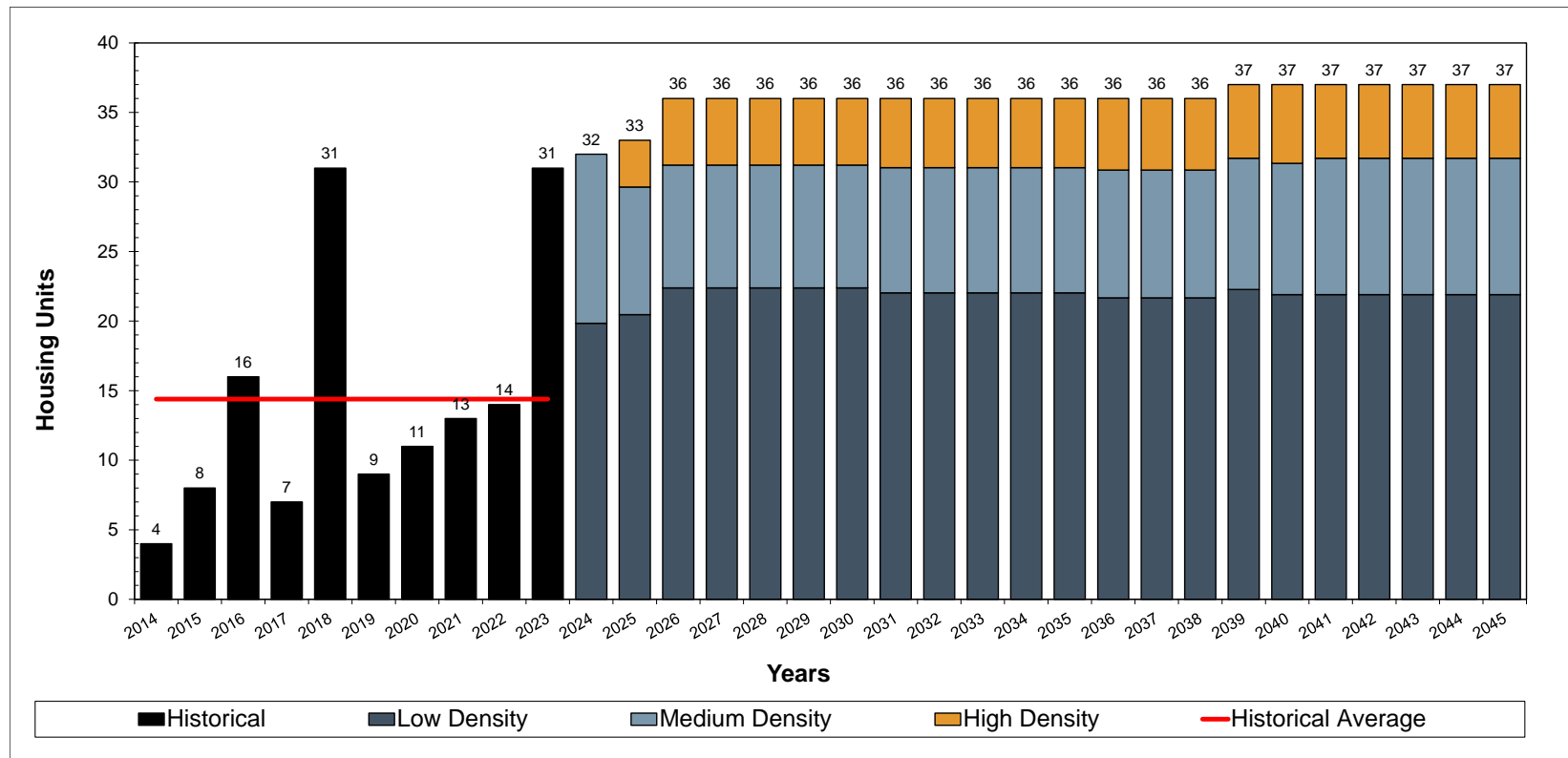
Notes:

Numbers may not add due to rounding.

Source: Derived from the Municipality of West Elgin Official Plan, July 2023, and the New Official Plan Background Review, Issues and Opportunities Report, September 13, 2021, by Dillon Consulting Ltd. and Watson & Associates Economists Ltd.



Figure 2-2
Municipality of West Elgin
Annual Housing Forecast ^[1]



[1] Growth forecast represents calendar year.
Source: Historical housing activity derived from building permit data for the Municipality of West Elgin, 2014 to 2023.



Provided below is a summary of the key assumptions and findings regarding the Municipality of West Elgin D.C. growth forecast:

1. Unit Mix (Appendix A – Schedules 1, 5 and 6)

- The housing unit mix for the Municipality was derived from a detailed review of historical development activity (as per Schedule 6), as well as active residential development applications (as per Schedule 5) and discussions with Municipal staff regarding anticipated development trends for the Municipality of West Elgin.
- Based on the above indicators, the 2024 to 2046 household growth forecast for the Municipality is comprised of a unit mix of 61% low density units (single detached and semi-detached), 26% medium density (multiples except apartments) and 13% high density (bachelor, 1-bedroom and 2-bedroom apartments).

2. Planning Period

- Short- and longer-term time horizons are required for the D.C. process. The D.C.A. limits the planning horizon for transit services to a 10-year planning horizon. All other services can utilize a longer planning period if the municipality has identified the growth-related capital infrastructure needs associated with the longer-term growth planning period.

3. Population in New Units (Appendix A – Schedules 2, 3 and 4)

- The number of housing units to be constructed by 2046 in the Municipality of West Elgin over the forecast period is presented in Table 2-1. Over the 2024 to 2046 forecast period, the Municipality is anticipated to average approximately 36 new housing units per year.
- Institutional population ^[1] is anticipated to increase by approximately 15 people between 2024 to 2046.
- Population in new units is derived from Schedules 3, 4 and 5, which incorporate historical development activity, anticipated units (see unit mix

^[1] Institutional population largely includes special care facilities such as nursing home or residences for senior citizens. A P.P.U. of 1.100 depicts 1-bedroom and 2-or-more-bedroom units in collective households.



discussion) and average persons per unit (P.P.U.) by dwelling type for new units.

- Schedule 7a summarizes the average P.P.U. assumed for new housing units by age and type of dwelling based on Statistics Canada 2021 custom Census data for the Municipality of West Elgin. Due to data limitations medium and high density P.P.U. data was derived from Elgin County which includes the Municipality of West Elgin and is outlined in Schedule 7b. The total calculated P.P.U. for all density types has been adjusted accordingly to account for the P.P.U. trends which have been recently experienced in both new and older units. Forecasted 25-year average P.P.U.s by dwelling type are as follows:
 - Low density: 2.849
 - Medium density: 2.347
 - High density: 1.536

4. Existing Units and Population Change (Appendix A – Schedules 2, 3, and 4)

- Existing households for late-2024 are based on the 2021 Census households, plus estimated residential units constructed between mid-2021 to the beginning of the growth period, assuming a minimum six-month lag between construction and occupancy (see Schedule 2).
- The change in average occupancy levels for existing housing units is calculated in Schedules 2 through 4.^[1] The forecast population change in existing households over the 2024 to 2046 forecast period is forecast to decline by approximately 900.

5. Employment (Appendix A – Schedules 9a, and 9b)

- The employment projections provided herein are largely based on the activity rate method, which is defined as the number of jobs in the Municipality divided by the number of residents. Key employment sectors include primary, industrial, commercial/population-related, institutional, and work at home, which are considered individually below.

^[1] Change in occupancy levels for existing households occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.



- 2016 employment data ^{[1],[2]} (place of work) for the Municipality of West Elgin is outlined in Schedule 9a. The 2016 employment base is comprised of the following sectors:
 - 110 primary (8%);
 - 250 work at home employment (19%);
 - 460 industrial (35%);
 - 285 commercial/population-related (22%); and
 - 205 institutional (16%).
- The 2016 employment by usual place of work, including work at home, is 1,528. An additional 260 employees have been identified for the Municipality of West Elgin in 2016 that have no fixed place of work (N.F.P.O.W.).^[3]
- Total employment, including work at home and N.F.P.O.W. for the Municipality of West Elgin is anticipated to reach approximately 2,360 by late-2034 and 3,000 by mid-2046. This represents an employment increase of approximately 540 for the 10-year forecast period and 1,180 for the longer-term forecast period.
- Schedule 9b, Appendix A, summarizes the employment forecast, excluding work at home employment and N.F.P.O.W. employment, which is the basis for the D.C. employment forecast. The impact on municipal services from work at home employees has already been included in the population forecast. The need for municipal services related to N.F.P.O.W. employees has largely been included in the employment forecast by usual place of work (i.e., employment and gross floor area generated from N.F.P.O.W. construction employment). Furthermore, since these employees have no fixed work address, they cannot be captured in the non-residential G.F.A. calculation. Accordingly, work at home and N.F.P.O.W. employees have been removed from the D.C.A. employment forecast and calculation.

^[1] 2016 employment is based on Statistics Canada 2016 Place of Work Employment dataset by Watson & Associates Economists Ltd.

^[2] Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.

^[3] No fixed place of work is defined by Statistics Canada as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."



- Total employment for the Municipality of West Elgin (excluding work at home and N.F.P.O.W. employment) is anticipated to reach approximately 1,620 by late-2034 and 2,070 by mid-2046. This represents an employment increase of approximately 380 for the 10-year forecast period and 830 for the longer-term forecast period. ^[1]

6. Non-Residential Sq.ft. Estimates (G.F.A.), Appendix A – Schedule 9b)

- Square footage estimates were calculated in Schedule 9b based on the following employee density assumptions:
 - 3,000 sq.ft. per employee for primary;
 - 1,500 sq.ft. per employee for industrial;
 - 500 sq.ft. per employee for commercial/population-related; and
 - 685 sq.ft. per employee for institutional employment.
- The Municipal-wide incremental G.F.A. is anticipated to increase by 540,300 sq.ft. over the 10-year forecast period and 1,174,700 sq.ft. over the longer-term forecast period.
- In terms of percentage growth, the 2024 to 2046 incremental G.F.A. forecast by sector is broken down as follows:
 - Primary – 36%
 - industrial – 51%;
 - commercial/population-related – 10%; and
 - institutional – 3%.

^[1] G.F.A. and employment associated within special care institutional dwellings treated as residential, resulting in an institutional employment difference between Schedules 9a and 9b. Total employment growth in Schedule 9b (excluding work at home and N.F.P.O.W. employment) has been downwardly adjusted to account for institutional employment associated with special care facilities. Total employment in Schedule 9b is anticipated to reach approximately 1,620 by late-2034 and 2,060 by mid-2046.



Chapter 3

The Approach to the Calculation of the Charge



3. The Approach to the Calculation of the Charge

3.1 Introduction

This chapter addresses the requirements of subsection 5 (1) of the D.C.A. with respect to the establishment of the need for service which underpins the D.C. calculation. These requirements are illustrated schematically in Figure 3-1.

3.2 Services Potentially Involved

Table 3-1 lists the full range of municipal services that are provided within the Municipality.

A number of these services are not listed as an eligible service for inclusion in the D.C. by-law as per subsection 2 (4) of the D.C.A. These are shown as “ineligible” on Table 3-1. Two ineligible costs defined in subsection 5 (3) of the D.C.A. are “computer equipment” and “rolling stock with an estimated useful life of (less than) seven years.” In addition, local roads are covered separately under subdivision agreements and related means (as are other local services). Services that are potentially eligible for inclusion in the Municipality’s D.C. are indicated with a “Yes.”

3.3 Increase in the Need for Service

The D.C. calculation commences with an estimate of “the increase in the need for service attributable to the anticipated development,” for each service to be covered by the by-law. There must be some form of link or attribution between the anticipated development and the estimated increase in the need for service. While the need could conceivably be expressed generally in terms of units of capacity, subsection 5 (1) 3, which requires that Council indicate that it intends to ensure that such an increase in need will be met, suggests that a project-specific expression of need would be most appropriate.



Figure 3-1
The Process of Calculating a Development Charge under the Act that Must be Followed

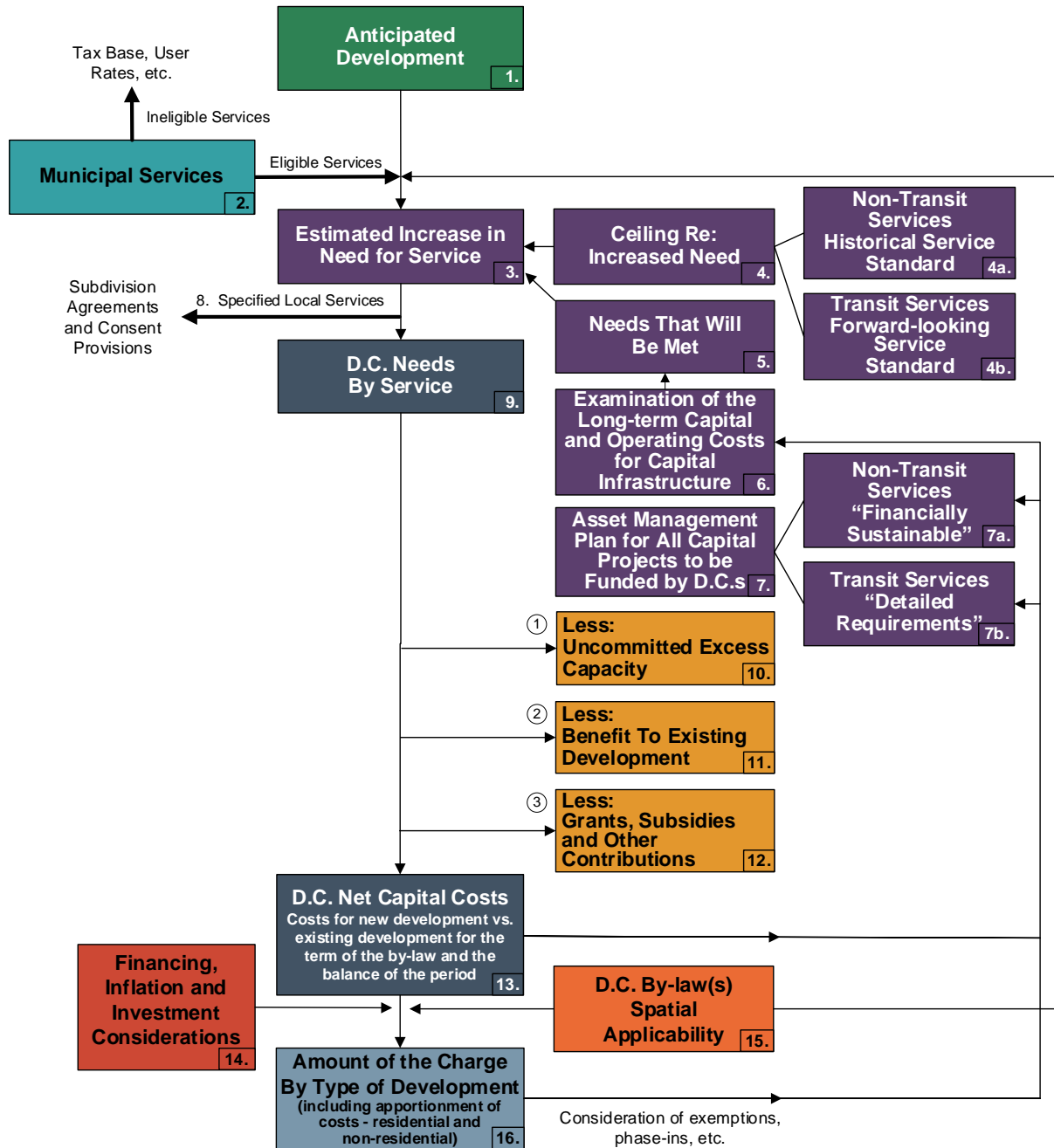




Table 3-1
Categories of Municipal Services to be Addressed as Part of the Calculation

Eligibility for Inclusion in the D.C. Calculation	Description
Yes	Municipality provides the service – service has been included in the D.C. calculation.
No	Municipality provides the service – service has not been included in the D.C. calculation.
n/a	Municipality does not provide the service.
Ineligible	Service is ineligible for inclusion in the D.C. calculation.

Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
1. Services Related to a Highway	No	1.1 Arterial roads	100
	Yes	1.2 Collector roads	100
	Yes	1.3 Bridges, culverts and roundabouts	100
	No	1.4 Local municipal roads	0
	n/a	1.5 Traffic signals	100
	Yes	1.6 Sidewalks and streetlights	100
	Yes	1.7 Active transportation	100
2. Other Transportation Services	n/a	2.1 Transit vehicles ¹ & facilities	100
	n/a	2.2 Other transit infrastructure	100
	Ineligible	2.3 Municipal parking spaces - indoor	0
	Ineligible	2.4 Municipal parking spaces - outdoor	0
	Yes	2.5 Works yards	100
	Yes	2.6 Rolling stock ¹	100
	n/a	2.7 Ferries	100
	n/a	2.8 Airport (Waterloo Region only)	100
3. Stormwater Drainage and Control Services	No	3.1 Main channels and drainage trunks	100
	No	3.2 Channel connections	100
	No	3.3 Retention/detention ponds	100

¹with 7+ year life-time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
4. Fire Protection Services	Yes	4.1 Fire stations	100
	Yes	4.2 Fire pumpers, aerials and rescue vehicles ¹	100
	Yes	4.3 Small equipment and gear	100
5. Parks Services (i.e. Parks and Open Space)	Ineligible	5.1 Acquisition of land for parks, woodlots and E.S.A.s	0
	Yes	5.2 Development of area municipal parks	100
	n/a	5.3 Development of district parks	100
	Yes	5.4 Development of municipal-wide parks	100
	Yes	5.5 Development of special purpose parks	100
	Yes	5.6 Parks and trails rolling stock ¹ and yards	100
	Yes	5.7 Recreation Trails	100
6. Recreation Services	Yes	6.1 Arenas, indoor pools, fitness facilities, community centres, etc. (including land)	100
	Yes	6.2 Recreation vehicles and equipment ¹	100
7. Library Services	No	7.1 Public library space (incl. furniture and equipment)	100
	n/a	7.2 Library vehicles ¹	100
	n/a	7.3 Library materials	100
8. Emergency Preparedness Services	No	8.1 Facility space (incl. furniture and equipment)	100
	No	8.2 Vehicles ¹	100
	No	8.3 Equipment	100
9. Electrical Power Services	Ineligible	9.1 Electrical substations	0
	Ineligible	9.2 Electrical distribution system	0
	Ineligible	9.3 Electrical system rolling stock	0

¹with 7+ year life-time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
10. Provision of Cultural, Entertainment and Tourism Facilities and Convention Centres	Ineligible	10.1 Cultural space (e.g. art galleries, museums and theatres)	0
	Ineligible	10.2 Tourism facilities and convention centres	0
11. Wastewater Services	No	11.1 Treatment plants	100
	No	11.2 Sewage trunks	100
	n/a	11.3 Local systems	0
	No	11.4 Vehicles and equipment ¹	100
12. Water Supply Services	No	12.1 Treatment plants	100
	No	12.2 Distribution systems	100
	n/a	12.3 Local systems	0
	No	12.4 Vehicles and equipment ¹	100
13. Waste Management Services	Ineligible	13.1 Landfill collection, transfer vehicles and equipment	0
	Ineligible	13.2 Landfills and other disposal facilities	0
	n/a	13.3 Waste diversion facilities	100
	n/a	13.4 Waste diversion vehicles and equipment ¹	100
14. Policing Services	n/a	14.1 Policing detachments	100
	n/a	14.2 Policing rolling stock ¹	100
	n/a	14.3 Small equipment and gear	100
15. Long-term Care	n/a	15.1 Homes for the aged space	100
	n/a	15.2 Vehicles ¹	100
16. Child Care and Early Years	n/a	16.1 Child care space	100
	n/a	16.2 Vehicles ¹	100
17. Public Health	No	17.1 Health department space	100
	n/a	17.2 Health department vehicles ¹	100
18. Housing Services	Ineligible	18.1 Housing Services space	0
	Ineligible	18.2 Vehicles ¹	0

¹with 7+ year life-time



Categories of Municipal Services	Eligibility for Inclusion in the D.C. Calculation	Service Components	Maximum Potential D.C. Recovery %
19. Provincial Offences Act (P.O.A.)	n/a	19.1 P.O.A. including By-law Enforcement space	100
	n/a	19.2 P.O.A. including By-law Enforcement vehicles and equipment ¹	100
20. Social Services	Ineligible	20.1 Social service space	0
21. Ambulance Services	n/a	21.1 Ambulance station space	100
	n/a	21.2 Vehicles ¹	100
	n/a	21.3 Equipment and gear	100
22. Hospital Provision	Ineligible	22.1 Hospital capital contributions	0
23. Provision of Headquarters for the General Administration of Municipalities and Area Municipal Boards	Ineligible	23.1 Office space	0
	Ineligible	23.2 Office furniture	0
	Ineligible	23.3 Computer equipment	0
24. Other Services	Yes	24.1 Studies in connection with acquiring buildings, rolling stock, materials and equipment, and improving land and facilities, including the D.C. background study cost	100
	Yes	24.2 Interest on money borrowed to pay for growth-related capital	0-100

¹with a 7+ year life-time

3.4 Local Service Policy

Some of the need for services generated by additional development consists of local services related to a plan of subdivision. As such, they will be required as a condition of subdivision agreements or consent conditions. The Municipality's detailed Local Service Policy is provided in Appendix E.



3.5 Capital Forecast

Paragraph 7 of subsection 5 (1) of the D.C.A. requires that “the capital costs necessary to provide the increased services must be estimated.” The Act goes on to require two potential cost reductions and the regulation sets out the way in which such costs are to be presented. These requirements are outlined below.

These estimates involve capital costing of the increased services discussed above. This entails costing actual projects or the provision of service units, depending on how each service has been addressed.

The capital costs include:

- a) costs to acquire land or an interest therein (including a leasehold interest);
- b) costs to improve land;
- c) costs to acquire, lease, construct or improve buildings and structures;
- d) costs to acquire, lease or improve facilities, including rolling stock (with a useful life of 7 or more years), furniture and equipment (other than computer equipment), materials acquired for library circulation, reference, or information purposes;
- e) Costs to undertake studies in connection with any of the matters referred to in paragraphs a to d;
- f) Costs of the development charge background study required under section 10; and
- g) interest on money borrowed to pay for the above-referenced costs.

In order for an increase in need for service to be included in the D.C. calculation, Council must indicate “that it intends to ensure that such an increase in need will be met” (subsection 5 (1) 3). This can be done if the increase in service forms part of a Council-approved Official Plan, capital forecast, or similar expression of the intention of Council (O. Reg. 82/98 section 3). The capital program contained herein reflects the Municipality’s approved and proposed capital budgets and master servicing/needs studies.



3.6 Treatment of Credits

Section 8, paragraph 5, of O. Reg. 82/98 indicates that a D.C. background study must set out “the estimated value of credits that are being carried forward relating to the service.” Subsection 17, paragraph 4, of the same regulation indicates that “the value of the credit cannot be recovered from future D.C.s,” if the credit pertains to an ineligible service. This implies that a credit for eligible services can be recovered from future D.C.s. As a result, this provision should be made in the calculation, in order to avoid a funding shortfall with respect to future service needs. There are no credit obligations to be included in the D.C. calculations.

3.7 Classes of Services

Section 7 of the D.C.A. states that a D.C. by-law may provide for any D.C. eligible service or the capital costs with respect to those services. Further, a class may be composed of any number or combination of services and may include parts or portions of each D.C. eligible service.

These provisions allow for services to be grouped together to create a class for the purposes of the D.C. by-law and D.C. reserve funds. The D.C. calculations and by-law provided herein have identified a class of service for growth studies.

3.8 Existing Reserve Funds

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5 (1).”

There is no explicit requirement under the D.C.A. calculation method set out in subsection 5 (1) to net the outstanding reserve fund balance as part of making the D.C. calculation; however, section 35 does restrict the way in which the funds are used in future.

For services that are subject to a per capita based, service level “cap,” the reserve fund balance should be applied against the development-related costs for which the charge was imposed once the project is constructed (i.e. the needs of recent growth). This cost



component is distinct from the development-related costs for future forecast periods, which underlie the D.C. calculation herein.

The alternative would involve the Municipality spending all reserve fund monies prior to renewing each by-law, which would not be a sound basis for capital budgeting. Thus, the Municipality will use these reserve funds for the Municipality's cost share of applicable development-related projects, which are required but have not yet been undertaken, as a way of directing the funds to the benefit of the development that contributed them (rather than to future development, which will generate the need for additional facilities directly proportionate to future growth).

Since the Municipality does not currently have a D.C. by-law, no adjustments for reserve fund balances are required.

3.9 Deductions

The D.C.A. potentially requires that four deductions be made to the increase in the need for service. These relate to:

- the level of service ceiling;
- uncommitted excess capacity;
- benefit to existing development; and
- anticipated grants, subsidies, and other contributions.

The requirements behind each of these reductions are addressed below.

3.9.1 Reduction Required by Level of Service Ceiling

This is designed to ensure that the increase in need included in section 3.3 does “not include an increase that would result in the level of service [for the additional development increment] exceeding the average level of the service provided in the municipality over the 15-year period immediately preceding the preparation of the background study” (D.C.A., subsection 5 (1) 4). O. Reg. 82/98 (section 4) goes further to indicate that “both the quantity and quality of a service shall be taken into account in determining the level of service and the average level of service.”

In many cases, this can be done by establishing a quantity measure in terms of units as floor area, land area, or road length per capita and a quality measure, in terms of the



average cost of providing such units based on replacement costs, engineering standards, or recognized performance measurement systems, depending on circumstances. When the quantity and quality factors are multiplied together, they produce a measure of the level of service, which meets the requirements of the Act, i.e. cost per unit.

With respect to transit services, the changes to the Act introduced in 2015 have provided for an alternative method for calculating the service standard ceiling. Transit services must now utilize a forward-looking service standard analysis, described later in this section.

The average service level calculation sheets for each service component in the D.C. calculation are set out in Appendix B.

3.9.2 Reduction for Uncommitted Excess Capacity

Paragraph 5 of subsection 5 (1) requires a deduction from the increase in the need for service attributable to the anticipated development that can be met using the Municipality's "excess capacity," other than excess capacity which is "committed."

"Excess capacity" is undefined, but in this case must be able to meet some or all of the increase in need for service, in order to potentially represent a deduction. The deduction of uncommitted excess capacity from the future increase in the need for service would normally occur as part of the conceptual planning and feasibility work associated with justifying and sizing new facilities, e.g. if a road widening to accommodate increased traffic is not required because sufficient excess capacity is already available, then widening would not be included as an increase in need, in the first instance.

3.9.3 Reduction for Benefit to Existing Development

Section 5 (1) 6 of the D.C.A. provides that, "The increase in the need for service must be reduced by the extent to which an increase in service to meet the increased need would benefit existing development." The general guidelines used to consider benefit to existing development include:

- the repair or unexpanded replacement of existing assets that are in need of repair;



- an increase in average service level of quantity or quality (compare water as an example);
- the elimination of a chronic servicing problem not created by growth; and
- providing services where none previously existed (generally considered for water or wastewater services).

This step involves a further reduction in the need, by the extent to which such an increase in service would benefit existing development. The level of service cap in section 3.9.1 is related but is not the identical requirement. Sanitary, storm, and water trunks are highly localized to growth areas and can be more readily allocated in this regard than other services such as services related to a highway, which do not have a fixed service area.

Where existing development has an adequate service level which will not be tangibly increased by an increase in service, no benefit would appear to be involved. For example, where expanding existing library facilities simply replicates what existing residents are receiving, they receive very limited (or no) benefit as a result. On the other hand, where a clear existing service problem is to be remedied, a deduction should be made accordingly.

In the case of services such as recreation facilities, community parks, libraries, etc., the service is typically provided on a Municipal-wide system basis. For example, facilities of the same type may provide different services (i.e., leisure pool vs. competitive pool), different programs (i.e., hockey vs. figure skating), and different time availability for the same service (i.e., leisure skating available on Wednesdays in one arena and Thursdays in another). As a result, residents will travel to different facilities to access the services they want at the times they wish to use them, and facility location generally does not correlate directly with residence location. Even where it does, displacing users from an existing facility to a new facility frees up capacity for use by others and generally results in only a very limited benefit to existing development. Further, where an increase in demand is not met for a number of years, a negative service impact to existing development is involved for a portion of the planning period.



3.9.4 Reduction for Anticipated Grants, Subsidies and Other Contributions

This step involves reducing the capital costs necessary to provide the increased services by capital grants, subsidies, and other contributions (including direct developer contributions required due to the local service policy) made or anticipated by Council and in accordance with various rules such as the attribution between the share related to new vs. existing development. That is, some grants and contributions may not specifically be applicable to growth or where Council targets fundraising as a measure to offset impacts on taxes (O. Reg. 82/98, section 6).

3.10 Municipal-wide vs. Area Rating

This step involves determining whether all of the subject costs are to be recovered on a uniform Municipal-wide basis or whether some or all are to be recovered on an area-specific basis. Under the amended D.C.A., it is now mandatory to “consider” area rating of services (providing charges for specific areas and services), however, it is not mandatory to implement area rating. Further discussion is provided in section 6.4.4 of this report.

3.11 Allocation of Development

This step involves relating the costs to anticipated development for each period under consideration and using allocations between residential and non-residential development and between one type of development and another, to arrive at a schedule of charges.

3.12 Asset Management

The legislation now requires that a D.C. background study must include an asset management plan (A.M.P.) (subsection 10 (2) c. 2). The A.M.P. must deal with all assets that are proposed to be funded, in whole or in part, by D.C.s. The current regulations provide very extensive and specific requirements for the A.M.P. related to transit services (as noted in the subsequent subsection); however, they are silent with respect to how the A.M.P. is to be provided for all other services. As part of any A.M.P., the examination should be consistent with the municipality’s existing assumptions,



approaches, and policies on the asset management planning. This examination has been included in Appendix F.

3.13 Transit

The D.C.A. provides for the following matters for Transit:

- The Background Study requires the following in regard to transit costs (as per subsection 8 (2) of the Regulations):
 - The calculations that were used to prepare the estimate for the planned level of service for the transit services, as mentioned in subsection 5.2 (3) of the Act.
- i. An identification of the portion of the total estimated capital cost relating to the transit services that would benefit,
- ii. the anticipated development over the 10-year period immediately following the preparation of the background study, or
- iii. the anticipated development after the 10-year period immediately following the preparation of the background study.
 - An identification of the anticipated excess capacity that would exist at the end of the 10-year period immediately following the preparation of the background study.
 - An assessment of ridership forecasts for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study, categorized by development types, and whether the forecasted ridership will be from existing or planned development.
 - An assessment of the ridership capacity for all modes of transit services proposed to be funded by the development charge over the 10-year period immediately following the preparation of the background study.
- A forward-looking service standard (as per 6.1(2) of the Regulations):
 - The service is a discrete service.
 - No portion of the service that is intended to benefit anticipated development after the 10-year period immediately following the preparation of the background study may be included in the estimate.



- No portion of the service that is anticipated to exist as excess capacity at the end of the 10-year period immediately following the preparation of the background study may be included in the estimate.
- A detailed asset management strategy and reporting requirements (subsection 6.1 (3) of the Regulation) that includes lifecycle costs, action plans that will enable the assets to be sustainable, summary of how to achieve the proposed level of service, discussion on procurement measures and risk.

It is acknowledged that the Municipality currently utilizes the Four Counties Transit service which offers accessible and affordable transportation for residents in West Elgin, Southwest Middlesex, Newbury, and Chatham Kent (Ward 3). However no D.C. for transit services is being proposed at this time; therefore, the above calculations and reporting requirements are not applicable for this study.



Chapter 4

D.C. – Eligible Cost Analysis by Service



4. D.C. – Eligible Cost Analysis by Service

4.1 Introduction

This chapter outlines the basis for calculating eligible costs for the D.C.s to be applied on a uniform basis. In each case, the required calculation process set out in subsection 5 (1) paragraphs 2 to 7 in the D.C.A. and described in Chapter 3 was followed in determining D.C.-eligible costs.

The service component is evaluated on two format sheets:

- the service standards that provide the average historical 15-year level of service calculation (see Appendix B), which “caps” the D.C. amounts; and
- the infrastructure cost calculation, which determines the potential D.C. recoverable cost.

The nature of the capital projects and timing identified in the Chapter reflects Council’s current intention. Over time, however, Municipality projects and Council priorities change; accordingly, Council’s intentions may alter, and different capital projects (and timing) may be necessary to meet the need for services required by new growth.

4.2 Service Levels and Long-Term Capital Costs for West Elgin’s D.C. Calculation

This section evaluates the development-related capital requirements for services related to a highway – roads and related, public works (facilities and fleet), and fire protection services over a Municipal-wide long-term planning period from 2024 to 2046.

4.2.1 *Services Related to a Highway*

Roads and Related

West Elgin owns and maintains 493 lane km of gravel and surface treated/asphalt roads within the Municipality. These roads have a total replacement cost of approximately \$322.90 million. Over the historical 15-year period the Municipality has provided an average level of service of 97.30 lane km of roads per 1,000 population. The level of



service provided results in a D.C. eligible amount over the long-term forecast period of approximately \$68.91 million for roads.

The Municipality also provides 16.75 km of sidewalks, 10 bridges, 26 culverts, 441 streetlights, 28 decorative streetlights in Rodney, and 12 decorative streetlights in West Lorne. Over the historical 15-year period, the Municipality provided an average level of service which equates to an investment of \$3,554 per capita. Based on the growth over the long-term forecast period, the Municipality is eligible to collect approximately \$3.87 million for sidewalks, bridges, culverts, and streetlights.

In total the D.C.-eligible amount for services related to a highway – roads and related is approximately \$72.78 million.

Based on the anticipated growth in the Municipality over the forecast period, approximately \$13.71 million of future capital has been identified for roads and related services, including various road reconstructions and upgrades, an electric vehicle charging station, new sidewalks, and a signalized pedestrian crossing. A deduction of approximately \$6.02 million has been made to account for the benefit to existing development. Further, deductions of approximately \$1.20 million and \$180,000 have been made to account for grants received for the Blacks Rd Reconstruction (401 to Johnston Line) and the electric vehicle charging station projects, respectively. Therefore, the net growth-related D.C. recoverable amount of approximately \$6.31 million has been included in the calculations.

The residential/non-residential capital cost allocation for service related to a highway – roads and related is based on the ratio of the anticipated population and employment growth over the long-term forecast period. This results in 57% being allocated to residential development and 43% to non-residential development.



Table 4-1
Infrastructure Costs Included in the Development Charges Calculation
Services Related to a Highway – Roads and Related

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2046	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 57%	Non-Residential Share 43%
1	Blacks Rd Reconstruction (Queens Line to 401) - Surface Treatment and Drainage Only (2km)	2024	225,000	-		225,000	-		225,000	128,250	96,750
2	Blacks Rd Reconstruction (401 to Johnston Line) - Urbanization (5km)	2024	8,764,500	-		8,764,500	4,149,300	1,200,000	3,415,200	1,946,664	1,468,536
3	Finney Street Extension (300m)	2025	525,870	-		525,870	-		525,870	299,746	226,124
4	West Lorne Main St Reconstruction Municipal Upgrade Component	2028	375,000	-		375,000	-		375,000	213,750	161,250
5	Electric Vehicle Charging Stations - 6	2024-2025	251,000	-		251,000	-	180,000	71,000	40,470	30,530
6	Sidewalks West Lorne (Graham Rd Continuation to Marsh, Marsh to Todd Place)	2024-2032	150,000	-		150,000	-		150,000	85,500	64,500
7	Graham St. Signalized Pedestrian Crossing	2034-2043	18,000	-		18,000	-		18,000	10,260	7,740
8	Provision for Havens Lake Road Upgrades	2034-2043	1,000,000	-		1,000,000	550,000		450,000	256,500	193,500
9	Gray Line Upgrade from Lighthouse Road to McColl Road	2034-2043	1,400,000	-		1,400,000	770,000		630,000	359,100	270,900
10	Provision for Hoskins Line Upgrade	2034-2043	1,000,000	-		1,000,000	550,000		450,000	256,500	193,500
	Total		13,709,370	-	-	13,709,370	6,019,300	1,380,000	6,310,070	3,596,740	2,713,330



Public Works (Facilities and Fleet)

The Municipality's public works department operates out of a combined space of 17,373 sq.ft. of building area, providing an average level of service of \$805 per capita (over the historical 15-year period). This level of service provides the Municipality with a maximum D.C.-eligible amount for recovery over the forecast period of \$877,319.

The public works department currently maintains an inventory of 36 vehicles and equipment with a total replacement cost of approximately \$6.71 million. This inventory provides for an average level of service of \$1,186 per capita. This level of service provides the Municipality with a maximum D.C.-eligible amount for recovery over the long-term forecast period of approximately \$1.29 million.

In total the D.C.-eligible amount for public works (facilities and fleet) is approximately \$2.17 million.

Over the long-term forecast period \$895,000 of future capital has been identified for public works services. This includes the addition of a new grader, truck upgrade, and storage improvements. Of this amount, a deduction of \$100,000 has been made to address the benefit to existing development. Therefore, the net growth-related D.C. recoverable amount of \$795,000 has been included in the calculations.

The residential/non-residential capital cost allocation for service related to a highway – public works (facilities and fleet) is based on the ratio of the anticipated population and employment growth over the long-term forecast period. This results in 57% being allocated to residential development and 43% to non-residential development.



Table 4-2
 Infrastructure Costs Included in the Development Charge Calculation
 Services Related to a Highway – Public Works (Facilities and Fleet)

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2046	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 57%	Non-Residential Share 43%
1	Grader	2024	650,000	-	-	650,000	-	-	650,000	370,500	279,500
2	2 Tonne with Winter Attachements (Truck 11 Upgrade)	2024	225,000	-	-	225,000	100,000	-	125,000	71,250	53,750
3	Public Works Shed Heated Storage Improvements	2024	20,000	-	-	20,000	-	-	20,000	11,400	8,600
	Total		895,000	-	-	895,000	100,000	-	795,000	453,150	341,850



4.2.2 Fire Protection Services

The West Elgin Fire Department operates out of a total of two (2) fire halls with a combined 11,687 sq.ft. of facility space. Over the historical 15-year period the Municipality provided an average of 2.30 sq.ft. of facility space per capita, which equates to an investment of \$1,210 per capita. Based on the anticipated growth over the long-term period, this level of service provides the Municipality with a maximum D.C.-eligible amount for recovery of approximately \$1.32 million.

The fire department has a current inventory of 7 vehicles and equipment. Over the historical 15-year period the Municipality has provided an average level of investment of \$1,102 per capita. Based on the average level of service the total D.C.-eligible amount for fire vehicles and equipment over the long-term forecast period is approximately \$1.20 million.

In addition to vehicles, the Municipality provides 262 items of small equipment and gear for the use in fire services with a total replacement cost of approximately \$1.10 million. Over the historical 15-year period the Municipality provided an average level of investment of \$215 per capita. This results in a D.C.-eligible amount of \$234,078 for small equipment and gear over the forecast period.

Based on the above, the maximum D.C.-eligible amount for recovery for fire protection services over the long-term forecast period is approximately \$2.75 million.

To service new development, the Municipality has identified a provision for additional equipment, vehicles, and facility space totalling approximately \$1.21 million. The provision has been estimated based on a new 40 ft. by 20 ft. fire station bay, a new vehicle, and 5 sets of bunker gear and equipment for new staff. No specific projects have been identified at this time, however, when project details are known, the appropriate deductions will be made. This amount has been included in the D.C. calculation for recovery.

These costs are shared between residential and non-residential growth based on the population to employment ratio over the long-term forecast period, resulting in 57% being allocated to residential development and 43% being allocated to non-residential development.



Table 4-3
Infrastructure Costs Included in the Development Charges Calculation
Fire Protection Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2046									57%	43%
1	Provision for Additional Equipment, Vehicles, and Facility Space	2024-2043	1,211,000	-		1,211,000	-		1,211,000	690,270	520,730
	Total		1,211,000	-	-	1,211,000	-	-	1,211,000	690,270	520,730



4.3 Service Levels and 10-Year Capital Costs for West Elgin's D.C. Calculation

This section evaluates the development-related capital requirements for parks and recreation services, library services, and growth studies over a Municipal-wide 10-year planning period. Note that the growth forecast identified in Chapter 2 identifies growth from late-2024 to late-2034 which equates to 10 full calendar years of growth. As the capital needs are budgeted using calendar years, the capital needs forecast is based on the period 2024 to 2033.

4.3.1 Parks and Recreation Services

The Municipality currently has approximately 47.98 acres of parkland within its jurisdiction including the West Lorne parkland, Rodney parkland, Port Glasgow Beach, Memorial Park, and 178 Munroe St. Parkette. Over the historical 15-year period, the Municipality provided an average level of service of 9.50 acres of parkland per 1,000 population. In addition to the parkland, the Municipality also provides various amenities such as soccer fields, ball diamonds, playgrounds, a splash pad, a community pool, etc. Over the past 15 years, the Municipality has provided an average level of service of 4.40 parkland amenities per 1,000 population. The Municipality also provides for 5,477 linear meters of parkland trails, including the Miller Park trail, Water Plant trail, and Joe's Bush trails. Over the past 15 years, the average level of service was 1.06 linear meters of parkland trails per capita.

Based on the above level of service provided for parks, this equates to an investment of \$1,409 per capita. When applied over the forecast period, this average level of service translates into a D.C.-eligible amount for recovery of \$691,770.

The Municipality currently utilizes 21 vehicles and equipment to maintain the parks and recreation facilities. Over the historical 15-year period, the Municipality provided an average level of service of 4.10 vehicles per 1,000 population. Based on the growth anticipated over the forecast period, the Municipality would be eligible to collect approximately \$91,306 for parks and recreation vehicles and equipment.

Additionally, the Municipality provides indoor and outdoor recreation services in facilities totaling approximately 64,775 sq.ft. of space. The facilities include the West Lorne Community Complex, Port Glasgow Trailer Park dance hall, bingo, pavilion, and



washroom building, Rodney Recreation Centre, arena, etc. Over the historical 15-year period the Municipality provided an average level of service of 12.63 sq.ft. of space per capita. This average level of service equates to an average investment of \$8,553 per capita which translates to a D.C.-eligible amount of approximately \$4.20 million over the forecast period.

In total, the Municipality is eligible to collect approximately \$4.98 million for parks and recreation services.

Based on the projected growth over the forecast period to 2033, the Municipality has identified approximately \$1.51 million in future growth capital costs for parks and recreation services. These capital costs include a provision for additional parkland amenities and equipment, a dog park, multi-use pads, and renovations to the West Elgin Arena. Deductions of approximately \$150,000 and \$250,000 have been made to the Arena Renovation project based on monies directed from the Municipality's capital reserve, and the Kraft Hockeyville grant, respectively. Additionally, a deduction of \$180,000 has been made to account for the benefit to existing development for the multi-use pads. The resulting net-growth-related capital cost of \$925,000 has been included in the D.C. calculations.

While parks and recreation services usage is predominately residential based, there is some use of facility space and parks by non-residential users. To acknowledge this use, the growth-related capital costs have been allocated 95% to residential development and 5% to non-residential development.



Table 4-4
Infrastructure Costs Included in the Development Charges Calculation
Parks and Recreation Services

Proj. No.	Increased Service Needs Attributable to Anticipated Development 2024 to 2033	Timing (year)	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
							Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share 95%	Non-Residential Share 5%
1	Multi use Pads	2025	250,000	-		250,000	180,000		70,000	66,500	3,500
2	Dog Park	2027	50,000	-		50,000	-		50,000	47,500	2,500
3	Arena Renovations (Kraft Hockeyville)	2027	1,000,000	-	150,000	850,000	-	250,000	600,000	570,000	30,000
4	Provision for Additional Parkland Amenities and Equipment	2024-2033	205,000	-		205,000	-		205,000	194,750	10,250
	Total		1,505,000	-	150,000	1,355,000	180,000	250,000	925,000	878,750	46,250



4.3.2 Library Services

The Municipality provides library services from 3,352 sq.ft. of space in the Rodney Library and West Lorne Library. The average historical level of service for the previous 15-year period has provided an average level of investment of \$480 per capita. When applied over the 10-year forecast period, this average level of service translates into a D.C.-eligible amount of \$235,793 from D.C.s for library facility services.

Library materials are provided by Elgin County; therefore, the historical level of service has not been calculated.

Through discussions with Municipal staff, no capital needs have been identified at this time for library facilities.

4.3.3 Growth Studies

Growth studies would be considered a class of service under the D.C.A. and is comprised of studies related to D.C. eligible services. The Municipality has identified the need for a Parks and Recreation Master Plan, Sanitary Master Plan, Official Plan Update, and two D.C. Studies.

The total capital costs of these studies are \$240,000. A deduction of \$45,000 has been made to account for the share of the studies that benefit existing development. In addition, a 10% deduction of \$5,000 was made for the Official Plan Update to recognize the benefit to non-D.C. services. As a result of the deductions, the net D.C.-recoverable cost to be included in the calculations is \$190,000.

These costs are shared between residential and non-residential growth based on service specific allocations over the forecast periods. For the parks and recreation master plan, capital costs have been allocated 95% to residential development and 5% to non-residential development. All other studies identified utilize the 10-year population to employment ratio to allocate the growth-related capital costs between residential and non-residential development (57%/43%).



Table 4-5
Infrastructure Costs Included in the Development Charges Calculation
Growth Studies

Proj. No.	Increased Service Needs Attributable to Anticipated Development	Timing (year)	Service to Which Project Relates	Gross Capital Cost Estimate (2024\$)	Post Period Benefit	Other Deductions (to recognize benefit to non-D.C. services)	Net Capital Cost	Less:		Potential D.C. Recoverable Cost		
								Benefit to Existing Development	Grants, Subsidies and Other Contributions Attributable to New Development	Total	Residential Share	Non-Residential Share
	2024 to 2033											
1	Development Charges Study	2024	All D.C. Services	30,000	-	-	30,000	-	-	30,000	17,100	12,900
2	Development Charges Study	2033	All D.C. Services	30,000	-	-	30,000	-	-	30,000	17,100	12,900
3	Official Plan Update	2033	All Services	50,000	-	5,000	45,000	12,500	-	32,500	18,525	13,975
4	Parks and Recreation Master Plan	2025-2028	Parks and Recreation Services	80,000	-	-	80,000	20,000	-	60,000	57,000	3,000
5	Rodney Sanitary Master Plan	2025-2028	Wastewater Services	50,000	-	-	50,000	12,500	-	37,500	21,375	16,125
	Total			240,000	-	5,000	235,000	45,000	-	190,000	131,100	58,900



Chapter 5

D.C. Calculation



5. D.C. Calculation

Table 5-1 calculates the proposed Municipal-wide D.C.s to be imposed for infrastructure services based upon a long-term forecast period for services related to a highway and fire protection services. Table 5-2 calculates the proposed Municipal-wide D.C.s to be imposed based upon a 10-year forecast period from 2024-2033 for parks and recreation services and growth studies.

The calculation for residential development is generated on a per capita basis and is based upon five forms of housing types (singles and semi-detached, multiples, apartments 2+ bedrooms, apartments studio and 1 bedroom, and special care/special dwelling units). The non-residential D.C. has been calculated on a per sq.ft. of G.F.A. basis for all types of non-residential development (industrial, commercial, and institutional).

The D.C.-eligible costs for each service component were developed in Chapter 4 for all Municipal services, based on their proposed capital programs.

For the residential calculations, the total cost is divided by the “gross” (new resident) population to determine the per capita amount. The eligible-D.C. cost calculations set out in Chapter 4 are based on the net anticipated population increase (the forecast new unit population less the anticipated decline in existing units). The cost per capita is then multiplied by the average occupancy of the new units (Appendix A, Schedule 4) to calculate the charge in Table 5-1 and 5-2.

With respect to non-residential development, the total costs in the uniform charge allocated to non-residential development (based on need for service) have been divided by the anticipated development over the planning period to calculate a cost per sq.ft. of G.F.A.

Table 5-3 summarizes the total D.C. that is applicable for Municipal-wide services and Table 5-4 summarizes the gross capital expenditures and sources of revenue for works to be undertaken during the life of the by-law.



Table 5-1
Municipality of West Elgin
Development Charge Calculation
Municipal-wide Services
Long-Term (2024 to 2046)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
1. <u>Services Related to a Highway</u>				
1.1 Roads and Related	3,596,740	2,713,330	5,155	2.31
1.2 Public Works (Facilities and Fleet)	453,150	341,850	649	0.29
	4,049,890	3,055,180	5,804	2.60
2. <u>Fire Protection Services</u>				
2.1 Fire facilities, vehicles & equipment	690,270	520,730	989	0.44
	690,270	520,730	989	0.44
TOTAL	\$4,740,160	\$3,575,910	\$6,793	\$3.04
D.C.-Eligible Capital Cost	\$4,740,160	\$3,575,910		
Long-Term Gross Population/GFA Growth (sq.ft.)	1,988	1,174,700		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$2,384.39	\$3.04		
<u>By Residential Unit Type</u>	<u>P.P.U.</u>			
Single and Semi-Detached Dwelling	2.849	\$6,793		
Other Multiples	2.347	\$5,596		
Apartments - 2 Bedrooms +	1.870	\$4,459		
Apartments - Bachelor and 1 Bedroom	1.100	\$2,623		
Special Care/Special Dwelling Units	1.100	\$2,623		



Table 5-2
Municipality of West Elgin
Development Charge Calculation
Municipal-wide Services
10-Year (2024-2033)

SERVICE/CLASS	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
3. <u>Parks and Recreation Services</u> Park development, amenities, trails, 3.1 recreation facilities, vehicles, and equipment	\$	\$	\$	\$
	878,750	46,250	2,748	0.08
	878,750	46,250	2,748	0.08
4. <u>Growth Studies</u> 4.1 Growth Studies	131,100	58,900	410	0.11
	131,100	58,900	410	0.11
TOTAL	\$1,009,850	\$105,150.00	\$3,158	\$0.19
D.C.-Eligible Capital Cost	\$1,009,850	\$105,150		
10-Year Gross Population/GFA Growth (sq.ft.)	911	540,300		
Cost Per Capita/Non-Residential GFA (sq.ft.)	\$1,108.51	\$0.19		
By Residential Unit Type	P.P.U.			
Single and Semi-Detached Dwelling	2.849	\$3,158		
Other Multiples	2.347	\$2,602		
Apartments - 2 Bedrooms +	1.870	\$2,073		
Apartments - Bachelor and 1 Bedroom	1.100	\$1,219		
Special Care/Special Dwelling Units	1.100	\$1,219		



Table 5-3
Municipality of West Elgin
Development Charge Calculation
Total All Services

	2024\$ D.C.-Eligible Cost		2024\$ D.C.-Eligible Cost	
	Residential	Non-Residential	S.D.U.	per sq.ft.
	\$	\$	\$	\$
Municipal-wide Services/Classes Long-Term	4,740,160	3,575,910	6,793	3.04
Municipal-wide Services/Classes 10 Year	1,009,850	105,150	3,158	0.19
TOTAL	5,750,010	3,681,060	9,951	3.23

Table 5-4
Municipality of West Elgin
Gross Expenditure and Sources of Revenue Summary for Costs to be Incurred over the Life of the By-law

Service/Class	Total Gross Cost	Sources of Financing					
		Tax Base or Other Non-D.C. Source			Post D.C. Period	D.C. Reserve Fund	
		Other	Benefit to	Other Funding	Benefit	Residential	Non-Residential
1. Services Related to a Highway							
1.1 Roads and Related	12,000,370	0	5,084,300	1,380,000	0	3,155,560	2,380,510
1.2 Public Works (Facilities and Fleet)	895,000	0	100,000	0	0	453,150	341,850
2. Fire Protection Services							
2.1 Fire facilities, vehicles & equipment	605,500	0	0	0	0	345,135	260,365
3. Parks and Recreation Services							
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	1,505,000	150,000	180,000	250,000	0	878,750	46,250
4. Growth Studies							
4.1 Growth Studies	160,000	0	32,500	0	0	95,475	32,025
Total Expenditures & Revenues	\$15,165,870	\$150,000	\$5,396,800	\$1,630,000	\$0	\$4,928,070	\$3,061,000



Chapter 6

D.C. Policy Recommendations and D.C. By-law Rules



6. D.C. Policy Recommendations and D.C. By-law Rules

6.1 Introduction

Subsection 5 (1) 9 states that rules must be developed:

“to determine if a development charge is payable in any particular case and to determine the amount of the charge, subject to the limitations set out in subsection (6).”

Paragraph 10 of the section goes on to state that the rules may provide for exemptions, phasing in and/or indexing of D.C.s.

Subsection 5 (6) establishes the following restrictions on the rules:

- the total of all D.C.s that would be imposed on anticipated development must not exceed the capital costs determined under subsection 5 (1) 2-7 for all services involved;
- if the rules expressly identify a type of development, they must not provide for it to pay D.C.s that exceed the capital costs that arise from the increase in the need for service for that type of development; however, this requirement does not relate to any particular development; and
- if the rules provide for a type of development to have a lower D.C. than is allowed, the rules for determining D.C.s may not provide for any resulting shortfall to be made up via other development.

With respect to “the rules,” section 6 states that a D.C. by-law must expressly address the matters referred to above re subsection 5 (1) paragraphs 9 and 10, as well as how the rules apply to the redevelopment of land.

The rules provided are based on best practices across Ontario; with consideration for the changes to the D.C.A. resulting from Bills 108, 138, 109, 197, 213, 23, 134, and 185.



6.2 D.C. By-law Structure

It is recommended that:

- the Municipality uses a uniform Municipal-wide D.C. calculation for all Municipal-wide services; and
- one D.C. by-law be used for all services.

6.3 D.C. By-law Rules

The following subsections set out the recommended rules governing the calculation, payment and collection of D.C.s in accordance with section 6 of the D.C.A.

It is recommended that the following sections provide the basis for the D.C.s.:

6.3.1 Payment in any Particular Case

In accordance with the D.C.A., subsection 2 (2), a D.C. be calculated, payable, and collected where the development requires one or more of the following:

- “(a) the passing of a zoning by-law or of an amendment to a zoning by-law under section 34 of the Planning Act;
- (b) the approval of a minor variance under section 45 of the Planning Act;
- (c) a conveyance of land to which a by-law passed under subsection 50 (7) of the Planning Act applies;
- (d) the approval of a plan of subdivision under section 51 of the Planning Act;
- (e) a consent under section 53 of the Planning Act;
- (f) the approval of a description under section 9 of the Condominium Act, 1998; or
- (g) the issuing of a permit under the Building Code Act, 1992 in relation to a building or structure.”



6.3.2 Determination of the Amount of the Charge

The following conventions be adopted:

- 1) Costs allocated to residential uses will be assigned to different types of residential units based on the average occupancy for each housing type constructed during the previous decade. Costs allocated to non-residential uses will be assigned based on the number of square feet of G.F.A. constructed for eligible uses (i.e., industrial, commercial, and institutional).
- 2) Costs allocated to residential and non-residential uses are based upon a number of conventions, as may be suited to each municipal circumstance, e.g.
 - for parks and recreation services a 5% non-residential attribution has been made to recognize use by the non-residential sector;
 - for services related to a highway and fire protection services a 57% residential/43% non-residential attribution has been made based on a population vs. employment growth ratio over the long-term (2024 to 2046) forecast period; and
 - for growth studies, service-related population vs. employment growth ratios have been utilized to attribute the residential and non-residential costs for each study.

6.3.3 Application to Redevelopment of Land (Demolition and Conversion)

If a development involves the demolition and replacement of a building or structure on the same site (within 5 years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part), or the conversion from one principal use to another, the developer shall be allowed a credit equivalent to:

- 1) the number of dwelling units demolished/converted multiplied by the applicable residential D.C. in place at the time the D.C. is payable; and/or
- 2) the G.F.A. of the building demolished/converted multiplied by the current non-residential D.C. in place at the time the D.C. is payable;



provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

6.3.4 Exemptions (full or partial)

a) Statutory exemptions:

- industrial building additions of up to and including 50% of the existing G.F.A. (defined in O. Reg. 82/98, section 1) of the building; for industrial building additions that exceed 50% of the existing G.F.A., only the portion of the addition in excess of 50% is subject to D.C.s (subsection 4 (3) of the D.C.A.);
- buildings or structures owned by and used for the purposes of any municipality, local board, or Board of Education (section 3);
- may add up to 2 apartments in an existing or new detached, semi-detached, or rowhouse (including in an ancillary structure);
- add one additional unit or 1% of existing units in an existing rental residential building;
- a university in Ontario that receives direct, regular, and ongoing operating funding from the Government of Ontario;
- affordable units;
- attainable units (to be in force at a later date);
- affordable inclusionary zoning units;
- non-profit housing; and
- discount for rental housing units based on bedroom size (i.e. three or more bedrooms – 25% reduction, two bedrooms – 20% reduction, and all others – 15% reduction).

b) Non-statutory exemptions for Council consideration:

- lands, buildings, or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the Assessment Act, R.S.O. 1990; and
- the development of non-residential farm buildings constructed for bona fide farming uses.



6.3.5 Timing of Collection

The D.C.s for all services and classes are payable upon issuance of a building permit for each dwelling unit, building, or structure, subject to early or late payment agreements entered into by the Municipality and an owner under s. 27 of the D.C.A.

Rental housing and institutional developments will pay D.C.s in 6 equal annual payments commencing at occupancy.

Moreover, the D.C. amount for all developments occurring within 18 months of a Site Plan or Zoning By-law Amendment planning approval (for applications submitted after January 1, 2020), shall be determined based on the D.C. in effect on the day the applicable Site Plan or Zoning By-law Amendment application was submitted (as a complete application).

Installment payments and payments determined at the time of Site Plan or Zoning By-law Amendment application are subject to annual interest charges. The maximum interest rate the Municipality can impose is the average prime rate plus 1%.

6.3.6 The Applicable Areas

The charges developed herein provide for charges within the Municipality, as follows:

- All Municipal-wide services – the full residential and non-residential charge will be imposed on all lands within the Municipality.

6.3.7 Indexing

Indexing of the D.C.s shall be implemented on a mandatory basis annually commencing on January 1, 2025, and each January 1st thereafter, in accordance with the Statistics Canada Quarterly, Non-Residential Building Construction Price Index (Table 18-10-0276-02)¹ for the most recent year-over-year period.

¹ O. Reg. 82/98 referenced “The Statistics Canada Quarterly, Construction Price Statistics, catalogue number 62-007” as the index source. Since implementation, Statistics Canada has modified this index twice and the above-noted index is the most current. The draft by-law provided herein refers to O. Reg. 82/98 to ensure traceability should this index continue to be modified over time.



6.3.8 Transition Period for Developments

Subject to the 18 month rate freeze for applications proceeding through site plan or zoning by-law amendment noted in section 6.3.5, if a complete application for a development has been submitted prior to the date of the D.C. by-law passage, then the development included in the application would not be subject to a D.C. if a building permit is issued within 6 months of the D.C. by-law passage.

6.4 Other D.C. By-law Provisions

It is recommended that:

6.4.1 Categories of Services for Reserve Fund and Credit Purposes

It is recommended that the Municipality create new reserve funds for: Services Related to a Highway, Fire Protection Services, Parks and Recreation Services, and Growth Studies.

Appendix D outlines the reserve fund policies that the Municipality is required to follow as per the D.C.A.

6.4.2 By-law In-force Date

A by-law under the D.C.A. comes into force on the day after which the by-law is passed by Council.

6.4.3 Minimum Interest Rate Paid on Refunds and Charged for Inter-Reserve Fund Borrowing

The minimum interest rate is the Bank of Canada rate on the day the by-law comes into force updated on the first business day of every January, April, July and October (as per section 11 of O. Reg. 82/98).

6.4.4 Area Rating

The D.C.A. required that Council must consider the use of area specific charges:

1. Section 2 (9) of the D.C.A. now requires a municipality to implement area-specific D.C.s for either specific services which are prescribed and/or for specific



municipalities which are to be regulated (note that at this time, no municipalities or services are prescribed by the regulations).

2. Section 10 (2) c.1 of the D.C.A. requires that “the development charges background study shall include consideration of the use of more than one development charge by-law to reflect different needs for services in different areas.”

In regard to the first item, there are no services or specific municipalities identified in the regulations which must be area rated. The second item requires Council to consider the use of area rating.

It is recommended that all Municipal services be recovered on a uniform, Municipal-wide basis as a result of the following:

1. All Municipal services, with the exception of water, wastewater and stormwater require that the average 15-year service standard be calculated. This average service standard multiplied by growth in the Municipality, establishes an upper ceiling on the amount of funds that can be collected from all developing landowners. Section 4 (4) of O. Reg. 82/98 provides that “if a development charge by-law applies to a part of the municipality, the level of service and average level of service cannot exceed that which would be determined if the by-law applied to the whole municipality.” Put in layman terms, the average service standard multiplied by the growth within the specific area would establish an area-specific ceiling which would significantly reduce the total revenue recoverable for the Municipality hence potentially resulting in D.C. revenue shortfalls and impacts on property taxes.
2. Expanding on item 1, attempting to impose an area charge potentially causes equity issues in transitioning from a Municipal-wide approach to an area-specific approach. For example, if all services were now built (and funded) within Area A (which is 75% built out) and this was funded with some revenues from Areas B and C, moving to an area-rating approach would see Area A contribute no funds to the costs of services in Areas B and C. The D.C.s would be lower in Area A (as all services are now funded) and higher in Areas B and C. As well, funding shortfalls may then potentially encourage the municipality to provide less services to Areas B and C due to reduced revenue.



3. Many services provided (roads, parks and recreation facilities, etc.) are not restricted to one specific area and are often used by all residents. For example, arenas located in different parts of the Municipality will be used by residents from all areas depending on the programming of the facility (i.e., a public skate is available each night, but at a different arena; hence usage of any one facility at any given time is based on programming availability).

For the reasons noted above, it is recommended that Council calculate the charges on a uniform Municipal-wide basis for all services.

6.5 Other Recommendations

It is recommended that Council:

“Whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;”

“Adopt the assumptions contained herein as an ‘anticipation’ with respect to capital grants, subsidies and other contributions;”

“Adopt the D.C. approach to calculate the services on a uniform Municipal-wide basis;”

“Approve the capital project listing set out in Chapter 4 of the D.C.s Background Study dated September 27, 2024, subject to further annual review during the capital budget process;”

“Approve the D.C.s Background Study dated September 27, 2024;”

“Determine that no further public meeting is required;” and

“Approve the D.C. By-law as set out in Appendix G.”



Chapter 7

By-law Implementation



7. By-law Implementation

7.1 Public Consultation Process

7.1.1 Introduction

This chapter addresses the mandatory, formal public consultation process (section 7.1.2), as well as the optional, informal consultation process (section 7.1.3). The latter is designed to seek the co-operation and participation of those involved, in order to produce the most suitable policy. Section 7.2 addresses the anticipated impact of the D.C. on development from a generic viewpoint.

7.1.2 Public Meeting of Council

Section 12 of the D.C.A. indicates that before passing a D.C. by-law, Council must hold at least one public meeting, giving at least 20 clear days' notice thereof, in accordance with the Regulation. Council must also ensure that the proposed by-law and background report are made available to the public at least two weeks prior to the (first) meeting.

Any person who attends such a meeting may make representations related to the proposed by-law.

If a proposed by-law is changed following such a meeting, Council must determine whether a further meeting (under this section) is necessary (i.e. if the proposed by-law which is proposed for adoption has been changed in any respect, Council should formally consider whether an additional public meeting is required, incorporating this determination as part of the final by-law or associated resolution. It is noted that Council's decision, once made, is final and not subject to review by a Court or the Ontario Land Tribunal (formerly the Local Planning Appeal Tribunal (LPAT) and Ontario Municipal Board (OMB)).

7.1.3 Other Consultation Activity

There are three broad groupings of the public who are generally the most concerned with municipal D.C. policy:



1. The first grouping is the residential development community, consisting of land developers and builders, who are typically responsible for generating the majority of the D.C. revenues. Others, such as realtors, are directly impacted by D.C. policy. They are, therefore, potentially interested in all aspects of the charge, particularly the quantum by unit type, projects to be funded by the D.C. and the timing thereof, and Municipality policy with respect to development agreements, D.C. credits, and front-ending requirements.
2. The second public grouping embraces the public at large and includes taxpayer coalition groups and others interested in public policy.
3. The third grouping is the industrial/commercial/institutional development sector, consisting of land developers and major owners or organizations with significant construction plans, such as hotels, entertainment complexes, shopping centres, offices, industrial buildings, and institutions. Also involved are organizations such as Industry Associations, the Chamber of Commerce, the Board of Trade, and the Economic Development Agencies, who are all potentially interested in Municipality D.C. policy. Their primary concern is frequently with the quantum of the charge, G.F.A. exclusions such as basements, mechanical or indoor parking areas, or exemptions and phase-in or capping provisions in order to moderate the impact.

7.2 Anticipated Impact of the Charge on Development

The establishment of sound D.C. policy often requires the achievement of an acceptable balance between two competing realities. The first is that high non-residential D.C.s can, to some degree, represent a barrier to increased economic activity and sustained industrial/commercial growth, particularly for capital intensive uses. Also, in many cases, increased residential D.C.s can ultimately be expected to be recovered via higher housing prices and can impact project feasibility in some cases (e.g. rental apartments).

On the other hand, D.C.s or other Municipality capital funding sources need to be obtained in order to help ensure that the necessary infrastructure and amenities are installed. The timely installation of such works is a key initiative in providing adequate service levels and in facilitating strong economic growth, investment, and wealth generation.



7.3 Implementation Requirements

7.3.1 Introduction

Once the Municipality has calculated the charge, prepared the complete background study, carried out the public process, and passed a new by-law, the emphasis shifts to implementation matters. These include notices, potential appeals and complaints, credits, front-ending agreements, subdivision agreement conditions, and finally the collection of revenues and funding of projects.

The sections that follow present an overview the requirements in each case.

7.3.2 Notice of Passage

In accordance with section 13 of the D.C.A., when a D.C. by-law is passed, the Municipality Clerk shall give written notice of the passing and of the last day for appealing the by-law (the day that is 40 days after the day it was passed). Such notice must be given no later than 20 days after the day the by-law is passed (i.e. as of the day of newspaper publication or the mailing of the notice).

Section 10 of O. Reg. 82/98 further defines the notice requirements which are summarized as follows:

- notice may be given by publication in a newspaper which is (in the Clerk's opinion) of sufficient circulation to give the public reasonable notice, or by personal service, fax or mail to every owner of land in the area to which the by-law relates;
- subsection 10 (4) lists the persons/organizations who must be given notice; and
- subsection 10 (5) lists the eight items that the notice must cover.

7.3.3 By-law Pamphlet

In addition to the “notice” information, the Municipality must prepare a “pamphlet” explaining each D.C. by-law in force, setting out:

- a description of the general purpose of the D.C.s;
- the “rules” for determining if a charge is payable in a particular case and for determining the amount of the charge;



- the services to which the D.C.s relate; and
- a description of the general purpose of the Treasurer's statement and where it may be received by the public.

Where a by-law is not appealed to the OLT, the pamphlet must be readied within 60 days after the by-law comes into force. Later dates apply to appealed by-laws.

The Municipality must give one copy of the most recent pamphlet without charge, to any person who requests one.

7.3.4 Appeals

Sections 13 to 19 of the D.C.A. set out the requirements relative to making and processing a D.C. by-law appeal and OLT hearing in response to an appeal. Any person or organization may appeal a D.C. by-law to the OLT by filing a notice of appeal with the Municipality Clerk, setting out the objection to the by-law and the reasons supporting the objection. This must be done by the last day for appealing the by-law, which is 40 days after the by-law is passed.

The Municipality is conducting a public consultation process, in order to address the issues that come forward as part of that process, thereby avoiding or reducing the need for an appeal to be made.

7.3.5 Complaints

A person required to pay a D.C., or his agent, may complain to the Municipality Council imposing the charge that:

- the amount of the charge was incorrectly determined;
- the reduction to be used against the D.C. was incorrectly determined; or
- there was an error in the application of the D.C.

Sections 20 to 25 of the D.C.A. set out the requirements that exist, including the fact that a complaint may not be made later than 90 days after a D.C. (or any part of it) is payable. A complainant may appeal the decision of Municipality Council to the OLT.



7.3.6 Credits

Sections 38 to 41 of the D.C.A. set out a number of credit requirements, which apply where a Municipality agrees to allow a person to perform work in the future that relates to a service in the D.C. by-law.

These credits would be used to reduce the amount of D.C.s to be paid. The value of the credit is limited to the reasonable cost of the work which does not exceed the average level of service. The credit applies only to the service to which the work relates, unless the Municipality agrees to expand the credit to other services for which a D.C. is payable.

7.3.7 Front-Ending Agreements

The Municipality and one or more landowners may enter into a front-ending agreement that provides for the costs of a project which will benefit an area in the Municipality to which the D.C. by-law applies. Such an agreement can provide for the costs to be borne by one or more parties to the agreement who are, in turn, reimbursed in future by persons who develop land defined in the agreement.

Part III of the D.C.A. (sections 44 to 58) addresses front-ending agreements and removes some of the obstacles to their use which were contained in the D.C.A., 1989. Accordingly, the Municipality assesses whether this mechanism is appropriate for its use, as part of funding projects prior to Municipality funds being available.

7.3.8 Severance and Subdivision Agreement Conditions

Section 59 of the D.C.A. prevents a municipality from imposing, directly or indirectly, a charge related to development or a requirement to construct a service related to development, by way of a condition or agreement under section 51 or section 53 of the *Planning Act*, except for:

- “local services, related to a plan of subdivision or within the area to which the plan relates, to be installed or paid for by the owner as a condition of approval under section 51 of the *Planning Act*,” and
- “local services to be installed or paid for by the owner as a condition of approval under section 53 of the *Planning Act*.”

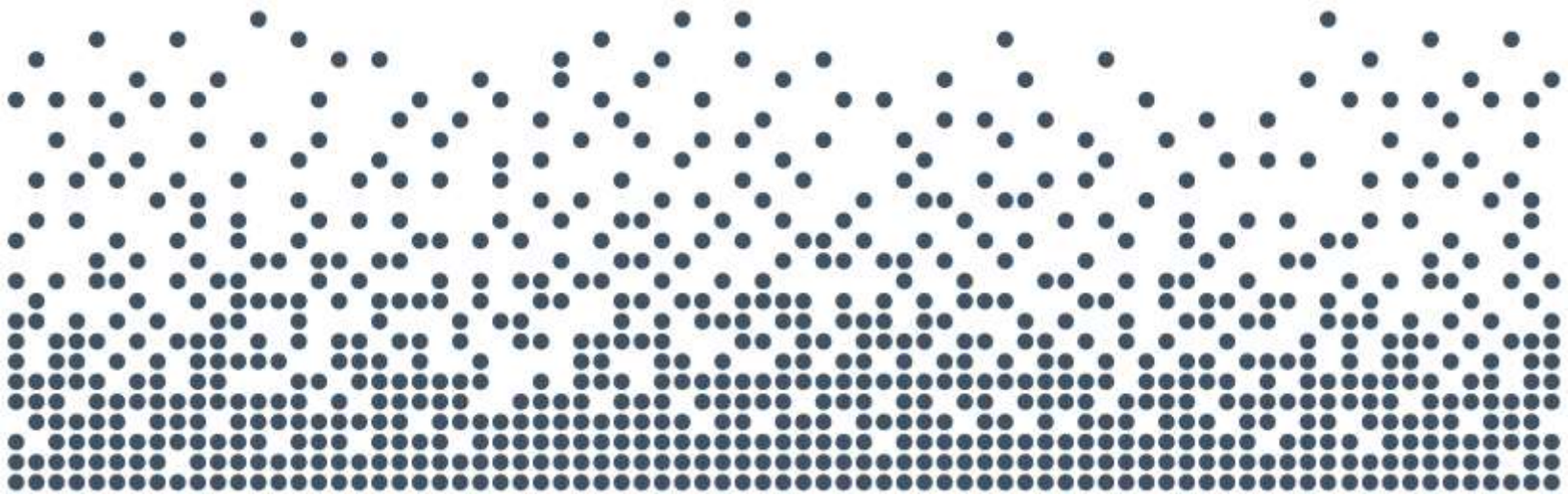


It is also noted that subsection 59 (4) of the D.C.A. requires that the municipal approval authority for a draft plan of subdivision under subsection 51 (31) of the *Planning Act*, use its power to impose conditions to ensure that the first purchaser of newly subdivided land is informed of all the D.C.s related to the development, at the time the land is transferred.

In this regard, if the Municipality in question is a commenting agency, in order to comply with subsection 59 (4) of the D.C.A. it would need to provide to the approval authority, information regarding the applicable Municipality D.C.s related to the site.

If the Municipality is an approval authority for the purposes of section 51 of the *Planning Act*, it would be responsible to ensure that it collects information from all entities that can impose a D.C.

The most effective way to ensure that purchasers are aware of this condition would be to require it as a provision in a registered subdivision agreement, so that any purchaser of the property would be aware of the charges at the time the title was searched prior to closing a transaction conveying the lands.



Appendices



Appendix A

Background Information on Residential and Non- Residential Growth Forecast



Schedule 1 Municipality of West Elgin Residential Growth Forecast Summary

	Year	Population (Including Census Undercount) ^[1]	Excluding Census Undercount			Housing Units						Person Per Unit (P.P.U.): Total Population/ Total Households
			Population	Institutional Population	Population Excluding Institutional Population	Singles & Semi- Detached	Multiple Dwellings ^[2]	Apartments ^[3]	Other	Total Households	Equivalent Institutional Households	
Historical	Mid 2011	5,360	5,157	42	5,115	1,925	49	118	14	2,106	38	2.449
	Mid 2016	5,190	4,995	80	4,915	1,910	30	160	10	2,110	73	2.367
	Mid 2021	5,260	5,060	80	4,980	1,935	30	135	0	2,100	73	2.410
Forecast	Late 2024	5,370	5,162	82	5,080	1,981	58	135	0	2,174	75	2.374
	Late 2034	5,880	5,653	87	5,566	2,200	149	180	0	2,529	79	2.235
	Mid 2046	6,500	6,252	97	6,155	2,452	258	240	0	2,950	88	2.119
Incremental	Mid 2011 - Mid 2016	-170	-162	38	-200	-15	-19	42	-4	4	35	
	Mid 2016 - Mid 2021	70	65	0	65	25	0	-25	-10	-10	0	
	Mid 2021 - Late 2024	110	102	2	100	46	28	0	0	74	2	
	Late 2024 - Late 2034	510	491	5	486	219	91	45	0	355	4	
	Late 2024 - Mid 2046	1,130	1,090	15	1,075	471	200	105	0	776	13	

^[1] Population includes the Census undercount estimated at approximately 4.0% and has been rounded.

^[2] Includes Municipality houses and apartments in duplexes.

^[3] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

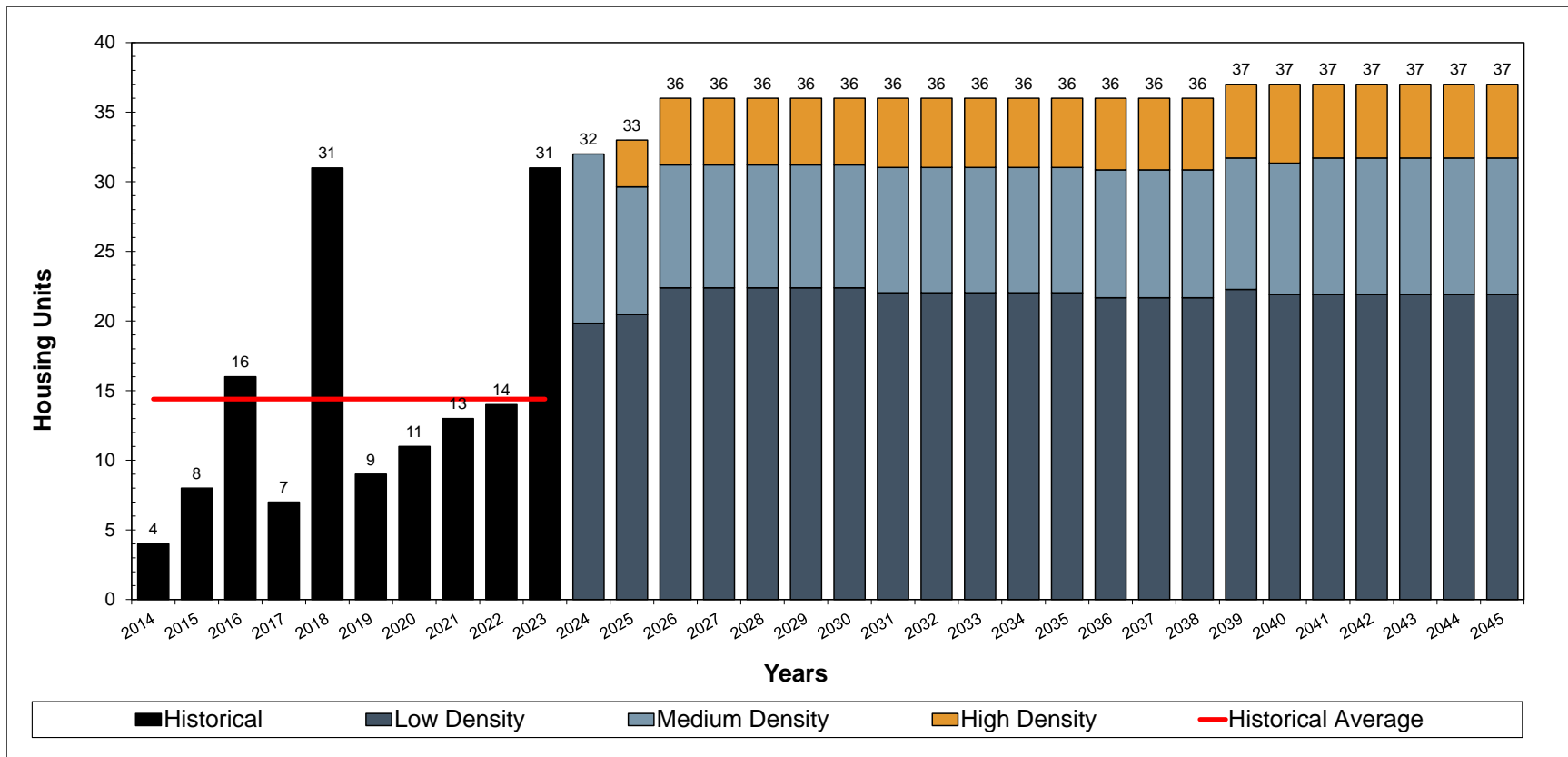
Notes:

Numbers may not add due to rounding.

Source: Source: Derived from the Municipality of West Elgin Official Plan, July 2023, and the New Official Plan Background Review, Issues and Opportunities Report, September 13, 2021, by Dillon Consulting Ltd. and Watson & Associates Economists Ltd.



Figure 1
Municipality of West Elgin
Annual Housing Forecast [1]



[1] Growth forecast represents calendar year.

Source: Historical housing activity derived from building permit data for the Municipality of West Elgin, 2014 to 2023.



Schedule 2
Municipality of West Elgin
Current Year Growth Forecast
Mid-2021 to Late-2024

		Population
Mid 2021 Population		5,060
Occupants of New Housing Units, Mid 2021 to Late 2024	<i>Units (2)</i>	74
	<i>multiplied by P.P.U. (3)</i>	2,883
	<i>gross population increase</i>	213
Occupants of New Equivalent Institutional Units, Mid 2021 to Late 2024	<i>Units</i>	2
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	2
Decline in Housing Unit Occupancy, Mid 2021 to Late 2024	<i>Units (4)</i>	2,100
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.054
	<i>total decline in population</i>	-113
Population Estimate to Late 2024		5,162
<i>Net Population Increase, Mid 2021 to Late 2024</i>		102

- (1) 2021 population based on Statistics Canada Census unadjusted for Census undercount.
- (2) Estimated residential units constructed, Mid-2021 to the beginning of the growth period assuming a six-month lag between construction and occupancy.
- (3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ^[1] (P.P.U.)	% Distribution of Estimated Units ^[2]	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.828	62%	1.755
<i>Multiples (6)</i>	2.974	38%	1.128
<i>Apartments (7)</i>	1.902	0%	0.000
Total		100%	2.883

^[1] Based on 2021 Census custom database.

^[2] Based on Building permit/completion activity.

- (4) 2021 households taken from Statistics Canada Census.
- (5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.
- (6) Includes townhouses and apartments in duplexes.
- (7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 3
Municipality of West Elgin
10-Year Growth Forecast
Late-2024 to Late-2034**

		Population
Late 2024 Population		5,162
Occupants of New Housing Units, Late 2024 to Late 2034	<i>Units (2)</i>	355
	<i>multiplied by P.P.U. (3)</i>	2.555
	<i>gross population increase</i>	907
Occupants of New Equivalent Institutional Units, Late 2024 to Late 2034	<i>Units</i>	4
	<i>multiplied by P.P.U. (3)</i>	1.100
	<i>gross population increase</i>	4
Decline in Housing Unit Occupancy, Late 2024 to Late 2034	<i>Units (4)</i>	2,174
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.193
	<i>total decline in population</i>	-420
Population Estimate to Late 2034		5,653
<i>Net Population Increase, Late 2024 to Late 2034</i>		<i>491</i>

(1) Late 2024 Population based on:

2021 Population (5,060) + Mid 2021 to Late 2024 estimated housing units to beginning of forecast period (74 x 2.883 = 213) + (2 x 1.1 = 2) + (2,100 x -0.054 = -113) = 5,162

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ^[1] (P.P.U.)	% Distribution of Estimated Units ^[2]	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.849	62%	1.761
<i>Multiples (6)</i>	2.347	26%	0.601
<i>Apartments (7)</i>	1.536	13%	0.193
<i>one bedroom or less</i>	1.100		
<i>two bedrooms or more</i>	1.870		
Total		100%	2.555

^[1] Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

^[2] Forecast unit mix based upon historical trends and housing units in the development process.

(4) Late 2024 households based upon 2021 Census (2,100 units) + Mid 2021 to Late 2024 unit estimate (74 units) = 2,174 units.

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



**Schedule 4
Municipality of West Elgin
Long-Term Growth Forecast
Late-2024 to Mid-2046**

		Population
Late 2024 Population		5,162
Occupants of New Housing Units, Late 2024 to Mid 2046	<i>Units (2)</i>	776
	<i>multiplied by P.P.U. (3)</i>	2,542
	<i>gross population increase</i>	1,973
Occupants of New Equivalent Institutional Units, Late 2024 to Mid 2046	<i>Units</i>	13
	<i>multiplied by P.P.U. (3)</i>	1,100
	<i>gross population increase</i>	15
Decline in Housing Unit Occupancy, Late 2024 to Mid 2046	<i>Units (4)</i>	2,174
	<i>multiplied by P.P.U. decline rate (5)</i>	-0.413
	<i>total decline in population</i>	-898
Population Estimate to Mid 2046		6,252
<i>Net Population Increase, Late 2024 to Mid 2046</i>		<i>1,090</i>

(1) Late 2024 Population based on:

2021 Population (5,060) + Mid 2021 to Late 2024 estimated housing units to beginning of forecast period (74 x 2.883 = 213) + (2 x 1.1 = 2) + (2,100 x -0.054 = -113) = 5,162

(2) Based upon forecast building permits/completions assuming a lag between construction and occupancy.

(3) Average number of persons per unit (P.P.U.) is assumed to be:

Structural Type	Persons Per Unit ^[1] (P.P.U.)	% Distribution of Estimated Units ^[2]	Weighted Persons Per Unit Average
<i>Singles & Semi Detached</i>	2.849	61%	1.730
<i>Multiples (6)</i>	2.347	26%	0.604
<i>Apartments (7)</i>	1.536	14%	0.208
<i>one bedroom or less</i>	1.100		
<i>two bedrooms or more</i>	1.870		
Total		100%	2.542

^[1] Persons per unit based on adjusted Statistics Canada Custom 2021 Census database.

^[2] Forecast unit mix based upon historical trends and housing units in the development process.

(4) Late 2024 households based upon 2021 Census (2,100 units) + Mid 2021 to Late 2024 unit estimate (74 units) = 2,174 units.

(5) Decline occurs due to aging of the population and family life cycle changes, lower fertility rates and changing economic conditions.

(6) Includes townhouses and apartments in duplexes.

(7) Includes bachelor, 1-bedroom and 2-bedroom+ apartments.

Note: Numbers may not add to totals due to rounding.



Schedule 5
Municipality of West Elgin
Summary of Active Development Applications

Stage of Development	Density Type			
	Singles & Semi-Detached	Multiples ^[1]	Apartments ^[2]	Total
Draft Plans Approved	0	26	19	45
<i>% Breakdown</i>	<i>0%</i>	<i>58%</i>	<i>42%</i>	<i>100%</i>
Application Under Review	323	153	40	516
<i>% Breakdown</i>	<i>63%</i>	<i>30%</i>	<i>8%</i>	<i>100%</i>
Total	323	179	59	561
<i>% Breakdown</i>	<i>58%</i>	<i>32%</i>	<i>11%</i>	<i>100%</i>

^[1] Includes townhomes and apartments in duplexes.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

Source: Derived from Municipality of West Elgin data, by Watson & Associates Economists Ltd.



Schedule 6
Municipality of West Elgin
Historical Residential Building Permits
Years 2014 to 2023

Year	Residential Building Permits			
	Singles & Semi Detached	Multiples ^[1]	Apartments ^[2]	Total
2014	4	0	0	4
2015	8	0	0	8
2016	14	0	2	16
2017	6	0	1	7
2018	30	0	1	31
Sub-total	62	0	4	66
Average (2014 - 2018)	12	0	1	13
% Breakdown	93.9%	0.0%	6.1%	100.0%
2019	9	0	0	9
2020	11	0	0	11
2021	13	0	0	13
2022	14	0	0	14
2023	9	22	0	31
Sub-total	56	22	0	78
Average (2019 - 2023)	11	4	0	16
% Breakdown	71.8%	28.2%	0.0%	100.0%
2014 - 2023				
Total	118	22	4	144
Average	12	2	0	14
% Breakdown	81.9%	15.3%	2.8%	100.0%

^[1] Includes Municipality houses and apartments in duplexes.

^[2] Includes bachelor, 1-bedroom, and 2-bedroom+ apartment units.

Source: Historical housing activity derived from Municipality of West Elgin building permit data, 2014-2023.



Schedule 7a
Municipality of West Elgin
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Singles and Semi-Detached						25 Year Average	25 Year Average Adjusted ^[1]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	-	-	-	-		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	2.818		
16-20	-	-	-	-	-	2.909		
21-25	-	-	-	3.000	-	3.059	2.929	2.849
26-30	-	-	-	2.455	-	2.200		
30+	-	-	1.970	2.413	3.667	2.396		
Total	-	-	2.014	2.461	3.531	2.457		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	-	-	-	-	-
6-10	-	-	-	-	-	-
11-15	-	-	-	-	-	2.818
16-20	-	-	-	-	-	2.917
21-25	-	-	-	3.000	-	3.000
26-30	-	-	-	2.583	-	2.167
30+	-	1.182	1.913	2.417	3.667	2.300
Total	-	1.385	1.977	2.469	3.531	2.368

^[1] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 7b
Elgin County
Person Per Unit by Age and Type of Dwelling
(2021 Census)

Age of Dwelling	Multiples ^[1]						25 Year Average	25 Year Average Adjusted ^[1]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	-	2.000	3.364	-	2.974		
6-10	-	-	-	-	-	-		
11-15	-	-	-	-	-	1.308		
16-20	-	-	-	-	-	2.667		
21-25	-	-	-	-	-	2.063	2.253	2.347
26-30	-	-	2.154	3.357	-	2.375		
30+	-	1.111	1.867	2.992	-	2.297		
Total	0.357	1.152	1.933	3.041	4.273	2.326		

Age of Dwelling	Apartments ^[2]						25 Year Average	25 Year Average Adjusted ^[2]
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total		
1-5	-	1.143	1.846	2.400	-	1.902		
6-10	-	1.000	-	-	-	1.200		
11-15	-	1.083	-	-	-	1.316		
16-20	-	-	-	-	-	-		
21-25	-	-	1.667	-	-	1.636	1.514	1.536
26-30	-	1.333	1.769	-	-	1.537		
30+	-	1.155	1.713	3.075	-	1.521		
Total	0.533	1.150	1.717	2.930	-	1.530		

Age of Dwelling	All Density Types					
	< 1 BR	1 BR	2 BR	3/4 BR	5+ BR	Total
1-5	-	1.238	1.922	2.922	4.409	2.772
6-10	-	1.188	1.925	2.971	4.400	2.848
11-15	-	1.348	1.776	2.877	4.556	2.767
16-20	-	-	1.875	2.973	4.100	2.884
21-25	-	1.250	1.683	2.776	4.128	2.680
26-30	-	1.318	1.907	2.668	3.913	2.497
30+	1.917	1.220	1.822	2.670	4.079	2.395
Total	1.682	1.234	1.830	2.739	4.166	2.506

^[1] Includes townhomes and apartments in duplexes.

^[2] Includes bachelor, 1 bedroom and 2 bedroom+ apartments.

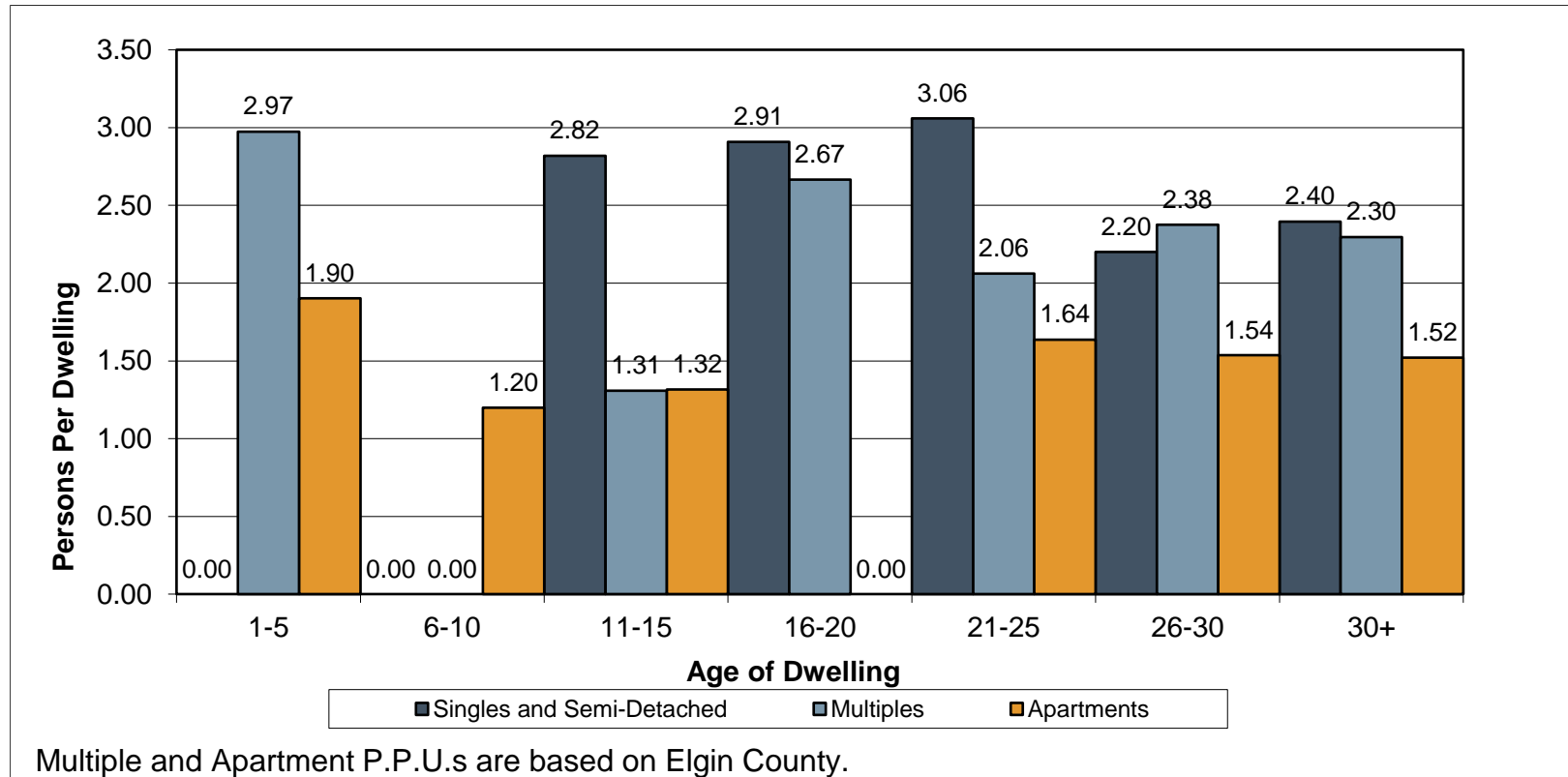
^[3] Adjusted based on historical trends.

Note: Does not include Statistics Canada data classified as "Other."

P.P.U. Not calculated for samples less than or equal to 50 dwelling units and does not include institutional population.



Schedule 8
Municipality of West Elgin
Person Per Unit Structural Type and Age of Dwelling
(2021 Census)





Schedule 9a Municipality of West Elgin Employment Forecast, 2024 to 2046

Period	Population	Activity Rate								Employment								Employment Total (Excluding Work at Home and N.F.P.O.W.)
		Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Including N.F.P.O.W.	Primary	Work at Home	Industrial	Commercial/ Population Related	Institutional	Total	N.F.P.O.W. ^[1]	Total Employment (Including N.F.P.O.W.)	
Mid 2011	5,157	0.005	0.062	0.108	0.069	0.069	0.312	0.028	0.340	25	320	555	355	355	1,610	145	1,755	1,290
Mid 2016	4,995	0.022	0.050	0.092	0.057	0.041	0.262	0.053	0.315	110	250	460	285	205	1,310	263	1,573	1,060
Late 2024	5,162	0.021	0.056	0.100	0.071	0.048	0.296	0.057	0.353	110	287	518	369	245	1,528	292	1,820	1,242
Late 2034	5,653	0.031	0.065	0.086	0.083	0.048	0.313	0.066	0.379	175	368	703	472	270	1,988	373	2,361	1,620
Mid 2046	6,252	0.040	0.074	0.147	0.096	0.047	0.405	0.075	0.480	252	464	920	599	296	2,531	469	3,000	2,067
Incremental Change																		
Mid 2011 - Mid 2016	-162	0.017	-0.012	-0.016	-0.012	-0.028	-0.050	0.025	-0.025	85	-70	-95	-70	-150	-300	118	-182	-230
Mid 2016 - Late 2024	167	-0.001	0.005	0.008	0.014	0.006	0.034	0.004	0.038	0	37	58	84	40	218	29	247	182
Late 2024 - Late 2034	491	0.010	0.010	-0.015	0.012	0.000	0.017	0.009	0.026	65	81	185	103	25	460	81	541	378
Late 2024 - Mid 2046	1,090	0.019	0.019	0.047	0.024	0.000	0.109	0.018	0.127	142	177	402	230	51	1,003	177	1,180	825
Annual Average																		
Mid 2011 - Mid 2016	-32	0.003	-0.002	-0.003	-0.002	-0.006	-0.010	0.005	-0.005	17	-14	-19	-14	-30	-60	24	-36	-46
Mid 2016 - Late 2024	21	0.000	0.001	0.001	0.002	0.001	0.004	0.000	0.005	0	5	7	10	5	27	4	31	23
Late 2024 - Late 2034	49	0.001	0.001	-0.001	0.001	0.000	0.002	0.001	0.003	7	8	19	10	2	46	8	54	38
Late 2024 - Mid 2046	51	0.001	0.001	0.002	0.001	0.000	0.005	0.001	0.006	7	8	19	11	2	47	8	55	38

[1] Statistics Canada defines no fixed place of work (N.F.P.O.W.) employees as "persons who do not go from home to the same workplace location at the beginning of each shift. Such persons include building and landscape contractors, travelling salespersons, independent truck drivers, etc."

Notes:

Statistics Canada 2021 Census place of work employment data has been reviewed. The 2021 Census employment results have not been utilized due to a significant increase in work at home employment captured due to Census enumeration occurring during the provincial COVID-19 lockdown from April 1, 2021 to June 14, 2021.

Source: Derived from the Municipality of West Elgin Official Plan, July 2023, and the New Official Plan Background Review, Issues and Opportunities Report, September 13, 2021, by Dillon Consulting Ltd. and Watson & Associates Economists Ltd.



Schedule 9b
Municipality of West Elgin
Employment and Gross Floor Area (G.F.A.) Forecast, 2024 to 2046

Period	Population	Employment					Gross Floor Area in Square Feet (Estimated) ^[1]				
		Primary	Industrial	Commercial/ Population Related	Institutional ^[3]	Total	Primary ^[2]	Industrial	Commercial/ Population Related	Institutional ^[3]	Total
Mid 2011	5,157	25	555	355	355	1,290					
Mid 2016	4,995	110	460	285	205	1,060					
Late 2024	5,162	110	518	369	245	1,242					
Late 2034	5,653	175	703	472	268	1,618					
Mid 2046	6,252	252	920	599	289	2,060					
Incremental Change											
Mid 2011 - Mid 2016	-162	85	-95	-70	-150	-230					
Mid 2016 - Late 2024	167	0	58	84	40	182					
Late 2024 - Late 2034	491	65	185	103	23	376	195,000	278,100	51,700	15,500	540,300
Late 2024 - Mid 2046	1,090	142	402	230	44	818	426,000	603,600	115,200	29,900	1,174,700
Annual Average											
Mid 2011 - Mid 2016	-32	17	-19	-14	-30	-46					
Mid 2016 - Late 2024	21	0	7	10	5	23					
Late 2024 - Late 2034	49	7	19	10	2	38	19,500	27,810	5,170	1,550	54,030
Late 2024 - Mid 2046	51	7	19	11	2	38	19,814	28,074	5,358	1,391	54,637

^[1] Square Foot Per Employee Assumptions

Primary - Non-Bona Fide Farming	3,000
Industrial	1,500
Commercial/Population-Related	500
Institutional	685

^[2] Primary industry includes agriculture and resource related employment.

^[3] Forecast institutional employment and gross floor area has been adjusted downward to account for employment associated with special care units.

*Reflects Late-2024 to Mid-2046 forecast period.

Note: Numbers may not add up precisely due to rounding.

Source: Watson & Associates Economists Ltd.



Schedule 10
Municipality of West Elgin
Employment Categories by Major Employment Sector

NAICS	Employment by industry	Comments
	<u>Primary Industry Employment</u>	
11	<i>Agriculture, forestry, fishing and hunting</i>	Categories which relate to local land-based resources
21	<i>Mining and oil and gas extraction</i>	
	<u>Industrial and Other Employment</u>	
22	<i>Utilities</i>	Categories which relate primarily to industrial land supply and demand
23	<i>Construction</i>	
31-33	<i>Manufacturing</i>	
41	<i>Wholesale trade</i>	
48-49	<i>Transportation and warehousing</i>	
56	<i>Administrative and support</i>	
	<u>Population Related Employment</u>	
44-45	<i>Retail trade</i>	Categories which relate primarily to population growth within the municipality
51	<i>Information and cultural industries</i>	
52	<i>Finance and insurance</i>	
53	<i>Real estate and rental and leasing</i>	
54	<i>Professional, scientific and technical services</i>	
55	<i>Management of companies and enterprises</i>	
56	<i>Administrative and support</i>	
71	<i>Arts, entertainment and recreation</i>	
72	<i>Accommodation and food services</i>	
81	<i>Other services (except public administration)</i>	
	<u>Institutional</u>	
61	<i>Educational services</i>	
62	<i>Health care and social assistance</i>	
91	<i>Public administration</i>	

Note: Employment is classified by North American Industry Classification System (NAICS) Code.

Source: Watson & Associates Economists Ltd.



Appendix B

Level of Service



Appendix B: Level of Service

SUMMARY OF SERVICE STANDARDS AS PER DEVELOPMENT CHARGES ACT, 1997, AS AMENDED							
Service Category	Sub-Component	15 Year Average Service Standard					Maximum Ceiling LOS
		Cost (per capita)	Quantity (per capita)		Quality (per capita)		
Service Related to a Highway	Services Related to a Highway - Roads	\$63,217.00	0.0973	lane km of roadways	649,712	per km	68,906,530
	Services Related to a Highway - Bridges, Culverts & Structures	\$2,817.20	0.0071	Number of Bridges, Culverts & Structures	396,789	per item	3,070,748
	Services Related to a Highway - Sidewalks	\$412.07	0.0033	km of sidewalks	124,870	per km	449,156
	Services Related to a Highway - Streetlights	\$324.47	0.0932	No. of Streetlights	3,481	per signal	353,672
Public Works	Public Works - Facilities	\$804.88	3.4189	sq.ft. of building area	235	per sq.ft.	877,319
	Public Works - Vehicles & Equipment	\$1,185.70	0.0063	No. of vehicles and equipment	188,206	per vehicle	1,292,413
Fire Protection	Fire Protection Services - Facilities	\$1,209.76	2.2999	sq.ft. of building area	526	per sq.ft.	1,318,638
	Fire Protection Services - Vehicles & Equipment	\$1,102.04	0.0014	No. of vehicles	787,171	per vehicle	1,201,224
	Fire Protection Services - Small Equipment and Gear	\$214.75	0.0512	No. of equipment and gear	4,194	per item	234,078
Parks & Recreation	Parkland Development	\$472.07	0.0095	Acres of Parkland	49,692	per acre	231,786
	Parkland Amenities	\$906.91	0.0044	No. of parkland amenities	206,116	per amenity	445,293
	Parkland Trails	\$29.92	1.0590	Linear Metres of Paths and Trails	28	per linear m	14,691
	Recreation Facilities	\$8,552.71	12.6272	sq.ft. of building area	677	per sq.ft.	4,199,381
	Parks & Recreation Vehicles and Equipment	\$185.96	0.0041	No. of vehicles and equipment	45,356	per vehicle	91,306
Library Services	Library Services - Facilities	\$480.23	0.6597	sq.ft. of building area	728	per sq.ft.	235,793



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Roads
Unit Measure: lane km of roadways

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ lane km)
Gravel	392	392	392	392	392	392	392	387	378	378	378	378	378	378	378	\$550,000
Surface Treatment/Asphalt	104	104	104	104	104	104	104	108	115	115	115	115	115	115	115	\$1,000,000
Total	496	496	496	496	496	496	496	495	493	493	493	493	493	493	493	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0941	0.0951	0.0962	0.0969	0.0977	0.0981	0.0988	0.0991	0.0984	0.0986	0.0975	0.0975	0.0974	0.0973	0.0972

15 Year Average	2009 to 2023
Quantity Standard	0.0973
Quality Standard	\$649,712
Service Standard	\$63,217

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$63,217
Eligible Amount	\$68,906,530



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Bridges, Culverts & Structures
Unit Measure: Number of Bridges, Culverts & Structures

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Bridges	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	\$636,000
Culverts	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	\$306,000
Total	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0068	0.0069	0.0070	0.0070	0.0071	0.0071	0.0072	0.0072	0.0072	0.0072	0.0071	0.0071	0.0071	0.0071	0.0071

15 Year Average	2009 to 2023
Quantity Standard	0.0071
Quality Standard	\$396,789
Service Standard	\$2,817

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$2,817
Eligible Amount	\$3,070,748



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Sidewalks
Unit Measure: km of sidewalks

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/km)
Rodney	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	7.67	\$125,000
West Lorne	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	9.08	\$125,000
Total	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	16.75	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0032	0.0032	0.0032	0.0033	0.0033	0.0033	0.0033	0.0034	0.0033	0.0034	0.0033	0.0033	0.0033	0.0033	0.0033

15 Year Average	2009 to 2023
Quantity Standard	0.0033
Quality Standard	\$124,870
Service Standard	\$412

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$412
Eligible Amount	\$449,156



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Services Related to a Highway - Streetlights
Unit Measure: No. of Streetlights

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Streetlights	441	441	441	441	441	441	441	441	441	441	441	441	441	441	441	\$3,000
Decorative Streetlight - Rodney	20	20	20	20	20	20	20	20	20	20	20	20	20	20	28	\$10,000
Decorative Streetlight - West Lorne	12	12	12	12	12	12	12	12	12	12	12	12	12	12	12	\$10,000
Total	473	473	473	473	473	473	473	473	473	473	473	473	473	473	481	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09	0.09

15 Year Average	2009 to 2023
Quantity Standard	0.0932
Quality Standard	\$3,481
Service Standard	\$324

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$324
Eligible Amount	\$353,672



**Municipality of West Elgin
Service Standard Calculation Sheet**

Class of Service: Public Works - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Public Works Shop	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	9,143	\$250	\$279
Shed	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	\$250	\$279
Salt Storage	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	1,925	\$150	\$169
Sand Storage	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	3,305	\$100	\$114
Total	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373	17,373		

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	3.2953	3.3320	3.3688	3.3925	3.4206	3.4354	3.4601	3.4781	3.4677	3.4746	3.4341	3.4361	3.4334	3.4300	3.4246

15 Year Average	2009 to 2023
Quantity Standard	3.4189
Quality Standard	\$235
Service Standard	\$805

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$805
Eligible Amount	\$877,319



**Municipality of West Elgin
Service Standard Calculation Sheet**

Class of Service: Public Works - Vehicles & Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Backhoe #10 Case 580SN WT T4	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$250,000
Dozer #308	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$400,000
Excavator #140	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$400,000
Grader #1, 2, 3	2	2	2	2	2	2	2	2	2	2	2	2	2	2	3	\$650,000
John Deere Tractor	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$175,000
Loader #18	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$200,000
Pickup Trucks	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$60,000
Dump Truck/Snow Plows - Single Axle	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$300,000
Dump Truck/Snow Plows - Tandem Axle	4	4	4	4	4	4	4	4	4	4	4	4	4	4	4	\$400,000
Equipment																
Vac-Trailer #19	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$175,000
Chipper #16	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$50,000
Scraper	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$50,000
GPS	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$25,000
Communication	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$50,000
Pressure Washer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
Fuel Station	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$5,000
Tiger Claw Retriever														1	1	\$25,000
Electric Lift															1	\$50,000
Roadside Mowers	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$25,000
Float Trailer	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$60,000
Road Closed Trailer	-	-	-	-	-	-	-	-	-	-	2	2	2	2	2	\$7,500
Overhead Crane	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$30,000
Generator	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
Total	31	31	31	31	31	31	31	31	31	31	33	33	33	34	36	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0059	0.0059	0.0060	0.0061	0.0061	0.0061	0.0062	0.0062	0.0062	0.0062	0.0065	0.0065	0.0065	0.0067	0.0071

15 Year Average	2009 to 2023
Quantity Standard	0.0063
Quality Standard	\$188,206
Service Standard	\$1,186

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$1,186
Eligible Amount	\$1,292,413



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Fire Protection Services - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Rodney Fire Station	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	6,892	\$453	\$526
West Lorne Fire Station	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	4,795	\$453	\$526
Total	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687	11,687		

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	2.2168	2.2415	2.2662	2.2822	2.3010	2.3111	2.3276	2.3397	2.3327	2.3374	2.3101	2.3115	2.3097	2.3074	2.3038

15 Year Average	2009 to 2023
Quantity Standard	2.2999
Quality Standard	\$526
Service Standard	\$1,210

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$1,210
Eligible Amount	\$1,318,638



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Fire Protection Services - Vehicles & Equipment
Unit Measure: No. of vehicles

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Rodney, Station #1																
Pumper 81	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,200,000
Tanker 82	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$750,000
Rescue 83	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$650,000
Snuffer 84	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$250,000
West Lorne, Station #2																
Pumper 91	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,200,000
Tanker 92	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$750,000
Rescue 93	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$800,000
Total	7	7	7	7	7	7	7	7	7	7	7	7	7	7	7	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0013	0.0013	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014	0.0014

15 Year Average	2009 to 2023
Quantity Standard	0.0014
Quality Standard	\$787,171
Service Standard	\$1,102

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$1,102
Eligible Amount	\$1,201,224



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Fire Protection Services - Small Equipment and Gear
Unit Measure: No. of equipment and gear

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Infrared Camera	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$12,000
Extrication Equipment	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$60,000
Compressor Air Fill Station	2	2	2	2	2	2	2	2	2	2	2	2	2	1	1	\$80,000
Fire-Extractor	-	-	-	-	-	-	-	-	-	2	2	2	2	2	2	\$60,000
Gear Dryers	-	-	-	-	-	-	-	-	-	-	-	2	2	2	2	\$5,000
SCBA Packs	26	26	26	26	26	26	26	26	26	26	26	26	26	26	26	\$10,500
Bunker Gear	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	\$3,000
Cylinders	65	65	65	65	65	65	65	65	65	65	65	65	65	65	65	\$1,500
Mobile Radios	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	\$2,500
Hose & Appliances	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$50,000
Pagers	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	\$800
Helmets, Boots, Gloves	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	\$1,500
Defibrilators	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$2,500
Gas Detectors	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$6,000
Portable Generator	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$5,000
Total	259	259	259	259	259	259	259	259	259	261	261	263	263	262	262	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0491	0.0497	0.0502	0.0506	0.0510	0.0512	0.0516	0.0519	0.0517	0.0522	0.0516	0.0520	0.0520	0.0517	0.0516

15 Year Average	2009 to 2023
Quantity Standard	0.0512
Quality Standard	\$4,194
Service Standard	\$215

D.C. Amount (before deductions)	Long-Term
Forecast Population	1,090
\$ per Capita	\$215
Eligible Amount	\$234,078



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Parkland Development
Unit Measure: Acres of Parkland

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Acre)
West Lorne Parkland	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	24.80	\$50,000
Rodney Parkland	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	19.98	\$50,000
Port Glasgow Beach	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	1.60	\$50,000
Memorial Park	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	1.40	\$50,000
178 Munroe St Parkette	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	0.20	\$50,000
Total	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	47.98	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01	0.01

15 Year Average	2009 to 2023
Quantity Standard	0.0095
Quality Standard	\$49,692
Service Standard	\$472

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$472
Eligible Amount	\$231,786



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Parkland Amenities
Unit Measure: No. of parkland amenities

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/item)
Community Pool	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$1,170,000
Rodney Fairgrounds - Pavilion	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$100,000
Rodney Playground	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$225,000
Rodney Volleyball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
Rodney Skateboard Park	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
West Lorne Skateboard Park	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$75,000
West Lorne Splash Pad	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$250,000
West Lorne Park Ball Diamond	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$225,000
West Lorne Park Tennis Courts	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$90,000
West Lorne Lawn Bowling Green	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$200,000
West Lorne Beach Volleyball Court	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
West Lorne - Playground	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$225,000
West Lorne Soccer Fields	8	8	8	8	8	8	8	8	8	8	8	8	8	8	8	\$200,000
West Lorne - Miller Park Pavilion	-	-	-	-	-	-	-	-	-	-	-	-	-	1	1	\$100,000
Port Glasgow Playground	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$225,000
Port Glasgow Fish Cleaning Station	-	-	-	-	-	-	-	-	-	-	1	1	1	1	1	\$75,000
Total	22	22	22	22	22	22	22	22	22	22	23	23	23	24	24	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0042	0.0042	0.0043	0.0043	0.0043	0.0044	0.0044	0.0044	0.0044	0.0044	0.0045	0.0045	0.0045	0.0047	0.0047

15 Year Average	2009 to 2023
Quantity Standard	0.0044
Quality Standard	\$206,116
Service Standard	\$907

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$907
Eligible Amount	\$445,293



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Parkland Trails
Unit Measure: Linear Metres of Paths and Trails

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/ Linear Metre)
Miller Park Trail	-	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	1,487	\$45
Water Plant Trail	590	590	590	590	590	590	590	590	590	590	590	590	590	590	590	\$45
Joe's Bush Trails	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	3,400	\$19
Total	3,990	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	5,477	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.76	1.05	1.06	1.07	1.08	1.08	1.09	1.10	1.09	1.10	1.08	1.08	1.08	1.08	1.08

15 Year Average	2009 to 2023
Quantity Standard	1.0590
Quality Standard	\$28
Service Standard	\$30

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$30
Eligible Amount	\$14,691



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Recreation Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)
Arena	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	28,358	\$800
West Lorne Community Complex	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	4,161	\$620
Rodney Recreation Centre	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	12,146	\$620
Community Pool Building and Changehouse	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	2,675	\$400
West Lorne Lawnbowling Building	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	\$400
West Lorne Recreation Operations Building	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	2,530	\$400
West Lorne Scout Hall	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	1,310	\$400
West Lorne Park Washrooms	709	709	709	709	709	709	709	709	709	709	709	709	709	709	709	\$400
West Lorne Miller Park Pavilion	-	-	-	-	-	-	1,545	1,545	1,545	1,545	1,545	1,545	1,545	1,545	1,545	\$75
Trailer Park - Dance Hall & Bingo Hall, Pavilion																
PGTP-Dance Hall	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	\$400
PGTP - Bingo Hall	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	1,802	\$400
PGTP - Pavilion	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	3,369	\$75
Port Glasgow Washroom Building	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	\$400
Total	63,230	63,230	63,230	63,230	63,230	63,230	64,775	64,775	64,775	64,775	64,775	64,775	64,775	64,775	64,775	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	11.9936	12.1270	12.2610	12.3472	12.4493	12.5035	12.9008	12.9680	12.9291	12.9550	12.8039	12.8115	12.8014	12.7887	12.7686

15 Year Average	2009 to 2023
Quantity Standard	12.6272
Quality Standard	\$677
Service Standard	\$8,553

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$8,553
Eligible Amount	\$4,199,381



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Parks & Recreation Vehicles and Equipment
Unit Measure: No. of vehicles and equipment

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Value (\$/Vehicle)
Trailer	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$20,000
Pickup Trucks	2	2	2	3	3	3	3	3	3	3	3	3	3	3	3	\$60,000
Generators	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$75,000
Zamboni	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$175,000
Skate Sharpener	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
Floor Scrubber	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$15,000
14' Grooming Mower	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$30,000
Overseeder	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$15,000
Kubota Front loader Tractor (serial # 45732)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$58,103
Tractor with plow (serial # MT5T-2107)	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$101,640
FRT Mount Mower-Side Discharge Deck	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$26,908
Kubota tractor 60" side discharge	2	2	2	2	2	2	2	2	2	2	2	2	2	2	2	\$25,000
Line Painter	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$10,000
Tractor with loader	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$40,000
John Deere Zero Turn	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$30,000
Kubota	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	\$25,000
Total	20	20	20	21	21	21	21	21	21	21	21	21	21	21	21	

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.0038	0.0038	0.0039	0.0041	0.0041	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0042	0.0041	0.0041

15 Year Average	2009 to 2023
Quantity Standard	0.0041
Quality Standard	\$45,356
Service Standard	\$186

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$186
Eligible Amount	\$91,306



**Municipality of West Elgin
Service Standard Calculation Sheet**

Service: Library Services - Facilities
Unit Measure: sq.ft. of building area

Description	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024 Bld'g Value (\$/sq.ft.)	Value/sq.ft. with land, site works, etc.
Rodney Library, 207 Furnival Road	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	\$600	\$728
West Lorne Library, 160 Main St	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	1,372	\$600	\$728
Total	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352	3,352		

Population	5,272	5,214	5,157	5,121	5,079	5,057	5,021	4,995	5,010	5,000	5,059	5,056	5,060	5,065	5,073
Per Capita Standard	0.6358	0.6429	0.6500	0.6546	0.6600	0.6628	0.6676	0.6711	0.6691	0.6704	0.6626	0.6630	0.6625	0.6618	0.6608

15 Year Average	2009 to 2023
Quantity Standard	0.6597
Quality Standard	\$728
Service Standard	\$480

D.C. Amount (before deductions)	10 Year
Forecast Population	491
\$ per Capita	\$480
Eligible Amount	\$235,793



Appendix C

Long-Term Capital and Operating Cost Examination



Appendix C: Long-Term Capital and Operating Cost Examination

Municipality of West Elgin

Annual Capital and Operating Cost Impact

As a requirement of the *Development Charges Act, 1997*, as amended, under subsection 10 (2) (c), an analysis must be undertaken to assess the long-term capital and operating cost impacts for the capital infrastructure projects identified within the development charge. As part of this analysis, it was deemed necessary to isolate the incremental operating expenditures directly associated with these capital projects, factor in cost savings attributable to economies of scale or cost sharing where applicable and prorate the cost on a per unit basis (i.e., sq.ft. of building space, per vehicle, etc.). This was undertaken through a review of the Municipality's approved 2022 Financial Information Return (F.I.R.).

In addition to the operational impacts, over time the initial capital projects will require replacement. This replacement of capital is often referred to as lifecycle cost. By definition, lifecycle costs are all the costs which are incurred during the life of a physical asset, from the time its acquisition is first considered, to the time it is taken out of service for disposal or redeployment. The method selected for lifecycle costing is the sinking fund method which provides that money will be contributed annually and invested, so that those funds will grow over time to equal the amount required for future replacement. The following factors were utilized to calculate the annual replacement cost of the capital projects (annual contribution = factor X capital asset cost) and are based on an annual growth rate of 2% (net of inflation) over the average useful life of the asset:



Table C-1
Municipality of West Elgin
Lifecycle Cost Factors and Average Useful Lives

Asset	Lifecycle Cost Factors	
	Average Useful Life	Factor
Water and Wastewater Infrastructure	80	0.005160705
Facilities	50	0.01182321
Services Related to a Highway	50	0.01182321
Parkland Development	40	0.016555748
Vehicles	15	0.057825472
Small Equipment & Gear	10	0.091326528
Library Materials	10	0.091326528

Table C-2 depicts the annual operating impact resulting from the proposed gross capital projects at the time they are all in place. It is important to note that, while Municipality program expenditures will increase with growth in population, the costs associated with the new infrastructure (i.e., facilities) would be delayed until the time these works are in place.



Table C-2
Municipality of West Elgin
Operating and Capital Expenditure Impacts for Future Capital Expenditures

SERVICE/CLASS OF SERVICE	VALUE OF EXISTING INFRASTRUCTURE	GROSS COST LESS BENEFIT TO EXISTING	SHARE OF GROWTH RELATED CAPITAL TO ASSETS IN PLACE	CURRENT OPERATING EXPENDITURES	ANNUAL OPERATING EXPENDITURES	ANNUAL LIFECYCLE EXPENDITURES	TOTAL ANNUAL EXPENDITURES
1. Services Related to a Highway							
1.1 Roads and Related	341,032,750	7,690,070	2%	1,160,498	26,168	247,630	273,798
1.2 Public Works (Facilities and Fleet)	10,799,992	795,000	7%	1,330,440	97,935	50,116	148,051
2. Fire Protection Services							
2.1 Fire facilities, vehicles & equipment	12,848,362	1,211,000	9%	626,419	59,042	70,357	129,399
3. Parks and Recreation Services							
3.1 Park development, amenities, trails, recreation facilities, vehicles, and equipment	51,769,748	1,325,000	3%	1,531,988	39,210	51,006	90,216
4. Growth Studies							
4.1 Growth Studies		195,000					
Total		11,216,070		4,649,345	222,356	419,109	641,465



Appendix D

D.C. Reserve Fund Policy



Appendix D: D.C. Reserve Fund Policy

D.1 Legislative Requirements

The *Development Charges Act, 1997*, as amended (D.C.A.) requires development charge (D.C.) collections (and associated interest) to be placed in separate reserve funds. Sections 33 through 36 of the D.C.A. provide the following regarding reserve fund establishment and use:

- A municipality shall establish a reserve fund for each service to which the D.C. by-law relates; subsection 7 (1), however, allows services to be grouped into categories of services for reserve fund (and credit) purposes and for classes of services to be established.
- The municipality shall pay each D.C. it collects into a reserve fund or funds to which the charge relates.
- The money in a reserve fund shall be spent only for the “capital costs” determined through the legislated calculation process (as per subsection 5 (1) 2 to 8).
- Money may be borrowed from the fund but must be paid back with interest (O. Reg. 82/98, subsection 11 (1) defines this as Bank of Canada rate either on the day the by-law comes into force or, if specified in the by-law, the first business day of each quarter).
- D.C. reserve funds may not be consolidated with other municipal reserve funds for investment purposes and may only be used as an interim financing source for capital undertakings for which D.C.s may be spent (section 37).

Annually, the Treasurer of the municipality is required to provide Council with a financial statement related to the D.C. by-law(s) and reserve funds. This statement must be made available to the public and may be requested to be forwarded to the Minister of Municipal Affairs and Housing.

Subsection 43 (2) and O. Reg. 82/98 prescribe the information that must be included in the Treasurer’s statement, as follows:

- opening balance;
- closing balance;
- description of each service and/or service category for which the reserve fund was established (including a list of services within a service category);



- transactions for the year (e.g. collections, draws) including each asset's capital costs to be funded from the D.C. reserve fund and the manner for funding the capital costs not funded under the D.C. by-law (i.e. non-D.C. recoverable cost share and post-period D.C. recoverable cost share);
- for projects financed by D.C.s, the amount spent on the project from the D.C. reserve fund and the amount and source of any other monies spent on the project;
- amounts borrowed, purpose of the borrowing, and interest accrued during previous year;
- amount and source of money used by the municipality to repay municipal obligations to the D.C. reserve fund;
- list of credits by service or service category (outstanding at the beginning of the year, given in the year, and outstanding at the end of the year by the holder);
- for credits granted under section 14 of the previous D.C.A., a schedule identifying the value of credits recognized by the municipality, the service to which it applies and the source of funding used to finance the credit; and
- a statement as to compliance with subsection 59 (1) of the D.C.A., whereby the municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development, except as permitted by the D.C.A. or another Act.

Recent changes arising from Bill 109 (More Homes for Everyone Act, 2022) provide that the Council shall make the statement available to the public by posting the statement on the website or, if there is no such website, in the municipal office. In addition, Bill 109 introduced the following requirements which shall be included in the treasurer's statement.

- For each service for which a development charge is collected during the year
 - whether, as of the end of the year, the municipality expects to incur the amount of capital costs that were estimated, in the relevant development charge background study, to be incurred during the term of the applicable development charge by-law, and
 - if the answer to subparagraph i is no, the amount the municipality now expects to incur and a statement as to why this amount is expected;
- For any service for which a development charge was collected during the year but in respect of which no money from a reserve fund was spent during the year, a statement as to why there was no spending during the year.



Additionally, as per subsection 35(3) of the D.C.A.:

35(3) If a service is prescribed for the purposes of this subsection, beginning in the first calendar year that commences after the service is prescribed and in each calendar year thereafter, a municipality shall spend or allocate at least 60 per cent of the monies that are in a reserve fund for the prescribed service at the beginning of the year.

The services currently prescribed are water, wastewater, and services related to a highway. Therefore, as of 2023, a municipality shall spend or allocate at least 60 percent of the monies in the reserve fund at the beginning of the year. There are generally two (2) ways in which a municipality may approach this requirement:

- a) Include a schedule as part of the annual treasurer's statement; or
- b) Incorporate the information into the annual budgeting process.

Based upon the above, Figure 1 and Attachments 1 and 2, set out the format for which annual reporting to Council should be provided. Attachment 3 provides for the schedule for allocating reserve fund balances to projects.

D.2 D.C. Reserve Fund Application

Section 35 of the D.C.A. states that:

“The money in a reserve fund established for a service may be spent only for capital costs determined under paragraphs 2 to 7 of subsection 5(1).”

This provision clearly establishes that reserve funds collected for a specific service are only to be used for that service, or to be used as a source of interim financing of capital undertakings for which a D.C. may be spent.



Figure D-1
Municipality of West Elgin
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services to which the Development Charge Relates				Total
	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Growth Studies	
Opening Balance, January 1, _____					0
Plus:					
Development Charge Collections					0
Accrued Interest					0
Repayment of Monies Borrowed from Fund and Associated Interest ¹					0
Sub-Total	0	0	0	0	0
Less:					
Amount Transferred to Capital (or Other) Funds ²					0
Amounts Refunded					0
Amounts Loaned to Other D.C. Service Category for Interim Financing					0
Credits ³					0
Sub-Total	0	0	0	0	0
Closing Balance, December 31, _____	0	0	0	0	0

¹ Source of funds used to repay the D.C. reserve fund

² See Attachment 1 for details

³ See Attachment 2 for details

The Municipality is compliant with s.s. 59.1 (1) of the *Development Charges Act*, whereby charges are not directly or indirectly imposed on development nor has a requirement to construct a service related to development been imposed, except as permitted by the *Development Charges Act* or another Act.



Figure D-2a
Municipality of West Elgin
Attachment 1
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period			Post D.C. Forecast Period		Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/ Capacity Interim Financing	Grants, Subsidies Other Contributions					
Services Related to a Highway											
Capital Cost A											
Capital Cost B											
Capital Cost C											
Sub-Total - Services Related to Highways	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Parks and Recreation Services											
Capital Cost D											
Capital Cost E											
Capital Cost F											
Sub-Total - Parks and Recreation Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fire Protection Services											
Capital Cost G											
Capital Cost H											
Capital Cost I											
Sub-Total - Fire Protection Services	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0



Figure D-2b
Municipality of West Elgin
Attachment 1
Annual Treasurer's Statement of Development Charge Reserve Funds
Amount Transferred to Capital (or Other) Funds – Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
<u>Services Related to a Highway</u>									
Capital Cost J									
Capital Cost K									
Capital Cost L									
Sub-Total - Services Related to a Highway	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Parks and Recreation Services</u>									
Capital Cost M									
Capital Cost N									
Capital Cost O									
Sub-Total - Parks and Recreation Services	\$0	\$0	\$0	\$0	\$0		\$0	\$0	
<u>Fire Protection Services</u>									
Capital Cost P									
Capital Cost Q									
Capital Cost R									
Sub-Total - Fire Protection Services	\$0	\$0	\$0	\$0	\$0		\$0	\$0	



Figure D-3
Municipality of West Elgin
Attachment 2
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year _____	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year _____
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					



Figure D-4
Municipality of West Elgin
Attachment 3
Annual Treasurer's Statement of Development Charge Reserve Funds
Statement of Reserve Fund Balance Allocations

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	
60% of Balance to be Allocated (at a minimum):	

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital Cost Remaining to be Funded	Share of Growth-related Cost Allocated to Date	Share of Growth-related Cost Allocated - Current Year
Total		\$0	\$0	\$0



Appendix E

Local Service Policy



Appendix E: Local Service Policy

Policy Statement

This Policy sets out the Municipality's General Policy Guidelines on Development Charges (D.C.) and local service funding for Services Related to a Highway, Stormwater Management, Transit Bus Stops and Amenities, Parkland Development, and Underground Linear Services. The guidelines outline, in general terms, the size and nature of engineered infrastructure that is included in the study as a development charge project, versus infrastructure that is considered as a local service, to be emplaced separately by landowners, pursuant to a development agreement.

Purpose

The following policy guidelines are general principles by which staff will be guided in considering development applications. However, each application will be considered, in the context of these policy guidelines as subsection 59(2) of the Development Charges Act, 1997, on its own merits having regard to, among other factors, the nature, type and location of the development and any existing and proposed development in the surrounding area, as well as the location and type of services required and their relationship to the proposed development and to existing and proposed development in the area.

Policy

A. Services Related to a Highway

A highway and services related to a highway are intended for the transportation of people and goods via many different modes including, but not limited to passenger automobiles, commercial vehicles, transit vehicles, bicycles and pedestrians. The highway shall consist of all land and associated infrastructure built to support (or service) this movement of people and goods regardless of the mode of transportation employed, thereby achieving a complete street. A complete street is the concept whereby a highway is planned, designed, operated and maintained to enable pedestrians, cyclists, public transit users and motorists to safely and comfortably be moved, thereby allowing for the efficient movement of persons and goods.



The associated infrastructure to achieve this concept shall include, but is not limited to: road pavement structure and curbs; grade separation/bridge structures (for any vehicles, railways and/or pedestrians); grading, drainage and retaining wall features; culvert structures; storm water drainage systems; utilities; traffic control systems; signage; gateway features; street furniture; active transportation facilities (e.g. sidewalks, bike lanes, multi-use trails which interconnect the transportation network, etc.); transit lanes & lay-bys; roadway illumination systems; boulevard and median surfaces (e.g. sod & topsoil, paving, etc.); street trees and landscaping; parking lanes & lay-bys; (excluding on-street parking in the downtown) and driveway entrances; noise attenuation systems; railings and safety barriers.

1) Local and Collector Roads (including land)

- a) Collector Roads Internal to Development, inclusive of all land and associated infrastructure – direct developer responsibility under s.59 of the D.C.A. as a local service.
- b) Collector Roads External to Development, inclusive of all land and associated infrastructure – if needed to support a specific development or required to link with the area to which the plan relates, direct developer responsibility under s.59 of the D.C.A.; otherwise, included in D.C. calculation to the extent permitted under s.5(1) of the D.C.A. (dependent on local circumstances).
- c) All local roads are considered to be the developer's responsibility.

2) Arterial Roads

- a) New, widened, extended or upgraded arterial roads, inclusive of all associated infrastructure: Included as part of road costing funded through D.C.A., s.5(1).
- b) Land acquisition for arterial roads on existing rights-of-way to achieve a complete street: dedication under the Planning Act provisions (s. 41, 51 and s. 53) through development lands; in area with limited development: included in D.C.'s.
- c) Land acquisition for arterial roads on new rights-of-way to achieve a complete street: dedication, where possible, under the Planning Act provisions (s. 51 and s. 53) through development lands up to the ROW as specified by the Municipality.



- d) Land acquisition beyond normal dedication requirements to achieve transportation corridors as services related to highways including grade separation infrastructure for the movement of pedestrians, cyclists, public transit and/or railway vehicles: included in D.C.'s.

3) Traffic Control Systems, Signals and Intersection Improvements

- a) On new arterial roads and arterial road improvements unrelated to a specific development: included as part of road costing funded through D.C.'s.
- b) On non-arterial roads, or for any private site entrances or entrances to specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- c) On arterial or collector road intersections with County roads: include in County D.C.'s or in certain circumstances, may be a direct developer responsibility
- d) Intersection improvements, new or modified signalization, signal timing & optimization plans, area traffic studies for highways attributed to growth and unrelated to a specific development: included in D.C. calculation as permitted under s.5(1) of the D.C.A.

4) Streetlights

- a) Streetlights on new arterial roads and arterial road improvements: considered part of the complete street and included as part of the road costing funded through D.C.'s or in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b) Streetlights on non-arterial roads internal to development: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Streetlights on non-arterial roads external to development, needed to support a specific development or required to link with the area to which the plan relates: considered part of the complete street and included as a direct developer responsibility under s. 59 of the D.C.A. (as a local service).



5) Transportation Related Pedestrian and Cycling Facilities

- a) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within arterial roads, County roads and provincial highway corridors: considered part of the complete street and included in D.C.'s, or, in exceptional circumstances, may be direct developer responsibility through local service provisions (s.59 of D.C.A.).
- b) Sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within or linking to non-arterial road corridors internal to development: considered part of the complete street and include in D.C.'s.
- c) Other sidewalks, multi-use trails, cycle tracks, and bike lanes, inclusive of all required infrastructure, located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s.59 of D.C.A. (as a local service).
- d) Multi-use trails (not associated with a road), inclusive of all land and required infrastructure, that go beyond the function of a (parkland) recreational trail and form part of the Municipality's active transportation network for cycling and/or walking: included in D.C.'s

6) Noise Abatement Measures

- a) Noise abatement measures external and internal to development where it is related to, or a requirement of a specific development: direct developer responsibility under s.59 of D.C.A. (as a local service).
- b) Noise abatement measures on new arterial roads and arterial road improvements abutting an existing community and unrelated to a specific development: included as part of road costing funded through D.C.'s.

7) Transit Lanes and Lay-bys

- a) Transit lanes and lay-bys located within municipal arterial and county road corridors: considered part of the complete street and included in D.C.'s



- b) Transit lanes and lay-bys located within non-arterial road corridors internal to development: considered part of the complete street and direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Transit lanes and lay-bys located within non-arterial road corridors external to development and needed to support a specific development or required to link with the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).

B. Stormwater Management

- a) Stormwater facilities for quality and/or quantity management, including downstream erosion works, inclusive of land and all associated infrastructure, such as landscaping and perimeter fencing: direct developer responsibility under s.59 of D.C.A. (as a local service).
- a) Over-sizing cost of stormwater facilities capacity, excluding land, to accommodate runoff from new, widened, extended or upgraded municipal arterial roads that are funded as a development charges project: included as part of road costing funded through D.C.'s.
- b) Erosion works, inclusive of all restoration requirements, related to a development application: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- c) Monitoring works: direct developer responsibility under s. 59 of the D.C.A. (as a local service).
- d) Storm sewer systems and drainage works that are required for a specific development, either internal or external to the area to which the plan relates: direct developer responsibility under s. 59 of the D.C.A. (as a local service).

C. Parkland Development

1) Recreational Trails

- a) Recreational trails (Multi-use trails) that do not form part of the Municipality's active transportation network, and their associated infrastructure (landscaping, bridges, trail surface, etc.), is included in area municipal parkland D.C.'s.



2) Parkland

a) Parkland Development for Community Parks, District Parks, Neighbourhood Parks, and Village Squares: direct developer responsibility to provide at base condition, as follows:

- Clearing and grubbing. Tree removals as per the subdivision's tree preservation and removals plan.
- Topsoil Stripping, screening, and stockpiling.
- Rough grading (pre-grading) to allow for positive drainage of the Park, with minimum slopes of 2%. If necessary, this may include some minor drainage tile work and grading as per the overall subdivision grading design complete with any required swales or catch basins. Runoff from the development property shall not drain into the park unless approved by the Manager, Environment Services, Public Works.
- Spreading of topsoil to 150mm depth (import topsoil if existing on-site is insufficient to reach required depth).
- Seeding of site with Municipality-approved seed mix. Maintenance of seed until acceptance by Municipality.
- Parks shall be free of any contaminated soil or subsoil.
- Parks shall not be mined for fill.
- Parks shall be conveyed free and clear of all encumbrances.
- 100% of 1.5m chain link perimeter fencing to the Municipal standards to separate the development lands from the Municipal lands or lands to be dedicated to the Municipality, unless the perimeter fencing is on land that will be dedicated to the Municipality to fulfil the requirement of parkland dedication under the Planning Act, in which case the cost shall be shared 50/50.
- When Park parcels cannot be developed in a timely manner, they shall be graded to ensure positive drainage and seeded to minimize erosion and dust. These shall be maintained by the developer until construction commences thereon.
- The Park block shall not be used for topsoil or other construction material, equipment storage, or sales pavilions.
- Required heritage features within the Park as set out within the Planning approval conditions.



b) Program facilities, amenities, and furniture, within parkland: are included in D.C.'s.

3) Landscape Buffer Blocks, Features, Cul-de-sac Islands, Berms, Grade Transition Areas, Walkway Connections to Adjacent Roads, Open Space, etc.

a) The cost of developing all landscape buffer blocks, landscape features, cul-de-sac islands, berms, grade transition areas, walkway connections to adjacent arterial roads, open space and other remnant pieces of land conveyed to the municipality shall be a direct developer responsibility as a local service. Such costs include but are not limited to:

- pre-grading, sodding or seeding, supply and installation of amended topsoil, (to the Municipality's required depth), landscape features, perimeter fencing and amenities and all planting.
- Perimeter fencing to the Municipal standard located on the public property side of the property line adjacent land uses (such as but limited to arterial roads) as directed by the Municipality.

4) Natural Heritage System (N.H.S.)

N.H.S. is comprised of wetlands, woodlands and grasslands including naturally occurring or naturalized streams, corridors and buffers to N.H.S. boundaries within the boundaries of the Municipality.

Direct developer responsibility as a local service provision including but not limited to the following:

- a) Site suitable, Carolinian plantings and landscaping for both riparian and terrestrial requirements (as required by the Municipality, Conservation Authority or other authorities having jurisdiction) as a result of creation of, or construction adjacent or within the associated buffers to the N.H.S. boundary.
- b) Perimeter fencing of the N.H.S. to the Municipal standard located on the public property side of the property line adjacent land uses (residential, industrial, commercial) as required by the Municipality.



- c) All works to be in conformance with the Municipality’s “Restoration Framework” for stream corridors, natural buffers and subwatersheds areas as directed by the approved studies and reports related to the Secondary Plan that development occurs in.

5) Infrastructure Assets Constructed by Developers

- a) All infrastructure assets constructed by Developers must be designed in accordance with the guidelines provided by the Municipality.
- b) All infrastructure assets shall be conveyed in accordance with the guidelines provided by the Municipality.
- c) Any Parks and Open Space infrastructure assets approved to be built by the developer on behalf of the Municipality shall be in accordance with the guidelines provided by the Municipality.

D. Underground Services (Stormwater, Water and Sanitary Sewers)

Underground services (linear infrastructure for stormwater, water, and sanitary services) within the road allowance are not included in the cost of road infrastructure and are treated separately. The responsibility for such services as well as stormwater management ponds and pumping stations, which are undertaken as part of new developments or redevelopments, will be determined by the following principles:

The costs of the following items shall be direct developer responsibilities as a local service:

- a) providing all underground services internal to the development, including storm, water and sanitary services;
- b) providing service connections from existing underground services to the development;
- c) providing new underground services or upgrading existing underground services external to the development if the services are required to service the development, and if the pipe sizes do not exceed 300mm for water and sanitary services and 900 mm for stormwater services. If external services are required by two or more developments, the developer for the first development will be



responsible for the cost of the external services and may enter into front-ending/cost-sharing agreements with other developers independent of the municipality;

- d) providing stormwater management ponds and other facilities required by the development including all associated features such as landscaping and fencing;
- e) water booster pumping stations, reservoir pumping stations and/or sanitary pumping stations serving individual developments;

The costs of the following items shall be paid through capital charges:

- a) Water treatment, storage facilities, transmission mains, re-chlorination/sampling stations and wells associated with municipal service areas;
- b) Wastewater treatment plants and transmission mains associated with municipal service areas;
- c) external underground services involving trunk infrastructure and pipe sizes exceeding 300mm for water and sanitary services and 900mm for stormwater services; and
- d) water, reservoir and/or sanitary pumping stations not required for the individual development.



Appendix F

Asset Management Plan



Appendix F: Asset Management Plan

The recent changes to the Development Charges Act, 1997, as amended (D.C.A.) (new subsection 10 (2) (c.2)) require that the background study must include an asset management plan (A.M.P.) related to new infrastructure. Section 10 (3) of the D.C.A. provides:

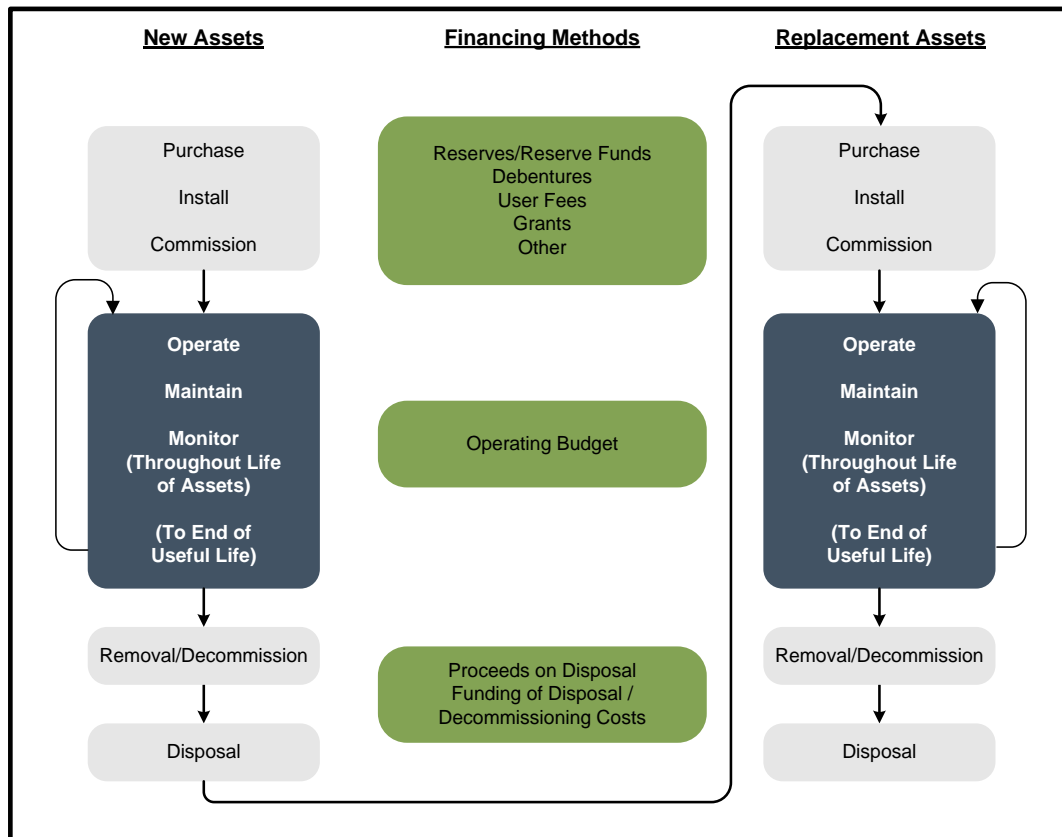
“The asset management plan shall,

- (a) deal with all assets whose capital costs are proposed to be funded under the development charge by-law;
- (b) demonstrate that all the assets mentioned in clause (a) are financially sustainable over their full life cycle;
- (c) contain any other information that is prescribed; and
- (d) be prepared in the prescribed manner.”

In regard to the above, section 8 of the regulations was amended to include subsections (2), (3), and (4) which set out specific detailed requirements for transit (only). For all services except transit, there are no prescribed requirements at this time, thus requiring the municipality to define the approach to include in the background study.

At a broad level, the A.M.P. provides for the long-term investment in an asset over its entire useful life along with the funding. The schematic below identifies the costs for an asset throughout its entire lifecycle. For growth-related works, the majority of capital costs will be funded by the D.C. Non-growth-related expenditures will then be funded from non-D.C. revenues as noted below. During the useful life of the asset, there will be minor maintenance costs to extend the life of the asset along with additional program-related expenditures to provide the full services to the residents. At the end of the life of the asset, it will be replaced by non-D.C. financing sources.

It should be noted that with the recent passing of the *Infrastructure for Jobs and Prosperity Act* (I.J.P.A.) municipalities are now required to complete A.M.P.s, based on certain criteria, which were to be completed by 2022 for core municipal services and 2024 for all other services. The amendments to the D.C.A. do not require municipalities to complete these A.M.P.s (required under I.J.P.A.) for the D.C. background study, rather the D.C.A. requires that the D.C. background study include information to show the assets to be funded by the D.C. are sustainable over their full lifecycle.



In 2012, the Province developed Building Together: Guide for municipal asset management plans which outlines the key elements for an A.M.P., as follows:

State of local infrastructure: asset types, quantities, age, condition, financial accounting valuation and replacement cost valuation.

Desired levels of service: defines levels of service through performance measures and discusses any external trends or issues that may affect expected levels of service or the municipality's ability to meet them (for example, new accessibility standards, climate change impacts).

Asset management strategy: the asset management strategy is the set of planned actions that will seek to generate the desired levels of service in a sustainable way, while managing risk, at the lowest lifecycle cost.

Financing strategy: having a financial plan is critical for putting an A.M.P. into action. By having a strong financial plan, municipalities can also demonstrate that they have



made a concerted effort to integrate the A.M.P. with financial planning and municipal budgeting and are making full use of all available infrastructure financing tools.

Commensurate with the above, the Municipality is preparing an A.M.P. for its existing assets; however, it does not take into account future growth-related assets for all services included in the D.C. calculations. As a result, the asset management requirement for the D.C. must be undertaken in the absence of this information.

In recognition to the schematic above, the following table (presented in 2024 \$) has been developed to provide the annualized expenditures and revenues associated with new growth. Note that the D.C.A. does not require an analysis of the non-D.C. capital needs or their associated operating costs so these are omitted from the table below. As well, as all capital costs included in the D.C.-eligible capital costs are not included in the Municipality's A.M.P., the present infrastructure gap and associated funding plan have not been considered at this time. Hence the following does not represent a fiscal impact assessment (including future tax/rate increases) but provides insight into the potential affordability of the new assets:

1. The non-D.C. recoverable portion of the projects that will require financing from municipal financial resources (i.e., taxation, rates, fees, etc.). This amount has been presented on an annual debt charge amount based on 20-year financing.
2. Lifecycle costs for the 2024 D.C. capital works have been presented based on a sinking fund basis. The assets have been considered over their estimated useful lives.
3. Incremental operating costs for the D.C. services (only) have been included.
4. The resultant total annualized expenditures are approximately \$1.12 million.
5. Consideration was given to the potential new taxation and user fee revenues which will be generated as a result of new growth. These revenues will be available to finance the expenditures above. The new operating revenues are \$15.74 million. This amount, totalled with the existing operating revenues of approximately \$13.18 million, provides annual revenues of approximately \$28.92 million by the end of the period.



6. In consideration of the above, the capital plan is deemed to be financially sustainable.

Municipality of West Elgin
Asset Management – Future Expenditures and Associated Revenues
2024\$

Asset Management - Future Expenditures and Associated Revenues	2046 (Total)
Expenditures (Annualized)	
Annual Debt Payment on Non-Growth Related Capital ¹	474,551
Annual Debt Payment on Post Period Capital ²	-
Annual Lifecycle	\$419,109
Incremental Operating Costs (for D.C. Services)	\$222,356
Total Expenditures	\$1,116,015
Revenue (Annualized)	
Total Existing Revenue ³	\$13,176,471
Incremental Tax and Non-Tax Revenue (User Fees, Fines, Licences, etc.)	\$15,742,403
Total Revenues	\$28,918,874

¹ Non-Growth Related component of Projects

² Interim Debt Financing for Post Period Benefit

³ As per Sch. 10 of FIR



Appendix G

Proposed D.C. By-law



Appendix G: Proposed D.C. By-law

The Corporation of the Municipality of West Elgin By-Law Number 2024-XX

A By-law to establish Development Charges for the Municipality of West Elgin

Whereas the *Development Charges Act, 1997* (the "Act") provides that the council of a municipality may by by-law impose development charges against land to pay for increased capital costs required because of increased needs for services;

And whereas a Development Charges Background Study has been completed in accordance with the Act;

And whereas Council has before it a report entitled "Municipality of West Elgin Development Charges Background Study" prepared by Watson & Associates Economists Ltd. dated September 27, 2024;

And whereas Council approves the capital project listing set out in Chapter 4 of the D.C. Background Study dated September 27, 2024, subject to further annual review during the capital budget process;

And whereas the Council of the Corporation of the Municipality of West Elgin has given notice of and held a public meeting on the 24th day of October, 2024 in accordance with the Act and the regulations thereto and determined that no further public meeting is required;

And whereas Council, whenever appropriate, request that grants, subsidies and other contributions be clearly designated by the donor as being to the benefit of existing development or new development, as applicable;

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



1.0 Definitions

1.1 In this by-law,

- 1) "Act" means the Development Charges Act, S.O. 1997, c. 27, as amended, or any successor thereto;
- 2) "Accessory use" means where used to describe a use, building, or structure, that the use, building or structure is naturally and normally incidental, subordinate in purpose of floor area or both, and exclusively devoted to a principal use, building or structure;
- 3) "Affordable residential unit" means a residential unit that meets the criteria set out in subsection 4.1(2) or 4.1(3) of the Act;
- 4) "Ancillary residential building" means a residential building that would be accessory to a detached dwelling, semi-detached dwelling, or row dwelling;
- 5) "Apartment unit" means any residential dwelling unit within a building containing three or more dwelling units where access to each residential unit is obtained through a common entrance or entrances from the street level and the residential units are connected by an interior corridor;
- 6) "Attainable residential unit" means a residential unit that meets the criteria set out in subsection 4.1(4) of the Act;
- 7) "Bedroom" means a habitable room larger than seven square metres, including a den, study, or other similar area, but does not include a living room, dining room or kitchen;
- 8) "Benefitting area" means an area defined by a map, plan or legal description in a front-ending agreement as an area that will receive a benefit from the construction of a service;
- 9) "Board of education" means a board defined in subsection 1(1) of the Education Act, or any successor thereto;
- 10) "Building Code Act" means the Building Code Act, R.S.O. 1990, c.B.-13, as amended, or any successor thereto;
- 11) "Capital cost" means costs incurred or proposed to be incurred by the municipality or a local board thereof directly or by others on behalf of and as authorized by the municipality or local board;
 - i. to acquire land or an interest in land, including a leasehold interest;
 - ii. to improve land;



- iii. to acquire, lease, construct or improve buildings and structures;
- iv. to acquire, construct or improve facilities including:
 - a. furniture and equipment other than computer equipment;
 - b. materials acquired for circulation, reference or information purposes by a library board as defined in the Public Libraries Act; and
 - c. rolling stock with an estimated useful life of seven years or more, and;
- v. to undertake studies in connection with any of the matters referred to in clauses (i) to (iv);
- vi. to complete the development charge background study required under section 10 of the Act;
- vii. interest on borrowing for those expenditures under clauses (i) to (iv) above that are growth-related;

12) "Commercial" means any non-residential development not defined under "institutional" or "industrial";

13) "Council" means the Council of the Municipality of West Elgin;

14) "Development" means the construction, erection or placing of one or more buildings or structures on land or the making of an addition or alteration to a building or structure that has the effect of increasing the size or usability thereof, and includes redevelopment;

15) "Development charge" means a charge imposed pursuant to this By-law;

16) "Dwelling room" means either:

- a) each bedroom used, designed, or intended for use by one or more persons living together in a lodging home, dormitories; or
- b) in the case of a special care/special dwelling unit/room, each individual room or suite of rooms used, designed, or intended for use by one or two persons with or without exclusive sanitary and/or culinary facilities;



- 17) " Dwelling unit " means any part of a building or structure used, designed, or intended to be used as a domestic establishment in which one or more persons may sleep and are provided with culinary and sanitary facilities for their exclusive use;
- 18) " Existing industrial building " means an industrial building or buildings existing on site in the Municipality of West Elgin on the date of by-law passage or the first building constructed and occupied on a vacant site pursuant to site plan approval under Section 41 of the Planning Act, R.S.O. c.P.13 subsequent to this by-law coming to effect for which full development charges were paid.
- 19) " Farm building " means that part of a bona fide farm operation encompassing barns, silos and other ancillary development to an agricultural use, but excluding a residential use;
- 20) " Grade " means the average level of finished ground adjoining a building or structure at all exterior walls;
- 21) " Gross floor area " means the total floor area of all floors above grade of a dwelling unit measured between the outside surfaces of exterior walls or between the outside surfaces of exterior walls and the centre line of party walls dividing the dwelling unit from other dwelling units or other portion of a building;
- In the case of a non-residential building or structure, or in the case of a mixed-use building or structure in respect of the non-residential portion thereof, the total area of all building floors above or below grade measured between the outside surfaces of the exterior walls, or between the outside surfaces of exterior walls and the centre line of party walls dividing a non-residential use and a residential use, except for any of the following:
- a) A room or enclosed area within the building or structure above or below grade that is used exclusively for the accommodation of heating, cooling, ventilating, electrical, mechanical or telecommunications equipment that services the building;
 - b) Loading facilities above or below grade;
 - c) A part of the building or structure below grade that is used for the parking of motor vehicles or for storage or other accessory use;
- 22) " Industrial " means lands, buildings or structures used or designed or intended for or in conjunction with:
- i. the production, compounding, processing, packaging, crating, bottling, packing, or assembling of raw or semi-processed goods or materials in not less than seventy-five percent of the total gross floor area of the building or buildings on a



site ("manufacturing") or warehousing related to the manufacturing use carried on in the building or buildings;

- ii. research or development in connection with manufacturing in not less than seventy-five percent of the total gross floor area of the building or buildings on a site;
- iii. retail sales by a manufacturer, if the retail sales are at the site where the manufacturing is carried out, such retail sales are restricted to goods manufactured at the site, and the building or part of a building where such retail sales are carried out does not constitute greater than twenty-five percent of the total gross floor area of the building or buildings on the site; or
- iv. Office or administrative purposes, if they are,
 - a. carried out with respect to manufacturing or warehousing; and
 - b. In or attached to the building or structure used for such manufacturing or warehousing;

23)"Institutional" means lands, buildings or structures used or designed or intended for use by an organized body, society or religious groups for promoting a public or non-profit purpose;

24) "Interest rate" means the annual rate of interest as set out in section 26.3 of the Act.

25)"Local board" has the same definition as defined in the Development Charges Act, S.O. 1997;

26)"Local services" means those services, facilities or things which are under the jurisdiction of the municipality and are related to a plan of subdivision or within the area to which the plan relates in respect of the lands under Sections 51 or 53 of the Planning Act R.S.O. 1990, as amended or any successor thereto;

27)"Mezzanine" means an intermediate floor assembly between the floor and ceiling of any room or storey and includes an interior balcony;

28)"Municipality" means The Corporation of the Municipality of West Elgin;

29)"Non-profit housing development" means Development of a building or structure that meets the criteria set out in section 4.2 of the Act.



- 30)"Non-residential use" means a building or structure of any kind whatsoever used, designed or intended to be used for other than a residential use and includes all commercial, industrial and institutional uses;
- 31)"Other multiple" means all residential units other than a single detached dwelling, semi-detached dwelling, apartment dwelling or a special care/special dwelling unit, including;
- 32)"Owner" means the owner of land or a person who has made application for an approval for the development of land upon which a development charge is imposed;
- 33)"Place of Worship" means that part of a building or structure that is exempt from taxation as a place of worship under the Assessment Act, as amended or any successor thereto;
- 34)"Redevelopment" means the construction, erection or placing of one or more buildings on land where all or part of a building on such land has been previously demolished, or changing the use of all or part of a building from a residential purpose to a non-residential purpose or from a non-residential purpose to a residential purpose, or changing all or part of a building from one form of residential development to another form of residential development or from one form of non-residential development to another form of non-residential development;
- 35)"Regulation" means any regulation made pursuant to the Act;
- 36)"Rental housing" means development of a building or structure with four (4) or more residential units all of which are intended for use as rented residential premises;
- 37)"Residential use" means lands, buildings or structures of any kind whatsoever used, designed or intended to be used as living accommodations for one or more individuals;
- 38)"Semi-detached dwelling" means a dwelling unit in a residential building consisting of two dwelling units having one vertical wall or one horizontal wall, but no other parts, attached or another dwelling unit where the residential units are not connected by an interior corridor;
- 39)"Services" (or "service") means those services set out in Schedule "A" to this By-law;
- 40)"Servicing agreement" means an agreement between a landowner and the municipality relative to the provision of municipal services to specified lands within the municipality;
- 41)"Single detached dwelling unit" means a residential building consisting of one dwelling unit and not attached to another structure and includes mobile homes;



42)"Special care/special dwelling" means a residence

- a) containing two or more dwelling rooms, which rooms have common entrance from street level;
- b) where the occupants have the right to use in common with other occupants, halls, stairs, yards, common room and accessory buildings; and
- c) that is designed to accommodate persons with specific needs, including but not limited to, independent permanent living- arrangements; and where support services, such as meal preparation, grocery shopping, laundry, housing, nursing, respite care and attending services are provided at various levels; and includes but is not limited to retirement homes or lodges, group homes, dormitories, and hospices;

2.0 DESIGNATION OF SERVICES/CLASSES OF SERVICES

2.1 The categories of services/classes of services for which development charges are imposed under this by-law are as follows:

- a) Services Related to a Highway;
- b) Fire Protection Services;
- c) Parks and Recreation Services; and
- d) Growth Studies.

2.2 Components of the services designated in Subsection 2.1 are described in Schedule "A".

3.0 APPLICATION OF BY-LAW RULES

3.1 Development charges shall be payable in the amounts set out in this by-law where:

- a) the lands are located in the area described in Subsection 3.2; and
- b) the development of the lands requires any of the approvals set out in Subsection 3.4 (a).

Area to Which By-law Applies

3.2 Subject to Subsection 3.3, this by-law applies to all lands in the geographic area of the Municipality.

3.3 This by-law shall not apply to lands that are owned by and used for the purposes of:



- a) the Municipality of West Elgin or a "local board" thereof;
- b) a "board of education" as defined in Section 1(1) of the Education Act, R.S.O. 1990;
- c) County of Elgin or a "local board" thereof;
- d) Land vested in or leased to a university that receives regular and ongoing operating funds from the government for the purposes of post-secondary education is exempt from development charges imposed under the Development Charges Act, 1997 if the development in respect of which development charges would otherwise be payable is intended to be occupied and used by the university.

Approvals for Development

- 3.4 a) Development charges shall be imposed on all lands, buildings or structures that are developed for residential or non-residential uses if the development requires,

(i) the passing of a zoning by-law or an amendment to a zoning by-law under Section 34 of the Planning Act, R.S.O. 1990;

(ii) the approval of a minor variance under Section 45 of the Planning Act, R.S.O. 1990;

(iii) a conveyance of land to which a by-law passed under Subsection 50(7) of the Planning Act, R.S.O. 1990, applies;

(iv) the approval of a plan of subdivision under Section 51 of the Planning Act;

(v) a consent under Section 53 of the Planning Act;

(vi) the approval of a description under Section 50 of the Condominium Act, R.S.O. 1990; or

(vii) the issuing of a permit under the Building Code Act S. 0. 1990, in relation to a building or structure.

- b) No more than one development charge for each service designated in Subsection 2.1 shall be imposed upon any lands, buildings or structures to which this by-law applies even though two or more of the actions described in Subsection 3.4(a) are required before the lands, buildings or structures can be developed.



- c) Despite Subsection 3.4(b), if two or more of the actions described in Subsection 3.4(a) occur at different times, additional development charges shall be imposed if the subsequent action has the effect of increasing the need for services.

Exemptions

3.5 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to:

- a) an enlargement to an existing dwelling unit;
- b) the creation of additional dwelling units equal to the greater of one or 1% of the existing dwelling units in an existing residential rental building containing four or more dwelling units or prescribed ancillary structure to the existing residential building;

3.6 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in existing houses:

- a) A second residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures ancillary to the existing detached house, semi-detached house or rowhouse cumulatively contain no more than one residential unit.
- b) A third residential unit in an existing detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units.
- c) One residential unit in a building or structure ancillary to an existing detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the existing detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the existing detached house, semi-detached house or rowhouse contains any residential units.

3.7 Notwithstanding the provisions of this By-law, development charges shall not be imposed with respect to the creation of any of the following in new residential buildings:

- a) A second residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if all buildings and structures



ancillary to the new detached house, semi-detached house or rowhouse cumulatively will contain no more than one residential unit

- b) A third residential unit in a new detached house, semi-detached house or rowhouse on a parcel of land on which residential use, other than ancillary residential use, is permitted, if no building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units
- c) One residential unit in a building or structure ancillary to a new detached house, semi-detached house or rowhouse on a parcel of urban residential land, if the new detached house, semi-detached house or rowhouse contains no more than two residential units and no other building or structure ancillary to the new detached house, semi-detached house or rowhouse contains any residential units

3.8 **Exemption for Industrial Development:**

3.8.1 Notwithstanding any other provision of this by-law, there shall be an exemption from the payment of development charges for one or more enlargements of an existing industrial building on its site, whether attached or separate from the existing industrial building, up to a maximum of fifty percent of the gross floor area before the first enlargement for which an exemption from the payment of development charges was granted pursuant to the Development Charges Act or this subsection. Development charges shall be imposed in accordance with this by-law with respect to the amount of the floor area of an enlargement that results in the gross floor area of the industrial building being increase by greater than fifty percent of the gross floor area of the existing industrial building.

3.8.2 If the gross floor area of an existing industrial building is enlarged by greater than 50 percent, the amount of the development charge payable in respect of the enlargement is the amount of the development charge that would otherwise be payable multiplied by the fraction determined as follows:

- 1) determine the amount by which the enlargement exceeds 50 percent of the gross floor area before the enlargement;
- 2) divide the amount determined under subsection 1) by the amount of the enlargement.

3.9 **Other Exemptions/Reductions**

Notwithstanding the provision of this By-law, development charges shall not be imposed with respect to:



- lands, buildings or structures used or to be used for a place of worship or for the purposes of a cemetery or burial ground exempt from taxation under the Assessment Act, R.S.O. 1990;
- the development of non-residential farm buildings constructed for bona fide farming uses;
- Non-profit Housing Residential Development;
- Affordable Residential Units required pursuant to section 34 and 16(4) of the Planning Act (Inclusionary Zoning);
- Affordable Residential Units;
- Attainable Residential Units (when proclaimed as per section 4.1 of the Act);

3.9.1 **Discounts for Rental Housing (for profit)**

The D.C. payable for rental housing developments, where the residential units are intended to be used as a rented residential premises will be reduced based on the number of bedrooms in each unit as follows:

- Three (3) or more bedrooms – 25% reduction;
- Two (2) bedrooms – 20% reduction; and
- Fewer than two (2) bedrooms – 15% reduction.

Amount of Charges

Residential

3.10 The development charges described in Schedule B to this by-law shall be imposed on residential uses of lands, buildings or structures, including a dwelling unit accessory to a non-residential use and, in the case of a mixed-use building or structure, on the residential uses in the mixed-use building or structure, according to the type of residential unit, and calculated with respect to each of the services according to the type of residential use.

Non-Residential Uses

3.11 The development charges described in Schedule B to this by-law shall be imposed on non-residential uses of lands, buildings or structures, and, in the case of a mixed-use building or structure, on the non-residential uses in the mixed-use building or structure and calculated with respect to each of the services according to the gross floor area of the non-residential use.

Reduction of Development Charges Where Redevelopment



- 3.12 Despite any other provision of this by-law, where, as a result of the redevelopment of land, a building or structure existing on the same land within 5 years prior to the date of payment of development charges in regard to such redevelopment was, or is to be demolished, in whole or in part, or converted from one principal use to another principal use on the same land, in order to facilitate the redevelopment, the development charges otherwise payable with respect to such redevelopment shall be reduced by the following amounts:
- a) In the case of a residential building or structure, or in the case of a mixed- use building or structure, the residential uses in the mixed- use building or structure, an amount calculated by multiplying the applicable development charge under Subsection 3.10 and of this by-law by the number, according to type, of dwelling units that have been or will be demolished or converted to another principal use; and provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.
 - b) In the case of a non-residential building or structure or, in the case of mixed- use building or structure, the non-residential uses in the mixed-use building or structure, an amount calculated by multiplying the applicable development charges under subsection 3.11 by the gross floor area that has been or will be demolished or converted to another principal use; provided that such amounts shall not exceed, in total, the amount of the development charges otherwise payable with respect to the redevelopment.

Time of Payment of Development Charges

- 3.13 Development charges imposed under this section are payable upon issuance of the first building permit with respect to each dwelling unit, building or structure.
- 3.14 Notwithstanding subsection 3.13 development charges for rental housing and institutional developments are due and payable in 6 equal annual payments commencing with the first instalment payable on the earlier of the date the first occupancy permit is granted or the date of first occupancy, and each subsequent instalment, including interest calculated in accordance with section 26.3 of the Act.
- 3.15 Where the development of land results from the approval of a site plan or zoning by-law amendment received on or after January 1, 2020, and the approval of the application occurred within the timing set out in the Act, the development charges under subsections 3.10 and 3.11 shall be calculated on the rates set out in Schedule “B” on the date of the planning application, including interest in accordance with section 26.3 of the Act. Where both planning applications apply, development charges under subsections 3.10 and 3.11 shall be calculated on the rates, including interest in accordance with section 26.3 of the Act, payable on



the anniversary date each year thereafter, set out in Schedule “B” on the date of the later planning application, including interest.

- 3.16 Despite sections 3.13 to 3.15, Council from time to time, and at any time, may enter into agreements providing for all or any part of a development charge to be paid before or after it would otherwise be payable, in accordance with section 27 of the Act.

4.0 PAYMENT BY SERVICES

- 4.1 Despite the payments required under Subsections 3.10 and 3.11, Council may, by agreement, give a credit towards a development charge in exchange for work that relates to a service for which a development charge is imposed under this by-law.

5.0 INDEXING

- 5.1 Development charges imposed pursuant to this by-law shall be adjusted annually, without amendment to this by-law, commencing on January 1, 2025 and each January 1 annually thereafter, in accordance with the Statistics Canada Quarterly Construction Price Statistics.

6.0 TRANSITION PERIOD FOR DEVELOPMENTS

- 6.1 Subject to section 3.15, if a complete application for a development has been submitted prior to the date of passage of this by-law, then the development would not be subject to a D.C. if a building permit is issued within 6 months of the date of passage of this by-law.

7.0 SCHEDULES

The following schedules to this by-law form an integral part thereof:

Schedule "A" - Components of Services Designated in Subsection 2.1

Schedule "B" - Residential and Non-Residential Development Charges

8.0 DATE BY-LAW IN FORCE

- 8.1 This By-law shall come into effect at 12:01 AM on November 29, 2024.

9.0 DATE BY-LAW EXPIRES

- 9.1 This by-law will expire as of 10 years from the date of passage, unless it is repealed at an earlier date.

**READ A FIRST AND SECOND TIME THIS ___ DAY OF NOVEMBER, 2024.
READ A THIRD TIME AND FINALLY PASSED THIS ___ DAY OF NOVEMBER, 2024.**



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN.

Mayor

Clerk



SCHEDULE "A"

TO BY-LAW NO. 2024-XX

DESIGNATED MUNICIPAL SERVICES/CLASSES OF SERVICE UNDER THIS BY-LAW

Services Related to a Highway

Roads

Bridges and Culverts

Sidewalks

Streetlights

Facilities

Vehicles and Equipment

Fire Protection Services

Fire Stations

Fire Vehicles

Small Equipment and Gear

Parks and Recreation Services

Parkland Development

Parks Amenities

Parkland Trails

Park Vehicles and Equipment

Recreation Facilities

Growth Studies



SCHEDULE "B"
TO BY-LAW 2024-XX
SCHEDULE OF DEVELOPMENT CHARGES

Service/Class of Service	RESIDENTIAL					NON-RESIDENTIAL
	Single and Semi-Detached Dwelling	Other Multiples	Apartments - 2 Bedrooms +	Apartments - Bachelor and 1 Bedroom	Special Care/Special Dwelling Units	(per sq.ft. of Gross Floor Area)
Municipal Wide Services/Class of Service:						
Services Related to a Highway	5,804	4,781	3,810	2,241	2,241	2.60
Fire Protection Services	989	815	649	382	382	0.44
Parks and Recreation Services	2,748	2,264	1,804	1,061	1,061	0.08
Growth Studies	410	338	269	158	158	0.11
Total Municipal Wide Services/Class of Services	9,951	8,198	6,532	3,842	3,842	3.23

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7-	Notes to the Consolidated Financial Statements
-16-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-17-	Schedule 2 - Consolidated Schedule of Segmented Information

INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying consolidated financial statements of Municipality of West Elgin (the "Municipality"), which comprise the Consolidated Statement of Financial Position as at December 31, 2023, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin as at December 31, 2023 and its financial performance and its changes in cash flows and net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the consolidated financial statements, management is responsible for assessing the Municipality's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the Municipality or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Municipality's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the consolidated financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these consolidated financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.

We also:

- Identify and assess the risks of material misstatement of the consolidated financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Municipality's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Municipality's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the consolidated financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Municipality to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the consolidated financial statements, including the disclosures, and whether the consolidated financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

September 26, 2024
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2023**

	2023	2022
		Note 2
FINANCIAL ASSETS		
Cash and short-term investments (note 3)	\$ 14,296,253	\$ 12,987,787
Taxes receivable	716,092	544,488
Accounts receivable	3,152,927	2,540,003
	18,165,272	16,072,278
LIABILITIES		
Accounts payable and accrued liabilities	2,602,559	1,651,558
Deferred revenue (note 8)	1,347,870	1,523,357
Asset retirement obligation (note 1.j)	400,000	390,000
Net long-term liabilities (note 9.a)	130,821	139,568
	4,481,250	3,704,483
NET FINANCIAL ASSETS	13,684,022	12,367,795
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1 (note 1.e)	37,994,727	38,646,488
Capital work in progress	1,973,773	938,531
Prepaid expenses	99,145	48,873
Inventories	31,171	38,247
	40,098,816	39,672,139
ACCUMULATED SURPLUS (page 4) (note 10), (note 16)	\$ 53,782,838	\$ 52,039,934

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget 2023	Actual 2023	Actual 2022 Note 2
REVENUE			
Property taxation	\$ 4,095,266	\$ 4,052,870	\$ 3,867,027
User charges	4,789,983	4,516,688	4,020,930
Government grants	2,726,019	2,697,042	3,160,636
Investment income	142,567	519,473	142,347
Penalty and interest on taxes	71,200	87,617	81,402
Other revenue	-	297,020	-
	11,825,035	12,170,710	11,272,342
EXPENDITURES			
General government	1,354,043	1,507,227	1,133,667
Protection to persons and property	1,729,561	1,928,181	1,801,390
Transportation services	2,272,541	2,794,510	2,595,469
Environmental services	3,335,087	3,618,602	3,547,946
Recreation and cultural development	1,079,549	1,424,305	1,574,725
Planning and development	145,696	192,500	199,778
	9,916,477	11,465,325	10,852,975
EXCESS OF REVENUE OVER EXPENDITURES	1,908,558	705,385	419,367
OTHER REVENUE (EXPENDITURES)			
Government transfers related to capital	1,311,223	289,799	931,353
Net gain (loss) on disposal of tangible capital assets	-	43,920	10,554
Obligatory and other revenue related to capital	501,172	703,800	955,292
	1,812,395	1,037,519	1,897,199
EXCESS OF REVENUE OVER EXPENDITURES	3,720,953	1,742,904	2,316,566
ACCUMULATED SURPLUS, BEGINNING OF YEAR			
	52,039,934	52,039,934	50,103,618
Adjustment on adoption of the asset retirement obligation standard (note 2)	-	-	(380,250)
ACCUMULATED SURPLUS, BEGINNING OF YEAR, AS RESTATED (note 16)	52,039,934	52,039,934	49,723,368
ACCUMULATED SURPLUS, END OF YEAR (note 10), (note 16)	\$ 55,760,887	\$ 53,782,838	\$ 52,039,934

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	2023	2022
		Note 2
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (page 4)	\$ 1,742,904	\$ 2,316,566
Non-cash changes to operations		
Amortization	1,652,046	1,762,403
Net change in non-cash operating balances (A)	986	(1,306,231)
	3,395,936	2,772,738
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(1,125,737)	(4,562,273)
Net loss on disposal of capital assets	125,452	1,858,896
Decrease (increase) in capital work in progress	(1,035,242)	(322,100)
Decrease (increase) in inventories	7,076	(4,425)
Decrease (increase) in prepaid expenses	(50,272)	3,307
	(2,078,723)	(3,026,595)
FINANCING ACTIVITIES		
Net change (repayments) in long-term debt	(8,747)	(69,241)
	(8,747)	(69,241)
Net change in cash and cash equivalents during the year	1,308,466	(323,098)
Cash and cash equivalents, beginning of year	12,987,787	13,310,885
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 14,296,253	\$ 12,987,787

(A) Non-cash operating balances includes taxes and accounts receivable, accounts payable and accrued liabilities, deferred revenue and asset retirement obligations.

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Budget 2023	Actual 2023	Actual 2022 Note 2
Excess of revenue over expenditures (page 4)	\$ 3,720,953	\$ 1,742,904	\$ 2,316,566
Amortization of tangible capital assets	-	1,652,046	1,762,403
Acquisition of tangible capital assets	(4,311,093)	(1,125,737)	(4,562,273)
Decrease (increase) in capital work in progress	-	(1,035,242)	(322,100)
Acquisition (disposal) of inventories	-	7,076	(4,425)
Net change in prepaid expenses	-	(50,272)	3,307
Net disposal of tangible capital assets	-	125,452	1,858,896
Change in net financial assets	(590,140)	1,316,227	1,052,374
NET FINANCIAL ASSETS, BEGINNING OF YEAR	12,367,795	12,367,795	11,695,671
Adjustment on adoption of the asset retirement obligation standard (note 2)	-	-	(380,250)
NET FINANCIAL ASSETS, BEGINNING OF YEAR, AS RESTATED	12,367,795	12,367,795	11,315,421
NET FINANCIAL ASSETS, END OF YEAR	\$ 11,777,655	\$ 13,684,022	\$ 12,367,795

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

The Municipality of West Elgin (the Municipality) is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Municipality of West Elgin are prepared by management in accordance with Canadian public sector accounting standards (PS).

The focus of these financial statements is on the consolidated financial position of the Municipality and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represent the financial position of the Municipality and is the difference between financial assets and liabilities. This information presents the Municipality's overall future revenue requirements and its ability to finance activities and meet its obligations.

Significant aspects of the accounting policies adopted by the Municipality are as follows:

a. i. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in non-financial assets of the Municipality. The reporting entity includes the activities of all committees of Council and the following boards, municipal enterprises and utilities which are under the control of Council:

Four Counties Community Transportation Services
Port Glasgow Yacht Club
West Elgin Arena
Tri-County Water Board - Proportionate Consolidation - 43.24% (2022 - 40%)

ii. Non-consolidated entities

There are no local boards, joint local boards, municipal enterprises and utilities which are not consolidated.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

1. Significant accounting policies continued

c. Accounting for County and School Board transactions

The Municipality is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the School Boards and upper tier. The Municipality has no jurisdiction or control over the School Board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards, and the County of Elgin are not reflected in these consolidated financial statements.

d. Trust funds

Trust funds and their related operations administered by the Municipality are not consolidated but are reported separately on the Trust Funds Statements of Financial Position and Operations and Accumulated Surplus.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

The Municipality's non-financial assets consist of tangible capital assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	25 to 50 years
Buildings	30 to 70 years
Leasehold improvements	term of lease
Automotive	3 to 20 years
Information technology	3 to 10 years
Equipment	5 to 40 years
Infrastructure	20 to 75 years

The Municipality has a capitalization threshold of \$10,000, so that individual assets of lesser value are expensed unless they are pooled because collectively they have a significant value.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

1. Significant accounting policies continued

f. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

g. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

h. Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

i. Financial instruments

Financial instruments of the Municipality consist mainly of cash, investments, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

j. Asset retirement obligations

An asset retirement obligation is recognized when as at the financial reporting date, all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

Closure and post closure care costs related to the Municipality-owned landfill site; and buildings and underground pipes containing asbestos, are estimated and recognized as a liability and an increase in the cost of the asset at the time of acquisition. The liability is discounted annually over the same useful life as the asset's annual amortization expense, calculated in accordance with the Municipality's amortization policies. The liability is increased due to the passage of time and is recorded as accretion expense on Schedule 2 under Rent and Financial Expenses. The Municipality has evaluated its buildings and underground pipes and have determined any liability for these assets is not material. The Municipality will continue to monitor these assets.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

2. Change in accounting policies

On January 1, 2023, the Municipality adopted accounting policies to conform to new standards issued under Canadian public accounting standards (PS) as follows:

a. PS 3450 - Financial instruments

Under PS 3450, all financial instruments are included on the statement of financial position and are measured either at fair value or amortized cost based on the characteristics of the instrument and the Municipality's accounting policy choices (see Note 1 - Significant accounting policies).

b. PS 3280 - Asset retirement obligations (ARO)

The new accounting standard has replaced Section PS 3270 - Solid Waste Landfill Closure and Post-Closure Liability as it is now consolidated in PS 3280. The obligations have been recorded using the modified retrospective basis as of January 1, 2022. The closure and post-closure costs are based on presently known obligations that will exist in the estimated year of closure of the sites and for post-closure care estimated to be required for 25 years. The landfill had an estimated useful life of approximately 50 years when it was opened in 1971, of which 27 years remain. These costs were discounted to January 1, 2022, using a discount rate of 2.5% per annum.

In accordance with the provisions of these new standards, the Municipality reflected the following adjustments to the opening accumulated surplus on January 1, 2022 as follows:

	2022 beginning of year, as restated	2022 end of year, as restated
Liabilities		
Asset retirement obligations	\$ 380,250	\$ 390,000
Net financial assets	\$ 380,250	\$ 390,000

Statements of Operations and Accumulated Surplus

	2022 end of year, as restated
Expenses	
Rent and financial expense	\$ 9,750
Expenses (net)	9,750
CHANGE IN ACCUMULATED SURPLUS, END OF YEAR	\$ (380,250)

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

3. Short-term investments

The Municipality's investment activities are governed by the Municipal Act and the Municipality's investment policy. As at December 31, 2023, the Municipality has \$10,737,533 (2022 - \$10,365,612) in a premium investment account with RBC.

4. Tax revenue

Property tax billings are prepared by the Municipality based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Municipality were reviewed and new values established based on a common valuation date which was used by the Municipality in computing the 2023 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Elgin and the appropriate school boards.

5. Trust funds

Trust funds administered by the Municipality amounting to \$388,907 (2022 - \$1,162) have not been included in these consolidated financial statements.

6. Operations of School Boards and the County of Elgin

Further to note 1.c, the taxation revenue of the School Boards and County of Elgin are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 1,209,012	\$ 4,131,740
Requisitions	\$ 1,209,012	\$ 4,131,740

7. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2023 was \$131,701 (2022 - \$128,269) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Municipality had no obligation, as of December 31, 2023, under the past service provisions. The OMERS funding ratio for 2023 is 97.0% (2022 - 95.0%).

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

8. Deferred revenue - obligatory reserve funds

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized as follows:

	2023	2022
CCBF	\$ 385,190	\$ 260,374
Provincial Dedicated Gas Tax - Transit	21,306	111,388
OCIF	887,279	1,004,444
Other	54,095	147,151
	\$ 1,347,870	\$ 1,523,357

9. Long-term liabilities

a. Composition of long-term liabilities

The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2023	2022
Total long-term liabilities incurred by the Municipality including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 215,446	\$ 241,052
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(84,625)	(101,484)
	\$ 130,821	\$ 139,568

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

9. Long-term liabilities continued

b. Debt retirement

Debt repayments over the next five years are as follows:

	Recovered from Ratepayers
2024	\$ 31,795
2025	\$ 32,785
2026	\$ 17,496
2027	\$ 18,188
2028 and thereafter	\$ 30,557

c. Approval

Approval of the Ontario Municipal Board has been obtained for those pending issues of long-term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.

d. Contingent liability

The Municipality is contingently liable for long-term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school boards and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2023 is \$84,625 (2022 - \$101,484) and is not recorded on the Consolidated Statement of Financial Position.

e. Interest

The Municipality paid interest in 2023 on long-term liabilities of \$3,938 (2022 - \$5,669).

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

10. Accumulated Surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2023	2022
Operating Surplus		
- for general reduction of taxation	\$ -	\$ -
- for reduction of user fees	164,817	75,552
Asset retirement obligation	(400,000)	(390,000)
Invested in tangible capital assets	40,486,759	40,173,460
Reserves set aside for specific purpose	11,214,993	9,454,952
Reserve funds set aside for specific purpose	2,316,269	2,725,970
ACCUMULATED SURPLUS	\$ 53,782,838	\$ 52,039,934

11. Budget figures

The Municipality's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2023 is reflected on the Consolidated Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from the accumulated surplus and by the application of applicable grants or other funds available to apply to capital projects.

12. Commitments

- a. The Municipality has contracted with Ontario Clean Water Agency ("OCWA") to operate and maintain their water and wastewater systems for a total contracted amount in 2023 - \$978,288 (2022 - \$965,165).
- b. The Municipality contracts with the Ontario Provincial Police to provide policing services through the County of Elgin. The Municipality's share of this contract for 2023 was \$919,421 (2022 - \$962,671).

13. Public sector salary disclosure

There are two employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

14. Contaminated sites

The Canadian public sector accounting standard 3510 requires municipalities to evaluate sites owned by the Municipality for potential contamination. This standard requires the Municipality to disclose the liability, if any, related to remediation of such sites. The Municipality is of the opinion there are no such contaminated sites and therefore, no liability is required.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2023**

15. Segmented Information

Segmented information is presented on Schedule 2. The Municipality is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, transportation, environmental services, including water, wastewater and waste disposal and community services, including recreation and planning. The general government segment includes such functions as finance and information services, council and administrative offices.

16. Comparative balances

Certain comparative balances have been reclassified to conform with the current year's financial statement presentation. The cost and accumulated amortization have been adjusted to reflect assets owned by the Municipality that were fully amortized.

**MUNICIPALITY OF WEST ELGIN
SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2023**

	Land	Land Improvements	Buildings	Automotive	Equipment	Roads and Bridges	Environmental Systems	2023 Total	2022 Total
COST									
Balance, beginning of year (note 16)	\$ 4,952,934	\$ 3,110,117	\$12,606,375	\$ 4,975,710	\$12,623,159	\$13,407,482	\$14,404,027	\$66,079,804	\$62,392,878
Prior year adjustment (note 16)	-	-	-	-	-	-	-	-	983,549
Add:									
Additions during the year	2,875	-	306,781	294,836	29,001	27,642	464,602	1,125,737	4,562,273
Less:									
Disposals during the year	-	-	(9,165)	(194,088)	-	-	-	(203,253)	(1,858,896)
Balance, end of year	4,955,809	3,110,117	12,903,991	5,076,458	12,652,160	13,435,124	14,868,629	67,002,288	66,079,804
ACCUMULATED AMORTIZATION									
Balance, beginning of year (note 16)	-	1,346,988	6,329,866	3,063,722	4,878,440	7,842,731	3,971,569	27,433,316	24,687,364
Prior year adjustment (note 16)	-	-	-	-	-	-	-	-	983,549
Add:									
Amortization during the year	-	92,617	277,275	190,959	471,987	428,959	190,249	1,652,046	1,762,403
Less:									
Disposals during the year	-	-	(10,489)	(67,312)	-	-	-	(77,801)	-
Balance, end of year	-	1,439,605	6,596,652	3,187,369	5,350,427	8,271,690	4,161,818	29,007,561	27,433,316
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 4,955,809	\$ 1,670,512	\$ 6,307,339	\$ 1,889,089	\$ 7,301,733	\$ 5,163,434	\$10,706,811	\$37,994,727	\$38,646,488

This schedule is provided for information purposes only.

**MUNICIPALITY OF WEST ELGIN
SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2023**

	General Government	Protective Services	Transportation	Environmental	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	\$ 4,052,870	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,052,870
User charges	47,641	122,564	162,419	3,222,023	888,695	73,346	4,516,688
Government grant	1,847,440	28,867	649,901	-	132,287	38,547	2,697,042
Investment income	488,563	-	-	30,910	-	-	519,473
Penalty and interest on taxes	87,617	-	-	-	-	-	87,617
Other	-	500	200	-	296,320	-	297,020
Capital related revenue (expenditures)	-	45,986	835,187	156,346	-	-	1,037,519
	6,524,131	197,917	1,647,707	3,409,279	1,317,302	111,893	13,208,229
EXPENDITURES							
Salaries and benefits	750,871	238,946	565,283	233,238	392,933	-	2,181,271
Materials and supplies	686,650	1,598,807	1,539,096	2,815,704	777,119	191,447	7,608,823
Rents and financial expenses	7,585	-	-	12,884	1,663	1,053	23,185
Amortization	62,121	90,428	690,131	556,776	252,590	-	1,652,046
	1,507,227	1,928,181	2,794,510	3,618,602	1,424,305	192,500	11,465,325
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	\$ 5,016,904	\$ (1,730,264)	\$ (1,146,803)	\$ (209,323)	\$ (107,003)	\$ (80,607)	\$ 1,742,904

This schedule is provided for information purposes only.



Municipality of West Elgin

Minutes

Council Meeting

September 12, 2024, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham

Staff Present: L. Gosnell, Manager of Operations & Community Services
Jeff McArthur, Fire Chief
Robert Brown, Planner
Terri Towstiuc, Clerk

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

1. Call to Order

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

2. Adoption of Agenda

Resolution No. 2024- 338

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for September 12, 2024 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Public Meeting

Resolution No. 2024- 339

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

Carried

4.1 Planners Report, Zoning By-law Amendment Application D14 2-2023 & Draft Plan of Subdivision Application 34T WE2301, 22003 Queens Line

Resolution No. 2024- 340

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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

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

- i. Rezone the property from Future Residential (FR) & Residential First Density (R1) to a site-specific Residential Second Density Special Use Regulation 2 (R2-2);
- ii. Rezone the property from Future Residential (FR) to Residential Third Density Special Use Regulation 7 (R3-7);
- iii. Establish site-specific regulations for each of the proposed special zones.

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

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

Carried

4.2 Applicant and/or Public Comment

Ruth Kar, resident at 202 Harper Street, spoke to Council, regarding the 3-metre setback, which was addressed by Mr. Brown. Mrs. Karn also requested detail regarding the grading/slope plan and where the construction entrance will be located, neither of which can be answered at this stage.

Eric Steele, Monteith Brown Planning Consultants, on behalf of their clients (applicants) advised Council that there are no concerns regarding the status of the recommendations and was available to assist with answering any Council questions or concerns, if necessary.

4.3 Council Comment

Councillor Denning asked if the road would be conveyed to the municipality, upon complete. Mr. Brown advised that yes, it would become a municipal road.

Councillor Statham followed-up with asking if the development would be subject to development charges, which was recently discussed at council. Mr. Brown advised that yes, if the DC By-laws is passed before the start of development and permits, the applicant would be subject to development charges.

4.4 Adjournment of Public Meeting

Resolution No. 2024- 341

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

5. Adoption of Minutes

Resolution No. 2024- 342

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

5.1 Committee and Board Minutes

Resolution No. 2024- 343

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

6. Business Arising from Minutes

7. Staff Reports

7.1 Planning

7.1.1 Severance Application E70-24 – Comment to Elgin County

Resolution No. 2024- 344

Moved: Councillor Statham

Seconded: Councillor Denning

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

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E70-24, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

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

Carried

7.2 Building

7.2.1 Monthly Building Report, August 2024

Resolution No. 2024- 345

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

7.3 Fire

7.3.1 Monthly Fire Report, July & August 2024

Resolution No. 2024- 346

Moved: Councillor Statham

Seconded: Councillor Denning

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

Carried

7.4 Municipal Drains

7.4.1 Section 4, Petition for Drainage Works

Resolution No. 2024- 347

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

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

Carried

7.4.2 South Rodney Drain Tender

Resolution No. 2024- 348

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

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

Carried

7.5 Clerk's

7.5.1 Declaration of Council Vacancy, Ward 3

Resolution No. 2024- 349

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

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

Carried

7.5.2 Filling the Vacancy of Ward 3 Councillor

Resolution No. 2024- 350

Moved: Councillor Statham

Seconded: Councillor Denning

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

That Council direct the Clerk to bring back a report with updated costs for a By-election, at the next regular meeting.

Carried

7.5.3 Committee and Board Attendance/Coverage

Resolution No. 2024- 351

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

7.6 Finance/Administration

7.6.1 Rodney Sewage Tender Authorization

Resolution No. 2024- 352

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

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

Carried

7.6.2 Roots and Revival Event Update

Kathy Navackas, Event Coordinator, was present electronically, and CAO Badura requested Councils permission for Ms. Navackas to speak. Council granted permission. Ms. Navackas advised Council that plans are well underway, with the event taking place October 4 to 12. Ms. Navackas advised that the purpose of the event is to be an economic driver for the municipality, with tourism, art and culture attracting people to the area. The event's intention is to revision and utilize empty space and showcase local talent with a new mural to be painted on the exterior wall of Southside Restaurant. The grant funding will also purchase a new sound system, which will be owned by the municipality to be used for any events required.

The event will include a licensed entertainment area, youth participation, Fire Fighters breakfast and Saturday vendors markets on Furnival Road.

Resolution No. 2024- 353

Moved: Councillor Statham

Seconded: Councillor Denning

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

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

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

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

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

Carried

7.6.3 Investment Proposal

Resolution No. 2024- 354

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

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

Carried

7.6.4 Community Sport and Recreation Infrastructure Fund Grant Funding Opportunity

Resolution No. 2024- 355

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

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

Carried

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

Resolution No. 2024- 356

Moved: Councillor Statham

Seconded: Councillor Denning

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

Carried

8. Committee and Board Reports or Updates

No updates provided from Council.

9. Notice of Motion

None Received.

10. Council Inquires/Announcements

Mayor Leatham and CAO Badura advised Council that Elgin County Council approved to expand the West Lorne Library, to include the former Employment Services office. The County will be forwarding a letter of intent to the Clerks office. The County will proposed to receive a letter of intent from the municipality, which must include square footage and concept plan. This will be put into the 2025 operating budget, and the County is willing to provide a ten-year interest free loan.

Deputy Mayor Tellier advised the fair would like to have the Old Jail open, however we require a volunteer to be at the premises. Councillor Denning volunteered, and will be on site from 6-8pm, Friday September 13, 2024.

11. Correspondence

11.1 Elgin County Council Highlights, August 13, 2024

11.2 City of Cambridge, Mental Health and Addictions Survey Results

11.3 Press Release, Rural Municipal Leaders Support ‘Solve the Crisis’ Campaign to Address Homelessness and Mental Health

11.4 Communities in Bloom Symposium and Awards, September 19, 2024

11.5 County of Elgin, Notice of No Appeals, E 47-24

11.6 County of Elgin, Notice of Decision, E 63-24 to E35-24

11.7 County of Elgin, Notice of Decision, E 67-24

11.8 Enbridge Gas and Imperial Webinar Invitation Re: Enabling Carbon Capture and Storage in Ontario

Resolution No. 2024- 357

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

Carried

12. Items Requiring Council Consideration

12.1 October 10, 2024 Council Meeting

Resolution No. 2024- 358

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That pursuant to Section 4.2.2 of West Elgin By-law 2024-05, Procedural By-law, West Elgin Council hereby alter the start time of the October 10, 2024, Regular Council meeting to commence at 5:00pm.

Carried

12.2 Water Distribution Endorsement

Resolution No. 2024- 359

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receive and endorse the Operational Plan for the West Elgin Distribution System; And

that Council hereby authorize the Mayor and CAO to sign the Operational Plan, as required.

Carried

12.3 Roots and Revival Road Closure

Resolution No. 2024- 360

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

Carried

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

Resolution No. 2024- 361

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

Carried

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

Resolution No. 2024- 362

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

Carried

12.6 City of Quinte West Re: Canada Community Building Fund

Resolution No. 2024- 363

Moved: Councillor Denning

Seconded: Councillor Statham

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

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

Carried

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

Resolution No. 2024- 364

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

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

Carried

12.8 Councillor Denning, Bowling Tournament

Resolution No. 2024- 365

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

Carried

13. Upcoming Meetings

- September 18, 7pm - Recreation Committee
- September 19, 3:30pm - Old Town Hall Committee
- September 24, 7pm - Tri County Water Board
- September 26, 4pm - Council

- October 10, 4pm - Council
- October 16, 9am - Bo Horvat Community Center Board of Management (Arena)
- October 16, 7pm - Recreation Committee
- October 21, 8:30am - Four Counties Transit Committee
- October 24, 4:00pm - Council

14. By-Laws

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

Resolution No. 2024- 366

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

Carried

14.2 2024-64, Zoning By-law Amendment, 22003 Queens Line

Resolution No. 2024- 367

Moved: Councillor Denning

Seconded: Councillor Statham

That By-law 2024-64, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 22003 Queen's Line, be read a first, second and third and final time.

Carried

14.3 2024-65, Gas Tax Funding Agreement for Public Transportation

Resolution No. 2024- 368

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2024-65, being a By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario and The Corporation of the Municipality of West Elgin for the Dedicated Gas Tax Funds for Public Transportation Program, be read a first, second and third and final time.

Carried

14.4 2024-66, Agreement with Canadian Urban Institute Re: Roots and Revival Festival

Resolution No. 2024- 369

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2024-66, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Canadian Urban Institute for the purposes of My Main Street 2.0 Community Activator Stream Ultimate Recipient Funding Agreement, be read a first, second and third and final time.

Carried

15. Closed Session

Resolution No. 2024- 370

Moved: Councillor Statham

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:57 pm, to discuss matters pursuant to the Municipal Act, Section 239 (2)(a), being the security of the property of the municipality; Section 239 (2)(b), personal matters about identifiable individuals, including municipal or local board employees; And Section 239(2)(c), a proposed or pending acquisition or disposition of land by the municipality.

Carried

16. Report from Closed Session

Council reconvenes into Open Session at 6:47 pm.

Clerk T. Towstiuic reported that Council received three (3) items pursuant to section 239(2)(c), proposed or pending acquisition or disposition of land; one (1)

item pursuant to section 239(2)(a), security of municipal property; and one (1) item pursuant to section 239(2)(b), identifiable individuals.

Council provided administrative direction to staff, and were provided the following recommendations, to be passed in Open Session:

Resolution No. 2024- 371

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Disposition of Land;

And That West Elgin Council declares the lands located at 0 Center Street, PLAN 202 PT LOT 11 RP 11R779;PT PART 2 surplus;

And That, West Elgin Council declares the lands located at 282 Furnival Road, PLAN 202 E PT LOT 11 RP;11R2724 PARTS 4 AND 5 surplus;

And That, West Elgin council direct staff to obtain at least one appraisal, prepared by qualified professional.

Carried

Resolution No. 2024- 372

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Land Purchase – 0 Main Street and that West Elgin Council approves the purchase of the lands for \$16,600 plus applicable land transfer tax.

Carried

Resolution No. 2024- 373

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from M. Badura, CAO/Treasurer re: Internal & External Penetration recommendation timeline and 2025 Budget requirements for information;

And That, West Elgin council pre-approves the estimated hours required by Zouling Technologies Inc. to address the deficiencies outlined in the Cypher report dated August 6, 2024, in the amount of \$7,800.00 plus applicable taxes.

Carried

17. Confirming By-Law

Resolution No. 2024- 374

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That By-law 2024-67 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 12, 2024, be read a first, second and third and final time.

Carried

18. Adjournment

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 6:50pm, to meet again at 4:00pm, on Thursday, September 26, 2024, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

September 23, 2024, 8:30 a.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Statham
Councillor Denning

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

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 8:33 am.

2. Adoption of Agenda

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopts the Special Meeting Agenda of September 23, 2024, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Closed Session

Moved: Councillor Denning

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 8:34am, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(a), being the security of the property of the municipality or local board; And Section 239 (2)(e), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Carried

5. Report from Closed Session

Report from Closed Session at 8:54am.

Council received two (2) items pursuant to Section 239(2) of the *Municipal Act*, 2001, for information and discussion purposes. Council provided staff with administrative direction.

6. Confirmatory By-law

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2024-68 being a By-law to confirm the proceeding of the Special Meeting of Council held on September 23, 2024, be read a first, second and third and final time.

Carried

7. Adjournment

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 8:56 am to meet again at 4:00pm, on Thursday, September 26, 2024, or at the call of the Chair.

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting

From: Lee Gosnell, Manager of Operations & Community Services

Date: 2024-09-26

Subject: Monthly Operations Update – August 2024

Recommendation:

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

Purpose:

The purpose of this report is to provide West Elgin Council with an update on operations carried out within the Municipality during the month of August.

Background:

Public Works

- Basin cleaning and inspection was completed in Rodney, West Lorne and all outlying areas.
- Sidewalk inspections were completed and identified trip hazards dealt with.
- Summer maintenance activities were completed at the municipal gravel pits.
- Recycling and landfill operations ongoing.
- Tree service and removals done at various locations as required.
- Gravel washouts on Grey Line hills repaired.
- Replacement of missing signs along county roads.
- Ditching work performed on Blacks Road in advance of surface treatment
- Wash out on Fleming Line repaired
- Elm street drain/shoulder rehab west of Ridge Street finished.
- Completion of stop block painting on various municipal roads.
- Public Works staff handled road closure for 'Toonie' Tuesday.

Parks and Recreation

- Daily cleaning of Marina and Miller Park washrooms.
- Daily watering of flowers.
- Regular grass cutting at all locations.
- Weekly line painting at soccer fields in Miller Park.
- Full pool schedule running until the end of August.
- Magic show rental at the Arena.
- West Lorne 'Soccer Cup' day was held in Miller Park.
- West Lorne Community Centre (Arena) renamed to the Bo Horvat Community Centre.
- Preparations started at the arena for the ice season.

Utilities

- Staff fixed a water leak at PGTP
- A 6” water service was installed for hydrants at the new storage locker facility on Pioneer Line
- Staff worked to installed radio transmitters on water routes 3 & 4
- Utility staff assisted with annual inspection of emergency equipment and fire extinguishers at all municipal buildings.
- Locates, reads, all other regular duties as assigned.

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 - August 2024 - 2024-24-Operations Community Services.docx
Attachments:	
Final Approval Date:	Sep 24, 2024

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

Terri Towstiac



Staff Report

Report To: Council Meeting

From: Terri Towstiuc, Clerk

Date: 2024-09-26

Subject: Byelection versus Direct Appointment for 2024 Council Vacancy

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Re: Byelection versus Direct Appointment for 2024 Council Vacancy; And

That Council direct the Clerk to proceed with Option _____, being _____, to fill the vacancy of Councillor, Ward 3 for the remainder of the 2022-2026 term of Council.

Purpose:

The purpose of this report is to provide Council with additional information regarding byelections, as requested at the September 12th Council meeting.

Background:

On September 12, the Clerk provided Council with a report that detailed the options available in accordance with West Elgin's Council vacancy policy, the *Municipal Act* and the *Municipal Elections Act*.

Councillor Denning requested further information regarding the cost of a byelection, prior to deciding whether to proceed with the cost of a byelection or proceed with the minimal cost application and appointment process. During the 2022 Election, Ward 3 Councillor was an acclaimed position, with no "runner up", therefore, direct appointment to the position via next highest in votes is not an option.

In preparation for this report, consultation included Association of Municipalities of Ontario (AMO), Elections Ontario, Intelivote, DataFix, The *Municipal Act*, the *Municipal Elections Act* (MEA), West Elgin 2018 Election files and documents, West Elgin Policy "Appointment Procedure for Filling a Council Vacancy", and Clerks from the Municipality of Port Hope, Township of Ramara, Township of Russel and Township of West Lincoln.

The *Municipal Act*, 2001

The *Municipal Act* stipulates that if the office of a member of municipal Council becomes vacant (Section 260(1)), the municipality must pass a motion at its next meeting to declare the seat to be vacant (Section 263(1)).

As noted above, the Office for one (1) Councillor position for Ward Three (3) in the Municipality of West Elgin was declared vacant on September 12, 2024.

The *Municipal Act* further states in Section 263(5) that Council has no more than 60 days **(by November 11, 2024)** to select one of following two options to fill the vacancy (Section 263(1)):

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

In assessing its options, Council may wish to give consideration to the following, among other things.

- Impact of time required to fill the vacancy
- Progression and time remaining in the term of Council
- The impacts on financial and staff resources
- Transparency, fairness and public participation relative to the selection process.
- 2018 voter turnout for full election was 20.91%
- 2022 voter turn-out for Ward 1 was approximately 10%
- 2022 Election cost was \$18,542.64, with only a Ward 1 Election
- Cost for candidates to canvas and advertise for selection (signs, mailouts, time, etc.)
- Timing of byelection (Christmas holidays and 2025 budget deliberations)

OPTION 1 – Fill Vacancy by Call of Applications and Appointment

Council may appoint any person to fill the vacancy that is a qualified elector under the *Municipal Elections Act*, 1996 and is not disqualified from holding office under the *Municipal Act*, 2001 or any other Act.

The *Municipal Act* does not prescribe a specific process Council is required to follow to fill a vacancy by appointment; however, the justification for why an individual was appointed by Council to fill the vacancy should be transparent and allow for public notice in keeping with the principles of the *Municipal Election Act*, 1996.

In 2023, Council chose to accept applications, proceed with an interview process that was open to the public, and choose a candidate that Council felt was best suited for the position of Councillor Ward 1, aligning their goals and insight with the strategic goals of the municipality.

This process allows applicants to apply for the vacant seat at no cost, provide Council with a Statement and address Council for five-minutes at the interview meeting. This also allows the candidate to fill a position for half term, like a “try before you buy” approach, which could encourage a more fulfilling election in 2026. Candidates can apply for Ward 3, regardless of where they live in the municipality, if they are a qualified elector, in accordance with the *Municipal Elections Act*.

While taking this approach may be construed as lacking public participation, Council members were elected by the public, to make informed and well-thought decisions, on their behalf. Currently, Council is halfway through a term with many strategic goals in motion, and this allows Council to select a candidate that best aligns with the strategic priorities of the municipality. Members of the public are also encouraged and welcomed to attend the candidate interview meeting, although there was very little public participation (outside of relations to candidates) at the 2023 interviews.

A strong consideration to this approach is also the timeline (see below) in comparison to the timeline for a by-election. Calls for applications and appointing a new member of Council will also allow the new member to participate in the important annual budget deliberations, which is intended to start at the end of 2024/first of 2025. A Call for Application and appointment is the most efficient and cost-effective approach, with approximately a six-week vacancy.

Proposed Timelines for Call of Application and Appointment:

Thursday, September 12, 2024	Declaration of vacancy
Thursday, September 26, 2024	Council approved application and appointment process
Thursday, October 10 & 17, 2024	Notice in Chronicle for Call of Applications
Thursday, October 24, 2024 @ 2 p.m.	Application Deadline
Thursday, November 7, 2024	Special Council Meeting – Applicant Interview
Thursday, November 14, 2024	Councillor Ward 3 to take Oath and Seat

OPTION 2 – Fill Vacancy by Holding a By-Election

The process to fill a vacancy via by-election is prescribed by the *Municipal Elections Act*. In summation, a by-election is to be conducted following the same rules as a regular election, with the exception of some unique time frames and deadlines.

A by-law indicating that a by-election is required must be passed within 60 days of declaring the vacancy (*Municipal Act* Section 263(5)(1)) which means that a by-law must be adopted no later than by November 11, 2024. If Council chooses to hold a by-election, staff recommend that a by-law be presented for adoption at the next Council meeting on Thursday, October 10, 2024, in order to provide staff adequate time to prepare for the by-election. Providing staff as much time as possible under the *Municipal Elections Act* to conduct a by-election is preferable, as the Clerk's Department must coordinate the election while still completing their regular work tasks, like supporting the administration of Council and Committee meetings, and participate and assist in preparing the annual budget, starting this month, among other various day-to-day tasks.

This is different than during a full election, as Council and Committee meetings are often reduced or cancelled entirely during the election and pre-election periods, as well Clerk's rely heavily on peers in surrounding Clerks departments and AMCTO for the election calendar, webinars and training for important deadlines. Clerks often meet monthly as a group, share costs and resources, and share email group exchanges frequently to support each other during the demanding and hectic election period. During a byelection, the Clerk is essentially facilitating an election on their own, with the exception of Clerks who have assistance from Deputy Clerks, Legislative Coordinators or Election staff/officials. Currently, West Elgin staff are already working at full capacity, and assistance to the Clerk would be sparse, and it is unjust for a Clerk to facilitate an election on their own.

In consultation with AMO, "*of the 80 elected officials that either resigned, were removed or passed away for the 2022-26 term, there have been (or will be) 75 appointments and 16 by-elections. The numbers are a bit off as one municipality started the election year with a 4-member council – not enough candidates, so they had to appoint 5th member, some appointments counted twice as the person sits on upper and lower.*" Historically, byelections are done for municipality's that have vacancies effecting the entire municipality (Mayor, Deputy Mayor, Councillor at large), and appointment selection/direct appointment for Ward Representatives.

In consultation with Municipal Clerks, those who prepared by-elections in 2024, or are currently running a byelection, provided a budget of \$25,000 to \$30,000 to their respective Councils, with one municipality advising the actual cost of \$21,000 (\$25,000 budget). Although requested, Clerks were

reluctant to provide a breakdown of essential costs to bring to a final total, as the numbers can vary depending on vendors. One municipality shared a breakdown, which is quite similar to the cost breakdown shown below. Keeping this in mind, the cost estimate provided could potentially be low, and election expenses are unfortunately non-negotiable.

**Proposed Timelines for Holding a By-Election:
(if a by-law is adopted at the Council Meeting on October 10, 2024)**

Thursday, September 12, 2024	Declaration of vacancy
Thursday, October 10, 2024	Adopt a by-law to conduct a by-election (MEA, S. (4) 1 ii)
Tuesday, November 12, 2024	Nomination Period Begins (MEA, S. (4) 1)
Friday, December 20, 2024 @ 2 p.m.	Nomination Day; Nomination Period Ends (MEA S. (4) 2)
Monday, February 3, 2025	Voting Day (MEA S. (4) 3)
Thursday, February 6, 2025	Councillor Ward 1 takes Oath and seat

Financial Implications:

OPTION 1 - Appointment Option

There would be a slight cost if Council decides to appoint by application with the main expense being for advertising, which is estimated to be less than \$1,000. There would be no direct election costs other than advertising in the Chronicle.

OPTION 2 - By-Election Option

The estimated cost to run a by-election would be approximately \$20,000 to \$25,000. This includes the hard costs of equipment, supplies, advertising, etc. as well as soft costs such as labour, including outsourcing necessary vendors. *This option does not include and potential staff overtime and/or additional contact hiring, which is very difficult to estimate.*

By-election estimated costs	
DataFix (2022 was \$1,600)	\$2,000.00
Intellivote (2022 was \$9,900 for Ward 1)	\$9,000.00
Elections Ontario	\$0.00
Advertising (Sole advertising)	\$2,500.00
IT (Based on 2022)	\$4,000.00
Supplies (Stationary)	\$1,000.00
Misc. (Meals, Additional postage)	\$2,000.00
	\$20,500.00

Policies/Legislation:

[The Municipal Act](#)

[The Municipal Elections Act](#)

West Elgin Policy "Appointment Procedures for Filling a Council Vacancy"

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuic
Municipal Clerk



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2024-09-26
Subject: Scholarship Award

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re Scholarship Award policy; And

That Council approve the policy in theory and direct the clerk to prepare a Scholarship Policy for the Municipality of West Elgin, to be included in the 2025 budget.

Purpose:

The purpose of this report is to provide Council with a sample “Scholarship Policy”, for consideration.

Background:

At the August 2024 Regular Council Meeting, Deputy Mayor Tellier requested Council to consider utilizing part of Council grant funds to provide assistance to a West Elgin student pursuing a career in a municipal field.

Attached is a sample policy current in practice at the Township of Southwold. This policy allows students pursuing a career in various municipal fields the opportunity to apply for a scholarship valued at one-thousand dollars (\$1,000) each, with two (2) recipients being selected annually.

The criteria also include a commitment to the West Elgin community, the submission of proof of registration, and minimum two-year full-time studies.

Attached is the Township of Southwold policy and application for Council consideration. If Council wishes to adopt the attached sample policy as their own, it will be included in the 2025 budget deliberations.

Financial Implications:

\$2,000 annually, to start in 2025 budget

Policies/Legislation:

New policy to be implemented

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuć
Municipal Clerk



SOUTHWOLD TOWNSHIP SCHOLARSHIP AWARD

Corporation of the Township of Southwold

35663 Fingal Line, Fingal, ON NOL 1K0

Phone: 519-769-2010

Fax: 519-769-2837

[EMAIL: cao@southwold.ca](mailto:cao@southwold.ca)

The Township of Southwold Scholarship is a scholarship valued at \$1,000 and may be awarded annually to two (2) students graduating from a local secondary school.

The recipient must meet the following criteria:

1. They must have graduated from Grade 12 and must provide proof of registration to a Canadian designated educational institution (<https://www.canada.ca/en/employment-social-development/programs/designated-schools.html>). Minimum 2-year full-time studies program or equivalent.
2. They must be pursuing full-time studies in a field will contribute to the future vitality and viability of rural communities. Fields of study may include, but are not limited to: business administration; finance; environmental; recreation leadership; agriculture, firefighting technology; government services; health care; trades or engineering.
3. They must be able to demonstrate a history of community involvement.
4. Applications and accompanying documentation must be submitted via email, no later than July 31st of the current year.
5. The successful graduates must be a current resident of Southwold with residency of no less than six (6) months duration and be pursuing full-time post-secondary studies at a Canadian designated educational institution in the fall of the current year.

The recipients must claim the scholarship within the first year of post-secondary studies. They must present the municipality with proof of registration at the educational institution **before** receiving the funds. The scholarship will be awarded in two (2) installments of equal value to ensure the student continues their studies in the second semester. Upon verification of the scholarship and winners' matriculation in college or university, the scholarship grant will be paid to the college for the students' account.

Each scholarship recipient will be chosen by a team of reviewers made up of senior management in accordance with the established criteria. The review committee will discuss and consider all applications received by the deadline date. The successful candidates will be recommended to Council for approval. All decisions made by the Committee are considered final.

Municipal elected officials and their immediate families are not eligible to participate in this scholarship program. Immediate family shall include: spouse, children, residents of the municipal official's household, or any other person claimed as a dependent on the municipal official's tax return.

If there is no suitable candidate, the scholarship will not be awarded for that year.

Questions regarding this scholarship program can be directed to Lisa Higgs, CAO/Clerk, 519-769-2010 ext. 23 or cao@southwold.ca.

If a scholarship winner fails to acknowledge and accept the award within thirty (30) days after receipt of the letter of notification, their award will be forfeited and the scholarship will be awarded to the next highest scoring applicant.



Township of Southwold Scholarship Award Application

Section 1.1: Personal Information			
Surname	Given Name	Telephone	Email
Permanent Mailing Address		City/Town	
Province	Postal Code	Other Telephone	
School Address (if different from above)		City/Town	
Province	Postal Code	Telephone	
Section 2.1: Academic Information			
High School Attended		From year	to year
Please attach an official copy of your high school transcripts from grade 9 — 12 inclusive. ID Transcript attached			
Section 2.2: Academic intentions			
Name of Educational Institution you plan on attending:			
Address of Educational Institution:			
Chosen Field of Study:			
Applicant's statement of educational objectives and career goals:			
Please attach a copy of the letter of acceptance from the Educational Institution.			
Section 3.1: Involvement Volunteerism in the Community			
List the school, community, employment and other activities in which you have been involved in the last five years. Please list them in order of importance to you and include activity, position held, duration and hours per week of involvement. A separate sheet may be attached.			
Example:			
Activity	Position Held	Duration	Hours per week
Habitat for Humanity	Volunteer	July — August 2022	4
Section 3.2 Essay			
In a one page essay, double spaced, indicate why you deserve this scholarship and how your field of study may lead to a career in the future vitality and viability of rural communities. Please attach.			
Section 4.1 Applicant's Declaration			
I hereby declare that the information I have provided in this application is correct and can be verified upon request. I give the Township of Southwold permission to publish my name/photo in local newspapers and the Township Website if I am the recipient of the Scholarship Award.			
Signature of Applicant		286	Date



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

September 18th, 2024

Adam McCallum
3844 Switzer Drive
Glencoe, ON

Dear Adam McCallum,

RE: Severance Application E 67-24
Part of Lot 19, Concession 2
24649 Crinan Line

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by **August 28, 2026**, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that three signed copies of the necessary documents be forwarded together with the \$300.00 fee charged for affixing the consent stamp. Two originals will be stamped and returned; the third copy will be retained for our file. In the event it is necessary to have a survey, two copies of the reference plan are required, one copy to accompany the documents, one copy to be forwarded electronically.

Sincerely,

Paul Clarke
Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin: Terri Towstiuć, jnethercott@westelgin.net; Robert Brown, planning@westelgin.net

**County of Elgin
Planning Department**
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
Fax: 519-631-4549
www.progressivebynature.com



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

September 18th, 2024

Kristen Molnar
65 Parkview Cres.
Strathroy, ON

Dear Kristen Molnar,

RE: Severance Application E 63-24 to E 64-24
Lots 9, 10, and 11, Concession 7

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

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Sincerely,

Paul Clarke
Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin: Terri Towstiuic, jnethercott@westelgin.net; Robert Brown, planning@westelgin.net

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Council Highlights

**Tuesday,
September 10, 2024**

In This Issue:

Elgin County Libraries Show Strong Performance in Technology, Staffing, and Collections

Elgin County Endorses Proposed Relocation of Rodney Library

Council Expresses Support for Potential West Lorne Library Expansion

Council Supports Planet Youth Model for Youth Substance Use Prevention

Council Approves New Tourism Wayfinding Strategy to Enhance Visitor Experience

New Provincial Planning Statement Paves Way for Growth in Elgin County

County Introduces Centralized Planning Model and Plans to Gather Feedback from Local Municipal Partners

Elgin County to Raise Flag for Welcoming Week in Celebration of Diversity



Elgin County Libraries Show Strong Performance in Technology, Staffing, and Collections

Council received an in-depth analysis from the Director of Community and Cultural Services on the performance of Elgin County Library branches, based on the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) Guidelines for Rural/Urban Public Library Systems. This benchmarking report compared key areas such as facility size, hours of operation, staffing, collections, seating, and technology across the County's ten library branches.

The report found that the libraries performed well in several categories. Nine out of ten branches met or exceeded the guidelines for collections, technology, and staffing. Notably, the system excelled in providing technology access, with all branches surpassing the ARUPLO guidelines in this area.

However, facility size remains a challenge, with only three branches meeting the recommended space requirements. The report identified growth in population and insufficient space for community programs as ongoing concerns. The Director noted that improvements to facility size are largely dependent on local municipal partners, as they own the buildings housing the branches.

Council received the report for information, which will support future planning and advocacy efforts for the library system.

Elgin County Endorses Proposed Relocation of Rodney Library

Elgin County Council has endorsed a recommendation to support the Municipality of West Elgin's efforts to find a new location for the Rodney Library. While the project is still in the early stages, the endorsement aligns with the County's Library Branch Construction Policy and follows a request from West Elgin to move the library as part of a broader renovation project for the Old Town Hall, which has been supported by the Investing in Canada Infrastructure Program.

Council has approved a letter of support to West Elgin and will collaborate with the municipality on key details such as square footage, leasing arrangements, and preparations for the new facility. While the move may result in increased leasing costs for the County, options for financial collaboration are being explored, including an interest-free loan from the County to assist with the project.

This decision reflects the ongoing collaboration between the County and local municipal partners to improve and expand library facilities in line with community needs and library planning guidelines.

Council Expresses Support for Potential West Lorne Library Expansion

Elgin County Council has expressed support in principle for the expansion of the West Lorne Library within the West Lorne Community Complex. The expansion would add up to 1,000 square feet of space to the current library, addressing critical needs such as dedicated program areas, a community meeting room, and quiet study spaces.

The additional space, made available by a vacant office suite adjacent to the current library, would bring the total library size to approximately 2,763 square feet, meeting guidelines set by the library's planning framework. The Municipality of West Elgin will be responsible for preparing the space for library use and integrating it with the existing facility.

Council's support is subject to further details being outlined in a formal "Letter of Intent" from the Municipality of West Elgin, which will include specific square footage, timelines, and lease considerations.



Council Supports Planet Youth Model for Youth Substance Use Prevention

Elgin County Council expressed support for Southwestern Public Health's adoption of the Planet Youth model, a community-driven approach developed in Iceland to reduce youth substance use. The model focuses on creating environments that discourage substance use and foster protective factors through community involvement and data-driven strategies. This initiative aligns with the County's Community Safety and Well-Being Plan, aiming to enhance youth well-being and safety across the region.

Council Approves New Tourism Wayfinding Strategy to Enhance Visitor Experience

Elgin County Council has approved a new Tourism Wayfinding Strategy designed to improve visitor navigation and promote key attractions across the County. The strategy will replace aging signage with a more visually cohesive system, guiding visitors to popular destinations like historic downtowns and beach communities. This strategy will enhance the overall visitor experience while supporting tourism growth throughout Elgin County.



Approximation of the design for the new County gateway signage

New Provincial Planning Statement Paves Way for Growth in Elgin County

Elgin County Council reviewed the new 2024 Provincial Planning Statement (PPS), which provides a streamlined policy framework to support land use planning and housing development across Ontario. The PPS replaces previous provincial planning documents and introduces significant changes, such as removing the need for population and employment growth targets and allowing more flexible settlement area expansions. The new PPS will come into effect on October 20, 2024, and all local planning decisions will need to align with its guidelines.

County Introduces Centralized Planning Model and Plans to Gather Feedback from Local Municipal Partners

Elgin County Council reviewed a proposal to centralize planning services across the County to enhance efficiency and address growth pressures stemming from major developments like the Volkswagen EV battery plant. The proposed model would gradually transition planning responsibilities from individual municipalities to a centralized County service in a phased approach.

Council supported the model in principle and will move forward with gathering input from local municipal partners. The Director of Planning and Development will present the model to local municipal councils to ensure their needs and concerns are fully addressed before implementation.

Elgin County to Raise Flag for Welcoming Week in Celebration of Diversity

Elgin County Council approved a flag raising request from the St. Thomas-Elgin Local Immigration Partnership (STELIP) to mark Welcoming Week 2024. The flag will be raised on September 24, 2024, at the Elgin County Heritage Centre to celebrate the ongoing efforts to create an inclusive and welcoming community for newcomers. The event will reaffirm the County's commitment to supporting diversity and combating racism, xenophobia, and anti-immigrant sentiment.

For the complete **September 10, 2024 Agenda Package**, please visit the following link:
[County Council Agenda Package](#)

Ministry of Agriculture,
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor
Toronto, Ontario M7A 1B3
Tel: 416-326-3074

Ministère de l'Agriculture,
de l'Alimentation et de l'Agroalimentaire

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



September 24, 2024

Magda Badura
CAO/Treasurer
Municipality of West Elgin
treasurer@westelgin.net

Dear Ms. Badura:

I am pleased to share that the governments of Canada and Ontario are investing up to \$1.5 million in our new Agricultural Workforce Equity and Diversity Initiative (AWEDI) to help minority groups start and grow businesses in the agri-food sector.

Funded through the Sustainable Canadian Agricultural Partnership (Sustainable CAP), AWEDI provides grants of up to \$100,000 to support agribusiness ventures led by underrepresented groups, including Indigenous peoples, 2SLGBTQI+ people, persons with disabilities, youth, women or members of French linguistic minority communities.

AWEDI is open to applications from organizations, research bodies, municipalities or Indigenous communities. Successful projects will support underrepresented groups in accessing spaces and equipment to grow or process agri-food products, as well as resources to help with financing.

Applications will open on October 8, 2024, and will be open until December 3, 2024.

Our government is committed to increasing the entrepreneurial diversity of our agricultural sector through our Grow Ontario Strategy. AWEDI will reinforce additional efforts our government has taken to cultivate agri-food talent, while enabling more Ontarians to share in the success of our growing agri-food industry. Should you have any questions about this or any other Ministry programs, please call 1-877-424-1300.

Sincerely,

Rob Flack
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Ministry of Agriculture,
Food and Agribusiness

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Ministère de l'Agriculture,
de l'Alimentation et de l'Agroalimentaire

Bureau du ministre

77, rue Grenville, 11^e étage
Toronto (Ontario) M7A 1B3
Tél. : 416 326-3074



Le 24 septembre 2024

Bonjour,

Je suis heureux de vous annoncer que les gouvernements du Canada et de l'Ontario investissent jusqu'à 1,5 million de dollars dans notre nouvelle Initiative pour l'équité et la diversité dans le secteur agricole (IEDSA) afin d'aider les groupes minoritaires à lancer et à faire croître des entreprises dans le secteur agroalimentaire.

Financée dans le cadre du Partenariat canadien pour une agriculture durable (PCA durable), l'IEDSA offre des subventions pouvant atteindre 100 000 \$ pour appuyer les agroentreprises dirigées par groupes sous-représentés, y compris des Autochtones, des personnes 2SLGBTQI+, des personnes handicapées, des jeunes, des femmes ou des membres de collectivités francophones minoritaires.

L'IEDSA accepte les demandes d'organismes, d'organismes de recherche, de municipalité ou de collectivités autochtones. Les projets retenus appuieront des groupes sous-représentés dans l'accès à des lieux et à du matériel pour cultiver ou transformer des produits agroalimentaires, ainsi qu'à des ressources pour les aider avec le financement.

La période de réception des demandes s'amorce le 8 octobre 2024 et se poursuivra jusqu'au 3 décembre 2024.

Notre gouvernement est déterminé à accroître la diversité entrepreneuriale de notre secteur agricole grâce à notre stratégie Cultiver l'Ontario. L'IEDSA renforcera les efforts additionnels consentis par notre gouvernement pour cultiver le talent agroalimentaire, tout en permettant à une part plus importante de la population ontarienne de participer au succès de notre industrie. Si vous avez des questions concernant ce programme ou d'autres programmes du ministère, veuillez composer le 1 877 424-1300.

Veuillez recevoir mes plus cordiales salutations.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,

Rob Flack



Good things grow in Ontario
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

On September 30, Elgin County will recognize the National Day for Truth and Reconciliation to honour First Nations, Inuit and Métis survivors and their families and communities, and to ensure that public commemoration of their history and the legacy of residential schools remains a vital component of the reconciliation process.

Keep an eye out! On September 30th the Elgin County Archives will be showcasing images from their collection relating to the Oneida Nation of the Thames on their social media channels. Libraries are also highlighting indigenous content for National Day of Truth and Reconciliation check it out at : [Collection Resources Page](#).

Wear Orange! Since 2013, September 30 has been known as Orange Shirt Day, Elgin County encourages all to wear orange to raise awareness of the tragic legacy of residential schools, and to honour survivors. To learn more about the “Every Child Matters” and the woman who inspired it, visit <https://www.orangeshirtday.org/>. If you are looking to purchase an Orange Shirt, Orange Shirt Day provides links to a number of retailers that sell their shirt or another option is [Orange Shirt Day Apparel](#). Purchasing from the sites above ensure that any funds raised are put back into the Indigenous communities.

September 12, 2024

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

Dear Mayor Leatham and West Elgin Council,

At its meeting on September 10, 2024, the Council of the Corporation of the County of Elgin adopted the following resolution:

“Moved by: Councillor Leatham
Seconded by: Deputy Warden Jones

RESOLVED THAT Elgin County Council affirms its support of the Municipality of West Elgin’s process to determine a suitable future location for the Rodney Library subject to the terms and conditions of the County of Elgin’s “Library Branch Construction Policy”; and

THAT the Warden issue a letter on behalf of Elgin County Council to the Municipality of West Elgin in support of the municipality’s process to determine the future location of the Rodney Library along with a copy of the County’s “Library Branch Construction Policy”.

Motion Carried.”

Elgin County Council has historically been a willing partner in opportunities to construct, relocate or expand library facilities, as long as proposed locations are operationally feasible and are developed in consideration of the of the Guidelines for Rural/Urban Public Library Systems. The County of Elgin looks forward to working with the Municipality of West Elgin as you undertake the process of finding a new home for the Rodney Library. Attached for your reference is a copy of Elgin County’s “Library Branch Construction Policy”.

Yours truly,



Warden Ed Ketchabaw
warden@elgin.ca
519-619-8432



LIBRARY BRANCH CONSTRUCTION POLICY

SCOPE

The following shall constitute the policy of the County of Elgin to be followed in considering any participation it will have with any Municipality represented on County Council in the renovation, relocation or expansion of Library facilities anywhere in the County.

This policy applies to capital construction or relocation of library facilities only. Operational issues and related costs pertaining to each facility are addressed in respective leases signed for each facility. New, expanded or relocated branches will require a new operational lease based on the standard “Elgin County Library Municipal Library Lease” with no exceptions.

FACILITY SIZE

The square footage of new, expanded or relocated library facilities will adhere, wherever possible, to “Guidelines for Rural/Urban Public Library Systems”, as amended from time to time by the Administrators of Rural and Urban Public Libraries of Ontario (ARUPLO) in which the Elgin County Library is a voting member. The following are current guidelines for the assignable size of library facilities (excluding utility rooms):

- **Small Branches:** Branches serving catchment areas of 1,000-5,000 population: Minimum 2,500 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater;
- **Medium Branches:** Branches serving catchment areas of 5,000-10,000 population: Minimum 5,000 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater;
- **Large Branches:** Branches serving catchment areas of 10,000-35,000 population: Minimum 10,000 sq. ft. or 1 sq. ft. per capita in the library’s catchment area, whichever is greater.

LOCATION

Locations on main thoroughfares or “downtown” locations in population centres will be preferred. Co-location with other community services will be preferred.

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



ADDITIONAL CONSIDERATIONS

In all cases, Municipalities shall strive to set the highest standards in terms of public accessibility, including compliance with provincial accessibility legislation.

An Interest Free Loan from the County for renovation, relocation or expansion of library facilities is available up to the following amounts: Small branches, \$100,000; Medium branches \$200,000; Large branches, \$400,000. The loan must be repaid within ten years. All requests for new libraries, expansion of libraries or relocation of libraries in the following year must be received by Council no later than December of each year for budgeting purposes. Any request received after December 31st will be considered for the following year. County Council reserves the right to deny such a loan for financial reasons.

ACTIONS INITIATED BY THE MUNICIPALITY AND THE COUNTY

- 1.0 The Municipality shall determine if, in the opinion of their Council, there is a need for a new Library, expansion of a Library or a relocation of a Library. A review of ARUPLO guidelines and input of the County's Director of Community and Cultural Services (or designate) is strongly encouraged in this process.
- 2.0 If the answer is yes, the Municipality shall issue a "Letter of Intent" to the County C.A.O. and Director of Community and Cultural Services, outlining the following information:
 - 2.01 The address and description of the proposed site and building to be constructed, expanded or relocated.
 - 2.02 The approximate interior gross area of the new building, expanded building or relocated building.
 - 2.03 The approximate size of the area designated to be for Library use.
 - 2.04 Approximate loan requested from the County.
 - 2.05 The proposed date to commence construction.
- 3.0 The Director of Community and Cultural Services shall forward the proposal to County Council.

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



- 4.0 County Council shall consider the proposal (Letter of Intent) and notify the Municipality of its decision. If acceptable, and County Council determines that it wishes to participate in a new Library facility, expanded Library facility, or relocated Library facility, a Letter of Intent detailing the arrangements will be signed by the C.A.O. of the County of Elgin and the Municipality.
- 5.0 The Municipality, at its expense, shall cause plans and specification of the Library premises to be prepared and sent to the Director of Community and Cultural Services who will forward to County Council for approval. The plans and specifications must include the information set out in this policy and if required may include a request for an Interest Free Loan.

The plan and specifications must include:

- 5.01 The address and description of the proposed site and building to be constructed, expanded or relocated building.
- 5.02 The interior gross area of the new building, expanded building or relocated building.
- 5.03 The size of the area designated to be for library use.
- 5.04 Construction timetables.
- 5.05 Approximate move in date for library staff.
- 5.06 Cost of construction or renovation including mechanicals.
- 5.07 Confirmation of interior fittings required for library use (such as custom millwork). These fittings are to be included in construction costs and are to be paid by the municipality. Additional furnishings for library use are the responsibility of the County.
- 5.08 Architect's fees (if applicable).
- 5.09 Interim financing cost (if applicable).
- 5.10 Source of funding for project.
- 5.11 Request for an Interest Free Loan indicating when the loan will be required. The loan must be repaid within ten years of being issued.

County of Elgin
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
www.elgin-county.on.ca



- 5.12 The Director of Community and Cultural Services shall forward the proposal to County Council with a recommendation on acceptance. At such time, the Director shall recommend that a new “Elgin County Library Municipal Library Lease” be established, outlining the anticipated costs of said lease to the library’s annual operating budget and establishing a deadline to execute the lease. Should an interest-free loan be requested and approved, the Director of Financial Services shall be authorized to issue a loan agreement up the maximum allowable in each category with terms stating that the loan is payable within a ten year period upon execution and subject to the provision of actual invoices. County Council reserves the right to deny such a loan for financial reasons.
- 6.0 Both Parties shall be responsible for their own legal costs in the negotiation and/or drafting of any Lease or Loan Agreement.
- 7.0 The Municipality shall be the owner or leaser of the land and/or building.



WEST LORNE MINOR HOCKEY ASSOCIATION

171 Graham Road, West Lorne, ON N0L 2P0
info@westlornecomets.com

To the Councils of the Municipality of West Elgin and Dutton Dunwich –

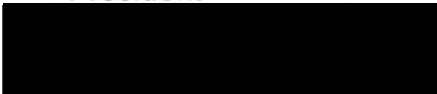
On Thursday, September 12th, the West Lorne Minor Hockey Association Board of Directors passed motion to reappoint Jessica Small as the Representative on the Bo Horvat Community Centre Board of Management.

Please accept this recommendation from the WLMHA Executive.

Sincerely,

Jessica Small

President



Kevin Summers

Immediate Past President



Rob Tait

Vice President



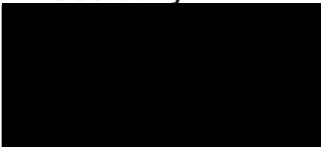
Amanda Hull

Treasurer



Joanne Galloway

Secretary



Maryjo Tait

Registrar



WEST ELGIN COMMUNITY CENTRE OPERATING AGREEMENT

THIS AGREEMENT made this 19th day of May 2004.

BETWEEN:

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN
22413 Hoskins Line
RODNEY, Ontario
N0L 2C0

OF THE FIRST PART

- and -

THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH
199 Main Street
DUTTON, Ontario
N0L 1J0

OF THE SECOND PART

- WHEREAS** the Municipality of West Elgin is the owner of the Community Centre situated within the Municipality. This centre has been established to provide opportunities for the various age groups of the population in the surrounding municipalities to participate in various recreational pursuits;
- AND WHEREAS** Section 11(2) of the Municipal Act, S.O. 2001, c.25 as amended, provides that a lower-tier municipality may pass by-laws respecting matters within the spheres of jurisdiction including but not limited to culture, recreation and heritage;
- AND WHEREAS** Section 20 of the Municipal Act, S.O. 2001, c.25 provides that a municipality may enter into an agreement with one or more municipalities to jointly provide, for their joint benefit, any matter which all of the have the power to provide within their own boundaries;
- NOW THEREFORE** this agreement witnesseth that in consideration of the mutual covenants and conditions and subject to the terms of the conditions hereinafter set forth, the parties hereto agree as follows:

DEFINITIONS IN THIS AGREEMENT:

- RECREATION CENTRE** Shall mean the West Elgin Arena located in the Municipality of West Elgin described on Schedule "A" attached hereto, hereinafter called the "Arena".
- BOARD** shall mean the West Elgin Community Centre Board of Management. It's composition and duties described within.
- OPERATING COST** the deficit/profit shall be calculated by taking the operational and maintenance revenues of the "Arena" in any one calendar year, minus all operational and maintenance expenses received in that same year related to the "Arena".
- CAPITAL COST** this shall mean the cost of a tangible asset, which represents a relatively long-term investment that is used for more than one year. (ie. tractor/roof etc.)
- RESIDENT USER** shall be defined as any persons registered with or associated with a major identifiable group (ie. figure skaters/minor hockey, etc.), that benefit from the use of the "ARENA" facilities and are residents of the municipalities executing this agreement. An exception would be a person or persons who rent the "ARENA" for private enjoyment.
- NON-RESIDENT USER** shall be defined as any persons registered with or associated with a major identifiable group (ie. figure skating/minor hockey etc.) that benefit from the "ARENA" and are not residents of the municipalities executing this agreement.

IT IS HEREBY AGREED:

PURPOSE

- 1.1 That this agreement be entered into under the provisions of Section 20 of the Municipal Act, 2001, S.O. 2001, c.25 and the "ARENA" be maintained to be jointly used by the inhabitants of the municipalities which are parties to this agreement.

COMPOSITION

- 2.1 The "ARENA" shall be managed and controlled on behalf of "West Elgin" by a board known as the West Elgin Community Centre Board of Management hereinafter called the "Board".
- 2.2 The "Board" shall be appointed annually by the parties of this agreement. The following groups shall determine their representation by December 15th of each year as follows:
- a) One member from "Dutton/Dunwich Council" and two members from "West Elgin Council", with the Mayor of each municipality appointed as an alternate, and;
 - b) One member at large recommended by the executive of the West Lorne Minor Hockey Association and appointed by the majority of the municipal parties to this agreement, and
 - c) One member at large recommended by the executive of the West Elgin Skating Club and appointed by the majority of the municipal parties to this agreement.
 - d) The term of office for the member as per Section 2.2 (c) and Section 2.2. (d) shall be from June 1st to May 31st of the following year.

ADMINISTRATIVE RESPONSIBILITIES

- 3.1 The "BOARD" shall be responsible for all policies, rulings and regulations relating to the administration pertaining to the operation of the "ARENA" facilities, which are conducted directly by the "BOARD".
- 3.2 It is understood that the councils of the parties of the agreement will not interfere with the day-to-day operation of the "ARENA" providing that the operations are within the approved budgets.
- 3.3 The "BOARD" shall meet monthly and shall appoint a chairperson annually from the members who shall have a vote on each motion before the "BOARD".
- 3.4 Each member of the "BOARD" shall receive compensation for meetings attended with the rate to be established and paid by the "BOARD".
- 3.5 A quorum shall consist of a majority of members as per Section 2.2.
- 3.5.1 Each member or their alternate shall have one vote on each motion before the "BOARD".
- 3.6 The "BOARD" shall assist, encourage and provide advisory services on request to all groups, organizations or persons carrying on recreation activities pertaining to the "ARENA" which will meet the needs and interest of the "RESIDENT USERS" and other "NON-RESIDENT USERS". Such programs shall include the social, cultural and physical aspects of recreation as applied to each age group, both males and females, native people, Franco-Ontarians, persons who are disabled, visible minorities and older adults.

- 3.7 The "BOARD" shall assist, encourage and provide advisory services on request to all groups, organizations or persons carrying on recreation activities pertaining to the "ARENA" in both "RESIDENT USER" and "NON-RESIDENT USER" areas.
- 3.8 The "BOARD" shall at all times keep the inhabitants of "RESIDENT USER" and "NON-RESIDENT USER" areas aware of the recreation opportunities which are available and will continually interpret to the public the total community programs of recreation pertaining to the "ARENA".

FINANCIAL RESPONSIBILITIES

- 4.1 Annually, by March 31st, the "BOARD" shall submit and interpret to the parties of this agreement an annual budget for approval. It shall also submit a financial statement and a comprehensive operating report for the preceding year.
- 4.2 The "BOARD" shall submit and interpret to the parties of this agreement other reports, such as a monthly budget comparison, as requested.
- 4.3 The "BOARD" shall not have its own bank account. All deposits and payments shall be made through the Treasurer of the Municipality of West Elgin. There shall be separate general ledger accounts for revenue and expenditures within the West Elgin General Ledger which is audited by the Municipal Auditor.
- 4.4 Accounts must be approved for payment through the "BOARD" and then forwarded to "WEST ELGIN COUNCIL" for approval without question, provided accounts are within the total budget allocation.
- 4.5 Each party to the agreement shall pay the applicable portion of any operational cost deficit based on the ratio of "RESIDENT USERS" outlined in Schedule "B" hereto. This schedule will be updated bi-annually. The parties to this agreement acknowledge that West Elgin will pay the first 20% of operating and capital costs for the Arena in lieu of payment for operating and capital costs for the Dutton-Dunwich municipal swimming pool and the West Elgin municipal swimming pool in Rodney.
- 4.6 Each party to this agreement shall pay on a monthly basis, one-twelfth (1/12) of the portion of the projected operational cost. In the event, the budget is not set on January 1st, each party to this agreement shall pay on a monthly basis, one-twelfth (1/12) of the previous year's operational cost. If a shortfall exists during the operating year, the Board may approach each member Municipality for an advance of funds.
- 4.7 Adjustments to billing shall be made in the December billing when the December accounts are approved.
- 4.8 The "BOARD" shall endeavour to submit a five-year Capital Cost Expenditures List as per Schedule "C" attached hereto. The Capital Cost Expenditure List must be approved by all parties to this agreement and shall be updated each year.
- 4.8.1 Payment for Capital Cost expenditures shall be as follows:
- a) The "BOARD" may establish a "RESERVE" for capital expenditures and may make contributions each year through fundraising efforts, or other means.
 - b) The capital cost shall be paid by the parties to this agreement based on the ratio of "RESIDENT USERS" as outlined in Schedule "B" attached hereto.

- c) The cost of the capital improvements shall be recovered after the project has been completed to the satisfaction of the "BOARD" and the Parks and Arena Superintendent.
 - d) The "BOARD" reserves the right to retain authority to make amendments to the Capital Cost Expenditure list should an unexpected emergency situation arise.
- 4.9 The "BOARD" shall determine all fees and charges for all users related to the Recreation Centre.
- 4.10 The "BOARD" shall give consideration to making every effort to recover the cost of "NON-RESIDENT USERS" not party to this agreement.
- 4.11 Any surplus/deficit shall be the responsibility of the "BOARD" and shall be included in the next year's operating budget.
- 4.12 It is the responsibility of WEST ELGIN to arrange for the "ARENA" to be insured against all perils for losses and other liabilities pertaining to the operation of the facility. The cost of such insurance shall be included as part of the "OPERATING COST".

PERSONNEL RESPONSIBILITIES

- 5.1 The "BOARD" may recommend to the parties of this agreement the appointment of a properly trained and qualified Parks and Arena Superintendent. This person shall report operations to the chairperson of the "BOARD". In the event of a major decision the Parks & Arena Superintendent shall report to all members of the "BOARD".
- 5.2 The "BOARD" may appoint part-time/seasonal arena employees, provided that they are operating within the approved budget. The "BOARD" shall be responsible for assigning duties and responsibilities of such employees. Where a Parks & Arena Superintendent is employed, such appointments shall be subject to his/her recommendation.
- 5.3 The "BOARD" shall set the rate of pay and wage increase/decrease for the "Arena" part-time employees as long as they are within the approved budget.
- 5.4 All employees of the "Arena" are classed as employees of the Municipality of West Elgin and come under the personnel policies for the Municipality of West Elgin.

DISCLAIMER

- 6.1 In the event that any provision of this agreement shall be found to be contrary to law, such finding shall not in any way affect the provisions of this agreement, which shall, notwithstanding, continue in force and effect. Any waiver by any party or any breach of any term or condition of this agreement shall be limited to the particular breaches of the said term or condition. No waiver or modification of this agreement or provision hereof shall not be valid or enforceable unless it is set forth in writing and signed by all parties hereto.

TERMS

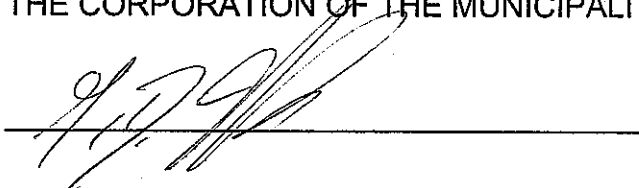
7.1 The term of this agreement shall commence on the date of its signing. This agreement shall be deemed automatically renewed for an additional one (1) year period and for like periods of one (1) year thereafter, until any party shall give to the other parties written notice of intention to terminate by Registered Mail by June 1st of the operating year. This agreement may only be terminated at the end of a calendar year to properly coincide with the financial year of the parties to this agreement. During the period of notice of intention to terminate, the parties will carry out and perform all their obligations hereunder.


7.2 Notice of amendment must be given to all parties of this agreement by Registered Mail no later than October 1st of the operating year. Such notice must contain proposed amendments and justification for such amendments.

DATED THIS 19th DAY OF May, 2004.

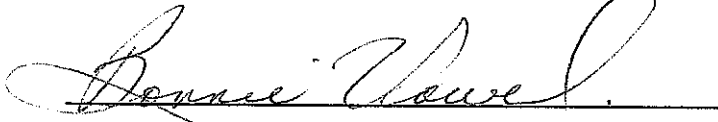
IN WITNESS WHEREOF the parties have executed this agreement under their proper seals and by their duly authorized officers.

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN


MAYOR


CLERK

THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH


MAYOR


CLERK-TREASURER
ADMINISTRATOR

SCHEDULE "A"

LEGAL DESCRIPTION OF LANDS

ARTIFICIAL ICE ARENA

On land lying and being in the Municipality of West Elgin, in the former Village of West Lorne, in the County of Elgin and in the Province of Ontario and being composed of Plan 199, Part Lot 106, 2.10 AC., 639.00 FR 132.00

SCHEDULE "B"

Section 4.5 & 4.8.1 (b)

2002 PERCENTAGE USERS OF THE "ARENA"

WEST ELGIN	57 %
DUTTON/DUNWICH	43 %

DISTRIBUTION OF ANNUAL NET OPERATING AND CAPITAL COSTS FOR 2003 BASED ON 2002 USAGE OF THE "ARENA".

INITIAL 20% OF COSTS ALLOCATED TO WEST ELGIN

WEST ELGIN	20 %
------------	------

THE REMAINING 80% OF THE PROPOSED DEFICIT IS DIVIDED AS FOLLOWS BASED ON USAGE OF THE ARENA:

WEST ELGIN	57.00%
DUTTON/DUNWICH	43.00%
	<hr/>
	80.00 %

EXAMPLE:

DEFICIT	\$100,000.00
WEST ELGIN- 20%	\$ 20,000.00
BALANCE REMAINING	<hr/> \$ 80,000.00

PERCENTAGE MULTIPLIED BY ORIGINAL DEFICIT

WEST ELGIN	\$ 45,600.00
DUTTON/DUNWICH	34,400.00
TOTAL	<hr/> \$ 80,000.00

PROOF:

WEST ELGIN- 20%	\$ 20,000.00
REMAINING PORTION	80,000.00
TOTAL	<hr/> \$100,000.00



Cowan

Frank Cowan Company

CERTIFICATE OF INSURANCE

TO: THE CORPORATION OF THE MUNICIPALITY OF DUTTON/DUNWICH,

RE: WITH REPECT TO THEIR OPERATING AGREEMENT WITH THE NAMED INSURED FOR THE WEST ELGIN COMMUNITY CENTRE.

INSURANCE AS DESCRIBED HEREIN HAS BEEN ARRANGED ON BEHALF OF THE INSURED NAMED HEREIN UNDER THE FOLLOWING POLICY(IES); AND AS MORE FULLY DESCRIBED IN SAID POLICY(IES), AND ANY ENDORSEMENTS ATTACHED THERETO.

INSURED: CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

INSURER	TYPE OF POLICY	POLICY N°	TERM		LIMITS OF LIABILITY
			EFFECTIVE DATE	EXPIRY DATE	
SUBSCRIPTION POLICY	COMPREHENSIVE GENERAL LIABILITY	CP98460	JUNE 01, 2004	JANUARY 01, 2005	\$ 15,000,000. Inclusive bodily injury and property damage
	AUTOMOBILE				\$ Inclusive bodily injury and property damage
	OTHER INSURANCE				\$ Inclusive bodily injury and property damage

ADDITIONAL INSURED:

Only with respect to the above and arising out of the Named Insureds operations is the following name added to the policy as an additional Insured. The addition of such Insured shall not increase the Limits of Liability as shown above.

THE CORPORATION OF THE MUNICIPALITY OF DUTTON DUNWICH

ADDITIONAL COVERAGE: Blanket Contractual/ Tenant's Legal Liability/ Cross Liability

This Certificate is only a summary of the insurance provided under the Master Policy(ies) and constitutes a statement of the facts as of the date of issuance and are so represented only to the addressee.

DATE: JUNE 01, 2004

SIGNATURE:

Ched Lofthouse

21770CL

PCCL - 12/96
Liab Cert for Corporation of the Municipality of Dutton, Dunwich.

MUNICIPALITY OF WEST ELGIN

RESOLUTION # _____

Date: July 14, 2005

Moved by _____

Seconded by _____

RESOLVED that Council of the Corporation of the Municipality of West Elgin appoints Debbie Slaats as the West Elgin Skating Club representative and Alphonse Willie as the West Lorne Minor Hockey representation to the West Elgin Arena Board.

DISPOSITION: _____

NATTERJACK BREWING COMPANY

WEST LORNE, ON

Sept 20th 2024

To Municipality of
West Elgin

Building Inspector
and Fire Department

Greetings,

This letter has been drafted to notify your agency Natterjack Brewing Company LTD. will be utilizing our Catering Endorsement for the purpose of serving samples of alcoholic beverages at an event off our site.

The AGCO has been notified.

The event is a social event, with a finite number of entrants, and an estimated attendance of approximately 200 individuals.

Our Craft Beer, local Craft Beers, local Cider and local Craft Spirits are the only alcoholic beverages that will be served exclusively by Smart Serve servers, under our direction. All product is purchased under our license, and serving sizes are limited to standard volumes. There is food also being offered for purchase at the venue organized by the venue.

The event is scheduled for Oct 4-5 and Oct 11-12 from approximately noon-11pm, at 225 Furnival rd, Rodney On. The event host is Kathy 519-495-3277.

I will be the primary contact with respect to alcohol service for this event.

Thank you for your time

Sincerely,

Daniel Soos

Head Brewer / Owner

dsoos@natterjackbrewing.ca

519-495-4960

Natterjack Brewing Company LTD.

p-226-289-1472
c-519-495-4960

25292 Talbot Line
West Lorne, ON N0L 2P0

www.natterjackbrewing.ca
dsoos@natterjackbrewing.ca





MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2024-69

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 26, 2024.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law.

Now therefore the Council of the Municipality of West Elgin enacts as follows:

1. That the actions of the Regular meeting of Council held on September 26, 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 26th day of September 2024.

Richard Leatham, Mayor

Terri Towstiuc, Clerk