



Municipality of West Elgin

Agenda

Council Meeting

Date: February 13, 2025, 5:00 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. Mayors Remarks

3. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for February 13, 2025 as presented.

4. Disclosure of Pecuniary Interest

5. Delegations

5.1 Susan Ross - Excessive Dust Petition

7

6. Adoption of Minutes

8

Recommendation:

That West Elgin Council hereby adopt the Minutes of January 23, 2025, as presented.

6.1 Committee and Board Minutes 18

Recommendation:

That West Elgin Council hereby acknowledge receipt of the minutes of Four Counties Transit Committee, October 30, 2024 and the Tri-County Water Board, December 17, 2024, as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Planning

8.1.1 Severance Application E9-25 – Comment to Elgin County 26

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E9-25 – Comments to the County of Elgin (Planning Report 2025-04);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E9-25, 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.

8.2 Building

8.2.1 Monthly Building Report and Comparison, January 2025 34

Recommendation:

That the West Elgin Council hereby receives the report from

Re: Building Department Summary Report for the month of January 2025.

8.3 Operations

8.3.1	Monthly Operations Report, January 2025	37
	<p>Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations and Community Services, for information purposes.</p>	
8.3.2	West Elgin Landfill Capacity	40
	<p>Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services for information purposes; And</p> <p>That West Elgin Council hereby approves the elimination of commercial waste being received at the West Elgin Landfill, effective March 31, 2025; And</p> <p>That West Elgin Council hereby directs staff to prepare options for additional waste diversion measures which will extend the remaining life expectancy of the West Elgin landfill; And</p> <p>That West Elgin Council hereby directs staff to further explore landfill closure preparation including, but not limited to, items listed under Option A in the attached BluMetric report.</p>	
8.3.3	Brine Tender	50
	<p>Recommendation: That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and</p> <p>That West Elgin Council hereby grants pre-budget approval in the amount of \$245,000.00 plus applicable taxes as submitted by 552976 Ontario Limited of Stoney Point, ON for supply and application of dust suppressant during the 2025 season.</p>	

8.4 Clerk's

8.4.1 Electoral Ward System

53

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Electoral Ward System; And

Option 1: That Council approve the proposal to proceed with dissolving the electoral three-ward system, directing staff to begin necessary steps in accordance with legislation.

Option 2: That Council deny the petition, as presented on January 23, 2025.

8.4.2 Monthly Community Services Update

67

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Monthly Community Services Update, January 2025, for information purposes only.

9. Committee and Board Reports or Updates

Council opportunity to provide updates from various boards and/or committees.

10. Notice of Motion

10.1 Councillor Denning - Reconsider Portion of Resolution 2024-321, Parking on Monroe Street, West Lorne

Notice to be brought forward at next regular meeting of Council:

That Councillor Denning hereby files a Notice of Motion to be included in the next available Agenda for the meeting of Council, for reconsideration of a portion of recommendation 2024-321, being a motion to establish restricted parking on Munroe Street in West Lorne, south side, from the east property limits of Ridge Street to the west property limits of Graham Road, being a distance of 140 meters; And

That the reconsideration be to remove the "No Parking" signs on Munroe Street, West Lorne, beside what is municipally known as the "Arts and Cookery Bank".

11. Council Inquires/Announcements

Council opportunity to provide informal inquiries or announcements.

12. Correspondence

Recommendation:

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

12.1 County of Elgin, From the Council Chambers, January 28, 2025 70

12.2 County of Elgin, From the Council Chambers, February 11, 2025 76

13. Items Requiring Council Consideration

None presented prior to publishing.

14. By-Laws

14.1 2025-08, Borrowing By-law 81

Recommendation:

That By-law 2025-08, being a By-Law for Municipal Borrowing of Current Expenditures, and Repeal By-law 2024-13, be read a first, second, and third and final time.

14.2 2025-09, Interim Tax Rates 83

Recommendation:

That By-law 2025-09, being a By-Law to Provide for an Interim Tax Levy for 2025, be read a first, second, and third and final time.

15. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the Municipal Act, Section 239 (2); (b) personal matters about an identifiable individual, including municipal or local board employees;

- (d) labour relations or employee negotiations; (Contract Extension, Planning Services)
- (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; (Port Glasgow Trailer Park 2025 Lease Agreement).
- (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (Port Glasgow Trailer Park)
- (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board; (Port Glasgow Trailer Park)

16. Report from Closed Session

17. Confirming By-Law

85

Recommendation:

That By-law 2025-10 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 13, 2025, be read a first, second and third and final time.

18. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, February 27, 2025, or at the call of the Chair.

Petition To the Municipal Council of West Elgin Ontario

Subject: The excessive dust on our section of Marsh Line between Blacks Rd.
And Furnival Rd.

Date: February 3 2025

Mayor Leatham and members of council

We the residents of the above mentioned section of Marsh Line are writing to bring to your immediate attention the excessive dust situation on the road that occurs from early spring to late fall. It has come to our attention that a large number of trucks travel our road daily along with regular traffic resulting in excessive amounts of dust. Road grading is done frequently which results in the situation with the dust being made much worse. We believe that the grading is necessary because of the heavy truck use of our road. Brine was applied to the road once and only resulted in a few days relief as it was followed soon after by grading. We are very concerned about the health issues that can result from constant breathing of this dust when we are outdoors, enjoying our properties.

In the light of the above, we respectfully petition the municipality of West Elgin council to approve a chip seal surface be applied to our road, which will not only solve our problem it will overtime result in a savings to the municipality by eliminating the need for both grading and brining.

Thank you for your consideration

Sincerely, the residence



Municipality of West Elgin

Minutes

Council Meeting

January 23, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Dougherty

Regrets: Councillor Statham

Staff Present: Robert Brown, Planner
Terri Towstiuć, Clerk
Magda Badura, Manager of Corporate Services (Treasurer)
Robin Greenall, Chief Administrative Officer
Lee Gosnell, Manager of Operations and Community Services
Tom Mohan, Drainage Superintendent

Also Present: J.M. Spriet, P. Eng, Spriet Associates (Virtual Attendance)

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 4:00 pm.

2. Adoption of Agenda

Resolution No. 2025- 14

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for January 23, 2025 as presented.

Carried

6. Adoption of Minutes

Resolution No. 2025- 19

Moved: Councillor Denning

Seconded: Councillor Dougherty

That West Elgin Council hereby adopt the Minutes of January 9, 2025, as presented.

Carried

6.1 Committee and Board Minutes

Resolution No. 2025- 20

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby acknowledge receipt of the minutes of the Bo Horvat Community Center Board of Management, November 6 and December 11, 2024; And the Economic Development Committee, November 6, November 25 and December 9, 2024; And the Recreation Committee, November 27, 2024, as presented.

Carried

4. Public Meeting for Consideration of the Fleuren Drain Engineers Report

J.M. Spriet, P. Eng, Spriets Associates provided Council with the revised Fleuren Drain report, first presented in July 2024. Mr. Spriet advised that it is recommended that a new drain be constructed, out letting at the McMillian Drain, as outlined in the drain report. No members of the public or Council spoke on the subject drain or provided and questions or concerns.

Resolution No. 2025- 15

Moved: Councillor Dougherty

Seconded: Councillor Denning

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

Carried

4.1 Public Comment

No Public comment.

4.2 Council Comment

No comment from members of Council.

4.3 Recommendation

Resolution No. 2025- 16

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby receives the revised Engineers report for the Fleuren Drain, as prepared and presented by Mr. J.M. Spriet, P. Eng.; and

That Council authorizes staff to initiate the tender process in accordance with the *Drainage Act*, if required, for the reconstruction to the Municipal Drain known as Fleuren Drain, to be considered by Council following the Court of Revision; and

That the Court of Revision be scheduled for Thursday, February 27, 2024, at 3:45pm; and

That Council consider the provisional By-Law 2025-06, as presented in the By-Law portion of the agenda for a first and second reading.

Carried

5. Delegations

5.1 Dawn Maziak, Board Chair, West Elgin Community Health Centre, Board Update

Resolution read prior to delegation, to allow thirty (30) minutes.

Dawn Maziak (Board, Chair) and David James (Board, Vice-Chair) attended Council to provide a slideshow presentation, detailing the West Elgin Community Health Centers (WECHC) community involvement in West Elgin and Surrounding municipalities. Ms. Maziak and Mr. James also provided funding struggles, fundraising efforts, board and staff composition. Ms. Maziak and Mr. James also advised Council of the struggles to keep doctors and nurse practitioners in small local

communities, as wages are not competitive with urban centers, resulting in high staff turnover, increased wait lists and lack of staff presence. The board continues to seek government funding, asking that West Elgin Council continue to advocate for WECHC, with the goal to keep health care in the municipality.

Ms. Maziak concluded the presentation with advising Council that the board is looking for more members, if any members of Council would like to join the board.

Resolution No. 2025- 17

Moved: Councillor Denning

Seconded: Councillor Dougherty

That In accordance with Section 3.5 of By-Law 2024-05 Being a By-Law to establish rules of procedure for the meetings of Council, West Elgin Council hereby allow the West Elgin Community Health Centre one-half hour (thirty minutes) for item 5.1, Delegation, suspending the rules of Section 6.8 of By-law 2024-05.

Carried

5.2 Dug Aldred, West Elgin Resident - Review of Council Ward System

Dug Aldred, West Elgin Resident, approached Council with a proposal to eliminate the Municipal Ward System, and move forward with an "at large" election system, providing for one Mayor and four Councillors, and the Councillor receiving the most votes to assume the role of Deputy Mayor. Mr. Aldred provided a petition, pursuant to the requirements within the Municipal Act, to dissolve the Ward System, with the idea of stronger Council representation, for the greater interest of the municipality and intentions to increase the voter turnout.

In recent elections, many members were acclaimed, eliminating the ability for many residents to vote in the election. Mr. Aldred advised this limitation is discouraging younger generations to get involved in local government.

Council was receptive to the idea of dissolving the Ward System, and requested staff provide a report at a near Council meeting, detailing the procedure and costs to move forward.

Resolution No. 2025- 18

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receive the delegation from Dug Aldred, West Elgin Resident Re: Review of Council Ward System; And

That West Elgin Council request staff to prepare a report for Council, detailing procedures to eliminate the three-ward system within the municipality.

Carried

8. Staff Reports

8.1 Operations & Community Services

8.1.1 Monthly Operations Update, December 2024

Resolution No. 2025- 21

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

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

Carried

8.2 Corporate Services & Finance

8.2.1 Intact Municipal Climate Resiliency Grants

Resolution No. 2025- 22

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: Intact Municipal Climate Resiliency Grant; And

That West Elgin Council endorse an application for a Flood Resiliency Project to the Intact Municipal Climate Resiliency Grant Program.

Carried

9. Committee and Board Reports or Updates

No updates provided.

10. Notice of Motion

None received prior to meeting.

11. Council Inquires/Announcements

11.1 Update from ROMA

Mayor Leatham, Deputy Mayor Tellier, Councillor Denning and CAO Robin Greenall attended the 2025 Rural Ontario Municipal Association (ROMA) Conference, January 19-21, 2025 at the Sheraton Hotel and Conference Center in Toronto.

Ms. Greenall indicated that the atmosphere of the conference was very positive, while Council advised that they attended a delegation with Ministry of Infrastructure, to be a voice for West Elgin addressing upgrading and maintenance requirements for infrastructure, and lack of funding to do so. Council advised the ministry that West Elgin is ready, with many lots available for housing, however the current state of infrastructure will not support it.

Deputy Mayor Tellier advised that Council also participated in plenary sessions and workshops, with networking opportunities with many other government officials and staff from across Ontario. Plenary sessions included discussions about infrastructure, health care, safety of staff and Council, and building relationships with Indigenous partners.

12. Correspondence

Resolution No. 2025- 23

Moved: Councillor Dougherty

Seconded: Councillor Denning

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

Carried

13. Items Requiring Council Consideration

13.1 Meeting Start Time Amendment - March 13, 2025

Resolution No. 2025- 24

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That the start time for Thursday, March 13, 2025, be amended to 5:00pm, to accommodate staff Leadership Training.

Carried

13.2 Provincial Land Tax

Resolution No. 2025- 25

Moved: Councillor Dougherty

Seconded: Councillor Denning

Whereas municipalities face growing infrastructure needs, including roads, bridges, public transit, water systems, and other critical services, which are essential to community well-being and economic development; and

Whereas the current sources of municipal revenue, including property taxes and user fees, are insufficient to meet these increasing demands for infrastructure investment; and

Whereas the Province of Ontario currently collects the Land Transfer Tax (LTT) on property transactions in municipalities across the province, generating significant revenue that is not directly shared with municipalities; and

Whereas the Federal Government collects the Goods and Services Tax (GST) on property transactions, a portion of which could be directed to municipalities to address local infrastructure needs; and

Whereas redistributing a portion of the Provincial Land Transfer Tax and GST to municipalities would provide a predictable and sustainable source of funding for local infrastructure projects without creating a new tax burden on residents or homebuyers; and

Whereas a redistribution of a portion of the existing Land Transfer Tax and GST would allow municipalities to better plan and invest in long-term infrastructure initiatives, supporting local economic growth and improving the quality of life for residents;

Now Therefore Be It Hereby Resolved That the Council of the Municipality of West Elgin formally requests the Provincial Government to consider redistributing a portion of the Land Transfer Tax collected on property transactions to municipalities; and

Be It Further Resolved That West Elgin Council calls on the Federal Government to allocate a percentage of the GST collected on property sales to municipalities; and

Be It Further Resolved That this redistribution of the Land Transfer Tax and GST should be structured to provide predictable and sustainable funding to municipalities, allowing for better long-term planning and investment in infrastructure projects that benefit local communities, thus ensuring that local governments receive a fair share of the revenue to address critical infrastructure needs; and

Be It Further Resolved That copies of this resolution be forwarded to Prime Minister Justin Trudeau, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, the Association of Municipalities of Ontario (AMO), local Members of Parliament (MPs) and Members of Provincial Parliament (MPPs); and

Carried

14. By-Laws

14.1 2025-06, Provisional By-law, Fleuren Drain

Resolution No. 2025- 26

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That By-law 2025-06, Being a By-Law to provide for drainage works on the Fleuren Drain in the Municipality of West Elgin, be read a first and second time.

Carried

15. Closed Session

Resolution No. 2025- 27

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:22 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(a), being security of the property of the municipality or local board; Section 239 (2)(c) , being a proposed or pending acquisition or disposition of land by the municipality or local board; Section 239 (2)(d) labour relations or

employee negotiations; And Section 239 (2)(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Carried

16. Report from Closed Session

Clerk reported from closed session at 5:54 pm.

Council received four (4) items pursuant to Section 239 of the *Municipal Act*. Council provided administrative direction to staff, including the following two (2) recommendations, to be read in open session:

Resolution No. 2025- 28

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the permanent closure of a portion of an unopened road allowance (north of Fleming Line) and sale to abutting landowners;

That West Elgin Council declare the municipally owned lands, described as Road Allowance between Concession 1 WD and Concession BF WD, in Part of Lots 9 and 10, and shown on Figure one, as surplus to the needs of the municipality and undertake the required protocol to sell the subject lands to the abutting landowners.

Carried

Resolution No. 2025- 29

Moved: Councillor Denning

Seconded: Councillor Dougherty

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2025 Cyber Insurance Renewal as presented; And That West Elgin Council authorizes staff to proceed with the renewal of the 2025 Cyber Insurance premium with CFC Underwriting Ltd. in the amount of \$20,000 plus applicable taxes.

Carried

17. Confirming By-Law

Resolution No. 2025- 30

Moved: Deputy Mayor Tellier

Seconded: Councillor Dougherty

That By-law 2025-07 being a By-law to confirm the proceeding of the Regular Meeting of Council held on January 23, 2025, be read a first, second and third and final time.

Carried

18. Adjournment

Resolution No. 2025- 31

Moved: Councillor Dougherty

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 5:56 pm to meet again at 5:00pm, on Thursday, February 13, 2025, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk

Four Counties Transportation Services Committee

Minutes

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

Present: John Wright, Chatham-Kent
Mark McGill, Southwest Middlesex
Don McCallum, Southwest Middlesex
Ryan Statham, West Elgin
Kristina Pringle, West Elgin Community Health Centre
Clyde Harris, Newbury
Linda Dunn, Adult Day Program

Regrets: Richard Leatham, West Elgin

Staff Present: Magda Badura, CAO/Treasurer, West Elgin
Terri Towstiuć, Recording Secretary/Clerk, West Elgin
Jan Metcalfe, Chatham-Kent

Staff Absent: Cathy Case, Clerk/Treasurer, Newbury

1. Call to Order

Chair Mark McGill called the meeting to order at 8:51 a.m.

2. Adoption of Agenda

Resolution No. FCTC 2024- 21

Moved: Don McCallum, Southwest Middlesex

Seconded: Linda Dunn, Adult Day Program

That the Four Counties Transportation Services Committee adopt the agenda of October 21, 2024, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Resolution No. FCTC 2024- 22

Moved: John Wright, Chatham-Kent

Seconded: Don McCallum, Southwest Middlesex

That Four Counties Transportation Services Committee hereby adopt the Minutes of September 9, 2024, as presented.

Carried

5. Business Arising from Minutes

None.

6. Financial Information

Resolution No. FCTC 2024- 23

Moved: Don McCallum, Southwest Middlesex

Seconded: John Wright, Chatham-Kent

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

Carried

7. Reports

7.1 M. Badura - Transit procedures

Resolution No. FCTC 2024- 24

Moved: Linda Dunn, Adult Day Program

Seconded: Don McCallum, Southwest Middlesex

That Four Counties Transit Committee hereby defer the approval of the transit procedures and specialized transit application form, until the next regular scheduled meeting, January 2025.

Carried

7.2 Fees and Charges, and Draft Budget - 2025

The Committee requested the round-trip charge to remain at \$8.00 per trip for 2025.

Resolution No. FCTC 2024- 25

Moved: Don McCallum, Southwest Middlesex

Seconded: John Wright, Chatham-Kent

That Four Counties Transit Committee approves the 2025 Fees and Charges, as amended.

Carried

Resolution No. FCTC 2024- 26

Moved: John Wright, Chatham-Kent

Seconded: Ryan Statham, West Elgin

That Four Counties Transit Committee hereby approves the 2025 Draft Operating Budget, as presented.

Carried

8. Appoint Chair and Vice-Chair for 2025

Nomination for Chair

Don McCallum nominated Mark McGill for the position of Chair.

John Wright Seconded the nomination for the position of Chair.

Mark McGill accepted the position of Chair.

Recording Secretary: I hereby declare Mark McGill is Chair for the Four Counties Transit Committee for the year 2025.

Nomination for Vice Chair

Don McCallum nominated John Wright for the position of Vice-Chair

Ryan Statham seconded the nomination for the position of Vice-Chair

Recording Secretary: I hereby declare John Wright is Vice Chair for the Four Counties Transit Committee for the year 2025.

9. 2025 Schedule for Information Only

Four Counties Transit Committee proposed quarterly meeting schedule for 2025.

- January 20
- April 14
- July 21
- October 20

10. Additional New Business

None presented.

11. Adjournment

Resolution No. FCTC 2024- 27

Moved: Linda Dunn, Adult Day Program

Seconded: Don McCallum, Southwest Middlesex

That the Four Counties Transportation Services Committee hereby adjourn at 9:31 a.m. to meet again at 8:30am, on Monday, January 20, 2025, or at the call of the chair.

Carried

Mark McGill, Chair

Terri Towstiuic, Recording Secretary

Tri-County Water Board of Management

Minutes

Date: December 17, 2024, 9:00 a.m.

Location: Electronic Participation Meeting via Zoom

- Present:** Allan Mayhew, Southwest Middlesex
Mike Hentz, Dutton Dunwich
Amarilis Drouillard, Dutton Dunwich
Corey Pemberton, Dutton Dunwich
Don McCallum, Southwest Middlesex
Mike Sholdice, Southwest Middlesex
Darren Galbraith, Chatham-Kent
Heather Dougherty, West Elgin
- Regrets:** Taraesa Tellier, West Elgin
Bill Denning, West Elgin
Kevin Derbyshire, Newbury
Ryan Statham, West Elgin
Richard Leatham, West Elgin
- Staff Present:** Cathy Case, Clerk/Treasurer, Newbury
Sam Smith, OCWA
Tracey Johnson, CAO/Treasurer, Dutton Dunwich
Terri Towstiuc, Recording Secretary/Clerk, West Elgin
Sam Sianas, OCWA
Magda Badura, CAO/Treasurer
- Regrets:** Dale Le Britton, OCWA
Maegan Garber, OCWA
Robin Trepanier, OCWA
- Also Present:** Amanda Gubbels, CAO, Southwest Middlesex
Mack Meloche, Treasurer, Southwest Middlesex

1. Call to Order

Chair Corey Pemberton called the meeting to order at 9:05 am.

2. Adoption of Agenda

Moved: Mike Sholdice, Southwest Middlesex

Seconded: Allan Mayhew, Southwest Middlesex

That Tri-County Water Board hereby adopts the Agenda for December 17, 2024, as presented.

Disposition: Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Minutes

Moved: Darren Galbraith, Chatham-Kent

Seconded: Amarilis Drouillard, Dutton Dunwich

That the Tri-County Water Board hereby adopts the minutes of November 19, 2024, as presented.

Disposition: Carried

5. Business Arising from Minutes

None.

6. Staff Reports and Items of Discussion

6.1 2025 Tri-County Insurance Renewal

The board discussed insured amounts for the infrastructure and feel that it is not in line with today's dollar. The board asked for a valuation report to be brought back in the new year.

Mr. Mayhew asked about cyber insurance, which is not included on the current policy. This will be brought back for review in the year.

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Amarilis Drouillard, Dutton Dunwich

That Tri-County Water Board proceed with acceptance of the insurance policy and request staff make inquiry to insurance representatives in regard to proper asset value, question cyber security insurance, and bring back to the board.

Disposition: Carried

6.2 2025 Tri-County Budget

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Mike Hentz, Dutton Dunwich

That Tri-County Water Board hereby approve the 2025 Budget and Multi-Year Forecast, as presented.

Disposition: Carried

6.3 2025 Meeting Schedule

Quarterly meetings scheduled for January 28, April 15, July 15 and October 21. Additional budget meeting scheduled for November 18.

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Darren Galbraith, Chatham-Kent

That Tri-County Water Board hereby acknowledge receipt of the 2025 Meeting Schedule.

Disposition: Carried

6.4 Appointment of Chair and Vice-Chair, 2025

Deferred until January 2025.

7. Announcement - Southwest Middlesex

Mr. Mayhew advised that Southwest Middlesex hired Watson and Associates to complete a water and wastewater rate study, which has resulted in an increase to water and wastewater rates. Mr. Mayhew is confident that the vast majority of residents will understand the rationale, to provide sustainable water distribution plan and address infrastructure.

Mr. Mayhew also advised the board that he would like to see Tri-County Water Board become a corporation in 2025, and the benefits far outweighs the disadvantages, and the board would like to see a legal opinion, to pursue this route.

8. Adjournment

Moved: Allan Mayhew, Southwest Middlesex

Seconded: Amarelis Drouillard, Dutton Dunwich

That the Tri-County Water Board hereby adjourn at 9:52 pm, to meet again at 7:00pm, on Tuesday, January 28, 2024, or at the Call of the Chair.

Disposition: Carried

Corey Pemberton, Chair

Terri Towstiuć, Recording Secretary



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2025-01-29
Subject: Severance Application E9-25 – Comment to Elgin County – Recommendation Report (Planning Report 2025-04)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding consent application File E9-25 – Comments to the County of Elgin (Planning Report 2025-04);

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application E9-25, subject to the Lower-Tier Municipal conditions in Appendix One of this report;

And further that West Elgin Council direct Administration to provide this report as Municipal comments to the County of Elgin.

Purpose:

The purpose of this report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E9-25, as Elgin County is the planning approval authority for severances.

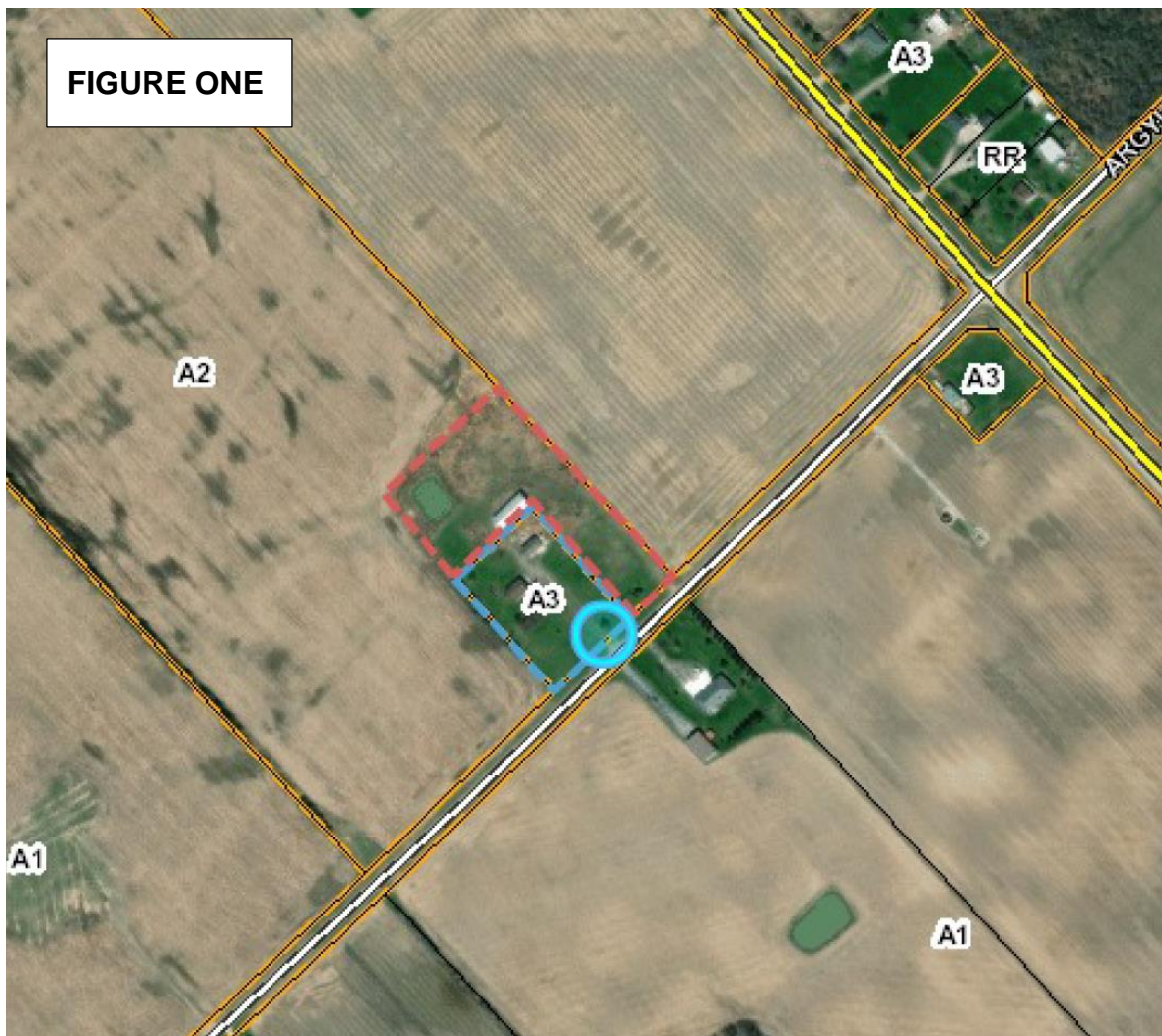
The purpose of the application is to facilitate the severance and conveyance of lands as a lot addition from an abutting farm parcel to an existing rural residential property at 25130 Argyle Line. (See Figure One)

The subject lands are 19.83 ha (49 ac.) in area with approximately 234 m of frontage along Argyle Line. The property contains an area that is approximately 1.21 ha (3 ac.) in size with an existing outbuilding and pond that is not actively farmed, nor has it been for many years. The property owner has submitted an application for consent to the County of Elgin Land Division Committee to sever and convey the non-farmed L-shaped portion of the subject property as a lot addition to an adjacent rural residential lot. Once completed the receiving lot and lot addition will have a combined area of 2 ha (4.94 ac.). A zoning amendment will be necessary as a condition of the consent to rezone the lot addition to the same A3 as the receiving lot. The retained parcel is zoned Agriculture (A2). There are no zoning issues raised for the retained lands as a result of the proposed lot addition severance.

Background:

Below is background information, in a summary chart:

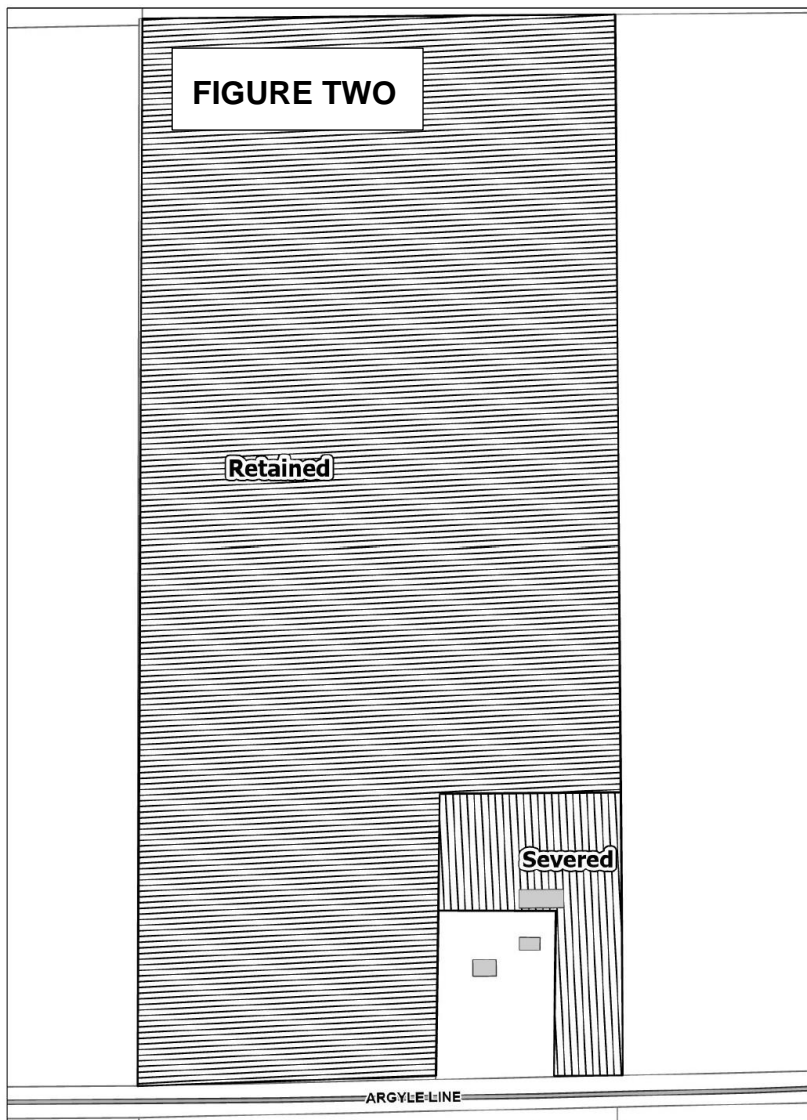
Application	E9-25
Owner/Applicant	Jesse Buis
Legal Description	Pt. Lot 21, Concession 3 ED
Civic Address	No address
Entrance Access	Existing access from Argyle
Water Supply	Lot addition lands to be serviced from receiving lot
Septic System	Lot addition lands to be serviced from receiving lot
Existing Land Area	21.04 ha (52 ac.)



The Public Hearing is scheduled for February 26, 2025, at the Elgin County Land Division Committee Meeting.

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

Application	Severed Parcel			Retained Parcel		
	Frontage	Depth	Area	Frontage	Depth	Area
E9-25	37 m (121.4 ft.)	180 m (590.5 ft.)	1.21 ha (3 ac.)	234 m (767.7 ft.)	678 m (2,224.4 ft.)	19.83 ha (48.99 ac.)








Location Map

Subject Site: 25130 Argyle Line
 File Number: E 9-25
 Owner: Jesse Buis
 CA: Lower Thames Valley Conservation Authority
 Created By: PC
 Date: 1/15/2025
 Municipality of West Elgin



Legend

-  Subject Site
-  Land to be Leased
-  Retained
-  Elgin Road Network
-  Buildings



The Corporation of the County Elgin
 Prepared By: Planning and Development

Financial Implications:

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

Policies/Legislation:

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

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

PPS (2024):

The proposed lot addition is within the Agricultural designation as such the following section would be applicable:

Section 4.3.3 item 2) Lot adjustments in prime agricultural areas may be permitted for legal or technical reasons.

Comment: The lands that are proposed for severance have not been actively farmed for many years and actually used for a variety of outdoor storage purposes that have likely impacted the viability of returning the lands to productive use. The neighbouring landowner has potential use for both the lands and the existing outbuilding making it well suited as a lot addition and more likely to be maintained as part of the receiving lot once consolidated.

CEOP:

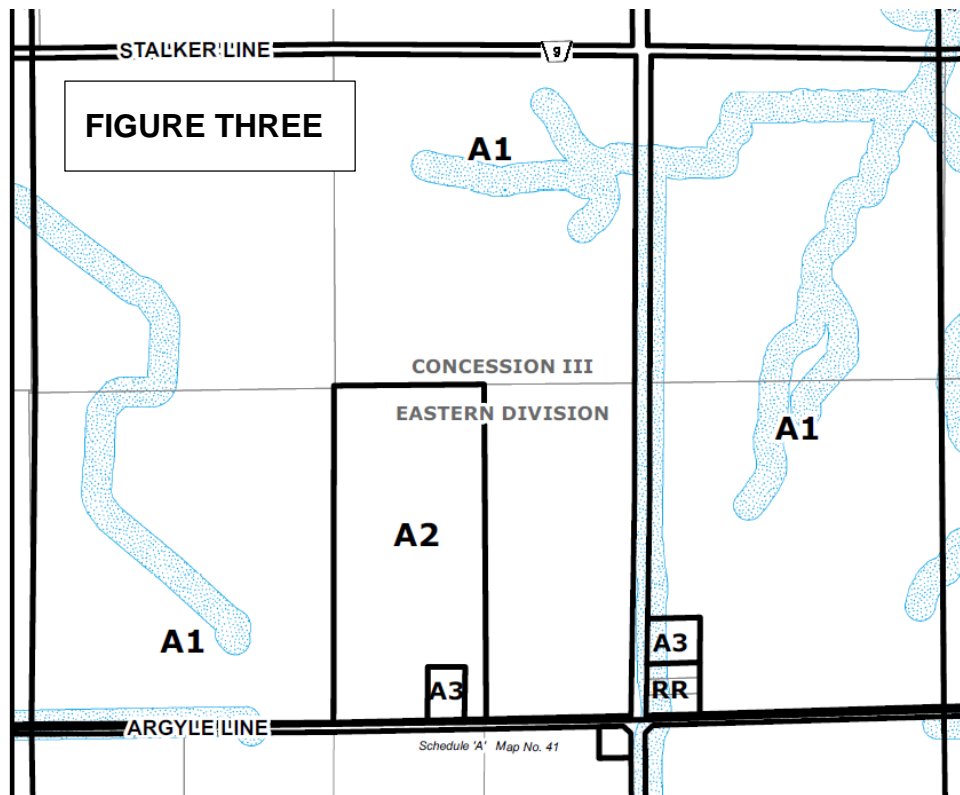
The subject lands are within the Agricultural Area on Schedule 'A' Land Use in the CEOP. Boundary adjustments are subject to Section E.1.2.3.2. which notes that a consent may be permitted for the purpose of modifying lot boundaries, provided no new building lot is created. The proposed lot addition lands will be consolidated with the receiving lot at 25130 Argyle Line, no new lot will result as such the application is in conformity with the CEOP.

WEOP:

The subject lands are designated as Agricultural Area, as shown on General Land Use Schedule '4' of the WEOP. The proposed lot addition would be subject to Section 11.21.4 e) which would "allow minor lot adjustments which do not result in the creation of a new lot." As noted, the lands to be severed will be required to be consolidated with the receiving lot as a condition of the consent application approval. Therefore, this proposal conforms to the OP.

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

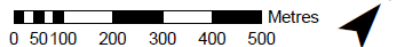
The subject farm and proposed lot addition lands are zoned Agricultural (A2) Zone, on Schedule A, Map 31 of the ZBL (Figure Three). The removal of the lands from the farm does not result in any zoning issues for the retained lands. The severed lands will require rezoning to match the zoning of the receiving lot which is zoned Restricted Agricultural (A3) Zone. This is included as a condition of approval. As such, subject to approval of the necessary zoning amendment, the proposed lot addition will conform with the West Elgin Zoning By-law.



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"

SCALE 1:10,000



Map No. 31

Municipality of West Elgin Zoning By-Law

Interdepartmental Comments:

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

Drainage:

- No drainage reapportionment is required.

Infrastructure:

- An entrance permit will be needed to the retained farm parcel to formalize the existing access point.
- The retained parcel is not currently addressed. A new civic address will be required.
- No concerns for utilities

Building Dept:

- No concerns

No other comments or concerns were received from Administration.


Summary:

Therefore, it is Planning Staff's opinion that the proposed lot addition, is consistent with the PPS, conforms to the CEOP and conforms to the OP, complies with the ZBL (subject to rezoning); and that Council recommends to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. (Appendix One)

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

Respectfully submitted by,



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

Planning Report 2025-04: Severance Report E9-25 –
Comments to the County of Elgin

Appendix One: Severance Application E9-25 Conditions

Severance Application E9-25 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment to rezoned the lot addition lands to match the zoning of the receiving lot at 25130 Argyle Line;
5. The Zoning By-law amendment required as condition #6 come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
6. That the applicant make application for an entrance permit to formalize the existing farm access;
7. That the applicant apply for a new civic address to the retained farm parcel;
8. That the receiving lot owner at 25130 Argyle obtain a cancellation certificate from the County of Elgin to nullify the original severance of 25130 Argyle Line and permit the consolidation of the lot with the lot addition lands.
9. That the severed parcel be conveyed to and consolidated with the receiving lot at 25130 Argyle Line (Roll No. 3434 000 070 03500) and that Section 50 (3 or 5) of the Planning Act applies to any subsequent conveyance of or transaction involving the parcel of land that is the subject of this consent;
10. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
11. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2025-02-13
Subject: Building Department Summary Report – January 2025

Recommendation:

That the West Elgin Council hereby receives the report from Corey Pemberton, CBO
 Re: Building Department Summary Report for the month of January 2025.

Purpose:

The purpose of this report is to provide Council with a summary of Building Department activities for the month of January 2025.

Background:

Please see attached Summary Report.

Respectfully submitted by,

Corey Pemberton, CBO

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.

Report Approval Details

Document Title:	Monthly Report and Comparison, January 2025 - 2025-01-Building.docx
Attachments:	- 01 Jan 2025 comparison.pdf
Final Approval Date:	Feb 7, 2025

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

Robin Greenall

 MUNICIPALITY OF West Elgin	Municipality of West Elgin	
	Permit Comparison Summary	
	Issued For Period January - January 2025	

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures			
Agricultural	1		150,000	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	2	340	10,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building	1	32,500	2,500,000	institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	2	5,631	834,016	Residential Building	1	570	100,000
Sewage System				Sewage system			
Signs				Signs			
Combined Use				Combined Use			
TOTAL	6	38,471	3,494,016	TOTAL	1	570	100,000

Current Year 2025			Previous Year 2024		
TOTAL PERMIT ISSUED		6		1	
TOTAL DWELLING UNITS CREATED		2			
TOTAL PERMIT VALUE		3,494,016		100,000	
TOTAL PERMIT FEE		38,471		570	
TOTAL INSPECTION COMPLETED(YTD)		28		40	

January 2024 Compared to January 2025							
Current Year 2025				Previous Year 2024			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures				Accessory structures			
Agricultural	1		150,000	Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	2	340	10,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building	1	32,500	2,500,000	institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	2	5,631	834,016	Residential Building	1	570	100,000
Sewage System				Sewage System			
Signs				Signs			
Combine Use				Combined Use			
TOTAL	6	38,471	3,494,016	TOTAL	1	570	100,000



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2025-02-13
Subject: Monthly Operations Update – January 2025

Recommendation:

That West Elgin Council hereby receives the 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 a brief update on operations carried out in the municipality during the month of January.

Background:

Public Works

- Landfill operations and transportation of recyclables.
- Staff completed the removal of Elgin Tourism signs as requested by County Engineering.
- Equipment was cleaned, maintained and repaired between winter events.
- All routine and winter road patrols were completed as scheduled.
- ACE Electronics was on site completing the installation of new monitors for salting equipment
- Staff were kept busy with winter maintenance tasks during the month. Salting, sanding and/or plowing operations took place on 27 of 31 days during January.

Utilities

- Water reads were completed mid-month for the first billing cycle of 2025.
- Re-reads and repairs were completed as required
- Sidewalks were plowed and salted when needed
- All locates and other regular duties were completed

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 & Community Services

Report Approval Details

Document Title:	Monthly Operations Update - January 2025 - 2025-01-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Feb 7, 2025

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

Robin Greenall



December 9, 2024
Proposal Number: PR02680

Mr. Lee Gosnell
The Corporation of the Municipality of West Elgin
22413 Hoskins Line, Box 490
Rodney, ON N0L 2C0

Re: Proposal for West Elgin Landfill Options

Dear Mr. Gosnell:

BluMetric Environmental Inc. (BluMetric®) has prepared this document to support the Municipality of West Elgin is determining future steps for the West Elgin Landfill (the Site), based on recent survey results that indicate the landfill is at nearing capacity (i.e. survey conducted on October 10, 2024, that concludes a net fill remaining capacity of 1,683m³).

Pre-consultation with the Ministry of the Environment, Conservation, and Parks (MECP) is the first step in all paths moving forward.

The following presents two proposed pathways for future operations at the landfill and the key steps:

1. Close Landfill and Operate as a Waste Transfer Station (WTS) only
 - a. Prepare Closure Plan for MECP approval;
 - b. Evaluate any changes required to waste or recyclable drop-off facilities, changes to materials accepted and/or other WTS operations;
 - c. Environmental Compliance Approval (ECA) amendment; and
 - d. Landfill Closure Activities

2. Expand Landfill by less than 40,000m³ and continue to Operate as a Landfill and a WTS
 - a. Prepare Expansion Design for MECP approval;
 - b. Prepare Design and Operations Plan;
 - c. Updated Hydrogeology Reporting;
 - d. ECA amendment.

Tel. 877.487.8436

BluMetric Environmental Inc.

3B-209 Frederick Street, Kitchener, Ontario, Canada N2H 2M7

www.blumetric.ca

In both instances, an application to amend the ECA is required, and it is recommended that when this is submitted, it includes the revised Trigger Mechanism and Contingency Plan (TMCP) as per recommendations in the most recent monitoring reports, as well as an update to landfill operational hours.

The landfill operates under ECA Number A051101 originally approved by the Ministry of the Environment, Conservation and Parks (MECP) December 21, 2005, and amended April 11, 2012, September 11, 2015, and April 4, 2017.

WORK PLAN

Task 1 - Ministry Consultation

This task includes consultation with the local MECP officer to keep them informed of the upcoming request for amendment in advance of applying in an effort to streamline the process. It is anticipated that this initial meeting with the MECP will also include staff from the MECP technical review section as well as the municipality and BluMetric. Upon our request, the MECP officer will coordinate all attendees from MECP. Based on this meeting, BluMetric can incorporate any details into the reports and application that the MECP states will be required, prior to submittal to the MECP Approvals Branch. One virtual meeting has been assumed for this initial consultation.

Task 2A - Option A – Landfill Closure

BluMetric will develop and provide an engineered closure plan for the West Elgin Landfill. The closure plan will be prepared in accordance with Ontario Regulation (O. Reg.) 347/90, General Waste Management Regulation and O. Reg. 232/98 Landfill Sites (and the supporting Landfill Standards guidance document, MOECC 2012). It is noted that O.Reg. 232/98: Landfill Sites (and the supporting Landfill Standards guidance document, MOECC 2012) pertains to new or expanding landfill sites and therefore does not apply to this site if Option A is selected; however, it is considered an appropriate guidance document for closure practices. The closure plan for the site will include a site description, waste characterization and grading specifications, closure design plan (including 'Issued for Tender' drawings, and post-closure monitoring and reporting requirements, if applicable). The Site currently operates as a waste transfer station for white goods and recyclables and it is proposed that waste be included.

Based on BluMetric's extensive experience with the West Elgin Landfill, it is not anticipated that any field tasks will be required (i.e. no additional sampling or monitoring, test-pitting work, or survey work).

The closure plan will include the following:

- Site description: site location, topography, hydrology, geology, and hydrogeology.
- Waste Characterization and Grading Specifications: waste area, type, and volume assessment, and above-waste subsurface characterization for cut, fill, and grading, based on a recent topographic survey.
- Closure plan design: Overview, topographical survey and contours, site cut, fill, and grading, buffer zone, surface water management recommendations, native soils and attenuation zone analysis, methane generation, assessment of final cover material options (including potential sources, cost, hauling, etc.), and recommended final cover material option that are specific to the Site, final cover specifications, end use, vegetation, leachate management plan, evaluation of site performance, contingency plans, site facilities (fencing and barricades, roads, and signs), operations guidelines, stormwater management plan, and, if applicable, perimeter ditches. Waste transfer station (WTS) design will be detailed in the closure.
- If applicable, post closure monitoring and or reporting requirements; for example, these requirements may include groundwater, surface water, and gas monitoring programs (number of locations, analytical requirements, frequency, etc.) as well as any future reporting.

It is assumed no infrastructure for the WTS would need to be built or designed.

A draft closure plan will be provided to West Elgin for review and the final stamped closure plan will be submitted within two weeks of receiving feedback from the Municipality.

The closure plan will need to be submitted to the MECP via an ECA Amendment Application as further described in Task 4.

Closure construction activities are outside the scope of this work plan.

Task 2B – Option B – Landfill Expansion

As per the Environmental Assessment Act O.Reg. 50/24, Part 11.3 identifies projects that are exempt from the act, including a change to a landfilling site or dump if the total waste disposal volume of the landfilling site or dump after the change would exceed the total waste disposal volume that the landfilling site or dump was authorized to have under the *Environmental Protection Act* before the change by greater than or equal to 40,000 cubic metres (m³) but by less than or equal to 100,000 m³. As such, it is assumed that with Ministry agreement, an expansion less than 40,000 m³ could proceed with an ECA Amendment application with

appropriate design documentation only and would be exempt from the requirements of the Environmental Assessment Act.

BluMetric will prepare a revised Design and Operations Report that considers expanded capacity of the West Elgin landfill. Based on land availability, it is considered that the expansion will be limited to height (versus extended footprint) and will follow O. Reg. 232/98 Landfill Sites Section 30 – Final Slopes regulations that states that the final slopes above grade within the waste fill zone at the time of site closure do not exceed one unit vertical to four units horizontal and are not less than one unit vertical to 20 units horizontal (O. Reg. 232/98, s. 30 (1)). An initial assessment identifies a possible physical capacity increase of 30,000 m³ based on geometrical constraints, however the following considerations need to be addressed:

- recent annual waste input rates are approximately 7,000 m³ and an additional 30,000 m³ would not prolong the landfills life beyond approximately 4 years without enhanced diversion.
- the current trigger mechanism and contingency plan is regularly triggered for certain parameters and a revised version has not been approved by the MECP. It will have to be demonstrated that the landfill is in compliance and can reasonably be expected to remain in compliance following expansion. BluMetric will consider the use of models acceptable to MECP to assess the potential impact of the expanded landfill.
- currently the site does not require storm water control and drainage considerations are required (infiltration versus runoff).

BluMetric will complete a review of the current D&O, including updates to hydrogeological/monitoring reporting and the ECA for the landfill and compare against current regulatory requirements (Ontario Regulation O.Reg. 232/98, as amended), and will make recommendations to revise the D&O Report to improve the long-term performance should they be deemed necessary. The Ministry has requested updated figures to address the location of the burn pit and the Waste Transfer Station (WTS) set up. The following structure is proposed for the revised D&O report:

Part 1: Introduction

This part provides a summary of the site history, a listing of the key requirements of the ECA and a reference to the sections of the report that address each of these requirements.

Part 2: Existing Conditions

This part provides a summary of the available relevant background information, which may include but is not limited to, landfill service; site location; legal description; adjacent land uses; general topography and resulting surface water drainage; a summary of a desktop

hydrogeological assessment; climatologic information; estimate of extent and quantity of in-place waste; and waste characteristics. The historical hydrogeological investigations will be re-visited, and this section will be updated, where possible, with recent landfill monitoring data, including predictive analysis of impacts the expansion may have. It is assumed no drilling is required.

Part 3: Waste Quantities and Characteristics

This part will mimic that of the original D&O Report with updated data where available including the expanded quantities.

Part 4: Site Design

In general, this section will re-visit the previously approved site design. The updates to the report are anticipated to include an update of the site layout figure and an updated phased development plan for an expansion. To update the site layout and expansion design, BluMetric will utilize the results from the UAV survey conducted in 2024 and use AutoCAD Civil 3D to create a 3-dimensional surface that triangulates the ground between survey points.

BluMetric will update the landfill progression plan based on the 2024 surface and long-term generation rates from annual fill rates from that last 5 years. The updated progression plan figures will be created using AutoCAD Civil 3D. Phase outlines will be determined, and volumes will be calculated by the geomatics analyst to help determine the expected lifetime of each phase/ area. The importance of the phased development plan is to provide West Elgin with a timeline for when large capital costs are going to be incurred, be it development of an expansion area or closure of a completed area. The added benefit of a phased development plan is that by progressively closing the landfill, there is less opportunity of adverse environmental impacts from the site.

The site capacity and remaining lifespan will be confirmed under the newly proposed expansion design. It is assumed that as per the current D&O, no storm water management will need to be addressed. It is noted that any need to apply or amend approvals with respect to the Ontario Water Resources Act (OWRA) are outside the scope of this work. Likewise, this proposal assumes the cost for the design of any storm water control is also outside the scope. Should it become evident that is needed, a separate cost will be provided.

This is the section where any design features for screening of the landfill from the public (visual and noise) and / or leachate generation and management would be discussed. This landfill does not have an engineered control system for leachate management.

Part 5: Site Operations

It is anticipated that this part will include the following:

1. Site Development.
2. Operating Hours.
3. Operating Equipment including a description of the fill method and the procedures for waste deposition, spreading, and covering.
4. Active Face Operations that outline proven operational practices that are both economical and in compliance with MECP criteria.
5. Housekeeping practices to control noise, dust, litter, odour, rodents, insects, and other vectors.
6. Burning Protocol.
7. Staffing and training of staff responsible for landfill operations.
8. Inspection activities.

Part 6: Environmental Monitoring and Reporting

The objective of this part is to summarize the recommended environmental monitoring program at the site. It is anticipated that this will be confirmation of the current environmental monitoring program as detailed in the current ECA and annual monitoring and reporting. The maintenance activities proposed for the monitoring well network will also be discussed here. A brief overview/reference to the trigger mechanism and contingency measures will be incorporated into this section, but the final details will be provided in a standalone Trigger Level Mechanism and Contingency Plan.

Part 7: Closure and Post Closure

The final section of the report will provide a brief overview of the closure details for the site; the specific closure details would be provided in a formal Closure Plan, which is beyond the scope of this project.

Task 3: Finalize Proposed Trigger Mechanism and Contingency Plan

It has previously been recommended that an adjustment to the Trigger Mechanism and Contingency Plan be considered such that LIPs be identified as either primary or secondary indicators and the alerts are only triggered when more than one parameter demonstrates an increasing trend beyond the trigger limit. The proposed changes have been included in the 2021, 2022, and 2023 Annual Monitoring reports.

The following proposed changes will be finalized:

1. The Leachate Indicator Parameters (LIPs) be identified as either primary (for more conservative parameters) and secondary (less conservative parameters).
 - a. Primary LIPs to include; chloride and arsenic
 - b. Secondary LIPs to include; alkalinity, DOC, iron, and sodium (these parameters are either historically present in the background monitoring well or another potential source exists such as decaying plant matter from a wetland).
2. The Tier 1 Alert will not be triggered unless two or more LIPs (including at least one primary LIP) meet the required criteria (i.e. the trigger level is exceeded for 3 consecutive samplings events at a trigger well).

Task 4: ECA Amendment Application

BluMetric will prepare an application to amend the current ECA to reflect the following:

1. Select Task 2 Option A or B – either Closure Plan or Expansion Design and revised D&O Report;
2. Proposed changes to the Trigger Mechanism and Contingency Plan; and
3. The landfill operation hours committed to by West Elgin in the Abatement Plan submitted to the MECP.

This task includes consultation with the local MECP officer to keep them informed of the upcoming request for amendment in advance of applying in an effort to streamline the process. It is anticipated that the MECP officer and technical review section will review and that BluMetric can revise the D&O report prior to submittal to the MECP Approvals Branch. As such, any comments/ suggestions will be incorporated in the application.

The MECP application fee for an amendment would depend on the nature of the change and only the \$200 administrative fee is included at this time (for reference, in similar submittals for Closure BluMetric has encountered an application fee of approximately \$1,500 while applications for expansion may equate to as high as approximately \$30,000).

PROJECT SCHEDULE AND COST

BluMetric personnel are available to begin work immediately upon proposal review and acceptance by The Municipality of West Elgin. Our estimate of costs for carrying this proposed work plan is provided below in Table 1 – there are two options presented for Task 2.

Table 1: Project Costs

Task	Description	Option A – Closure	Option B - Expansion
1	MECP Consultation	\$2,400	\$2,400
2A	Closure Plan	\$7,520	-
2B	Option - Expansion Design/ D&O Report	-	\$17,080
3	Finalize Trigger Plan	\$6,500	\$6,500
4	ECA Amendment	\$4,720	\$4,720
Totals		\$21,140 (not including the application fee ~\$1,500)	\$30,700 (not including the application fee ~\$30,000)

The estimated total upset budget for this project is **\$21,140 for option 1 and \$28,060 for option 2 (not including HST)**. Note that all expenses will be charged at a cost recovery rate plus 15%.

BluMetric will not exceed this budget without prior approval from The Municipality of West Elgin. This budget includes all professional fees and disbursements but does **not** include the HST.

CONFIDENTIALITY

All information, data, material, etc. gathered as a part of this study shall be treated as confidential and shall only be discussed with The Municipality of West Elgin unless otherwise directed.

No contacts will be made to any third party without your full knowledge and approval. The contents of this proposal are considered confidential information, and as such is to be kept strictly confidential and shall not be disclosed in any form whatsoever to any other person, entity or corporation, without the prior express written permission of BluMetric.

CLOSING

If the terms of this proposed work plan are agreeable to you, please sign one copy of the proposal in the knowledge that this constitutes a legal contract between BluMetric and The Municipality of West Elgin. We are prepared to start work upon receipt of the signed proposal from The Municipality of West Elgin.

Thank you for the opportunity to prepare this work plan and cost estimate for the revised D&O Plan, finalized Trigger Mechanism and Contingency Plan, and ECA amendment work.

If you have any questions, or require any additional information, please do not hesitate to contact S'rana Scholes at (519) 588-3000.

Sincerely,

BluMetric Environmental Inc.



S'rana Scholes, B.A.Sc., P. Eng.

Project Manager/ Team Lead – Waste Management



P. Andrew S. Benson, P.Eng.

VP, Director of Operations



Staff Report

Report To: Council Meeting
From: Lee Gosnell, Manager of Operations & Community Services
Date: 2025-02-13
Subject: 2025 Dust Suppressant Tender Results

Recommendation:

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Operations & Community Services; and

That West Elgin Council hereby grants pre-budget approval in the amount of \$245,000.00 plus applicable taxes as submitted by 552976 Ontario Limited of Stoney Point, ON for supply and application of dust suppressant during the 2025 season.

Purpose:

To accept the quote from 552976 Ontario Limited for the supply, haul and spread of approx. 2,000,000 liters of natural dust suppressant.

Background:

Four quotes for dust suppressant services were received by the deadline of January 17, 2025, and are listed below (before applicable taxes) –

1.	Pollard Distribution Inc.	\$250,000.00
2.	Da-Lee Group	\$346,000.00
3.	Eastern Oilfield Services Ltd.	\$210,000.00
4.	552976 Ontario Limited	\$245,000.00

The 2025 dust suppressant tender received interest from four suppliers, as listed above. Upon review, three of four submissions met tender requirements for a dust suppressant solution containing a minimum of calcium and magnesium by mass of 20%. Of the three submissions which met all tender requirements, the price of \$245,000.00 from Clayton Holland of 552976 Ontario Limited was lowest. For these reasons, staff recommend awarding the 2025 dust suppressant tender to 552976 Ontario Limited of Stoney Point ON.

Financial Implications:

The above noted dust suppressant costs will be included in the draft 2025 West Elgin Operating Budget.

Policies/Legislation:

Alignment with Strategic Priorities:

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

Respectfully submitted by,
 Lee Gosnell
 Manager of Operations and Community Services

Report Approval Details

Document Title:	2025 Dust Suppressant Tender Results - 2025-02-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Feb 7, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Clerk
Date: 2025-02-13
Subject: Electoral Ward System

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Electoral Ward System; And

Option 1: That Council approve proposal to proceed with dissolving the electoral three-ward system, directing staff to begin necessary steps in accordance with legislation.

Option 2: That Council deny the petition, as presented on January 23, 2025.

Purpose:

To provide information pertaining to a possible change in the ward system to an at-large (general) voting system, ahead of the 2026 municipal election, as a result of a delegation received January 23, 2025, proposing to dissolve the ward system.

Background:

At the regular meeting of council, January 23, 2025, West Elgin Council received a delegation, requesting that council dissolve the current three-ward system ahead of the 2026 Municipal Election. The delegate's request is to proceed with an at-large system, with a council consisting of a Mayor and four Councillors; with the Councillor receiving the highest number of votes to assume the role of Deputy-Mayor's chair. The municipality currently utilizes the ward systems to elect three ward councillors, with an at-large system to elect mayor and deputy mayor positions.

The delegate provided statistics from previous elections, rationale for the request and a petition, with 178 signatures, to dissolve the current three-ward system, pursuant to section 223(1) of the *Municipal Act*.

The Municipality of West Elgin has been operating under a three-ward system despite previous meetings regarding dissolution of the ward-system, beginning prior to the 2018 Municipal Election. A public meeting was held on October 17, 2017, and a decision was made on October 26, 2017 (regular meeting) to remain status quo for the 2018 election. While the minutes did not indicate the reason for Council's decision to remain status quo, the timing of the requested could be speculated. The decision to dissolve a ward-system must be finalized prior to the end of the year prior to an election year, however there is a 45-day appeal period that must be considered. For the 2026 Election, the dissolution by-law would be required to be passed prior to the regular meeting, November 13, 2025, to meet the December 31 deadline, including the 45-day appeal period.

The *Municipal Act* and the *Municipal Elections Act* do not provide significant direction to municipalities regarding the conditions to be met or considered for changing from one system to the other, and there are no standard circumstances to favour one method over the other. Subsequently, there is no “one system over the other” that is mandatory for particular types or sizes of municipalities.

Council Authority

The *Municipal Act* S. 217 provides authority to municipalities to determine the composition of Council, subject to certain legislative parameters, as follows:

1. There shall be a minimum of five members, one of whom shall be the head of council.
2. The members of council shall be elected in accordance with the *Municipal Elections Act*, 1996.
3. The head of council shall be elected by general vote.
4. The members, exclusive of head of council, shall be elected by general vote or wards (or combination thereof).
5. The representation of a local municipal on the council of an upper-tier municipality shall not be affected by the by-law of a local municipality under this section.
6. A by-law does not come into force until the day the new Council is organized.

The *Municipal Act* S. 222(1) provides municipalities with the authorization to pass a by-law to create, redivide or abolish wards. The general parameters to proceed are as follows:

1. Council must pass a by-law to divide, redivide or abolish wards within a municipality.
2. The municipality must provide notice of passing of said by-law to the public within 15 days of passage by municipal council
3. Any person may appeal the by-law to the Ontario Land Tribunal (OLT) within 45 days of the passage of the by-law.
4. OLT has the power to make an order affirming, amending or repealing the by-law.

Elector Authority

The *Municipal Act* S. 222 provides electors with the ability to submit a petition to Council, requesting council to pass a by-law dividing, redividing or dissolving the existing ward system. The petition must have signatures of 1% of the electors in the municipality, or a minimum of 50 signatures. West Elgin eligible voter population 4,401 (AMO 2022 Elections reporting) for the purpose of this report, with 1% being 44 signatures. The petition received on January 23, 2025, included 178 elector signatures.

If Council does not pass a by-law in accordance with this petition within 90 days (April 23, 2025), any elector(s) who signed the petition may appeal to the Ontario Land Tribunal (previous OMB and LPAT), as which the Tribunal, despite any Act, may make an order dividing or dissolving existing wards. **See [Ontario Municipal Board decision \(2009, Town of Kearney\), forcing dissolution of wards.](#)**

Pros and Cons of At-Large versus Ward Elections

Many municipalities that have provided reports to Council on this same subject had consultations with Dr. Robert William, University of Waterloo professor, which have been made public. Below highlights are taken from the Town of Aurora report published in 2020, which continues to be used by municipalities and consultants provide general guidelines when considering at-large versus ward systems for municipal elections.

Implications of a Ward System of Representation

Advantages	Disadvantages
<ul style="list-style-type: none"> • Councillors are more likely to be truly local representatives, tied to specific geographies of the municipality, more easily accessible to residents and aware of local issues. • significant communities of interest are more likely to be represented. • it is less likely that one point of view or sectional interest will dominate the Council. • simplifies the election process for electors. • voters can hold their representatives directly accountable for their decisions or performance while in office. • lower campaign costs may encourage greater competition. 	<ul style="list-style-type: none"> • Councillors may be elected on minor or narrow-minded issues and may lack a perspective of what is to the benefit of the municipality as a whole. • voters may have a restricted choice of candidates in elections for individual wards. • there is a greater likelihood of acclamation. • population changes can lead to unequal workloads for councillors until ward boundaries are reviewed. • a general vote system may discourage new candidates if an incumbent is generally popular or if an incumbent who is popular with a dominant community of interest is running. • representatives may be narrowly focused on their own wards, rather than municipal-wide priorities.

Implications of an At-Large System of Representation

Advantages	Disadvantages
<ul style="list-style-type: none"> • electors have greater choice and flexibility in elections (each voter can consider every candidate in the council election). • electors can select the candidates they think will do the best job, rather than having to make a choice among candidates who happen to run in their ward. • residents will have a larger number of councillors to approach with their concerns. • the system promotes the concept of a municipal-wide focus, with councillors being elected by, and concerned for, the municipality as a whole, rather than placing priority on more narrow-minded interests. • the likelihood of acclamations is reduced. 	<ul style="list-style-type: none"> • there would be no designated voices for particular communities. Those elected could come from a single neighbourhood and lack familiarity with other parts of the community • at-large elections can lead to smaller or even significant communities of interest and points of view being underrepresented (or not represented at all). • The system can lead to councillors being relatively inaccessible for residents of some parts of the municipality. • candidates who appeal to areas where voter turnout is highest tend to be elected disproportionately. • large numbers of candidates on the ballot can be confusing for voters or can reduce voter turnout. • The resources needed to run a competitive campaign would be substantially more than a ward election, potentially dissuading some from running. • The format can lead to confusion of responsibilities and duplication of effort on the

part of councillors (everybody on Council represents everybody in the municipality) but constituency workload may fall disproportionately on a few councillors.

2022 Ontario Municipal Elections
Ontario Votes

Municipality of West Elgin

Municipality Contact
Municipality of West Elgin
(519) 785-0560
jnethercott@westelgin.net

4,401 ELIGIBLE VOTERS
477 NUMBER OF VOTERS
10.84% VOTER TURNOUT

VOTE METHODS
Touch Screen
Vote by internet
Vote by phone

Upper Tier
COUNTY OF ELGIN
Tier
LOWER
Geographic Area
SOUTH WESTERN

Head of Council

Elected	Candidate	Votes	Percent	Incumbent
★	Duncan McPhail	Acclaimed		Yes

Council

Elected	Position	Candidate	Votes	Incumbent
★	Councillor, Ward 3	Michelle Navackas	Acclaimed	No
★	Councillor, Ward 2	Bill Denning	Acclaimed	No
★	Councillor, Ward 1	Taraesa Teller	238	Yes
★	Deputy Mayor	Richard Leatham	Acclaimed	Yes
	Councillor, Ward 1	Rosemary Sealey	106	No

WARD AND/OR AT LARGE
Ward

2,966 HOUSEHOLDS
5,060 POPULATION

Legend: Pending (grey), Results Posted (green), Head of Council Acclaimed (purple)

Map showing the Municipality of West Elgin highlighted in purple. Neighboring municipalities include Enniskillen, Dawn-Eup, Chatham-Kent, Adelaide-Metcalfe, Strathroy-Caradoc, London, Hwold, Thomas, and Central Elgin.

Duncan McPhail has been acclaimed Mayor.

FULL RESULTS

It was noted in the delegation that all positions from the 2022 Municipal Election were acclaimed with the exception of Ward 1 Councillor. While the numbers provided by the Association of Municipalities of Ontario (AMO) 2022 Elections report vary from that of the delegation, it is still important to note this, along with the actual voting percentage of eligible electors. The number of electors captured on September 14, 2022 (VoterView) indicates that 1,683 eligible voters registered to vote in Ward 1, with 477 votes cast (AMO), for a voter turnout of 28.34%.

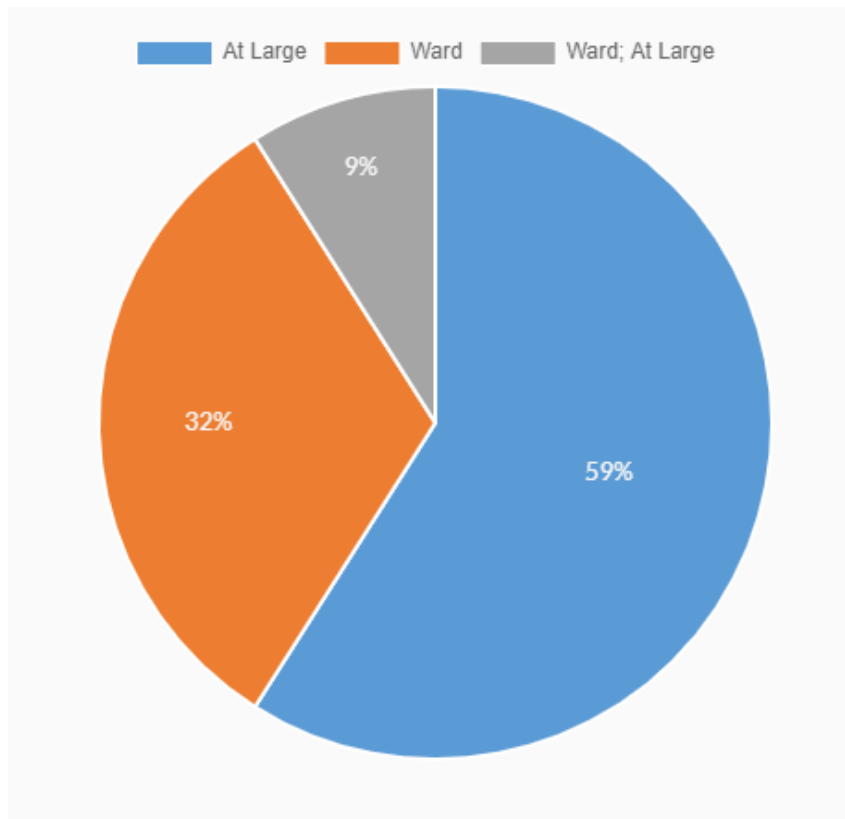
When positions such as Ward Councillor, Mayor or Deputy Mayor are acclaimed, it reduces the voting power in a municipality and likely discourages many residents from getting involved in the election process. At-large elections would provide a higher chance of a municipal-wide election, that is, unless all positions are acclaimed.

Additional items of Consideration

Below is a chart, indicating all Elgin County lower-tier ward vs at large election systems, voter turnout and notes pertaining to the election details. While West Elgin voter turn-out was lower than our neighbouring municipalities, most are still utilizing a ward voting system.

Municipality/Township	Turnout	Ward/ At-Large	Notes
West Elgin	10.84%	Ward	Majority of Position Acclaimed (one position by vote), 50% incumbents
Malahide	20.93%	Ward	Mayor, Deputy Mayor one Council position acclaimed, Low Candidacy, majority incumbents/ returning to council
Bayham	24.79%	Ward	Deputy Mayor Acclaimed, Low Candidacy, majority incumbents
Dutton/Dunwich	28.33%	Ward	Deputy Mayor Acclaimed, Low Candidacy, Majority incumbents
Alymer	31.18%	At Large	Council positions acclaimed, Mayor and Deputy Mayor position elected
Central Elgin	34.83%	Ward	No Acclamations – 100% new council
Southwold	37.34	At-Large	Deputy Mayor acclaimed, Low Candidacy, 50% incumbents/ returning to council

Further analysis from the Association of Municipalities of Ontario indicates that 59% of Ontario municipalities proceeded with at-large elections in 2022. Additional AMO statistics can be found here: [2022 Municipal Election - Context | AMO](#).



If Council wishes to proceed with a formal study, costs estimates have been provided to other municipalities (2023 & 2024), which provided a very extensive report, presentation to Council and public meetings. However, this approach is primarily used for redividing or realigning ward proposals, not for dissolution. The cost was estimated to be between \$25,000-50,000 depending on the size of the municipality.

However, if Council wishes to proceed with dissolution of wards, no formal study or public meeting is required.

Financial Implications:

Currently, there are no financial implications.

Policies/Legislation:

Municipal Act

Municipal Election Act

By-law 2007-13

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiac
Municipal Clerk

Establishment of wards

222 (1) Without limiting sections 9, 10 and 11, those sections authorize a municipality to divide or redivide the municipality into wards or to **dissolve the existing wards**. 2006, c. 32, Sched. A, s. 96 (1).

Conflict

(2) In the event of a conflict between a by-law described in subsection (1) and any provision of this Act, other than this section or section 223, any provision of any other Act or a regulation made under any other Act, the by-law prevails. 2006, c. 32, Sched. A, s. 96 (1).

Notice

(3) **Within 15 days after a by-law described in subsection (1) is passed, the municipality shall give notice of the passing of the by-law to the public specifying the last date for filing a notice of appeal under subsection (4). 2006, c. 32, Sched. A, s. 96 (1). Additional requirements: By-law 2001-13 Notice of intention to pass a by-law published once in the Chronicle at least seven (7) days prior to the meeting when the by-law is to be considered, as well the Municipal website.**

Appeal

(4) **Within 45 days after a by-law described in subsection (1) is passed, the Minister or any other person or agency may appeal to the Ontario Land Tribunal** by filing a notice of appeal with the municipality setting out the objections to the by-law and the reasons in support of the objections. 2006, c. 32, Sched. A, s. 96 (1); 2017, c. 23, Sched. 5, s. 49 (1); 2021, c. 4, Sched. 6, s. 64 (1).

Notices forwarded to Board

(5) Within 15 days after the last day for filing a notice of appeal under subsection (4), the municipality shall forward any notices of appeal to the Tribunal. 2001, c. 25, s. 222 (5); 2017, c. 23, Sched. 5, s. 49 (2).

Other material

(6) The municipality shall provide any other information or material that the Tribunal requires in connection with the appeal. 2001, c. 25, s. 222 (6); 2017, c. 23, Sched. 5, s. 49 (3).

Tribunal decision

(7) The Tribunal shall hear the appeal and may, despite any Act, make an order affirming, amending or repealing the by-law. 2001, c. 25, s. 222 (7); 2017, c. 23, Sched. 5, s. 49 (4).

Coming into force of by-law

(8) A by-law of a municipality described in this section comes into force on the day the new council of the municipality is organized following,

(a) the first regular election after the by-law is passed if the by-law is passed before January 1 in the year of the regular election and,

(i) no notices of appeal are filed,

(ii) notices of appeal are filed and are all withdrawn before January 1 in the year of the election, or

(iii) notices of appeal are filed and the Tribunal issues an order to affirm or amend the by-law before January 1 in the year of the election; or

(b) the second regular election after the by-law is passed, in all other cases except where the by-law is repealed by the Tribunal. 2001, c. 25, s. 222 (8); 2006, c. 32, Sched. A, s. 96 (2); 2017, c. 23, Sched. 5, s. 49 (5).

Election

(9) Despite subsection (8), where a by-law comes into force on the day the new council of a municipality is organized following a regular election, that election shall be conducted as if the by-law was already in force. 2001, c. 25, s. 222 (9).

Notice to assessment corporation

(9.1) When a by-law described in this section is passed, the clerk of the municipality shall notify the assessment corporation and the Chief Electoral Officer,

(a) before January 1 in the year of the first regular election after the by-law is passed, if clause (8) (a) applies; 1 04

(b) before January 1 in the year of the second regular election after the by-law is passed, if clause (8) (b) applies. 2009, c. 33, Sched. 21, s. 6 (10); 2020, c. 23, Sched. 4, s. 16.

(10) REPEALED: 2017, c. 10, Sched. 1, s. 17.

Petition re: wards

223 (1) Electors in a municipality may present a petition to the council asking the council to pass a by-law dividing or redividing the municipality into wards or dissolving the existing wards. 2001, c. 25, s. 223 (1); 2006, c. 32, Sched. A, s. 97 (1). *Received January 23, 2025*

Number of electors required

(2) The petition requires the signatures of 1 per cent of the electors in the municipality or 500 of the electors in the municipality, whichever is less, but, in any event, a minimum of 50 signatures of the electors in the municipality is required. 2001, c. 25, s. 223 (2). *5,060 Electors. 1% = 50.6. Petition received with 178 signatures.*

Definition

(3) In this section,

“elector” means a person whose name appears on the voters’ list, as amended up until the close of voting on voting day, for the last regular election preceding a petition being presented to council under subsection (1). 2001, c. 25, s. 223 (3).

Failure to act

(4) If the council does not pass a by-law in accordance with the petition within 90 days after receiving the petition, any of the electors who signed the petition may apply to the Ontario Land Tribunal to have the municipality divided or redivided into wards or to have the existing wards dissolved. 2001, c. 25, s. 223 (4); 2006, c. 32, Sched. A, s. 97 (2); 2017, c. 23, Sched. 5, s. 50 (1); 2021, c. 4, Sched. 6, s. 64 (1).

Order

(5) The Tribunal shall hear the application and may, despite any Act, make an order dividing or redividing the municipality into wards or dissolving the existing wards and subsection 222 (6) applies with necessary modifications in respect to the hearing. 2001, c. 25, s. 223 (5); 2017, c. 23, Sched. 5, s. 50 (2).

Coming into force

(6) An order of the Tribunal under this section comes into force on the day the new council of the municipality is organized following,

- (a) the first regular election after the order is made, if the order is made before January 1 in the year of the regular election; or
- (b) the second regular election after the order is made, if the order is made on or after January 1 in the year of a regular election but before voting day. 2001, c. 25, s. 223 (6); 2017, c. 23, Sched. 5, s. 50 (3).

Election

(7) Despite subsection (6), if an order comes into force on the day the new council of a municipality is organized following a regular election, that election shall be conducted as if the order was already in force. 2001, c. 25, s. 223 (7).

Deemed by-law

(8) Once an order of the Tribunal is in force, the order shall be deemed to be a by-law of the municipality and may be amended or repealed by the municipality by by-law described in section 222. 2001, c. 25, s. 223 (8); 2006, c. 32, Sched. A, s. 97 (3); 2017, c. 23, Sched. 5, s. 50 (4).

Section Amendments with date in force (d/m/y)

2006, c. 32, Sched. A, s. 97 (1-3) - 01/01/2007 1 05

Report Approval Details

Document Title:	Municipal Ward System Dissolution - 2025-02-Community ServicesClerks.docx
Attachments:	- Councilor at large letter.docx - westelgin ward map.pdf
Final Approval Date:	Feb 5, 2025

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

Robin Greenall

We as residents of West Elgin would like to take this opportunity to bring a petition forward for consideration to move away from a ward system of councilors to a council comprised of a Mayor and 4 councilors at large.

West Elgin is comprised of the former township of Aldborough, the village of Rodney, and the village of West Lorne.

In 1994 Aldborough township and the village of Rodney amalgamated to form an expanded township of Aldborough.

The present day municipality of West Elgin was established Jan 1 1998 through the amalgamation of the expanded township of Aldborough and the village of West Lorne.

It was a decision at that time to form 3 wards allowing local representation on council from Rodney, West Lorne and Aldborough Township. This structure of council makeup was well suited at the time, but today 25years since the start of amalgamation, decisions of council are indeed West Elgin decisions with the interest and decisions being made executed using West Elgin tax payer dollars as one with an interest for all.

Some facts as per the 2021 Census report:

- West Elgin has approx. 2100 dwellings
- with an approx. population of 5100
- of which approx. 80% are eligible voters

Some further facts from the election stats website show that

- 2010 Election had an approx. 42% voter turnout

-2014 Election had approx. 30% voter turnout

-2018 Election had approx. 21% voter turnout

-2022 Election had a Mayor acclaimed, Deputy Mayor acclaimed and 2 councilors acclaimed. This resulted in election for only a Ward 1 councilor with 344 votes cast. Which is approx 7% of the eligible voters having any influence on the selection of council

- This shows a progressively falling interest of voter turnout for varying reasons.

The 2010 and 2014 councils, had Councilors representing wards they did not reside in. The present council has no councilors living in the ward they represent. Reinforcing the idea that local representation is no longer a factor.

Therefore presenting the proposal to change to a council consisting of a Mayor and 4 councilors at large (with the councilor receiving the most votes assuming the deputy mayors chair) is a logical idea.

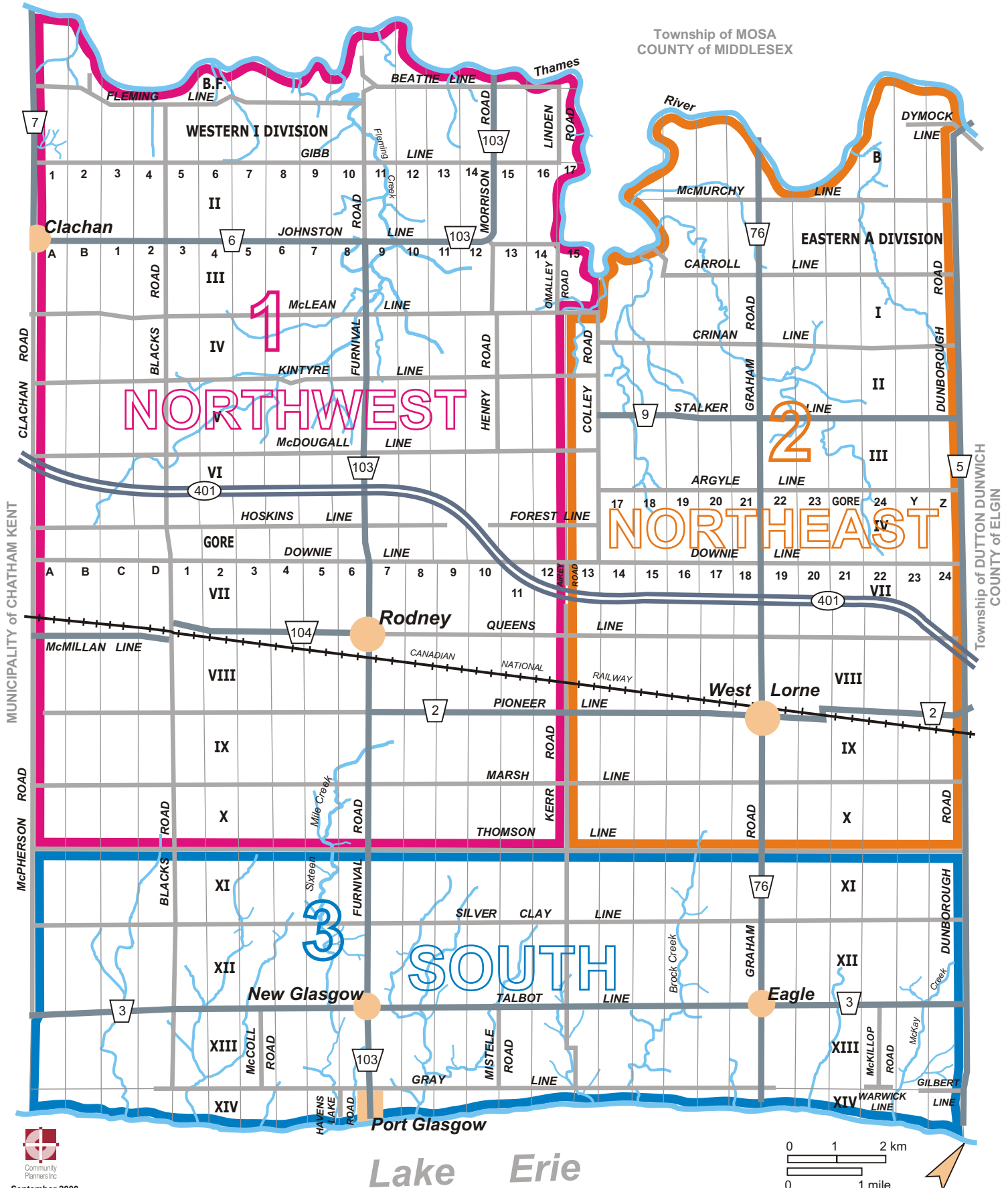
This should attract greater voter turnout and no situations where there is a Ward or wards with an acclaimed position resulting in eligible voters not bothering to vote for Mayor. Everyone would have a reason to exercise their vote.

An election with a Mayor and 4 councilors at large, would probably cost the municipality less due to less logistics involved to run the election.

CONCLUSION. With a Mayor and 4 councilors at large system, we as a municipality should benefit from the strongest council representation available with greater voter interest and turnout.

WARD MAP ~ Municipality of WEST ELGIN

(former Township of Aldborough)





Staff Report

Report To: Council Meeting

From: Terri Towstiuc, Clerk

Date: 2025-02-13

Subject: Community Services, Monthly Update, January 2025

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Monthly Community Services Update, January 2025, for information purposes only.

Purpose:

To provide West Elgin Council with a brief update on community services carried out in the municipality during the month of January.

Background:

Recreation

- West Lorne and Rodney sidewalks plowed/salted when required as well as snow clearing at West Lorne Complex, West Lorne Firehall and Arena
- Busy holiday season of ice use as well as High School hockey class has finished off. Additional ice rentals continue to be booked.
- Repairs were made to the Zamboni Jan 10th. Replaced hydraulic drive motor along with some hydraulic hoses. Only lost 3 evenings of ice rentals and those ice contracts have been adjusted.
- Regular cleaning at the Rec Centre as normal user groups continue to use the facility.

By-law Enforcement

- Open files: 10
- Closed this month: 9
- Nature of complaints - Animal: 3 closed, 2 open
- Property Standards: 3 closed, 7 open
- Zoning: 3 closed, 1 open
- Other: 1 closed (Fence - with Zoning complaint)

Financial Implications:

N/A

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuc, Clerk

Report Approval Details

Document Title:	Community Services Monthly Update, January 2025 - 2025-01-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Feb 6, 2025

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

Robin Greenall



FROM THE **COUNCIL CHAMBERS**

JANUARY 28, 2025
COUNCIL MEETING





1

Elgin Clean Water Program: A Decade of Progress and Impact

The Elgin Clean Water Association presented its 2024 Annual Report for the Elgin Clean Water Program, which offers technical expertise and financial incentives for landowners to implement environmental projects like livestock management and wetland protection.

Since its inception in 2012, 340 projects have been completed in Elgin County, totaling over \$3,925,000 in costs, with the program contributing \$933,645 in grants.



2

STEGH CEO Highlights Urgent Need for a New Hospital to Meet Growing Demands

Karen Davies, the President and Chief Executive Officer (CEO) of St. Thomas Elgin General Hospital (STEGH), delivered an update to County Councillors regarding the hospital's current state.

She emphasized the urgent need for a new hospital to tackle various issues, including aging infrastructure, community growth, increasing care complexities, limited space for expansion at the current location, insufficient patient accommodations, and parking shortages. This update aimed to keep the County informed and aware of the hospital's needs and challenges.



3

King Bridge in Malahide Township to be Replaced in 2025



King Bridge, located on Ron McNeil Line west of Imperial Road, is a 14 m-long concrete bridge that is nearing the end of its useful life and requires replacement.

County Council directed Elgin's Engineering Department to award the contract to *Gary D. Robinson Contracting* for the completion of the King Bridge Replacement Project, at a total price of \$1,578,446.



4

Relocation of the Aylmer Library Branch to the East Elgin Community Complex

The Aylmer Library continues to be a vital community hub, accounting for 36% of Elgin County Library's total circulation and serving 32% of the population (2024 statistics). Program attendance is strong, but space limitations are impacting its growth.

To address this, a potential relocation to the East Elgin Community Complex is being explored with the Town of Aylmer. This move would help meet the library's expanding space needs, enhance programming, and leverage additional community and Municipal partnerships and investments.



The full January 28th Council Meeting Agenda can be found here:



Next Council Meeting:



FEBRUARY 11, 2025



9:00 AM

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FROM THE **COUNCIL CHAMBERS**

FEBRUARY 11, 2025

COUNCIL MEETING



Advocating for Rural Healthcare: WECHC & Elgin County Unite

The Board Chair and Vice Chair of the West Elgin Community Health Centre (WECHC) presented an overview of the Health Centre's programs and service areas to County Council, emphasizing the challenges faced by rural communities.

In response to these challenges, WECHC is actively advocating for enhanced support and funding for rural healthcare. Consequently, Elgin County Council plans to seek a delegation with the Ministry of Health during the Association of Municipalities of Ontario (AMO) Conference this August, aiming to promote greater access to healthcare in rural areas.



2

Evelyn's Sausage Kitchen Expands with Support from Elgincentives Grant

Elgin County Council has given the green light to Evelyn's Sausage Kitchen's application for the Tax Increment Equivalent Grant (TIEG) under the County's Elgincentives program.

Evelyn's Sausage Kitchen is planning to move to a newly built 2,400 sq. ft. commercial space just east of their current site in the village of Shedden.

The Elgincentives initiative was created to help support business growth. With this grant approval, Evelyn's will have the opportunity to defer a portion of their property tax increase over the next five years as part of their major redevelopment plans.



3

Driving Elgin Forward: Shaping Our Transportation Future

The County of Elgin is in the process of creating its first comprehensive *Transportation Master Plan* (TMP). The TMP aims to identify challenges and strategies for developing a multi-modal transportation network.

Elgin County Council received the updated TMP Phase 1 Report, which incorporates major changes like the PowerCo. battery plant, updated census data, and new growth forecasts.

This report is available for public review on our [Engage Elgin website](#), while Phases 2 and 3 are in progress, with the final TMP expected by July 2025.



Next Council Meeting:



FEBRUARY 25, 2025



9:00 AM



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MUNICIPALITY OF **West Elgin**

The Corporation Of The Municipality Of West Elgin

By-Law No. 2025-08

Being a By-Law for Municipal Borrowing of Current Expenditures, and Repeal By-law 2024-13

WHEREAS the provisions of the Municipal Act, S.O. 2001, C. 25, Section 407, permit a municipality to authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amount Council considers necessary to meet the current expenditures of the municipality for the year; and

WHEREAS the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest, except with the approval of the Ontario Municipal Board, is limited;

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

1. At any time during a fiscal year, the Head of Council and the Treasurer may authorize temporary borrowing, until the taxes are collected and other revenues are received, of the amount Council considers necessary to meet the current expenditures of the municipality for the year, including amounts required in the year for:
 - a) sinking and retirement funds;
 - b) principal and interest due on any debt of the municipality;
 - c) school purposes;
 - d) other purposes the municipality is required by law to provide for; and
 - e) the amount of principal and interest payable by a person or municipality primarily liable for a debt, if the municipality has guaranteed the debt and the debt is in default.
2. Except with the approval of the Ontario Municipal Board, the total amount borrowed at any one time plus any outstanding amounts of principal borrowed and accrued interest shall not exceed:
 - a) from January 1 to September 30 in the year, 50 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year; and
 - b) from October 1 to December 31 in the year, 25 percent of the total estimated revenues of the municipality as set out in the budget adopted for the year.

3. Until the budget is adopted in a year, the limits upon borrowing under Section 2 shall temporarily be calculated using the estimated revenues of the municipality set out in the budget adopted for the previous year.
4. In Sections 2 and 3, estimated revenues do not include revenues derivable or derived from:
 - a) arrears of taxes, fees or charges; or,
 - b) a payment from reserve fund of the municipality, whether or not the payment is for capital purposes.
5. The lenders from whom amounts may be borrowed under authority of this By-law shall be Royal Bank of Canada and such other lender(s) as may be determined from time to time by resolution of Council.
6. The lender is not responsible for establishing the necessity of temporary borrowing or the manner in which the borrowing is used.
7. That By-law 2024-13 hereby be repealed.
8. That this By-Law shall come into force and effect upon final passing.

Read a first, second, and third time and finally passed this 13th day of February, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



The Corporation of the Municipality of West Elgin

By-Law No. 2025-09

Being a By-Law to Provide for an Interim Tax Levy for 2025

Whereas Section 317 of the *Municipal Act*, S.O. 2001, c.25, as amended, provides that the Council of a local municipality before the adoption of the estimates for the year under Section 290, may pass a by-law levying amounts on the assessment of property in the local municipality rateable for local municipality purposes.; and

Whereas Section 317(3) of the *Municipal Act* provides that the amounts levied on a property shall not exceed 50% of the total taxes for municipal and school purposes levied on the property in the year 2024; and

Whereas the Council of this municipality deems it appropriate to provide for such interim levy on the assessment of property in this municipality;

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

1. The amounts levied on all rateable assessment shall be as follows:
For all property classes there shall be imposed and collected an interim levy on each property equal to the prescribed percentage, or 50% if no percentage is prescribed, of the total taxes for municipal and school purposes levied on the property for the previous year.
2. The Interim Levy on the properties classed as Commercial, Industrial or Multi Residential shall be adjusted by 50% of the 2024 entitlement under the capping legislation provisions.
3. That interim taxes will be payable in two instalments to be due March 31, 2025 and June 30, 2025.
4. There shall be imposed on all taxes interest as per By-law 2003-06 on the first day of default and on the first day of each calendar month during which the default continues.
5. The Treasurer may mail or cause to be mailed to the address of the residence or place of business of each person taxes under this by-law, a notice specifying the amount of taxes payable.
6. The notice to be mailed under this by-law shall contain the particulars provided for in this by-law and the information required to be entered as per Section 343 of the *Municipal Act*.

7. The subsequent levy for 2024 to be made under the *Municipal Act* shall be reduced by the amount to be raised by the levy imposed by this by-law.
8. The provisions of Section 317 of the *Municipal Act*, as amended apply to this by-law with necessary modifications.
9. The Treasurer shall be authorized to accept part payment from time to time on account of any taxes due and to give a receipt of such part payment, provided that acceptance of any such part payment shall not affect the collection of any percentage charge imposed and collectable under Section 4 of this by-law in respect of non-payment or late payment of any taxes or any instalment of taxes.
10. Nothing in this by-law shall prevent the Treasurer from proceeding at any time with the collection of any tax, or any part thereof, in accordance with the provisions of the statutes and by-laws governing the collection of taxes.
11. In the event of any conflict between the provisions of this by-law and any other by-law, the provisions of this by-law shall prevail.
13. That this by-law will take effect upon the final passing thereof and may be cited as the "2025 Interim Tax Levy By-law."

Read a first, second, and third time and finally passed this 13th day of February 2025.

Richard Leatham, Mayor

Terri Towstiuć, Clerk



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2025-10

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on February 13, 2025.

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 February 13, 2025, 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 13th day of February, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk