



# Municipality of West Elgin

## Agenda

### Council Meeting

Date: February 27, 2025, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for February 27, 2025 as presented.

3. Disclosure of Pecuniary Interest

4. Public Meeting

Recommendation:

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

#### 4.1 Presentation of Planners Report, Zoning Amendment Application, 25248 Queen's Line

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 1-2025 – Recommendation Report (Planning Report 2025-05).

That West Elgin Council approve the rezoning of lands on the north side of Queen's Line from General Agricultural (A) Zone to Rural Residential (RR) Zone, in accordance with the attached draft zoning by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the February 27, 2025, Council Agenda.

#### 4.2 Council Comment

#### 4.3 Public Comment

#### 4.4 Written Comment

No written comments received at the Municipal Office prior to the deadline.

#### 4.5 Adjournment of Public Meeting

Recommendation:

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

### 5. Delegations

#### 5.1 Larry Schnieder - 2025 Aquafit

#### 5.2 Larry Schneider - 2025 Public Swim Fees

### 6. Adoption of Minutes

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Recommendation:

That West Elgin Council hereby adopt the Minutes of February 13, 2025, as presented.

### 7. Business Arising from Minutes

### 8. Staff Reports

## **8.1 Finance/Administration**

### **8.1.1 Ontario Trillium Grant Application Approval**

26

Recommendation:

That the West Elgin Council receives the report from M. Badura, Manager of Corporate Services – Treasurer, for information; and

That the West Elgin Council approves the submission of an Ontario Trillium Foundation (OTF) grant application for the purchase and installation of accessible playground equipment in Rodney.

### **8.1.2 West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program**

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Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program for information; and

That West Elgin Council approves the construction of a parking lot, along with the purchase and installation of six electric vehicle (EV) charging stations; and

That West Elgin council directs staff to proceed with the necessary documentation to secure grant funding.

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

Council opportunity to provide any updates from Committee and Board meetings:

- Arena
- Recreation
- Fair Board
- Rodney Park
- Economic Development

## **10. Notice of Motion**

None provided prior to start of the meeting.

11. Council Inquires/Announcements

12. Correspondence

12.1 EOWC Resolution - EOWC Support for Canadian and Ontario Government Negotiations with the U.S. Government on Trade Tariffs

13. Items Requiring Council Consideration

13.1 Motion to Amend Something Previously Adopted, being Parking By-law Amendment Resolution No. 2024-321

Recommendation:

*I, Councillor Denning, so move a Motion to Amend Something Previously Adopted, being Parking By-law Amendment Resolution No. 2024- 321*

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

*That By-Law 2001-50, "Being a By-Law to regulate parking and traffic in the Municipality of West Elgin" be amended to establish restricted parking zones as follows:*

- *Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.*
- *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.*
- *Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters.*

**Carried**

*And That the Amendment be to provide parking on a portion of Munroe Street, in front of what is Municipally known as the "Arts & Cookery Bank".*

**13.1.1 Report - L. Gosnell, Manager of Operations & Community Services Re: Parking Restrictions – Munroe Street, West Lorne**

37

Recommendation:

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

**Option 1** – That West Elgin Council considers removal of parking restrictions along the South side of Munroe Street immediately adjacent to the Arts & Cookery Bank (approx. 20 meters); Or

**Option 2** – That West Elgin Council leaves the parking restriction, along the south side of Munroe Street from Graham Road to Ridge Street, in place as per the current parking by-law.

**13.2 Ontario Clean Water Agency, Summary Report**

44

2024 Summary Report for the West Elgin Distribution System, prepared by Ontario Clean Water Agency. This Summary Report is to be provided to, and acknowledge by, the members of council by March 31st, 2025.

Recommendation:

That West Elgin Council acknowledge receipt of the 2024 Summary Report, prepared by Ontario Clean Water Agency, for the West Elgin Distribution System for January 1st to December 31st, 2024, completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the *Safe Drinking Water Act*; And

That the Summary Report be made available for inspection by any member of the public by posting on the West Elgin municipal website.

**14. Upcoming Council and Committee Meetings**

- March 12, 2025, Bo Horvat Community Centre Board of Management (Arena), 9:00am
- March 13, 2025, Regular Council Meeting, 5:00pm (Resolution No. 2025-24)
- March 19, 2025, Recreation Committee Meeting, 7:00pm
- March 27, 2025, Regular Council Meeting, 4:00pm

**15. By-Laws**

**15.1 2025-11, Zoning Amendment**

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Recommendation:

That By-law 2025-11, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at NS Queen’s Line, be read a first, second and third and final time.

**15.2 2025-12, Oakview Land Use Planning Services**

54

Recommendation:

That By-law 2025-12, being a By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Oakview Land Use Planning for the provision of Planning Services, and Repeal By-law 2024-07

**16. Closed Session**

Recommendation:

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

**17. Report from Closed Session**

**18. Confirming By-Law**

75

Recommendation:

That By-law 2024-13 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 27, 2025, be read a first, second and third and final time.

**19. Adjournment**

Recommendation:

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



**Staff Report**

**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2025-02-19  
**Subject:** Zoning By-law Amendment Application D-14 1-2025 – Recommendation Report – (Planning Report 2025-05)

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning Amendment Application D-14 1-2025 – Recommendation Report (Planning Report 2025-05).

That West Elgin Council approve the rezoning of lands on the north side of Queen’s Line from General Agricultural (A) Zone to Rural Residential (RR) Zone, in accordance with the attached draft zoning by-law, and

Further that West Elgin Council consider the by-law to amend the Zoning By-law, as presented in the by-law portion of the February 27, 2025, Council Agenda.

**Purpose:**

The purpose of the Zoning By-law Amendment is to finalize requirements of Consent Applications E63-24, E64-24 and E-65-24 approved by the Elgin County Land Division Committee at the August 28, 2024 meeting, by rezoning the severed parcels from General Agricultural (A1) Zone to Rural Residential (RR) Zone, to permit development of single detached dwellings on each lot.

**Background:**

Below is background information, in a summary chart:

<b>Application</b>	D-14 1-2025
<b>Owners</b>	William & Louise Vanderloo
<b>Applicant</b>	Kristen Kovacs
<b>Legal Description</b>	Part Lot 8, Con 7, Pts 9 to 11, RP 11R 10487
<b>Civic Address</b>	Queen’s Line
<b>Entrance</b>	New access required to each lot

<b>Dimensions of lots to be rezoned</b>	Frontage -36.246 m (119 ft.) x Depth 99.09 m (325 ft.) Lot Area – 3,591 sq. m (0.887 ac.)
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Figure One shows the approved lots and lands to be rezoned.



### **Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law. Once the new lots are finalized there will be an increase in assessment and opportunity for the construction of new dwellings on the vacant parcels. The creation of the new lots was also subject to collection of cash-in-lieu of parkland.

### **Policies/Legislation:**

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

### **PPS (2024):**

The subject lands are within the Rural Residential designation and just outside the Rodney settlement area but within what would be considered a rural settlement area. As such they would



be considered under Section 2.5 Rural Areas in Municipalities. In rural areas, rural settlement areas shall be the focus of growth and development, and their vitality and regeneration shall be promoted.

Comment: The proposed lots were considered infilling. The required zoning identifies the future use consistent with PPS.

### **CEOP:**

The proposed zoning by-law amendment raises no additional issues of County significance that were not already addressed as part of the consent approval and assist in the finalization of the lot creation process for the County. Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

### **West Elgin OP (2024):**

The subject lands are designated Rural Residential, as shown on Land Use Plan – Rural Residential Schedule ‘4D’ of the Official Plan. Section 7.6.2 permits single detached dwellings. Section 7.6.3.1 notes, “the creation of lots shall only be permitted for the purposes of infilling where the new lot would be of sufficient size to accommodate private services. New lots shall only be permitted where they front on existing open, improved, travelled, and maintained public roads.”

The lots are being developed on an open, improved, travelled road and will be on private septic and water. The zoning amendment is required to implement the requirements of and maintain conformity with the Official Plan.

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

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 37 of the ZBL.

The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Rural Residential (RR) Zone. The Rural Residential (RR) Zone has a minimum lot area of 2,000 sq. m and a minimum lot frontage of 30m, respectively.

The retained parcel will remain in the Agricultural (A1) Zone. A draft of the zoning by-law amendment to be considered is appended to this report for reference purposes.

### **Circulation Of the Application:**

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on Feb 6, 2025, a minimum of 20 days prior to the public meeting as required by the Planning Act.

**Municipal Department Comments:**

The original consent application was circulated to municipal staff for comment. Comment and conditions related to the consent application were incorporated as conditions into the County approval. The zoning amendment is the last of the requirements necessary to complete the lot creation.

**Agency Comments:**

The zoning by-law amendment application was circulated to the Agencies for comment.

No additional comments have been received from other agencies.

**Public Comments:**

At the time of writing, no comment from the public had been received.

**Summary/Conclusion:**

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the Wet Elgin OP; and recommends that the request for Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting or provided written comments.

There will be a 20-day appeal period after the Notice is sent out. Any appeals received by the Municipality of West Elgin will be forwarded to the Ontario Land Tribunal (OLT) for a hearing, in accordance with the Planning Act.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

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

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

### Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 1-2025 - Recommendation Report - 2025-05-Planning.docx
Attachments:	- 2025-011 - ZBLA - D14 1-2025 Kovacs.pdf
Final Approval Date:	Feb 23, 2025

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

Robin Greenall



# MUNICIPALITY OF **West Elgin**

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

### **By-Law No. 2025-11**

#### **Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at NS Queen's Line.**

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

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

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Rural Residential (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 8, Concession 7, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 27<sup>th</sup> day of February 2025.

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Richard Leatham  
Mayor

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Terri Towstiac  
Clerk





# Municipality of West Elgin

## Minutes

### Council Meeting

February 13, 2025, 5:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

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

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

**1. Call to Order**

Mayor Leatham called the meeting to order at 5:00 pm.

**2. Mayors Remarks**

**Statement read aloud by Mayor Leatham:**

*Prior to starting the meeting, I would like to take a moment and offer sincere condolences, to the family of Michael Mooser, on behalf of West Elgin Council.*

*Mr. Mooser was a former member of Council, from 1998 amalgamation up until 2006, and a member of the West Lorne Public Utilities Commission.*

*Former Councillor Mooser was a valuable contributor to Council and the community and will be missed by many.*

### **3. Adoption of Agenda**

Item 10.1 revised from "*Notice of Motion of Reconsideration*" to "*Notice of Motion to Amend Something Previously Adopted*". This serves as a Notice of Motion, providing notice for the next regular Council meeting, in accordance with Section 15.2 of By-law 2024-05.

#### **Resolution No. 2025- 32**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

### **4. Disclosure of Pecuniary Interest**

No disclosures

### **5. Delegations**

#### **5.1 Susan Ross - Excessive Dust Petition**

Susan Ross attended Council as a representative for the residents of Marsh Line between Black Road and Furnival Road. Ms. Ross spoke to Council regarding the excessive dust that is experienced on Marsh Line from early Spring, through summer and fall, making outdoor activities challenging. There are many trucks and cars that use Blacks Road on a daily basis, creating the excessive dust. Additional concerns were presented including impeding growth of greenhouse plants and additional washing time before bringing to market, a future orchard being planted and a daycare operation, with children's play area close to the road.

Ms. Ross concluded with the ask of a chip and seal road consideration, and installation of a counter system from June to September, to get a clear sense of the number of vehicles travelling Blacks Road.



Mayor Leatham thanked Ms. Ross for speaking to Council and advised that he would be interested in a report, however no formal motion was made to bring back a report to Council.

**6. Adoption of Minutes**

**Resolution No. 2025- 33**

**Moved:** Councillor Denning

**Seconded:** Councillor Dougherty

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

**Carried**

**6.1 Committee and Board Minutes**

**Resolution No. 2025- 34**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Dougherty

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.

**Carried**

**7. Business Arising from Minutes**

None.

**8. Staff Reports**

**8.1 Planning**

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

**Resolution No. 2025- 35**

**Moved:** Councillor Statham

**Seconded:** Councillor Dougherty

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.

**Carried**

## **8.2 Building**

### **8.2.1 Monthly Building Report and Comparison, January 2025**

**Resolution No. 2025- 36**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

## **8.3 Operations**

### **8.3.1 Monthly Operations Report, January 2025**

**Resolution No. 2025- 37**

**Moved:** Councillor Dougherty

**Seconded:** Deputy Mayor Tellier

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

**Carried**

### **8.3.2 West Elgin Landfill Capacity**

**Resolution No. 2025- 38**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

That West Elgin Council hereby approves the elimination of commercial waste being received at the West Elgin Landfill, effective March 31, 2025; And

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

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.

**Carried**

### **8.3.3 Brine Tender**

**Resolution No. 2025- 39**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

**8.4 Clerk's**

**8.4.1 Electoral Ward System**

**Resolution No. 2025- 40**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Denning

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

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

**Carried**

**8.4.2 Monthly Community Services Update**

*Council took a break from approximately 5:45pm to 5:51pm, prior to item 8.4.2.*

**Resolution No. 2025- 41**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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

**Carried**

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

No updates provided.

**10. Notice of Motion**

**10.1 Councillor Denning - Notice of Motion to Amend Something Previously Adopted - Motion 2024-321, Parking on Monroe Street, West Lorne**

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

***I, Councillor Denning, provide Notice of Motion to Amend Something Previously Adopted, being Parking By-law Amendment Resolution No. 2024- 321***

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

*That By-Law 2001-50, "Being a By-Law to regulate parking and traffic in the Municipality of West Elgin" be amended to establish restricted parking zones as follows:*

- *Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.*
- *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.*
- *Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters. **Carried***

*And That the Amendment be to provide parking on a portion of Munroe Street, in front of what is Municipally known as the "Arts & Cookery Bank".*

**11. Council Inquires/Announcements**

No Council Updates or Inquires.

**12. Correspondence**

**Resolution No. 2025- 42**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

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

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

**13. Items Requiring Council Consideration**

No items of Consideration.

**14. By-Laws**

**14.1 2025-08, Borrowing By-law**

M. Badura, Manager of Corporate Services/Treasurer, advised Council the purpose of the borrowing by-law, it to have the by-law in place in the event that borrowing is required for short-term financing to meet operation expenses, pursuant to Section 407 of the *Municipal Act*.

**Resolution No. 2025- 43**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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.

**Carried**

**14.2 2025-09, Interim Tax Rates**

M. Badura, Manager of Corporate Services/Treasurer, advised Council that the purpose of the Interim Tax Rate By-law is pursuant to Section 317(1) of the *Municipal Act*, permitting a municipality to pass a by-law levying a property tax before the annual tax rates are determined

**Resolution No. 2025- 44**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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.

**Carried**

**15. Closed Session**

**Resolution No. 2025- 45**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:57pm, to discuss matters pursuant to the Municipal Act, Section 239:

- (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)

**Carried**

**16. Report from Closed Session**

Report from Closed Session at 6:47 pm.

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

**Resolution No. 2025- 46**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robin Greenall, CAO, regarding the Annual Planning Services Agreement:

And that Council directs the Mayor and Staff to execute the agreement with Robert Brown of Oakview Land Use and Planning services.

**Carried**

**Resolution No. 2025- 47**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report from Robin Greenall, CAO, regarding the Port Glasgow Trailer Park Lease Agreement and the attached lease agreement; and direct staff to proceed to distribute the agreement to seasonal park renters.

**Carried**

**Resolution No. 2025- 48**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Dougherty

That the West Elgin Council hereby receives the report from Robin Greenall, CAO regarding the Sale and Disposition of Land- Port Glasgow Trailer Park for information and provide directions on the process for staff to proceed as directed.

**Carried**

**17. Confirming By-Law**

**Resolution No. 2025- 49**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier



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.

**Carried**

**18. Adjournment**

**Resolution No. 2025- 50**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn at 6:49pm, to meet again at 4:00pm, on Thursday, February 27, 2025, or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuic, Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Magda Badura, Manager of Corporate Services (Treasurer)  
**Date:** 2025-02-27  
**Subject:** Ontario Trillium Grant Application Approval

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### **Recommendation:**

That the West Elgin Council receives the report from M. Badura, Manager of Corporate Services – Treasurer, for information; and

That the West Elgin Council approves the submission of an Ontario Trillium Foundation (OTF) grant application for the purchase and installation of accessible playground equipment in Rodney.

### **Purpose:**

The purpose of this report is to provide the Council with an overview of the Ontario Trillium Foundation's grant opportunity and to seek approval for submitting a grant application to support the purchase and installation of accessible playground equipment in Rodney.

### **Background:**

The Ontario Trillium Foundation provides funding to municipalities and non-profits to improve community spaces through renovations, equipment purchases, and accessibility enhancements.

To qualify, projects must meet at least one of the following criteria:

- Expand access to a service or program.
- Extend the lifespan of a facility or space.
- Improve accessibility for the community.

Grants range from \$10,000 to \$200,000, with applications open from February 5 to March 5, 2025. Given that municipal applications have a greater chance of success compared to applications submitted by committees or service groups, staff recommend that the Municipality apply for this funding in partnership with the Park Revitalization Committee.

Over the past several months, municipal staff have collaborated with the Park Revitalization Committee to develop project plans, gather documentation, and finalize site selection for the new playground.

The proposed location for the new accessible playground equipment is south of the pool in Rodney. This site was chosen to minimize costs associated with creating an accessible pathway while ensuring proximity to existing recreational facilities. The location meets zoning and safety requirements and provides ample space for the new equipment.

Upon securing funding, the following site preparation activities will be required:

- Removal of existing structures – Old playground equipment will be disassembled and removed.
- Groundwork and leveling – The area will be graded to ensure proper drainage.
- Installation of safety surfacing – Options include rubber mulch or poured rubber.
- Playground equipment installation – Ensuring compliance with accessibility standards.
- Additional features – Pathways, benches, and signage will be installed to enhance usability.

The community has shown incredible support for this project, contributing \$31,575 in donations over the past two years. Additionally, local organizations have pledged a total of \$53,500, including the Kiwanis Club of Rodney (\$27,500), West Lorne Optimist Club (\$10,000), Rodney Lions (\$15,000), and Rodney-Aldborough Agricultural Society (\$1,000). A great big thank you to everyone for your overwhelming generosity and support!

An accessible playground in Rodney will provide the following benefits:

- Inclusive Play Opportunities – Ensures children of all abilities have access to a safe and engaging play area.
- Health and Wellness – Encourages physical activity, reducing childhood obesity and promoting well-being.
- Community Engagement – Creates a welcoming space for families and strengthens social connections.
- Increased Park Usage – Modern, safe equipment will attract more families and make the park a central hub for recreation.
- Long-Term Value – Enhancing public spaces contributes to overall community development and quality of life.

Staff strongly recommend that Council support this project and approve the submission of the OTF grant application. By securing this funding, the Municipality of West Elgin can provide a modern, accessible, and inclusive recreational space for residents while enhancing the overall community infrastructure.

### **Financial Implications**

The total estimated project cost exceeds the \$200,000 maximum grant amount available through OTF. To successfully complete the project, additional municipal funding of approximately \$70,000 will be required for accessible sidewalks and site preparation. If approved, these costs will be incorporated into the 2025 capital budget.

**Policies/Legislation:**

N/A

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
 Manager of Corporate Services -Treasurer

## Report Approval Details

Document Title:	Trillium Grant Application Approval - 2025-04-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Feb 23, 2025

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

Robin Greenall



## Staff Report

---

**Report To:** Council Meeting  
**From:** Magda Badura, Manager of Corporate Services (Treasurer)  
**Date:** 2025-02-27  
**Subject:** West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program for information; and

That West Elgin Council approves the construction of a parking lot, along with the purchase and installation of six electric vehicle (EV) charging stations; and

That West Elgin council directs staff to proceed with the necessary documentation to secure grant funding.

### **Purpose:**

The purpose of this report is to seek Council's approval for the construction of a parking lot on Monroe Street, east of Graham Road, required for the purchase and installation of six EV charging stations.

### **Background:**

Over the past year, West Elgin has been working to bring more EV charging options to the community. In December 2023, West Elgin partnered with Charger Crew Canada Inc. to apply for funding through the Ministry of Transportation Ontario (MTO) ChargeON Program. As of January 30, 2024, a funding request was submitted for a project worth \$311,024.

In September, staff identified another funding opportunity through Natural Resources Canada (NRCan) and applied. While the ChargeON application was not approved due to high competition, we received great news on December 20, 2024, the NRCan ZEVIP application is conditionally approved, pending finalizing a contribution agreement.

One of the key reasons the application was successful was because it fills a gap in the regional charging network. These new chargers will support residents, visitors, and travelers, making it

easier to drive electric vehicles while also reducing greenhouse gas emissions. With the planned installation, long-distance EV travel, especially along Highway 401, will be more convenient.

The proposed project site on Monroe Street is close to restaurants, retail stores, and public restrooms, making it a convenient spot for EV drivers to charge up while running errands or grabbing a bite to eat.

### **Project Scope and Implementation**

The project plan includes installing two 62.5kW DC fast chargers and four Level 2 chargers. Charger Crew Canada Inc. will manage everything from design and engineering to securing permits, coordinating with Hydro One, and completing the installation. Hydro One has been consulted to ensure the site has enough power to support the chargers, making integration with the grid as smooth as possible.

The Municipality will be using ChargePoint charging equipment, known for its reliability and ease of use. The Level 2 chargers (CP6000 models) will deliver up to 19.2kW of power, which means most EVs can go from 20% to 80% charge in about two hours. The DC fast chargers (ChargePoint Express CPE250) will provide up to 62.5kW, allowing EVs to charge from 20% to 80% in just over half an hour.

To cover operating costs and ensure long-term sustainability, we recommend charging users at least twice the electricity cost per kWh for Level 2 chargers and at least three times the cost for fast chargers. This aligns with industry standards and ensures the Municipality can recover costs over time.

ChargePoint's Assure program will provide ongoing monitoring and maintenance to keep the chargers in good working order, with a 98% uptime goal.

### **Community and Economic Benefits**

This project will benefit to the community; More public EV chargers mean better accessibility for local EV owners, as well as an incentive for visitors to stop in West Elgin. With EV adoption on the rise, having the right infrastructure in place will support future growth. It also strengthens our regional connectivity, making Highway 401 a more EV-friendly travel route. Most importantly, by supporting EV use, we are actively reducing carbon emissions and moving toward a more sustainable future.

To ensure long-term reliability, Charger Crew Canada and ChargePoint will manage the operation and maintenance of the chargers.

**Financial Implications**

The total project cost is estimated at \$311,024, with a Municipal contribution of approximately \$191,024. To help offset costs, ChargePoint is offering rebates of \$2,500 per Level 2 charger and \$14,000 per fast charger, which adds up to \$33,000 in savings. These rebates can be combined with ZEVIP funding, reducing the total Municipal contribution to \$158,000. As \$60,000 was already set aside in last year’s budget, reducing the cost, if approved, to be included in the 2025 Capital Budget to be \$98,000.

Parking Lot Construction	\$ 60,000
Level 2 & 3 Chargers	<u>\$ 251,024</u>
<b>Total Project Cost</b>	\$ 311,024
Less: ZEVIP Funding	<u>(\$ 120,000)</u>
<b>Total Municipal Contribution</b>	<b>\$ 191,024)</b>
Less: ChargePoint Rebate	(\$ 33,000)
Less: Transfer from 2024 Reserves	<u>(\$ 60,000)</u>
<b>2025 Capital Spending</b>	<b><u>\$ 98,000</u></b>

The EV Charging Infrastructure Project represents a strategic investment in sustainable transportation, benefiting residents and visitors while enhancing regional connectivity. Staff recommend proceeding with the project as outlined to support the Municipality’s transition to cleaner transportation infrastructure.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
 Manager of Corporate Services /Treasurer



**Report Approval Details**

Document Title:	ZEVIP 2024 Grant Funding - 2025-02-Corporate Services Finance.docx
Attachments:	- Appendix 1 - EV ChargeON Program Letter.pdf - Appendix 2 IA-0000001179.pdf
Final Approval Date:	Feb 23, 2025

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

Robin Greenall

**Ministry of  
Transportation**

**Ministère des  
Transports**



Transit Division

Division des transports  
en commun

777 Bay Street, 30th  
Floor  
Toronto, ON M5G 2E5

777, rue Bay, 30e étage  
Toronto, ON M5G 2E5

Tel: 437-218-1788

Tél: 437-218-1788

November 12, 2024

Magda Badura  
Corporation of the Municipality of West Elgin  
22413 Hoskins Line  
Rodney ON N0L2C0

Dear Magda Badura:

**RE: EV ChargeON Application #2024-01-1-2358070639**

---

Thank you for your application to the EV ChargeON Program. We regret to inform you your application has not been selected to move forward. We thank you for your interest.

Applications were carefully reviewed and assessed against program eligibility criteria. We received applications from many qualified applicants, and our selection process was highly competitive. Selection decisions for the Program are final.

If you have any questions, please contact the EV ChargeON Program team at [evchargeon@ontario.ca](mailto:evchargeon@ontario.ca). We encourage you to visit [Ontario.ca](https://www.ontario.ca) for future funding opportunities from the Ontario government, including programs that support electrification initiatives.

Best regards,

A handwritten signature in blue ink, appearing to read "James Pearce".

James Pearce  
Assistant Deputy Minister, Transit Division  
Ministry of Transportation



Natural Resources  
Canada

Ressources naturelles  
Canada

Ottawa (Canada)  
K1A 0E4

December 20, 2024

Magda Badura  
Corporation of the Municipality of West Elgin  
22413 Hoskins Line  
Rodney, Ontario  
N0L 2C0

**Subject:** West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program

**File Number:** IA-0000001179, Corporation of the Municipality of West Elgin

Magda Badura,

I am pleased to inform you that your application dated 2024-09-19, for the above mentioned project under the Public Stream of the 2024 Request for Proposals, has been conditionally approved for funding consideration by Natural Resources Canada (NRCan), subject to the successful negotiation and execution of a written Contribution Agreement.

Until a written agreement is signed by both parties, no commitment or obligation exists on the part of NRCan to make any financial contribution to your organization's proposed project.

It is important to note that your proposal is subject to the maximum funding amounts stated in the Applicant's Guide. Expenditures incurred between the date of this Letter of Conditional Approval and the date on which a Contribution Agreement is signed by Canada fall outside the Eligible Expenditure Period and, although they may count towards Total Project Costs, these expenditures will not be reimbursed by NRCan. We invite you to consult with an NRCan representative during this period prior to incurring expenditures

In accordance with Program directives, you will have a maximum of three months to negotiate and sign a Contribution Agreement. NRCan will not accept any changes to the provisions of our standard template Agreement unless your legal counsel provides a rationale for the changes or if it impedes your ability to enter into a Contribution Agreement with Canada. Minor changes can be made to the details of the Schedules in the Agreement, namely the Statement of Work, Eligible Expenditures, Budget and Reports, in order to ensure they properly reflect your project proposal.

A Program Officer will be assigned to your project and will be in contact with you shortly to inform you of the next steps towards signing your Contribution Agreement. In the meantime if you have any questions or concerns, please contact Louise Tanguay at [louise.tanguay@nrcan-rncan.gc.ca](mailto:louise.tanguay@nrcan-rncan.gc.ca).

Yours sincerely,

A handwritten signature in black ink, appearing to read 'AvdK', written in a cursive style.

Anna van der Kamp  
Executive Director  
Transportation and Fuels Decarbonization Programs  
Fuels Sector



## Staff Report

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**Report To:** Council Meeting  
**From:** Lee Gosnell, Manager of Operations & Community Services  
**Date:** 2025-02-27  
**Subject:** Parking Restrictions – Munroe Street, West Lorne

---

### **Recommendation:**

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

**Option 1** – That West Elgin Council considers removal of parking restrictions along the South side of Munroe Street immediately adjacent to the Arts & Cookery Bank (approx. 20 meters); Or

**Option 2** – That West Elgin Council leaves the parking restriction, along the south side of Munroe Street from Graham Road to Ridge Street, in place as per the current parking by-law.

### **Purpose:**

The purpose of this report is to provide information for West Elgin Council regarding Councilor Dennings notice of motion on parking restrictions along Munroe Street in West Lorne.

### **Background:**

On August 15, 2024, West Elgin Council approved a municipal parking by-law amendment to deal with parking concerns along Munroe Street in West Lorne, between Gramham Road and Ridge Street. Upon implementation, the only feedback received by staff or Council came from owners of the Arts & Cookery bank who felt they were losing space for unloading goods and accessible parking for their events. The following information is for Council's consideration.

West Elgin's municipal parking bylaw restricts parking within 9 meters of an intersection and 3 meters from any fire hydrant, these restrictions reduce the available area and limit parking to two or three spaces, at most.

There are also two commercial entrances at the west end of these spots which increases the number of vehicles entering/exiting Munroe Street in this area. Parking creates a visual obstruction for cars accessing Munroe Street.

The need for loading and unloading event materials and/or people can still be accomplished, as per the following definition in our parking bylaw.

*"PARK" or "PARKING", when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of, and while actually engaged in, loading or unloading merchandise or passengers.*

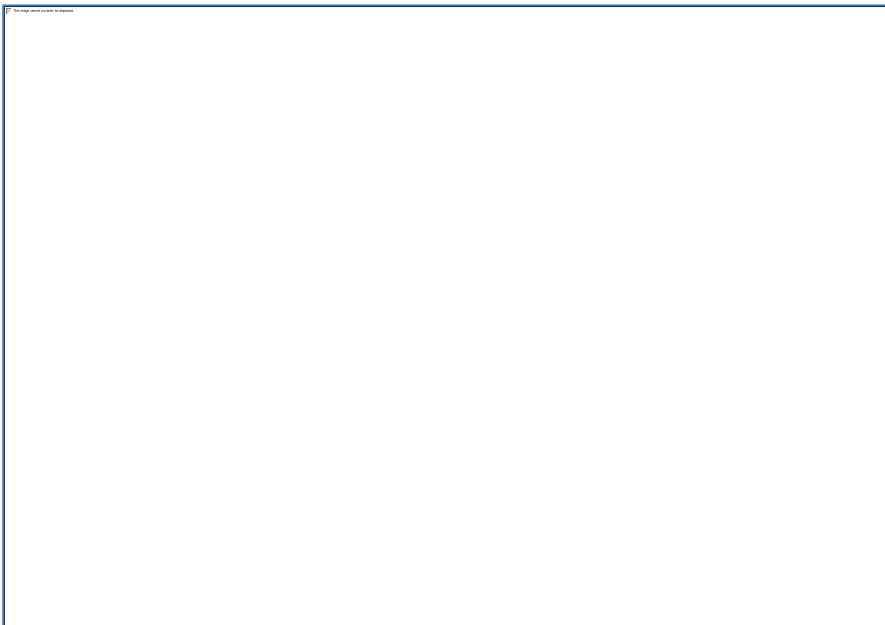
Although temporary standing for such purposes would be allowed, use of the space during events would not be guaranteed as it is public space and there are no restrictions around Arts & Cookery use only.

This area of boulevard does not meet any of the criteria for 'accessible' parking.

- The area is a gravel surface vs. paved, which can be uneven and hard to traverse for people with mobility issues.
- The spots are not a standard depth for accessible parking, and the railing would make it difficult for people exiting the right side of the vehicle.
- There is no proper access to the sidewalk, short of walking to the corner or the commercial parking lot to the west.
- The area cannot be marked as accessible parking because it does not meet AODA standards.

A relocation of the 'no parking' limits may also promote parking of commercial vehicles in this space while drivers use the Tim Hortons. This would be counterproductive to the original purpose of these parking restrictions and create a new list of issues that would have to be addressed.

As previously discussed, seeding this area to make it more aesthetically pleasing and reduce the temptation for parking. It could also be left gravel if the business wishes to continue using the area for loading/unloading purposes, keeping in mind that it will be maintained like other boulevards in the urban areas (no winter maintenance, etc.)



**Financial Implications:**

Option 1 in this report will require relocation of ‘No Parking’ signage along the south side of Munroe Street (west of Graham Road) to properly identify the new restricted parking zone. This would cost approximately \$300.00 and would come from the 2025 public works operating budget. Option 2 will have no financial implication.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell

Manager of Operations and Community Services

**Report Approval Details**

Document Title:	Parking Restrictions - Munroe Street, West Lorne - 2025-03-Operations (Infrastructure Development).docx
Attachments:	- Parking By-Law Amendment - 2024-21-Operations Community Services.docx
Final Approval Date:	Feb 23, 2025

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

Robin Greenall





## Staff Report

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**Report To:** Council Meeting  
**From:** Lee Gosnell, Manager of Operations & Community Services  
**Date:** 2024-08-15  
**Subject:** Parking By-Law Amendment - 2024-21-Operations Community Services.docx

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### **Recommendation:**

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

That By-Law 2001-50, “being a By-Law to regulate parking and traffic in the Municipality of West Elgin” be amended to establish restricted parking zones as follows:

- Munroe Street in West Lorne, north side, from the west property limits of Graham Road to a point 103 meters west of the west property limit of Graham Road.
- 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.
- Centre Street in Rodney, north side, from a point 130 meters west of the west limits of Furnival Road to the west end of the ROW known as Centre Street, being a distance of 70 meters

### **Purpose:**

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

### **Background:**

This report identifies two areas within the Municipality of West Elgin that would benefit from the addition of parking restrictions.

The first of these two areas is Munroe Street in West Lorne, between Graham Road and Ridge Street. With the addition of Tim Hortons in 2023, vehicles utilizing this section of Munroe Street to access the business has increased significantly. Although traffic flows in/out of the business are acceptable, motorists choosing to stop along the travelled portion of Munroe Street vs. entering the parking area create an unwanted hazard. Reduced visibility, increased pedestrian traffic and idling vehicles can all be attributed to this reoccurring problem. The implementation of a restricted parking zone in this area should provide a safer experience for motorists and pedestrians.

The second area being recommended for parking restrictions is Centre Street in Rodney, west of Furnival Road. There is currently one industry that utilizes this road for access to its’ shipping & receiving department, as well as one residential property. This resident has expressed concern that trucks are stopping on the street in front of his property for tasks such as opening/closing trailer

doors, thus blocking their driveway in the process. Although business representatives have taken steps to inform drivers this behavior is unwanted, the message is hard to distribute effectively when there are constantly new drivers attending the site. Staff met with the plant manager, and it was decided that the implementation of a restricted parking area on the north side of Centre Street, adjacent to the residents' property, would be appropriate. The associated signage should inform drivers this action is not allowed and alleviate some of the residents' concerns in the process.

**Financial Implications:**

These newly established, restricted parking zones would require nine signs for proper implementation. With an estimated cost of \$190.00 per sign (including installation), approval of this amendment would cost a total of \$1,710.00. Signage costs would be allocated to the safety portion of the 2024 public works budget.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell  
 Manager of Operations and Community Services

### Report Approval Details

Document Title:	Parking By-Law Amendment - 2024-21-Operations Community Services.docx
Attachments:	
Final Approval Date:	Aug 13, 2024

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

Terri Towstiac

February 19, 2025

Robin Greenall  
Corporation of the Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON N0L 2C0

Re: Requirement under the Safe Drinking Water Act for a Summary Report

Dear Robin Greenall

Attached is the 2024 Summary Report for the West Elgin Distribution System for January 1<sup>st</sup> to December 31<sup>st</sup>, 2024. This report is completed in accordance with Section 11 and Schedule 22 of O. Reg. 170/03, under the Safe Drinking Water Act.

This Summary Report is to be provided to the members of council by March 31<sup>st</sup>, 2025.

Section 12 of O. Reg. 170/03, requires the Annual Report required under Section 11 of O. Reg. 170/03 to be made available for inspection by any member of the public during normal business hours, without charge. The reports should be made available for inspection at the office of the Municipality, or at a location that is reasonably convenient to the users of the water system.

Please feel free to contact me should you require any additional information regarding these reports. I can be reached at 519-312-0847.

Sincerely,



Terri-Lynn Thomson  
Process and Compliance Technician

cc. Sam Sianas OCWA Regional Manager  
Sam Smith, OCWA Senior Operations Manager  
Maegan Garber, OCWA Safety, Process and Compliance Manager  
Terri Towstiuc, Municipality of West Elgin

# West Elgin Distribution System

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Waterworks # 260094627  
System Category – Large Municipal Residential

## Annual Water Report

Prepared For: The Corporation of the Municipality of West  
Elgin

Reporting Period of January 1<sup>st</sup> – December 31<sup>st</sup>, 2024

Issued: Feb 19<sup>th</sup>, 2025

Revision: 0

Operating Authority:



This report has been prepared to satisfy the annual reporting requirements in O.Reg 170/03 Section 11 and Schedule 22.

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## Revision History

Date	Revision #	Revision Notes
2025-02-19	0	Report Issued

## Report Availability

This system does not serve more than 10,000 people and the annual reports will be available to residents at the Municipality of West Elgin Municipal Office. Notification will be at the Municipal Office and copies provided free of charge, if requested. The West Elgin Municipal Office is located at, 22413 Hoskins Street in the Town of Rodney.

## Compliance Report Card

Compliance Event	# of Events
Ministry of Environment Inspections	1
Ministry of Labour Inspections	0
QEMS External Audit	1
AWQI's/BWA	1
Non-Compliance	0
Community Complaints	0
Spills	0
Watermain Breaks	0

## System Process Description

### Distribution

The West Elgin Distribution System receives water from the Tri-County Drinking Water System. The West Elgin Distribution System services West Lorne, Rodney and rural areas of West Elgin. The distribution system contains a network of watermains along with a water tower located in Rodney with re-chlorination. There are sample stations, hydrants, blow offs and auto flushers located throughout the municipality for monitoring the system.

The West Elgin Distribution System provides water to the Southwest Middlesex Distribution System.. As well, the system supplies water to the Dutton-Dunwich Distribution System via Pioneer Line.

### Treatment Chemicals

Treatment Chemicals used during the reporting year:

Chemical Name	Use	Supplier
Sodium Hypochlorite	Secondary Disinfection	Jutzi

## Summary of Non-Compliance

### Adverse Water Quality Incidents

Date	AWQI #	Location	Problem	Details	Legislation	Corrective Action Taken
July 24, 2024	165742	SS#10-124 Queen Street, Rodney	3 Total Coliform and 3 E.coli (cfu/100mL)	A routine sample taken on July 22, 2024 came back positive for Total Coliform and E.coli.	O.Reg.170/03	On July 24th and July 25th samples were taken upstream, downstream and at the source.  Draft results were received by July 26th showing 0 Total Coliform and 0 E.coli.

The Southwestern Public Health unit issued a precautionary boil water advisory for the following locations: Pioneer Line from Wellington St in West Lorne to Furnival Rd in Rodney, Catherine Rd, and the town of Rodney. The advisory was issued on July 24th and rescinded on July 26th.

### Non-Compliance

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

### Non-Compliance Identified in a Ministry Inspection

Legislation	requirement(s) system failed to meet	duration of the failure (i.e. date(s))	Corrective Action	Status
There were no non-compliance issues reported during the reporting period.				

The West Elgin Distribution System was operated and maintained in such a manner that the water supplied to the consumers serviced by the system satisfies the Ontario Drinking Water Quality Standards aside from the above adverse water quality incident.

The 2023 routine, annual MECP inspection was conducted on January 17, 2024 by Provincial Officer Meghan Morgan. The inspection covered the period from Mar 1, 2023 to December 31, 2023. The inspection report was received on March 21, 2024 with no non-compliances and an inspection rating of 100%

The 2024 routine, annual MECP inspection was conducted on January 24, 2025 by Provincial Officer



Meghan Morgan. The inspection covered the period from January 1, 2024 to December 31, 2024. The inspection report has not yet been received.

## Flows

The West Elgin Distribution System is operated in accordance with Municipal Drinking Water Licence 304-101, and Drinking Water Works Permit 304-201. There are no rated capacities specified in the Municipal Drinking Water Licence.

In accordance with Schedule 22-2(3) 1, find a summary and discussion of the quantity of water supplied during the reporting period.

The West Elgin Distribution System is supplied from the Tri-County Drinking Water System. The flow is metered as it leaves the treatment plant. The total volume supplied from the treatment plant to the distribution system in 2024 was 1,053,078m<sup>3</sup>. This flow is distributed to the following distribution systems:

- West Elgin Distribution System
- Southwest Middlesex Distribution System
- Dutton Dunwich Distribution System
- Newbury Distribution System
- Bothwell Distribution System

There are various meters to monitor flow throughout the West Elgin Distribution System and the other distribution systems that are supplied by the system. Find below a summary of the flows from the various flow meters throughout the distribution system.

	West Lorne Train WTP (m <sup>3</sup> )	West Elgin North (m <sup>3</sup> )	Pioneer Line (m <sup>3</sup> )	Marsh Line (m <sup>3</sup> )	Silver Clay Line (m <sup>3</sup> )	Eagle West (m <sup>3</sup> )
<b>January</b>	77,730	9,658	4,666	7,657	0	95
<b>February</b>	74,392	10,360	4,127	6,899	4,529	286
<b>March</b>	75,671	10,159	3,287	8,885	0	396
<b>April</b>	79,761	14,377	1,846	13,955	5,177	331
<b>May</b>	103,468	23,102	4,366	11,198	12,364	90
<b>June</b>	101,097	12,041	4,406	12,124	13,377	75
<b>July</b>	100,776	6,518	3,222	17,626	11,670	41
<b>August</b>	103,164	14,066	3,400	18,995	4,091	63
<b>September</b>	99,894	14,346	2,957	17,416	3,614	84
<b>October</b>	95,131	14,643	2,409	15,797	3,124	167
<b>November</b>	70,331	6,700	1,483	11,036	2,827	342
<b>December</b>	71,663	5,707	1,367	11,588	12,138	807
<b>Total</b>	<b>1,053,078</b>	<b>141,677</b>	<b>37,535</b>	<b>153,175</b>	<b>72,910</b>	<b>2,776</b>

## Regulatory Sample Results Summary

### Microbiological Testing

	No. of Samples Collected	Range of E.Coli Results		Range of Total Coliform Results		No. of Samples Collected	Range of HPC Results	
		Min	Max	Min	Max		Min	Max
Distribution Water	219	0	3	0	3	113	<10	40

### Operational Testing

	No. of Samples Collected	Range of Results	
		Minimum	Maximum
Free Chlorine Residual, DW Field (mg/L)	368	0.40	1.53

### Summary of Lead Testing:

Schedule 15.1 sampling is required under O.Reg 170/03. This system is under reduced sampling requiring lead samples to be collected every 3<sup>rd</sup> year in the winter and summer period.

Distribution System	Number of Samples	Range of Results		MAC (ug/L)	Number of Exceedances
		Minimum	Maximum		
Alkalinity (mg/L)	6	99	105	N/A	N/A
pH	6	6.98	7.98	N/A	N/A
Lead (ug/l)	6	0.03	1.62	10	0

### Organic Parameters

These parameters are tested quarterly as a requirement under O.Reg 170/03.

Distribution Water	Sample Date (yyyy/mm/dd)	Sample Result	MAC	Number of Exceedances	
				MAC	1/2 MAC
Trihalomethane: Total (ug/L) Annual Average-DW	2024	60.50	100	0	1
Haloacetic Acids: Total (ug/L) Annual Average-DW	2024	28.23	80	0	0

MAC = Maximum Allowable Concentration as per O.Reg 169/03

### Additional Legislated Samples

There is no additional sampling required in the West Elgin Distribution System.

## Major Maintenance Summary

### Distribution Maintenance

Details
Fire Hydrant Maintenance
Blowoff/sample station Maintenance
Valve Repair/Replacement
Auto flusher Maintenance/repair



# MUNICIPALITY OF **West Elgin**

## The Corporation of the Municipality of West Elgin

### By-Law No. 2025-11

#### Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at NS Queen's Line.

**Whereas** the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

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

1. That Schedule "A" Map No. 37 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Rural Residential (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 8, Concession 7, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

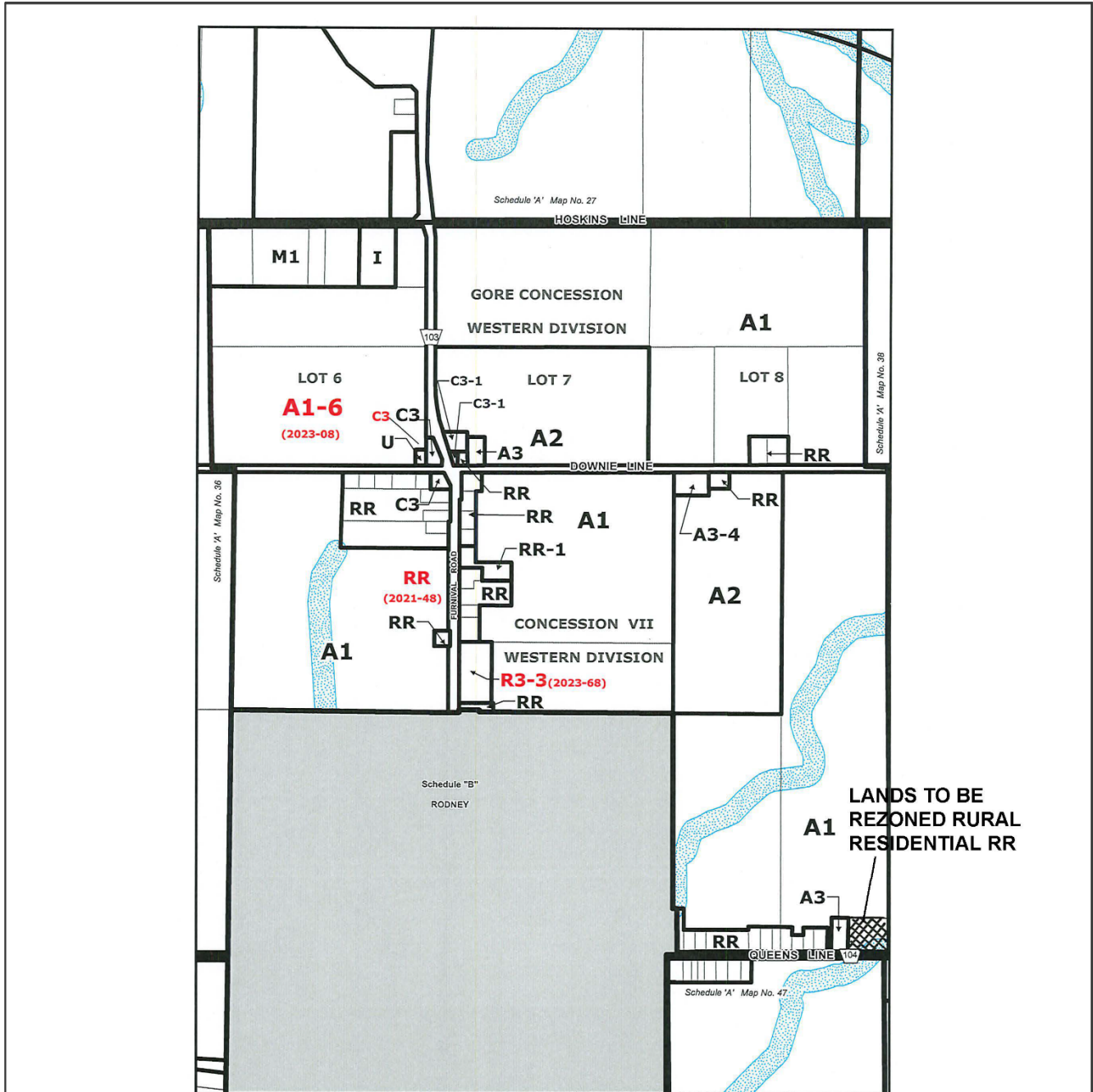
Read a first, second, and third time and finally passed this 27<sup>th</sup> day of February 2025.

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Richard Leatham  
Mayor

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Terri Towstiuć  
Clerk

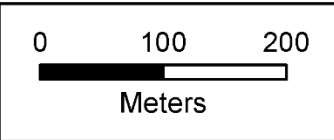


This is Schedule "A" to By-law No. 2025-11  
 passed on the 27th day of February, 2025

\_\_\_\_\_

**MAYOR**                      **CLERK**

MUNICIPALITY OF WEST ELGIN  
 Comprehensive Zoning By-Law  
 2015-36 SCHEDULE 'A' MAP 37





## The Corporation of the Municipality of West Elgin

### By-Law No. 2025-12

#### **A By-law to Authorize the Execution of an Agreement between The Corporation of the Municipality of West Elgin and Oakview Land Use Planning for the provision of Planning Services, and Repeal By-law 2024-07.**

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

**Whereas** it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with Oakview Land Use Planning for the purposes of the provision of Land Use Planning Services; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with Oakview Land Use Planning for the provision of Land Use Planning Services, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. That By-law 2024-07 is hereby repealed.
4. This by-law shall come into force and effect on February 27, 2025.

Read a first, second, and third time and passed this 27<sup>th</sup> day February, 2025.

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Richard Leatham, Mayor

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Terri Towstiuć, Clerk

AGREEMENT FOR  
DEVELOPMENT REVIEW SERVICES

Between:

Oakview Land Use Planning  
and  
The Corporation of the  
Municipality of West Elgin

Effective as of January 31,  
2025

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**THIS AGREEMENT was made as of this 31<sup>st</sup> day of January, 2025.**

**BETWEEN:**

**OAKVIEW LAND USE PLANNING  
("OLUP")**

**Party of the first part**

**- and-**

**THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN  
(the "Municipality")**

**Party of the second part**

WHEREAS The Corporation of the Municipality of West Elgin is a municipal corporation in the Province of Ontario, and has deemed it appropriate to retain the services of an outside consultant for the purpose of providing certain planning services for the Municipality.

AND WHEREAS Oakview Land Use Planning is a private consultant with its office in Chatham-Kent, and which carries on the business inter alia of planning consultants to municipal corporation clients.

AND WHEREAS Oakview Land Use Planning has agreed to provide the Planning Services to The Corporation of the Municipality of West Elgin under the terms of the agreement hereinafter set forth;

NOW THEREFORE WITNESSETH THAT in consideration of the terms, covenants and provisions of this Agreement, the receipt and sufficiency of which is hereby acknowledged, the parties hereby agree as follows:

1. **Definitions:**

In this agreement, the following terms shall have the following meanings:

- a. "Applicant" shall mean any person, corporation, or their designated agent, who has made, or proposes to make, a development application;
- b. "Camera Ready" means original documents ready to be reproduced and used by the public;
- c. "Completed Application" shall mean a development application in which all information required is accurate and complete, including disclosure of all interests in the subject land, disclosure of all previous applications, the provisions of appropriate mapping and plans, the provision of necessary supporting documents, and the provision of the required application fee;
- d. "Contractor" shall mean OLUP;
- e. "Development Application" shall mean an application for an Official Plan Amendment, for a Plan of Subdivision, for a Zoning By-Law Amendment, for a Minor Variance, for a Site Plan, for a Consent to Sever, for the lifting of "H" Holding Symbol, for a Condominium development, for a temporary use by-law, for a holding by-law, for permission to expand a non-conforming use pursuant to Section 45 of the Planning Act, for part lot control exemption, and any combination of these applications;
- f. "Electronic Copy" shall mean a computer file containing all of the data and information, which are contained in the original documentation of the author in a form compatible with the software used by the parties

from time to time;

- g. "the Municipality" shall mean The Corporation of the Municipality of West Elgin the party of the second part;
- h. "Planning Services" means the Services set out in Section 3 herein;
- i. "PS" shall mean the Planning Services unit of the Municipality;
- j. "Planner, Principal" shall mean a planner who is a full member of the Ontario Professional Planners Institute with a minimum of 15 years of progressive planning experience, who is the owner of OLUP, and is ultimately responsible for all activities of OLUP;
- k. "Administrative Support" shall mean employees that provide technical support including drafting, computer software application management and clerical works;
- l. "Pre-consultation Phase" shall mean the time between the initial contact by a potential applicant with either the Municipality or OLUP and the date that a completed application is provided by OLUP to the Municipality, and will include some or all of the following activities:
  - meeting with the applicant to:
    - explain the approval process and timelines;
    - identify potential issues and necessary supporting information; and to review assessment and servicing information;
  - conduct a preliminary review of the proposal in consultation with the Municipality;
  - circulation of information to internal departments and any other

relevant agencies as necessary to assist in completion of the application and assessment of its feasibility;

- review application for completeness;
- determine, receive and forward to the Municipality the appropriate application fee;

m. OLUP" shall mean Oakview Land Use Planning, the party of the first part;

n. "West Elgin" means The Corporation of the Municipality of West Elgin and its representatives;

2. The Municipality hereby retains OLUP to be the primary consultant with respect to the Planning Services set out in Section 3 herein (the "Planning Services") for the period commencing on the date this agreement is signed, and ending on January 30, 2026. The parties shall have the right to extend the term of this Agreement after the Initial Term expires by written agreement or letter signed by both parties on the same terms and conditions as the Initial Term.

3. **Planning Services:**

OLUP will provide land use planning assessment of development applications subject to the following terms and conditions:

- a. OLUP will conduct the pre-consultation phase, subject to any protocol developed by the Municipality in conjunction with OLUP;
- b. OLUP will gather all information necessary to properly evaluate the merits of an application(s);

- c. OLUP will work in co-operation with the Municipality in the preparation, posting and circulation of all notices required by the Planning Act, and in conformity with Municipal policy; such notice to include the "Explanatory Note" and key map for each planning application;
- d. OLUP will promptly reply to agency and public enquiries on development applications;
- e. OLUP will identify, review and maintain proficiency in applying all relevant provincial and municipal planning policies, guidelines and regulations as they relate to a development application;
- f. OLUP will conduct a site visit and digitally photograph the subject lands showing the surrounding lands and the posted Public Notice signs, such signs and posting instructions to be provided in co-operation with the Municipality;
- g. OLUP will perform Minimum Distance Separation (MDS) calculations and confirm actual separation distances as part of the site visit, for those applications where MDS calculations are necessary;
- h. OLUP will review all agency and public comments received on the circulation of the application;
- i. OLUP will maintain all require electronic files consistent with Municipal requirements;
- j. OLUP will provide one final draft "electronic copy" (including site location maps and site photos) of each planning report via e-mail for Municipal review and any necessary changes prior to preparing the final report;

- k. OLUP will provide one signed complete final electronic copy of the planning report (including site location maps and site photos), using the Municipal report format;
- l. OLUP will complete all planning reports in a timely manner and in consideration of the applicable Planning Act decision requirements;
- m. OLUP will provide one complete "electronic copy" and one complete original "hard copy" of each Official Plan and Zoning By-law amendment document (including Schedules) via e-mail, using the Municipal amendment format;
- n. OLUP will attend the Public Meeting (in-person or via Zoom) for each application to present the planning report and answer questions;
- o. OLUP will attend (in-person or via Zoom) any required meetings with internal staff;
- p. OLUP will remain up-to-date on land use planning legislation, regulations, and policy statements;
- q. OLUP will attend Ontario Land Tribunal or other similar hearings related to development applications as required by the Municipality;
- r. OLUP will provide all submissions in computer software programs acceptable to the Municipality;
- s. OLUP will be available to undertake pre-consultation phase activities during normal business hours.

4. **Fees:**

The fees to be charged by OLUP to the Municipality for the Planning Services shall be based upon the hourly rates outlined in Appendix A, plus agreed to disbursements. All fees shall be subject to the applicable HST, or any other or additional tax that may be imposed by Federal or Provincial Law during the currency of this agreement. For clarity, any disbursements shall be approved by the Municipality, acting reasonably.

5. **Duties and Obligations of Oakview Land Use Planning:**

At all material terms it shall be the obligation of OLUP as follows:

- a. To review development applications as required by this agreement within the timelines required by the Municipality and Planning Act;
- b. To maintain appropriate software and hardware, and staffing experience capable of generating all required reports, maps, presentations and photographs in a format acceptable to the Municipality;
- c. That all reports will be reviewed by, signed by and presented by a the owner of OLUP, or by such other person approved by the Municipality;
- d. To permit accessibility by the Municipality or its designated auditors to



- e. the OLUP financial records relevant to this contract during normal business hours without prior notice;
- f. To advise applicants as accurately as possible, and in a timely fashion, of the costs associated with the processing of their planning application(s) and further, to advise of any projected costs over and above the Municipal application fees, prior to costs being incurred, and to confirm the applicant's intention to continue with the application.

**6. Duties and Obligations of the Municipality:**

At all material times it shall be the obligation of the Municipality as follows:

- a. To provide all Official Plans and Zoning By-laws with all amendments to the best of its ability;
- b. Where such information is in the Municipality's possession, to provide full access to recent assessment and GIS mapping, and most current aerial photographs, as updated from time to time;
- c. To assist OLUP through PS in the gathering of information from other agencies, internal and external to the Municipality, when requested by OLUP;
- d. To make available to OLUP any database, information network, computer software programs and any other technology in the Municipality's possession which would assist OLUP in undertaking its duties and obligations. Nothing in this paragraph 6(d) shall oblige the Municipality to acquire additional computer software programs, databases, information networks or any other technology that is not in its possession;

e. To review draft reports on a timely basis.

7. **Point of Contact:**

The point of contact for OLUP with the Municipality shall be the CAO or his/her designate.

8. **Billing and Payment:**

OLUP and the Municipality agree that:

- a. Billings shall be made monthly;
- b. Payment with respect to an account is due within 7 days of receipt of billing.

9. **Conflict of Interest:**

OLUP agrees that it will not during the currency of this agreement or any renewal hereof provide Planning Services to any clients other than the Municipality for matters arising within the Municipality, or for matters outside the Municipality where a conflict of interest might arise.

10. **Subcontracting:**

OLUP shall not subcontract any of its Planning Services except with the prior written approval from the CAO.

11. **Dispute Resolution:**

If requested in writing by either party, OLUP and the Municipality shall attempt to resolve any dispute between them arising out of or in connection with this Agreement by entering into structured non-binding negotiations with the assistance of a mediator on a 'without prejudice'

basis. The mediator shall be appointed by agreement of the parties.

12. If a dispute cannot be settled within a period of thirty (30) calendar days by the mediator appointed under this paragraph 12, or if no mediator could be agreed upon by the parties within thirty (30) days of the giving of notice under paragraph 26, in either case within such longer period as may be agreed to by the parties, the dispute may, with the prior written concurrence of both OLUP and the Municipality, be referred to and finally resolved by way of binding arbitration by a single arbitrator. The arbitrator shall be appointed by agreement of parties. Failing such agreement, the arbitrator shall be appointed by reference to a Judge of the Superior Court of Ontario.

13. The place of the mediation or arbitration shall be the Municipality of West Elgin, or such other place as the parties may agree.

14. The award of an arbitrator under this agreement shall be final and binding upon the parties, and shall be enforceable by them in any Court of competent jurisdiction.

15. **Ownership of Documents:**

The Municipality acknowledges OLUP's documents as instruments of professional services. Nevertheless, the technical reports and planning documents prepared under this Agreement shall become the property of the Municipality upon completion of the work and payment in full of all monies due to OLUP.

16. **Insurance:**

OLUP shall maintain Professional Liability and Comprehensive General

Liability Insurance with a limit of liability of not less than Five Million Dollars (\$5,000,000) inclusive for any occurrence and shall name the Corporation of the Municipality of West Elgin as an additionally named insured.

17. **Indemnification:**

OLUP shall indemnify and save harmless the Municipality from and against all claims, actions, losses, expenses, costs or damages of every nature and kind whatsoever which the Municipality, the employees, officers or agents of the Municipality may suffer as a result of the negligence of OLUP or any breach in the performance of this agreement.

18. **Early Termination:**

The Municipality shall have the right to terminate this Agreement at any time during the Term or any renewal term by providing OLUP with thirty (30) days' written notice of termination.

19. **Confidentiality:**

OLUP acknowledges that in the course of providing the Planning Services, OLUP may create or have access to information that is treated as confidential and proprietary by the Municipality, in each case whether spoken, written, printed, electronic or in any other form or medium (collectively, the "Confidential Information"). OLUP shall treat all Confidential Information as strictly confidential and only use the Confidential

Information for the purpose of the Planning Services. OLUP shall not, without the prior written authorization of the Municipality either during the Term or at any time after the termination of this Agreement:

- a. use any Confidential Information for the benefit or purposes of OLUP or any other person, company or organization whatsoever; or
- b. disclose any Confidential Information to any person, company or other organization whatsoever.

20. **Availability:**

OLUP hereby agrees that on average the parties contemplate that OLUP's services shall be used for approximately twenty (20) hours per week during the Term. The parties acknowledge that the number of hours of work for OLUP in the performance of the Planning Services will vary during the Term. OLUP hereby agrees to make reasonable commercial efforts to ensure that the Planning Services are provided reasonably promptly during the Term of this Agreement.

21. **Default Penalties and Remedies:**

If either party shall fail, for any reason, to perform any provision of this agreement to be performed by it, the other may, at its option, perform that provision and upon doing so shall be reimbursed upon demand for all sums paid or incurred in performing that provision and shall be paid such reasonable fee for performing the provision as would be charged by an independent third party.

22. The failure on the part of either party to exercise or enforce any right

conferred upon it under this agreement shall not be deemed to be a waiver of any such right to operate to bar the exercise of enforcement thereof at any time or times thereafter.

23. In the event of the failure of the Municipality to pay any fee at the time fixed by this contract, and upon default having continued for a period of 60 days thereafter, the Municipality shall be liable to pay interest on such outstanding account at the annual rate of 6% per annum, calculated from the date of original account. This interest penalty shall be in addition to any other remedy available by law to OLUP.

24. **Project Management:**

When performing the Planning Services, OLUP will employ proven Project Management processes and rigour around the work to be done to reinforce project success. Success being defined as "deliverables realized on schedule, on agreed to specifications and at or under the agreed to cost of services."

25. **Assignment:**

This agreement is not assignable without the prior written consent of the parties. Any attempt to assign any of the rights, duties or obligations of this agreement without written consent is void.

26. **Notice:**

Any notices under this agreement shall be sufficiently given by personal delivery or by registered letter, postage prepaid and mailed in a Canadian

post office, addressed, in the case of notice to OLUP to

Oakview Land Use Planning

6 Royal Crescent, PO Box 188,

Pain Court, Ontario N0P 1Z0

Attention: Mr. Robert Brown, Owner

And in the case of notice to the Municipality:

Municipality of West Elgin

22413 Hoskins Line,

Rodney, Ontario N0L 2C0

Attention: Robin Greenall, CAO

Or to any other address as may be designated in writing by the parties,

and the date of receipt of any notice by mailing shall be deemed

conclusively to be 5 days after the mailing.

27. **Amendments:**

No change or modification of this agreement shall be valid unless it is in writing and signed by each party.

28. **Entirety:**

This agreement and all attached schedules constitute the entire agreement between the parties to this agreement pertaining to the subject matter hereof and supersede all prior and contemporaneous agreements, understanding, negotiations and discussions, whether oral or written, of the parties, and there are no warranties, representations or other

agreements between the parties in connection with the subject matter of this agreement except as specifically set forth herein.

29. **Further Documents:**

The parties agree that each of them shall, upon reasonable request of the other, do or cause to be done all further lawful acts, deeds and assurances whatever for the better performance of the terms and conditions of this agreement.

-

30. **Validity and Interpretation:**

The headings used in this agreement are for convenience purposes only and are not to be considered a part of this agreement and do not in any way limit or amplify the terms and provisions of this agreement.

31. The invalidity of any particular provision of this agreement shall not affect any other provision of it, but the agreement shall be construed as if the invalid provision had been omitted.

32. There will be no application of the rule interpreting an agreement against its drafter, because both parties played a joint role in drafting it.

33. This agreement is to be read with all changes in gender or number as required by the context.

34. This agreement shall be governed by and construed in accordance with the laws of the Province of Ontario and the laws of Canada applicable therein.

35. This agreement shall ensure to the benefit of and be binding on the respective successors and assigns of each of the parties.



In Witness Whereof the parties have affixed their respective corporate seals,  
attested by the hands of their respective officers duly authorized in that behalf.

SIGNED, SEALED and DELIVERED as of the 31<sup>st</sup> day of January, 2025.

Oakview Land Use Planning

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Per: Robert Brown, Owner  
I have authority to bind the business

Corporation of the Municipality of West Elgin

---

Mayor, Richard Leatham

---

Clerk: Terri Towstiuc  
We have authority to bind the Corporation.

**APPENDIX "A"**

**PLANNING SERVICE FEESCHEDULE**

**HOURLY RATES**

<b>Position</b>	<b>Hourly Rate</b>
<b>Principal Planner</b>	<b>145</b>
<b>Administrative Support</b>	<b>75</b>
<b>Disbursements for Mileage</b>	<b>\$0.61/km</b>
<b>Additional Disbursements will be as per agreement with the Municipality</b>	



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2025-13

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on February 27, 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 27, 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 27<sup>th</sup> day of February, 2025.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk