



# Municipality of West Elgin

## Revised Agenda

### Council Meeting

Date: March 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](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 March 13, 2025 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Delegations

4.1 Chris Cain, Plant Manager, KSR Re: No Parking Signage, South Side, Centre Street, Rodney

4.2 Nick Emery, Dillon Consulting Limited Re: West Elgin Water Consumption

7

Recommendation:

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 Nick Emery, Dillon Consulting Limited, one-half hour (thirty minutes) for item 4.2, Delegation, suspending the rules of Section 6.8 of By-law 2024-05.

**5. Adoption of Minutes** 44

Recommendation:

That West Elgin Council hereby adopt the Minutes of February 27, 2025 as presented.

**6. Business Arising from Minutes**

**7. Staff Reports**

**7.1 Planning**

**7.1.1 Severance Application, File E15-25 - Recommendation to Elgin Land Division** 53

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E15-25 – Comments to Elgin County (Planning Report 2025-06).

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E15-25, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

**7.2 Fire**

**7.2.1 Monthly Fire Update, January and February 2025** 63

Recommendation:

That West Elgin Council hereby receives the Monthly Fire report for January and February 2025, from Jeff McArthur, Fire Chief, for information purposes.

**7.2.2 Pre-Budget Approval** 67

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council provide pre-budget approval for the 2025 project identified within this report.

**7.2.3 Washroom Renovation - Station 1** 70

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That Staff be authorized to accept the quote from Baines Contracting Inc, in the amount of \$31,935 plus HST, for a remodel of the existing washroom and to build a new washroom.

**7.3 Municipal Drains**

**7.3.1 Tender Results, Fleuren Drain** 75

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk, re: Tender Results, Fleuren Drain; and

That Council approve the low tender submission from Monden Excavating for the Fleuren Drain, in the amount of \$21,131.00 (HST included).

**7.4 Operations (Infrastructure and Development)**

**7.4.1 Monthly Operations Update, February 2025** 78

Recommendation:

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

**7.5 Community Services & Clerks**

**7.5.1 Monthly Update, February 2025** 81

Recommendation:

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

**7.5.2 2025 Community Grants 84**

Recommendation:

That West Elgin Council hereby receives the 2025 Community Grant Applications report from Terri Towstiuic, Clerk; And

That Council direct staff to include all approved monetary donations in the 2025 Budget Deliberations; And

That Council directs staff to include the accepted in-kind donations in 2025 rentals.

**7.6 Corporate Services & Finance**

**7.6.1 2024 Council Remuneration 190**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Council Remuneration and Expenses report for information only.

**7.6.2 2024 Public Salary Disclosure 193**

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Public Sector Salary Disclosure for information only.

**7.7 Chief Administrative Officer**

**7.7.1 Old Town Hall Assessment Quote 196**

Recommendation:

That West Elgin Council hereby receives the Old Town Hall – Engineering Assessment Quote report from Robin Greenall, CAO;

And that Council pre-approve the payment of the services to Spriet Associates, as quoted, to be included in the 2025 operating budget.

Recommendation:

That the West Elgin Council hereby receives the West Lorne Library and Community Complex Renovations report from Robin Greenall, CAO; And

That Council direct staff to proceed with contracting Spriet Associates to complete Architectural Drawings and cost estimates for the renovation project.

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

Council opportunity to provide updates from appointed committees.

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee
- Heritage Homes
- Rodney Park
- Other Committees

**9. Notice of Motion**

None received prior to meeting.

**10. Council Inquires/Announcements**

Council opportunity for informal inquiries or provide any announcements.

**11. Correspondence**

Recommendation:

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

**11.1 County of Elgin, Notice of Decision E 9-25**

202

**11.2 County of Elgin, From the Council Chambers, February 25, 2025**

207

11.3 Letter dated March 6, 2025 Re: Response to recent posting by the Municipality regarding Port Glasgow Trailer Park.

212

12. Items Requiring Council Consideration

None presented prior to meeting.

13. *Closed Session*

Recommendation:

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 a late submission item to the agenda, being a Closed Session item for the purpose of labour relations, suspending the rules of Section 6.8 of By-law 2024-05.

Recommendation:

That West Elgin Council hereby move into Closed Session at \_\_\_\_\_ pm, to discuss one (1) matter pursuant to the *Municipal Act*, Section 239 (2)(d), being labour relations or employee negotiations (Union Matters).

14. *Report from Closed*

15. Confirming By-Law

213

Recommendation:

That By-law 2025-14 being a By-law to confirm the proceeding of the Regular Meeting of Council held on March 13, 2025, be read a first, second and third and final time.

16. Adjournment

Recommendation:

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

# Memo

**To:** Magda Bardura – West Elgin  
**From:** Nick Emery – Dillon Consulting Limited (Dillon)  
**cc:** Mina Yacoub – Dillon  
Ousman Jobarteh – Dillon  
Jason Johnson – Dillon  
**Date:** February 4, 2025  
**Subject:** West Elgin Water Consumption Calculations  
**Our File:** 24-7728

## 1.0

### Introduction

Dillon Consulting Limited (Dillon) completed an assessment of the Municipality of West Elgin’s (West Elgin) water consumption calculation methodology to:

1. Document current and previous calculation methods; and
2. Provide recommendations for a representative calculation methodology.

Dillon reviewed the calculation methodologies and the data used to complete the consumption calculations, and identified assumptions and uncertainties associated with each method. The results of the review were used to develop a recommended consumption calculation method.

## 2.0

### Background

West Elgin is part of the Tri-County Water System, whose other members include the Municipality of Southwest Middlesex, the Village of Newbury, the Municipality of Chatham/Kent, and the Municipality of Dutton/Dunwich.

West Elgin is located at the upstream end of the water supply network. Water from the water treatment plant (WTP) located on the Lake Erie shoreline is conveyed through West Elgin to the other member municipalities by approximately 12 km of trunk watermain owned by the Tri-County System. Meter chambers are located at the connections to the other member municipalities, as shown on the attached figure.

Due to its location in the network, the volume of water supplied by the Tri-County System to West Elgin is calculated rather than directly measured. The calculation methodology was modified in 2022, resulting in larger consumption values than that reported in 2021, as summarized in **Table 1**.

**Table 1: Reported West Elgin Annual Water Consumption Summary**

<b>Year</b>	<b>Annual Calculated Consumption (m<sup>3</sup>)</b>
2021	522,103
2022	580,852
2023	636,050

3.0

## Consumption Calculation Before 2021

Until 2021, West Elgin’s annual water consumption was calculated using the following equation.

**Equation 1:**

$$\text{West Elgin Consumption} = \text{West Lorne Consumption} + \text{Rodney Consumption}$$

where:

West Lorne Consumption = The sum of the individual West Lorne customer service meter readings; and

Rodney Consumption = The flows measured at the four meter chambers that supply Rodney, including FIT301, FIT304, FIT312, and FIT313.

The resulting water consumption calculation for 2021 is summarized in the following table.

**Table 2: Reported West Elgin Annual Water Consumption Summary**

<b>Portion of the Water Distribution System</b>	<b>Annual Calculated Consumption (m<sup>3</sup>)</b>
West Lorne	148,374
Rodney	373,729
<b>Total</b>	<b>522,103</b>

This calculation methodology likely underestimates West Elgin’s annual water consumption, because it includes customer meter readings and does not include losses due to flushing and leakage.

The flow measurements from the Tri-County meter chambers that supply Rodney are likely reasonably reliable, since the flowmeters are maintained and monitored by the system operator. In contrast, the data used to calculate the West Lorne water consumption are from the customer service meter readings and are less reliable. Service meters are not frequently monitored and maintained, and malfunctioning or older meters typically underestimate flow. Consequently, the water use calculated for West Lorne is likely lower than the actual annual water consumption.

This calculation method also neglects some of the water losses in the West Lorne portion of the water distribution system due to leakage and flushing. The flows measured at the Rodney meter chambers include both water used by customers and downstream system losses. However, since the West Lorne component of the consumption calculation is based on end-of-pipe flows at the customer meters, it does not include the losses that occur between the treatment plant and the water service connections.



## Consumption Calculation After 2021

After 2021, West Elgin's water consumption was calculated by subtracting the flows measured at the meter chamber connections to Southwest Middlesex, Newbury, Chatham-Kent, and Dutton/Dunwich from the total flow supplied by the WTP, as summarized in the following equation.

### Equation 2:

**West Elgin Consumption = Flow Supplied by WTP - Sum of Flows Supplied to other Tri-County Members**

The resulting values are summarized in the following table.

**Table 3: West Elgin Annual Water Consumption Calculation Post-2021 (m<sup>3</sup>)**

Municipality	2022	2023
Southwest Middlesex	381,735	370,319
Newbury	58,300	47,959
Chatham-Kent (Bothwell)	96,139	92,052
Dutton/Dunwich	244,189	229,423
West Elgin	667,979	731,458
<b>Total Flow from WTP</b>	<b>1,448,342</b>	<b>1,471,211</b>

This calculation method likely overestimates West Elgin's annual water consumption, because it attributes water losses from the Tri-County system and any errors in flow measurement to West Elgin.

An analysis was completed to calculate how much additional flow is allocated to West Elgin using this methodology. A flow deficit was calculated by subtracting the flows measured at the Tri-County meter chambers and West Lorne customer meter readings from the total flow supplied by the WTP, using the following equation.

### Equation 3:

**Annual Deficit = Flow Supplied by WTP - Sum of Flows Supplied to all Tri-County Members**

The resulting flow deficit represents unmeasured flow in the Tri-County system that is currently being attributed to West Elgin.

**Table 4: Tri-County Flow Deficit Summary (m<sup>3</sup>)**

<b>Consumption</b>	<b>2022</b>	<b>2023</b>
<b>Other Tri-County Member Municipalities</b>		
Southwest Middlesex <sup>1</sup>	381,735	370,319
Chatham-Kent <sup>1</sup>	96,139	92,052
Newbury <sup>1</sup>	58,300	47,959
Dutton-Dunwich <sup>1</sup>	246,763	236,547
<b>Other Municipalities Subtotal</b>	<b>782,937</b>	<b>746,877</b>
<b>West Elgin</b>		
Rodney <sup>1</sup>	206,882	198,566
West Lorne <sup>2</sup>	128,913	122,978
Crinan <sup>1</sup>	122,660	120,709
<b>West Elgin Subtotal</b>	<b>458,455</b>	<b>442,253</b>
<b>Total Consumption</b>	<b>1,241,391</b>	<b>1,189,130</b>
<b>Supply from WTP</b>	<b>1,448,342</b>	<b>1,471,211</b>
<b>Flow Deficit (m<sup>3</sup>)</b>	<b>-206,951</b>	<b>-282,081</b>
<b>Flow Deficit (%)</b>	<b>-14.3%</b>	<b>-19.2%</b>

**Notes:**

<sup>1</sup> From Tri-County meter chamber data.

<sup>2</sup> From customer meter data.

The calculation results suggest that there is a significant difference between the total flow supplied by the WTP and the total calculated consumption for the Tri-County members. The reasons for this difference may include:

- Measurement errors at one or more Tri-County meter chamber;
- Leakage from the Tri-County trunk water mains;
- Leakage from the portion of the West Lorne water distribution system that is not located downstream of a Tri-County meter chamber;
- Underestimated customer meter readings in the West Lorne portion of the West Elgin water distribution network; and
- Losses due to system flushing.

The average calculated flow deficit based on the 2022 and 2023 data is approximately 17 percent of the total flow supplied by Tri-County. The magnitude of this flow deficit cannot be reasonably attributed solely to losses in the West Lorne portion of the West Elgin water system caused by leakage, flushing and/or inaccurate customer meter data. Consequently, a significant portion of this water deficit is likely associated with the Tri-County portion of the network.

## Discussion

Using the current West Elgin water consumption calculation methodology, any flow measurement errors and water losses from the Tri-County system are included in West Elgin's consumption. The result significantly overestimates West Elgin's actual water use. A more accurate method for calculating West Elgin's consumption is presented by the following equation:

**Equation 4:**

$$\text{West Elgin Consumption} = \text{Rodney Consumption} + \text{Crinan Consumption} + \text{West Lorne Consumption} + \text{West Lorne Flushing} + \text{West Lorne Leakage}$$

This equation accounts for the significant components of the West Elgin water consumption using the best available data. The resulting West Elgin water consumption is summarized in the following table.

**Table 5: Revised West Elgin Annual Water Consumption Calculation (m<sup>3</sup>)**

Value	2022	2023
<b>West Elgin Water Use</b>		
Rodney <sup>1</sup>	206,882	198,566
West Lorne <sup>2</sup>	128,913	122,978
Crinan <sup>1</sup>	122,660	120,709
<b>Use Subtotal</b>	<b>458,455</b>	<b>442,253</b>
<b>West Lorne Water Losses</b>		
Flushing <sup>3</sup>	1,000	1,000
Leakage <sup>4</sup>	12,891	12,298
<b>Loss Subtotal</b>	<b>13,891</b>	<b>13,298</b>
<b>TOTAL CONSUMPTION</b>	<b>472,346</b>	<b>455,551</b>

**Notes:**

- <sup>1</sup> From Tri-County meter chamber data.
- <sup>2</sup> From customer meter data.
- <sup>3</sup> Based on seven unmetered blow off locations and one unmetered autoflusher.
- <sup>4</sup> Based on 10% of the West Lorne measured water use.

The annual system flushing volume for the blow offs located in the West Lorne portion of the network was estimated based on the following information:

- Seven blow off locations;
- Annual flushing frequency of seven times per year;
- Flushing duration of 10 minutes; and
- An assumed flow rate of 30 L/s.

The resulting calculated volume of approximately 880 m<sup>3</sup>/year was rounded up to 1,000 m<sup>3</sup>/year to account for the annual volume used by the Gray Line autoflusher.

Leakage from the West Lorne portion of the system is estimated assuming that water losses account for a percentage of the supplied flow. Based on information from Environment Canada presented in its 2011 Municipal Water Use Report, water losses represent approximately 13.3% of total water use in municipal water distribution systems. The report also notes that large cities tend to have more water lost through leaks than smaller communities. Based on this, a reasonable assumption for leakage from the West Lorne system is 10%.

Dillon reviewed the water distribution network to evaluate whether additional meter chambers could be installed to better measure the flow supplied by Tri-County to the West Lorne portion of the system. The results of the review suggest that this strategy probably isn't feasible because the many connections from the Tri-County trunk watermain to the West Lorne network would require a significant number of meter chambers. These chambers would likely interfere with flows under high demand conditions within the West Lorne Settlement Area and could affect available fire flows. Furthermore, installing a meter chamber on the Tri-County trunk watermain isn't feasible because it would prevent flows from the West Lorne standpipe from feeding the southern portion of the network.

## Conclusions and Recommendations

The current method used to calculate West Elgin's water consumption overestimates the Municipality's water use. The available data suggest that there is a significant deficit between the flow supplied at the WTP and the flows used by the Tri-County member municipalities. Using the current calculation methodology, this deficit is borne exclusively by West Elgin.

Based on the results of Dillon's review, Equation 4 provides a more accurate method for calculating West Elgin's water consumption using the available data. While there is some uncertainty associated with the values used to calculate the total consumption for the West Lorne portion of the system, the accuracy of these values can be improved through additional investigation, including:

- Confirming the flushing losses by reviewing the calculation assumptions. The Municipality could also consider directly measuring the flushing volumes;
- Completing a detailed review of the water billing records to confirm the accuracy of the West Lorne customer meter data. Some of the review tasks may include:
  - Filtering the data to remove duplicate records;
  - Sorting the data to identify meters that may be undermeasuring flows;
  - Analyzing the data to identify trends, such as comparing the per meter water use in West Lorne with Rodney and Crinan;
- Compiling pipe age and pipe material data to characterize the West Lorne water distribution network. Once tabulated, this data can then be compared with the pipe data for the Tri-County trunk watermains to identify areas with highest risk of leakage.

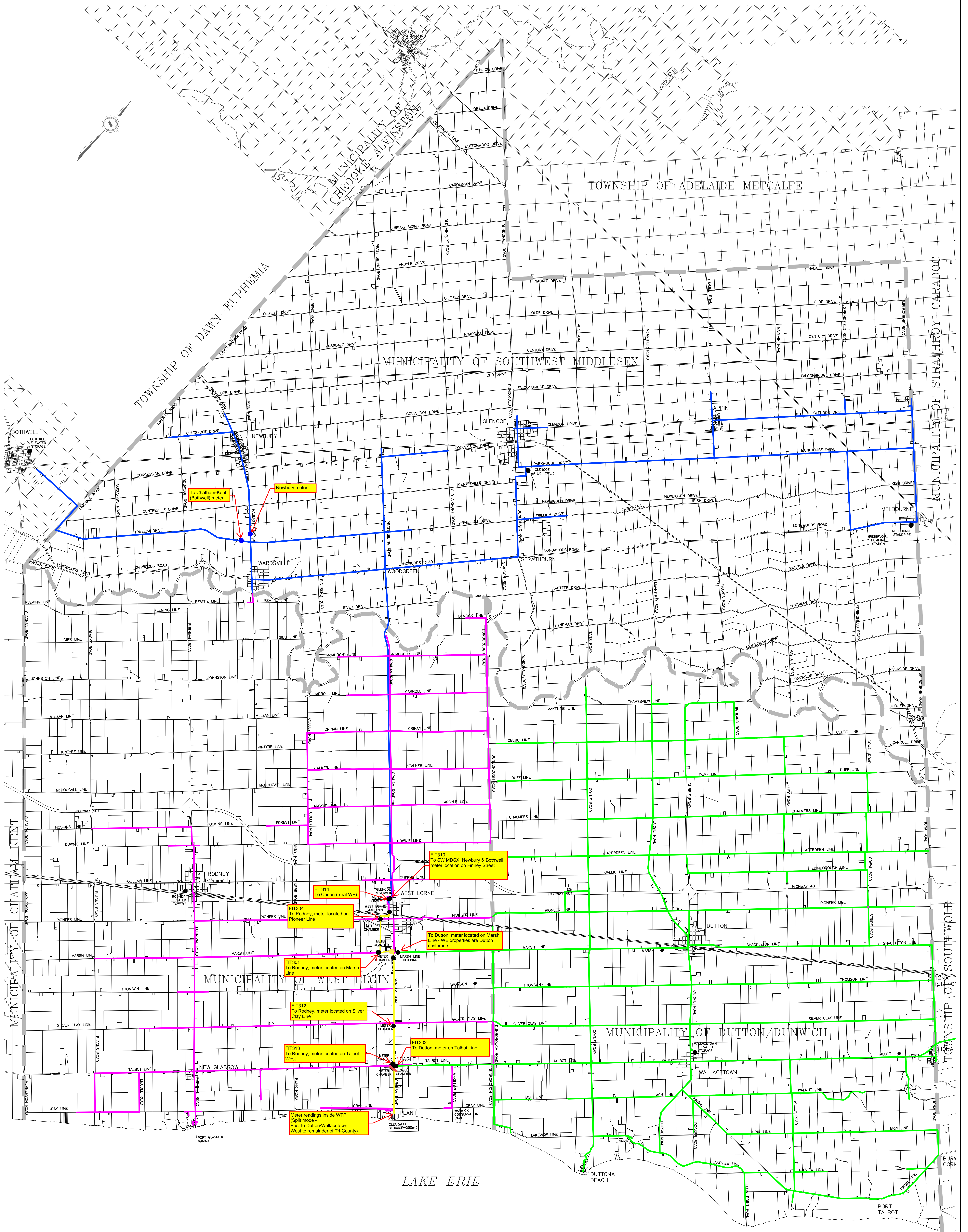
The Tri-County Board should consider investigating the causes for the difference between the flow supplied at the WTP and the flows used by the Tri-County member municipalities. The investigation may include:

- Inspecting the Tri-County meter chambers and verifying the flow meter accuracy; and
- Completing a leak detection investigation of the Tri-County trunk watermain.

### DILLON CONSULTING LIMITED

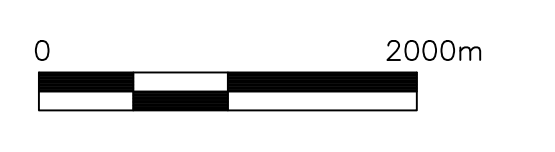
Attachments: Figure – Tri-County Water Lines

# TRI-COUNTY TRUNK WATER LINES

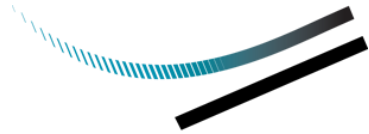


**LEGEND**

TRI-COUNTY	
DUTTON/DUNWICH	
SOUTHWEST MIDDLESEX	
WEST ELGIN	



**SPRIET ASSOCIATES LONDON LIMITED**  
 DATE: FEBRUARY 24, 2021  
 PROJECT NO. 220296



**DILLON**  
CONSULTING

MUNICIPALITY OF WEST ELGIN

# Water Distribution System Analysis

January 2025 – 24-7728

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### Appendices

A	System Schematic
B	Model Validation
C	Model Results

## 1.0 Introduction

Dillon Consulting Limited (Dillon) was retained by the Municipality of West Elgin (Municipality) to develop a hydraulic model of the Municipality's water distribution network. The model provides a computer numeric simulation of the distribution network hydraulic performance using WaterCAD CONNECT Edition software. The model is based on geographic information system (GIS) data, historic water consumption data, agreements for water supply, as well as operational data provided by the Municipality.

This report documents the model set-up, the parameters used for validation of the model performance, a summary of the observed operating conditions of the existing West Elgin water system, and a projection of the model results under future demand scenarios. This report concludes with hydraulic deficiencies within the system based on model review of existing and proposed future conditions, and recommendations for upgrades as appropriate.

### 1.1 Background

The Municipality of West Elgin water distribution system services approximately 1,700 customers (approximate population of 5,000 people) in both rural areas and the settlement areas of Rodney, West Lorne, Clachan, Eagle, New Glasgow and Port Glasgow. The distribution system watermains range in size from 100 mm to 350 mm diameter, with a total length of approximately 160 km.

### 1.2 Objectives

The objectives of the hydraulic analysis are to:

- Develop a validated hydraulic model of the Municipality's water distribution system;
- Identify areas within the network that do not meet minimum performance requirements in accordance with provincial guidelines; and
- Develop recommendations for future capital projects to improve the operation of the distribution system and service future growth.

The hydraulic model developed for this project can be used by the Municipality in the future as a long-range planning tool to review and evaluate various operational alternatives. Future revisions to the model will be required to accurately represent the water system as the network is expanded and development in the Municipality proceeds.

## 2.0 Existing Water Distribution System

West Elgin is a member of the Tri-County Water Board, whose other members include the Municipality of Southwest Middlesex, the Village of Newbury, the Municipality of Chatham/Kent, and the Municipality of Dutton/Dunwich. The Tri-County water distribution system is operated in accordance with the terms of the Tri-County Water Board servicing agreement.

West Elgin is located at the upstream end of the water supply network. Water from the water treatment plant (WTP) located on the Lake Erie shoreline near Eagle is conveyed through West Elgin to the other member municipalities by approximately 12 km of trunk watermain owned by the Tri-County System. Meter chambers are located at the connections to the other member municipalities, as shown on the system schematic presented in **Appendix A**.

Brief descriptions of the significant components of the water distribution network are provided below.

### 2.1 Water Treatment Plant

The Tri-county WTP is a Class 2 water treatment facility with a design capacity of 12,160 m<sup>3</sup>/day. It operates both a High Lift Pumping Station (HLPS) and a Low Lift Pumping Station (LLPS). Drinking water is supplied to the Tri-County municipalities via two 350 mm watermains leaving the plant that are fed by the HLPS.

The HLPS operates based on flow and pressure setpoint requirements and can supply drinking water to member Tri-County municipalities under combined or split mode settings. In combined mode, either of the 350 mm watermains leaving the WTP can be selected to feed the entire Tri-County distribution system. In Split Mode, the west watermain supplies West Lorne, Rodney and Southwest Middlesex while the east watermain supplies Dutton-Dunwich. Based on information provided by the Ontario Clean Water Agency (OCWA) which is the system operator, the default setting is Split Mode.

### 2.2 Distribution Pipe Network

The distribution network consists of watermains (excluding services) ranging in diameter from 100 mm to 350 mm diameter. All physical data for the pipe network is based on GIS information provided by the Municipality. Pipe age and material were not identified in the available GIS information for most of the network.

### 2.3 West Lorne Standpipe

Based on GIS information of the West Lorne standpipe provided by the Municipality, the ground elevation at the base of the standpipe is approximately 214.08 m. The total storage is approximately 3,000 m<sup>3</sup>, based on a diameter of 9.75 m. The information presented in the **Table 1** summarizes the setpoints of the West Lorne standpipe.

**Table 1: West Lorne Standpipe Operating Setpoints**

Setpoint	Elevation (m)	Level (m)
Maximum Fill	254.38	40.0
High Water Level	250.88	36.5
Low Water Level	247.38	33.0

### 2.4 Rodney Elevated Storage Tank

Based on GIS information provided by the Municipality, the ground elevation at the base of the Rodney elevated storage tank is approximately 209.38 m. The calculated total storage of the tank is approximately 226 m<sup>3</sup>, based on a diameter of 12 m measured from recent aerial photography. The information presented in **Table 2** summarizes the operating setpoints of the elevated storage tank provided by OCWA.

**Table 2: Rodney Elevated Storage Tank Operating Setpoints**

Setpoint	Elevation (m)	Level (m)
Assumed Overflow	249.38	10.0
High Water Level	248.88	9.5
Low Water Level	247.38	8.0

### 2.5 Connections to Tri-County Member Municipalities

A summary of the Tri-County system service connections to other municipalities is presented in the **Table 3**.

**Table 3: Municipal Connections**

Municipality	Connection ID	Description
Dutton-Dunwich	FIT302 & two meters without IDs	Meters located on Talbot Line, Marsh Line, and Pioneer Line, all east of Graham Road
Southwest Middlesex, Newbury, and Chatham-Kent	FIT310	Meter located on Finney Street

## 2.6 Pumps

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Four high lift pumps at the WTP supply water to the West Elgin water distribution system. Three are constant speed pumps and one operates on a Variable Frequency Drive (VFD). The pumps have a design capacity of 200 L/s and 1000 kPa. Drinking water discharged from the WTP is controlled by a PRV to maintain the system flow setpoint requirement of 70 L/s.

There are no known booster pumps located within the West Elgin water distribution network.

## 2.7 Control Valves

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Except for the PRVs located at the WTP, there are no known pressure or flow control valves located within the West Elgin water distribution network. According to Municipal staff, there are four isolation valves in the system at the supply points to Rodney. These isolation valves are normally open under typical operating conditions.

## 3.0 Hydraulic Model Development

Brief descriptions of the data and assumptions used to build the hydraulic model are provided below.

### 3.1 Water Supply

The West Elgin water distribution network was modelled under steady state conditions. Water is supplied in the model from both the West Lorne standpipe and the Rodney water tower. The hydraulic grade line (HGL) for both standpipe and tower were set to 247.38 m, which is the operating low water level for both tanks.

### 3.2 Pipe Network

The locations, sizes, and alignment of the West Elgin watermains were taken from available GIS information. Junctions were assigned to the ends of each pipe and the ground elevation at each junction was interpolated from available topographic mapping.

Pipe friction losses are calculated in the WaterCAD model using the Hazen-Williams equation, which uses an empirical roughness coefficient (C-factor) that is selected based on the pipe material, diameter, and condition. C-factors were assigned to the modelled pipes based on provincial guidance, as summarized in **Table 4**.

**Table 4: Watermain C-Factors**

Pipe Diameter (mm)	C-Factor
<= 150	100
200 - 250	110
> 250	120

### 3.3 Water Demands

The Municipality provided water billing records for 2021, 2022, and 2023. This data was used to estimate the locations and magnitudes of demands within the West Elgin water distribution network.

#### 3.3.1 Average Daily Demand and Per-Capita Consumption

Average daily demand (ADD) in the West Elgin water distribution network was estimated using the 2023 water billing data. The total annual billed volumes were reviewed and locations with either low or high values were identified.

At locations with billed annual volumes less than 100 m<sup>3</sup>/year, the values were compared with the reported volumes for 2021 and 2022. Where the billing data showed similar annual volumes for each year, the 2023 data were used. At locations where the billed volumes were greater for 2021 and 2022 than 2023, the average of the 2021/2022 data were used.

At locations with billed annual volumes greater than 1000 m<sup>3</sup>/year, aerial photography was used to verify that the observed water consumption was consistent with the existing land use.

### 3.3.2 Demand Allocation

Accurately assigning the locations of demands within the network is an important step in setting up the water distribution system analysis. GIS was used to georeference each water billing record based on the corresponding address. The associated demands were then allocated to the model by assigning each billing meter location to the nearest modelled junction.

### 3.3.3 Peaking Factors

Peaking factors for the West Elgin water distribution system were calculated based on the existing West Elgin population using the guidance presented in Design Guidelines for Drinking Water Systems (MOE, 2008). The resulting peaking factors are 2.0 for maximum day demand (MMD) conditions and 3.0 for peak hour demand (PHD) conditions.

These peaking factors were applied to all the demands in the West Elgin portion of the network for each of the evaluated scenarios. However, the peaking factors at the locations that represent the Tri-County Member Municipality connections were limited to 2.0 under PHD conditions, under the assumption that downstream storage provides the necessary additional capacity to meet peak demands.

## 4.0

## Model Validation

A model validation was performed to verify that the hydraulic model produces results that are consistent with observed system behavior. The hydraulic model was validated using the hydrant test data summarized in **Appendix B**.

## 4.1

### Static Pressure Comparison

The static pressures at all the West Elgin fire hydrants were calculated using the hydraulic model under existing ADD conditions and compared with the static pressure measured at each hydrant for the flow tests. The detailed comparison calculations are presented in **Appendix B** and a summary of the comparison results is presented in **Table 5**.

**Table 5: Model Validation Static Pressure Summary**

Parameter	Value
No. of Evaluated Hydrants	191
No. of Hydrants with Calculated Absolute Difference >10 psi	4
Maximum Calculated Difference (psi)	9.8
Minimum Calculated Difference (psi)	-22.7
Median Calculated Difference (psi)	0.3

The calculation results show that the calculated difference in static pressures was greater than 10 psi at four locations. The hydrants where these differences occurred are all located near the WTP, and in all cases the measured static pressure was greater than the value calculated using the hydraulic model. The differences in the static pressures at these locations could be caused by the HLPs running at the time of the hydrant flow tests.

## 4.2

### Fire Flow Comparison

Fire flow calculations were completed for all the fire hydrants represented in the hydraulic model to estimate the available fire flow at a minimum service pressure of 20 psi. The fire flow calculations were calculated under existing ADD conditions and the results were compared with the corresponding hydrant test data. The detailed comparison calculations are presented in **Appendix B** and a summary of the comparison results is presented in **Table 6**.



**Table 6: Model Validation Fire Flow Summary**

Parameter	Value
No. of Evaluated Hydrants	191
No. of Hydrants with Calculated Absolute Difference >50 L/s	44
Maximum Calculated Difference (L/s)	183
Minimum Calculated Difference (L/s)	-661
Median Calculated Difference (L/s)	-11

The calculation results show that the calculated absolute difference in fire flow was greater than 50 L/s at 44 locations. There are several reasons why this may occur. Most significantly, specific system conditions were assumed for the fire flows calculated using the hydraulic model. For these calculations, the water levels in the standpipe and water tower were assumed to be at their low operating limit and the HLPS was assumed to be turned off. In contrast, the actual system conditions were likely different at the time of the field tests, which likely accounts for much of the difference between the two data sets. Other reasons for the differences may include errors in the hydrant test measurements and inaccurate representations of the hydrant leads at some locations.

## 4.3

### Validation Conclusion

The model validation was completed using measured flow data at 191 fire hydrants. This is an excellent sample size, covering nearly the entire network.

The median calculated pressure difference is 0.3 psi, which suggests that the hydraulic model provides an accurate representation of the static pressures in the overall existing system. The median calculated difference in fire flows is reasonably small, and the negative value indicates that the fire flows calculated using the model are on average lower than the results from the hydrant flow tests. Based on this, the hydraulic model provides reasonable, slightly conservative predictions of the anticipated fire flows in the West Elgin water distribution network.

Overall, the hydraulic model provides an accurate representation of the existing hydraulic conditions in the West Elgin network. The model can be used with confidence to evaluate the hydraulic performance of the system. However, field testing should always be completed to confirm the model results prior to completing system changes.

## 5.0 Existing System Performance

The hydraulic model was used to evaluate the West Elgin water distribution network performance under existing water demands. Steady state calculations were performed for ADD, MDD, and PHD scenarios, in addition to fire flow conditions.

### 5.1 Normal Operating Conditions

Existing conditions hydraulic calculations were performed to identify locations within the Municipality of West Elgin system with low service pressures, and to establish a baseline to evaluate the effects of future development. The following system conditions were assumed to yield conservative estimates of the minimum system pressures:

- The HLPS at the WTP is turned off;
- The water surface elevation in the Rodney standpipe is 247.38 m, which is the lower limit of its operating range; and
- The water surface elevation in West Lorne elevated water tank is 247.38 m, which is the lower limit of its operating range.

The existing conditions hydraulic calculation results are summarized in **Table 7**.

**Table 7: Existing Conditions Results Summary**

Demand	Minimum Calculated Pressure (psi)	Maximum Calculated Pressure (psi)	Number of Junctions with Pressure <40 psi	Number of Junctions with Pressure >100 psi
ADD	43.4	102.3	0	1
MDD	43.0	101.9	0	1
PHD	42.3	101.6	0	1

Based on the guidance presented in Design Guidelines for Drinking Water Systems (MOE, 2008), the minimum allowable service pressure in a water distribution network is 40 psi, and the maximum recommended pressure is 100 psi.

The calculation results presented in **Table 7** show that the minimum pressures for all the existing condition evaluated scenarios are greater than 40 psi. The lowest pressures occur at the eastern limits of the Queens Line and Silver Clay Line watermains and are due to the locally high ground elevations at these locations.

The calculated maximum pressures are greater than 100 psi at one location in Port Glasgow. The highest pressures occur at southern limit of the 100 mm diameter watermain located on Havens Lake

Road, near the Port Glasgow Marina and Yacht Club. The high pressures at this location are due to the low ground elevations at this location, which is on the Lake Erie shoreline.

## 5.2 Fire Flow Conditions

Steady state hydraulic calculations were performed using the hydraulic model to estimate the available fire flows at all the fire hydrants included in the West Elgin hydraulic model. The fire flow calculations were performed using the following system conditions:

- Minimum allowable residual pressure of 20 psi;
- Maximum day demand (MDD) conditions;
- The WTP pump is turned off;
- The water surface elevation in the Rodney standpipe is 247.38 m, which is the lower limit of its operating range; and
- The water surface elevation in West Lorne elevated water tank is 247.38 m, which is the lower limit of its operating range.

The minimum fire flow design threshold is dependant on the type of buildings serviced by the hydrant, their construction, setbacks from other structures, and the presence or absence of fire suppression systems. The minimum fire flow identified in the National Fire Protection Association (NFPA) standards is 31.5 L/s, for one and two-family dwellings. A summary of the NFPA hydrant colour coding is presented in **Table 8**.

**Table 8: NFPA Hydrant Colour Codes**

Colour	Available Fire Flow (gpm)	Available Fire Flow (L/s)
Blue	>1,500	>94.6
Green	1,000 to 1,499	63.1 to 94.6
Orange	500 to 999	31.5 to 63.0
Red	<500	<31.5

Based on the hydraulic model results, the calculated available fire flows are lower than 31.5 L/s at 34 locations, as documented in **Appendix C**. As shown in **Table 8**, the corresponding colour code for these hydrants is red. These results were compared with the colour coding assigned based on the hydrant field test data. In all but one case, the corresponding NFPA colour coding based on the hydrant test data was either orange or red, which shows that the hydraulic model accurately predicts the locations with the lowest fire flows.

The pipe network was reviewed to identify potential causes of the low available fire flows at these locations. The following conditions contribute to low calculated fire flows in the West Elgin system:

- **Hydrants located on long, small diameter watermains** – Most of the hydrants with low predicted fire flows are located on watermains of 150 mm diameter or less;
- **Lack of watermain looping** – The closest lateral to most of the hydrants with low predicted fire flows is more than 1 km away; and
- **Ground Elevation** – Hydrants located at higher elevations tend to have lower predicted fire flows.

## 6.0

## Future Conditions

The following two development scenarios were used to evaluate the ability of the water distribution system to accommodate future development:

1. Full buildout of the West Elgin settlement areas based on future land use information from the Official Plan; and
2. Full buildout of the West Elgin settlement areas and supplying the Area Water Board member municipalities at their maximum allocations.

Hydraulic calculations were performed for both the future scenarios based on the following system conditions:

- The WTP pump is turned off;
- The water surface elevation in the Rodney standpipe is 247.38 m, which is the lower limit of its operating range; and
- The water surface elevation in West Lorne elevated water tank is 247.38 m, which is the lower limit of its operating range.

These conditions were selected to yield conservative estimates of the minimum system pressures.

## 6.1

### Future Condition Demands

The future condition demands in West Elgin were estimated based on the future land uses identified in the Official Plan. The total future growth population identified in the Official Plan was allocated to each settlement area based on its area of undeveloped land designated for residential use. A per capita demand of 350 L/capita/day based on the guidance presented in Design Guidelines for Drinking Water Systems (MOE, 2008) was used to calculate the future residential demand for each settlement area. Future demands for undeveloped employment lands were calculated based on a unit demand of 28 m<sup>3</sup>/ha/day. This value was taken from the guidance presented in Design Guidelines for Drinking Water Systems (MOE, 2008).

A summary of the West Elgin future conditions demands is presented in **Table 9**.

**Table 9: West Elgin Future Demands**

Parameter	Settlement Area	
	Rodney	West Lorne
Future Residential Area (ha)	95	85
No. Future Residential Units	406	364
Future Residential Population	894	800
Future Residential ADD (m <sup>3</sup> /day)	313	280
Future Employment Lands Area (ha)	20	20
Future Employment Lands ADD (m <sup>3</sup> /day)	560	560
Total Future ADD (m <sup>3</sup> /day)	873	840

Future condition demands for the Area Water Board member municipalities are based on the maximum allowable supply rates identified in the Tri-County Water Board servicing agreement, as summarized in **Table 10**.

**Table 10: Tri-County Water Board Member Future Demands**

Municipality	Demand (m <sup>3</sup> /year)	Average Day Demand (L/s)
West Elgin	1,714,857	54.4
Dutton-Dunwich	759,074	24.1
Southwest Middlesex/Newbury/ Chatham-Kent	1,491,973	47.3

## 6.2 Future Scenario 1 Results

Future conditions hydraulic calculations were performed to evaluate the impacts of future growth on the water distribution system performance. In this scenario, the water demands at Rodney and West Lorne were increased to represent the growth conditions presented in **Table 9** and the water demands for the other Area Water Board member municipalities remained at existing condition rates. The future conditions hydraulic calculation results under normal operating conditions are summarized in **Table 11**.

**Table 11: Future Conditions Scenario 1 Results Summary**

Demand	Minimum Calculated Pressure (psi)	Maximum Calculated Pressure (psi)	Number of Junctions with Pressure <40 psi	Number of Junctions with Pressure >100 psi
ADD	43.3	102.2	0	1
MDD	42.2	101.6	0	1
PHD	41.9	101.6	0	1

The analysis results presented in **Table 11** show that the lowest calculated pressures meet the minimum provincial requirements for the evaluated future development condition. Similar to existing conditions, the highest calculated pressures occur near the Port Glasgow Marina and Yacht Club.

Hydraulic calculations were performed using the hydraulic model to estimate the available fire flows under future demand conditions at all the fire hydrants included in the West Elgin hydraulic model. The hydraulic model results show that 35 of the evaluated hydrants have calculated fire flow less than 31.5 L/s at a minimum pressure of 20 psi, compared with 34 hydrants under existing conditions.

Based on the hydraulic analysis results, the existing West Elgin water distribution system has sufficient capacity to accommodate the anticipated growth identified in the Official Plan.

### 6.3 Future Scenario 2 Results

In this scenario, the water demands at Rodney and West Lorne were increased to represent the growth conditions presented in **Table 9** and the water demands for the other Area Water Board member municipalities were increased to the maximum demand allocations presented in the Water Board Agreement, as summarized in **Table 10**. The future conditions hydraulic calculation results under normal operating conditions are summarized in **Table 12**.

**Table 12: Future Conditions Scenario 2 Results Summary**

<b>Demand</b>	<b>Minimum Calculated Pressure (psi)</b>	<b>Maximum Calculated Pressure (psi)</b>	<b>Number of Junctions with Pressure &lt;40 psi</b>	<b>Number of Junctions with Pressure &gt;100 psi</b>
ADD	42.3	102.2	0	1
MDD	38.2	101.5	12	1
PHD	37.7	101.6	25	1

Similar to the Scenario 1 results, the minimum calculated pressures are greater than 40 psi under ADD conditions. However, under MDD and PHD conditions, the minimum calculated pressures are less than 40 psi. The locations with the lowest calculated pressures are generally located on Queens Line north of West Lorne and on Dunborough Road from Downie Line to Stalker Line, as documented in **Appendix C**.

Hydraulic calculations were performed using the hydraulic model to estimate the available fire flows under future demand conditions at all the fire hydrants included in the West Elgin hydraulic model. The hydraulic model results show that 35 of the evaluated hydrants have calculated fire flow less than 31.5 L/s at a minimum pressure of 20 psi, compared with 34 hydrants under existing conditions. Thus, while the future development demands reduce the fire flow performance of the existing system, the anticipated change is not drastic.

Based on the hydraulic analysis results, the existing West Elgin water distribution system does not have sufficient capacity to meet the minimum service pressure requirements under the Future Scenario 2 demand conditions. Future system improvements will be required to mitigate the impacts of the anticipated maximum day future demands in the Tri-County Member Municipalities.

## 6.4 Future System Improvements

The calculation results for the Future Scenario 2 MDD and PHD conditions show that the minimum calculated pressures in West Elgin are less than 40 psi. The lowest calculated pressures are all located north of West Lorne, downstream of the connection to the Glencoe Reservoir, which services Southwest Middlesex, Newbury, and Chatham-Kent.

Future improvements to the West Elgin water distribution system network will likely be required if the municipalities of Southwest Middlesex, Newbury, and Chatham-Kent are supplied at the maximum allocation identified in the Tri-County Water Board Agreement. **Table 13** shows the impact of the future demands on the local calculated HGL elevations at the connection to the Glencoe Reservoir and on Graham Road near the locations of the upstream-most low pressures.



**Table 13: Calculated HGL Comparison – PHD Condition**

Development Condition	Calculated Hydraulic Gradeline Elevation (m)	
	Connection to Glencoe Reservoir	Graham Road at Queens Line
Existing	246.97	246.97
Future Scenario 1	246.37	246.02
Future Scenario 2	243.43	243.08

The calculation results summarized in **Table 13**, show that the future Tri-County Member demands evaluated in Future Scenario 2 significantly reduce the HGL elevation in the northern portion of the West Elgin water distribution network, resulting in low calculated service pressures north of West Lorne. However, the following considerations should be kept in mind when evaluating these results:

- A MDD peaking factor of 2.0 was applied to the supply to the Glencoe Reservoir. This assumption may overestimate the actual future peak flow supplied at this connection; and
- The calculations are performed based on the maximum allowable demand allocations to Southwest Middlesex, Newbury, and Chatham-Kent. The timing of the future development that would require this future demand is uncertain but is likely to increase gradually. Thus, there is no current urgency to implement mitigation measures.

Two potential system improvements should be considered to mitigate the anticipated future low pressures north of West Lorne:

1. Provide a flow control valve to limit the peak flows supplied to the Glencoe Reservoir; or
2. Provide a booster pumping station downstream of the Glencoe Reservoir connection to increase service pressures north of West Lorne.

The proposed flow control valve would limit the peak flow supplied to the Glencoe Reservoir to the maximum supply rate presented in the Tri-County Board Agreement. This would reduce the headloss from the West Lorne Standpipe to the Glencoe Reservoir connection, resulting in a higher local HGL elevation. This strategy should be discussed with the Tri-County Board and the Municipality of Southwest Middlesex system operator to confirm the anticipated future supply requirements and obligations.

A booster pumping station located north of West Lorne would increase local service pressures and could also be designed to improve local fire flows. Since it would provide direct benefit to only the West Elgin system, the Municipality of West Elgin would likely be solely responsible for its design, construction, and operation.

## 7.0

## Conclusions and Recommendations

Dillon developed a hydraulic model of the Municipality of West Elgin's water distribution system that can be used as a long-range planning tool to review and evaluate various operational alternatives. The model was used to evaluate both existing condition and future development condition scenarios to evaluate the system performance. The hydraulic analysis results suggest:

- Under existing conditions, the minimum pressures in the existing West Elgin water distribution system are greater than the minimum provincial requirement of 40 psi;
- Under existing conditions, the calculated available fire flows at 34 hydrants are less than 31.5 L/s;
- The existing West Elgin water distribution network provides sufficient capacity to accommodate the proposed growth identified in the Official Plan, while maintaining minimum service pressures of 40 psi; and
- Supplying the Tri-County Board Member Municipalities at the maximum rates allocated in the Tri-County Board Agreement causes the minimum calculated service pressures in the West Elgin system to fall lower than 40 psi.

The following recommendations were developed based on the results of the hydraulic analysis:

- The fire flow results should be reviewed with the Municipality's fire protection services to evaluate whether hydrants with low available fire flows present a significant risk and whether a mitigation strategy should be developed;
- The water distribution system should be periodically monitored near the Port Glasgow Marina and Yacht Club since the local high pressures can increase the risk of watermain breaks, though based on information provided by Municipal operations staff the risk may be relatively low, as this portion of the system is comprised of DR26 PVC pressure pipe;
- A strategy should be developed to mitigate low pressures north of West Lorne when supply to the Glencoe Reservoir is increased; and
- The hydraulic model should be periodically updated to accurately represent the water distribution system as the network is expanded and development in the Municipality proceeds.

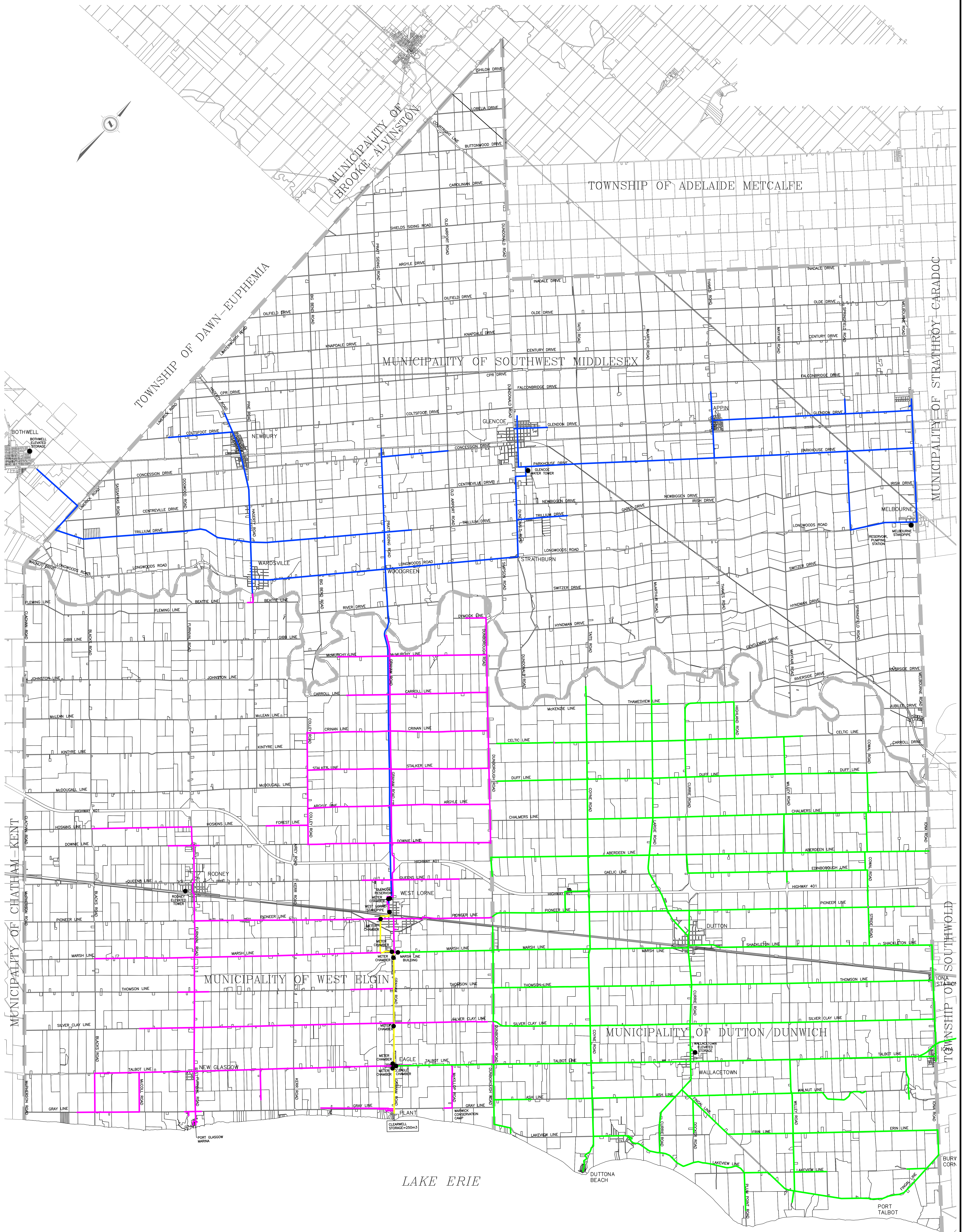
The hydraulic analysis presented in this report was limited to evaluating the performance of the existing water distribution network. As future development proceeds, the Municipality should consider:

- Evaluating the existing system storage to confirm that there is adequate capacity to accommodate fire flows and emergency storage requirements;
- Completing a risk assessment to evaluate the impacts of various watermain break scenarios and developing corresponding mitigation strategies;
- Completing extended period simulation hydraulic calculations if the Municipality has any concerns about water quality, residual chlorine, or water quality within the distribution network; and
- Confirming the capacity of the existing WTP pumps to meet future demands.

# Appendix A

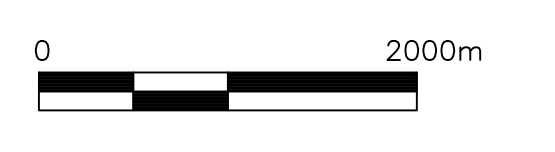
## *System Schematic*

# TRI-COUNTY TRUNK WATER LINES



**LEGEND**

TRI-COUNTY	
DUTTON/DUNWICH	
SOUTHWEST MIDDLESEX	
WEST ELGIN	



# Appendix B

## *Model Validation*





### Hydraulic Model Validation Summary

West Elgin Fire Flow Date	Time	Test Hydrant Information					Model Results							
		HY_ID Number	Pressure Static		Fire Flow Rating		HY_ID Number	Pressure		Static Pressure (PSI)	Fire Flow @ 20 psi (L/s)	Color Code	Fire Flow Difference @ 20 psi (L/s)	Fire Flow % of actual
			(PSI)	@ 20 psi gpm	@ 20 psi (L/s)	Color Code		(PSI)	% of actual					
			(PSI)	(PSI)	(PSI)	(PSI)		(PSI)	(PSI)					
18-Apr-2023	11:21:00	142	54.68	1835.47	115.80	BLUE	142	56	102%	1.32	214.85	BLUE	99	186%
18-Apr-2023	11:39:00	143	55.77	1412.97	89.14	GREEN	144	59.1	106%	3.33	199.04	BLUE	110	223%
18-Apr-2023	12:03:00	143	54.91	2741.5	172.96	BLUE	143	56.3	103%	1.39	211.06	BLUE	38	122%
18-Apr-2023	11:51:00	144	58.04	2742.43	173.02	BLUE	145	54.8	94%	-3.24	233.62	BLUE	61	135%
18-Apr-2023	12:25:00	145	53.85	2406.23	151.81	BLUE	146	55.1	102%	1.25	120.77	BLUE	-31	80%
18-Apr-2023	12:16:00	146	54.84	2377.48	150.00	BLUE	147	54.9	100%	0.06	246.51	BLUE	97	164%
18-Apr-2023	12:36:00	147	54.84	2267.89	143.08	BLUE	148	55	100%	0.16	241.40	BLUE	98	169%
18-Apr-2023	12:49:00	148	55.42	2185.42	137.88	BLUE	149	54.7	99%	-0.72	250.00	BLUE	112	181%
18-Apr-2023	13:00:00	149	54.42	2067.98	130.47	BLUE	150	55.5	102%	1.08	250.00	BLUE	120	192%
18-Apr-2023	14:01:00	150	53.75	2011.82	126.93	BLUE	151	57.1	106%	3.35	250.00	BLUE	123	197%
18-Apr-2023	13:52:00	151	55.27	2137.38	134.85	BLUE	152	56.8	103%	1.53	250.00	BLUE	115	185%
18-Apr-2023	14:14:00	153	52.52	1996.4	125.95	BLUE	153	54	103%	1.48	149.00	BLUE	23	118%
18-Apr-2023	14:35:00	154	52.44	2297.12	144.93	BLUE	154	54.2	103%	1.76	62.17	ORANGE	-83	43%
18-Apr-2023	14:46:00	155	53.85	1125.66	71.02	GREEN	155	54.8	102%	0.95	49.43	ORANGE	-22	70%
18-Apr-2023	15:02:00	156	55.65	2411.27	152.13	BLUE	156	56.5	102%	0.85	184.92	BLUE	33	122%
18-Apr-2023	15:25:00	157	53.26	1727.99	109.02	BLUE	157	54.6	103%	1.34	113.79	BLUE	5	104%
18-Apr-2023	15:15:00	158	53.68	1757.72	110.89	BLUE	158	54.4	101%	0.72	54.17	ORANGE	-57	49%
19-Apr-2023	9:13:00	159	53.92	2068.31	130.49	BLUE	159	55.1	102%	1.18	205.30	BLUE	75	157%
19-Apr-2023	9:34:00	160	53.01	2139.8	135.00	BLUE	160	54.2	102%	1.19	124.86	BLUE	-10	92%
19-Apr-2023	9:50:00	161	53.52	1936.59	122.18	BLUE	161	55.1	103%	1.58	163.58	BLUE	41	134%
19-Apr-2023	10:02:00	162	53.45	2064.86	130.27	BLUE	162	54.4	102%	0.95	176.44	BLUE	46	135%
19-Apr-2023	10:12:00	163	53.62	2020.61	127.48	BLUE	163	55	103%	1.38	184.51	BLUE	57	145%
19-Apr-2023	12:00:00	164	51.53	2109.8	133.11	BLUE	164	54.1	105%	2.57	162.97	BLUE	30	122%
19-Apr-2023	11:51:00	165	54.49	1811.19	114.27	BLUE	165	55.8	102%	1.31	120.70	BLUE	6	106%
19-Apr-2023	11:37:00	166	53.68	1543.49	97.38	BLUE	166	56.7	106%	3.02	58.51	ORANGE	-39	60%
19-Apr-2023	11:27:00	167	51.85	1591.61	100.41	BLUE	167	54.2	105%	2.35	108.79	BLUE	8	108%
19-Apr-2023	10:24:00	168	53.18	1821.54	114.92	BLUE	168	55.1	104%	1.92	136.80	BLUE	22	119%
19-Apr-2023	10:56:00	169	55.35	1693.96	106.87	BLUE	169	57	103%	1.65	92.94	GREEN	-14	87%
19-Apr-2023	11:16:00	170	51.53	1560.51	98.45	BLUE	170	54.1	105%	2.57	37.13	ORANGE	-61	38%
18-Apr-2023	15:39:00	171	53.85	2500.65	157.77	BLUE	171	55.4	103%	1.55	250.00	BLUE	92	158%
18-Apr-2023	16:09:00	172	52.39	1831.63	115.56	BLUE	172	53.9	103%	1.51	209.96	BLUE	94	182%
18-Apr-2023	15:59:00	173	53.01	1970.85	124.34	BLUE	173	54.1	102%	1.09	154.35	BLUE	30	124%
18-Apr-2023	16:42:00	174	52.69	1800.29	113.58	BLUE	174	54.8	104%	2.11	118.21	BLUE	5	104%
18-Apr-2023	16:53:00	175	52.88	1851.69	116.82	BLUE	175	55.2	104%	2.32	197.04	BLUE	80	169%
18-Apr-2023	16:20:00	176	51.88	1826.04	115.21	BLUE	176	54.7	105%	2.82	56.39	ORANGE	-59	49%
18-Apr-2023	17:05:00	178	53.01	1729.86	109.14	BLUE	178	54.9	104%	1.89	187.06	BLUE	78	171%
18-Apr-2023	17:34:00	179	51.79	1561.22	98.50	BLUE	179	52.7	102%	0.91	134.41	BLUE	36	136%
18-Apr-2023	17:23:00	180	49.75	1560.43	98.45	BLUE	180	51.9	104%	2.15	104.28	BLUE	6	106%
19-Apr-2023	12:32:00	181	46.67	1165.97	73.56	GREEN	181	51.3	110%	4.63	74.92	GREEN	1	102%
19-Apr-2023	12:45:00	182	50.56	1276.47	80.53	GREEN	182	51.1	101%	0.54	69.95	GREEN	-11	87%
19-Apr-2023	12:59:00	183	48.47	889.52	56.12	ORANGE	183	51.7	107%	3.23	55.99	ORANGE	0	100%
19-Apr-2023	13:09:00	184	52.66	857.02	54.07	ORANGE	184	51.9	99%	-0.76	52.05	ORANGE	-2	96%
6-Apr-2023	10:45:00	189	54.11	2340.96	147.69	BLUE	189	49.2	91%	-4.91	129.63	BLUE	-18	88%
11-Apr-2023	16:32:00	190	58.68	2075.58	130.95	BLUE	190	50	85%	-8.68	152.30	BLUE	21	116%
17-Apr-2023	16:07:00	192	58.62	699.19	44.11	ORANGE	192	67.3	115%	8.68	19.97	RED	-24	45%
19-Apr-2023	10:37:00	168C	54.27	1774.28	111.94	BLUE	168C	56.1	103%	1.83	120.37	BLUE	8	108%
12-Apr-2023	10:49:00	79A	48.05	1490.19	94.02	GREEN	79A	47.5	99%	-0.55	44.62	ORANGE	-49	47%
11-Apr-2023	14:21:00	98A	50.20	1964.4	123.93	BLUE	98A	49.3	98%	-0.90	132.84	BLUE	9	107%
11-Apr-2023	14:08:00	98B	49.88	2129.68	134.36	BLUE	98B	49.6	99%	-0.28	59.70	ORANGE	-75	44%
17-Apr-2023	15:29:00	124-B	54.11	773.35	48.79	ORANGE	124-B	52.6	97%	-1.51	17.26	RED	-32	35%
4-Apr-2023	8:12:00	16-B	54.04	846.96	53.43	ORANGE	16-B	54.4	101%	0.36	17.54	RED	-36	33%
4-Apr-2023	11:30:00	17-B	57.45	1297.99	81.89	GREEN	17-B	56	97%	-1.45	19.21	RED	-63	23%
6-Apr-2023	10:15:00	72-B	48.89	2391.11	150.86	BLUE	72-B	50.2	103%	1.31	159.72	BLUE	9	106%
										Min	-22.7	Min	-661	
										Max	9.8	Max	183	
										Median	0.3	Median	-11	
										Mean	-0.6	Mean	-7	

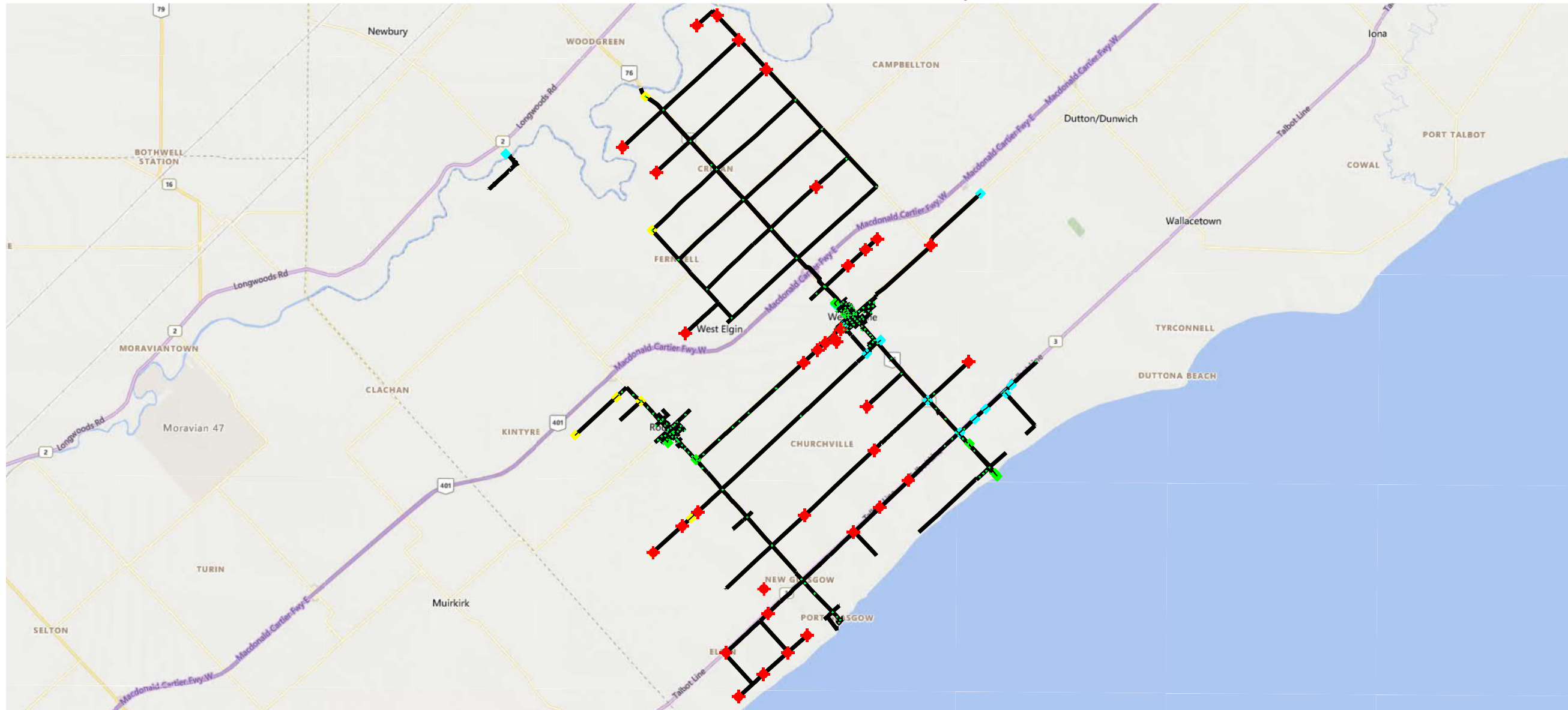


# Appendix C

## *Model Results*

# Existing Conditions Hydrants with Low Fire Flows

Active Scenario: Max Day + Fire



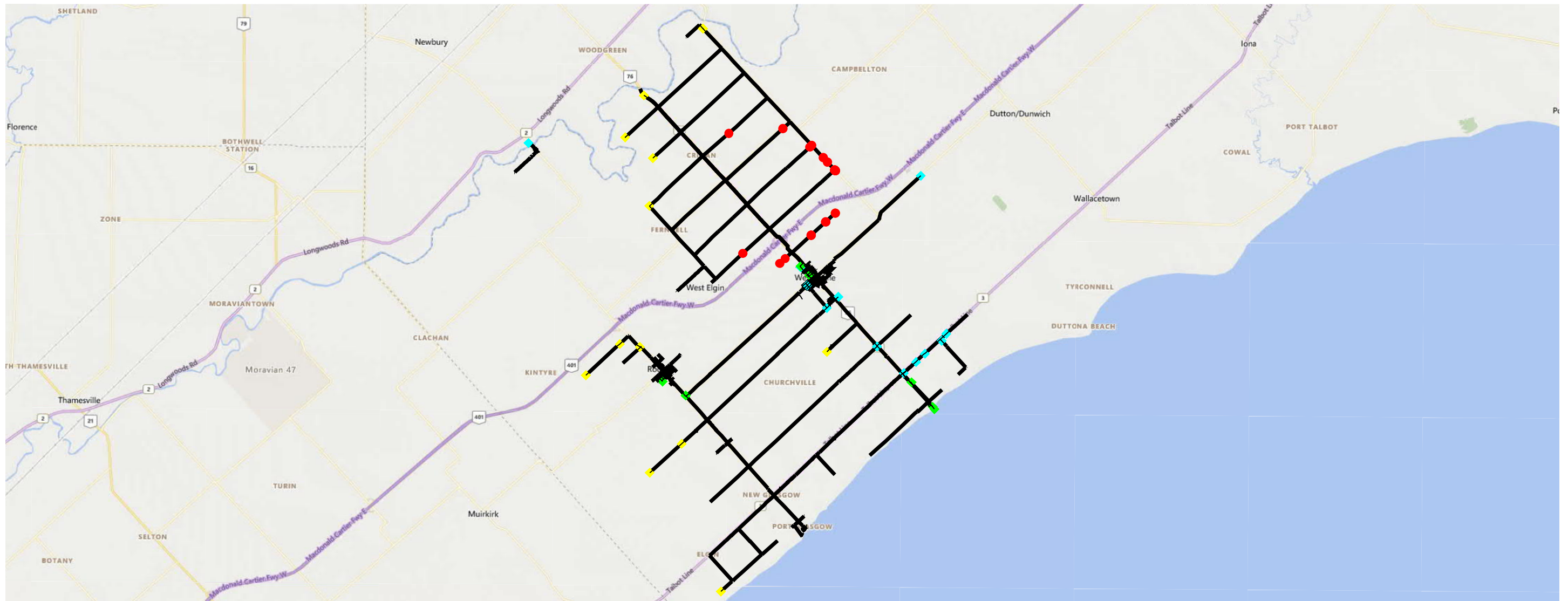
Bing

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◆ Hydrants with Calculated Available Fire Flow  $< 31.5 \text{ L/s}$

# Future Scenario 2 Low Pressure Junctions

Active Scenario: PHD



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● Junctions with Minimum Calculated Pressure < 40 psi



# Municipality of West Elgin

## Minutes

### Council Meeting

February 27, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

**Staff Present:** Robert Brown, Planner  
Terri Towstiuc, Clerk  
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 4:01 pm.

**2. Adoption of Agenda**

**Resolution No. 2024- 51**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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

**Carried**

**3. Disclosure of Pecuniary Interest**

No disclosures

**4. Public Meeting**

**Resolution No. 2024- 52**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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

**Carried**

**4.1 Presentation of Planners Report, Zoning Amendment Application, 25248 Queen’s Line**

**Resolution No. 2024- 53**

**Moved:** Councillor Dougherty

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

**4.2 Council Comment**

None.

**4.3 Public Comment**

None.

**4.4 Written Comment**

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

#### **4.5 Adjournment of Public Meeting**

##### **Resolution No. 2024- 54**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

#### **5. Delegations**

##### **5.1 Larry Schnieder - 2025 Fees & Charges for Rodney Pool**

Larry Schnieder, resident of Rodney, addressed Council regarding the 2025 Aquafit and general pool fees. Mr. Schneider provided a proposal, for a reduction in fees, with a structure that included seasonal and monthly passes, ten-session pass and single day passes for aquafit. The proposal also included recommendations for public swim pool passes and daily lessons.

Wendy Woosley also spoke on behalf of residents, requesting that Council reduce the fees to make the pool for affordable for all residents. Ms. Woosley also discussed advertising for pool donors, and water safety programs that were previously taught to school aged children.

Councillor Denning advised the group that Council is responsible finding an equitable balance to ensure the pool remains open for years to come.

#### **6. Adoption of Minutes**

Break from 4:31pm to 4:38pm.

##### **Resolution No. 2024- 55**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Denning

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

**Carried**

#### **7. Business Arising from Minutes**

None.

## 8. Staff Reports

### 8.1 Finance/Administration

#### 8.1.1 Ontario Trillium Grant Application Approval

##### **Resolution No. 2024- 56**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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.

**Carried**

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

##### **Resolution No. 2024- 57**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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.

**Carried**

## 9. Committee and Board Reports or Updates

Councillor Denning advised that an Economic Development meeting was held this week, and the committee collectively agreed they would like direction from Council, indicating a clear objective for the committee and what accomplishments they would like to see moving forward. The committee would like to see a

common purpose, aligning with Council's strategic plan. Deputy Mayor Tellier indicated a similar theme amongst committees and would like to see funding for a rebranding.

Councillor Dougherty advised that the Rodney Aldborough Agricultural Society (Fair Board) have scheduled September 12-14, 2025 as the Fall Fair dates, with a 2025 theme of "Small Town, Big Roots".

**10. Notice of Motion**

None.

**11. Council Inquires/Announcements**

Deputy Mayor Tellier advised that herself, Councillor Dougherty and CAO Greenall will be attending the Elgin Women Who Lead Conference being held at CASO Station, St. Thomas on Saturday March 29, 2025.

Councillor Dougherty advised that the Gooday Lets Play cornhole tournament was held on February 15th, with thirty (30) registered teams. Over \$4,000 was raised to reduce financial barriers for children and families enrolling in minor hockey.

**12. Correspondence**

**Resolution No. 2024- 58**

**Moved:** Councillor Statham

**Seconded:** Councillor Dougherty

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

**Carried**

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**

Deputy Mayor Tellier - No

Councillor Dougherty - No

Mayor Leatham - No



## **Resolution No. 2024- 59**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

***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".*

**Defeated**

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

Lee Gosnell, Manager of Operations and Community Services, provided Council with a report, which detailed the rationale required for decision making purposes, from the request to allow parking in front of the Arts & Cookery Bank, West Lorne. Under the current parking by-law restrictions, no parking signs still allows for unloading and loading purposes (supplies, people, etc.).

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

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.

#### **Resolution No. 2024- 60**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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.

**Carried**

### **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
- March 24, 2025, Heritage Homes, 1:00pm
- March 4 & 18, 2025 - Fair Board, 7:00pm

### **15. By-Laws**

#### **15.1 2025-11, Zoning Amendment**

##### **Resolution No. 2024- 61**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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.

**Carried**

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

**Resolution No. 2024- 62**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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.

**Carried**

**16. Closed Session**

**Resolution No. 2024- 63**

**Moved:** Councillor Denning

**Seconded:** Councillor Dougherty

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:13pm, 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).

**Carried**

**17. Report from Closed Session**

***Clerk Towstiuc was not present for the Closed Session. CAO (Deputy Clerk) Greenall provided Clerk services (By-law 2025-03). Clerk Towstiuc returned after the Closed Session adjournment.***

Report from Closed Session at 6:05pm.

Council received one (1) item pursuant to the Municipal Act, Section 239 (2)(b) (*identifiable individuals*), for information purposes only.

**18. Confirming By-Law**

**Resolution No. 2024- 64**

**Moved:** Councillor Dougherty

**Seconded:** Councillor Statham

That By-law 2025-13 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.

**Carried**

**19. Adjournment**

**Resolution No. 2024- 65**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 6:06pm, to meet again at 5:00pm, on Thursday, March 13, 2025 or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



**Staff Report**

**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2025-03-05  
**Subject:** Severance Application E15-25 – Comment to Egin County – Recommendation Report (Planning Report 2025-06)

**Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E15-25 – Comments to Elgin County (Planning Report 2025-06).

And that West Elgin Council hereby recommends approval to the Land Division Committee of the County of Elgin for severance application, File E15-25, subject to the Lower-Tier Municipality conditions in Appendix One of this report;

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

**Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E15-25, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate lot creation for an existing dwelling which is surplus to the farming operations of the prospective purchaser at 24915 Crinan Line.

**Background:**

Below is background information, in a summary chart:

<b>Application</b>	E15-25
<b>Owner</b>	Craig Pierce
<b>Applicant/Purchaser</b>	Adam McCallum
<b>Legal Description</b>	Part of Lot 20, Concession 2 ED
<b>Civic Address</b>	24915 Crinan Line
<b>Entrance Access</b>	Crinan Line

<b>Services</b>	Municipal water & private septic system
<b>Existing Land Area</b>	20.3 ha (50.15 ac.)

Below is an outline of the dimensions for the severed and retained parcels:

Application	Severed Parcel (RED)			Retained Parcel (BLUE)		
	Frontage	Depth	Area	Frontage	Depth	Area
<b>E15-25</b>	74 m (242.8 ft.)	65 m (213.25ft.)	0.48 ha (1.18 ac)	231 m (757.8 ft.)	677 m (2,221 ft.)	19.8 ha (48.96 ac.)

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



**Financial Implications:**

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

**Policies/Legislation:**

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial 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 severances, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

**PPS (2024):**

Lot creation in agricultural areas is permitted for a residence surplus to a farming operation because of farm consolidation, provided that the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance, in accordance with Section 4.3.3.1(c) of the PPS.

Comment: The surplus dwelling lot does not include any actively farmed lands and will result in returning some land to active use with the removal of buildings no longer used.

New land uses in prime agricultural areas, including the creation of lots and new or expanding livestock facilities, shall comply with the minimum distance separation formulae, in accordance with Section 4.3.2.3 of the PPS.

Comment: There are no significant livestock facilities within close proximity to the proposed lot.

The property does contain a wooded area in the southwest corner of the property. None of the wooded area is included in the proposed surplus dwelling lot and will remain as part of the retained farm parcel. As such, the proposal is consistent with the PPS.

**CEOP:**

The subject lands are designated Agricultural Area on Schedule 'A' Land Use in the CEOP. A portion of the proposed retained parcel contains a wooded area, however, is not within the Woodlands overlay as indicated on Appendix #1 Natural Heritage Features and Areas in the CEOP.

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

Therefore, this proposal conforms to the CEOP.

#### **WEOP (2024):**

The subject lands are designated as Agricultural, as shown on General Land Use Schedule '4' of the West Elgin Official Plan. Although the property does contain a wooded area it is not shown as wooded area on Natural Heritage Features, Schedule '2'.

Section 7.1.7.2 policies of the OP, state that the creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

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

Administration advises that:

- The applicant has demonstrated that the residence is surplus to the prospective purchaser's farming operation, the dwelling has been in existence greater than ten years and is structurally sound and suitable for human occupation;
- A zoning by-law amendment to prohibit a new or additional dwelling on the proposed retained parcel is required as a condition of severance;
- There are no livestock buildings proposed to remain on the retained lands;
- The proposed severed parcel does not include productive farmland and will contain the house and one of the existing outbuildings; and



- There was livestock on the property in the past in a building and manure storage however it is no longer in use and the building for the livestock will be removed as it is located across the proposed rear lot line.

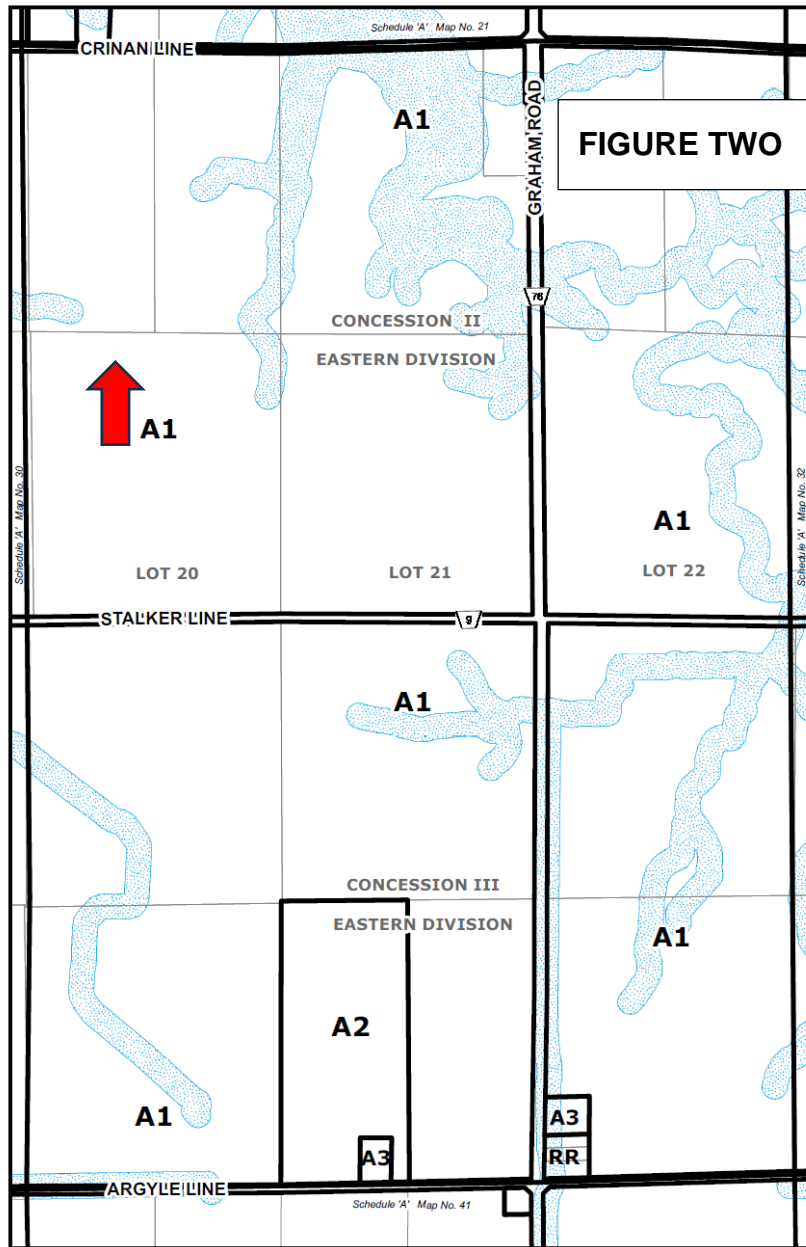
Section 11.21.4 Agricultural Consent Policies of the West Elgin Official Plan, allow for the consent process to be utilized for the severance of dwellings considered surplus as the result of farm consolidation, in accordance with Policy 7.1.7.2 and is in compliance with the criteria of Section 51(24) of the *Planning Act*. Therefore, this proposal conforms to the OP.

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

The subject lands are zoned General Agricultural (A1) Zone on Schedule A, Map 31 of the ZBL, as depicted in Figure Two below. The blue hatch pattern on the mapping represents LTVCA regulated area. Permitted uses within the General Agricultural (A1) Zone include single unit dwellings. The minimum lot area and lot frontage requirements of the General Agricultural (A1) Zone are 20.2 hectares and 300 m respectively.

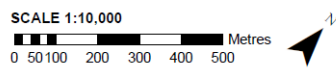
The proposed severed parcel area is 0.48 ha (1.186 ac.), with a lot frontage of 74 m (242.8 ft.); and would need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural (A3) Zone, as a condition of approval. The Restricted Agricultural Zone (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m. The proposed retained parcel would also need to be rezoned to Agricultural (A2) Zone, to continue to permit agricultural uses but prohibit new or additional dwelling units.

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



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"



Map No. 31

Municipality of West Elgin Zoning By-Law

**Interdepartmental Comments:**

The severance application was circulated to municipal staff for comment. The following were received:

**Drainage:**

- The subject lands are not impacted by any municipal drains. No reapportionment is required.

**Infrastructure/Utilities:**

- There is no formal entrance to the retained lands as such the applicant will need to formalize any existing access point or install a new access to the farm parcel which will require an entrance permit.
- A new 911 address will be assigned to the retained parcel.
- The severed lot is serviced with municipal water.

**Building Dept:**

- A septic system inspection, including indication of the current location of the system, will need to be completed as a condition of the severance. The applicant will also need to make application for a demolition permit for any building removal.

No other comments or concerns were received from Administration.

**Summary:**


Based on the foregoing information it is Planning Staff's opinion that the proposed consent to create a lot for an existing dwelling, surplus to the needs of the prospective purchaser's farming operation, is consistent with the PPS, conforms to both the County of Elgin and Municipality of West Elgin Official Plans and will comply with the ZBL (subject to prohibition of future dwellings on the retained parcel); As such, Council can recommend to the County of Elgin that the consent be approved, subject to the lower-tier municipal conditions listed in this report. (Appendix One)

The County of Elgin, as the Planning Approval Authority, will also review the application for consistency and conformity with PPS, CEOP, WEOP and ZBL and obtain comments from other applicable agencies. The Land Division Committee will hold a mandatory public meeting at which members of the public may provide comment, as part of the decision-making process on the planning application.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,



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

**Report Approval Details**

Document Title:	Severance Application E15-25 - Comment to Elgin County - Recommendation Report - 2025-06-Planning.docx
Attachments:	- Planning Report 2025-06 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Mar 7, 2025

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

Robin Greenall

**Planning Report 2025-06: Severance Report E15-25 –**

**Comments to the County of Elgin**

**Appendix One**

Severance Application E15-25 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 for the severed and retained parcels and having such rezoning of the Zoning By-law come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the severed and retained lands are transferred to the prospective purchaser McCallum Farms and Sales Ltd and 1000101474 Ontario Inc. as outlined in the purchase agreement.
6. That the Applicant have a septic system assessment completed by a qualified individual, on the proposed severed parcel to ensure that the privately owned and operated septic system is functioning in accordance with Municipal protocol, to the satisfaction and clearance of the Municipality.
7. That the Applicant formalize the existing access point or install a new access to the retained farm parcel at the applicant's expense and to the satisfaction of the Municipality;
8. That the Applicant remove any existing buildings that cross proposed lot lines;
9. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
10. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



**Staff Report**

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**Report To:** Council Meeting  
**From:** Jeff McArthur, Fire Chief  
**Date:** 2025-03-13  
**Subject:** Monthly Report for January, February 2025

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**Recommendation:**

That West Elgin Council hereby receives the Monthly Fire report for January and February 2025, from Jeff McArthur, Fire Chief, for information purposes.

**Purpose:**

To provide Council with an update on fire department activities in the months of January and February 2025.

**Background:**

**Emergency Responses**

CO Present	1
Alarms Sounding	2
Motor Vehicle Collison (MVC)	3
Medical Assist	6
Spill – fuel	1
Pre-fire conditions	2
Call cancelled on route	4
TOTAL	19

**Training & Meetings**

Department topics included incident review, operational guideline review, PPE/SCBA, ropes and air management.

A member attended the Fire Code Courtroom Procedures course.

An officers meeting was held in January with budget considerations, training, and operations on the agenda.

Fire Chief attended County Chiefs meetings, and a County Mutual Aid meeting.

**Fire Prevention**

Members were joined by Dutton Dunwich firefighters for a Skate with Firefighters at the Bo Horvat Community Centre.

**Other Activities/Information**

Seven new recruits joining are attending the NFPA 1001 Recruit Class.

Vacant District Chief & Captain positions have been posted and filled.

Staff received approval for the Provincial Fire Protection grant, focused on cancer prevention, for extractor/laundry room ventilation at each station. This project is anticipated to begin this spring.

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

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

**Financial Implications:**

There are no financial implications associated with this report.

**Policies/Legislation:**

None.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by:

Jeff McArthur,  
Fire Chief



**Report Approval Details**

Document Title:	Monthly Activity Report - December 2024 - 2025-01-Fire.docx
Attachments:	
Final Approval Date:	Jan 7, 2025

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

Terri Towstiuc

### Report Approval Details

Document Title:	Monthly Activity Report - January, February 2025 - 2025-02-Fire.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** Jeff McArthur, Fire Chief  
**Date:** 2025-03-13  
**Report:** 2025-04  
**Subject:** 2025 Pre-Budget Approval Request

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council provide pre-budget approval for the 2025 project identified within this report.

### **Purpose:**

To seek Council pre-approval for the department's 2025 SCBA order.

### **Background:**

Council approved a partial conversion of the department's Self-Contained Breathing Apparatus (SCBA) in 2022 from 2216 psi to 4500 psi. This approved project, included a recommendation to purchase two SCBA paks and four cylinders each year until 2028, to complete the conversion to 4500psi, in a cost-effective method. Council has to date, approved this Capital expense each year through budget process.

The report is to seek pre-budget approval to order two SCBA paks, and four cylinders, to participate in a bulk purchase which provides savings, and to avoid a further April 1<sup>st</sup> price increase of 8%.

This purchase would be consistent with SCBA purchases since 2022 and continue to support the in-progress conversion to 4500psi.

### **Financial Implications:**

The 2025 proposed Capital budget shows \$25,000 for this project, with the current quote for 2025 at \$23,477.53 plus HST.

Respectfully submitted by,

Jeff McArthur,  
Fire Chief



**Report Approval Details**

Document Title:	2025 Pre-Budget Approval Request - 2025-04-Fire.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** Jeff McArthur, Fire Chief  
**Date:** 2025-03-13  
**Report:** 2025-03  
**Subject:** Washroom Renovation – Station 1

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### **Recommendation:**

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That Staff be authorized to accept the quote from Baines Contracting Inc, in the amount of \$31,935 plus HST, for a remodel of the existing washroom and to build a new washroom.

### **Purpose:**

To seek Council approval for the washroom renovation project at Station 1 in Rodney.

### **Background:**

In 2023, a need was identified to modernize the existing washroom and add a second washroom at Station 1 in Rodney. The training room, which is attached to the fire hall, sees regular use for joint fire department meetings, municipal staff meetings, and over the past couple of years, increased use for hosting courses through the Elgin Middlesex Regional Fire School. This project was brought to Council for consideration in 2023 and was approved.

Three quotes have been obtained as follows:

Baines Contracting	\$31,935.00 + HST
Elgin Contracting	\$66,500.00 + HST
Fairview Property Developments	\$41,086.00 + HST

Staff reviewed and confirmed that all quotes covered the scope of work that is required. All the contractors listed are local, and all attended the fire hall to view the areas included in this project.

### **Financial Implications:**

A total of \$50,000 was previously approved by Council to renovate the existing washroom and to add a second washroom. This budget amount has been kept in the deferred capital projects budget to date, and the recommended quote is within this budget amount.

Respectfully submitted by,

Jeff McArthur,  
Fire Chief

### Report Approval Details

Document Title:	Washroom Renovation - Station 1 - 2025-03-Fire.docx
Attachments:	- Estimate_1132_from_Baines_Contracting_Inc.pdf
Final Approval Date:	Mar 7, 2025

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

Robin Greenall





4978 East Road  
 Port Stanley ON N5L1J1  
 billing@bainescontractinginc.ca  
 Business Number 788245348RT0001

# ESTIMATE

**ESTIMATE TO**

Rodney Fire Station  
 Rodney Fire Station

**ESTIMATE NO.** 1132

**DATE** 02/12/2024

**EXPIRATION DATE**

Baines Contracting Inc. is pleased to provide our quotation for the , for your consideration. This quote is based on information gained during our onsite visit and information supplied by the clients. Our detailed scope of work is as follows.

<b>Scope of work</b>	Remodel existing bathroom and build new washroom.
<b>Demo and disposal</b>	Demo and disposal of existing finishes.
<b>Framing and construction</b>	Framing and strapping for new interior walls.
<b>Electrical</b>	New electrical run, two vanity lights, one overhead lights, new fan in new washroom and new fan timer in existing bathroom.
<b>Plumbing Rough-In</b>	Plumbing underground for new toilet and sink in new bathroom.
<b>Drywall and mudding</b>	Drywall, mud and tape with texture where necessary.
<b>Flooring</b>	Supply and install for vinyl plank floor
<b>Paint</b>	Prime and paint walls, ceiling, doors and trim.  1 coat on ceiling, 1 coat trim and door and 2 coats wall paint. 1 wall colour.
<b>Lighting Fixtures</b>	Two vanity lights and one overhead light.
<b>Plumbing Hook Up</b>	Supply and install of vanities and plumbing fixtures.

1 -48" counter height vanity with laminate top.

1 - 36" prefab vanity or wall hung sink.

2 - Chrome Moen commercial faucets

2 - Standard height American standard toilet.

**Finishes**

Toilet paper holders, soap dispensers and mirror.

**Trim and door**

Supply and install base, casing and door for new bathroom. 3.5" colonial profile.

**Finish details**

Exterior metal sheeting to finish exterior of bathroom to match.

**Exclusions**

Permit will be billed as charged, BCIN drawings are also not included and will be billed as charged if required by the municipality. This also does not include the laundry area. This will be quoted separately.

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SUBTOTAL	31,935.00
HST	4,151.55
TOTAL	\$36,086.55



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Clerk  
**Date:** 2025-03-13  
**Subject:** Fleuren Drain Tender Results

---

### **Recommendation:**

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk, re: Tender Results, Fleuren Drain; and

That Council approve the low tender submission from Monden Excavating for the Fleuren Drain, in the amount of \$21,131.00 (HST included).

### **Purpose:**

The purpose of this report is to receive Council approval for the tender of the Fleuren Municipal Drain.

### **Background:**

At the Consideration meeting for the Fleuren Drain, January 23, 2025, Council authorized staff to initiate the tender process for the Fleuren Drain. The Drainage Superintendent initiated the process, with a closing date of February 12, 2025. Drainage Superintendent Tom Mohan, and Lee Gosnell, Manager of Operations, were both present for the opening of the tenders. The following tenders were received:

1. Z and Z Excavating Inc., total tender price \$48,605.82 (HST included)
2. McNally Excavating LTD., total tender price \$34,126 (HST included)
3. **Monden Excavating LTD., total tender price \$21,131 (HST included)**
4. Compact Works Excavation LTD, total tender price \$32,582.42 (HST included)
5. Gillier Construction Inc., total tender price \$35,256 (HST included)

Staff are recommending the low tender submission from Monden Excavating for approval, with a cost of \$18,700 plus \$2,431 HST for a total cost of \$21,131.

### **Financial Implications:**

Total tender price \$21,131.

### **Policies/Legislation:**

*The Drainage Act*

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc  
Municipal Clerk

### Report Approval Details

Document Title:	Fleuren Drain, Tender Results - 2025-01-Drainage.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** 2025-03-13  
**Subject:** Monthly Operations Update – February 2025

---

### **Recommendation:**

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

### **Purpose:**

The purpose of this report is to provide Council with a brief overview of operations carried out during the month of February.

### **Background:**

#### Public Works

- Weekly landfill operations and delivered recycling to the London MRF
- Public works crews repaired the guiderail on Gray Line that was damaged in a motor vehicle accident.
- Cold weather and numerous winter events kept staff busy plowing, sanding/salting and removing snow from downtown areas and around fire hydrants.
- Equipment maintenance was completed when conditions allowed.
- Engine repairs are being completed to truck #8, taking it out of service during the second half of February.
- Winter and routine patrols completed for both municipal and county roads.
- Staff assisted in repairing a water main break in eagle by supplying operators and equipment to excavate the area.
- Operators fixed water cuts in various gravel roads when conditions allowed
- Crews repaired broken signposts in various locations.
- Hydro One came and serviced a tree by The Old Jail in Rodney so the municipal contractor can finish taking it down.
- A streetlight inspection was completed, and the municipality's electrical contractor was supplied with a list for repair.

#### Utilities

- Watermain leak repair completed on Talbot Line (West Edge of Eagle) on Saturday Feb 22.

- Generator annual service and inspection completed for W.L Firehall and Municipal Office.
- All locates, reads, repairs and regular duties completed as required.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Lee Gosnell  
 Manager of Operations & Community Services

**Report Approval Details**

Document Title:	Monthly Operations Update - February 2025 - 2025-04-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	Mar 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:** 2025-03-13  
**Subject:** Community Services, February 2025 Monthly Update

---

### **Recommendation:**

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

### **Purpose:**

To provide Council with a monthly update for community services.

### **Background:**

#### **Recreation department activities for the month of February include:**

- West Lorne and Rodney sidewalks plowed/salted when required as well as snow clearing at West Lorne Complex, West Lorne Firehall and Arena
- Normal operations at the arena with additional rentals coming in.
- Regular cleaning and setup for evening programs at Rec Center including election and cornhole tournament.
- Shop and equipment maintenance.

#### **By-law**

- Open files: 12
- Closed this month: 4
- Nature of complaints - Animal: 2 closed, 6 open
- Property Standards: 1 closed, 5 open
- Zoning: 1 open
- Other: 1 closed (Fence)

#### **Administration**

- Regular bi-weekly meetings continue in office to ensure staff are up to date, and inter-department collaboration
- Applications for Administrative Assistant to CAO & Clerk being accepted until March 14.

**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 Towstiuć  
Clerk

**Report Approval Details**

Document Title:	Monthly Update, Community Services, February 2025 - 2025-04-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** Terri Towstiuc, Clerk  
**Date:** 2025-03-13  
**Subject:** 2025 Community Grant Applications

---

### **Recommendation:**

That West Elgin Council hereby receives the 2025 Community Grant Applications report from Terri Towstiuc, Clerk; And

That Council direct staff to include all approved monetary donations in the 2025 Budget Deliberations; And

That Council directs staff to include the accepted in-kind donations in 2025 rentals.

### **Purpose:**

The purpose of this report is to provide Council with the Community Grant Applications received for 2025 the 2025 budget.

### **Background:**

The Community Grant fund is in place to assist local non-profit organizations and groups for the purpose of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

In previous years, Council has allocated \$30,000 to Community Grants. Typically, Council awards up to \$20,000 to the initial applicants, leaving \$10,000 available for requests received during the calendar year.

Staff have started receiving calls regarding the status of approvals, many for in-kind hall rental requests; therefor staff are requesting pre-budget approval for the 2025 Community Grants. All grant applications and supporting documentation received are attached to this report.

Section 107 (1) of *the Municipal Act, 2001*, provides that *despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.*

Monetary or In-Kind Categories for Funding include:

1. Supporting Youth/Senior Events
2. Community Beautification
3. Arts, Culture and Heritage projects and/or events
4. Tourism Development
5. Community Special Events
6. Other – one time grant request

**Financial Implications:**

Refer to attached Excel Spread Sheet

**Policies/Legislation:**

The Municipal Act, 2001  
 2019-05 Community Grant Policy

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuć  
 Clerk

**Report Approval Details**

Document Title:	2025 Community Grants - 2025-03-Community ServicesClerks.docx
Attachments:	<ul style="list-style-type: none"><li>- Community Grant Policy.pdf</li><li>- Community Grant Request Summary 2025.pdf</li><li>- Community Grants Combined_Redacted.pdf</li></ul>
Final Approval Date:	Mar 7, 2025

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

Robin Greenall

**Corporation Of The Municipality of West Elgin**

**Schedule “A” to By-Law #2019-58**

**2019-05 Community Grant Policy**

**Effective Date: June 27, 2019**

**Review Date:**

**1. Purpose**

This policy is intended to enable the Municipality of West Elgin to provide grants to non-profit organizations and groups who operate within, and/or provide services to, the Municipality of West Elgin for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

**2. Legislative Authority**

Section 107 of the Municipal Act, 2001, as amended, provides that a municipal may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that a council considers to be in the interests of the municipality.

**3. Overview**

The Municipality of West Elgin recognizes the need to assist non-profit organizations in taking on new initiatives and assisting organizations in carrying out their responsibilities. The Municipality will not support on an ongoing basis, any organization that does not have a sufficient amount of support, financial or otherwise, from the community as it is key that organizations become sustainable as soon as possible after they begin operations and should remain sustainable with an adequate level of funding for their operations from the community.

**4. Annual Grant Funding**

Council shall establish annually a monetary amount in the budget for all grant requests.

**5. Categories for Funding**

1. Supporting Youth/Senior Events
2. Community Beautification
3. Arts, Culture and Heritage projects and/or events
4. Tourism Development

5. Community Special Events
6. Other – one time grant request

## **6. Grant Types**

Requests may be made for monetary and/or in-kind contributions. While cash funds are not provided in relation to in-kind contributions it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will be required to include an estimated monetary value of the request under consideration.

## **7. Application Guidelines**

1. All grant applications shall be submitted on the Community Grant Application Form and directed to the Treasurer, on or before December 31 of each year for inclusion in the following year's budget.
2. Forms that are incomplete will not be considered.
3. The application for financial assistance, in any given year, will not will not automatically be considered in future years. Applicants must re-submit grant applications.
4. Grant Application forms shall include financial information including a budget for the event/project/program and the financial statement from the previous year from either the event or the organization
  - a. If the report shows a surplus, a statement of intended use of the surplus shall be included
  - b. If the report shows a deficit, a statement as to how the deficit will be eradicated
5. Requests related to the waiver or reduction of fees for parks and/or facilities, the applicant will be required to complete and comply with the terms of the rental agreement.
6. Submission of a grant application does not guarantee an organization will receive full or partial funding.
7. Requests related to in-kind contributions are subject to the availability of the resource(s) being requested.
8. Requests related to a capital project to be constructed on municipal land, requires Council sanction before proceeding. The request must detail the project design with a budget including future maintenance costs.



9. The Municipality of West Elgin will not contribute to outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.

## **8. Eligibility Criteria**

An applicant organization must meet the following general criteria in order to be considered for a community grant;

1. Operate as a non-profit organization with the ability to confirm such status to a level deemed satisfactory by the municipality. Any specific service, program or activity for which fund is requested must also be not-for-profit in nature.
2. Applications must meet one of the funding categories specified in this policy.
3. Complete the Community Grant Application Form in full including the submission of previous year's financial information.
4. Must have submitted a status report for any community grant received in the previous year within the required timelines.
5. One-time special requests for assistance will be considered on an individual basis. Examples of these types of requests would be disaster relief requests either locally or on a broader scope.
6. Demonstrate that the applicant organization has explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations. The grant shall not be considered as the primary source of funding for the organization and/or the event.
7. There will be consideration given to providing donations to local elementary and secondary schools for special projects or events.

## **9. Exclusions**

1. Grants will not be available to groups that have failed to comply with reporting requirements from previous grants.
2. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
3. Individuals and businesses are not eligible to apply for the Community Grant Program.

4. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sport groups (with the exception of minor sports organizations); nor will funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.
5. Grants will not be provided to fund projects on property held by private landowners.

## **10. Procedure**

1. All requests for financial donations and grants will be considered having regard for the Municipality's current budget. Only one request per organization is to be considered per year.
2. The Treasurer will review applications for completeness, accuracy, and compliance with this policy. Applicants may be required to provide additional information before the request is presented to Council. Applicants may present their funding request as a delegation to council.
3. Applications for in-kind non-financial assistance will be forwarded to the respective department for review. The department manager will review and provide in a report the financial impact of the request and the availability of the resource being requested.
4. Council will review and assess all grants/awards in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community and community involvement/response.
5. Council will make the final decision on all grants/awards.
6. Requests will be considered during the annual budget deliberations. The Treasury department will notify all applicants of Council's decision once the municipal budget has been approved.
7. Revenues related to in-kind services will be recorded in the respective department and the expense will form part of the municipal grant expense budget line.
8. Grant funds will typically be awarded in one lump sum payment. At the discretion of council organizations may be awarded funds by installments, with a reporting requirement prior to release of the next installment.

## **11. Accountability**

1. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in

future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

2. Funds granted under this program are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined.
3. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
4. Grant recipients must complete a status report and submit to the West Elgin Council within 60 days of the event/project completion. Failure to comply may affect the eligibility of future grant approvals. The status report shall include – a description of the completed event/project, financial report, listing all expenditures and revenues pertaining to the event/project, the use of the funds, and the signature of the event chair/coordinator.

## **12. Municipal Recognition**

Organizations receiving financial support shall acknowledge the Municipality of West Elgin's contribution through all printed material and other promotional means. The Municipality's logo is available by contacting the Clerk's Office.

## **13. Evaluation Matrix**

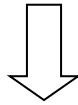
Each Council member will complete an evaluation and give each applicant a score using the established Evaluation Matrix form, attached hereto and forming an integral part of this policy. This score will be used to determine the amount of dollars for each applicant if the request for grants exceed funds available. The following criteria will be used to evaluate the various applications:

1. The initiative will have a positive impact on the community.
2. The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities
3. The project, initiative or event will contribute to the economic prosperity of the Municipality of West Elgin and/or promote civic pride.
4. The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.
5. The initiative benefits a significant number of residents.

## Process

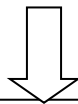
### **Municipal Staff:**

- Receives Community Grant Application
- Forwards application and Evaluation Matrix to each member of Council for evaluation



### **Council Members:**

- Complete Evaluation Matrix
- Return completed evaluation to Clerk for summary report



### **Clerk's Department:**

- Complete Summary Form
- Bring forward to next Council meeting for grant approval amount to be included in budget, if total grant requests exceed budgeted amount grants may be denied or reduced as deemed appropriate by Council.

Organization	Contact Information	Total Funds Requested	Total In-Kind Requested	2024 Grant Received	Notes	Awarded
Dutton Dunwich - West Elgin Community Fund	Bonnie Rowe		\$ 200.00	\$ 200.00	Meeting Room Fees - Scout Hall 2-3 times annually	
Elgin County Plowmens Association	Scott Speers	\$ 500.00		\$ -	Annual Plowing Match Donation	
Four Counties Health Services Foundation	Jackie Beatty	\$ 5,000.00		\$ -	Portable Ultrasound for FCHS Emergency Department	
Kiwanis Club of Rodney	Becky Byers	\$ 2,500.00		\$ 500.00	Funding Support and Road Closures	
Optimist Club of West Lorne	Linda Ryerse		\$ 490.00	\$ 829.00	Various in-kind rental donations - Refer to application	
Optimist Club Road Race	Ken Neil	\$ 2,500.00		\$ 2,000.00	Kids fun run, 5K walk, 5K & 10K run	
Rodney Cruise-In	Judd Kennedy			\$ -	Charity Car Show - Road Closure Request	
Rodney and District Horticulture Society	Lynda Ford		\$ 300.00		Annual Plant Sale at Rodney Recreation Centre	
Rodney Shufflers and Carpet Bowlers	Judd Kennedy		\$3,168	\$0	Supplement recreation rate. Players pay \$3/session and the municipality covers \$2/session (estimated with 22 players). Other options listed on application form.	
Rodney Shufflers Tournament	Judd Kennedy		\$1,600		Shuffleboard Tournament 26-28, 2025. Renters pays insurance	
Tiny Tots Cooperative Nursery School/Early ON West	Shelley Smith		\$4,169.70	\$1,134	Various in-kind rental donations - Refer to application	
West Elgin Community Health Centre	Cindy daCosta		\$100	\$100	Stroller Walk & Lunch - Millar Park Pavillion	
West Elgin Community Health Centre	Kristina Pringle	\$ 2,000.00	\$4,970		Senior's Summer Social Event- \$1000 Senior's Fall Fling Event- \$1000 CSS Fitness Program- In-kind Miller Park Pavillion- \$260 CSS Drum-Fit and Chair Yoga- In-kind Rec Centre \$4160 November Vaccination Clinic-In-kind Rec Centre- \$550	
West Elgin Women in Business	Amy Sousa & Pam Wardell	\$ 2,000.00		\$0	Community events and workshops for small business owners	
West Lorne and Community Horticultural Society	Samm Okolisan		\$500	\$500	Annual plant and bake sale rental	
West Lorne and Community Horticultural Society	Samm Okolisan	\$ 1,500.00		\$ 1,000.00	West Lorne Community Planters	
West Lorne Lawnbowling Club	Nancy Roodzant	\$ 2,500.00		\$ 2,000.00	Summer Student wages	
N/A	Zoe der Kinderen		\$ 980.00		Scout Hall Rental - Art Program	

Funds Requested	In-Kind Requested	Total Requests
\$ 18,500.00	\$ 16,277.70	\$ 34,777.70

Total Granted



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group Dutton Dunwich - West Elgin Community Fund		
Contact Person	Bonnie Rowe	Position held in organization Secretary
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website <a href="http://www.escf.ca/community-funds">www.escf.ca/community-funds</a>

Specifics of Event / Project / Program requesting funds  The local Steering Committee of the Dutton Dunwich - West Elgin Community Fund (CF), meets 2-3 times/year, to discuss strategies, and review grant applications for our fund.  We are requesting an in-kind donation of the cost of using the Scout Hall meeting room for these meetings.	
Total Project Budget  In-kind value approximately \$200	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)  approximate value of rental space \$200	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	If needed

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes, we are an arm of ESCF (see info below)
Charitable registration number (if applicable)	865337109RR0001
Date of Incorporation	Dec 11, 2003
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Our grants could support any/all of these categories
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>The Dutton Dunwich - West Elgin Community Fund (CF) is an arm of the Elgin St. Thomas Community Foundation (ESCF). The ESCF was incorporated in 2003, and the CF was created in 2020. The purpose of the CF is to support charitable activities in the Dutton Dunwich and West Elgin communities. Operating as a fund within the ESCF, the CF is a non-profit, charitable organization.</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>Yes</p>	
<p>What are the general objectives / services of your organization?</p> <p>We believe that by strengthening the gifts, assets and capacity of local individuals and groups, we strengthen the community. As such, we grant out only the interest earned on these financial gifts. Our goals are: attracting donations to the CF; publicizing the CF to potential grant applicants within Dutton Dunwich and West Elgin; recommending grants from the CF; the ESCF supports the CF by investing donations, administering the CF, and corresponding with grant applicants.</p>	
<p>In what geographical area does your organization operate?</p> <p>Dutton Dunwich and West Elgin</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>There are 5 volunteers on our Steering Committee</p>	
<p>List the Executive Officers of your organization.</p> <p>Elizabeth Sebestyen - Chair and Fund Adviser          Jerry Galbraith - Vice-Chair and Fund Adviser          Bonnie Rowe - Secretary and Fund Adviser          Henry Dryfhout - member          Anne Marie McWilliam - member</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

The Steering Committee meets 2-3 times/year. For the past 3 years we have met in Municipality of West Elgin spaces - this past year at the Scout Hall. By waiving meeting room fees, the \$200 saved will go into additional grant funds we can award our community organizations. To date we have awarded over \$20,000 to local organizations.

These are the projects which we funded in 2024, totalling \$8500 in grants:

\$2500 for the Dutton Sons of Scotland Baseball Diamond renovations

\$3000 for the Rodney Park Revitalization

\$1500 for the Dutton Cenotaph Project

\$1500 for the Wallacetown Fair Grandstand renovations

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

By waiving meeting room fees, the \$200 saved will go into additional grant funds we can award our community organizations.

What is the specific purpose that grant funds will be used for?

Waiver of meeting room rental fees.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Meeting room rental, West Lorne Scout Hall

Please indicate what other sources of funding are supporting this Event / Program / Project.

All of our funding sources are from individual community donors, and the investment earnings on these gifts.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

People of all ages, and organizations that offer projects or programs that directly benefit people in Dutton Dunwich and West Elgin.





MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group Elgin County Plowmen's Association		
Contact Person	Scott Speers	Position held in organization Vice - President/ Treasurer
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website

Specifics of Event / Project / Program requesting funds The Elgin County Plowmen's Association present the Elgin County Plowing match on the first Saturday after Labour Day annually.	
Total Project Budget \$6500.00	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) 500.00	
Have you applied to the Municipality for funding in the past?	No
Do you want to present your request to Council?	If necessary

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	yes
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Tourism Development/ Community Special Event
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>The Elgin County Plowing Match has been held historically for many years. We plan an annual plowing competition where community members can experience and learn about competitive plowing</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>no</p>	
<p>What are the general objectives / services of your organization?</p> <p>To plan and organize the plowing match, to educate the community about agriculture and competitive plowing</p>	
<p>In what geographical area does your organization operate?</p> <p>Across Elgin County, different location each year. 2024 - Malahide Township, 2023 - West Elgin (Rodney)</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>Yes, Our membership is all volunteer based with approximately 8-10 members.</p>	
<p>List the Executive Officers of your organization.</p> <p>Dave Cryderman - President          Scott Speers - VP and Treasurer          Ken Jones - 2nd VP          Anita Speers - Secretary          Steve Speller - OPA Rep</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

The Elgin County Plowmen's Association is pleased to host the Elgin County Plowing Match. This is an Branch annual event where plower's from across Ontario come to compete before competing at the International Plowing Match. It is held the first Saturday after Labour Day annually. We move the location of the event each year to a different township in Elgin County. The exact location is decided in the spring of each year. This past year we had over 25 competitors and a large turn out of over 100 spectators. We cater to the rural community and attract many that wish to learn about agriculture and competitive plowing. This is an agri - tourism event that draws the attention on many in the community. Each year we have antique tractors and plows as well as horse drawn plows. We aim to educate the community through this event.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

As a agriculture event we look to connect people to the rural roots of the agriculture community. We want to educate many in the county about competitive plowing and bring a fun filled event for all to enjoy. Each year we evaluate how we can make the plowing match a greater success. We look to boost the involvement of plowers that compete as well as the amount of spectators from the community. We would use this sponsorship to boost our advertising and generate more interest from the public to experience the event.

What is the specific purpose that grant funds will be used for?

We will specifically apply the funding to our advertising budget to generate awareness and attraction to the event.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.

Our event is 100% funded by sponsorship, donations and grants. We rely on municipal funding and donations from community businesses the support the plowing match. With the funding this year we are looking to boost our advertising budget to bring more attention to the event and drive involvement.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

All community members to learn about agriculture and experience competitive plowing.

**Elgin County Plowmens Association**

Statement for period Nov 1 2023 - October 31 2024

**2024**

<b>Income</b>	<b>BANK/INVESTMENT INTEREST</b>	<b>\$</b>	<b>5.67</b>
	<b>BANQUET TICKET SALES (LUNCH)</b>	<b>\$</b>	<b>-</b>
	<b>DONATIONS/SPONSORSHIP</b>	<b>\$</b>	<b>5,135.00</b>
	<b>GRANT - BMO</b>		
	<b>GRANT - OPA</b>	<b>\$</b>	<b>20.00</b>
	<b>GRANT(S) - GOVERNMENT</b>	<b>\$</b>	<b>755.00</b>
	<b>MEMBERSHIP FEES</b>	<b>\$</b>	<b>130.00</b>
	<b>PLOWING ENTRY FEES</b>	<b>\$</b>	<b>270.00</b>
	<b>Total Income</b>	<b>\$</b>	<b>6,315.67</b>
<b>Expenses</b>	<b>ADVERTISING/PROMOTION</b>	<b>\$</b>	<b>963.87</b>
	<b>BANKING FEES</b>	<b>\$</b>	<b>-</b>
	<b>BRANCH ANNUAL MEETING</b>	<b>\$</b>	<b>100.00</b>
	<b>IN MEMORIUM</b>	<b>\$</b>	<b>-</b>
	<b>OPA CONVENTION</b>	<b>\$</b>	<b>457.65</b>
	<b>HONOURAIUM</b>		
	<b>PLOWING MATCH EXPENSES</b>	<b>\$</b>	<b>1,618.46</b>
	<b>QUEEN OF THE FURROW</b>	<b>\$</b>	<b>500.00</b>
	<b>OPA MEMBERSHIP FEES</b>	<b>\$</b>	<b>84.75</b>
	<b>PLOWING PARTICIPATION</b>	<b>\$</b>	<b>1,745.00</b>
	<b>Total Expenses</b>	<b>\$</b>	<b>5,469.73</b>
	<b>Income/ Loss</b>	<b>\$</b>	<b>845.94</b>

**Elgin County Plowmens Association**

Budget  
2025

<b>Income</b>	<b>BANK/INVESTMENT INTEREST</b>	<b>\$ 5.00</b>
	<b>BANQUET TICKET SALES (LUNCH)</b>	
	<b>DONATIONS/SPONSORSHIP</b>	<b>\$ 5,000.00</b>
	<b>GRANT - BMO</b>	
	<b>GRANT - OPA</b>	
	<b>GRANT(S) - GOVERNMENT</b>	<b>\$ 1,000.00</b>
	<b>MEMBERSHIP FEES</b>	<b>\$ 130.00</b>
	<b>PLOWING ENTRY FEES</b>	<b>\$ 250.00</b>
	<b>Total Income</b>	<b>\$ 6,385.00</b>
<b>Expenses</b>	<b>ADVERTISING/PROMOTION</b>	<b>\$ 1,500.00</b>
	<b>BANKING FEES</b>	<b>\$ -</b>
	<b>BRANCH ANNUAL MEETING</b>	<b>\$ 100.00</b>
	<b>IN MEMORIUM</b>	<b>\$ -</b>
	<b>OPA CONVENTION</b>	<b>\$ 450.00</b>
	<b>HONOURAIUM</b>	<b>\$ -</b>
	<b>PLOWING MATCH EXPENSES</b>	<b>\$ 2,000.00</b>
	<b>QUEEN OF THE FURROW</b>	<b>\$ 500.00</b>
	<b>OPA MEMBERSHIP FEES</b>	<b>\$ 85.00</b>
	<b>PLOWING PARTICIPATION</b>	<b>\$ 1,300.00</b>
	<b>Total Expenses</b>	<b>\$ 5,935.00</b>
	<b>Income/ Loss</b>	<b>\$ 450.00</b>



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group Four Counties Health Services Foundation		
Contact Person	Jackie Beatty	Position held in organization Fundraising Coordinator
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website fchsfoundation.ca

Specifics of Event / Project / Program requesting funds 2024/2025 FCHS Foundation Patient Medical Equipment Appeal	
Total Project Budget \$224,200 for 2024/25 FCHS Foundation annual appeal \$55,000 for Portable Ultrasound	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) \$5,000 toward a Portable Ultrasound for FCHS Emergency Department (budget \$55,000).	
Have you applied to the Municipality for funding in the past?	Yes, there has been excellent support from Mun. of West Elgin in the past. Last year the grant request was unsuccessful, however in 2022 the Foundation received \$6,500 to purchase a Bariatric Stretcher with Scale. Thank you!
Do you want to present your request to Council?	We were fortunate to be well-received by Council at our deputation on November 28, 2024. We are happy to make additional presentations at Council's request.

# Community Grant Application Form

## For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	118929546RR0001
Date of Incorporation	4/22/1987
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Capital Funding for a Specific Project
<p><b>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</b></p> <p>Yes, The Foundation is incorporated and is a registered charity.</p> <p>History:          In October 1984, the forming of a fundraising committee of the Four Counties Hospital board with representation from the four counties catchment area had a goal to raise \$575,000.</p> <p>By May 1986, the fundraising committee had raised \$464,889, with a further \$35,000 pledged. The committee had reached \$500,000 or 86% of their goal.</p> <p>The board realized then that fundraising for the hospital was going to be an ongoing need as equipment reached end of life or became obsolete. The need to replace or introduce new medical equipment continues to be paramount to this day, as governments do not provide funding for capital medical equipment.</p> <p>In January 1987, the Four Counties General Hospital Foundation was established. The foundation was 'chartered' on April 22, 1987.</p>	
<p><b>Is your group able to issue charitable tax receipts on its own?</b></p> <p>Yes</p>	
<p><b>What are the general objectives / services of your organization?</b></p> <p>The Role of the Foundation is to 'Generate, Receive, Manage, and Disburse' donations to Four Counties General Hospital.</p> <p>All medical equipment for FCHS over \$3,000 is acquired through fundraising in the community.</p>	
<p><b>In what geographical area does your organization operate?</b></p> <p>Newbury, Ontario; serving the Counties of Elgin, Middlesex, Lambton, and Chatham-Kent</p>	
<p><b>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</b></p> <p>Yes. The Foundation has 9 volunteer Board members and 3 ex officio members who meet a minimum of 8 times per year to make governance decisions. These members also assist with Foundation fundraising efforts such as golf tournaments, dinner theatre events, and raffles. They also volunteer by promoting FCHS through community presentations and attending hospital functions.</p> <p>As well, there are other Foundation volunteers who help with various fundraisers and awareness initiatives. In total, there are approximately 30 volunteers who are called on regularly.</p>	
<p><b>List the Executive Officers of your organization.</b></p> <p>Board Directors:          Tom Jeffery (Chairperson)          Judy Bodkin, Harry Denkers, Scott Gawley, Janneke Newitt, Kirk Patterson, Lynda Pelcz, Joanne Vansevenant, Pam White          Ex-Officio: Chelsea King, Jackie Herdman, Julie McBrien</p> <p>Staff:          - Martha Wortner          - Jackie Van Eerd Beatty          - Rosemary Bartlett</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.  
For the 2024/25 Campaign, the hospital's largest need is the Portable Ultrasound for 24hr bedside diagnosis in the Emergency Department.

The Foundation's goal is to raise the necessary funds toward the purchase of a Portable Ultrasound, providing 24/7 diagnostic imaging for Four Counties' Emergency Department.  
Timeline for this project is early 2025.

FCHS Foundation realizes the pressure on local government to provide services; hence, West Elgin's investment in quality Care Close to Home is appreciated.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

N/A

What is the specific purpose that grant funds will be used for?

The grant would be used to fund a Portable Ultrasound for FCHS Emergency Department. This is the highest priority equipment need identified by ED staff at this time. In emergency situations, the importance of accurate, quick, and efficient scanning cannot be overstated.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

N/A

Please indicate what other sources of funding are supporting this Event / Program / Project.

FCHS Foundation has raised \$25,339 toward the ultrasound thus far. This was done through a Dinner Theatre event held in Thamesville this past November. The Foundation relies on other community donations as well, and is hopeful that the \$55,000 target can be reached with the potential support of West Elgin assisting this goal.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

A portable ultrasound will benefit patients with internal issues at FCHS, as it can be moved to any room for bedside scanning quickly by a physician. This means preliminary imaging can be done without having to schedule a sonographer in the busy Diagnostic Imaging Suite. Also not having to move an ill or injured patient is beneficial. It will be especially useful in the Emergency Department where quick and efficient diagnosis is essential.



## FCHS FOUNDATION BUDGET 2024-2025

	<i>Budget 12 Months Mar 31 2025</i>
<b><u>INCOME</u></b>	
Appeal - Fall	100,000
Appeal - Spring	100,000
Golf Tournament	50,000
Community Theatre	40,000
In Memoriam/In Recognition	30,000
Interest GIC's	22,000
Investment/gains (loss) income	15,000
Hospital Contribution to Newsletters	12,000
Auxiliary contrib	10,000
Bequests	10,000
DI Suite Campaign - SWM	10,000
General unrestricted	10,000
Special Events - 3rd Party	10,000
Split the Pot	8,000
Drive Thru Dinner	7,500
Municipality of West Elgin	5,000
Interest General	4,000
ATM Commissions	600
<b>TOTAL INCOME</b>	<b>444,100</b>
<b><u>EXPENSES</u></b>	
Salaries + EI + CPP + WSIB	100,000
Community Theatre	20,000
Newsletter	14,000
Golf Tournament Costs	13,000
RBC A+ Mge fees	12,000
Audit fees	10,000
Software contract/maintenance	8,000
Office expenses & new laptop & Printer Jan-Mar 2024	6,000
Drive Thru Dinner	4,500
Bank/credit card fees	3,500
Donor/memorial walls	3,000
Appeal costs - Fall	1,500
Appeal costs - Spring	1,500
Postage	1,200
Non Residents Tax	700
Website Hosting	500
ATM machine repairs	300
Memorial Service	300
Public Relations/board recruitment	250
Subscription Costs	250
<b>Total Direct Expenses</b>	<b>200,500</b>
Excess of Revenue over operation expenditure	<b>243,600</b>
<b><i>Donations to Four Counties Health Services</i></b>	
General	207,200
Education commitment	12,000
DI Suite Pledge SWM	10,000
Towards Portable Ultra Sound - Emerge Dept Total Cost \$55k	5,000
<b>Total Donations to FCHS</b>	<b>234,200</b>
Excess of Revenue over operation expenditure	<b>9,400</b>

Revised March 2024

**Four Counties Health Services Foundation  
Financial Statements  
For the year ended March 31, 2024**

**Four Counties Health Services Foundation  
Financial Statements  
For the year ended March 31, 2024**

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## Independent Auditor's Report

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To the Board of Directors, Four Counties Health Services Foundation

### Qualified Opinion

We have audited the accompanying financial statements of Four Counties Health Services Foundation (the Foundation), which comprise the statement of financial position as at March 31, 2024, and the statements of operations, changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, except for the possible effects of the matter described in the *Basis for Qualified Opinion* section of our report, the accompanying financial statements present fairly, in all material respects, the financial position of the Foundation as at March 31, 2024, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### Basis for Qualified Opinion

In common with many not-for-profit organizations, the Foundation derives revenue from fundraising activities the completeness of which is not susceptible to satisfactory audit verification. Accordingly, verification of these revenues was limited to the amounts recorded in the records of the Foundation. Therefore, we were not able to determine whether any adjustments might be necessary to fundraising revenue, excess of revenues over expenses, and cash flows from operations for the years ended March 31, 2024 and 2023, current assets as at March 31, 2024 and 2023, and net assets as at April 1 and March 31 for both the 2024 and 2023 years. Our audit opinion on the financial statements for the year ended March 31, 2024 was modified accordingly because of the possible effects of this limitation in scope.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Foundation in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

### Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Foundation's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Foundation or to cease operations, or has no realistic alternative but to do so.



Those charged with governance are responsible for overseeing the Foundation's financial reporting process.

### **Auditor's Responsibilities for the Audit of the Financial Statements**

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Foundation's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Foundation's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Foundation to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

*BDO Canada LLP*

Chartered Professional Accountants, Licensed Public Accountants

Windsor, Ontario  
June 27, 2024

**Four Counties Health Services Foundation  
Statement of Financial Position**

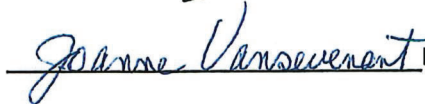
March 31	2024	2023
<b>Assets</b>		
<b>Current</b>		
Cash	\$ 140,482	\$ 275,542
Accounts receivable	3,159	2,761
Prepaid expenses	711	-
	<u>144,352</u>	<u>278,303</u>
Unrestricted investments (Note 2)	<u>1,586,882</u>	<u>1,352,637</u>
	<u>\$ 1,731,234</u>	<u>\$ 1,630,940</u>

**Liabilities and Net Assets**

<b>Current</b>		
Accounts payable and accrued liabilities (Note 3)	\$ 3,578	\$ 3,536
Deferred revenue	15,522	-
	<u>19,100</u>	<u>3,536</u>
Net assets	<u>1,712,134</u>	<u>1,627,404</u>
	<u>\$ 1,731,234</u>	<u>\$ 1,630,940</u>

On behalf of the Board:

 Director

 Director

The accompanying notes are an integral part of these financial statements

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**Four Counties Health Services Foundation  
Statement of Changes in Net Assets**

<u>For the year ended March 31</u>	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 1,627,404	\$ 1,642,954
Excess (deficiency) of revenue over expenditures	<u>84,730</u>	<u>(15,550)</u>
Balance, end of year	<u>\$ 1,712,134</u>	<u>\$ 1,627,404</u>

The accompanying notes are an integral part of these financial statements

**Four Counties Health Services Foundation**  
**Statement of Operations**

For the year ended March 31	2024	2023
<b>Revenue</b>		
Bequests	\$ 28,748	\$ -
Donations	75,677	42,975
Endoscopy campaign	-	10,000
Fall campaign	84,317	65,633
Spring campaign	122,510	138,235
Other fundraising	67,091	90,700
ATM commissions	667	313
Change in unrealized gain (loss) on investments	59,430	(19,635)
Dividend income	15,183	14,629
Interest income (Note 2)	23,380	22,074
Other investment income	14,769	9,951
	<u>491,772</u>	<u>374,875</u>
<b>Expenditures</b>		
Campaign costs	29,884	46,456
Office expenses	28,979	17,796
Investment fees	11,967	11,757
Salaries	93,834	87,496
Software contract	12,638	4,242
	<u>177,302</u>	<u>167,747</u>
<b>Excess of revenue over operating expenditures</b>	<b>314,470</b>	<b>207,128</b>
<b>Donations to Four Counties Health Services</b>		
General (Note 4)	<u>229,740</u>	<u>222,678</u>
<b>Excess (deficiency) of revenue over expenditures</b>	<b>\$ 84,730</b>	<b>\$ (15,550)</b>

The accompanying notes are an integral part of these financial statements



**Four Counties Health Services Foundation**  
**Statement of Cash Flow**

For the year ended March 31	2024	2023
<b>Cash provided by (used in)</b>		
<b>Operating activities</b>		
Excess (deficiency) of revenue over expenditures	\$ 84,730	\$ (15,550)
Items not involving cash		
Change in unrealized (gain) loss on held-for-trading investments	(59,430)	19,635
	<u>25,300</u>	<u>4,085</u>
Net changes in non-cash working capital balances:		
Prepaid expenses	(711)	-
Accounts receivable	(398)	(1,249)
Deferred contributions	15,522	-
Accounts payable and accrued liabilities	42	2,196
	<u>39,755</u>	<u>5,032</u>
<b>Investing activities</b>		
Investment purchases	(340,675)	(191,721)
Investment disposals	165,860	167,796
	<u>(174,815)</u>	<u>(23,925)</u>
<b>Decrease in cash and equivalents during the year</b>	<b>(135,060)</b>	<b>(18,893)</b>
<b>Cash and equivalents, beginning of year</b>	<b><u>275,542</u></b>	<b><u>294,435</u></b>
<b>Cash and equivalents, end of year</b>	<b><u>\$ 140,482</u></b>	<b><u>\$ 275,542</u></b>

The accompanying notes are an integral part of these financial statements

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## Four Counties Health Services Foundation

### Notes to the Financial Statements

March 31, 2024

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#### 1. Nature of Organization and Summary of Significant Accounting Policies

<b>Nature of Organization</b>	<p>The Four Counties Health Services Foundation ("the Foundation") is a registered charity incorporated in Ontario without share capital. The Foundation generates revenue through fundraising and the management of its investments to enhance or improve the services provided by or the facilities of Four Counties Health Services.</p> <p>The Foundation is a registered charity and, as such, is exempt from income tax and may issue income tax receipts to donors.</p>
<b>Basis of Accounting</b>	<p>The financial statements have been prepared by management using Canadian Accounting Standards for Not-for-Profit Organizations.</p>
<b>Revenue Recognition</b>	<p>The Foundation follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Revenue from investments is recognized as it is earned.</p>
<b>Contributed Services</b>	<p>Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements.</p>
<b>Capital Assets</b>	<p>Purchase of capital assets from operating funds are expensed through the operating fund. The capital assets owned by the Foundation are comprised of office furniture and computer equipment.</p>
<b>Pledges and bequests</b>	<p>The Foundation does not record pledges or bequest receivables, as collection cannot be reasonably assured.</p>

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## Four Counties Health Services Foundation Notes to the Financial Statements

March 31, 2024

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### 1. Significant Accounting Policies (Continued)

#### Financial Instruments

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any unrealized gains and losses reported in operations. In addition, all bonds and guaranteed investment certificates have been designated to be in the fair value category, with gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items re-measured at fair value at each statement of financial position date and charged to the financial instrument for those measured at amortized cost.

#### Use of Estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from management's best estimates as additional information becomes available in the future.

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**Four Counties Health Services Foundation**  
**Notes to the Financial Statements**

March 31, 2024

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**2. Unrestricted Investments**

The book values and estimated fair values of investments as at March 31 were as follows:

	2024		2023	
	Cost Value	Estimated Fair value	Cost Value	Estimated Fair value
Fixed income	\$ 1,073,480	\$ 1,003,682	\$ 871,787	\$ 804,564
Equity investments				
Portfolio shares	502,126	569,248	532,382	534,121
Investment savings accounts	13,952	13,952	13,952	13,952
	\$ 1,589,558	\$ 1,586,882	\$ 1,418,121	\$ 1,352,637

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**3. Accounts Payable and Accrued Liabilities**

Included in accounts payable and accrued liabilities is \$57 (2023 - \$97) in government remittances payable.

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**4. Related Party Transactions**

Four Counties Health Services Foundation maintains an office in premises owned by Four Counties Health Services. During the year the Foundation transferred \$229,740 (2023 - \$222,678) to Four Counties Health Services. These transactions are in the normal course of operations and measured at the exchange amount, which is the amount of consideration established and agreed upon by the related parties.

Four Counties Health Services is a hospital that provides health care services to the residents of Four Counties and surrounding areas.

The Foundation operates its business in one of the Hospital's buildings. In lieu of rent, the Foundation directly donates money to the Hospital. There is no rental agreement in place and is considered month to month.

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## Four Counties Health Services Foundation

### Notes to the Financial Statements

March 31, 2024

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#### 5. Pledges

As part of its annual fundraising campaign, the organization obtained \$100,000 in pledges. Of this amount, \$10,000 (2023 - \$20,000) is outstanding at year end and has not been included in these financial statements.

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#### 6. Financial Instrument Risk

The Foundation is exposed to various risks through its financial instruments. The following analysis provides information about the Foundation's risk exposure and concentration. There have been no significant changes in the nature or concentration of the risk exposures from the prior year, unless otherwise noted.

##### Liquidity risk

Liquidity risk is the risk that the Foundation encounters difficulty in meeting its obligations associated with financial liabilities. Liquidity risk includes the risk that, as a result of operational liquidity requirements, the organization will not have sufficient funds to settle a transaction on the due date; will be forced to sell financial assets at a value, which is less than what they are worth; or may be unable to settle or recover a financial asset. Liquidity risk arises from accounts payable and accrued liabilities. The Foundation manages its liquidity risk by forecasting its cash needs on a regular basis and seeking additional information based on those forecasts.

##### Interest rate risk

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Foundation is exposed to interest rate risk arising from the possibility that changes in interest rates will affect the value of fixed income denominated investments. This is mitigated by having a fixed interest rate on the GIC. Refer to Note 2 for current values held in these investments.

##### Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Foundation is exposed to other price risk through its portfolio of investments. The foundation mitigates this risk by reviewing the statements and having regular communications with the investment advisor. Refer to Note 2 for current values held in these investments.

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# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group KIWANIS CLUB OF RODNEY		
Contact Person	Becky Byers	Position held in organization President
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website

Specifics of Event / Project / Program requesting funds Meetings - 2nd and 4th Wednesday of the month (September 2024-June 2025)  Twoonie Tuesday - August 26 (2025) - road closure requested  Rodney Night Market - November 16 (2024) - road closure requested	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) Rodney Night Market - request for funding support in the amount of \$2500 (as previously received)	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	No

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Community fundraising events
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>Kiwanis Club of Rodney is a part of a global volunteer organization serving children of the world - one child at a time.</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>No</p>	
<p>What are the general objectives / services of your organization?</p> <p>Community fundraising events to provide support to youth and families in the area</p>	
<p>In what geographical area does your organization operate?</p> <p>Rodney and surrounding West Elgin areas</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>Currently 21 members volunteering to attend meetings, and support local events</p>	
<p>List the Executive Officers of your organization.</p> <p>Becky Byers - president          Larry Schneider - past president          Ron Abram - secretary          Paul Downie - treasurer          John E Johnston - membership chair</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Twoonie Tuesday

Selling of hot dogs, pop, chips, ice cream (local ice cream shop) for the purpose of fundraising and community involvement. Car show, music, for entertainment

Night Market

Gathering of artisans, non profit organizations, food vendors to set up and sell products, services or inform the community of upcoming events and resources. Collection of food for the Caring Cupboard.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

Youth volunteers in our community attend and serve at each event.

Twoonie Tuesday is a community gathering event to enrich the community. The night market is to showcase local (Elgin) business and entrepreneurs to the community in a fun and entertaining way.

What is the specific purpose that grant funds will be used for?

Road closure - both events

\$2500 - supports advertising, portapotties, extra expenses to run the market. Costs are typically low and we have rarely used the full amount slotted to us.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

See above

Please indicate what other sources of funding are supporting this Event / Program / Project.

Other fundraising monies brought in throughout the year support all our events. Community partners and businesses often donate in support of our events as well.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Children, families, individuals in need, community, local businesses





MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group Optimist Club of West Lorne		
Contact Person	Linda Ryerse	Position held Secretary in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website <a href="https://westlorneoptimistclub.com/">https://westlorneoptimistclub.com/</a>

Specifics of Event / Project / Program requesting funds  
 The Optimist Club of West Lorne is requesting the Municipality waive fees associated with the rental of the municipal spaces for the upcoming year (2025) of planned events. Additional requests may be submitted throughout the year for events not yet planned.

Total Project Budget  
 Approximate costs detailed below

Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)  
 Scout Hall Rental for Monthly Kids Craft (Jan-Dec 2025) - 8 x \$35 = \$280  
 Miller Park Pavillion for Easter Egg Hunt (April) - \$10  
 Arena Warm Room and Washrooms for Mothers Day Road Race (May) - 5hrs x \$25 = \$125  
 Miller Park Pavillion (day Use) and Scout Hall for Car Show and Shine (June) - \$40 + \$35  
 Total \$450 plus tax based on 2024 Rental Fees

Have you applied to the Municipality for funding in the past?	Yes
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Do you want to present your request to Council?	if required
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## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	
Date of Incorporation	June 27, 1975
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Youth and Community
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>The Optimist Club of West Lorne is incorporated as a non-profit organization. All members of the club are volunteers who organize and participate in various fundraising events which support needs for our local youth and community</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>no</p>	
<p>What are the general objectives / services of your organization?</p> <p>Serving the youth in our area and doing what we can to support the community.</p>	
<p>In what geographical area does your organization operate?</p> <p>West Elgin</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>Every member of the organization are volunteers. Currently there are approximately 50 members.</p>	
<p>List the Executive Officers of your organization.</p> <p>Past President - Tom Kalita          President - Marsha Kalita          Vice President - Nikki Chase          Treasurer - Krista Bodkin          Secretary - Linda Ryerse          Board of Directors - Joan Neil, Shannon Todd, Ron Ross, Fay Walsh, Steve Emery, Jenn Blanchard</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

Waiving fees associated with the rental of municipal spaces allows the optimist club to provide additional finances for youth and community programming rather than rental fees.

What is the specific purpose that grant funds will be used for?

To cover the costs associated with facility rental

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Children and Community



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group Optimist Club Mothers Day Road Race		
Contact Person	Ken Neil	Position held Road Race Chairperson in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website <a href="https://westlorneoptimistroadrace.com/">https://westlorneoptimistroadrace.com/</a>

Specifics of Event / Project / Program requesting funds Optimist Club of West Lorne Mother's Day Road Race in partnership with the Municipality of West Elgin	
Total Project Budget \$5500.00	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) \$2500.00	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	If required

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	
Date of Incorporation	June 27, 1975
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Community Special Event
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>The Optimist Club of West Lorne participates in the community by raising funds which are put towards supporting our local youth. Examples include; Miller Park, Kids Crafts, Teen Cooking, Easter Egg Hunt, etc</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>No</p>	
<p>What are the general objectives / services of your organization?</p> <p>Bring out the best in our youth and our community</p>	
<p>In what geographical area does your organization operate?</p> <p>West Elgin</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>The organization is solely made up of volunteers. There are approximately 50 members.</p>	
<p>List the Executive Officers of your organization.</p> <p>Past President - Tom Kalita          President - Marsha Kalita          Vice President - Nikki Chase          Treasurer - Krista Bodkin          Secretary - Linda Ryerse          Boards of Directors - Ron Ross, Joan Neil, Shannon Todd, Fay Walsh, Jenn Blanchard, Steve Emery</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.  
This is a road race offering a Kids fun run, 5K walk, 5K & 10K run and occurs on Mother's Day each year.  
This year marks the 12th anniversary for this event.  
The course is nationally certified with Athletics Canada and an official timer is hired to time the race for each individual.  
All profits from the event are used to support local community projects and/or children's charities as decided upon by the volunteers of the Optimist Club.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

What is the specific purpose that grant funds will be used for?  
Help off set costs associated with running the event allowing for increased funds to support the chosen charities and local community projects.

Cover costs associated with timekeeper, race shirts, race awards, advertising etc.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)  
Firetruck for traffic control at corner of Graham and Marsh. Pylons to mark race lane on Graham Road from arena to Marsh Line. Use of arena washrooms and warm room for registrations (requires use of WiFi). Any support required from municipal staff as needed.

Please indicate what other sources of funding are supporting this Event / Program / Project.  
Participant registration costs

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)  
Youth involved in the charities or programs being supported.  
Community Businesses  
All people involved in the event  
Upcoming optimist club community projects.

<b>Budget</b>		<b>Paid</b>	<b>Remaining</b>
<b>Expenses</b>			
Race Supplies [1]	\$ 300.00		\$ 300.00
Venue (arena warm	\$ 150.00		\$ 150.00
Timekeeper	\$ 700.00		\$ 700.00
Shirts	\$ 1,700.00		\$ 1,700.00
Wilson Trophy	\$ 1,500.00		\$ 1,500.00
Advertising	\$ 500.00		\$ 500.00
Website Domain	\$ 200.00		\$ 200.00
Misc	\$ 150.00		\$ 100.00
<b>Total</b>	<b>\$ 5,200.00</b>		<b>\$ 5,200.00</b>
<b>Revenue</b>			
Registrations	\$4,000		
Municipal Grant	\$2,500		
<b>Total</b>	<b>\$6,500</b>		

[1] Water for race participants (course and after)  
Post race refreshments



<b>2024 Road Race Financial</b>		Club Budget = \$3500, less municiple grant			
<b>Revenue</b>					
Registration--Pd via Race Roster		\$3,990.00			
Registration - Pd via cash		\$375.00			
T-Shirts (\$20 ea)		\$100.00			
Municipal Grant (submit receipts totaling)		<u>\$2,000.00</u>			
	<b>TOTAL IN</b>	<b>\$6,465.00</b>			
<b>Expenses</b>					
AFC Business Services (Domain Name) Oct2023	\$21.57			\$1.25	
WRACE - deposit (pd Dec 2023 by cheque)	\$250.00				
WRACE - final payment (pd by etransfer 12May)	\$340.00			\$1.25	
Medallions	\$1,305.16			\$1.25	
Labels for Medallions	\$13.55				
Shirts--TNT shirts	\$1,666.75			\$1.25	
Caution Signs for traffic	\$79.10			\$1.25	
Water, protein bars - first shop	\$50.90			\$1.25	
Water, bananas, protein bars - second shop	\$42.42			\$1.25	
Spray Paint for sign	\$20.33			\$1.25	
Flowers	\$180.00			\$1.25	
Total Service Charges for e-transfers	\$11.25				
	<b>TOTAL OUT</b>	<b>\$3,981.03</b>			
<b>Closing Balance</b>		<b><u>\$2,483.97</u></b>			



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group Rodney Cruise In - Charity Car Show		
Contact Person	Judd Kennedy	Position held in organization Volunteer
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website N/A

Specifics of Event / Project / Program requesting funds  Yearly Cruise night held the Friday of Father's Day weekend bringin folks from all over SW Ontario to the downtown of Rodney. Years ago it was on the closed off Furnival Rd. Recently it has not been. Many of the Cruisers have said they'll come if the street is shut off, due to safety reasons of folks walking around the vehicles that show up. Many of the local Cruises do shut off the street and it's more like a community atmosphere when they are. Kids of all ages are scurrying between & around vehicles. In case of an emergency situation, the street can be cleared VERY quickly due to everything is mobile.	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)	
Have you applied to the Municipality for funding in the past?	Not for this event
Do you want to present your request to Council?	Sure

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	All volunteers and Charities
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Youth/Senior Culture/Tourism Community Special Event
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>All Volunteer.          Pete &amp; Gail used to put it on for the community. The last one they did there were about 300 vehicles show up.</p>	
Is your group able to issue charitable tax receipts on its own?	
<p>What are the general objectives / services of your organization?</p> <p>Bring folks to our Municipality. Bring folks from the Municipality out and have something to do. Generate interest in our town.</p>	
<p>In what geographical area does your organization operate?</p> <p>Rodney. Bring folks from throughout SW Ontario.</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>ALL Volunteers          Unsure on numbers. Rodney Firefighters ass., Rodney Caring Cupboard Food Bank, Rodney Fair, Lions Club</p>	
<p>List the Executive Officers of your organization.</p> <p>?          Judd Kennedy &amp; Dan Balint</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

As Stated above.

To bring folks to Rodney. Promote Rodney. Get Folks from Rodney out and about socializing.

Bring in cash/funds/food to different organizations in Rodney.

Promote all our downtown businesses. Pretty much all of them are participating in this event.

If held anywhere else in town, then they won't get the exposure.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

Not new

What is the specific purpose that grant funds will be used for?

Close off the main drag of Rodney(Furnival Road, Queen to Rodney Scoop) from 5-8pm on Friday June 13

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.

Prizes from businesses for the cruisers.

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

EVERYONE.

Rodney and the Municipality.

Non profit community organizations. (listed above)



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group Rodney and District Horticulture Society		
Contact Person	Lynda Ford	Position held Secretary in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website rodneyhortsociety.ca

Specifics of Event / Project / Program requesting funds Fundraiser for the Rodney Horticulture Society. Annual Plant sale. Donated plants are sold as a fundraiser for the Society	
Total Project Budget \$100 Door prizes, table covers covered by board	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) Rental of recreation Hall Rodney for 2 hours to set up Friday May 16 Plant Sale 8 am to 12 pm for sale Just over 6 hours (the large room only) @\$50/hour x6=\$300	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	No

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	yes
Charitable registration number (if applicable)	not for profit organization
Date of Incorporation	1920
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	The Rodney and Distrcit Horticulture Society plant flower beds and areas in the town of Rodney and maintains them during the year.  Community Beautification
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.	
Is your group able to issue charitable tax receipts on its own? No	
What are the general objectives / services of your organization? Beautification of downtown Rodney	
In what geographical area does your organization operate? Rodney	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement. In 2024 vounteer hours totalled 1172	
List the Executive Officers of your organization. President Gwen Schneider Vice president Carla Ross Secretary Lynda Ford Treasurer Molly Schleihauf	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

What is the specific purpose that grant funds will be used for?

Hall Rental

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.

Membership fees

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

All the community



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group		Rodney Shufflers and Carpet Bowlers	
Contact Person	Judd Kennedy	Position held in organization	Volunteer
Mailing Address	[REDACTED]	Telephone / Cell Phone #	[REDACTED]
Email Address	[REDACTED]	Website	N/A

Specifics of Event / Project / Program requesting funds	
<p>Program requesting assistance.          Weekly community Shuffleboard and Carpet bowling. Every Monday and Thursday mornings. October through May.          As most of the players are seniors on OAS &amp; CPP, we are hoping for assistance in the \$5 playing fee per player per event, charged by the municipality. (in 2023 it was \$3. Before that it was \$30/season as a member charge and we paid the insurance in that instance &lt;\$200/season)          Either of these would increase the number of players coming out</p>	
Total Project Budget ...approximately 22 members currently	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) ...all of this depends on the number of players coming out to play regularly...lets say 20(5 full courts)...for now... At 32 weeks, twice a week at \$2 per event x 22 people = \$3168..... OR 22 people @ \$40/season= \$880(we pay the insurance which was <\$200/season before) Current is \$7920(if 22 folks) plus insurance. "IF" we go with this, it's \$7040, we pay the insurance of <\$200/season.	
Have you applied to the Municipality for funding in the past?	No...not as far as we know
Do you want to present your request to Council?	If needed, sure



## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	No
Charitable registration number (if applicable)	N/A
Date of Incorporation	N/A
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Senior Event
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>Rodney Shufflers and Carpet Bowlers have been playing in the Community Center since the building was built (as far as we know) Seniors, Indigenous and handicapped play for 8 months, from throughout Elgin &amp; West Elgin. (also from throughout Ontario)          We are all volunteers and are not incorporated.</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>No</p>	
<p>What are the general objectives / services of your organization?</p> <p>To get Folks out (seniors, Indigenous and handicapped) socializing &amp; exercising with others from our communities.</p>	
<p>In what geographical area does your organization operate?</p> <p>We operate in West Elgin (Rodney), but folks from around Ontario sometimes come to play also.</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>All are Volunteers. We run, clean &amp; organize each event every week (Mon &amp; Thurs a.m) and the Tournament.</p>	
<p>List the Executive Officers of your organization.</p> <p>Louise Vanderloo - Secretary          Barb Bijker - President          Judd Kennedy</p>	

## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Our twice weekly program.

We currently have 8 shuffleboard courts available to be played on. Our goal would be to have all courts full of local, community folks, playing twice a week.

Having a more cost effective price to play will entice more people to come out. It would be nice to be able to go back to the \$3 per person per day or the seasonal membership as before.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

A more reasonable cost should help. Since everyone involved is a Volunteer, it would definitely enhance the program and should entice more Seniors, Indigenous & Handicapped folks to come out to fill our courts and socialize.

What is the specific purpose that grant funds will be used for?

As stated above, supplement community activity charges.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Supplement community senior activities

Please indicate what other sources of funding are supporting this Event / Program / Project.

N/A

Who will benefit from the proposed Event / Project / Program (ex. Children, seniors, etc.)

The community, every week. Seniors, Indigenous & Handicapped people wanting to play shuffleboard or Carpet Bowl.



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group			
Rodney Shufflers			
Contact Person	Judd Kennedy	Position held in organization	Volunteer
Mailing Address	[REDACTED]	Telephone / Cell Phone #	[REDACTED]
Email Address	[REDACTED]	Website	N/A

Specifics of Event / Project / Program requesting funds	
Event	
<p>The Ontario Shuffleboard Association will be holding the 2nd Rodney Tournament August 26/27/28 2025. They are a Non Profit organization bringing folks from all over Ontario to play Shuffleboard, here in our community. There could be over 120 folks and also members of our community playing.</p> <p>Last year this event was the inaugural Rodney Tournament and was the best attended of all 8 of the OSA events throughout Ontario.</p>	
Total Project Budget	
Hall rental and insurance for the 3 day event.	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)	
Last year was \$1000 for the hall and \$250 for insurance, after a waive of \$600 on the hall rental.	
Have you applied to the Municipality for funding in the past?	No...not as far as we know (just the Hall rental last year...didn't apply for that though.)
Do you want to present your request to Council?	If needed, sure

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	No
Charitable registration number (if applicable)	N/A
Date of Incorporation	N/A
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Senior Event Community Special Event Tourism Development
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>Rodney Shufflers and Carpet Bowlers have been playing in the Community Center since the building was built(as far as we know) Seniors, Indigenous and handicapped play here, from throughout Elgin, West Elgin &amp; Ontario. Since we now have 8 courts, the OSA held the innaugural Rodney Shuffleboard Tournament here last year.(far as we know...1st ever)          We are not incorporated or non-profit.          The OSA is non-profit</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>No</p>	
<p>What are the general objectives / services of your organization?</p> <p>To get Folks out (seniors, Indigenous and handicapped) socializing &amp; exercising with others from our communities.          For this event...bring folks from other areas of Ontario to our Village and Municipality.</p>	
<p>In what geographical area does your organization operate?</p> <p>We operate in West Elgin(Rodney), but folks from around Ontario come to play also.          The OSA is all through Ontario</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>All are Volunteers. We run, clean &amp; organize each event every week(Mon &amp; Thurs a.m) and host the yearly OSA Tournament.</p>	
<p>List the Executive Officers of your organization.</p> <p>Louise Vanderloo - Secretary          Barb Bijker - President          Judd Kennedy</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

The Ontario Shuffleboard Association will be holding the Rodney tournament Aug 26/27/28 2025 here. They are a non-profit organization bringing folks from all across Ontario to play here in our Community. Both amateur and professional players will be attending. This could bring close to 120 folks here, as well as many local people, to play. The spouses will be in additional.

Last year this event was the 1st ever here in Rodney and was the highest attended of all the 8 events the OSA puts on.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

It will help make the event be even more successful by not having to put out cash to make the event possible. Entice folks and players to come out by keeping costs down.

What is the specific purpose that grant funds will be used for?

As stated above, Hall Rental and insurance for the 3 days.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Resources. Hall Rental and Insurance for the 3 day tournament

Please indicate what other sources of funding are supporting this Event / Program / Project.

Nothing

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Community/Municipality.

Seniors, Indigenous and Handicapped people wanting to play Shuffleboard in a tournament setting.

Everyone who attends.



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group Tiny Tots Co-operative Nursery School/EarlyON West		
Contact Person	Shelley Smith	Position held Supervisor in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website

Specifics of Event / Project / Program requesting funds Wednesday morning mobile/outreach EarlyhON play groups for families/caregivers of children ages 0-6years.	
Total Project Budget \$ 4504.50 (Wages, mileage, supplies-Tiny Tots/EarlyON) \$ 4169.70 (in-kind space-Municipal)	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) \$35/hr x 3 hrs x 41 weeks (Jan to June and Sept to Dec) + tax = \$4169.70	
Have you applied to the Municipality for funding in the past?	yes
Do you want to present your request to Council?	if needed

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	yes
Charitable registration number (if applicable)	892881871RR0001
Date of Incorporation	Nov 10, 1078
<b>Grant Category:</b> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Youth Event
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization. Tiny Tots has been offering licensed childcare and other programs for families since 1975. Incorporated in 1978 as a non-profit, charitable organization. Tiny Tots has a purchase of service agreement with the City of St Thomas to provide EarlyON programs to families/caregivers and children ages 0-6 years.	
Is your group able to issue charitable tax receipts on its own? yes	
What are the general objectives / services of your organization? To provide weekly outreach programs to build community, connect families to services, enhance child development, meeting community needs, delivered in accordance with the Ministry of Education guidelines.	
In what geographical area does your organization operate? Tiny Tots in Rodney, EarlyON in Wallacetown, Dutton, West Lorne, Rodney	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement. Tiny Tots, yes, board members, co-operative, 16 members currently	
List the Executive Officers of your organization. Cassandra McCallum Shannon Baptista Michele Barton	

## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.  
Two hour play group, drop in, to provide support and education to families/caregivers with children ages 0-6 years. Providing quality learning experiences. Connecting parents to professionals, services, to support special needs, development of children and well-being of families.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.  
We currently hold weekly programs in several in-kind locations across the west end of Elgin County. Programs are also held in our main centre at Adborough, the local libraries and parks and nature reserves. By offering services in various locations we are able to reach families to whom transportation is a barrier. From June to October we serviced an average of 30 participants monthly.

What is the specific purpose that grant funds will be used for?  
In-Kind Request

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)  
for space at the West Lorne Scout Hall Wednesdays from 9am until 12:00pm. Program runs 9:30-11:30 with half an hour for set up and take down.

Please indicate what other sources of funding are supporting this Event / Program / Project.  
Government of Ontario, through Children's Services St Thomas Elgin

Who will benefit from the proposed Event / Project / Program (ex. Children, seniors, etc.)  
Families and Caregivers with children ages 0-6 years.



**Tiny Tots Co-operative Nursery School of Aldborough Inc.**  
**Financial Statements**  
**For The Year Ended June 30, 2023**

Tiny Tots Co-operative Nursery School of Aldborough Inc.

Financial Statements

For the year ended June 30, 2023

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## FINANCIAL REVIEW CERTIFICATE

We certify that the statements of receipts & disbursements and assets & liabilities of Tiny Tots Co-operative Nursery School of Aldborough Inc., for the fiscal year ended June 30, 2023, are correct, and that our examination of the books and records of Tiny Tots Co-op included tests to ensure:

1. Cash receipts were correctly recorded;
2. Recorded vouchers were accurate and authentic;
3. Investment and similar assets which were recorded actually exist.

Date: November 16, 2023

Financial Reviewer: Melissa Wardell

Signature



Phone 519-762-3070

<b>Tiny Tots Co-operative Nursery School of Aldborough Inc</b> <b>Statement of Financial Position</b> <b>As At June 30</b>
--

<b>Assets</b>	2023	2022
Current		
Cash & Bank	\$ 111,748.49	\$ 75,137.13
Cash - Restricted	9,667.51	20,711.15
HST Refundable	1,900.66	1,862.75
Equipment	2,681.28	2,681.28
Less : Accumulated Depreciation	-2,077.98	-1,927.15
<b>Total Assets</b>	<b>\$ 123,919.96</b>	<b>\$ 98,465.16</b>
<b>Liabilities and Net Assets</b>		
Current		
Accounts Payable	\$ 6,886.43	\$ 3,051.02
Deferred Revenue		0.00
<b>Total Liabilities</b>	6,886.43	3,051.02
<b>Net Assets</b>		
Unrestricted Net Assets, beginning of period	95,414.14	80,411.35
Receipts over/(under) disbursements for year	20,574.47	13,195.29
Other Items affecting Net Assets	1,044.92	1,807.50
<b>Unrestricted net assets, end of period</b>	<b>117,033.53</b>	<b>95,414.14</b>
<b>Total Liabilities and Net Assets</b>	<b>\$ 123,919.96</b>	<b>\$ 98,465.16</b>

<b>Tiny Tots Co-operative Nursery School of Aldborough Inc</b> <b>Statement of Operations</b> <b>For the Year Ended June 30</b>
---

	2023	2022
<b>Receipts</b>		
Funding	\$ 107,585.60	\$ 3,044.74
Grants	\$ -	\$ 88,260.00
Childcare Fees	\$ 18,480.98	\$ 15,044.73
Fundraising	\$ 26,851.69	\$ 19,494.75
Child Sponsorship	\$ -	\$ -
Memberships	\$ -	\$ 616.00
Investment Income	\$ 187.69	\$ 157.74
GOG	\$ 18,671.76	\$ 21,671.76
WEG	\$ 4,266.90	\$ 3,886.63
<b>Total Receipts</b>	<b>\$ 176,044.62</b>	<b>\$ 152,176.35</b>
<b>Disbursements</b>		
Administration	\$ 12,420.32	\$ 14,273.89
Program Costs	\$ 18,624.72	\$ 7,802.96
Fundraising	\$ 972.43	\$ 105.00
Fees	\$ 150.00	\$ 100.00
Office	\$ 1,534.01	\$ 1,245.44
Insurance	\$ 2,398.50	\$ 2,222.64
Wages	\$ 114,014.97	\$ 107,641.01
Maintenance	\$ -	\$ 10.72
Occupancy Costs	\$ 5,204.37	\$ 4,937.62
Rent Expense	\$ -	\$ 453.25
Depreciation	\$ 150.83	\$ 188.53
<b>Total Disbursements</b>	<b>\$ 155,470.15</b>	<b>\$ 138,981.06</b>
<b>Receipts over (under) disbursements</b>	<b>\$ 20,574.47</b>	<b>\$ 13,195.29</b>

Tiny Tots Co-operative Nursery School of Aldborough Inc.

Notes to the Financial Statements

For the Year Ended June 30, 2023

1. Significant Accounting Policies

a. Nature of organization

Tiny Tots Co-operative Nursery School of Aldborough Inc. is a non-profit organization. The Co-operative cares for children and brings fun to those in the program.

b. Fund Accounting

Within the Canadian generally accepted accounting standards for not-for-profit organizations, the association follows the restricted fund method of accounting for contributions. Contributions and expenditures are recorded through general fund accounts.

c. Financial Instruments

The Co-operative has determined that the estimated fair value of the financial assets and liabilities do not differ considerably from their book value.

d. Revenue Recognition

The contributions are recognized as assessed.

e. Use of estimates

The preparation of financial statements in accordance with Canadian generally accepted accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates and may have impact on future periods.

2. Depreciation

Depreciation is taken by 20% of book value.



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group West Elgin Community Health Centre		
Contact Person Cindy da Costa	Position held in organization Registered Early Childhood Educator	
Mailing Address [REDACTED]	Telephone / Cell Phone # [REDACTED]	
Email Address [REDACTED]	Website www.wehc.on.ca	

Specifics of Event / Project / Program requesting funds Stroller Walk and Lunch - Families of children under 18 months register to go for a walk with staff along Miller Park path. Once done walking we join together for a free lunch.	
Total Project Budget - \$100 + tax request for in-kind donation for pavilion rental from municipality - WEHC will pay for food expenses.	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) \$20.00 + tax x 5 = \$100.00 + tax	
Have you applied to the Municipality for funding in the past?	yes
Do you want to present your request to Council?	only if necessary

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	yes
Charitable registration number (if applicable)	1335572 535 RR 0001
Date of Incorporation	1994
<b>Grant Category:</b> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Youth and Child/Event
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization. The WECMC provides health and social services that are accountable, accessible, efficient and governed by the community. Interdisciplinary team provides health care, range of community programs, illness prevention services and health promotion services.	
Is your group able to issue charitable tax receipts on its own? Yes	
What are the general objectives / services of your organization? We believe housing, education, food, environment play a role in health and well being. We believe language, literacy, poverty should not get in way of receiving care.	
In what geographical area does your organization operate? Dutton Dunwich and West Elgin municipalities.	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement. yes approx. 85 volunteers prepping, facilitating, assisting as needed etc.	
List the Executive Officers of your organization. Andy Kroeker - Executive Director Board of Directors - Chair Dawn Maziak Vice Chair - David James	



## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Stroller walk and lunch is a program to get parents post partum outside and getting exercise. It is a monthly program that offers food to encourage healthy eating. Also during program parents get to meet other new parents and have the chance to talk to a dietitian, nurse and E.C.E. about questions they might have.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

Using the park and pavilion allows for our numbers to increase. It gives us plenty of space and room. Also the West Lorne park is central for participants from all 3 communities.

What is the specific purpose that grant funds will be used for?

The funds will strictly be used for the pavilion rental cost.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

pavilion rental for 5 days

May 22/25 July 24/25 Sept. 25/25 10:30 - 12:30  
June 24/25 August 28/25

Please indicate what other sources of funding are supporting this Event / Program / Project.

West Elgin Community Health Centre

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Children 0-18 months

Parents of children 0-18 months



**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group West Elgin Community Health Centre		
Contact Person	Kristina Pringle	Position held in organization Youth Advocate
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website <a href="http://www.wechc.on.ca">www.wechc.on.ca</a>

**Specifics of Event / Project / Program requesting funds**  
 WECHC Senior's Summer Social Event- July 2025 (event details included in subsequent sections of the application)  
 WECHC Senior's Fall Fling Event- September 2025(event details included in subsequent sections of the application)  
 WECHC Community Support Services Functional Fitness Program- Requesting an in-kind donation of the use of the West Lorne Miller Park Pavillion for 13 Fridays (June to August 2025) between 9:30 am and 11:30 am.  
 WECHC Community Support Services Drum-fit and Chair Yoga programs- Requesting an in-kind donation of the use of the Rodney Recreation Centre for 2hrs per week (dates/times to be determined).  
 November Vaccination Clinic- Requesting in-kind donation of the use of the Rodney Recreation Centre for one full day in November 2025 (date to be determined).

**Total Project Budget**  
 \$6970 (including in-kind donations)- breakdown is below.

**Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)**  
 Senior's Summer Social Event- \$1000  
 Senior's Fall Fling Event- \$1000  
 CSS Fitness Program- In-kind donation of the use of the West Lorne Miller Park Pavillion- Value of approx. \$260  
 CSS Drum-Fit and Chair Yoga- In-kind donation of the use of the Rodney Rec Centre for 2hrs per week (large meeting room)- Value of approx. \$4160  
 November Vaccination Clinic-In-kind donation of the use of the Rodney Rec Centre for the full day- \$550

Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	Yes

# Community Grant Application Form

## For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	RR0001
Date of Incorporation	1992
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Youth/Senior event, Community Special Event
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>The West Elgin Community Health Centre (WECHC) is part of a network of Community Health Centres across Ontario that have been in operation for over 40 years. They are inspired by the hope that our health system is evolving toward a focus on keeping people well- not just treating them when they get sick. The CHC model is rooted in the belief that there are several determinants of health and well-being including accessible services, shelter, food, education and social support.</p> <p>WECHC was incorporated in 1992, and provides health and social services that are accountable, accessible, efficient, and governed by the community.</p> <p>Our interdisciplinary team provides primary health care, a range of community programs, illness prevention services and health promotion services primarily to the residents of Dutton Dunwich and West Elgin municipalities.</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>Yes</p>	
<p>What are the general objectives / services of your organization?</p> <p>The West Elgin Community Health Centre team works with our communities and our partners to provide accessible, high quality health care, health promotion, and Community Support Services.</p>	
<p>In what geographical area does your organization operate?</p> <p>West Elgin and Dutton Dunwich municipalities</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>Volunteers are engaged in many operational units of the Health Centre. They are involved in programs such as Meals on Wheels, Volunteer Transportation, Friendly Visiting, the Good Food Box, Men's Cooking, Let's Connect Child &amp; Youth Programs, art and fitness classes, support groups, special community events and in leadership roles such as with the WECHC Board of Directors. We currently have approximately 85 active volunteers.</p>	
<p>List the Executive Officers of your organization.</p> <p>Dawn Maziak- Chair          David James- Vice Chair          Larry Schneider- Director          Kathy Haehnel, Secretary/Treasurer          Nick Wells- Director          Linda Long- Director          Richard Kisuule- Director          Jeff Knipfel- Director</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.  
The Seniors Summer Social and Fall Fling events will bring together approximately 100-125 seniors from the WECHC catchment area to engage in a shared catered meal, wellness focused activities, live music and a senior's focused organization fair where they can learn more about and be connected to supports and services available to them in our region. The events will take place in July and September of 2025.

The CSS Outdoor Functional Fitness program operates during the summer months outdoors and engages approximately 25 seniors and adults with disabilities in interactive, volunteer-led fitness programming. The objective of this program is to increase physical and mental well-being as well as to reduce social isolation for the aforementioned demographic.

The CSS Drum-fit and Chair yoga program is part of our new initiative to expand programming for seniors and adults with disabilities into the Rodney area to reduce barriers to participation such as transportation. These programs also foster physical and mental well-being and reduce isolation.

The Flu Vaccine clinics allow us to reduce barriers for local families to access vaccinations.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

The goal of the Seniors Summer Social and Fall Fling is to further engage our current participants as well as to attract new participants to our CSS programs, while increasing their knowledge of local supports. The events will help to connect them with WECHC staff and volunteers and help WECHC reach a wider audience of seniors and adults with disabilities.

The use of the Miller Park Pavillion for fitness classes and the Rodney Recreation Centre for fitness classes and the vaccination clinic will ensure that these successful programs can continue to operate locally.

What is the specific purpose that grant funds will be used for?

Grant funds will be used to execute the Seniors Summer Social and Fall Fling events as previously described (it will help us to cover the cost of things like catering and live entertainment as outlined in the budget).

The in-kind donations will ensure that our outdoor and Rodney-focused fitness programs as well as our vaccination clinic can operate for the 2025 season.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

In-kind requests are proposed for the use of West Elgin Municipality facilities (West Lorne Miller Park Pavillion and the Rodney Recreation Centre)

Please indicate what other sources of funding are supporting this Event / Program / Project.

-Staff salaries (provided in-kind by the WECHC)

-Seniors Active Living Centre Grant

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Senior's Summer Social and Fall Fling- Seniors

Outdoor Functional Fitness- Seniors and Adults with Disabilities

Drum-Fit and Chair Yoga- Seniors and Adults with Disabilities

Vaccination Clinics- General population

## **Project Budget: Senior's Summer Social & Fall Fling Events**

### **Project Budget: Revenue Sources**

Grant- \$2000 (Senior's Active Living Centre, pending approval)

Grant- \$2000 (Municipality of West Elgin Community Grant, pending approval)

WECHC Staff Salaries- In-kind from WECHC

### **Project Budget: Expenses**

Advertising and Promotion- \$200

Catering: \$2000

Program Supplies- \$500

Entertainment- \$700

Prizes and Awards- \$300

Other- \$300

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**Total Expenses: \$4000**



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group  WEST ELGIN WOMEN IN BUSINESS		
Contact Person	AMY SOUSA PAM WARDELL	Position held PRESIDENT in VICE-PRESIDENT organization
Mailing Address	[REDACTED]	Telephone / [REDACTED] Cell Phone #
Email Address	[REDACTED]	Website WEWOMENINBIZ.CA

Specifics of Event / Project / Program requesting funds  West Elgin Women In Business is hosting a business community event, Hometown Business Showcase at the Elgin International Club on Sun. Feb. 23, 2025 from 11am - 3 pm. All local businesses are invited to set up a table at the venue to showcase their products and services available to residence in the community and to surrounding communities. We are hoping this will build community awareness of what is available in West Elgin and how to contact business owners. From this event, we will be to starting to build a business directory where residents can find the service they are looking for. This event will cost some money to host. The hall rental, advertising materials, social media marketing, labour for website maintenance and directory site building and ongoing directory updating and monitoring. We also want to hand out a marketing tote at the event for patrons attending.	
Total Project Budget  \$6000 for the year for all events planned	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)  \$2000	
Have you applied to the Municipality for funding in the past?	NO
Do you want to present your request to Council?	NO

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	yes		
Charitable registration number (if applicable)			
Date of Incorporation	JUNE 20, 2024		
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	COMMUNITY EVENTS/WORKSHOPS FOR SMALL BUSINESS OWNERS		
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.  ESTABLISHED THE GROUP NOVEMBER 21, 2023, DETERMINED EXECUTIVE ROLES, MET WITH MARIA SANCHEZ-KEANE FROM CENTRE FOR ORGANIZATIONAL EFFECTIVENESS MARCH 6, 2024 TO ESTABLISH A MISSION STATEMENT AND MEMBER BENEFITS, STRUCTURE, MEMBER COSTS AND NEXT STEPS. APPLIED FOR NOT FOR PROFIT STATUS AND INCORPORATED ON JUNE 20, 2024 AND CURRENTLY FINALIZING WEBSITE AND GROWING OUR MEMBERSHIP AND ESTABLISHING COMMUNITY AWARENESS OF GROUP AND ITS BENEFITS TO SMALL BUSINESS OWNERS AND THE LOCAL ECONOMY.			
Is your group able to issue charitable tax receipts on its own? NO			
What are the general objectives / services of your organization?  TO PROVIDE SMALL BUSINESS OWNERS SUPPORT, NETWORKING, HELP THEM BUILD THEIR BUSINESS THROUGH SOCIAL MEDIA AND TO BUILD COMMUNITY AWARENESS OF WHAT BUSINESSES THERE ARE IN OUR COMMUNITY BUILDING OUR LOCAL ECONOMY AND			
In what geographical area does your organization operate?  WEST ELGIN AND SURROUNDING AREA			
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.  8 VOLUNTEERS THAT CURRENTLY MAKE UP THE EXECUTIVE OF THE ORGANIZATION			
List the Executive Officers of your organization.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">           PRESIDENT, AMY SOUSA            TREASURER, LAURIE DANIS            DIRECTOR, NICOLE BRAUSEWETTER            DIRECTOR, HEIDI GEORGE         </td> <td style="width: 50%; border: none;">           VICE PRESIDENT, PAM WARDELL            SECRETARY, JESSICA STATHAM            DIRECTOR, STEPHANIE HOUNSELL            DIRECTOR, HEATHER DOUGHERTY         </td> </tr> </table>		PRESIDENT, AMY SOUSA TREASURER, LAURIE DANIS DIRECTOR, NICOLE BRAUSEWETTER DIRECTOR, HEIDI GEORGE	VICE PRESIDENT, PAM WARDELL SECRETARY, JESSICA STATHAM DIRECTOR, STEPHANIE HOUNSELL DIRECTOR, HEATHER DOUGHERTY
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# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines. The West Elgin Women in Business group are planning some events for 2025. We will be hosting 4 business builder events, one per quarter at a local venue that will have a keynote speaker. These business builder events will provide education, resources, business networking, social media education, Q & A and more. The purpose is to support small business owners as they start a new business or want to grow their business and in turn help the local economy and tourism of West Elgin. Ex. Jan. 15, 2025, Master Your Money, Master Your Mind, hosted at the Eagle Community Hall. There will be 2 keynote speakers, Heidi George from BMO presenting financials and goal setting, and Josh Ford from Fitborough on mindset for 2025. Throughout the year we have plans to also host Community Connectors; networking opportunities, social networking and sharing, spotlighting member achievements, knowledge and experiences. These are about building relationships amongst small business owners and how we can help and support each other through challenges. West Elgin Women in Business will be hosting a community Hometown Business Showcase with the

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

West Elgin Women in Business is a new community group with new project event ideas. Building a strong community through West Elgin Women in Business by hosting engaging events with high-quality keynote speakers is our strategy. Not only does it bring in more participants, but it also establishes our group as a valuable resource for networking, mentorship, and personal growth. This ripple effect will surely strengthen both individual members and the community as a whole.

To enhance the impact of these events, we will include:

Interactive Workshops alongside keynotes to allow for hands-on learning and deeper engagement.

What is the specific purpose that grant funds will be used for?  
business builder events with keynote speakers, community connector events, workshops, marketing, advertising, website development and maintenance, community events for small business owners, increase local awareness of businesses and services,  
Interactive Workshops alongside keynotes to allow for hands-on learning and deeper engagement.

Networking Opportunities before and after events to foster meaningful connections among members.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

In-kind requests include photocopying of advertising posters, usage of sound system and speakers, usage of Rodney Recreational facility, usage of pavilion at the Old Boys' park for events.

Please indicate what other sources of funding are supporting this Event / Program / Project.

memberships, \$900  
event tickets, \$1600  
EDC grant, \$2000

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)  
local business owners, the local economy, the community as a whole,



West Elgin Women in Business 2024 Financial Report / 2025 Budget and Projections

Income						Expenses						Balance		
Category	Details/Comments	2024 Actuals	2025 Projections	2025 Comments	2025 Actuals	Category	Details/Comments	2024 Actuals	2025 Budget	2025 Comments	2025 Actuals	2024 Actuals	2025 Budget	2025 Actuals
Memberships	17 Executive \$850 2 Associate \$80 (1 associate paid \$50)	\$ 930.00	\$ 900.00	Obtain 15 new Exec members and 5 new Assoc members		Event Facilities	Arts & Cookery April Event \$452 Eagle Community Centre October Event \$90	\$ 542.00	\$ 1,150.00	Quarterly Business Builder events and 4 Community Connection events				
Event Tickets	April Event minus Event Brite Fee \$875.94 October Event \$400	\$ 1,275.94	\$ 1,600.00	Planning to have 4 Business Builder events and other Community Connection events		Event Speakers	Dark Horse Designs \$100 Brittney Miller Socials \$100	\$ 200.00	\$ 1,000.00	2 speakers for each Business Builder events, as well as possibly some for the CC events				
Test Payment	Amy	\$ 0.50	\$ -	N/A as it was a test for stripe		Event Refreshments	Sponsored by RBC for April \$60 October Event Refreshments \$124.90 Turkey for November social	\$ 184.90	\$ 800.00	Quarterly Business Builder events and 4 Community Connection events				
Grants	None	\$ -	\$ 2,000.00	EDC has approved \$2000 for our group for 2025		Insurance	None	\$ -	\$ -	Seeking event spaces that provide insurance to avoid extra expenses for us				
Vendor Fees	None	\$ -	\$ 2,000.00	Aiming for 50 vendors at our Business Showcase event, \$40 per table		NPO Fees	NPO Registration	\$ 209.25	\$ -	This was a one time fee				
						Merch	Bags from Designs by Jenny	\$ 318.75	\$ -	No merch plans for 2025. Still have some bags from 2024				
						Website	Domain/Hosting	\$ 230.00	\$ 230.00	Recurring annual fee, may also see additional website maintainance fees				
						Banking Fees	8 months \$2.50 December will fall in Jan statement	\$ 20.00	\$ 30.00	\$2.50/month				
						Marketing	Brochures \$78.63 Postcards 57.02	\$ 135.65	\$ 100.00	Info Cards to provide to encourage new members				
						Stripe Fees	Memberships \$20.42 Events \$16.72 Test 0.31	\$ 37.45	\$ 150.00	Based on projected new members and additional events, we expect higher Stripe fees				
						Misc	Return overpayment to Associate that paid extra	\$ 20.00	\$ -	N/A				
<b>Total</b>		<b>\$ 2,206.44</b>	<b>\$ 6,500.00</b>		<b>\$ -</b>	<b>Total</b>		<b>\$ 1,898.00</b>	<b>\$ 3,460.00</b>		<b>\$ -</b>	<b>\$ 308.44</b>	<b>\$3,040.00</b>	



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group West Lorne and Community Horticultural Society		
Contact Person	Samm Okolisan	Position held President in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website westlornehort.org

Specifics of Event / Project / Program requesting funds Event - May 17 , 2025  The West Lorne and Community Horticultural Society will be hosting its annual Plant and Bake Sale. In addition to being our biggest fund raising event, it also allows for our members and the general public to donate plants of all species and sizes as well as gardening tools and tasty baked goods. The opportunity to purchase these plants allows local residents to individually grow their own garden while collectively contributing to the beautification of West Elgin.	
Total Project Budget \$500.00	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request) \$500.00	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	No

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes				
Charitable registration number (if applicable)	No				
Date of Incorporation	1920				
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Community Beautification				
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.					
Founded in 1920, the West Lorne and Community Horticultural Society has been continuously dedicated to the beautification of the Village of West Lorne. In addition we strive to educate the public on various gardening techniques through workshops and experienced guest speakers.					
Is your group able to issue charitable tax receipts on its own? No					
What are the general objectives / services of your organization?  Our aim is to contribute to the beautification of the Village of West Lorne also educate and motivate the public on various aspects of gardening.					
In what geographical area does your organization operate?  The Municipality of West Elgin.					
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.					
Yes...Approximately 12 volunteers help out annually. These duties include planting, watering, weeding, putting up seasonal displays and helping organize our workshops					
List the Executive Officers of your organization.					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">President - Samm Okolisan</td> <td style="width: 50%; border: none;">Past President - Jim Hathaway</td> </tr> <tr> <td style="border: none;">Treasurer - Ann Honchell</td> <td style="border: none;">Secretary - Catherine Hayward</td> </tr> </table>		President - Samm Okolisan	Past President - Jim Hathaway	Treasurer - Ann Honchell	Secretary - Catherine Hayward
President - Samm Okolisan	Past President - Jim Hathaway				
Treasurer - Ann Honchell	Secretary - Catherine Hayward				

## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Bo Horvat Community Centre

Friday, May 16, 2025

our society will require 3 hours (possibly less) to setup for the Plant and Bake Sale on Saturday. These hours would be from 5pm - 8pm.

Saturday, May 17, 2025

we will require the facility from 7am to 1pm. This will allow us to finish our set-up, host the event and conduct a thorough and complete clean-up. These hours are similar to what we requested in the past.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

This event has grown at an unbelievable rate and much of that is attributed to being able to host it at the Bo Horvat Community Centre. We have no worries regarding weather, space or even parking. This has been a win-win for both the Horticultural Society as hosts and all participants

What is the specific purpose that grant funds will be used for?

This in kind grant would help in offsetting any costs we would incur from having to rent the facility. This allows us to hold our major fund raiser in a facility that is favourable for all those involved. In addition having the event advertised on the marquee outside the Arena is another major advantage of being able to host at this location.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

In Kind only for the facility. In previous years tables and chairs were set up by the employees for our use which was a benefit when it came to displaying the plants.

Please indicate what other sources of funding are supporting this Event / Program / Project.

N/A

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

People of all ages who have a strong interest in gardening or even those who are purchasing their first plants. Our donations include plants of all shapes and sizes as well as shrubs and a large selection of trees. As this is our major fund raiser, the Village of West Lorne also benefits as we are able to continue to contribute to its beautification.



**Financial Review**

**November 1, 2023 to October 31, 2024**

**Prepared by: Ann Honchell**

**Treasurer**



## General Account - Income Statement

### Nov.1/23 to Oct. 31/24

	<u>Expenses</u>	<u>Income</u>
Banking	\$2,530.00	\$2,314.00
Donations & Grants	\$0.00	\$8,177.40
Door Prizes	\$153.03	\$0.00
Room Rental	\$175.00	\$0.00
Ontario Horticultural Assoc.	\$719.86	\$0.00
Membership	\$0.00	\$660.00
Planting	\$836.13	\$0.00
Plant & Bake Sale	\$50.82	\$2,462.35
Program	\$4,298.91	\$2,290.92
Publicity & Advertising	\$464.42	\$0.00
Social	\$116.40	\$0.00
Social Media	\$107.35	\$0.00
Yearbook	\$24.71	\$0.00
Treasurer	\$80.70	\$0.00
Decorating	\$91.02	\$0.00
Mis - Legiom Room Rental D10	\$225.00	\$0.00
Projects	\$2,148.42	\$0.00
<b>TOTALS</b>	<b><u>\$12,021.77</u></b>	<b><u>\$15,904.67</u></b>



## General Account - Balance Sheet November 1, 2023 - October 31, 2024

### Expenses

Banking	\$2,530.00	
Donations & Grants	\$0.00	
Door Prizes	\$153.03	
Room Rental	\$175.00	
Ontario Horticultural Assoc. Membership	\$719.86	
Planting	\$0.00	
Plant & Bake Sale	\$836.13	
Program	\$50.82	
Publicity & Advertising	\$4,298.91	
Social	\$464.42	
Social Media	\$116.40	
Yearbook	\$107.35	
Treasurer	\$24.71	
Decorating	\$80.70	
Misc.	\$91.02	
Projects	\$225.00	
<b>Total Expenses</b>	<b>\$2,148.42</b>	<b>\$12,021.77</b>

### Income

Banking	\$2,314.00	
Donations & Grants	\$8,177.40	
Membership	\$660.00	
Plant & Bake Sale	\$2,462.35	
Program	\$2,290.92	
<b>Total Income</b>	<b>\$15,904.67</b>	<b>\$15,904.67</b>

<b>Net Gain</b>		<b>\$3,882.90</b>
<b>Closing Balance Oct.31/24</b>		<b>\$10,826.21</b>



## Lottery Account - Balance Sheet November 1, 2023 - October 31, 2024

**Income**

**Nov. 24 (AGM)**

Door Prize	\$22.00	\$50.00
50/50	\$28.00	

**01-Apr**

Door Prize	\$62.00	\$186.00
50/50	\$29.00	
Transferred from float	\$95.00	

**16-May**

Door Prize	\$52.00	\$102.00
50/50	\$50.00	

**June 22 (Plant Sale)**

Door Prize	\$45.00	\$181.00
50/50	\$136.00	

**24-Jul**

Door Prize	\$50.00	\$72.00
50/50	\$22.00	

**Sept. 13/24**

Door Prize	\$34.00	\$77.00
50/50	\$43.00	

**Oct. 25**

Door Prize	\$40.00	\$70.00
50/50	\$30.00	

<b>Total Income</b>		<b>\$738.00</b>
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<b>Net Income</b>		<b>\$738.00</b>
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<b>Closing Balance Oct.31/24</b>		<b>\$1,605.60</b>
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**Final - Balance Sheet  
November 1, 2023 - October 31, 2024**

<b>General Account</b>	<b>(Net Income)</b>	<b>\$</b>	<b>3,882.90</b>
<b>Lottery Account</b>	<b>(Net Income)</b>	<b>\$</b>	<b>738.00</b>
<b>Totals</b>	<b>Net Income</b>	<b>\$</b>	<b>4,620.90</b>

<b>General Account</b>	<b>Closing Balance Oct.31/24</b>	<b>\$10,826.21</b>
<b>Lottery Account</b>	<b>Closing Balance Oct.31/24</b>	<b>\$1,605.60</b>



# West Lorne & Community Horticultural Society

## SOCIETY FINANCIAL REVIEW CERTIFICATE (TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society/Club financial records must be independently reviewed for the protection of both the Treasurer and the Society/Club.

Submit this signed form unless you have had a professional firm (CPA) conduct an audit and an audit report is provided by the auditor and included with your financial information.

If this form is being used, please note the following:

- Volunteer reviewers must **NOT** currently be on the Executive or Board; or related to one another; or related to the Treasurer.
- Financial Reviewers review and check off the items on the Review checklist attached.
- Financial Reviewers will verify that the totals shown on the financial statements are correct and will sign the statements.

### Checklist for Financial Reviewers

	Yes/No	Description	Comments
1	Y Y	Cheque/Payment issued in accordance with invoice	
2	Y Y	All Cheques are accounted for – during fiscal year	
3	Y Y	If required, two authorized signatories have signed each cheque	
4	Y Y	Bank Reconciliation is complete for the year and match the amount on the financial statement	
5	Y Y	Paid invoices have been properly approved for payment	
6	Y Y	Deposits are supported with detail	
7	Y Y	Cash deposits are supported by cash count records	
8	Y Y	Cash receipts are supported by numbered tickets etc.	
9	Y Y	Cash over/short is explained satisfactorily	
10	Y Y	Petty Cash has been counted	
11	Y Y	Etransfers have been properly recorded	
12	Y Y	All Bank Entries are legitimate and have been properly recorded	
13	Y Y	Accounts Payable are supported by documentation and date of payment in the new year is noted	
14	Y Y	Accounts Receivable are supported by documentation and date received in the new year is noted	
15	N/A N/A	Inventory counts are provided	
16	N/A N/A	Assets and Liabilities have been reviewed	
17	N/A N/A	All investments and assets which were reported do exist	
18	Y Y	Revenues are properly presented in the income statement	
19	Y Y	Expenses are properly presented in the income statement	
20	Y Y	Balance sheet balances and is mathematically correct	
21	Y Y	Income statement mathematically correct.	
22	N/A	Other _____	

### FINANCIAL REVIEW CERTIFICATE

(TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society financial records must be independently reviewed for the protection of both the Treasurer and the Society.

One of the following must be submitted:

- Completed Financial Review Certificate with two signatures. Volunteer reviewers must **NOT** currently be on the Executive or Board; or related to one another; or related to the Treasurer.

OR

- Audit/Review Report (not a Compilation, also known as, Notice to Reader) that has been completed by a professional firm/individual (CA, CMA, CPA, CGA). Please send a copy of the Audit Report and retain the original for your files. This usually has only **one** signature.

**Note: Compilations, also known as Notice to Readers, will no longer be acceptable as formats for reviews. If your financial statements are in this format, please also supply the Financial Review Certificate signed by the professional firm (one signature); or the two volunteer reviewers appointed by society.**

We certify that the statements of receipts & disbursements and assets & liabilities of the WEST LORNE COMMUNITY HORTICULTURE SOCIETY for the fiscal year ended OCT 31, 2024.

are correct, and that our examination of the books and records of the Society included tests to ensure:

1. all cash receipts were correctly recorded;
2. all recorded vouchers were accurate and authentic;
3. all investment and similar assets which were reported exist.

Date Nov 10, 2024  
Financial Reviewer CIDALIA COELLO  
Signature Cidalia Coello  
Phone 519-719-0271

Date Nov. 10, 2024  
Financial Reviewer JANET GIVEN  
Signature Janet Given  
Phone 519 768-2698

**NOTE: Financial Review and Review Certificate/Report must be completed BEFORE AGM.**

Any officer, director or auditor of an organization who makes a false statement in any report or information required under the *Agricultural and Horticultural Organizations Act* is guilty of an offence and on conviction is liable to a fine of not more than \$2000. R.S.O. 1990, c. A.9, s. 16



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group West Lorne and Community Horticultural Society		
Contact Person	Samm Okolisan	Position held President in organization
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website westlornehort.org

Specifics of Event / Project / Program requesting funds	
<p>Program - The West Lorne Horticultural Society is involved annually in the purchasing, planting and maintaining of flowers for the Village of West Lorne. Our society purchases plants that adorn the village signs in both the North and South end flower beds. The society also purchases plants for the pots that are found in the business core of our village. We have requested this grant in the past and were very honoured to receive it, allowing our society to continue contributing to the beautification of West Lorne.</p>	
Total Project Budget \$1,500	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)	
Have you applied to the Municipality for funding in the past?	Yes
Do you want to present your request to Council?	No

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes				
Charitable registration number (if applicable)	N/A				
Date of Incorporation	1920				
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Community Beautification				
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.  Founded in 1920, the West Lorne and Community Horticultural Society has been continuously dedicated to the beautification of the Village of West Lorne. In addition we strive to educate the public on various gardening techniques through workshops and experienced guest speakers.					
Is your group able to issue charitable tax receipts on its own?  No					
What are the general objectives / services of your organization?  Our aim is to contribute to the beautification of the Village of West Lorne also educate and motivate the public on various aspects of gardening.					
In what geographical area does your organization operate?  The Municipality of West Elgin					
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.  Yes...Approximately 12 volunteers help out annually. These duties include planting, watering, weeding, putting up seasonal displays and helping organize our workshops					
List the Executive Officers of your organization.  <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">President - Samm Okolisan</td> <td style="width: 50%;">Past President - Jim Hathaway</td> </tr> <tr> <td>Treasurer - Ann Honchell</td> <td>Secretary - Catherine Hayward</td> </tr> </table>		President - Samm Okolisan	Past President - Jim Hathaway	Treasurer - Ann Honchell	Secretary - Catherine Hayward
President - Samm Okolisan	Past President - Jim Hathaway				
Treasurer - Ann Honchell	Secretary - Catherine Hayward				

## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

Our Horticultural Society participates annually in the purchasing, planting and maintaining of flowers through out the Village of West Lorne. The process begins in the May when our vendor delivers the 12 hanging baskets which the parks department sets up. We also have the potted plants delivered at the same time which are Placed in the business core upon arrival to correspond with the hanging baskets. Our society takes the flowering plants that are delivered and plants them at both the North and South beds. Once the planting is completed our society members and volunteers weed and maintain the beds and provide watering when necessary. This continues until the fall when we begin to look at next year and new plants.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

This project of ordering, planting and maintaining has been going on for many years and has become closely identified with the West Lorne and Community Horticultural Society. The grant will allow this project to continue and allow our Horticultural Society to play a vital role in beautifying the Village of West Lorne.

What is the specific purpose that grant funds will be used for?

This grant will allow for the purchase of flowers for the various spots in our community. We believe that it will continue show the pride our society has in the community of West Lorne and allow residents and businesses a like to take pride the Village. In addition we believe that this will be very appealing to all those who visit West Lorne.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

N/A

Please indicate what other sources of funding are supporting this Event / Program / Project.

N/A

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

Residents of any ages. Everyone who lives, works or drives through West Lorne will see the beauty in the community from our hanging baskets, potted plants and welcome sign garden beds.

## West Lorne 2025

### Hanging Baskets

Bee's Knees Yellow Petunia  
 Surfinia Deep Red Petunia  
 Surfinia Giant Blue Petunia  
 Emerald Falls Green Dichondra

### Plants

Prince Tut Grass                      12 6" pots x \$12/pot = **\$144**  
 Rockin Playin the Blue Salvia      36 6" pots x \$12/pot = **\$432**  
 Flats of Annuals                      8 flats x \$45/flat = **\$360**  
     12 plants of Bee's Knees Yellow Petunia  
     12 plants of Deep Red Surfinia Petunia  
     12 plants of Supertunia Tiara Blue Petunia  
     12 plants of Illusion Emerald Lace Ipomoea  
     12 plants of Inca II Marigold  
     12 plants of Red Dragon Wing Begonias  
     16 plants of Emerald Lace Ipomoea

Total for Plants:  $144 + 432 + 360 = \mathbf{\$936}$   
 Soil amount estimated: 3 bales x \$40/bale = **\$120**

### Total for 2025

Plants	936
Bag of Fertilizer	100
Soil	120
	<hr/>
	1,156
Delivery	50
HST	156.78
	<hr/>
	<b>\$1,362.78</b>



**Financial Review**

**November 1, 2023 to October 31, 2024**

**Prepared by: Ann Honchell**

**Treasurer**





## General Account - Income Statement

### Nov.1/23 to Oct. 31/24

	<u>Expenses</u>	<u>Income</u>
Banking	\$2,530.00	\$2,314.00
Donations & Grants	\$0.00	\$8,177.40
Door Prizes	\$153.03	\$0.00
Room Rental	\$175.00	\$0.00
Ontario Horticultural Assoc.	\$719.86	\$0.00
Membership	\$0.00	\$660.00
Planting	\$836.13	\$0.00
Plant & Bake Sale	\$50.82	\$2,462.35
Program	\$4,298.91	\$2,290.92
Publicity & Advertising	\$464.42	\$0.00
Social	\$116.40	\$0.00
Social Media	\$107.35	\$0.00
Yearbook	\$24.71	\$0.00
Treasurer	\$80.70	\$0.00
Decorating	\$91.02	\$0.00
Mis - Legiom Room Rental D10	\$225.00	\$0.00
<u>Projects</u>	<u>\$2,148.42</u>	<u>\$0.00</u>
<b>TOTALS</b>	<b><u>\$12,021.77</u></b>	<b><u>\$15,904.67</u></b>



## General Account - Balance Sheet November 1, 2023 - October 31, 2024

### Expenses

Banking	\$2,530.00	
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Planting	\$836.13	
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Treasurer	\$80.70	
Decorating	\$91.02	
Misc.	\$225.00	
Projects	\$2,148.42	
<b>Total Expenses</b>	<b>\$12,021.77</b>	<b>\$12,021.77</b>

### Income

Banking	\$2,314.00	
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Membership	\$660.00	
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Program	\$2,290.92	
<b>Total Income</b>	<b>\$15,904.67</b>	<b>\$15,904.67</b>

<b>Net Gain</b>		<b>\$3,882.90</b>
<b>Closing Balance Oct.31/24</b>		<b>\$10,826.21</b>



## Lottery Account - Balance Sheet November 1, 2023 - October 31, 2024

**Income**

**Nov. 24 (AGM)**

Door Prize	\$22.00	<b>\$50.00</b>
50/50	\$28.00	

**01-Apr**

Door Prize	\$62.00	<b>\$186.00</b>
50/50	\$29.00	
Transferred from float	\$95.00	

**16-May**

Door Prize	\$52.00	<b>\$102.00</b>
50/50	\$50.00	

**June 22 (Plant Sale)**

Door Prize	\$45.00	<b>\$181.00</b>
50/50	\$136.00	

**24-Jul**

Door Prize	\$50.00	<b>\$72.00</b>
50/50	\$22.00	

**Sept. 13/24**

Door Prize	\$34.00	<b>\$77.00</b>
50/50	\$43.00	

**Oct. 25**

Door Prize	\$40.00	<b>\$70.00</b>
50/50	\$30.00	

<b>Total Income</b>		<b>\$738.00</b>
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<b>Net Income</b>		<b>\$738.00</b>
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<b>Closing Balance Oct.31/24</b>		<b>\$1,605.60</b>
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**Final - Balance Sheet  
November 1, 2023 - October 31, 2024**

<b>General Account</b>	<b>(Net Income)</b>	<b>\$</b>	<b>3,882.90</b>
<b>Lottery Account</b>	<b>(Net Income)</b>	<b>\$</b>	<b>738.00</b>
<b>Totals</b>	<b>Net Income</b>	<b>\$</b>	<b>4,620.90</b>

<b>General Account</b>	<b>Closing Balance Oct.31/24</b>		<b>\$10,826.21</b>
<b>Lottery Account</b>	<b>Closing Balance Oct.31/24</b>		<b>\$1,605.60</b>



**SOCIETY FINANCIAL REVIEW CERTIFICATE**  
(TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society/Club financial records must be independently reviewed for the protection of both the Treasurer and the Society/Club.

Submit this signed form unless you have had a professional firm (CPA) conduct an audit and an audit report is provided by the auditor and included with your financial information.

If this form is being used, please note the following:

- Volunteer reviewers must **NOT** currently be on the Executive or Board; or related to one another; or related to the Treasurer.
- Financial Reviewers review and check off the items on the Review checklist attached.
- Financial Reviewers will verify that the totals shown on the financial statements are correct and will sign the statements.

**Checklist for Financial Reviewers**

	Yes/No	Description	Comments
1	Y Y	Cheque/Payment issued in accordance with invoice	
2	Y Y	All Cheques are accounted for – during fiscal year	
3	Y Y	If required, two authorized signatories have signed each cheque	
4	Y Y	Bank Reconciliation is complete for the year and match the amount on the financial statement	
5	Y Y	Paid invoices have been properly approved for payment	
6	Y Y	Deposits are supported with detail	
7	Y Y	Cash deposits are supported by cash count records	
8	Y Y	Cash receipts are supported by numbered tickets etc.	
9	Y Y	Cash over/short is explained satisfactorily	
10	Y Y	Petty Cash has been counted	
11	Y Y	Etransfers have been properly recorded	
12	Y Y	All Bank Entries are legitimate and have been properly recorded	
13	Y Y	Accounts Payable are supported by documentation and date of payment in the new year is noted	
14	Y Y	Accounts Receivable are supported by documentation and date received in the new year is noted	
15	N/A N/A	Inventory counts are provided	
16	N/A N/A	Assets and Liabilities have been reviewed	
17	N/A N/A	All investments and assets which were reported do exist	
18	Y Y	Revenues are properly presented in the income statement	
19	Y Y	Expenses are properly presented in the income statement	
20	Y Y	Balance sheet balances and is mathematically correct	
21	Y Y	Income statement mathematically correct.	
22	N/A	Other _____	

### FINANCIAL REVIEW CERTIFICATE

(TO BE USED IF NO AUDIT REPORT IS SUPPLIED BY OUTSIDE AUDITORS)

Society financial records must be independently reviewed for the protection of both the Treasurer and the Society.

One of the following must be submitted:

- Completed Financial Review Certificate with two signatures. Volunteer reviewers must **NOT currently be on the Executive or Board; or related to one another; or related to the Treasurer.**

**OR**

- Audit/Review Report (not a Compilation, also known as, Notice to Reader) that has been completed by a professional firm/individual (CA, CMA, CPA, CGA). Please send a copy of the Audit Report and retain the original for your files. This usually has only **one** signature.

**Note: Compilations, also known as Notice to Readers, will no longer be acceptable as formats for reviews. If your financial statements are in this format, please also supply the Financial Review Certificate signed by the professional firm (one signature); or the two volunteer reviewers appointed by society.**

We certify that the statements of receipts & disbursements and assets & liabilities of the WEST LORNE COMMUNITY HORTICULTURE SOCIETY for the fiscal year ended OCT 31, 2024,  
(Name of Society)

are correct, and that our examination of the books and records of the Society included tests to ensure:

1. all cash receipts were correctly recorded;
2. all recorded vouchers were accurate and authentic;
3. all investment and similar assets which were reported exist.

Date Nov 10, 2024  
Financial Reviewer CIDALIA COFELLO  
Signature Cidalia Cofello  
Phone 519-719-0271

Date Nov. 10, 2024  
Financial Reviewer JANET GIVEN  
Signature Janet Given  
Phone 519 768-2698

**NOTE: Financial Review and Review Certificate/Report must be completed BEFORE AGM.**

Any officer, director or auditor of an organization who makes a false statement in any report or information required under the *Agricultural and Horticultural Organizations Act* is guilty of an offence and on conviction is liable to a fine of not more than \$2000. R.S.O. 1990, c. A.9, s. 16



MUNICIPALITY OF  
**West Elgin**

**Community Grant Application Form**

Name of Application / Organization / Service Club / Community Group WEST LORNE LAWNBOWLING CLUB		
Contact Person	NANCY ROODZANT	Position held in organization SECRETARY
Mailing Address	[REDACTED]	Telephone / Cell Phone # [REDACTED]
Email Address	[REDACTED]	Website

<p><b>Specifics of Event / Project / Program requesting funds</b></p> <p>The lawnbowling greens in West Lorne require daily and seasonal upkeep over our playing season-May to October. Our ongoing happy relationship with municipal workers in supplying bags and sand have helped us greatly, and in addition, we have been supplying over 1200 volunteer hours, and purchasing required maintenance items: fertilizer, seed, moisture control and upkeep of equipment for rolling, dragging, aeration and cutting. We need financial assistance to keep our greens to a playable standard -and without our volunteers, much more money would be required.</p>	
<p><b>Total Project Budget</b></p> <p>\$2500</p>	
<p><b>Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)</b></p> <p>\$2500 to be utilized to pay a summer student, up to seven hours a week. We have well-maintained equipment and experiences volunteers who will both train and mentor and be on site for our student.</p>	
<p><b>Have you applied to the Municipality for funding in the past?</b></p>	<p>Yes, the municipality has been a great partner: water bills, some other greens expenses</p>
<p><b>Do you want to present your request to Council?</b></p>	<p>Not necessary but will happily do so if requested.</p>

## Community Grant Application Form

### Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.

As above, our greens require daily maintenance or the very particular grass level and type is easily compromised. It is very demanding on our volunteers to go in every day and to prepare for our twice-weekly regular play as well as for our tournaments and hosting of community groups and schools. We always need funding for maintenance but the addition of a regularly scheduled summer student would enhance both the consistency and quality of our ability to keep our greens playable. We can hire in May and keep the student working until they return to school, or if in the area, until our season end in October.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

We have added players to our membership who summer at the local parks. We are bringing them into our volunteer schedule slowly as not to overwhelm them, so having a volunteer will fill the gaps and be an additional social outlet for our summer visitors to the area. We have seen that word of the fun and good exercise spread quickly through the parks and we are having more and more people drop in for an evening or two to try it out, and then join. Our Canada Day Open House was a huge community success with over 80 new interested people/families showing up. We had an event for mentally challenged youth from Hutton House in London as well, and it was a sheer pleasure to see the youth celebrate a successful toss of the bowl!

What is the specific purpose that grant funds will be used for?

Summer student hire; greens maintenance.

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Wages, specifically, and any additional materials they need such as hoes, and maintenance of the equipment and tools.

Please indicate what other sources of funding are supporting this Event / Program / Project.

We have yearly membership fees, sponsors who display signs, tournament fees and a small fee each time we come to play (jitney.)

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)

The summer student will benefit, and, if our greens are safe and well-maintained everyone who comes out to play will benefit.



**West Lorne Lawn Bowling  
Financial Report as of Sept. 30, 2024**

<u>Income</u>		<u>Expenses</u>	
Memberships	\$ 1,800.00	Hydro	\$ 482.62
Jitneys	\$ 741.75	Greens	\$ 3,944.56
Mun. of West Elgin	\$ 1,738.39		
Social fees	\$ 10.00	Club House	\$ 72.35
		Insurance	\$ 213.84
Grippo	\$ 20.00	Fees OLBA	\$ 720.00
Tournaments	\$ 1,761.00	Gift Cards	\$ 150.00
Donations	\$ 350.00	Junior Bowls	\$ 805.63
		Tournaments	\$ 865.00
		O/C Complete Turf	\$ 1,020.01
<b>Total Income</b>	<b>\$ 6,421.14</b>	<b>Total Expenses</b>	<b>\$ 8,274.01</b>
B/B Sept. 30, 2023	\$ 12,897.03	B/B Sept.30,2024	\$ 11,136.41
O/C OLBA	\$ 200.00	Petty Cash	\$ 107.75
<b>Total</b>	<b>\$ 19,518.17</b>	<b>Total</b>	<b>\$ 19,518.17</b>

Greens Expenses Detail

Fert.,spray,grease,oil	\$ 1,041.85
Sand	\$ 101.26
Gas for Equipment	\$ 312.41
Gas for travel	\$ 450.00
Repairs	\$ 1,717.59
Garbage bags etc.	\$ 21.45
Gratitude for Labour	\$ 300.00
	<b>\$ 3,944.56</b>

**West Lorne Lawn Bowling  
Financial Report as of Sept. 30, 2023**

<u>Income</u>		<u>Expenses</u>	
Memberships	\$ 1,300.00	Hydro	\$ 530
Jitneys	\$ 597.00	Greens	\$ 5,123
Mun. of West Elgin	\$ 5,407.95	Equipment	
		Club House	\$ 106
		Insurance	\$ 213
Grippo	\$ 60.00	Fees OLBA	\$ 494
Tournaments	\$ 2,049.50	Gift Cards	\$ 125
Refund OLBA	\$ 35.01	Shed	\$ 71
		Tournament	\$ 950
		Rule Books	\$ 27
<b>Total Income</b>	<b>\$ 9,449.46</b>	<b>Total Expense</b>	<b>\$ 7,641</b>
B/B Sept. 30, 2022	\$ 10,069.04	B/B Sept.30	\$ 12,897
O/C Complete Turf	\$ 1,020.01		
<b>Total</b>	<b>\$ 20,538.51</b>	<b>Total</b>	<b>\$ 20,538</b>

Greens Expenses De

Fert.,spray	\$ 1,514.
Sand	\$ 97.
Gas for Equi	\$ 377.
Gas for tra	\$ 300.
Repairs	\$ 1,708.
Garbage bi	\$ 54.
Aeration	\$ 547.
Gratitude f	\$ 525.
	<b>\$ 5,123.</b>

**Lorne Lawn Bowling**  
**Financial Report as of Sept. 30, 2024**

**West Lorne Lawn Bowling**  
**Financial Report as of Sept. 30, 2023**

<u>Income</u>	<u>Expenses</u>
Memberships \$ 1,800.00	Hydro \$ 482.62
Donations \$ 741.75	Greens \$ 3,944.56
Mun. of West Elgin \$ 1,738.39	
Registration fees \$ 10.00	Club House \$ 72.35
Grants \$ 20.00	Insurance \$ 213.84
Amalgamations \$ 1,761.00	Fees OLBA \$ 720.00
Refund OLBA \$ 350.00	Gift Cards \$ 150.00
	Junior Bowls \$ 805.63
	Tournaments \$ 865.00
	O/C Complete Turf \$ 1,020.01
<b>Income \$ 6,421.14</b>	<b>Total Expenses \$ 8,274.01</b>
B/B Sept. 30, 2023 \$ 12,897.03	B/B Sept.30,2024 \$ <b>11,136.41</b>
OLBA \$ 200.00	Petty Cash \$ 107.75
<b>\$ 19,518.17</b>	<b>Total \$ 19,518.17</b>

<u>Income</u>
Memberships \$ 1,300.00
Jitneys \$ 597.00
Mun. of West Elgin \$ 5,407.95
Grippio \$ 60.00
Tournaments \$ 2,049.50
Refund OLBA \$ 35.01
<b>Total Income \$ 9,449.46</b>
B/B Sept. 30, 2022 \$ 10,069.04
O/C Complete Turf \$ 1,020.01
<b>Total \$ 20,538.51</b>

<u>Expenses</u>
Hydro \$ 530.28
Greens \$ 5,123.89
Equipment
Club House \$ 106.04
Insurance \$ 213.84
Fees OLBA \$ 494.00
Gift Cards \$ 125.00
Shed \$ 71.31
Tournaments \$ 950.00
Rule Books \$ 27.12
<b>Total Expense \$ 7,641.48</b>
B/B Sept.30 \$ <b>12,897.03</b>
<b>Total \$ 20,538.51</b>

Greens Expenses Detail

Fert.,spray,grease,oil	\$ 1,041.85
Sand	\$ 101.26
Gas for Equipment	\$ 312.41
Gas for travel	\$ 450.00
Repairs	\$ 1,717.59
Garbage bags etc.	\$ 21.45
Gratitude for Labour	\$ 300.00
	<b>\$ 3,944.56</b>

Greens Expenses Detail

Fert.,spray	\$ 1,514.05
Sand	\$ 97.39
Gas for Equi	\$ 377.10
Gas for tra	\$ 300.00
Repairs	\$ 1,708.92
Garbage b	\$ 54.08
Aeration	\$ 547.35
Gratitude f	\$ 525.00
	<b>\$ 5,123.89</b>



# MUNICIPALITY OF West Elgin

## Community Grant Application Form

Name of Application / Organization / Service Club / Community Group  Zoe der Kinderen		
Contact Person	Zoe der Kinderen	Position held in organization
Mailing Address		Telephone / [REDACTED]
Email Address	[REDACTED]	Website

<b>Specifics of Event / Project / Program requesting funds</b> As an advocate for education and community engagement, I am writing to express my keen interest in volunteering as a child's craft educator in the county of West Elgin, specifically West Lorne. I am a dedicated and compassionate individual with a genuine passion for working with children. Throughout the years I have volunteered in various capacities within the various communities I have resided. Witnessing the profound impact these experiences have on young minds has further heightened my desire to contribute to and make a difference in the lives of children. Furthermore, I possess exceptional communication skills to interact and establish connections with the children and parents alike. My patience, empathy and enthusiasm allow me to create an environment where children feel comfortable seeking assistance, as well as sharing their thoughts and ideas. I believe that by contributing my time, energy and talents I will have a positive impact on both their personal growth and development as well as their creativity, imagination and self-esteem. I believe that it is a community program beneficial to the development of self-confidence, well rounded and productive young adults who will in time benefit our community.	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)  14 times x 2hrs each x \$35 = \$980.00	
Have you applied to the Municipality for funding in the past?	No
Do you want to present your request to Council?	If needed

## Community Grant Application Form

### For Organizations / Service Clubs

Are you a non-profit organization?	Yes
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	Arts Development
<p>Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.</p> <p>Throughout the years I have volunteered in various capacities within the various communities I have resided. I would like to ask council to allow me to hold this craft program at the Scout Hall, West Lorne, for the period of May 3<sup>rd</sup> running through to September 6<sup>th</sup> each Saturday from 9:30am to 11:30am, with the exception, of a few Saturdays where I would be out of town. The time frame would allow for set up, time for the crafts and then clean up. The age group would be from age 6 to 12, both boys and girls and with the option of parents attending. I will be supplying ALL supplies needed for each Saturday craft day and there will be NO cost to the children. It is strictly a NOT-FOR-PROFIT program.</p>	
<p>Is your group able to issue charitable tax receipts on its own?</p> <p>No</p>	
<p>What are the general objectives / services of your organization?</p> <p>I believe that by contributing my time, energy and talents I will have a positive impact on both their personal growth and development as well as their creativity, imagination and self-esteem. I believe that it is a community program beneficial to the development of self-confidence, well rounded and productive young adults who will in time benefit our community.</p>	
<p>In what geographical area does your organization operate?</p> <p>local</p>	
<p>Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.</p> <p>I would also like to offer the opportunity for High School students to volunteer to assist them in acquiring necessary hours for their credit course.</p>	
<p>List the Executive Officers of your organization.</p>	

# Community Grant Application Form

## Project Information

Please provide a brief description of the event, program or project. Include goals and timelines.  
I would like to ask council to allow me to hold this craft program at the Scout Hall, West Lorne, for the period of May 3<sup>rd</sup> running through to September 6<sup>th</sup> each Saturday from 9:30am to 11:30am, with the exception, of a few Saturdays where I would be out of town. The time frame would allow for set up, time for the crafts and then clean up. The age group would be from age 6 to 12, both boys and girls and with the option of parents attending. I will be supplying ALL supplies needed for each Saturday craft day and there will be NO cost to the children. It is strictly a NOT-FOR-PROFIT program.

If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.

What is the specific purpose that grant funds will be used for?  
Hall rental fees

For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)

Please indicate what other sources of funding are supporting this Event / Program / Project.  
I will be supplying ALL supplies needed for each Saturday craft day and there will be NO cost to the children

Who will benefit from the purposed Event / Project / Program (ex. Children, seniors, etc.)  
Children ages 6-12



**Staff Report**

**Report To:** Council Meeting  
**From:** Magda Badura, Manager of Corporate Services (Treasurer)  
**Date:** 2025-03-13  
**Subject:** 2024 Council Remuneration

**Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Council Remuneration and Expenses report for information only.

**Purpose:**

The purpose of this report is to provide an itemized statement of remuneration and expenses of Council Members for the calendar year 2024.

**Background:**

Section 284(1) of the Municipal Act requires that the Treasurer shall, on or before March 31 of each year, provide Council with an itemized statement on remuneration and expenses paid in the previous year to each member of Council. Council remuneration was set by By-Law 2020-88.

The table below presents the itemized 2024 remuneration and expenses for all council members.

<b>2024 Council Remuneration and Expenses</b>							
<b>Name</b>	<b>Annual Wages</b>	<b>CPP</b>	<b>EHT</b>	<b>Mileage</b>	<b>Meals</b>	<b>Conferences Seminars Meetings</b>	<b>Total</b>
Denning, William	\$ 14,524.80	\$ 656.04	\$ 283.20		\$ 53.91	\$ 2,523.87	\$ 18,041.82
Dougherty, Heather	\$ 1,815.60	\$ 73.33	\$ 35.40				\$ 1,924.33
Leatham, Richard	\$ 20,669.88		\$ 403.08		\$ 76.31		\$ 21,149.27
Navackas, Michelle	\$ 9,683.20	\$ 437.66	\$ 188.8		\$ 53.92	\$ 200.00	\$ 10,563.28
Statham, Ryan	\$ 14,525.80	\$ 656.04	\$ 283.20		\$ 53.92	\$ 1,611.55	\$ 17,130.51
Tellier, Taraesa	\$ 17,318.04	\$ 822.12	\$ 337.68	\$ 304.71	\$ 174.76	\$ 754.79	\$ 19,712.10
<b>Total</b>	<b>\$ 78,537.32</b>	<b>\$ 2,644.89</b>	<b>\$ 1,531.36</b>	<b>\$ 304.71</b>	<b>\$ 412.82</b>	<b>\$ 5,090.21</b>	<b>\$ 88,521.33</b>

**Financial Implications:**

There are no financial implications, as all expenses align with the 2024 Operating Budget and were approximately 7% lower than expected.

**Policies/Legislation:**

By-Law 2020-88

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
 Manager of Corporate Services, Treasurer

### Report Approval Details

Document Title:	2024 Council Remuneration - 2025-05-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** Magda Badura, Manager of Corporate Services (Treasurer)  
**Date:** 2025-03-13  
**Subject:** 2024 Public Sector Salary Disclosure

---

### **Recommendation:**

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: 2024 Public Sector Salary Disclosure for information only.

### **Purpose:**

The purpose of this report is to provide the Municipal Council with an overview of the 2024 Public Sector Salary Disclosure in Ontario. In addition, this report will help to address public perception and prepare council members to effectively communicate salary-related decisions, reinforcing trust in municipal governance.

### **Background:**

This disclosure, commonly referred to as the "Sunshine List," is an annual release mandated by the Public Sector Salary Disclosure Act, 1996, which requires organizations receiving public funding to disclose the salaries of employees earning \$100,000 or more annually.

The 2024 Public Sector Salary Disclosure includes employees from various sectors, including municipal governments, healthcare, education, and provincial agencies. The data is publicly accessible and serves as a transparency measure to ensure accountability in the use of public funds.

The Municipality of West Elgin reported a total of two senior administrative officials:

CAO/Treasurer	\$ 159,199.35
Manager of Operations and Community Services	\$ 121,837.23

June 5, 2024, The Municipality of West Elgin completed a compensation assessment whereby council approved and implemented adjustments to ensure wage rates reflecting the 50<sup>th</sup> percentile pay targets for comparable industry positions. The rates above reflect wage adjustments.

### **Financial Implications:**

The municipal council has approved the 2024 pay review adjustments, as reflected in the 2024 operating budget.

### **Policies/Legislation:**

By-Law 2024-48 Pay Administration Policy

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Magda Badura  
 Manager of Corporate Services/ Treasurer

**Report Approval Details**

Document Title:	2024 Public Sector Salary Disclosure - 2025-06-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Mar 7, 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:** Robin Greenall, Chief Administrative Officer  
**Date:** 2025-03-13  
**Subject:** Old Town Hall – Engineering Assessment Quote

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### **Recommendation:**

That West Elgin Council hereby receives the Old Town Hall – Engineering Assessment Quote report from Robin Greenall, CAO;

And that Council pre-approve the payment of the services to Spriet Associates, as quoted, to be included in the 2025 operating budget.

### **Purpose:**

To provide Council with the quote for the cost to complete an engineering assessment of the Old Town Hall

### **Background:**

In 2019, the Municipality of West Elgin applied for an ICIP grant to renovate the Old Town Hall and create space for a new library, community hub, and heritage display. At that time, Elgin County's engineering department created conceptual drawings and prepared a preliminary project budget as used in the ICIP application.

The Municipality was successful in obtaining grant funding of \$2.1 Million, but due to various challenges including COVID and competing priorities, the project was put on hold. The original funding application specified all projects must be complete by 2027. There is now real concern that the original budget is not adequate to complete the renovations as originally designed.

At its November 28, 2024, meeting Council approved the following recommendation.

*That West Elgin Council hereby authorize the CAO/Treasurer to obtain an engineer, to a maximum of ten-thousand dollars (\$10,000), to provide adequate engineered drawings, to satisfy the terms of the grant previously received for the Old Town Hall building (Rodney).*

Communications were sent to Spriet Associates to produce a quote to address the following:

1. Complete a thorough inspection of the Old Town Hall to determine building integrity and required structural repairs.
2. Review the project description and provide an updated cost of completion based on the original design.
3. Identify items which require immediate attention and those that could be completed later once additional funding becomes available; with the initial focus on main floor space designated for library services.

4. Provide a written report for West Elgin Council to aid in determining the future of this culturally significant building.

Spriet Associates recommended, due to the age of the building, a Class D assessment by a subcontractor, Ingersoll Associates, to provide a detailed report of the condition of the building and renovation requirement, producing a realistic cost estimate for the work required.

The quotation for structural engineering and cost estimating consultation services is \$ 17,230.

**Financial Implications:**

The total cost of the assessment is \$17,230 to be included in the 2025 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 checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Respectfully submitted by,

Robin Greenall  
 CAO



**SPRIET  
ASSOCIATES**  
ENGINEERS & ARCHITECTS  
155 York Street  
London, Ontario N6A 1A8  
Tel. (519) 672-4100  
Fax (519) 433-9351  
Email: mail@spriet.on.ca  
www.spriet.on.ca

**Project:** 225049  
**Date:** February 18, 2025  
**Re:** Rodney Town Hall Renovations  
Quotation for Structural Engineering  
and Cost Estimating Consultation Services  
**Attention:** Lee Gosnell, CRS  
Manager of Operations and Community Services

To Lee Gosnell & Team,

Thank you for reaching out regarding the Rodney Town Hall renovation project. We appreciate the opportunity to assist with this important initiative and recognize the significance of ensuring the building's future viability.

Based on your outlined scope of work, we are pleased to provide the following quotation:

**Scope of Work & Fees:**

- 1) **Building Integrity Inspection:** Thorough inspection of the Old Town Hall to assess structural integrity and required repairs.
  - a) Includes inspection, summarizing field notes and data.

**\$3,360**
  
- 2) **Updated Cost Estimate:** Review of the project description and an updated cost of completion based on the original design.
  - a) To be completed by sub-consultant – Ingersoll Associates. The estimate will be classified as a Class D, itemized estimate.

**\$6,850**
  
- 3) **Prioritization of Repairs:** Identification of critical repairs requiring immediate attention versus those that could be deferred pending additional funding.
  - a) Preliminary analysis of structural members in areas affected by future renovations.

**\$3,360**

4) **Final Report Preparation:** Written report summarizing findings, conclusions and recommendations for West Elgin Council.

**\$3,360**

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**Disbursements:**

**\$300**

**Total Fee (not including HST):**

**\$17,230**

Municipality of West Elgin is required to provide designated staff to be present during the inspections to assist with exposing to view the main structural components (i.e removal of plaster, drywall, etc) and to provide access including an adequate ladder.

Considerations:

We understand that the scope outlined in this quotation will support your decision-making process for the project. If the project proceeds, we recommend that the Municipality undertake a schematic design exercise to re-evaluate the best approach based on the structural report and cost estimate findings.

Spriet Associates is available to assist with this next phase should the municipality deem it appropriate. Our fees for the schematic design exercise will be determined once the project scope is established based on the structural findings, available project funding, and your final direction.

If you should have any questions, please contact the undersigned.

Prepared:



Alex Altenliu, P.Eng



## Staff Report

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**Report To:** Council Meeting  
**From:** Robin Greenall, Chief Administrative Officer  
**Date:** 2025-03-13  
**Subject:** West Lorne Library and Community Complex Renovations

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### **Recommendation:**

That the West Elgin Council hereby receives the West Lorne Library and Community Complex Renovations report from Robin Greenall, CAO; And

That Council direct staff to proceed with contracting Spriet Associates to complete Architectural Drawings and cost estimates for the renovation project.

### **Purpose:**

To provide Council with information to support their decisions to approve the next steps in the West Lorne Library and Community Complex Project.

### **Background:**

Council at its September 12, 2024, meeting received notice that the Elgin County Council approved to expand the West Lorne Library facility. Next step is for the West Elgin Council to approve design and costing for the project.

Staff recommend architectural drawings and cost estimates for the project for the following areas:

### **Library Renovations**

#### **Main Library Space**

The library renovations will consist of removal of the wall that separates the existing library from the old Employment Services Office. Elgin County Library Services provided West Elgin with preliminary drawings to detail their service needs. See attached design.

#### **Washroom and Main Entrance**

In addition to the main library space, the washrooms in the central hallway will need renovations to meet 2025 AODA and building standards. Renovations to the main entrance/ hallway will relocate the library's main entrance and provide additional access to the kitchen from the library space.

### **Council Chambers**

Renovation of Council Chambers was not in the original scope of work; however, this is an opportunity to consider as renovations to main floor of the West Lorne Community Complex are occurring and to take advantage of available onsite trades and contracting services.



Staff propose that Council consider relocating the wall that divides the kitchen and storage space from Council Chambers so that the kitchen/ storage space is reduced to half its size and Council Chambers is increased. This renovation will permit:

- Better space allotment for both Council and staff seating, and placement of technical equipment.
- Better space allotment for community attendees.
- Increased security by removing the open passage and reducing sound transfer during closed meetings.
- Increase safety by creating accessible exit points.

Staff propose architectural drawings be prepared for both the library and council chamber spaces, and project costing be prepared and submitted in two parts allowing Council to consider the project as a whole and as separate areas. Architectural drawings are required for the project to proceed to the RFP process, projected costing will provide Council with a realistic cost of the project(s) and support their funding decisions.

**Financial Implications:**

Estimated cost of Architectural drawing is \$15,000.

**Policies/Legislation:**

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

Respectfully submitted by,

Robin Greenall  
CAO

**DECISION**

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**LOT 21, CONCESSION 3, R PLAN 11R-10347  
MUNICIPALITY OF WEST ELGIN  
25130 ARGYLE LINE**

The applicant proposes to sever a parcel with a frontage of 37 m (121.39 ft), a depth of 180 m (590.55 ft) and an area of 12,140.6 m<sup>2</sup> (3.00 acres) to add to an existing lot. The applicant is retaining a lot with an area of 254,200 m<sup>2</sup> (62.814 acres) proposed to remain in Agricultural use.

**DECISION:** The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Severance applications **E 9-25** be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: February 26, 2027.

That the following requirements of the County of Elgin are met, including the following:

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That Section 3 or 5 of Section 50 of Planning Act continues to apply to any subsequent conveyance or transaction involving the subject lands.

That the following requirements of the Municipality of West Elgin are met, including the following:

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*.

**DECISION**

**Application #E 9-25**

February 26, 2025

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John "Ian" Fleck	X	
Tom Marks (Chair)	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews	X	
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of two years from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of two years from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or (33).

**CERTIFICATION**

I, Paul Clarke, Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 26<sup>th</sup> day of February, 2025.



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Paul Clarke  
Secretary-Treasurer  
Land Division Committee

## CORPORATION OF THE COUNTY OF ELGIN

### NOTICE OF DECISION

#### APPLICATION NO. E 9-25

#### LOT 21, CONCESSION 3, R PLAN 11R-10347

#### MUNICIPALITY OF WEST ELGIN

#### 25130 ARGYLE LINE

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 9-25** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (OLT) by filing with the OLT no later than the **18<sup>th</sup> of March 2025 at 4:30PM**. The Notice of Appeal must be filed with the approval authority, must set out the reasons for the appeal, and, must be accompanied by the fees required by the Tribunal and the County.

**HOW TO FILE AN APPEAL:** Appeals are submitted to the Secretary-Treasurer via the Ontario Land Tribunal's (OLT) online e-file service.

1. Navigate to the OLT's e-file service at <https://olt.gov.on.ca/e-file-service/>.
2. On the e-file service, sign into your *My Ontario Account* (first time users will need to register for a *My Ontario Account*).
3. Submit the appeal via the e-file service and ensure that you select the correct approval authority, which in this case is listed as "*Elgin (County) – Director of Planning*".
4. Pay the fee required by the OLT. The fee schedule and methods of payment can be found on the OLT website at <https://olt.gov.on.ca/fee-chart/>.
5. Pay the fee of required by the County, as outlined in the County's User Fees and Charges By-Law, as amended.
  - a. OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
  - b. County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques or Money Order must be made out to the "Treasurer, County of Elgin".
6. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the Secretary-Treasurer at the address listed above. Please note that an additional administrative fee will apply. Forms can be downloaded from the OLT website above or are available for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas, and can be submitted to [landdivision@elgin.ca](mailto:landdivision@elgin.ca)

**WHO CAN FILE AN APPEAL:** Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

**ADDITIONAL INFORMATION** regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 26<sup>th</sup> of February, 2025.



Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c.  
Municipality of West Elgin: CAO; Robert Brown, [planning@westelgin.net](mailto:planning@westelgin.net)



# FROM THE **COUNCIL CHAMBERS**

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FEBRUARY 25, 2025

COUNCIL MEETING



# Supporting Communities: A Snapshot of Social Services

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The Director of St. Thomas - Elgin Social Services, along with the Managers overseeing Ontario Works, Housing Stability Services, and Children's Services provided County Council with an overview of their services.

Social Services is administered by the City of St. Thomas but is funded by the County of Elgin, City of St. Thomas, and the Province.

Collectively, these organizations provide support to residents of Elgin and St. Thomas, offering financial assistance for essential living costs, job connections, access to social housing, homelessness prevention, and licensed childcare services.





# 2

## Critical Renovations Ahead for the County's Administration Building

Elgin County Council has approved the recommended rehabilitation option for the County Administration Building.

The building, originally constructed in 1939, requires significant repairs due to aging materials, including cracked bricks and outdated windows and doors.

The approved plan involves overcladding the existing brick with Aluminum Composite Panels (ACP), replacing windows with energy-efficient Aluminum Double Glazed Windows, and upgrading doors with durable Hollow Metal Doors. The total estimated cost for this project is \$5.003 million plus HST. This solution ensures long-term durability, energy efficiency, and sustainability.



# 3

## Elgin County Council Approves the 2025 Budget in Principle

Elgin County Council has reviewed the 2025 Proposed Business Plan & Budget, along with the feedback submitted by residents during the most recent public engagement period. Following the presentation of this information, Council approved the 2025 Business Plan & Budget in principle.

At the next Council Meeting, scheduled for March 11th, the Budget By-Law will be presented for approval. If approved, the budget will be officially enacted, resulting in an annual County levy of \$49.8 million and a tax rate increase of 1.49%. A copy of the 2025 Proposed Business Plan & Budget can be found at: [EngageElgin.ca/2025BusinessPlanBudget](https://EngageElgin.ca/2025BusinessPlanBudget).



# Next Council Meeting:



MARCH 11, 2025



9:00 AM



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March 6, 2025

Mayor Richard Leatham  
West Elgin Councillors  
CAO Robin Greenal  
Municipality of West Elgin  
22413 Hoskins Line  
Rodney, ON  
N0L 2C0

Dear Mayor Leatham, Councillors, Ms. Greenal:

SUBJECT: Response to recent posting by the Municipality regarding Port Glasgow Trailer Park.

We are two of the surviving members of the Aldborough Old Boys Association (AOBA) who were involved at the time of the donation to the municipality.

We are very concerned with the recent posting of information on the Municipal Website about the purchase of the Port Glasgow Trailer Park.

In April 1986 there is a Transfer/Deed of Land - Number 273223 with a cost of \$500. The Municipality did not purchase the property as such – it was donated to the municipality by the Aldborough Old Boys Association (AOBA) and the \$500 fee was simply to cover legal costs. This transfer does not reflect the market value of the lake front land at that time.

On page 2 of the Transfer/Deed of Land, Section 5 – it clearly states:

***“If consideration is nominal, describe relationship between transferor and transferee and state purpose of conveyance.”***

**5) land to be held and improved as a public park**

The \$500 consideration was nominal. We think this is a clear statement of purpose for the transaction.

It was our clear intention that the land along the lakefront be held and improved as a public park.

**It is disappointing to us, those that were involved in the donation, that the Municipality would say that this land was not donated, and there were no conditions placed on the land to remain as a public park.**

Sincerely,



Robert (Bob) Miller

Norman M. (Mac) Ford



# MUNICIPALITY OF West Elgin

## The Corporation of The Municipality of West Elgin

### By-Law No. 2025-14

#### Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on March 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 March 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 13<sup>th</sup> day of March, 2025.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk