



Municipality of West Elgin

Agenda

Council Meeting

Date: May 8, 2025, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

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

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for May 8, 2025 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Public Meeting

Recommendation:

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

4.1 Zoning Amendment

8

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2025 – Recommendation Report (Planning Report 2025-08)

That West Elgin Council approve the correction of the zoning of the lands at 172 and 174 Jane St. by rezoning the lands from Residential Second Density (R2) to Residential Third Density (R3) 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 May 8, 2025, Council Agenda.

4.2 Adjournment of the Public Meeting

Recommendation:

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

5. Delegations

5.1 Motion to Suspend the Rules (Allow thirty (30) minutes for delegation)

Pursuant to Section 3.5 of By-law 2024-05 (*Procedural By-law*) "Any part or parts of this by-law may be suspended by a vote with the consent of Council Members present unless the part(s) is prescribed by statute or law."

Recommendation:

That West Elgin Council hereby suspend the rules of By-law 2024-05, Section 6.8, allowing delegation Mat Vaughan, County of Elgin, a maximum of thirty (30) minutes for the purpose of a presentation Re: Elgin County Planning, Shared Services.

5.2 Mat Vaughan, Director of Planning and Development, County of Elgin Planning

15

Elgin County Centralized Planning Services Presentation

6.	Adoption of Minutes	24
	Recommendation: That West Elgin Council hereby adopt the Minutes of April 24, 2025, as presented.	
7.	Business Arising from Minutes	
8.	Staff Reports	
8.1	Wastewater (Planning to Present)	
8.1.1	Wastewater Treatment Capacity and Growth	30
	Recommendation: That West Elgin Council hereby receives the report from Robert Brown, Planner on the current wastewater treatment capacity and growth in West Elgin, and That West Elgin Council directs administration to initiate the process to engage a consultant to undertake the necessary modelling to determine future wastewater treatment needs and develop solution options to expand treatment capacity, including shared services with neighbouring municipalities.	
8.2	Building	
8.2.1	Monthly Building Report, April 2025	35
	Recommendation: That West Elgin Council hereby receives the report from Re: Building Department Summary Report for the month of April 2025.	
8.3	Fire	
8.3.1	Monthly Fire Services Report, April 2025	39
	Recommendation: That West Elgin Council hereby receives the Monthly Fire report for April 2025, from Jeff McArthur, Fire Chief, for information purposes.	
8.4	Municipal Drains	

8.4.1 Section 78, Request for Major Improvement, Mills Drain

43

Recommendation:

That West Elgin Council hereby receives Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Mills Drain; And

That Council approve the request for the Improvement of the Hauser Drain, dated April 23, 2025, submitted by Mike Simon, President, 1000728899 Ont. Inc.; And

That Council hereby approves Spriets and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

8.5 Community Services & Clerks

8.5.1 Community Grants Update

48

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk; And

That Council hereby provide pre-budget approval for the community grant requests for events held in May and June, 2025.

8.6 Chief Administrative Officer

8.6.1 OCWA 2025 Capital Spending Request

53

Recommendation:

That West Elgin Council hereby receives the report from Robin Greenall, CAO; AND

That West Elgin Council approves the capital spending of \$97,000 as requested by the Ontario Clean Water Agency for necessary upgrades to the West Lorne wastewater treatment plant.

9. Committee and Board Reports or Updates

- 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

10. Notice of Motion

11. Council Inquires/Announcements

Council opportunity for information inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1 County of Elgin, Notice of Decision, E 27-25 55

12.2 County of Elgin, From the Council Chambers, April 22 2025 59

12.3 Four Counties Community Villa 69

13. Items Requiring Council Consideration

13.1 Special Meeting of Council, June 5, 2025

Recommendation:

That West Elgin Council hereby schedule a Special Meeting of Council on Thursday, June 5, 2025 at 4:00pm, for the purpose of Ward 3 Candidate Interviews; And

That a selection and appointment of Ward 3 Councillor will be made on Thursday, June 12, 2025, at the Regular Meeting of Council.

14. By-Laws

14.1 2025-22, Dissolution of Ward System of Electoral Representation 70

Recommendation:

That By-law 2025-22, being a By-law to dissolve the 'Ward System of Electoral Representation' for the Corporation of The Municipality of West Elgin, and Institute an 'At-Large System of Electoral Representation' and to Repeal By-law 99-53, be read a first, second and third and final time.

14.2 2025-23, Zoning Amendment, 172 and 174 Jane Street 71

Recommendation:

That By-law 2025-23, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 172/174 Jane Street, be read a first, second and third and final time.

15. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss three (3) matters pursuant to the *Municipal Act*, Section 239 (2)

1. (c) a proposed or pending acquisition or disposition of land by the municipality or local board; (Graham Road West Lorne)
2. (b) personal matters about an identifiable individual, including municipal or local board employees; (CBO Contract)
3. (b) personal matters about an identifiable individual, including municipal or local board employees; (Unauthorized use/damage of Municipal Property)

16. Report from Closed Session

17. Confirming By-Law 73

Recommendation:

That By-law 2025-24 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 8, 2025, be read a first, second and third and final time.

18. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____
to meet again at 4:00pm, on Thursday, May 22, 2025, or at the call of the Chair.



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2025-04-30
Subject: Zoning By-law Amendment Application D-14 2-2025 – Recommendation Report (Planning Report (2025-08))

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2025 – Recommendation Report (Planning Report 2025-08)

That West Elgin Council approve the correction of the zoning of the lands at 172 and 174 Jane St. by rezoning the lands from Residential Second Density (R2) to Residential Third Density (R3) 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 May 8, 2025, Council Agenda.

Purpose:

As a result of a transition error the zoning on the subject lands was changed from R3 in the former Rodney Zoning By-law to R2 in the current West Elgin Zoning By-law. To correct this issue an amendment is proposed to change the existing zoning on the property from Residential Second Density (R2) Zone to Residential Third Density (R3) Zone which will permit the current use on the property.

Background:

The subject land consists of two lots each with a frontage of 25 m, depth of 44 m and area of 1,100 sq. m. Each lot contains an existing fourplex constructed in 1992. The applicant is proposing to consolidate the lots into one parcel and did submit a request to the County of Elgin for a cancellation certificate which was approved April 22, 2025. This approval nullifies the original consent and allows the lots to be consolidated into one. During discussion with the applicant, it was determined that the current R2 zoning was not correct and that earlier consultation with the municipality had verified this. It was agreed that a correction would be made during the next by-law housekeeping, however, no amendments have been necessary in the last three years. With the pending consolidation of the lots it was recommended that a stand alone by-law be brought forward to rezone the lands back to their former R3 zoning as agreed to during earlier consultation. This will permit the current use on the property.

Financial Implications:

As a transition error occurred, the municipality is undertaking the correction at no cost to the landowner. Once the two existing lots are consolidated there may be some minimal adjustment in the assessment value.

Policies/Legislation:

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

PPS (2024):

The proposed zoning correction raises no issues of Provincial significance.

CEOP:

The subject lands are within the Rodney settlement area and considered a Tier One settlement area. The zoning correction raises no issue of County significance.

West Elgin OP (2024):

The subject lands are designated Residential, as shown on Land Use Plan Schedule '4A' of the Official Plan. The land use on the property is not changing and will continue to conform with the Residential policies of the West Elgin Official Plan.

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

The subject lands are zoned Residential Second Density (R2) Zone on Schedule B, Map 3 of the ZBL. This zoning does not permit the current fourplexes on the subject lands however they would be considered legal non-conforming as they were permitted under the R3 of the former Rodney Zoning By-law. It is never the intent to remove development potential from a landowner's property without proper consultation.

The transfer of all applicable zoning details from one or more former by-laws such as the former Rodney and Aldborough to one consolidated by-law, the current West Elgin Zoning By-law, is bound to result in transition errors regardless of how carefully the tasks is undertaken. When errors such as this are realized there are two options, undertake a comprehensive housekeeping amendment to address one or more errors or complete a standalone amendment. Since no housekeeping amendment is currently anticipated and the owner was undertaking a consolidation of the two existing lots a standalone approach was recommended.

Since the amendment is not resulting in any change to the existing land use there are no additional considerations.

Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on April 17, 2025, a minimum of 20 days prior to the public meeting as required by the Planning Act.

Municipal Department Comments:

There were no concerns expressed with the proposed zoning correction.

Agency Comments:

The zoning by-law amendment application was circulated to the Agencies for comment. No additional comments have been received from other agencies.

Public Comments:

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the West Elgin OP; and recommends that the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting. Once a Council decision is made, Notice will be sent to those who have requested a copy and/or attended the public meeting or provided written comments.

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 2-2025 - Recommendation Report - 2025-08-Planning.docx
Attachments:	- 2025-23 - ZBLA - D14 2-2025 Vergeer.pdf
Final Approval Date:	May 2, 2025

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

Robin Greenall



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2025-23

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 172/174 Jane St.

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

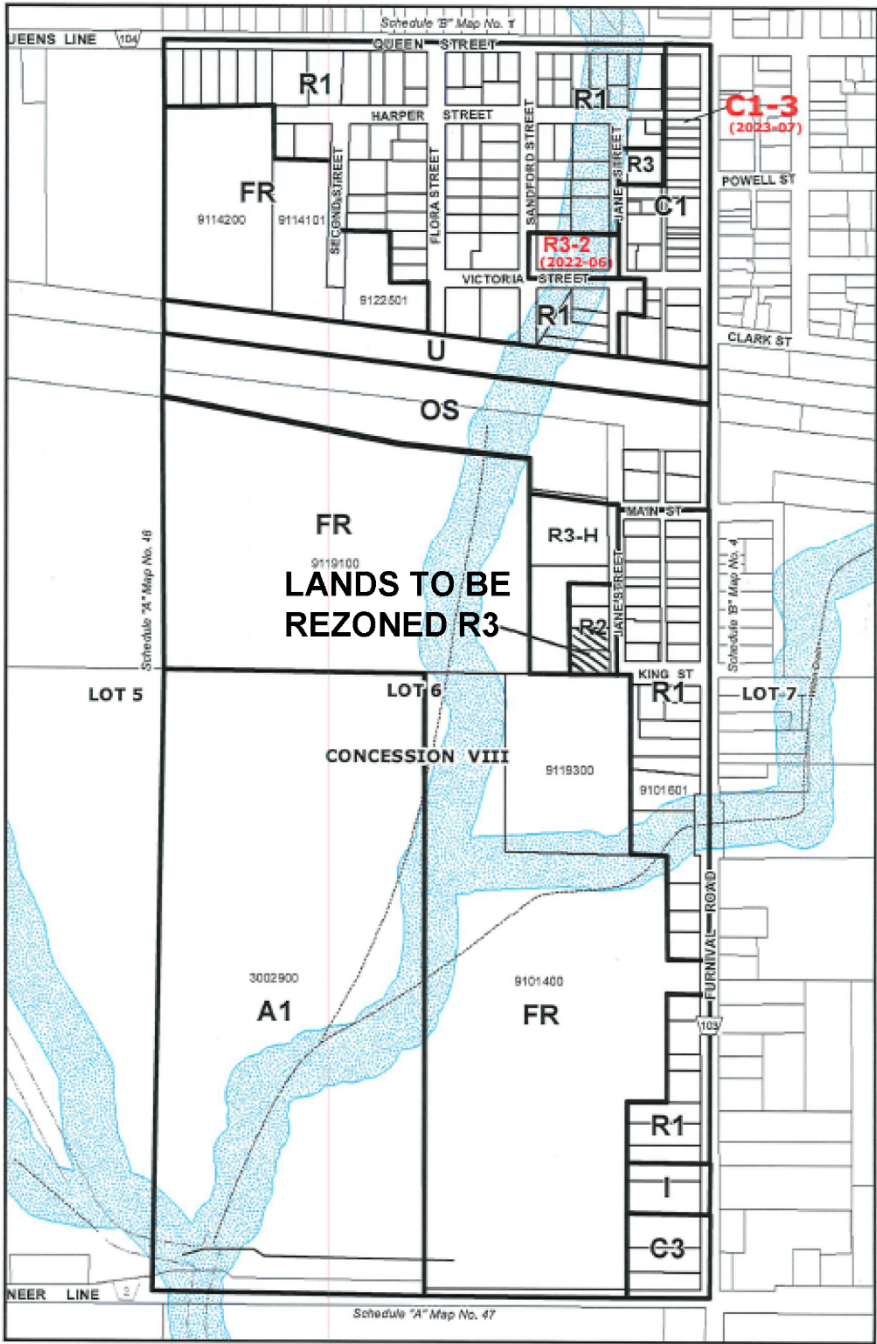
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "B" Map No.3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Residential Second Density (R2) Zone** to **Residential Third Density (R3) Zone** for those lands hatched on Schedule "A" attached hereto and forming part of this By-law, being Lot 36, Plan 202 & Part 2 & 3, RP 11R 4932, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 8th day of May 2025.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

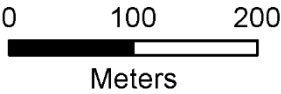


This is Schedule "A" to By-law No. 2025-023
passed on the 8th day of May, 2025

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
Comprehensive Zoning By-Law
2015-36 SCHEDULE 'B' MAP 3



Elgin County

Centralized Planning Services Presentation – West
Elgin

What this presentation will cover

- Goals of a centralized planning system
- Methodology for a phased plan
- Review of Southwold planning needs
- Cost estimate of Planning Services and potential revenues
- Planning fees review and recommendations
- Forms of compensation
- Discussion

Goals of a Centralized Planning system



Cost effectiveness

Internal staff are less expensive than consultants



Consistency

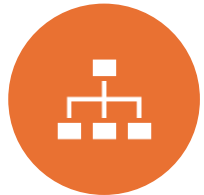
Planning across the County will become more consistent
Similar policy framework
Similar planning fees



Accountability

Centralized leadership and reporting
Prioritized service
Improved customer experience

Methodology for phased plan



Two-tier planning
review



LMP planning
needs assessment



Phased growth
strategy and
projected
staffing needs



Understanding the
costs and budget
requirements



Forms of
compensation

Review of West Elgin planning needs



Average of 30 planning applications per year



Average of 10 pre-submission consultation meetings per year, and approximately 520 planning enquiries per year



Requirement of planning policy work to be done (Zoning By-Law updates)

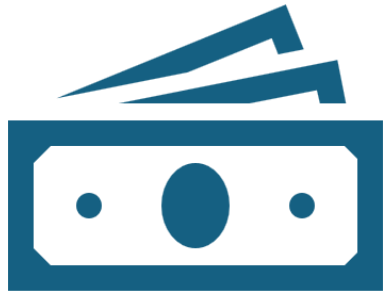
Cost Estimate of Planning Services and Potential Revenues

Planning admin assistance	\$13,007.80
Development planning assistance	\$60,477.80
Policy planning assistance	\$32,144.90
Estimated County Planning Planning Cost	\$105,630.50
Total revenue (with updated fees) ²⁰	\$142,500.00

Planning fees

West Elgin Planning fees					
	Current	Recommended	Average		Estimated Annual Revenue
Preconsultation Meeting	1,100	500	409		5,000
Resubmission fee	0	500	400		10,000
Condominium (standard, common element, vacant land)	2,606	5,000	17,284		5,000
Condominium (exemption)	0	2,000	2,962		0
Official Plan Amendment (Local)	2,600	5,000	3,000		5,000
Official Plan Amendment (County)	0	4,000	9,900		4,000
Zoning By-Law Amendment (Minor)	0	3,000	6,402		15,000
Zoning By-Law Amendment (Major)	1,350	5,000	14,353		30,000
Zoning By-Law Amendment (Temp)	1,250	3,000	1,846		0
Zoning Compliance Certificate	80	500	unknown		5,000
Minor variance	1,122	2,000	2,002		8,000
Consent	850	2,000	4,083		18,000
Site Plan Control (minor)	1,000	3,000	7,444		0
Site Plan Control (regular)	2,409	7,000	7,444		21,000
Subdivision	5,600	5,000	19,228		5,000
Subdivision Redline Revision	3,000	1,500	2,900		1,500
Draft Plan Approval Extension	0	1,000	1,350		0
Part Lot Control Exemption	900	1,500	1,370		0
Area studies, Block Plans, or Expansions to Settlement Boundaries	0	10,000	unknown		10,000
Telecommunication Towers	750	2,500	2,344		0
OLT appeal	0	250	unknown		0
					142,500

Forms of compensation



Flat fee



Hourly billing

Questions?



Municipality of West Elgin

Minutes

Council Meeting

April 24, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham

Staff Present: 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, when available (pending no technical difficulties).

1. Call to Order

Mayor Leatham called the meeting to order at 4:02 pm.

2. Motion to Suspend the Rules

Pursuant to Section 3.5 of By-law 2024-05 (*Procedural By-law*) "Any part or parts of this by-law may be suspended by a vote with the consent of Council Members present unless the part(s) is prescribed by statute or law."

Resolution No. 2025- 128

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby suspend the rules of By-law 2024-05, Section 4.2.6.3, allowing an amendment to the agenda after the deadline, for the purpose of the addition of a Closed Session.

Carried

3. Adoption of Agenda

Resolution No. 2025- 129

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for April 24, 2025, as amended.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

5. Adoption of Minutes

Resolution No. 2025- 130

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of April 10, 2025, as presented.

Carried

6. Business Arising from Minutes

None.

7. Staff Reports

7.1 Infrastructure & Development

7.1.1 Truck 11 Replacement

Resolution No. 2025- 131

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Infrastructure and Development; And

That West Elgin Council approves ordering one (1) new single axle dump truck from Viking-Cives Ltd. of Mount Forest ON, for the quoted price of \$249,834.00 plus applicable tax.

Carried

7.1.2 2025 Landfill Monitoring Agreement

Resolution No. 2025- 132

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Infrastructure and Development; And

That West Elgin Council approve the 2025 Landfill Monitoring Agreement submitted by BluMetric Environmental at the cost of \$41,358.00 plus applicable taxes.

Carried

7.1.3 Roadside Mower Replacement

Resolution No. 2025- 133

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Lee Gosnell, Manager of Infrastructure and Development; And

That West Elgin Council approves the purchase of one (1) new Woods BW 10.61 batwing mower from Kent Farm Supplies in Blenheim, Ontario for the quoted price of \$34,000.00 plus applicable taxes.

Carried

7.2 Community Services & Clerks

7.2.1 Options to fill Ward 3 Vacancy

Resolution No. 2025- 134

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk re: Options, Filling the Vacancy of Ward 3 Councillor; And

Whereas Council declared the seat of Ward 3 Councillor vacant on April 10, 2025; And

Whereas Council is required to determine the method of filling a vacant seat, pursuant to the *Municipal Act*, Section 263;

Therefor Council direct the Clerk to proceed with Option One (1), being Call of Application and Appointment, to fill the vacancy of Councillor, Ward 3 for the remainder of the 2022-2026 term of Council.

Carried

7.3 Chief Administrative Officer

7.3.1 Port Glasgow Trailer Park Financial Analysis Study Quote

Resolution No. 2025- 135

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby receives the report from Robin Greenall, CAO regarding the Port Glasgow Trailer Park Financial Analysis Study– Quote.

And That Council approves the recommendation to contract Watson and Associates Economist Ltd. to complete a financial analysis study, and to fund the cost of the service through the Municipality of West Elgin's Port Glasgow Trailer Park Reserves.

Carried

8. Committee and Board Reports or Updates

No updates provided.

9. Notice of Motion

None received.

10. Council Inquires/Announcements

Power failure occurred, resulting in an unexpected recess from 4:30 to 4:38pm.

Councillor Denning thanks West Lorne Foodland owners Steve & Brenda Brown for their years of service and contributions to the community, with their last shift being Saturday, April 26, 2025.

11. Correspondence

Item 11.1 "2025 Senior of the Year" pulled from Correspondence by Councillor Denning, to be discussed under item 12 "Items Requiring Council Consideration".

11.2 County of Elgin, E 15-2025 Notice of No Appeals

11.3 County of Elgin, From the Council Chambers, April 8, 2025

11.4 Longwoods to Lakeshore Project Update - Spring 2025

Resolution No. 2025- 136

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

12. Items Requiring Council Consideration

12.1 Request for Proclamation of June 7, 2025 as LemonAID Day

Resolution No. 2025- 137

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receive the request dated April 4, 2025 from Family and Children's Services St. Thomas and Elgin; And

That Council hereby approve the request to proclaim Saturday, June 7, 2025 as LemondAID day, a county-wide initiative led by a partnership between Doug Tarry Homes and the Elgin Children's Foundation, for the purpose of raising funds to send deserving children connected with Family and Children's Services of St. Thomas and Elgin to camp.

Carried

12.2 2025 Ontario Senior of the Year

Resolution No. 2025- 138

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby nominate Bill Graham as 2025 Ontario Senior of the Year, through the Ministry of Seniors and Accessibility; And

That Council direct the Clerk to submit the nomination prior to the April 30 deadline.

Carried

13. Closed Session

Resolution No. 2025- 139

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby proceed into Closed Session at 4:46 pm, pursuant to the *Municipal Act*, Section 239 (2)(b), being personal matters about identifiable individuals, including municipal or local board employees (staffing updates).

Carried

14. Report from Closed

Return to Closed Session at 4:59 pm.

Council received two (2) items, pursuant to the *Municipal Act*, Section 239 (2)(b), for the purpose of staffing updates, as information only.

15. Confirming By-Law

Resolution No. 2025- 140

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2025-21 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 24, 2025, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2025- 141

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 5:00 pm to meet again at 4:00pm, on Thursday, May 8, 2025, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2025-05-01
Subject: Wastewater Treatment Capacity & Growth

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner on the current wastewater treatment capacity and growth in West Elgin, and

That West Elgin Council directs administration to initiate the process to engage a consultant to undertake the necessary modelling to determine future wastewater treatment needs and develop solution options to expand treatment capacity, including shared services with neighbouring municipalities.

Purpose:

To provide Council with information on the current capacity of both the West Lorne and Rodney wastewater treatment plants and how it relates to future growth and outline steps that will be needed moving forward to accommodate future growth

Background:

In the last several years West Elgin has seen a growing interest in residential development in both Rodney and West Lorne. More recently some of this interest has started to materialize into actual development such as the townhouses on Ridge St. and Jane St. and several new single detached dwelling on MacLeod Court all in West Lorne. In recent weeks we have witnessed the start of works at 12450 Furnival that will see the development of 32 townhouses and 4 semi-detached units in Rodney. In total there are 80 new units either complete or in the process of being constructed.

This is however only part of the overall development picture in West Elgin. There are a number of other projects that are in various stages of consideration ranging from approved but have not yet started to high level initial discussions. Approved projects include the KLM subdivision (R) (28 single home lots & eight townhouse units) Creeks Edge (WL) (66 single home lots), Munroe St (WL) (5 townhouse units) and Elm St. (WL) 116 single home lots, 10 semi-detached and possible low rise apartment blocks (60+/-units).

The final piece of the overall picture is the remaining residential lands within West Elgin that could be developed. These fall into two categories, 1) development that is in the pre-consultation phase,

and 2) lands that could be developed but no discussion or pre-consultation has started. These lands could potentially accommodate up to 1,994 dwelling units of various types.

Implications:

Growth and development are something that all communities seek out and encourage. However, with growth comes certain needs to support what is being built and what will come in the future. This leads to the point of this report to Council. What are the implications of the current and future growth in West Elgin? At present the two settlement areas in West Elgin are serviced by two wastewater treatment plants, one in Rodney and one in West Lorne. Each of the plants are designed with a maximum treatment capacity which includes a margin of safety for unexpected volumes. Basically, treatment plants are not supposed to operate at 100 % capacity.

The Rodney plant, which is actively undergoing refurbishment but not to increase capacity, has the ability to take on waste from an additional 207 dwellings. However, once you remove committed capacity for approved development that capacity is reduced to 135.

The West Lorne plant has somewhat more capacity at 289 dwellings, however there is more active or pending development that if fully built out would reduce that number to approximately 18.

On the surface these numbers would appear to highlight that we are moving close to a position where we may not be able to continue to support development. At our current growth rate West Elgin does have capacity to accommodate short to medium term growth. Where the issue of concern raises is with future development and how to approve it. At present staff are actively cautioning any new developers that we are not able to guarantee wastewater capacity particularly since we know that much of it is unofficially committed.

The issue of committed capacity raises an issue that does require more immediate attention. At present wastewater treatment capacity is only allocated to a development once the developer enters into a site plan agreement or subdivision development agreement in which the municipality outlines its commitment to provide capacity for that given development. Because development has not occurred at a rapid pace this method of allocation has worked fine to-date. This is however going to need to change by implementing an allocation by-law. This approach would commit capacity to a given development, but it would have a timeline. The reason for this is that it prevents speculation development which can negatively impact on growth as it ties up usable capacity for other developers that are eager to move forward in the short-term. This would also make planning for and approving future development easier as staff would have a clear picture of allocated capacity rather speculate on when a given development is going move forward. An allocation by-law would also allow the Municipality to appropriation capacity. Rather than allocate 100% of the needed capacity to one single development, capacity can be divided among several developers particularly if they are each providing different forms of housing.

As a final note it is important to highlight that the current capacity in the wastewater treatment plants is solely anticipating residential development and perhaps some small commercial users but no significant industrial users. To actively support industrial growth additional treatment capacity needs would have to be considered in a future solution.

Next Steps:

Knowing where the municipality is currently at leads to the question of what must happen to accommodate growth moving forward? West Elgin is not alone in terms of servicing capacity issues. As Council likely knows Dutton Dunwich currently has a moratorium in place on new development as they do not have any remaining capacity in their wastewater treatment plant. The reason for noting this fact is that the upper levels of government who will need to provide financial support to address servicing needs in many other communities are encouraging those communities to look at creative solutions including shared or regional facilities. The purpose of this is to hopefully put limited financial resources to the best use by sharing services and servicing larger populations. The more creative the solution and the more impact it has can have a beneficial result when making application for infrastructure funding.

What do we need to do? Quite simply, determine what is needed and what is the best solution for West Elgin by:

1) Implementing an Allocation By-law

Comment: This is an initial step that is necessary to best track and allocate the current limited capacity in a fair and equitable manner.

2) determining the best solution by undertaking modelling to investigate different options and potential costing.

Comment: This will investigate a number of different approaches that could be considered and provide both costs and which solution will work best in the long term to accommodate growth and potentially best position the municipal either individually or jointly to secure the necessary financial resources through the available infrastructure funding grants.

Financial Implications:

The Municipality will initiate the process to undertake modelling of different solutions and then report back to staff and Council. It is anticipated that this may be a joint effort with Dutton-Dunwich.

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Waste Water Treatment Treatment Capacity and Growth - 2025-12-Operations (Infrastructure Development).docx
Attachments:	
Final Approval Date:	May 2, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2025-05-08
Subject: Building Department Summary Report – April 2025

Recommendation:

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

Purpose:

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

Background:

Please see attached Summary Report.

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,


Corey Pemberton, Chief Building Official

Report Approval Details

Document Title:	Building Department Summary Report - April 2025 - 2025-02-Building.docx
Attachments:	- 04 April 2025.pdf
Final Approval Date:	May 2, 2025

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

Robin Greenall

 MUNICIPALITY OF West Elgin				Municipality of West Elgin			
				Permit Comparison Summary			
				Issued For Period April 2025			
Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	6	1,533	400,500	Accessory structures	4	14,749	644,970
Agricultural	2	1,220	200,000	Agricultural	4	7,442	955,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	4	680	30,000	Demolition			
Heating				Heating			
Industrial Building	1	466	45,000	Industrial Building			
institutional Building	1	32,500	2,500,000	institutional Building			
Miscellaneous				Miscellaneous	1	160	20,000
Plumbing				Plumbing			
Pools	2	340	3,000	Pools			
Residential Building	13	31,329	4,820,816	Residential Building	6	20,182	3,360,390
Sewage System	6	3,990	84,000	Sewage system	3	2,040	32,000
Signs				Signs	2	660	23,000
Combined Use				Combined Use			
TOTAL	35	72,058	8,083,316	TOTAL	20	45,233	5,035,360

Current Year 2025				Previous Year 2024			
TOTAL PERMIT ISSUED		35			20		
TOTAL DWELLING UNITS CREATED		9			13		
TOTAL PERMIT VALUE		8,083,316			5,035,360		
TOTAL PERMIT FEE		72,058			45,233		
TOTAL INSPECTION COMPLETED(YTD)		221			224		

April 2024 Compared to April 2025							
Current Year 2025				Previous Year 2024			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	2	360	14,500	Accessory structures			
Agricultural		700		Agricultural	1	6,510	800,000
Change of Use				Change of Use			
Commercial				Commercial			
Demolition	1	170	10,000	Demolition			
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing			
Pools	2	340	3,000	Pools			
Residential Building	1	2,559	490,000	Residential Building	4	18,934	3,220,390
Sewage System	2	1,710	27,500	Sewage System			
Signs				Signs			
Combine Use				Combined Use			
TOTAL	8	5,839	545,000	TOTAL	5	25,444	4,020,390



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-05-08
Subject: Monthly Report for April 2025

Recommendation:

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

Purpose:

To provide Council with an update on fire department activities in the month of April 2025.

Background:

Emergency Responses

Fire – hydro transformer	1
Fire – no loss outdoor	2
Alarms Sounding	2
Medical Assist	6
Rescue – services not required upon arrival	1
Mutual Aid	1
TOTAL	13

Training & Meetings

Department topics included incident review, firefighter survival, and a pre incident planning tour.

Members attended NFPA 1521 Incident Safety Officer.

Seven new recruits and one existing member are attending the NFPA 1001 Firefighter Recruit Class, through the Elgin-Middlesex Regional Fire School.

A training division/working group has been formed, to work collectively on department training schedules and lesson plans. This is in lieu of filling the vacant Training Officer position and distributes those responsibilities amongst this group.

The Fire Chief attended a County Mutual Aid meeting.

Fire Prevention

A fire prevention team has been formed, which will allow members with a special interest in community public education, to assist the Fire Prevention Officer.

Other Activities/Information

Mould remediation of a small area in the basement training room in West Lorne is being arranged, in conjunction with the Health & Safety committee. Once the remediation is complete, a closer look at the building foundation and drainage will be considered.

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

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

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

Financial Implications: There are no financial implications associated with this report.

Policies/Legislation:

None.

Alignment with Strategic Priorities:

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

Respectfully submitted by:

Jeff McArthur,
Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - March 2025 - 2025-05-Fire.docx
Attachments:	
Final Approval Date:	Apr 4, 2025

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

Robin Greenall

Report Approval Details

Document Title:	Monthly Activity Report - April 2025 - 2025-06-Fire.docx
Attachments:	
Final Approval Date:	May 2, 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, Manager of Community Services/Clerk
Date: 2025-05-08
Subject: Section 78, Mills Drain, Request for Major Improvement

Recommendation:

That West Elgin Council hereby receives Section 78, Notice of Request for Drain Major Improvement for the Municipal Drain known as the Mills Drain; And

That Council approve the request for the Improvement of the Hauser Drain, dated April 23, 2025, submitted by Mike Simon, President, 1000728899 Ont. Inc.; And

That Council hereby approves Spriets and Associates, to proceed with the necessary actions, pursuant to the *Drainage Act*.

Purpose:

The purpose of this report is to advise Council of, and to obtain approval for the Notice of Request for Drain Major Improvement, Section 78, received at the Municipal Office on April 23, 2025, for the Municipal Drain known as the Mills Drain.

Background:

On April 23, 2025, a Notice of Request for Drain Major Improvement was received by a landowner affected by the Mills Drain, indicating a request for improving or altering the drainage works if the drainage works are located on more than one property.

The Drainage Superintendent has discussed the request with the landowners and deemed the improvement necessary, with no issues presented.

Financial Implications:

Cost to be determined by Spriet and Associates

Policies/Legislation:

The *Drainage Act*, R.S.O. 1990, c. D.17

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuc
Manager of Community Services/Clerk

Report Approval Details

Document Title:	Mills Drain, Request for Major Improvement, Section 78 - 2025-05-Drainage.docx
Attachments:	- Mills Drain Section 78 Request.pdf
Final Approval Date:	May 1, 2025

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

Robin Greenall

**Notice of Request for Drain
Major Improvement
Drainage Act, R.S.O.
1990, c. D.17, subs. 78 (1.1)**

To: The Council of the Corporation of the Municipality of West Elgin

Re: Mills Drain

(Name of Drain)

In accordance with section 78 (1.1) of the *Drainage Act*, take notice that I, as owner of land affected, request that the above mentioned drain be improved.

The Major Improvement Project work being requested is (check all appropriate boxes):

- ☐ Changing the course of the drainage works;
- ☐ Making a new outlet for the whole or any part of the drainage works;
- ☐ Constructing a tile drain under the bed of the whole or any part of the drainage works;
- ☐ Constructing, reconstructing or extending bridges or culverts;
- ☐ Extending the drainage works to an outlet;
- ☐ Improving or altering the drainage works if the drainage works is located on more than one property;
- ☒ Covering all or part of the drainage works;
- ☐ Consolidating two or more drainage works; and/or
- ☐ Any other activity to improve the drainage works, other than an activity prescribed by the Minister as a minor improvement.

Provide a more specific description of the proposed drain major improvement you are requesting:

Landowner wishes to enclose part of the drain to increase farmability

Property Owners

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number, if available.

Property Description

Con. 9 Lots 11 , 12

Ward or Geographic Township

Aldborough

Parcel Roll Number

343400003012000

If property is owned in partnership, all partners must be listed. If property is owned by a corporation, list the corporation's name and the name and corporate position of the authorized officer. Only the owner of the property may request a drain improvement.

Ownership

Corporation

If you need to provide additional information, please attach along with this form.

Corporation (The individual with authority to bind the corporation must sign the form)

Name of Signing Officer (Last, First Name) (Type/Print)

Simon , Mike

Position Title

President

Name of Corporation

1000728899 Ont. Inc.

I have the authority to bind the Corporation.

Signature

Date (yyyy/mm/dd)

Enter the mailing address and primary contact information of property owner below:

Last Name

Simon

First Name

Mike

Middle Initial

Mailing Address

Unit Number

Street/Road Number

Street/Road Name

PO Box

City/Town

Duart

Province

On.

Postal Code

NOL 1H0

Telephone Number

Cell Phone Number (Optional)

Email Address (Optional)

To be completed by recipient municipality:

Notice filed this 23rd day of April 20 25

Name of Clerk (Last, First Name)

TOWSTINE, TERRI

Signature of Clerk

[Redacted Signature]



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2025-05-08
Subject: Community Grants, 2025

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk; And

That Council hereby provide pre-budget approval for the community grant requests for events held in May and June, 2025.

Purpose:

The purpose of this report is to obtain Council direction regarding the 2025 Community Grant Applications, specifically the events to be held in May and June 2025.

Background:

On March 13, 2025, Council deferred the decision to provide approval for the 2025 Community Grants, to be discussed with the Operating Budget. Staff have received calls and questions about the status of these grants, especially from groups that have upcoming events during the spring and summer months. A couple events have been postponed or cancelled the unknown status of the grants, while other organizations have planned to proceed as scheduled, with the hopes of Council approval. Most of these events are annual events within the municipality, and historically, Council has supported.

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 are requesting Council direction for events to be held in May & June, 2025.

Financial Implications:

Requesting approval of \$7,045.00, which consists of May & June grants requests, and any rentals that have taken place between January to current date. Refer to attached spreadsheet for further information.

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

Respectfully submitted by,

Terri Towstiuć

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Community Grants 2025 - 2025-10-Community ServicesClerks.docx
Attachments:	<ul style="list-style-type: none">- Community Grant Request Summary 2025 May 2025 update V2.pdf- in-kind summary.docx
Final Approval Date:	May 6, 2025

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

No Signature - Task assigned to Robin Greenall was completed by assistant Terri Towstiuc

Robin Greenall

Organization	Contact Information	Total Funds Requested	Total In-Kind Requested	2024 Grant Received	Notes	Recommended Amount (January to June Events)
Dutton Dunwich - West Elgin Community Fund	Bonnie Rowe		\$ 200.00	\$ 200.00	Meeting Room Fees - Scout Hall 2-3 times annually	\$ 70.00
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	\$ 320.00
Optimist Club Road Race	Ken Neil	\$ 2,500.00		\$ 2,000.00	Kids fun run, 5K walk, 5K & 10K run	\$ 1,500.00
Rodney Cruise-In	Judd Kennedy			\$ -	Charity Car Show - Road Closure Request	\$ -
Rodney Community Garden	Stacia Lett	\$ 1,100.00			Cost for Fencing around Rodney Community Garden	
Rodney and District Horticulture Society	Lynda Ford		\$ 300.00		Annual Plant Sale at Rodney Recreation Centre	\$ 300.00
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	\$ 2,205.00
West Elgin Community Health Centre	Cindy daCosta		\$100	\$100	Stroller Walk & Lunch - Millar Park Pavillion	\$ 40.00
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	\$ 500.00
West Lorne and Community Horticultural Society	Samm Okolisan	\$ 1,500.00		\$ 1,000.00	West Lorne Community Planters	\$ 1,000.00
West Lorne Lawnbowling Club	Nancy Roodzant	\$ 2,500.00		\$ 2,000.00	Summer Student wages	
West Lorne Minor Hockey	Nicole Campbell		\$ 550.00		Cornhole Tournament Fundraiser - Rodney Rec Center	\$ 550.00
N/A	Zoe der Kinderen		\$ 980.00		Scout Hall Rental - Art Program	\$ 560.00

Funds Requested	In-Kind Requested	Total Requests
\$ 19,600.00	\$ 16,827.70	\$ 36,427.70

Total Granted
\$ 7,045.00

Dutton Dunwich – West Elgin Community Fund booked scout hall so far for:

- January 29 \$35
- April 23 \$35

Optimist Club of West Lorne

- Craft Night (8 times per year)
- Easter egg hunt - April 19 \$10
- Mothers' day road race - May 11 \$130
- Car Show and Shine – June \$180

Tiny Tots

- Jan to June and sept to dec \$2,205

West Elgin Community Health Centre stroller walk and lunch

- May 22, June 26, July 24, Aug 28, Sept 25 \$40

West Elgin Community Health Centre Miscellaneous

- Senior's Summer Social Event – July 2025
- Senior's Fall Fling Event – September 2025
- Community Support Services Functional Fitness Program (13 Fridays June to august)
- Community Services Drum-fit and Chair Yoga programs (TBD)
- November Vaccination Clinic – November 2025



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2025-05-08

Subject: OCWA – 2025 Capital Spending Request

Recommendation:

That West Elgin Council hereby receives the report from Robin Greenall, CAO; AND

That West Elgin Council approves the capital spending of \$97,000 as requested by the Ontario Clean Water Agency for necessary upgrades to the West Lorne wastewater treatment plant

Purpose:

The purpose of this report is to provide Council with a list of necessary upgrades required at the West Lorne Wastewater treatment plant.

Background:

The Senior Operations Manager for the Ontario Clean Water Agency (OCWA) has identified the following 2025 capital projects for the West Lorne Treatment plant.

Pump Station Pump Rebuild	\$15,000
HVAC System Upgrade	\$22,000
Addition of Tie in from Filter By-Pass to Lagoon (accrued from 2024)	\$45,000
Scum Pump Rebuild	\$15,000

The approval to proceed with spending, prior the finalization of the 2025 budget, will permit the necessary equipment and materials to be purchased and received and projects finalized prior to the end of year. Projects identified are included in the 2025 Capital Plan for the West Lorne Treatment plant and are deemed as necessary as part of the ongoing maintenance of the treatment plant facility.

Financial Implications:

The estimated cost of all identified projects is \$97,000 to be funded through West Elgin Capital Reserves.

Policies/Legislation:

None

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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:

**PART OF LOTS 36 & 37, PLAN 202
MUNICIPALITY OF WEST ELGIN
172 / 174 JANE STREET**

The applicant has applied for the issuance of a cancellation of consent certificate to permit the lands described above to merge-on-title.

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 27-25 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **April 23, 2027**.

That the following requirements of the County of Elgin are met, including the following:

1. The County of Elgin should receive a transfer for stamping from the applicants solicitor which includes a schedule for the cancellation of consent certificate for the lands described as Part Lot 36, Plan 202, Part 2 on Plan 11R-4932.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.

DECISION

Application #E 27-25

April 23, 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 23rd day of April 2025.



Paul Clarke
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 27-25

PART OF LOTS 36 & 37, PLAN 202 MUNICIPALITY OF WEST ELGIN 172 / 174 JANE STREET

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 27-25** 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 **May 13, 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.
 - OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
 - County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques and Money Order must be made out to: "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

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 23rd day of April, 2025.



Paul Clarke
Secretary-Treasurer
Land Division Committee

c.c.

Municipality of West Elgin: Robin Greenall, rgreenall@westelgin.net; Robert Brown, planning@westelgin.net

County of Elgin
Planning Department
450 Sunset Drive
St. Thomas, Ontario
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FROM THE
COUNCIL CHAMBERS

COUNTY COUNCIL MEETING



APRIL 22, 2025



COUNTY COUNCIL MEETINGS

are held to handle urgent matters, final approvals from past meetings, and reports for information.

The following items were discussed at the April 22nd Council Meeting:



Protecting Our Roots: 2024 Elgin County
Tree & Weed Report



Where Rural Charm Meets Digital Ease:
County Launches New Tourism Website



Protecting Our Roots: 2024 Elgin County Tree & Weed Report

Jeff Lawrence, Elgin County's Tree Commissioner and Weed Inspector, presented his 2024 year-end report to Council, highlighting key achievements in forest conservation and weed control. Jeff is responsible for administering the County's Woodlands Conservation By-law, which protects local forests by regulating tree removal methods such as cutting, burning, and bulldozing in woodlots larger than half an acre.

During his presentation, he notes that in 2024 harvest applications increased from 61 to 81, covering approximately 1,885 acres and yielding 2.24 million board feet of wood. Two clearing applications were approved under the No-Net-Loss Policy, while weed complaints remained steady at six, and no Weed Destruction Orders were issued.

Impact on Elgin County Taxpayers:

The County's continued administration of the Woodlands Conservation By-law and weed control measures reflects a strong commitment to environmental stewardship and sustainable land management. These efforts help protect natural assets and support responsible forestry practices — all while being delivered within existing resources and budget.



Where Rural Charm Meets Digital Ease: County Launches New Tourism Website

Elgin County officially launched its new tourism website, www.elgintourism.ca, on March 27, 2025, completing the County's website modernization project. Led by the Economic Development and Tourism team, the site was built in collaboration with Sandbox Software Solutions, County IT staff, and adHOME for design.

The website now runs on WordPress for better security and usability. It features a refreshed design with soft colors, natural imagery, and improved navigation. Users can easily browse local events, businesses, and attractions, and access digital versions of the Visitor Guide and Taste Guide directly from the homepage. With the launch complete, the focus now shifts to promoting the new site through a local marketing campaign targeting nearby regions.

Impact on Elgin County Taxpayers:

Funded in part by a \$50,000 Rural Economic Development (RED) grant, the project stayed within the approved budget, while promoting local tourism and supporting businesses across Elgin County.



FROM THE COUNCIL CHAMBERS

COMMITTEE OF THE WHOLE MEETING



APRIL 22, 2025



COMMITTEE OF THE WHOLE MEETINGS

are held directly following Council and focus on detailed discussions and reviewing reports. Decisions on the following reports won't be final until the next Council Meeting on May 13, 2025.

The following items were discussed at the April 22nd Committee of the Whole Meeting:



Value for Services: Elgin County Proposes 2025 Fee Changes



Investing in Community Roots: Grant Consideration for Wallacetown Fairgrounds



Wheels in Motion: Elgin County Council to Seek Public Input on Cycling Plan



Value for Services: Elgin County Proposes 2025 Fee Changes

Each year, Elgin County staff review the fees and charges for County services to ensure they reflect the actual cost of delivering those services.

Key proposed changes include a small increase in the fee for document commissioning (from \$20 to \$25), and adjustments to library and museum charges. Notably, new fees are being suggested for the library's Healthy Brain Kits, a special resource developed in partnership with the Alzheimer Society. Museum programming fees have also increased, reflecting the real cost of delivering in-school and on-site tours. Planning fees were updated in late 2024 and will be being consolidated into the 2025 By-law, while tourism-related fees will be eliminated entirely.

Impact on Elgin County Taxpayer:

These fee updates are based on a cost recovery model, helping cover the actual expenses of services, while minimizing the burden on taxpayers. The proposed changes ensure financial sustainability and responsible management of County services. **A final decision on this matter will be made at the May 13th Council Meeting.**



Investing in Community Roots: Grant Consideration for Wallacetown Fairgrounds

Elgin County's new Grant and Sponsorship Policy, approved in late 2024, offers a fair framework for supporting local organizations and community initiatives. Funding is available in two streams: Sponsorships for community programs and Grants for capital projects that align with the Strategic Plan.

The Wallacetown Agricultural Society has applied for a Capital Project Grant to fund their office building project at the Wallacetown Fairgrounds. In principle, Elgin County's Committee of the Whole has awarded \$5,727.79, which will contribute to the costs of a new prefabricated office building, set to be completed before the 2025 fair. This grant represents 10% of the total project cost.

Impact on Elgin County Taxpayer:

The grant would come from the County's 2025 Capital Grant Program, as approved in the 2025 Business Plan & Budget process. The Wallacetown Fair supports local tourism and economic growth, aligning with the County's strategic priorities. **A final decision will be made at the May 13th Council Meeting.**



Wheels in Motion: Elgin County Council to Seek Public Input on Cycling Plan

Elgin County's draft Cycling Master Plan (CMP) aims to establish a regional cycling network through a "Commuter/Spine Cycling Network," linking communities with safe, long-distance routes. The plan proposes a "Priority Plan" of 180 km of cycling lanes, with 131 km as new paved shoulders along County roads, supporting tourism and active lifestyles.

After a lengthy discussion, County Council decided to engage the public before finalizing the CMP. A Public Information Centre will be held in the near future to gather feedback and ensure alignment with local priorities. If approved, the CMP will guide future investments integrated with scheduled road projects.

Impact on Elgin County Taxpayer:

The Priority Plan is estimated to cost \$800,000 annually, covering capital replacement and operating expenses. Future implementations would align with existing roadwork to optimize efficiency and minimize costs. **A final decision is pending on public input and Council review.**



NEXT COUNCIL MEETING



MAY 13, 2025



9:00 AM

NEXT COMMITTEE OF THE WHOLE MEETING



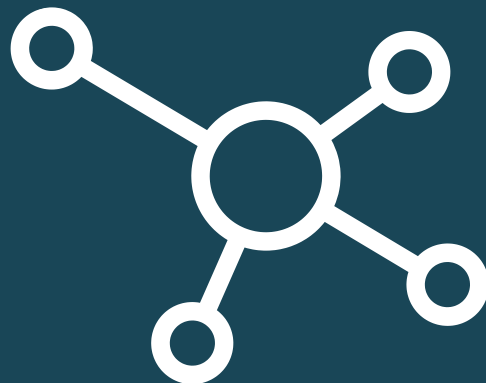
MAY 13, 2025



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FOUR COUNTIES COMMUNITY VILLA

R. R. # 3, 1888 Concession Drive
Newbury, Ontario, N0L 1Z0

May 5, 2025

NOTICE

The Four Counties Community Villa (FCCV) Board is looking for a volunteer from the West Elgin vicinity to sit on the Board as a volunteer.

The Board meets once a month from September to June on the 3rd Monday of the month at 1:00. Meetings usually last an hour to two hours, depending on the items on the agenda. The Board does not meet in July or August unless an emergency meeting is called, for example, to make a decision on a financial matter.

The Board approves monthly invoices and makes decisions on expenses, such as rent increases, or improvements to the building, equipment, and/or grounds.

The next meeting is Monday, May 12th. If you are interested or require further information, please email fccv1888@outlook.com



MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2025-22

Being a By-law to dissolve the 'Ward System of Electoral Representation' for the Corporation of The Municipality of West Elgin, and Institute an 'At-Large System of Electoral Representation' and to Repeal By-law 99-53

WHEREAS Section 222 of the Municipal Act, 2001, S.O. 2001, c. 25, as amended provides that a municipality may pass a by-law to dissolve existing wards.

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin passed a resolution on February 13, 2025 that the existing Wards be dissolved and institute an 'At-Large System' of Electoral Representation;

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

1. **THAT** Ward 1, Ward 2 and Ward 3 hereby be dissolved in their entirety;
2. **THAT** the Ward System in the Municipality of West Elgin shall be replaced by an 'At-large' Electoral System for the Municipality;
3. **THAT** the Clerk is hereby authorized and directed to do all things necessary to give effect to this By-law, including giving the required notice.
4. **THAT** this by-law shall come into effect subject to and in accordance with Section 222 (8) of the *Municipal Act* for the 2026 Election;
5. **THAT** By-law 99-53 being a by-law to provide for dividing or redividing of the municipality into wards or dissolving the existing wards and the election of members of council, other than the head of council and the deputy head of council by ward, is hereby repealed.

Read a first, second, and third time and finally passed this 8th day of May, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2025-23

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 172/174 Jane St.

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

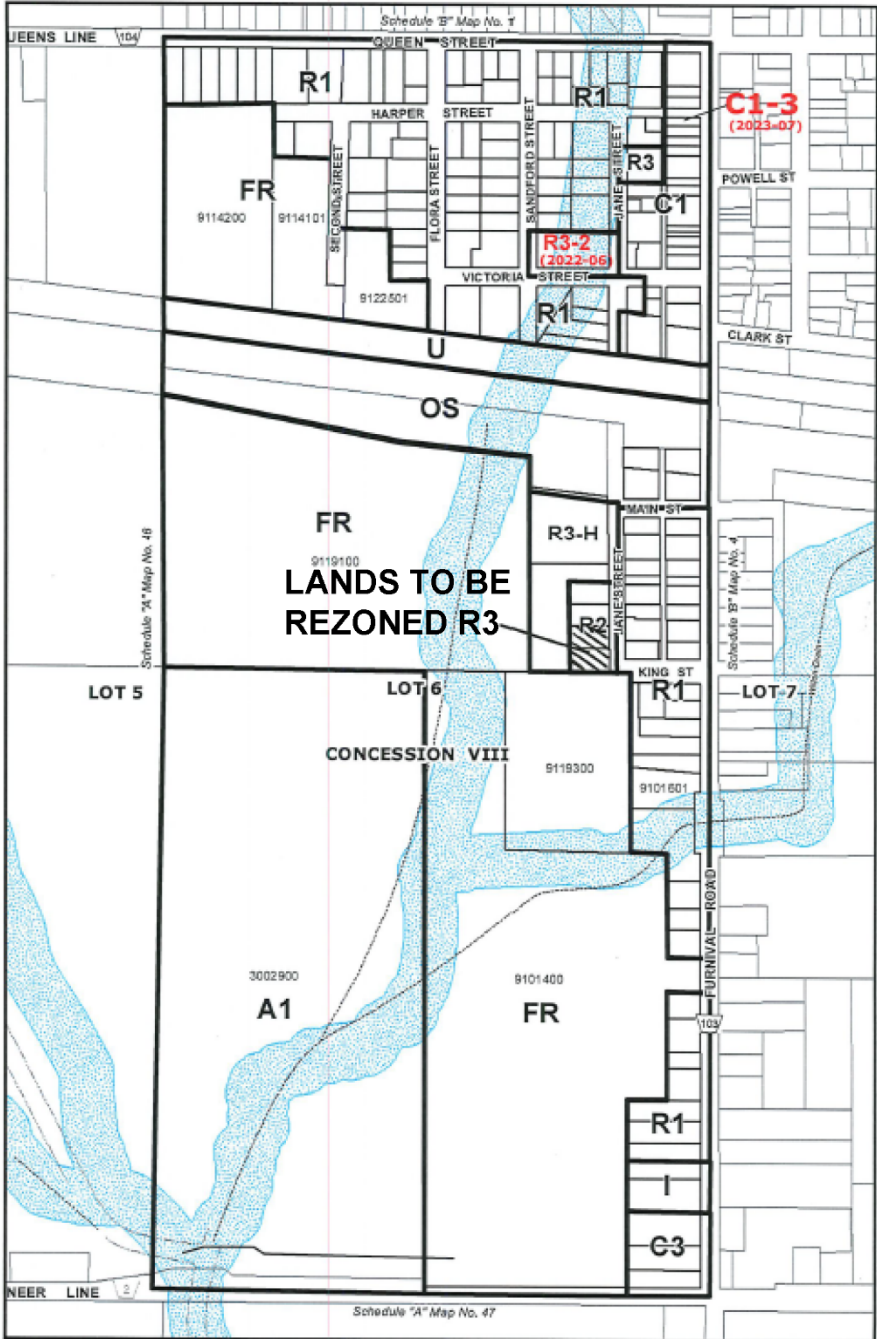
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "B" Map No.3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Residential Second Density (R2) Zone** to **Residential Third Density (R3) Zone** for those lands hatched on Schedule "A" attached hereto and forming part of this By-law, being Lot 36, Plan 202 & Part 2 & 3, RP 11R 4932, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 8th day of May 2025.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

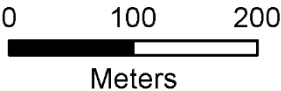


This is Schedule "A" to By-law No. 2025-023
passed on the 8th day of May, 2025

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
Comprehensive Zoning By-Law
2015-36 SCHEDULE 'B' MAP 3





MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2025-24

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 8, 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 May 8, 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 8th day of May, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk