



Municipality of West Elgin

Agenda

Council Meeting

Date: September 11, 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 September 11, 2025, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Public Meeting, Zoning Amendment D-14 6-2025

Recommendation:

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

4.1 Planning Report

9

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 6-2025 – Recommendation Report (Planning Report 2025-18).

That West Elgin Council approve the rezone of 23168 McDougall from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, as presented in the by-law portion of the September 11, 2025, Council Agenda.

4.2 Applicant Comment

4.3 Public Comment

4.4 Council Comment

4.5 Adjournment

Recommendation:

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

5. Delegations

5.1 Dawn Maziak, Chair & David James, Vice - Chair, West Elgin Community Health Centre Re: October 8th Joint Town Hall Meeting

5.2 Andrei Kovalevskii Re: Strengthening clarity, accessibility, and efficiency in internal processes

6. Adoption of Minutes

19

Recommendation:

That West Elgin Council hereby adopt the Minutes of August 14, 2025 as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Planning

8.1.1 Severance Application E50-25, Comment to Elgin County

31

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E50-25 – Comments to Elgin County (Planning Report 2025-17);

And that West Elgin Council hereby recommended approval to the Land Division Committee of the County of Elgin for severance application, File E50-25 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.

8.2 Fire

8.2.1 Monthly Fire Report for July & August 2025

41

Recommendation:

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

8.3 Municipal Drains

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re” Drain Reapportionments, due to Severance of Land, pursuant to Section 65(2) of the *Drainage Act*; And

That Council hereby approve the following Drainage Reapportionment requests, as presented:

1. Wilton Drain #2, Application E63-24, E64-24 and E65-24
2. Axford Drain, Application E44-24
3. Wismer Drain No. 2 (Open Portion), Application E35-24
4. Morden Drain, Application E36-24
5. Mills Drain, Application E74-23
6. Wismer Drain, Application E41-23
7. Gov’t Drain No. 1 North, Application E37-23, Five (5) Separate Reports
8. McEachren Drain, Application E35-23
9. McCallum Branches of the McEachren Drain, Application E35-23
10. Lindenman Drain, Application E15-23
11. Lindenman Drain, Application E14-23
12. Morden Drain, Application E12-23
13. Drain No. 2, Application E1-23
14. No. 2 Drain, Johnston Culvert, Application E1-23
15. Hoy Drain, Application E103-22
16. Douglas Street Drain, Application E72-22

8.4 Wastewater

8.4.1	Sam Smith, West Lorne Wastewater Treatment Plant, Second Quarter	68
	Recommendation: That West Elgin Council hereby receive the West Lorne Wastewater Treatment Plant Operations Report, Second Quarter 2025, from Ontario Clean Water Agency, Southwest Region, Sam Smith, Senior Operations Manager, for information purposes only.	
8.4.2	Sam Smith, Rodney Wastewater Treatment Plant, Second Quarter	79
	Recommendation: That West Elgin Council hereby receive the Rodney Wastewater Treatment Plant Operations Report, Second Quarter 2025, from Ontario Clean Water Agency, Southwest Region, Sam Smith, Senior Operations Manager, for information purposes only.	
8.5	Water	
8.5.1	Sam Smith, West Elgin Distribution System, Second Quarter	90
	Recommendation: That West Elgin Council hereby receive the West Elgin Distribution System Operations Report, Second Quarter 2025, from Ontario Clean Water Agency, Southwest Region, Sam Smith, Senior Operations Manager, for information purposes only.	
8.6	Corporate Services & Finance	
8.6.1	Deferral of the Zero-Emission Vehicle Infrastructure Program	96
	Recommendation: That West Elgin Council hereby receives the Deferral of the Zero Emission Vehicle Infrastructure Program report from Robin Greenall, CAO and That West Elgin Council defers the ZEVIP project until the 2026 budget deliberations.	

9. Committee and Board Reports or Updates

Council opportunity to provide updates on respective committee and/or boards.

- 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

10.1 Councillor Statham Re: Public Restroom Access in Rodney

Notice only - to be read September 25, 2025

Whereas restroom facilities are not available for public use in the town of Rodney, West Elgin Council hereby direct staff to investigate the options available to provide public restroom access.

11. Council Inquires/Announcements

Council opportunity for information inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1	Ministry of Municipal Affairs & Housing Re: Proposed Updates to the Projection Methodology Guideline to Support Implementation of PPS, 2024	98
12.1.1	Watson & Associates, Summary of Update Projection Methodology	164
12.2	St. Thomas Municipal Accessibility Advisory Committee 2025 AccessAbility Open House	176

12.3	Ontario Student Nutrition Program, Impact Report 2024-25	177
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13. Items Requiring Council Consideration

None presented prior to meeting.

14. By-Laws

14.1	By-law 2025-47, Committee and Board Appointment	192
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Recommendation:

That By-law 2025-47, being a By-Law to appoint members to the various Boards, Committees and Authorities in the Municipality of West Elgin, and Repeal By-law 2024-82, be read a first, second and third and final time.

14.2	By-law 2025-48, Committee of Adjustment Appointment	197
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Recommendation:

That By-law 2025-48, being a By-Law to Constitute and Appoint a Committee of Adjustment for the Municipality of West Elgin, and Repeal By-law 2023-78, be read a first, second and third and final time.

14.3	By-law 2025-49, Zoning Amendment	198
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Recommendation:

That By-law 2025-49, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 23168 McDougall Line, be read a first, second, third and final time.

14.4	By-law 2025-50, Agreement with Intelivote for Alternate Voting Methods 2026 Municipal Election	200
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Recommendation:

That By-law 2025-50, being a By-Law to Enter into an Agreement with Intelivote Systems Inc. for Voting by Telephone and Internet for the 2026 Municipal Elections, be read a first, second, and third and final time.

15. Closed Session

Recommendation:

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

- (2)(c) proposed disposition of land (Gray Line Road Allowance)
- (2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (Port Glasgow Yacht Club)
- (2)(k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality (Port Glasgow Trailer Park)
- (2)(d) labour relations or employee negotiations (CAO Contract)

16. Report from Closed Session

Clerk to provide Report from Closed.

17. Confirming By-Law

214

Recommendation:

That By-law 2024-51 being a By-law to confirm the proceeding of the Regular Meeting of Council held on September 11, 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, September 25, 2025, or at the call of the Chair.



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2025-08-27
Subject: Zoning By-law Amendment Application D-4 6-2025 – Recommendation Report – (Planning Report 2025-18)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 6-2025 – Recommendation Report (Planning Report 2025-18).

That West Elgin Council approve the rezone of 23168 McDougall from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, as presented in the by-law portion of the September 11, 2025, Council Agenda.

Purpose:

The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E34-25, approved by the Elgin County Land Division Committee at the June 25, 2025 meeting, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Restricted Agricultural (A3) Zone, in order to recognize the new surplus farm dwelling lot being created. (Figure One)

Background:

Below is background information, in a summary chart:

Application	D 14 6-2025 (condition of E34-25)
Owner	Jeff Okolisan & Cassandra Logel
Applicant/Purchaser	Stan Campbell
Legal Description	Pt. Lot 11, Con 5 WD, 23168 McDougall
Services	Private water well & on-site septic system
Severed Parcel	0.76 ha (1.88 ac.) (Figure Two)
Retained Farm Parcel	41.37 ha (102.2 ac.)



Elgin County

23168 McDougal



Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The provisionally approved 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.

PPS (2024):

The subject lands are within the Agricultural area (Section 4.3). The proposed retained parcel would be rezoned to prohibit a dwelling through the zoning bylaw amendment, in accordance with Section 4.3.3.3.1(c) of the PPS. The proposed new land uses comply with the minimum distance separation formulae, in accordance with Section 4.3.2.3 of the PPS.

This proposed Zoning By-law Amendment is consistent with the PPS.

CEOP:

The subject lands are designated Agricultural Area on Schedule 'A' Land Use 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.

Therefore, this proposed Zoning By-law Amendment conforms to the CEOP.

West Elgin Official Plan (2024):

The subject lands are designated as Agricultural, as shown on General Land Use, Schedule '4' of the Official Plan. The agricultural land use policies, under Section 7.1.6 of the OP, permit a single detached dwelling accessory to agriculture use and existing single detached non-farm dwellings.

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;

Comment: The dwelling on the proposed lot was constructed in 1994.

- b) the dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;

Comment: The dwelling is in good repair and is currently being lived in.

- c) no new dwelling 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;

Comment: The purpose of the proposed amendment is to prohibit future dwellings on the retained farm parcel.

- d) compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;

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

- e) the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and minimize the loss of productive farmland, and

Comment: The proposed lot is a sustainable size, does not include any actively farmed land and is consistent with other rural residential lots in the area.

- f) deteriorated, derelict, abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Comment: There are no buildings remaining on the retained farm parcel.

Therefore, this proposal conforms to the OP.

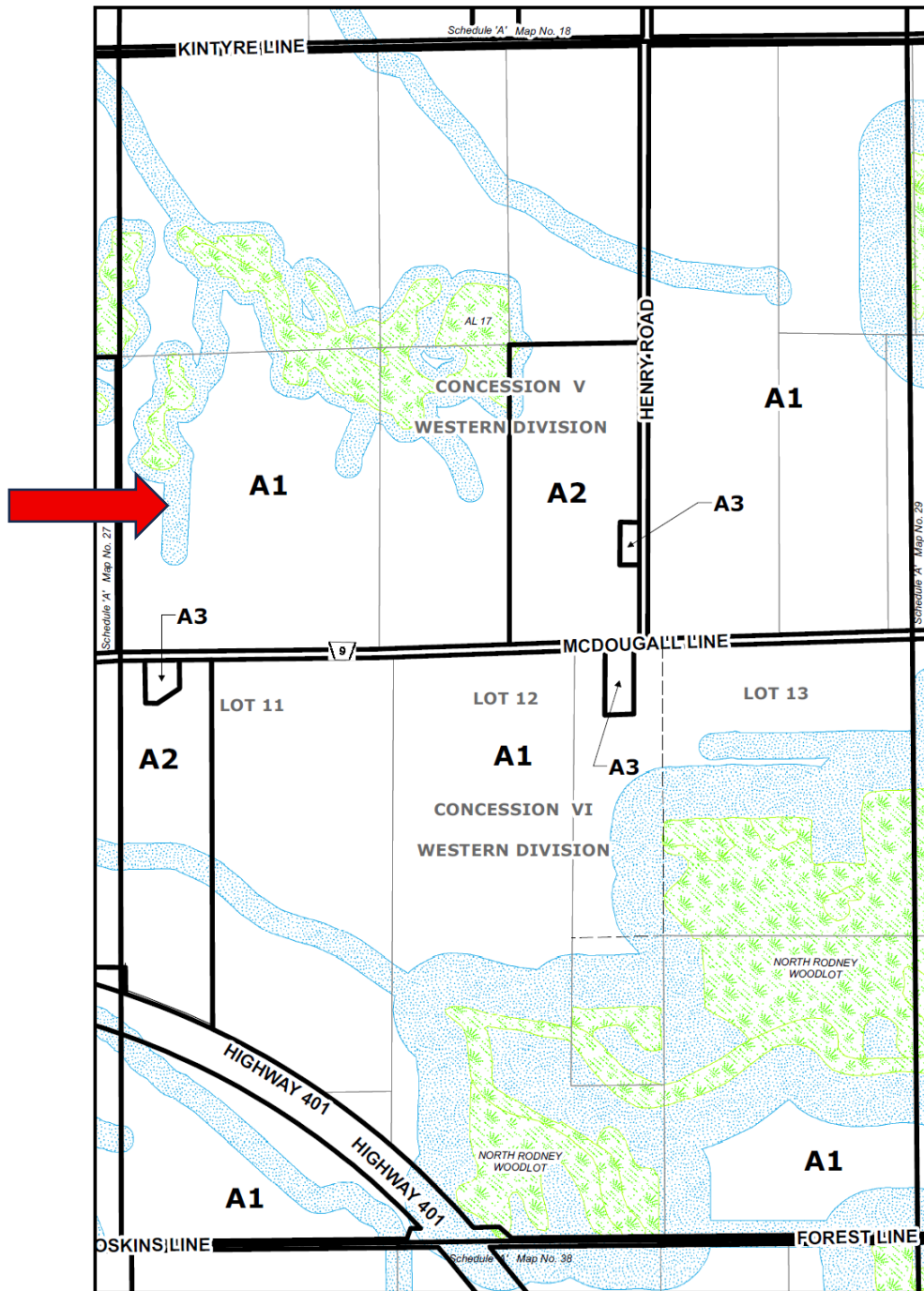
Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 28 of the ZBL, as depicted in Figure Three below.

The severed parcel will 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 (A3) Zone has a minimum lot area of 4,000 sq. m and a minimum lot frontage of 30 m, respectively.

The proposed retained farm parcel would need to be rezoned to the Agricultural (A2) Zone, in order to prohibit any future dwellings. A draft of the zoning by-law amendment to be considered is appended to this report for reference purposes.

Therefore, the proposal for the surplus farm dwelling lot creation would be in compliance with the Zoning By-law, subject to the requested Zoning By-law Amendment.



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"

SCALE 1:10,000

0 50 100 200 300 400 500 Metres

Municipality of West Elgin Zoning By-Law

Map No. 28

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 August 21, 2025, a minimum of 20 days prior to the public meeting as required by the Planning Act. In addition, the notice is posted on the Municipality website and a sign posted on the property.

Municipal Department Comments:

The zoning by-law amendment application was circulated to municipal staff for comment. Similar feedback was received in association with the consent application and was incorporated into the consent conditions.

Agency Comments:

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

No objections were received from other agencies circulated.

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 OP; and recommends that the request for Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

Alignment with Strategic Priorities:

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,

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

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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 6-2025 - Recommendation Report - 2025-18-Planning.docx
Attachments:	- By-law 2025-49 - ZBLA - D14 6-2025 Okolisan-Logel.pdf
Final Approval Date:	Aug 29, 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. 2025-49

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 23168 McDougall Line.

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

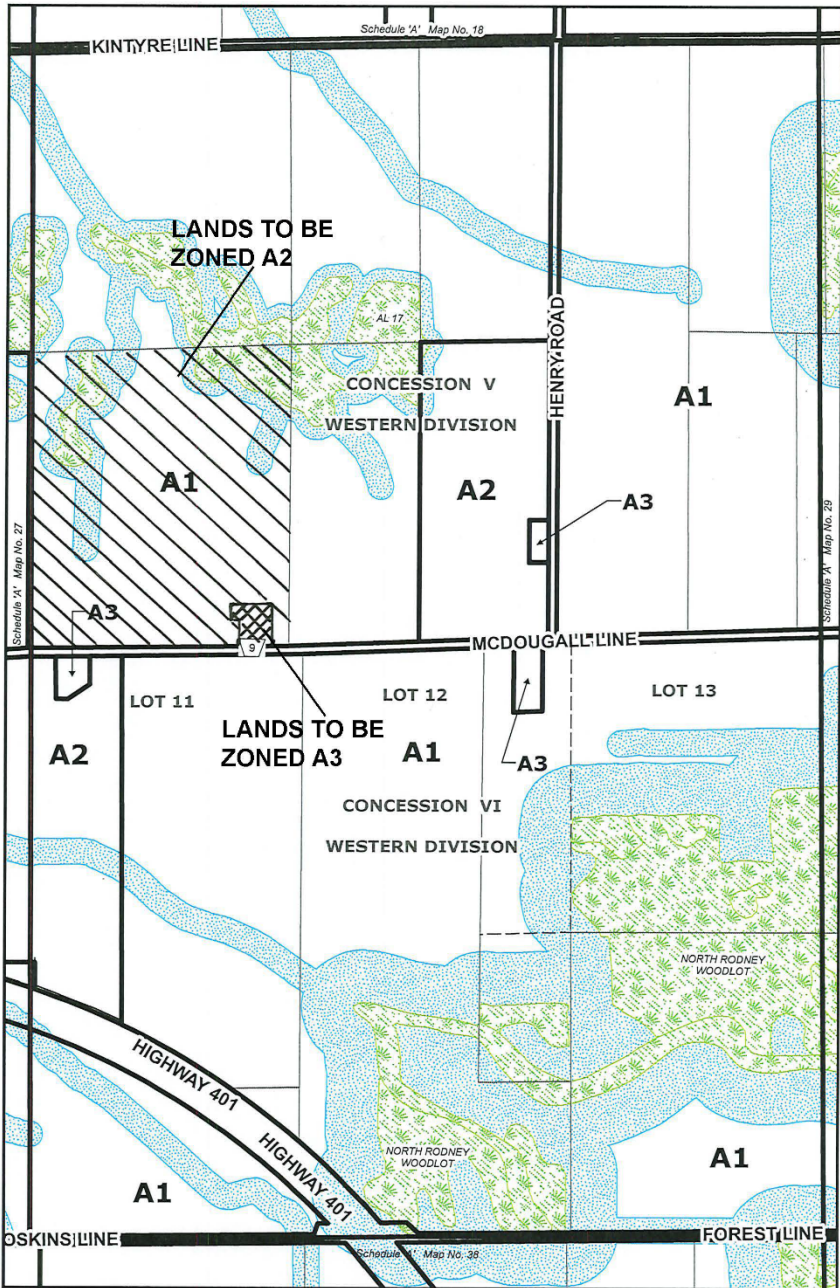
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 28 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Restricted Agricultural, (A3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 11, Concession 5 WD, 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 11th day of September 2025.

Richard Leatham
Mayor

Terri Towstiuc
Clerk



This is Schedule "A" to By-law No. 2025-49
passed on the 11th day of September, 2025

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
Comprehensive Zoning By-Law 2015-36
SCHEDULE 'A' MAP 28



0 100 200
Meters





Municipality of West Elgin

Minutes

Council Meeting

August 14, 2025, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham
Councillor Sousa

Staff Present: Robert Brown, Planner
Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development

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

1. Call to Order

Mayor Leatham called the meeting to order at 4:00 pm.

2. Adoption of Agenda

Resolution No. 2025- 230

That West Elgin Council hereby adopts the Regular Council Agenda for August 14, 2025 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

3.1 Staff Report - Rodney Cemetery

Conflict of Interest.

4. Public Meeting, Zoning By-law Amendment Application D-14 5-2025, 13904 Graham Road

Resolution No. 2025- 231

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

4.1 Planners Report

Resolution No. 2025- 232

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 5-2025 – Recommendation Report (Planning Report 2025-16); And

That West Elgin Council approve the rezoning of 24649 Crinan Line from General Agricultural (A1) to Agricultural (A2) and Restricted Agricultural (A3), in accordance with the attached draft 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 August 14, 2025, Council Agenda.

Carried

4.2 Applicant Comment

Applicant not present.

4.3 Public Comment

None.

4.4 Council Comment

No comment.

4.5 Adjournment

Resolution No. 2025- 233

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby adjourn the public meeting, pursuant to the *Planning Act*, for Zoning Amendment Application D-14 5-2025, 24649 Crinan Line.

Carried

5. Delegations

5.1 Andrei Kovalevskii Re: Improvement of Communication Between Municipality and Residents

Andrei Kovalevskii addressed Council with recommendations for improving communication between Council and Staff and the residents of West Elgin. Mr. Kovalevskii presented Council with a draft by-law for proposed implementation of Customer Satisfaction Management and provided examples from other municipalities. Council accepted the delegation and draft by-law with thanks.

6. Adoption of Minutes

Resolution No. 2025- 234

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adopt the Minutes of July 17, 2025 as presented.

Carried

6.1 Committee and Board Minutes

Resolution No. 2025- 235

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby acknowledge receipt of the Committee and/or Board Minutes, and presented, for:

- Heritage Homes, March 24, 2025
- Bo Horvat Community Center Board of Management, April 30 & June 11, 2025
- Economic Development Committee, May 26, 2025
- Four Counties Transit Committee, January 27, 2025
- Recreation Committee, March 19 & June 18, 2025

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Municipal Drains

8.1.1 Drain Tender Results, McGill Branches of the McMillan Drain

Resolution No. 2025- 236

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

That Council hereby awards the low bid tender for the McGill Branches of the McMillan Drain, to Monden Excavating, for the estimated amount of \$93,733.50 (HST Included).

Carried

8.1.2 Drain Tender Results, Dunborough Road Drain

Resolution No. 2025- 237

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

That Council hereby award tender for the Dunborough Road Drain, to McNally Excavating, for the estimated amount of \$119,328.00 (HST Included).

Carried

8.2 Infrastructure & Development

8.2.1 Rodney Cemetery Ownership and Future Operations & Management

Councillor Denning declared a conflict on this item. (Conflict of Interest.)

Councillor Denning recused himself from discussion or voting, however advised Council that, in addition to the details of the report provided, there are an estimated thirty-years of marked plat, in addition to the already purchased plots. Therefor at least thirty-years until the back portion of the property is required for use.

Resolution No. 2025- 238

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

That West Elgin Council accepts responsibility and ownership of the Rodney cemetery;

That West Elgin Council directs staff to research municipal cemetery operations and return with a fulsome report on how to best proceed with the future operations and management of the Rodney cemetery.

Carried

8.2.2 Monthly Update, June & July 2025

Resolution No. 2025- 239

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development, for information purposes.

Carried

8.3 Community Services & Clerks

8.3.1 2026 Municipal Election, Method of Voting

Resolution No. 2025- 240

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Municipal Election Method of Voting; And

That Council hereby approve recommended Alternate Voting Methods, being Telephone and Internet voting, with in-person Help Centers for the 2026 Municipal and School Board Election; And

That staff are authorized to execute any agreements necessary to implement Telephone and Internet Voting, and direct staff to prepare the necessary by-law for consideration at a future meeting.

Carried

8.3.2 Committee & Board Appointment

Resolution No. 2025- 241

Moved: Councillor Denning

Seconded: Councillor Sousa

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

That the Committee Members, for each Committee, be appointed as decided by Council; and

That a revised version of the By-law to Appoint the Committee Members to each Committee be brought back for adoption at the next Council meeting; And

That a thorough review of the committee “Term of Reference” be completed for each committee of Council and be brought back for review at a subsequent meeting.

Carried

8.4 Chief Administrative Officer

8.4.1 Harassment and Violence in the Workplace - Program and Policy Review

Resolution No. 2025- 242

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby receives the Harassment and Violence in the Workplace policy and program report from Robin Greenall, CAO; AND

That the West Elgin Council approves and adopts the Harassment and Violence in the Workplace policy and program; AND

That the West Elgin Council Repeal by-law 2019-30.

Carried

8.4.2 Health & Safety Policy Annual Review

Resolution No. 2025- 243

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby receives the Health and Safety Policy review report from Robin Greenall, CAO; AND

That the West Elgin Council approves and adopts the Health and Safety policy; AND

That the West Elgin Council Repeal By-law 2019-42 and all previous revisions and by-laws.

Carried

9. Committee and Board Reports or Updates

Five (5) minute break prior to Committee & Board reports.

No reports provided for item 9.

10. Notice of Motion

None received prior to publishing.

11. Council Inquires/Announcements

Councillor Denning advised that the dehumidification system has been installed at the Bo Horvat Community Centre (West Lorne Arena), and they are working as expected. This will allow for all-year usage of the facility. Councillor Statham added that the system came in well under budget.

Mayor Leatham read the following statement:

It is my pleasure to announce that the Municipality has been approved for the Ontario Trillium Grant – Capital Grant Stream, in the amount of \$200,000 for the installation of an accessible playground for the Rodney Park.

I would like to thank the Rodney Park Revitalization Committee for their hard work and determination to obtain this grant, as well all who have donated to the future of the Rodney Park.

The Municipality will provide further updates and timeline, once available.

Congratulations to all involved.

12. Correspondence

- 12.1 Emergency Management Ontario (EMO), 2024 Compliance Results
- 12.2 County of Elgin, Notice of Decision E 30-25
- 12.3 County of Elgin, Notice of Decision E 32-25
- 12.4 County of Elgin, Notice of Decision E 34-25
- 12.5 County of Elgin, Notice of Decision E 36-25
- 12.6 County of Middlesex, Official Plan Update
- 12.7 Emergency Management Ontario (EMO), St. Clair Sector Update, August 2025
- 12.8 Watson & Associates Bulletin Updates, Affordable Residential Units for the Purposes of Development Charges

Resolution No. 2025- 244

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

13. Items Requiring Council Consideration

13.1 Councillor P. Sousa Re: Removal of "Surplus Status", Port Glasgow Trailer Park

Resolution No. 2025- 245

Moved: Councillor Sousa

Seconded: Councillor Denning

WHEREAS West Elgin Resolution CM 2024-418 declared the lands known as Port Glasgow Trailer Park to be surplus to the needs of the municipality; And

WHEREAS West Elgin Resolution SCM 2025-36 received a Financial Assessment, presented by Daryl Abbs, Managing Partner, Watson & Associates Economists Ltd.; And

WHEREAS Resolution SCM 2025-36 provided direction to maintain ownership of Port Glasgow Trailer Park, directing staff to implement best practices and update service and use policies and procedures; Now

BE IT RESOLVED that West Elgin Council hereby remove the land known as Port Glasgow Trailer Park from the "Surplus Lands List".

Carried

13.2 Councillor P. Sousa Re: Fencing around West Lorne Baseball Field

Resolution No. 2025- 246

Moved: Councillor Sousa

Seconded: Councillor Statham

WHEREAS the existing baseball field at Miller Park lacks adequate fencing impacting the field's usability; And

WHEREAS a properly installed baseball fence will encourage community engagement, attract local organized baseball leagues and potentially provide long term revenue opportunities; Now

BE IT RESOLVED that West Elgin Council directs staff to bring back several cost estimates for installation of metal fencing around Miller Park baseball diamond, and include and estimation of potential revenue for advertising to offset the cost of fencing; And

Investigate improvements to the Miller Park Ball diamond in order to bring Softball Leagues to West Lorne, including lighting and fencing.

Carried

14. Upcoming Meetings

- September 10 - 9:00am - Bo Horvat Community Centre Board of Management (Arena)
- September 11 - 4:00pm - Regular Council
- September 22 - 1:00pm - Heritage Homes
- September 25 - 4:00pm - Regular Council
- September 17 - 7:00pm - Recreation Meeting

15. By-Laws

15.1 By-law 2025-28, 3rd Reading, McGill Branches of the McMillan Drain

Resolution No. 2025- 247

Moved: Councillor Statham

Seconded: Councillor Sousa

That By-law 2025-28, Being a By-Law to provide for drainage works on the McGill Branches of the McMillan Drain in the Municipality of West Elgin, be read a third and final time.

Carried

15.2 2025-44, Zoning Amendment, 24649 Crinan Line

Resolution No. 2025- 248

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That By-law 2025-44, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 24649 Crinan Line, be read a first, second, third and final time.

Carried

15.3 2025-45, Appoint Deputy-Treasurer

Resolution No. 2025- 249

Moved: Councillor Statham

Seconded: Councillor Denning

That By-law 2025-45, Being a By-Law to Appoint a Deputy Treasurer for the Corporation of the Municipality of West Elgin, be read a first, second, third and final time.

Carried

16. Closed Session

Resolution No. 2025- 250

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:17 pm, to discuss matters pursuant to the *Municipal Act*, Section 239:

- (2)(e) litigation or potential litigation (Port Glasgow Trailer Park)
- (2)(e) litigation or potential litigation (Port Glasgow Yacht Club)
- (2)(d) labour relations or employee negotiations (Human Recourse Update)

Carried

17. Report from Closed Session

Report from Closed Session at 6:16pm.

Resolution No. 2025- 251

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council received two (2) items pursuant to Section 239(2)(e) and one (1) item pursuant to Section 239(2)(d) of the *Municipal Act*; And

That staff were provided administrative direction to proceed, as required.

Carried

18. Confirming By-Law

Resolution No. 2025- 252

Moved: Councillor Sousa

Seconded: Councillor Statham

That By-law 2025-46 being a By-law to confirm the proceeding of the Regular Meeting of Council held on August 14, 2025, be read a first, second and third and final time.

Carried

19. Adjournment

Resolution No. 2025- 253

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 6:17pm, to meet again at 4:00pm, on Thursday, September 11, 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: 2025-08-20
Subject: Severance Application E50-25 – Comment to Elgin County –
Recommendation Report – Planning Report 2025-17

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E50-25 – Comments to Elgin County (Planning Report 2025-17);

And that West Elgin Council hereby recommended approval to the Land Division Committee of the County of Elgin for severance application, File E50-25 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 E50-25, as Elgin County is the planning approval authority for severances.

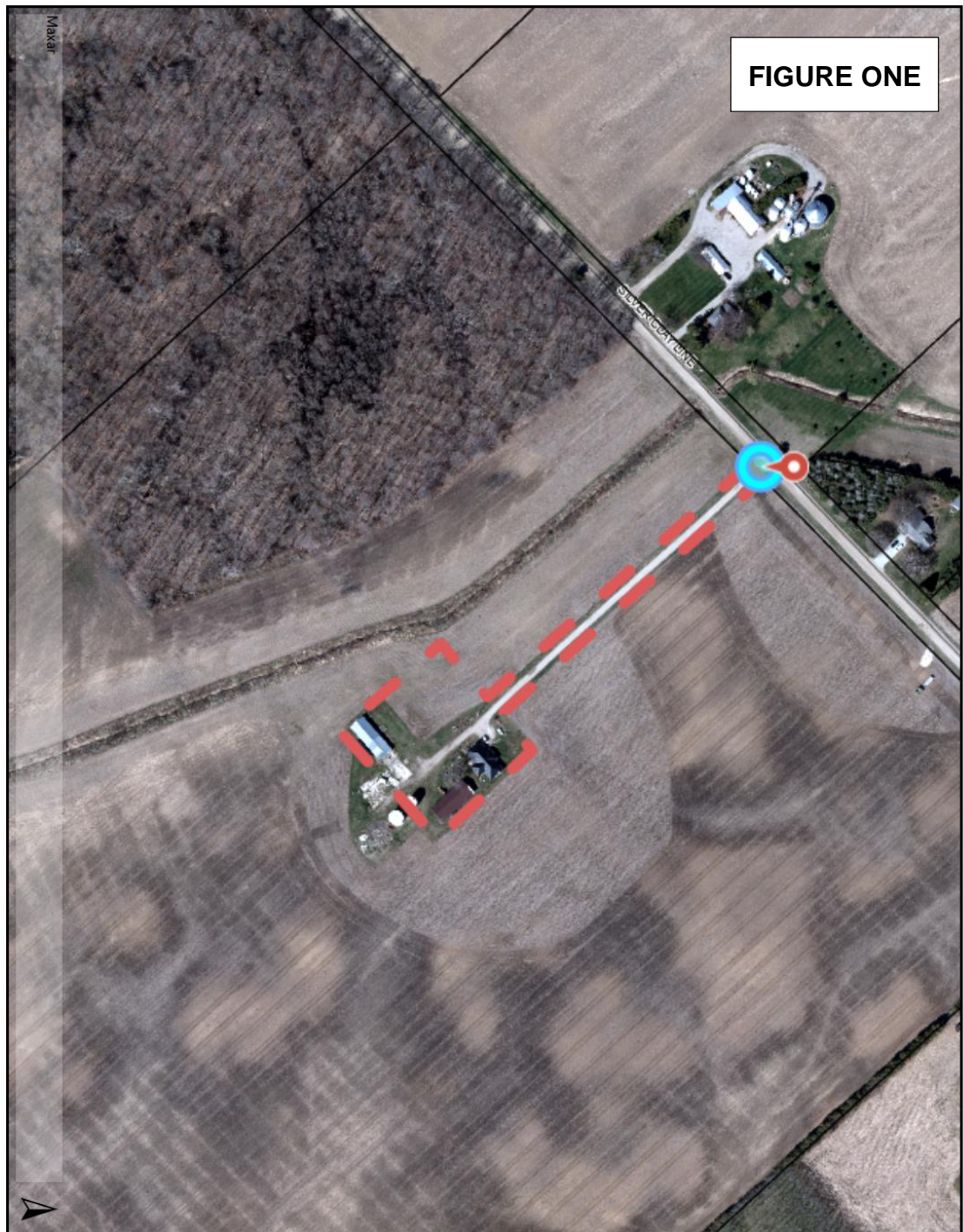
The purpose of the application is to facilitate lot creation of an existing dwelling which is surplus to the farming operations of the applicant at 22709 Silver Clay Line. (Figure One)

Background:

Below is background information, in a summary chart:

Application	E50-25
Owners/Applicants	Roodzant Farms Ltd.
Legal Description	Part of Lot 8, Concession 12
Civic Address	22709 Silver Clay Line
Entrance Access	Silver Clay Line

Services	Municipal water & private septic system
Existing Land Area	47.55 ha (117.5 ac.)



The Public Hearing is scheduled for September 24, 2025, at the Elgin County Land Division Committee Meeting.

Financial Implications:

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.

New land-use 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 is a significant livestock facility to the east of the proposed lot, however there are three homes which are closer to the facility that already would impact expansion of that facility and the dwelling on the proposed severed parcel is existing. MDS II setbacks are measured from the nearest dwelling and not the new lot lines for a surplus dwelling as such there is no new or additional impact on the neighbouring livestock operation.

The property does contain wooded areas. None of the wooded areas are included in the proposed surplus dwelling lot and will remain as part of the retained farm parcel. The interaction between the proposed lot and wooded areas will not change as a result of the severance. 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. Portions of the proposed retained parcel contain wooded areas and are 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 applicants' 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. The property does contain wooded areas as shown 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 indicated that the residence is surplus to the farming operation. The dwelling was constructed in 1977, so it is more than ten years old 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 include some productive farmland to create a more regular shaped lot and will contain the house and two of the existing outbuildings. There are lands that are being cleared of existing structures on the retained land that can be returned to productive use and offset any amount included with the lot; and
- There was livestock on the property at one point in the past. Any buildings on the site are now used for storage purposes only.

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 66 of the ZBL, as depicted in Figure Two. 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 1.016 ha (2.509 ac.), with a lot-frontage of 12.2 m (40 ft.). The new parcel will need to be rezoned to the Restricted Agricultural Zone (A3) recognizing its non-farm use. The parcel meets the minimum lot area requirement of 4,000 sq. m but does not meet the minimum lot frontage because of the proposed lot configuration. Therefore, the zoning on the property will also include special provisions to address the reduction in the lot frontage from the required 30 m (98.4 ft.) to 12.2 m (40 ft.). The retained farm parcel will be rezoned to the Agricultural (A2) Zone which will prohibit future dwellings but will continue to permit agricultural uses.

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.

Interdepartmental Comments:

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

Drainage:

- The subject lands are impacted by municipal drains. A drainage reapportionment will be required.

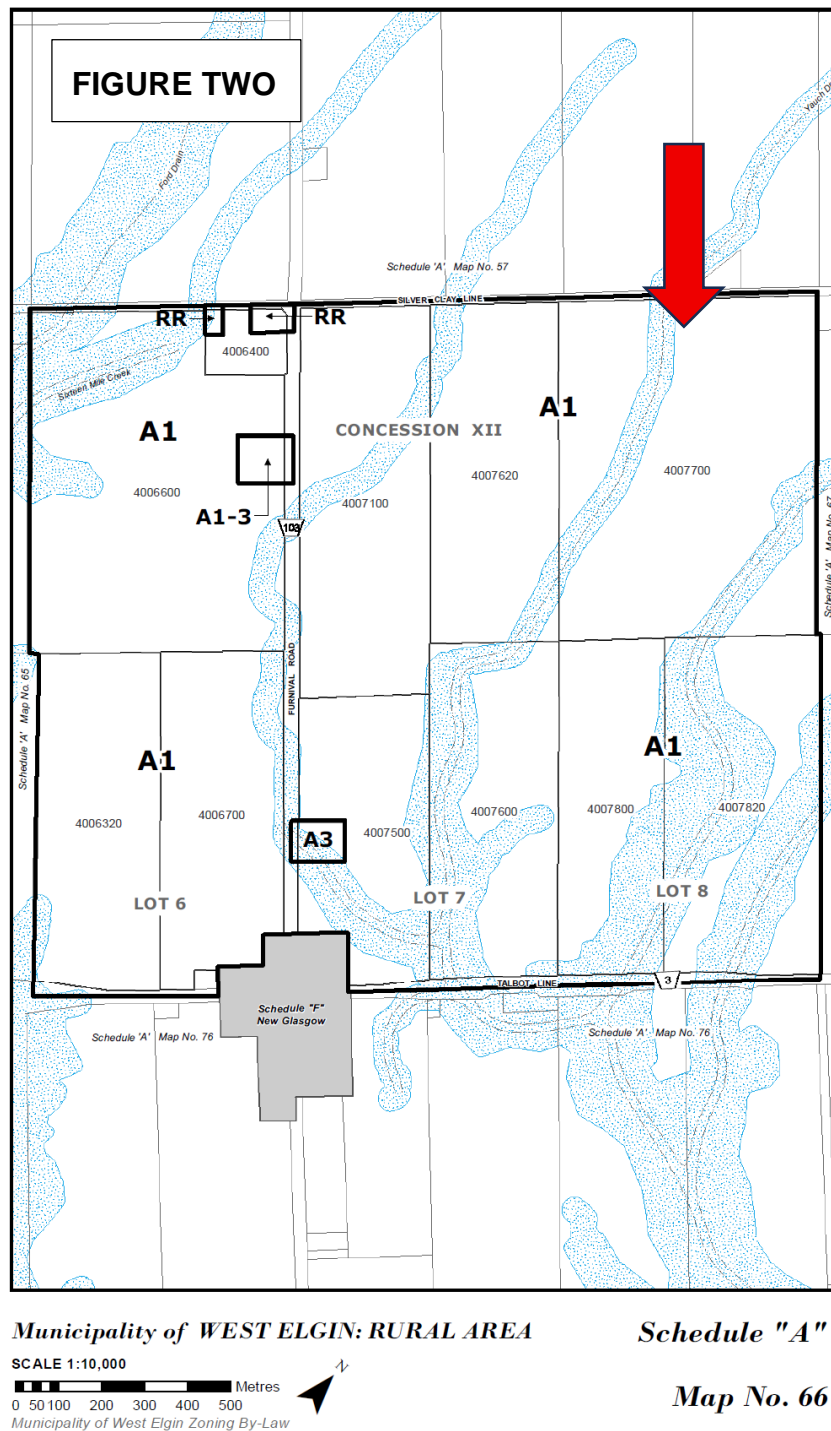
Infrastructure/Utilities:

- A new 911 address will be assigned to the retained parcel.
- The severed lot is serviced with municipal water. The connection is located on the retained parcel as such an easement will be required over the retained lands for access to and maintenance of the connection and water line.

Building Dept:

- A septic system inspection and assessment will need to be provided to the satisfaction of the municipality.

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:

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:	Severance Application E50-25 - Comment to Elgin County - Recommendation Report - 2025-17-Planning.docx
Attachments:	- Planning Report 2025-17 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Aug 29, 2025

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

Robin Greenall

Planning Report 2025-17: Severance Report E50-25 –

Comments to the County of Elgin

Appendix One

Severance Application E50-25 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 such amendment of the Zoning By-law shall come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. 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.
6. That the applicant demonstrate to the satisfaction of the Municipality that there is separate formal access to the retained parcel on both sides of the Yauch Drain;
7. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality;
8. That the Applicant establish a formal easement over the retained parcel in favour of the severed parcel for access to and maintenance of the water service;
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

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-09-11
Subject: Monthly Report for July & August 2025

Recommendation:

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

Purpose:

To provide Council with an update on fire department activities in the months of July & August 2025.

Background:

Emergency Responses

Fire	4
Pre-fire conditions, no fire	2
Unauthorized burning	1
Alarms Sounding	2
Motor Vehicle Collision (MVC)	5
MVC – Extrication	1
Water Rescue	1
Medical Assist	12
Human – Perceived Emergency	1
Mutual Aid	2
Call cancelled on route	1
Assist Other Agencies	2
TOTAL	34

Training & Meetings

Department topics included incident review, water supply pump ops and relay pumping, and medical review.

WEFD has added a second apparatus & equipment check per month, to ensure readiness of all equipment.

Recruits are attending NFPA 1072 Hazmat training and DZ training in Malahide.

The Fire Chief attended County Chiefs meetings.

Fire Prevention

Attended public education events including Canada Day, Vacation Bible School Event, Port Glasgow Trailer Park Family Fun Day, and EarlyOn Children's Festival at Miller Park.

Assisted Dutton Fire at the Canada Day Breakfast and held a BBQ during Roots & Revival.

Provided Fire Extinguisher Training at a local business, for their employees.

Additional Public Relations events included attending fireworks at Canada Day celebrations and Hickory Grove Trailer Park.

Other Activities/Information

Probationary firefighter recruitment for the West Lorne Station is in progress.

Submissions for Year 2 of the Provincial Fire Protection Grant are being accepted, with the focus again on cancer prevention. Staff are considering projects/equipment for submission, with Year 1 providing funds for decontamination facilities and ventilation.

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

WEFD sent a draft automatic aid agreement for response area south of Wardsville to the 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 - July, August 2025 - 2025-09-Fire.docx
Attachments:	
Final Approval Date:	Sep 5, 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: 2025-09-11
Subject: Drain Reapportionments (2024 & 2025 Severance Applications)

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re” Drain Reapportionments, due to Severance of Land, pursuant to Section 65(2) of the *Drainage Act*; And

That Council hereby approve the following Drainage Reapportionment requests, as presented:

1. Wilton Drain #2, Application E63-24, E64-24 and E65-24
2. Axford Drain, Application E44-24
3. Wismer Drain No. 2 (Open Portion), Application E35-24
4. Morden Drain, Application E36-24
5. Mills Drain, Application E74-23
6. Wismer Drain, Application E41-23
7. Gov’t Drain No. 1 North, Application E37-23, Five (5) Separate Reports
8. McEachren Drain, Application E35-23
9. McCallum Branches of the McEachren Drain, Application E35-23
10. Lindenman Drain, Application E15-23
11. Lindenman Drain, Application E14-23
12. Morden Drain, Application E12-23
13. Drain No. 2, Application E1-23
14. No. 2 Drain, Johnston Culvert, Application E1-23
15. Hoy Drain, Application E103-22
16. Douglas Street Drain, Application E72-22

Purpose:

The purpose of this report is to obtain Council’s approval for drainage assessment reapportionments, because of severance approvals. These approvals are part of conditions required for each attached application.

Background:

The *Drainage Act* S. 65(2) “If the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no

engineer need be instructed under subsection". The attached applications have been reviewed and assessed by the Drainage Superintendent, with no issues presented.

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

Drainage Act, R.S.O. 1990

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuc, Dipl.M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Drain Reapportionments (Severance Applications) - 2025-18-Community ServicesClerks.docx
Attachments:	- Drain Reapportionment.pdf
Final Approval Date:	Aug 27, 2025

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

Robin Greenall



MUNICIPALITY OF
West Elgin

E63-24
E64-24
E65-24

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Wilton Drain # 2

Watershed or System.

Latest Engineer's Report prepared by
under the date of

J.M. Spriet
Feb 8, 2018

Original Assessment Information as per Last Report

Roll # 3434 000 020 16410 Owner: William Vanderloo
Concession # 7 Lot: pt lot 8, 9
Original Assessment: Benefit: Outlet: .08%
Area: 2.97 ac.
Total Drainage Assessment: Benefit: Outlet: 100%

Proposed New Assessment of Lands - Split 1 retained

Roll # 3434 000 020 16410 Owner: William Vanderloo
Concession # 7 Lot: pt 8, 9
Original Assessment: Benefit: Outlet: .009%
Area: .33 ac
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Severed Parcel 1

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet: .0237%
Area: .88 ac
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3 Severed Parcel 2

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet: .0237%
Area: .88 ac
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Name (Print)	Signature	Date
Name (Print)	Signature	Date
Name (Print)	Signature	Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date

Proposed New Assessment of Lands - Split 4 Severed Parcel 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet: .0237%
Area: .88 ac
Total Drainage Assessment: Benefit: 48 Outlet:



MUNICIPALITY OF
West Elgin

E44-24

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Axford Drain Watershed or System.
Latest Engineer's Report prepared by J.M. SPriet
under the date of Feb 28, 2022

Original Assessment Information as per Last Report

Roll # 3434 000 070 09700 Owner: Jen-Veld Farms Inc.
Concession # 7 Lot: Pt 19
Original Assessment: 10.11 ha Benefit: 86.00 Outlet: 132.00
Total Drainage Assessment: 3200.00 Outlet: 4800.00

Proposed New Assessment of Lands - Split 1 Retained

Roll # 7 Owner: Pt 19
Concession # 7 Lot: Pt 19
Original Assessment: 9.678 ha Benefit: 86.00 Outlet: 126.36
Total Drainage Assessment: 86.00 Outlet: 126.36

Proposed New Assessment of Lands - Split 2 Served

Roll # 7 Owner: Pt 19
Concession # 7 Lot: Pt 19
Original Assessment: 0.432 ha Benefit: 5.64
Total Drainage Assessment: 5.64 Outlet: 5.64

Proposed New Assessment of Lands - Split 3

Roll # 7 Owner: Pt 19
Concession # 7 Lot: Pt 19
Original Assessment: 0.432 ha Benefit: 5.64
Total Drainage Assessment: 5.64 Outlet: 5.64

We, the owners of the share of the Drainage Assessment as shown above.

Eric Jensen Aug/09/2024
Name (Print) Date
Lisa Veldman Aug 09, 2024
Name (Print) Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E34-25

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Wismer Dr No 2 (OPEN Portion) Watershed or System.
Latest Engineer's Report prepared by McCubbin, Baisa & Todgham
under the date of Apr 4, 1952

Original Assessment Information as per Last Report

Roll # 3434000 020 03100 Owner: William Okolisan Estate
Concession # 5 Lot: S Pt 11
Original Assessment: \$80.00 Benefit: \$80.00 Outlet: \$67.00
Area: 22.258 ha.
Total Drainage Assessment: \$690.00 Benefit: \$690.00 Outlet: \$587.00

Proposed New Assessment of Lands - Split 1 retained

Roll # 3434000 020 03100 Owner:
Concession # 5 Lot: S Pt 11
Original Assessment: \$80.00 Benefit: \$80.00 Outlet: \$64.71
Area: 21.4987 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 severed

Roll # Owner:
Concession # 5 Lot: S Pt 11
Original Assessment: 0 Benefit: 0 Outlet: \$2.29
Area: 0.7593 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet:
Area:
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment as shown above.

Jeff Okolisan

Name (Print)

Casey Loge

Name (Print)

Date

Date

Aug 6 2025

Aug 6 2025

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

F-36-24

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Morden Drain Watershed or System.

Latest Engineer's Report prepared by J.R. Spriet
under the date of July 13, 1987

Original Assessment Information as per Last Report

Roll # 3434 000 030 07200 Owner: Aginvest Farmland IV Inc.
Concession # 9 Lot: N Pt Lot A
Original Assessment: _____ Benefit: 450⁰⁰ Outlet: 120⁰⁰
Area: 33.5 Ha
Total Drainage Assessment: _____ Benefit: 29040⁰⁰ Outlet: 18,360⁰⁰

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 9 Lot: N Pt Lot A
Original Assessment: _____ Benefit: _____ Outlet: 1.62
Area: 0.45 Ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____


Proposed New Assessment of Lands - Split 2 Retained

Roll # _____ Owner: _____
Concession # 9 Lot: N Pt Lot A
Original Assessment: _____ Benefit: 450.00 Outlet: 118.38
Area: 33.05 Ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Kent Willmore		15/07/24
Name (Print)	Signature	Date
Name (Print)	Signature	Date
Name (Print)	Signature	Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date



MUNICIPALITY OF West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

E 74-23

Mills Drain Watershed or System.
Latest Engineer's Report prepared by W. Cnossen
under the date of Sept 14, 1987

Original Assessment Information as per Last Report

Roll # 3434 000 030 12000 Owner: Diane Kuranyi
Concession # 9 Lot: N Pt 11, 12
Original Assessment: \$1750.00 Benefit: \$452.85
Area: 50.209
Total Drainage Assessment: \$2300.00 Outlet: \$5950

Proposed New Assessment of Lands - Split 1 Returned

Roll # 3434 000 030 12000 Owner: Diane Kuranyi
Concession # 9 Lot: N Pt 11, 12
Original Assessment: \$1750.00 Benefit: \$4460.27
Area: 49.624 ha
Total Drainage Assessment: \$2300.00 Outlet: \$5950

Proposed New Assessment of Lands - Split 2 Severed

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet: \$52.58
Area: 5.825 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet:
Area:
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Diane Kuranyi Diane Kuranyi Mar 7, 2024
Name (Print) Signature Date

DocuSigned by:
1007288990 Ontario Inc. 3/1/2024
Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E 41-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Wismer Drain No 2 Watershed or System.
Latest Engineer's Report prepared by W. Todgham
under the date of Apr 4, 1952

Original Assessment Information as per Last Report

Roll # 3434 000 0110 7100 Owner: Forbest Farm Inc
Concession # 4 Lot: 10
Original Assessment: \$ 110.00 Benefit: \$ 110.00 Outlet:
Area: 16 ha (affected)
Total Drainage Assessment: \$ 690.00 Benefit: \$ 690.00 Outlet: \$ 587.00

Proposed New Assessment of Lands - Split 1 Retained

Roll # 3434 000 0110 7100 Owner: Forbest Farm Inc
Concession # 4 Lot: 10
Original Assessment: \$ 104.82 Benefit: \$ 104.82 Outlet:
Area: 15.2462 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Severed

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: \$ 5.18 Outlet:
Area: 0.7538 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet:
Area:
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment as shown above.

HERMANN MIEHE [Redacted Signature] Nov 22, 2023
Name (Print) Signature Date

Name (Print) Signature Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk Date



MUNICIPALITY OF
West Elgin

E 37-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Gor't Drain No 1 North Watershed or System.
Latest Engineer's Report prepared by Tedgham and Case
under the date of July 6, 2007

Original Assessment Information as per Last Report

Roll # 3434 000 070 11100 Owner: Jen Veld Farms Inc
Concession # 7 Lot Pt 23
Original Assessment: Benefit: Outlet \$164.00
Area: 9.5 ha
Total Drainage Assessment: Benefit: Outlet \$32,750.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 7 Lot Pt 23
Original Assessment: Benefit: Outlet \$4.53
Area: 2622 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Retained

Roll # _____ Owner: Jen Veld Farms Inc
Concession # 7 Lot Pt 23
Original Assessment: Benefit: Outlet \$159.47
Area: 9.2378
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot _____
Original Assessment: Benefit: Outlet: _____
Area: _____
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Eric Jensen
Name (Print)

Lisa Veldman
Name (Print)

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E 37-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Gar't Drain No 1 North Watershed or System.
Latest Engineer's Report prepared by W. Chasen
under the date of June 15, 1987

Original Assessment Information as per Last Report
Roll # 3434 000 070 1100 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 43.00
Area: 9.5 ha
Total Drainage Assessment: 8938.00 Benefit: 3102.00

Proposed New Assessment of Lands - Split 1 Severed
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 1.19
Area: 2622 ha
Total Drainage Assessment: 7 Benefit: 1.19

Proposed New Assessment of Lands - Split 2 Retained
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 41.81
Area: 9.2372 ha
Total Drainage Assessment: 7 Benefit: 41.81

Proposed New Assessment of Lands - Split 3
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 41.81
Area: 9.2372 ha
Total Drainage Assessment: 7 Benefit: 41.81

We, the owners of the share of the Drainage Assessment as shown above.

Eric Jensen Aug 28, 2023
Name (Print) Lisa Veldman Aug 28, 2023
Name (Print)

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E 37-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Gor't Drain No 1 North Watershed or System.
Latest Engineer's Report prepared by Spreit Ass.
under the date of July 31, 1980

Original Assessment Information as per Last Report
Roll # 3434 000 070 1100 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 30.00
Area: 9.5 ha Outlet: 13.700
Total Drainage Assessment: 7 Benefit: 30.00 Outlet: 13.700

Proposed New Assessment of Lands - Split 1 Severed
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 30.00
Area: 2.622 ha Outlet: 10.83
Total Drainage Assessment: 7 Benefit: 30.00 Outlet: 10.83

Proposed New Assessment of Lands - Split 2 Retained
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 30.00
Area: 9.2378 ha Outlet: 29.17
Total Drainage Assessment: 7 Benefit: 30.00 Outlet: 29.17

Proposed New Assessment of Lands - Split 3
Roll # 7 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: 7 Benefit: 30.00
Area: 9.2378 ha Outlet: 29.17
Total Drainage Assessment: 7 Benefit: 30.00 Outlet: 29.17

We, the owners of the share of the Drainage Assessment, agree to the assessment as shown above.

Eric Jensen [Redacted] Aug 12/2023
Name (Print) [Redacted] Date
Lisa Veldman [Redacted] Aug 28 2023
Name (Print) [Redacted] Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk Date



MUNICIPALITY OF
West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

E 37-23

Gov't Drain No 1 North Watershed or System.

Latest Engineer's Report prepared by Tedgham and Case
under the date of June 25, 1974

Original Assessment Information as per Last Report

Roll # 3434 000 070 11100 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: _____ Benefit: _____ Outlet: \$ 9.00
Area: 9.5 ha
Total Drainage Assessment: _____ Benefit: \$ 8175.00 Outlet: \$ 8625.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 7 Lot: Pt 23
Original Assessment: _____ Benefit: _____ Outlet: \$ 0.25
Area: 0.2622 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 Retained

Roll # _____ Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: _____ Benefit: _____ Outlet: \$ 8.75
Area: 9.2378 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment as shown above.

Eric Jensen Aug 1/28/2023
Name (Print) _____
Lisa Veldman Aug 1/28/2023
Name (Print) _____
Name (Print) _____ Signature _____ Date _____

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk Date



MUNICIPALITY OF
West Elgin

E 37-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Gor't Drain No 1 North Watershed or System.
Latest Engineer's Report prepared by Todgham and Carr
under the date of Feb 17, 1972

Original Assessment Information as per Last Report

Roll # 3434 000 070 11100 Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: Benefit: Outlet: 31.00
Area: 9.5 ha
Total Drainage Assessment: Benefit: Outlet: \$5400.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 7 Lot: Pt 23
Original Assessment: Benefit: Outlet: \$0.86
Area: 0.2622 ha
Total Drainage Assessment: Benefit: Outlet: _____

Proposed New Assessment of Lands - Split 2 Retained

Roll # _____ Owner: Jen Veld Farms Inc
Concession # 7 Lot: Pt 23
Original Assessment: Benefit: Outlet: \$30.14
Area: 9.2378 ha
Total Drainage Assessment: Benefit: Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: Benefit: Outlet: _____
Area: _____
Total Drainage Assessment: Benefit: Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Eric Jente [Signature] Aug/28/2023
Name (Print) Signature Date
Lisa Veldman [Signature] Aug/28/2023
Name (Print) Signature Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date

E-35-23



MUNICIPALITY OF West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

McEachren Drain

Watershed or System.

Latest Engineer's Report prepared by
under the date of

Feb 16 / 1987

ALD - Dunwich Eng. Board

Original Assessment Information as per Last Report

Roll # 3434 000 080 07800 Owner: C & L Schouten Farms Inc
Concession # 2 Lot: WPT Y
Original Assessment: Benefit: \$150.00 Outlet: \$330.00
Area: 15.3 ha affected
Total Drainage Assessment: Benefit: \$4280.00 Outlet: \$7220.00

Proposed New Assessment of Lands - Split 1 retained

Roll # 080 - 07800 Owner: C & L Schouten Farms Inc
Concession # 2 Lot: WPT Y
Original Assessment: Benefit: \$48.08 Outlet: \$321.37
Area: 14.9 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Severed.

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: \$3.92 Outlet: \$216.3
Area: 4 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet:
Area:
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Calvin Schouten

DocuSigned by:

Calvin Schouten

2023-11-30

Name (Print)

Signature

Date

Name (Print)

Signature

Date

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF West Elgin

E35-23

Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

McCallum Branch of the McEachren Drain Watershed or System.

Latest Engineer's Report prepared by J.R. Spriet
under the date of March 13, 1978

Original Assessment Information as per Last Report

Roll # 3434 000 080 07800 Owner: C+L Shouten Farms Inc
Concession # 2 Lot: W Pt Y
Original Assessment: main \$1370.00 Outlet: \$1655.00
Area: 16 HA affected Br.A \$40.00 0.00
Total Drainage Assessment: Br.B \$50.00 Outlet: \$50.00

Proposed New Assessment of Lands - Split 1 retained 89140.00 \$4960
Roll # 080-07800 Owner: C+L Shouten Farms Inc
Concession # 2 Lot: W Pt Y
Original Assessment: main \$1335.75 Outlet: \$1613.62
Area: 15.6 Ha Br.A \$39.00 0
Total Drainage Assessment: Br.B \$48.75 Outlet: \$48.75

Proposed New Assessment of Lands - Split 2 severed
Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: main \$34.25 Outlet: \$41.38
Area: 4 ha Br.A \$1.00 0
Total Drainage Assessment: Br.B \$1.25 Outlet: \$1.25

Proposed New Assessment of Lands - Split 3
Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

calvin schouten

DocuSigned by:

Calvin Schouten

2023-11-30

Name (Print)

Signature

Date

Name (Print)

Signature

Date

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E15-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Lindenman Drain Watershed or System.
Latest Engineer's Report prepared by J.M. Spriet
under the date of Sept 26, 2007

Original Assessment Information as per Last Report

Roll # 3434 000 050 16103 Owner: Ajimon Ouseph
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 1.5%
Area: 1.88 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: 100%

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 1%
Area: 0.114 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 retained

Roll # _____ Owner: _____
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 1.3%
Area: 1.76 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment as shown above.

Ajimon Ouseph _____ 25/sep/2023
Name (Print) _____ Date
Jemyin George _____ 25/sep/2023
Name (Print) _____ Date

Name (Print) _____ Signature _____ Date _____

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk Date

E-14-23



MUNICIPALITY OF West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Lindenman Drain Watershed or System.
Latest Engineer's Report prepared by J.M. SPriet
under the date of Sept 26, 2007

Original Assessment Information as per Last Report
Roll # 3434 000 050 16103 Owner: Ajimon Ouseph
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 1.5%
Area: 1.88 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: 100%

Proposed New Assessment of Lands - Split 1 Severed
Roll # _____ Owner: _____
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 0.1%
Area: 0.114 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 Retained
Roll # _____ Owner: _____
Concession # 13 Lot: 9
Original Assessment: _____ Benefit: _____ Outlet: 1.3%
Area: 1.76
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3
Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment as shown above.

Ajimon Ouseph [Redacted] 25/Sep/2023
Name (Print) Date
Jenya George [Redacted] 25/Sep/2023
Name (Print) Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk Date

E12-23



MUNICIPALITY OF
West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Morden Drain

Watershed or System

Latest Engineer's Report prepared by
under the date of

July 13, 1987

J.R. Spriet

Original Assessment Information as per Last Report

Roll # 3434 000 030 07200 Owner: C. Knight
Concession # 9 Lot: V4C
Original Assessment: \$1200.00 Benefit: \$115.06
Area: 21.84 ha.
Total Drainage Assessment: \$29,040.00 Outlet: \$18,360.00

Proposed New Assessment of Lands - Split 1 severed

Roll # 9 Owner: V4C
Concession # 9 Lot: V4C
Original Assessment: \$57.14 Benefit: \$5.48
Area: 1.04 ha
Total Drainage Assessment: \$18,360.00 Outlet: \$18,360.00

Proposed New Assessment of Lands - Split 2 retained

Roll # 9 Owner: V4C
Concession # 9 Lot: V4C
Original Assessment: \$1142.86 Benefit: \$109.52
Area: 20.8 ha
Total Drainage Assessment: \$29,040.00 Outlet: \$18,360.00

Proposed New Assessment of Lands - Split 3

Roll # 9 Owner: V4C
Concession # 9 Lot: V4C
Original Assessment: \$1142.86 Benefit: \$109.52
Area: 20.8 ha
Total Drainage Assessment: \$29,040.00 Outlet: \$18,360.00

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

CINDY KNIGHT June 27/2023

Name (Print)

Name (Print)

Signature

Date

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

E1-23

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

No 2 Drain

Watershed or System.

Latest Engineer's Report prepared by
under the date of

Sept 30, 1975

Todgham and Case

Original Assessment Information as per Last Report

Roll # 3434 000 010 09300 Owner: Lithville Farms Ltd.
Concession # 4 Lot: Pt Lots A, B
Original Assessment: 925.00 Outlet: 1498.00
Area: 55.5 ha (137ac)
Total Drainage Assessment: 15125.00 Outlet: 14375.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 4 Lot: Pt Lots A, B
Original Assessment: 20.25 Outlet: 32.80
Area: 1.21 ha (3ac)
Total Drainage Assessment: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 retained

Roll # _____ Owner: Lithville Farms Ltd.
Concession # 4 Lot: Pt Lots A, B
Original Assessment: 904.75 Outlet: 1465.20
Area: 54.29 ha (134ac)
Total Drainage Assessment: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Tim Unkles

07/13/23.

Signature

Date

Name (Print)

Signature

Date

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date



MUNICIPALITY OF
West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

E1-23

No 2 Drain Johnston Culvert Watershed or System.
Latest Engineer's Report prepared by Toddham and Case
under the date of Mar 22, 2002

Original Assessment Information as per Last Report

Roll # 3434000 010 09300 Owner: Lithville Farms Ltd
Concession # 4 Lot: Pt lots A, B
Original Assessment: _____ Benefit: _____ Outlet: 263.00
Area: 44.52 ha (110 ac)
Total Drainage Assessment: _____ Benefit: _____ Outlet: 2000.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 4 Lot: Pt lots A, B
Original Assessment: _____ Benefit: _____ Outlet: 7.17
Area: 1.21 ha (3 ac)
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 retained

Roll # _____ Owner: Lithville Farms Ltd.
Concession # 4 Lot: Pt lots A, B
Original Assessment: _____ Benefit: _____ Outlet: 255.83
Area: 43.31 ha (107 ac)
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

 Tina Van Lier 07/13/23
Signature Date

Name (Print) Signature Date

Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk Date



MUNICIPALITY OF
West Elgin

E-103-22

Apportionment of Drainage Assessment due to Severance of Land Application.
Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Hoy Drain Watershed or System.
Latest Engineer's Report prepared by Todgham and Case
under the date of May 9, 1997

Original Assessment Information as per Last Report

Roll # 3434 000 030 06000 Owner: Clairlea Homes Ltd
Concession # 8 Lot: 10
Original Assessment: _____ Benefit: _____ Outlet: \$ 130.00
Area: .31 ha
Total Drainage Assessment: _____ Benefit: \$ 19,425.00 Outlet: \$ 25,575.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # _____ Owner: _____
Concession # 8 Lot: 10
Original Assessment: _____ Benefit: _____ Outlet: 42.00
Area: .10 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 2 retained

Roll # _____ Owner: _____
Concession # 8 Lot: 10
Original Assessment: _____ Benefit: _____ Outlet: 88.00
Area: .21 ha
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

Proposed New Assessment of Lands - Split 3

Roll # _____ Owner: _____
Concession # _____ Lot: _____
Original Assessment: _____ Benefit: _____ Outlet: _____
Area: _____
Total Drainage Assessment: _____ Benefit: _____ Outlet: _____

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above

Raymond Allain March, 15/2023
Name _____ Date _____

Name (Print) _____ Signature _____ Date _____

Name (Print) _____ Signature _____ Date _____

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date

E 72-22



MUNICIPALITY OF
West Elgin

Apportionment of Drainage Assessment due to Severance of Land Application.

Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Douglas Street Drain

Watershed or System.

Latest Engineer's Report prepared by

under the date of

Jan 9, 1987

Wybe Cnossen

Original Assessment Information as per Last Report

Roll # 3434 000 040 16620

Owner: J/M Began

Concession # Con 14

Lot: Lot 6

Original Assessment:

Benefit: \$121.00 Outlet: \$121.00

Area: .97 ac

Total Drainage Assessment: \$10,300.00

Benefit: \$3915.00 Outlet: \$6325.00

Proposed New Assessment of Lands - Split 1 Retained

Roll #

Owner: J/M Began

Concession # 14

Lot: 6

Original Assessment:

Benefit: \$37.00 Outlet: \$37.00

Area: .3 ac

Total Drainage Assessment:

Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Severed

Roll #

Owner:

Concession # 14

Lot: 6

Original Assessment:

Benefit: \$84.00 Outlet: \$84.00

Area: .67 ac

Total Drainage Assessment:

Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll #

Owner:

Concession #

Lot:

Original Assessment:

Benefit: Outlet:

Area:

Total Drainage Assessment:

Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

RÉMI LIÉGÉMIÉ BÉGIN

Name (Print)

Michelle Bégin

Name (Print)

AUG 28/23

AUG 28/23

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # _____ on _____

Municipal Clerk

Date



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

West Lorne Wastewater Treatment Plant Operations Report Second Quarter 2025

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Date: September 8, 2025

Facility Information

Name:	West Lorne Wastewater Treatment System and Collection System
Hub Name:	Southwest Region – SWM/Alvinston Cluster
Regional Hub Manager:	Sam Smith (226) 377-1540
Senior Operations Manager:	Joe Daly (226) 376-7957
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 2 Wastewater Collection, Class 2 Wastewater Treatment

Operational Description:

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The operations are in accordance to ECA # 5873-B4RLEJ, which covers the entire plant including the pumping stations.

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier effluent is filtered and disinfected with ultraviolet light before being reaerated and discharged to the Zoller Drain and then Brocks Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

Service Information

Areas Served:	Village of West Lorne
---------------	-----------------------

Design Capacity:

Total Design Capacity:	900 m ³ /day
Total Annual Flow (2022 Data):	151,530 m ³ /year
Average Day Flow (2022 Data):	415 m ³ /day
Maximum Day Flow (2022 Data):	1,962 m ³ /day

Treatment Process Features:

Effluent Receiver:	Zoller Drain to Brocks Creek to Lake Erie
Major Process:	Extended aeration
Phosphorus Removal:	Continuous, Alum addition
Additional Treatment:	Effluent filtration
Discharge Mode:	Continuous discharge
Effluent Disinfection Practice:	UV Disinfection
Sludge Stabilization:	Lagoon storage

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance or exceedance issues to report during the first quarter.

SECOND QUARTER

A spill event was estimated to have begun on May 18th. It is estimated that a total of 3,000m³ of lagoon contents were discharged as a result of the spill. A sample was obtained from the spill and analyzed for BOD₅, total suspended solids, total phosphorus, total Kjeldahl and E.coli. Remediation of the berm was completed by the Municipality on May 27th. Material was brought to site to build up and repair the damage section of the berm. As of 10:00 am on May 27th the contents of the lagoon had been contained. An update was provided to SAC to report the completion of the repairs along with the final estimated volume that was deposited. Operations staff at the West Lorne WWTP are continuing to monitor the decant process to ensure the lagoon level is adequately maintained.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections conducted in the first quarter.

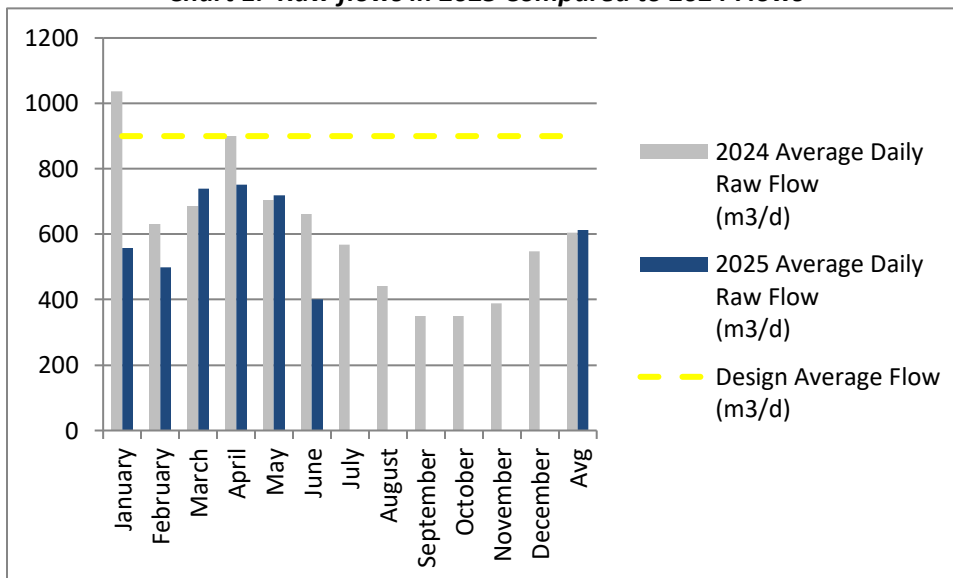
SECOND QUARTER

There were no MECP or MOL inspections conducted in the second quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily raw flow for the wastewater treatment plant so far in 2025 was 613.7 m³/d. The average daily flow in 2024 was 605.8 m³/d, therefore the flow for 2025 is up 1.3% when compared to 2024. The plant is currently at 68 % of its rated capacity of 900m³/d.

Chart 1. Raw flows in 2025 Compared to 2024 Flows



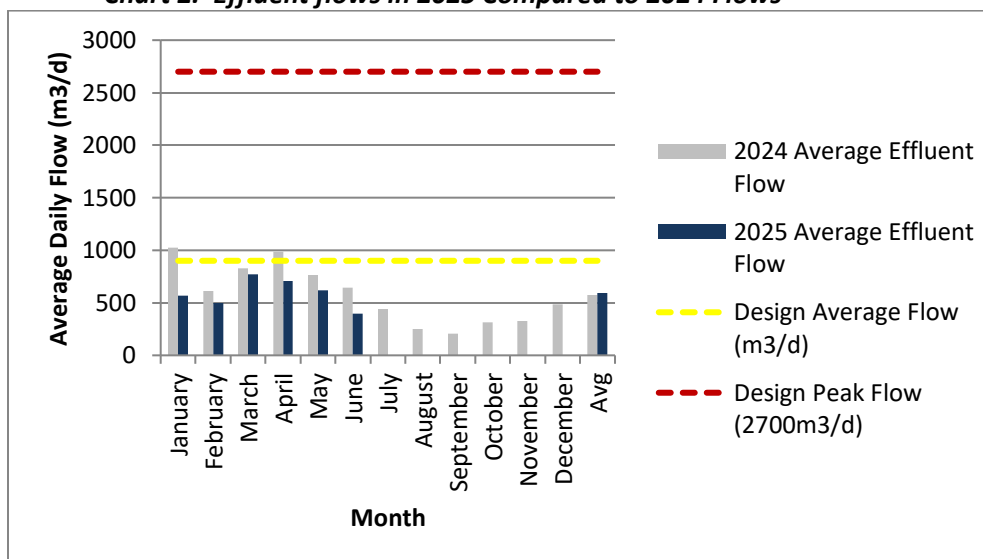
Raw samples are taken on a biweekly basis following the ECA requirements. The table below shows the raw sample results so far for 2025.

Table 1. Raw Water Sample Results for 2025.

	BOD5 (mg/L)	TKN (mg/L)	TP (mg/L)	TSS (mg/L)	Alkalinity (mg/L)
January Results	144.5	32.6	3.53	135.5	320
February Results	63	29.65	3.3	115.5	287.5
March Results	50.50	12.4	1.59	61	218
April Results	134.3	24.77	2.68	120.33	289.7
May Results	274	38.65	3.98	204.5	345.5
June Results	75.5	45.65	8.07	371	123.5
July Results	-	-	-	-	-
August Results	-	-	-	-	-
September Results	-	-	-	-	-
October Results	-	-	-	-	-
November Results	-	-	-	-	-
December Results	-	-	-	-	-
Annual Average	124.5	30.17	3.77	164.31	266

The average daily effluent flow for the wastewater treatment plant so far in 2025 was 594.8m³/d. The average daily flow in 2024 was 574.5 m³/d, therefore the flow for 2025 is up 3.5% when compared to 2024.

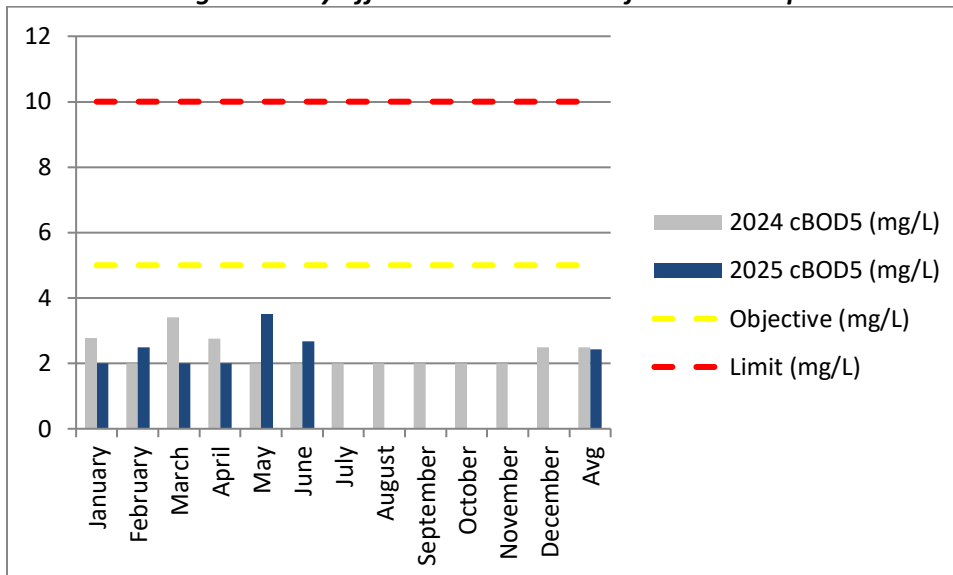
Chart 2. Effluent flows in 2025 Compared to 2024 Flows



The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

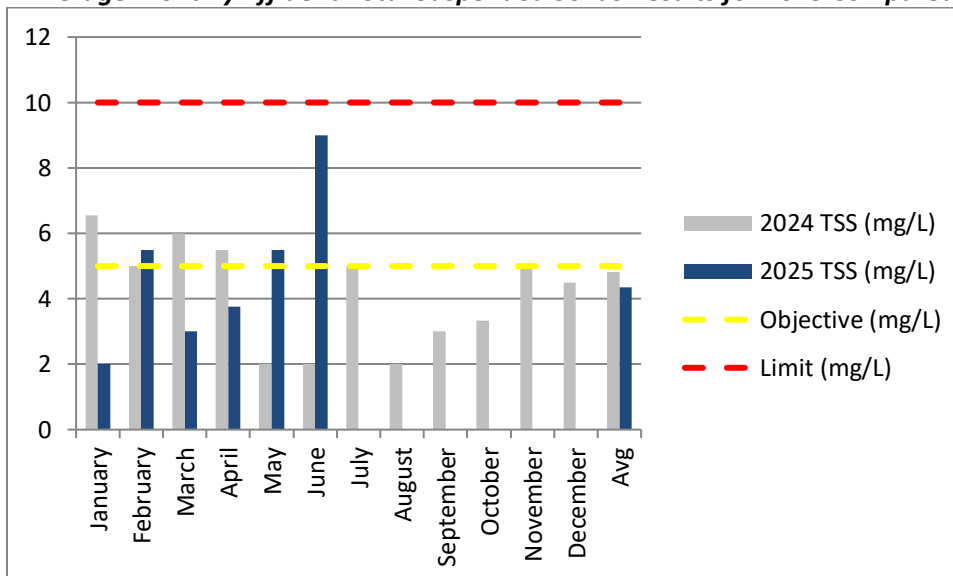
The average effluent cBOD5 so far in 2025 was 2.4mg/L, meeting the objectives and limits identified in the ECA. The annual average result for cBOD5 in 2024 was 2.5mg/L, therefore the results for 2025 are down by 2.4% when compared to 2024 (refer to Chart 3).

Chart 3. Average Monthly Effluent cBOD5 Results for 2025 Compared to 2024



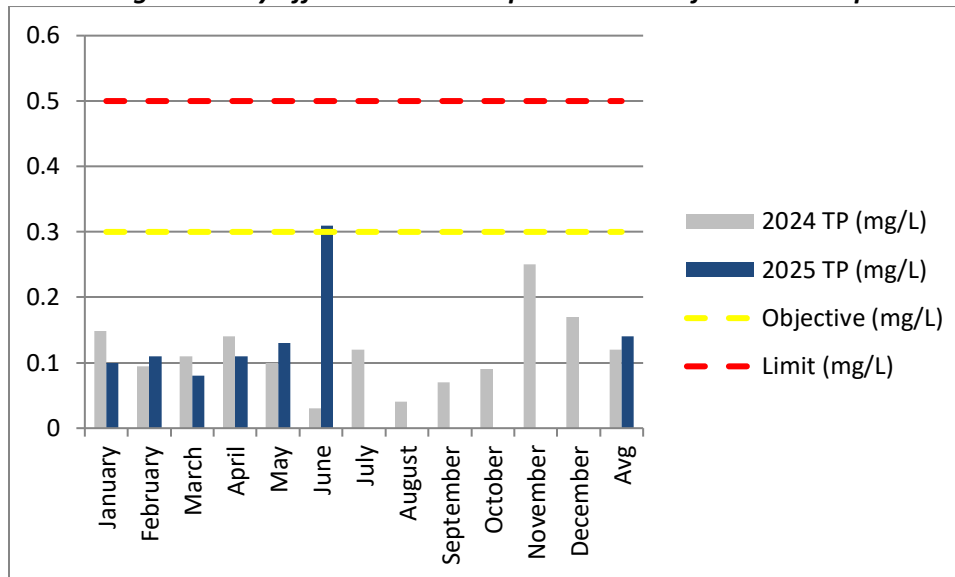
The average effluent TSS so far for 2025 was 4.4mg/L, meeting the effluent limits identified in the ECA but exceeding the objective in February, May and June due to high flows. The annual average result for TSS in 2024 was 4.8mg/L; therefore, the results for 2025 are down by 9.4% when compared to 2024 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Suspended Solids Results for 2025 Compared to 2024



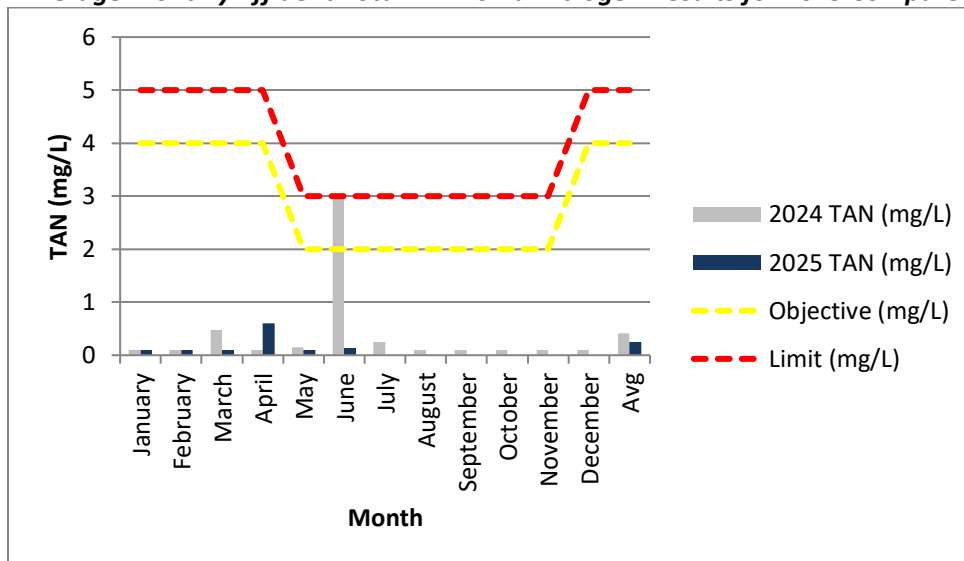
The average effluent TP so far for 2025 is 0.14 mg/L, meeting effluent objective and limits identified in the ECA. The annual average result for TP in 2024 was 0.12mg/L, therefore the results for 2025 is up 16.7% when compared to 2024 (refer to Chart 5).

Chart 5. Average Monthly Effluent Total Phosphorus Results for 2025 Compared to 2024



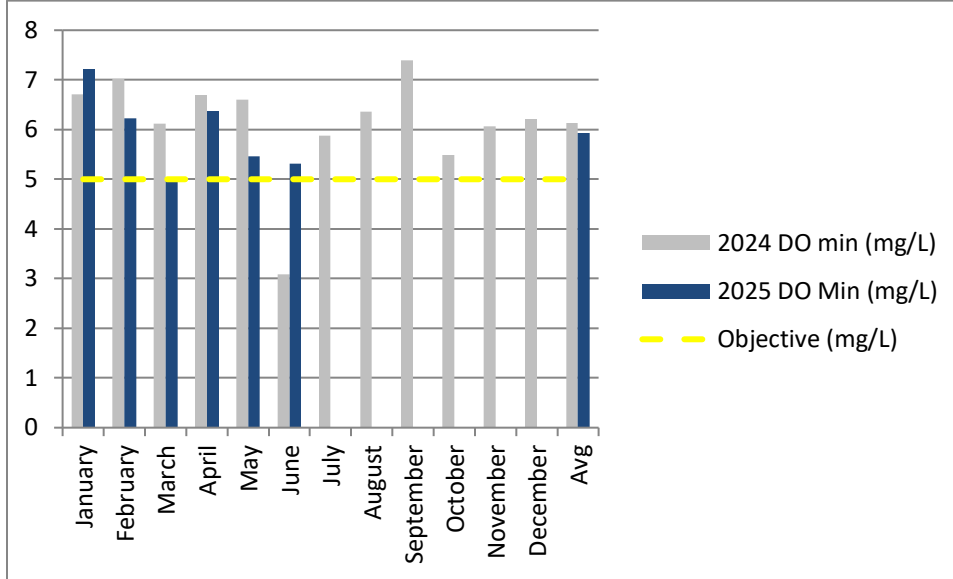
The average effluent TAN so far for 2025 is 0.25mg/L, meeting the effluent limits and objectives identified in the ECA. The annual average result for TAN in 2024 was 0.4mg/L, therefore the results for 2025 are down 39% compared to 2024 (refer to Chart 6).

Chart 6. Average Monthly Effluent Total Ammonia Nitrogen Results for 2025 Compared to 2024



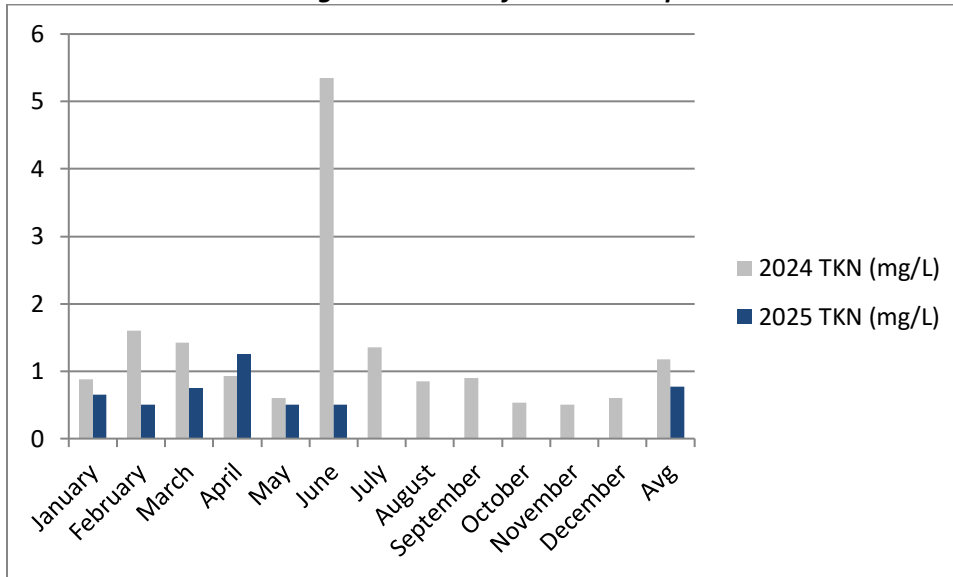
Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective of a minimum of 5mg/L. The chart below (chart 7) shows the minimum DO concentrations.

Chart 7. Minimum Dissolved Oxygen (DO) Results for 2025 Compared to 2024



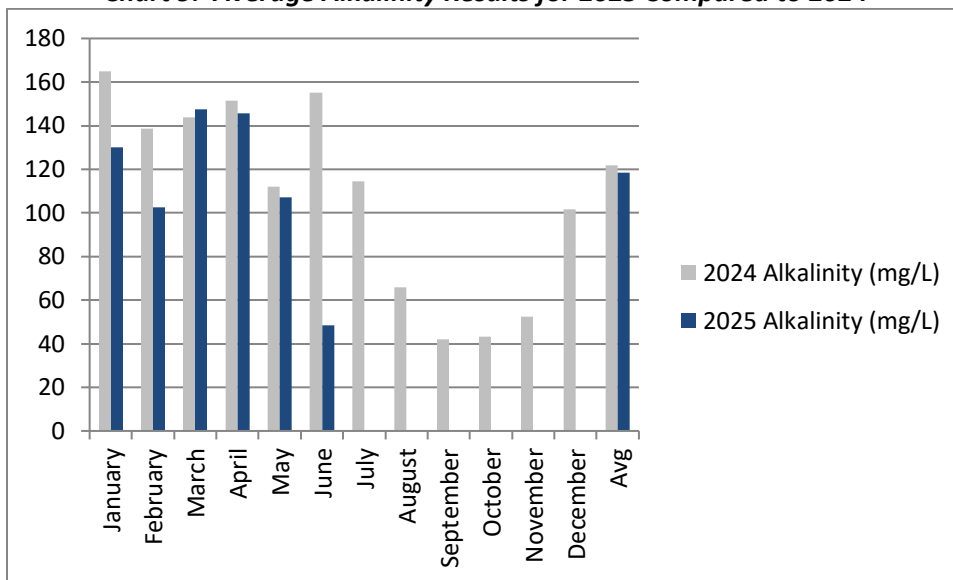
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA; there are no objectives or limits imposed on this parameter. The average effluent TKN so far for 2025 was 0.77mg/L. The annual average result for TKN in 2024 was 1.18mg/L, therefore the results for 2025 are down by 35% when compared to 2024 (refer to Chart 8).

Chart 8. Average TKN Results for 2025 Compared to 2024



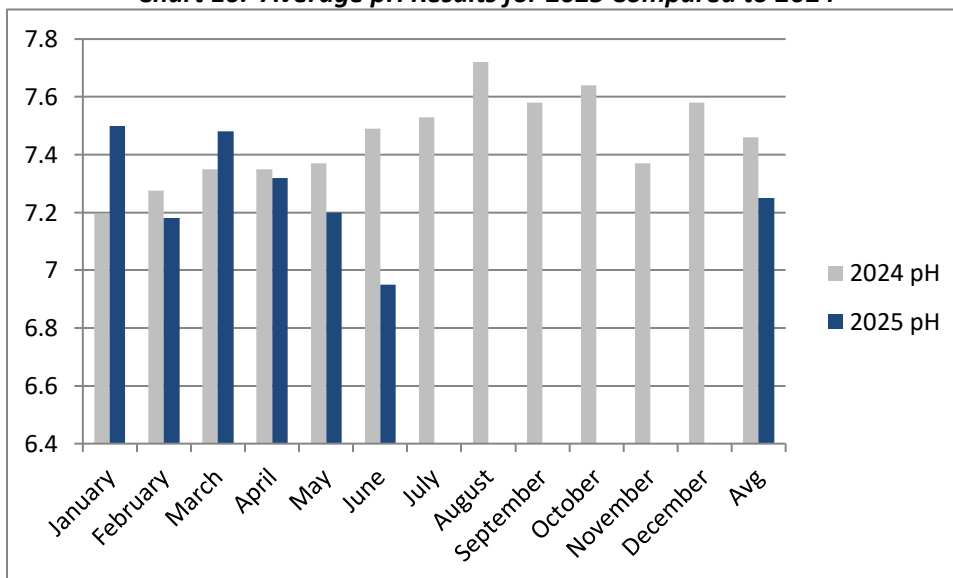
Alkalinity is sampled biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far for 2025 was 118mg/L. The annual average result for alkalinity in 2024 was 121.7mg/L, therefore the results for 2025 are down by 2.7% when compared to 2024(refer to Chart 9).

Chart 9. Average Alkalinity Results for 2025 Compared to 2024



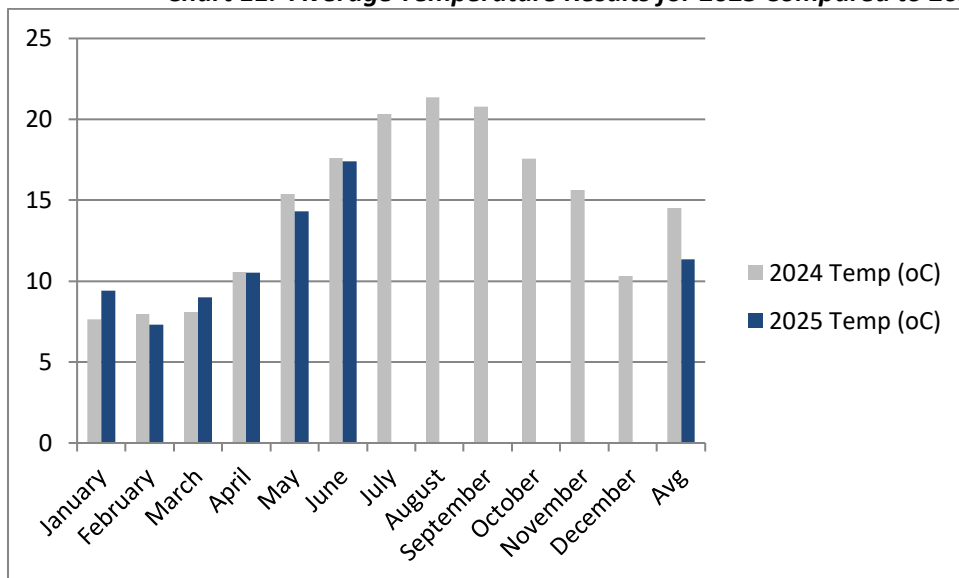
pH is sampled at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that the pH be maintained between 6.5 and 8.5. The average effluent pH so far for 2025 was 7.25. The annual average result for pH in 2024 was 7.46, therefore the results for 2025 are down by 2.8% when compared to 2024 (refer to Chart 10).

Chart 10. Average pH Results for 2025 Compared to 2024



Temperature is measured at least biweekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far for 2025 was 11.3°C. The annual average temperature in 2024 was 14.5°C, therefore the results for 2025 are down by 22% when compared to 2024 (refer to Chart 11).

Chart 11. Average Temperature Results for 2025 Compared to 2024



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER

There were no Health & Safety issues identified during the second quarter.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

No contractors on site or major maintenance completed this month.

FEBRUARY

No contractors on site or major maintenance completed this month.

MARCH

No contractors were on-site. Maintenance was completed on the sanitary pumps as they had been faulted and were found to be severely clogged. Plumbing was rebuilt and pumps were unclogged.

SECOND QUARTER

APRIL:

17: SCG Flowmetrix on site for flowmeter inspections and calibrations

MAY:

27: West Elgin public works on site to build up berm on southwest lagoon cell to prevent further overflowing

JUNE:

17: Keith Douglas on site for backflow preventer maintenance.

19: Keith Douglas on site for backflow preventer repair/replacement at Marsh PS.

24: NCA on site to inspect air compressor. Replaced the separator and made some basic repairs to air lines.
Replaced oil, etc.

27: Gerber Electric on site to install scum pump. Completed testing of pump to confirm function. All operations normal.

SECTION 6: ALARMS

FIRST QUARTER:

JANUARY

03: Operator received call for WWTP general alarm. Once the operator was on site, they found the generator running, reset all equipment faults and monitored facility processes. Once the power was back on, the operator confirmed that all processes were running as intended.

25: Operator received call for channel 2 alarm at WWTP. Arrived on site and found the blower had faulted. Inspected the blower and found no issues. Ran in hand to confirm that all processes were normal. Placed a different blower on duty and monitored it.

FEBRUARY

21: Channel 2 general alarm received. The operator arrived on site and inspected SCADA. Found alarm for no blowers running. Placed blower 3 in manual and on. Inspected blower for any defects. Could not find any issues. Completed facility walkthrough and inspection. Stayed on site to monitor the blower.

MARCH

13: Received a call for power failure at WWTP. Upon arrival, the operator found the generator was running. Inspected SCADA and found multiple equipment faults. Reset RAS/WAS pumps, skimmers/scrapers, blower, and exhaust fans. Completed a facility walkthrough and ensured that all processes were running as intended.

15: Received call for loss of power to WWTP and pumping station. The operator arrived on site and ensured that the generator was running. Reset all facility faults due to power switch over. Monitored facility processes and ensured that all processes were normal once power was returned.

SECOND QUARTER

APRIL:

07: Operator received call after hours from channel 2 (SCADA alarm). Operator arrived on site, reset SCADA and reviewed alarm. Reset equipment as necessary and completed facility checks to ensure all equipment running as intended. Call due to SCADA locking out.

17: Operator received after hours call from channel 2 (SCADA alarm). Operator arrived on site and found the reject tank was in high level. Drained tank into sump trench to assist with high level. Monitored the tank to ensure it would not go back into high level.

24: After hours operator received alarms from WWTP. Operator arrived on site and found several equipment faults. Reset all process equipment and found the generator running. Monitored facility power outage until power was restored. Completed equipment resets.

MAY:

- 16: After hours operator received call for alarms at WWTP. Operator arrived on site and found generator running due to power outage. Reset all equipment as necessary due to outage. Completed facility inspections and pump station inspections.
- 16: Operator received a call for alarms at WWTP. Arrived on site and found SCADA locked out. Completed equipment inspections and found all operations running as intended. Cleared alarms on SCADA.
- 29: After hours operator responded to call. Upon site inspection, operator found the reject tank was in HiHi alarm. Inspected both reject pumps to ensure they were running. The operator was instructed by ORO to adjust backwash flow from sand filter A to reduce the flow to the backwash tank. Flushed water out of the backwash tank to the sump pump system. Monitored the level to ensure it was not going back into a high level.
- 31: After hours operator responded to SCADA alarm. Upon arrival, SCADA was locked out. Reset SCADA and cleared all errors. Completed a site walkthrough and completed basic maintenance to scum pumps for decant of lagoon, as well as adjusted sand filter reject flows.

JUNE:

- 17: After hours operator was on site for a zone 2 alarm. Upon arrival to site found the SCADA system was unresponsive. Reset the system and all facility faults. Completed a walkthrough and found no issues.
- 21: Operator received a call for the WWTP. Operator arrived on site and found the SCADA system was unresponsive. Reset the SCADA system and completed facility checks. Reset any other alarms present. Monitored for further issues before leaving site.
- 28: Operator received a call for channel 2 alarm at WWTP. Operator arrived on site and found the scum pump had an “uncommanded stop” alarm. Reset the scum pump fault and found that pump was working as intended. Monitored for further issues and did not find any. Completed other basic maintenance while on site.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

No complaints or concerns during the first quarter were made.

SECOND QUARTER

A lagoon spill was reported via Facebook on May 18th. See “Compliance Summary” for full details.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Rodney Wastewater Treatment Plant Operations Report Second Quarter 2025

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Date: September 8, 2025

Facility Information:

Facility Name: Rodney Wastewater Treatment Plant
Facility Type: Municipal
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

Operational Description:

The collection system consists of sewers and one submersible pumping station. The treatment facility main elements are an extended aeration process designed for combined carbon removal and nitrification. The discharge of secondary clarifier: effluent is filtered and disinfected with ultraviolet light before being re-aerated and discharged to the Sixteen Mile Creek. The waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition alum: is used for phosphorus removal. Sodium hydroxide is added for control of alkalinity.

Service Information

Areas: Serviced: Village of Rodney

Design Capacity:

Total Design Capacity: 590 m³/day
Total Annual Flow (2022 Data): 96,548 m³/year
Average Day Flow (2022 Data): 264.5 m³/day
Maximum Day Flow (2022 Data): 1,834.5 m³/day

Treatment Process Features:

Effluent Receiver: Sixteen Mile Creek to Lake Erie
Major Process: Extended aeration
Phosphorus Removal: Continuous, Use of alum
Additional Treatment: Effluent filtration
Discharge Mode: Continuous discharge
Effluent Disinfection Practice: UV Disinfection
Sludge Stabilization: Lagoon storage

Contacts:

Regional Manager: Sam Smith (226) 377-1540
Senior Operations Manager: Joe Daly (226) 376-7957
Business Development Manager: Robin Trepanier (519) 791-2922

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliance or exceedance issues reported during the first quarter.

SECOND QUARTER

There were no compliance or exceedance issues reported during the second quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

There were no MECP or MOL inspections conducted in the first quarter.

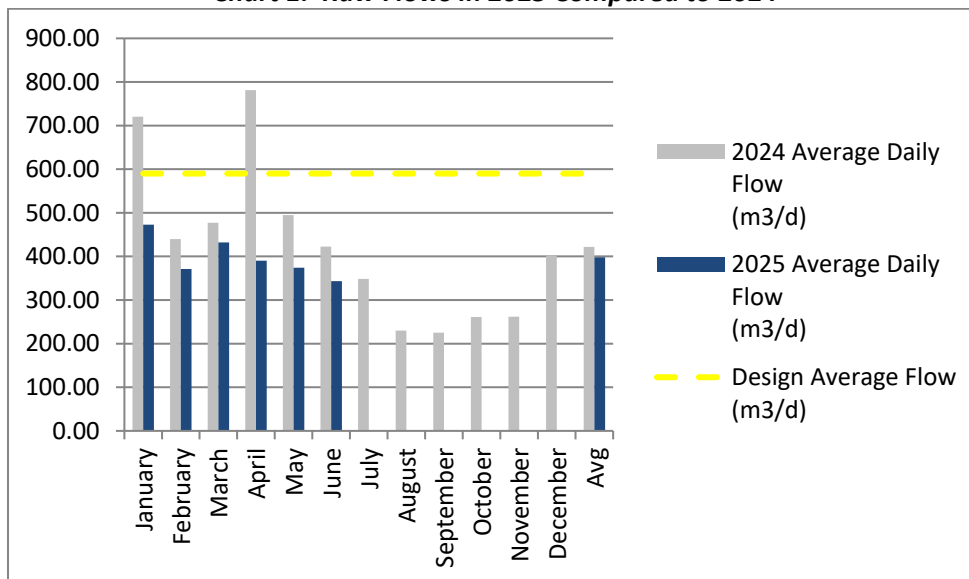
SECOND QUARTER

There were no MECP or MOL inspections conducted in the second quarter.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

The average daily flow recorded at the wastewater treatment plant so far in 2025 was 398.1m³/d. The average daily flow in 2024 was 422.0 m³/d, therefore the flow for 2025 is down by 5.7% when compared to 2024. The plant is currently at 67.5% of its rated capacity of 590m³/d.

Chart 1. Raw Flows in 2025 Compared to 2024



Raw samples are taken on a bi-weekly basis following the ECA requirements. The table below shows the raw sample results so far for 2025.

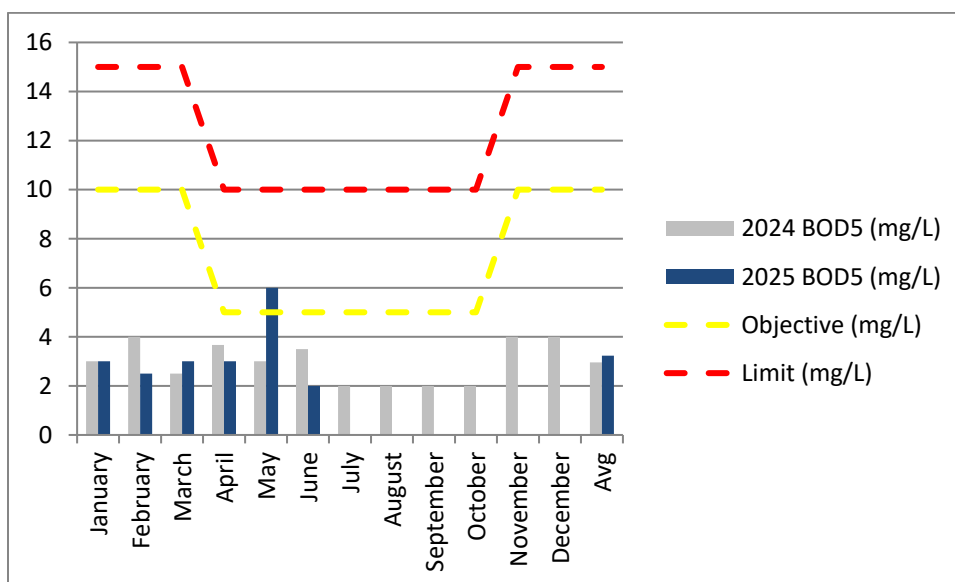
Table 1. Raw water sample results for 2025.

	BOD5 (mg/L)	TSS (mg/L)	TKN (mg/L)	TP (mg/L)
January	107	115	23.1	3.16
February	123	120	33	3.93
March	141.5	158.5	29.7	3.42
April	130	106.33	35.87	3.72
May	230.5	366.5	57.1	6.52
June	92.5	91	29.85	3.19
July				
August				
September				
October				
November				
December				
Annual Average	136.85	155.46	34.85	3.97

The effluent is sampled on a bi-weekly basis following the requirements of the ECA.

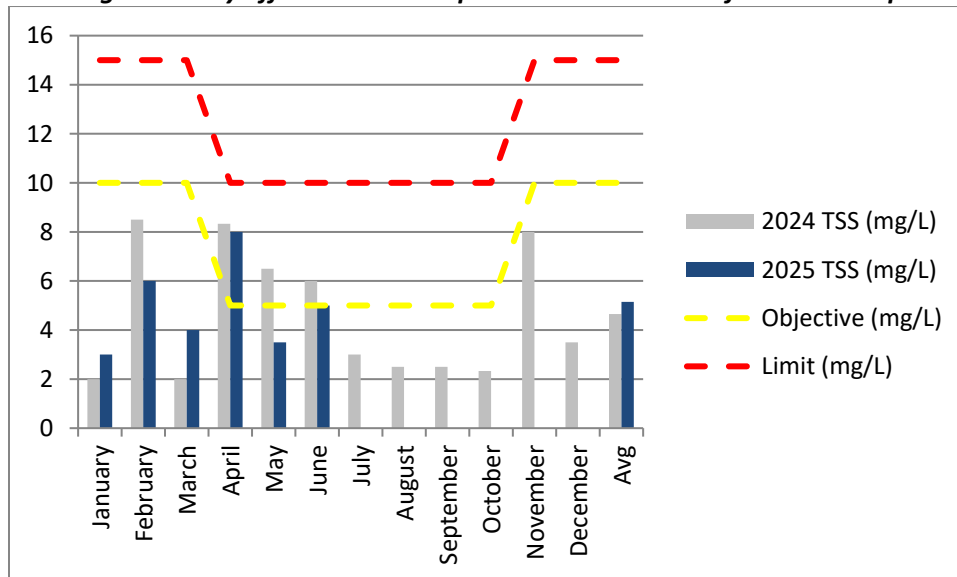
The average effluent BOD5 so far in 2025 was 3.23mg/L, meeting both effluent objectives and limits identified in the ECA, with the exception of an objective exceedance in May. The annual average result for BOD5 in 2024 was 2.96mg/L, therefore the results for 2025 are up by 9.1% when compared to 2025 (refer to Chart 2).

Chart 2. Average Monthly Effluent BOD5 results for 2025 compared to 2024.



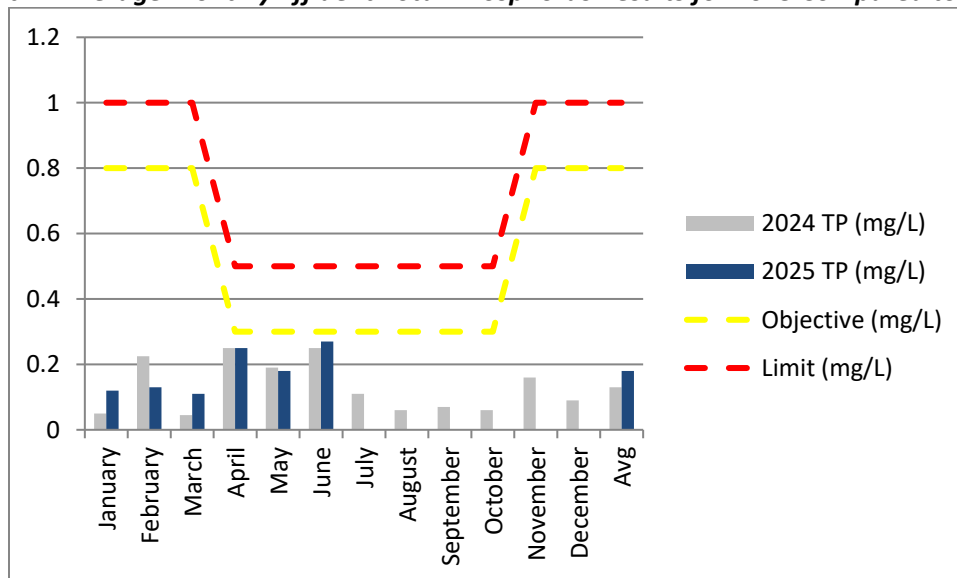
The average effluent TSS so far in 2025 was 5.2 mg/L, meeting the effluent limits identified in the ECA. The objective was exceeded in April. The annual average result for TSS in 2024 was 4.7mg/L, therefore the results for 2025 are up by 10.8% when compared to 2024 (refer to Chart 3).

Chart 3. Average Monthly Effluent Total Suspended Solids Results for 2025 Compared to 2024



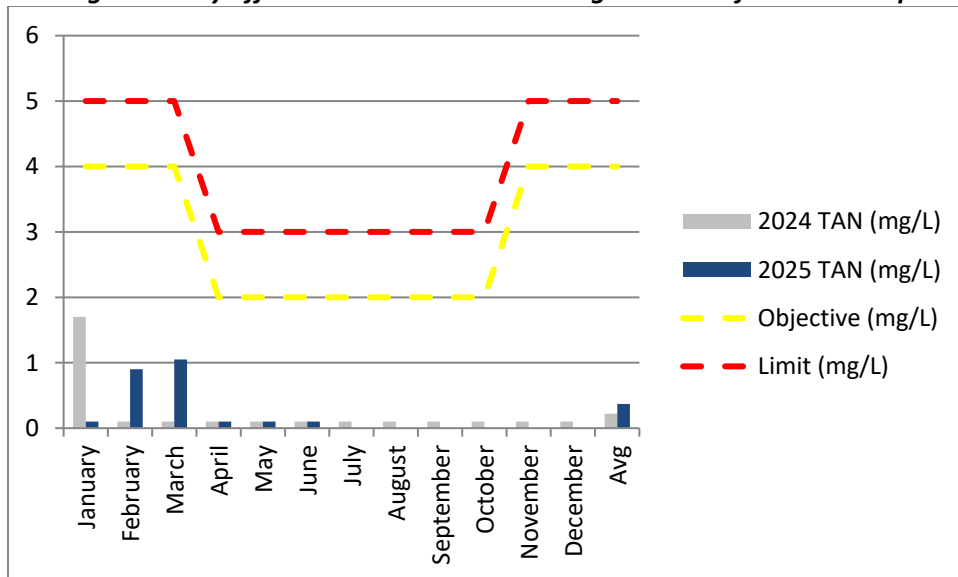
The average effluent TP so far in 2025 was 0.18mg/L, meeting both effluent limits and objectives identified in the ECA. The annual average result for TP in 2024 was 0.13mg/L, therefore the results for 2025 are up 38.5% when compared to 2024 (refer to Chart 4).

Chart 4. Average Monthly Effluent Total Phosphorus Results for 2025 Compared to 2024



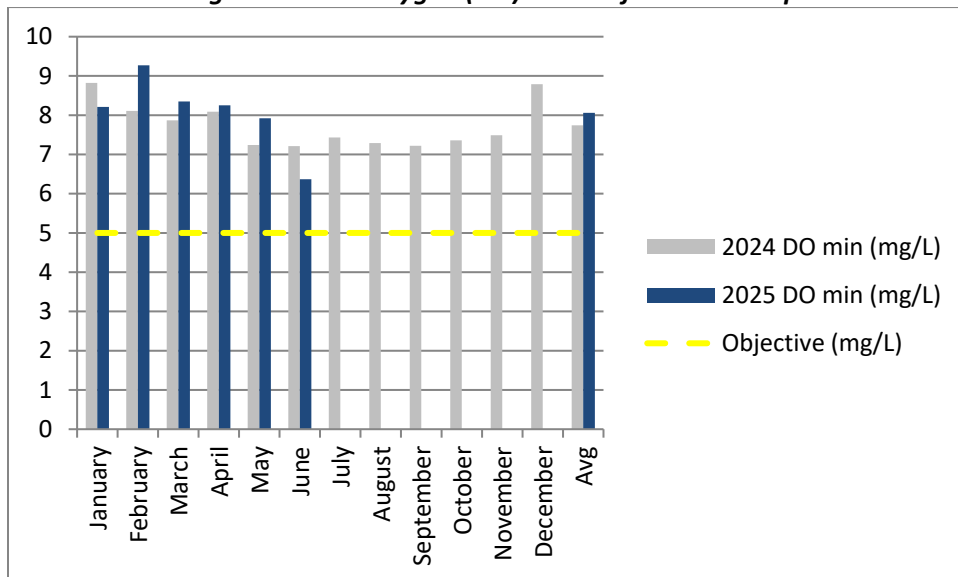
The average effluent TAN so far in 2025 was 0.37 mg/L, meeting both effluent objectives and limits identified in the ECA. The annual average result for TAN in 2024 was 0.22mg/L, therefore the results for 2025 are up by 68% when compared to 2024 (refer to Chart 5).

Chart 5. Average monthly Effluent Total Ammonia Nitrogen Results for 2025 Compared to 2024



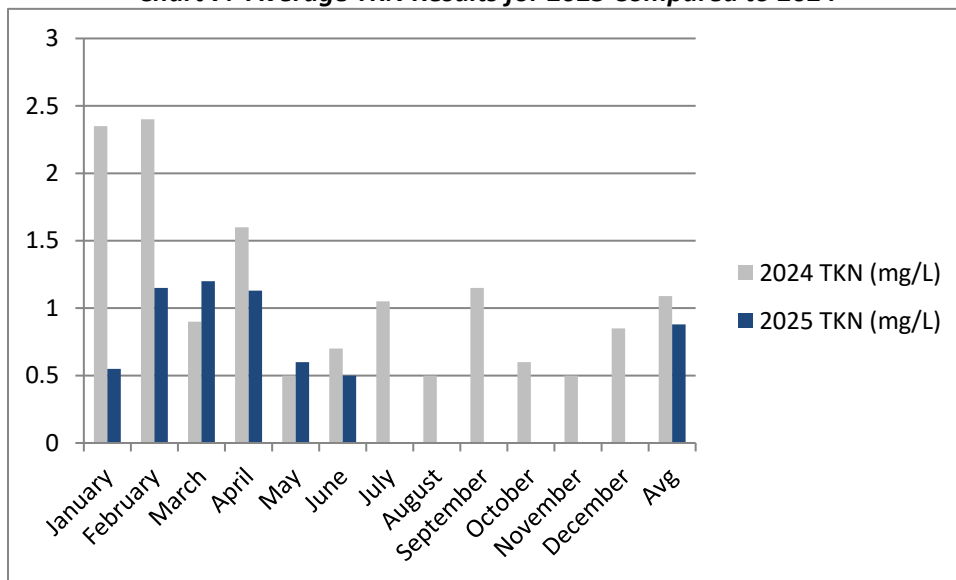
Dissolved oxygen (DO) in the effluent is monitored on site; the ECA identifies a minimum level required as an objective. This objective is 5mg/L. The chart below (Chart 6) shows the minimum DO concentrations.

Chart 6. Average Dissolved Oxygen (DO) Results for 2025 Compared to 2024



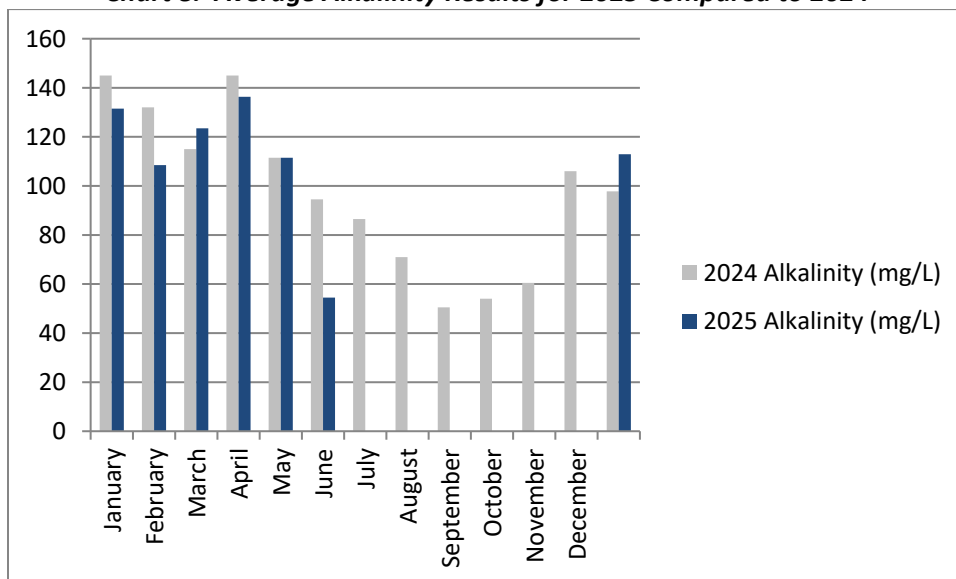
Total Kjeldahl Nitrogen (TKN) is sampled bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The average effluent TKN so far in 2025 was 0.88 mg/L. The annual average result for TKN in 2024 was 1.09mg/L; therefore, the results for 2025 are down by 19% when compared to 2024 (refer to Chart 7).

Chart 7. Average TKN Results for 2025 Compared to 2024



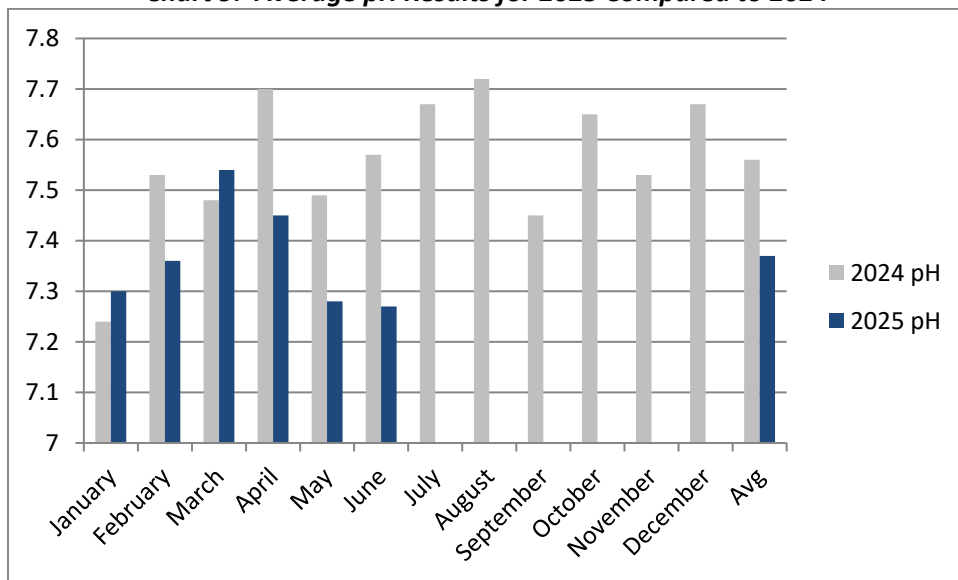
Alkalinity is sampled at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. It is recommended that at least 50mg/L is present in the effluent. The average effluent alkalinity so far in 2025 was 113mg/L. The annual average result for alkalinity in 2024 was 97.8mg/L, therefore the results for 2025 are up by 15.5% when compared to 2024 (refer to Chart 8).

Chart 8. Average Alkalinity Results for 2025 Compared to 2024



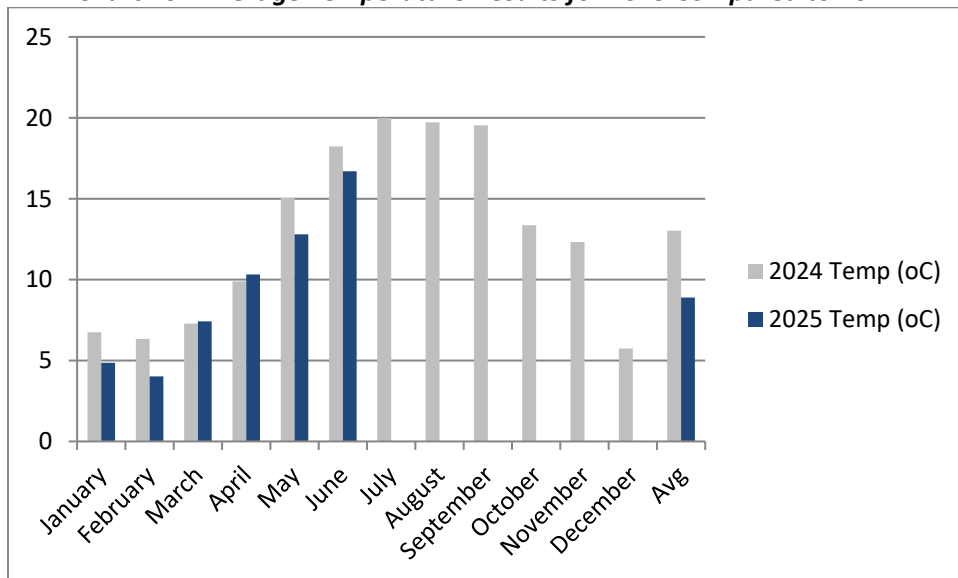
pH is sampled at least bi-weekly in accordance with ECA requirements. There are no objectives or limits imposed on this parameter however, it is recommended that the pH be maintained between 6.5-8.5. The average effluent pH so far in 2025 was 7.37. The annual average result for pH in 2024 was 7.56; therefore, the results for 2025 is down by 2.5% when compared to 2024 (refer to Chart 9).

Chart 9. Average pH Results for 2025 Compared to 2024



Temperature is measured at least bi-weekly in accordance with ECA requirements; there are no objectives or limits imposed on this parameter. The temperature of the effluent fluctuates based on outdoor temperatures. The average effluent temperature so far in 2025 was 8.9°C. The annual average temperature in 2024 was 13.0°C; therefore, the results for 2025 are down 32% when compared to 2024 (refer to Chart 10).

Chart 10. Average Temperature Results for 2025 Compared to 2024



SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER

Annual health and safety walkthroughs were completed.

There were no Health and Safety issues identified during the second quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY

No major maintenance completed for the month.

FEBRUARY

20: Jutzi on site for alum delivery.

MARCH

27: Directed raw flow from headworks to lagoon. Began draining clarifier for Birnam do inspection for plant renovations. Adjusted all plant processes as necessary as it is not receiving raw flow.

28: Continued to drain clarifier for Birnam. However, Birnam rescheduled at last minute. Redirected flow from lagoon to headworks. Set all plant processes back to normal.

31: Redirected raw flow from headworks to the lagoon so the clarifier could be drained for Birnam to inspect. Nolan McAuley from Birnam was on-site to plan clarifier tank cleaning and measurement. All processes were adjusted as plant is not receiving raw flow.

SECOND QUARTER

APRIL:

01: Birnam Excavating on site for confined space entry of clarifier tank and cleaning to prepare for measurements. Facility processes kept adjusted to direct flow to lagoons until work completed.

02: Birnam crew completed all measurements and inspections of clarifier tank. Placed all processes back to normal and redirected raw sewage back to the head works.

17: SCG Flowmetrix was on site for flow meter inspections and calibrations.

30: Gerber Electric on site to assist with electrical inspections of scum pump at MCC and operation panel. Confirmed all operations are normal with pump.

MAY:

06: Birnam on-site performing work to remove equipment from lime room. Had to assist with shutting down power. Birnam completed concrete pouring in the lime room.

07: Birnam was on site completing concrete work in RAS room preparing to pour concrete and form wall for planned upgrades. Found they had tripped alum dosing equipment. Reset breaker and informed Birnam of effect on processes.

08: DH Jutzi was onsite for chemical delivery.

08: Birnam on site for forming of wall in RAS room.

JUNE:

Birnam on-site throughout the month of June to complete concrete work for new alum room, and blowers.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

No alarms for the month

FEBRUARY

No alarms for the month

MARCH

- 13: Operator received alarm call for power outage at Rodney WWTP. Upon arrival to site at 02:40 found power was restored. Reset all plant processes. At 03:50 the power was properly restored to the pump station. Operator ensured all pump functions were normal.
- 15: Operator received call for power failure at 07:59. Arrived on site and found power was available. Reset main power and all facility processes. Completed walkthrough before leaving site.

SECOND QUARTER

APRIL:

- 06: Operator received call in the evening for a general alarm. Upon arrival found loss of communication to PLC cabinet Rod3 in the sand filter room. Found all processes were running normally. Reset the back up UPS to the PLC panel and communications were restored to the main SCADA interface. Completed final inspections and found all processes were normal.
- 24: Operator received after hours call for power failure at site. Powered was restored upon arrival. Operator reset main breaker to the WWTP and reset all equipment. Completed all inspections and found all operations were normal.

MAY:

No alarms for the month of May.

JUNE:

No alarms for the month of June

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

JANUARY

No complaints or concerns for the month

FEBRUARY

No complaints or concerns for the month

MARCH

No complaints or concerns for the month

SECOND QUARTER

APRIL:

No complaints or concerns for the month

MAY:

No complaints or concerns for the month

JUNE:

No complaints or concerns for the month



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Township of West Elgin Distribution System Operations Report Second Quarter 2025

Ontario Clean Water Agency, Southwest Region
Sam Smith, Senior Operations Manager
Date: September 8, 2025

Facility Description

Name:	West Elgin Distribution System
Hub Name:	Midwest Region – SWM/Alvinston Cluster
Regional Hub Manager:	Sam Smith (226) 377-1540
Senior Operations Manager:	Joe Daly (226) 376-7957
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential

Service Information

Area(s) Serviced: The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and Rural areas within the municipality.

Operational Description:

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the SCADA system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill till the stop set point. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line West of Graham that control the flow to Rodney. These chambers contain automated valves so that when the Rodney Tower reaches the start set point the valves open up to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m³
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no compliances or adverse results reported in the first quarter.

SECOND QUARTER

An AWQI was received for a sample taken on June 16, 2025 from sample station 8 for 1 Total Coliform. Re-sampled upstream, downstream and at the source June 18, 2025 and June 20th, 2025 all came back with 0 TC and 0 E.coli.

SECTION 2: INSPECTIONS

FIRST QUARTER:

On January 6th, 2025 a routine MECP inspection was conducted by Provincial Officer, Meghan Morgan. The inspection report was received with one non-compliance identified and thus the system received a 98.92% Inspection Rating.

NC-1 - The operator-in-charge did not ensure that records were maintained of all adjustments to the processes within their responsibility.

- The West Elgin Distribution System employed operators with valid operator-in-training (OIT) certification during the inspection period. However, the OIT was performing duties without the direction of an operator-in-charge (OIC) therefore performing the duties of an OIC.

The corrective actions required by the above non-compliance were completed, updates to SOP's and the creation for an SOP for OIT's to follow along with training on SOP's and O.Reg 128/04.

SECOND QUARTER

There were no MECP or MOL inspections during the second quarter.

SECTION 3: QEMS UPDATE

FIRST QUARTER:

No updates were required to the QEMS during the first quarter.

SECOND QUARTER

No updates were required to the QEMS during the second quarter.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

All sampling and testing results for the system have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) does not have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week, see results below.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	16	0 - 0	0 - 0	8	<10 – 20
February	16	0 - 0	0 - 0	8	<10 – 10
March	20	0 - 0	0 - 0	10	<10 – <10
April	16	0 - 0	0 - 0	8	10 – <10
May	16	0 - 0	0 - 0	8	<10 – 10
June	26	0 - 1	0 - 0	16	<10 – <10
July	-	-	-	-	-
August	-	-	-	-	-
September	-	-	-	-	-
October	-	-	-	-	-
November	-	-	-	-	-
December	-	-	-	-	-

Trihalomethanes are sampled on a quarterly basis. The table below shows the current running average so far in 2025. The annual average in 2024 was 60.5 ug/L, therefore the current running average has decreased 5% when compared to the annual average in 2024.

	Limit (ug/L)	THM Result (ug/L)
January 2025	-	20
April 2025	-	59
July 2024	-	55
October 2024	-	96
Running Average	100	57.5

Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. The table below shows the running average so far in 2025. The annual average in 2024 was 28 ug/L, therefore the current running average has decreased 30% when compared to the annual average in 2024.

	Limit (ug/L)	HAA Result (ug/L)
January 2025	-	5.3
April 2025	-	12.9
July 2024	-	22.6
October 2024	-	38.3
Running Average	80	19.8

The Rodney Tower continuously monitors the free chlorine residual of the water and in the Spring of 2018, a re-chlorination system was added to the facility. The chlorine residuals fluctuate based on fill cycles. During the winter months, the results are usually very good, however, during the warmer months the chlorine residuals do tend to dissipate. Chlorine residuals are taken throughout the distribution system in accordance to O. Reg. 170/03 requirements. The graph below provides the minimum, maximum and average chlorine residuals throughout the distribution system so far in 2025.

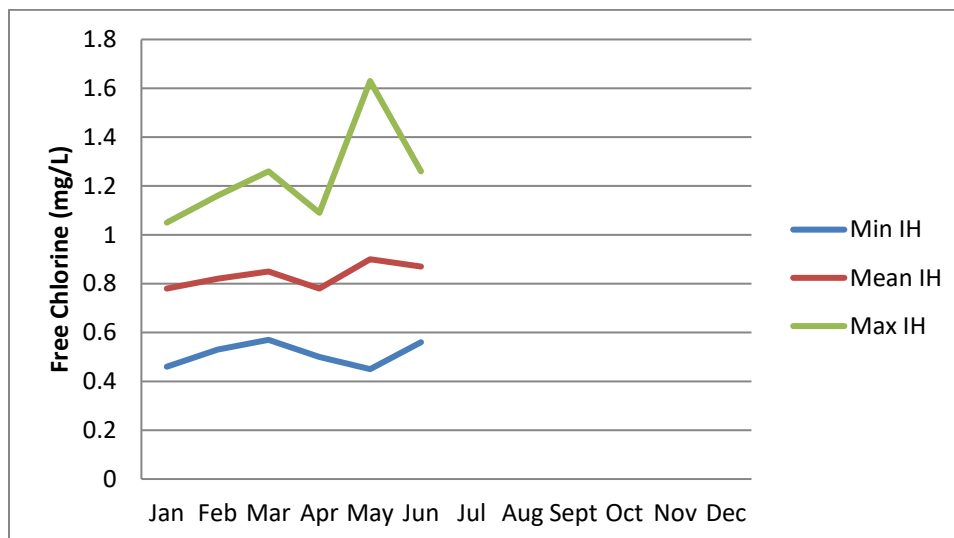


Figure 1. Free Chlorine Residuals in Distribution System

SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

There were no Health & Safety issues identified during the first quarter.

SECOND QUARTER

An annual workplace inspection conducted by Andrew Grierson was completed on May 28, 2025. No corrective actions were found.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

MARCH

11: Main break repairs made at Talbot Line and Furnival Road.

SECOND QUARTER

APRIL:

24: On site at Pioneer Line and 401 On Route laneway as a check valve is being replaced in the chamber supplying water to the 401 On Route.

MAY:

08: On site north of 305 Furnival Road to assist PVEX Construction for installation of valve and damaged 1 inch service saddle.

12: On site at new development north of 305 Furnival with PVEX, West Elgin, and Mike Goulding for 6" valve tap into water main.

28: On site at 12450 Furnival Road for tie in of new water main.

JUNE:

18: Received a call from the township about a water main break on Gray Line due to a communications company hitting the water line. Arrived on site and began digging. Completed the repair in the 2" water main.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY

17: Ontario OneCall contacted about emergency locate service at 12518 Furnival Road in Rodney. Called Utility Services Supervisor, Mike Kalita and SOM, Sam Smith about situation. Called Hydro One contact and informed about responsibilities for emergency locate services. Operator assisted with watermain location information but could not help further; provided with municipal contact information.

FEBRUARY

22: Notified by Senior Ops Manager, Sam Smith that there was a possible water main break in Eagle (Across from 25139 Talbot Line). The operator arrived on site and called in locates and vac truck. Classified main break as a Class 1. Positive pressure was maintained. Customers were notified that services would be interrupted.

MARCH

No alarms were reported this month.

SECOND QUARTER

APRIL:

No alarms were reported this month.

MAY:

No alarms were reported this month.

JUNE:

No alarms were reported this month.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no customer complaints to report this quarter.

SECOND QUARTER

There were no customer complaints to report this quarter.



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2025-09-11

Subject: West Elgin's EV Charging Network – Deferral of the Zero-Emission Vehicle Infrastructure Program

Recommendation:

That West Elgin Council hereby receives the Deferral of the Zero Emission Vehicle Infrastructure Program report from Robin Greenall, CAO and

That West Elgin Council defers the ZEVIP project until the 2026 budget deliberations.

Purpose:

The purpose of this report to update Council on the applications for additional funding to support the Zero Emissions Vehicle Infrastructure Program (ZEVIP) and the installation of the parking lot and charging station on Munroe Street, West Lorne, and to provide next steps for the project.

Background:

Over the past two years, West Elgin has actively worked to expand EV charging infrastructure within the community. In December 2023, the municipality partnered with Charger Crew Canada Inc. to apply for funding through the MTO ChargeON Program. Unfortunately, the application was not approved due to high demand and competitive intake.

In September 2024, staff identified a new funding opportunity through Natural Resources Canada (NRCan) and applied to the Zero Emission Vehicle Infrastructure Program (ZEVIP). The application received conditional approval on December 20, 2024, and Council at its February 27th, 2025, meeting approved the following recommendations:

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.

The project that was supported by ZEVIP includes the construction and installation of a parking lot on Munroe Street, West Lorne, with two 62.5kW DC fast chargers and four Level 2 chargers. The total cost of the project was \$311,024 less the ZEVIP grant funding and charge point rebate and

contribution from reserves, the total anticipated financial contributions from the municipality levy was \$98,000 to be included in the 2025 budget.

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

During the 2025 budget deliberations, Council opted to place the project on hold due to financial constraints. During the Budget discussions additional grant funding through the Green Economy Canada's EV Charger Incentive Program was identified and application submitted to reduce the impact to the Municipal levy to \$11,024. Council agreed to proceed with project pending the successful application of the grant.

Report

On July 11, 2025, the Municipality of West Elgin received notice that the application for the 2025 Green Economy Canada's EV Charger Incentive Program was not successful due to the program being fully subscribed. However, the application will be held on a waiting list if funding dollars become available. The municipality was encouraged to submit another application to the 2026 program. Further the Municipality has been informed of availability of additional Provincial grant dollars through the ChargeOn project that is stackable with ZEVIP up to 90% of project costs.

Recognizing that further grant funding may be available and can be stacked onto the existing ZEVIP funding, it is recommended that the installation of the EV charging station and parking lot be deferred and considered as part of the 2026 budget discussions.

Financial Implications:

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

PROPOSED UPDATES TO THE PROJECTION METHODOLOGY GUIDELINE

*To support implementation of
PPS, 2024*

PROPOSED UPDATES TO THE PROJECTION METHODOLOGY GUIDELINE

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Disponible en français

Preface

In 2024, the Province released the [Provincial Planning Statement](#) (PPS, 2024), replacing the Provincial Policy Statement, 2020, and revoked [the Growth Plan for the Greater Golden Horseshoe 2019](#) (Growth Plan). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and came into effect on October 20, 2024. The PPS, 2024 applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

Planning authorities shall base population and employment forecasts on the [Ontario Population Projections](#) (MOF projections), published by the Ministry of Finance (MOF) and may modify, as appropriate. Sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance.

The Ministry of Municipal Affairs and Housing (MMAH) is seeking feedback on proposed guidance that would assist planning authorities with establishing population and employment forecasts and identifying related land needs requirements to plan their communities and support meeting Ontario's significant growth needs.

Before the PPS, 2024 came into effect, in accordance with the Growth Plan, municipalities in the Greater Golden Horseshoe were required to use a land needs assessment methodology. The 1995 Projection Methodology Guideline (PMG) has been available to be used elsewhere in Ontario to assist in determining population and employment forecasts and assessing housing and land needs requirements. An update to the PMG is needed to support the implementation of the PPS, 2024, reflect recent provincial government priorities, and incorporate new information, data sources and best practices.

Seeking feedback

The Province is now seeking feedback on a proposed population and employment forecast guidance that would replace the existing PMG. Should the government adopt the proposed guidance, subject to consultation, input and refinement, and issue new guidance, the government would consequentially repeal the PMG.

While not included here, the final version of guidance may include hypothetical scenarios to show how municipalities could implement the recommended methods. These scenarios could be based on specific geographies and/or typologies (e.g., *large and fast-growing municipalities*, northern municipalities, and small or rural municipalities).

Each scenario could include a background narrative with hypothetical local conditions to illustrate step-by-step how different municipalities would follow and implement the guidance. The scenarios could illustrate how the proposed guidance is applicable to a range of considerations. If there are any specific matters you would like addressed or better explained through case study scenarios, please include the specifics of what would be most helpful.

Please submit comments on the Environmental Registry of Ontario (ERO) in response to posting [#025-0844](#). Comments may also be provided by email to growthplanning@ontario.ca. The deadline for written comments is October 11, 2025. Feedback will be taken into consideration prior to a final decision about the proposed guidance.

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List of Acronyms

Acronym	Term
ARU	Additional Residential Unit
CMHC	Canadian Mortgage and Housing Corporation:
CD	Census Division
CSD	Census Subdivision
DGA	Designated Growth Areas
ELE	Employment Land Employment
FSI	Floor Space Index
FSW	Floor Space per Worker
GE	General Employment
MZO	Minister's Zoning Order
MOF	Ministry of Finance
MMAH	Ministry of Municipal Affairs and Housing
MPAC	Municipal Property Assessment Corporation
NOC	National Occupation Classification data
PPU	Persons-per-unit
PMG	Projection Methodology Guideline
PPS	Provincial Planning Statement
SABE	Settlement Area Boundary Expansion

Chapter 1: Introduction

As Canada continues to be a leader in population growth among the G7 nations, the bulk of this growth is occurring in Ontario. It is essential that Ontario municipalities' growth planning adequately anticipates these pressures, both in the near term and well into the future. Adequate growth planning ensures the land and infrastructure needs of current and future Ontarians are in place and reflect the diverse needs of Ontarian families and businesses, as well as overall balance in the housing market.

A major step towards achieving the ambitious planning required to adequately and affordably house a growing population and workforce the Province released the Provincial Planning Statement (PPS, 2024). The PPS, 2024 is a policy statement issued under the authority of section 3 of the *Planning Act* and applies to all decisions in respect of the exercise of any authority that affects a planning matter made on or after October 20, 2024.

The PPS, 2024 provides overall policy directions on matters of provincial interest related to land use planning and development in Ontario, and applies province-wide, except where provincial policy, a provincial plan or applicable legislation or regulation provides otherwise. Provincial guidance, including guidance material, guidelines and technical criteria may be issued from time to time to assist planning authorities and decision-makers with implementing the policies of the PPS, 2024. Information, technical criteria, and methods outlined in the guidance are meant to support implementation but not add to or detract from the policies of the PPS, 2024.

PPS, 2024 policy context

As a part of the implementation of the PPS, 2024, planning authorities must establish the amount of population and employment growth to plan for and determine the amount of land required to accommodate that growth.

The PPS, 2024 policies provide the parameters for the amount of growth to be planned for in municipalities. Of specific relevance is the following policy direction:

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify as appropriate (policy 2.1.1).

Notwithstanding policy 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

In addition, the PPS, 2024 provides policy direction that could impact the amount of growth to be planned for and the associated land needs. This includes, but is not limited to, the following policies:

Planning authorities shall provide for an appropriate range and mix of *housing options* and densities to meet projected needs of current and future residents of the *regional market area* (policy 2.2.1).

Planning authorities shall support general *intensification* and *redevelopment* to support the achievement of *complete communities*, including by planning for a range and mix of *housing options* and prioritizing planning and investment in the necessary *infrastructure* and *public service facilities* (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for *intensification* and *redevelopment* within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of *complete communities*, a range and mix of *housing options*, *intensification* and more mixed-use development, *strategic growth areas* should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter- and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Planning authorities shall designate, protect, and plan for all *employment areas* in *settlement areas* (policy 2.8.2.3).

They must also promote economic development through the provision of a mix and range of employment uses, *intensification* of employment uses and mixed-use development, and the provision of employment uses located both inside and outside of *employment areas* (policy 2.8.1.1).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit* service is available (policy 2.8.1.4).

The guidance supports policy implementation but does not add to or detract from the policies of PPS, 2024.

Scope

Population and employment forecasts are important components needed for planning authorities, including upper-tier, single-tier, and lower-tier municipalities without planning responsibilities ('municipalities'), to plan their communities. This information can be used by municipalities to identify growth areas, manage infrastructure, attract employment and economic development, and coordinate public services to meet short and long-term needs. Municipalities make local land use planning decisions that will determine the future of their communities and municipal planning decisions and planning documents (e.g., official plans) must be consistent with the PPS, 2024.

This guidance is intended to help municipalities develop population and employment forecasts and identify the quantity of land needed by the municipality by the planning horizon. However, the focus of guidance is on the quantum of lands required for *settlement areas* and employment, and not the location of new *settlement areas*, location of expansions to *settlement areas*, location of *employment areas*, or the suitability of whether a particular area of land should be included or removed from an *employment area*. These matters are to be addressed consistent with relevant PPS, 2024 policies.

Guiding principles

This guidance is based on the following principles:

Ambition and balance: provide ample, adequate planned and serviced land, reducing and avoiding market imbalances or distortions stemming from an insufficient land supply relative to demand.

Consistency and functionality: produce functional and actionable results that assist municipalities in ensuring land use planning decisions are consistent with the policies of the PPS, 2024.

Transparency: provide a standardized approach to identifying the forecasted population and employment to the planning horizon, transparently allow for identifying the quantity of housing needs by type and assessing land needs.

Clarity and ease of implementation: provide a clear set of guidelines that can easily be followed by upper, lower, and single-tier municipalities of varying size and conditions.

Considerations for the guidance

There are several aspects to consider when using the guidance, including:

- Municipalities would update their population and employment forecasts and implement them in their official plans at the time of their next official plan update pursuant to the *Planning Act*. The *Planning Act* requires official plans to be revised every five years after an amendment is made, or ten years after a new official plan is approved. Municipalities would not be required to update their long-range forecasts outside of the statutory *Planning Act* requirements.

The land needs of a community generally do not fluctuate on an annual basis given the longer-term nature of land use planning. As such, municipalities can accurately address changes in growth forecasts and land needs through the standard official plan review cycle.

- The PPS, 2024 requires municipalities plan to meet projected needs for a time horizon of at least 20 years, but not more than 30 years. The MOF publishes the MOF projections, which are projected by year for a range of up to 25 years beyond the census year on which the projections are based.

Municipalities should use the most recent MOF projections published and available at the time of an official plan update, accompanied by relevant market indicators aimed at providing the most accurate picture possible of the supply and demand dynamics relating to land use.

It is recommended that municipalities plan to the horizon that aligns with the outer range of the MOF projections available at the time of an official plan update. Municipalities could use any specific horizon, provided that the projection year is within 20 to 30 years.

In addition, municipalities should consider the timing of a 'major' update issued by the MOF (i.e., projections that are updated to incorporate data published from the most recent census) and align their long-range forecasting work accordingly.

- A coordinated, integrated and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers. The guidance reflects PPS, 2024 policy direction encouraging inter-municipal collaboration and coordination through all stages of the forecasting and land needs assessment processes. Coordination is recommended to ensure the methods of allocating projections for each municipality consider the future population, housing, land use, infrastructure needs within an entire census division, in accordance with PPS, 2024 policies.

Projections and forecasts: A projection extrapolates present trends (e.g., fertility, mortality, and migration) to a future state (e.g., population) based on the assumption that the trends would continue. A projection is neutral and does not consider how changes in assumptions or potential uncertainty in the continuation of past trends would impact the future. By contrast, a forecast is a best estimate to predict a future state (e.g., population, employment) that builds on present trends and considers the potential impacts that changing variables and assumptions may have.

Guidance contents

The proposed guidance is organized as follows:

- chapter 2 outlines the methods for establishing a municipality's population projection
- chapter 3 outlines the steps for developing a municipality's housing needs forecast
- chapter 4 outlines the methods for determining a municipality's employment needs forecast
- chapter 5 outlines the steps to undertake a land needs assessment to accommodate a municipality's projected population and employment needs
- chapter 6 outlines information on implementation, including collaboration between municipalities, documentation, and using the results

Where a word is italicized, the definition of the word or phrase is to be understood as reflecting the corresponding definition in PPS, 2024. For non-italicized terms, the normal meaning of the word applies. Where a word or phrase is typically used in a planning context, the meaning associated with the use of that word or phrase within the planning context is intended to apply. A glossary is provided to clarify certain terms that are used in the guidance.

Any references to specific policies and associated policy numbers in this document are references to the corresponding policies in the PPS, 2024.

Chapter 2: Establishing Municipal Population Projections

Overview

The purpose of Chapter 2 is to identify and allocate the MOF population projections from the census division (CD) to the municipality (i.e., census subdivision (CSD)) to the planning horizon.

The MOF population projections reflect annual demographic trends and are issued for each of Ontario's 49 CDs. They are foundational to the development of future municipal population projections.

The approach is to develop upper and lower future population projection ranges, to support municipalities plan for future needs, while providing a test on municipal projections in relation to the CD to ensure a reasonable outcome. The range would be developed using two methods:

1. a municipality's population share of the CD, and
2. the municipality's share of population growth within the CD.

The outcome of this chapter would be used as an input in developing housing and employment forecasts.

Population step 1: obtaining and determining municipal projections

Purpose

The purpose is to identify the MOF projections for the applicable CD geography and determine each municipality's share of the projection.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

To achieve the objective, municipalities should disaggregate the MOF projections from the CD to the CSD (i.e., the municipality) to the planning horizon. Municipalities should apply at least two different methods (outlined below) to obtain projection results based on past growth and on assumptions for future growth.

Single-tier municipalities whose geographic boundary aligns with a CD could use the MOF projections for the CD.

Municipalities are equipped to develop employment forecasts and assess housing and land needs based on the MOF projections (as explained in other parts of the guidance).

There are two recommended methods for determining the municipality's share in the projection:

1. **Population share (Method A):** Accounting for the municipality's share in the CD projected population, according to the MOF projections. For this method:
 - municipalities should use the latest data available from Statistics Canada for their population and the CD total population to calculate the share of CD scale population
 - municipalities apply the population shares to the MOF's CD scale population projections for the municipality's planning horizon to get their population projection
2. **Growth share (Method B):** This method relies on linear growth for each municipality within the CD to calculate the share of a municipality's growth within the CD. For this method:
 - municipalities use the latest data available from Statistics Canada on population growth for the CD and for the CSD/municipal level to calculate their share of CD growth
 - municipalities, to obtain their population projections, would calculate growth shares from an appropriate consecutive five-year period within the previous 10 years to account for short term variations in population. They would then apply the growth shares to the MOF's CD population projections for the municipality's planning horizon.

If a municipality anticipates growth outside the projection range, it should document the approach and data sources used and provide the rationale and methodology behind the calculation. Examples of rationales may include assumptions such as major infrastructure investment, unusual growth patterns that would skew the development of a municipal-scale projection, and immigration forecast updates, etc.

The approach might result in a diverse range of growth projections for different municipalities. As such, municipalities with minimal population growth should use the current population as a ‘floor’. Later steps consider other matters that would affect housing, employment, and land use planning to ensure adaptable and resilient resource allocation and infrastructure development.

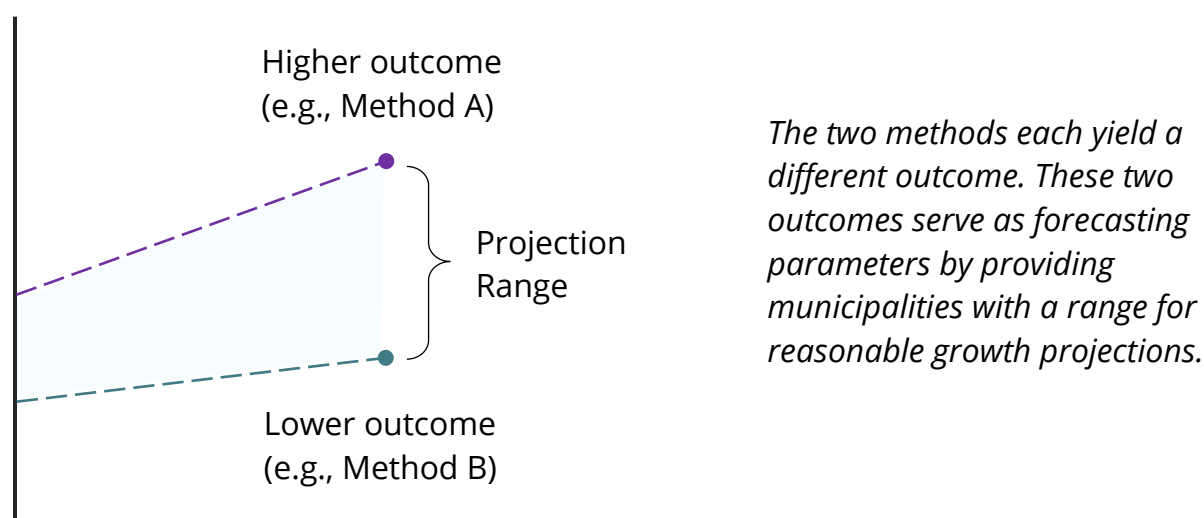


Figure 1: Illustration of the population projection range

Municipalities in the Greater Golden Horseshoe (GGH) may continue to use the population growth forecasts to 2051 provided in Schedule 3 of A Place to Grow: Growth Plan for the Greater Golden Horseshoe 2019, to help with the transition to base population and employment forecasts on the MOF projections. Municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (policy 2.1.2).

However, they will be required to base their population and employment growth forecasts on the MOF projections in the future, where the forecasts in Schedule 3 no longer satisfy the policy requirement to plan for a horizon of at least 20 years.

Considerations

The MOF updates population projections annually to reflect the latest and emerging demographic trends and data on fertility, mortality, and migration. There is a comprehensive review, and major updates conducted every five years, which are based on the most recent census and additional supporting data, review of methodology and long-term assumptions.

The methodology used by the MOF to develop long-term population projections is the cohort-component method, essentially a demographic accounting system. The calculation starts with the base-year population (the starting year where the population number from which the accounting method adds and subtracts population), distributed by age and gender.

A separate analysis and projection of each component of population growth is made for each year, starting with births. Then, projections of deaths and the five migration components (immigration, emigration, net change in non-permanent residents, interprovincial in- and out-migration, and intra-provincial in- and out-migration) are also generated and added to the population cohorts to obtain the population of the subsequent year, by age and gender.

This methodology is followed for each of the 49 CDs. The Ontario-level population is obtained by summing the projected CD populations.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., regional development, land use, infrastructure). They represent the base-case scenario if current trends continue.

While the MOF publishes three population growth scenarios at the provincial level (i.e., reference, high and low), projections at the CD scale are issued using the reference scenario. It is recommended that CD projections are used as the basis for the population projection, as it is more reflective of growth in the municipality.

While population projections are the policy basis on which to plan for future needs, they are subject to uncertainty due to factors such as economic downturn/recession, population surge/decline etc., which can create significant challenges for land use planning. For example, if a sudden economic downturn occurs, it could lead to lower population growth than projected, resulting in overestimation of the need for housing, infrastructure, and services. Alternatively, an unexpected population surge due to migration could strain a municipality's existing resources and infrastructure.

The MOF projections do not reflect local characteristics regarding existing and planned infrastructure capacity or availability, economic and planning assumptions, information from official plans or locally prepared projections. Therefore, the local context is helpful in supplementing the MOF projections.

Every five years, a major update to the MOF projections is produced to include results from the latest Census (now 2021) and to review the methodology and long-term assumptions. This is a major update. A consultation process with ministries, upper-tier municipalities, and academic demographers takes place to gather feedback to validate the major assumptions.

Every year, an update to the technical report and tables is released by the MOF to include the latest population estimates and the most recent data on fertility, mortality, and migration. This is a minor update.

The MOF projections are the only publicly available set of population projections for Ontario and its 49 CDs, where the population of the CDs sum to the population of Ontario. Because the MOF projections are updated each year and provide detailed age results, they are used for planning purposes throughout the Ontario government, and by municipalities, school boards, health units, researchers, and the private sector.

The MOF projections are based on population growth trends and consider all streams of inward and outward migration patterns and targets. They do not include explicit economic assumptions or public policy choices (e.g., on regional development, land use, new infrastructure). They represent the base-case scenario if current trends continue.

Unusual growth scenarios (e.g., high, or low) that use the MOF projections can lead to planning outcomes that misalign population and employment land needs and infrastructure. For example, overestimating growth may cause infrastructure to be overbuilt and create financial strain for the municipality. Alternatively, underestimating growth can result in insufficient infrastructure, service shortfalls, and municipalities may face increased capital costs to address undercapacity issues.

In cases where the municipality is aware of upcoming significant development or infrastructure investment, it may adjust its population forecast upwards to best utilize available (and planned) infrastructure. These may include, for example, upgraded municipal water servicing, impacts of Minister's zoning orders, or new major facilities. Municipalities should ensure that any adjustment is grounded in local data availability and circumstances, and the rationale is clearly documented to ensure that they can demonstrate how and why the adjustments were made to support informed decisions by the approval authority.

The recommended approach mitigates some of the uncertainty by establishing a range of population projections that would inform municipal forecasts. However, it is ultimately based on historical trends and cannot fully account for future events.

All municipalities have the flexibility to modify their projections, within the projection range, based on local conditions. The approach fits a variety of different types of municipalities and diverse local conditions using publicly available data sources. This approach:

- enables lower-tier municipalities with planning authority to establish forecasts through evidence-based decision-making
- supports planning authorities to assess whether municipalities are over- or under-projecting the population at the planning horizon
- provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) to support long range planning within an official plan; and
- equips municipalities to assess housing, employment and land needs with a municipal population projection based on the MOF projections (as explained in other parts of the guidance)

Outcome

The results of the two methods would become the upper and lower parameters of the range of reasonable growth projections for each municipality (before the application of adjustments based on additional market indicators—see chapter 3). Each one of the recommended methods could produce either the higher or lower parameters of a municipality's projection range, depending on the population and growth patterns of the municipality in relation to the CD. Each municipality would select a growth projection within its projection range. The projection range provides flexibility to municipalities to convert the MOF projections (as required by the PPS, 2024) into forecasts to support long range planning within an official plan.

Determining population projections at the CSD level provides a starting point for population step 2, where population projections by age cohort are established as an input for identifying required housing. The outcome is also a direct input for identifying employment need.

Municipalities that anticipate no growth or negative growth in the planning horizon may still benefit from developing housing and employment forecasts. Therefore, they should follow relevant steps in the guidance. For example, existing housing stock may not match the type of housing identified in the housing needs or employment may require additional land, etc.

Population step 2: developing population projections by age cohorts

Purpose

The purpose is to project future population size and characteristics, by age cohorts. Information on the share of each age group in the municipality's population then informs the development of housing forecasts, as changes in the age structure of the population impacts housing needs in the municipality.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities are recommended to take census data on the age of primary household maintainer and compile the data into five-year age groups. This data is used to determine the share of each age group in the projected population. Five-year age groups are generally used, as annual projections require more data and labour to calculate.

Municipalities should extrapolate the census population for the latest census year by applying a growth calculation, similar to the growth share approach in population step 1. For each five-year cohort, municipalities apply the growth shares for an appropriate consecutive five-year period within the previous 10 years. The share of the growth for each cohort would then be applied to the municipal projected population from population step 1. The approach accounts for short term variations in population projections.

As an alternative, a municipality may undertake a more complex cohort-survival model accounting for births, deaths and immigration using additional data sources. The approach should be documented with a rationale provided to explain why the cumulative total would be different from population step 1.

Whether developing an age structure projection, or extrapolating age cohorts from the latest census, the projected population at the horizon for the municipality from population step 1 is the control for the results developed in this step. Municipalities should review the total population by age cohort developed in this step against the results of population step 1. It is anticipated that municipalities would refine their approach and calculations through an iterative process to ensure the results of both population step 1 and population step 2 align.

Considerations

The MOF publishes projections by age and sex for the 49 CDs. This data could be used as a control when assessed in coordination and collaboration with municipalities within the same CD to ensure that the combined projected population by age cohorts are not over- or under-projecting the CD population at the horizon. However, the age cohort projections themselves are not useful as a starting point to disaggregate at the municipal scale.

Outcome

The result is a municipal level population projection by five-year age groups that is the input for calculating housing needs (Chapter 3).

Chapter 3: Developing Housing Needs Forecasts

Overview

The purpose of Chapter 3 is to determine the amount of housing needed to the horizon year, accounting for *intensification* within built-up areas in existing *settlement areas* and the need for additional *settlement area* land (i.e., *designated growth area* land) to accommodate future housing needs.

Once municipalities have established their population projections, they should calculate the housing needs for the entire population and develop a housing needs forecast to accommodate growth in the planning horizon.

The approach to developing housing needs forecast to the horizon considers a municipal level forecast of housing by type (e.g., low, medium, high density) and location (*intensification* within *settlement areas/designated growth areas*) based on housing needs by age cohort. This housing needs information would be used as an input for assessing land needs. Municipalities could adjust their housing needs forecast to account for additional data sources, affordable housing, and market demand forecasts or indicators.

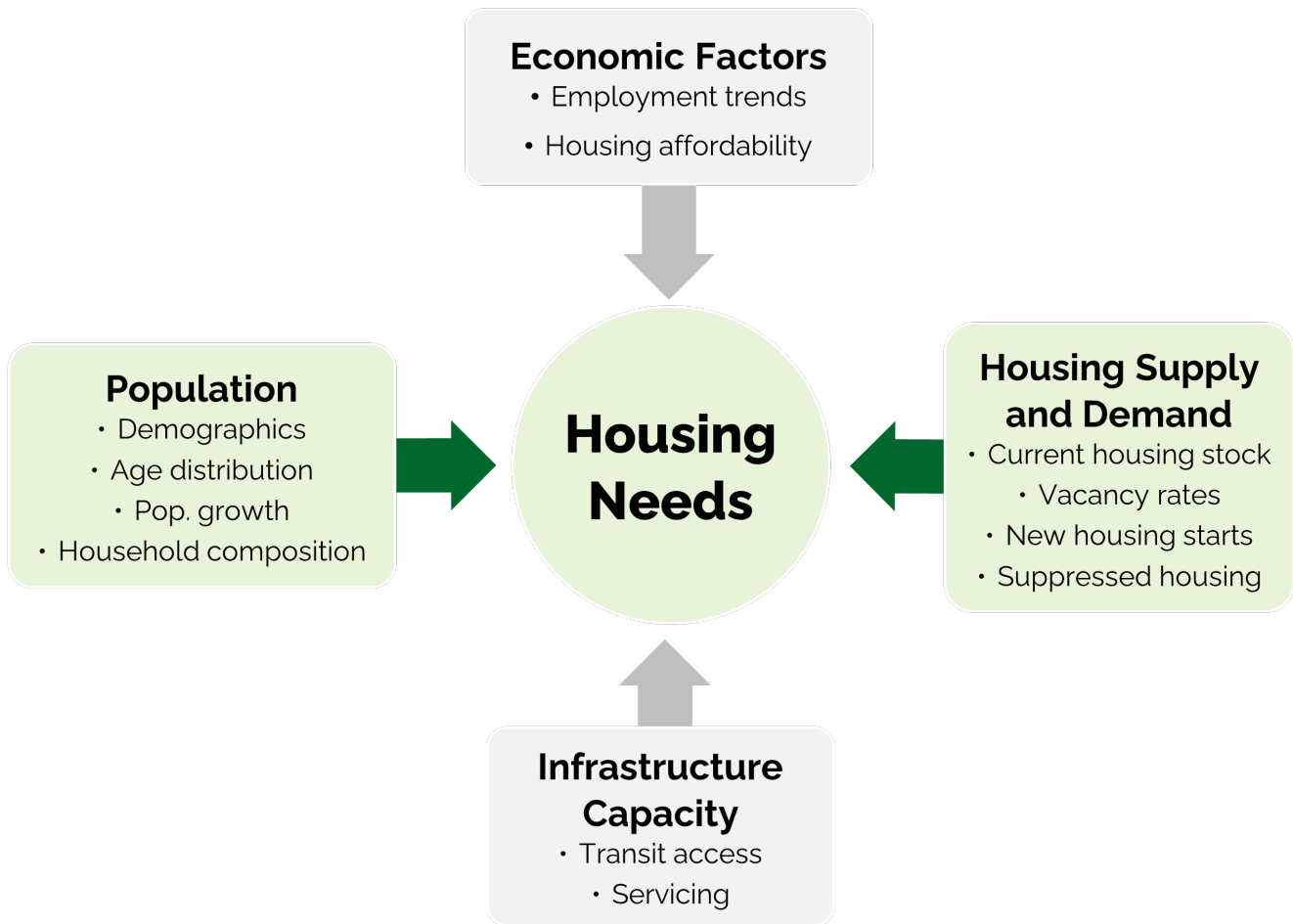


Figure 2: Diagram of factors influencing housing needs

Housing step 1: calculating projected housing needs

Purpose

The purpose is to determine the municipality's projected total housing needs, which is the number of households to be accommodated in the planning horizon, in housing units.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are designated and available for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

Recommended approach

Municipalities should use the municipal-level population projections, calculated in chapter 2, and apply the age-specific headship rate to calculate the projected total housing needs. The headship rate is defined as the proportion of people who head a household (i.e., primary household maintainer) within a population cohort.

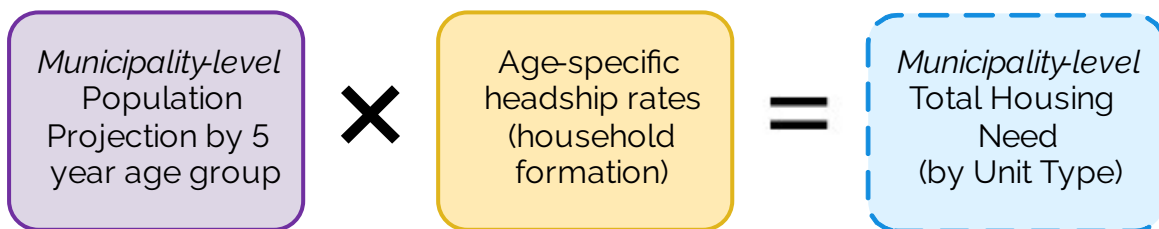


Figure 3: Diagram of housing step 1 – calculating housing needs

Considerations

In general, municipalities should assume that household formation rates by age will not vary significantly from those in the latest census. While each household is associated with a housing unit, it is not necessarily linked to a particular type of housing unit. As a result, household formation should not vary in response to the expected change in the mix of housing types resulting from policy. If any deviation from recent census rates is assumed, a clear rationale and robust analysis should be provided to substantiate the change.

Municipalities should consider suppressed household formation, housing tenure and propensities for households to occupy certain types of housing starting at this step. Housing needs categorized by unit type may be carried over through subsequent steps for a more accurate land needs assessment in chapter 5 (and especially using method 2 for land needs assessment).

Headship rates that are age specific are available at the CSD level through the most recent census household data from Statistics Canada, and they are generally consistent over time. Households are social arrangements that vary by age and life cycle choices and includes events such as moving away from one's parents, forming couples, getting divorced, or the death of a spouse. Municipalities may refine headship rates data to reflect anticipated demographic changes and household trends, provided the adjustment is evidence-based, follows a clear rationale and that the decision-making process is clearly documented.

To be consistent with PPS, 2024 policies, municipalities should consider repeating Housing Step 1 to account for a 15-year planning horizon. PPS, 2024 policy 2.1.4 a requires planning authorities maintain at all times the ability to accommodate residential growth for a minimum of 15 years.

The short-term planning horizon in PPS, 2024 policy 2.1.4.b (see above), seeks to maintain a minimum availability of a three-year supply of residential units, on land suitably zoned with sufficient servicing capacity, to accommodate short-term development growth patterns. In particular, to coordinate infrastructure needs with land supply. This three-year supply is accounted for within the land need assessment adjustments detailed in Chapter 5.

Outcome

The outcome is the number of housing units needed in the horizon year. This is the input for developing a housing needs forecast in Housing Step 2.

Housing step 2: Developing a housing needs forecast

Purpose

The purpose of housing step 2 is to develop a housing needs forecast for the total number of households anticipated in the planning horizon. This is based on number of housing units needed in the horizon year, which would be adjusted according to local conditions and to reflect existing housing stock.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance (policy 2.1.3).

To provide for an appropriate range and mix of housing options and densities required to meet projected requirements of current and future residents of the regional market area, planning authorities shall:

- a) maintain at all times the ability to accommodate residential growth for a minimum of 15 years through lands which are *designated and available* for residential development; and
- b) maintain at all times where new development is to occur, land with servicing capacity sufficient to provide at least a three-year supply of residential units available through lands suitably zoned, including units in draft approved or registered plans (policy 2.1.4).

Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:

- a) establishing and implementing minimum targets for the provision of housing that is *affordable* to *low and moderate income households*, and coordinating land use planning and planning for housing with Service Managers to address the full range of *housing options* including *affordable* housing needs;
- b) permitting and facilitating:
 1. all *housing options* required to meet the social, health, economic and well-being requirements of current and future residents, including *additional needs housing* and needs arising from demographic changes and

employment opportunities; and

2. all types of residential *intensification*, including the *development* and *redevelopment* of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new *housing options* within previously developed areas, and *redevelopment*, which results in a net increase in residential units in accordance with policy 2.3.1.3;
- c) promoting densities for new housing which efficiently use land, resources, *infrastructure* and *public service facilities*, and support the use of *active transportation*; and
- d) requiring *transit-supportive* development and prioritizing *intensification*, including potential air rights development, in proximity to transit, including corridors and stations (policy 2.2.1).

Recommended approach

Municipalities should adjust the projected total housing needs obtained in Housing Step 1 to consider any relevant local housing market factors that could impact the number and type of units needed.

Then, the existing housing stock should be subtracted from the total housing needs to get a forecast of the number of additional units required to accommodate growth in the municipality.

It is recommended that when developing a housing needs forecast municipalities consider factors such as the following (the list of local housing market factors is not exhaustive):

- suppressed household formation:

Due to factors including demographic shifts, housing affordability, and availability of different unit types, there may be fewer census households than would have formed otherwise. Municipalities should use an approach that could be applied to calculate the extent of household suppression that is appropriate for its local data, circumstances and context. Each municipality should seek to obtain and document information that is relevant to its local circumstances.

Municipalities may include an analysis of headship rates in comparison to other comparable municipalities. Where a municipality may identify a trend where its historical headship rates is lower than rates of similar municipalities, the

municipality should adjust headship rate upward to account for lower, or suppressed, household formation.

Available general resources include reports by Canada Mortgage and Housing Corporation (CMHC), for example, on household by maintainer, and by the Office of the Parliamentary Budget Officer on household formation and the housing stock.

- *housing options* and affordability:

Municipalities should develop their housing needs forecast while considering their minimum targets for the provision of housing for all market segments, especially as suggested by market indicators. These include a mix of larger, family-sized homes, smaller workforce or student housing, ground-oriented housing, mid-rise, and high rise, as well as housing that is *affordable to low and moderate income households* and the PPS, 2024 requirement to provide for an appropriate range and mix of *housing options*. These factors may require adjustments relative to affordability and housing options, including the availability of various unit types, at the census base year.

- target vacancy rates to achieve market balance:

The forecast could be adjusted to compensate for significant over- or under-supply in housing stock in the census year, which, if exists, is evident by data on vacancy rates. To determine unusually high or low vacancies, planning authorities from each market area should calculate their natural rate of vacancy. This means the rate of unoccupied housing units that allows for the normal functioning of the housing market, including turnover, choice, and mobility. The intention is to achieve a balance in the market, without inducing rent inflation, such as due to a chronic undersupply of housing units, or deflation, such as being the result of a structural oversupply of housing units. In the absence of data or capacity to calculate the natural rate of vacancy, a range of 3% to 5% should be applied.

- “market contingency factor”:

This factor indicates fluctuations in supply and demand due to unusual events. Examples include: changes in the economy on the provincial, federal or international level; changes in land use planning or other legislation or regulations that would affect landowners’ ability to develop their land or the pace of development; and macro changes that could have implications on local housing markets, such as a major change in seasonal population (e.g., students), intra-provincial relocation decisions driven in part by affordability) or major

technological or societal shifts (e.g. hybrid/remove work enabled through technological enhancements), and increasing demands to live beyond core metropolitan regions. A municipality could provide for a contingency factor by adjusting the forecasted housing needs upwards by a percentage, depending on the extent of data available.

Any adjustments should take into account the character and type of the units (e.g., size, quality, affordability, etc.).

When adjusting the housing needs forecast to reflect these or other factors, municipalities should substantiate the adjustment(s) by documenting the evidence and the decision-making process on which they rely.

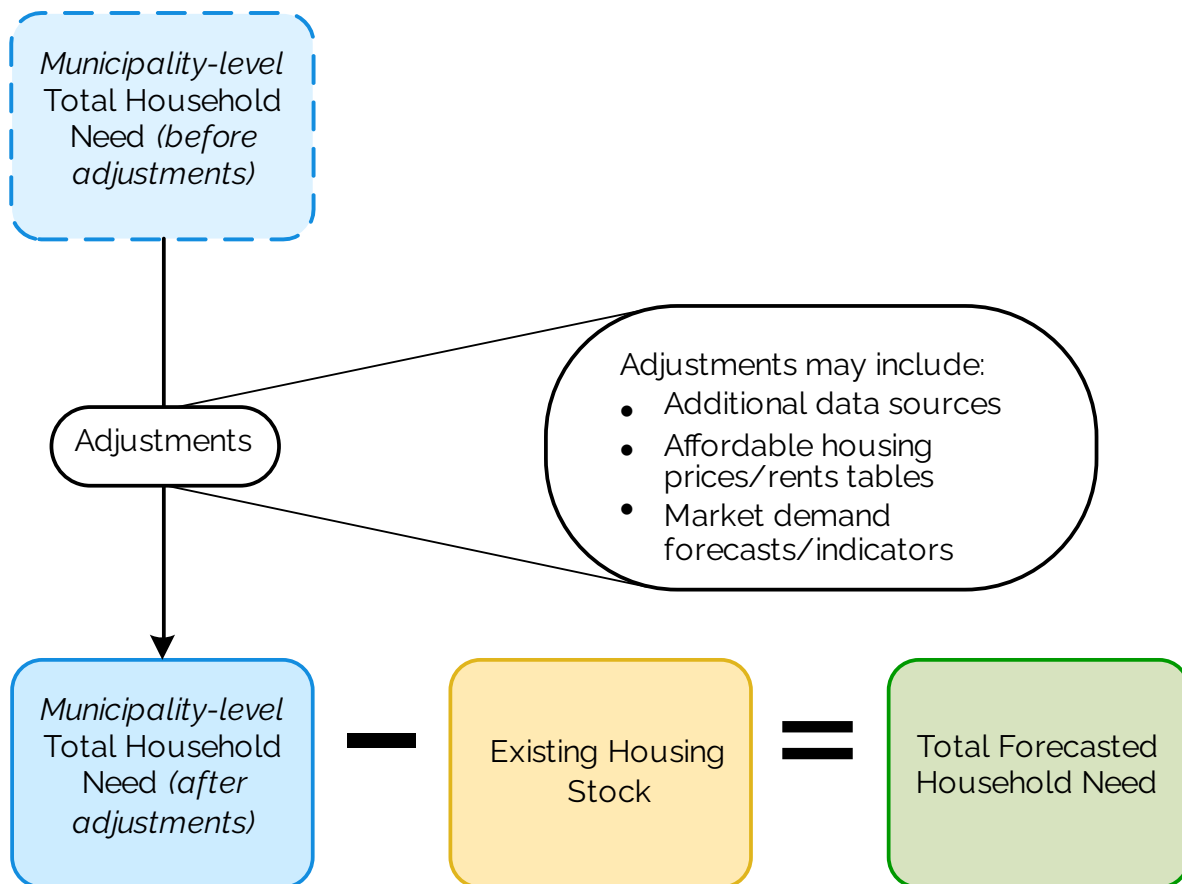


Figure 4: Diagram of housing step 2 – developing a housing needs forecast

Considerations

Housing needs adjustments, particularly for vacancy rates and market contingency, may or may not have a significant impact on the forecasted housing needs to the horizon year. However, they are more likely to have implications for short- and medium-term land needs assessments per policy 2.1.4.

Existing stock includes units that are under construction. Municipalities should also consider fluctuations of stock, such as the results of seasonal occupancy. Housing units that are in land use approval process would be accounted for in the land needs assessment, not in the existing housing stock in this step.

When calculating the existing housing stock, municipalities should consider additions to the housing stock since the census base year that was used for projections and subtract those housing units from the forecasted need. A municipality could use, for example, information from building permits, classified by unit type.

Moreover, municipalities should consider stock loss that needs to be replaced due to demolitions, conversions, abandonment, impacts of a changing climate and natural hazards. Information on stock loss may be available internally (e.g., building permits issued) or from external sources (e.g., CMHC starts/completions data or updated assessment data from the Municipal Property Assessment Corporation (MPAC)).

Municipalities who are able to obtain the data needed to support housing needs adjustments would be able to determine land needs more accurately (chapter 5).

Once municipalities calculate the total forecasted housing needs (i.e., the outcome of this step), they should also plan for infrastructure development to match the increase of supply to accommodate that need. This includes improving existing infrastructure to facilitate some of the housing needs to be accommodated through intensification, which is accounted for in housing step 3.

Outcome

The outcome is the total forecasted housing needs, in the planning horizon. This is the input for determining housing accommodated through *intensification* and the estimated housing to be accommodated through new development in housing step 3.

Housing step 3: planning for intensification

Purpose

The purpose is to determine the amount of housing that can be accommodated through *intensification*. Furthermore, it provides supporting data needed to estimate the amount of housing to be accommodated through new development, which would impact land needs. This is referred to here as the estimated housing needs outside the built-up area.

Policy basis

Planning authorities shall support general intensification and redevelopment to support the achievement of complete communities, including by planning for a range and mix of housing options and prioritizing planning and investment in the necessary infrastructure and public service facilities (policy 2.3.1.3).

Planning authorities shall establish and implement minimum targets for intensification and redevelopment within built-up areas, based on local conditions (policy 2.3.1.4).

To support the achievement of complete communities, a range and mix of housing options, intensification and more mixed-use development, strategic growth areas should be planned:

- a) to accommodate significant population and employment growth;
- b) as focal areas for education, commercial, recreational, and cultural uses;
- c) to accommodate and support the transit network and provide connection points for inter-and intra-regional transit; and
- d) to support *affordable*, accessible, and equitable housing (policy 2.4.1.2).

Recommended approach

To estimate housing needs outside the built-up area, municipalities should subtract the amount of housing that can be accommodated through *intensification* (according to their *intensification* targets) from the total forecasted housing needs.

The municipality's *intensification* targets should be set to reflect municipal objectives, local conditions, and various forms of *intensification*, such as (but not limited to):

- opportunities for in-fill and *redevelopment*, including reuse of *brownfield sites* and underutilized shopping malls and plazas, development of vacant and/or underutilized lots within previously developed areas, the expansion or conversion of existing buildings, and additional residential units (ARU) on farms where appropriate
- *infrastructure* availability and capacity
- market demand
- availability and viability of surrounding *prime agricultural areas*; and
- environmental constraints



Figure 5: Illustration of housing step 3 – planning for intensification

Considerations

In setting intensification targets and determining the amount and type of housing units that can be accommodated through *intensification*, municipalities should consider the overarching PPS, 2024 goal of creating and supporting *complete communities*, affordability needs, transit supportive densities, housing typology, tenure trends and seasonal housing. In addition, municipalities should consider the PPS, 2024 requirement to plan for a range and mix of *housing options*.

Outcome

The outcome is the total estimated housing needs outside the built-up area and is the input to identify the amount of land needed to accommodate new housing developments.

Chapter 4: Developing Employment Forecasts

Overview

The purpose of Chapter 4 is to establish the amount and type of employment growth that should be accommodated over the planning horizon; as well as the location of the employment growth (*intensification* within *settlement areas / designated growth area*). This employment growth information would be an input in assessing land needs.

The relationship between employment and housing (Chapter 3) is circular. Through income, employment influences housing demand; while through mobility, housing availability affects employment opportunities along with other factors (e.g., climate change impacts, supply chain considerations, geopolitical instability).

The recommended approach for identifying employment needs focuses on considering demographic factors (e.g., population growth, labour supply etc.), in addition to other, factors such as *infrastructure* capacity and government policies at the federal, provincial, and municipal levels.

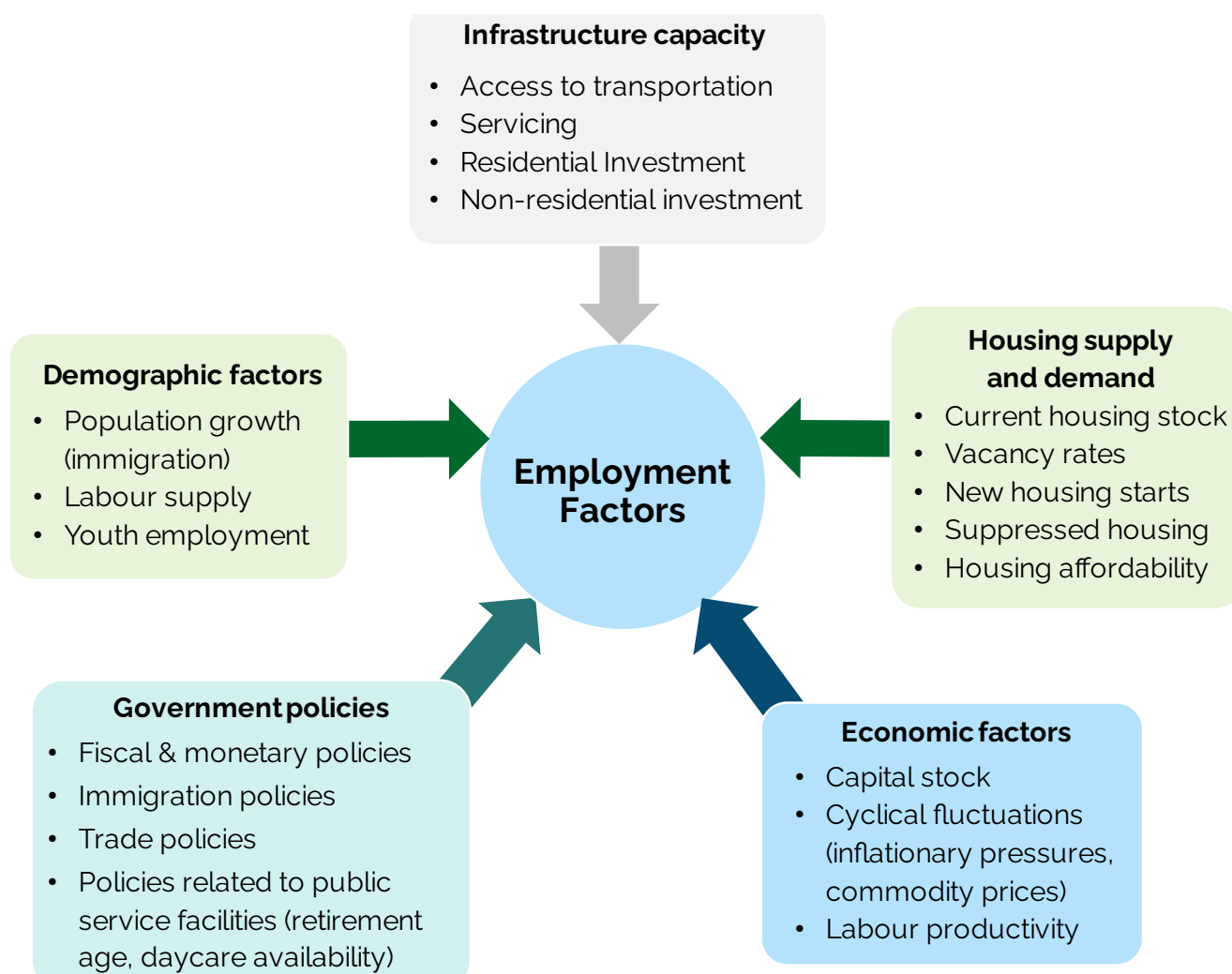


Figure 6: Illustration of factors informing employment projections

Employment step 1: calculating projected employment need

Purpose

The purpose is to determine the municipality's projected total employment needs, which is the number of jobs needed to accommodate employment in the planning horizon.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities should identify employment needs by calculating their municipal activity rate and applying it to their projected population.

Calculating municipal activity rate

The municipal activity rate is the ratio of jobs in a municipality to the population of the municipality. It is determined by dividing the base (present day) employment, or the total number of jobs, by the municipality's base (present day) population. Municipalities are recommended to obtain their base employment from a combination of data sources including:

- the Place of Work Status occupation data at the CSD scale

Statistics Canada defines Place of Work Status as whether a person worked at home, worked outside Canada, had no fixed workplace address, or worked at a specific address (i.e., usual place of work). Consequently, Place of Work data takes into consideration fixed and non-fixed places of work and work from home circumstances

- municipal employment surveys (if available) to support obtain the municipality's base employment; and
- base population, which is the present-day population, may be obtained from Statistics Canada and is available at the CSD (municipal) level

Municipalities are encouraged to refine their respective activity rate, to accommodate the potential for future changes in employment needs, by considering a variety of factors including an analysis of recent changes in the type and nature of employment (i.e., increased automation, micro-distribution models, sectoral concentration within a municipality), municipal land use planning objectives, significant changes made or proposed by major local or regional employers, and infrastructure availability and planned investment.

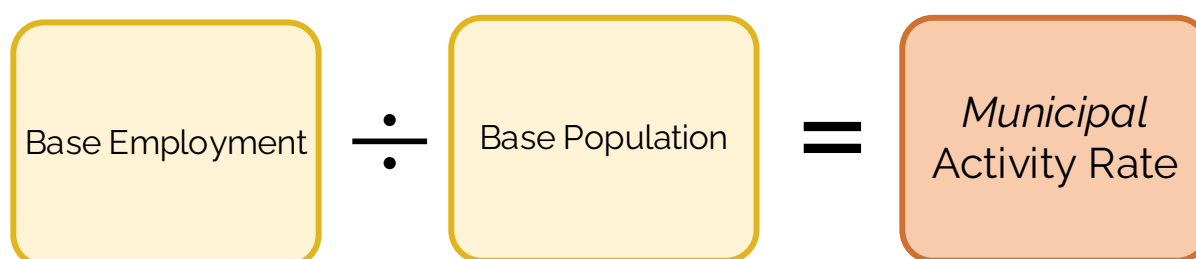


Figure 7: Illustration of step 1 – calculating municipal activity rate

The municipality's role as provincial and regional employment and service centre may result in significantly different municipal activity rates and employment compositions between municipalities. Therefore, coordination between municipalities is crucial and recommended as outlined in PPS, 2024 policy 6.2.1.

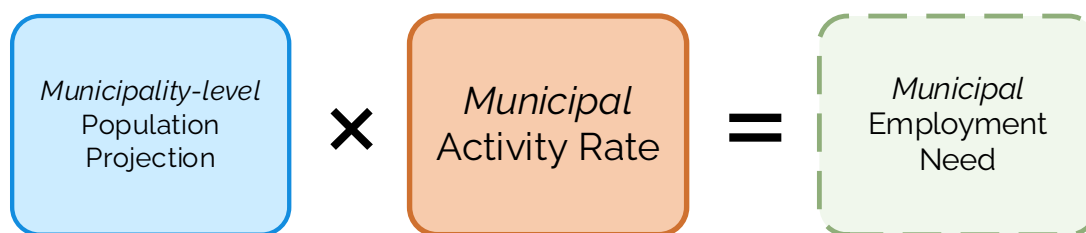
Applying municipal activity rate to forecast population

Once the municipal activity rate is calculated, it would be multiplied by the municipality's projected population in the planning horizon, obtained in Chapter 2, population step 1. The result is the total municipal employment needs – the number of jobs anticipated in the horizon year.

Considerations

The municipal activity rate provides for a comprehensive view of employment in a municipality. In addition to accounting for work from home and commuter employment, it takes into consideration variations in age structures, demographic differences, circumstances of underemployment and market limitations.

Not all municipalities have access to a municipal employment survey to help assess current employment within their geographic area. Therefore, by coordinating with one another, municipalities can ensure that individuals working outside their municipality of residence are counted in the municipality where they are employed.



Data obtained from: *Statistics Canada Census Data at the census subdivision (municipal) level.*

Figure 8: Illustration of step 1 – calculating municipal employment needs

The municipal labour force participation rate is the ratio of people employed (or looking for work) to the population of the municipality. Both the municipal labour force participation rate and the municipal activity rate are available from Statistics Canada.

In developing employment forecasts, municipalities should use the municipal activity rate, which provides a comprehensive metric of how employment interacts with the entire population and is useful for municipal and land use planning. The municipal activity rate captures variations in age structure and demographic differences, supports growth planning (i.e., alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

The labour force participation rate risks undercounting jobs within municipalities as a result of the scope of what is being counted. The participation rate does not account for people who are underemployed, or people who may be eligible to work but cannot, due to familial obligations or job market limitations. As a result, the labour force participation rate only accounts for a subset of workers and their full capacity to be employed.

Outcome

The outcome of this step is the projected estimate of future jobs needed. This is the input in employment step 2 for developing an employment forecast needed to accommodate employment in the planning horizon.

Employment step 2: developing an employment forecast

Purpose

The purpose is to develop an employment forecast for the total population in the planning horizon. This is based on the projected employment need, while considering local conditions.

Policy basis

As informed by provincial guidance, planning authorities shall base population and employment growth forecasts on Ontario Population Projections published by the MOF and may modify, as appropriate (policy 2.1.1).

Recommended approach

Municipalities should make adjustments to the total employment need, based on local factors and available data, and document any adjustments to demonstrate their rationale and accompanying evidence. Municipal forecasts should consider any potential impacts of shifting economic conditions, and it is important to use a variety of data sources to assess and refine the growth potential of employers, to accommodate new employment trends, and take into consideration local factors such as communities with a predominant student population and seasonal employees.

Key factors influencing adjustments may include:

- planned future business investments and infrastructure development
- labour market policies and changes in demographic trends
- changes in industrial composition and
- shifts in trade policies and international market conditions

In addition, the existing jobs stock needs to be subtracted from the total employment needs to determine the employment forecast.

Considerations

Possible sources of adjustments of the municipal employment forecast include municipal employment surveys, development data and infrastructure constraints and opportunities.

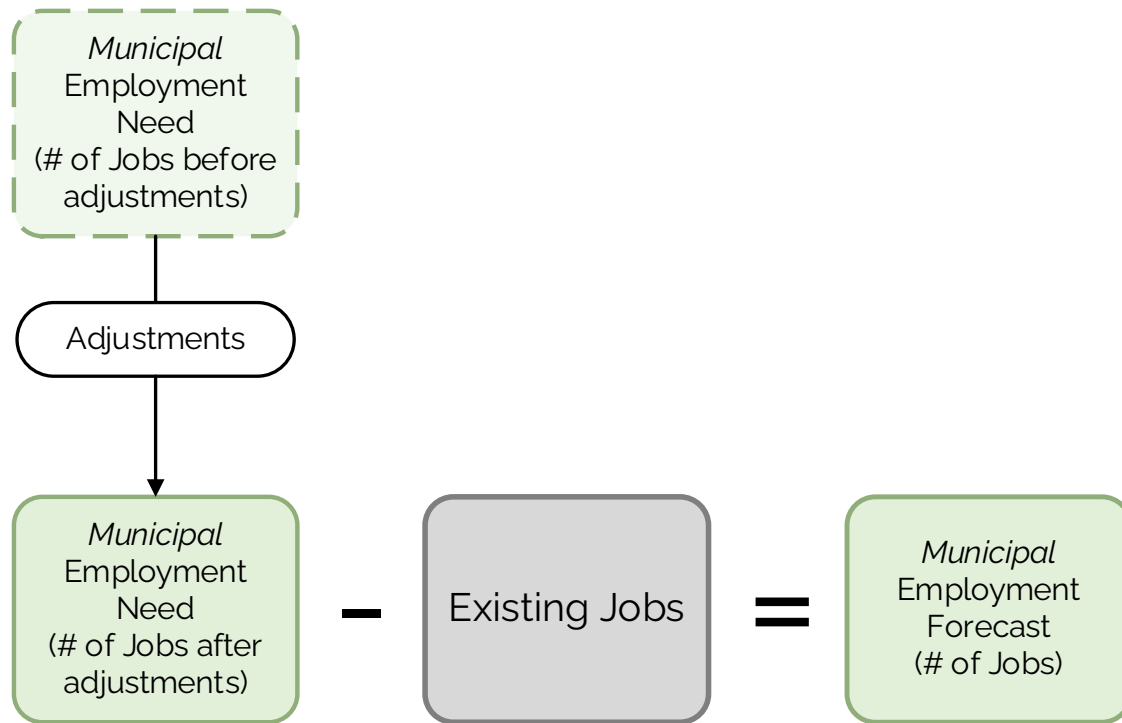


Figure 9: Diagram of step 2 – developing an employment forecast

Outcome

The outcome is the total forecasted employment in the municipality in the planning horizon. This is the input for determining the number of jobs to be accommodated by land use category in employment step 3.

Employment step 3: employment categorization by land use

Purpose

The purpose is to categorize forecast jobs for the municipality into different types of employment uses to ensure that there is a sufficient land supply for all uses.

Policy basis

Planning authorities shall promote economic development and competitiveness by (policy 2.8.1.1):

- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;

- b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;
- c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;
- d) encouraging *intensification* of employment uses and compatible, compact, mixed-use development to support the achievement of *complete communities*; and
- e) addressing land use compatibility adjacent to *employment areas* by providing an appropriate transition to sensitive land uses.

As defined in the PPS, 2024, *employment areas* are areas designated in an official plan for clusters of business and economic activities including manufacturing, warehousing, and goods movement. Uses excluded from *employment areas* are institutional and commercial, retail and office not associated with the examples of primary employment uses listed above, unless subject to transition under the *Planning Act*.

Planning authorities shall protect *employment areas* that are located in proximity to *major goods movement facilities and corridors*, including facilities and corridors identified in provincial transportation plans, for the *employment area* uses that require those locations (2.8.2.2).

Recommended approach

In accordance with PPS, 2024, some types of jobs may be located within *employment areas* while others may not. The types of jobs that may be located in *employment areas* include manufacturing, research and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. To accurately calculate municipal land needs, municipalities should determine the number of jobs within and outside *employment areas*.

Municipalities should classify forecast jobs into the following employment land use categories:

- **General Employment (GE):** Jobs primarily serving the needs of the local and regional population that are within the *settlement area* but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from

home employment. Jobs typically located in standalone office buildings. Some smaller or rural municipalities may not have many of these types of jobs.

- **Employment Land Employment (ELE):** Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g., manufacturing & warehousing jobs)
- **Rural Employment:** Resource and agriculture-based jobs (e.g., mining, forestry, feed / fertilizer facilities) that are typically located outside of *settlement areas*. Municipalities may consider including an appropriate share of other job categories such as GE jobs located outside of *settlement areas* (e.g., gas and service stations).

Municipalities may consider including fewer or additional land use sub-categories as appropriate, reflecting local conditions and planning objectives.

Small municipalities that do not have detailed data available may use a simplified method to determine the accommodation of GE jobs. Further details are provided in Chapter 5: Land Needs Assessment.

The simplified method enables municipalities to estimate the land need for GE jobs forecasted, based on inputs such as past permits, approvals, official plans and known employment trends in the municipality.

Considerations

Municipalities are recommended to use the National Occupation Classification (NOC) data provided by Statistics Canada, as a special request for details that would be useful for municipalities beyond the broad classifications publicly available, to inform the classification of jobs by land use category, as it provides for a standardization in the identification and categorization of jobs, which is based on the training, education, experience, and responsibilities that they entail.

Jobs can further be classified through supplemental data such as employment surveys, development applications received / approved or an economic development strategy (if applicable).

However, municipalities do have the flexibility to adjust their job structures and the provision of jobs within each land use category based on local conditions including market disruptions, changes in economic activity, changes in *infrastructure* and capital investments etc., which in turn impacts the total percentage share of employment in each land use category and the resultant number of jobs per land use category.

The mix could be assumed to remain constant, or municipalities may anticipate that its job structure would change, over the planning horizon. Municipalities could adjust the current job category structure accordingly. These adjustments provide municipalities flexibility to adapt to local employment circumstances and recognize varying local contexts.

In some situations, industrial lands need to be redesignated to accommodate food or agricultural processing to support employment within the agri-food sector, whereas agricultural production and some direct processing likely occurs in *prime agricultural area* and/or rural lands. Growth in this type of employment may or may not trigger a need for additional employment lands but this potential scenario should be taken into consideration when categorizing forecasted jobs.

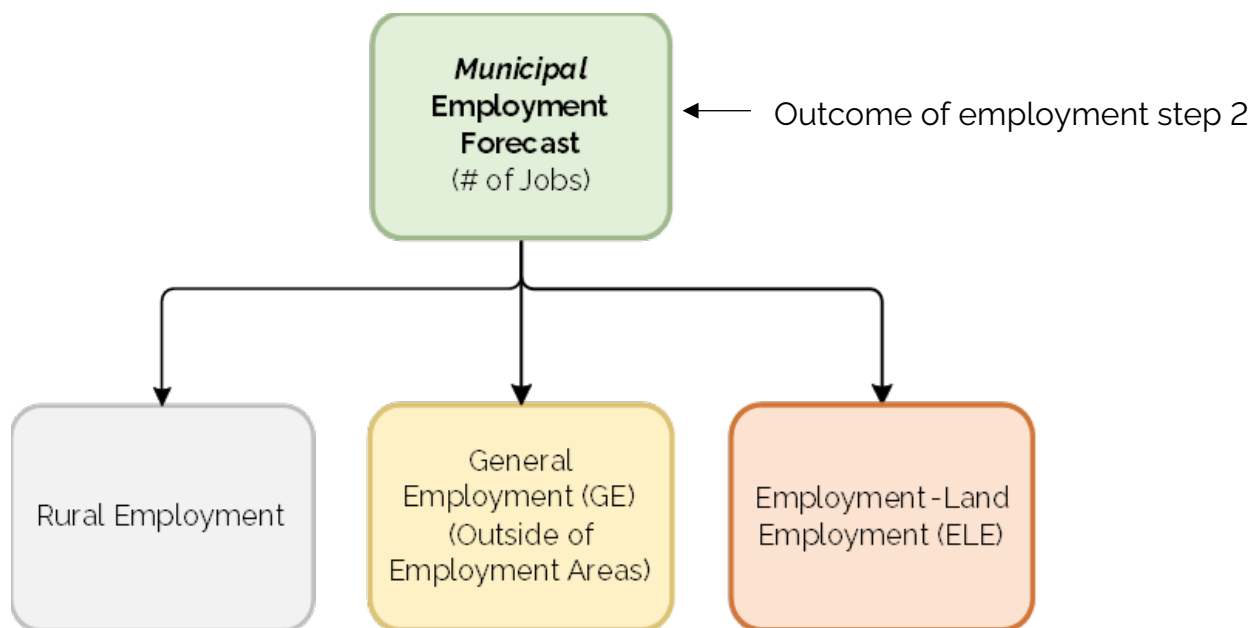


Figure 10: Diagram of employment step 3 – employment categorization by land use

Outcome

The outcome is the categorization of the jobs forecasted for the municipality by different types of employment uses. The results are an input to determining the ability of municipalities to accommodate jobs through *intensification* in employment step 4.

Employment step 4: planning for employment intensification

Purpose

The purpose is to determine the number of jobs that can be accommodated through *intensification* and through new development which would impact land needs.

Policy basis

Planning authorities should support the achievement of complete communities by accommodating an appropriate range and mix of land uses, *housing options*, transportation options with *multimodal* access, employment, *public service facilities* and other institutional uses, recreation, parks and open space, and other uses to meet long-term needs (policy 2.1.6a).

Planning authorities are encouraged to establish density targets for *designated growth areas*, based on local conditions. *Large and fast-growing municipalities* are encouraged to plan for a target of 50 residents and jobs per gross hectare in *designated growth areas* (policy 2.3.1.5).

Major office and major institutional development should be directed to *major transit station areas* or other *strategic growth areas* where *frequent transit* service is available (policy 2.8.1.4).

Planning authorities shall plan for, protect and preserve *employment areas* for current and future uses, and ensure that the necessary *infrastructure* is provided to support current and projected needs (policy 2.8.2.1).

Recommended approach

Once the employment forecast is grouped into land use categories, municipalities should determine the number or share of GE jobs and ELE jobs that may be planned to be accommodated within the existing built-up area through *intensification*.

Municipalities would consider recent building permit data and development applications to assist with understanding market absorption and *intensification* potential. Determining the number or share of jobs that go into built-up areas or *designated growth areas* would be based on the existing employment patterns, size, and community characteristics. Municipalities may consider policy-based *intensification* potential encouraging the *redevelopment* of underutilized land and planning for higher densities (e.g., within *major transit station areas*). *Intensification* of ELE jobs refer to jobs that may be accommodated

within existing *employment areas* and would be generally less responsive to policy initiatives in favour of market demand and industry needs.

In turn, this provides supporting data needed to assess land needs and estimate the number of jobs to be accommodated within *designated growth areas*, or as part of a *settlement area* boundary expansion, including new *employment areas* for ELE jobs. This step also helps municipalities satisfy PPS, 2024 requirements as municipalities are required to establish minimum *intensification* targets per policy 2.3.1.4.

Considerations

If a municipality does not currently have or anticipate having significant office development in the future, the office employment category can be omitted, and any non-ELE jobs can be reflected as part of the GE category.

Generally, in larger municipalities, a significant amount of GE jobs would be directed to built-up areas. This is due to factors such as *intensification*, and development within *strategic growth areas*, *major transit station areas* and others, such as mixed-use areas where *frequent transit* is available.

Municipalities with major office development and major institutional development may consider subdividing the GE category to assist in planning, such as within *strategic growth areas*.

Municipalities have the flexibility to remove consideration of work-from-home from the GE category and create a separate category to account for remote and hybrid work options.

Municipalities can also create additional categories to forecast by type of employment in each land use area.

Municipalities should consider underutilized *employment areas* (i.e., vacant or under used) to accommodate growth, as these areas could result in unaccommodated jobs that need to be addressed. Furthermore, the new definition of *employment area* results in more jobs to be accommodated by *intensification*, for areas such as underdeveloped strip malls etc.

In some situations, warehousing and logistics uses located within *employment areas* may not have a significant number of jobs or may be heavily automated. However, due to the nature of their function, these uses have sensitive / intensive land uses and cannot be intensified. Municipalities should take this into consideration when determining additional employment land needs.

This work would be coordinated with the housing forecast and its calculation for intensification in the next chapter, especially with respect to ‘work-from-home’ employment. Not all ‘work-from-home’ employment is fully remote and as a result cannot be excluded from calculations to determine adequate land supply for a mix of uses.

Outcome

The outcome is the number of GE and ELE jobs that would be anticipated to be accommodated outside of the built-up area and existing *employment areas*. In turn, this will assist in determining land needs.

Where appropriate, industrial, manufacturing, and small-scale warehousing are encouraged to locate in *strategic growth areas* and other mixed-use areas where *frequent transit* service is available, outside of *employment areas*. As such, functionally, these jobs may be treated as GE jobs as they do not impact *employment area* land needs.

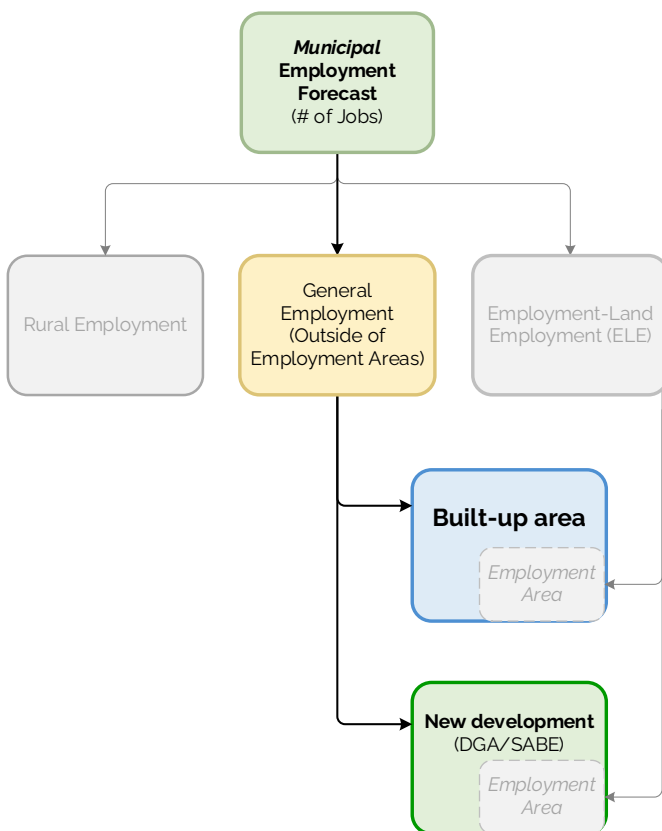


Figure 11: Diagram illustrating jobs in the Employment Land Employment category feeding into the employment area land use.

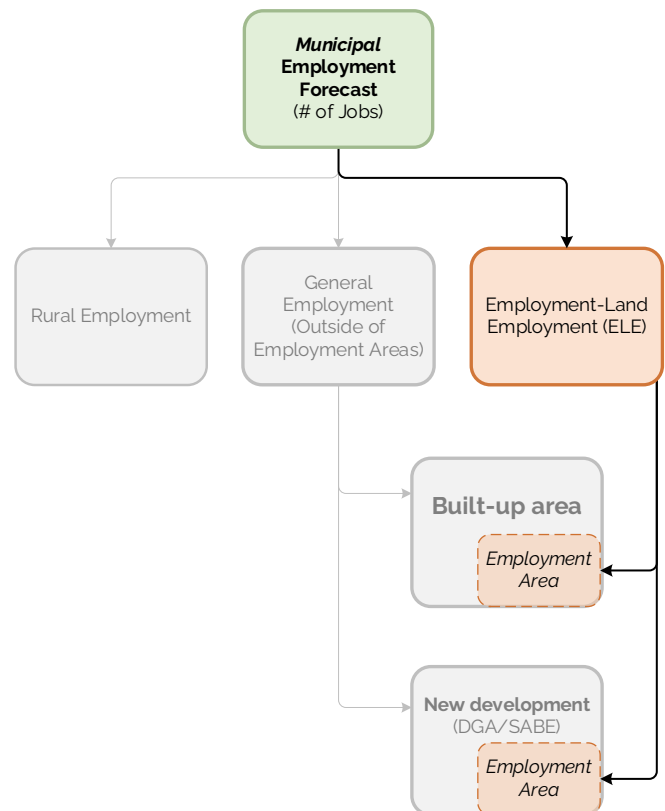


Figure 12: Diagram illustrating jobs in the General Employment category feeding into both built-up areas and new development.

Chapter 5: Land Needs Assessment

Overview

Chapter 5 guides municipalities in determining the amount of land required to accommodate an appropriate range and mix of land uses to meet a municipality's projected needs over a 20 to 30-year planning horizon.

Three methods are provided to identify the quantity of land needed for housing and jobs, while considering *employment area* land needs separately from GE and rural employment land needs. Each method is based on PPS, 2024 policy direction and considers available data and local conditions.

Purpose

The purpose is to determine if land is required to accommodate the forecasted needs identified in Chapters 3 and 4 and, if so, calculate the amount of land needed.

Policy basis

At the time of creating a new official plan and each official plan update, sufficient land shall be made available to accommodate an appropriate range and mix of land uses to meet projected needs for a time horizon of at least 20 years, but not more than 30 years, informed by provincial guidance. Planning for *infrastructure, public service facilities, strategic growth areas* and *employment areas* may extend beyond this time horizon (policy 2.1.3).

The intention of the guidance is to assist municipalities develop population and employment forecasts and identify the overall quantity of land needed by the municipality to the planning horizon. The location of new settlement areas, location of expansions to settlement areas, location of employment areas, or the suitability of whether an area of land should be included or removed from an employment area are therefore not in scope to be addressed in the guidance. However, the outcome of quantifying land needs would be a supporting resource for municipalities in implementing these other aspects of the PPS, 2024.

Recommended approach

It is recommended that municipalities quantify municipal land needs based on municipal forecasted population and employment, using one of (or combination of) the following three methods:

method 1: People and jobs per hectare

method 2: Multiple densities

method 3: A simplified method, using Method 1 or 2 for housing land need plus an estimate (i.e., a percentage) for employment land need (i.e., GE and ELE jobs)

methods 1 and 2 are appropriate for most municipalities. Where the data is available for some of the forecasts (i.e., housing and/or employment), it is recommended that the municipality uses the most elaborate method to develop a land needs assessment for those forecasts.

Municipalities are encouraged to use both methods 1 and method 2 and compare their results. The comparison assists in ensuring land need is neither under or over estimated. Following this exercise, municipalities should provide a rationale for their chosen method, and the resulting land need.

Method 3 is only recommended for cases where a municipality does not have sufficient data or lacks the means/capacity to obtain the data necessary for applying one or both of the methods. In general, the simplified approach is only appropriate for a largely rural municipality with a very small population.

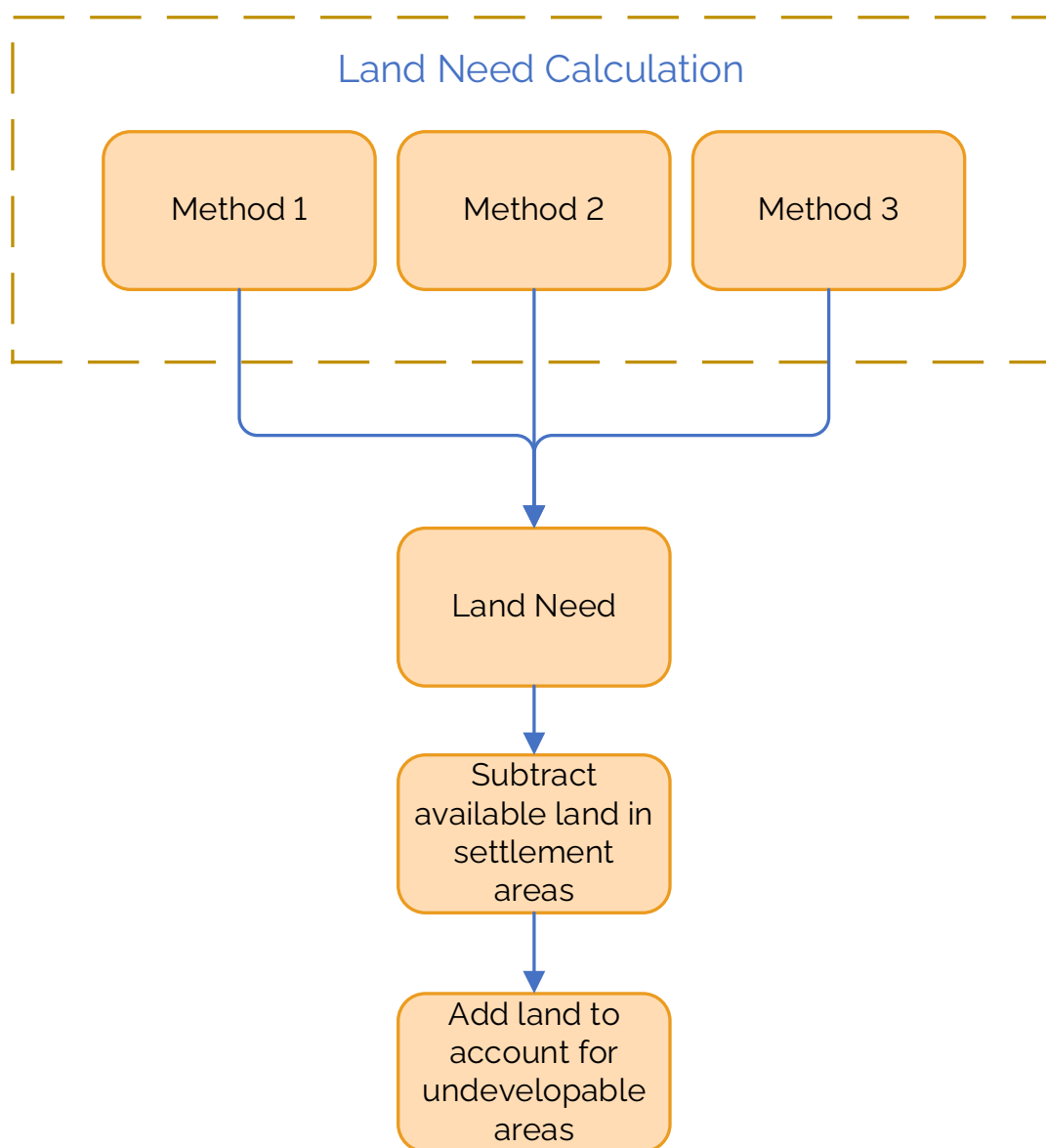


Figure 13: Calculation steps for adjusting land need outcomes. These steps are performed after land need is calculated, regardless of method used.

It is recommended that municipalities choose the method or methods that is most suitable for them, considering available data and local conditions. It is also possible to mix and match components of the methods depending on available data and land use planning approaches to density.

A common aspect to each method is that municipalities would consider land adjustments, (both upward and downward) to account for land designated and available for development, the impact of Minister's zoning orders (MZOs) issued or other provincial priorities affecting the use of land since the official plan or official plan update came into effect, and compensation steps (i.e., considering the impact of employment land removals):

- Subtract developable and vacant land

This is to account for land that is already available to accommodate development within the *settlement area* and *employment area* to prioritize existing land, ensure its efficient use and support the orderly progression of growth.

- Add to compensate for undevelopable lands or anticipated lags in land development (if needed)

There may be lands within *settlement areas* that are not able or anticipated to be developed by the horizon for a range of policy reasons or market conditions. Municipalities should compensate for these lands to ensure there is sufficient land to the horizon.

An integral aspect in each method is coordination between lower-tier municipalities, and coordination between lower-tier municipalities and upper-tier municipalities with planning responsibilities.

Method 1: people and jobs per hectare

Municipalities would add up the number of residents in estimated housing units (i.e., number of people) and the number of jobs outside of *employment areas* (i.e., number of GE jobs).

The number of people is obtained from the housing forecast is then converted from housing units to people by undertaking an analysis of persons-per-unit (PPU) according to unit type.

The number of jobs is obtained from the employment land needs. For the purpose of the mixed-use portion of *settlement areas*, the basis for the assessment is the GE jobs after subtracting existing jobs and *intensification*.

The combined total of residents and jobs would be divided by the planned density target set by the municipality. The outcome of dividing residents and jobs by the planned density

targets is the municipality's developable land needs in net hectares. Municipalities will then determine an adjusted land needs in gross hectares.

Municipalities may rely on census data for information on unit size by housing type to assist in determining an appropriate PPU by housing type. The level of detail for the analysis should be commensurate with the size of the municipality, the amount and type of housing demand and the available data. Statistics Canada provides data at the census tract level to inform a detailed analysis. However, municipalities may use aggregated data at the CSD level.

For *employment areas*, municipalities would follow a similar approach using ELE, and then apply the density target (i.e., jobs per hectare).

Municipalities would be recommended to use a gross density target. PPS, 2024 policy 2.3.1.5 encourages all municipalities, to establish density targets, and explicitly encourages *large and fast-growing* municipalities to plan using a specified gross density target.

The intent is that the results reflect all the land needed to accommodate the forecasted need before any adjustments are applied. The resulting land needs is the total quantity of land required for housing and employment.

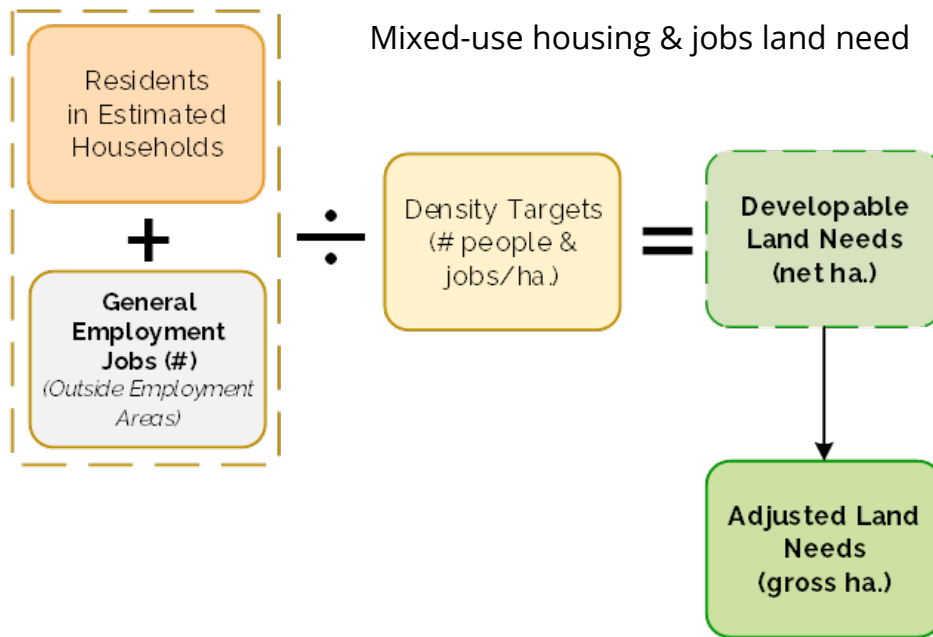
Method 1:

Figure 14: Method 1 steps for calculating housing and jobs land needs using people & jobs per hectare.

Employment area land need

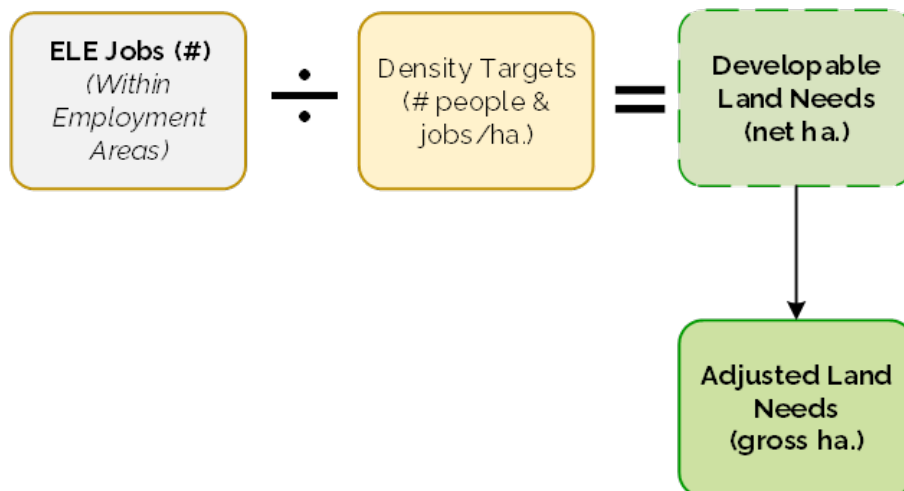


Figure 15: Method 1 steps for calculating *Employment Area* land needs using people & jobs per hectare.

Method 2: multiple densities

Method 2 is the most detailed of the three methods because it applies a specific density to each type of development (i.e., each type of housing unit and each type of job). By using specific densities, municipalities would achieve the most accurate land assessment with the intention that this would lead to the most efficient use of land that best reflects community needs.

Method 2 supports the PPS, 2024 policy encouragement for mixed-use development and a range and mix of *housing options* to the extent that data is available to the municipality.

The amount of land is calculated by multiplying each type of development by its relevant density factor, given the extent of available data.

For housing, different housing typologies should be accounted for. The housing needs by type (e.g., low-density, medium-density and high-density) that remain to be accommodated after housing step 3 should be taken into account, each according to their specific net density assumptions. Municipalities should consider densities of different typologies by using standard industry and land use planning practices, i.e., the floor space index (FSI) or unit per hectare.

For employment, municipalities may rely on standard industry and land use planning practices to identify the floor space per worker (FSW) ratio for different job types.

Specifically, method 2 uses a FSW ratio to calculate GE jobs and *employment area* land needs. The land for GE jobs is combined with the housing land needs to determine the overall land needs for both housing and jobs, separate from *employment areas*.

Since both housing and employment assessments are 'net', narrowly accounting for only the land required for the specific typology, municipalities should adjust the results upward to account for gross land needs required to accommodate development, including roads, parks, stormwater management and other components not accounted for. The adjustments would be expected to vary by typology and need, according to community needs. Municipalities could base the adjustment on local data, including recent development proposals and approvals, building permit applications, price, rent, and vacancy dynamics across building types, and land use planning requirements. Municipalities are encouraged to engage the public and stakeholders early in local efforts to inform any adjustments, as a component of implementing the PPS, 2024. Municipalities should document the adjustments made to determine the gross land needs.

The resulting land needs is the total quantity of land required for housing and employment.

Method 2:

Mixed-use housing & jobs land need

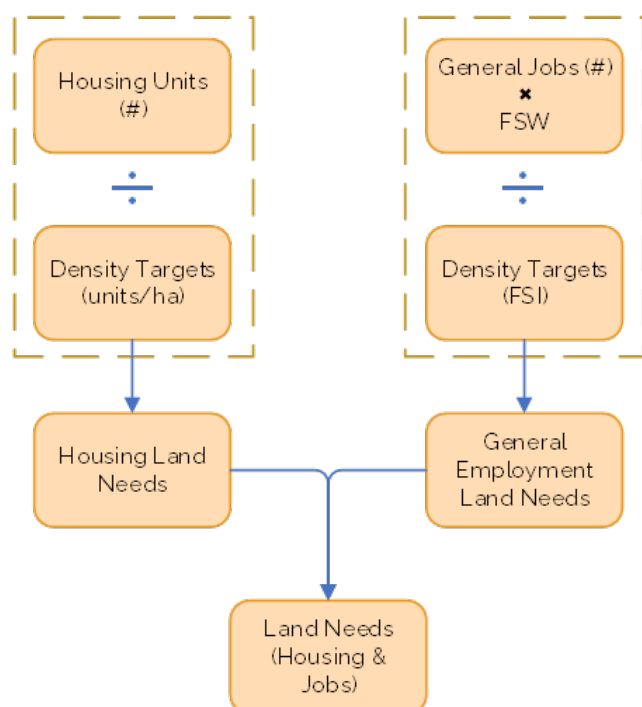


Figure 16: Method 2 steps for calculating land needs for housing and jobs.

Employment area land need

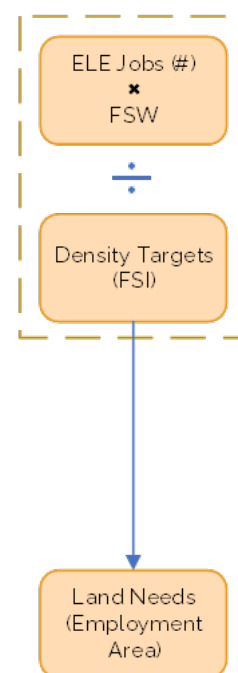


Figure 17: Method 2 steps for calculating *employment area* land.

Method 3: simplified

Method 3 is a simplified method, which provides steps to determining land needs when a municipality does not have detailed data available.

For housing and GE jobs, municipalities could determine their housing land needs and then add an estimated factor (i.e., percentage) to accommodate jobs. Municipalities may use method 1 (i.e., applying people per gross hectare density) or method 2 (i.e., applying housing units per net hectare density) to determine their housing land needs.

Once a municipality determines the housing land needs, the simplified method enables municipalities to estimate the land needs for non-*employment area* jobs forecasted, which is based on factors such as the existing built form, building permit approvals, current zoning, official plan designations and historic development and growth patterns. Estimates can also be forward looking, if for example there is knowledge of a major employment change coming to a municipality.

For *employment areas*, municipalities would develop an estimate of *employment area* density to apply to their forecasted ELE jobs. The estimate would be based on available data and past development.

Considerations for using method 3

Smaller and more rural municipalities would be advised to use this method, where there are resources and capacity constraints in undertaking the work required for methods 1 or 2. For example, small, rural, or northern municipalities may not have sufficient data to assess land needs for each type of housing and employment development.

Municipalities may opt to use this simplified method based on population size, lack of data necessary for utilizing the land-based method involving FSW, availability of data on previous employment growth (within and outside of *employment areas*), or other considerations.

Method 3 is based on estimations, with housing and job land needs deriving from available housing density data, and *employment area* land needs deriving from employment estimates and local job typologies. As an approach based on estimations, the results from method 3 may cause an over- or under-projection of land needs. However, the scope would be relatively minimal.

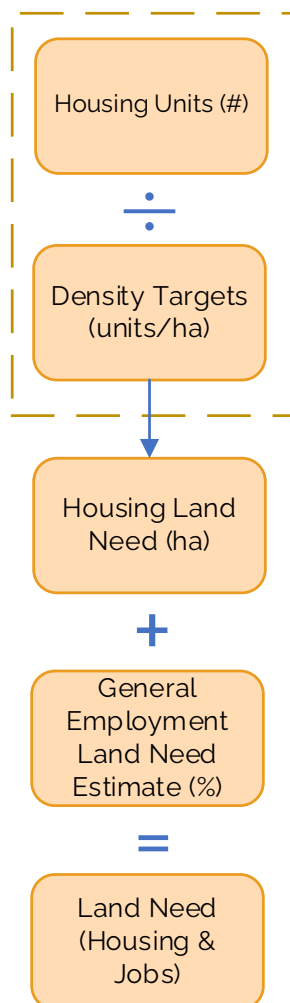
Method 3:**Mixed-use housing
& jobs land need**

Figure 18: Method 3 steps for calculating land need for housing and jobs.

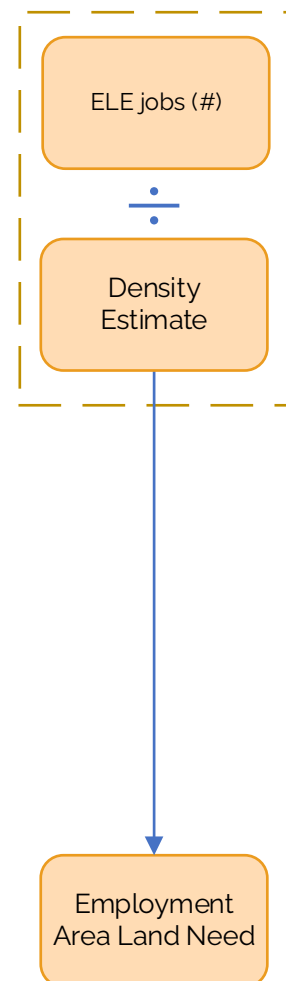
**Employment area
land need**

Figure 19: Method 3 steps for calculating *employment area* land need.

Comparing the land needs assessment methods

A table comparing the three methods, their benefits and considerations for municipalities when selecting their approach to their land needs assessment, can be found below.

Methods provided in guidance	Benefits
Method 1: Using a people and jobs per hectare density factor. <ul style="list-style-type: none"> • People – converted back from number of housing units forecasted. • Jobs – from employment land needs. 	<ul style="list-style-type: none"> • Measuring the number of people rather than housing units allows municipalities to more accurately gauge density (e.g., identifying service levels needed).
Method 2: multiple densities calculation using FSW data for jobs and a Floor Space Index (FSI) density factor. <ul style="list-style-type: none"> • Housing units from forecasting. • Employment space in square metres calculated from FSW. 	<ul style="list-style-type: none"> • Using surface area instead of number of jobs as a unit of measurement for employment accounts for variations in land needs for different types of jobs. • Allows for calculation of land needs that are reflective of needs for specific housing and jobs by type.
Method 3: simplified method, using method 1 or 2 for housing land needs + estimate (percentage) for employment land needs. <ul style="list-style-type: none"> • Results from housing forecasts or people converted from number of housing units forecasted. • Estimate for employment land needs. 	<ul style="list-style-type: none"> • This simplified version may be used by municipalities that lack sufficient data to calculate specific employment outside of <i>employment areas</i>.

Figure 20: Chart illustrating a comparison of the three land needs methods

Considerations

- inter-municipal collaboration is encouraged through all stages of the forecasting process
- method 2 provides a more accurate assessment of land needs that reflects built form and end-user needs. In the case of neighbouring jurisdictions using different methods, the result calculated by the municipality using method 2 would take precedence; and
- municipalities without readily available data for calculating their own FSW ratios may consider using FSW ratios from a neighbouring municipality that has this data available

Outcome

Using any of the above methods would provide municipalities with the information needed to assist in future planning to ensure sufficient land is available to achieve market balance and to support PPS, 2024 implementation.

Where there is an identified need for land beyond what is available within *settlement areas* (land for mixed-use housing and jobs and *employment areas*) municipalities would ensure that the appropriated policies of the PPS, 2024 are applied. Municipalities may also consider the removal of land from *employment areas*.

Chapter 6: Implementation

The purpose of Chapter 6 is to recommend to municipalities general best practices for the implementation of the guidance. The chapter outlines the significance of collaboration between municipalities and documentation of land needs assessment processes. Finally, chapter 6 identifies uses for the municipal land needs assessment results as part of PPS, 2024 implementation.

Intermunicipal coordination

Collaboration between municipalities would be essential for achieving the outcomes of all steps of the forecasting and land needs assessment process and is encouraged as a cornerstone of the methodologies in the guidance for supporting the implementation of PPS, 2024 policies. Coordination between municipalities is recommended to ensure the distribution of projections for each municipality considers the future housing, population, *infrastructure*, and other land use needs within the whole CD. In addition, each municipality could test its calculations compared with the projections for the CD.

Policy basis

A coordinated, integrated, and comprehensive approach should be used when dealing with planning matters within municipalities, across lower, single and/or upper-tier municipal boundaries, and with other orders of government, agencies, boards, and Service Managers including:

- a) managing and/or promoting growth and development that is integrated with planning for *infrastructure* and *public service facilities*, including schools and associated childcare facilities;
- b) economic development strategies;
- c) managing natural heritage, water, agricultural, mineral, and cultural heritage and archaeological resources;
- d) infrastructure, multimodal transportation systems, public service facilities and waste management systems;
- e) ecosystem, shoreline, watershed, and Great Lakes related issues;
- f) natural and human-made hazards;

- g) population, housing and employment projections, based on *regional market areas*, as appropriate; and
- h) addressing housing needs in accordance with provincial housing policies and plans, including those that address homelessness (policy 6.2.1).

Municipalities, the Province, and other appropriate stakeholders are encouraged to undertake a coordinated approach to planning for large areas with high concentrations of employment uses that cross municipal boundaries (policy 6.2.8).

Where planning is conducted by an upper-tier municipality, the upper-tier municipality in consultation with lower-tier municipalities shall:

- a) identify and allocate population, housing and employment projections for lower-tier municipalities;
- b) identify areas where growth and development will be focused, including strategic growth areas, and establish any applicable minimum density targets;
- c) identify minimum density targets for growth and development taking place in new or expanded settlement areas, where applicable; and
- d) provide policy direction for the lower-tier municipalities on matters that cross municipal boundaries (policy 6.2.9)

Where there is no upper-tier municipality or where planning is not conducted by an upper-tier municipality, planning authorities shall ensure that policy 6.2.9 is addressed as part of the planning process, and should coordinate these matters with adjacent planning authorities (policy 6.2.10).

Documentation

Municipalities should document their forecasting and land needs assessment work through a detailed written report that substantiates the specific quantitative values reported.

In addition, if a municipality decides to use an alternative approach (or approaches) for the forecasts and land needs assessment than what is outlined in this guidance, they are expected to document that information. Municipal staff will need to document the approach (or approaches) used, the base data, the adjustments made and provide the rationale and methodology (or methodologies) behind the calculations.

Municipalities should share with the appropriate approval authority all documentation regarding the forecasting and land needs assessment to demonstrate how they have satisfied the PPS, 2024 requirements.

Using the municipal land need assessment results

Municipalities should use the results of their land needs assessment process to ensure satisfying PPS, 2024 requirements.

The result of the land needs assessment is a total quantum of land needed at the municipal level. This provides a critical input to the official plan or official plan amendment process through which the appropriate locations of any proposed *settlement area* boundary expansions, the removal of *employment area* land for non-employment uses, and the planning of development in *designated growth areas* will ultimately be determined. These decisions will be updated by municipalities through official plan or official plan amendment process, subject to statutory approval.

Glossary

Base year: Base year is the present-day population, or the latest available population. It may be obtained from Statistics Canada and is available at the CSD (municipal) level.

Census Division: A census division (CD) is a geographic term used by Statistics Canada for statistical reporting. It falls between the province/territory level and the municipality (i.e., census subdivision). It refers to a group of neighbouring municipalities joined together for the purposes of regional planning and managing common services (such as police or ambulance services). These groupings are established under laws in effect in certain provinces of Canada. Census division is the general term for provincially legislated areas (such as county, and regional district) or their equivalents. Census divisions are intermediate geographic areas between the province/territory level and the municipality (census subdivision).

Census Subdivision: A census subdivision (CSD) is a geographic term used by Statistics Canada for statistical reporting. It is general term for municipalities (as determined by provincial/territorial legislation). This includes cities, towns, townships, and other types of incorporated municipalities. This also includes areas treated as municipal equivalents for statistical purposes, such as Indian reserves, Indian settlements, and unorganized territories.

Cohort survival model: A method to track births, deaths, and migration patterns over time to forecast the future population. Though tracking cohorts, this method provides information about how populations change over time, which can be used to plan service delivery and resource allocation.

Complete communities: means places such as mixed-use neighbourhoods or other areas within cities, towns, and *settlement areas* that offer and support opportunities for equitable access to many necessities for daily living for people of all ages and abilities, including an appropriate mix of jobs, a full range of housing, transportation options, *public service facilities*, local stores, and services. *Complete communities* are inclusive and may take different shapes and forms appropriate to their contexts to meet the diverse needs of their populations (PPS, 2024).

Employment areas: means those areas designated in an official plan for clusters of business and economic activities including manufacturing, research, and development in connection with manufacturing, warehousing, goods movement, associated retail and office, and ancillary facilities. An *employment area* also includes areas of land described by subsection 1(1.1) of the *Planning Act*. Uses that are excluded from *employment areas* are institutional and commercial, including retail and office not associated with the primary employment use listed above (PPS, 2024).

Employment Land Employment (ELE): Jobs related to industries and activities that are generally not compatible with sensitive land uses and are primarily located within or adjacent to *employment areas* (e.g. manufacturing & warehousing jobs).

General Employment (GE):

- a) Jobs primarily serving the needs of the local and regional population that are within the settlement area but are primarily outside of *employment areas*. These jobs primarily serve a resident population, including retail, commercial, hospitality, institutional, educational, health care and work from home employment. As institutional uses (e.g., hospitals, health care, education) are excluded from *employment areas* and as a result must be accommodated in the GE category consistent with the new definition of employment in the PPS, 2024.
- b) Jobs typically located in standalone office buildings (e.g., company headquarters or a consulting firm). Some smaller or rural municipalities may not have many of these types of jobs located in standalone office buildings (e.g., a doctor's office within a plaza with retailers and personal care services). This category may vary based on municipal interpretations of *employment areas*.

Headship rates, or household formation rates: the proportion of primary household maintainers (i.e., household heads) in a given population. This information is available through the census household data from Statistics Canada.

Housing options: means a range of housing types such as, but is not limited to: single-detached, semi-detached, rowhouses, townhouses, stacked townhouses, multiplexes, additional residential units, tiny homes, laneway housing, garden suites, rooming houses and multi-residential buildings, including low- and mid-rise apartments. The term can also refer to a variety of housing and tenure arrangements.

Intensification: means the development of a property, site or area at a higher density than currently exists through:

- a) *redevelopment*, including the reuse of *brownfield sites* and underutilized shopping malls and plazas;
- b) the development of vacant and/or underutilized lots within previously developed areas;
- c) infill development; and
- d) the expansion or conversion of existing buildings

(PPS, 2024).

Labour force participation rate: Defined by Statistics Canada as the percentage of the working age population (i.e., age 15 years or older) that are either employed or unemployed. This rate measures the portion of working age population who are employed or actively seeking employment.

Major transit station area: the area including and around any existing or planned *higher order transit* station or stop within a *settlement area*; or the area including and around a major bus depot in an urban core. *Major transit station areas* generally are defined as the area within an approximate 500 to 800-metre radius of a transit station (PPS, 2024).

Municipal activity rate: the total number of jobs located within a municipality divided by its base (present-day) population. The municipal activity rate provides a more comprehensive metric of how employment interacts with the entire population, which is useful for municipal and land use planning. The activity rate captures variations in age structure and demographic differences, supports growth planning (alignment between jobs creation, housing, infrastructure, and services), and reflects local conditions.

Place of Work Status by Occupation: refers to the physical space in which a person works, which along with municipal employment surveys can be used to obtain the municipality's base employment. This data is available from Statistics Canada at the census subdivision level.

Primary household maintainer: defined by Statistics Canada for the purposes of the Census, refers to the first person in the household identified as someone who pays the rent or the mortgage, or the taxes, or the electricity bill, and so on, for the dwelling. In the case of a household where two or more people are listed as household maintainers, the first person listed on the Census form is chosen as the primary household maintainer.

Projection range: refers to applying the two methods for disaggregating the MOF projection. The result of applying the two outcomes serve as forecasting parameters – or projection range – as a basis to form a future population projection at the municipal scale.

Regional market area: refers to an area that has a high degree of social and economic interaction. The upper or single-tier municipality, or planning area, will normally serve as the *regional market area*. However, where a *regional market area* extends significantly beyond these boundaries, then the *regional market area* may be based on the larger market area. Where *regional market areas* are very large and sparsely populated, a smaller area, if defined in an official plan, may be utilized (PPS, 2024).

Rural Employment: Resource and agriculture-based jobs, typically outside of *settlement areas* (includes a share of other job categories).

Settlement areas: means urban areas and rural *settlement areas* within municipalities (such as cities, towns, villages, and hamlets). Ontario's *settlement areas* vary significantly in terms of size, density, population, economic activity, diversity and intensity of land uses, service levels, and types of *infrastructure* available. *Settlement areas* are:

- a) built-up areas where development is concentrated, and which have a mix of land uses; and
- b) lands which have been designated in an official plan for development over the long term.

(PPS, 2024)

Strategic growth areas: means within *settlement areas*, nodes, corridors, and other areas that have been identified by municipalities to be the focus for accommodating *intensification* and higher-density mixed uses in a more *compact built form*. *Strategic growth areas* include *major transit station areas*, existing and emerging downtowns, lands in close proximity to publicly-assisted postsecondary institutions and other areas where growth or development will be focused, that may include infill, *redevelopment* (e.g., underutilized shopping malls and plazas), *brownfield sites*, the expansion or conversion of existing buildings, or greyfields. Lands along major roads, arterials, or other areas with existing or planned *frequent transit* service or *higher order transit* corridors may also be identified as *strategic growth areas* (PPS, 2024).

Suppressed Household Formation: New households that would have been formed but are not due to a lack of attainable options. The persons who would have formed these households include, but are not limited to, many adults living with family members or roommates and individuals wishing to leave unsafe or unstable environments but cannot due to a lack of places to go.

Appendix: List of Data Sources

- Ministry of Finance: [Ontario Population Projections](#)
- Ministry of Finance: [Ontario Population Projections – Data Catalogue](#)
- Statistics Canada - Municipal data on population estimates: [StatsCan CSD Population Estimates](#)
- Statistics Canada - CD data on population estimates: [Statistics Canada CD Population estimates](#)
- [Rural Ontario Institute](#): data source of additional rural demographic data
- [StatsCan data on household size by housing type and community](#)
- [School board enrollment projections](#) may account for school age cohort data
- [Statistics Canada population data by age by CSD](#)

Ministry of Municipal Affairs and Housing

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Disponible en français

August 28, 2025

To our municipal clients:

Re: Summary of Proposed Updates to the Projection Methodology Guideline to Support Implementation of the Provincial Planning Statement, 2024

In the interests of our many municipal clients, we are writing to inform you that the Ontario Ministry of Municipal Affairs and Housing has released a proposed update to the Provincial Projection Methodology Guideline (P.M.G.) to support implementation of the Provincial Policy Statement, 2024 (P.P.S., 2024). This proposed update, hereinafter referred to as the proposed P.M.G., would replace the 1995 Projection Methodology Guideline (1995 P.M.G.), as well as other guidance documents released under the Growth Plan for the Greater Golden Horseshoe (the Growth Plan), to assist in determining population and employment forecasts as well as assessing housing and land needs requirements.

The Province is now seeking feedback on the proposed guideline that would replace and repeal the existing 1995 P.M.G. and other relevant guidance under the former Growth Plan. A key objective of the proposed P.M.G. is to provide a clear set of guidelines that can easily be followed by upper-tier, lower-tier, and single-tier municipalities of varying sizes and conditions. The deadline for written comments is October 11, 2025. Provided below is a brief summary of the proposed P.M.G. and its potential implications on population, housing, and employment growth forecasts and land needs assessments for Ontario municipalities.

1. Background and Overview of Proposed Changes

Consistent with relevant P.P.S., 2024 policies, the proposed P.M.G. is intended to help municipalities develop population and employment forecasts and identify the quantity of land needed by Ontario municipalities over a determined planning horizon of between 20 and 30 years. Policy 2.1.3 of the P.P.S., 2024 specifies that, “planning for infrastructure, public service facilities, strategic growth areas, and employment areas may extend beyond this time horizon.” It is noted that the primary focus of this guidance is on establishing the quantum of land required for settlement areas and employment, rather than identifying the location of new settlement area expansions.

As informed by provincial guidance, planning authorities shall base population and employment forecasts on Ontario population projections published annually by the Ministry of Finance (M.O.F.) and may modify as appropriate (refer to policy 2.1.1 of the P.P.S., 2024). The M.O.F. provides year-over-year population projections utilizing Statistics Canada Census data and other relevant data sources. These projections typically extend over a 25-year period and consider various factors, including all forms



of inward and outward migration patterns (international, interprovincial, and intraprovincial) and trends in fertility and mortality. The M.O.F. notes that these projections do not include explicit economic assumptions or public policy choices and represent the base-case scenario if current trends continue. The M.O.F. prepares three long-term population projection scenarios for the Province of Ontario: a low, reference, and high scenario. The medium scenario is then allocated by Census Division (C.D.).^[1] Notwithstanding P.P.S., 2024, policy 2.1.1, municipalities may continue to forecast growth using population and employment forecasts previously issued by the Province for the purposes of land use planning (P.P.S., 2024, policy 2.1.2). It is noted that the M.O.F. does not prepare employment projections.

As previously mentioned, the M.O.F. population projections are updated annually, including a major update every five years that incorporates the results of the latest Census. The *Planning Act* requires Official Plans to be revised every five years after an amendment is made, or 10 years after a new Official Plan is approved. While population growth trends can vary on an annual basis, the land needs of a community do not generally fluctuate annually, given the long-term nature of land use planning.^[2] Accordingly, municipalities are not required to update their long-range forecasts outside of the statutory *Planning Act* requirements.

The proposed P.M.G. includes the following components, which are briefly discussed below:

- Establishing Municipal Population Projections;
- Developing Housing Needs Forecasts;
- Developing Employment Forecasts;
- Land Needs Assessment; and
- Implementation.

2. Establishing Municipal Population Projections

As previously stated, planning authorities shall base population and employment forecasts on Ontario population projections published annually by the M.O.F. and may modify as appropriate (P.P.S., 2024, policy 2.1.1). As noted on page 12 of the proposed P.M.G., the M.O.F. projections are ultimately based on historical trends and cannot fully account for future events, such as, but not limited to, significant changes to near-term economic or housing market conditions, major business expansions or closures within a region of Ontario, infrastructure constraints and/or the timing of major regional or local improvements/expansions. It is important to acknowledge that the

^[1] A Census Division (C.D.) is a geographic area defined by Statistics Canada that typically represents upper-tier municipalities, including separated municipalities and large urban single-tier municipalities.

^[2] Proposed Updates to the Projection Methodology Guideline. Ontario. p. 4.



proposed methodology provides a guideline only to assist municipalities with the preparation of growth forecasts and urban land need assessments. Accordingly, all municipalities have the flexibility to test and modify their approach and ultimate population, housing, and employment projections based on local considerations and circumstances. This may result in a different and potentially more accurate outcome regarding the total population projections, growth allocations, and urban land needs.

When addressing the M.O.F. population projections, municipalities are required to determine their respective share of projected population by C.D. To address this population allocation process, the proposed P.M.G. offers two methods:

- **Method A:** is based on a municipality's current population share of the C.D. (e.g., 2021 or 2024, based on the most recent Census data or postcensal data); and
- **Method B:** is based on the municipality's share of population growth within the C.D. over a 10-year period (e.g., 2011 to 2021 or 2014 to 2024, based on the most recent Census data or postcensal data). The proposed P.M.G. recommends applying population growth share trends from consecutive five-year periods within the previous 10 years to account for short-term variations in population growth.

We note that these two methods have the potential to generate varying outcomes regarding the percentage share of population growth, particularly in cases where a municipality has experienced notably higher population growth over the past 10 years relative to the average population growth rate for the C.D. Figure 1, below, illustrates these two approaches when applied to the Region of Halton, as an example.

Figure 1
Summary of M.O.F. Halton Region Population Projection by Municipality, 2024 to 2051
Using Proposed P.M.G. Method A and Method B

Method A – Existing Population Share

Municipality	2024 Population Share ^[1]	2024 to 2051 Population Growth Projection	2051 Total Population Projection
City of Burlington	30%	68,500	265,900
Town of Halton Hills	10%	23,600	91,600
Town of Milton	23%	53,000	205,800
Town of Oakville	36%	82,900	321,600
Halton Region	100%	228,000	884,900

^[1] Historical population share derived from Statistics Canada population estimates.

Note: Population includes net Census undercount.

Source: Historical population shares derived from Statistics Canada Table 17-10-0155-01, 2024 to 2051 Halton Region population projections adapted from Ontario Ministry of Finance Population Projection, Summer 2025, and municipal allocations derived by Watson & Associates Economists Ltd.



Method B – 10-Year Trend-Adjusted Population Share

Municipality	2014 to 2019 Population Growth Share	2019 to 2024 Population Growth Share	Population Growth Share - Trend Adjustment	2024 to 2051 Population Growth Projection	2051 Total Population Projection
Calculation Step	A	B	$C = B + (B - A)$		
City of Burlington	13%	9%	4%	9,600	207,000
Town of Halton Hills	6%	6%	5%	12,300	80,300
Town of Milton	44%	42%	41%	93,000	245,800
Town of Oakville	38%	44%	50%	113,100	351,800
Halton Region	100%	100%	100%	228,000	884,900

^[1] Historical population derived from Statistics Canada population estimates.

Note: Population includes net Census undercount.

Source: Historical population shares derived from Statistics Canada, Table 17-10-0155-01, 2024 to 2051 Halton Region population projections adapted from Ontario Ministry of Finance Population Projection, Summer 2025, and municipal allocations derived by Watson & Associates Economists Ltd.

As summarized in Figure 2 below, the two methods generate significantly different outcomes with respect to the share of population growth by local municipality and the total projected population for the C.D. For Halton Region, if each municipality were to use the upper range in assigning their respective population growth allocation, the total 2051 population forecast would be 955,100, which is 70,200 people (8%) above the 2025 M.O.F. population projection for Halton Region by 2051.



Figure 2
Range of M.O.F. Population Projection by Municipality for Halton Region, 2024 to 2051
Using Proposed P.M.G. Method A and B

Municipality	2024 to 2051 Population Growth Range (Method A or B in Brackets)	2051 Total Population			
		Method A	Method B	Percentage Difference Between Method A and B	Choosing Highest Growth Between Methods A and B
City of Burlington	9,600 (B) - 68,500 (A)	265,900	207,000	-22%	265,900
Town of Halton Hills	12,300 (B) - 23,600 (A)	91,600	80,300	-12%	91,600
Town of Milton	53,000 (A) - 93,000 (B)	205,800	245,800	19%	245,800
Town of Oakville	82,900 (A) - 113,100 (B)	321,600	351,800	9%	351,800
Halton Region	157,800 - 298,200 (Mix)	884,900	884,900	0%	955,100
2051 Halton Region total population difference relative to the 2025 M.O.F. projections if choosing the high growth method by municipality.					70,200
2051 Halton Region population percentage difference relative to the 2025 M.O.F. projections if choosing the high growth method by municipality.					8%

Note: Population includes net Census undercount.

Source: 2024 to 2051 Halton Region population projections adapted from Ontario Ministry of Finance Population Projection, Summer 2025, and municipal allocations derived by Watson & Associates Economists Ltd.

It is acknowledged that long-range population forecasting is not precise. Typically, the longer the projection period, the less accurate long-term growth projections become. Given this uncertainty, it is industry practice to often identify a range when preparing long-term growth forecasts or projections. For example, the 2025 M.O.F. projections identify a range of 13% between the medium and high provincial growth scenarios with respect to the difference in the total 2051 population. A similar range is also identified between the medium and low provincial M.O.F. growth scenarios. Based on our experience, the population ranges between the M.O.F. provincial growth scenarios are large, and they should generally represent the upper and lower thresholds regarding the range in population projections at the C.D. level.

It is important to recognize that the guidance provided by the Province in establishing population, housing, and employment projections and allocations represents a first step in establishing a baseline analysis. As previously stated, the M.O.F. projections are ultimately based on historical trends and cannot fully account for future events that would impact the future rate of population growth. Such events can include, but are not limited to, long-term municipal servicing constraints, planned water and wastewater treatment plant expansions, large-scale urban boundary expansions, or significant local/regional economic investment. Accordingly, it is appropriate for municipalities to test the proposed P.M.G. methodology to demonstrate where local circumstances may



result in a different and potentially more accurate outcome regarding the long-term population outlook at the C.D. level, and/or growth allocations by local municipality.

As identified in the proposed P.M.G., lower-tier, single-tier, and/or upper-tier municipalities, as well as other orders of government, agencies, boards, and Service Managers, are encouraged to coordinate with one another when undertaking long-term growth forecasts and land need assessments (refer to section 6, herein, for further discussion on this issue).

3. Developing Housing Needs Forecasts

The proposed P.M.G. recognizes a number of broad factors that influence housing needs, including population growth, economic factors, housing supply and demand, and infrastructure capacity. The proposed P.M.G. provides a comprehensive three-step approach to determining the amount of housing needed for municipalities over the planning horizon based on the amount of population growth projected over the period. This includes identifying the type of housing units needed and the allocation by geographic location to assess housing and residential land needs in accordance with the P.P.S., 2024. Municipalities can also consider housing affordability and market choice provisions in their housing needs assessments, which is considered a positive advancement in promoting a greater supply and diversity of housing options.

Step 1 recommends using the forecast population by age structure and the application of age-specific headship rates (i.e., household formation rates) to determine forecast housing needs. The proposed P.M.G. also suggests considering household suppression to address unmet (latent) housing demand in the current population. This is considered a robust approach to calculating existing and future housing needs. It is important, however, to recognize that headship rates used to calculate future housing needs may vary from those in the latest Census data.

Step 2 recommends that the housing needs generated from Step 1 be adjusted to reflect local housing market factors and conditions that may impact the quantum of housing needs by housing type. The approach is intended to capture both existing and future housing needs, considering market vacancy, market contingency, market choice, and existing housing inventory (including units under construction) in accommodating the housing needs calculated. Furthermore, housing needs are recommended to be assessed by market/affordability, to help inform municipal housing targets. Again, this is considered a comprehensive approach to assessing both existing and future housing needs in a municipality and providing a standardized approach to identifying housing affordability needs. While the approach is intended to be fact-based, certain metrics may be difficult to ground truth (e.g., anticipated housing unit demolitions and conversions and/or housing units generated through additional residential units (A.R.U.s)).



Step 3 requires municipalities to establish and implement minimum intensification and redevelopment targets within their Built-Up Area (B.U.A.), in accordance with the requirements of the P.P.S., 2024. The identified intensification targets are to be established based on a range of supply and demand considerations and are intended to capture opportunities for housing accommodated through a range of supply potential, including A.R.U.s and mixed-use development. This progressive approach will require municipalities to comprehensively assess intensification potential to help inform the intensification targets. The identified intensification targets should then be subtracted from the identified total housing needs established in Step 2, to determine housing needs outside the B.U.A. This is considered a pragmatic and important step to determining urban land needs, including potential urban expansion requirements.

4. Developing Employment Forecasts

Under the proposed P.M.G., municipalities are provided with four steps to prepare employment forecasts in developing their respective Land Needs Assessment (L.N.A.). The process begins with the employment activity rate approach (Step 1), which is calculated by dividing the total population by the total jobs within a municipality. In Step 2, the forecast is adjusted to reflect key considerations, such as remote work, automation, commuting trends, and macroeconomic conditions. The first two steps are generally consistent with standard industry practice.

In Step 3, employment growth is categorized into broad land use types: General Employment, Employment Land Employment, and Rural Employment. The proposed P.M.G. allows flexibility in defining these categories and introduces the term General Employment, referring to jobs located outside Employment Areas but within settlement areas.

In Step 4, municipalities are further guided to allocate employment growth between the B.U.A. and Designated Growth Areas (D.G.A.). This requires greater attention to how General Employment uses are distributed spatially. Most municipalities (except those selecting the simplified L.N.A. method) will need to assess whether their existing designated land supply can adequately accommodate General Employment uses. The outcome of jobs that cannot be accommodated on existing designated lands is then used as an input in the L.N.A.

Based on our review, the following key observations relate to the employment forecasting component of the proposed P.M.G.

Emphasis on Accommodating Employment through Intensification and Assessing Land Capacity

A key focus of the employment forecast is understanding the opportunities to accommodate employment growth through intensification, including opportunities in both the Community Area and the Employment Area. This will require municipalities to



demonstrate how jobs will be accommodated in intensification areas. Often, intensification direction by the Province (e.g., L.N.A. Methodology for the Greater Golden Horseshoe) has focused on intensification based on accommodating housing. Furthermore, the proposed P.M.G. requires municipalities to demonstrate opportunities to accommodate jobs on existing designated lands.

Observations Regarding Recommended Employment Data Sources

It is recommended in the proposed P.M.G. that municipalities should use National Occupational Classification (N.O.C.) data from Statistics Canada to help categorize jobs by land use. Typically, employment forecasts carried out by municipalities are usually informed by the North American Industry Classification System (N.A.I.C.S.) by Statistics Canada. The N.O.C. classifies jobs and occupations based on the type of work performed, regardless of the industry, whereas N.A.I.C.S. classifies jobs by the type of business or economic activity in which they are performed.

The N.O.C. system has advantages and disadvantages when utilized in growth forecasts. In our opinion, a key advantage of using employment classified by N.O.C. lies in the ability to understand employment by specific skills, responsibilities, education, and training. This insight is useful for understanding the quality and type of workforce a municipality needs to attract, especially given the shift toward a knowledge-based economy.

The fundamental limitation of using N.O.C. employment data for land use planning is the inability to directly correlate occupations with the specific land use requirements of an industry. In contrast, N.A.I.C.S. sectors like Manufacturing (N.A.I.C.S. 31-33) and Transportation and Warehousing (N.A.I.C.S. 48-49) are inherently understood as Employment Lands Employment, as most jobs are accommodated in industrial-type buildings. Relying on N.O.C. could lead to an underestimation of Employment Area land demand, as the rise in high-skilled jobs in industrial operations might be mistakenly classified as office uses. Therefore, it is our opinion that municipalities should continue to use N.A.I.C.S. data as the primary source for employment growth forecasts, with N.O.C. data serving as a supplementary tool. N.O.C. data could be a valuable source of information for economic development strategies where municipalities seek to identify and address local workforce gaps.

It should be noted that the proposed P.M.G. allows municipalities to utilize locally prepared employment surveys to supplement the basis of the employment growth forecast.

5. Land Needs Assessment

The proposed P.M.G. offers three distinct methods for conducting a Community Area L.N.A. to determine the land required for housing and jobs. Each approach aligns with the policies in the P.P.S., 2024, and considers local data and conditions. Prior to



identifying land requirements, it is necessary to assess housing need by comparing projected demand with existing supply. Additionally, a review of the capacity on designated land to support General Employment (outside of Employment Areas) must be undertaken for Methods 1 and 2. The three methods presented in the proposed P.M.G. differ primarily in how they translate housing and employment needs into land requirements, particularly for Community Areas (i.e., areas outside of designated Employment Areas) as outlined below.

- **Method 1 (People and Jobs Density Method):** calculates the shortfall of residents and jobs not accommodated on currently designated lands over the planning horizon, then divides this total by a municipality-established density target. Since this method combines population and job shortfalls into a single land needs calculation, it is well-suited for municipalities prioritizing mixed-use development in Community Areas, where land may accommodate multiple uses on a single site and a detailed distinction between residential and General Employment needs is not required.
- **Method 2 (Multiple Densities Method):** calculates net residential and General Employment land needs separately, then adjusts for infrastructure such as roads and parks to determine the gross developable land area. This method is well-suited for municipalities planning for a range of land use designations on D.G.A. lands, including expansion lands, particularly commercial uses, as it provides clear guidance on breaking down designated land requirements for Community Area uses.
- **Method 3 (Simplified Method):** focuses on calculating residential land needs, with less detailed analysis of General Employment requirements. A general upward adjustment is applied to the residential land area to account for employment uses, followed by further adjustments for local infrastructure to determine the gross developable land area. According to the proposed P.M.G., this method is only recommended for small and rural municipalities.

The proposed P.M.G. calls for a range of housing types, but it is unclear about the level of detail needed to translate those housing needs into the net residential land area for the purpose of the L.N.A. More specifically, there is a lack of guidance for situations where a shortfall of low-density housing units coexists with a surplus of medium-density and/or high-density units. It is assumed under Methods 1 and 3 that the housing needs are blended (i.e., low-density, medium-density, or high-density units), where the housing needs are calculated based on a net housing need (i.e., no differences in need by housing type). Method 2 utilizes multiple net residential density assumptions, as directed on page 45 of the document. This approach applies different densities to specific housing needs by housing unit types, such as low-density, medium-density, or high-density housing, but does not explain how mismatches in supply and demand between housing density types are to be addressed when assessing urban land needs.



To calculate the required land for an Employment Area, the proposed P.M.G. outlines three methods. The key difference between these methods is the approach used to determine density. One approach is a simple general density (jobs per hectare) calculation, while another is a more detailed land surface area approach, which uses floor space per worker and floor space index metrics. The latter approach offers a more detailed consideration of non-residential built forms, which can be useful for implementation tools such as zoning.

Below are key highlights from our review of the proposed P.M.G. related to preparing an L.N.A.

An Assessment of General Employment Land Needs is Required for Most Municipalities

Methods 1 and 2 require a detailed assessment of General Employment needs after determining how much of this employment can be accommodated in D.G.A.s and through intensification. In contrast, Method 3, which is a simplified approach, generally involves adding a specific amount of land (based on an additional percentage of land) to the gross developable land area to account for General Employment. The proposed P.M.G. suggests that this simplified method is most suitable for smaller, more rural municipalities with limited resources or capacity to meet the detailed requirements of Methods 1 and 2 in calculating General Employment land requirements. The proposed P.M.G. for Methods 1 and 2 generally applies a more rigorous approach to calculating General Employment land needs compared to previous P.M.G. guidelines.

It is Recommended to Use Two L.N.A. Methods and Provide a Rationale

According to the proposed P.M.G., municipalities are encouraged to use both Methods 1 and 2 and compare the results. This comparative exercise is designed to help municipalities avoid underestimating or overestimating their land needs. Following this exercise, municipalities are required to provide a rationale for their chosen method and the resulting land need.^[1] While the proposed P.M.G. offers flexibility in selecting a method, it also places the onus on municipalities to justify their choice based on local conditions and planning objectives. This may require additional effort to communicate and validate the approach with stakeholders and council.

It is Recommended to Measure the L.N.A. Outcome versus a People and Jobs Density Target

The proposed P.M.G. recommends that municipalities, especially large and fast-growing ones, consider a gross people and jobs density target in the L.N.A. This is in line with

^[1] Proposed Projection Methodology Guideline, p. 40.



policy 2.3.1.5 of the P.P.S., 2024.^[1] Although not explicitly stated, it is assumed that the average density does not include developed D.G.A. lands. It is noted that the L.N.A. methodology supporting the Growth Plan implementation measured average density across all D.G.A. lands, which often required assuming an even higher density on vacant lands to offset lower densities on developed lands.

6. Implementation

Chapter 6 of the proposed P.M.G. emphasizes the need for collaboration between lower-tier, single-tier, or upper-tier municipalities, as well as with other orders of government, agencies, boards, and Service Managers to achieve the outcomes at all steps of the forecasting and L.N.A. process and ultimately implement the relevant P.P.S., 2024 policies.

It is recommended that lower-tier municipalities within two-tier municipal structures, as well as separated single-tier municipalities and Counties within C.D.s, establish a growth management framework that provides coordination between municipalities when establishing long-range population projections and assessing urban land needs. A key objective of this framework should be to provide leadership and direction with respect to inter-jurisdictional coordination and monitoring of long-range growth projections, land use planning, and development phasing with the delivery of public infrastructure and municipal services.

Enhanced growth monitoring systems are recommended to provide a clearer understanding of recent growth trends across a municipality and insights into the potential broad-ranging impacts of urban growth. Ultimately, such tools would generate greater growth management efficiencies within municipalities when responding to changes in real estate market conditions, development pressures, and provincial planning policy direction.

It is noted that some Ontario municipalities have engaged with Watson to establish a comprehensive population, housing, and employment growth management software tool to spatially monitor, test, and report on population, housing, and employment trends at various geographic levels.

^[1] Proposed Projection Methodology Guideline, p. 43.



Watson will provide a submission through the Environmental Registry of Ontario on the proposed P.M.G. We will continue to monitor the progress of this document and inform our clients of any changes. If you have any questions, please do not hesitate to contact us.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Jamie Cook, MCIP, RPP, PLE, Managing Partner

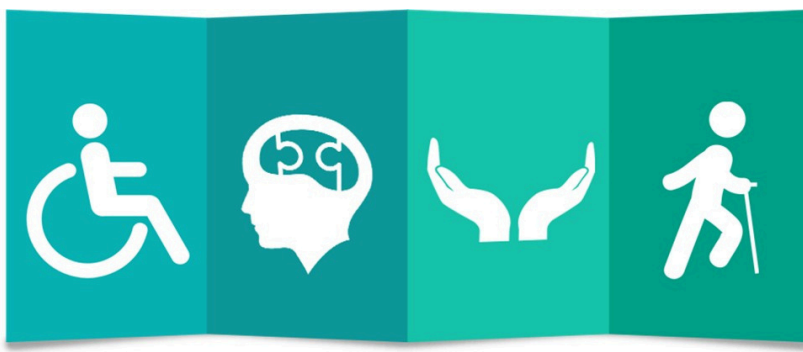
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Free

AccessAbility Open House

Hosted by the St. Thomas Municipal Accessibility Advisory Committee
In partnership with the Elgin County - Central Elgin
Joint Accessibility Advisory Committee

Everyone Welcome!

Date: Friday, September 26, 2025

Time: 3:00 p.m. to 7:00 p.m.

Location: Joe Thornton Community Centre
75 CASO Crossing, St. Thomas, ON

Door Prizes

Exhibits

Vendors



**Event
Details**



2024/25 IMPACT AT A GLANCE

VON's Ontario Student Nutrition Program (OSNP) aims to make sure that no child learns on an empty stomach. Along with our community partners, donors and volunteers, we work to ensure that every student has access to nourishing food at school, without stigma or barriers. Student Nutrition Programs are not just about food, they're about care, community and connection. It's a snack or meal a student can count on, a positive start to the day, a chance to come together and celebrate culture and tradition, or comfort to a child navigating change.

Access the full 2024/25 Impact Report at: <https://osnp.ca/about/impact/>

BUILDING SUPPORTIVE ENVIRONMENTS & ENHANCING STUDENT WELL-BEING

OSNP is proud to contribute to Ontario's broader effort to support student success. By promoting safe, inclusive spaces and using food as a tool for connection, Student Nutrition Programs contribute to improved student health, engagement, and readiness to learn.

STRENGTHENING SCHOOL COMMUNITIES THROUGH CULTURALLY RESPONSIVE FOODS

In 2024-25, OSNP continued to advance equity by integrating culturally diverse, inclusive foods in student nutrition programs. This approach helped foster belonging, celebrate identity, and strengthen the connection between students and their school communities.

CONTINUED COLLABORATION WITH ST. CLAIR COLLEGE

In partnership with St. Clair College in Windsor and supported by an NSERC grant, OSNP tested the feasibility of a school-wide lunch program with integrated food literacy. ECE students helped deliver food literacy lessons, connecting learning with nutrition in a hands-on, meaningful way.

EXPANSION OF THE SCHOOL FOOD DELIVERY PROGRAM

Building on a pilot project in Lambton County, OSNP expanded its school food delivery service to reach more students in rural and underserved communities. This model helps streamline access to fresh, nutritious, affordable food for schools.

PRIORITIZING CANADIAN AND LOCAL ECONOMIES

OSNP continues to invest in Canadian agriculture and trusted local suppliers, ensuring at least 20 per cent of products are sourced from Ontario. This commitment strengthens local food systems while maintaining high quality standards for student snacks and meals.



2024/25 IMPACT REPORT

Victorian Order of Nurses
Ontario Student Nutrition Program



Foreword

Today in Canada, nearly one in four children experience food insecurity. Too many students start their day at school without the nourishment they need to learn, grow and thrive. Food insecurity continues to affect families in every community, and the impact on children is profound, from difficulty concentrating in class to the effects on physical and mental well-being.

There are a number of reasons children may be hungry at school that extend beyond affordability and income inequality; lack of time or getting ready on their own in the morning, long bus rides to school, early morning extracurricular activities, lack of appetite upon rising, or they're growing and just hungry again.

VON's Ontario Student Nutrition Program (OSNP) aims to make sure that no child learns on an empty stomach. Each day, we work to ensure that every student has access to nourishing food at school, without stigma or barriers.

Student Nutrition Programs are not just about food, they're about care, community and connection. It's a snack or meal they can count on, a positive start to the day, a chance to come together and celebrate culture and tradition, or comfort to a child navigating change.

This important work is only possible because of the incredible commitment of our donors, volunteers, school staff and community partners. They are the heart of this program. Their time, generosity and belief in the power of nutrition to fuel learning are what drive our success.

Thanks to our amazing network of supporters and our dedicated team, thousands of children across Southwestern Ontario are ready to learn, connect and grow into their full potential.

Ontario Student Nutrition Program (OSNP) Southwest Region

MISSION

To work with youth, educators, and community to provide universal school food access and promote a school food culture that enhances student wellbeing and success.

VISION

For all students to have access to nourishing food, providing the fuel they need to succeed at school and beyond.



LEAD AGENCY
VICTORIAN ORDER
OF NURSES

- Administers funding to schools for programs
- Delivers fresh and affordable food to programs via the School Food Delivery Program
- Invests in evidence-based research on health and academic outcomes associated with programs
- Provides ongoing support for programs and assist with the start up of new programs



STUDENT NUTRITION ONTARIO

- Supports lead agencies build communities across their networks
- Streamlines the distribution of funding and resources to all parties delivering Student Nutrition Programs on behalf of national and provincial partnerships



**MINISTRY OF CHILDREN,
COMMUNITY & SOCIAL
SERVICES**

- Distributes funding to lead agencies
- Establishes provincial policy standards and guidelines
- Helps build the capacity of lead agencies to support effective program delivery

OSNP's Southwest Region

2024/25 SCHOOL YEAR TOTALS

21,207,672+

Meals/Snacks served in 2024/25

122,937+

Students

465

Programs



GREY-BRUCE

61 Schools

18,086+ Students

3,255,480+ Snacks/meals served

HURON-PERTH

62 Schools

11,176+ Students

1,927,152+ Snacks/meals served

LONDON-MIDDLESEX

91 Schools

23,527+ Students

4,180,032+ Snacks/meals served

OXFORD

39 Schools

13,908+ Students

2,259,432+ Snacks/meals served

SARNIA-LAMBTON

48 Schools

10,108+ Students

1,753,488+ Snacks/meals served

ELGIN

29 Schools

7,634+ Students

1,373,472+ Snacks/meals served

CHATHAM-KENT

41 Schools

10,440+ Students

1,870,560+ Snacks/meals served

WINDSOR-ESSEX

95 Schools

28,058+ Students

4,588,056+ Snacks/meals served

Donor Spotlight



SOLCZ FAMILY FOUNDATION – FUELING STUDENT SUCCESS

OSNP is grateful to the Solcz Family Foundation for their remarkable contribution of \$130,000 to support student nutrition programs across Windsor-Essex. Their generous donation directly supported the expansion of the Ontario Student Nutrition Program's (OSNP) emergency delivery model, a critical initiative at a time when demand for food programs continues to grow due to inflation and increased family budget pressures.

Thanks to their support, OSNP was able to deliver two additional food groups (whole grain and protein) to participating students once per month throughout the 2024-25 school year. These deliveries amounted to over 125,000 emergency units, helping to ensure that students received the nourishment they need to thrive at school.

The Solcz Family Foundations' investment helped strengthen a model that focuses on bulk purchasing and negotiated wholesale pricing, making it possible to provide nutritious, fresh food to students in 43 schools in Windsor-Essex identified with a priority need. Their contribution enabled OSNP to scale a proven system that emphasizes safe procurement, reliable transportation, and sustainable food delivery all while supporting local relationships and improving food access for thousands of students.



By helping bridge the gap between program funding and actual food costs, the Solcz Family Foundation has played an essential role in removing the barrier of hunger at school.

We applaud the Solcz Family Foundation for investing in the health, well-being and success of students across Windsor-Essex.

“One of the most significant benefits we have observed is that fully bellies help students give their full effort. The enhancements provided by the Solcz Family Foundation have ensured that our students have access to nutritious choices, which greatly impacts their concentration, energy levels, engagement and overall academic performance. When students are well-nourished, they are more engaged in their studies and able to participate actively in classroom activities.”

– Principal, Windsor-Essex

Donor Spotlight

STEELWAY BUILDING SYSTEMS

At the heart of every strong community is a shared commitment to supporting its most vulnerable populations. In Elgin County, Steelway Building Systems demonstrated that commitment this year by stepping up in a significant way to support VON's OSNP.

Through their generous contribution, Steelway helped ensure that children in local schools had access to nutritious snacks and meals during the school day – a foundational step in supporting students' health, focus, and overall well-being. Their support played a critical role in offsetting rising food costs and helping schools meet growing demand as more families experience food insecurity due to inflation and economic pressures.

In addition to the company's contribution, Steelway employees also selflessly contribute as donors. Together, they have provided financial assistance, volunteered to serve breakfast and assisted OSNP with



other fundraising campaigns. Steelway's investment has allowed OSNP to continue providing fresh fruits, vegetables, whole grains, and protein items to students across Elgin County. Delivering more than just food, this additional nourishment helped ensure students were ready to participate and learn. For some, it meant not having to worry about trying to concentrate on an empty stomach.

Thanks to community minded donors like Steelway, we can continue to remove barriers and give every student the opportunity to succeed.

Steelway Building Systems has long been a champion for strong foundations, in both the buildings they design and the communities they support. We are proud to spotlight their generosity and thank them for helping us build a healthier, brighter future for children in Elgin County.



Strengthening school communities through culturally responsive foods

Food is a powerful tool for connection. It brings people together, preserves tradition and enhances celebrations and life's milestones. During the 2024-2025 school year, OSNP expanded its efforts to ensure that meals and snacks served in schools reflect the diverse cultures, communities and lived experiences of students. What started as a pilot project in the London community along with 'Growing Chefs! Ontario' has led to the integration of more culturally responsive menu items across the Southwest Region.

From Moroccan stew to plantain crisps, feta, pita and more, schools are beginning to incorporate culturally relevant food into student nutrition programs as a reflection of their school community. These initiatives were guided by feedback from students, families, educators, food leaders and cultural experts.

Beyond cultural representation, OSNP's approach to equity focuses on removing barriers that prevent students from accessing nutritious food with dignity. This includes:

- *Universal access:* Programs are open to all students, reducing stigma and reinforcing that students are hungry for many reasons and everyone is welcome.
- *Creating opportunities for connection:* Culturally responsive food items are often provided in tandem with cultural

"Through our cultural food initiatives and unwavering commitment to inclusion, OSNP is making sure every student feels nourished, body, mind and spirit. Our students really enjoyed the multicultural options provided this year. Some students who don't usually eat much came back every day to have the snacks they recognized from their culture!"
– Program Coordinator, Windsor

celebrations. When students see their own cultural foods reflected in school meals, it fosters a sense of pride, belonging and inclusion. At the same time, it invites others to experience and appreciate different traditions through shared meals, encouraging curiosity and dialogue.

- *Authentic design:* Across the region, OSNP has partnered with newcomer service providers and cultural groups to inform our work.
- *Student voice:* Encouraging student leaders to help shape menus and plan program related activities that reflect the unique makeup of their school communities.

By creating Student Nutrition Programs that are not only nourishing but culturally meaningful, OSNP is contributing to school environments where students feel safe, respected and connected – which research shows leads to better focus, engagement and mental wellbeing.

Building supportive environments & enhancing student well being

OSNP's impact goes far beyond hunger relief. By removing barriers to food access and ensuring all students are included, regardless of background or circumstance, the program is providing meaningful contributions to the Ministry of Education's goals of promoting equity, mental health, and overall student well-being. OSNP is helping create safe, inclusive, and supportive school environments.

- *Positive learning environments:* When students are well-fed, they are better able to focus, self-regulate and participate in learning. Evidence shows that programs contribute positively to classroom behavior, mood and engagement. Student Nutrition Programs become a building block of a more focused and caring classroom culture.
- *Mental health and social-emotional well-being:* Food Insecurity is a growing concern, with many families experiencing rising grocery costs and financial strain. By ensuring students do not go hungry, and by offering food to all students without judgment, schools are helping to reduce stress and stigma. Nutrition programs also create opportunities for social connection and belonging, especially when meals and snacks are shared in a communal setting.

OSNP is proud to be a partner in Ontario's broader effort to support student success. As schools continue to emphasize the importance of wellness and supportive school culture, nutrition programs remain a foundational piece of that puzzle – nourishing bodies, minds and the entire learning environment.



“It not only provides students with the nourishment they need to fuel their learning but also fosters a sense of belonging and care. By ensuring every child has access to healthy food, we are building stronger minds and a brighter future.”

– Teacher, London

“Our volunteer team has witnessed increased engagement in the staff and students re: positive culture surrounding nutrition & healthy eating habits. It has also allowed us to form relationships within the community that help to bridge gaps in nutrition & food security on a greater scale.”

– School Administrator, Oxford County

Feeding futures: OSNP and St. Clair College collaborate to strengthen student nutrition programs

During the 2024-2025 school year, OSNP continued its partnership with St. Clair College's Research and Innovation department on a project funded by the Natural Sciences and Engineering Research Council of Canada (NSERC).

The continuation of the pilot project evaluated the feasibility of a school-wide lunch program that delivers healthy, vendor-prepared meals twice each week to roughly 300 students. The meals were paired with bi-weekly food literacy lessons that teach children how nutrition fuels learning, growth, and their overall well-being.

"A child's relationship to food is more than nourishment – it's an unfolding story of connection, culture, and care," said Dr. Karamjeet K. Dhillon, the Director of Research and Innovation at St. Clair College. "When we attune ourselves to children's voices about food, we begin to understand how their embodied experiences – sourcing ingredients, learning about biodiversity, and engaging in daily food rituals – shape their sense of self and community."

"The NSERC CCSIF Grant School Nutrition Project enables us to assess the feasibility of implementing a comprehensive school-wide lunch program in our local schools," said David Potocek, a Project Research Manager in the Research and Innovation department. "As the needs of our students continue to evolve, it is more important than ever to ensure they have



May 1, 2025. (Rich Garton/St. Clair College)

consistent access to nutritious meals, providing the fuel they need to learn, grow, and thrive."

Students also gave the program rave reviews:

"I like the food program because everybody can get food and there's so many different foods. And there's vegetables in them too, so you can eat healthy still," said one student.

"You can enjoy your meals without having to worry about food," said another student. "The meals helped me focus more because when I'm hungry, I focus more on my stomach and not the learning," another student said.

The project also featured involvement by a St. Clair College Early Childhood Education (ECE) student, who visited the school weekly to deliver the nutrition-based curriculum which complemented the fresh food.

OSNP and St Clair College gleaned important insights into logistics and impacts through this intervention, which will help inform future student nutrition programming.



School Food Delivery Program expands in Lambton County pilot project

This past year, OSNP launched an innovative pilot project in Lambton County aimed at improving the way schools access and manage food for student nutrition programs. The goal was to make it easier to provide nutritious food, reduce administrative and volunteer burden and increase access to fresh, local products.

All participating schools in Lambton County were placed on the School Food Delivery Program, replacing the traditional model where volunteers or staff are required to shop for food and submit regular reporting. With scheduled deliveries of fresh and nourishing food, schools could focus more on feeding students and less on logistics.

By shifting to the coordinated delivery model, the pilot significantly reduced the time and effort required of the school volunteers or staff. This helped address ongoing challenges in volunteer recruitment and burnout – particularly important in rural and under-resourced areas. Volunteers were able to spend their time where it matters most, preparing and serving food and connecting with students.

Standardized deliveries and consistent food quality can also allow for better planning, reduced over-purchasing and less food waste. OSNP was able to gather more consistent data to support future improvements in programming and supply chains.

Initial feedback from schools has been overwhelmingly positive. The pilot's success is being reviewed to inform future planning across the Southwest Region.

"The vendor and our co-ordinators do an excellent job. The processes are extremely efficient. The food delivery program makes my job as Principal and leading the nutrition program very easy to manage."

– Principal, Lambton

"At [our school], the OSNP has made a real difference in small but powerful ways. Every morning students from all backgrounds start their days with healthy snacks that help them focus, learn, and feel cared of. One student once said, "The snacks help me think better in class". It's a small moment but it shows how important this program is. We've seen shy children become more engaged, and friendships grow over shared meals. We're so grateful to the donors whose kindness fills not just stomachs but hearts. In our small school, this kindness reaches every corner."

– Student Nutrition Program Coordinator, Lambton

Prioritizing Canadian & Local Economies

OSNP is proud to support the Canadian economy by sourcing food from a network of trusted Canadian suppliers. By prioritizing relationships with local and national producers, distributors and growers, the program helps sustain Canadian agriculture and food businesses while ensuring students receive high-quality items. These partnerships not only contribute to regional economic stability but also strengthen the local food system and foster community connections. Through these efforts, Student Nutrition Programs demonstrate a strong commitment to investing in Canada's food industry and creating a lasting, positive impact.

OSNP supports students, Canadian farmers and suppliers with a 20% local benchmark

OSNP continues to lead the way in building stronger, healthier, communities. Over the last year, OSNP proudly upheld and often exceeded its 20 percent local procurement benchmark, ensuring that at least one-fifth of all produce purchased for school nutrition programs was grown right here in Ontario.

This commitment isn't just about geography, it's about impact. Choosing Ontario grown produce means fresher, more nutrient – dense fruits and vegetables for students, fewer miles traveled and greater support for the local economy. The closer food is grown to home, the less time it spends in transport and storage, preserving both flavour and vital nutrients.



VON Directors celebrating local food with the National Great Big Crunch

For students, this freshness directly translates into better fuel for learning and development.

From an environmental standpoint, buying local helps reduce the carbon footprint associated with long distance food transport and minimizes the need for excessive packaging or refrigeration. It also supports more resilient food systems by strengthening the connection between local farmers and schools and keeps dollars circulating within Ontario communities.

OSNP's local procurement benchmark aligns directly with the Ministry of Agriculture, Food and Rural Affairs' 'Grow Ontario' Strategy¹, which calls for increasing the consumption of Ontario-produced food and strengthening agri-food supply chains across the province. By embedding this target into program delivery, OSNP is not only nourishing students but also contributing to a broader provincial vision for a more sustainable and food secure Ontario.

Together with farmers, partners and donors, OSNP is helping students succeed while supporting the long-term vitality of Ontario's agricultural sector. Every produce item sourced locally is a small step towards a larger impact, for students families and the future of food programming.

¹<https://www.ontario.ca/page/grow-ontario-provincial-agri-food-strategy>



Harvest of the Month: Partnering with local growers

OSNP's Harvest of the Month series helps to increase the amount of Ontario grown produce that is brought into Student Nutrition Programs. By showcasing local farms and farmers, we hope to shine a spotlight on the bounty of nutritious goods grown by our neighbours and allow students to feel more connected to the food that they eat. When we support local we:

- Fuel our bodies with nutrition;
- Build our communities;
- Reduce greenhouse gases; and
- Put food on our own tables, and also support our local farmers!

We are so fortunate to live in a region that has such an abundance of farm fresh food. In October, OSNP sourced Fuji apples from Sunrise Orchards. Sunrise Orchards is a 200-acre farm located in Arkona, Ontario. Sunrise has been family owned and operated by the Veen Family for close to 60 years.

Located east of London between Dorchester and Thorndale, Derewlany Mini Carrots Ltd is run by Darrin, his wife Marion, and their young son. The Farm has been in his family for four generations. Schools received baby carrots in November.

Testimonial: "Local food is important in so many ways; it is important to know where your food comes from and appreciate the impact that local food has in our own areas. Local food is sustainable and is beneficial to our economy, our health, and our environment." - Darrin Derewlany

Great Lakes Greenhouse (GLG) has been family-owned and operated for over 40 years. Founded in 1983 and located in Leamington, ON, they began with just 2.5 acres of greenhouse space. Over the next 30 years, founder Paul Dyck expanded the operation to an impressive 118 acres. With a focus on innovation, sustainability, and quality, GLG continues to lead the way in greenhouse agriculture. In December OSNP procured cucumbers from Great Lakes.

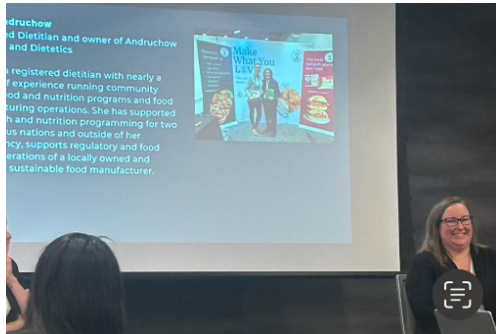
Nature Fresh Farms® is a pioneer in greenhouse-grown produce, committed to nourishing people and the planet through innovation and sustainability. Based in Leamington, Ontario, with facilities across North America, they are not just growers; they are innovators. They build their own greenhouses, meticulously grow their produce and, market produce of their partner growers to deliver fresh, flavourful and high-quality products. In February, Nature Fresh supplied OSNP with English cucumbers

OSNP is a proud supporter of Ontario growers, we look forward to expanding on our Harvest of the Month initiative during the next school year.

"We live in a very agriculturally based community so it is great to be able to teach the students about local connections"

– Principal, Elgin

Sharing our expertise



STUDENT NUTRITION ONTARIO VISION CONFERENCE

October 2024

- Presentation: 'Cultivating Equitable, Inclusive & Diverse School Food Programs'
- Panelist: Interactive Panel discussion



GREATER ESSEX COUNTY DISTRICT SCHOOL BOARD SYSTEM VICE-PRINCIPAL MEETING

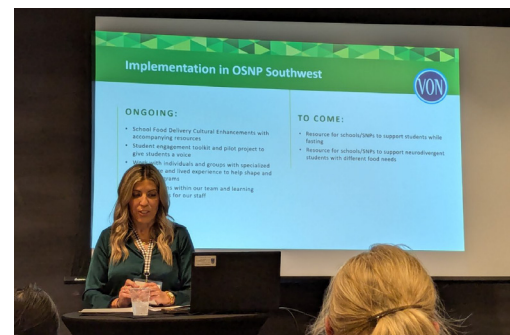
November 2024

Presentation: 'School Food Culture'

OSNP INFORMATION WEBINARS

September 2024 – June 2025

Virtual learning sessions and resources provided to participating schools focusing on MCCSS Nutrition Guidelines and Best Practices pertaining to risk management, waste management, program support, capacity building, student engagement and experiential learning opportunities.



ONTARIO FRUIT AND VEGETABLE GROWERS' ASSOCIATION

March 2025

Presentation: 'Local Food Procurement in Schools'

Help Us Make A Difference!

Your support ensures we can keep up with increased demand. To make a donation or to inquire about individual or corporate volunteering opportunities, please contact us.

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MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law 2025-47

Being a By-Law to appoint members to the various Boards, Committees and Authorities in the Municipality of West Elgin, and Repeal By-law 2024-82.

Whereas the *Municipal Act 2001*, as amended, Section 8 confers broad authority on municipalities thereby allowing them to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues; and

Whereas the Council of the Municipality of West Elgin deems it expedient to appoint persons to provide for and assist in the administration, protection and management of the Municipality; and

Now Therefore Be It Resolved That the Council of The Corporation of the Municipality of West Elgin enacts as follows

1. Application

- 1.1 In the event of conflict with provincial legislation, the provisions of the provincial legislation shall prevail.
- 1.2 This by-law does not apply to a Compliance Audit Committee established by Council under the provisions of the Municipal Elections Act, 1996, as amended.
- 1.3 The Clerk is responsible for establishing and updating from time to time any forms which may be required by this by-law.

2. Definitions

- a) “Ad Hoc Committee” means a Committee established by Council to review a specific matter and once the Committee has reported to Council with respect to its findings and recommendations, the Committee is automatically dissolved;
- b) “CAO” means the Chief Administrative Officer, or his or her designate;
- c) “Clerk” means the Municipal Clerk, or his or her designate;
- d) “Council” means the Council of The Corporation of the Municipality of West Elgin;
- e) “Council Member” means any member of the Council;
- f) “Member” means a person, including a Council Member, appointed to serve on a Board or Committee established under this by-law;

- g) "Procedural By-Law" means the Municipality of West Elgin Procedural By-Law, as amended, and any successor procedural by-law adopted by Council;
- h) "Statutory Board or Committee" means a committee or local board that Council is required by provincial legislative to establish; and
- i) "Standing Committee" means a committee established by Council and consisting solely of Members of Council.

3. Creation and Disposition of Committees

3.1 Ad Hoc Committees

Council may from time to time, by resolution, establish such Ad Hoc Committees as it deems appropriate to provide recommendations to Council on a specific initiative or matter. Ad Hoc Committees shall be discontinued by Council resolution when their mandate has been completed.

3.2 Advisory Committees

Council may from time to time, by resolution, establish such Advisory Committees as it deems appropriate to provide recommendations to Council on a specific matter.

3.3 Local Boards

Council may from time to time, by by-law, establish such Local Boards as it deems appropriate to carry out those functions which Council may lawfully authorize such Local Boards to preform, pursuant to the statue authorizing the creation of the Local Boards.

3.4 Standing Committee

Council may from time to time, by by-law, establish such Standing Committees as it deems appropriate to address matters.

4. Terms of Reference

- 4.1 Whenever possible, the Terms of Reference for a committee shall be established by Council in conjunction with the creation of the Ad Hoc or Advisory Committee. In circumstances where to do so is not possible as a prelude to undertaking any other action, staff may be directed to prepare a proposed Terms of Reference for approval concurrent with the recruitment and first meeting(s) of the Committee.

5. Terms of Office

- 5.1 That appointments shall be for the Term of Council unless otherwise specified.

5.2 Resignation, Withdrawal or Removal from Office

Members may resign from office at any time by submitting a letter of resignation to the Clerk and such resignation shall be effective upon receipt of such letter by the

Clerk. Normally resignations are tabled for the information of Council at a subsequent meeting.

5.3 Continuation Where a Member is Retired

It is intended that all Local Boards and Committees shall have the membership as set forth in the Terms of Reference for that entity. Where a Member resigns or is removed from office, Council shall determine within two (2) months whether to select a new Member or amend the Terms of Reference respecting the membership of that entity.

5.4 Attendance

Members are expected to attend all Meetings. Should an appointee engage in a course of absenteeism, as reflected in the minutes of the Local Boards and Committees, Council may, with or without a recommendation from the Local Boards and Committees, resolve to remove said Member from office.

6. Membership

- 6.1 The Mayor shall be an ex-officio Member of all Committees and Local Boards as may be established from time to time. Ex-officio Member may take part in Committee discussions and may take part in the vote but is not counted in order to form a quorum.
- 6.2 The Members for each Local Board shall be appointed from time to time by by-law or resolution until such time as the by-law is amended.
- 6.3 All vacancies for Local Boards and Committees shall be advertised in the local media and any manner determined by the Clerk.
- 6.4 All applications shall be submitted on a form established by the Clerk. Such applications shall be considered public documents. All applications received shall be kept by the Clerk until the end of the term of the current Council.
- 6.5 The selection of applicants shall be confirmed in an open Council Meeting. Nonetheless, given that aspects of the selection process may touch upon matters of a personal nature, Council may, at its discretion, review applications for office in a Closed Session Meetings prior to confirming appointments at an open Council Meeting.
- 6.6 All Members of Local Boards and Committees must at all times during their term of office be a resident within the municipality, or an owner of land within the municipality, or a tenant for the purposes of business tax as shown on the last revised Assessment Rolls for the municipality.
- 6.7 Upon selection by Council and prior to undertaking any activity associated with the Local Boards and Committees, all appointees shall complete a Committee Declaration of Appointed Office and Authorization Form to Release Personal Information approved by the Clerk. The format of the Committee Declaration of Appointed Office

and Authorization Form to Release Personal Information shall be approved by the Clerk.

7. Administrative Support

- 7.1 The duties of the Secretary to each Committee shall be carried out by Clerk or Alternate. Where the staff person appointed is unavailable, the Committee or Local Board Members shall appoint a person as Secretary for the purposes of that Meeting.
- 7.2 The Secretary shall prepare an Agenda and attachments at the direction of the appropriate Chair and shall make such materials available to all Council Members and Committee Members.
- 7.3 The Secretary shall provide Notice of the Meeting to the public in accordance with the provisions in the current Procedural By-Law or applicable provincial legislation.

8. Open Meetings and Notice of Meetings

- 8.1 All Meetings of Ad Hoc and Advisory Committees and Local Boards shall be open to the public, except as provided for in the *Municipal Act*, and Committee/Board Members shall observe all provisions respecting Closed Session Meetings.

9. Procedures and Rules of Debate

- 9.1 Procedures and rules of debate as set out in the Procedural By-law shall apply in the conduct of all Committee Meetings.
- 9.2 It is intended that the conduct of all Local Board Meetings shall be respectful, and the Meeting shall incorporate all statutory requirements in relation to that Local Board.
- 9.3 The order of business shall include disclosures of pecuniary interest and the general nature thereof.

10. Enactment

- 10.1 That Schedule "A" being a listing of Council appointments, attached hereto, is hereby adopted and forms and integral part of the by-law.
- 10.2 That this By-Law shall take effect and come into force on the third and final reading thereof.
- 10.3 That By-law 2024-82 be hereby repealed.

Read a first, second and third and final time this 11th day of September, 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Schedule “A” to By-Law 2025-47

Name of Committee/Board	Type of Committee	Type of Agreement	Member(s) of Council
Bo Horvat Community Centre Board of Management (Arena)	Council	By-law 2019-63 & Agreement	Councillor Statham Councillor Denning
Committee of Adjustment	Council	By-law 2024-48	All Members of Council
Port Glasgow Yacht Club Board of Management	Council	By-law 94-56, S. 12.1	Mayor Leatham Councillor Denning
Property Standards	Council	By-law 2018-70	All Members of Council
Tri-County Water Board	Council	By-law 2021-62 S. 7. & Agreement	All Member of Council (<i>Mayor Leatham as Alternate only</i>)
Economic Development	Council	Terms of Reference (2024)	Councillor Statham Councillor Sousa
Four Counties Transit	Council	Terms of Reference (Annual Review)	Mayor Leatham Councillor Sousa
Old Town Hall, Ad Hoc	Council	Terms of Reference (2024)	Deputy Mayor Tellier Councillor Statham
West Elgin Recreation	Council	Terms of Reference (2023)	Deputy Mayor Tellier Councillor Denning
Rodney Park Revitalization	External-Community	Res. No. 2023-224	Councillor Statham
Elgin Land Division	External (County)	Elgin County By-law	Dug Aldred
Lower Thames Valley Conservation Authority	External	Appointment Agreement (LTVCA)	Mayor Leatham
Rodney Alborough Agriculture Society (Fair)	External-Community	None	Councillor Sousa
West Lorne Heritage Homes Board of Directors	External	None	Deputy Mayor Tellier



**The Corporation of The Municipality of West Elgin
By-Law No. 2025-48**

**Being a By-Law to Constitute and Appoint a Committee of Adjustment for the Municipality
of West Elgin, and Repeal By-law 2023-01**

Whereas the *Planning Act, R.S.O.1990, c. P. 13., s. 44 (1)* as amended, provides the appointment of a Committee of Adjustment; and

Whereas Section 44 (3) requires that the members of the committee who are not members of a municipal council shall hold office for the term of the council that appointed them and the members of the committee who are members of a municipal council shall be appointed annually; and

Whereas the Council of the Municipality of West Elgin deems it necessary to appoint a Committee of Adjustment;

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

1. The Committee of Adjustment for the Municipality of West Elgin is hereby constituted, and the following persons are hereby appointed as its members for the remainder of the term of January 1, 2023 to December 1, 2023:
 - (a) Mayor Richard Leatham to hold office as Chairperson and a Committee Member
 - (b) Deputy Mayor Taraesa Tellier to hold office as Vice-Chairperson and Committee Member
 - (c) Councillor Bill Denning to hold office as a Committee Member
 - (d) Councillor Michelle Navackas to hold office as a Committee Member
 - (e) Councillor Ryan Statham to hold office as a Committee Member
2. That the Committee of Adjustment for the Municipality of West Elgin hereby appoints the Clerk to hold office as Secretary/Treasurer until the Committee of Adjustment deems fit to change, with the CAO/Treasurer serving as the Assistant Secretary/Treasurer; and further that the Secretary/Treasurer be a non-voting member of the Committee of Adjustment.
3. That this By-law shall come into effect from the date of passage thereof.
4. That By-law 2023-01 be hereby repealed.

Read a first, second and third time and finally passed this 14th day of September, 2023



MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2025-49

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 23168 McDougall Line.

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

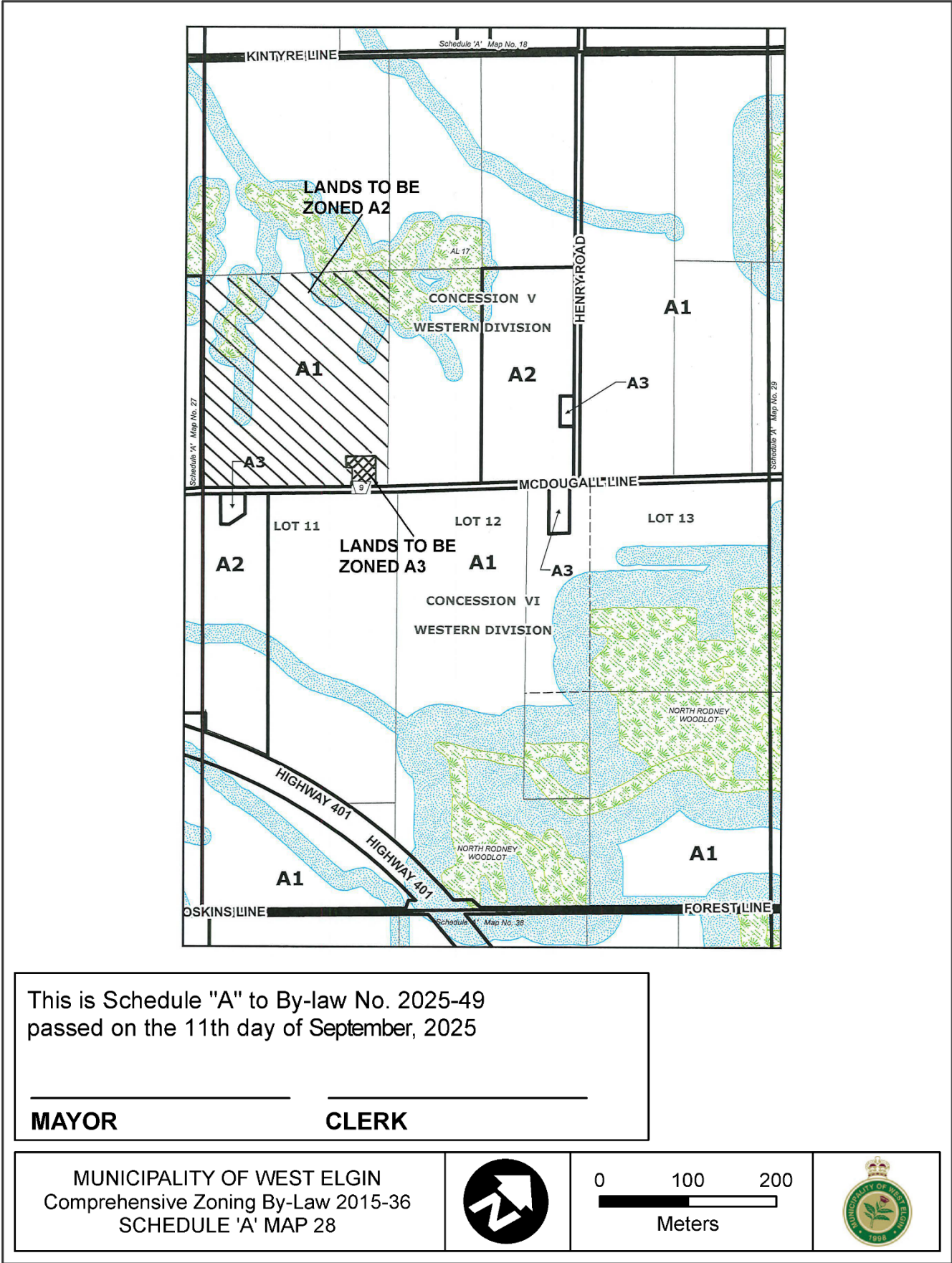
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 28 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Restricted Agricultural, (A3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 11, Concession 5 WD, 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 11th day of September 2025.

Richard Leatham
Mayor

Terri Towstiuć
Clerk





MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2025-50

Being a By-Law to Enter into an Agreement with Intelivote Systems Inc. for Voting by Telephone and Internet for the 2026 Municipal Elections

WHEREAS *the Municipal Elections Act, S.O. 1996*, Subsection 42(1)(b) states that the Council of a local municipality may pass by-laws to authorize electors to use an alternative voting method, such as voting by mail or by telephone, that does not require electors to attend at a voting place in order to vote;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 8 gives the municipality the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this Act;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 9(a, b) states that Sections 8 and 11 shall be interpreted broadly so as to confer broad authority on municipalities to govern their affairs as they consider appropriate and to enhance their ability to respond to municipal issues;

AND WHEREAS *the Municipal Act 2001, S.O. 2001*, Chapter 25, Section 9(2) states that in the event of ambiguity in Sections 8 and 11, those sections shall be interpreted broadly to include, rather than exclude, municipal powers that existed on December 31, 2002;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin by Resolution No. 2025-240 authorized an alternative voting method;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deem it necessary and appropriate to enter into an Agreement with Intelivote Systems Inc. for the purpose of providing the alternative method of voting, being "Voting by Telephone/Internet", to ensure greater accessibility of all voters to exercise their individual and democratic right.

NOW THEREFORE, THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN ENACTS AS FOLLOWS:

1. That the Corporation of the Municipality of West Elgin enter into an Agreement with Inetlivote Systems Inc. for the purpose of providing the alternative method of voting as authorized by Council.
2. That the Mayor and Clerk are hereby authorized to execute the agreement attached as Schedule "A" to this by-law.
3. That any by-law inconsistent to this by-law is hereby repealed.

Read a first, second, and third time and finally passed this 11th day of September 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Electronic Voting Services Agreement

Agreement for eVoting Services made and effective this 5th day of September, 2025

BETWEEN:

MUNICIPALITY OF WEST ELGIN

Of 22413 Hoskins Line, Rodney, ON N0L 2C0
(herein called "the Municipality")

- and -

INTELIVOTE SYSTEMS INC.

Of 40 Thornhill Drive, Suite 12, Dartmouth, Nova Scotia, B3B 1S1
(herein called "ISI")

WHEREAS Intelivote has developed application software, procedures and expertise to provide an electronic voting system incorporating voting through secure wireless, telephone, and internet connections, ("the ISI System");

AND WHEREAS the Municipality wishes to obtain from ISI the use of the ISI System to conduct its municipal election on the Election Date(s) defined in Article 1 below;

AND WHEREAS ISI and the Municipality wish to set forth the terms applicable to the use of the ISI System for the Municipality's Election on the Election Date(s);

NOW THEREFORE FOR the mutual consideration set forth herein, the adequacy of which is hereby acknowledged, ISI and the Municipality, intending to be legally bound, agree as follows:

1. Definitions

- 1.1 "Auditor" – means a third party or an individual assigned by the Municipality to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Event Officials.
- 1.2 "Consulting Services"- means the services described in Schedule "A" hereof which are to be rendered by ISI.
- 1.3 "Contract Administrator"- means the persons identified in Article 4 as primary Contract Administrators or other Contract Administrators.
- 1.4 "Control Centre"- means the location at which ISI sets up the control access and monitoring of the database and processing functions of the ISI Service.

- 1.5 “Eligible Elector”- means a person who the Municipality has determined is eligible to vote in the eVoting event and to whom a PIN has been provided.
- 1.6 “Election Officials”- means the persons who the Municipality designates in writing to ISI as the persons who have jurisdiction over the legal control and conduct of the Event, including the usual powers and authority of a Chief Electoral Officer (CEO) and/or returning officer (RO), whose rulings ISI shall be compelled to comply with.
- 1.7 “Election Date(s)”- means the following approximate dates: October 19-26, 2026.
- 1.8 “Interactive Voice Response” and “IVR”- means the capability for an Eligible Elector to listen to voting options and to cast a vote(s) through a telephone system including cellular phones.
- 1.9 “Internet Enabled Connection Service”- means the capability for an Eligible Elector to connect through the internet to a website and to read the voting options and to cast a vote(s) through the internet connection.
- 1.10 “PIN”- means a unique personal identification number assigned to each Eligible Elector.
- 1.11 “Telephone Voting Number”- means the toll-free telephone number to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a telephone, including a cellular telephone, and cast their votes.
- 1.12 “Voting Decision”- means one or more slates of candidates or questions in which an Eligible Elector is entitled to vote in a predetermined manner.
- 1.13 “Voting Window”- means the hours designated by the Municipality during the Election Date(s) during which an Eligible Elector is entitled to cast their vote.
- 1.14 “Website Voting Address”- means an Internet Protocol address to be agreed upon between the Municipality and ISI to which an Eligible Elector may connect through a web browser and cast their votes.

2. Provision of ISI Systems

- 2.1 ISI hereby agrees to provide the use of the ISI System to the Municipality and to its Eligible Electors during the Voting Period and to provide any required and agreed to Consulting Services and Technical Support Services to the Municipality for the municipal election and the Municipality shall pay the fee set out in article 7 to ISI in accordance with the payment terms set out in clause 7.1.4.

3. Specifications

- 3.1 The ISI System shall permit a person submitting a PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to access the ISI System and to cast the votes permitted by the Municipality on the Voting Decisions in respect of each PIN in any of the manners set out in clauses 3.2, 3.3, and 3.4, to record through verifiable records in what manner and when the votes of each PIN were cast, to ensure that votes may be cast in respect of the Voting Decisions only once for each PIN and to ensure that no record is kept or is recoverable which allows the identification of the candidates for whom votes were cast by a PIN, or how votes were cast in answer to questions by a PIN.
- 3.2 The ISI System shall enable IVR ports which will allow Eligible Electors to telephone the Telephone Voting Number and upon entering the elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Interactive Voice Response.
- 3.3 The ISI System shall enable an internet enabled application through a Website Voting Address that will enable each Eligible Elector to connect to the Website Voting Address and upon entering that elector's PIN, or a PIN and any other voting credential agreed upon by the Municipality and ISI, to vote in respect of each Voting Decision by Internet Enabled Connection Service.
- 3.4 Access to the ISI System via any voting telephone number and to the internet website address shall be restricted to only the times and dates set out in the Voting Window unless directed by the Election Officials to extend or reduce the Voting Window.
- 3.5 The ISI System shall, if required, enable the Polling Officials to securely enter in the ISI System the PIN or name of each Eligible Elector at the time they are given a paper ballot at a polling station to vote in person and to determine at such time if any vote has previously been cast using such PIN and to record on the ISI System that a vote has been cast in respect of that PIN;
- 3.6 The ISI System shall enable the Auditor to access the ISI System and cast auditing votes prior to the Voting Window which can be tracked as auditing votes and removed from any final vote tally so as to obtain assurance that the ISI System is functioning properly.
- 3.7 The ISI System shall enable Election Officials and/or the Auditor to have secure access to the tally of votes cast by Interactive Voice Response and Internet Enabled Connection Service after the close of the Voting Window.

- 3.8 The ISI System shall enable ISI personnel to shut down the ISI System and, in such case, the prescribed message shall be recorded on the Interactive Voice Response and displayed on Internet Enabled Connection Service.
- 3.9 The ISI System shall enable the Candidates and/or Candidates' Agents to have access to the Candidate Module, if such service is requested to be enabled by the Election Officials.

4. Contract Administration

- 4.1 Each party shall designate the name, address, telephone, and email addresses of a primary Contract Administrator. The Contract Administrator shall be responsible for arranging all meetings, visits and consultations between the parties and for the transmission and receipt of all official notices and for all administrative matters such as invoices, payments and amendments.

The primary Contract Administrator for ISI shall be:

Name: Chris Mosher
Telephone: 902-468-0376
Email: chris.mosher@intelivote.com

The primary Contract Administrator for the Municipality shall be:

Name: Terri Towstiuc
Telephone: 519-785-0560, ext. 222
Email: ttowstiuc@westelgin.net

- 4.2 Any party may by notice in writing to the other party's primary Contract Administrator designate a different person as Contract Administrator for a specific aspect of the administration of the contract.
- 4.3 The Contract Administrators will be available Monday through Friday 8:30 a.m. to 4:30 p.m. Eastern Time (ET), excluding lunch hours and a reasonable number of days spent out of the office and shall respond within 1 business day of the receipt of any request for information or request for decisions that are communicated between the Contract Administrators.
- 4.4 Each party may change its Contract Administrators by notice to the other party's primary Contract Administrator.
- 4.5 Each of the Contract Administrators shall communicate with each other promptly as to the status of information, procedures and progress on each of their respective tasks as set out in this Agreement and to advise the other forthwith upon the occurrence of any material change in such plans.

- 4.6 If any party (first party) receives notice from the other party that the first party's Contract Administrator is not carrying out his or her duties to the satisfaction of the other party, then the first party shall promptly designate another person as its Contract Administrator.

5. Obligations of the Municipality

5.1 The Municipality shall:

- 5.1.1. Ensure that at all times it has a Contract Administrator ready, willing and competent to communicate with ISI on any issue relevant to this contract.
- 5.1.2. Allocate appropriate resources with the necessary knowledge and authorization to work with ISI in defining tasks for all stages of activity leading up to and including Election Day(s); establish mutually agreed upon timelines for these tasks; coordinate all tasks assigned to the Municipality; provide all information required to configure the ISI system as early as possible in the overall event schedule. A draft project plan detailing some of these tasks will be provided.
- 5.1.3. Pay ISI for services such amounts as are outlined in Article 7 and pay to third parties such costs which pursuant to this contract and to Schedule "A" the Municipality is responsible to bear and to indemnify ISI in respect of such costs.
- 5.1.4. Supply at its cost appropriate equipment, as required, such as computer hardware, internet access, telephone service at any, or all, assistance locations/polling locations.
- 5.1.5. Engage a qualified individual to conduct audit processes that have been agreed to by the Municipality and ISI and who will be responsible to render an official opinion as to the validity of the total voting process as conducted by ISI and the Election Officials.

6. Obligations of ISI

6.1 ISI shall:

- 6.1.1. Arrange at its cost, in consultation with the Municipality, for a Telephone Voting Number capable of handling not less than such number of calls per minute as is specified by ISI based on the number of Eligible Electors;
- 6.1.2. Arrange at its cost, in consultation, with the Municipality for a Website Voting Address capable of handling not less than such

number of connections per minute as is specified by ISI based on the number of Eligible Electors;

- 6.1.3. Provide the ISI System functioning in accordance with the Specifications set out in Section 3 connected to the Telephone Voting Number and Website Voting Address to the Eligible Electors during the Voting Window;
- 6.1.4. Perform with diligence, in a timely manner, in accordance with generally accepted professional standards and practices recognized in the Information Technology Industry the Consulting Services described in Schedule “A”;
- 6.1.5. Abide by decisions of the Election Official and comply with instructions from the Auditor and Election Officials in respect to operations of the ISI system providing that such instructions and decisions do not adversely impact the operation or integrity of the ISI system;
- 6.1.6. Ensure that the voting instructions are available on the ISI System during the Voting Window;
- 6.1.7. Make available online to the Election Official and/or Auditor at the end of the Voting Window the results of votes cast for each candidate and question; and
- 6.1.8. Cause a duly qualified individual to meet with the Municipality at the offices of the Municipality if any other communication is demonstrably ineffective to resolve any outstanding issues.
- 6.1.9. The system is guaranteed to be up and running 99.9% of the time. Should technical issues prevent use of the system, ISI guarantees remedy within 30 minutes Monday – Friday between 8:30 am – 4:30 pm and 8:00 am – 8:00 pm on Election Day (October 26, 2026). Should the system not function, any costs are included in the contract and there shall be no additional consulting fees to remedy.

7. Fee and Payment Terms

7.1 The Municipality agrees to pay to ISI:

- 7.1.1. A base services fee equal to \$1.00 per eligible and enumerated electors in the ISI System on Election Day(s);

- 7.1.2. A services and postage fee equal to \$1.75 per Eligible Elector for the creation, printing, and mailing of single page voter instruction letters with Canada Post;
- 7.1.3. Any fees for additional consulting services described in Schedule “B”;
- 7.1.4. The fees payable pursuant to clause 7.1.1 and 7.1.2 are payable as follows:
 - a) 30% of the base services fee of \$1.00 per Eligible Elector on execution of this Agreement, when invoiced by ISI, based on the number of Eligible Electors as determined by the current list of electors available from Elections Ontario for use in the 2026 Municipal election by the Municipality;
 - b) The services and postage fee of \$1.75, for each voter instruction letter to be sent to each Eligible Elector shall be due and payable when invoiced by ISI, typically two weeks prior to the printing and delivery of the letters, and,
 - c) the balance of the service fee immediately after the final Election Date, when invoiced by ISI.
- 7.1.5. The Municipality shall pay in addition to the fees stated above HST and any other taxes applicable to the provision of such services.
- 7.1.6. Any fee or portion thereof not paid on the date on which it is payable shall bear interest at the rate of 12% per annum calculated and applied monthly.

8. Ownership and Rights

- 8.1 ISI shall maintain ownership of all intellectual property rights associated with the ISI System and the Municipality is only entitled to the data concerning the election generated by the ISI System and the Municipality shall have no other rights in or further use of the ISI System.

9. Representations and Warranties

- 9.1 ISI represents and warrants that:
 - 9.1.1. Use of the ISI System as described in this Agreement does not infringe the intellectual property rights of any person;
 - 9.1.2. ISI has and will have full and sufficient rights to supply the use of the ISI System during the Voting Window;
 - 9.1.3. ISI shall engage a national service provider(s) to provide a very high level of reliability, security, scalability and performance for a high-volume transaction, mission critical solution; and

- 9.1.4. ISI will destroy all formats of information relating to Voting Decisions upon receipt of instructions from the Election Official to do so.
- 9.1.5. The person(s) signing this contract are duly authorized to execute and deliver it on behalf of ISI and that it is a duly binding obligation of ISI.
- 9.2 The Municipality represents and warrants that:
 - 9.2.1. The Municipality has the authority and jurisdiction to engage ISI for the provision of the ISI System for its municipal election and that the person(s) signing this contract are duly authorized to execute and deliver it on behalf of the Municipality and that it is a duly binding obligation of the Municipality.

10. Remedies

- 10.1 If a party fails or refuses at any time to perform its obligations under this Agreement, then the other party may deliver the defaulting party notice of intent to terminate this Agreement, which notice shall specify the alleged failures or refusals and, if within three business days of receipt of the notice or such other reasonable period in relation to the default, the defaulting party shall not have cured all the defaults set out in the notice or presented a plan reasonably acceptable to the other party to cure these defaults, the other party may, at its option elect to terminate this Agreement.
- 10.2 If the Municipality terminates this Agreement as a result of all the positions up for election being acclaimed, then the Municipality shall reimburse ISI all predetermined out-of-pocket expenses incurred for the planning and delivery of the municipal election in addition to the installments payable pursuant to sub-section 7.1.4(a). To be clear, only the service fees for the eVoting service deposit defined in sub-section 7.1.4(a) are payable. The services and postage fee for the voter information letter is not required as there will be no service or postage required and thus it will not be billed to the Municipality.
- 10.3 If the Municipality terminates this Agreement for any reason other than the reason stated in clause 10.2 without material default by ISI, then the Municipality shall pay ISI fifty percent (50%) of the total fees that would be payable pursuant to Article 7 if the ISI System had been employed for the municipal election, except that a deduction shall be made of any fees payable under 7.1.2 that have not been incurred by ISI.
- 10.4 If ISI terminates this Agreement for any reason other than if the Municipality does not meet the terms of the Agreement, no fees shall be payable and any fees under Section 7.1 shall be returned to the Municipality.

- 10.5 And any payments previously paid by the Municipality to ISI shall be deducted from amounts otherwise payable pursuant to Article 10.3.

11. Force Majeure

- 11.1 Either party shall be excused from delays in performing or from its failure to perform hereunder to the extent that such delays or failures result from an act of god, fires, floods, explosions, insurrection, war or riots, unusually severe weather, epidemics or quarantine restrictions, governmental priorities or allocations regulations or any cause beyond the reasonable control of the party including without limiting the generality of the foregoing, a failure of communication facilities, labor trouble or strikes by employees of telecommunications providers or letter carriers, including suppliers of application software to ISI, and restraint by Court or public authority.

12. Limitation of Liability

- 12.1 ISI's liability for damages howsoever caused, whether in contract or in tort, including negligence, shall be limited to the actual direct damage suffered by the Municipality. For purpose of this agreement, direct damages shall include but not be limited to any reasonable costs related to having to void or cancel an election and run a new election as a result of the negligence or breach of contract of ISI, including the cost of any third-parties used to complete the new election, and any reasonable costs related to breaches of privacy and the release of personal information. In no event shall ISI be liable for any indirect, consequential, or punitive damage to the Municipality or any other person. In any event, the liability of ISI under this agreement shall not exceed the limit of its insurance.

13. Insurance

- 13.1 ISI shall have, and maintain for the Term of the contract, technology and cyber insurance, and Commercial General Liability insurance with an occurrence limit and aggregate limit of each, of not less than \$2,000,000. ISI shall provide proof of such coverage, satisfactory to the Municipality, prior to the election.
- 13.2 ISI represents and warrants that there are no claims and that to the best of its knowledge is not aware of any potential claims with respect to its technology and cyber insurance policy.

14. Miscellaneous

- 14.1 This Agreement may be executed in several counterparts, all of which taken together shall constitute one single Agreement between the parties.

- 14.2 The parties and their representatives signing this Agreement hereby acknowledge and represent that the representatives signing this Agreement are authorized and have full authority to enter into this Agreement on behalf of the parties for whom they have signed.
- 14.3 No delay or omission by either party to exercise any right or power occurring upon any noncompliance or default by other party shall impair any such right or power or to be construed as a waiver thereof, unless such waiver is in writing.
- 14.4 This Agreement, including the Schedules referred to in this Agreement, constitutes the entire agreement of the parties with regard to the subject matters addressed in this Agreement and this Agreement supersedes all prior or contemporaneous agreements or discussions or representations, whether oral or written with respect to the subject matter of this Agreement and this Agreement cannot be varied, amended, waived or discharged except in writing signed by all parties.
- 14.5 Time is of the essence to the performance of the party's obligations under this Agreement.
- 14.6 This Agreement shall be governed by and construed in accordance with the laws of the Province of Ontario.
- 14.7 This Agreement may not be assigned to any other party without the written consent of the other party.

MUNICIPALITY OF WEST ELGIN

Per: _____

Per: _____

INTELIVOTE SYSTEMS INC.

Per: _____

Dean Smith – President & Founder

SCHEDULE “A”
Base Services

ISI Base Services to be provided within the agreed upon fee identified in clause 7.1.1. These services include:

- a) Develop and manage a critical path plan for required activities in coordination with the Municipality;
- b) Management and coordination of telecommunications requirements designed to provide the elector with their choice of voting channel: internet, phone, mail-in, or polling station. Includes the activities associated with the telecommunications setup for electronic voting system; appropriate bandwidth; phone (IVR) ports; and website registration.
- c) Attending online (Zoom, Teams, etc.) organizational committee meetings with the Municipality.
- d) Assist in the development by the Municipality of educational materials for electors including creation of the elector instruction letter providing specific instructions on how to successfully use the electronic voting process.
- e) Assistance in the management of the electors list;
- f) Assistance with the format, design and secure delivery methods of personal identification numbers (PIN). Intelivote Systems will generate the PINs using the Eligible Elector population to determine the required PIN length and to determine the number of additional PINs required as spares. A unique PIN will be created for each Eligible Elector based on the initial eligible elector list provided by the Municipality. In addition to the PIN, an Eligible Elector category is created and a file is produced to be used for production of voter instruction letters.
- g) Provision of a media spokesperson to address technology questions. Development and/or assistance with a media plan and a voter education plan that addresses the most common questions from both the media and members of the public. An Intelivote representative can speak directly with the media on any questions related directly to the Intelivote application. The Municipality is responsible for all advertising and marketing costs of the municipal election, and if the Municipality is paying ISI pursuant to Article 7.1.2 to prepare and mail out voter instruction letters, then ISI will be responsible for the costs of preparing and mailing out the voter instruction letters.
- h) Technical consultation to address specialized system requirements;
- i) Development and recording of voice scripts for the election;
- j) Website development and design including generation of a customized webpage for electors to link from to vote;
- k) Assisting the Municipality in addressing legislative issues and by-laws relating to elector notification.
- l) Customization and development of all activity associated with configuring the election such as: district setup; candidate assignment; voice script recording; Elector List management; secure ID and password management; configuring and

- loading Voting Decisions (ie. type of race, sequence and presentation display), based on information to be provided by the Municipality.
- m) Assistance and guidance to Auditors, security personnel and Election Officials. A document will be provided which will outline the requirements for a regional centre (if required) to be used by the Election Officials and Auditor, provided that the Municipality shall provide any hardware and communication facilities required by the Auditors and Election Officials.
 - n) Training for election HelpLine staff;
 - o) Coordination for logistics for eVoting and assistance for the protocol to be followed for the voting event.

SCHEDULE “B” Consulting Services

Additional consulting services that may be required and approved by the municipality in addition to those services provided in Schedule “A” will be provided at the following rates:

Intelivote Consultant - \$800/day plus applicable taxes
All travel and living expenses will be reimbursed to ISI at cost.



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2025-51

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on September 11, 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 September 11, 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 11th day of September 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk