



Municipality of West Elgin

Agenda

Council Meeting

Date: October 23, 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 October 23, 2025 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Presentation, Christene Scrimgeour, 2024 Draft Financials

4.1 Draft Consolidated Financial Statements, Year Ending 2024

7

Recommendation:

That West Elgin Council hereby approve the 2024 Draft Consolidated Financial Statements, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

4.2 Draft Trust Funds, Year Ending 2024

25

Recommendation:

That West Elgin Council hereby approve the 2024 Draft Trust Account Statements, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

4.3 Adjusting Journal Entries, Year Ending 2024 34

Recommendation:

That West Elgin Council hereby receive the Adjusting Journal Entries, for Year-End 2024, as presented by Christene Scrimgeour, Scrimgeour & Company, CPA Professional Corporation, as presented.

5. Delegations

5.1 Dan Soos, Elgin ATV Club Update

Dan Soos to provide Council with information regarding the Elgin ATV Club.

6. Adoption of Minutes 38

Recommendation:

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

6.1 Elgin OPP Detachment Board Minutes 48

Recommendation:

That West Elgin Council hereby receive and file the Elgin OPP Detachment Board Meeting Minutes of June 25 and September 16, 2025.

7. Business Arising from Minutes

8. Staff Reports

8.1 Fire

8.1.1 Monthly Fire Report, September 2025 56

Recommendation:

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

8.1.2 Letter of Support 60

Recommendation:

That West Elgin Council approve staff issuing a letter of support to the West Lorne Legion, for a Trillium Grant.

8.1.3 2025-26 Budget Request **62**

Recommendation:

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

That West Elgin Council provide budget approval for the 2025/26 project identified within this report.

8.2 Municipal Drains

8.2.1 Fleuren Drain Extension, Tender Results **64**

Recommendation:

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

That Council approves the low tender submission from McNally Excavating Ltd. for the Fleuren Drain Extension, in the amount of \$60,907.00 (HST included).

8.3 Infrastructure & Development

8.3.1 Rodney Park **67**

Recommendation:

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

That West Elgin Council award the RFP for the design and construction of the playground equipment at Rodney Park to New World Park Solution with a budget up to \$350,000 including HST.

8.4 Community Services & Clerks

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: 2026 Regular Council Meetings Dates and Format; And

That West Elgin Council hereby approves the 2026 Council Meeting Schedule for regular and committee of the whole meetings; And

That Council direct staff to prepare and finalize a full 2026 meeting schedule, including committee and board meetings, for approval prior to December 31, 2025.

9. Committee and Board Reports or Updates

Council opportunity to provide updates from Committee and/or Boards they are members of.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

Council opportunity for any information inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1 Letter of Thanks, Four Counties Health Services Foundation

81

12.2 Elgin County, Letter of No Appeals, E 50-25

82

13. Items Requiring Council Consideration

13.1 Councillor Sousa, Livestream Access for Public Participation

Recommendation:

Whereas online public access via zoom was cancelled in September 2023; And

Whereas online access for public viewing would increase accessibility for residents unable to attend in person; Now

Therefore, West Elgin Council hereby approve use of public access zoom links for Council meetings, providing audio & visual access only.

13.2 Royal Canadian Legion Remembrance Day Request

83

Recommendation:

That West Elgin Council hereby receive the annual request from Royal Canadian Legion Br. 221 (West Elgin); And

That Council hereby approve the use of sound system and seating for the Remembrance Day Ceremonies on November 9, 2025 (Rodney Library, 1:00pm) and November 11, 2025 (West Lorne Cenotaph, 11:00am); And

That Council hereby approve the request to display the "Poppy Project" display of knitted poppies on the large evergreen tree located at 160 Main Street, West Lorne (West Lorne Community Complex), with installation in collaboration with the Parks and Recreation Department; And

Further That Council hereby approve a donation of _____ to the Royal Canadian Legion Branch 221 Poppy Fund.

13.3 ROMA 2026 Delegation Request

85

Discussion to establish delegation topic(s).

14. 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

1. Section 239 (2)(k), being 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 or local board (Centralized Planning Services Contract); And
2. Section 239 (2)(e), being litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board (Port Glasgow Yacht Club).

15. Report from Closed Session

Clerk to provide report from Closed Session.

16. Confirming By-Law

86

Recommendation:

That By-law 2025-60 being a By-law to confirm the proceeding of the Regular Meeting of Council held on October 23, 2025, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, November 13, 2025 or at the call of the Chair.

MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

-1-	Independent Auditor's Report
-3-	Consolidated Statement of Financial Position
-4-	Consolidated Statement of Operations and Accumulated Surplus
-5-	Consolidated Statement of Cash Flows
-6-	Consolidated Statement of Change in Net Financial Assets
-7-	Notes to the Consolidated Financial Statements
-15-	Schedule 1 - Consolidated Schedule of Tangible Capital Assets
-16-	Schedule 2 - Consolidated Schedule of Segmented Information



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying consolidated financial statements of Municipality of West Elgin (the "Municipality"), which comprise the Consolidated Statement of Financial Position as at December 31, 2024, and Consolidated Statements of Operations and Accumulated Surplus, Cash Flows and Change in Net Financial Assets for the year then ended, and notes to the consolidated financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying consolidated financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin as at December 31, 2024 and its financial performance and its changes in cash flows and net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Municipality in accordance with the ethical requirements that are relevant to our audit of the consolidated financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

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

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

SCRIMGEOUR & COMPANY

CPA PROFESSIONAL CORPORATION

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

We also:

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

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

October 23, 2025
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024**

	2024	2023
FINANCIAL ASSETS		
Cash and short-term investments (note 2)	\$ 14,218,232	\$ 14,296,253
Taxes receivable	1,126,170	716,092
Accounts receivable	3,123,497	3,152,927
	18,467,899	18,165,272
LIABILITIES		
Accounts payable and accrued liabilities	1,302,038	2,602,559
Deferred revenue (note 7)	1,635,061	1,347,870
Asset retirement obligation (note 1.j)	1,630,000	400,000
Net long-term liabilities (note 8.a)	221,744	130,821
	4,788,843	4,481,250
NET FINANCIAL ASSETS	13,679,056	13,684,022
NON-FINANCIAL ASSETS		
Tangible capital assets - Schedule 1 (note 1.e)	38,998,079	37,994,727
Capital work in progress	1,237,492	1,973,773
Prepaid expenses	62,994	99,145
Inventories	56,022	31,171
	40,354,587	40,098,816
ACCUMULATED SURPLUS (page 4), (note 9)	\$ 54,033,643	\$ 53,782,838

Approved by:

Approved by:

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	Budget 2024	Actual 2024	Actual 2023
REVENUE			
Property taxation	\$ 4,290,858	\$ 4,309,021	\$ 4,052,870
User charges	3,531,402	5,012,300	4,516,777
Government grants	2,610,958	2,682,320	2,697,042
Investment income	212,000	510,137	519,473
Penalty and interest on taxes	81,200	105,713	87,617
Other revenue	20,000	158,932	297,020
	10,746,418	12,778,423	12,170,799
EXPENDITURES			
General government	1,429,773	1,496,630	1,507,227
Protection to persons and property	1,817,993	1,870,967	1,928,270
Transportation services	2,264,685	2,817,753	2,794,510
Environmental services	2,718,932	3,866,157	3,618,602
Recreation and cultural development	1,152,115	1,482,270	1,424,305
Planning and development	129,430	380,388	192,500
	9,512,928	11,914,165	11,465,414
EXCESS OF REVENUE OVER EXPENDITURES	1,233,490	864,258	705,385
OTHER REVENUE (EXPENDITURES)			
Government transfers related to capital	1,161,642	317,342	289,799
Net gain (loss) on disposal of tangible capital assets	-	(15,968)	43,920
Obligatory and other revenue related to capital	694,954	305,173	703,800
Increase in asset retirement obligation (note 1.j)	-	(1,220,000)	-
	1,856,596	(613,453)	1,037,519
EXCESS OF REVENUE OVER EXPENDITURES	3,090,086	250,805	1,742,904
ACCUMULATED SURPLUS, BEGINNING OF YEAR	53,782,838	53,782,838	52,039,934
ACCUMULATED SURPLUS, END OF YEAR (note 9)	\$ 56,872,924	\$ 54,033,643	\$ 53,782,838

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess of revenue over expenditures (page 4)	\$ 250,805	\$ 1,742,904
Non-cash changes to operations		
Amortization	1,815,801	1,652,046
Net change in non-cash operating balances (A)	(163,978)	986
	1,902,628	3,395,936
CAPITAL ACTIVITIES		
Acquisition of tangible capital assets	(2,991,494)	(1,125,737)
Net loss on disposal of capital assets	172,341	125,452
Decrease (increase) in capital work in progress	736,281	(1,035,242)
Decrease (increase) in inventories	(24,851)	7,076
Decrease (increase) in prepaid expenses	36,151	(50,272)
	(2,071,572)	(2,078,723)
FINANCING ACTIVITIES		
Net change (repayments) in long-term debt	90,923	(8,747)
	90,923	(8,747)
Net change in cash and cash equivalents during the year	(78,021)	1,308,466
Cash and cash equivalents, beginning of year	14,296,253	12,987,787
CASH AND CASH EQUIVALENTS, END OF YEAR	\$ 14,218,232	\$ 14,296,253

(A) Non-cash operating balances includes taxes and accounts receivable, accounts payable and accrued liabilities, deferred revenue and asset retirement obligations.

The accompanying notes are an integral part of these financial statements

MUNICIPALITY OF WEST ELGIN
CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Budget 2024	Actual 2024	Actual 2023
Excess of revenue over expenditures (page 4)	\$ 3,090,086	\$ 250,805	\$ 1,742,904
Amortization of tangible capital assets	-	1,815,801	1,652,046
Acquisition of tangible capital assets	(3,510,512)	(2,991,494)	(1,125,737)
Decrease (increase) in capital work in progress	-	736,281	(1,035,242)
Acquisition (disposal) of inventories	-	(24,851)	7,076
Net change in prepaid expenses	-	36,151	(50,272)
Net disposal of tangible capital assets	-	172,341	125,452
Change in net financial assets	(420,426)	(4,966)	1,316,227
NET FINANCIAL ASSETS, BEGINNING OF YEAR	13,684,022	13,684,022	12,367,795
NET FINANCIAL ASSETS, END OF YEAR	\$ 13,263,596	\$ 13,679,056	\$ 13,684,022

The accompanying notes are an integral part of these financial statements

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

The Municipality of West Elgin (the Municipality) is a municipality in the Province of Ontario, Canada. It conducts its operations guided by the provisions of provincial statutes such as the Municipal Act, Municipal Affairs Act and related legislation.

1. Significant accounting policies

The consolidated financial statements of the Municipality of West Elgin are prepared by management in accordance with Canadian public sector accounting standards (PS).

The focus of these financial statements is on the consolidated financial position of the Municipality and changes thereto. The Consolidated Statement of Financial Position reports financial assets and liabilities. Financial assets are available to provide resources to discharge existing liabilities or finance future operations. Net financial assets represent the financial position of the Municipality and is the difference between financial assets and liabilities. This information presents the Municipality's overall future revenue requirements and its ability to finance activities and meet its obligations.

Significant aspects of the accounting policies adopted by the Municipality are as follows:

a. i. Basis of consolidation

These consolidated financial statements reflect the assets, liabilities, operating revenue and expenditures and accumulated surpluses and changes in investment in non-financial assets of the Municipality. The reporting entity includes the activities of all committees of Council and the following boards, municipal enterprises and utilities which are under the control of Council:

Four Counties Community Transportation Services
Port Glasgow Yacht Club
West Elgin Arena
Tri-County Water Board - Proportionate Consolidation - 43.24% (2023 - 43.24%)

ii. Non-consolidated entities

There are no local boards, joint local boards, municipal enterprises and utilities which are not consolidated.

b. Revenue recognition

Revenue is recognized when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Government grants and transfers are recognized in the consolidated financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Significant accounting policies continued

c. Accounting for County and School Board transactions

The Municipality is required to bill, collect and remit provincial education and upper tier taxation in respect of residential and other properties on behalf of the School Boards and upper tier. The Municipality has no jurisdiction or control over the School Board or upper tier's operations or their tax rate. The taxation, other revenue, expenditures, assets and liabilities with respect to the operations of the School Boards, and the County of Elgin are not reflected in these consolidated financial statements.

d. Trust funds

Trust funds and their related operations administered by the Municipality are not consolidated but are reported separately on the Trust Funds Statements of Financial Position and Operations and Accumulated Surplus.

e. Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations. The change in non-financial assets during the year, together with the excess of revenue over expenditures, provides the Change in Net Financial Assets for the year.

The Municipality's non-financial assets consist of tangible capital assets. Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized on a straight-line basis over their estimated useful lives as follows:

Land Improvements	25 to 50 years
Buildings	30 to 70 years
Leasehold improvements	term of lease
Automotive	3 to 20 years
Information technology	3 to 10 years
Equipment	5 to 40 years
Infrastructure	20 to 75 years

The Municipality has a capitalization threshold of \$10,000, so that individual assets of lesser value are expensed unless they are pooled because collectively they have a significant value.

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expense as incurred.

Tangible capital assets received as contributions are recorded at their fair value at the date of the receipt. The fair value is also recorded as contributed revenue.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Significant accounting policies continued

f. Deferred revenue

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used in the conduct of certain programs, in the completion of specific work or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenditures are incurred, services performed or the tangible capital assets are acquired.

g. Use of estimates

The preparation of consolidated financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

h. Inventories

Inventories held for consumption are recorded at the lower of cost or replacement cost.

i. Financial instruments

Financial instruments of the Municipality consist mainly of cash, investments, accounts receivable and taxes receivable. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Significant accounting policies continued

j. Asset retirement obligations

An asset retirement obligation is recognized when as at the financial reporting date, all of the following criteria are met:

- there is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- the past transaction or event giving rise to the liability has occurred;
- it is expected that the future economic benefits will be given up; and
- a reasonable estimate of the amount can be made.

Closure and post closure care costs related to the Municipality-owned landfill site; and buildings and underground pipes containing asbestos, are estimated and recognized as a liability and an increase in the cost of the asset at the time of acquisition. The liability is discounted annually over the same useful life as the asset's annual amortization expense, calculated in accordance with the Municipality's amortization policies. The liability is increased due to the passage of time and is recorded as accretion expense on Schedule 2 under Rent and Financial Expenses. The Municipality has evaluated its buildings and underground pipes and have determined any liability for these assets is not material. The Municipality will continue to monitor these assets.

During the year ended December 31, 2024, the Municipality received an updated estimate of the retirement costs of its landfill. The liability was increased for this estimate to include post retirement reporting and monitoring.

2. Short-term investments

The Municipality's investment activities are governed by the Municipal Act and the Municipality's investment policy. As at December 31, 2024, the Municipality has \$11,636,361 (2023 - \$10,737,533) in a premium investment account with RBC and included in cash and short-term investments on the Consolidated Statement of Financial Position.

3. Tax revenue

Property tax billings are prepared by the Municipality based on an assessment roll prepared by the Municipal Property Assessment Corporation. All assessed property values in the Municipality were reviewed and new values established based on a common valuation date which was used by the Municipality in computing the 2024 property tax bills. Property tax revenue and tax receivables are subject to appeals which may not have been heard yet. Any supplementary billing adjustments made necessary by the determination of such appeals will be recognized in the fiscal year they are determined and the effect shared with the County of Elgin and the appropriate school boards.

4. Trust funds

Trust funds administered by the Municipality amounting to \$344,761 (2023 - \$388,907) have not been included in these consolidated financial statements.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

5. Operations of School Boards and the County of Elgin

Further to note 1.c, the taxation revenue of the School Boards and County of Elgin are comprised of the following:

	School Boards	County
Taxation and user charges	\$ 1,217,804	\$ 4,348,217
Requisitions	\$ 1,217,804	\$ 4,348,217

6. Pension agreements

The Municipality makes contributions to the Ontario Municipal Employees Retirement Fund (OMERS), which is a multi-employer plan, on behalf of members of its staff. The plan is a defined benefit plan which specifies the amount of the retirement benefit to be received by the employees based on the length of services and rates of pay.

The amount contributed to OMERS for 2024 was \$148,123 (2023 - \$131,701) for current service and is included as an expenditure on the Consolidated Statement of Operations and Accumulated Surplus. The Municipality had no obligation, as of December 31, 2024, under the past service provisions. The OMERS funding ratio for 2024 is 98.0% (2023 - 97.0%).

7. Deferred revenue - obligatory reserve funds

A requirement of the Canadian public sector accounting standards is that obligatory reserve funds be reported as deferred revenue. This requirement is in place as provincial legislation restricts how these funds may be used and under certain circumstances these funds may possibly be refunded. The balances in the obligatory reserve funds of the Municipality are summarized as follows:

	2024	2023
CCBF	\$ 368,349	\$ 385,190
Provincial Dedicated Gas Tax - Transit	29,817	21,306
OCIF	1,149,273	887,279
Other	87,622	54,095
	\$ 1,635,061	\$ 1,347,870

MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024

8. Long-term liabilities

a. Composition of long-term liabilities

The balance of long-term liabilities reported on the Consolidated Statement of Financial Position is made up of the following:

	2024	2023
Total long-term liabilities incurred by the Municipality including those incurred on behalf of school boards, other municipalities and municipal enterprises and outstanding at the end of the year amount to	\$ 234,199	\$ 215,446
Of the long-term liabilities shown above, the responsibility for payment of principal and interest charges for tile drain loans has been assumed by individuals. At the end of the year, the outstanding principal amount of this liability is	(12,455)	(84,625)
	\$ 221,744	\$ 130,821

b. Debt retirement

Debt repayments over the next five years are as follows:

	Recovered from Ratepayers
2025	\$ 45,477
2026	\$ 30,875
2027	\$ 32,290
2028	\$ 33,772
2029 and thereafter	\$ 79,330

c. Approval

Approval of the Ontario Municipal Board has been obtained for those pending issues of long-term liabilities and commitments to be financed by revenue beyond the term of Council and approved on or before December 31, 1992. Those approved after January 1, 1993 have been approved by by-law. The principal and interest payments required to service these pending issues and commitments are within the debt repayment limit prescribed by the Ministry of Municipal Affairs.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

8. Long-term liabilities continued

d. Contingent liability

The Municipality is contingently liable for long-term liabilities with respect to tile drainage loans, and for those for which the principal and interest had been assumed by other municipalities, school boards and unconsolidated local boards, municipal enterprises, and utilities. The total amount outstanding as at December 31, 2024 is \$12,455 (2023 - \$84,625) and is not recorded on the Consolidated Statement of Financial Position.

e. Interest

The Municipality paid interest in 2024 on long-term liabilities of \$4,609 (2023 - \$3,938).

9. Accumulated Surplus

The accumulated surplus on the Consolidated Statement of Financial Position at the end of the year is comprised of the following:

	2024	2023
Operating Surplus		
- for general reduction of taxation	\$ -	\$ -
- for reduction of user fees	269,352	164,817
Asset retirement obligation	(1,630,000)	(400,000)
Invested in tangible capital assets	40,765,799	40,486,759
Reserves set aside for specific purpose	11,871,764	11,214,993
Reserve funds set aside for specific purpose	2,756,728	2,316,269
ACCUMULATED SURPLUS	\$ 54,033,643	\$ 53,782,838

10. Budget figures

The Municipality's Council completes separate budget reviews for its operating and capital budgets each year. The approved operating budget for 2024 is reflected on the Consolidated Statement of Operations and Accumulated Surplus. For capital spending, budgets are set for individual projects and funding for these activities is determined annually and made by transfers from the accumulated surplus and by the application of applicable grants or other funds available to apply to capital projects.

**MUNICIPALITY OF WEST ELGIN
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

11. Commitments

- a. The Municipality has contracted with Ontario Clean Water Agency ("OCWA") to operate and maintain their water and wastewater systems for a total contracted amount in 2024 - \$1,016,720 (2023 - \$978,288).
- b. The Municipality contracts with the Ontario Provincial Police to provide policing services through the County of Elgin. The Municipality's share of this contract for 2024 was \$959,758 (2023 - \$919,421).

12. Public sector salary disclosure

There are two employees paid a salary, as defined in the Public Sector Disclosure Act, 1996 of \$100,000 or more.

13. Contaminated sites

The Canadian public sector accounting standard 3510 requires municipalities to evaluate sites owned by the Municipality for potential contamination. This standard requires the Municipality to disclose the liability, if any, related to remediation of such sites. The Municipality is of the opinion there are no such contaminated sites and therefore, no liability is required.

14. Segmented Information

Segmented information is presented on Schedule 2. The Municipality is a diversified municipality and provides a wide range of services to its citizens including police through contracted services, fire, transportation, environmental services, including water, wastewater and waste disposal and community services, including recreation and planning. The general government segment includes such functions as finance and information services, council and administrative offices.

15. Significant event

The Municipality passed a bylaw in 2024 to commence charging development charges on specific types of development as described in the bylaw on January 1, 2025.

MUNICIPALITY OF WEST ELGIN
SCHEDULE 1 - CONSOLIDATED SCHEDULE OF TANGIBLE CAPITAL ASSETS
FOR THE YEAR ENDED DECEMBER 31, 2024

	Land	Land Improvements	Buildings	Automotive	Equipment	Roads and Bridges	Environmental Systems	2024 Total	2023 Total
COST									
Balance, beginning of year	\$ 4,955,809	\$ 3,110,117	\$12,903,991	\$ 5,076,458	\$12,652,160	\$13,435,124	\$14,868,629	\$67,002,288	\$66,079,804
Add:									
Additions during the year	35,386	63,735	45,546	840,741	432,361	1,573,725	-	2,991,494	1,125,737
Less:									
Disposals during the year	-	-	-	(296,220)	-	(12,014)	-	(308,234)	(203,253)
Balance, end of year	4,991,195	3,173,852	12,949,537	5,620,979	13,084,521	14,996,835	14,868,629	69,685,548	67,002,288
ACCUMULATED AMORTIZATION									
Balance, beginning of year	-	1,439,605	6,596,652	3,187,369	5,350,427	8,271,690	4,161,818	29,007,561	27,433,316
Add:									
Amortization during the year	-	91,450	274,213	219,975	654,667	382,438	193,058	1,815,801	1,652,046
Less:									
Disposals during the year	-	-	-	(123,878)	-	(12,015)	-	(135,893)	(77,801)
Balance, end of year	-	1,531,055	6,870,865	3,283,466	6,005,094	8,642,113	4,354,876	30,687,469	29,007,561
NET BOOK VALUE OF TANGIBLE CAPITAL ASSETS	\$ 4,991,195	\$ 1,642,797	\$ 6,078,672	\$ 2,337,513	\$ 7,079,427	\$ 6,354,722	\$10,513,753	\$38,998,079	\$37,994,727

This schedule is provided for information purposes only.

**MUNICIPALITY OF WEST ELGIN
SCHEDULE 2 - CONSOLIDATED SCHEDULE OF SEGMENTED INFORMATION
FOR THE YEAR ENDED DECEMBER 31, 2024**

	General Government	Protective Services	Transportation	Environmental	Recreation and Culture	Planning and Development	Total
REVENUE							
Taxation	\$ 4,309,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,309,021
User charges	192,367	184,972	153,341	3,440,036	991,453	50,131	5,012,300
Government grant	1,823,224	94,906	623,361	-	134,728	6,101	2,682,320
Investment income	465,153	-	-	40,964	4,020	-	510,137
Penalty and interest on taxes	105,713	-	-	-	-	-	105,713
Other	-	315	-	-	33,436	125,181	158,932
Other revenue (expenditures)	-	-	461,607	(1,075,060)	-	-	(613,453)
	6,895,478	280,193	1,238,309	2,405,940	1,163,637	181,413	12,164,970
EXPENDITURES							
Salaries and benefits	806,652	224,928	680,028	271,436	436,271	43,030	2,462,345
Materials and supplies	631,332	1,553,283	1,505,780	2,783,785	803,530	335,144	7,612,854
Rents and financial expenses	6,986	-	35	12,396	1,534	2,214	23,165
Amortization	51,660	92,756	631,910	798,540	240,935	-	1,815,801
	1,496,630	1,870,967	2,817,753	3,866,157	1,482,270	380,388	11,914,165
EXCESS OF REVENUE OVER EXPENDITURES (EXPENDITURES OVER REVENUE)	\$ 5,398,848	\$ (1,590,774)	\$ (1,579,444)	\$ (1,460,217)	\$ (318,633)	\$ (198,975)	\$ 250,805

This schedule is provided for information purposes only.

MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
FOR THE YEAR ENDED DECEMBER 31, 2024

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

-1-	Independent Auditor's Report
-3-	Statement of Financial Position
-4-	Statement of Operations and Accumulated Surplus
-5-	Statement of Cash Flows
-6-	Notes to the Financial Statements



INDEPENDENT AUDITOR'S REPORT

To the Members of Council, Inhabitants and Ratepayers of the Municipality of West Elgin

Opinion

We have audited the accompanying financial statements of Municipality of West Elgin Trust Funds (the "Trust Funds"), which comprise the Statement of Financial Position as at December 31, 2024, and Statements of Operations and Accumulated Surplus, and Cash Flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Municipality of West Elgin Trust Funds as at December 31, 2024 and its financial performance and its cash flows and net financial assets for the year then ended in accordance with Canadian public sector accounting standards.

Basis of Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Trust Funds in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

Those charged with governance are responsible for overseeing the Trust Funds' financial reporting process.

SCRIMGEOUR & COMPANY

CPA PROFESSIONAL CORPORATION

Auditor's Responsibilities for the Audit of the Financial Statements

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

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

We also:

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

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

October 23, 2025
London, Canada

LICENSED PUBLIC ACCOUNTANT

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF FINANCIAL POSITION
AS AT DECEMBER 31, 2024**

	2024	2023
FINANCIAL ASSETS		
Bank	\$ 338,632	\$ 387,704
Due from Municipality of West Elgin - Schleihau	1,248	1,203
Due from Municipality of West Elgin - HST rebate	4,881	-
	344,761	388,907
LIABILITIES	-	-
NET FINANCIAL ASSETS	344,761	388,907
ACCUMULATED SURPLUS (note 2) (page 4)	\$ 344,761	\$ 388,907

Approved by:

Approved by:

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF OPERATIONS AND ACCUMULATED SURPLUS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
REVENUES		
Interest	\$ 46	\$ 41
Rodney Cemetery Company	-	700,000
	46	700,041
EXPENDITURES		
Community grants	-	312,000
Bank charges	2	296
Cemetery improvements	44,190	-
	44,192	312,296
Excess revenue over expenditures (expenditures over revenue) for the year	(44,146)	387,745
ACCUMULATED SURPLUS, BEGINNING OF YEAR	388,907	1,162
ACCUMULATED SURPLUS, END OF YEAR	\$ 344,761	\$ 388,907

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED DECEMBER 31, 2024**

	2024	2023
NET INFLOW (OUTFLOW) OF CASH RELATED TO THE FOLLOWING ACTIVITIES:		
OPERATING ACTIVITIES		
Excess revenue over expenditures (expenditures over revenue) for the year (page 4)	\$ (44,146)	\$ 387,745
(Increase) decrease in due from Municipality of West Elgin	(4,926)	(41)
Cash provided by operating transactions	(49,072)	387,704
Increase (decrease) in cash	(49,072)	387,704
Cash, beginning of year	387,704	-
CASH, END OF YEAR	\$ 338,632	\$ 387,704

The accompanying notes are an integral part of the financial statements

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

1. Accounting policies

The financial statements of the Municipality of West Elgin Trust Funds (the "Trust Funds") are prepared by management in accordance with Canadian public sector accounting standards.

a. Revenue recognition

Revenue is recognized as it is received or receivable if the amount to be received can be reasonably estimated and collection is reasonable assured.

b. Financial instruments

The financial instruments of the Trust Funds consist of cash. The carrying values of these financial assets approximate their fair values unless otherwise disclosed.

c. Use of estimates

The preparation of financial statements in conformity with Canadian public sector accounting standards requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expenditures during the period. Actual results could differ from these estimates.

d. Capital assets

The Trust Funds do not own any capital assets.

e. Budget

The Trust Funds do not set a budget.

2. Accumulated surplus

The accumulated surplus of the Trust Funds is comprised of the following:

	2024	2023
Schleihau Trust Fund	\$ 1,248	\$ 1,203
Rodney Cemetery Company	343,513	387,704
	\$ 344,761	\$ 388,907

**MUNICIPALITY OF WEST ELGIN
TRUST FUNDS
NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2024**

2. Accumulated surplus continued

The Schleihaut Trust Fund is to be used for needy individuals of the former Village of West Lorne. Annually, interest earned can be distributed at the discretion of Council. The original bequest was \$1,000 and interest is accruing on a yearly basis. The cash is held by the Municipality of West Elgin.

During the year ended, December 31, 2023, the Trustees of the Rodney Cemetery Company donated \$700,000 to the Trust. Expenditures from this trust will be made upon the recommendations of the Trustees. These recommendations are not binding on the Trust.

Municipality of West Elgin

Year End: December 31, 2024

Adjusting journal entries

Date: 1/1/2024 To 12/31/2024

Completed by	Reviewed by	Partner
CAS 10/18/2025	CAS 10/18/2025	CAS 10/18/2025

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Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
1	12/31/2024	A/R - WATERLINE DEBENTURES	01-1000-1080			9,691.73		
1	12/31/2024	MUN DRAIN DEBENTURES	01-1000-1150			22,102.79		
1	12/31/2024	MUN DRAIN DEBENTURES	01-1000-1150		122,717.83			
1	12/31/2024	MUNICIPAL DRAIN DEBENTURES	01-2000-2400		22,102.79			
1	12/31/2024	MUNICIPAL DRAIN DEBENTURES	01-2000-2400			122,717.83		
1	12/31/2024	WATERLINE DEBENTURES	01-2000-2402		9,691.73			
To adjust the year end debt balances for principal payments.								
2	12/31/2024	Bank-Yacht club	890000100		257,447.34			
2	12/31/2024	Short-term investments Yacht Club	890000110		150,910.76			
2	12/31/2024	AR - Yacht club	890000210		64,958.07			
2	12/31/2024	A/P ans Deferred Revenue-Yacht Club	890000300			20,342.42		
2	12/31/2024	Deferred revenue - Yacht Club	890000310			84,621.96		
2	12/31/2024	Due to Municipality - Yacht Club Loan	890000350			99,000.00		
2	12/31/2024	Yacht Club earned surplus	890000400			269,351.79		
2	12/31/2024	Yacht club fees	890000500			274,562.04		
2	12/31/2024	Yacht club interest	890000501			4,019.99		
2	12/31/2024	Yacht club expenditures	890000600		174,047.03			
2	12/31/2024	Yacht club DRA	890000700		104,535.00			
To post PGYC transactions.								
3	12/31/2024	MISC - NSF CHEQUES-MAPS-	01-6100-6108			194,423.63		
3	12/31/2024	INTEREST	01-6100-6110			68,581.30		
3	12/31/2024	GRANT - OCIF	01-6100-6204		311,130.00			
3	12/31/2024	GRANT - Municipal Modernization Service & Dig	01-6100-6213			42,500.00		
3	12/31/2024	TRANSFER TO RESERVES	01-6100-7900			311,130.00		
3	12/31/2024	TRANSFER TO RESERVES	01-6100-7900		68,581.30			
3	12/31/2024	TRANSFER TO RESERVES	01-6100-7900		194,423.63			
3	12/31/2024	TRANSFER FROM RESERVES	01-6100-7901		42,500.00			
3	12/31/2024	GRANT - CCBF (Canada Community Building Fi	01-7200-6211		161,554.95			
3	12/31/2024	GRANT - CCBF (Canada Community Building Fi	01-7200-6211			194,218.34		
3	12/31/2024	TRANSFER TO RESERVES	01-7200-7900			161,554.95		
3	12/31/2024	TRANSFER FROM RESERVES	01-7200-7901		194,218.34			
3	12/31/2024	GRANT - PROVINCIAL GAS TAX	01-7280-6212		7,704.25			
3	12/31/2024	TRANSFER TO RESERVES	01-7280-7900			7,704.25		
3	12/31/2024	TRANSFER TO RESERVES	01-7300-7900			55,700.78		
3	12/31/2024	TRANSFER FROM RESERVES	01-7300-7901		55,700.78			
3	12/31/2024	Transfer to Reserves	01-7600-7900		2,000.00			
3	12/31/2024	FSC - PARKS	01-7614-6405			2,000.00		
To balance obligatory reserve funds and reserve transfers.								
4	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			1,299.43		
4	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			7,984.60		
4	12/31/2024	County Roads Reserves	01-3000-3031		80,927.75			
4	12/31/2024	SPECIAL PROJECTS - Surplus Lands	01-7010-7678		7,275.84			
4	12/31/2024	Development Charges Bacground Study	01-7010-7681			7,275.84		
4	12/31/2024	Development Charges Bacground Study	01-7010-7681		1,299.43			
4	12/31/2024	Development Charges Bacground Study	01-7010-7681		7,984.60			
4	12/31/2024	TRANSFER TO RESERVES	01-7200-7900			80,927.75		
To post clients entry 1236.								
5	12/31/2024	Urbank Institue Grant	01-1000-1060		97,500.00			
5	12/31/2024	A/R - WATER/SEWAGE	01-1000-1061		156,085.17			
5	12/31/2024	PREPAID EXPENSES	01-1000-1400		1,032.86			
5	12/31/2024	PREPAID EXPENSES	01-1000-1400		1,032.86			
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			1,064.46		
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			0.21		
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010		331.50			
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010		541.87			
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			182.26		
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			76.07		
5	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			97,500.00		
5	12/31/2024	DUE TO/FROM FUND 02	01-2000-2100		122,772.55			

Municipality of West Elgin
Year End: December 31, 2024
Adjusting journal entries
Date: 1/1/2024 To 12/31/2024

Completed by	Reviewed by	Partner
CAS 10/18/2025	CAS 10/18/2025	CAS 10/18/2025

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Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
5	12/31/2024	DISC RESERVES - WEST ELGIN WATER DEP	01-3000-3203			158,150.89		
5	12/31/2024	OFFICE SUPPLIES	01-7010-7650		0.21			
5	12/31/2024	LEGAL	01-7010-7675			331.50		
5	12/31/2024	M-MISC Material	01-7200-7233			541.87		
5	12/31/2024	PENALTY, INTEREST & MISC.	01-7310-6111			2,065.72		
5	12/31/2024	WATER REV - RESIDENTIAL	01-7310-6360			64,686.56		
5	12/31/2024	WATER REV-NON RESIDENTIAL	01-7310-6361			11,355.21		
5	12/31/2024	Water - Flat Charge	01-7310-6371			80,043.40		
5	12/31/2024	Water Expense - Tri County	01-7310-7682			90,205.61		
5	12/31/2024	Water Expense - Tri County	01-7310-7682			111,602.41		
5	12/31/2024	Water Expense - Tri County	01-7310-7682		77,633.42			
5	12/31/2024	Water Expense - Tri County	01-7310-7682		1,478.12			
5	12/31/2024	TRANSFER TO RESERVES	01-7310-7900		158,150.89			
5	12/31/2024	Holiday Parade	01-7611-7340		1,064.46			
5	12/31/2024	GAS	01-7655-7501		182.26			
5	12/31/2024	DUE TO/FROM FUND 01	02-2000-2100			122,772.55		
5	12/31/2024	RESERVE FOR FUTURE OPERATIONS	02-3000-3565		122,772.55			
5	12/31/2024	WATER REV - MUNICIPAL	02-7315-6590		90,205.61			
5	12/31/2024	WATER REV - MUNICIPAL	02-7315-6590		111,602.41			
5	12/31/2024	WATER REV - MUNICIPAL	02-7315-6590			77,633.42		
5	12/31/2024	WATER REV - MUNICIPAL	02-7315-6590			1,478.12		
5	12/31/2024	HYDRO	02-7315-7500		76.07			
5	12/31/2024	TRANSFER FROM RESERVES	02-7315-7901			122,772.55		
Client requested entry 1236.								
6	12/31/2024	TILE DRAIN LOAN DEB	01-2000-2401			71,037.97		
6	12/31/2024	SURPLUS - TILE DRAINS DEB	01-3000-3305		71,113.47			
6	12/31/2024	ADMINISTRATION FEES	01-6100-6120			75.50		
To balance TDL and adjust ending balance.								
7	12/31/2024	SCHLEIHAUF TRUST FUND	01-2000-2300			45.58		
7	12/31/2024	INTEREST	01-6100-6110		45.58			
To add interest to Schliehauf trust at 3.79% interest per Treasurer.								
8	12/31/2024	ACCRUED LIABILITIES	01-2000-2010			5,000.00		
8	12/31/2024	DUE TO/FROM FUND 02	01-2000-2100		3,765.14			
8	12/31/2024	AUDIT	01-7010-7676		5,000.00			
8	12/31/2024	AUDIT	01-7010-7676			3,765.14		
To increase the audit accrual for the additional time required and reverse entry made to intercompany in error.								
9	12/31/2024	A/R - DUE FROM THE PROVINCE	01-1000-1059		172,402.60			
9	12/31/2024	GRANT - INVESTING IN CANADA INFRASTRU	01-7200-6212			172,402.60		
To set up grant received for Black's Road per discussion with client.								
10	12/31/2024	DISC RESERVES - WEST ELGIN WATER DEP	01-3000-3203			122,696.48		
10	12/31/2024	TRANSFER TO RESERVES	01-7310-7900		122,696.48			
To transfer the reduction in cost of water from Tri County adjustment to reserve.								
11	12/31/2024	A/R - GENERAL / OTHER	01-1000-1051			54,209.10		
11	12/31/2024	SURPLUS-MUNICIPAL	01-3000-3500			13,267.00		
11	12/31/2024	MISC - NSF CHEQUES-MAPS-	01-6100-6108		54,209.10			
11	12/31/2024	GAIN/LOSS ON ASSET DISPOSAL	01-7200-6353		13,267.00			
To correct the subledger for AR to GL and balance opening surplus.								
12	12/31/2024	PREPAID EXPENSES	01-1000-1400		11,948.47			
12	12/31/2024	ASSET MANAGEMENT	01-7010-7449			11,948.47		

Municipality of West Elgin

Year End: December 31, 2024

Adjusting journal entries

Date: 1/1/2024 To 12/31/2024

Completed by	Reviewed by	Partner
CAS 10/18/2025	CAS 10/18/2025	CAS 10/18/2025

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Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
To record Citywide invoice 23007 as prepaid.								
13	12/31/2024	A/R - TILE LOAN DRAIN DEBENTURES	01-1000-1070			72,169.81		
13	12/31/2024	TILE DRAIN LOAN DEB	01-2000-2401		72,169.81			
13	12/31/2024	LOCAL IMPROVEMENTS - TILE DRAINS	01-6000-6041			62,929.74		
13	12/31/2024	TILE DRAINS EXP	01-8000-7480		69,831.76			
13	12/31/2024	TILE DRAINS - INTEREST	01-8000-7583			6,902.02		
To gross up TDL early payments and adjust year end balance - should be principal owing only.								
14	12/31/2024	PSAB - CONSOLIDATION	02-1000-1900			6,006,846.02		
14	12/31/2024	DUE TO GENERAL - CONSOLIDATION	02-2000-2101			207,514.88		
14	12/31/2024	RESERVE - CONSOLIDATION	02-3000-3566		468,070.36			
14	12/31/2024	TRI COUNTY CAPITAL SURPLUS	02-3000-3585		991,856.97			
14	12/31/2024	SURPLUS - CAPITAL - CONSOLIDATION	02-3000-3586		5,746,290.54			
14	12/31/2024	Retained Earnings	02-4000-4000			1,103,551.02		
14	12/31/2024	INTEREST - CONSOLIDATION	02-7315-6111		25,167.89			
14	12/31/2024	WATER REVENUE - CONSOLIDATION	02-7315-6592		948,622.04			
14	12/31/2024	TRI COUNTY CONTRACT - CONSOLIDATION	02-7315-7698			279,250.69		
14	12/31/2024	TRI COUNTY EXPENDITURES - CONSOLIDAT	02-7315-7699			302,966.53		
14	12/31/2024	TRI COUNTY EXPENDITURES - CONSOLIDAT	02-7315-7699			47,474.92		
14	12/31/2024	TRANSFER FROM RESERVES - CONSOLIDAT	02-7315-7902		196,234.57			
14	12/31/2024	AMORTIZATION - CONSOLIDATION	02-7315-9006			476,934.81		
14	12/31/2024	NET CHANGE TO CAPITAL SURPLUS - CONS	02-7315-9999			63,397.55		
14	12/31/2024	NET CHANGE TO CAPITAL SURPLUS - CONS	02-7315-9999		111,694.05			
To post elimination of the Tri County operations for West Elgin's ownership only and close out the capital surplus.								
15	12/31/2024	ARO - To be recovered in future years	01-3000-3590		10,000.00			
15	12/31/2024	Retained Earnings	01-4000-4000			10,000.00		
15	12/31/2024	Accretion expense - landfill	01-7350-9100		10,000.00			
15	12/31/2024	ARO NET CHANGE	01-9000-9000			10,000.00		
To book accretion expense for ARO - client booked to surplus.								
16	12/31/2024	PSAB - EQUIP/VEHICLES	01-1000-1503			227,556.00		
16	12/31/2024	ACCUM AMORT - EQUIP/VEHICLES	01-1000-1603		227,556.00			
To record disposal of old grader per client request.								
17	12/31/2024	Rodney Cemetery Trust Fund	03-2000-2310		44,190.53			
17	12/31/2024	Surplus - Rodney Cemetery	03-3000-3300		312,296.25			
17	12/31/2024	Retained Earnings	03-4000-4000			312,296.25		
17	12/31/2024	RODNEY CEMETERY NET INCOME	03-9000-0000			44,190.53		
To close out Cemetery surplus.								
18	12/31/2024	RES - TAXRATE STABILIZATION	01-3000-3014			73,464.00		
18	12/31/2024	SURPLUS-MUNICIPAL	01-3000-3500		108,562.86			
18	12/31/2024	SURPLUS-CAPITAL	01-3000-3585		1,111,122.45			
18	12/31/2024	Retained Earnings	01-4000-4000			1,219,685.31		
18	12/31/2024	TRANSFER TO RESERVE	01-7010-7900		73,464.00			
To transfer operating surplus to tax stabilization reserve and close out surplus to one account.								
19	12/31/2024	Asset Retirement Obligation	01-2000-2600			1,220,000.00		
19	12/31/2024	ARO - To be recovered in future years	01-3000-3590		1,220,000.00			
To increase the liability for the landfill closure costs based on new report.								
					15,185,752.15	15,185,752.15		

Completed by	Reviewed by	Partner
CAS 10/18/2025	CAS 10/18/2025	CAS 10/18/2025

Number	Date	Name	Account No	Reference	Debit	Credit	Recurrence	Misstatement
		Net Income (Loss)	321,666.13					



Municipality of West Elgin

Minutes

Council Meeting

October 9, 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
Tom Mohan, Drainage Superintendent

Also Present: JM Spriet, P. Eng., Spriet Associates Engineering

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- 247

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for October 9, 2025 as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Public Meeting - Zoning Amendment D-14 7-2025

Resolution No. 2025- 248

Moved: Councillor Denning

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- 249

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 7-2025 – Recommendation Report (Planning Report 2025-22), for information purposes only; And

That West Elgin Council hereby defer the decision, pending additional details.

Carried

4.2 Public or Applicant Comment

David French, Storey Samways Planning Ltd., spoke on behalf of the applicants, indicating that steps are currently being taken to mitigate disturbance, including the acquisition of additional lands, trees planted to create light and sound barriers and moving the driveway access in time.

Adjacent and surrounding landowners that spoke included Manuel Dias and John Okolisan, who indicated the operation of transportation business has been ongoing for two years, with ongoing disturbances including screeching, lights, coupling and uncoupling of tractor trailers on the municipal road.

4.3 Council Comment

Councillors Denning and Statham discussed the mitigation measures, and indication of non-compliance within the Elgin County Official Plan. Council requested more detail and indicated a deferral of a decision until a later date.

4.4 Adjournment

Resolution No. 2025- 250

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adjourn the public meeting, pursuant to the *Planning Act*.

Carried

5. Public Meeting - Drainage Act - Mumford Drain

Resolution No. 2025- 251

Moved: Councillor Sousa

Seconded: Councillor Denning

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

Carried

5.1 Engineers Report

Resolution No. 2025- 252

Moved: Councillor Denning

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby receives the Engineers report for the Mumford Drain, dated September 4, 2025, as prepared and presented by Mr. JM Spriet, P. Eng.; and

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

That the Court of Revision be scheduled for Thursday, November 13, 2025, at 3:45pm; and

That Council consider the provisional By-Law 2025-57, as presented in the By-Law portion of the agenda for a first and second reading.

Carried

5.2 Public or Landowner Comment

Bonnie Rowe requested clarification on the catch basins and was advised that there will be additional catch basins added.

Marilyn Ott requested clarification on why soil sampling was not to be completed, and information on work that was previously completed. Mr. Spriet advised the previous work in 1993 installed an oversized drain, which will be enough capacity for the new outlet and drainage flow.

5.3 Council Comment

None.

5.4 Adjournment

Resolution No. 2025- 253

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby adjourn the public meeting, pursuant to the *Drainage Act*.

Carried

6. Delegations

6.1 Four Counties Health Services Foundation & Four Counties Health Services Re: Update Presentation

A presentation was received from representatives from the Four Counties Health Services and Foundation, providing Council with details regarding the current and past fundraising efforts.

Resolution No. 2025- 254

Moved: Councillor Denning

Seconded: Councillor Sousa

That In accordance with Section 3.5 of By-Law 2024-05 Being a By-Law to establish rules of procedure for the meetings of Council, West Elgin Council hereby allow Four Counties Health Services and Foundation up to

twenty (20) minutes for item 6.1, Delegation, suspending the rules of Section 6.8 of By-law 2024-05.

Carried

7. Adoption of Minutes

Resolution No. 2025- 255

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of September 25, 2025 as presented.

Carried

8. Business Arising from Minutes

None.

9. Staff Reports

9.1 Building

9.1.1 Monthly Building Report, September 2025

Resolution No. 2025- 256

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

9.2 Operations

9.2.1 Truck Tender Results

Resolution No. 2025- 257

Moved: Councillor Statham

Seconded: Councillor Sousa

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

That West Elgin Council approve the tender award for the purchase of 2 fleet vehicles to Finch Chevrolet Cadillac Buick GMC Ltd for \$52, 623.50 plus HST per vehicle.

Carried

9.2.2 Bi-Monthly Report

Resolution No. 2025- 258

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby receives the bi-monthly report, August and September 2025, from Dave Charron, Manager of Infrastructure and Development, for information purposes.

Carried

9.2.3 Sole Sourcing

Resolution No. 2025- 259

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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

That West Elgin Council approve the sole source contract to complete design, tender and construction administration for the replacement of Storm Sewers in West Lorne that outlet to the Zoller drain down Chestnut Street and upgrade the Stormwater main on Main/Pioneer Street from approximately 44m west of Argyle to Division Street to Spriet Associates.

For (3): Mayor Leatham, Deputy Mayor Tellier, and Councillor Denning

Against (2): Councillor Statham, and Councillor Sousa

Carried (3 to 2)

9.3 Planning

9.3.1 Severance Application E52-25 - Comments to Elgin County

Resolution No. 2025- 260

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E-52-25 - Comments to Elgin County (Planning Report 2025-23).

And that West Elgin Council hereby recommend approval to the Land Division Committee of the County of Elgin for severance application, File 52-25, 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.

Carried

10. Committee and Board Reports or Updates

Councillor Denning advised that compliments were received at the Bo Horvat Community Center Board (Arena) of Management Meeting this week from West Lorne Minor Hockey regarding the condition of the arena since the dehumidification system was installed.

11. Notice of Motion

11.1 Councillor Sousa - Online Public Access to Council Meetings

To be read at October 23, 2025 Council meeting

Whereas online public access via zoom was cancelled in September 2023; And

Whereas online access for public viewing would increase accessibility for residents unable to attend in person; Now

Therefore, West Elgin Council hereby approve use of public access zoom links for Council meetings, providing audio & visual access only.

12. Council Inquires/Announcements

Deputy Mayor Tellier provided a recap of the Town Hall event facilitated by the West Elgin Community Health Center, providing conversation and connection within the community regarding important health care challenges.

Deputy Mayor Tellier indicated that the West Lorne Minor Hockey Association is running a 50/50 draw, ending October 15.

Councillor Denning advised that two community members sponsored "Learn 2 Skate" skating assistant devices for use at the arena. Councillor Denning also indicated that discussions will be underway for the scaled back version of arena renovations, utilizing the Kraft Hockeyville funding.

13. Correspondence

Resolution No. 2025- 261

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

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

Carried

13.1 Request for Proposals – Financial Management Services for the Elgin OPP Detachment Board

OPP Detachment Board to attend November 27 Council Meeting as a delegation.

14. Items Requiring Council Consideration

None presented prior to meeting.

14.1 Letter received Re: Smoking in Public Places (Item 13.1)

Deputy Mayor pulled item 13.1 for discussion within S. 14 of the agenda.

Deputy Mayor Tellier advised that the Rodney Wool Shop is experiencing the smell of cigarette smoke in their store and textiles and have requested consideration of a by-law pertaining to smoking in front of stores. There is currently no by-laws in place. Deputy Mayor was gauging Council appetite to move forward. Councillor Statham advised he has spoke with the owners of the neighbouring store, Tokie's Variety, and indicated they would like a seating area for patrons. No motion was made by Council for formal staff direction.

15. By-Laws

15.1 Zoning Amendment

By-law 2025-58, Zoning Amendment (25130 Argyle Line) deferred by Council during Public Meeting.

15.2 2025-57, Mumford Drain, First & Second Reading Only

Resolution No. 2025- 262

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That By-law 2025-57, being a By-Law to provide for drainage works on the Mumford Drain in the Municipality of West Elgin, be read a first and second time, and provisionally adopted.

Carried

16. Closed Session

Resolution No. 2025- 263

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 6:26 pm, to discuss matters pursuant to the *Municipal Act* Section 239 2(d), being labour relations or employee negotiations (Manager of Corporate Services/Treasurer Recruitment).

Carried

17. Report from Closed Session

Report from Closed Session at 6:54 pm.

Resolution No. 2025- 264

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council received one item pursuant to the *Municipal Act*, Section 239 2(d) labour relations or employee negotiations and provided administrative direction to the Chief Administrative Officer.

Carried

18. Confirming By-Law

Resolution No. 2025- 265

Moved: Councillor Statham

Seconded: Councillor Sousa

That By-law 2025-58 being a By-law to confirm the proceeding of the Regular Meeting of Council held on October 9, 2025, be read a first, second and third and final time.

Carried

19. Adjournment

Resolution No. 2025- 266

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 6:56 pm, to meet again at 4:00pm, on Thursday, October 23, 2025, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk

**Elgin OPP Detachment Board
Meeting
Minutes**

**June 25, 2025, 1:00 p.m.
Virtual Meeting**

Members Present: Dave Jenkins, Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Tyler Holmes, Interim Elgin County OPP Detachment
 Commander
 Jennifer Ford, Director of Financial Services/Treasurer
 Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 1:00 p.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the agenda for the June 25, 2025 Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Moved by: Ida McCallum
Seconded by: Trudy Kanellis

RESOLVED THAT the minutes of the meeting held on May 5, 2025 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

5. Delegations

6. Reports

6.1 Elgin O.P.P Detachment Board Quarterly Report - Detachment Commander, Tyler Holmes

Elgin OPP Detachment Commander Tyler Holmes presented the Quarterly Report for the period of March to May 2025. The report covered a range of key updates and statistics, including:

Collision data and traffic-related charges under the Highway Traffic Act

Criminal Code charges, including violent crimes such as sexual offenses, assault charges, and robberies

Property crime, including break and enters

Mental health-related occurrences

Commander Holmes also announced the appointment of a new Community Engagement Officer, who will be assuming responsibility for the detachment's media portfolio. Additionally, the detachment is currently awaiting news on a grant application to fund a second mental health professional to better support ongoing demands in this area.

Moved by: Andrew Sloan

Seconded by: Dominique Giguère

RESOLVED THAT the Quarterly Report (March-May 2025) from the Elgin OPP Detachment Commander be received and filed.

Motion Carried.

6.2 Chair's Report - Elgin OPP Detachment Board Chair, Dave Jenkins (Verbal)

The Chair provided a verbal update, highlighting his recent involvement in the recruitment process for the new Elgin OPP Detachment Commander. He attended an onboarding session held one day prior to the interviews and had the opportunity to ask one question to each of the two candidates. On behalf of the Board, the Chair extended congratulations to Tyler Holmes on his successful appointment as Detachment Commander.

The Chair also noted that, in fulfillment of the Board's obligations to join the OAPSB Group Insurance Plan, a draft Abuse Prevention Policy was reviewed by independent legal counsel.

Additionally, both Vice Chair Giguere and the Chair submitted comments regarding the recruitment process, emphasizing the Board's position that it should play a more active role in future recruitments. A response to their concerns has been received and will be circulated to the Board by the Chair.

Moved by: Trudy Kanellis
Seconded by: Ida McCallum

RESOLVED THAT the verbal report from OPP Detachment Board Chairperson Dave Jenkins be received for information.

Motion Carried.

6.3 OAPSB Conference and AGM Update - Elgin OPP Detachment Board Vice Chair, Dominique Giguere (Verbal)

Vice Chair Dominique Giguère attended parts of the OAPSB Conference and AGM from June 3-5, 2025. She provide an update about her learnings including her main takeaway that there are many boards across the province that are still adjusting to the transition under the new Community Safety and Policing Act. Messaging from the conference emphasized that roles have changed under the new legislation and Detachment Boards are fundamentally different than the Police Services Boards that came before them. The Vice Chair found that the conference content is more pertinent to municipal boards as opposed to detachment boards; however, it was a good opportunity to have discussions with peers and provincial advisors. Vice Chair Giguère requested that staff develop a work plan for the Board that will provide guidance as to which policies the Board would like developed as it continues its transition.

Moved by: Dominique Giguère
Seconded by: Andrew Sloan

RESOLVED THAT the verbal update regarding the OAPSB Conference and AGM from the Board Vice Chair, Dominique Giguère, be received for information; and

THAT Staff be directed to develop a workplan for the Board to be presented at a future meeting.

Motion Carried.

6.4 Draft Abuse Prevention Policy - Manager of Administrative Services, Katherine Thompson

The Manager of Administrative Services/Deputy Clerk provided a draft Abuse Prevention Policy for review by the Board. This policy is required to enter into the OAPSB Group Insurance Plan.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

THAT the Elgin OPP Detachment Board approve and adopt the Abuse Prevention Policy and direct the County of Elgin to submit it as part of the

application to the Ontario Association of Police Services Boards Group Plan Insurance.

Motion Carried.

6.5 Financial Set Up Update - Director of Financial Services/Treasurer, Jennifer Ford

The Director of Financial Services/Treasurer provided the Board with an update outlining the steps taken to establish a bank account and obtain a business number for the Board. This is a necessary requirement for the Board to independently administer its payroll and manage invoice payments, separate from the County of Elgin.

During this process, it was discovered that the Province has not yet defined the appropriate CRA classification for OPP Detachment Boards. The Inspectorate of Policing confirmed that no formal definition will be provided at this time, as no other Board in the province has pursued a separate business number. In most regions, one of the member municipalities performs administrative and financial functions on behalf of the Board and recovers associated costs from the other participating municipalities. In such cases, the municipality's existing business number is used for Board operations.

The Inspectorate recommended that the Elgin OPP Detachment Board consider establishing a similar arrangement and advised that the County of Elgin, which is not a member municipality of the Board, should cease providing financial services.

In response, Member Andrew Sloan, Mayor of the Municipality of Central Elgin, offered to explore the possibility of his municipality providing financial administration support and committed to presenting a proposal for consideration at the meeting in September. It was also recommended that the Board investigate the option of hiring an independent administrator to support its administrative operations.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

THAT the report titled "Financial Setup Update" from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT cheques be ordered at a cost of \$200 plus HST, and;

THAT discussions regarding financial set up be deferred until September when the Municipality of Central Elgin can provide a proposal for financial management of the Board, and;

THAT a job description/cost model for an Administrator Role be investigated.

Motion Carried.

6.6 Draft Elgin OPP Detachment Board Budget - Director of Financial Services/Treasurer, Jennifer Ford

The Board decided to defer discussion about the proposed 2025 Budget until discussions related to financial support and administration could be considered. The Board voted to continue to split Board costs by municipality based on number of households served as per the OPP Budget and as per historical practices under the former Police Services Board.

Moved by: Dominique Giguère

Seconded by: Ida McCallum

THAT the report titled “2025 Budget Discussion” from the Director of Financial Services/Treasurer dated June 12th, 2025 be received and filed, and;

THAT consideration of the the proposed 2025 Budget be deferred; and,

THAT the split of costs between Municipalities be calculated as per Option A.

Motion Carried.

7. Closed Session Items – None.

8. Rise and Report – None.

9. Correspondence

9.1 Spotlight Report - Policing of Protests and Major Events: Public Order Maintenance in Ontario and Inspection of Ontario Police Services Boards for Years 2023-2024 - Ryan Teschner, Inspector General of Policing of Ontario May 2025

Moved by: Dominique Giguère

Seconded by: Trudy Kanellis

RESOLVED THAT Correspondence Item 9.1 be received and filed.

Motion Carried.

10. New Business

Mayor Sloan expressed his support for officers in schools and suggested a letter be sent to the Minister of Education to indicate the Board's support.

Representation for the OPP indicated that information to be released in the coming weeks will support this development and negate the need for correspondence.

Vice Chair Giguère requested that a discussion on the Local Action Plan be placed on the agenda for the next meeting.

Detachment Commander Holmes indicated that he had just received the finalized Elgin OPP Detachment Board Annual Report for 2024. In order to meet its requirements under the Community Safety and Policing Act, the Board is required to circulate this report to participating municipalities by June 30th annually.

Moved by: Dominique Giguère

Seconded by: Andrew Sloan

THAT the Elgin OPP Detachment Board Annual Report for 2024 be circulated first to the the Board, and then to participating Local Municipal Partners.

Motion Carried.

11. Adjournment

Member Andrew Sloan offered to host the Board in the Central Elgin Boardroom for the next meeting.

Moved by: Andrew Sloan

Seconded by: Trudy Kanellis

RESOLVED THAT we do now adjourn at 2:59 p.m. to meet again on September 30, 2025, at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer.

Dave Jenkins,
Chair.

**Elgin OPP Detachment Board
Meeting
Minutes**

**September 16, 2025, 9:00 a.m.
Virtual Meeting**

Members Present: Dave Jenkins, Board Chair
 Dominique Giguère, Vice Chair
 Andrew Sloan, Board Member
 Ida McCallum, Board Member
 Trudy Kanellis, Board Member

Staff Present: Katherine Thompson, Manager of Administrative
 Services/Deputy Clerk

1. Call to Order

The meeting was called to order at 9:02 a.m. with Dave Jenkins in the Chair.

2. Approval of Agenda

Moved by: Trudy Kanellis
Seconded by: Andrew Sloan

RESOLVED THAT the agenda for the September 16, 2025, Elgin OPP Detachment Board meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

None.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Delegations

6. Reports

6.1 Renewal of OAPSB Group Insurance Plan

The Board considered the renewal of the OAPSB Group Insurance Plan for the period of September 27, 2025 - September 27, 2026.

Moved by: Trudy Kanellis
Seconded by: Dominique Giguère

RESOLVED THAT the Elgin OPP Detachment Board approve the renewal of the OAPSB Group Insurance Plan for the term September 27, 2025-September 27, 2026, at a cost of \$3,600 + 8% tax, and

THAT staff be directed to proceed with the renewal in the online portal.

Motion Carried.

7. **Closed Session Items** – None.

8. **Rise and Report** – None.

9. **Correspondence** – None.

10. **New Business** – None.

11. **Adjournment**

Moved by: Andrew Sloan
Seconded by: Dominique Giguère

RESOLVED THAT we do now adjourn at 9:28 a.m. to meet again on September 30 at 1:00p.m.

Motion Carried.

Katherine Thompson,
Acting Secretary-Treasurer

Dave Jenkins,
Chair.



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-10-23
Subject: Monthly Report for September 2025

Recommendation:

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

Purpose:

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

Background:

Emergency Responses

Pre-fire conditions, no fire	2
No Loss Outdoor Fire	2
Alarms Sounding	3
Motor Vehicle Collison (MVC)	1
Medical Assist	3
Human – Perceived Emergency	1
Call cancelled on route	1
TOTAL	13

Training & Meetings

Department topics included incident reviews, ladders, and a facility tour.

Members received Provincial Certification in NFPA 1001 Firefighter and NFPA 1021 Fire Officer standards.

Members attended NFPA 1002 Pumper Operations and NFPA 1006 Auto Extrication courses through the Elgin Middlesex Regional Fire School.

Rodney Station hosted the Elgin County Fire Prevention Officer's Association Meeting, attended by the OFM.

Recruits attended NFPA 1072 Hazmat training and DZ training in Malahide.

An WEFD Officer meeting was held, with training, operations, and budget items discussed. The Fire Chief attended County Chiefs meetings, a County Fire Prevention meeting, and a County Mutual Aid meeting.

Fire Prevention

A public education booth was set up at Rodney Fair, and firefighters conducted door to door visits for the Annual Provincial Test Your Smoke Alarm Day.

Other Activities/Information

Probationary firefighter recruitment for the West Lorne Station is complete, with two new members added to the roster. They will be attending the NFPA 1001 Recruit Course, starting in January 2026.

A grant application for Year 2 of the Provincial Fire Protection Grant was submitted, with the focus again on cancer prevention. A ventilated bunker gear room for each station was the identified project for Year 2, with the expectation that the grant will cover the entire project. Staff expect to be notified in January 2026 on the status of the grant.

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
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by:
 Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - September 2025 - 2025-10-Fire.docx
Attachments:	
Final Approval Date:	Oct 17, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-10-23
Subject: Letter of Support

Recommendation:

That West Elgin Council approve staff issuing a letter of support to the West Lorne Legion, for a Trillium Grant.

Purpose:

To provide Council with information on a request from the West Lorne Legion, and to seek approval to provide a letter of support.

Background:

The West Lorne Legion is in the process of applying for a Trillium Grant Application primarily to upgrade their kitchen facilities, and standby generator. The Royal Canadian Legion Branch 221 at 142 John St. is currently listed on the West Elgin's Emergency Response Plan as an Evacuation Centre. A member of the Legion approached staff requested a letter of support from the Municipality to include in their Trillium Grant application, based on the fact the Legion is available for use by the Municipality in the event of an emergency.

Summary:

Staff are supportive, as the proposed improvements to the West Lorne Legion, would be beneficial to all, if it was to be used as an Evacuation Centre. Staff recommend Council support the request for a letter of support.

Respectfully submitted.

Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	Letter of Support - 2025-12-Fire.docx
Attachments:	
Final Approval Date:	Oct 17, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2025-10-23
Subject: 2025/26 Budget Request

Recommendation:

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

That West Elgin Council provide budget approval for the 2025/26 project identified within this report.

Purpose:

To seek Council budget approval for completion of the Community Risk Assessment.

Background:

Ontario Regulation 378/18 requires every municipality to complete and review a community risk assessment. The regulation also states that the community risk assessment must be used to make informed decisions regarding the provision of fire protection services. A community risk assessment is a process of identifying, analyzing, evaluating, and prioritizing risks to public safety. The information gathered within the assessment is to be used as a directional tool to assist in planning future fire prevention, fire education, and fire suppression activities within the community.

Included in the Council approved 2024 budget, \$10,000 was included in the operating budget for completion of a Community Risk Assessment by a consultant, however these funds were not used. Staff intended to include \$15,000 in the 2025 budget to have this completed; however, it was recently realized that these funds were not included as intended.

The report is to seek approval to proceed with arranging a consultant to complete the Community Risk Assessment, at a cost of \$15,500.

Financial Implications:

Recently updated quotes were received at \$15,500. Staff anticipate that this project would start as soon as approved, and completed in the first quarter of 2026, and that the majority of the funds wouldn't be required until that time.

Respectfully submitted by,

Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	2025-26 Budget Request - 2025-11-Fire.docx
Attachments:	
Final Approval Date:	Oct 17, 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: 2025-10-23
Subject: Fleuren Drain Extension Tender Results

Recommendation:

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

That Council approves the low tender submission from McNally Excavating Ltd. for the Fleuren Drain Extension, in the amount of \$60,907.00 (HST included).

Purpose:

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

Background:

At the Consideration meeting for the Fleuren Drain Extension, September 25, 2025, Council authorized staff to initiate the tender process. The Drainage Superintendent initiated the process, with a closing date of October 15, 2025. Drainage Superintendent Tom Mohan, and Terri Towstiuc, Manager of Community Services/Clerk, were both present for the opening of the following tenders:

1. McNally Excavating LTD., total tender price \$60,907 (HST included)
2. Monden Excavating, total tender price \$62,263 (HST included)
3. Gillier Construction Inc., total tender price \$75,710 (HST included)

Staff are recommending the low tender submission from McNally Excavating for approval, with a cost of \$53,900 plus \$7,007 HST for a total cost of \$60,907.

Financial Implications:

Total tender price \$60,907.00.

Policies/Legislation:

The Drainage Act

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuc
 Manager of Community Services/Clerk

Report Approval Details

Document Title:	Fleuren Drain Extension, Tender Results - 2025-09-Drainage.docx
Attachments:	
Final Approval Date:	Oct 16, 2025

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

Robin Greenall



Staff Report

Report To: Council Meeting

From: Dave Charron, Manager of Infrastructure & Development

Date: 2025-10-23

Subject: Rodney Park Playground Construction

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development; And That West Elgin Council award the RFP for the design and construction of the playground equipment at Rodney Park to New World Park Solution with a budget up to \$350,000 including HST.

Purpose:

The purpose of this report is to provide West Elgin Council with an update on the results of the RFP for Rodney Park design and build. To award the project to New World Park Solution.

Background:

This report seeks Council's approval to proceed with issuing a Request for Proposals (RFP) for the design and construction of the accessible playground at Rodney Park. The RFP process ensures a transparent, competitive approach to selecting a qualified proponent capable of delivering a high-quality and inclusive play environment that meets the community's needs and the project's funding requirements.

Rodney Park has long served as an important community space within the municipality, and recent efforts to revitalize the park have been led by the dedicated Rodney Park Revitalization Group. In alignment with the group's vision to create a more inclusive and engaging public space, the next major phase of the revitalization project involves the development of a fully accessible playground.

In line with municipal procurement procedures, a Request for Proposals (RFP) was issued for the design and construction of the accessible playground. The RFP submissions were carefully reviewed by the Rodney Accessible Park Committee. Following a comprehensive evaluation process, the committee selected New World Park Solutions as the preferred proponent. Their proposal demonstrated strong alignment with the project goals, met accessibility and safety standards, and fell within the approved budget.

The accessible playground project is intended to provide children of all abilities with the opportunity to play, socialize, and engage in physical activity in a safe and inclusive environment. By improving accessibility, promoting active lifestyles, and enhancing our public spaces this project aligns with the Municipality's strategic goal to provide recreation and leisure activities to attract and retain residents.

The Municipality of West Elgin and the Rodney Park Revitalization Group secured a \$200,000 Capital Grant from the Ontario Trillium Foundation (OTF) to support this initiative. In addition, the group fund raised \$150,000, bringing the total available funding to \$350,000.

Financial Implications:

The project uses a mixed funding model comprising a \$200,000 grant and supplementary funds raised through community fundraising initiatives. The use of grant and fundraising financing has the following financial implications:

1. Cost Coverage and Budget Alignment

The \$200,000 grant provides essential seed funding, reducing the financial burden on the municipality and enabling early stages of the project to proceed without delay.

The remaining project costs will be funded through a targeted fundraising campaign, which met its objective without requiring additional municipal funding.

2. Fundraising Outcomes

Fundraising efforts successfully engaged local residents, businesses, and community partners, raising the required balance of funds. To date \$150,000 funds have been raised.

3. Ongoing Operating Costs for the Municipality

The project introduces a ongoing maintenance costs to the municipality. These costs are expected to be manageable within the scope of the existing operating budget. Specific considerations include:

- a) Routine Maintenance: Minor upkeep such as cleaning, inspections, landscaping, or repairs will be required at regular intervals.
- b) Resource Allocation: Existing municipal staff and resources are expected to absorb the additional maintenance duties without the need for new hires or significant operational changes.
- c) Budget Planning: Estimated annual maintenance costs have been identified and will be incorporated into departmental operating budgets starting in the next fiscal year.
- d) Community Support: There is potential for ongoing community involvement (e.g. volunteer groups or partner organizations) to assist with light maintenance tasks, reducing the financial impact.

Overall, the ongoing operating implications are modest and do not pose a significant burden to municipal finances.

Policies/Legislation:

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron

Manager, Infrastructure and Development



Rodney Park

25-17465A.NEW

Sales Representative



**NEW WORLD
PARK SOLUTIONS**

Equipment Manufacturer



PLAYWORLD
The world needs play.

POST & COMPONENT	ROTOMOLD PLASTIC	2-COLOR PLASTIC	ECO-ARMOR
 Orange	 Teal	 Plum-Sand	 Brown
 Lime	 Plum	 Orange-Sand	
 Teal	 Orange	 Lime-Sand	
 Plum		ROPE	SHADE
		 Purple	 Zesty Lime



Rodney Park

25-17465A.NEW

Sales Representative



Equipment Manufacturer



POST & COMPONENT	ROTOMOLD PLASTIC	2-COLOR PLASTIC	ECO-ARMOR
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Rodney Park

25-17465A.NEW

Sales Representative



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Rodney Park

25-17465A.NEW

Sales Representative



**NEW WORLD
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Rodney Park

25-17465A.NEW

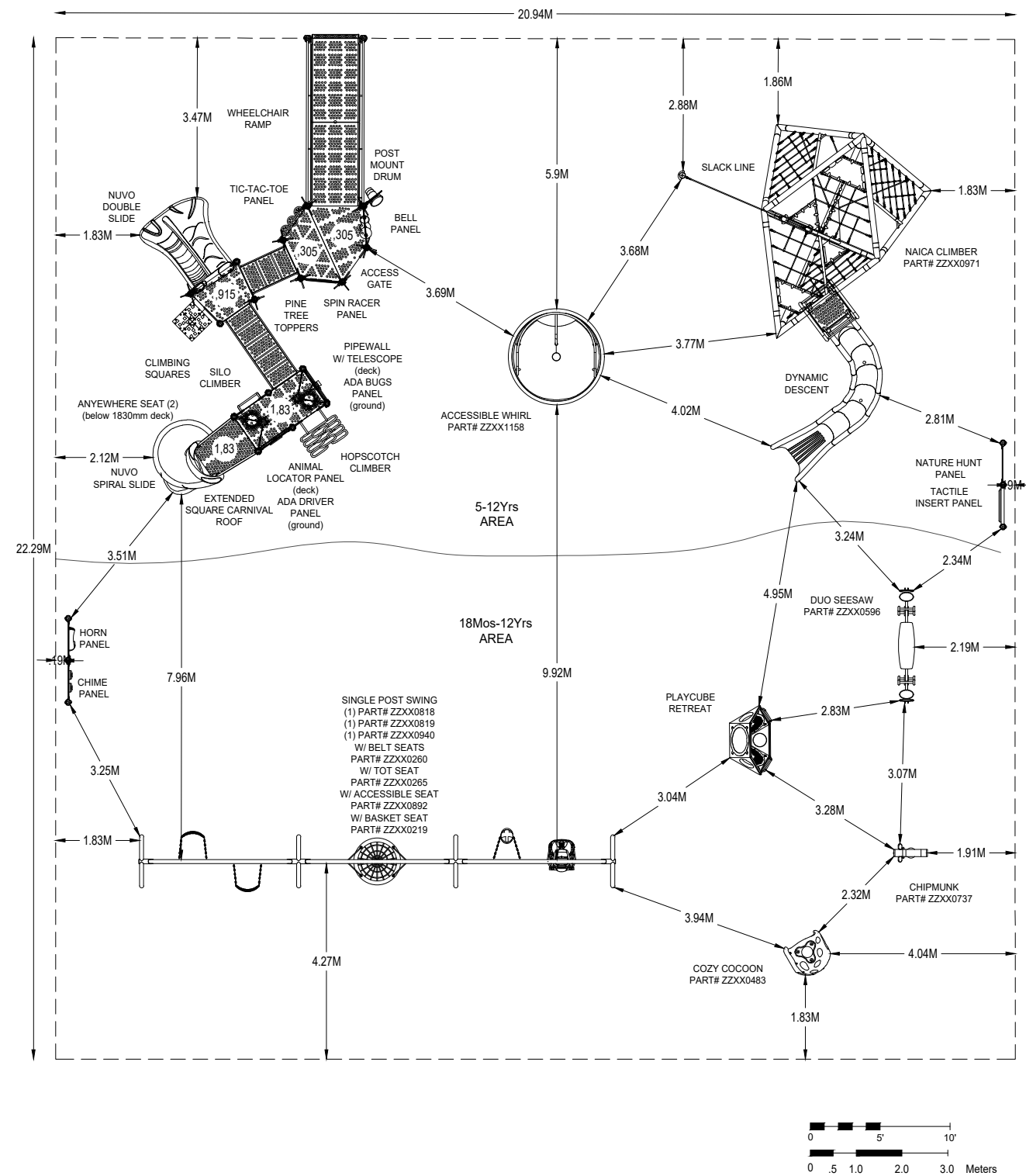
Sales Representative



Equipment Manufacturer



POST & COMPONENT	ROTOMOLD PLASTIC	2-COLOR PLASTIC	ECO-ARMOR
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Lime	Plum	Orange-Sand	
Teal	Orange	Lime-Sand	
Plum		ROPE	SHADE
		Purple	Zesty Lime



ADA SCHEDULE	Total Elevated Play Activities: 12		
	Total Ground-Level Play Activities: 9		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	6	4	3
Provided	10	7	5

ADA SCHEDULE	Total Elevated Play Activities: 0		
	Total Ground-Level Play Activities: 11		
	Accessible Elevated Activities	Accessible Ground-Level Activities	Accessible Ground-Level Play Types
Required	0	0	0
Provided	0	11	5



NEW WORLD PARK SOLUTIONS

42 Woodway Trail
Brantford, ON N3R 6G7

EQUIPMENT SIZE:

6,20M x 5,80M x 4,90M

USE ZONE:

22.29M x 17.78M

AREA:

466.55 SqM.

PERIMETER:

86.56 M.

FALL HEIGHT:

3.39 M.

USER CAPACITY:

104

AGE GROUP:

18Mos-12Yrs

✓ CSA Z614-20



PROJECT NO:

25-17465A.NEW

SCALE:

3/32"=1'-0"

DRAWN BY:

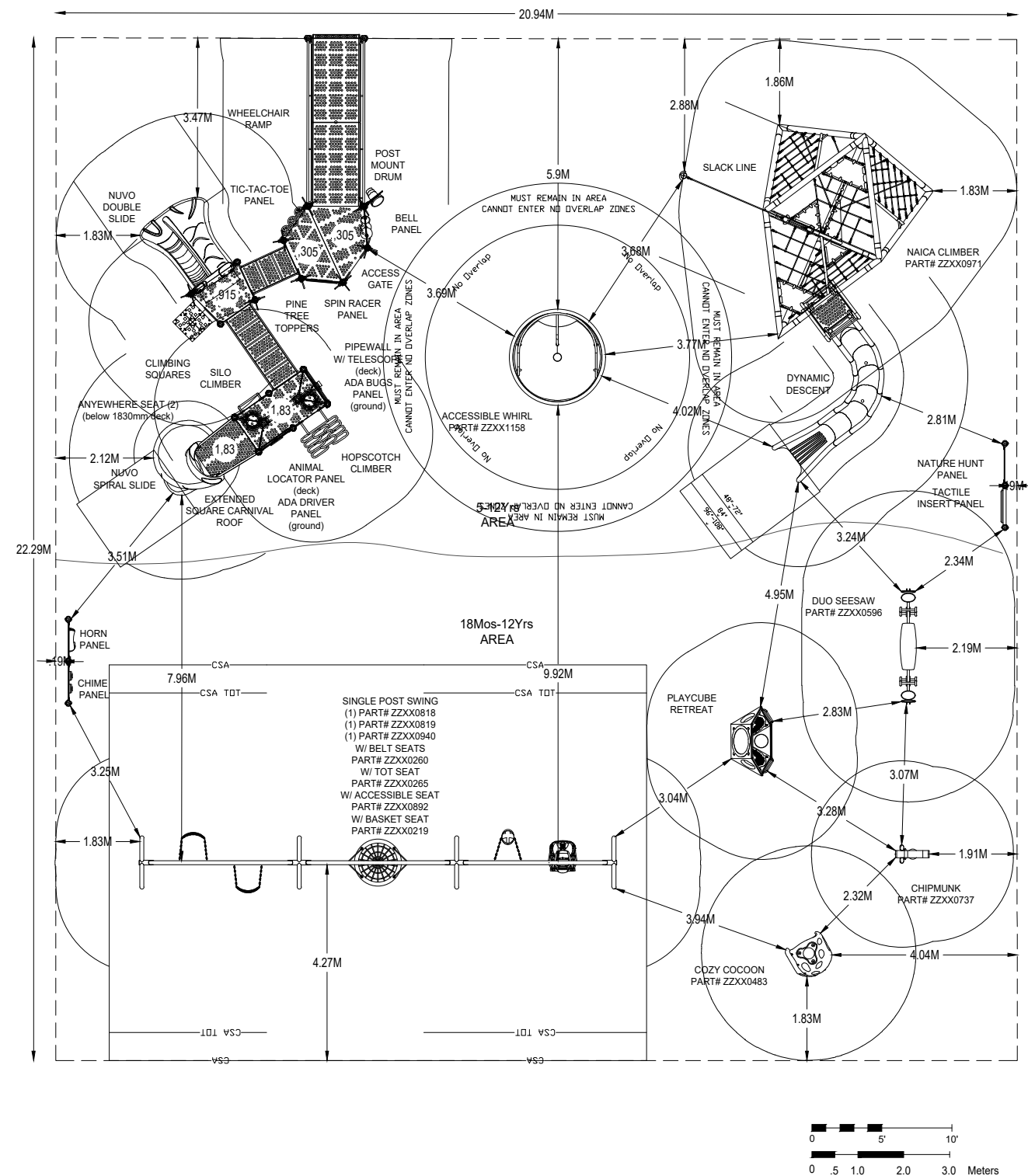
B. MCCAFFERY

DATE:

03-OCT-2025

Paper Size

B



ADA SCHEDULE	Total Elevated Play Activities: 12		
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✓ CSA Z614-20



PROJECT NO:
25-17465A.NEW

SCALE:
3/32"=1'-0"

DRAWN BY:
B. MCCAFFERY

Paper Size

DATE:
03-OCT-2025

B

RODNEY PARK



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2025-10-23
Subject: 2026 Regular Council Meeting Dates and Format

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Regular Council Meetings Dates and Format; And

That West Elgin Council hereby approves the 2026 Council Meeting Schedule for regular and committee of the whole meetings; And

That Council direct staff to prepare and finalize a full 2026 meeting schedule, including committee and board meetings, for approval prior to December 31, 2025.

Purpose:

The purpose of this report is to provide Council with the dates for 2026 Regular Council meetings only and seek direction for potential to add Committee of the Whole/ Townhall meetings into the schedule.

Background:

West Elgin procedural by-law 2024-05 Section 4.2.4 a) indicates that *“Prior to the 31st of December in each year, the Council shall establish a schedule of all regular Council meeting dates for the calendar year.”* West Elgin Council meetings are held every second (2nd) and fourth (4th) Thursday of the month, apart from July, August and December, when Council only meets once per month. 2026 is an Election year, and Section 4.1 of By-law 2024-05 indicates that *Inaugural Meetings shall be held on the first Thursday of the new term of Council following a Regular Municipal Election at 7:00 pm.*

During procedural by-law updates in 2023, Council chose to remove the Committee of the Whole structure, indicating there were too many meetings, presenting challenges to balance Council, full-time employment and personal commitments. However, recent discussions during council meetings have indirectly indicated that a Committee of the Whole Structure could be beneficial, to allow for more open dialogue, clarification seeking, and opportunity to direct staff to investigate suggested revisions to reports and recommendations. This will also, in essence, allow for smoother running Council meetings as all items requiring clarification and/or revisions will be handled at the Committee

of the Whole, providing clear-cut directions to staff. In contrast, Council may also refer an item back to the Committee of the Whole, if they feel there is not enough information, or if an item requires further consideration or deliberation.

When seeking verification from neighbouring municipalities, their structure varies with some municipalities incorporating Committee of the Whole into regular sessions, while others run their separate sessions or not at all.

Council has also indicated a greater need for public participation, which, due to the strict nature of Council meetings, conflicts with the structure and intent of Council meetings, consideration of public “Town Hall” meetings would allow for this approach. A “Town Hall” meeting approach could be utilized for specific subjects, to gauge public input, but still allow for structure.

If Council chooses to add the Committee of a Whole/ Town Hall structures to the meeting schedule, staff can bring forth a term of reference for procedures and structures of each meeting approach.

Below is a comparison of meeting types

Council	Committee of the Whole	Town Hall
High Formality, to conduct official business.	Lower formality, to allow for detailed informal discussion and exploration of options. Allows for refinement to policy prior to final vote by Council.	Lower formality, meetings are organized around a specific topic.
To make final, binding decision	To discuss, debate and refine the issues before final decision. A recommendation is made to Council to make a final decision.	To engage with the public on <u>specific issues</u> .
Amendments on the fly during Council meetings can be problematic and provide room for error.	Amendments are presented to staff, to investigate and bring back for final approval at Council.	
Strict rules of order by either procedural by-law or Roberts Rules of Order.	Follows procedural by-law or Roberts Rules of Order, is less formal and allows for more questions and debate.	Meeting structure allows for public comments and deputations.
Issues are voted on and recommendations and by-laws are passed	Used a preparatory step, providing an avenue for consideration before final decision of Council.	Used a preparatory step providing an avenue for public engagement.

Recommended Council and Committee of the Whole dates for 2026

January 8 (Committee of the Whole/Town Hall) and January 22 (Regular Council)
 February 12 (Committee of the Whole/Town Hall) and February 26 (Regular Council)
 March 12 (Committee of the Whole/Town Hall) and March 26 (Regular Council)
 April 9 (Committee of the Whole/ Town Hall) and April 23 (Regular Council)
 May 14 (Committee of the Whole/ Town Hall) and May 28 (Regular Council)
 June 11 (Committee of the Whole/Town Hall) and June 25 (Regular Council)
 July 23 (Regular Council only, with option to add Committee of the Whole/Town Hall, if required)
 August 20 (Regular Council only, with option to add Committee of the Whole/Town Hall, if required)
 September 10 (Committee of the Whole/Town Hall) and September 24 (Regular Council)
 October 8 (Committee of the Whole/Town Hall) and October 22 (Regular Council)
 November 12 (Committee of the Whole/ Town Hall) and November 26 (Regular Council)
November 19 (Inaugural Council Meeting – new term starts November 15, 2026)
 December 17 (Regular Council only, with option to add Committee of the Whole, if required)

Financial Implications:

N/A

Policies/Legislation:

Procedural By-law 2024-05

Municipal Act

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
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Respectfully submitted by,

Terri Towstiuc
 Manager of Community Services/Clerk

Report Approval Details

Document Title:	Meeting Dates for 2026 - 2025-19-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Oct 17, 2025

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

Robin Greenall

September 18, 2025

Municipality of West Elgin
22413 Hoskins Line
PO Box 490
Rodney, ON N0L 2C0

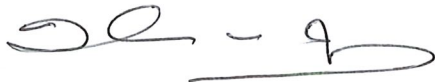
Good Morning,

We wish to express our appreciation for your grant to Four Counties Health Services Foundation. Your gift will support the purchase of a portable ultrasound. Your receipt is at the bottom of this letter.

The FCHS Foundation is proud to be supporting the Four Counties Health Services site in being one of the most modern, technologically advanced small hospitals in Ontario. We have been able to successfully recruit new physicians and medical professionals, and now we are ensuring they have the very best equipment to support them in their work bringing Care Closer to Home.

At FCHS Foundation we treat your personal information with respect and we do not rent, sell or trade any personal information. Your information is used only to issue your charitable receipt, for donor recognition and to inform you about fundraising and other events at FCHS. If you wish to have your name removed from the mailing list please notify us by phone at 519-693-4441 ext 2438 or email martha.wortner@mha.tvh.ca

Sincerely,



Tom Jeffery, FCHS Foundation Chair

*Thank you for your
continued support.*

FOUR COUNTIES HEALTH SERVICES FOUNDATION

1824 Concession Drive, RR 3, Newbury, ON N0L 1Z0

Canada Revenue Agency: canada.ca/en/services/taxes/charities.html

Charity BN/Registration #: 11892 9546 RR0001

FOR ACKNOWLEDGEMENT PURPOSES ONLY

Gift Date: 2025-08-14

Gift Amt: \$5,000.00

Municipality of West Elgin
22413 Hoskins Line PO Box 490
Rodney, ON N0L 2C0



Authorized Signature-Martha Wortner

Serving Elgin, Kent, Lambton and Middlesex Counties



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

October 15, 2025

Roodzant Farms Ltd
22321 Marsh Line
Rodney, ON
N0L 2C0

Dear Roodzand Farms Ltd

RE: Severance Application E 50-25
Lot 8, Concession 12
22709 Silverclay Line

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by **September 24, 2027**, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that three signed copies of the necessary documents be forwarded together with the \$300.00 fee charged for affixing the consent stamp. Two originals will be stamped and returned; the third copy will be retained for our file. In the event it is necessary to have a survey, two copies of the reference plan are required, one copy to accompany the documents, one copy to be forwarded electronically.

Sincerely,

Paul Clarke
Secretary-Treasurer
Land Division Committee

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

**County of Elgin
Planning Department**
450 Sunset Drive
St. Thomas, Ontario
N5R 5V1 Canada
Phone: 519-631-1460
Fax: 519-631-4549
www.progressivebynature.com



The Royal Canadian Legion
Branch 221
142 John Street
West Lorne Ontario N0L 2P0

Municipality of West Elgin
Att: Mayor Richard Letham and Council

Each year a wreath has been placed at the Remembrance Day Services in Rodney and West Lorne. We would like to invite you to participate again with us at both these ceremonies for 2025. A donation would be most appreciated towards our Poppy Fund. We have a wreath in our storage for the Municipality of West Elgin.

Your donation cheque can be made payable to Royal Canadian Legion Branch 221 and include "poppy fund" in the note portion of the cheque. We thank you for your support. These funds go to support veterans and the standing military as well as seniors and our community.

We also ask for your support in supplying a sound system and some seating at both these ceremonies. Rodney to be held at 1pm on November 9th in the front of the Rodney Library and West Lorne to be held at 11am on November 11th at the cenotaph in front of the Bo Horvat Community Centre.

In addition, last year (2024) we introduced our 'Poppy Project' which was an exciting and rewarding project for us in where individuals created knitted poppies that were then placed on a mesh sheet and hung in a public space. Last year we requested this to be hung on the large evergreen tree at the Community building at the corner of Main Street and Graham Street in West Lorne. Unfortunately our request was too late and we could not get that assistance. We are reaching out again this year to have this done.

Thank you for your consideration. Please feel free to contact me if you require further information.

Karen Goncalves
Poppy Committee Chair
Royal Canadian Legion Br. 221 – West Elgin
437-929-9422
kandbgoncalves@gmail.com
rclbranch221@gmail.com



"Lest We Forget"

From: [Delegations \(MMAH\)](#)
Subject: 2026 Rural Ontario Municipal Association (ROMA) Live Form
Date: Monday, October 20, 2025 10:10:39 AM
Attachments: [image001.png](#)

Hello

We'd like to inform you that the Municipal Delegation Request Form for the 2026 Rural Ontario Municipal Association (ROMA) Annual Conference is now available: [ROMA 2026 Municipal Delegation Form](#)

You can select either French or English using the global icon in the top right corner of the form. The deadline for submitting requests is **Tuesday November 18th, at 5:00 PM EST.**

Thank you!

Bonjour

Nous souhaitons vous informer que le formulaire de demande de délégation municipale pour le congrès annuel 2026 de la Rural Ontario Municipal Association (ROMA) est maintenant disponible: [ROMA 2026 Municipal Delegation Form](#)

Vous pouvez sélectionner le français ou l'anglais au moyen de l'icône de globe située dans la partie supérieure droite du formulaire. La demande doit être envoyée au plus tard, le Mardi 18 novembre 2025, 17 h HNE

Merci



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2025-60

**Being a By-Law to confirm the proceedings of the Regular Meeting of
Council held on October 23, 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 October 23, 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 23rd day of October 2025.

Richard Leatham, Mayor

Terri Towstiuc, Clerk