



# **Municipality of West Elgin**

## **Agenda**

### **Council Meeting**

Date: January 22, 2026, 4:00 p.m.  
Location: Council Chambers  
160 Main Street  
West Lorne

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

Zoom Link: <https://us02web.zoom.us/j/81255978767?pwd=rl2XPfFhha2bbvZL7AmAXqC2gu0gTA.1>  
Pages

1. **Call to Order**

2. **Adoption of Agenda**

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for January 22, 2026, as presented.

3. **Disclosure of Pecuniary Interest and General Nature Thereof**

4. **Drainage Meeting - Court of Revision, Government Drain No. 1 North**

Refer to Court of Revision Agenda.

Recommendation:

That West Elgin Council hereby pause to sit as a Court of Revision for the Government Drain No.1 North at \_\_\_\_\_ pm.

5. **Delegation - Malcom Dilts, Kiwanis Club of West Lorne**

Presentation of plaque to be affixed on the old clock hanging in council chambers.

## **6. Adoption of Minutes**

7

Recommendation:

That West Elgin Council hereby adopt the Minutes of December 18, 2025, as presented.

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

## **8. Staff Reports**

### **8.1 Infrastructure & Development**

#### **8.1.1 2025 Year End Review, Infrastructure & Development**

22

Recommendation:

That West Elgin Council hereby receives the 2025 Year End Report from Dave Charron, Manager of Infrastructure and Development, for information purposes.

#### **8.1.2 Replacing By-law 2024-75 Water Connection Charge**

27

Recommendation:

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

That West Elgin Council repeal By-law 2024-75 and replace it with an update version with the changes noted below as supported by the attached document.

### **8.2 Planning**

<b>8.2.1</b>	<b>Severance Application E8-26, Comment to Elgin County, 136 Furnival Road</b>	<b>38</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E8-26 – Comments to Elgin County (Planning Report 2026-01).</p> <p>And that West Elgin Council hereby recommended approval to the Land Division Committee of the County of Elgin for severance application, File E8-26, subject to the Lower-Tier Municipality conditions in Appendix One of this report.</p> <p>And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.</p>	
<b>8.3</b>	<b>Community Services &amp; Clerks</b>	
<b>8.3.1</b>	<b>Backyard Urban Hen, Final Report and Approval</b>	<b>48</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk; And</p> <p>That Council hereby proceed with a permanent Backyard Urban Hen By-law, to be approved in the by-law section of the January 22 agenda.</p>	
<b>8.3.2</b>	<b>2025 Parks &amp; Recreation Summer Students Wages</b>	<b>59</b>
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk; And</p> <p>That Council hereby approve the 2026 wage grid for Parks &amp; Recreation Summer Student positions, and direct staff to initiate the recruitment process.</p>	

**Recommendation:**

That West Elgin Council hereby receives the 2025 Year-End Summary Report from Terri Towstiuc, Manager of Community Services/Clerk, summarizing key initiatives, reports, decisions, enforcement and legislative matters brought forward to Council during the 2025 calendar year.

**9. Board or Committee of Council Reports or Updates**

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee

**10. Notice of Motion**

None presented prior to meeting.

**11. Council Inquires/Announcements**

Council opportunity for informal inquiries and/or announcements.

**12. Correspondence****Recommendation:**

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

<b>12.1</b>	<b>MPAC 2025 Municipal Partnership Report</b>	<b>67</b>
<b>12.2</b>	<b>Watson &amp; Associates Economists Ltd.</b>	<b>99</b>
<b>12.3</b>	<b>Letter received from Ontario Ministry of Agriculture, Food and Agribusiness, dated January 12, 2026</b>	<b>110</b>
<b>12.4</b>	<b>County of Elgin, Notice of No Appeals, E 56-25</b>	<b>112</b>
<b>12.5</b>	<b>County of Elgin, Notice of No Appeals, E 64-25</b>	<b>113</b>
<b>12.6</b>	<b>County of Elgin, Notice of No Appeals, E 60-25</b>	<b>114</b>



### 13. Items Requiring Council Consideration

#### 13.1 Councillor Denning Dec 18 Motion

Recommendation:

Whereas West Elgin Council received a request to receive a donation of a 1925 George White Steam Engine Tractor, representing a living story of West Elgin's origins; Now

Therefore Council ask staff to investigate the benefits and considerations of accepting this donation and bring a report back to council for further consideration and a future meeting.

#### 13.2 Motion to Amend, By-law Govt Drain No. 1 North

Recommendation:

Whereas West Elgin Council approved By-law 2025-67 on December 18, 2025 for the Government Drain No. 1 North; And

Whereas By-law 2025-67 is missing reference to Dutton Dunwich portion of the drainage works; Now

Therefore West Elgin Council hereby approve the following amendment to By-law 2025-67, to include the following citation;

*Whereas \$189,200.00 is the estimated amount being assessed to the Municipality of Dutton Dunwich.*

### 14. By-Laws

#### 14.1 2026-01, Regulation of Backyard Urban Hens

115

Recommendation:

That By-law 2026-01, Being a By-law to regulate the keeping of Backyard Hens within Residential First Density (R1), Hamlet Residential (HR) Rural Residential (RR) Zones in the Municipality of West Elgin, and Repeal By-law 2024-84, be read a first, second and third and final time.

#### 14.2 2026-03 - Water Rates

123

Recommendation:

That By-law 2026-03, being a By-Law to Impose A Water Connection Charge Upon Owners of Land Who Derive or Will or May Derive a Benefit From Connecting to The Water Distribution System Water Works, be read a first, second and third and final time.

**15. Closed Session**

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at \_\_\_\_\_ pm, to discuss matters pursuant to the *Municipal Act*, Section 239 2(k), being Plans and instructions for negotiations (Port Glasgow Trailer Park Seasonal License).

**16. Report from Closed Session**

Clerk to provide Report from Closed Session.

**17. Confirming By-Law**

Recommendation:

That By-law 2026-04, being a By-law to confirm the proceeding of the Regular Meeting of Council held on January 22, 2026, be read a first, second and third and final time.

**18. Adjournment**

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at \_\_\_\_\_ to meet again at 4:00pm, on Thursday, February 12, 2026 (Committee of the Whole), or at the call of the Chair.



# **Municipality of West Elgin**

## **Minutes**

### **Council Meeting**

**December 18, 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**

**Also Present:**  
**JM Spriet, Spriet Associates Engineering Ltd.**  
**Mark Peacock, LTVCA**  
**Amanda Blain, LTVCA**

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

#### **1. Call to Order**

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

#### **2. Adoption of Agenda**

**Resolution No. 2025- 319**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council hereby adopts the Regular Council Agenda for December 18, 2025, as presented.

**Carried**

**3. Disclosure of Pecuniary Interest and General Nature Thereof**

No disclosures

**4. Public Meeting, Drainage Act**

**Resolution No. 2025- 320**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

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

**Carried**

**4.1 Engineers Report, dated November 11, 2025 Re: Government Drain No. 1 North**

**Resolution No. 2025- 321**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That the Council of the Municipality of West Elgin hereby receives the Engineers report for the Government Drain No. 1 North, dated November 11, 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 Government Drain No. 1 North Drain, to be considered by Council following the Court of Revision; and

Further that the Court of Revision be scheduled for Thursday, January 22, 2026, at 3:00pm; and

Further that Councillor's Statham and Denning be appointed as members of the Court of Revision with Deputy Mayor Tellier as a back up; and

Further that Councillor Statham be appointed as Chair for the Court of Revision; and

That Council consider the provisional By-Law 2025-67, as presented in the By-Law portion of the agenda for a first and second reading.

**Carried**

#### **4.2 Public and Landowner Comment**

Rick Stewart spoke to Council and Mr. Spriet regarding the large bend on Argyle, and a previous drain request that was put in many years prior. Mr. Spriet confirmed that there are no plans to straighten the drain on Argyle line, however riprap will be installed to reinforce the edges.

Andrea Dalrymple addressed the drain on her property. It was determined this was a separate drain, which uses Government Drain No. 1 North as an outlet. Ms. Dalrymple was directed to speak to the Drainage Superintendent, if she requires a clean-out on the other drain.

#### **4.3 Comment from Council**

No comment from Council.

#### **4.4 Adjournment of Public Meeting, Drainage Act**

**Resolution No. 2025- 322**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

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

**Carried**

### **5. Public Meeting, Planning Act**

**Resolution No. 2025- 323**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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

**Carried**

#### **5.1 Planners Report, Zoning Amendment D-14 7-2025, 25130 Argyle Line**

**Resolution No. 2025- 324**

**Moved:** Councillor Denning

**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 – Supplementary Recommendation Report (Planning Report (2025-30).

That West Elgin Council approve the rezoning of 25130 Argyle Line from Restricted Agricultural (A3) to Temporary Restricted Agricultural Special Regulation 11 (T-A3-11) Zone, in accordance with the attached draft zoning by-law;

That West Elgin Council approve the rezoning of the lot addition lands conveyed as part of Consent File E9-25 from Agricultural (A2) Zone to Holding - Restricted Agricultural Special Regulation 12 (H-A3-12) Zone, in accordance with the attached draft zoning by-law, and

Further that West Elgin Council consider an amendment to the Zoning By-law, as presented in the by-law portion of the December 18, 2025, Council Agenda.

For (2): Deputy Mayor Tellier, and Councillor Denning

Against (3): Mayor Leatham, Councillor Statham, and Councillor Sousa

**Defeated (2 to 3)**

#### **5.1.1 Council Comment**

Council discussed, in length, the application and concerns presented. Concerns included protecting community interest, fiscal health, long-term sustainability, trucking versus agriculture, violation of key planning principles, circumvention of policies and planning sequences, contravention of the County of Elgin and West Elgin's Official Plan, neighbouring concerns of noise, dust and lighting, enforcement challenges and impact on the municipal road due to increased transport truck traffic.

Council also expressed concern regarding discouragement to a new business, and the ability to actively monitor the ongoing progress with a temporary by-law in place.

#### **5.1.2 Applicant or Public Comment**

Courtney Cameron, Counsel to Manuel Diaz, spoke to West Elgin Council, indicating there is a direct contravention to the West Elgin

Official plan, with a potential to set a negative precedence if approved. Ms. Cameron indicated that Mr. Diaz will be proceeding with an appeal, if the application is approved by Council.

David French, Storey Samways Planning Ltd., spoke on behalf of the application, and previously provided a justification report indicating that there is no offence to the Official Plan. The plan is to move forward with a compromise, asking for temporary zoning amendment on current lot for up to two (2) years to allow rear portion to be developed to the satisfaction of the Municipality. The owner would like to function on site after holding period, which is tool used under planning act. Eventual removal of the holding period would allow the trucking business to function as intended. A Site Plan Agreement would be in place, for enforcement and compliance control.

Geoff Stewart, owner & applicant, spoke to Council about the amount of traffic on Argyle including many other transports daily. Mr. Stewart also noted that all trucks and trailers using the municipal road are within the weight limit for the classification of the road.

## **5.2 Planners report, Zoning Amendment D-14 10-2025, 12897 Furnival Road**

### **Resolution No. 2025- 325**

**Moved:** Councillor Denning

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 10-2025 – Recommendation Report (Planning Report 2025-31).

That West Elgin Council approve the rezoning of the lot addition lands conveyed as part of Consent File E52-25 from General Agricultural (A1) to General Industrial (M1) Zone, in accordance with the attached draft zoning by-law,

That West Elgin Council approve the rezoning of the retained lands resulting from Consent File E52-25 from General Agricultural (A1) to General Agricultural Special Regulation 12 (A1-12) Zone, in accordance with the attached draft zoning by-law, and

Further that West Elgin Council consider an amendment to the Zoning By-law, as presented in the by-law portion of the December 18, 2025, Council Agenda.

**Carried**

**5.2.1 Applicant or Public Comment**

None.

**5.2.2 Council Comment**

None.

**5.3 Adjournment of Public Planning Meeting**

**Resolution No. 2025- 326**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

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

**Carried**

**6. Delegations**

***Break from 5:12 to 5:18 pm, prior to item 6.1.***

**6.1 Mark Peacock, P. Eng., CAO/Secretary-Treasurer, Lower Thames Valley Conservation Area**

Mark Peacock, P. Eng., CAO/Secretary-Treasurer, Lower Thames Valley Conservation Area, provided a presentation to West Elgin Council regarding the amalgamation proposal of Conservation Authorities, creating only 7 from the current 36. After Mr. Peacock's presentation, Council received a report and recommendation from CAO R. Greenall.

**6.1.1 Staff Report, R. Greenall, CAO**

**Resolution No. 2025- 327**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

That West Elgin Council hereby receives the report Proposed Boundaries for the Regional Consolidation of Ontario's Conservation Authorities from Robin Greenall, CAO, And



That West Elgin Council resolves that the Municipal of West Elgin calls on the Government of Ontario to maintain local, independent, municipally governed, watershed-based conservation authorities to ensure strong local representation in decisions related to municipal levies, community-focused service delivery, and the protection and management of conservation lands; AND

FURTHER THAT while the Municipality of West Elgin supports provincial goals for consistent permit approval processes, shared services, and digital modernization, and imposing a new top-down agency structure without strong local accountability and governance risks creating unnecessary cost, red tape, and bureaucracy, thereby undermining efficiency and responsiveness to local community needs; AND

FURTHER THAT the Municipality of West Elgin supports efforts to balance expertise, capacity, and program delivery across the province, and requests that the Province work collaboratively with municipalities and local conservation authorities to determine the most effective level of strategic consolidation to achieve both provincial and local objectives, AND

FURTHER THAT a copy of this resolution be sent to the Ontario Minister of Environment, Conservation, and Parks, to the local MP and MPPs, the Association of Municipalities of Ontario, the Rural Ontario Municipal Association, and municipalities and Conservation Authorities in Ontario.

**Carried**

## **7. Closed Session**

### **Resolution No. 2025- 328**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 5:40 pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2):

- (c), being pending disposition of land (Road Allowance Closure and Sale)
- (b), being identifiable individual (Port Glasgow Trailer Park Staffing)

**Carried**

## **8. Report from Closed Session**

Report from Closed Session at 5:57pm.

West Elgin Council received two (2) items pursuant to Section 239(2) of the *Municipal Act*, and received the following two (2) recommendations for consideration:

### **Resolution No. 2025- 329**

**Moved:** Councillor Statham

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding the permanent closure of a portion of an unopened road allowance (westerly portion of Beattie Line)

for sale to abutting landowners.

That West Elgin Council directs Administration to proceed with conveying 6 ha (1.483 ac.) consisting of Parts 1, 2 and 3, inclusive, on the attached survey, for a total of \$8,602 plus associated advertising, legal registration, survey and appraisal costs to Shannon Newport as per the signed letter of commitment.

That West Elgin Council directs Administration to proceed with conveying 0.6 ha (1.483 ac.) consisting of Parts 6 and 7, inclusive, on the attached survey, for a total of \$8,602 plus associated advertising, legal registration, survey and appraisal costs to Kurt & Laura Newport as per the signed letter of commitment.

That West Elgin Council directs Administration to proceed with conveying 1.206 ha (2.981 ac.) consisting of Parts 4 & 5, inclusive, on the attached survey, for a total of \$17,290 plus associated advertising, legal registration, survey and appraisal cost to the Thames Talbot Land Trust as per the signed letter of commitment.

**Carried**

### **Resolution No. 2025- 330**

**Moved:** Councillor Sousa

**Seconded:** Councillor Denning

That West Elgin Council hereby receives the report title Staffing Structure for the Port Glasgow Trailer Park; And

That West Elgin Council approves the proposed staffing structure for the Port Glasgow Trailer Park to be implemented for the 2026 season.

**Carried**

**9. Adoption of Minutes**

**Resolution No. 2025- 331**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

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

**Carried**

**10. Business Arising from Minutes**

None.

**11. Staff Reports**

**11.1 Building**

**11.1.1 Monthly Building Report, November 2025**

**Resolution No. 2025- 332**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receives the report from Sandy  
Lale, Deputy Chief Building Officer Re: Building Department  
Summary Report for the month of November 2025, for information  
purposes only.

**Carried**

**11.2 Fire**

**11.2.1 Bi-Monthly Fire Report, October & November 2025**

**Resolution No. 2025- 333**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

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

**Carried**

### **11.3 Infrastructure & Development**

#### **11.3.1 Bi-Monthly Infrastructure & Development Report, October & November 2025**

##### **Resolution No. 2025- 334**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

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

**Carried**

### **11.4 Community Services & Clerks**

#### **11.4.1 Committee of the Whole Terms of Reference**

##### **Resolution No. 2025- 335**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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

That Council hereby approve the Terms of Reference and agenda structure for the reimplementation of Committee of the Whole.

**Carried**

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

No updates provided.

### **13. Notice of Motion**

#### **13.1 Councillor Denning Re: Donation of 1925 George White Steam Engine**

Motion to be read at the Regular Meeting of Council, January 22, 2026.

### **14. Council Inquires/Announcements**

No inquiries or announcements made.

### **15. Correspondence**

#### **Resolution No. 2025- 336**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

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

**Carried**

- 15.1 County of Elgin, Notice of Decision, E 60-25
- 15.2 County of Elgin, Notice of Decision, E 64-25
- 15.3 County of Elgin, Notice of Decision, E 56-25
- 15.4 Elgin OPP Detachment Board Request for Proposals Re: Administrative Support and Financial Management
- 15.5 Watson & Associates Comments Re: Simplifying and Standardizing Official Plans
- 15.6 Passage of Bill 25, Emergency Management Modernization Act
- 15.7 Heritage Home Minutes, September 2025
- 15.8 Enbridge Gas Inc., OEB File EB-2025-0155, 2025 Utility Earnings & Disposition of Deferral & Variance Account Balances Application & Evidence
- 15.9 Resolutions Re: Conservation Authorities Act**
  - 15.9.1 Long Point Region Conservation Authority
  - 15.9.2 Town of Ingersoll
  - 15.9.3 Township of Central Frontenac
  - 15.9.4 Town of Perth
  - 15.9.5 City of Windsor
  - 15.9.6 Township of Drummond/North Elmsley
- 15.10 Resolution, County of Brant Re: Provincial Decision on Automated Speed Enforcement
- 15.11 AMCTO Communications**
  - 15.11.1 Letter dated December 8, 2025 Re: Canada Post Transformation
  - 15.11.2 Letter dated December 8, 2025 Re: PA Day and School Board Governance Day
- 15.12 Resolution, Town of Smith Falls Re: Ontario Community Infrastructure Fund (OCIF)
- 15.13 Ministry of Emergency Preparedness and Response, St. Clair Sector December 2025 Update
- 15.14 County of Elgin, Notice of Transportation Masterplan
- 15.15 MOECP Letter dated December 5, 2025 Re: Update on the proposed environmental assessment regulation for municipal infrastructure

**16. Items Requiring Council Consideration**

**16.1 2026 Council and Committee Meeting Schedule**

**Resolution No. 2025- 337**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

That West Elgin Council hereby receive the final 2026 Council, Committee and Board meeting Calendar; And

That Council direct staff to post on the municipal website, as per 4.2.4 a) of By-law 2024-05.

**Carried**

## **16.2 Councillor Statham - Letter of Support, Elgin ATV Club**

Motion Amended.

### **Resolution No. 2025- 338**

**Moved:** Councillor Statham

**Seconded:** Councillor Sousa

Whereas Elgin ATV Club President Dan Soos attended Council on October 23, 2025, requesting a letter of Support from West Elgin Council be provided; And

Whereas the Elgin ATV Club is a not-for-profit group, creating a safe riding environment affiliated with the Ontario ATV trail system; Now

Therefore, Council direct staff to provide a letter of support, as requested by the Elgin ATV Club, supporting their efforts to operate a successful ATV Club, providing safe operation training and education for all members.

**Carried**

## **16.3 WESS Winter Feast Financial Support**

### **Resolution No. 2025- 339**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That West Elgin Council hereby receive the request from the West Elgin Secondary School's Leadership Class, dated November 26, 2025, Re: Request for financial support for the cost of food and supplies for the Winter Feast; And

That Council hereby approve a donation of five-hundred dollars (\$500.00) from the 2025 Community Grants.

**Carried**

#### **16.4 Scout Hall Fee Waiver Request**

##### **Resolution No. 2025- 340**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

That West Elgin Council hereby receive the request from Joy Dawdy, Baldwin Backyard Pool, dated December 8, 2025, Re: Request for Fee reduction to Twenty-five dollars (\$25.00) daily for the West Lorne Scout Hall, for December 29 & 30, 2025, supporting the Babysitter Course and Home Alone Safety Course; And

That Council hereby approve the fee reduction, to a total cost of Twenty-five dollars (\$25.00) daily, plus any applicable taxes and insurance costs.

**Carried**

#### **17. January 2026 Meetings**

- January 8, Committee of the Whole, 4:00pm
- January 14, Bo Horvat Community Centre Board of Management (Arena), 9:00am
- January 22, Court of Revision (Govt No. 1 N) 3:00pm
- January 22, Regular Council, 4:00pm

#### **18. By-Laws**

##### **18.1 By-law 2025-57, Mumford Drain, Third & Final Reading**

##### **Resolution No. 2025- 341**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Statham

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 third and final time.

**Carried**

##### **18.2 By-law 2025-65, Zoning Amendment 12897 Furnival Road**

##### **Resolution No. 2025- 342**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That By-law 2025-65, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 12897 Furnival Road be read a first, second, third and final time.

**Carried**

**18.3 By-law 2025-66, Planning Services Agreement with County of Elgin**

**Resolution No. 2025- 343**

**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That By-law 2025-66, being a By-law to Authorize the Execution of an Agreement between The Corporation of the County of Elgin and The Corporation of the Municipality of West Elgin for provision of Planning Services, be read a first, second and third and final time.

**Carried**

**18.4 By-law 2025-67, Government No. 1 North Drain, Provisional Reading**

**Resolution No. 2025- 344**

**Moved:** Councillor Statham

**Seconded:** Councillor Denning

That By-law 2025-67, being a By-Law to provide for drainage works on the Government Drain No.1 North in the Municipality of West Elgin, be read a first and second time, and provisionally adopted.

**Carried**

**19. Confirming By-Law**

**Resolution No. 2025- 345**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

That By-law 2025-67 being a By-law to confirm the proceeding of the Regular Meeting of Council held on December 18, 2025, be read a first, second and third and final time.

**Carried**

**20. Adjournment**

**Resolution No. 2025- 346**



**Moved:** Councillor Sousa

**Seconded:** Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 6:39pm, to meet again at 4:00pm, on Thursday, January 8, 2026 (Committee of the Whole) or at the call of the Chair.

**Carried**

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Richard Leatham, Mayor

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Terri Towstiac, Clerk



## Staff Report

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**Report To:** Council Meeting  
**From:** Dave Charron, Manager of Infrastructure & Development  
**Date:** 2026-01-22  
**Subject:** 2025 Year End Report

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### **Recommendation:**

That West Elgin Council hereby receives the 2025 Year End Report from Dave Charron, Manager of Infrastructure and Development, for information purposes.

### **Purpose:**

The purpose of this report is to provide Council with a comprehensive year-end summary of municipal operations, infrastructure activities, utilities, capital projects, and key initiatives undertaken by the Infrastructure & Development Department throughout the 2025 calendar year.

### **Background:**

Throughout 2025, the Infrastructure & Development Department, was responsible for the delivery of essential municipal services including roads, winter control, landfill operations, water and wastewater services, parks support, and capital infrastructure delivery. This report consolidates monthly and bi-monthly updates previously provided to Council into a single year-end overview.

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## **1. Public Works & Roads Operations**

### **Routine Operations**

Throughout the year, staff completed:

- Winter control operations including plowing, salting, sanding, and patrols
- Routine road patrols on municipal and County roads
- Cold patching and asphalt repairs
- Grading and maintenance of gravel roads
- Roadside mowing, tree trimming, and vegetation control
- Guardrail repairs and sign maintenance
- Street sweeping and catch basin cleaning
- Landfill operations, recycling management, and tire removal

Winter maintenance was particularly demanding in early 2025, with frequent salting and plowing events in January and the end of the year in November & December. Salt usage and inventory were closely monitored to maintain service levels while managing costs.

### **Training & Preparedness**

- Staff completed winter maintenance and plow training
  - Equipment calibration and winter readiness inspections were completed
  - Review of the 2025–2026 Winter Maintenance Plan was undertaken
  - Ongoing staff development supported operational resilience
- 

## **2. Utilities (Water Services)**

### **Routine Utilities Operations**

Utilities staff completed:

- Monthly meter reads and re-reads
- Locate requests, including increased volumes due to SWIFT fibre installations
- Seasonal system start-ups and winterization
- Customer service responses and water quality flushing
- Routine maintenance and emergency repairs

### **Utilities Capital & Special Works**

- Multiple watermain and service repairs resulting from third-party utility conflicts
- New water service installations for residential and multi-unit developments
- Fire hydrant repairs and replacements
- Valve and meter pit replacements

Utilities operations remained stable throughout 2025, with service interruptions minimized through timely repairs and coordinated responses.

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## **3. Capital Projects & Major Initiatives**

### **Completed or Advanced in 2025**

- Road resurfacing, tar and chip, and line painting programs
- Culvert replacements and drainage improvements
- Kerr Road improvements
- Sidewalk maintenance and minimum maintenance work

## Planning, Design, and Procurement

- Tendering and procurement of two new fleet vehicles under budget
  - Initiation of Rodney Park Playground design-build RFP
  - Engagement of consultants for major stormwater and infrastructure projects
  - Design review for Walker Road, stormwater improvements, West Lorne Library, and Port Glasgow Trailer Park facilities
- 

## 4. Parks, Recreation & Community Projects

### Rodney Park Accessible Playground

- Awarded RFP for design and construction of an accessible playground
- Fully funded through a combination of Ontario Trillium Foundation grant (\$200,000) and community fundraising (\$150,000)
- Project reflects strong community engagement and inclusive recreation goals

### Community Support Activities

- Road closures and operational support for community events
  - Coordination with County and community partners on signage and infrastructure
- 

## 5. Fleet & Equipment Management

- Replacement planning for aging fleet assets continued
  - Council approval sought for replacement of a critical landfill bulldozer
  - Ongoing preventative maintenance extended fleet service life
  - Capital equipment planning aligned with long-term asset management
- 

## 6. Financial Overview

- Most capital projects were delivered on or under budget
  - Internal staff delivery of certain works generated cost savings
  - Grant-funded projects reduced municipal financial exposure
  - No significant operating budget overruns reported
- 

## 7. Alignment with Strategic Priorities

The 2025 activities supported Council's Strategic Priorities through:

- **Infrastructure Improvement:** Proactive asset maintenance, capital renewal, and long-term planning
- **Community Engagement:** Clear communication, Council reporting, and collaboration with residents and community groups
- **Recreation & Quality of Life:** Investment in accessible parks, playgrounds, and public spaces

## Conclusion

The Infrastructure & Development Department successfully delivered essential services and advanced key infrastructure priorities throughout 2025. Despite challenges related to weather, aging infrastructure, and increased service demands, staff-maintained service levels, delivered capital projects responsibly, and supported Council's strategic objectives.

Staff would like to thank Council for its continued support and direction throughout the year.

## Financial Implications:

## Policies/Legislation:

## Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron  
Manager, Infrastructure and Development

**Report Approval Details**

Document Title:	2025 Year End Report - 2026-03-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jan 16, 2026

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

Robin Greenall



## Staff Report

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**Report To:** Council Meeting  
**From:** Dave Charron, Manager of Infrastructure & Development  
**Date:** 2026-01-22  
**Subject:** Replacing By-law 2024-75 Water Connection Charge

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### **Recommendation:**

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

That West Elgin Council repeal By-law 2024-75 and replace it with an update version with the changes noted below as supported by the attached document.

### **Purpose:**

The purpose of this report is to provide Council with a new by-law for Water Connection Charges, in order to simplify water service connection fees and reduce excessive costs to property owners while maintaining cost recovery for the municipality.

### **Background:**

At the Committee of the Whole, January 8, 2026, Council received a report from the Manager of Infrastructure and Development, recommending the replacement of By-law 2024-75 with a new By-law 2026-03.

It is proposed that the Water Connection Charges By-law as attached in this report be updated to include:

- Removal of separate capital charges related to the watermain for individual service connections.
- Clarify actual construction costs to be charged based on:
  - Materials used
  - Labour required
  - Equipment and machine time necessary to complete the work
- Establishing appropriate fees to residential properties when residents request to upsize their water connections that can be assessed to the site.

This approach ensures transparency, fairness, and a direct relationship between costs incurred and fees charged.

**Financial Implications:**

The proposed amendment is not expected to negatively impact municipal finances. The municipality will continue to recover the full cost of installing water service connections, while eliminating redundant or excessive charges. Administrative efficiency may also improve through a simplified fee structure.

**Benefits**

- Fair and predictable costs for property owners
- Improved transparency in fee calculations
- Alignment of charges with actual construction costs
- Support for development and system connection

**Policies/Legislation:**

By-law 2024-75, to be repealed and replaced with By-law 2026-03.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Dave Charron  
Manager, Infrastructure and Development



**Report Approval Details**

Document Title:	Replacing By-law 2024-75 Water Connection Charge - 2026-04-Infrastructure Development.docx
Attachments:	- Water Connections By-law 2026-03.pdf
Final Approval Date:	Jan 16, 2026

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

Robin Greenall



MUNICIPALITY OF  
**West Elgin**

## THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

### BY-LAW NO. 2026-03

#### **A By-Law to Impose A Water Connection Charge Upon Owners of Land Who Derive or Will or May Derive a Benefit From Connecting to The Water Distribution System Water Works.**

WHEREAS the Council has determined that it is desirable to establish water service connection fees and charges that contribute to the capital reserve for the Municipality's water distribution system pursuant to sections 11 and 391 of the *Municipal Act, 2001*, S.O. 2001, as amended;

AND WHEREAS the Council would like to provide an alternative payment method for such fees and charges;

AND WHEREAS the Council has determined that it is desirable for such fees and charges to be applied to properties that include new parcels of land created from existing parcels of land in accordance with s. 90(3) of the *Municipal Act, 2001*, S.O. 2001, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN ENACTS AS FOLLOWS:

#### **Definitions**

1. In this By-law:

- a) "connection charge" means the amount charged by the Municipality of West Elgin to the owner of land for a connection to the water system, being the amount set out in Schedule "A" hereto, and includes, but is not limited to, the per lot or unit connection fee and the labour, material, and machine time costs of connection;
- b) "Council" means the Council of the Municipality of West Elgin;
- c) "lot" means a parcel of land held or owned under separate ownership from the ownership of the fee or equity of redemption in abutting land and shall be described in a registered deed or other document legally capable of conveying land;

- d) "serviced areas" means any property within the Municipality of West Elgin which abuts an in-service water line;
- e) "settlement area" means the Settlement Areas defined in the Municipality of West Elgin Official Plan,
- f) "Treasurer" means the Treasurer for the Municipality of West Elgin, including any Deputy or authorized alternates;
- g) "water rates" shall mean the fees and charges set out in the Municipality of West Elgin's By-Law to Establish Rates for Municipal Water and Wastewater Services;
- h) "water system" means the Municipality of West Elgin water distribution system, including all pipes, pumps, meters, chambers and all associated installations and equipment, providing water to the serviced areas.

### **Water Connections – General**

- 2. No lots or properties located outside of the serviced areas will be permitted to connect to the water system.
- 3. Connection charges will be based on the size of the service requested, type of development proposed and geographic area of the property to be connected.
- 4. For Multi-residential and Multi-use properties, connection charges shall be based on the number of connections and/or connection size and not based on a per lot or per property basis. Water connection charges and timing of payment will be included in the development agreement.
- 5. Connections to the water distribution system shall be completed and/or supervised by personnel or authorized agents of the Municipality of West Elgin.
- 6. Connection charges for existing properties and those created through the consent process shall include all costs associated with installation of a service to the property line, including labour, materials, and contracted services. All installation and costs on private property shall be the responsibility of the property owner.
- 7. Subdivision development owners are responsible for installation of all water distribution services within the plan of subdivision and/or development area, including any upgrades required to the water system as set out in the subdivision agreement.
- 8. All water connections are subject to review and approval by the Municipality of West Elgin. Connections that cannot be supported by the existing water distribution system infrastructure may be subject to additional charges and may be postponed

indefinitely until such time as proper upgrades to the system are made to support them.

9. Connection charges, less the costs to install the service, shall be segregated into a reserve account that shall be used only for capital improvements of the water system.

### **Water Connections – Existing Lots**

10. For existing lots within a settlement area that are not connected and have not already paid a connection charge according to municipal records, the connection charge shall be as set out in Schedule “A” – Existing Settlement Area with Water Service.
11. For all other existing lots that are not connected and have not already paid a water connection charge according to municipal records, the connection charge shall be as set out in Schedule “A” – Existing Rural Area with Water Service.

### **Water Connections – New Development**

12. All lots created after INSERT DATE that are not created by registered plan of subdivision shall be subject to the connection charge as set out in Schedule “A” - Existing Settlement Area with Water Service or Existing Rural Area with Water Service, as applicable. The connection charge shall be requested as a condition of severance by the Municipality. The owner will be liable for payment of the water charge(s) and water rates.
13. All lots created after January 22/ 2026 by registered plan of subdivision shall be subject to the connection charges as set out in Schedule “A” – New Subdivision Development. The connection charges shall be set out in the subdivision agreement and shall be payable prior to the registration of the plan of subdivision.

### **Payment of Connection Charges**

14. Except as specified otherwise in this by-law or in a written agreement with the Municipality of West Elgin, connection charges pursuant to this by-law shall become due and payable as follows:
  - a) The Per Lot or Unit Connection Fee and the estimated materials, labour, and machine time costs become due and payable upon application; and
  - b) Final payment of the difference, if any, between the estimated and actual materials, labour, and machine time costs becomes due and payable upon completion of the connection with the municipal water distribution system.

For clarity, no connection to the water system shall be activated until the Municipality has received payment in full.

## **Alternative Payment Option – Paragraphs 10, 11 and 12 Only**

15. For Connection Charges levied under paragraphs 10, 11 and 12, a property owner may apply to the Municipality of West Elgin, prior or concurrent to the connection charges becoming due and payable, to have the water connection fee debentured. The process, terms and conditions, including the terms of repayment, for such a debenture are set out in Schedule "B" to this by-law.

## **Lien and Charge on Land**

16. Connection charges and water rates shall be a lien and charge upon the land, and if any part thereof remains unpaid after its due date, the unpaid amount may be entered on the tax roll and collected in the same manner as property taxes, in accordance with section 398 of the *Municipal Act, 2001*, and shall have priority lien status, in accordance with O. Reg. 581/06.

## **Failure to Remit Payment; Penalty**

17. No person shall connect to the water system without first making application to the municipality and full and final payment for the same.
18. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall be fined an amount up to the maximum penalty prescribed in the *Municipal Act, 2001* S.O. 2001, c.25, as amended, for each offence.

## **By-Law Indexing**

19. The connection charges set out in Schedule "A" to this by-law shall be adjusted annually on January 1, commencing on January 1, 2027, without amendment to this by-law, in accordance with the most recent twelve-month change in the Statistics Canada Non-Residential Building Construction Price Index for Toronto.

## **Schedules to the By-Law**

20. The following Schedules to this by-law form part of this by-law:

- a) Schedule "A" – Water Connection Rates
- b) Schedule "B" – Water Connection Debenture Process

## **General**

21. The Treasurer is authorized to implement and carry out all financial administrative actions required to implement the provisions of this by-law.

22. The Manager of Infrastructure and Development is authorized to implement and carry out all infrastructure administrative actions required to implement the provisions of this by-law
23. Where a provision of any other By-Law, resolution or action of Council is inconsistent with a provision of this By-Law, the provisions of this By-Law shall prevail.
- a) All capital costs relating to connection charges outlined in any prior by-law are hereby repealed. Only the connection costs associated with this by-law shall be charged.
  - b) Notwithstanding subsection a), above, existing lots that, pursuant to a prior by-law, have paid capital costs related to a waterline extension but have not yet connected to the system, shall have the capital costs previously paid credited toward the connection charges if they have not applied to connect to the system to be assessed in accordance with Schedule "A".
  - c) Lots that currently receive water service and request an upsizing of that service shall be charged the difference the new connection size and existing connection size in upgrade cost, in addition to all applicable material, labour, and equipment (machine) costs.
24. If any clause, provision, or requirement in or under this by-law should be determined to be invalid or unenforceable in whole or in part, said clause, provision or requirement shall be deemed severed from this by-law to the extent of such invalidity or unenforceability, and all other clauses, provision or requirements of this by-law shall continue in full force and effect.
25. This By-law may be cited as the "Municipality of West Elgin Water Connection By-law".
26. That this By-law shall come into full force and effect upon final passing.

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of January 2026.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

## **Schedule "A" to By-law #2026-03**

### **Water Connection Charges**

<b>Connection Size</b>	<b>Per Lot or Unit Connection Fee</b>		
	<b>New Subdivision Development</b>	<b>Existing Settlement Area with Water Service</b>	<b>Existing Rural Area with Water Service</b>
1"	\$5,000.00	\$10,000.00	\$15,000.00
1.5"	\$6,651.00	\$13,301.00	\$19,952.00
2"	\$7,500.00	\$14,999.00	\$22,499.00
4"	\$8,349.00	\$16,699.00	\$25,048.00
6"	\$9,713.00	\$19,426.00	\$29,138.00

Additional costs for the service not included above are:

1. Materials – Including but not limited to pipes, saddles, steel sleeves, curb stops, water meters, etc.
2. Labour – The costs associated with both municipal and subcontracted employees.
3. Machine Time – The time each piece of municipal equipment is used to complete work, multiplied by the municipal rate.

## **Schedule "B" to By-law #2026-03**

### **Water Connection Debenture Process**

#### **1. PROCESS**

- a. The property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin, requesting the water charge be debentured. Such letter shall include the property owner's names and a description of the property including the 911 address.
- b. Staff shall calculate the annual repayment amount and provide notice to the property owner of such amount to be collected annually.
- c. Staff shall set up the debenture on the applicable property tax roll for collection purposes.

#### **2. TERMS AND CONDITIONS**

- a. A debenture shall be 10 years in length.
- b. The interest rate applied shall be the current 10-year Infrastructure Ontario Amortizing rate plus 2%. The debenture amount shall be the greater of \$5,000.00, up to the maximum of the total connection fee.
- c. The annual repayment amount shall be added to the tax roll and invoiced on the final tax bill each year, commencing with the year in which the debenture is approved, and shall be collected in the same manner as taxes.
  - i. If the final tax bill has already been issued for the year in which the debenture is approved, the first annual payment shall be added to the final tax bill for the following year.
- d. The annual repayment amount shall be collected in 10 equal installments of principal plus interest.

#### **3. EARLY REPAYMENT**

- a. A property owner who has been authorized for a debenture of the water connection charge shall have the option of repaying the debenture prior to the 10<sup>th</sup> annual installment.
- b. A property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin offering to redeem the debenture and requesting the amount required to retire such debenture.



- c. The Treasurer shall determine the amount required to redeem the debenture, being the remaining principal on the debenture plus the outstanding interest accrued on the principal as of the date of the early payment request, plus a twenty-five dollar (\$25.00) administrative fee.
- d. The Treasurer shall communicate, in writing, the amount required to redeem the debenture to the property owner. The amount required to redeem the debenture shall be valid for thirty (30) days, after which the amount required to redeem the debenture shall no longer be valid and the applicant shall be required to restart the early repayment process in order to redeem the debenture.

Upon receipt of the amount required to redeem the debenture, the Treasurer shall remove the debenture from the applicable property's tax account and no further amounts shall be collected with regards to the debenture.



## Staff Report

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**Report To:** Council Meeting  
**From:** Robert Brown, Planner  
**Date:** 2026-01-12  
**Subject:** Severance Application E8-26 – Comment to Elgin County –  
Recommendation Report – (Planning Report 2026-01)

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### **Recommendation:**

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding severance application File E8-26 – Comments to Elgin County (Planning Report 2026-01).

And that West Elgin Council hereby recommended approval to the Land Division Committee of the County of Elgin for severance application, File E8-26, subject to the Lower-Tier Municipality conditions in Appendix One of this report.

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

### **Purpose:**

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E8-26, as Elgin County is the planning approval authority for severances.

The purpose of the application is to facilitate the creation of a lot for an existing dwelling within the settlement area of Rodney. The dwelling portion of the lands that are proposed to be severed have frontage along the west side of Furnival Road, north of Pioneer Line while the retained lands have frontage along the north side of Pioneer Line. (Figure One).

**Background:**

Below is background information, in a summary chart:

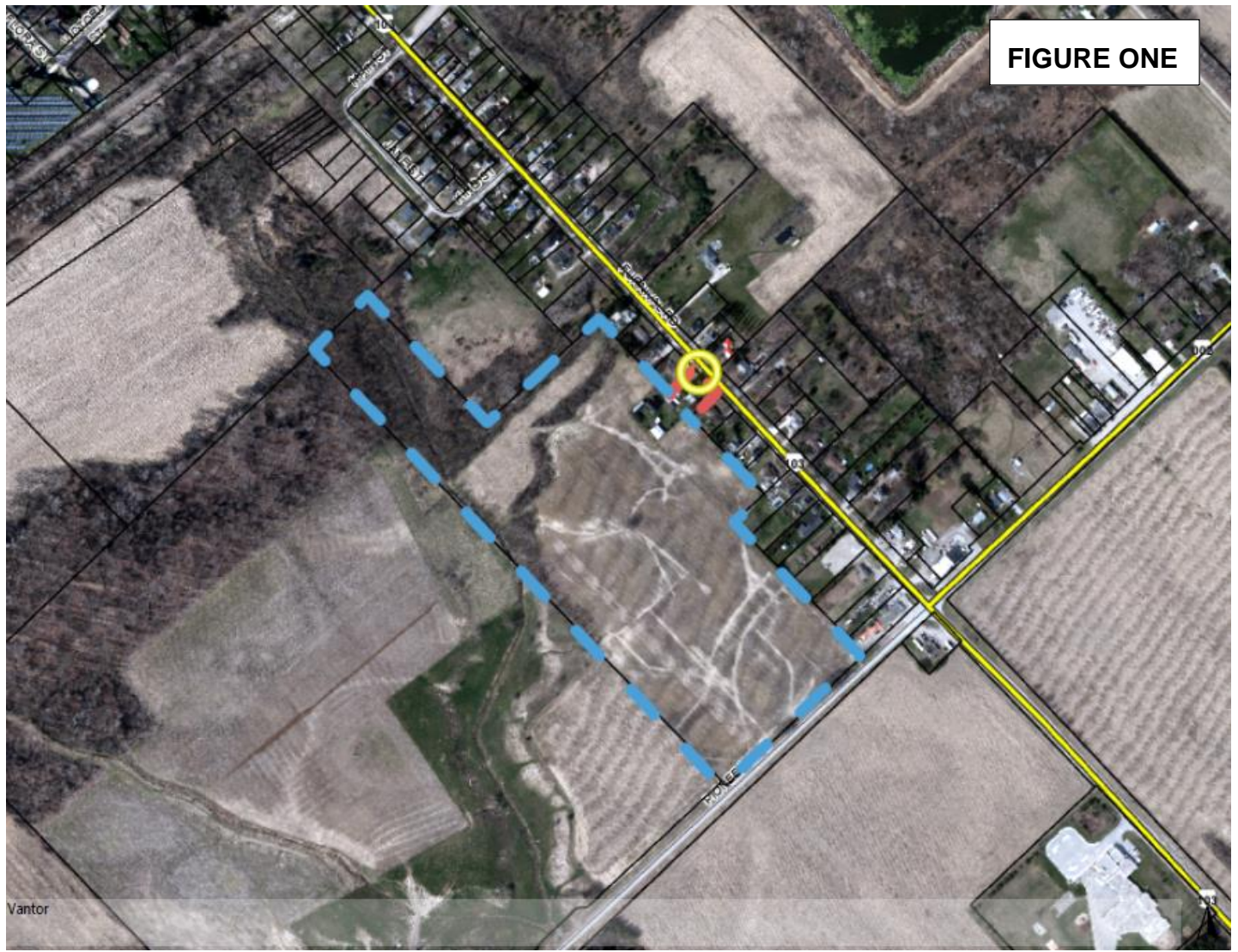
<b>Application</b>	E8-26
<b>Owners</b>	Robert Paterson & Michelle Baldwin
<b>Applicant</b>	Dan McKillop
<b>Legal Description</b>	Part of Lot 38, Plan 202
<b>Civic Address</b>	136 Furnival Road
<b>Services</b>	Municipal water & sanitary service
<b>Existing Land Area</b>	13.45 ha (33.2 ac.)

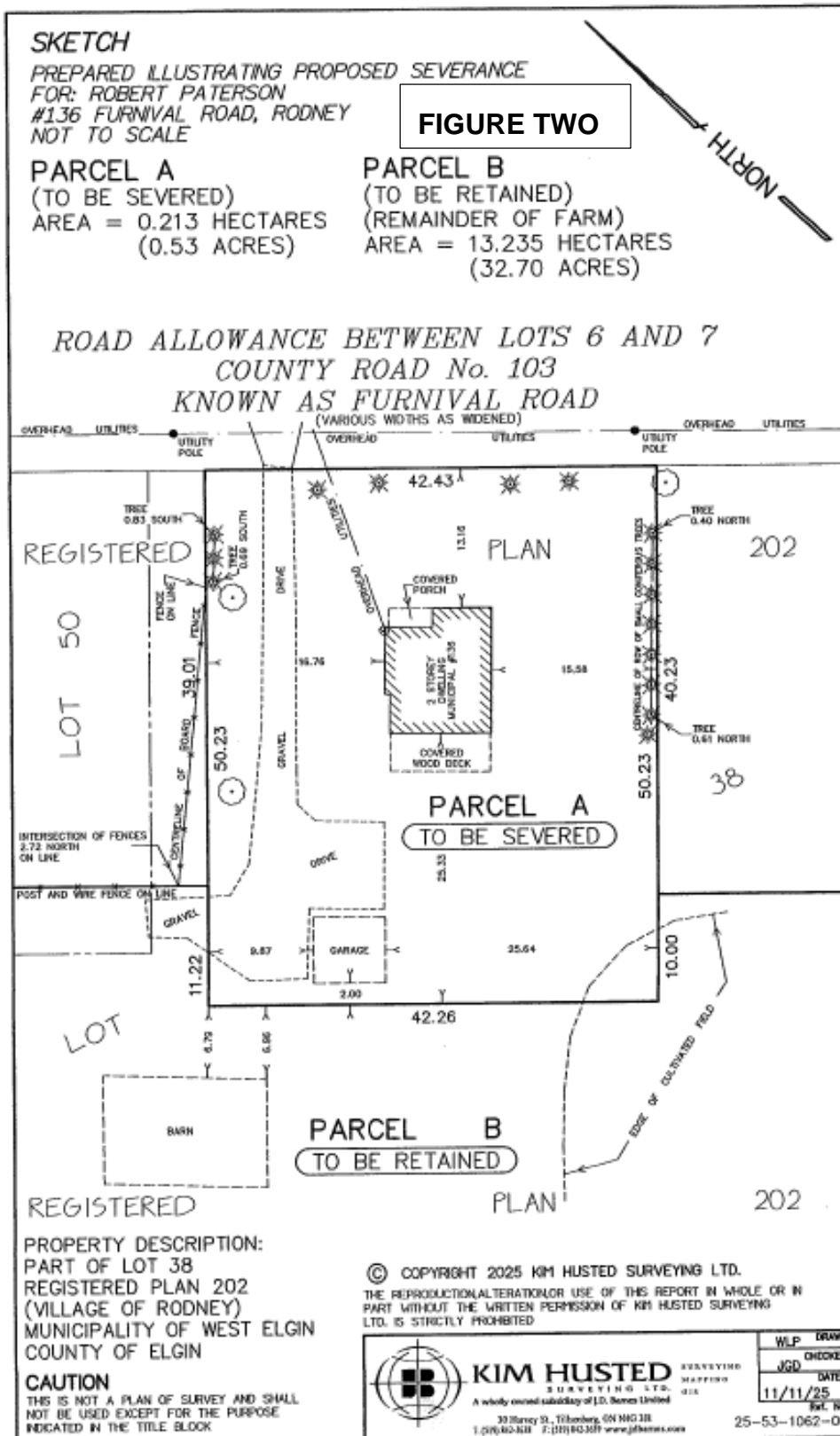
Below is an outline of the dimensions for the severed and retained parcels:

<b>Application</b>	<b>Severed Parcel (RED)</b>			<b>Retained Parcel (BLUE)</b>		
	<b>Frontage</b>	<b>Depth</b>	<b>Area</b>	<b>Frontage</b>	<b>Depth</b>	<b>Area</b>
<b>E8-26</b>	42.43 m (139.2 ft.)	50.23 m (164.8 ft.)	0.213 ha (0.53 ac)	219 m (718.5 ft.)	irregular	13.235 ha (32.7 ac.)

The severed parcel contains a single detached dwelling and garage. (See Figure Two) The retained lands will contain five farm-related outbuildings.

The Public Hearing is scheduled for January 28, 2026, at the Elgin County Land Division Committee Meeting.





**Financial Implications:**

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed severance may result in a minimal increase in assessment.

**Policies/Legislation:**

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

With regard to this proposal involving severances, the Planning Authority is the County of Elgin Land Division Committee, wherein the Municipality provides agency comments to the County of Elgin as part of their decision-making process.

**PPS (2024):**

The subject lands, both the proposed lot and retained farm parcel, are within the settlement area of Rodney. Section 2.3.1 General Policies for settlement area within Provincial Planning Statement. Note the following: *"Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas."*

Comment: The proposed lot is located within a strip of development that extends from the downtown area of Rodney, southerly along both sides of Furnival Road to Pioneer Line. Most of the development within this area is comprised of residential with some commercial toward the southerly edge at the intersection of Furnival and Pioneer. The house and outbuilding are likely part of the original farmstead as they are the only lands along Furnival Road which are still part of the retained farmlands. Both the severed and retained lands are anticipated as future development lands for the Rodney settlement area

Section 2.4 Strategic Growth Areas would also be applicable to the proposed severance and notes, *"Planning authorities are encouraged to identify and focus growth and development in strategic growth areas."*

Comment: The Rodney settlement area is characteristically a linear community with much of the development concentrated along or near Furnival Road running north/south between Downie Line and Pioneer Line and along Queens' Line extending out to the west and east of the downtown core. The proposed severance would be consistent with an infill lot given the existing residential lots to the north and south. The retained lands would then be an extension of the compact linear

development with access to Pioneer Line when developed. As such, the proposal is consistent with the PPS.

### **CEOP (2025):**

The subject lands are designated Tier One Settlement area on Schedule 'A' – County Structure Plan in the CEOP. The northerly most portion of the retained lands contain a wooded area and are identified as part of a Natural Heritage System as indicated on Schedule 'C' – The Natural System in the CEOP.

The wooded area to the north of the severed parcel is not impacted by the proposed lot creation. Any consideration of the wooded area will occur once development on the retained lands is proposed. The lands are already within the Future Residential zone which limits development to what currently exists, farmland with outbuildings.

Therefore, this proposal conforms to the CEOP.

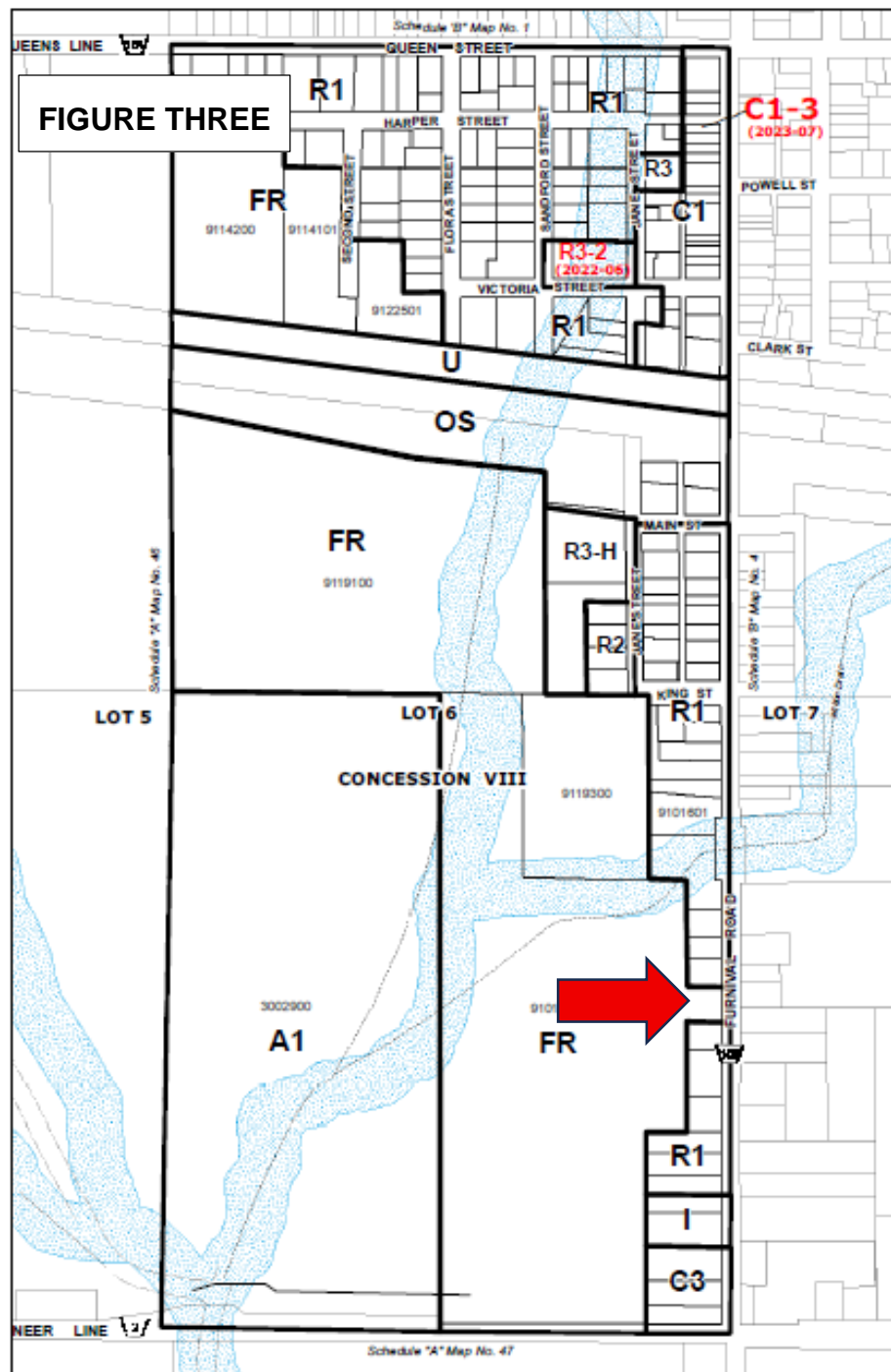
### **WEOP (2024):**

The severed lands are within the Rodney Settlement area as shown on General Land Use Schedule '4' and designated Residential, as shown on Schedule '4A', Land Use Plan, of the West Elgin Official Plan. The entire retained portion of the parcel is also designated Residential and within the Rodney Settlement area on Schedule 4 and includes woodlands on Schedule 2 Natural Heritage Features.

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

The subject lands are zoned Future Residential (FR) Zone on Schedule B, Map 3 of the ZBL, as depicted in Figure Three. The blue hatch pattern on the mapping represents LTVCA regulated area. The retained lands will remain in the Future Residential (FR) Zone limiting the use to that which exists today. The severed parcel, as a condition of consent, should be rezoned to match the zoning of the surrounding lands as it would allow for the severed parcel to be used for residential purposes and not solely limited to the existing uses. The rationale for the current zoning is likely due to the anticipated future development of the entire parcel. The proposed lot may have been anticipated as a potential access point from Furnival Road into the larger holding. Since there is a significant amount of frontage for the retained lands along Pioneer Line it is not necessary to retain the proposed lot as an access point for future development.





**Municipality of WEST ELGIN:  
RODNEY and AREA**

SCALE 1:6,000

0 50 100 200 300 400 Metres

Municipality of West Elgin Zoning By-Law

**Schedule "B"**

**Map No. 3**



**Interdepartmental Comments:**

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

**Drainage:**

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

**Infrastructure/Utilities:**

- A new 911 address will need to be assigned to the retained parcel.

**Building Dept:**

- No concerns with the proposed severance.

No other comments or concerns were received from Administration.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,



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

**Report Approval Details**

Document Title:	Severance Application E8-26 - Comment to Elgin County - Recommendation Report - 2026-01-Planning.docx
Attachments:	- Planning Report 2026-01 Appendix One - Comments to the County of Elgin.pdf
Final Approval Date:	Jan 15, 2026

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

Robin Greenall

**Planning Report 2026-01: Severance Report E8-26 –**

**Comments to the County of Elgin**

**Appendix One**

Severance Application E8-26 Conditions:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed parcel and such amendment of the Zoning By-law shall come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That the Applicant have a drainage reapportionment completed pursuant to the *Drainage Act*, to the satisfaction and clearance of the Municipality, if applicable;
6. That the Applicant provide confirmation that the severed parcel has both a municipal water service connection and sanitary sewer connection;
7. That prior to final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.
8. That all conditions noted above shall be fulfilled within two years of the Notice of Decision, so that the County of Elgin is authorized to issue the Certificate of Consent pursuant to Section 53(42) of the *Planning Act*.



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2026-01-22  
**Subject:** Backyard Urban Hens, Follow- Up and By-law

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### **Recommendation:**

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

That Council hereby proceed with a permanent Backyard Urban Hen By-law, to be approved in the by-law section of the January 22 agenda.

### **Purpose:**

The purpose of this report is to provide Council with an amended by-law for Backyard Urban Hens, implementing parameters for by-law enforcement.

### **Background:**

At the Committee of the Whole, January 8, 2026, Council received a report from the Manager of Community Services/Clerk, recommending implementation of a permanent backyard urban hen licensing program, with an increased fee to \$300 initial and \$125 annually, to assist with the cost the municipality incurs for By-law Enforcement time for the inspection and administration components of the program. During deliberations, it was clearly acknowledged by Council the desire to have the by-law in place, without the licensing and fee aspects of the program, on the premises that the fee recommended is unaffordable, and residents are struggling with the current cost of living.

Given the feedback from Council, an updated by-law is attached, providing guidance and parameters for residents to abide by, and for By-law Enforcement Officer(s) to use for enforcement purposes.

By-law Enforcement will only be conducted on a complaint basis, through our online portal.

### **Financial Implications:**

The financial components will vary, based on the complaints received by residents. In 2025, only 1 complaint was received regarding hens in urban areas. Currently, the cost of by-law enforcement is contracts at \$70 per hour.

### **Policies/Legislation:**

By-law 2024-84, to be repealed and replaced with By-law 2026-01.

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.  
Manager of Community Services/Clerk

## Report Approval Details

Document Title:	Backyard Urban Hen, Follow-Up from Committee of the Whole - 2026-01-Community ServicesClerks.docx
Attachments:	- By-law 2026-01 - Final Backyard hens edits.docx
Final Approval Date:	Jan 15, 2026

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

Robin Greenall



MUNICIPALITY OF  
**West Elgin**

## **THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

### **BY- LAW NO. 2026-01**

#### **Being a By-law to regulate the keeping of Backyard Hens within Residential First Density (R1), Hamlet Residential (HR) Rural Residential (RR) Zones in the Municipality of West Elgin, and Repeal By-law 2024-84**

**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2002, c.25, as amended, provides that powers of every Council are to be exercised by by-law unless specifically authorized to do otherwise;

**AND WHEREAS** Section 8(3) of the Municipal Act, 2001 provides municipalities with the broad authority to govern affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Sections 11(1) and (2) of the Municipal Act, 2001, provides that a lower-tier municipality may provide any services or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

**AND WHEREAS** Section 11(3) of the Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animals;

**AND WHEREAS** the Council of the Corporation of the Municipality of West Elgin deems it expedient, necessary and in the public interest to regulate the keeping of backyard Hens in accordance with the Municipality's Zoning By-law, as amended, for the purpose of public health and safety.

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN ENACTS AS FOLLOWS:**

##### **Definitions**

**"Backyard Hens"** means the accessory keeping of hens for the purpose of companionship as a pet or providing eggs for personal consumption by occupants of a dwelling on the same lot, and does not include accessory livestock, or agricultural uses otherwise defined by the Municipality of West Elgin's Zoning By-law.

**"Clerk"** means the Clerk of the Corporation of the Municipality of West Elgin or their designate.

**"Coop"** means a fully enclosed weatherproof and ventilated building where hens are kept

and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on, and food and water containers.

**“Council”** means the Council of the Corporation of the Municipality of West Elgin.

**“Dwelling”** means one or more rooms in a building, designed as, or intended as, or capable of being used or occupied as a single independent housekeeping unit and containing living, sleeping, sanitary and food preparation facilities or facilities for the installation of kitchen equipment and has an independent entrance. For the purpose of this By-law, a dwelling unit does not include any commercial accommodation or a recreational trailer.

**“Hen”** means a domesticated female chicken that is at least four months old.

**“Municipality”** means the Corporation of the Municipality of West Elgin.

**“Officer”** means a Police Officer or an Animal Control Officer, a By-law Enforcement / Municipal Law Enforcement Officer for the Municipality of West Elgin, or anyone working under his/her authority.

**“Outdoor Run”** means an area enclosed by wire screen intended for permitting a hen or hens to be outdoors.

**“Property”** means a parcel of land and any buildings or other structures on the land.

**“Property Owner”** means the registered owner(s) of a property within the Municipality of West Elgin.

**“Slaughtering”** means the killing of livestock for purposes that include the use of meat for food, which includes backyard hens for the purpose of this by-law.

**“Zoning By-law”** means a by-law passed under Section 34 of the Planning Act that regulates the use of land in the Municipality of West Elgin.

## **1. Administration**

- 1.1 The Corporation of the Municipality of West Elgin is responsible for the administration and enforcement of this by-law.
- 1.2 The provisions of this By-law shall apply to the keeping of Backyard Hens in accordance with the Zoning By-law within the boundaries of the Municipality of West Elgin.

## **2. General**

- 2.1 The applicant/owner of the Backyard Hens must reside on the property where the Backyard Hens are kept.
- 2.2 All property owners:
  - a) Should review the OMAFRA Webpage titled “Raise Healthy Small



Flock Poultry”;

- b) Should review the OMAFRA Webpage titled “Rodent Control in Livestock and Poultry Facilities”;
- c) Should review the Ministry of Health Factsheet titled “Reducing Health Risks Associated with Backyard Chickens”;
- d) Will provide suitable housing and shelter for the backyard Hens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners (OMAFRA);
- e) Will provide the Backyard Hens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing; and,
- f) Will abide by the regulations contained within the Backyard Hens By-law.

2.3 It is understood that different ministries and organizations may update their resource kits and factsheets from time to time.

2.4 Reviewing departments, may require an inspection of the property is deemed necessary, other than a room or place used as a dwelling.

2.5 If at any time the Municipality determines, because of evidence that is provided, that the operation of a coop does not conform to the requirements of this By-law, it may fine the property owner.

### **3.0 Property Regulations**

3.1 A person is not permitted to house Backyard Hens unless:

- 1) The property is zoned Residential First Density (R1), Rural Residential (RR), and Hamlet Residential (HR) and is in conformity with the Municipality’s Zoning By-law.
- 2) Notwithstanding any other provisions of this by-law or the Municipality’s Zoning By-law to the contrary the property shall have a minimum lot area of 1,000 m<sup>2</sup> (10,760 ft<sup>2</sup>).
- 3) The property conforms to all applicable law, including but not limited to, the Health Protection and Promotion Act, laws regarding animal cruelty, and the Fire Protection and Prevention Act.
- 4) The property complies with all other municipal By-Laws and there are no outstanding orders or unpaid fines.

### **4.0 Backyard Hens Regulations**

- 4.1 A maximum of six (6) Backyard Hens shall be allowed on each permitted property.
- 4.2 All Backyard Hens shall be at least four (4) months old.
- 4.3 The keeping of roosters is strictly prohibited.
- 4.4 All deceased Backyard Hens shall be disposed of promptly in a sanitary manner.
- 4.5 The slaughtering of Backyard Hens on the property is prohibited.
- 4.6 The selling of eggs, manure, meat or other products derived from backyard Hens is prohibited.

## **5.0 Backyard Hen Coop Regulations**

- 5.1 Within any Residential First Density (R1) or Rural Residential (RR) Zone, as defined by the Municipality's Zoning By-Law, no coop (including manure storage area) or outdoor run, shall be located within:
  - 1) Conservation Authority Regulated Area, unless a permit is granted by the Conservation Authority, as defined in the Zoning By-Law mapping;
  - 2) 7.5 m of a drainage swale, open private drain, open municipal drain, catch basin or similar open access point to a drain or water course;
  - 3) A front yard or exterior side yard;
  - 4) 2 m of any dwelling;
  - 5) 3 m of any lot line;
  - 6) 1.5 m of any structure;
  - 7) 3 m from and downgradient of any well location to avoid potential water source contamination;
  - 8) 3 m of any private sewage system (including tile bed); and,
  - 9) 15 m of any lot line on which a school is located.
- 5.2 A maximum of one (1) coop and one (1) outdoor run shall be permitted per property.  
A coop shall be provided that has:
  - 1) A maximum ground floor area of 9.0 m<sup>2</sup>
  - 2) At least 0.37 m<sup>2</sup> of floor area for each hen;
  - 3) A maximum height of 2.5 m (8.0 feet approximately).
- 5.3 The coop and manure storage area, exclusive of the outdoor enclosure,

shall not cumulatively exceed an area of 10 m<sup>2</sup>.

- 5.4 The coop shall be a fully enclosed weatherproof structure or enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within its walls and to prevent entrance by any other animal. The interior shall include:
- 1) At least one nest box per hen for egg laying;
  - 2) At least one perch giving 0.3 m of space per hen;
  - 3) At least one food and water container;
  - 4) The floor must be constructed of a material that is resistant to moisture, mould, retain heat in the cold weather and exclude rodents and predators;
  - 5) The floors must be lined with shavings, straw or other appropriate materials to absorb manure and facilitate cleaning;
  - 6) Hen boxes and a perch must be provided to accommodate all hens;
  - 7) Dust bath area must be provided (helps control mites);
- 5.5 The coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It is the owner's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.
- 5.6 The coop must be always kept in a clean and sanitary condition, free of vermin, obnoxious smells and substances and in good repair.
- 5.7 The coop and outdoor run shall be secured against the entry of predators.
- 5.8 Backyard Hens must be always provided with food and clean water, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent proof and weatherproof containers. Uneaten feed shall be removed in a timely manner.
- 5.9 All manure shall be stored in a fully enclosed container. Manure stored on a single property shall be limited to a maximum of three (3) cubic feet. Manure shall not be disposed of as or with domestic household waste. All manure shall be removed daily from the hen coop and outdoor runs. Manure shall be used for composting, fertilizing or disposed of appropriately off-site. Properties abutting an agricultural property shall not dispose of manure on the abutting property without the express written consent of the property owner.
- 5.10 All Backyard Hens must be always kept securely in a coop or outdoor run. Backyard Hens are not permitted to run at large.
- 5.11 The coop must be locked from sunset to sunrise.

## **6.0 Right of Entry**

- 6.1 Every person who houses Backyard Hens shall allow, at any reasonable time, a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this By-law are being complied with.
- 6.2 No person shall obstruct or hinder or attempt to obstruct or hinder a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality in the exercise of a power or the performance of a duty under this By-law.

## **7.0 Offence and Penalty Provisions**

- 7.1 Every person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine pursuant to the *Provincial Offences Act, R.S.O. 1990, c. P. 33*, as amended.
- 7.2 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **8.0 Severability**

- 8.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or section or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.
- 8.2 Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **9.0 Force and Effect**

This by-law shall take force and effect January 1, 2026

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of January 2026.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

By-law 2026-01-13

To regulate and licence the keeping of Backyard Hens within the Municipality of West Elgin

Schedule "A"

**Part I Provincial Offences Act**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provisions Creating or Defining Offence</b>	<b>Set Fine</b>
1.	Possess more than six (6) Hens	s. 5.1	\$205.00
2.	Possess a rooster	s. 5.3	\$205.00
3.	Fail to dispose of deceased Hen promptly and in sanitary manner	s.5.4	\$250.00
4.	Permit slaughtering of Hens on property	s. 5.5	\$305.00
5.	Permit the sale of products derived from Hens	s. 5.6	\$205.00
6.	Fail to comply with coop location setbacks within settlement areas	s. 6.1	\$205.00
7.	Permit more than one (1) coop or outdoor run on property	s. 6.2	\$205.00
8.	Fail to comply with permitted size of coop and manure storage area	s. 6.3	\$205.00
9.	Fail to comply with coop maintenance standards	s.6.4	\$205.00
10.	Fail to maintain sanitary conditions	s. 6.6	\$305.00
11.	Fail to keep coop and/or outdoor run secure	s. 6.7	\$205.00

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
12.	Fail to provide clean food and water	s.6.8	\$205.00
13.	Fail to keep food properly stored	s.6.8	\$205.00
14.	Fail to keep manure in proper fully enclosed container	s. 6.9	\$205.00
15.	Permit storage of manure over three (3) cubic feet	s. 6.9	\$205.00
16.	Failure to dispose manure separate of domestic household waste	s. 6.9	\$205.00
17.	Permit Hens to run at large	s.6.10	\$205.00
18.	Fail to lock coop from sunset to sunrise	s. 6.11	\$205.00
19.	Hinder or obstruct the Municipality, its employees, officers or agents	s. 7.2	\$400.00

**Note: The general penalty provision for the offences listed above is Section 7.1 of By-law 2026-01, a certified copy of which has been filed.**



## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2026-01-22  
**Subject:** 2026 Summer Student Wages

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### **Recommendation:**

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

That Council hereby approve the 2026 wage grid for Parks & Recreation Summer Student positions, and direct staff to initiate the recruitment process.

### **Purpose:**

The purpose of this report is to obtain Council's approval for the 2026 Summer Student wages, to allow staff to proceed with recruitment for the season.

### **Background:**

Annually, Council receives a report for the seasonal wages, including all summer student positions. This report is intended to obtain Council's approval for the 2026 Parks & Recreation season.

Establishing the rates early allows staff to initiate the recruitment process late winter and obtain all the necessary certificate requirements (primarily for the pool staff), to ensure all staff are prepared to perform their duties on opening day. Hiring staff have reviewed the job advertisements and description and will be proceeding with recruitment upon wage approval.

Past practice for establishing wages for the summer student positions:

- Parks & Recreation summer students post at minimum wage, with a step increase of fifty cents for each step. Step increases are a wage incentive for returning students.
- Lifeguard wages started at \$1.00 more than minimum wage, with a fifty-cent step increase.
- The pool supervisor started at \$3.00 more than minimum wage and fifty-cent step increase.

Minimum wage for 2026 is \$17.60 per hour.

The following positions are required for summer programming, with the noted hours for budgeting purposes:

- 1 Pool Supervisor: 40 hours per week/11 weeks
- 2 Lifeguards: 40 hours per week/11 weeks (Includes 2 weeks of June "Swim to Survive")
- 3 Lifeguards: 40 hours per week/9 weeks (regular programming)
- 2 Parks & Rec: 40 hours per week/17 weeks

Below is a comparison chart, indicating the position, starting wage and step increases, which reflect 2025 and the suggested 2026 rate:

Position	2025 Step 1	2026 Step 1	2025 Step 2	2026 Step 2	2025 Step 3	2026 Step 3	2025 Step 4	2026 Step 4	2025 Step 5	2026 Step 5
Pool Supervisor	20.20	20.60	20.70	21.10	21.20	21.60	21.70	22.10	22.20	22.60
Lifeguard	18.20	18.60	18.70	19.10	19.20	19.60	19.70	20.10	20.20	20.60
P&R	17.20	17.60	17.70	18.10	18.20	18.60	18.70	19.10	19.20	19.60

### **Financial Implications:**

For budgeting purposes, Step 5 is used to estimate the 2026 budget to accommodate any returning staff, the estimate budget anticipates upper spending limit.

- 1 Pool Supervisor: 40hrs x 22.60 x 11 weeks = \$9,944
- 2 Lifeguards (S2S): 40hrs x 20.60 x 11 weeks = \$9,064
- 3 Lifeguards: 40hrs x 20.60 x 9 weeks = \$7,416
- 2 Parks & Rec: 40hrs x 19.60 x 17 weeks = \$13,328

**Total 2026 Summer Student Budget = \$39,752**

### **Policies/Legislation:**

N/A

### **Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.  
Manager of Community Services/Clerk





## Staff Report

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**Report To:** Council Meeting  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2026-01-22  
**Subject:** Community Services, 2025 Year-in-Review

---

### **Recommendation:**

That West Elgin Council hereby receives the 2025 Year-End Summary Report from Terri Towstiuc, Manager of Community Services/Clerk, summarizing key initiatives, reports, decisions, enforcement and legislative matters brought forward to Council during the 2025 calendar year.

### **Purpose:**

The purpose of this report is to provide Council with a consolidated year-end overview of major reports, initiatives, and decisions considered by Council in 2025 related to community services, governance, grants, elections, facilities, bylaw enforcement, and legislative obligations, in accordance with municipal best practices in Ontario.

### **Background:**

Throughout 2025, Council considered a significant volume of reports addressing operational needs, governance requirements, community funding, election preparation, and service delivery. This year-end summary is intended to support transparency, organizational history, and continuity heading into the 2026 municipal year and the upcoming municipal election.

### **Summary of Key 2025 Reports and Initiatives**

#### **Community Grants and Donations**

Council considered multiple reports related to community grants, sponsorships, and donations to support local organizations, events, and recreational programming.

#### **Community Grants Program (2025):**

- Council reviewed and approved community grant applications totaling approximately \$20,000 in cash grants, with additional in-kind contributions.
- Pre-budget approvals were provided for time-sensitive spring and summer events.
- Funding supported recreation, arts and culture, community events, tourism, and youth/senior initiatives.

**Roots & Revival Festival:**

- Council approved logistical support including road/laneway closures, use of municipal facilities and equipment, and a community grant of up to \$3,000 for mural supplies.
- The festival contributed to local economic development, tourism, and community engagement.

**Pool Donations and Fee Adjustments:**

- Council approved discounted aquafit and open swim rates for the 2025 pool season, supported by \$11,500 in community donations.
- Staff continued efforts to secure weekend sponsorships to offset operating costs.

**Seniors Community Grant Application:**

- Council approved submission of a grant application (up to \$25,000) to the Ministry for Seniors and Accessibility for enhanced seniors' recreation programming and equipment.

**Governance, Committees, and Council Appointments**

- Council reviewed and updated committee and board appointments following changes to Council composition.
- Several inactive or obsolete committees were recommended for removal from appointment by-laws.
- Council initiated reviews of Terms of Reference to align with best practices and term-of-Council appointments.
- Council approved the reimplementation of the Committee of the Whole, including Terms of Reference and meeting structure, effective January 2026.

**Council Vacancy – Ward 3**

- Council formally declared a vacancy for the Ward 3 Councillor seat following a resignation.
- Options for filling the vacancy were presented in accordance with the Municipal Act, 2001.
- Council exercised its authority to fill the vacancy by appointment, ensuring continuity of governance while managing costs.

**Municipal Elections and Electoral Matters****2026 Municipal Election – Method of Voting:**

- Council approved the use of telephone and internet voting with in-person help centres for the 2026 Municipal and School Board Election.
- Early approval ensured vendor availability, cost efficiency, accessibility, and alignment with provincial legislative timelines.

**Ward System Review:**

- Council received a report regarding a petition to dissolve the existing three-ward system.
- Legislative requirements, timelines, and comparative analysis of ward versus at-large systems were presented for Council consideration ahead of the 2026 election.

## **Recreation Facilities**

### **Bo Horvat Community Centre – Dehumidification System:**

- Council approved the purchase and installation of new dehumidification units funded through arena reserves.
- This investment supports long-term facility sustainability, ice installation reliability, and year-round community use.
- Board replacement in progress for the Bo Horvat Community Centre, with an anticipated.

## **Service Delivery and Procurement**

### **Animal Control Services:**

- Council approved a new service agreement for canine control and pound-keeping services following a Request for Proposals process.
- The selected provider offers improved proximity, service continuity, and cost predictability.

## **By-Law Enforcement Summary**

Throughout 2025, the Municipality continued to respond to community concerns and compliance matters through its by-law enforcement and service request tracking system.

### **Service Request Overview (2025):**

- A total of 72 by-law related service requests were logged and tracked.
- Requests originated primarily from Rodney (32) and West Lorne (29), with 11 requests from rural areas.

### **Priority Levels:**

- Low Priority: **42** requests
- Medium Priority: **25** requests
- High Priority: **5** requests

### **Primary Enforcement Categories:**

- Property Standards: **28** requests
- Canine Control / Compliance: **14** requests
- Animal-related matters (including fencing): **8** requests.
- Noise and Vibration: **5** requests
- Zoning: **4** requests
- Parking and Traffic-related matters: **3** requests
- Miscellaneous and other regulatory matters: **10** requests

Most files were resolved through voluntary compliance, education, or coordination with other municipal departments. High-priority matters were addressed promptly in accordance with municipal policies and legislative requirements.

This data supports ongoing evaluation of enforcement trends and informs future policy, staffing, and public education initiatives.

### **Staffing Update – Recreation and Communications Coordinator**

In 2025, Council approved the addition of a Recreation and Communications Coordinator position to enhance municipal recreation programming, community engagement, and communications capacity. Since the position was filled, measurable progress has been achieved in the areas of recreation development, grant coordination, youth and seniors programming, and municipal communications.

Key highlights include:

- Development and submission of a Seniors Community Grant application to the Province of Ontario to enhance seniors' recreation programming and equipment;
- Creation of new and expanded recreation initiatives, including youth drop-in sports programming and additional fitness opportunities;
- Support for aquatics staffing, program planning, and future service delivery enhancements;
- Strengthening municipal communications through increased social media presence, branded messaging, public information campaigns, and community engagement initiatives;
- Improved transparency through regular Council meeting posts, summaries, and public notices.

The addition of this position has strengthened service delivery, supported Council priorities related to recreation and engagement, and positioned the Municipality for continued program growth in 2026.

### **Financial Implications:**

Community grants, donations, and sponsorships helped offset operational costs while expanding services.

Capital investments were funded through reserves and approved procurement programs.

Election-related decisions prioritized cost containment while maintaining accessibility and integrity. Funding has been allocated annually for election expenses.

### **Policies/Legislation:**

N/A

### **Alignment with Strategic Priorities:**

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

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.

Manager of Community Services / Clerk

**Report Approval Details**

Document Title:	2025 Community Services, Year-End Review - 2026-05-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jan 15, 2026

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

Robin Greenall

# Built for change, ready for what's next

2025 Municipal Partnerships Report

**mpac** Municipal Property  
Assessment Corporation™

Kingston, Ontario





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Lasalle, Ontario

# Leadership messages

**mpac**<sup>™</sup>



**Alan Spacek**  
Chair, MPAC Board of Directors

## Reflecting on our journey: Building strong communities, together

Throughout 2025, our progress and achievements were driven by strong collaboration with municipalities and a shared commitment to building resilient communities and continuing to deliver exceptional services to Ontarians.

Across the province, we've strengthened partnerships with municipal leaders and changemakers through ongoing dialogue and engagement. From elected officials striving for efficiency to municipal staff seeking the tools and insights to support that mission, it all starts with conversation. These conversations deepen our understanding of municipal priorities and open the door to innovative, data-driven solutions that address the unique challenges facing communities today.

Property assessments are the foundation of municipal taxation and a critical source of information for budgeting and community planning. Each new assessment represents more than numbers – it reflects homes for families, spaces for businesses, and investments that fuel local economies and strengthen communities.

As we look to the future, our focus is clear: proactive collaboration, tailored services, and trusted partnerships that help shape resilient, thriving communities across Ontario. Together, we will continue to support communities today and into the future.



**Nicole McNeill**

**President and Chief  
Administrative Officer**

## Built for change, ready for what's next

Evolution is the quiet work of progress. It's steady, intentional, and essential. At MPAC, we've embraced evolution with purpose, so we can stand beside Ontario's municipalities as a partner in progress. From clipboards and paper forms to a fully digital ecosystem, we now deliver faster, smarter, and more accurate property assessments. Together, we've developed tools and insights that help solve local challenges and build the partnerships needed to navigate what's next.

That drive for progress forms the foundation of our 2025–2028 Strategic Plan, which focuses on modernizing how we work, strengthening systems, and delivering real-time data to support planning, budgeting, and service delivery. Creating tools and insights that help solve real challenges remains our priority, because when municipalities succeed, communities thrive.

In 2025, we partnered with municipalities to address the challenges you told us matter most: reducing inquiry volumes, improving access to data, and supporting environmental goals through digital solutions. That commitment drove action: we conducted **310,000** property inspections, processed **176,000** building permits, and completed **18,000** severances and consolidations, which contributed to over **\$41 billion** in new assessment being added to municipal rolls.

These numbers tell a clear story: our partnership is active, growing, and focused on delivering practical value. Whether it's accessing real-time property data, forecasting growth, or improving service delivery, we work hard every day to ensure your investment translates into better tools and outcomes for your communities.





As you read this report, I also encourage you to explore the rest of our [operational highlights](#) for a closer look at the work powering our progress and the foundation it creates for the future.

MPAC is built for change and ready to help municipalities move forward with confidence. With the right insights and a shared commitment to progress, we can shape what comes next, together.



# About MPAC

**mpac**<sup>™</sup>



Across Ontario, municipalities are leading through change, from adapting to new demands to planning for growth, building resilient communities, and everything in between. The pace is fast, the challenges are complex, and the decisions made today shape the future.

This is where MPAC comes in. We're built by design to help municipalities navigate these complexities with our property data, insights and analytics, and tools. Whether responding to provincial priorities, driving evidence-based planning, or delivering services more efficiently, we're here to help you succeed.

We work alongside you, proactively, collaboratively, and with purpose. Our services are tailored to your needs, our partnerships are grounded in trust, and our focus is always on helping you serve your communities.

This report highlights how MPAC supported Ontario's **444** municipalities in 2025 through shared goals, responsive service, and a commitment to building stronger, data-informed communities. Grounded in collaboration, built on trust, and focused on what's next, MPAC continues to be a strategic business partner, delivering what's needed today and evolving to meet the needs of tomorrow's challenges.





## Who we are

MPAC (Municipal Property Assessment Corporation) is Ontario's property expert – an independent, not-for-profit corporation responsible for maintaining the province's property inventory. Proudly Canadian, we are the largest assessment jurisdiction in North America, maintaining an inventory of nearly **5.74 million** properties valued at approximately **\$3.2 trillion**.

Each year, municipalities pay a proportionate share of MPAC's operational costs based on the number and value of their properties relative to the rest of Ontario. Our property assessment work forms the foundation of Ontario's property tax system, informing municipal budgeting, infrastructure planning, and community growth.

We deliver accurate, impartial assessments that reflect market conditions as of the legislated valuation date, and provide data-driven insights that help municipalities, governments, and property owners make informed decisions.

From property inspections and sales analysis to managing assessment requests and appeals, MPAC ensures fairness and integrity in every step. Guided by our values of accountability, transparency, customer-focus, innovation, and inclusion, we are committed to building trust and supporting thriving communities across Ontario.





Windsor, Ontario

## Our mandate in motion

Property assessments are the foundation of municipal taxation, providing the revenue municipalities rely on to deliver essential services, from roads and transit to emergency response and community programs. Accurate assessments also inform long-term budgeting and infrastructure planning, helping municipalities allocate resources effectively and plan for growth. Every new assessment represents not just a number, but the capacity to invest in housing, services, and amenities that strengthen communities.

Our team is always eager to learn more about the communities where we work and live, ensuring our efforts align with municipal priorities and needs. We're committed to helping you in managing your assessment base. Understanding how new assessment and forecasting work under the Service Level Agreement provides valuable insights that municipalities can leverage.



## Capturing growth through collaboration

Starting in early 2025, MPAC worked closely with the Town of Aylmer in Elgin County to help increase their new assessment captured, exceeding expectations and supporting the Town's long-term growth and financial stability.

Through ongoing meetings with the Town's staff, MPAC's Municipal and Stakeholder Relations team focused on understanding local needs, monitoring new assessment activity, and ensuring assessors had up-to-date information on building permits, plans, and key occupancy dates. Throughout the year, new assessment forecast reports and Service Level Agreement commitments were closely tracked and shared with the Town. This collaboration enabled both

teams to stay aligned on timelines and priorities, ensuring new assessment was added efficiently and accurately.

When budget pressures arose in the fall, the Town asked MPAC to explore opportunities to exceed the original forecast. The result: MPAC achieved **166%** of the original 2025 forecast, with the Service Level Agreement commitment adding **96%** of the Town's new assessment to the roll within one year of occupancy.

This partnership demonstrates the impact of open communication, shared goals, and a commitment to supporting municipal outcomes.

“

**The Town of Aylmer is very grateful for the partnership that we have with MPAC and work very closely with our Account Manager, Brenda Slater and Regional Manager, Anne Haines to ensure our area's exponential growth is reflected in a timely and accurate way. Every effort MPAC makes to capture new assessment quickly helps stabilize our tax rate year-over-year and supports affordability for our residents.**

Our Municipal and Stakeholder Relations team understands the pressures that we have at the municipal level with Strong Mayor Powers and the challenges that small towns face with funding growth in the interim. Their responsiveness and collaboration have helped us move forward with confidence. The past two years have also been incredibly demanding for MPAC's local assessors as they've kept pace with record levels of growth and ensured material changes are captured for our 2026 budget. Their hard work and dedication are deeply appreciated. The increased assessment revenue and growth projections will help fund key local priorities, including upgrades to our outdoor pool and swimming programs in partnership with the YWCA as well as costs for police services and local conservation authority levies. We appreciate the continued partnership and the shared commitment to helping our community grow.

**Heather Sachs** | Director of Financial Services and Treasurer, Town of Aylmer

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2025 operational highlights



All stats as of October 31, 2025



# Built for change: Strategic direction and evolution

**mpac**<sup>™</sup>



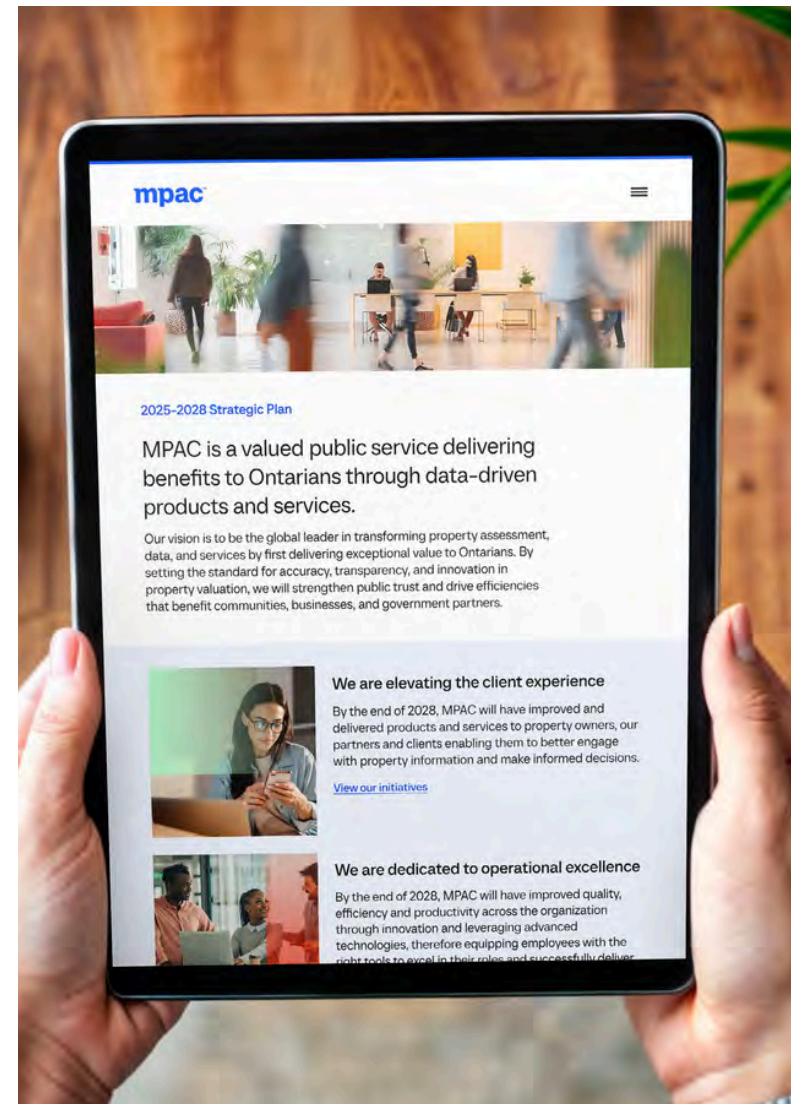
## MPAC's 2025–2028 Strategic Plan

Ontario's municipalities are facing growing demands, from aging infrastructure and housing pressures to the need for faster, smarter planning, all while managing tight budgets and limited resources. MPAC's 2025–2028 Strategic Plan is designed to help meet these challenges head-on, with a clear focus on delivering tangible value to municipalities through:

- **Modernizing assessments:** We're investing in scalable systems, real-time data, and digitization to give municipalities the tools they need for more accurate budgeting, planning, and service delivery.
- **Empowering smarter decisions:** We're transforming property data into actionable insights that can inform infrastructure planning, economic development, and policy.
- **Strengthening communities:** We're helping municipalities do more with less by improving operational efficiencies and delivering greater value.

We're committed to being responsive, relevant, and ready for what's next. That's why we're transforming from a trusted service provider to a strategic partner, delivering greater value, driving innovation, and unlocking new opportunities for collaboration. While we evolve, our foundation remains unchanged: providing accurate, transparent, and reliable assessments.

We've also reimagined our visual identity to reflect a more modern and approachable look, with design choices that meet the Accessibility for Ontarians with Disabilities Act standards and support clearer, more inclusive communication.



**Our commitment is clear:** we're here to help municipalities thrive in a changing landscape. By unlocking the full potential of MPAC's data, technology, and people, we're building a future where municipalities are empowered to lead with confidence. After all, you've invested in us. MPAC is funded by you, for you. We're built for this.


Municipal Property  
Assessment Corporation™

mpac.ca

## 2025-2028 Strategic Plan

MPAC is a valued public service delivering benefits to Ontarians through data-driven products and services.

Our vision is to be the global leader in transforming property assessment, data, and services by first delivering exceptional value to Ontarians. By setting the standard for accuracy, transparency, and innovation in property valuation, we will strengthen public trust and drive efficiencies that benefit communities, businesses, and government partners.

### We live our values

- 01 [Accountable](#)
- 02 [Transparent](#)
- 03 [Customer-focus](#)
- 04 [Innovative](#)
- 05 [Inclusive](#)

### We are elevating the client experience

By the end of 2028, MPAC will have improved and delivered products and services to property owners, our partners and clients enabling them to better engage with property information and make informed decisions.

We are focused on enhancing client experiences by fostering collaboration, increasing awareness, and delivering value. We are prioritizing education and two-way engagement for residential property owners, deepening industrial and commercial clients' understanding of assessment and tax topics, and strengthening collaboration with municipalities and government partners as a trusted resource.

### We are dedicated to operational excellence

By the end of 2028, MPAC will have improved quality, efficiency and productivity across the organization through innovation and leveraging advanced technologies, therefore equipping employees with the right tools to excel in their roles and successfully deliver future assessment services.

We are focused on driving operational excellence by advancing data quality, digitization, and AI while ensuring strong privacy protections. We are proactively preparing for future property assessments, strengthening assessment capabilities for industrial and commercial properties, and optimizing operational efficiency with secure, inclusive, and user-friendly tools that enhance employee experience and productivity.

### We are strengthening our bottom line

By the end of 2028, MPAC will have established the Commercial and Client Solutions Division (CCS) as a key engine of growth and innovation, driving sustained impact and value for our core business and beyond.

We are focused on maximizing value and revenue by ensuring our organization is ready to seize strategic opportunities. We are strengthening our operating model to enhance competitiveness, evolving our products and services to meet customer needs, and equipping our commercial team with the resources needed to scale effectively.

### We deliver exceptional employee experiences

By the end of 2028, MPAC will have met talent, and skill needs and have an inclusive, engaged and continuous learning culture.

We are focused on fostering a strong employee experience by attracting, investing in, and retaining top talent. We are committed to equitable career development, providing learning opportunities, mentoring, and coaching to support versatile career paths. Our succession planning ensures smooth transitions for key roles, while our inclusive and engaging culture values employee input, encourages collaboration, and drives innovation in alignment with MPAC's core values.

© MPAC 2025





# Delivering impact: Supporting municipal outcomes

**mpac**<sup>™</sup>





MPAC continues to enable municipal success by delivering tangible solutions that address real, local challenges. Through robust data, innovative platforms, and strategic partnerships, we help municipalities to make informed decisions and drive meaningful outcomes.

## Municipal impact: Turning strategy into action

Throughout 2025, municipalities across Ontario used MPAC tools to tackle real challenges, improve service delivery, and make informed decisions. From large urban centers to rural townships, we partnered with communities of every size to unlock the power of property data. This is collaboration in action, building toward something greater.

## Enhancing access to property assessment data

In spring 2025, MPAC launched a one-year pilot program that gave municipalities the option to receive a monthly export of the Electronic Assessment Information file. This initiative, made possible through collaboration with Teranet and the Province, enhances access to timely property data by expanding the limit from four unique exports per year to a monthly data refresh.

The Electronic Assessment Information file provides a comprehensive snapshot of each municipality's assessment information to help support internal planning. With this enhanced access, municipal Geographic Information System teams can more easily integrate assessment data into their internal mapping systems. Additionally, Planning and Finance teams can better monitor growth and changes in property types, property codes, structures, and services.

“

**The City of Greater Sudbury is pleased to have enhanced access to the Electronic Assessment Information file. This improvement allows us to update our Geographic Information System more frequently, ensuring we're using the most accurate, up-to-date information to support decision-making and deliver services to our community.**

”

**Krista Carre** | Manager of Geographic Information System Operations, City of Greater Sudbury



## Collaborative partnerships drive progress

In 2025, we strengthened key partnerships with industry leaders to enhance governance and deliver solutions that matter. Through working groups and ongoing engagement, we've aligned priorities, shared insights, and built tools that reflect municipal needs.

### Municipal Liaison Group

A key driver of our shared success has been the Municipal Liaison Group, a strategic advisory body that fosters open, regular, and ongoing dialogue between MPAC and the municipal sector. The Municipal Liaison Group serves as a platform for exchanging information and perspectives on property assessment and MPAC initiatives that impact municipalities. Through this engagement, the Municipal Liaison Group has helped ensure our services are aligned with municipal needs and priorities.

This year, we revised the Municipal Liaison Group's governance framework to support more inclusive and effective collaboration:

- **Composition and meeting frequency:** Updated to reflect broader representation and more consistent engagement.
- **Membership terms and representation:** Clarified roles for members and associations to ensure diverse municipal voices are heard.
- **Responsibilities and meeting approach:** Refined expectations and structure to support productive discussions.
- **Sub-committees:** Introduced focused groups to address specific topics and drive deeper insights.





**Together with our municipal partners, the Municipal Liaison Group has helped advance several key initiatives:**

- Data Sharing Services Agreement
- Market Trend Reports
- Vacant Home Tax Support
- Optional Small Business Subclass
- Electronic Delivery of the Assessment Roll
- Corporate Strategy Alignment
- Methodology Guides
- Municipal Election Strategy
- Pre-Roll Disclosure and Assessment Update Strategy
- Electronic Assessment Information (EAI) Pilot
- Enhancements to MPAC Municipal Connect and MPAC AboutMyProperty™
- MPAC Data Strategy
- Service Level Agreement

“

I hope you'll consider getting involved. It's a great way to stay informed, help shape change, either on the Municipal Liaison Group or on one of its sub-committees, and you will be joining a trusted network of individuals across the province who bring their own experiences, perspectives, and technical skills to the table, which adds depth to the conversations and provides continuous learning opportunities for all of us.

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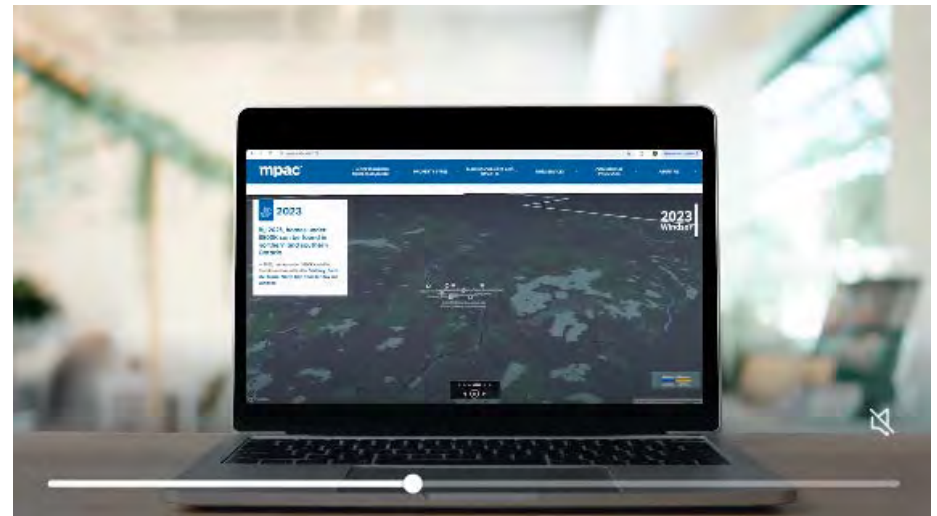
**Shane Manson** | Senior Manager, Revenue and Property Tax, City of Markham

### Municipal Survey feedback

Feedback from municipalities continues to guide our approach, ensuring collaboration translates into real results for communities across Ontario.

Municipalities told us they needed quicker, easier access to localized property data, and we listened. Guided by insights from our Municipal Survey, MPAC integrated our Property Pulse Dashboard into MPAC Municipal Connect, giving municipal staff secure, centralized access to residential sales trends by municipality, property type, age, and sales period. This enhancement is a direct result of meaningful collaboration and our shared commitment to data-driven decision-making. By embedding this tool into a platform that municipalities already use, we've made it simpler to find the insights needed for planning, budgeting, and policy development.

This is a great example of how municipal feedback shapes our services and drives innovation.



A view of the [Property Pulse dashboard](#) accessible through MunicipalConnect.



## Showcasing the power of MPAC Municipal Connect

MPAC Municipal Connect is the go-to online resource for Ontario municipalities to access property assessment information and data. At this year's Ontario Municipal Tax and Revenue Association (OMTRA) Conference in Huntsville, MPAC's Laura Voltti, Regional Manager, Zone 7 (Northern Ontario) and Natasha Dawood, Senior Manager, Professional Services participated in a collaborative session that highlighted how municipalities are using MPAC Municipal Connect, products, and data to support their work.

They were joined by municipal partners – Barbara Malta, Intermediate Tax Accountant, City of Mississauga, Kate Farwell, Manager of Taxation and Revenue, Municipality of South Huron, and Jennah Carere, (former) Advisor, Financial Policy and Taxation, Region of Peel – who shared real-world examples of how they use MPAC Municipal Connect to enhance efficiency and decision-making within their communities.

“

**It's always inspiring to see our team and municipal partners come together to share ideas and best practices. Our session at OMTRA sparked great discussion and even included a live poll to gather input on how we can make MPAC Municipal Connect even more valuable. We're constantly listening, learning, and refining our tools to better meet municipal needs. It was fantastic to see the enthusiasm from our municipal colleagues and how they're using MPAC's products to deliver results for their communities.**

”

**Mary Dawson-Cole** | Director, Municipal and Stakeholder Relations, MPAC

## Value-added services highlights

Property assessment data is a powerful tool that communities can use for planning roads, emergency services, and sustainable growth. That's why MPAC is taking a broader view, offering new solutions and resources to help municipalities succeed today and prepare for tomorrow.

By working closely with municipalities, we've moved beyond one-size-fits-all solutions to deliver curated, localized support that reflects what matters most to municipalities. Whether it's targeted content, tailored training, or meaningful conversations, we're here to support municipalities with the data and insights they need.

### **Custom data requests**

In addition to the vast amount of property data available in MPAC Municipal Connect, we provide curated custom reports based on municipalities' unique needs, including information such as detailed historical data, regional breakdowns, and comparative analysis across municipalities.

From the beginning of 2025 to the end of Q3, we successfully delivered **64** customized data reports to **50** unique municipal partners and organizations, saving time and enabling staff to provide better services.

We don't just deliver data, we also help you use it. Our Municipal and Stakeholder Relations team offers training, webinars, and one-on-one support to ensure you get the most out of MPAC Municipal Connect and our data products.

Many of our standard services started as custom requests. When we see recurring themes or ideas that could benefit all municipalities, we work to turn them into tools and resources available to everyone. So, keep bringing your requests forward. Your ideas drive innovation and help shape the future of our services.

## Connecting systems for real results: Streamlining building permit data

In 2025, MPAC and the City of Ottawa reached an exciting milestone with a new Application Programming Interface (API) integration that enables MPAC to ingest building permits and plans. This achievement reflects strong collaboration between teams across both organizations. The integration is a game-changer, enabling the City to send building information to MPAC more efficiently, which means new property tax growth can be captured and reflected more quickly.

“

**This is amazing! I remember when we first started exploring creative ways to use technology to advance the City of Ottawa’s assessment growth with MPAC. Congratulations to everyone involved in this – your partnership, collaboration, and innovation made this possible!**

”

**Wendy Stephanson** | City Manager, City of Ottawa

### Assessment Base Management course

Understanding property assessment is essential for municipalities, especially as processes and policies continue to evolve. That's why MPAC has been working on developing our Assessment Base Management course throughout 2025.

The course will be designed to build practical skills in property assessment and taxation for municipal staff at all levels. Whether new to municipal finance or experienced in assessment roles, participants will benefit from a structured learning experience that strengthens their understanding and supports day-to-day responsibilities.

This 12-module course, to be launched in 2026, will provide a comprehensive overview of MPAC's systems, processes, tools, and platforms. It will equip learners to monitor assessment growth, identify assessments at risk, and contribute to a predictable and stable assessment roll. Strong assessment base management supports sustainable property tax revenues and ensures fair, equitable treatment for property owners.

### Tailored content for targeted impact

Recognizing that each municipality has unique priorities, MPAC continues to tailor engagement opportunities to better reflect the diverse needs and preferences of municipal staff. Whether through our Municipal Webinar Series, quarterly municipal meetings in-person and virtually, or small-group geographic zone meetings, these sessions offer timely updates, practical insights, and region-specific content. By tailoring engagement to what matters most in each community, MPAC is making it easier for municipal staff to access relevant information, share experiences, and apply learnings to local decision-making.





## Shaping learning together: Morning Connection series

In 2025, our Zone 5 (Central Ontario) Municipal and Stakeholder Relations team engaged past attendees of the Morning Connection series (smaller geographic-based virtual sessions) to help choose topics for the year ahead. The selected sessions covered a wide range of municipal priorities, including Assessment 101, severances and consolidations, municipal capital facilities, addressing and MPAC AboutMyProperty™, legislative notices, MPAC Municipal Connect, and year-end product overviews.

By involving municipal staff in shaping the content, we ensured each session addressed their needs and provided actionable insights.

“

**Our Morning Connection sessions have been a valuable resource throughout the year. The topics are timely, the presenters are knowledgeable, and the format encourages meaningful engagement. Each session offers practical takeaways that directly support the Town of New Tecumseth’s work. Our partners at MPAC do a fantastic job making complex topics clear and accessible. I am already looking forward to what’s planned for 2026!”**

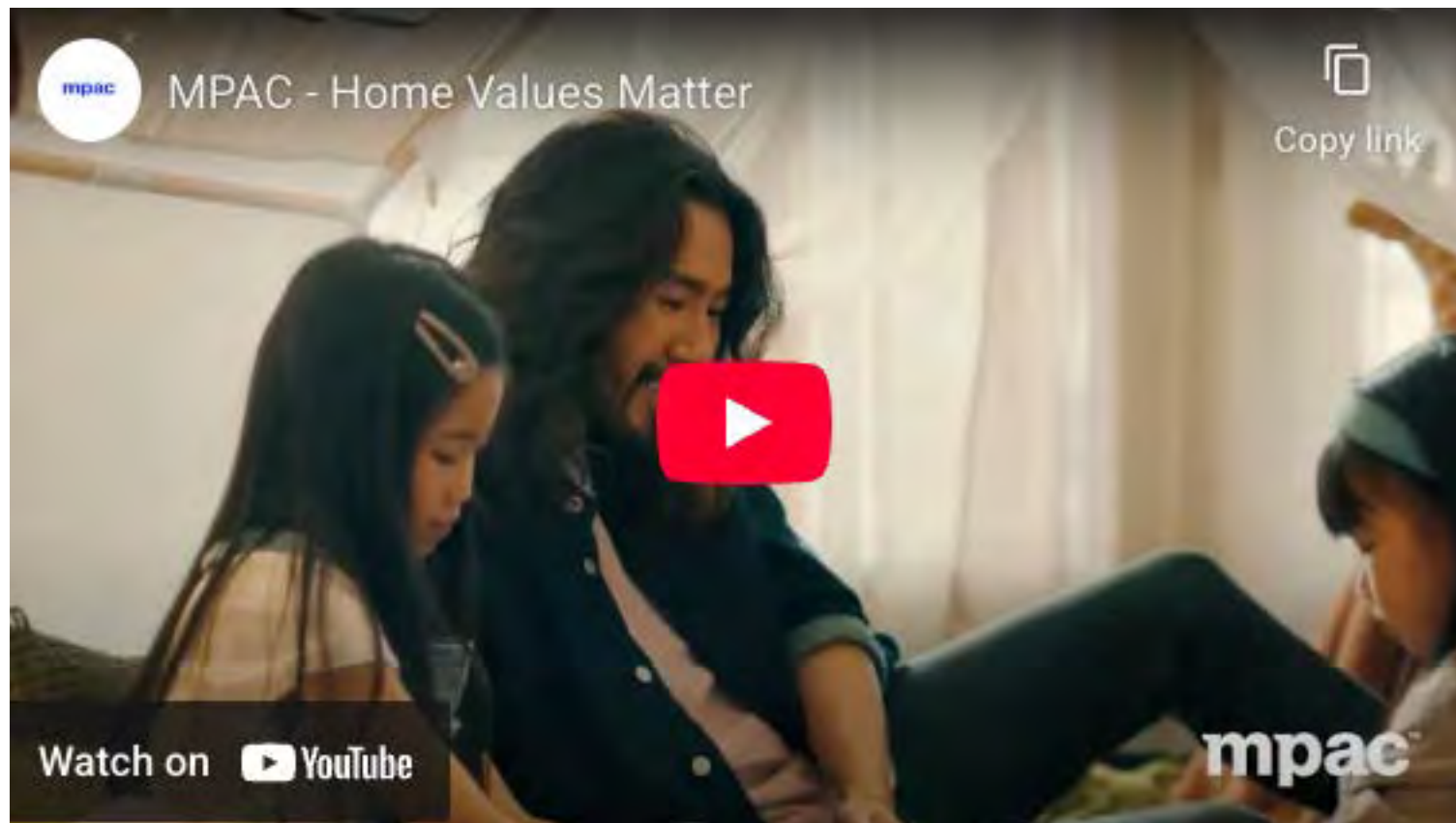
”

**Pam Childs** | Supervisor of Revenue, Town of New Tecumseth



**Public awareness campaign**

Clear and consistent communication helps residents better understand how property assessment supports local services and fair taxation. MPAC's public awareness campaign was designed to complement municipal efforts by providing high-quality educational content that explains how property assessment works. Through province-wide outreach, the campaign builds public trust and confidence in the system while helping municipalities extend their reach, reinforce key messages, and support transparency in a way that's timely, consistent, and effective.





## Looking toward the future: What's next and municipal engagement

## Future-ready tools and services

When looking to the future, municipalities need tools, insights, and support to plan and service growing communities with confidence. MPAC's vision is to help make that possible.

We see exciting opportunities to work together, whether through property census initiatives, garbage bag tag programs, or overflow call centre support. These partnerships ensure municipalities can do more as we navigate the future together.

We've invested in robust systems, harnessed powerful data insights, and prepared our teams to deliver greater value beyond our core mandate. Our tools and services are designed to meet your unique needs, streamline efficiency, and help you maximize the resources you already have.

Municipalities have already invested in MPAC, and the opportunity to leverage that investment is greater than ever. And it starts with a conversation.

### Assessment Update status

While a province-wide Assessment Update hasn't occurred since 2016, MPAC continues to deliver exceptional value to Ontarians through data-driven products and services. We continuously capture, verify, and analyze property data to reflect changes such as new construction, renovations, and additions. We keep an up-to-date property inventory for the province as properties are added or changed, monitor market activity, process tax applications, and manage assessment reconsiderations and appeals.

Regardless of when an Assessment Update is announced, MPAC is ready. We've prepared for it by design building:

- A scalable, digital-first infrastructure
- Systems that are ready to support any cycle variation
- Expanded insights to meet evolving needs
- Public understanding through ongoing education and engagement





“

I'm continually inspired by the commitment and innovation I see from municipalities. At MPAC, we're passionate about partnering with you to deliver solutions that help achieve your goals. The stories in this publication show what's possible when we work together to drive meaningful change. I invite you to continue working with our team and keep sharing your stories. Your insights guide how we serve you, and together we can create solutions that best support your unique needs.

”

**Jamie Bishop** | Vice-President, Public Affairs and Customer Experience, MPAC





MPAC is built for what's next and ready by design to support your municipality's journey with the data, insight, and partnership you need to move forward with confidence. By harnessing MPAC's data, infrastructure, and expertise, we can work together to solve challenges and unlock new opportunities that deliver lasting value to all Ontario communities. Thank you for your partnership, trust, and vision. Let's keep building the future together.

## Connect with us

MPAC has offices across Ontario to meet the needs of property owners in every community.

### Customer Contact Centre

Toll Free: 1-866-296-6722

[mpac.ca/contact](https://mpac.ca/contact)

Monday to Friday –  
8 a.m. to 5 p.m.

### Mail

1340 Pickering Parkway,  
Suite 101  
Pickering, ON L1V 0C4

### Follow us



**Accessible formats and communication supports are available upon request.**

Compliance statement: In keeping with the reporting requirements under the *Municipal Property Assessment Corporation Act*, the Corporation has complied with any policies, procedures, and standards established by the Minister under Section 10, and with the process established regarding the implementation of quality service standards by the Quality Service Commissioner.

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November 4, 2025

To our Municipal Clients:

Re: Bill 60, *Fighting Delays, Building Faster Act, 2025* and Regulatory Proposals 25-MMAH018 and 25-MMAH030

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you of proposed legislative changes to the *Development Charges Act, 1997* (D.C.A.) and associated regulation (Ontario Regulation 82/98). The provincial government has introduced Bill 60, an Act to amend various Acts and to enact the *Water and Wastewater Public Corporations Act, 2025* (referred to as the *Fighting Delays, Building Faster Act, 2025*). This Bill proposes amendments to the following legislation:

- *Building Transit Faster Act, 2020*;
- *Construction Act*;
- *Development Charges Act, 1997*;
- *GO Transit Station Funding Act, 2023*;
- *Highway Traffic Act*;
- *Local Roads Boards Act*;
- *Municipal Act, 2021*;
- *Ontario Water Resources Act*;
- *Photo Card Act, 2008*;
- *Planning Act*;
- *Public Transportation and Highway Improvement Act*;
- *Residential Tenancies Act, 2006*;
- *Toronto Waterfront Revitalization Corporation Act*;
- *Towing and Storage Safety and Enforcement Act*;
- *Transit-Oriented Communities Act, 2020*;

The Bill also introduces new legislation: the *Water and Wastewater Public Corporations Act, 2025*.

In addition to the legislative amendments, the Province is also proposing changes to the development charge (D.C.) regulation (Ontario Regulation 82/98). The proposed changes, which are intended to standardize and streamline the D.C. framework, are available for comments via the Regulatory Registry at the following links:

- 25-MMAH018: <https://www.regulatoryregistry.gov.on.ca/proposal/52054>; and
- 25-MMAH030: <https://www.regulatoryregistry.gov.on.ca/proposal/52308>.





The deadline to submit comments on the above-referenced proposals is November 22, 2025, and November 23, 2025, respectively.

This letter provides a summary and preliminary analysis of the proposed changes to the D.C.A. and Ontario Regulation 82/98.

## 1. Proposed Changes to the Development Charge Framework

### 1.1 Proposed Changes to the *Development Charges Act, 1997*

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The proposed changes to the D.C.A. are presented in Schedule 3 of Bill 60, *Fighting Delays, Building Faster Act, 2025*. The following is a list of the proposed changes, which are discussed in further detail below:

1. Addition of Class of Service for land acquisition;
2. Required timelines for the Annual Treasurer's Statement;
3. Addition of requirements for Local Service Policies; and
4. Requirement to provide documents to the Minister.

#### 1.1.1 Addition of Class of Service for Land Acquisition

##### Background Context

In preparing the D.C. calculations as part of a D.C. background study, most services<sup>[1]</sup> require a Level of Service calculation to be undertaken, as the D.C.A. requires that the increase in need for service must not exceed the historical Level of Service when determining the charge. This requirement is set out in subsection 5 (1) 4 of the D.C.A. and section 4 of Ontario Regulation 82/98. The regulation requires that the Level of Service be calculated by identifying quantity and quality measures of service. These measures have generally been interpreted to reflect the quantity of capital assets used to provide the service and the current replacement value (i.e., quality) of the capital assets. The combination of the measures results in the per capita historical replacement value, which, when applied to the forecast population, provides the total D.C.-eligible amount that can be included in the D.C. calculations for recovery.

In determining the replacement value (i.e., quality) of the assets, the scope of capital costs is consistent with the definition in subsection 5 (3) of the D.C.A. The Act defines capital costs to include “costs to acquire land or an interest in land, including a leasehold interest.” Compliance with the D.C.A. requires that the scope of capital costs included in the increase, the need for service, and the historical Level of Service be the same. As such, the historical Level of Service calculations commonly include the value of land. Over the past few years, the development community has raised concerns

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<sup>[1]</sup> All D.C.-eligible services, except water, wastewater, stormwater, and transit services.





regarding the inclusion of land in the required Level of Service calculations when no future land costs are identified. The increase in the value of land and all other infrastructure has led to an increase in the D.C.-eligible amount that can be included in D.C. calculations.

## **Proposed Changes**

The legislative proposal is to include land acquisition as a separate class of service.<sup>[1]</sup> Under this proposal, anticipated land acquisition capital needs would be grouped together for the purposes of the D.C. calculations. Land acquisition capital needs would also be excluded from the historical Level of Service restrictions.

In identifying the land acquisition needs by service, the proposal restricts the anticipated capital costs for land to 10 years for all services except for the following:

- Water;
- Wastewater;
- Stormwater;
- Services related to a highway;
- Electrical;
- Transit;
- Police; and
- Fire.

As land acquisition will be established as a class of service, municipalities will be required to establish a separate reserve fund for these capital costs. As such, funds would be segregated for this purpose, only to be used for land costs. Similar to other reserve funds, monies in this reserve fund can be borrowed and repaid, with interest. With respect to credits, municipalities will need to ensure that credits for land are accounted for separately from credits for other applicable services.

Section 35 of the D.C.A. is amended to add an exception to the use of monies in established reserve funds. This section states that monies in a reserve fund can be used for land acquisition; however, they cannot be used for land acquisition if those costs are to be paid for with the reserve fund established for land acquisition.

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<sup>[1]</sup> Section 7 of the D.C.A. states that a class of service may be established for the purposes of a D.C. by-law that is a combination of D.C.-eligible services or a subset of a D.C.-eligible service. Note, land acquisition related to the Toronto-York and Yonge North Subway Extensions is not required to be a class of service.



## Potential Impacts

The removal of land from the Level of Service calculations would have varying impacts across municipalities. Where land values are significant, the removal of these amounts from the Level of Service calculations will result in a decrease in the D.C.-eligible amount that may restrict D.C. funding for future capital projects. For example, the removal of land values from the replacement costs of recreation facilities would have the effect of reducing the Level of Service cap on D.C. funding for recreation services. While this may be impactful, this change enables the Level of Service calculations to be more accurately compared to the anticipated increase in need for service and allows land needs to be included without the Level of Service restriction.

The restriction on the forecast period for certain services appears to be inconsistent with previous changes to the D.C.A., which removed the 10-year forecast period restriction for all services except Transit.<sup>[1]</sup> As land purchases are commonly undertaken years before the construction of a facility, there may be some requirements to include a post-period benefit deduction if the land is required for a facility that will benefit growth outside the 10-year forecast period.

Municipalities may consider having different land acquisition calculations for the various forecast periods. For example, one calculation may be undertaken for the 10-year restricted services, whereas one or more calculations may be undertaken for those services with unrestricted forecast periods.

With respect to establishing a reserve fund for the land acquisition class of service, there may be some transitional matters to consider when preparing the D.C. background study calculations. For example, where land acquisition has been included in previous D.C. background studies, and reserve fund monies have been allocated and/or committed to land acquisition projects, reserve fund adjustments may be required. As the changes to the D.C.A. state that a class of service for land shall be established (i.e., required to recover land as a separate service), a separate reserve fund is required. Once a municipality undertakes a new D.C. by-law, the capital costs included in the class of service for land acquisition must be funded from the land acquisition reserve fund.

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<sup>[1]</sup> In 2019, the Province passed Bill 108, which removed the requirement to forecast capital needs over a 10-year period for all services other than water, wastewater, stormwater, services related to a highway, electrical power services, police, fire, and the Toronto-York subway extension, as these services were previously not restricted to a 10-year forecast.



### **1.1.2 Required timelines for the Annual Treasurer's Statement**

#### **Proposed Changes**

Currently, the Annual Treasurer's Statement must be prepared each year by a date determined by Council. Subsection 43 (1) of the Act is amended to require the Treasurer's Statements to be completed by June 30 of each year.

Currently, the Annual Treasurer's Statement is required to be provided to the Minister of Municipal Affairs and Housing upon request. Subsection 43 (3) of the Act is amended to require a copy of the Treasurer's Statement to be submitted to the Minister by July 15 of each year.

#### **Potential Impacts**

Municipalities will need to ensure the Annual Treasurer's Statements are completed by June 30 and submitted to the Minister by July 15.

### **1.1.3 Addition of Requirements for Local Service Policies**

#### **Proposed Changes**

Currently, subsection 2 (5) of the D.C.A. precludes a D.C. by-law from imposing charges with respect to local services described in section 59 of the D.C.A. Section 59 of the D.C.A. provides a link to the *Planning Act*, such that, as a condition of subdivision or consent agreement, a municipality may require local services to be installed or paid for by the owner. Local services are considered when preparing a D.C. background study to ensure compliance with the legislative requirements. As such, a Local Service Policy is generally included in our D.C. background studies for transparency to stakeholders and for municipal staff administration.

New subsections 59 (2.2) through 59 (2.11) are proposed, which generally set out the following:

- A Local Service Policy is required for all D.C.-eligible services to which a D.C. by-law imposes a charge and where some part of the service will be provided as a local service.
- A Local Service Policy is required to impose a condition of local services on development, and only to the extent it has been identified in the Local Service Policy. That is, a municipality could not require a work or classes of work to be provided as a local service if it is not identified as such in the Local Service Policy.
  - This does not apply where a municipality does not impose a D.C. for that service.



- This applies the day a municipality establishes the Local Service Policy or 18 months after Bill 60 receives Royal Assent.
- Required content for a Local Service Policy includes:
  - Works or classes of works related to development that are intended to be required as a Local Service.
- Optional content for a Local Service Policy includes:
  - Works or classes of works that are not intended to be required as a Local Service.
  - Works or classes of works that are partially required as a Local Service.
- The municipality shall give a copy of the Local Service Policy to the Minister of Municipal Affairs and Housing upon request, by the date requested.
- The Local Service Policy must be reviewed, requiring a resolution of Council declaring if a revision is needed. The resolution shall be passed at the time of passing any D.C. by-law or when a revision to the policy is required.

Note, there appears to be an error in the newly proposed subsection 59 (2.5). This subsection refers to subsection 2.8; however, that subsection refers to sending a copy of the Local Service Policy to the Minister of Municipal Affairs and Housing. It appears the appropriate reference should be subsection 2.7.

## Potential Impacts

At Watson & Associates Economists Ltd. (Watson), it is our current practice to include Local Service Policies as part of D.C. background studies. This provides transparency to stakeholders and the municipality by delineating between local service capital costs and D.C.-eligible capital costs. The proposed changes regarding the required and optional content appear to be generally in line with Watson's current practice. Some municipalities, however, currently include wording in their Local Service Policies that provides flexibility for the municipality's interpretation of what costs can be deemed local service. The proposed changes aim to provide clarity on which costs would be deemed local service; therefore, municipalities may consider updating their current Local Service Policies to ensure removal of the "flexible" language. Furthermore, municipalities may require more frequent updates to their Local Service Policies as items are raised through the development approvals process that may not be appropriately captured in the Local Service Policy.

The proposed subsection 59 (2.2) requires that a Local Service Policy cover the services set out in subsection 2 (4) of the D.C.A. that are included in a D.C. by-law. Land acquisition is a service as defined in this section, as it is proposed to be a sub-service of capital costs for eligible services. As such, it would appear that land is required to be addressed in the Local Service Policy.

Proposed subsection 59 (2.6) appears to clarify that if a municipality does not impose a D.C. for a particular service, there is no requirement to have that service set out in the



Local Service Policy. This would also appear to apply to municipalities without D.C. by-laws.

Municipalities will need to ensure that all D.C. background study processes include a Local Service Policy and that the policy be expressly approved in the resolution of Council when the D.C. background study and by-law are adopted. This would appear to apply to all D.C. background study processes, including those prepared for by-law amendments and streamlined amendments to by-laws that do not require a background study under subsection 19 (1.1).

Given there is a transitional deadline of 18 months after this legislation takes effect, municipalities with existing D.C. by-laws that do not have Local Service Policies should consider reviewing and approving a Local Service Policy.

Note, if a municipality determines that there is no service in their D.C. by-law for which they will impose local service requirements, it does not appear that the municipality would be required to prepare a Local Service Policy.

#### **1.1.4 Requirement to Provide Documents to the Minister**

##### **Proposed Changes**

Currently, there is no requirement to provide the D.C. background study or by-law to the Minister of Municipal Affairs and Housing. The proposed changes to section 10 and section 13 of the D.C.A. would require municipalities to provide copies of the documents to the Minister upon request, by the date requested.

In addition, there is currently no requirement to provide the Local Service Policy to the Minister of Municipal Affairs and Housing. A proposed new subsection 59 (2.8) will require a copy of the Local Service Policy to be provided to the Minister upon request, by the date requested.

##### **Potential Impacts**

There does not appear to be any impact to municipalities, as the D.C. background study is already required to be posted on the municipality's website, and copies of the by-law and Local Service Policy are typically included within the D.C. background studies.

#### **1.2 Proposed Changes to Ontario Regulation 82/98**

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In addition to the proposed changes to the D.C.A., the Province has proposed regulatory changes to Ontario Regulation 82/98. These changes are with respect to the following matters:

1. Merging of credits for water supply services and wastewater services;



2. Making Benefit to Existing allocations more transparent in D.C. background studies;
3. Detailing land acquisition costs in D.C. background studies; and
4. Making information in financial statements relating to D.C.s more transparent and easily accessible.

These changes are discussed in more detail below. Note that the draft regulation has not yet been released. Our preliminary comments are based on the summary of the proposed changes provided on the Provincial Regulatory Registry website.

### **1.2.1 Merging of Credits**

Watson has previously provided commentary on the merging of credits.<sup>[1]</sup> Our commentary included the following potential impacts:

#### *Removal of municipal discretion*

Currently, municipalities have the ability to agree to apply credits to other services within a D.C. by-law. In many cases, the municipality will undertake a cashflow analysis of their D.C. reserve funds to determine if this is feasible. This proposed change appears to remove a municipality's discretion to combine services by agreement in certain instances.

#### *Cashflow implications for municipalities*

Combining services for the purposes of credits would have cashflow implications for municipalities, where funds held in a D.C. reserve fund for a service not included under the section 38 agreement would be reduced. This could delay the timing of capital projects for these impacted services and/or increase financing costs, as municipalities tend to confine funding for projects to the reserve funds available for that service and not borrow between reserve funds/services.

## **Proposed Changes**

This proposed change aims to merge water supply services and wastewater services for the purposes of credits. As provided in subsection 2 (4) of the D.C.A., the D.C.-eligible services of water supply and wastewater include distribution and treatment, and sewers and treatment, respectively.

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<sup>[1]</sup> Watson & Associates Economists Ltd. June 4, 2025 letter to the Ministry of Municipal Affairs and Housing: <https://www.watsonecon.ca/insights/opinions/bill-17-comments-for-regulatory-registry.pdf>



## Potential Impacts

The proposal is of concern as some municipalities have invested significant amounts into their water and wastewater systems. To elaborate on why this is a concern, in certain circumstances, municipalities have separated their water and wastewater D.C.s into the following categories:

- Water supply and storage;
- Water distribution;
- Wastewater treatment; and
- Wastewater collection.

Where significant investments in water supply and storage or wastewater treatment have been made, separating the D.C.s into the categories above may assist in ensuring D.C. cashflows are available to pay existing debt payments. The proposal to combine water supply and wastewater services would entitle a developer to receive D.C. credits against both services if D.C.-eligible capital costs/works have been provided directly for either service. This would negatively impact cashflows for the service not directly provided by the developer.

### ***1.2.2 Transparency of Benefit to Existing Calculations***

## Proposed Changes

The proposed regulatory changes would require municipalities to provide greater details with respect to how capital costs are determined and how the growth-related and non-growth-related shares of the costs are determined. The proposed wording appears to require this for each service, rather than on a project-by-project basis.

## Potential Impacts

It is positive that the Province has not established a required methodology, as there is no standardized approach across all municipalities (although there are best practices that are generally followed).

Providing further details in the background study will enhance transparency for stakeholders. While this will require additional effort in the preparation of the D.C background study, it should reduce the effort required by municipal staff to address stakeholder questions related to the determination of capital and benefit to existing deductions once the background study is released. Although the proposal suggests that the D.C. background study will require the methodology to be provided by service, there may be situations where a project-by-project determination is required.





### **1.2.3 Details of Land Acquisition**

#### **Proposed Changes**

It is proposed that land acquisition capital needs shall be treated as a class of service. As such, section 8 of Ontario Regulation 82/98 will be amended to require land acquisition costs to be included in the D.C. background presentation of:

- The total of the estimated capital costs relating to the service;
- The allocation of the total of the estimated costs between costs that would benefit new development and costs that would benefit existing development;
- The total of the estimated capital costs relating to the service that will be incurred during the term of the proposed D.C. by-law;
- The allocation of the costs incurred during the term of the proposed by-law between costs that would benefit new development and costs that would benefit existing development; and
- The estimated and actual value of credits that are being carried forward relating to the service.

#### **Potential Impacts**

See the comments above with respect to the inclusion of land acquisition as a class of service.

### **1.2.4 Information Accessibility**

#### **Proposed Changes**

The proposed changes increase reporting requirements for the Annual Treasurer's Statements to include:

- The amount from each reserve fund that was committed to a project, but had not been spent, as of the end of the year;
- The amount of debt that had been issued for a project as of the end of the year; and
- The location in the D.C. background study where the project's capital costs were estimated.

This would not apply in circumstances where a municipality uses a unique identifier in both background studies and Treasurer's Statements to identify each project.

#### **Potential Impacts**

The proposed changes increase transparency for the public and can help demonstrate that D.C. funds are being used as required and to the extent allowable under the D.C.A.





These additional requirements will increase administrative effort by municipal staff. Municipalities may wish to provide unique project identifiers as part of the preparation of their next D.C. background study for ease of aligning projects in the D.C. background study with the projects identified in the Annual Treasurer's Statement.

## 2. Concluding Remarks

The proposed changes to the D.C.A. and Ontario Regulation 82/98 are generally positive as they provide additional transparency of the D.C. calculations and how D.C.s are used by municipalities. The changes with respect to including land acquisition as a class of service appear to have a minor impact on municipalities where land values are minimal, with a greater impact on the Level of Service calculations for larger urban municipalities. The requirement for a Local Service Policy and its contents are generally in line with Watson's current approach; however, updates may be required to existing Local Service Policies to provide more detail on which costs would be local service and which costs would be recovered through D.C.s. Watson continues to have concerns regarding the merging of services for the purposes of credits, as this may impact municipalities that have invested in water supply and/or wastewater treatment costs.

We will continue to monitor any changes and inform you of the potential impacts on municipalities.

Should you have any questions, please contact any of the undersigned or send an email to [info@watsonecon.ca](mailto:info@watsonecon.ca).

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO

Peter Simcisko, BA (Hons), MBE, Managing Partner

Sean-Michael Stephen, MBA, Managing Partner

Daryl Abbs, BA (Hons), MBE, PLE, Managing Partner

Jamie Cook, MCIP, RPP, PLE, Managing Partner

Jack Ammendolia, BES, PLE, Managing Partner

Ministry of Agriculture,  
Food and Agribusiness

Office of the Minister

77 Grenville Street, 11th Floor  
Toronto, Ontario M7A 1B3  
Tel: 416-326-3074

Ministère de l'Agriculture,  
de l'Alimentation et de l'Agroentreprise

Bureau du ministre

77, rue Grenville, 11<sup>e</sup> étage  
Toronto (Ontario) M7A 1B3  
Tél. : 416 326-3074



January 12, 2026

Terri Towstiuć  
Clerk  
Municipality of West Elgin  
ttowstiuć@westelgin.net

Dear Terri Towstiuć:

I am pleased to announce that the 2026 Agricultural Impact Assessment (AIA) Guidance Document is now available on Ontario.ca as [Publication 861: Agricultural Impact Assessment \(AIA\) Guidance Document](#) and the [Environmental Registry of Ontario](#). This updated guidance reflects stakeholder input and recent provincial policy changes, and is intended to support municipalities, consultants and interested parties in meeting the agriculture impact assessment requirements of the Provincial Planning Statement, 2024.

Agricultural impact assessments are an important tool for identifying and addressing the potential impacts of non-agricultural development on the agricultural system, promoting compatibility between agricultural and non-agricultural land uses, and supporting thoughtful land use planning and the long-term viability of Ontario's agricultural sector.

Ontario farms contribute significantly to local economies while supporting access to high-quality food both domestically and globally. The agri-food sector employs over 836,000 people and contributed \$48.8 billion to our provincial economy. Our government is committed to supporting the growth of the agriculture and food industry, which is why we released [Grow Ontario: a provincial agri-food strategy](#) to strengthen the agri-food sector, support economic growth, and ensure an efficient, reliable and responsive food supply for Ontarians.

I want to take this opportunity to thank you for your ongoing commitment to supporting the long-term viability of agriculture alongside planning for growth in Ontario. Should you have any questions about the Agricultural Impact Assessment guidance, please contact OMAFA staff at: [www.ontario.ca/page/agricultural-land-use-planning-staff](http://www.ontario.ca/page/agricultural-land-use-planning-staff).

Sincerely,

Trevor Jones  
Minister of Agriculture, Food and Agribusiness



Good things grow in Ontario  
À bonne terre, bons produits

Ministry Headquarters: 1 Stone Road West, Guelph, Ontario N1G 4Y2  
Bureau principal du ministère: 1, rue Stone ouest, Guelph (Ontario) N1G 4Y2

Le 12 janvier 2026

Bonjour,

J'ai le plaisir d'annoncer que le Document d'orientation sur l'évaluation des répercussions sur l'agriculture (ERA) est désormais accessible sur [Ontario.ca](https://ontario.ca) et [le Registre environnemental de l'Ontario](https://www.ontario.ca/fr/page/le-registre-environnemental-de-lontario). Ce document d'orientation actualisé reflète les observations des intervenants ainsi que les changements intervenus récemment dans la politique provinciale. Il vise à appuyer les municipalités, les experts-conseils et les parties intéressées à respecter les exigences d'évaluation des répercussions sur l'agriculture de la Déclaration provinciale sur la planification, 2024.

Les évaluations des répercussions sur l'agriculture sont un outil important pour circonscrire et régler les potentielles répercussions d'un aménagement non agricole sur le système agricole, promouvant la compatibilité entre les utilisations des terres à des fins agricoles et non agricoles, et favorisant la planification réfléchie du territoire et la viabilité à long terme du secteur agricole ontarien.

Les exploitations agricoles de l'Ontario contribuent de façon importante aux économies locales tout en favorisant l'accès à des aliments de qualité supérieure tant à l'échelle nationale qu'à l'échelle mondiale. Le secteur agroalimentaire emploie plus de 836 000 personnes et a contribué à hauteur de 48,8 milliards de dollars à notre économie provinciale. Notre gouvernement est déterminé à soutenir la croissance de l'industrie agricole et alimentaire, raison pour laquelle nous avons publié la [stratégie Cultiver l'Ontario : une stratégie provinciale pour le secteur agroalimentaire](#), afin de renforcer le secteur agroalimentaire, de favoriser la croissance économique et de garantir un approvisionnement alimentaire efficace, fiable et réactif pour la population ontarienne.

Je tiens à profiter de cette occasion pour vous remercier de votre engagement continu à soutenir la viabilité à long terme de l'agriculture parallèlement à la planification de la croissance en Ontario. Si vous avez des questions concernant le Document d'orientation sur l'évaluation des répercussions sur l'agriculture, je vous invite à communiquer avec le personnel du MAAAO : <https://www.ontario.ca/fr/page/personnel-de-lunite-de-la-planification-de-lutilisation-des-terres-agricoles>.

Je vous prie d'agréer nos salutations distinguées.

Le ministre de l'Agriculture, de l'Alimentation et de l'Agroentreprise,



Trevor Jones

**Did you know about the Farmers' Wellness Initiative?**

- Your mental health is important! If you're a farmer or a member of a farm family and in need of mental health support, please call 1-866-267-6255 and arrange to speak with a professional today.
- For additional resources visit: <https://farmerwellnessinitiative.ca/>.



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

January 5, 2026

Barbara Campbell  
264 Graham Street  
West Lorne, ON  
N0L 2P0

Dear Barbara Campbell

**RE: Severance Application E 56-25**  
Part Lot 17, Concession 8  
24933 Queens 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 **December 10, 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 one (1) signed digital copy of the necessary documents be forwarded, along with the \$300.00 fee charged for affixing the consent stamp, to [landdivision@elgin.ca](mailto:landdivision@elgin.ca). One (1) copy will be stamped and returned digitally, and one (1) digital copy will be retained for our file. In the event it is necessary to have a survey, one (1) digital copy of the reference plan is required, to accompany the documents.

Sincerely,

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin: Robin Greenall, [rgreenall@westelgin.net](mailto:rgreenall@westelgin.net); Robert Brown, [planning@westelgin.net](mailto: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](http://www.progressivebynature.com)



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

December 17, 2025

Tyler Arvai  
22295 Hoskins Line  
Rodney, ON  
N0L 2C0

Dear Tyler Arvai

**RE: Severance Application E 64-25**  
Concession 9 Pt ¼ Lot Plan 199, Lot 107  
139 Graham Street

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 November 26, 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 one (1) signed digital copy of the necessary documents be forwarded, along with the \$300.00 fee charged for affixing the consent stamp, to [landdivision@elgin.ca](mailto:landdivision@elgin.ca). One (1) copy will be stamped and returned digitally, and one (1) digital copy will be retained for our file. In the event it is necessary to have a survey, one (1) digital copy of the reference plan is required, to accompany the documents.

Sincerely,

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin: Robin Greenall, [rgreenall@westelgin.net](mailto:rgreenall@westelgin.net); Robert Brown, [planning@westelgin.net](mailto:planning@westelgin.net)

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

December 17, 2025

Bernardus Zegers  
23385 Beattie Line  
Wardsville, ON  
N0L 2N0

Dear Bernardus Zegers

**RE: Severance Application E 60-25**  
LOT 13, CONCESSION 2  
23104 JOHNSTONE 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 November 26, 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.

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Sincerely,

Paul Clarke  
Secretary-Treasurer  
Land Division Committee

c.c. Municipality of West Elgin: Robin Greenall, [rgreenall@westelgin.net](mailto:rgreenall@westelgin.net); Robert Brown, [planning@westelgin.net](mailto:planning@westelgin.net)

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MUNICIPALITY OF  
**West Elgin**

## **THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN**

### **BY- LAW NO. 2026-01**

#### **Being a By-law to regulate the keeping of Backyard Hens within Residential First Density (R1), Hamlet Residential (HR) Rural Residential (RR) Zones in the Municipality of West Elgin, and Repeal By-law 2024-84**

**WHEREAS** Section 5(3) of the Municipal Act, 2001, S.O. 2002, c.25, as amended, provides that powers of every Council are to be exercised by by-law unless specifically authorized to do otherwise;

**AND WHEREAS** Section 8(3) of the Municipal Act, 2001 provides municipalities with the broad authority to govern affairs as it considers appropriate and to enhance the municipality's ability to respond to municipal issues;

**AND WHEREAS** Sections 11(1) and (2) of the Municipal Act, 2001, provides that a lower-tier municipality may provide any services or thing that the Municipality considers necessary or desirable for the public in respect to the economic, social and environmental well-being of the municipality and the health, safety and well-being of persons;

**AND WHEREAS** Section 11(3) of the Municipal Act, 2001, provides that a lower-tier municipality may pass by-laws respecting matters within the following spheres of jurisdiction: animals;

**AND WHEREAS** the Council of the Corporation of the Municipality of West Elgin deems it expedient, necessary and in the public interest to regulate the keeping of backyard Hens in accordance with the Municipality's Zoning By-law, as amended, for the purpose of public health and safety.

#### **NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN ENACTS AS FOLLOWS:**

##### **Definitions**

**"Backyard Hens"** means the accessory keeping of hens for the purpose of companionship as a pet or providing eggs for personal consumption by occupants of a dwelling on the same lot, and does not include accessory livestock, or agricultural uses otherwise defined by the Municipality of West Elgin's Zoning By-law.

**"Clerk"** means the Clerk of the Corporation of the Municipality of West Elgin or their designate.

**"Coop"** means a fully enclosed weatherproof and ventilated building where hens are kept

and which the interior of includes nest boxes for egg laying, perches for the hens to sleep on, and food and water containers.

**“Council”** means the Council of the Corporation of the Municipality of West Elgin.

**“Dwelling”** means one or more rooms in a building, designed as, or intended as, or capable of being used or occupied as a single independent housekeeping unit and containing living, sleeping, sanitary and food preparation facilities or facilities for the installation of kitchen equipment and has an independent entrance. For the purpose of this By-law, a dwelling unit does not include any commercial accommodation or a recreational trailer.

**“Hen”** means a domesticated female chicken that is at least four months old.

**“Municipality”** means the Corporation of the Municipality of West Elgin.

**“Officer”** means a Police Officer or an Animal Control Officer, a By-law Enforcement / Municipal Law Enforcement Officer for the Municipality of West Elgin, or anyone working under his/her authority.

**“Outdoor Run”** means an area enclosed by wire screen intended for permitting a hen or hens to be outdoors.

**“Property”** means a parcel of land and any buildings or other structures on the land.

**“Property Owner”** means the registered owner(s) of a property within the Municipality of West Elgin.

**“Slaughtering”** means the killing of livestock for purposes that include the use of meat for food, which includes backyard hens for the purpose of this by-law.

**“Zoning By-law”** means a by-law passed under Section 34 of the Planning Act that regulates the use of land in the Municipality of West Elgin.

## **1. Administration**

- 1.1 The Corporation of the Municipality of West Elgin is responsible for the administration and enforcement of this by-law.
- 1.2 The provisions of this By-law shall apply to the keeping of Backyard Hens in accordance with the Zoning By-law within the boundaries of the Municipality of West Elgin.

## **2. General**

- 2.1 The applicant/owner of the Backyard Hens must reside on the property where the Backyard Hens are kept.
- 2.2 All property owners:
  - a) Should review the OMAFRA Webpage titled “Raise Healthy Small

Flock Poultry”;

- b) Should review the OMAFRA Webpage titled “Rodent Control in Livestock and Poultry Facilities”;
  - c) Should review the Ministry of Health Factsheet titled “Reducing Health Risks Associated with Backyard Chickens”;
  - d) Will provide suitable housing and shelter for the backyard Hens in their care and will maintain such housing in a clean and wholesome state, having regard for Biosecurity Recommendations for Small Flock Chicken Owners (OMAFRA);
  - e) Will provide the Backyard Hens with appropriate food, water, space and environmental conditions conducive to good health and the opportunity to socialize and engage in fundamental behaviours such as scratching, roosting and dust bathing; and,
  - f) Will abide by the regulations contained within the Backyard Hens By-law.
- 2.3 It is understood that different ministries and organizations may update their resource kits and factsheets from time to time.
- 2.4 Reviewing departments, may require an inspection of the property is deemed necessary, other than a room or place used as a dwelling.
- 2.5 If at any time the Municipality determines, because of evidence that is provided, that the operation of a coop does not conform to the requirements of this By-law, it may fine the property owner.

### **3.0 Property Regulations**

- 3.1 A person is not permitted to house Backyard Hens unless:
- 1) The property is zoned Residential First Density (R1), Rural Residential (RR), and Hamlet Residential (HR) and is in conformity with the Municipality’s Zoning By-law.
  - 2) Notwithstanding any other provisions of this by-law or the Municipality’s Zoning By-law to the contrary the property shall have a minimum lot area of 1,000 m<sup>2</sup> (10,760 ft<sup>2</sup>).
  - 3) The property conforms to all applicable law, including but not limited to, the Health Protection and Promotion Act, laws regarding animal cruelty, and the Fire Protection and Prevention Act.
  - 4) The property complies with all other municipal By-Laws and there are no outstanding orders or unpaid fines.

### **4.0 Backyard Hens Regulations**

- 4.1 A maximum of six (6) Backyard Hens shall be allowed on each permitted property.
- 4.2 All Backyard Hens shall be at least four (4) months old.
- 4.3 The keeping of roosters is strictly prohibited.
- 4.4 All deceased Backyard Hens shall be disposed of promptly in a sanitary manner.
- 4.5 The slaughtering of Backyard Hens on the property is prohibited.
- 4.6 The selling of eggs, manure, meat or other products derived from backyard Hens is prohibited.

## **5.0 Backyard Hen Coop Regulations**

- 5.1 Within any Residential First Density (R1) or Rural Residential (RR) Zone, as defined by the Municipality's Zoning By-Law, no coop (including manure storage area) or outdoor run, shall be located within:
  - 1) Conservation Authority Regulated Area, unless a permit is granted by the Conservation Authority, as defined in the Zoning By-Law mapping;
  - 2) 7.5 m of a drainage swale, open private drain, open municipal drain, catch basin or similar open access point to a drain or water course;
  - 3) A front yard or exterior side yard;
  - 4) 2 m of any dwelling;
  - 5) 3 m of any lot line;
  - 6) 1.5 m of any structure;
  - 7) 3 m from and downgradient of any well location to avoid potential water source contamination;
  - 8) 3 m of any private sewage system (including tile bed); and,
  - 9) 15 m of any lot line on which a school is located.
- 5.2 A maximum of one (1) coop and one (1) outdoor run shall be permitted per property.  
A coop shall be provided that has:
  - 1) A maximum ground floor area of 9.0 m<sup>2</sup>
  - 2) At least 0.37 m<sup>2</sup> of floor area for each hen;
  - 3) A maximum height of 2.5 m (8.0 feet approximately).
- 5.3 The coop and manure storage area, exclusive of the outdoor enclosure,

shall not cumulatively exceed an area of 10 m<sup>2</sup>.

- 5.4 The coop shall be a fully enclosed weatherproof structure or enclosure with ventilation and a heat source, built to prevent any rodent(s) from harbouring underneath or within its walls and to prevent entrance by any other animal. The interior shall include:
- 1) At least one nest box per hen for egg laying;
  - 2) At least one perch giving 0.3 m of space per hen;
  - 3) At least one food and water container;
  - 4) The floor must be constructed of a material that is resistant to moisture, mould, retain heat in the cold weather and exclude rodents and predators;
  - 5) The floors must be lined with shavings, straw or other appropriate materials to absorb manure and facilitate cleaning;
  - 6) Hen boxes and a perch must be provided to accommodate all hens;
  - 7) Dust bath area must be provided (helps control mites);
- 5.5 The coop shall have a heat source that is a Canadian Standards Association (CSA) rated product and meets the Electrical Safety Authority (ESA) standards upon installation. It is the owner's responsibility to follow the manufacturer's instructions for the heat source to ensure proper use.
- 5.6 The coop must be always kept in a clean and sanitary condition, free of vermin, obnoxious smells and substances and in good repair.
- 5.7 The coop and outdoor run shall be secured against the entry of predators.
- 5.8 Backyard Hens must be always provided with food and clean water, shelter, light, and ventilation to assist in keeping the hens in good health. Food and water shall be kept in solid, rodent proof and weatherproof containers. Uneaten feed shall be removed in a timely manner.
- 5.9 All manure shall be stored in a fully enclosed container. Manure stored on a single property shall be limited to a maximum of three (3) cubic feet. Manure shall not be disposed of as or with domestic household waste. All manure shall be removed daily from the hen coop and outdoor runs. Manure shall be used for composting, fertilizing or disposed of appropriately off-site. Properties abutting an agricultural property shall not dispose of manure on the abutting property without the express written consent of the property owner.
- 5.10 All Backyard Hens must be always kept securely in a coop or outdoor run. Backyard Hens are not permitted to run at large.
- 5.11 The coop must be locked from sunset to sunrise.

## **6.0 Right of Entry**

- 6.1 Every person who houses Backyard Hens all allow, at any reasonable time, a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality to inspect the property, other than any room or place used as a dwelling, to determine whether all requirements of this By-law are being complied with.
- 6.2 No person shall obstruct or hinder or attempt to obstruct or hinder a Municipal Law Enforcement Officer or other authorized employee or agent of the Municipality in the exercise of a power or the performance of a duty under this By-law.

## **7.0 Offence and Penalty Provisions**

- 7.1 Every person who contravenes any of the provisions of this by-law shall be guilty of an offence and upon conviction is liable to a fine pursuant to the *Provincial Offences Act*, R.S.O. 1990, c. P. 33, as amended.
- 7.2 If this By-law is contravened and a conviction entered, the court in which the conviction was entered or any Court of competent jurisdiction may, in addition to any other remedy and to any penalty that is imposed, make an order prohibiting the continuation or repetition of the offence by the person convicted.

## **8.0 Severability**

- 8.1 It is hereby declared that notwithstanding any section, subsections, clause, paragraph or provision of the By-law or parts thereof, may be declared by a court of competent jurisdiction to be invalid, unenforceable, illegal or beyond the powers of Council to enact, such section or section or parts thereof shall be deemed to be severable and shall not affect the validity or enforceability of any other provisions of the By-law as a whole or part thereof and all other sections of the By-law shall be deemed to be separate and independent therefrom and enacted as such.
- 8.2 Whenever any reference is made in this By-law to a statute of the Legislature of the Province of Ontario, such reference shall be deemed to include all subsequent amendments to such statute and all successor legislation to such statute.

## **9.0 Force and Effect**

This by-law shall take force and effect January 1, 2026

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of January 2026.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



By-law 2026-01-13

To regulate and licence the keeping of Backyard Hens within the Municipality of West Elgin

Schedule "A"

**Part I Provincial Offences Act**

<b>Item</b>	<b>Short Form Wording</b>	<b>Provisions Creating or Defining Offence</b>	<b>Set Fine</b>
1.	Possess more than six (6) Hens	s. 5.1	\$205.00
2.	Possess a rooster	s. 5.3	\$205.00
3.	Fail to dispose of deceased Hen promptly and in sanitary manner	s.5.4	\$250.00
4.	Permit slaughtering of Hens on property	s. 5.5	\$305.00
5.	Permit the sale of products derived from Hens	s. 5.6	\$205.00
6.	Fail to comply with coop location setbacks within settlement areas	s. 6.1	\$205.00
7.	Permit more than one (1) coop or outdoor run on property	s. 6.2	\$205.00
8.	Fail to comply with permitted size of coop and manure storage area	s. 6.3	\$205.00
9.	Fail to comply with coop maintenance standards	s.6.4	\$205.00
10.	Fail to maintain sanitary conditions	s. 6.6	\$305.00
11.	Fail to keep coop and/or outdoor run secure	s. 6.7	\$205.00

Item	Short Form Wording	Provisions Creating or Defining Offence	Set Fine
12.	Fail to provide clean food and water	s.6.8	\$205.00
13.	Fail to keep food properly stored	s.6.8	\$205.00
14.	Fail to keep manure in proper fully enclosed container	s. 6.9	\$205.00
15.	Permit storage of manure over three (3) cubic feet	s. 6.9	\$205.00
16.	Failure to dispose manure separate of domestic household waste	s. 6.9	\$205.00
17.	Permit Hens to run at large	s.6.10	\$205.00
18.	Fail to lock coop from sunset to sunrise	s. 6.11	\$205.00
19.	Hinder or obstruct the Municipality, its employees, officers or agents	s. 7.2	\$400.00

**Note: The general penalty provision for the offences listed above is Section 7.1 of By-law 2026-01, a certified copy of which has been filed.**



MUNICIPALITY OF  
**West Elgin**

## THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

### BY-LAW NO. 2026-03

#### **A By-Law to Impose A Water Connection Charge Upon Owners of Land Who Derive or Will or May Derive a Benefit From Connecting to The Water Distribution System Water Works.**

WHEREAS the Council has determined that it is desirable to establish water service connection fees and charges that contribute to the capital reserve for the Municipality's water distribution system pursuant to sections 11 and 391 of the *Municipal Act, 2001*, S.O. 2001, as amended;

AND WHEREAS the Council would like to provide an alternative payment method for such fees and charges;

AND WHEREAS the Council has determined that it is desirable for such fees and charges to be applied to properties that include new parcels of land created from existing parcels of land in accordance with s. 90(3) of the *Municipal Act, 2001*, S.O. 2001, as amended;

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN ENACTS AS FOLLOWS:

#### **Definitions**

1. In this By-law:

- a) "connection charge" means the amount charged by the Municipality of West Elgin to the owner of land for a connection to the water system, being the amount set out in Schedule "A" hereto, and includes, but is not limited to, the per lot or unit connection fee and the labour, material, and machine time costs of connection;
- b) "Council" means the Council of the Municipality of West Elgin;
- c) "lot" means a parcel of land held or owned under separate ownership from the ownership of the fee or equity of redemption in abutting land and shall be described in a registered deed or other document legally capable of conveying land;

- d) "serviced areas" means any property within the Municipality of West Elgin which abuts an in-service water line;
- e) "settlement area" means the Settlement Areas defined in the Municipality of West Elgin Official Plan,
- f) "Treasurer" means the Treasurer for the Municipality of West Elgin, including any Deputy or authorized alternates;
- g) "water rates" shall mean the fees and charges set out in the Municipality of West Elgin's By-Law to Establish Rates for Municipal Water and Wastewater Services;
- h) "water system" means the Municipality of West Elgin water distribution system, including all pipes, pumps, meters, chambers and all associated installations and equipment, providing water to the serviced areas.

### **Water Connections – General**

- 2. No lots or properties located outside of the serviced areas will be permitted to connect to the water system.
- 3. Connection charges will be based on the size of the service requested, type of development proposed and geographic area of the property to be connected.
- 4. For Multi-residential and Multi-use properties, connection charges shall be based on the number of connections and/or connection size and not based on a per lot or per property basis. Water connection charges and timing of payment will be included in the development agreement.
- 5. Connections to the water distribution system shall be completed and/or supervised by personnel or authorized agents of the Municipality of West Elgin.
- 6. Connection charges for existing properties and those created through the consent process shall include all costs associated with installation of a service to the property line, including labour, materials, and contracted services. All installation and costs on private property shall be the responsibility of the property owner.
- 7. Subdivision development owners are responsible for installation of all water distribution services within the plan of subdivision and/or development area, including any upgrades required to the water system as set out in the subdivision agreement.
- 8. All water connections are subject to review and approval by the Municipality of West Elgin. Connections that cannot be supported by the existing water distribution system infrastructure may be subject to additional charges and may be postponed

indefinitely until such time as proper upgrades to the system are made to support them.

9. Connection charges, less the costs to install the service, shall be segregated into a reserve account that shall be used only for capital improvements of the water system.

### **Water Connections – Existing Lots**

10. For existing lots within a settlement area that are not connected and have not already paid a connection charge according to municipal records, the connection charge shall be as set out in Schedule “A” – Existing Settlement Area with Water Service.
11. For all other existing lots that are not connected and have not already paid a water connection charge according to municipal records, the connection charge shall be as set out in Schedule “A” – Existing Rural Area with Water Service.

### **Water Connections – New Development**

12. All lots created after INSERT DATE that are not created by registered plan of subdivision shall be subject to the connection charge as set out in Schedule “A” - Existing Settlement Area with Water Service or Existing Rural Area with Water Service, as applicable. The connection charge shall be requested as a condition of severance by the Municipality. The owner will be liable for payment of the water charge(s) and water rates.
13. All lots created after January 22/ 2026 by registered plan of subdivision shall be subject to the connection charges as set out in Schedule “A” – New Subdivision Development. The connection charges shall be set out in the subdivision agreement and shall be payable prior to the registration of the plan of subdivision.

### **Payment of Connection Charges**

14. Except as specified otherwise in this by-law or in a written agreement with the Municipality of West Elgin, connection charges pursuant to this by-law shall become due and payable as follows:
  - a) The Per Lot or Unit Connection Fee and the estimated materials, labour, and machine time costs become due and payable upon application; and
  - b) Final payment of the difference, if any, between the estimated and actual materials, labour, and machine time costs becomes due and payable upon completion of the connection with the municipal water distribution system.

For clarity, no connection to the water system shall be activated until the Municipality has received payment in full.

## **Alternative Payment Option – Paragraphs 10, 11 and 12 Only**

15. For Connection Charges levied under paragraphs 10, 11 and 12, a property owner may apply to the Municipality of West Elgin, prior or concurrent to the connection charges becoming due and payable, to have the water connection fee debentured. The process, terms and conditions, including the terms of repayment, for such a debenture are set out in Schedule "B" to this by-law.

## **Lien and Charge on Land**

16. Connection charges and water rates shall be a lien and charge upon the land, and if any part thereof remains unpaid after its due date, the unpaid amount may be entered on the tax roll and collected in the same manner as property taxes, in accordance with section 398 of the *Municipal Act, 2001*, and shall have priority lien status, in accordance with O. Reg. 581/06.

## **Failure to Remit Payment; Penalty**

17. No person shall connect to the water system without first making application to the municipality and full and final payment for the same.
18. Every person who contravenes any provision of this by-law is guilty of an offence and upon conviction shall be fined an amount up to the maximum penalty prescribed in the *Municipal Act, 2001* S.O. 2001, c.25, as amended, for each offence.

## **By-Law Indexing**

19. The connection charges set out in Schedule "A" to this by-law shall be adjusted annually on January 1, commencing on January 1, 2027, without amendment to this by-law, in accordance with the most recent twelve-month change in the Statistics Canada Non-Residential Building Construction Price Index for Toronto.

## **Schedules to the By-Law**

20. The following Schedules to this by-law form part of this by-law:

- a) Schedule "A" – Water Connection Rates
- b) Schedule "B" – Water Connection Debenture Process

## **General**

21. The Treasurer is authorized to implement and carry out all financial administrative actions required to implement the provisions of this by-law.



22. The Manager of Infrastructure and Development is authorized to implement and carry out all infrastructure administrative actions required to implement the provisions of this by-law
23. Where a provision of any other By-Law, resolution or action of Council is inconsistent with a provision of this By-Law, the provisions of this By-Law shall prevail.
- a) All capital costs relating to connection charges outlined in any prior by-law are hereby repealed. Only the connection costs associated with this by-law shall be charged.
  - b) Notwithstanding subsection a), above, existing lots that, pursuant to a prior by-law, have paid capital costs related to a waterline extension but have not yet connected to the system, shall have the capital costs previously paid credited toward the connection charges if they have not applied to connect to the system to be assessed in accordance with Schedule "A".
  - c) Lots that currently receive water service and request an upsizing of that service shall be charged the difference the new connection size and existing connection size in upgrade cost, in addition to all applicable material, labour, and equipment (machine) costs.
24. If any clause, provision, or requirement in or under this by-law should be determined to be invalid or unenforceable in whole or in part, said clause, provision or requirement shall be deemed severed from this by-law to the extent of such invalidity or unenforceability, and all other clauses, provision or requirements of this by-law shall continue in full force and effect.
25. This By-law may be cited as the "Municipality of West Elgin Water Connection By-law".
26. That this By-law shall come into full force and effect upon final passing.

Read a first, second, and third time and finally passed this 22<sup>nd</sup> day of January 2026.

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk

## Schedule "A" to By-law #2026-03

### Water Connection Charges

Connection Size	Per Lot or Unit Connection Fee		
	New Subdivision Development	Existing Settlement Area with Water Service	Existing Rural Area with Water Service
1"	\$5,000.00	\$10,000.00	\$15,000.00
1.5"	\$6,651.00	\$13,301.00	\$19,952.00
2"	\$7,500.00	\$14,999.00	\$22,499.00
4"	\$8,349.00	\$16,699.00	\$25,048.00
6"	\$9,713.00	\$19,426.00	\$29,138.00

Additional costs for the service not included above are:

1. Materials – Including but not limited to pipes, saddles, steel sleeves, curb stops, water meters, etc.
2. Labour – The costs associated with both municipal and subcontracted employees.
3. Machine Time – The time each piece of municipal equipment is used to complete work, multiplied by the municipal rate.

## **Schedule "B" to By-law #2026-03**

### **Water Connection Debenture Process**

#### **1. PROCESS**

- a. The property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin, requesting the water charge be debentured. Such letter shall include the property owner's names and a description of the property including the 911 address.
- b. Staff shall calculate the annual repayment amount and provide notice to the property owner of such amount to be collected annually.
- c. Staff shall set up the debenture on the applicable property tax roll for collection purposes.

#### **2. TERMS AND CONDITIONS**

- a. A debenture shall be 10 years in length.
- b. The interest rate applied shall be the current 10-year Infrastructure Ontario Amortizing rate plus 2%. The debenture amount shall be the greater of \$5,000.00, up to the maximum of the total connection fee.
- c. The annual repayment amount shall be added to the tax roll and invoiced on the final tax bill each year, commencing with the year in which the debenture is approved, and shall be collected in the same manner as taxes.
  - i. If the final tax bill has already been issued for the year in which the debenture is approved, the first annual payment shall be added to the final tax bill for the following year.
- d. The annual repayment amount shall be collected in 10 equal installments of principal plus interest.

#### **3. EARLY REPAYMENT**

- a. A property owner who has been authorized for a debenture of the water connection charge shall have the option of repaying the debenture prior to the 10<sup>th</sup> annual installment.
- b. A property owner shall submit, in writing, a letter to the Treasurer of the Municipality of West Elgin offering to redeem the debenture and requesting the amount required to retire such debenture.

- c. The Treasurer shall determine the amount required to redeem the debenture, being the remaining principal on the debenture plus the outstanding interest accrued on the principal as of the date of the early payment request, plus a twenty-five dollar (\$25.00) administrative fee.
- d. The Treasurer shall communicate, in writing, the amount required to redeem the debenture to the property owner. The amount required to redeem the debenture shall be valid for thirty (30) days, after which the amount required to redeem the debenture shall no longer be valid and the applicant shall be required to restart the early repayment process in order to redeem the debenture.

Upon receipt of the amount required to redeem the debenture, the Treasurer shall remove the debenture from the applicable property's tax account and no further amounts shall be collected with regards to the debenture.