



Municipality of West Elgin

Agenda

Council Meeting

Date: February 26, 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, when available (pending no technical difficulties).

Zoom Link: <https://us02web.zoom.us/j/84527075471?pwd=V2aeJwSeobDARfGYLjPmd7br6Au8Q7.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for February 26, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Public Meeting

Recommendation:

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

4.1 Zoning Amendment D14 11-2025

4.1.1 Planners Report

12

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 11-2025 – Recommendation Report (Planning Report 2026-04).

That West Elgin Council approve the rezoning of 23104 Johnston Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026, Council Agenda.

4.1.2 Landowner or Public Comment

4.1.3 Council Comment

4.2 Zoning Amendment D14 1-2026

4.2.1 Planners Report

23

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 1-2026 – Recommendation Report (Planning Report 2026-06).

That West Elgin Council approve the rezoning of 283 Ridout St. from Residential Third Density (R3) Zone to Residential First Density (R1) Zone, in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

4.2.2 Landowner or Public Comment

4.2.3 Council Comment

4.3 Zoning Amendment D14 2-2026

4.3.1 Planners Report

33

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2026 – Recommendation Report (Planning Report 2026-05).

That West Elgin Council approve the rezoning of 22165 Talbot Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

4.3.2 Landowner or Public Comment

4.3.3 Council Comment

4.4 Zoning Amendment D14 3-2026

4.4.1 Planners Report

44

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 3-2026 – Recommendation Report (Planning Report 2026-07).

That West Elgin Council approve the rezoning of 145 Graham St. from Institutional (I) to a site-specific Institutional Special Use Regulation 3 (I-3) Zone;

That West Elgin Council approve the inclusion of a new definition, “*Off-Site Accessory Worker Housing*” in the West Elgin Zoning-By-law, and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

4.4.2 Landowner or Public Comment

4.4.3 Council Comment

4.5 Adjournment of Public Meeting

Recommendation:

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

5. Delegations and Presentation

5.1 Pam Wardell, Chair, Economic Development Committee Re: 2026 Budget Request and Project Plans

6. Adoption of Minutes

57

Recommendation:

That West Elgin Council hereby adopt the Minutes of January 22, 2026 (Regular Council Meeting) and February 5, 2026 (Special Council Meeting) as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Planning

8.1.1 Consent Application E 17-26 26212 Carroll Line, Comment to Elgin County

67

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 17-26- Comments to Elgin County (Planning Report 2026-08).

And that West Elgin Council hereby recommend REFUSAL to the Elgin County Land Division Committee for Consent Application E17-26.

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

8.2 Fire

8.2.1 2025 Year End Report, West Elgin Fire Department 78

Recommendation:

That West Elgin Council hereby receives the 2025 Year End Report from Jeff McArthur, Fire Chief, for information purposes.

8.3 Municipal Drains

8.3.1 Request for Section 78, Drain Major Improvement, Yauch Drain 85

Recommendation:

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

That Council approve the request for the improvement of the Yauch Drain, dated January 21, 2026, submitted by (1) Kevin Krier, Krier Farms Ltd and (2) Mike Miller, 571419 Ont. Ltd.; And

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

8.3.2 Drain Tender Results, Government Drain No. 1 North 92

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Manager of Community Services/Clerk, re: Tender Results, Government Drain No. 1 North; and

That Council approves the low tender submission from J&L Henderson Ltd., in the amount of \$120,028.31 (HST included).

8.4 Infrastructure & Development

8.4.1 Tender Results, 2026 Maintenance Gravel 95

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development Re: 2026 Maintenance Gravel; and

That West Elgin Council authorizes a tender from Johnston Bros. Ltd. at the price of \$344,400.00 plus applicable taxes to cover supply and application for the 2026 season.

8.4.2	Tender Results, 2026 Dust Suppressant (Brine)	98
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development; And</p> <p>That West Elgin Council hereby grants pre-budget approval in the amount of \$249,800.00 plus applicable taxes as submitted by Newman Petroleum (1998) Inc. of Clinton, ON for supply and application of dust suppressant during the 2026 season.</p>	
8.4.3	McLeaod Court Assumption	101
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure & Development; And</p> <p>That West Elgin Council authorizes the dedication of the lands described as Macleod Court (PIN 35113-0844) as part of the municipal highway system, And.</p> <p>That West Elgin Council authorizes the Mayor and Clerk to sign By-Law 2026-11 to give effect to this decision.</p>	
8.4.4	Installation of Stop Sign, McLeod Court	111
	<p>Recommendation:</p> <p>That West Elgin Council hereby receives the Amendments to By-Law 95-56 -Addition of Stop Signs report from Dave Charron, Manager of Infrastructure and Development, And</p> <p>That Council approves the installation of a stop sign on MacLeod Court at its intersection with Finney Street; and</p> <p>That Council adopts By-law 2026-02 to amend the Municipality's Traffic and Parking By-law 95-56 to reflect this change.</p>	
8.5	Community Services & Clerks	

8.5.1 Game On: Youth Drop In Sport Day 113

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Manager of Community Services/Clerk Re: Game On: Youth Sport Drop In; And

That Council hereby approve a fee waiver for the program, to be conducted on Friday March 20, 2026, in collaboration with the West Elgin Community Health Center.

8.6 Chief Administrative Officer

8.6.1 Economic Development Committee, Budget Request 116

Recommendation:

That West Elgin Council hereby receives the West Elgin Economic Development Committee report from Pam Wardell, Chair and Robin Greenall, CAO, And

That Council consider incorporating the proposed Economic Development project costs as part of the 2026 Operational Budget, And

That Council approves the Committee to spend up to \$300.00 to support a first quarter West Elgin Business networking event tentatively scheduled for late March 2026.

8.6.2 2026 Remuneration Adjustment 119

Recommendation:

That West Elgin Council hereby receives the 2026 Remuneration Adjustment report from R. Greenall, CAO, And

That West Elgin Council approves the 2026 wage band adjustments of 2.20% the October 2025 Statistics Canada Consumer Price Index (CPI) for All Goods, in accordance with H.R Policy 3.6 – Pay Administration, And

That West Elgin Council directs staff to conduct a Pay Equity review of all previously unionized positions to incorporate them into the established Pay Equity schedule.

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO, And

That West Elgin Council approves the recommendation to proceed with a commitment to the installation of Electric Charging Stations upon receiving grant funding through the EV ChargeON program.

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

To be heard at next Regular Council meeting.

10.1 Councillor Sousa, Winter Sidewalk Maintenance

Whereas, West Elgin Council received a Winter Maintenance report on February 12, 2026, for information purposes; And

Whereas, Policy RE 2.1, being a policy to regulate Level of Services for Sidewalk Plowing and Salting has not been reviewed since December 2010; Now

West Elgin Council hereby request staff to review the existing Snow Removal Sidewalk Bylaw and update it to reflect current standards; And

That staff be requested to revise existing bylaw(s) establishing clear regulations requiring the clearing of sidewalks in front of residential properties.

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.

12.1 County of Elgin, Notice of Decision, E 8-26 139

12.2 County of Elgin, Notice of No Appeals, E 8-26 144

13. Items Requiring Council Consideration

None presented prior to publishing.

14. By-Laws

14.1 2025-61, Hookaway Drain, 3rd Reading 145

Recommendation:

That By-law 2025-61, being a By-Law to provide for drainage works on the Hookaway Drain in the Municipality of West Elgin, be read a third and final time.

14.2 By-law 2025-67, Government Drain No. 1 North, 3rd Reading 147

Recommendation:

That By-law 2025-67, Being a By-Law to provide for drainage works on the Government No. 1 North Drain in the Municipality of West Elgin and the Municipality of Dutton Dunwich, as amended by Resolution No. 2025-12, be read a third and final time.

14.3 By-law 2026-02, Stop-Sign By-law Amendment for McLeod Court 149

Recommendation:

That By-law 2026-02, Being a By-Law amend By-Law No.95-56 providing for the erection of stop signs at intersection of Macleod Court and Finney Street, be read a first, second and third and final time.

- 14.4 By-law 2026-06, Zoning Amendment, 23104 Johnston Line** 150
- Recommendation:
That By-law 2026-06, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 23104 Johnston Line, be read a first, second and third and final time.
- 14.5 By-law 2026-07, Zoning Amendment, 22165 Talbot Line** 152
- Recommendation:
That By-law 2026-07, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 22165 Talbot Line, be read a first, second and third and final time.
- 14.6 By-law 2026-08, Zoning Amendment, 283 Ridout Street** 154
- Recommendation:
That By-law 2026-08, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 283 Ridout St, be read a first, second and third and final time.
- 14.7 By-law 2026-09, Zoning Amendment, 145 Graham Street** 156
- Recommendation:
That By-law 2026-09, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 145 Graham St, be read a first, second and third and final time.
- 14.8 By-law 2026-10, Appointment of Chief Administrative Officer** 159
- Recommendation:
That By-law 2026-10, being a By-Law to Appoint a Chief Administrative Officer for the Corporation of the Municipality of West Elgin and Repeal By-laws 2025-03, be read a first, second and third and final time.
- 14.9 By-law 2026-11, Establish Public Highway, McLeod Court** 160
- Recommendation:
That By-law 2026-11, being a By-Law to dedicate and establish lands as a Public Highway to be known as Macleod Court (PIN 35113-0844), be read a first, second and third and final time.

15. Closed Session

Recommendation:

That West Elgin Council hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2)(b), being personal matters about identifiable individuals, including municipal employees (1. HR issue and 2. HR Overview), Section 239(2)(d), being labour relations or employee negotiations (Treasurer recruitment update) and Section 239 (2)(e) Potential litigation (By-law).

16. Report from Closed Session

Clerk to provide Report from Closed Session.

17. Confirming By-Law

161

Recommendation:

That By-law 2026-12 being a By-law to confirm the proceeding of the Regular Meeting of Council held on February 26, 2026, be read a first, second and third and final time.

18. Adjournment

Recommendation:

That West Elgin Council hereby adjourn at _____ to meet again at 4:00pm, on March 5, 2026 (Committee of the Whole), or at the call of the Chair.



Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2026-01-14
Subject: Zoning By-law Amendment Application D-14 11-2025 – Recommendation Report (Planning Report 2026-04)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 11-2025 – Recommendation Report (Planning Report 2026-04).

That West Elgin Council approve the rezoning of 23104 Johnston Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026, Council Agenda.

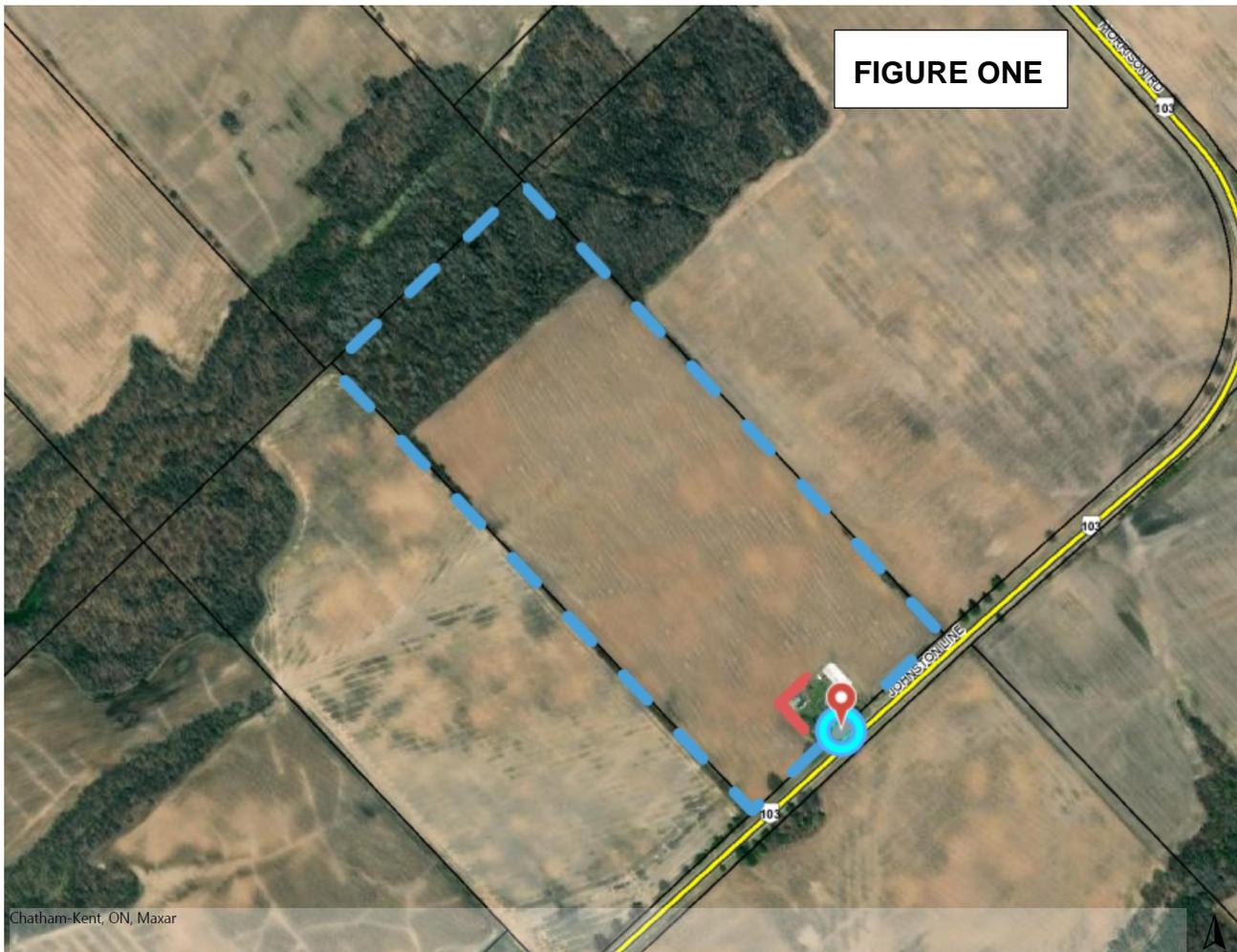
Purpose:

The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E60-25, approved by the Elgin County Land Division Committee at the November 26, 2025 meeting, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Rural Residential (RR) Zone, in order to recognize the new surplus farm dwelling lot being created. (Figure One)

Background:

Application	D 14 11-2025 (condition of E60-25)
Owner/Applicant	Bernardus & Dana Zegers
Legal Description	Part Lot 3, Concession 2
Civic Address	23104 Johnston Line
Services	Private water well & septic system
Severed Parcel	0.251 ha (0.62 ac.) (Figure Two)

Retained Farm Parcel	20.79 ha (51.38 ac.)
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Financial Implications:

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

Policies/Legislation:

Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Planning Statement (PPS) and do not conflict with Provincial Plans. Within the Municipality of West Elgin, they must also make decisions that conform to the

County of Elgin Official Plan (CEOP) and Municipality of West Elgin Official Plan (OP) and make decisions that represent good land use planning.

PPS (2024):

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

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

CEOP (2025):

The subject lands are designated Agricultural Area on Schedule 'A' County Structure Plan in the CEOP. Section 5.9 a) and b) of the CEOP permits the creation of new lots for an existing dwelling that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

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

West Elgin Official Plan (2024):

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

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

- a) the dwelling considered surplus has been in existence for at least 10 years;

Comment: The dwelling on the proposed lot was constructed more than 10 years ago.

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

Comment: The dwelling is in good repair.

- c) no new dwelling or additional dwelling unit is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law.

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

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

Comment: There is no livestock facility within 1,000 m of the proposed severed parcel.

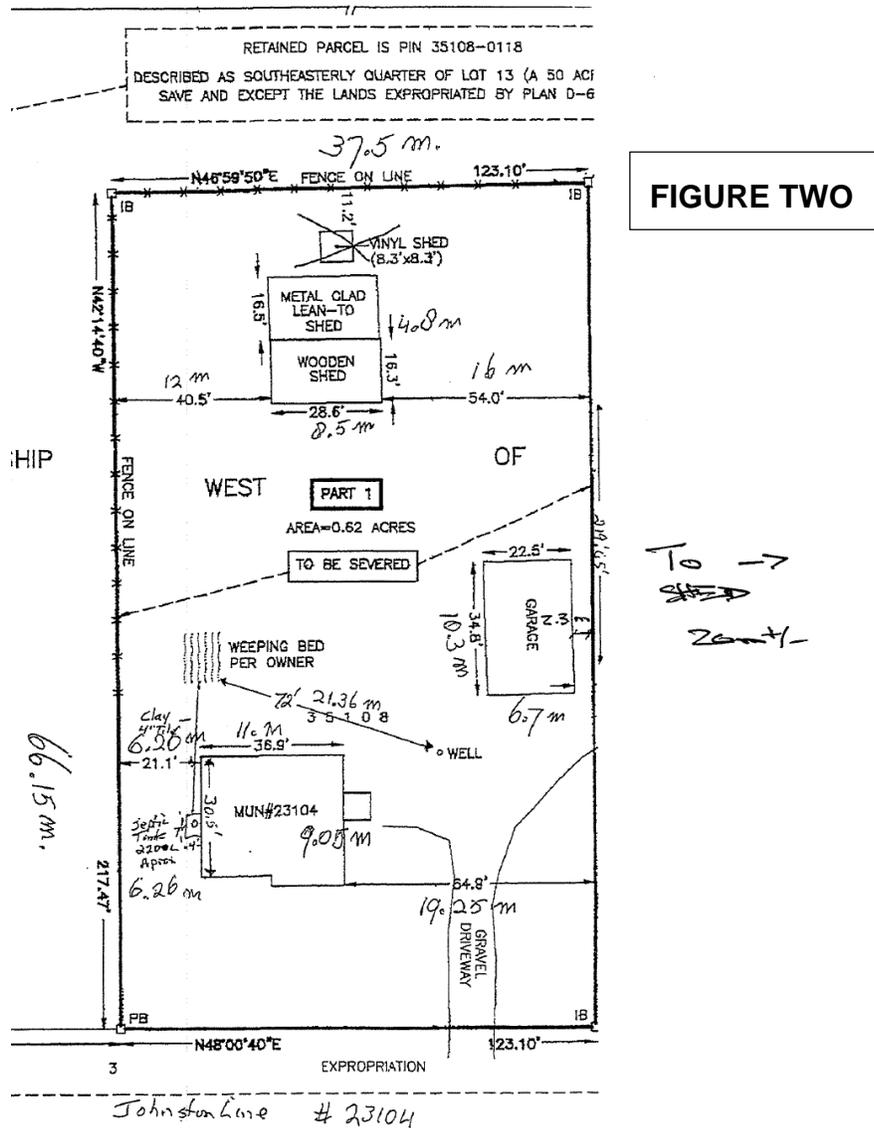
- e) the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and minimize the loss of productive farmland, and

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

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

Comment: The buildings remaining with the dwelling lot are in good repair and can continue to be used for storage purposes. The shed on the retained farm parcel is also in good repair and will continue to be used for agricultural storage purposes.

Therefore, this proposal conforms to the OP.

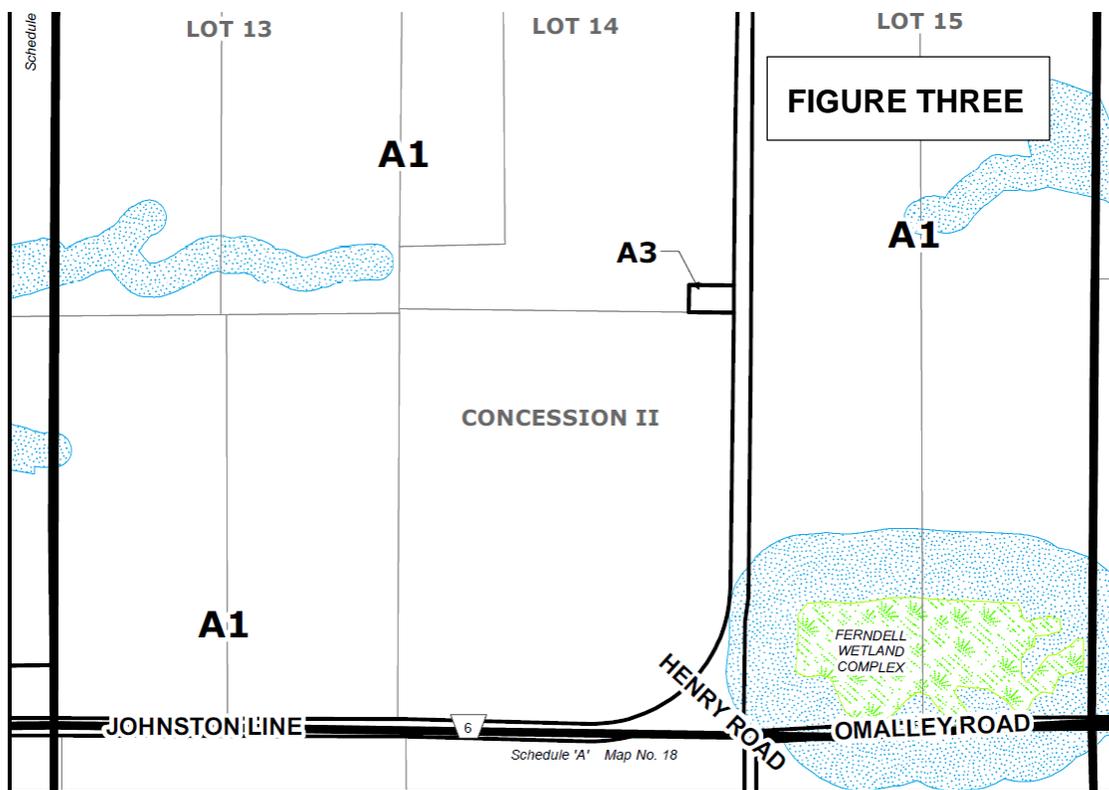


Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 9 of the ZBL, as depicted in Figure Three below.

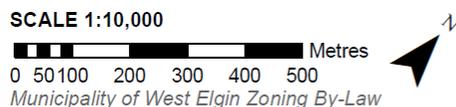
The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Rural Residential (RR) Zone, as a condition of approval. The Rural Residential (RR) Zone has a minimum lot area of 2,000 sq. m and a minimum lot frontage of 30 m, respectively. The proposed retained farm parcel would need to be rezoned to the Agricultural (A2) Zone, to prohibit any future dwellings. The shed that is remaining on the lot is located a minimum of 15 m from the new lot line of the proposed severed dwelling. A draft of the zoning by-law amendment to be considered is appended to this report for reference purposes.

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



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"



Map No. 9

Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on January 30, 2026, a minimum of 20 days prior to the public meeting as required by the Planning Act. In addition, the notice is posted on the Municipality website and a sign posted on the property.

Municipal Department Comments:

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

Building Comment: In addition to confirmation of the septic system and distance to property line the large farm building not shown may not meet the required setback distances for a farm building through Farm Building Code required minimum is 30m or compliance with the 2006 OBC limiting distance table 9.10.14.11 would be required.

Agency Comments:

The zoning by-law amendment application was circulated to the applicable agencies for comment. No comments were received from those agencies at the time of this report.

Public Comments:

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 11-2025 - Recommendation Report - 2026-04-Planning.docx
Attachments:	- By-law 2026-06 - ZBLA - D14 11-2025 Zegers.pdf
Final Approval Date:	Feb 18, 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. 2026-06

**Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning
By-Law No. 2015-36 for property at 23104 Johnston Line.**

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

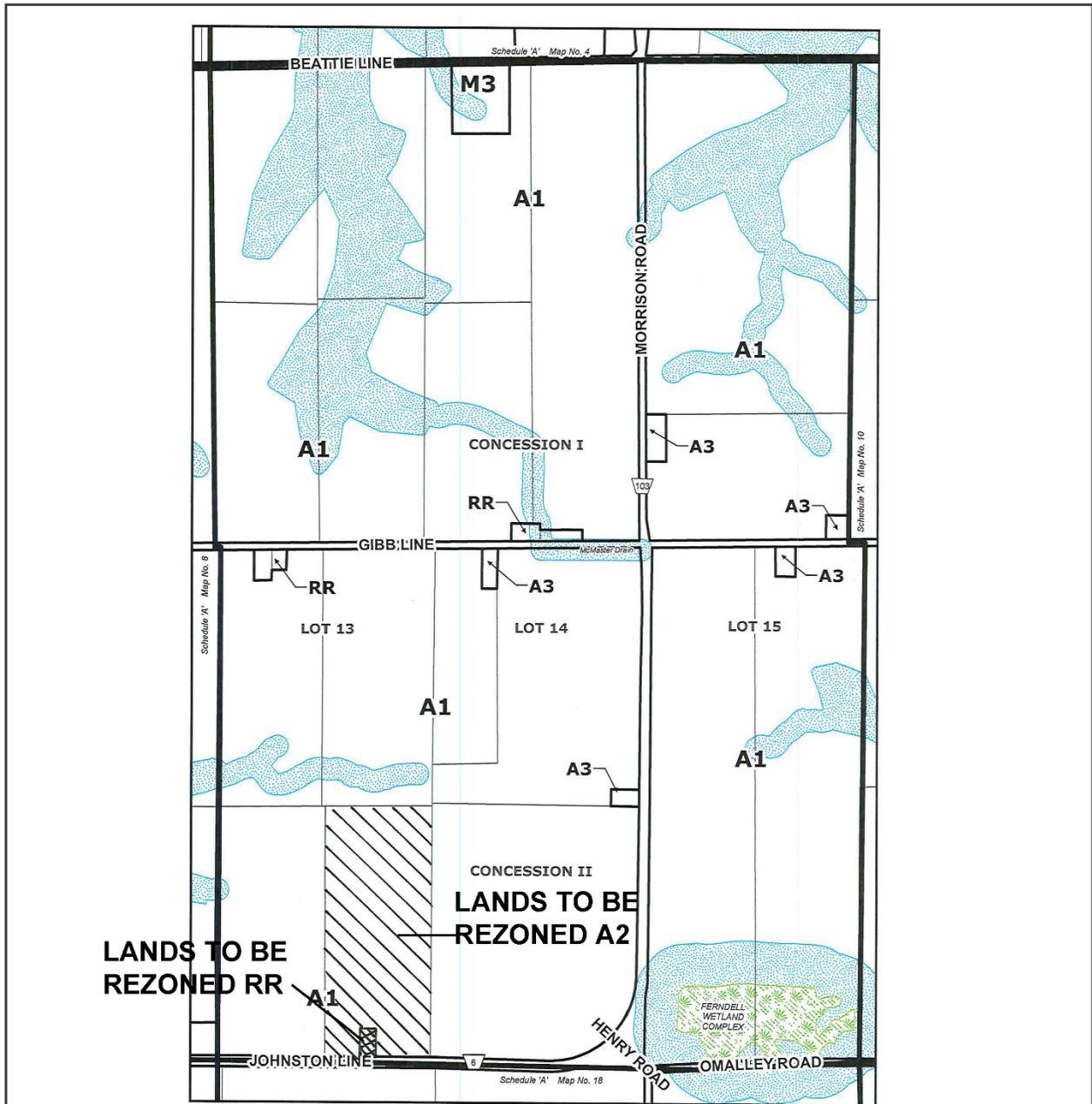
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 9 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Rural Residential, (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 13, Concession 2, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

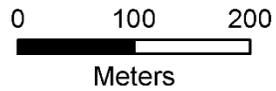


This is Schedule "A" to By-law No. 2026-06
 passed on the 26th day of February, 2026

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'A' MAP 9





Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2026-01-21
Subject: Zoning By-law Amendment Application D-14 1-2026 – Recommendation Report (Planning Report 2026-06)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 1-2026 – Recommendation Report (Planning Report 2026-06).

That West Elgin Council approve the rezoning of 283 Ridout St. from Residential Third Density (R3) Zone to Residential First Density (R1) Zone, in accordance with the attached draft by-law; and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

Purpose:

To rezone the subject property to Residential First Density (R1) Zone to permit the construction of a new single detached dwelling consistent with other surrounding development along both sides of Ridout St.

Background:

The subject land is an existing, vacant residential lot with a frontage of 20.12 m, depth of 38.10 m and area of 804.67 sq. m. (Figure One) In 1991 the subject parcel was rezoned to R3 which currently permits much higher density development than what would likely be appropriate for both the size of the lot and the surrounding character of the area. The property was recently sold, and the new owner would like to construct a new single detached dwelling. The R3 zoning permits a variety of residential uses but does not permit a single detached dwelling. As such application has been submitted to rezone the lot back to R1.

Financial Implications:

The applicable zoning amendment fee was collected in accordance with the Municipal fees and charges by-law, as amended from time to time. The development of a new single detached dwelling on the lot will result in a notable increase in assessment upon completion.

Policies/Legislation:

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

**PPS (2024):**

The proposed zoning change to permit a single detached dwelling raises no issues of Provincial significance.

CEOP:

The subject lands are within the Rodney settlement area and considered a Tier One settlement area. While zoning to permit increased density is generally supported, the subject lot is not located

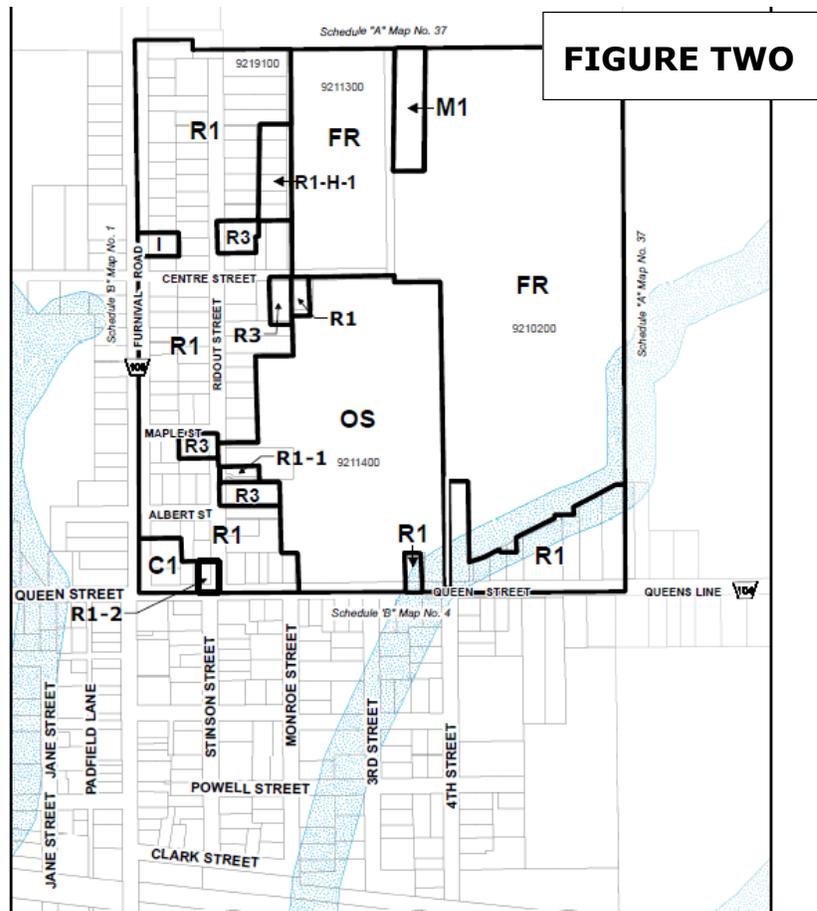
in an area that would be ideal for intensification infilling. As such the proposed zoning change does not raise any issues of County significance.

West Elgin OP (2024):

The subject lands are designated Residential, as shown on Land Use Plan Schedule '4A' of the Official Plan. The land use proposed on the property is consistent with the existing, predominant single detached residential on the street and will conform with the Residential policies of the West Elgin Official Plan.

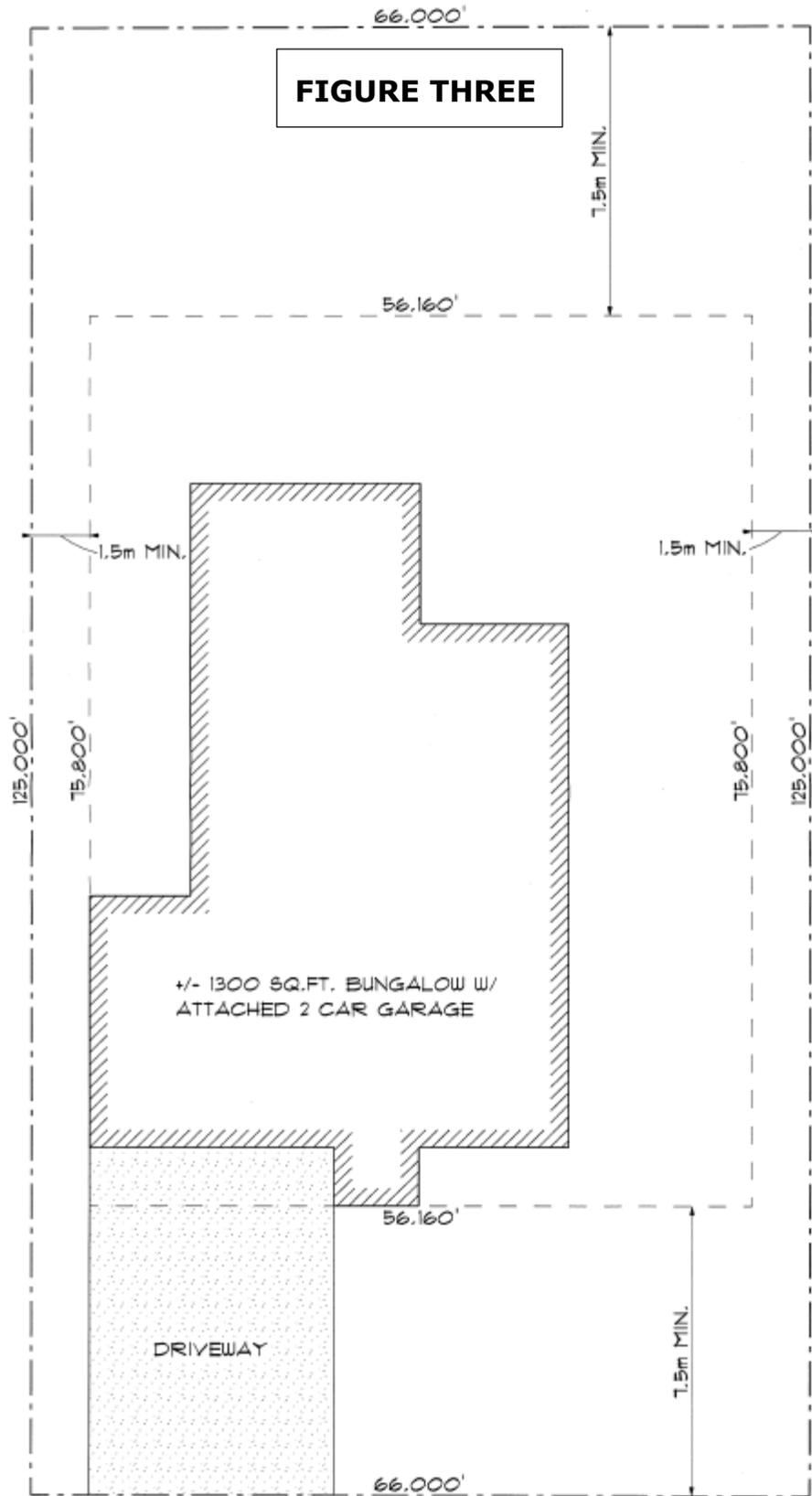
Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned Residential Third Density (R3) Zone on Schedule B, Map 2 of the ZBL. (Figure Two) As noted, this zoning would permit higher density uses that are not suited to the area based on its predominantly single detached character and local street classification that is not supportive of intensification. The proposed amendment would rezone the lot to the standard Residential First Density (R1) Zone. The existing lot meets the minimum lot area and frontage requirements and the proposed dwelling (Figure Three) meets all of the other applicable provisions of the by-law.



Municipality of WEST ELGIN:
 RODNEY and AREA
 SCALE 1:5,000
 0 50 100 200 300 400 Metres
 Municipality of West Elgin Zoning By-Law

Schedule "B"
 Map No. 2



283 RIDOUT STREET, RODNEY

Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on January 30, 2026, a minimum of 20 days prior to the public meeting as required by the Planning Act. The public notice was posted to the Municipal website along with the required signage installed at the subject lot on January 28th.

Municipal Department Comments:

There were no concerns expressed with the proposed zoning change.

Agency Comments:

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

Public Comments:

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

Summary/Conclusion:

Therefore, it is the opinion of Planning staff that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the West Elgin OP; and recommends that the Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 1-2026 - Recommendation Report - 2026-06-Planning.docx
Attachments:	- By-law 2026-08 - ZBLA - D14 1-2026 Donwest.pdf
Final Approval Date:	Feb 18, 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. 2026-08

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 283 Ridout St.

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

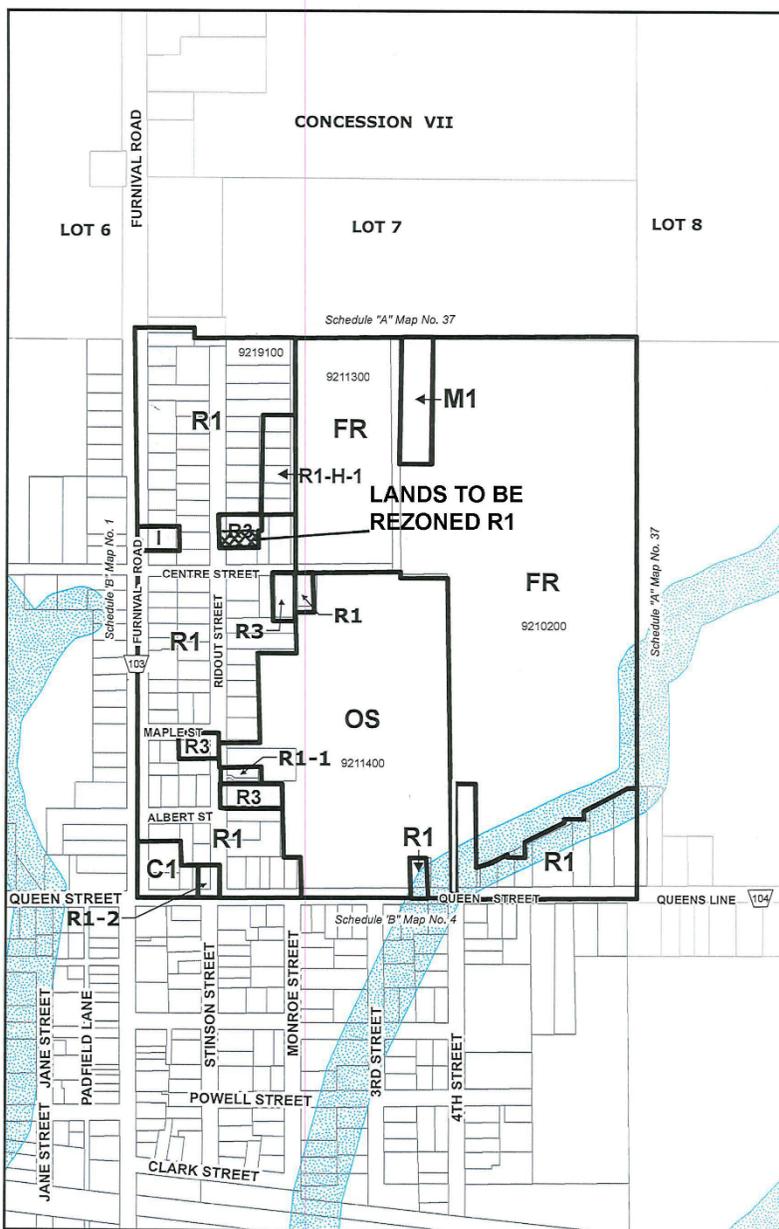
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "B" Map No. 3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Residential Third Density (R3) Zone** to **Residential First Density, (R1) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Blk. 3, Lot 12, Plan 153, Part 1, RP 11R 4970, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

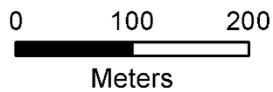


This is Schedule "A" to By-law No. 2026-08
 passed on the 26th day of February, 2026

 MAYOR

 CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'B' MAP 2





Staff Report

Report To: Council Meeting
From: Robert Brown, Planner
Date: 2026-01-21
Subject: Zoning By-law Amendment Application D-14 2-2026 – Recommendation Report – (Planning Report 2026-05)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 2-2026 – Recommendation Report (Planning Report 2026-05).

That West Elgin Council approve the rezoning of 22165 Talbot Line from General Agricultural (A1) to Agricultural (A2) and Rural Residential (RR), in accordance with the attached draft by-law; and

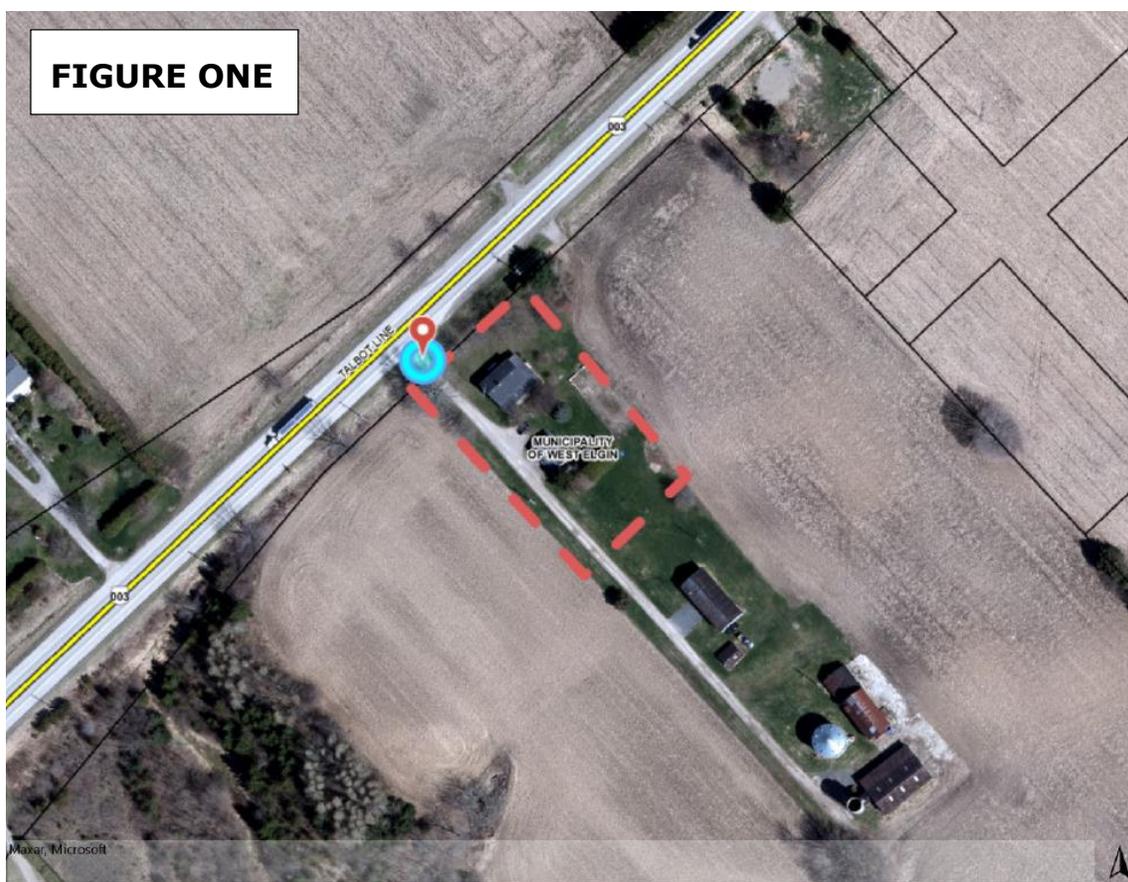
That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

Purpose:

The purpose of the Zoning By-law Amendment is to consider a condition of Consent Application E30-25, approved by the Elgin County Land Division Committee at the June 25, 2025 meeting, by rezoning the retained farmland parcel from General Agricultural (A1) Zone to Agricultural (A2) Zone, in order to prohibit any future dwellings, and by rezoning the severed surplus farm dwelling parcel from General Agricultural (A1) Zone to Rural Residential (RR) Zone, in order to recognize the new surplus farm dwelling lot being created. (Figure One)

Background:

Application	D 14 2-2026 (condition of E30-25)
Owner/Applicant	Bruce & Carrie Kelly
Legal Description	Part Lot of 6, Concession 13
Civic Address	22165 Talbot Line
Services	Municipal water & private septic system
Severed Parcel	0.32 ha (0.79 ac.) (Figure Two)
Retained Farm Parcel	39.66 ha (98 ac.)



Financial Implications:

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

Policies/Legislation:

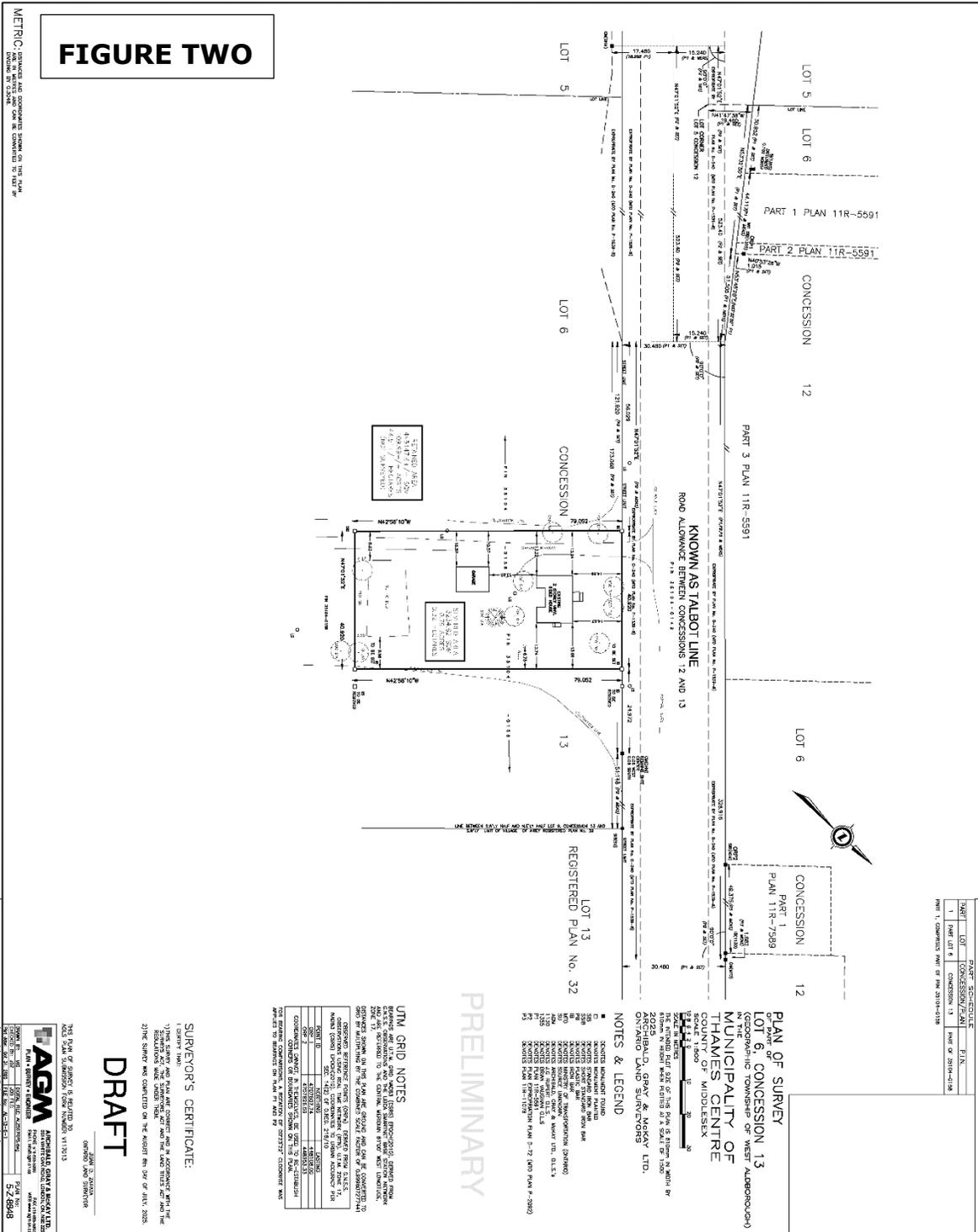
Planning authorities must have regard to matters of Provincial interest, the criteria of the *Planning Act*, be consistent with the Provincial Planning Statement (PPS) and do not conflict with Provincial Plans. Within the Municipality of West Elgin, they must also make decisions that conform to the County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

PPS (2024):

The subject lands are within the Agricultural area (Section 4.3). The proposed retained parcel would be rezoned to prohibit a dwelling through the zoning bylaw amendment, in accordance with

Section 4.3.3.1(c) of the PPS. The proposed new land uses comply with the minimum distance separation formulae, in accordance with Section 4.3.2.3 of the PPS.

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



CEOP (2025):

The subject lands are designated Agricultural Area on Schedule 'A' County Structure Plan in the CEOP. Section 5.9 a) and b) of the CEOP permits the creation of new lots for an existing dwelling that has become surplus to a farming operation as a result of a farm consolidation provided that the development of a new residential use is prohibited on any retained parcel of farmland created by the consent to sever.

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

West Elgin Official Plan (2024):

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

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

- a) the dwelling considered surplus has been in existence for at least 10 years;

Comment: The dwelling on the proposed lot was constructed more than 10 years ago.

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

Comment: The dwelling is in good repair.

- c) no new dwelling or additional dwelling unit is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law.

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

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

Comment: There is no livestock facility within 1,000 m of the proposed severed parcel.

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

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

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

Comment: The buildings remaining with the dwelling lot are in good repair and can continue to be used for storage purposes. The buildings on the retained farm parcel are also in good repair and will continue to be used for agricultural storage purposes.

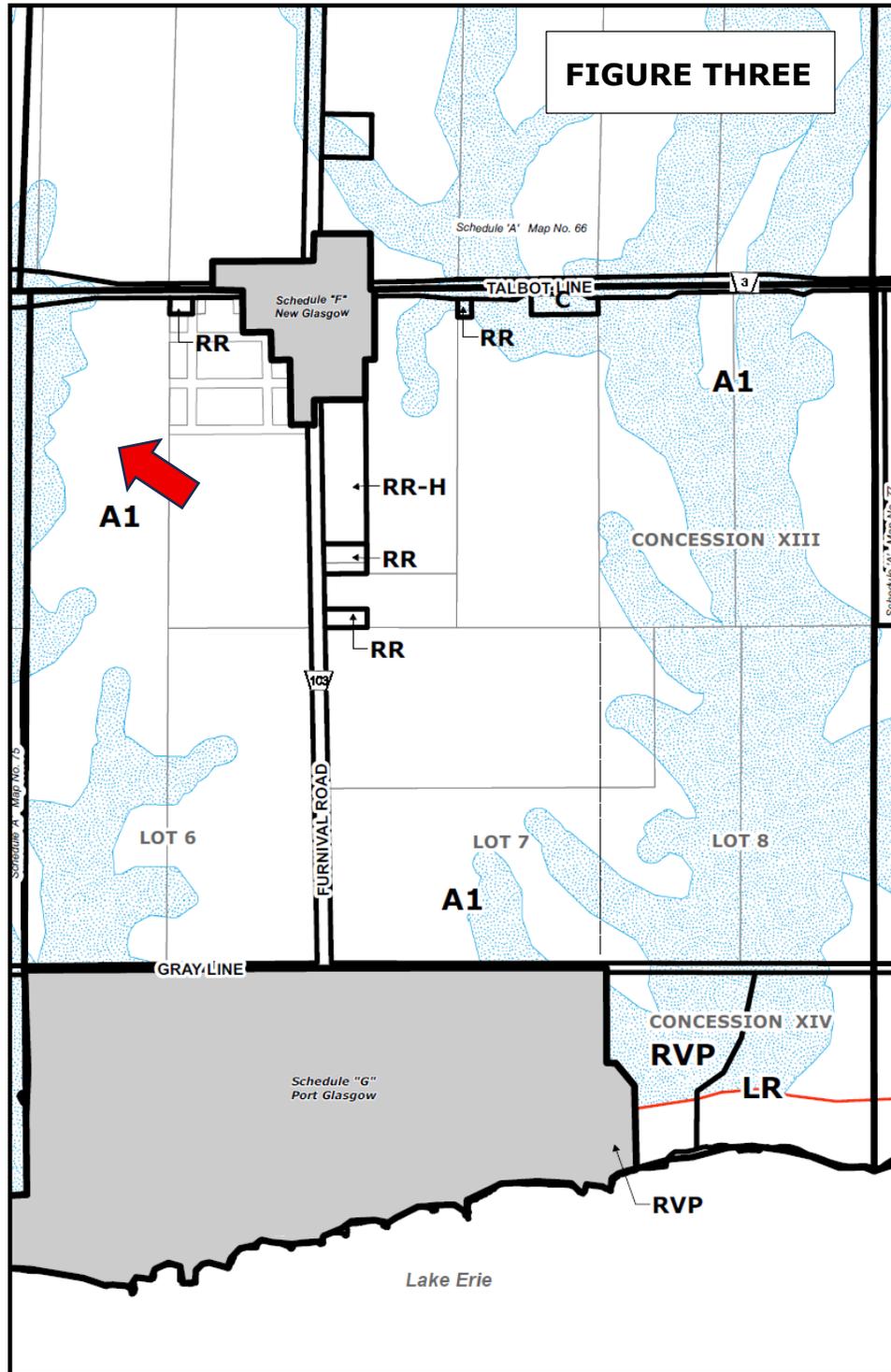
Therefore, this proposal conforms to the OP.

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

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 76 of the ZBL, as depicted in Figure Three below.

The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Rural Residential (RR) Zone, as a condition of approval. The Rural Residential (RR) Zone has a minimum lot area of 2,000 sq. m and a minimum lot frontage of 30 m, respectively. The proposed retained farm parcel would need to be rezoned to the Agricultural (A2) Zone, to prohibit any future dwellings. A draft of the zoning by-law amendment to be considered is appended to this report for reference purposes.

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



Municipality of WEST ELGIN: RURAL AREA

Schedule "A"

SCALE 1:10,000

0 50 100 200 300 400 500 Metres

Municipality of West Elgin Zoning By-Law



Map No. 76

Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on January 30, 2026, a minimum of 20 days prior to the public meeting as required by the Planning Act. In addition, the notice was posted on the Municipality website and a sign posted on the property on January 28, 2026.

Municipal Department Comments:

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

Agency Comments:

The zoning by-law amendment application was circulated to the applicable agencies for comment. No comments were received from those agencies at the time of this report.

Public Comments:

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

Summary/Conclusion:

Therefore, it is Planning Staff's opinion that the proposed Zoning By-law Amendment is consistent with the PPS, conforms to the CEOP and conforms to the OP; and recommends that the request for Zoning By-law Amendment be approved, subject to no concerns being raised through any oral and written submissions being received since the writing of this report and at the public meeting.

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

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 2-2026 - Recommendation Report - 2026-05-Planning.docx
Attachments:	- By-law 2026-07 - ZBLA - D14 2-2026 Kelly.pdf
Final Approval Date:	Feb 18, 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. 2026-07

**Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning
By-Law No. 2015-36 for property at 22165 Talbot Line.**

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

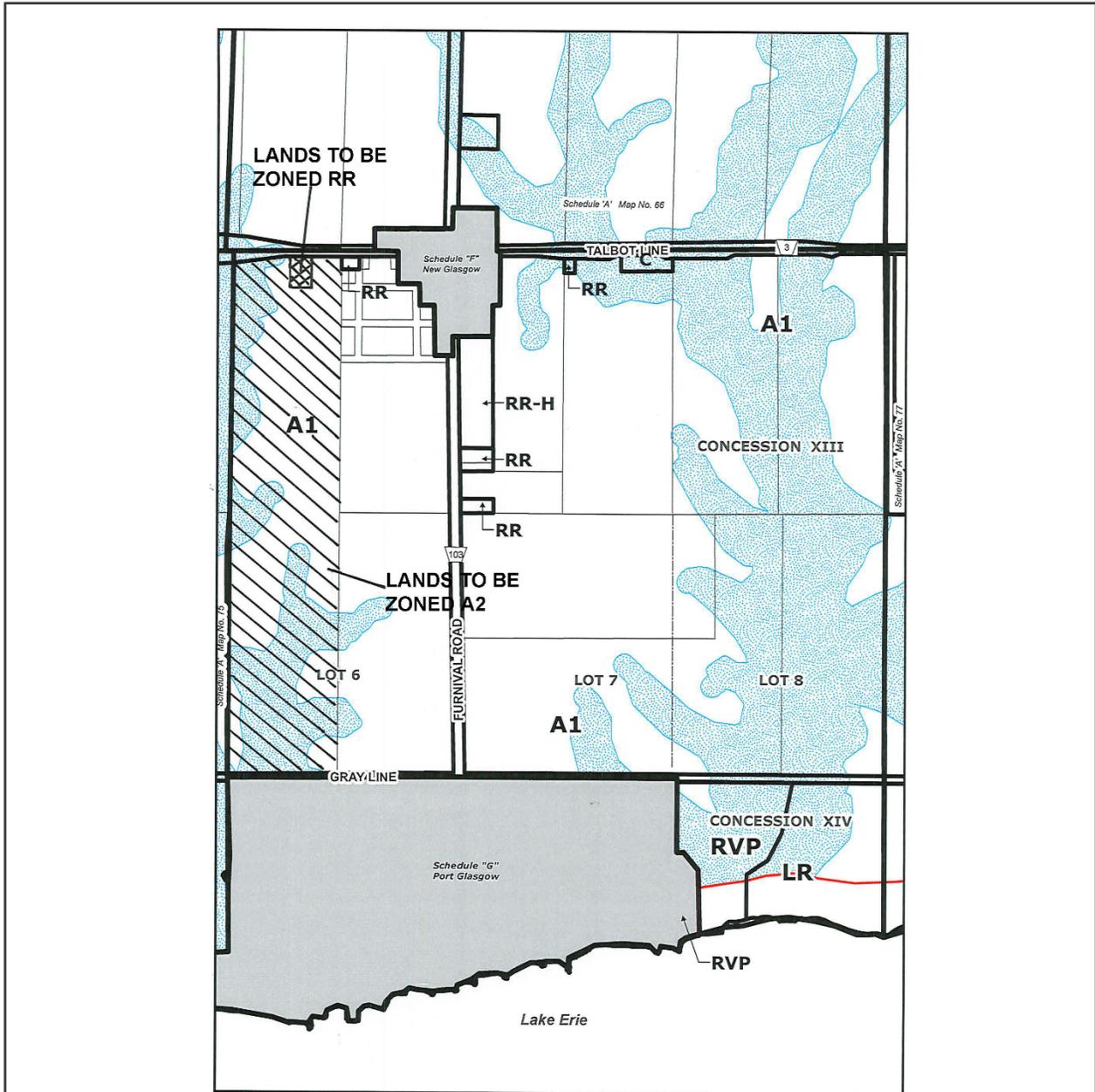
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 76 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Rural Residential, (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession 13, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

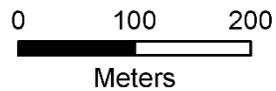


This is Schedule "A" to By-law No. 2026-07 passed on the 26th day of February, 2026

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'A' MAP 76





Staff Report

Report To: Council Meeting

From: Robert Brown, Planner

Date: 2026-01-28

Subject: Zoning By-law Amendment Application D-14 3-2026 – Recommendation Report – (Planning Report 2026-07)

Recommendation:

That West Elgin Council hereby receives the report from Robert Brown, Planner regarding Zoning By-law Amendment Application D-14 3-2026 – Recommendation Report (Planning Report 2026-07).

That West Elgin Council approve the rezoning of 145 Graham St. from Institutional (I) to a site-specific Institutional Special Use Regulation 3 (I-3) Zone;

That West Elgin Council approve the inclusion of a new definition, “*Off-Site Accessory Worker Housing*” in the West Elgin Zoning-By-law, and

That West Elgin Council consider an amendment to the Zoning By-law, presented in the by-law portion of the February 26, 2026 Council Agenda.

Purpose:

To amend the zoning of the subject property to a site-specific Institutional (I) Zone to permit the reuse of the former school building for off-site accessory worker housing.

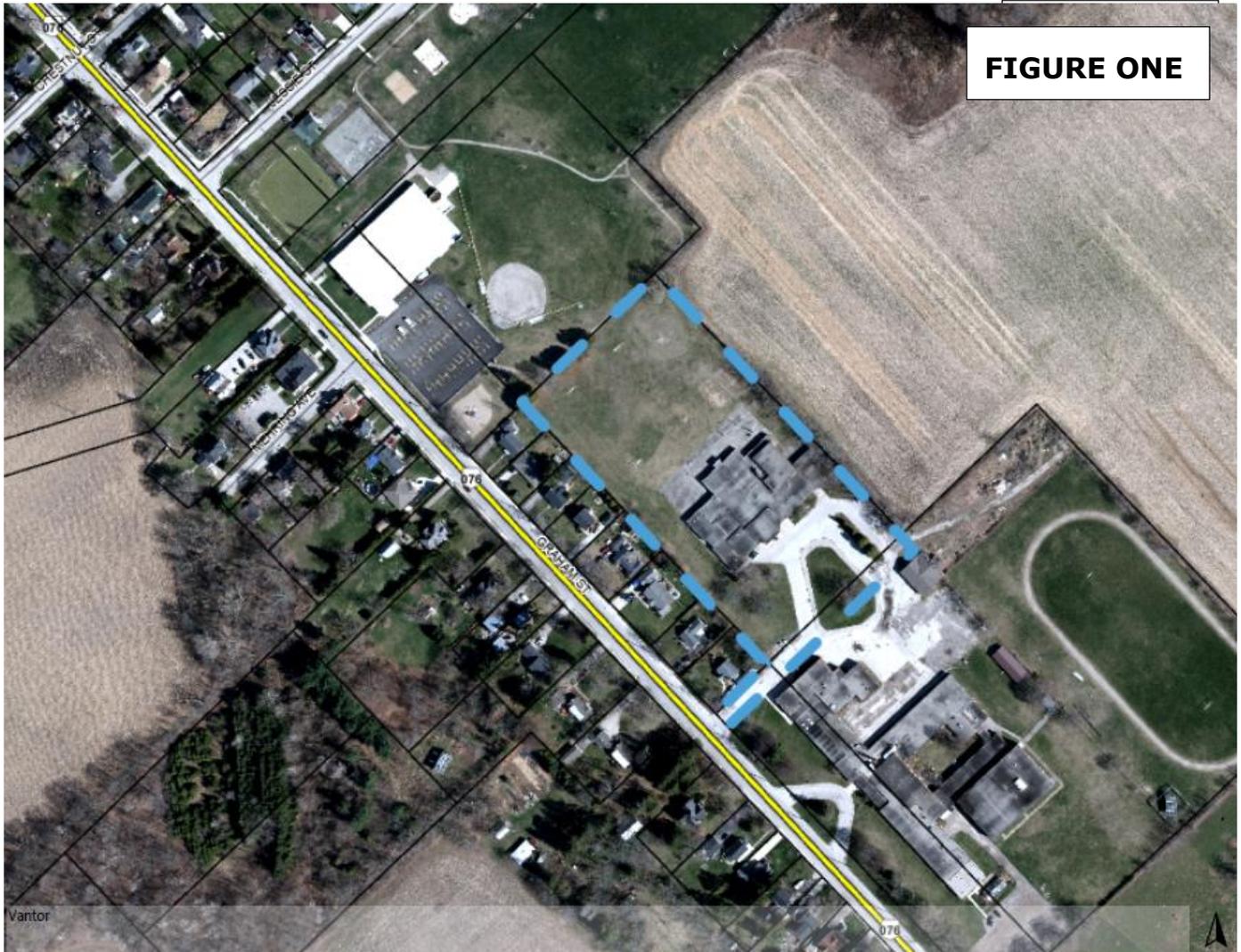
Background:

The subject property is a 2.26 ha (5.6 ac.) lot with approximately 11 m+/- of frontage along Graham St. (Figure One) The property contains a former senior elementary school. The Thames Valley District School Board (TVDSB) declared the building and property on which it was located surplus and it was listed for sale and purchased by the applicant. The County of Elgin Land Division Committee approved consent application E64-25 at the November 26, 2025 LDC meeting to sever the elementary school on its own lot. A subsequent minor variance was approved to address the reduced lot frontage.

The applicant purchased the school property with the eventual hope of redeveloping the site for residential purposes however in the interim the proposal is to repurpose the existing building to provide off-site worker housing for up to 65 workers being employed by a local manufacturing business.

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 reuse of the school property will result in an increase in assessment as the school board is currently not subject to property taxes.



Policies/Legislation:

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

PPS (2024):

Section 2.1.6 notes, *“Planning authorities should support the achievement of complete communities by: a) accommodating an appropriate range and mix of land uses, housing options, transportation options with multimodal access, employment, public service facilities and other institutional uses (including schools and associated child care facilities, long-term care facilities, places of worship and cemeteries), recreation, parks and open space, and other uses to meet long-term needs.”*

Section 2.2.1 goes on to say, *“Planning authorities shall provide for an appropriate range and mix of housing options and densities to meet projected needs of current and future residents of the regional market area by:*

b) permitting and facilitating:

- 1. all housing options required to meet the social, health, economic and well-being requirements of current and future residents, including additional needs housing and needs arising from demographic changes and employment opportunities; and*
- 2. all types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites (e.g., shopping malls and plazas) for residential use, development and introduction of new housing options within previously developed areas, and redevelopment, which results in a new increase in residential units in accordance with policy 2.3.1.3.”*

Comment: Not all municipalities deal with the need for larger amounts of worker housing, particularly within a settlement area. Worker housing is often something that is typically associated with agricultural areas and more specifically with seasonal farm help. West Elgin’s agricultural lands are not that far removed from having supported a significant amount of tobacco production which would have employed a large number of seasonal workers, often housed on the farm during the growing and harvesting season. The agricultural industry as a whole continues to rely heavily on temporary workers.

This same reliance is something that other non-agricultural industries are starting to see where there is either a lack of work force, a lack of skill or the jobs are simply not attracting enough local people to fill the necessary positions. IECS is a local company that manufactures precast concrete products that are used in drainage and erosion control. The company was recently awarded a contract to manufacture precast concrete products for Metrolink’s that will be used in the construction of new commuter lines in the Greater Toronto Area. This involves both an expansion of their facility on Hoskins Line and the hiring of additional workers. The company currently houses some of its workforce on site, however a lack of sanitary sewer service and proximity to day-to-day amenities make expansion on the current site unfeasible.

Reuse of the former school provides a more residential setting, indoor and outdoor amenity space, proximity to the arena and parks and being in West Lorne workers will have better access to businesses and services in the downtown area.

CEOP:

The subject lands are within the West Lorne settlement area and considered a Tier One settlement area. The County Official Plan echoes the policies outlined in PPS. The proposed zoning would be supportive of both economic development and housing policies for the County.

West Elgin OP (2024):

The subject lands are designated Residential, as shown on Land Use Plan Schedule '4A' of the Official Plan. The residential policies in the Official Plan anticipate institutional uses such as the former school but also supports an array of residential uses to meet the needs of the community including higher densities, special needs, long-term care and retirement homes. The addition of the proposed use on the subject property will not be significantly different than conversion to an apartment or repurposing it as a retirement home. The proposed number of employees housed on the site will be less than the daily student population, with likely less activity during the day as the occupants would be at work. Traffic to the site will be similar to the former school as the company will be providing transportation to and from the facility on Hoskins Line. As the proposed use is for the provision of housing the requested zoning would conform with the residential policies of the Official Plan.

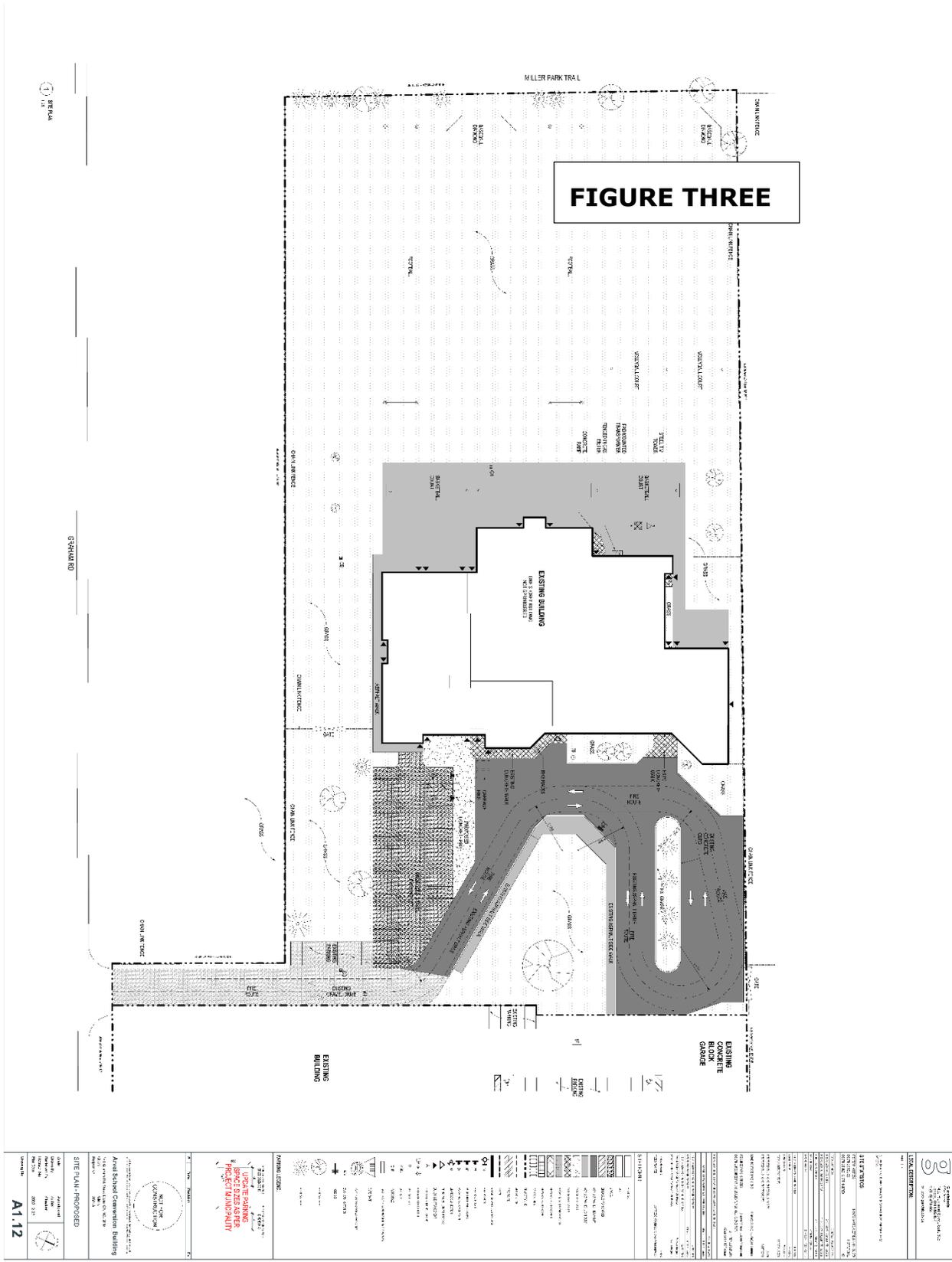
Municipality of West Elgin Comprehensive Zoning By-law 2015-36 (ZBL):

The subject lands are zoned Institutional (I) Zone on Schedule C, Map 6 of the ZBL. (Figure Two) This zoning permits, as-of-right, a variety of uses including churches, community center, day care & nursery, funeral home, retirement home, schools, long-term care facilities and an accessory dwelling or dwelling unit. A number of the permitted uses have an existing residential component to them that is very similar in nature to that being proposed and could potentially support a considerably more intensive level of use. The proposed capacity for the facility is up to 65 workers. Housing capacity for any form of worker housing is also subject to Fire Department, Building Department and Health Unit inspection. The proposed amendment will note a capacity limitation of up to 65 workers but also subject to the noted inspections. Final capacity will be based on those inspections but capped at 65, maximum.

The West Elgin Zoning By-law does not include off-site accessory worker housing as a permitted or defined use, as such, the amendment will need to both add the permitted use specific to the subject property and establish a definition to be added to the by-law.

Site Layout

Figure Three outlines the current layout of the building on the site and a proposed relocation of the parking area. This is being done to move the pick-up/drop-off area further east and away from the existing residential along Graham St. Figure Four outlines the planned layout of the housing within the existing building. Living and bedroom space in the building is being kept toward the eastern portion of the building with only one of the two cafeteria spaces being located along the west side. The existing building is also located approx. 70 ft. from the rear lot lines of the nearest residential lots. This should help mitigate any concern with proximity to the existing residential uses along Graham St.



Circulation Of the Application:

The application was circulated to the applicable commenting agencies and neighboring property owners within 120 meters of the subject lands on January 30, 2026, a minimum of 20 days prior to the public meeting as required by the Planning Act. The required sign was installed on the property on January 28, and the notice of public meeting was also posted to the West Elgin website.

Municipal Department Comments:

Internal staff were circulated for comment. The proposed use will require the applicant to submit for a change of use permit. The facility will also be subject to inspection by the Fire Department and Southwestern Public Health. Any future redevelopment of the site will be subject to further review and consideration at that time and may result in additional approvals requiring public notice and input at that time.

Agency Comments:

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

Public Comments:

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

Summary/Conclusion:

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

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,



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

Report Approval Details

Document Title:	Zoning By-law Amendment Application D-14 3-2026 - Recommendation Report - 2026-07-Planning.docx
Attachments:	- By-law 2026-09 - ZBLA - D-14 3-2026 Arvai.pdf
Final Approval Date:	Feb 19, 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. 2026-09

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 145 Graham St.

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

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

1. That Schedule "C" Map No. 6 to By-law No. 2015-36, is hereby amended by changing the subject property from **Institutional (I) Zone** to **Institutional Special Regulation 3, (I-3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession 9, Lots 19 & 107. Plan 199 Municipality of West Elgin.

2. That Section 2 Definitions be amended by adding the following definition after "Occupancy":

***"Off-Site Accessory Worker Housing** – shall mean a building or part of a building occupied as a residence or sleeping place accessory to a manufacturing facility located at 22295 Hoskins Line and may include facilities for the preparation of meals and amenity space for the sole use of the individuals housed on site. Under no circumstances shall workers not employed or under contract with the manufacturing facility at 22295 Hoskins Line be housed at 145 Graham St."*

3. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as follows:

"24.3.3 a) Defined Area (Arvai)

I-3 as shown on Schedule "C" Map No. 6

b) Permitted Uses

Those uses permitted in the Institutional (I) Zone
Off-Site Accessory Worker Housing

c) Maximum Occupancy

Notwithstanding any other provisions of the by-law to the contrary, the maximum occupancy for Off-Site Accessory Worker Housing located at 145 Graham St. shall be 65 people or as determined by the Building Department, Fire Department or Southwestern Public Health, whichever is less.

4. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk



Municipality of West Elgin

Minutes

Council Meeting

January 22, 2026, 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 Towstiuć, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development

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

1. Call to Order

Mayor Leatham called the meeting to order at 4:41 pm, and started by apologizing for the delay, indicating that technical difficulties took place, which were out of the Municipalities control.

2. Adoption of Agenda

Resolution No. 2025- 01

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

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

Refer to Court of Revision Minutes.

Resolution No. 2025- 02

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council hereby pause to sit as a Court of Revision for the Government Drain No.1 North at 4:42 pm.

Carried

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

Mr. Dilts presented a plaque to be affixed on the old clock hanging in council chambers. The clock was donated by the Kiwanis Club of West Lorne.

6. Adoption of Minutes

Resolution No. 2025- 03

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Infrastructure & Development

8.1.1 2025 Year End Review, Infrastructure & Development

Resolution No. 2025- 04

Moved: Councillor Statham

Seconded: Councillor Denning

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

Carried

8.1.2 Replacing By-law 2024-75 Water Connection Charge

Resolution No. 2025- 05

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

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

Carried

8.2 Planning

8.2.1 Severance Application E8-26, Comment to Elgin County, 136 Furnival Road

Resolution No. 2025- 06

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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.

Carried

8.3 Community Services & Clerks

8.3.1 Backyard Urban Hen, Final Report and Approval

Resolution No. 2025- 07

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report from Terri Towstiuic, 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.

Carried

8.3.2 2025 Parks & Recreation Summer Students Wages

Resolution No. 2025- 08

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report from Terri Towstiuic, 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.

Carried

8.3.3 2025 Year End Review, Community Services

Resolution No. 2025- 09

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

9. Board or Committee of Council Reports or Updates

Councillor Statham advised the Economic Development Committee (EDC) has been working on plans, in line with the West Elgin Strategic Plan, in creating a tourism map, to showcase located business and landmarks.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

CAO Greenall advised that herself and members of Council attended the Rural Ontario Municipal Conference (ROMA) this week and had two (2) great delegations with the Ministry of Health and addictions, lead by Deputy Mayor Tellier and Ministry of Rural Affairs, lead by Councillor Statham.

Deputy Mayor Tellier advised the Jean Collective, and Elgin Women's Leadership group that she is part of is hosting an event on January 24 at the St. Thomas Senior Center, with tickets available on Brightspace.

12. Correspondence

Resolution No. 2025- 10

Moved: Councillor Statham

Seconded: Councillor Denning

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

Carried

- 12.1 MPAC 2025 Municipal Partnership Report
- 12.2 Watson & Associates Economists Ltd.
- 12.3 Letter received from Ontario Ministry of Agriculture, Food and Agribusiness, dated January 12, 2026
- 12.4 County of Elgin, Notice of No Appeals, E 56-25
- 12.5 County of Elgin, Notice of No Appeals, E 64-25
- 12.6 County of Elgin, Notice of No Appeals, E 60-25

13. Items Requiring Council Consideration

13.1 Councillor Denning Dec 18 Motion

Resolution No. 2025- 11

Moved: Councillor Denning
Seconded: Councillor Statham

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.

Carried

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

Resolution No. 2025- 12

Moved: Deputy Mayor Tellier
Seconded: Councillor Denning

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.

Carried

14. By-Laws

14.1 2026-01, Regulation of Backyard Urban Hens

Resolution No. 2025- 13

Moved: Councillor Sousa
Seconded: Councillor Statham

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.

Carried

14.2 2026-03 - Water Rates

Resolution No. 2025- 14

Moved: Councillor Statham

Seconded: Councillor Sousa

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.

Carried

15. Closed Session

Resolution No. 2025- 15

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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(k), being Plans and instructions for negotiations (Port Glasgow Trailer Park Seasonal License).

Carried

16. Report from Closed Session

Reporting from Closed Session at 5:52 pm.

Council received one (1) item pursuant to Section 239(2)(k) of the *Municipal Act*, and the following recommendation has been received:

Resolution No. 2025- 16

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

West Elgin Council receives the 2026 Port Glasgow Trailer Park Seasonal Licence from Robin Greenall, and

That West Elgin Council approves the Port Glasgow Trailer Park Licence and directs staff to distribute to seasonal campers, and

That West Elgin Council repeal by-law 2004-16, 2004-57,2014-41,2009-23,

That West Elgin Council amend By-Law 2025-04 Fees and Charges By-law to remove the section of fees and charges pertaining to the Port Glasgow Trailer Park.

Carried

17. Confirming By-Law

Resolution No. 2025- 17

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

18. Adjournment

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 5:53 to meet again at 4:00pm, on Thursday, February 12, 2026 (Committee of the Whole), or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

February 5, 2026, 5:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

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

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 5:00 pm.

2. Adoption of Agenda

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Special Meeting Agenda of February 5, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Closed Session

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin Council hereby proceeds into Closed Session at 5:01 pm, to discuss matters pursuant to the *Municipal Act*, Section 239(2)(d) Labour relations or employee negotiations (Manager of Corporate Services/Treasurer Recruitment)

Carried

5. Report from Closed Session

Report from Closed Session at 5:52 pm.

West Elgin Council received one (1) item pursuant to Section 239 (2)(d) of the Municipal Act, for information purposes, and provided staff with administrative direction.

6. Confirmatory By-law

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That By-law 2026-05 being a By-law to confirm the proceeding of the Special Meeting of Council held on February 5, 2026, be read a first, second and third and final time.

Carried

7. Adjournment

Moved: Councillor Denning

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 5:52 pm to meet again at 4:00pm, on Thursday, February 12, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting

From: Evan McKinstry, Jr. Planner, County of Elgin

Date: 2026-02-26

Subject: Consent Application E 17-26 26212 Carroll Line- Comment to Elgin County- Recommendation Report- (Planning Report 2026-08)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 17-26- Comments to Elgin County (Planning Report 2026-08).

And that West Elgin Council hereby recommend REFUSAL to the Elgin County Land Division Committee for Consent Application E17-26.

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 E17 - 26, as Elgin County is the planning approval authority for severances.

The applicant proposes to sever a parcel with a frontage of 190 m, a depth of 240 m, and an area of 40468.6 m² to sever a dwelling surplus to a farming operation. The applicant is retaining a lot with an area of 161874m² proposed to remain in Agriculture use.

A severance sketch illustrating the proposed severances is attached to this report as Appendix 1.

Consent Application E 17-26 have been submitted to Elgin County for lands located within the Municipality of West Elgin.

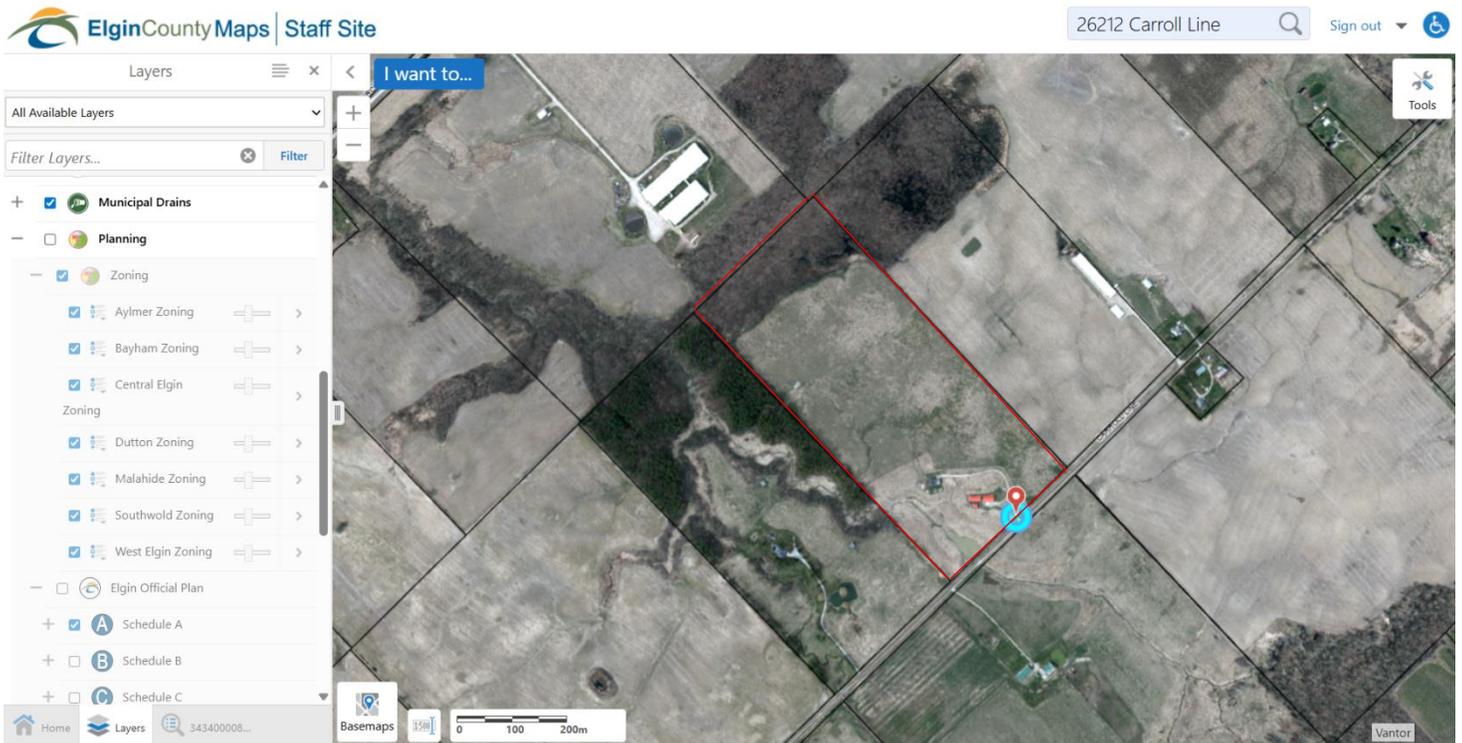
Location:

The subject property is located at 26212 Carroll Line and is legally described as Part Lot 24 Concession A, Municipality of West Elgin. The subject property is shown on the Key Maps provided below.

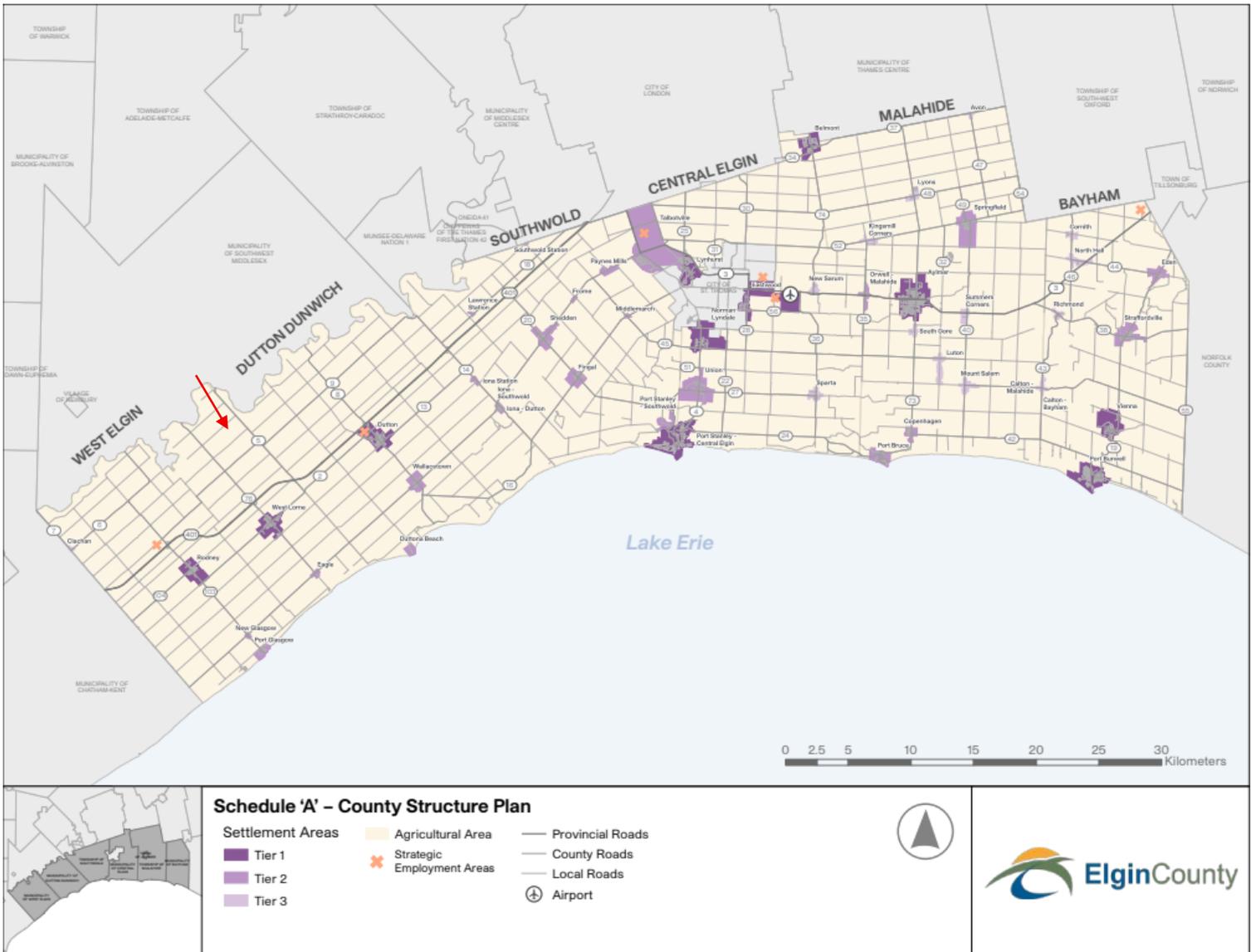
Background:

Application No.	E 17-26
Owners:	Joseph & Jennifer Iwanchun
Agent:	N/A
Address:	25071 McMURCHY LINE
Water Supply:	Municipal Water
Sewage Supply:	Private owned and operated septic
Buildings/Structures	Single Detached Dwelling and two Accessory Structures.
Elgin County Official Plan	Agriculture Area
West Elgin Official Plan Designation	Agriculture Area & Natural Heritage
West Elgin Zoning By-law 2015-36. 26212 Carroll Line	General Agriculture 1 (A1) Zone Minimum Lot Area – 20.2 ha Minimum Lot Frontage – 300.0m Maximum Lot Coverage- 20% Front Yard Depth – 15m Side Yard Width – 15m (1) & 10m (2) Maximum Building Height – 10.5m

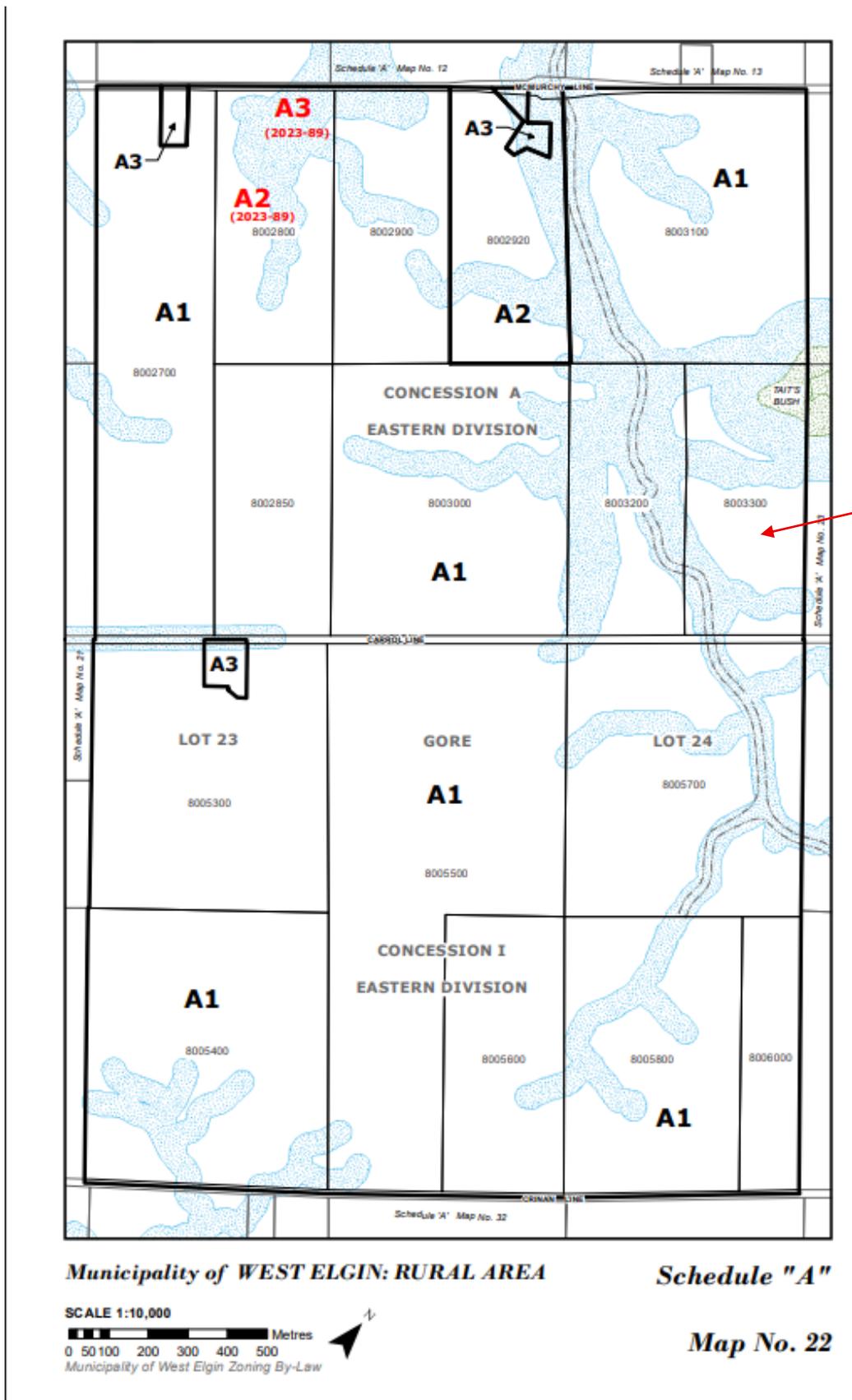
Aerial Map (Figure 1):



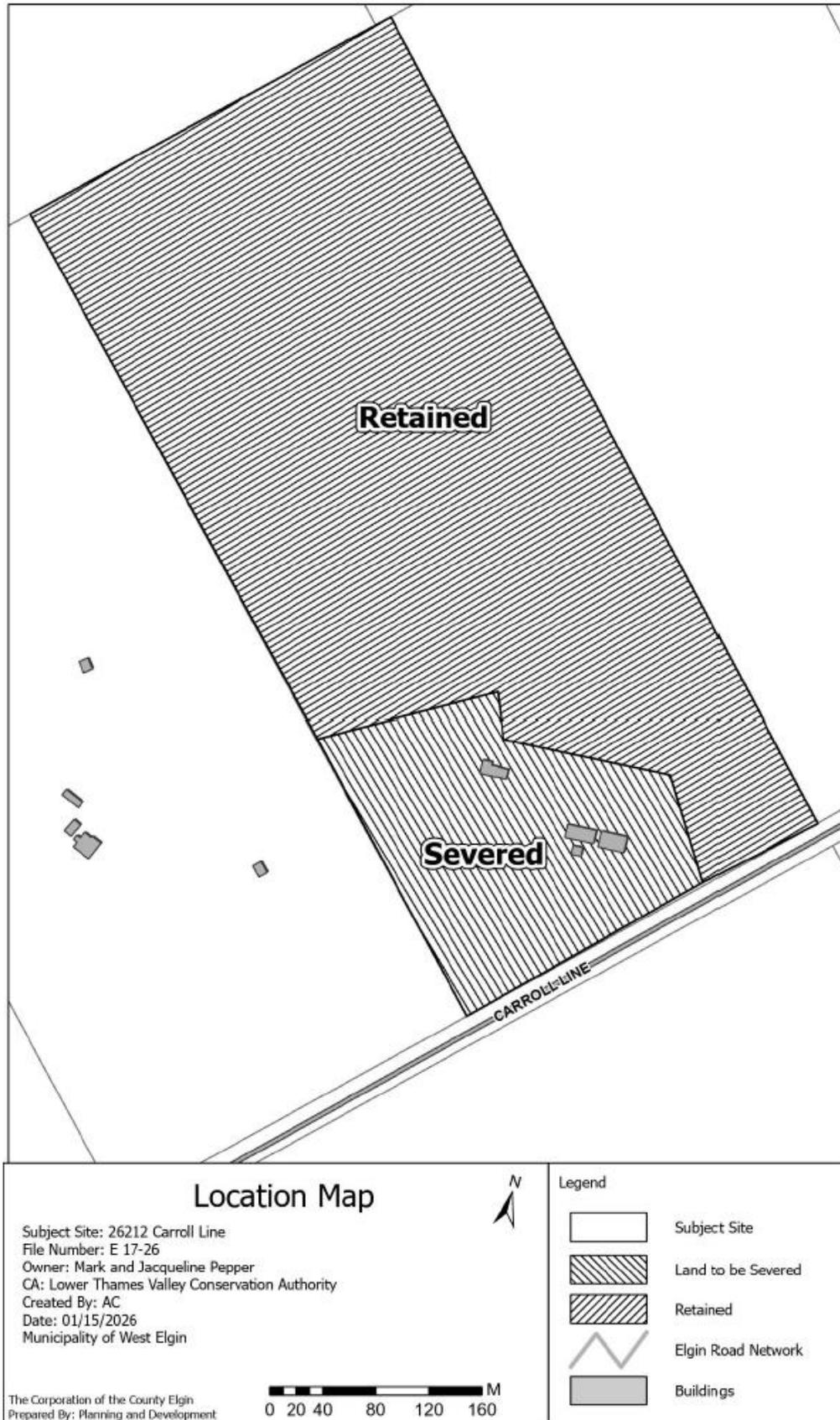
County Official Plan Key Map (Figure 2):



Zoning- By law Map (Figure 3):



Proposed Severance Map (Figure 4):



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.

Planning and Policy Analysis:

Consent Application E17-26 were submitted to, and declared complete, by Elgin County. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Municipality of West Elgin is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E17-26 was review by staff with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan, and The Municipality of West Elgin Zoning Bylaw 2015-36. A summary of the applicable and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
<p style="text-align: center;"><i>Provincial Planning Statement, 2024</i></p>	<p>Section 4.3.3 Lot Creation and Lot Adjustments</p>	<ul style="list-style-type: none"> Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for: the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services. 	<p>The application proposes the severance of 4.0468 ha, which is larger than the minimum required to accommodate on-site well and septic systems. The proposed severed lands contain a primary dwelling, two accessory buildings and agriculture land. The severed lands contain a water body and water courses that, in the opinion of planning staff, indicate their function for agricultural drainage. Agricultural lands must remain with the farmland, as they are integral to its agricultural use. In addition, the presence of agricultural watercourses on a residential property raises health and safety concerns.</p>

<p>Elgin County Official Plan</p>	<p>Section 5.9 New Residential Lots in Agriculture Area</p>	<ul style="list-style-type: none"> The lot containing the dwelling must be limited in size to the area needed to accommodate the dwelling and on-site services only. Minimizing the removal of agriculture land taken out of production. 	<p>The County of Elgin Official Plan permits surplus farm dwelling severances, however it raises the same concern as the PPS. The severed lands are not minimal as they contain approximately 4.0468 ha of total land, which includes agricultural lands, a primary dwelling and 2 additional accessory buildings.</p>
<p>The Municipality of West Elgin Official Plan</p>	<p>Section 7.1.7.2 Surplus Farm Dwelling</p>	<ul style="list-style-type: none"> The new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and minimize the loss of productive farmland. 	<p>Proposed severance does not minimize the loss of productive farmland. The severed lands contain agricultural lands.</p>
<p>Municipality of West Elgin Zoning Bylaw</p>	<p>General Agriculture 1 (A1)</p>	<ul style="list-style-type: none"> 4.1 Accessory Uses, buildings and structures. Building or structure is located and provided that an accessory building or structure shall not exceed 10 percent building coverage of the total area. A zoning amendment is required for both the severed and retained lands 	<p>As noted above, lands severed for a surplus farm dwelling must be limited in size. In this case, the size of the accessory buildings would exceed the permitted 10% building coverage permitted by the zoning by-law.</p> <p>If consent is granted a zoning by-law amendment will be required to rezone the proposed retained lot to a regulation that prohibits any new development, the</p>

			proposed severed lot will also be changed.
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Consultation:

Consent Application E17-26 was circulated internally for review and comments by Municipal and County departments. At the time of writing this report, the following comments have been received and where applicable, if passed recommends conditions of approval have been included.

Municipality of West Elgin Planning- Recommends REFUSAL, the application does not comply with the Provincial Planning Statement (2024), Elgin County Official Plan and the Municipality of West Elgin Official Plan. If passed an additional *Planning Act* Application will be required to rezone the proposed severed and retained lots.

Municipality of West Elgin Drainage- Not assessed into a municipal drain.

Municipality of West Elgin Infrastructure/ Utilities- No concerns.

Municipality of West Elgin Building Department: No comment.

County Engineering- Not on a county road.

Lower Thames Conservation Authority - No Comment.

No Further Comments have been received at the time of writing.

Recommendation:

Planning staff recommend REFUSAL of Consent Application E17-26, which would facilitate the severance of a surplus farm dwelling. This application is NOT consistent with the *Provincial Planning Statement (2024)*, DOES NOT comply with the County of Elgin Official Plan and Municipality of West Elgin Official Plan Policies, however the application does meet the intent of the Municipality of West Elgin Zoning- Bylaw 2015-36. An additional *Planning Act* Application will be required to rezone the proposed severed and retained lots. As such, planning staff are of the opinion that the application is NOT acceptable from a planning perspective. If the Elgin County Land Division Committee approves the application, the Municipality of West Elgin hereby requests the following conditions by imposed:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant’s Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.

4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment for the severed and retained parcels and such amendment of the Zoning By-law shall come into full force and effect pursuant to the Planning Act, to the satisfaction and clearance of the Municipality.
5. That prior the final approval of the County, the County is advised in writing by the Municipality how the above-noted conditions have been satisfied.

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:

Evan McKinstry
Junior Planner

Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall
Chief Administrator Officer

Appendix 1 – Applicant provided sketch





Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2026-02-26
Subject: 2025 Year End Report

Recommendation:

That West Elgin Council hereby receives the 2025 Year End Report from Jeff McArthur, Fire Chief, for information purposes.

Purpose:

To provide Council a summary of fire department activities in 2025, including incident response, training, and fire prevention. This report consolidates monthly and bi-monthly updates previously provided to Council into a single year-end overview.

Background:

INCIDENTS

2025 provided another active year of incident response for the West Elgin Fire Department, which highlights the ongoing dedication and commitment of our complement of on call firefighters.

Included in this report is the Totals by Type report that shows the type of incidents and % each incident types represent of all calls.

The average number of responding personnel reflects the firefighters who responded to the scene in an apparatus. While not reflected in this specific report, we are fortunate to often have several additional firefighters respond to the hall(s) and are ready to respond to other emergencies or complete tasks at the station while there.

Year-by-Year Comparison of Total Incidents

Year	Total Incidents
2025	164
2024	142
2023	132
2022	104
2021	122

Incidents outside of West Elgin

Dutton Dunwich	7
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Fire Loss/Saved

Estimated Loss	\$ 1,305,500
Estimated Property Saved	\$ 7,340,000

TRAINING

WEFD's overall training program continues to increase in activity, led by the Training Committee, which meets regularly to determine the training schedule and ensure proper documentation is being completed.

The department is in a good position to meet Provincial Certification requirements, that come into effect on July 1st, 2026.

Subjects Covered	124
Staff/Firefighter Hours	3795
Fire School Instructor Hours	80

Courses Taken Outside of West Elgin, or with Mutual Aid Partners***Ontario Fire College, Elgin Middlesex Regional Fire School***

NFPA 1001 Firefighter
 NFPA 1002 Pumper Operations
 NFPA 1006 Auto Extrication
 NFPA 1021 Fire Officer
 NFPA 1031 Fire Inspector
 NFPA 1035 Public Information Officer
 NFPA 1041 Fire Instructor
 NFPA 1072 Hazardous Materials
 NFPA 1521 Incident Safety Officer
 Ontario Fire Code Parts 3 & 5
 Courtroom Procedures
 Live Fire/OFM MLFTU
 Lithium-Ion Battery Awareness
 Emergency Medical Responder

Assistant to the Fire Marshal
 Critical Incident Stress Team
 Mutual Aid - Auto Extrication, Forcible Entry, and Water Supply.

Provincial Certifications Received

NFPA/IFSAAC Certification

NFPA 1001 Firefighter
 NFPA 1002 Pumper Operations
 NFPA 1006 Common Passenger Vehicle Technician & Technical Rescuer
 NFPA 1021 Fire Officer
 NFPA 1031 Fire Instructor
 NFPA 1041 Fire Instructor
 NFPA 1072 Hazardous Materials
 NFPA 1521 Incident Safety Officer

FIRE PREVENTION/PUBLIC EDUCATION

Firefighters, led by the Fire Prevention Officer and Public Education Team, provided public education at the following locations/events: fire station tours, school visits and fire drills, Come Fly a Kite with Kiwanis Club of West Lorne, Saved by the Beep door to door campaign, Preschool Kid & Parent Cooking Class at WECHC, Rodney Cruise In, Vacation Bible School, Lakewood RV Park, Port Glasgow Trailer Park Family Fun Day, Early On Children's Festival, Babysitting Course, Bobier Villa Summer Fair and Progressive Kids Safety Day at the Wallacetown Fairgrounds with DDFD, Canada Day celebrations, Rodney Fair, Rodney Night Market,

ADDITIONAL ACTIVITIES

Several other activities were ongoing throughout the year, including fire extinguisher training for employees of local businesses, smoke/CO alarm checks, Fitborough Firefighter Fitness, Mother's Day Road Race, Fire School Recruit Class graduation, Roots & Revival Festival, fireworks, Fill the Boot Fundraising for Muscular Dystrophy Canada, Pumpkin Carving, Halloween Open House, Public Skating with Firefighters, and Santa Clause parade participation.

Comment:

The West Elgin Fire Department once again demonstrated their dedication to the residents and visitors to the municipality. Firefighters responded to a wide variety of emergency incidents in 2025 with professionalism, while committed to conserving property and protecting lives, dedicated hours to essential training, and provided an impressive amount of public education to the community.

Respectfully submitted,

Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	2025 Year End Report - 2026-01-Fire.docx
Attachments:	- 2025 Totals by Type.pdf
Final Approval Date:	Feb 18, 2026

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

Robin Greenall



Municipality of West Elgin Fire Department

22413 Hoskin Line, RR 1
 Rodney ON N0L 2C0
 PH : 519-785-0771 FAX : 519-785-0644

Date
 Feb 17 26

Totals by Type From Jan 1 25 to Dec 31 25

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
01 Fire	7	4.27	420 h 34m	15.3	15:36	1,305,500
03 NO LOSS OUTDOOR fire (se...	8	4.88	103 h 22m	9.4	12:38	\$ Saved: 7,340,000
21 Overheat (no fire, e.g. engines,...	4	2.44	48 h 28m	8.3	16:15	
23 Open air burning/unauthorized...	5	3.05	30 h 40m	6.8	09:55	
24 Other Cooking/toasting/smoke...	1	0.61	6 h 9m	12.0	13:12	
29 Other pre fire conditions (no fi...	1	0.61	18 h 49m	15.0	13:40	
31 Alarm System Equipment - M...	3	1.83	22 h 5m	8.3	12:10	
32 Alarm System Equipment - Ac...	7	4.27	25 h 19m	5.4	07:58	
33 Human - Malicious intent, prank	1	0.61	4 h 26m	9.0	10:51	
34 Human - Perceived Emergency	3	1.83	8 h 34m	5.0	09:31	
35 Human - Accidental (alarm ac...	1	0.61	1 h 3m	3.0	11:14	
36 Authorized controlled burning...	3	1.83	9 h 53m	6.0	11:40	
37 CO false alarm - perceived em...	2	1.22	9 h 36m	5.0	11:25	
38 CO false alarm - equipment m...	6	3.66	31 h 45m	5.7	12:40	
41 Gas Leak - Natural Gas	2	1.22	48 h 30m	9.5	16:29	
45 Spill - Gasoline or Fuel	1	0.61	12 h 44m	14.0	14:50	
49 Ruptured Water, Steam Pipe	1	0.61	1 h 18m	3.0	10:35	
50 Power Lines Down/Arcing	1	0.61	16 h 10m	6.0	12:32	
53 CO incident, CO present (exc f...	2	1.22	32 h 5m	6.0	10:14	
61 Vehicle Extrication	2	1.22	32 h 12m	14.0	09:29	
62 Vehicle Collision	22	13.41	238 h 54m	10.4	12:30	
64 Commercial/Industrial Accident	1	0.61	23 h 44m	12.0	10:10	
698 Rescue no action required	5	3.05	39 h 53m	6.2	14:21	
702 CPR administered	7	4.27	45 h 54m	6.1	07:58	
76 Chest pains or suspected heart...	1	0.61	6 h 44m	7.0	14:02	
85 Vital signs absent, DOA	3	1.83	18 h 12m	7.7	06:17	
86 Alcohol or drug related	6	3.66	27 h 13m	6.0	06:53	
88 Accident or illness related - cu...	5	3.05	24 h 31m	7.6	10:57	
898 Medical/resuscitator call no ac...	18	10.98	34 h 2m	4.1	10:36	
89 Other Medical/Resuscitator Call	16	9.76	54 h 46m	5.0	11:01	
910 Assisting Other FD: Mutual Aid	3	1.83	165 h 23m	10.7	19:34	
913 Assisting Other FD: Other	1	0.61	2 h 18m	5.0		
92 Assistance to Police (exc 921 ...	1	0.61	12 h 54m	7.0		

83

Totals by Type
From Jan 1 25 to Dec 31 25

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time	\$ Loss
93 Assistance to Other Agencies (...)	1	0.61	78 h 59m	8.0	02:15	
96 Call cancelled on route	10	6.10	0 h 43m	0.2		
97 Incident not found	3	1.83	17 h 20m	8.0	14:14	
Total Number of Responses	164		1,675 h 12m	7.1	11:31	1,305,500
					\$\$ Saved:	7,340,000



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-02-26
Subject: Section 78, Yauch Drain, Request for Major Improvement

Recommendation:

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

That Council approve the request for the improvement of the Yauch Drain, dated January 21, 2026, submitted by (1) Kevin Kriter, Kriter Farms Ltd and (2) Mike Miller, 571419 Ont. Ltd.; And

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

Purpose:

The purpose of this report is to advise Council of, and to obtain approval for the two (2) Notice of Request for Drain Major Improvement, Section 78, dated January 21, 2026, for the Municipal Drain known as the Yauch Drain.

Background:

On January 21, 2026, two (2) Notice of Request for Drain Major Improvement were received from landowners affected by the Yauch Drain, indicating a request for improving or altering the drainage works. Owners indicate the desire to close the open drain to improve farm ability.

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

Financial Implications:

Cost to be determined by Spriet and Associates

Policies/Legislation:

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

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Yauch Drain, Section 78 Request for Drain Major Improvement - 2026-01-Drainage.docx
Attachments:	- Yauch Drain - Kriter Farms_Redacted.pdf - Yauch Drain - Miller_Redacted.pdf
Final Approval Date:	Feb 18, 2026

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

Robin Greenall

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

Re: Yauch Drain

(Name of Drain)

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

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

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

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

Owners wish to close open drain to improve farmability

Property Owners

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

Property Description

Con. 11 S Pt Lot 9 , Con.11 NW1/4 Lot 9

Ward or Geographic Township

Aldborough

Parcel Roll Number

3434 000 040 02700

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

Ownership

Corporation

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

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

Name of Signing Officer (Last, First Name) (Type/Print) Kriter , Kevin	Position Title President
--	------------------------------------

Name of Corporation Kriter Farms Ltd .
--

I have the authority to bind the Corporation. Signature 	Date (yyyy/mm/dd) 2020/01/21
--	--

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

Last Name Kriter	First Name Kevin	Middle Initial
----------------------------	----------------------------	----------------

Mailing Address

Unit Number	Street/Road Number 	Street/Road Name Silver Clay Line	PO Box
City/Town Rodney	Province On.	Postal Code N0L 2C0	
Telephone Number	Cell Phone Number (Optional) 	Email Address (Optional)	

To be completed by recipient municipality:

Notice filed this 5th day of FEBRUARY 20 26

Name of Clerk (Last, First Name) TOWSTINE, TERRI	Signature of Clerk 
--	--

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

Re: Yauch Drain

(Name of Drain)

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

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

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

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

Owners wish to close open drain to improve farmability

Property Owners

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

Property Description

Con. 11 Lot 8

Ward or Geographic Township

Aldborough

Parcel Roll Number

3434 000 040 02500

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

Ownership

Corporation

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

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

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

Miller , Mike

Position Title

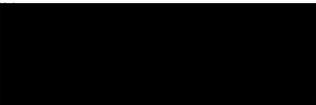
President

Name of Corporation

571419 Ont. Ltd

I have the authority to bind the Corporation.

Signature



Date (yyyy/mm/dd)

2026/01/21

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

Last Name

Miller

First Name

Mike

Middle Initial

Mailing Address

Unit Number

Street/Road Number



Street/Road Name

Silver Clay Line

PO Box

City/Town

Rodney

Province

On.

Postal Code

N0L 2C0

Telephone Number

Cell Phone Number (Optional)



Email Address (Optional)

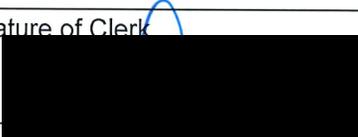
To be completed by recipient municipality:

Notice filed this 5th day of FEBRUARY 20 26

Name of Clerk (Last, First Name)

TOWSTIUC , TERRI

Signature of Clerk





Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-02-26
Subject: Government Drain No. 1 North, Tender Results

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk, re: Tender Results, Government Drain No. 1 North; and

That Council approves the low tender submission from J&L Henderson Ltd., in the amount of \$120,028.31 (HST included).

Purpose:

The purpose of this report is to receive Council approval for the tender of the Government Drain No. 1 North.

Background:

At the December 18, 2025, Consideration meeting for the Government Drain No. 1 North, Council authorized staff to initiate the tender process. The Drainage Superintendent initiated the process, with a closing date of January 28, 2026, at 11:00am. Drainage Superintendent Tom Mohan and Dave Charron, Manager of Infrastructure & Development, were both present for the opening of the following tenders, with the following tenders received:

1. Compact Works Excavation Ltd, total tender price \$338,028.20 (HST included)
2. Timmermans Drainage & Excavation, total tender price \$191,237.81 (HST included)
3. J&L Henderson Limited, total tender price \$120,028.31(HST included)
4. Monden Excavating Ltd. total tender price \$215,830 (HST included)
5. McNally Excavating total tender price \$182,721.00 (HST included)

Staff are recommending the low tender submission from J&L Henderson for approval, with a cost of \$106,218.74 plus \$13,808.57 HST for a total cost of \$120,028.31.

Financial Implications:

Total tender price \$120,028.31.

Policies/Legislation:

The Drainage Act

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Drain Tender Results, Government Drain No. 1 North - 2026-02-Drainage.docx
Attachments:	
Final Approval Date:	Feb 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-02-26
Subject: 2026 Gravel Maintenance

Recommendation:

That West Elgin Council hereby receives the report from Dave Charron, Manager of Infrastructure and Development; re: 2026 Maintenance Gravel; and

That West Elgin Council authorizes a tender from Johnston Bros. Ltd. at the price of \$344,400.00 plus applicable taxes to cover supply and application for the 2026 season.

Purpose:

To provide Council with a proposed supply arrangement of West Elgin's 2026 maintenance gravel.

Background:

West Elgin put out a tender for the supply/haul of maintenance gravel to be used on the municipal road network. The quantity of gravel has ranged between 15,000 – 20,000 tonnes in recent years and is based on lane kms to be spread, as well as capital project requirements. Johnston Bros. Ltd, a local aggregate supplier with pits on Johnston Line in West Elgin, have been the successful bidder of this tender for many years.

Johnston Bros. Ltd was the sole applicant for the 2026 gravel tender. In 2025, they offered West Elgin an extension of their 2024 pricing with no increase at \$22.58/tonne. In 2026, a tender was sent out on January 12th and opened on February 5th once closed. Johnston Bros. Ltd tendered a price of \$22.96/tonne.

Maintenance gravel is the single largest expenditure public works will make during the fiscal year. West Elgin received one response to the 2026 tender which came in at \$344,400.00 based on 15,000 tonnes at a price of \$22.96/tonne. The previous 5 years, barring the price extension in 2025, have shown that yearly price increases should be expected, with increases ranging between \$1.00 - \$2.46 /tonne. The current tender reflects an increase of \$0.38/tonne, which is well below increases in previous years.

2021 - \$17.49/tonne

2022 - \$19.95/tonne

2023 - \$21.58/tonne

2024 - \$22.58/tonne
 2025 - \$22.58/tonne
 2026 - \$22.96/tonne

Financial Implications:

The supplied quantity and pricing would still be subject to final approval in the 2026 budget process.

Policies/Legislation:

None

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	2026 Maintenance Gravel - 2026-08-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Feb 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-02-26
Subject: 2026 Dust Suppressant Tender Results

Recommendation:

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

That West Elgin Council hereby grants pre-budget approval in the amount of \$249,800.00 plus applicable taxes as submitted by Newman Petroleum (1998) Inc. of Clinton, ON for supply and application of dust suppressant during the 2026 season.

Purpose:

To accept the quote from Newman Petroleum (1998) Inc. for the supply, haul and spread of approx. 2,000,000 liters of natural dust suppressant.

Background:

Four quotes for dust suppressant services were received by the deadline of February 5th, 2026, and are listed below (before applicable taxes) –

1. Pollard Distribution Inc.	\$258,000.00
2. Da-Lee Group	\$346,000.00
3. Eastern Salt Solutions.	\$216,000.00
4. Newman Petroleum (1998) Inc.	\$249,800.00

The 2026 dust suppressant tender received interest from four suppliers, as listed above. Upon review, three of four submissions met tender requirements for a dust suppressant solution containing a minimum of calcium and magnesium by mass of 20%. Of the three submissions which met all tender requirements, the price of \$249,800.00 from Newman Petroleum (1998) Inc. was lowest. For these reasons, staff recommend awarding the 2026 dust suppressant tender to Newman Petroleum (1998) Inc. of Clinton, ON.

Financial Implications:

The above noted dust suppressant costs will be included in the 2026 draft West Elgin Operating Budget.

Policies/Legislation:

None

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	Brine Contract Award - 2026-07-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Feb 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-02-26
Subject: 2026 Macleod Court Assumption

Recommendation:

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

That West Elgin Council authorizes the dedication of the lands described as Macleod Court (PIN 35113-0844) as part of the municipal highway system, And.

That West Elgin Council authorizes the Mayor and Clerk to sign By-Law 2026-11 to give effect to this decision.

Purpose:

To provide the West Elgin Council with information to support the recommendation to take assumption of the lands as described as Macleod Court as part of the Municipal Highway System.

Background:

On November 28th, 2023, Elgin County Council approved Draft Plan File No. 34T-WE2302 consisting of Lots 336 to 339, RP 75, and part of Lots 7 and 110, RP 199 formerly in the Town of West Lorne now in the Municipality of West Elgin. The development became known municipally as Macleod Court.

The development agreement between the Municipality of West Elgin and Donwest Construction LTD. was made on January 25th, 2024. The agreement required the Developer to design and construct municipal services, including roadways, in accordance with the terms of the agreements and standards current to the time of construction.

As part of the development agreement, the roadway identified as Macleod Court, as shown in Schedule "A," was to be conveyed to the Municipality for the use as a public highway.

As shown in Schedule "B," a Certificate of Completion was issued to the Municipality on September 23rd, 2024. The Municipality of West Elgin issued correspondence confirming Acceptance of Service on November 27th, 2024, with a confirmed date of expiration of November 27th, 2025.

Financial Implications:

All costs associated with the design and construction of the roadway were borne by the Developer in accordance with the Development Agreement.

Upon dedication, the Municipality will assume responsibility for the ongoing maintenance, repair, and lifecycle replacement of the roadway infrastructure. These costs will be incorporated into the Municipality’s annual operating and capital budgets.

There is no immediate capital costs to the Municipality associated with the dedication of these lands as a public highway.

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:	2026 Macleod Court Assumption - 2026-10-Infrastructure Development.docx
Attachments:	<ul style="list-style-type: none">- Macleod Court 2026 Schedule A.pdf- Macleod Court 2026 Schedule B.pdf- By-law 2026- 11 Macleod Court.pdf
Final Approval Date:	Feb 19, 2026

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

Robin Greenall

ROAD ALLOWANCE BETWEEN LOTS 18 AND 19

COUNTY ROAD No. 76

GRAHAM STREET
(20.117 WIDE - REGISTERED PLAN 75)

NOTES

- (1) - BEARINGS ARE GRID, DERIVED ON GPS OBSERVATIONS ON MONUMENTS "A" AND "B" SHOWN HEREON HAVING A GRID BEARING OF N 42° 19' 40" W (UTM, ZONE 17, NAD83 CSRS)
- (2) - DISTANCES SHOWN ON THIS PLAN ARE GROUND DISTANCES AND CAN BE CONVERTED TO GRID DISTANCES BY MULTIPLYING BY 0.999613443
- (3) - ALL BARS SET ARE IB'S UNLESS OTHERWISE NOTED

COORDINATE SCHEDULE

ALL COORDINATES ARE IN METRES AND WERE DERIVED FROM GPS OBSERVATIONS USING THE CAN-NET NETWORK, UTM ZONE 17 (81° WEST LONGITUDE) NAD83 (CSRS) (2010)
COORDINATE VALUES ARE TO URBAN ACCURACY AS PER SEC. 14 (2) OF O. REG. 216/10

POINT	NORTHING	EASTING
A	4717396.238	449651.190
B	4717266.236	449769.598

COORDINATES CANNOT, IN THEMSELVES, BE USED TO RE-ESTABLISH CORNERS OR BOUNDARIES SHOWN ON THIS PLAN

CURVE SCHEDULE

CURVE	LOT	ARC	RADIUS	BEARING	CHORD
C1	2	10.959	20.000	N 34° 40' 20" E	10.823
C2	3	10.072	20.000	N 87° 47' 50" E	9.966
C3	4	9.208	20.000	N 87° 35' 10" W	9.127
C4	5	11.020	20.000	N 58° 36' 40" W	10.881
C5	6	12.463	20.000	N 24° 58' 20" W	12.263
C6	7	9.211	20.000	N 05° 04' 25" E	9.130
C7	8	8.974	20.000	N 32° 07' 15" E	8.899
C8	9	10.959	20.000	N 60° 40' 20" E	10.823

PLAN 11M - 269

CERTIFICATE OF REGISTRATION

I CERTIFY THAT THIS PLAN IS REGISTERED IN THE LAND REGISTRY OFFICE FOR THE LAND TITLES DIVISION FOR ELGIN (No. 11) AT 10:08 O'CLOCK ON THE 26 DAY OF June, 2024 AND ENTERED IN THE PARCEL REGISTER(S) FOR ALL OF P.L.N. 35113-0828 AND THE REQUIRED CONSENTS ARE REGISTERED AS PLAN DOCUMENT No. CT 242,702

E. Saville
REPRESENTATIVE FOR THE LAND REGISTRAR

THIS PLAN COMPRISES ALL OF P.L.N. 35113-0828

PLAN OF SUBDIVISION OF
LOTS 336, 337, 338 AND 339
REGISTERED PLAN 75
PART OF LOTS 7 AND 110
REGISTERED PLAN 199
(FORMER VILLAGE OF WEST LORNE)
MUNICIPALITY OF WEST ELGIN
COUNTY OF ELGIN

SCALE 1:300
METRIC DISTANCES AND COORDINATES SHOWN ON THIS PLAN ARE IN METRES AND CAN BE CONVERTED TO FEET BY DIVIDING BY 0.3048

KIM HUSTED SURVEYING LTD.

SURVEYOR'S CERTIFICATE

- I CERTIFY THAT
- (1) - THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEYS ACT, THE SURVEYORS ACT AND THE LAND TITLES ACT AND THE REGULATIONS MADE UNDER THEM
 - (2) - THIS SURVEY WAS COMPLETED ON THE 15th DAY OF NOVEMBER, 2023.

NOVEMBER 30, 2023
DATE

Jamie Dockey
JAMIE G. DOCKY
ONTARIO LAND SURVEYOR

THIS PLAN OF SURVEY RELATES TO AOLS PLAN SUBMISSION FORM NUMBER V-71805.

OWNER'S CERTIFICATE

- I CERTIFY THAT
- (1) - LOTS 1 TO 10 BOTH INCLUSIVE AND THE 0.30 RESERVE BLOCKS 11 & 12 AND THE STREET NAMED MACLEOD COURT HAVE BEEN LAID OUT IN ACCORDANCE TO OUR INSTRUCTIONS
 - (2) - THE STREET NAMED MACLEOD COURT IS HERBY DEDICATED TO THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN AS A PUBLIC HIGHWAY

FEBRUARY 16, 2024
DATE

Jason McWhirter
JASON MCWHIRTER
PRESIDENT
DONWEST CONSTRUCTION LIMITED
"I HAVE THE AUTHORITY TO BIND THE CORPORATION"

THIS FINAL PLAN OF SUBDIVISION IS APPROVED BY THE COUNTY OF ELGIN UNDER SECTION 51 (5B) OF THE PLANNING ACT, R.S.O. 1990,
ON THIS 21 DAY OF May, 2024.

Nicholas Loeber
NICHOLAS LOEBER
DIRECTOR OF LEGAL SERVICES
APPROVAL AUTHORITY FOR THE COUNTY OF ELGIN

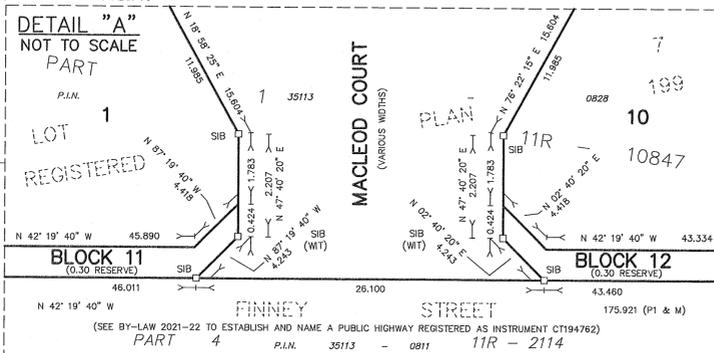
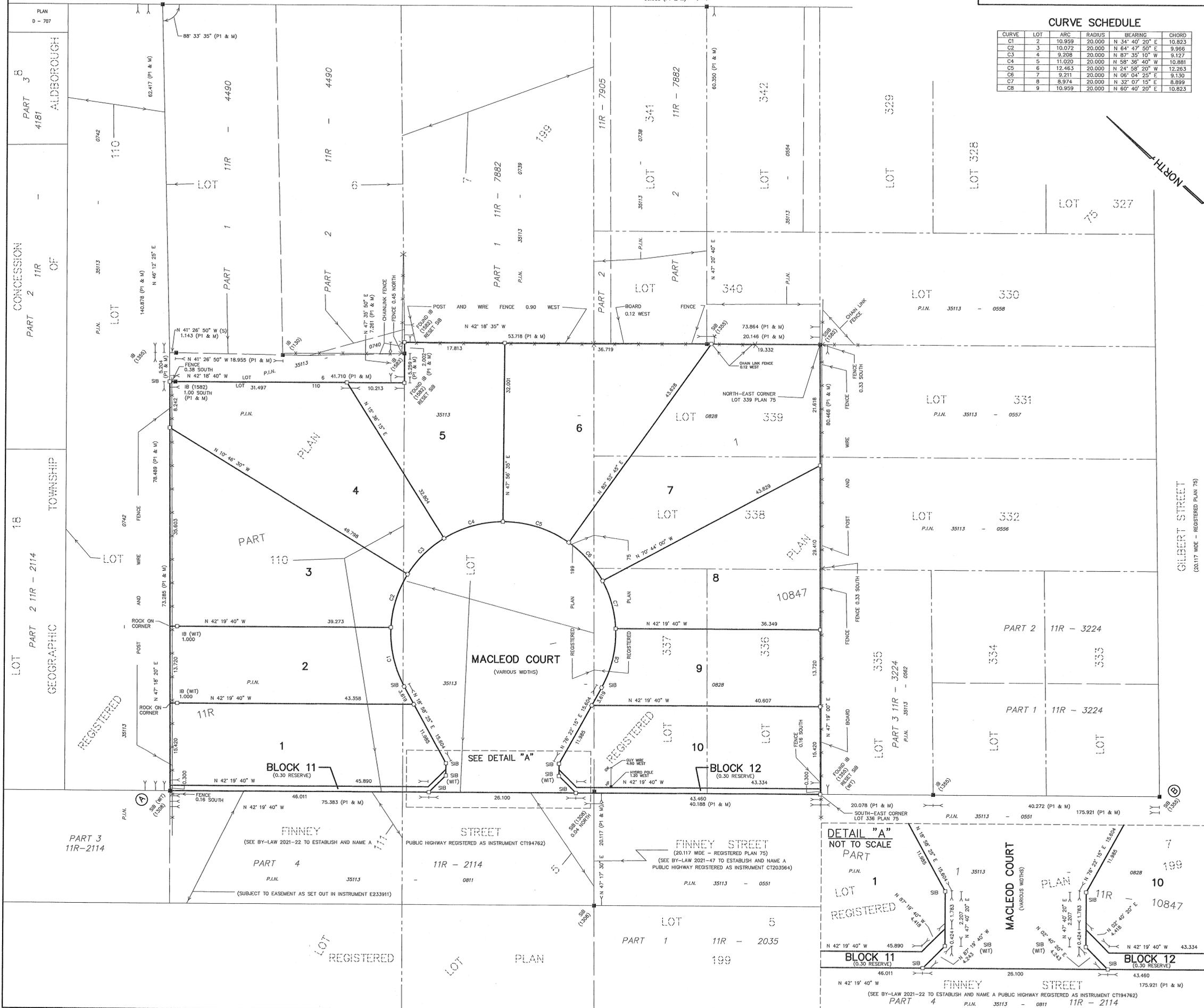
LEGEND

- DENOTES SURVEY MONUMENT FOUND
- DENOTES SURVEY MONUMENT SET
- SIB DENOTES STANDARD IRON BAR
- SSIB DENOTES SHORT STANDARD IRON BAR
- IB DENOTES IRON BAR
- (WT.) DENOTES WITNESS
- (1306) DENOTES R.W. ROBERTSON O.L.S.
- (1355) DENOTES B. VAUGHAN O.L.S.
- (1582) DENOTES KIM HUSTED SURVEYING LTD.
- (P1) DENOTES DEPOSITED PLAN 11R-10847
- (M) DENOTES MEASURED
- (S) DENOTES SET
- P.L.N. DENOTES PROPERTY IDENTIFIER NUMBER
- IB DENOTES HYDRO POLE
- W DENOTES GUY WIRE

FINNEY STREET SUBDIVISION

KIM HUSTED SURVEYING LTD.
ONTARIO LAND SURVEYOR
30 HARVEY STREET, TILLSBURG ONTARIO, N4G 3J8
PHONE: 519-842-3638 FAX: 519-842-3639

PROJECT: 23-18737M DONWEST CONSTRUCTION LIMITED REF: DWG, RDH
FINNEY STREET SUBDIVISION HF1 CKD, JGD



27 November 2025

21029

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

RE: MACLEOD COURT SUBDIVISION
MUNICIPALITY OF WEST ELGIN
PLANNING FILE # 34T-WE2301
REQUEST FOR ISSUANCE OF CERTIFICATE OF ASSUMPTION

ATTENTION: MS. TERRI TWOSTIUC, CLERK

Dear Ms. Twostiuc:

On behalf our client Donwest, CJDL provided a Certificate of Completion on 23 September 2024 requesting the Acceptance of all underground services, Road Base, Base Asphalt and Curbs. On 27 November 2024 the Municipality of West Elgin issued correspondence confirming Acceptance of Services and confirming the date of the expiration of the 1 year warranty period to be 27 November 2025.

Donwest hereby requests the Certificate of Assumption for the above noted Subdivision.

Your office completed a deficiency inspection on 20 August 2025. Since that time, the Developer has worked with contractors to complete necessary repair works, as identified, and all work is confirmed to be satisfactorily completed. Curbs were repaired by Autoform in September 2025 and Surface Asphalt was placed by Dufferin Construction on 8 October 2025.

As-constructed drawings, Quality Assurance Records (Granular and HL8 Base Asphalt) and CCTV Video Inspection of underground works were provided to your office on 23 September 2024 by CJDL. Appended to this correspondence is the Quality Assurance record for the HL3 Surface Asphalt placed on 8 October 2025.

Donwest also requests the following:

1. That the Municipal Council pass a by-law to assume all services provided within the Subdivision Agreement.
2. That the remainder of security (\$72,179) being held by the Municipality of West Elgin be returned to Donwest.

**

**

**

If there are any questions, or if further information is required, please do not hesitate to contact this office.

Yours very truly,



Deren Lyle, P. Eng.

LJP/ljp

c.c. Mr. Jason McWhirter, President, Donwest Construction Limited
Mr. Lyndsay van Dixhoorn, Vice President, Donwest Construction Limited
Mr. David Charron, Manager of Infrastructure and Development, West Elgin



ASPHALTIC CONCRETE QUALITY CONTROL REPORT

EXP Services Inc.

15701 Robin's Hill Road
London, ON N5V 0A5
tel: 519.963.3000
fax: 519.963.1152

405 Maple Grove Rd., Unit 6
Cambridge, ON N3E 1B6
tel: 519.650.4918
fax: 519.650.4603

2199 Blackacre Drive, Unit 600
Oldcastle (Windsor), ON N0R 1L0
tel: 519.737.0588
fax: 519.737.0751

265 Front Street North, Suite 411G
Sarnia, ON N7T 7X1
tel: 519.332.1550
fax: 519.332.5662

Site Information:

Report No.: 2025-1

ProjectNumber LON-24001620-B0 ProjectName McCleod Court - 290 Finney Street, West Lorne, ON

Location: 290 Finney Street
West Lorne, ON

Contractor: Dufferin

Contract No.:

Mix Supplier: Dufferin (London)

MixType HL 3 R15 (2025)

Field Data:

Sampling Date/Time: Oct 8, 2025 at 10:10am

Sampled By: C. Douglas

Sample Temperature (°C): 150

Appearance (D.M.R.VR. Other):

SampleLocation McCleod Court, westbound lane in front of MN 9

Laboratory Report:

Laboratory Sample No.: 25-367

Date Tested: October 10, 2025

EXTRACTION/GRADATION			MIX PROPERTIES		
Sieve Size	Percent Passing		Test	Job Mix Specification	Sample
	JMF	Sample			
26.5 mm	100.0	100	Air Voids (%)	4.2	2.2 *
19.0 mm	100.0	100	VMA uncorr. (%)	15.3	13.9
16.0 mm	100.0	100			
13.2 mm	98.2	99.3	Bulk Relative Density (kg/m ³)	2368	2418
9.5 mm	84.4	82.7			
4.75 mm	57.4	58.4	Stability (N)	10632	11129
2.36 mm	47.9	49.8			
1.18 mm	39.5	39.0	Flow (0.25 mm)	8.2	10.7
600 µm	30.0	28.2			
300 µm	16.3	16.0	Max. Relative Density (kg/m ³)	2471	2473
150 µm	5.7	6.4			
75 µm	3.8	3.7	# OUT OF SPECIFICATION * OUT OF JOB MIX FORMULA		
AC Content (%)	5.00	5.38 *			

Comments: VMA is for informational purposes only.

The sample gradation meets mix design tolerances as per OPSS 310.

Asphalt cement content is high and considered borderline as per OPSS 310.

Air voids are low and considered borderline as per OPSS 310.

Borderline results do not impact the acceptability of the material tested. It is provided for informational purposes only, to assist the asphalt supplier in reviewing their plant production.

Distribution Donwest Custom Homes - Lloyd Perrin

lperrin@cjd leng.com

D. Speller, P. Eng.
exp Services Inc.
Geotechnical Division



IN-PLACE DENSITY MEASUREMENTS

EXP Services Inc.

15701 Robin's Hill Road
London, ON N5V 0A5
tel: 519.963.3000
fax: 519.963.1152

405 Maple Grove Rd., Unit 6
Cambridge, ON N3E 1B6
tel: 519.650.4918
fax: 519.650.4603

2199 Blackacre Drive, Unit 600
Oldcastle (Windsor), ON N0R 1L0
tel: 519.737.0588
fax: 519.737.0751

265 Front Street North, Suite 411G
Sarnia, ON N7T 7X1
tel: 519.332.1550
fax: 519.332.5662

Project No.: LON-24001620-B0 100	Report No.: 2025-1
Project Name: McCleod Court - 290 Finney Street, West Lorne, ON	Date Tested: Oct 08, 2025
Project Location: 290 Finney Street West Lorne, ON	Contractor: Dufferin

Additional Site Information:	
Compaction Equipment: ride on smooth drum roller + pneumatic rubber tire	Weather: <u>Partly Cloudy</u>
Location of Testing: Surface Asphalt - McCleod Court	Temperature: <u>+16</u> °C
	Lift Thickness: <u>N/W</u> mm

Type of Material Tested	Material / Soil Description	Optimum Moisture Content (%)	Reference Density (kg/m ³) <small>Opt. / Stone Corr.</small>	Source of Reference Density	Specified Compaction Level (%)	Test Results (pass/fail)
Surface Asphalt	HL3 R15		2471	Mix Design	92	Pass

Comments: Nuclear results are considered as approximate measurements of insitu density conditions at the test elevation and location indicated. Results based on estimated reference densities are subject to change after actual laboratory density values are obtained. Asphalt densities by nuclear gauge may be higher or lower than the actual density determined by asphalt cores.

TEST RESULTS GENERALLY MEET SPECIFICATION
 VARIABLE TEST RESULTS - AT & BELOW SPECIFICATION

Preliminary Report left on site with
 TEST RESULTS GENERALLY BELOW SPECIFICATION

Sample(s) Obtained for Laboratory Analysis
 Soil Moisture Content Requires Adjustments

Additional Compaction Recommended

Asphalt Flushing/Bleeding Noted

Asphalt Surface Segregation/Cracking Noted

Contact EXP for Retesting

Additional Notes:

Report Distribution:
Donwest Custom Homes - Lloyd Perrin lperrin@cjd leng.com

Site Inspector:
C. Douglas

D. Speller, P. Eng.
EXP Services Inc.
Geotechnical Division



MUNICIPALITY OF
West Elgin

THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-11

Being a By-Law to dedicate and establish lands as a Public Highway to be known as Macleod Court (PIN 35113-0844)

WHEREAS Subsection 11 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws with respect to highways within its jurisdiction including a by-law to establish and name a highway for public use;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deems it expedient to confirm its jurisdiction and to establish the lands as part of the municipal highway system and to name the highways as described herein;

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

1. That the lands described as PIN 35113-0844 (Macleod Court) are established as part of the municipal highway system.
2. That this by-law shall come into force and effect immediately upon the final passing thereof.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-02-26
Subject: Amendments to By-law 95-56, Additions of Stop Signs

Recommendation:

That West Elgin Council hereby receives the Amendments to By-Law 95-56 -Addition of Stop Signs report from Dave Charron, Manager of Infrastructure and Development, And

That Council approves the installation of a stop sign on MacLeod Court at its intersection with Finney Street; and

That Council adopts By-law 2026-02 to amend the Municipality's Traffic and Parking By-law 95-56 to reflect this change.

Purpose:

The purpose of this report is to provide Council with information to support the recommendation to approve the installation of a stop sign on newly constructed MacLeod Court at its intersection with Finney Street, and to authorize an amendment to the Municipality's Traffic and Parking By-law to ensure the stop sign is enforceable.

Background:

Don West has recently completed the construction of MacLeod Court, which forms part of a new subdivision. As part of the commissioning and assumption of new municipal infrastructure, appropriate traffic control measures must be established to ensure safe and efficient traffic operations.

Traffic control signage, including stop signs, are required to clearly define right-of-way at intersections and to support the safe integration of new roadways into the existing municipal transportation network.

This recommendation is consistent with municipal roadway design standards and best practices outlined in the Ontario Traffic Manual published by the Ministry of Transportation of Ontario.

The installation of a stop sign will:

- Establish clear right-of-way at the intersection;
- Improve safety for motorists, pedestrians, and cyclists;
- Ensure compliance with municipal and provincial traffic control standards; and
- Support the safe operation of the roadway as development and traffic volumes increase.

As this roadway is newly constructed, the installation of appropriate traffic control signage is a proactive measure to ensure safe traffic operations from the outset.

Under the Highway Traffic Act, stop signs must be authorized through municipal by-law in order to be enforceable.

Financial Implications:

Time and Material to install the sign with internal staff.

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



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-02-26
Subject: Game On: Youth Sport Drop In

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Game On: Youth Sport Drop In; And

That Council hereby approve a fee waiver for the program, to be conducted on Friday March 20, 2026, in collaboration with the West Elgin Community Health Center.

Purpose:

The purpose of this report is to seek Council approval for the establishment of a free Youth Sport Drop-In Program to be conducted on Friday March 20th, during the March Break and the waiving of facility rental costs to support inclusion, accessibility, and youth engagement within the community.

Background:

The Municipality continues to identify youth engagement, physical activity, and community well-being as strategic priorities. Feedback from residents, community organizations, and youth participants indicates that cost can be a significant barrier to participation in organized sport and recreation opportunities.

Drop-in sport programs provide flexible, low-commitment opportunities for young people to participate in physical activity, build social connections, and develop positive life skills in a safe and supervised environment. During the March Break there are a lack of programs for older youth to participate in.

This program will be considered a pilot project, to gauge residents' interest for potential further collaboration and program offerings. There are currently no other activities taking place at the Recreation Center on the proposed day.

Program Overview

The proposed Youth Sport Drop-In Program for March 20 would include:

- Offer free, non-competitive sport and physical activity programming
- Offer two different sports during each drop-in time slot

- Be open to youth within the designated age range (e.g., Grade 6 to Grade 12)
- Operate at The Rodney Recreation Centre
- Be facilitated by Municipality of West Elgin Communications and Recreation Coordinator and the West Elgin Community Health Centre Youth Coordinator
- Run on a schedule during the day on Friday March 20th, 2026

Sports and activities may include basketball, soccer, volleyball, and floor hockey.

Programming Schedule

- Session 1: 9:30 am to 11:30 am – Grades 6, 7, and 8
- Session 2: 1:30pm to 3:30pm – Grades 9, 10, 11, and 12

Financial Implications:

Recreation Centre Main Floor Rental Fee = 50.00 x 4.0 (hours) = \$200.00

Insurance Fee = 4.00\$ x 4.0 (4 hours) = \$16.00

Tax = \$26.00

Toal Fee = \$242.00

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 Towstiuic, Dipl. M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Game On, Youth Sport Drop In - 2026-06-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Feb 18, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2026-02-26

Subject: West Elgin Economic Development Committee 2026 Project Plans

Recommendation:

That West Elgin Council hereby receives the West Elgin Economic Development Committee report from Pam Wardel, Chair and Robin Greenall, CAO, And

That Council consider incorporating the proposed Economic Development project costs as part of the 2026 Operational Budget, And

That Council approves the Committee to spend up to \$300.00 to support a first quarter West Elgin Business networking event tentatively scheduled for late March 2026.

Purpose:

The purpose of this report is to provide Council with information of the 2026 activities the West Elgin Economic Development Committee proposed for the 2026, and request Council's consideration of funding these programs as part of the 2026 operating budget.

Background:

In 2024 Council appointed community members to the Economic Development committee to support Council to meet its Strategic Goals of

The current Committee consists of two members of the West Elgin Council, 4 Community members and is supported by one member of the Administration.

The Committee proposes the following projects for the year 2026 to support Council to address the West Elgin Strategic goal and objectives for Economic Development.

Goal: To ensure a strong economy that supports growth and maintains a lower cost of living.

Objective 3.1 Attract more small businesses, retail, and industry to West Elgin

Objective 3.2 Explore transportation services to St. Thomas

Objective 3.3 Enhance the view of West Elgin as a tourism destination

West Elgin Business Networking events – “Business After 5” - the committee is proposing 2 -4 networking events throughout the year. The purpose of the events is to provide an opportunity for local business owners to meet, to share and promote their services, learn about resources to support their business goals and for the Municipality and Committee to better understand the demands and needs of operating in a rural community. The Committee will host the first few

events, with the goal that events could be hosted at different local business establishments. Estimated cost to host multiple events \$500 - \$800.

West Elgin Business mapping – the committee proposes the development of promotional paper-based business map to highlight the various businesses across West Elgin. The committee will distribute the promotional material to local businesses and social gathering spaces, to be shared with residents and tourists. The committee requests the municipality fund the startup cost to design and print the initial promotional material, with the goal that through purchased advertisement the business map will become self-funded. Estimated cost to design and print \$5000.00.

Cultivating our Successes Events – the committee recommends that West Elgin continues to support the County of Elgin’s Cultivating our Success Events. The County has historically hosted two events, one in the Spring and Fall of each year. The events provide networking and learning opportunities for businesses across Elgin County. Cost to sponsor two events - \$2,000.

Small Farm business Tour. The Economic Development Committee would like to host a Small Farm Business Tour. The Municipal delegations to the Ministry of Rural Ontario at the 2026 Rural Ontario Municipalities Association (ROMA) conference proposed the tour. The goal of the tour is to invite members of the provincial government to visit West Elgin and surrounding areas, to promote the value of the small farming industry and to share the challenges of the small farming experience. Local MPP’s and members of the MRA will be invited. Estimate cost of the tour is \$5,000 to \$10,000.

Business Welcome Packages – The committee would like to prepare a welcome resources package for new business owners. Packages include a list of resources and services to support their business operations. Estimated Cost of the packages \$500.

The committee asks that Council consider funding these projects as part of the 2026 Operating Budget except for funding for a Business Networking Event, tentatively planned for late March 2026. The Committee requests Council provide immediate funding of up to \$300 to support the set up and refreshments for the event tentatively planned for late March 2026.

Financial Implications:

Funding request to be considered at the 2026 budget deliberations.

Policies/Legislation:

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Pam Wardell, Chair of the Economic Development Committee
Robin Greenall, Chief Administrative Officer



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-02-26
Subject: 2026 Staffing Remuneration Adjustments

Recommendation:

That West Elgin Council hereby receives the 2026 Remuneration Adjustment report from R. Greenall, CAO, And

That West Elgin Council approves the 2026 wage band adjustments of 2.20% the October 2025 Statistics Canada Consumer Price Index (CPI) for All Goods, in accordance with H.R Policy 3.6 – Pay Administration, And

That West Elgin Council directs staff to conduct a Pay Equity review of all previously unionized positions to incorporate them into the established Pay Equity schedule.

Purpose:

The purpose of this report is to provide Council with information to support the 2026 wage adjustment recommendations.

Background:

In January 2023, West Elgin Council took a critical step toward modernizing its compensation practices by retaining a consultant to review its compensation program. This initiative resulted from a long-standing need to address issues surrounding pay equity, internal equity, and market competitiveness—areas that had not been reviewed since 2015.

In January 2024, the Consultant met with staff to refine project objectives and finalize tools, systems, comparators, and processes. To ensure the accuracy of their evaluation, updated job descriptions were reviewed and revised to reflect current job duties and qualifications. A new 12-factor Job Evaluation System was introduced, designed to measure skill, effort, responsibility, and working conditions. This system, widely used in the municipal sector, provided a standardized and equitable approach to evaluating all positions. It also ensured compliance with the Pay Equity Act by addressing historical and systemic pay differences.

The Consultant's analysis extended to a custom market study, comparing West Elgin's compensation with nine municipal organizations selected based on geographic proximity, scope of services, and organizational size. The findings revealed that, on aggregate, West Elgin

compensated employees below the 50th percentile of the competitive pay market. This gap was more pronounced in certain positions, underscoring the need for adjustments to the salary grid.

In 2024 Council adopted a Non-Union Employee Pay Policy policy that aligns with legislative requirements and supports the recruitment, retention, and motivation of qualified staff.

In parallel with the compensation review, the Council endorsed a Pay Administration Policy, which outlined procedures for annual adjustments to the pay grid, to maintain a fair and competitive compensation structure.

As per the Pay Administration Policy, annual adjustments are tied to the Statistics Canada October Price Index (CPI) for All Goods. For 2026 the October CPI was 2.2%. It is recommended that the CPI rate be applied to all positions as established in Schedule A. Annual CPI adjustments assist the municipality maintains its competitive wage schedule. Wage adjustments will apply to all positions listed within its' applicable band.

A comparison, 2026 wage adjustments as approved by lower tier municipalities in Elgin County:

Municipality	2026 Rate recommendation
Southwold	October CPI – 2.2% (plus adjustments)
Dutton Dunwich	September CPI – 2.4%
Malahide	September CPI – 2.4%
Aylmer	4%
Bayham	October CPI – 2.2%
County of Elgin	3%

In 2025 the union membership decertified, therefore eliminating a separate negotiated wage adjustment for affected positions. As these positions are now classified as non-union, therefore, it is recommended that the October CPI rate be applied to all positions as established in Schedule B. It is further recommended that the municipality conduct a pay equity review of these roles to incorporate all positions into one Pay Equity Schedule.

Council at its January 22, 2026, meeting approved the compensation rates for Seasonal employees. These rates included October 1, 2025, Ontario minimum wage rate change to \$17.60 per hour. Schedule C – Seasonal Employee Wage Rates is attached for Councils review.

Financial Implications:

Schedule A, B, and C provide the 2.2% adjusted rates for all West Elgin positions.

Policies/Legislation:

3.6 – HR – Pay Administration

West Elgin Pay Equity Policy

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input 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,

Robin Greenall
Chief Administrative Officer

Human Resources

Policy and Procedure Manual

Title: Pay Administration	
Number: HR 3.6	Type: Policy
Effective Date: December 19 2025	Last Review Date:
Approval: December 19 2025	Review Frequency: 4 Years
Applies to: All Non-Union Staff	

Purpose:

The purpose of this policy is to:

- Attract and retain qualified employees a fair, consistent, and competitive pay program.
- Comply with the Ontario Pay Equity Act and promote the concept of equal pay for work of equal value.
- Achieve all three pay equities: internal, external (market check) and statutory.
- Interpret and apply the policy in a manner consistent with all applicable employment statutes including the Human Rights Code and Employment Standards Act.
- Establish and maintain annual pay bands.
- Outline how staff can earn pay increases through step movements and annual adjustment through performance reviews.
- Establish and maintain a consistent job evaluation process.
- Maintain updated job descriptions.
- Describe all significant pay administration procedures.

Application:

This policy applies to all non-union employees of the Municipality of West Elgin immediately upon hire.

Responsibility:

The CAO, under the direction from Council will

- Implement, administer and monitor this policy
- Recommend to Council, amendments to this policy, which must be approved by Council.
- Ensure all pay increases under this policy are appropriately budgeted for and subject to the finances of the Municipality of West Elgin.
- Conduct a formal review of this policy every four years and bring any recommendations to Council for approval.

Policy:**Pay Band System**

- Most non-union Municipality of West Elgin positions are included in the pay band system. Certain Contract, Seasonal and Student positions are excluded.
- The Municipality uses a job evaluation methodology to score positions.
- When scoring positions, it is important to ensure that the position and not an employee in the position is being scored.
- All positions included in the pay band system are evaluated and scored based on a range from 250 to 1180.
- The score range is divided into 12 Pay Bands, with 1 being the lowest point range (250 to 299) and 12 being the highest point range (1075 to 1180).
- Based on the score out of 1180, each position is assigned to the corresponding pay band.
- Each pay band has six (6) steps. Each step increases by 4% over the previous step as illustrated below:
 - Step 1 – Base Rate (82.193% of the job rate)
 - Step 2 – 4% increase (85.480% of the job rate)
 - Step 3 – 4% increase (88.900% of the job rate)
 - Step 4 – 4% increase (92.456% of the job rate)
 - Step 5 – 4% increase (96.154% of the job rate)
 - Step 6 – 4% increase (100%) Job rate (highest rate)
- Each step on the pay grid is expressed as an hourly rate which excludes all benefits.
- All hourly paid staff are paid at the hourly rate at their assigned step.
- All salaried staff are paid an annual salary at their assigned step.
- All staff are at a certain full step at any time. Placement at partial steps or outside their pay band is not permitted.
- New staff will normally be hired at Step 1 (Base Rate). If the new hire has experience and/or qualifications for the position, the person can be hired at a higher rate subject to CAO approval. No staff should be hired at a rate below the base rate or above job rate for the position.
- Supervisors and Department Heads shall not promise any starting pay or pay increases to prospective staff or existing staff until approved by the CAO.

The Job Evaluation Process for New Positions

If a new position is created the following procedures are followed:

- A Job Description (JD) in the standard format is created by the Department Head.
- The new JD is then submitted to the CAO for consideration and approval.

- The job evaluation (score) of the position will be determined by the CAO (with assistance from an external consultant if needed) using the West Elgin Job Evaluation tool.
- The Job Description and wage grid placement for the position is submitted to Council for approval.
- The new position will be placed in the appropriate pay band based on the score from the job evaluation.
- Upon hiring, and at regular intervals, the incumbent and department head should review and sign the JD and the signed copy will be placed in the incumbent's personnel file.

The Job Evaluation Process for Existing Positions

If the duties and/or responsibilities of an existing job change substantially the following procedures are followed:

- A Job Description (JD), in the standard format, is updated by the Department Head.
- The revised JD is then submitted to the CAO for consideration and approval.
- The job evaluation (score) of the position will be determined by the CAO (with assistance from an external consultant if needed) using the West Elgin Job Evaluation tool.
- The revised JD and pay grid placement is submitted to Council for approval.
- The incumbent in the existing job and the department head will sign the JD and the signed copy will be placed in the incumbent's personnel file.
- The revised position will be placed in the pay band based on the new score from the Job Evaluation process. The step placement will be dependent on the incumbent's experience and qualifications. Any position changes that result in reclassification in the pay grid should be reviewed and approved prior to budget approval.
- Every employee has the right to review the evaluation of their position and placement in the West Elgin Pay Grid. To initiate a review, the employee should contact the CAO.

The Job Description (JD) Ongoing Maintenance

- A complete and accurate JD in the standard format will be maintained for all positions.
- The JD will be reviewed and updated each year during the annual performance review.
- All changes to a JD will be approved by the affected staff member, the appropriate supervisor, and the CAO. A copy of the approved job description will be kept in the staff member's personnel file.
- The current approved job descriptions will be used to evaluate all positions for statutory pay equity and pay banding purposes.

Performance Reviews

- Performance reviews are conducted annually within 1 month of the Employee's anniversary date to determine eligibility for a potential anniversary date step increase and annual adjustment.
- Pay reviews are conducted at the same time as annual performance reviews.
- All pay increases (either a step movement or annual adjustment) require at least satisfactory performance.
- Employees with performance issues may have their pay increase (step movement and/or annual adjustment) held back and a performance improvement plan (PIP) implemented. PIPs are usually for three months. The affected employees will not receive their pay increase until their performance improves. Any subsequent pay increase will not be retroactive.

Pay Band Annual Adjustment

- Each year on January 1 the entire pay grid may be adjusted by a % using an established formula. The formula used is the annual Statistics Canada Ontario CPI Ontario for all goods for the 12 months ended October 31 each year.
- The job rate will increase by the annual adjustment and the other five steps calculated as a % of the job rate.
- The annual adjustment is not automatic each year. It depends on the Municipalities finances and affordability and is subject to annual Council approval.
- If the formula each year results in a negative % the pay grid will remain the same as the previous year. In the following year, the negative % will be netted against a positive %.
- If Council approves an annual adjustment, all staff with at least satisfactory performance in the latest Performance Review will have their pay increase by the amount of the increase in their step.

Pay Band Step Movements

- In addition to the annual pay band adjustments, staff are eligible for step movements (merit increases) through the pay band for their position based on satisfactory individual job performance and Council's overall budget approval.
- Satisfactory performance is defined as achieving annual goals and satisfactory performance of key measurables as arranged with the Department Head and/or CAO.
- New staff on probation are not eligible for a step movement. Once a new staff member successfully completes their probation, a step movement may be possible as set out in their employment agreement. All employment contracts are prepared by the CAO.
- Step movements take place on the anniversary date of their hire. After probation, to be eligible for the next step movement, the staff member must have at least six months employment in the old step.
- It is expected that the longer staff members work at their West Elgin job the more effective and efficient they become in their position. As a result, it is standard practice,

subject to Council overall budget approval and satisfactory individual job performance, to award one step movement per year of active employment until the staff member reaches the job rate in their pay band. If an individual has all active employment, they will normally reach the job rate in their pay band within five years of their start date.

- If a new staff member is hired at a rate higher than step 1, the number of years required to reach job rate is reduced accordingly.
- The pay rate for a position cannot exceed Step 6 (Job Rate) for a position.
- Part-time and casual staff members will earn a step movement in their pay band after accumulating the equivalent number of hour to a typical full-time position (ie. 2080 hours). For example, if a part time employee starts at step 1 on January 1, 2020, and works 1040 hours (50%) per year they will move to step 2 in their pay band on January 1, 2022, not January 1, 2021. This practice has been adopted to ensure consistency in step movements between full and part-time staff. Individual circumstances will be considered.
- Active employment is defined to mean working on the job. Time spent on any leave is deemed inactive employment and does not count towards qualifying for a pay band step movement. Examples of leaves are pregnancy, parental, short-term disability, or long-term disability. For example, an individual on a pregnancy and parental leave for one year (and no other leave) would achieve the job rate on their 5th Anniversary of employment with West Elgin, rather than on their 4th Anniversary. This rule of active employment may not apply to other West Elgin compensation entitlements such as vacation.
- Once a staff member has reached Step 6 (Job Rate) their pay rate is frozen at Step 6 (Job Rate), and they are eligible only for the approved annual adjustment and any approved market adjustment.
- All step movements require the approval of the CAO and the overall budget approval of Council.

Market Check

- Every four years the entire pay band grid will be compared to "the market" to ensure the Municipality is paying employees fairly and achieving external equity.
- The external wage market will be continually monitored for changes to determine whether a comprehensive market check should be completed before the four-year mark.
- The median (50th percentile) of the job rate of the comparators will be used. This comparison may involve contracting an external consultant to perform an independent market check. The council will approve the selection of comparators.
- The overall pay band may increase, decrease, or remain the same as the result of this comparison.
- No employee's pay will be reduced because of this exercise. However individual pay may be red circled until the pay band for their position catches up to their current pay.

Employees in this situation will not be eligible for the annual pay adjustment until their pay is equal to or exceeds the job rate in their band.

- Since West Elgin is achieving the three pay equities (external, internal and statutory) the job rate of individual pay bands will be close to market but may end up slightly above or slightly below the 50th percentile of the job rate of the comparators.
- The council will approve the market check and the implementation of the results.
- If the market check results in substantial pay increases these may be phased in over more than one year.

Temporary Market Adjustments

- Occasionally, due to extraordinary labour market conditions for certain skilled positions, a temporary market adjustment in addition to the pay at the appropriate step may be required.
- Temporary market adjustments will be awarded for a period of up to one year. All temporary market adjustments will be reviewed annually to see if they are still appropriate. The Statutory pay equity requirements of such an adjustment will be researched before proceeding.
- The temporary nature and related procedures of these market adjustments will be clearly communicated in writing to any staff member receiving such a pay award.
- All temporary market adjustments must be approved by Council.

Promotions

- Employees promoted to a different position that is evaluated at a higher pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by their Supervisor and approved by the CAO. The employee's new pay will not be less than their pay at the old position.
- After 180 days, an employee in a new position will have their job performance reviewed.

Demotions

- Employees demoted to a different position that is evaluated at a lower pay band than their present job, shall move to a step which reflects their degree of proficiency for the new position as recommended by their Supervisor and approved by the CAO.
- The employee's new pay may be less than their pay at the old position, however sufficient working notice with pay at their higher rate to comply with the requirements of the Employment Standards Act will be required before the lower rate of pay is implemented.
- If their pay is maintained at a rate above the job rate for their new position, their pay will be red circled.
- After 180 days, an employee in a new position will have their job performance reviewed and a step movement considered.

Appointments to "Acting" Positions

- Employees temporarily appointed by the CAO and/or Council to a position with responsibilities higher than those of their present job for more than 20 consecutive working days, may receive an increase of their regular pay for the duration of the temporary appointment. The pay increase would be effective on the date of the responsibility change.
- The pay increase will be kept separate from their regular hourly rate and paid as an 'acting payroll increase'.
- At the end of the acting appointment, the employee will resume their previous position at the step and pay rate existing at the time of the appointment plus any annual adjustments or merit adjustments due.
- The Acting Pay increase shall be 10% of their current pay rate.

Contract, Seasonal and Student Employees

- Certain contract, seasonal and student employees of West Elgin may not be part of the pay banding system.
- Contract employees will receive pay increases according to the terms of their contract.
- Attempts will be made to make these dates and pay increases consistent with other pay administration procedures when practical.

Other Compensation Policies

- Other compensation policies such as acting assignment pay, bereavement leave, employee benefits, hours of work, overtime, statutory holidays, vacation etc. are covered elsewhere in the West Elgin Employee Manual.

Revision History:

Version	Effective Date	Revision Notes
HR-3.6	11/12/2020	Repealed

Related Policies, Procedures and Documents:

- Employment Agreements
- Performance Management Policy
- All the policies in this section

Schedule A - 2026 Wage Bands

Job Band	Hours of Work	2025 Job Rate	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6 (Job Rate) \$P.HR
			4%	4%	4%	4%	4%	
12	2,080	\$176,184.6000	\$147,997.2593	\$153,915.8532	\$160,073.9278	\$166,476.8849	\$173,135.5282	\$180,060.6612
11	2,080	\$150,565.6000	\$126,476.9800	\$131,534.9513	\$136,797.5804	\$142,269.4836	\$147,959.8937	\$153,878.0432
10	2,080	\$134,432.9400	\$112,925.3446	\$117,441.3692	\$122,140.1231	\$127,025.7280	\$132,106.4274	\$137,390.4647
9	2,080	\$116,998.0800	\$98,279.8450	\$102,210.1779	\$106,299.5416	\$110,551.5232	\$114,973.2972	\$119,572.0378
8	2,080	\$104,751.9600	\$87,992.9516	\$91,511.8989	\$95,173.2313	\$98,980.1605	\$102,939.1100	\$107,056.5031
7	2,080	\$92,505.8400	\$77,706.0582	\$80,813.6199	\$84,046.9210	\$87,408.7978	\$90,904.9228	\$94,540.9685
6	2,080	\$84,233.6400	\$70,757.3072	\$73,586.9796	\$76,531.1475	\$79,592.3934	\$82,775.8825	\$86,086.7801
5	2,080	\$76,796.8200	\$64,510.2857	\$67,090.1320	\$69,774.3652	\$72,565.3398	\$75,467.7650	\$78,486.3500
4	2,080	\$69,360.0000	\$58,263.2642	\$60,593.2844	\$63,017.5829	\$65,538.2862	\$68,159.6475	\$70,885.9200
3	2,080	\$62,650.4400	\$52,627.1502	\$54,731.7752	\$56,921.5585	\$59,198.4208	\$61,566.2040	\$64,028.7497
1								

Schedule B - Previously Union Positions

Job Title	Employee Name	2025 \$P.HR	Step 1	Step 2	Step 3	Step 4 (Job Rate) 2026
			4%	4%	4%	4%
Facility Operator		\$29.9800	\$27.2386	\$28.3281	\$29.4612	\$30.6396
PW Operator		\$29.9800	\$27.2386	\$28.3281	\$29.4612	\$30.6396
Utilities Operator		\$29.9800	\$27.2386	\$28.3281	\$29.4612	\$30.6396
Landfill Attendant		\$26.0400	\$23.6589	\$24.6052	\$25.5893	\$26.6129
Seasonal Operator - Winter Control		\$25.4800	\$23.1501	\$24.0761	\$25.0390	\$26.0406
Winter Patrol - Weekend Rate		\$100.0000				

Schedule C - Student Rates

Job Title	Employee Name	2025 \$P.HR		Step 1	Step 2	Step 3	Step 4	Step 5
					\$0.50	\$0.50	\$0.50	\$0.50
Pool Supervisor		\$20.20		\$20.60	\$21.10	\$21.60	\$22.10	\$22.60
Lifeguard		\$18.20		\$28.60	\$29.10	\$29.60	\$30.10	\$30.60
Parks & Rec		\$17.20		\$17.60	\$18.10	\$18.60	\$19.10	\$19.60



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-02-26
Subject: ZEVIP Grant Program - Installation of Electric Charging Stations

Recommendation:

That West Elgin Council hereby receives the ZEVIP Grant Program - Installation of Electric Charging Stations report from R. Greenall, CAO, And

That West Elgin Council approves the recommendation to proceed with a commitment to the installation of Electric Charging Stations upon receiving grant funding through the EV ChargeON program.

Purpose:

The purpose of this report is to provide Council with information to support the recommendation to confirm their intention to proceed with the installation of electric charging stations in West Lorne if the municipality is successfully awarded grant funding through the EV ChargeON program.

Background:

Council at its February 27, 2025, meeting, approved the following recommendation (See attached report) :

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program for information; and

That West Elgin Council approves the construction of a parking lot, along with the purchase and installation of six electric vehicle (EV) charging stations; and

That West Elgin council directs staff to proceed with the necessary documentation to secure grant funding.

Grant funding was secured through the ZEVIP grant and staff proceeded to work with Charge Crew Canada to prepare for the installation.

Council during its deliberations of the 2025 municipal budget moved to have the project deferred until it received confirmation of additional funding through the EV ChargeON program. West Elgin

inquired with Charge Crew Canada if a deferral was possible. Charge Crew Canada agreed to hold the project.

West Elgin applied for and was not successful with its application to the 2025 intact of the EV ChargeON program. An application resubmitted for 2026 intact, with an anticipated reply to be received in early May 2026.

In the meantime, West Elgin received a notice from the ZEVIP program administrators and was informed that the conditions of the grant would not allow the funding to extend past March 31st, 2026. They would consider a timeline extension if West Elgin Council confirmed their commitment to the project if ChargeON grant funding is successfully received.

Project Recap

The project plan includes installing two 62.5kW DC fast chargers and four Level 2 chargers. Charger Crew Canada Inc. will manage everything from design and engineering to securing permits, coordinating with Hydro One, and completing the installation.

The Municipality will be using ChargePoint charging equipment, known for its reliability and ease of use. The Level 2 chargers (CP6000 models) will deliver up to 19.2kW of power, which means most EVs can go from 20% to 80% charge in about two hours. The DC fast chargers (ChargePoint Express CPE250) will provide up to 62.5kW, allowing EVs to charge from 20% to 80% in just over half an hour.

West Lorne was identified as an ideal site for public EV charging stations as the location is easily accessed to and from the 401 highway. The location is within the commercial centre and provides users with access to local merchants while waiting for their vehicles to charge.

The installation of the charging stations will provide a passive revenue stream for the municipality and increase awareness of local community amenities (economic benefits).

The installation of the parking site can be designed for dual purposes, to both provide both access to EV charging stations and as a fully compliant accessible parking space that is near commercial amenities.

Financial Implications:

If the Municipality is successful with its' application to the ChargeON grant program, and an extension to the ZEVIP grant program, the Municipality would be responsible for approximately 10% of the total project cost.

Conditions of the funding require the Municipality to confirm an upfront contribution of \$248,188 towards the project. However, through rebated incentives this contribution will reduce to \$0.00

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

Respectfully submitted by,

Robin Greenall
Chief Administrative Officer



Staff Report

Report To: Council Meeting
From: Magda Badura, Manager of Corporate Services (Treasurer)
Date: 2025-02-27
Subject: West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program

Recommendation:

That West Elgin Council hereby receives the report from M. Badura, Manager of Corporate Services – Treasurer re: West Elgin's EV Charging Network – Application to the Zero-Emission Vehicle Infrastructure Program for information; and

That West Elgin Council approves the construction of a parking lot, along with the purchase and installation of six electric vehicle (EV) charging stations; and

That West Elgin council directs staff to proceed with the necessary documentation to secure grant funding.

Purpose:

The purpose of this report is to seek Council's approval for the construction of a parking lot on Monroe Street, east of Graham Road, required for the purchase and installation of six EV charging stations.

Background:

Over the past year, West Elgin has been working to bring more EV charging options to the community. In December 2023, West Elgin partnered with Charger Crew Canada Inc. to apply for funding through the Ministry of Transportation Ontario (MTO) ChargeON Program. As of January 30, 2024, a funding request was submitted for a project worth \$311,024.

In September, staff identified another funding opportunity through Natural Resources Canada (NRCan) and applied. While the ChargeON application was not approved due to high competition, we received great news on December 20, 2024, the NRCan ZEVIP application is conditionally approved, pending finalizing a contribution agreement.

One of the key reasons the application was successful was because it fills a gap in the regional charging network. These new chargers will support residents, visitors, and travelers, making it

easier to drive electric vehicles while also reducing greenhouse gas emissions. With the planned installation, long-distance EV travel, especially along Highway 401, will be more convenient.

The proposed project site on Monroe Street is close to restaurants, retail stores, and public restrooms, making it a convenient spot for EV drivers to charge up while running errands or grabbing a bite to eat.

Project Scope and Implementation

The project plan includes installing two 62.5kW DC fast chargers and four Level 2 chargers. Charger Crew Canada Inc. will manage everything from design and engineering to securing permits, coordinating with Hydro One, and completing the installation. Hydro One has been consulted to ensure the site has enough power to support the chargers, making integration with the grid as smooth as possible.

The Municipality will be using ChargePoint charging equipment, known for its reliability and ease of use. The Level 2 chargers (CP6000 models) will deliver up to 19.2kW of power, which means most EVs can go from 20% to 80% charge in about two hours. The DC fast chargers (ChargePoint Express CPE250) will provide up to 62.5kW, allowing EVs to charge from 20% to 80% in just over half an hour.

To cover operating costs and ensure long-term sustainability, we recommend charging users at least twice the electricity cost per kWh for Level 2 chargers and at least three times the cost for fast chargers. This aligns with industry standards and ensures the Municipality can recover costs over time.

ChargePoint's Assure program will provide ongoing monitoring and maintenance to keep the chargers in good working order, with a 98% uptime goal.

Community and Economic Benefits

This project will benefit to the community; More public EV chargers mean better accessibility for local EV owners, as well as an incentive for visitors to stop in West Elgin. With EV adoption on the rise, having the right infrastructure in place will support future growth. It also strengthens our regional connectivity, making Highway 401 a more EV-friendly travel route. Most importantly, by supporting EV use, we are actively reducing carbon emissions and moving toward a more sustainable future.

To ensure long-term reliability, Charger Crew Canada and ChargePoint will manage the operation and maintenance of the chargers.

Financial Implications

The total project cost is estimated at \$311,024, with a Municipal contribution of approximately \$191,024. To help offset costs, ChargePoint is offering rebates of \$2,500 per Level 2 charger and \$14,000 per fast charger, which adds up to \$33,000 in savings. These rebates can be combined with ZEVIP funding, reducing the total Municipal contribution to \$158,000. As \$60,000 was already set aside in last year's budget, reducing the cost, if approved, to be included in the 2025 Capital Budget to be \$98,000.

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

The EV Charging Infrastructure Project represents a strategic investment in sustainable transportation, benefiting residents and visitors while enhancing regional connectivity. Staff recommend proceeding with the project as outlined to support the Municipality's transition to cleaner transportation infrastructure.

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,

Magda Badura
 Manager of Corporate Services /Treasurer

Report Approval Details

Document Title:	ZEVIP 2024 Grant Funding - 2025-02-Corporate Services Finance.docx
Attachments:	- Appendix 1 - EV ChargeON Program Letter.pdf - Appendix 2 IA-0000001179.pdf
Final Approval Date:	Feb 23, 2025

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

Robin Greenall

DECISION

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**LOT 38 & 50, PLAN 202
MUNICIPALITY OF WEST ELGIN
136 FURNIVAL ROAD**

The applicant proposes to sever a parcel with a frontage of 42.43 m, a depth of 50.23 m, and an area of 0.2132 ha to create a new residential lot. The applicant is retaining a lot with an area of 13.235 ha proposed to remain in Residential use.

DECISION: The Elgin County Land Division Committee considered all written and oral submissions received on this application, the effect of which helped the committee to make an informed decision.

Severance applications E 8-26 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **January 28, 2028.**

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

1. A digital copy of the draft and final deposited reference plan be provided to the County of Elgin.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. Municipal addressing be provided to the County of Elgin by the local Municipality to the satisfaction of the County of Elgin.

That the following requirements of the Municipality of West Elgin are met, including the following:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That the Applicant provides a description of the lands to be severed which can be registered in the Land Registry Office, to the satisfaction and clearance of the Municipality.
3. That the Applicant's Solicitor provides an undertaking to the Municipality, to provide a copy of the registered deed for the severed parcel once the transaction has occurred to the Municipality.
4. That the Applicant successfully apply to the Municipality for a Zoning By-law Amendment 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*.

DECISION

Application #E 8-26

January 28, 2026

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John "Ian" Fleck		
Tom Marks (Chair)	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews		
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of two years from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of two years from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or (33).

CERTIFICATION

I, Paul Clarke, Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 28th day of January 2026.



Alicia Csöff
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 8-26

LOT 38 & 50, PLAN 202 MUNICIPALITY OF WEST ELGIN 136 FURNIVAL ROAD

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 8-26** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (OLT) by filing with the OLT no later than the **February 17, 2026 at 4:30PM**. The Notice of Appeal must be filed with the approval authority, must set out the reasons for the appeal, and, must be accompanied by the fees required by the Tribunal and the County.

HOW TO FILE AN APPEAL: Appeals are submitted to the Secretary-Treasurer via the Ontario Land Tribunal's (OLT) online e-file service.

1. Navigate to the OLT's e-file service at <https://olt.gov.on.ca/e-file-service/>.
2. On the e-file service, sign into your *My Ontario Account* (first time users will need to register for a *My Ontario Account*).
3. Submit the appeal via the e-file service and ensure that you select the correct approval authority, which in this case is listed as "*Elgin (County) – Director of Planning*".
4. Pay the fee required by the OLT. The fee schedule and methods of payment can be found on the OLT website at <https://olt.gov.on.ca/fee-chart/>.
5. Pay the fee of required by the County, as outlined in the County's User Fees and Charges By-Law, as amended.
 - OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
 - County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques and Money Order must be made out to: "Treasurer, County of Elgin":
6. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the Secretary-Treasurer at the address listed above. Please note that an additional administrative fee will apply. Forms can be downloaded from the OLT website above or are available for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas, and can be submitted to landdivision@elgin.ca

WHO CAN FILE AN APPEAL: Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

ADDITIONAL INFORMATION regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 28th day of January, 2026.



Alicia Csöff
Secretary-Treasurer
Land Division Committee

c.c.
Municipality of West Elgin: CAO, Clerk / Deputy Clerk, Planning Department

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



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

February 18, 2026

Dan McKillop
29094 Silver Clay Line
Dutton, ON
N0L 1J0

Dear Dan McKillop

RE: Severance Application E 8-26
Lots 38 & 50, Plan 202
136 Furnival Road

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 January 28, 2028, 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. 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,

Alicia Csoff
Secretary-Treasurer
Land Division Committee

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

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



The Corporation of the Municipality of West Elgin

By-Law No. 2025-61

Being a By-Law to provide for drainage works on the Hookaway Drain in the Municipality of West Elgin.

Whereas the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Mumford Drain; and

Whereas the report dated October 20, 2025, has been authored by J.M. Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

Whereas the estimated total cost of the drainage work is \$171,000.00; and

Whereas \$0.00 is the estimated amount being assessed to the Municipality of West Elgin; and

Whereas the Council of The Corporation of the Municipality of West Elgin is of the opinion that the drainage of the area is desirable;

Now therefore be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated October 20, 2025 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$171,000.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the *Drainage Act*;
 - b) monies paid as allowances;
 - c) commuted payments made in respect of lands and roads assessed with the municipality;

- d) money paid under subsection 61(3) of the *Drainage Act*; and
 - e) money assessed in and payable by another municipality.
4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
 5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
 6. For paying the amount being assessed upon the lands and road belonging to or controlled by the Municipality of West Elgin, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin in each year for 5 years after the passing of this By-Law to be collected in the same manner and at the time as other taxes collected
 7. All assessments of \$5,000.00 or less are payable in the first year in which assessments are imposed.
 8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 13th day of November, 2025

Provisionally adopted this 13th day of November, 2025.

ORIGINAL SIGNED AT MUNICIPAL OFFICE

Richard Leatham, Mayor

Terri Towstiuć, Clerk

Read for a third and final time this _____ day of _____, 2025.

Richard Leatham, Mayor

Terri Towstiuć, Clerk



The Corporation of the Municipality of West Elgin

By-Law No. 2025-67

Being a By-Law to provide for drainage works on the Government No. 1 North Drain in the Municipality of West Elgin.

Whereas the Council of the Municipality of West Elgin has procured a report under Section 78 of the *Drainage Act, R.S.O. 1990*, as amended, for the improvement of the Government No. 1 North Drain; and

Whereas the report dated November 11, 2025, has been authored by J.M. Spriet of Spriet Associates Engineers and Architects and the attached report forms part of this By-Law; and

Whereas the estimated total cost of the drainage work is \$348,500.00; and

Whereas \$159,300.00 is the estimated amount being assessed to the Municipality of West Elgin; and

Whereas the Council of The Corporation of the Municipality of West Elgin is of the opinion that the drainage of the area is desirable;

Now therefore be it resolved that the Council of The Corporation of the Municipality of West Elgin pursuant to the *Drainage Act, R.S.O. 1990*, as amended, enacts as follows:

1. That the report dated November 11, 2025 and attached hereto is hereby adopted and the drainage works as therein indicated and set forth is hereby authorized and shall be completed in accordance therewith.
2. That the Corporation of the Municipality of West Elgin may borrow on the credit of the Corporation the amount of \$348,500.00, being the amount necessary for the improvement of the drainage works. This project may be debentured.
3. The Corporation may issue debenture(s) for the amount borrowed less the total amount of:
 - a) grants received under Section 85 of the *Drainage Act*;
 - b) monies paid as allowances;
 - c) commuted payments made in respect of lands and roads assessed with the municipality;

- d) money paid under subsection 61(3) of the *Drainage Act*; and
- e) money assessed in and payable by another municipality.

4. Such debenture(s) shall be made payable within 5 years from the date of the debenture(s) and shall bear interest at a rate not higher than 2% more than the municipal lending rates as posted by Infrastructure Ontario on the date of the sale of such debenture(s).
5. A special equal annual rate sufficient to redeem the principal and interest on the debenture(s) and shall be levied upon the lands and roads as shown in the schedule and shall be collected in the same manner and at the same as other taxes are collected in each year for 5 years after the passing of this By-Law.
6. For paying the amount being assessed upon the lands and road belonging to or controlled by the Municipality of West Elgin, a special rate sufficient to pay the amount assessed plus interest thereon shall be levied upon the whole rateable property in the Municipality of West Elgin in each year for 5 years after the passing of this By-Law to be collected in the same manner and at the time as other taxes collected
7. All assessments of \$5,000.00 or less are payable in the first year in which assessments are imposed.
8. That this By-Law comes into force and effect upon the final reading thereof.

Read a first and second time and provisionally adopted this 18th day of December, 2025.

Provisionally adopted this 18th day of December, 2025.

ORIGINAL SIGNED AT MUNICIPAL OFFICE.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Read for a third and final time this _____ day of _____, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-02

Being a By-Law amend By-Law No.95-56 providing for the erection of stop signs at intersection of Macleod Court and Finney Street.

WHEREAS Section 137 of the Highway Traffic Act, R.S.O. 1990, c.H.8, as amended, provides that the council of a municipality may by by-law provide for the erection of stop signs at intersections on highway under its jurisdiction;

AND WHEREAS By-law 95-56, a by-law to provide for the erection of stop signs at intersections was passed by the Council of Township of Aldborough on December 21, 1995;

AND WHEREAS it is deemed necessary to amend the said by-law;

NOW THEREFORE the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. THAT Schedule "A" of By-law No. 95-56 be amended by adding the following:

COLUMN 1

INTERSECTION

Macleod Court and
Finney Street

COLUMN 2

FACING TRAFFIC

Westbound on
Macleod Court

2. Any by-laws inconsistent with this by-law are hereby repealed.

READ A FIRST AND SECOND TIME THIS 26th DAY OF FEBRUARY 2026

READ A THIRD TIME AND FINALLY PASSED THIS 26th DAY OF FEBRUARY 2026

MAYOR

CLERK



MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-06

**Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning
By-Law No. 2015-36 for property at 23104 Johnston Line.**

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

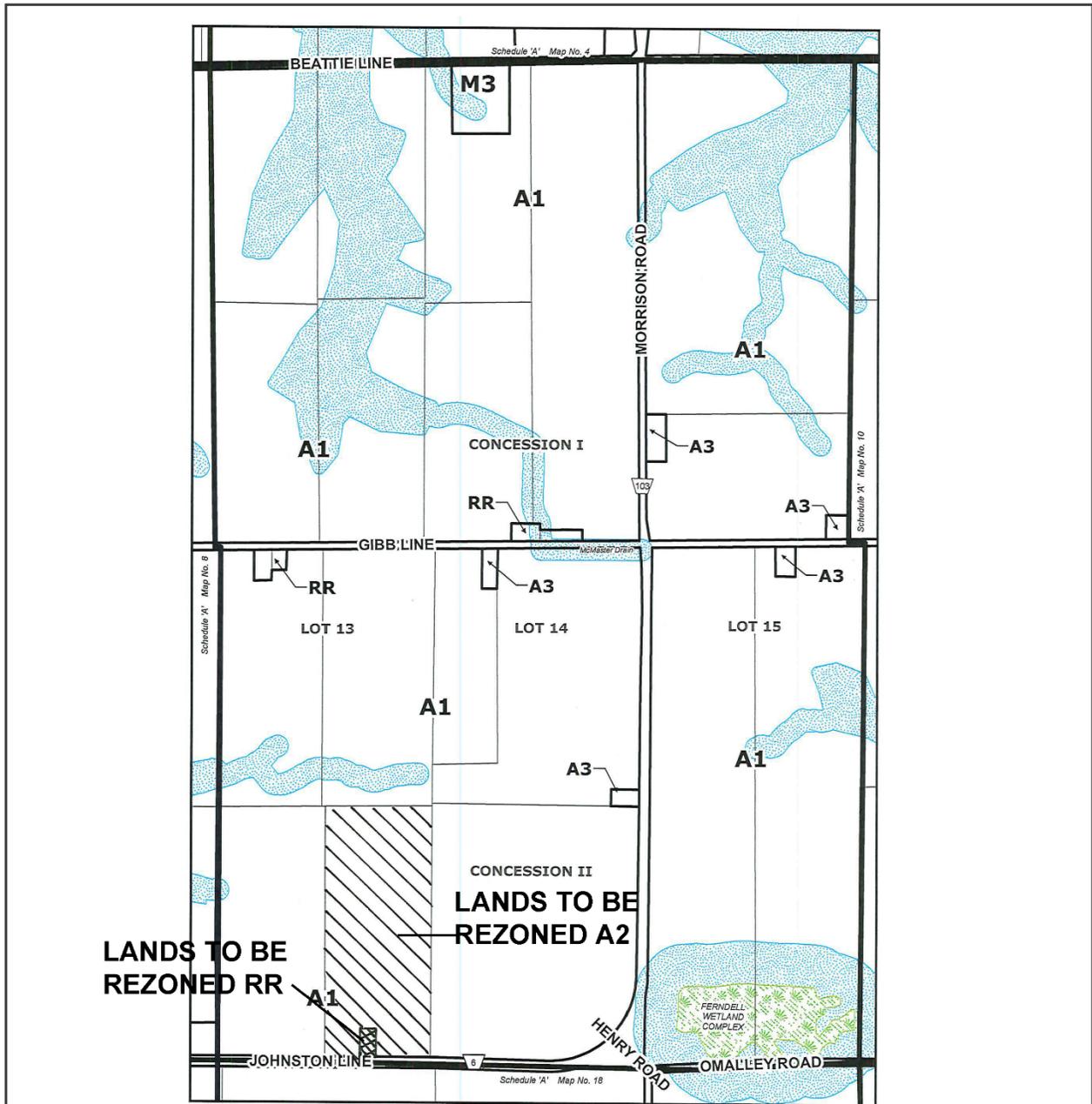
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 9 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Rural Residential, (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 13, Concession 2, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

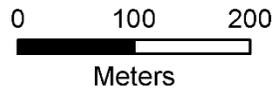


This is Schedule "A" to By-law No. 2026-06 passed on the 26th day of February, 2026

_____ MAYOR

_____ CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'A' MAP 9





MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-07

**Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning
By-Law No. 2015-36 for property at 22165 Talbot Line.**

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

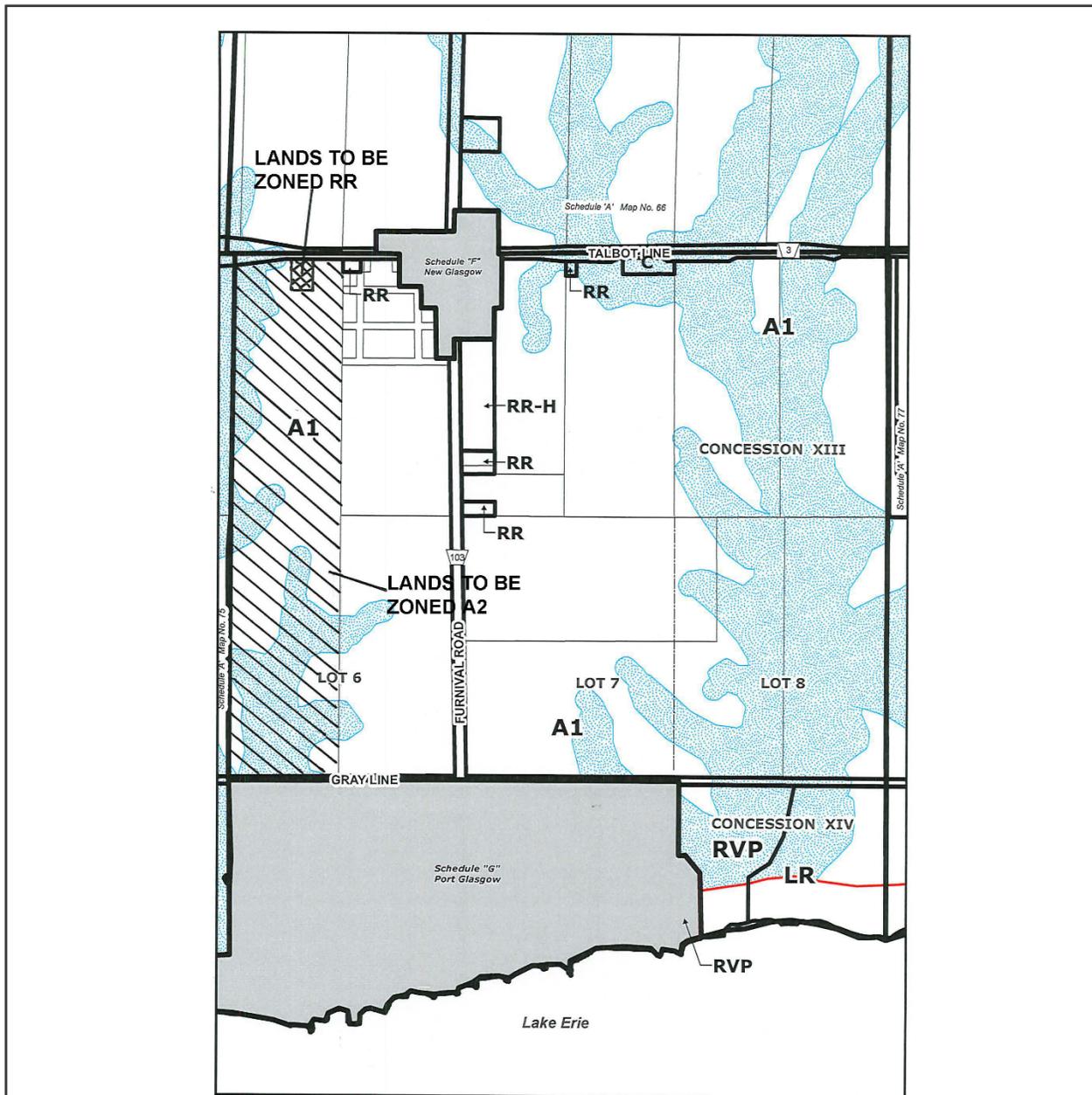
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "A" Map No. 76 to By-law No. 2015-36, is hereby amended by changing the subject property from **General Agricultural (A1) Zone** to **Agricultural (A2) Zone** for those lands hatched, and from **Agricultural (A1) Zone** to **Rural Residential, (RR) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession 13, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

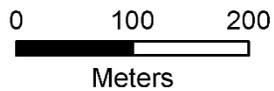


This is Schedule "A" to By-law No. 2026-07
 passed on the 26th day of February, 2026

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'A' MAP 76





MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2026-08

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 283 Ridout St.

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

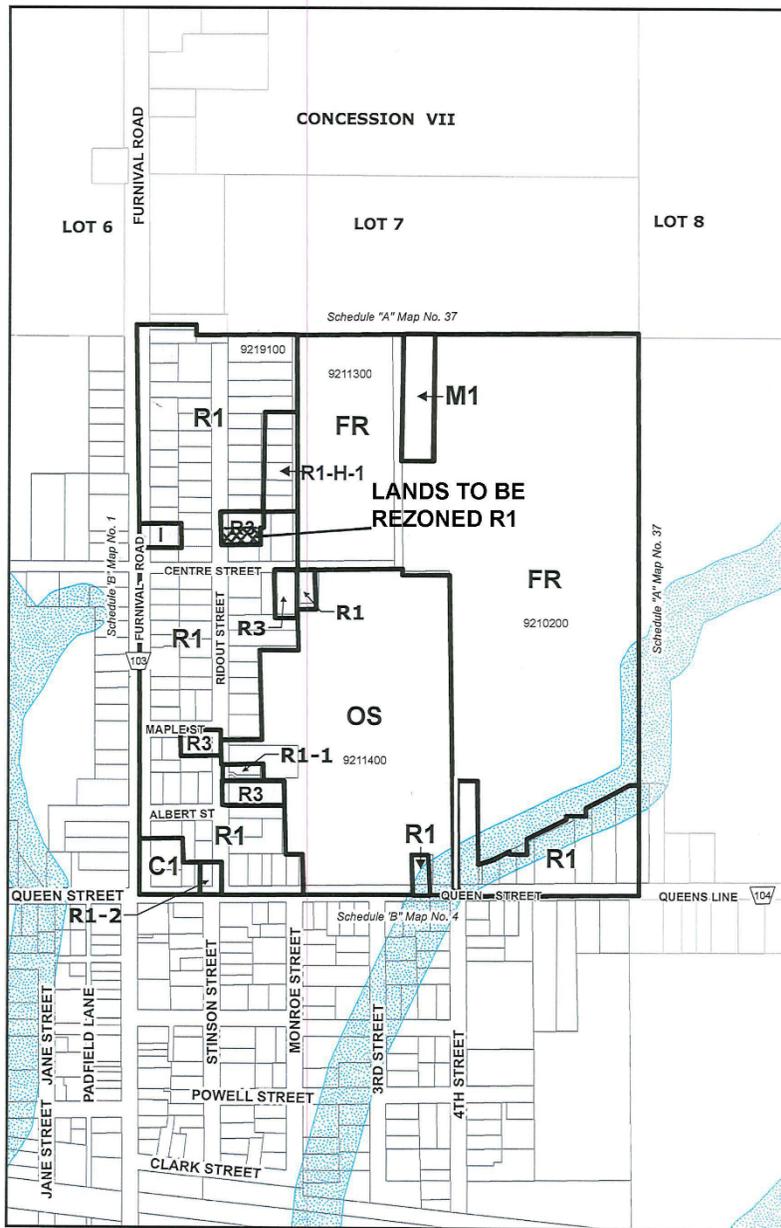
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. That Schedule "B" Map No. 3 to By-law No. 2015-36, is hereby amended by changing the subject property from **Residential Third Density (R3) Zone** to **Residential First Density, (R1) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Blk. 3, Lot 12, Plan 153, Part 1, RP 11R 4970, Municipality of West Elgin.
2. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

Terri Towstiuć
Clerk

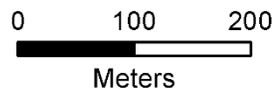


This is Schedule "A" to By-law No. 2026-08
 passed on the 26th day of February, 2026

 MAYOR

 CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'B' MAP 2





MUNICIPALITY OF **West Elgin**

The Corporation of the Municipality of West Elgin

By-Law No. 2026-09

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 145 Graham St.

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

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

1. That Schedule "C" Map No. 6 to By-law No. 2015-36, is hereby amended by changing the subject property from **Institutional (I) Zone** to **Institutional Special Regulation 3, (I-3) Zone** for those lands cross-hatched on Schedule "A" attached hereto and forming part of this By-law, being Pt. Lot 6, Concession 9, Lots 19 & 107. Plan 199 Municipality of West Elgin.

2. That Section 2 Definitions be amended by adding the following definition after "Occupancy":

***"Off-Site Accessory Worker Housing** – shall mean a building or part of a building occupied as a residence or sleeping place accessory to a manufacturing facility located at 22295 Hoskins Line and may include facilities for the preparation of meals and amenity space for the sole use of the individuals housed on site. Under no circumstances shall workers not employed or under contract with the manufacturing facility at 22295 Hoskins Line be housed at 145 Graham St."*

3. That By-law No. 2015-36, as amended, is hereby further amended by adding the following subsection as follows:

"24.3.3 a) Defined Area (Arvai)

I-3 as shown on Schedule "C" Map No. 6

b) Permitted Uses

Those uses permitted in the Institutional (I) Zone
Off-Site Accessory Worker Housing

c) Maximum Occupancy

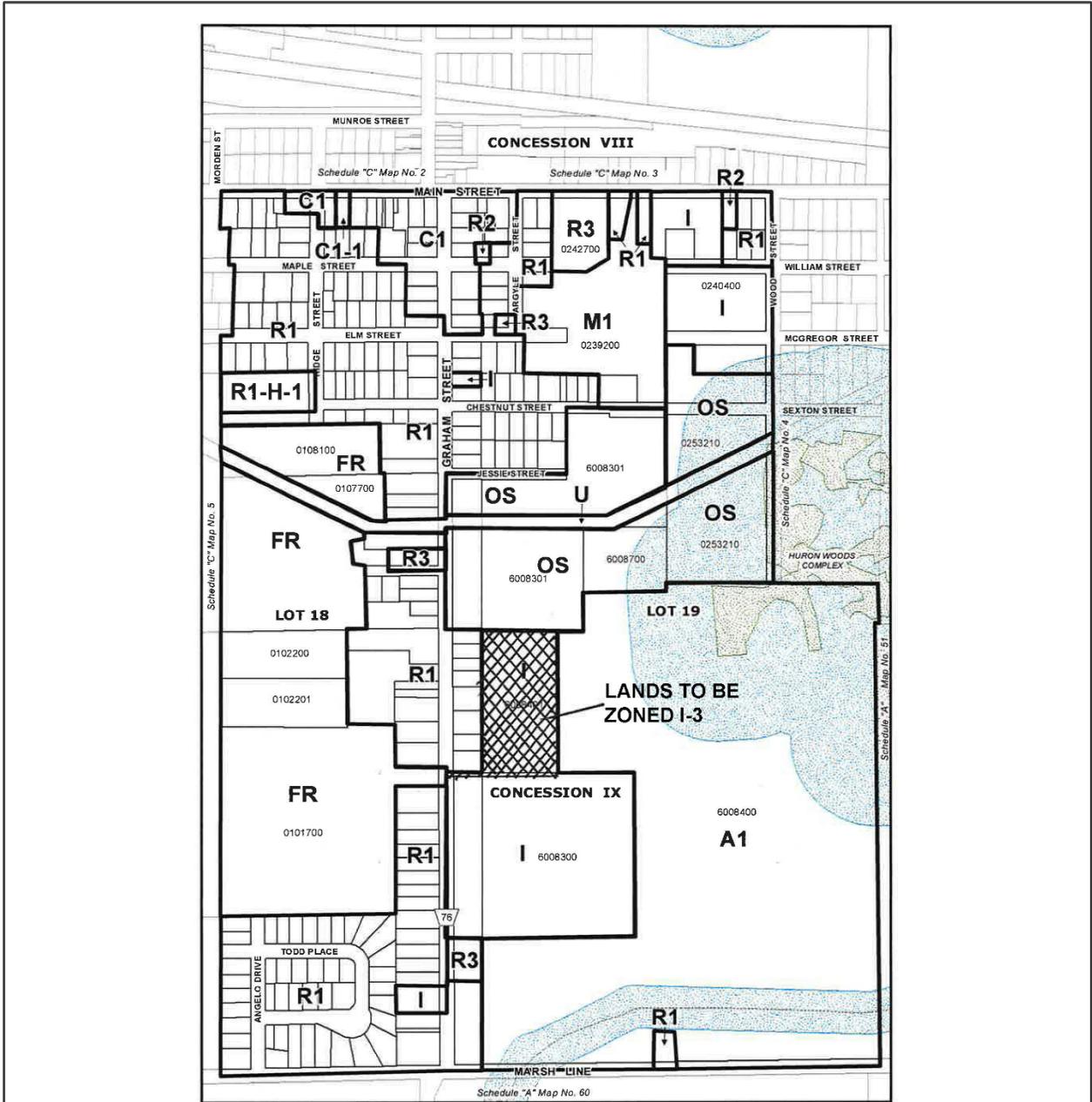
Notwithstanding any other provisions of the by-law to the contrary, the maximum occupancy for Off-Site Accessory Worker Housing located at 145 Graham St. shall be 65 people or as determined by the Building Department, Fire Department or Southwestern Public Health, whichever is less.

4. This By-law comes into force upon the day it is passed in the event an appeal has not been filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended. In the event an appeal is filed with the Clerk within the time prescribed by the Planning Act, R.S.O. 1990, as amended, the By-law shall be deemed not to have come into force until the appeal has been finally disposed of, whereupon the By-law, except for such parts as are repealed or amended as so directed by the Ontario Land Tribunal (OLT), shall be deemed to have come into force on the day it was passed.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham
Mayor

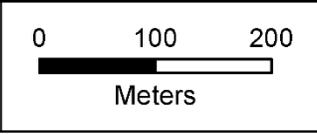
Terri Towstiuć
Clerk



This is Schedule "A" to By-law No. 2026-09 passed on the 26th day of February, 2026

_____ MAYOR _____ CLERK

MUNICIPALITY OF WEST ELGIN
 Comprehensive Zoning By-Law
 2015-36 SCHEDULE 'C' MAP 6





MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law 2026-10

Being a By-Law to Appoint a Chief Administrative Officer for the Corporation of the Municipality of West Elgin and Repeal By-laws 2025-03

Whereas Section 229 of the *Municipal Act 2001, S.O. 2001 chapter 25*, provides that the Council of West Elgin may appoint a Chief Administrative Officer (CAO), who shall have all the powers and duties of said office under the *Municipal Act* and every other Act;

And Whereas the Council of the Corporation of the Municipality of West Elgin deems is necessary to appoint a Chief Administrative Officer (CAO);

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

1. That Robin Greenall is hereby appointed Chief Administrative Officer and Deputy Clerk for the Corporation of the Municipality of West Elgin.
2. That the roles, responsibilities and duties of the office shall be determined by the Job Description and attached to this by-law as "Schedule A".
3. That the salary attached to the office shall be determined via a signed contract.
4. That this by-law shall take effect on November 14, 2025.

Read a first, second, and third time and passed this 26th day of February, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-11

Being a By-Law to dedicate and establish lands as a Public Highway to be known as Macleod Court (PIN 35113-0844)

WHEREAS Subsection 11 (3) of the Municipal Act, 2001, S.O. 2001, c. 25, as amended, provides that a lower-tier municipality may pass by-laws with respect to highways within its jurisdiction including a by-law to establish and name a highway for public use;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deems it expedient to confirm its jurisdiction and to establish the lands as part of the municipal highway system and to name the highways as described herein;

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

1. That the lands described as PIN 35113-0844 (Macleod Court) are established as part of the municipal highway system.
2. That this by-law shall come into force and effect immediately upon the final passing thereof.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-12

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on February 26, 2026.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law.

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

1. That the actions of the Regular meeting of Council held on February 26, 2026, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 26th day of February 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk