



Municipality of West Elgin

Agenda

Committee of the Whole

Date: March 12, 2026, 4:00 p.m.
Location: Council Chambers
160 Main Street
West Lorne

Committee of the Whole 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 for Virtual Participation:

<https://us02web.zoom.us/j/86520272288?pwd=745FfrVagoRbLZIW8XurVjp0xHQio9.1>

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Committee of the Whole hereby adopts the Committee of the Whole Agenda for March 12, 2025 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

4

Recommendation:

That West Elgin Committee of the Whole hereby adopt the Minutes of February 12, 2026 as presented.

5. Business Arising from Minutes

6. Staff Reports

6.1 Infrastructure & Development

6.1.1	Crosswalk Update	7
	<p>Recommendation:</p> <p>That West Elgin Committee of the Whole hereby receives the report from Dave Charron, Manager of Infrastructure and Development for information and discussion purposes, and</p> <p>That West Elgin Committee of the Whole directs staff to proceed with drafting a report for consideration at an upcoming Council meeting for approval.</p>	
6.1.2	Garbage, Recycling and Landfill Operations	11
	<p>Recommendation:</p> <p>That West Elgin Committee of the Whole hereby receives the report from D. Charron, Manager of Infrastructure and Development, for information purposes, and</p> <p>That the West Elgin Council directs Administration to proceed with finalizing a report to be received by Council, at a future date for approval.</p>	
6.2	Community Services & Clerks	
6.2.1	2026 Community Grants	18
	<p>Recommendation:</p> <p>That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Community Grant Applications; And</p> <p>That West Elgin Committee of the Whole hereby direct staff to bring back a recommendation at the Regular meeting of Council, March 26, 2026, for approval of the events up until May 31, 2026.</p>	
6.2.2	Rodney Park Masterplan	34
	<p>Recommendation:</p> <p>That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Masterplan; And</p> <p>That West Elgin Committee of the Whole direct staff to bring back for pre-budget approval, at the next Regular Meeting of Council.</p>	

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk regarding the cost of fencing installation at the West Lorne Ball Diamond; And

That West Elgin Committee of the Whole hereby recommend staff include in the 2026 budget deliberations for Council approval.

7. Adjourn and Move Into Regular Session of Council

Recommendation:

That West Elgin Committee of the Whole hereby adjourn, and move into Regular Session of Council.



Municipality of West Elgin

Minutes

Council Meeting

February 12, 2026, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

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

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 4:01 pm.

2. Adoption of Agenda

Resolution No. 2025- 8

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Committee of the Whole Agenda for February 12, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Adoption of Minutes

Resolution No. 2025- 9

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopt the Minutes of January 8, 2026 as presented.

Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 Infrastructure & Development

6.1.1 Winter Maintenance

Council received a report from Dave Charron, Manager of Infrastructure & Development, regarding Winter Maintenance within the Municipality, specific to sidewalk maintenance. Council received and discussed high volume versus low volume areas, variables in winter weather, age of current policies, number of available employees and who does what, the type and amount of available equipment, cost of additional employees and equipment, level of service and costs associated and how complaints and concerns are triaged. The report was received as information only with no follow-up direction provided.

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

6.2 Verbal Discussion Re: Community Issues

Council received a verbal update from CAO R. Greenall, who provided a reminder of the website "report a concern" function, which is connected to internal program monitoring. This system allows for staff to monitor and pull data, and complaints are triaged to the department required to rectify.

Council expressed concern with the lack of response given to residents, when complaints are submitted, we a mention to revisit the customer service standard.

7. Adjournment

Resolution No. 2025- 10

Moved: Councillor Sousa

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 4:57 to meet again at 4:00pm, on Thursday, February 26, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Committee of the Whole
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-03-12
Subject: Update to Crosswalk Needs Study

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from Dave Charron, Manager of Infrastructure and Development for information and discussion purposes, and

That West Elgin Committee of the Whole directs staff to proceed with drafting a report for consideration at an upcoming Council meeting for approval.

Purpose:

The purpose of this report is to provide the Committee with an update on the requirements and process for the installation of pedestrian crosswalks on County roads within the Municipality and to outline potential impacts associated with crosswalk installation.

Background:

After discussion with Elgin County, West Elgin can request a study of which scope would include a count on an isolated location to determine the need for a crosswalk installation.

Pedestrian crosswalk installations on County roads are subject to established engineering warrant requirements to ensure that crossings are installed in locations where pedestrian demand and roadway conditions justify their implementation.

The installation of pedestrian crossings may result in changes to on-street parking regulations and minor roadway modifications to meet safety standards and improve pedestrian visibility.

Crosswalk Warrant Requirements

Before a pedestrian crosswalk can be installed on an Elgin County road, a pedestrian crossing study must be completed to determine whether the location meets established warrant thresholds. The study typically includes:

- Pedestrian counts during peak hours
- Vehicle traffic volumes
- Roadway speed limits and sightline conditions
- Existing pedestrian infrastructure
- Proximity to schools, parks, or community facilities

If the pedestrian count and traffic conditions meet the required thresholds, the County may determine that a pedestrian crosswalk is warranted at that location.

When a crossing is warranted, Elgin County is responsible for the installation and funding of the required crossing infrastructure. When a crossing is not warranted, the municipality may proceed with the installation at its own expense.

Potential Infrastructure Improvements

Depending on the roadway conditions and safety requirements, installation of a pedestrian crosswalk on an Elgin County road may include:

- Painted crosswalk markings
- Pedestrian signage and advanced warning signage
- Pavement markings
- Potential pedestrian refuge areas
- Minor roadway narrowing or curb extensions to improve pedestrian visibility

These improvements are designed to enhance pedestrian safety and increase driver awareness of crossing locations.

Parking Implications

When pedestrian crosswalks are installed, roadway safety standards require that parking be restricted in the immediate vicinity of the crossing.

Typically, parking is not permitted:

- Within 20 metres on either side of a pedestrian crosswalk

This requirement ensures that pedestrians are visible to approaching motorists and that sightlines are maintained for both drivers and pedestrians.

As a result, installation of a crosswalk may lead to the removal or reduction of on-street parking spaces where parking is currently permitted.

Road Width and Traffic Calming Considerations

In some cases, pedestrian crossing installations may also include roadway design modifications intended to improve pedestrian safety.

These modifications may include:

- Slight roadway narrowing at the crossing location
- Installation of curb extensions or bump-outs
- Creation of pedestrian refuge areas

These design features reduce the distance pedestrians must travel across the roadway and encourage motorists to reduce vehicle speeds at crossing locations.

While these improvements increase pedestrian safety, they may slightly reduce the effective road width at the crossing location.

Financial Implications:

Where pedestrian crossing warrants are met, installation and associated infrastructure costs are typically funded by Elgin County.

As such, there are no direct capital costs anticipated to the Municipality for the installation of warranted pedestrian crossings on County roads.

However, the Municipality may experience minor administrative costs associated with coordinating requests or assisting with pedestrian counts.

Where pedestrian crossings are not warranted, installation and associated infrastructure costs are to be funded by the Municipality. Costs will be determined by the type of crosswalk installed. Installation requirements will be determined through consultation with the County. Estimated cost for crosswalk infrastructure up to \$125,000/ crosswalk.

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:	Cross walk update - 2026-13-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Mar 6, 2026

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

Robin Greenall



Staff Report

Report To: Committee of the Whole

From: Dave Charron, Manager of Infrastructure & Development

Date: 2026-03-12

Subject: Update on Garbage, Recycling and Landfill Operations 2026

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from D. Charron, Manager of Infrastructure and Development, for information purposes, and

That the West Elgin Council directs Administration to proceed with finalizing a report to be received by Council, at a future date for approval.

Purpose:

The purpose of this report is to provide Council with an overview of the Municipality's current waste collection, recycling, and landfill operations, outline the financial and environmental implications associated with continued operation of the landfill, and present future options for the planned closure of the municipal landfill site.

Background:

The Municipality currently operates a municipal landfill site that historically accepts residential waste and recyclable materials. Due to the landfill approaching approved capacity limits, the Municipality transitioned to exporting curbside garbage to an external landfill facility while maintaining the municipal landfill site primarily as a transfer and recycling depot.

This operational change allows the Municipality to preserve the remaining capacity of the landfill while avoiding the significant capital costs and environmental liabilities associated with landfill expansion.

At the beginning of 2026, recycling services across Ontario are undergoing significant transition under the Blue Box Regulation (Ontario Regulation 391/21), administered by the Ontario Ministry of the Environment, Conservation and Parks. Under this regulation, recycling collection programs are transitioning from municipal responsibility to an Individual Producer Responsibility (IPR) system where producers of packaging materials are responsible for collection and processing.

As a result of this transition, the Municipality is no longer responsible for curbside recycling collection. However, recycling materials continue to be accepted at the municipal landfill site as a convenience depot for municipal residents and businesses. Unlike previous municipal recycling programs, the Municipality may now incur direct costs for handling and processing recyclable materials delivered to the landfill site.

Although waste disposal activities at the landfill have been reduced, the site continues to generate operational costs related to staffing, environmental monitoring, regulatory compliance, and general maintenance.

The landfill is approaching its approved capacity and will require eventual closure in accordance with environmental regulations established by the Ontario Ministry of the Environment, Conservation and Parks.

Two primary operational options exist for Council consideration:

Continue operating the landfill indefinitely in a reduced capacity as a transfer and recycling depot.

Implement a structured five (5) year strategy to utilize the remaining landfill capacity followed by formal closure.

A planned closure strategy would allow the Municipality to maximize the remaining value of the landfill asset while reducing long-term operational costs and environmental liabilities.

This report recommends that Council maintain the current waste export model while directing staff to further evaluate and report back on a planned five-year landfill closure strategy, including financial, environmental, and operational considerations.

Financial Summary

The following table summarizes the average annual costs associated with current waste management operations.

Cost Category	Description	Average Annual Cost
Landfill Staffing	Staffing the landfill three days per week for customer service, site monitoring, cleaning, and operational support	\$86,000
Environmental Monitoring & Compliance	Groundwater monitoring, reporting, environmental consulting, and regulatory compliance requirements	\$50,000
Waste Collection & Disposal	Municipal curbside garbage collection, transportation, and tipping fees at external landfill facilities	\$420,000
Recycling Handling (Emerging Costs)	Transportation and processing of materials received at landfill recycling depot (example: cardboard removal costs)	Variable
Estimated Annual Waste System Cost		Approximately \$556,000 + variable recycling costs

Additional recycling costs are expected to increase as recycling processors implement stricter acceptance requirements and material handling charges.

For example:

- Cardboard removal cost: \$480 per 500 kg
- Plastics must be clean and free of labels or contamination or may be rejected.

Rejected materials may require disposal at landfill facilities, which would create additional hauling and tipping costs.

Tracking these costs annually will assist Council in evaluating the long-term financial sustainability of recycling depot operations.

This cost is mostly driven by recycling and does not get collected for businesses that were previously collected in 2025.

Landfill Closure Option Analysis

Option 1 – Continue Current Reduced Operations (Status Quo)

Under this option, the landfill would remain open in a limited capacity as a transfer and recycling depot with minimal waste disposal activity.

Advantages

- Maintains the landfill site as a municipal waste management facility
- Preserves remaining landfill capacity for potential future use
- Defers capital costs associated with closure construction
- Continues to provide recycling and diversion services for residents

Disadvantages

- Continued operational costs associated with staffing and site management
- Extended environmental monitoring and regulatory compliance obligations
- Continued liability associated with operating an active landfill site
- Increasing recycling depot operational costs due to the transition to producer responsibility
- Potential long-term cumulative operating costs exceeding closure costs
- Leaving the municipality without concrete plans are established for the inevitable closure of the site.

Estimated Annual Costs Under Status Quo

Cost Category	Estimated Annual Cost
Landfill Staffing	\$86,000
Environmental Monitoring	\$50,000
Recycling Depot Handling	Variable and increasing
Site Maintenance and Equipment	Included in staffing operations

Estimated ongoing cost: approximately \$136,000 annually, excluding recycling processing costs.

Over a 10-year period, these operational costs alone could exceed:

\$1.36 million, excluding inflation and recycling cost increases.

Option 2 – Planned Five-Year Filling and Closure Strategy

Under this option, the Municipality would intentionally utilize the remaining approved landfill capacity over a defined five-year period while planning for the formal closure of the site.

This approach allows the Municipality to extract the remaining value of the landfill asset while preparing for long-term waste management operations based on transfer and disposal at external facilities.

Advantages

- Maximizes the remaining landfill capacity before closure
- Provides a predictable and controlled timeline for closure planning
- Reduces long-term operational costs associated with an active landfill
- Reduces long-term environmental liability
- Allows for structured financial planning through reserve funds

Closure Cost Considerations

Landfill closure costs typically include:

- Final landfill cover installation
- Site grading and stormwater management
- Environmental protection measures
- Final engineering and regulatory approvals

Following closure, the Municipality would still be required to complete:

- Environmental monitoring
- Regulatory reporting
- Periodic site inspections

However, staffing and operational requirements would be significantly reduced compared to an active landfill.

Estimated Post-Closure Costs

Cost Category	Estimated Annual Cost
Environmental Monitoring	\$25,000 – \$40,000
Site Maintenance	Minimal
Operational Staffing	Not required
Comparative Long-Term Scenario	Cost Consideration
Continuing Status Quo Operations	10-Year Estimated Cost
Planned Closure (including closure construction)	~\$1.36M + recycling handling costs
	~\$650K – \$1M

While closure requires capital investment, long-term operational savings may result in lower cumulative costs over time.

Disadvantages:

- Loss of a Municipal asset without a replacement strategy, unless directed by Council to investigate options

Strategic Considerations

A planned landfill closure strategy supports the following objectives:

- Reduced financial liability
- Predictable operational budgeting
- Alignment with evolving provincial waste policies
- Responsible environmental stewardship
- Sustainable long-term waste management planning

Many municipalities across Ontario are transitioning away from small municipal landfills due to increasing regulatory complexity and operational costs associated with maintaining active landfill sites.

Additional information and technical analysis could be provided through the engagement of a qualified environmental consultant to review the current condition, operational status, and remaining capacity of the municipal landfill site.

Financial Implications:

As discuss in background.

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 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, Infrastructure and Development

Report Approval Details

Document Title:	Garbage, Recycling and Landfill Operations 2026 - 2026-12-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Mar 6, 2026

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

Robin Greenall



Staff Report

Report To: Committee of the Whole
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-03-12
Subject: 2026 Community Grant Applications

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Community Grant Applications; And

That West Elgin Committee of the Whole hereby direct staff to bring back a recommendation at the Regular meeting of Council, March 26, 2026, for approval of the events up until May 31, 2026.

Purpose:

The purpose of this report is to provide West Elgin Council with the 2026 Community Grant Applications and obtain pre-budget approval for events taking place up until May 31, 2026.

Background:

^A
In 2019, Council approved the Community Grant Policy (By-law 2019-58), to provide grants to non-profit organizations and groups who operate within, and/or provide services to, the Municipality of West Elgin for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

Annually, applications are received prior to December 31, with selection anticipated early the following year. With the first 2026 events quickly approaching, staff are providing grant applications for consideration, with a recommendation to approve the events taking place in the current and coming three months, at the next Regular Council meeting.

Past practices have accounted for the in-cash donations only through the community grants, with the in-kind being a “wash”. However, to accurately account for the impact of the community grants, staff are recommending that in-kind donations be included in the total, and will be offset with an internal invoice, to be compensated by the Community Grant account. In-kind grants have a financial impact, including staff wages (set-up, cleaning) and rental fee costs. This will also allow staff to provide a more accurate response to council, when late grant requests are received during the year.

Annually, Council has been allocating \$30,000 (2023, 2024 & 2025) for the grants, however in the absence of a 2026 budget, Council will need to determine the amounts for pre-budget approval.

The attached spreadsheet details the grants received, with events taking place up until the end of May, highlighted in yellow, most of which are in-kind. Financial impacts below, which include approval for the following requests:

1. Optimist Club of West Lorne (All in-kind, \$365)
2. Optimist Club, Mother’s Day Road Race (in-cash, \$2,500)
3. Rodney Hort. Society (in-kind, “Greening you Grounds”, \$150)
4. Rodney Hort. Society (in-kind, annual plant sale, \$450)
5. Tiny Tots (All, in-kind, \$5,069)
6. WECHC (Stroller Walk, \$200)
7. WECHC (Miller Park Functional Fitness and Drum Fit/Chair Yoga, \$4,340)

The 2026 grants are attached to this report, for consideration, along with the Community Grant Policy and Criteria (By-law 2019-58). Staff are recommending a review of the policy be undertaken and are recommending that an ad-hoc committee be established annually, to review the criteria of each application and present a recommendation to Council.

Financial Implications:

2026 pre-budget approval \$2,500 in-cash and \$10,574 in-kind.

Legislation:

By-law 2019-58, Community Grant Policy

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin’s infrastructure to support long-term growth.	<input checked="" type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input 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:	2026 Community Grants - 2026-07-Community ServicesClerks.docx
Attachments:	- 2019-58 - Community Grants Policy.pdf - Community Grant Request Summary 2026.pdf
Final Approval Date:	Mar 6, 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. 2019-58

A By-law to adopt and maintain a policy with respect to Community Grants.

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by By-Law; and

Whereas the Council of The Corporation of the Municipality of West Elgin deems it expedient to establish a Community Grant Policy; and

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

1. That the Policy regarding Community Grants, identified as Schedule 'A' attached hereto is authorized and approved.
2. That this by-law shall come into force and effect upon the final reading thereof.

Read a first, second, and third time and finally passed this 27th day of June, 2019.


Richard Leatham
Deputy Mayor


Genevieve Scharback
CAO / Clerk

Corporation Of The Municipality of West Elgin

Schedule “A” to By-Law #2019-58

2019-05 Community Grant Policy

Effective Date: June 27, 2019

Review Date:

1. Purpose

This policy is intended to enable the Municipality of West Elgin to provide grants to non-profit organizations and groups who operate within, and/or provide services to, the Municipality of West Elgin for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

2. Legislative Authority

Section 107 of the Municipal Act, 2001, as amended, provides that a municipal may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that a council considers to be in the interests of the municipality.

3. Overview

The Municipality of West Elgin recognizes the need to assist non-profit organizations in taking on new initiatives and assisting organizations in carrying out their responsibilities. The Municipality will not support on an ongoing basis, any organization that does not have a sufficient amount of support, financial or otherwise, from the community as it is key that organizations become sustainable as soon as possible after they begin operations and should remain sustainable with an adequate level of funding for their operations from the community.

4. Annual Grant Funding

Council shall establish annually a monetary amount in the budget for all grant requests.

5. Categories for Funding

1. Supporting Youth/Senior Events
2. Community Beautification
3. Arts, Culture and Heritage projects and/or events
4. Tourism Development

5. Community Special Events
6. Other – one time grant request

6. Grant Types

Requests may be made for monetary and/or in-kind contributions. While cash funds are not provided in relation to in-kind contributions it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will be required to include an estimated monetary value of the request under consideration.

7. Application Guidelines

1. All grant applications shall be submitted on the Community Grant Application Form and directed to the Treasurer, on or before December 31 of each year for inclusion in the following year's budget.
2. Forms that are incomplete will not be considered.
3. The application for financial assistance, in any given year, will not will not automatically be considered in future years. Applicants must re-submit grant applications.
4. Grant Application forms shall include financial information including a budget for the event/project/program and the financial statement from the previous year from either the event or the organization
 - a. If the report shows a surplus, a statement of intended use of the surplus shall be included
 - b. If the report shows a deficit, a statement as to how the deficit will be eradicated
5. Requests related to the waiver or reduction of fees for parks and/or facilities, the applicant will be required to complete and comply with the terms of the rental agreement.
6. Submission of a grant application does not guarantee an organization will receive full or partial funding.
7. Requests related to in-kind contributions are subject to the availability of the resource(s) being requested.
8. Requests related to a capital project to be constructed on municipal land, requires Council sanction before proceeding. The request must detail the project design with a budget including future maintenance costs.

9. The Municipality of West Elgin will not contribute to outstanding deficits. In the event that a recommendation is made to provide funding for a program from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.

8. Eligibility Criteria

An applicant organization must meet the following general criteria in order to be considered for a community grant;

1. Operate as a non-profit organization with the ability to confirm such status to a level deemed satisfactory by the municipality. Any specific service, program or activity for which fund is requested must also be not-for-profit in nature.
2. Applications must meet one of the funding categories specified in this policy.
3. Complete the Community Grant Application Form in full including the submission of previous year's financial information.
4. Must have submitted a status report for any community grant received in the previous year within the required timelines.
5. One-time special requests for assistance will be considered on an individual basis. Examples of these types of requests would be disaster relief requests either locally or on a broader scope.
6. Demonstrate that the applicant organization has explored and/or are receiving other sources of financial support. Grants are intended to be supplementary to main sources of funding for organizations. The grant shall not be considered as the primary source of funding for the organization and/or the event.
7. There will be consideration given to providing donations to local elementary and secondary schools for special projects or events.

9. Exclusions

1. Grants will not be available to groups that have failed to comply with reporting requirements from previous grants.
2. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
3. Individuals and businesses are not eligible to apply for the Community Grant Program.

4. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sport groups (with the exception of minor sports organizations); nor will funds be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.
5. Grants will not be provided to fund projects on property held by private landowners.

10. Procedure

1. All requests for financial donations and grants will be considered having regard for the Municipality's current budget. Only one request per organization is to be considered per year.
2. The Treasurer will review applications for completeness, accuracy, and compliance with this policy. Applicants may be required to provide additional information before the request is presented to Council. Applicants may present their funding request as a delegation to council.
3. Applications for in-kind non-financial assistance will be forwarded to the respective department for review. The department manager will review and provide in a report the financial impact of the request and the availability of the resource being requested.
4. Council will review and assess all grants/awards in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community and community involvement/response.
5. Council will make the final decision on all grants/awards.
6. Requests will be considered during the annual budget deliberations. The Treasury department will notify all applicants of Council's decision once the municipal budget has been approved.
7. Revenues related to in-kind services will be recorded in the respective department and the expense will form part of the municipal grant expense budget line.
8. Grant funds will typically be awarded in one lump sum payment. At the discretion of council organizations may be awarded funds by installments, with a reporting requirement prior to release of the next installment.

11. Accountability

1. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in

future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

2. Funds granted under this program are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined.
3. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
4. Grant recipients must complete a status report and submit to the West Elgin Council within 60 days of the event/project completion. Failure to comply may affect the eligibility of future grant approvals. The status report shall include – a description of the completed event/project, financial report, listing all expenditures and revenues pertaining to the event/project, the use of the funds, and the signature of the event chair/coordinator.

12. Municipal Recognition

Organizations receiving financial support shall acknowledge the Municipality of West Elgin's contribution through all printed material and other promotional means. The Municipality's logo is available by contacting the Clerk's Office.

13. Evaluation Matrix

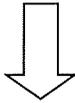
Each Council member will complete an evaluation and give each applicant a score using the established Evaluation Matrix form, attached hereto and forming an integral part of this policy. This score will be used to determine the amount of dollars for each applicant if the request for grants exceed funds available. The following criteria will be used to evaluate the various applications:

1. The initiative will have a positive impact on the community.
2. The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities
3. The project, initiative or event will contribute to the economic prosperity of the Municipality of West Elgin and/or promote civic pride.
4. The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.
5. The initiative benefits a significant number of residents.

Process

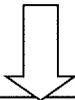
Municipal Staff:

- Receives Community Grant Application
- Forwards application and Evaluation Matrix to each member of Council for evaluation



Council Members:

- Complete Evaluation Matrix
- Return completed evaluation to Clerk for summary report



Clerk's Department:

- Complete Summary Form
- Bring forward to next Council meeting for grant approval amount to be included in budget, if total grant requests exceed budgeted amount grants may be denied or reduced as deemed appropriate by Council.



MUNICIPALITY OF West Elgin

Community Grant Application Form

Name of Application / Organization / Service Club / Community Group		
Contact Person		Position held in organization
Mailing Address		Telephone / Cell Phone #
Email Address		Website

Specifics of Event / Project / Program requesting funds	
Total Project Budget	
Amount of Funds requested from the Municipality (For in-kind requests, please provide the monetary equivalent of the grant request)	
Have you applied to the Municipality for funding in the past?	
Do you want to present your request to Council?	

Community Grant Application Form

For Organizations / Service Clubs

Are you a non-profit organization?	
Charitable registration number (if applicable)	
Date of Incorporation	
<u>Grant Category:</u> Youth / Senior Event Community Beautification Arts, Culture & Heritage Tourism Development Community Special Event Capital Funding for a Specific Project Other – one time grant request	
Please provide a brief history of your organization and indicate if it is incorporated as a non-profit organization.	
Is your group able to issue charitable tax receipts on its own?	
What are the general objectives / services of your organization?	
In what geographical area does your organization operate?	
Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.	
List the Executive Officers of your organization.	

Community Grant Application Form

Project Information

<p>Please provide a brief description of the event, program or project. Include goals and timelines.</p>
<p>If this is not a new project or initiative, please describe how it will enhance your program or increase participation and or volunteerism.</p>
<p>What is the specific purpose that grant funds will be used for?</p>
<p>For in-kind requests, please provide details on type of request (ex. Materials, equipment, resources, etc.)</p>
<p>Please indicate what other sources of funding are supporting this Event / Program / Project.</p>
<p>Who will benefit from the proposed Event / Project / Program (ex. Children, seniors, etc.)</p>

Community Grant Application Form

Financial Information

1. Please attach a financial statement from your previous year from your Organization. Financial statements are not required for requests under \$500.00
2. Please provide a project budget, including:

Project Budget: Revenue Sources

1. Applicant Contribution
2. Grants
3. Donations
4. Sponsorships
5. Fund-Raising Efforts
6. Other Sources
7. Total Revenue

Project Budget: Expenses

1. Advertising and Promotion
2. Program Supplies
3. Entertainment
4. Administration
5. Salaries and Wages
6. Facilities Rental
7. Prizes and Awards
8. Other
9. Total Expenses

Terms and Conditions

In the event that a grant is awarded, the applicant agrees to the following:

- Provide a complete status report for the use of funds within 60 days of the completion of the event, project or program.
- To acknowledge the support of the Municipality of West Elgin in all printed material and through other promotional means.
- The funds will be used only for the purposes described in this application
- To inform Council if the project is delayed or changed substantially for any reason
- In the event that the project does not go forward, the application will return those funds granted for the proposed project.

2019 Grant Evaluation

Score each criteria out of 5

Criteria	1	2	3	4	5	6	7	8
Grant Requested	Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name	Applicant Name
Scoring Criteria								
1	The initiative will have a positive impact on the community							
2	The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities							
3	The project, initiative or event will contribute to the economic prosperity of the Municipality of West Elgin and/or promote civic pride							
4	The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support							
5	The initiative benefits a significant number of residents							
6	Consider full or partial grant?							
	Recommended grant amount							

Scoring/ Evaluation Instructions

Score each criteria out of 5 using the scale below:

Points

0	Did not submit information for criteria
1	Does not satisfy the requirements of the criteria in any manner
2	Submission minimally addresses some, but not all of the criteria
3	Submission adequately meets most of the requirements of the criteria
4	Submission fully meets all requirements of the criteria
5	Submission exceeds the requirements of the criteria, very desirable

Organization	Total Funds Requested	Total In-Kind Requested	2025 Grant Received	Notes	Awarded
Country Holiday Tour	\$2,000.00		\$2,000.00	3-day Holiday Tour Event	
Dutton Dunwich - West Elgin Community Fund		\$200.00	\$200.00	Meeting Room Fees - Scout Hall 2-3 times annually	
Four Counties Health Services Foundation	\$ 7,000.00		\$5,000.00	Vital Signs Monitor(s)	
Junior Achievement Southwestern Ont	\$ 2,000.00		\$0.00	Youth Programming in West Elgin, grades 4-12	
Optimist Club of West Lorne		\$365.00	\$490.00	8 Kids Craft Nights, Scout Hall - \$280 Miller Park Pavillion Easter Egg Hunt - \$10 Annual Car Show Scout Hall & Pavillion \$75	
Optimist Club Road Race	\$ 2,500.00		\$2,500.00	Mothers Day Road Race - Kids fun run, 5K walk, 5K & 10K run	
Quad County Support Services	\$ 2,500.00		\$0.00	Youth Transition Programs	
Rodney Cruise-In			Road Closure	Charity Car Show - Road Closure Request	
Rodney and District Horticulture Society		\$150.00	\$0.00	Greening Your Grounds Presentation	
Rodney and District Horticulture Society		\$450.00	\$300.00	Annual Plant Sale at Rodney Recreation Centre	
Rodney Shufflers Tournament		\$2,429.50	\$1,250.00	Shuffleboard Tournament August 2026. Renters pays insurance	
Roots & Revival Festival	\$ 3,000.00		\$6,055.63		
Tiny Tots Cooperative Nursery School/Early ON West		\$5,069.00	\$4,169.70	Programming out of Scout Hall once a week - In Kind Rental cost coverage request	
West Elgin Community Health Centre		\$200.00	\$100.00	Stroller Walk & Lunch - Millar Park Pavillion	
West Elgin Community Health Centre		\$7,890.00	\$4,970.00	Senior's Fall Fair (Rec Cntr & Kitchen)-\$3,000 Miller Park Pavillion-Functional Fitness-\$180 (Starting in June) Drum-Fit and Chair Yoga- In-kind Rec Centre-\$4,160 (Already Started) November Vaccination Clinic-In-kind Rec Centre-\$550	
West Lorne and Community Horticultural Society	\$ 1,500.00		\$1,500.00	Hanging Baskets	
West Lorne Lawnbowling Club	\$ 2,500.00		\$2,500.00	Green Maintenance	

Funds Requested	In-Kind Requested	Total Requests
\$ 21,000.00	\$ 16,553.50	\$ 37,553.50

Total Granted



Staff Report

Report To: Committee of the Whole
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-03-12
Subject: Rodney Park Masterplan

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Rodney Park Masterplan; And

That West Elgin Committee of the Whole direct staff to bring back for pre-budget approval, at the next Regular Meeting of Council.

Purpose:

The purpose of this report is to provide Council with an overview of the benefits of undertaking a comprehensive master plan for Rodney Park, summarize the scope of work outlined in the attached consultant proposal, and identify the associated costs to complete this work.

Background:

On August 10, 2023, Council received a follow-up report regarding the Rodney Park Revitalization Committee, and the following motion was passed, providing Council's blessings to proceed with a fundraising project, to install an accessible playground at the Rodney Park:

Res. No. 2023-224

That the Council of the Municipality of West Elgin hereby receives the report Terri Towstiuc, Clerk Re: Rodney Park Revitalization Committee Follow-up questions and comments; and That Council give their blessing to the Rodney Park Revitalization Committee to move forward with the anticipated project; and That a member of Council will be appointed to the Rodney Park Revitalization Committee during the Council Committee selection and appointment process.

Since that time, the committee has successfully fundraised, and the municipality, in collaboration with the committee, has successfully obtained an Ontario Trillium Foundation grant, to proceed with the initial concept. Plans are underway for installation, commencing Spring 2026.

The Municipality recognizes the tremendous efforts put forth by this committee to install an accessible playground, and initial discussions to proceed with additional phases. Staff are recommending that the municipality proceed with a Rodney Park Masterplan to continue

conversations with community stakeholders for the overall park concept. The process of establishing a professional masterplan will allow all stakeholders and all community members to be part of the phased-in planning process.

Rodney Park is an important recreational asset within the municipality and continues to evolve to meet community needs. With initial improvements currently underway, there is increasing interest from staff, community groups, and residents to expand park amenities, potentially including:

- Permanent washroom facilities
- A pavilion or gathering space
- A potential splash pad
- Additional recreational and community features

Given the long-term financial, operational, and community implications of these potential investments, it is important that future development is guided by a comprehensive and evidence-based Master Plan.

The attached proposal outlines a structured approach to assessing needs, engaging the community, and developing feasible options for Council consideration.

As outlined in the attached proposal, the consultant will undertake the following key tasks:

Project Initiation and Review

- Review existing park conditions, constraints, and previous studies
- Confirm project objectives, timelines, and key decision points

Community and Stakeholder Engagement

- Public workshop(s)
- Stakeholder interviews (user groups, accessibility advocates, organizations)
- Online community survey
- Pop-up engagement events
- Youth and high school engagement
- Council and staff workshops

Concept Development and Costing

- Development of 2–3 concept options (e.g., basic to full build scenarios)
- Identification of servicing requirements
- High-level capital cost estimates
- Lifecycle and annual operating cost projections

Implementation and Funding Strategy

- Phasing recommendations
- Identification of grant and partnership opportunities
- Risk analysis and mitigation strategies
- Recommended next steps for design and budgeting

Deliverables

- Engagement summary report
- Concept plans and cost ranges
- Operating impact summary
- Funding and phasing strategy
- Final presentation to Council

Financial Implications:

The attached proposal provides the following estimated cost:

- **\$8,000 – \$15,000 plus HST**

The variation in cost is dependent on:

- Level of conceptual design detail
- Scope and depth of community engagement (e.g., statistical vs. non-statistical survey)

This study represents a relatively modest investment that will help guide potentially significant capital expenditures and ensure long-term financial sustainability.

If Council wished to proceed with a masterplan for the park, direction must be provided to staff to bring a formal approval recommendation, at the next regular meeting of Council.

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

Respectfully submitted by,

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



Staff Report

Report To: Committee of the Whole

From: Terri Towstiuc, Manager of Community Services/Clerk

Date: 2026-03-12

Subject: West Lorne Ball Park Fencing

Recommendation:

That West Elgin Committee of the Whole hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk regarding the cost of fencing installation at the West Lorne Ball Diamond; And

That West Elgin Committee of the Whole hereby recommend staff include in the 2026 budget deliberations for Council approval.

Purpose:

The purpose of this report is to present Council with the cost associated with the supply and installation of fencing at the West Lorne Ball Diamond

Background:

At the Regular Meeting of Council, August 14, 2025, West Elgin Council passed the following motion:

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

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

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

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

Council have indicated a desire to install new fencing & Lighting at the ball diamond to enhance safety, improve facility standards, and support ongoing recreational programming. Currently, there is adequate lighting at the park, with one bulb needing replacement, at an estimated cost of \$1,000.

A quotation has been obtained for the supply and installation of chain link fencing at the West Lorne Ball Diamond. The scope of work includes:

- **Total fence length:** 625 feet
- **Fence height:** 5 feet
- **Material:** 2" chain link, 9-gauge galvanized steel
- **Posts and top rail:** Heavy-duty galvanized steel
- **Top rail and tension wire:** Included
- **Yellow safety capping:** Included along the full fence length
- **Post spacing:** 10 feet

The fencing system is designed to meet or exceed industry standards and provide long-term durability for recreational use. The inclusion of yellow safety capping enhances visibility and improves player safety.

The supplier has indicated that material pricing, particularly steel, is subject to fluctuation. Early approval of the project and procurement may assist in mitigating potential cost increases.

Noted in the motion was the desire for an estimation of potential revenue for advertising, to offset the cost of fencing. For the purpose of this report, the annual 3-year average of the Bo Horvat Community Center is \$7,178 annually, however West Elgin Committee of the Whole will be soon receiving a secondary report, indicating the potential for a Municipal Sponsorship Program Policy. The policy will provide direction on how to best handle **all** donations and sponsorships across **all** recreation programming, including the Rodney Pool, Bo Horvat Community Center, and potential West Lorne Baseball Diamond.

Financial Implications:

The quotation received for the project is as follows:

- **Supply and Installation:** \$29,987.08
- **HST (13%):** \$3,898.32
- **Total Project Cost: \$33,885.40 plus \$1,000 per lightbulb replacement**

A deposit of 15% is required upon acceptance, with the balance payable upon completion of the work.

Additional costs may be incurred if unforeseen site conditions are encountered (e.g., underground obstructions requiring specialized excavation methods).

This report is provided for informational purposes only, with intent to move forward to West Elgin Council, for the 2026 budget deliberations.

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 Towstiuć, Dipl. M.A.
 Manager of Community Services/Clerk