



Municipality of West Elgin

Revised Agenda

Committee of the Whole

Date: April 9, 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: <https://us02web.zoom.us/j/86586223412?pwd=1NcDbXtyo9fHMUGr2DvbggyZaar0x1.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Committee of the Whole hereby adopts the Agenda for April 9, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

Recommendation:

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

5. Business Arising from Minutes

6. Staff Reports

6.1 Infrastructure & Development

6.1.1 Garbage Collection Contract 2026

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Recommendation:

That West Elgin Committee of the Whole hereby receives the Garbage Collection Contract 2026 report from D. Charron, Manager of Infrastructure and Development; and

That the Committee reviews and provides feedback on the proposed base contract service levels to be included within the Request for Proposal (RFP) for municipal waste collection services; and

That the Committee reviews and provides feedback on the inclusion of provisional items within the RFP for urban and commercial recycling collection services, which will be brought forward for Council consideration at the time of contract award.

6.1.2 Verbal Discussion Re: Spring Clean-up Waste Collection

7. Adjournment & Move to 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

Committee of the Whole

March 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

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1. Call to Order

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

2. Adoption of Agenda

Resolution No. 2026- 11

Moved: Councillor Sousa

Seconded: Councillor Denning

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

3.1 Councillor Sousa - 2026 Community Grants

Committee Members for Roots & Revival

4. Adoption of Minutes

Resolution No. 2026- 12

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 Infrastructure & Development

6.1.1 Crosswalk Update

Dave Charron, Manager of Infrastructure and Development, provided Council with an update on the anticipated County of Elgin roadwork within the town of West Lorne. The work has been pushed back to 2028-29, which West Elgin Council has expressed their concerns with project being pushed further back, numerous times.

Council addressed various concerns with the current intersections including 401 detours, lack of proper accessible parking spots and lack of safe crosswalks.

Mr. Charron advised that a traffic impact study, as presented in his report, will provide Council with determination of where, if any, proper crosswalks would be most impactful and beneficial to the community.

Resolution No. 2026- 13

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Committee of the Whole hereby receives the report Re: Cross Walk Update, 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.

Carried

6.1.2 Garbage, Recycling and Landfill Operations

West Elgin Committee of the Whole received a report from Dave Charron, Manager of Infrastructure & Development, providing details for the current garbage, recycling and landfill status. Commercial businesses have been impacted most from the provincial changes to recycling collection, and the current landfill status in West Elgin does not allow for significant increases in collection. Members requested alternative measures be explored, including HE compaction and/or incineration, and combining efforts with neighbouring municipalities.

Resolution No. 2026- 14

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Committee of the Whole hereby receives the report Re: Garbage, Recycling and Landfill Operations, from D. Charron, Manager of Infrastructure and Development, for information purposes, and

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

Carried

6.2 Community Services & Clerks

6.2.1 2026 Community Grants

Councillor Sousa declared a conflict on this item. (Committee Members for Roots & Revival)

Councillor Sousa declared pecuniary interest, as he is a member of the Roots and Revival committee, who is a grant applicant for the 2026 year.

Resolution No. 2026- 15

Moved: Councillor Statham

Seconded: Councillor Denning

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.

Carried

6.2.2 Rodney Park Masterplan

Members recognized the efforts of the Rodney Park Revitalization Committee and expressed interest in moving forward with phased-in plans for the future of the Rodney Park.

Resolution No. 2026- 16

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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 request, at the next Regular Meeting of Council.

Carried

6.2.3 West Lorne Ball Diamond

Resolution No. 2026- 17

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

7. Adjourn and Move into Regular Session of Council

Committee of the Whole adjourned at 5:16pm, to move into Regular Session of Council.

Resolution No. 2026- 18

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Committee of the Whole
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-04-09
Subject: Garbage Collection Contract 2026

Recommendation:

That West Elgin Committee of the Whole hereby receives the Garbage Collection Contract 2026 report from D. Charron, Manager of Infrastructure and Development; and

That the Committee reviews and provides feedback on the proposed base contract service levels to be included within the Request for Proposal (RFP) for municipal waste collection services; and

That the Committee reviews and provides feedback on the inclusion of provisional items within the RFP for urban and commercial recycling collection services, which will be brought forward for Council consideration at the time of contract award.

Purpose:

The purpose of this report is to inform Council of the proposed approach for the upcoming Request for Proposal (RFP) for municipal waste collection services, including base service levels and provisional service components for consideration.

Background:

The Municipality currently provides waste collection services across both urban and rural areas, including the communities of Rodney and West Lorne, as well as surrounding rural routes. The current waste collection contract is set to expire on August 1, 2026, and staff are proposing to undertake a formal procurement process to ensure continuity of service.

Additionally, recent changes to provincial recycling programs, including the transition to producer responsibility under the Blue Box Regulation, have impacted municipal service delivery. As a result, commercial and non-eligible properties no longer receive recycling collection, creating a need to explore service options and costs within the new contract.

Discussion

Staff propose to issue an RFP for a comprehensive waste collection contract with a **term of seven (7) years, with two (2) optional one-year extensions (7+1+1)** to provide long-term stability while maintaining flexibility.

The RFP will include the following components:

1) Base Contract Services

- a) Weekly garbage collection within the urban areas of Rodney and West Lorne
- b) Waste collection services for rural routes throughout the Municipality
- c) Collection schedules, routing, and service standards to be defined within the RFP

2. Leaf and Yard Waste Collection

- a) Seasonal leaf and yard waste collection services within urban areas
- b) Defined collection periods and service levels to be established

3. Bulk Item Collection

- a) Scheduled or on-call bulk item pick-up services
- b) Parameters for acceptable materials and frequency to be outlined

4. Provisional Items (Optional Components)

The RFP will include provisional pricing for the following items to provide Council with flexibility at the time of contract award:

- a) Toter Bin Collection (96 gal or 363 L – Urban Areas): Implementation of standardized 36-litre toter bins for garbage collection within Rodney and West Lorne
- b) Commercial Recycling Collection: Provision of recycling services for businesses and properties impacted by changes to the provincial Blue Box program, where collection is no longer provided under the new framework.

These provisional items will be evaluated independently from the base contract to provide service options based on cost and operational considerations.

Service Level Options

The current service level provides one garbage collection per week with a three-bag limit per household. Council may wish to explore potential adjustments to this service level, including options to increase service by permitting additional bags or introducing a second collection day per week.

Alternatively, Council could consider a reduction in service levels, such as transitioning to bi-weekly garbage collection.

Financial Implications:

The RFP process will establish current market pricing for waste collection services. Submissions will be evaluated based on a combination of cost and qualitative factors to ensure best value for the Municipality.

In addition to base contract pricing and provisional item costs, proponents will be required to provide:

- Detailed information on the equipment and fleet proposed for service delivery, including age, condition, capacity, and suitability for both urban and rural collection routes.
- Company background and experience, including previous municipal contracts, references, and demonstrated ability to deliver comparable services.
- Operational approaches that may impact long-term costs, efficiency, and service reliability

This information will support a comprehensive evaluation that considers not only financial cost, but also service quality, contractor capability, and long-term value.

Final financial implications will be presented to Council upon completion of the RFP evaluation, along with a recommended contract award.

Upon receipt of provisional pricing, Council will be able to evaluate the financial impact of the additional service components and determine whether any enhanced service levels should be supported through the general tax levy or an area-rated funding model.

Policies/Legislation:

- [Ontario Regulation 391/21](#)
Governs the transition to full producer responsibility for recycling programs and impacts municipal collection obligations, particularly for non-eligible sources such as certain commercial properties.
- [Environmental Protection Act](#)
Provides the overarching legislative framework for waste management in Ontario, including collection, transportation, and disposal requirements.
- [Ontario Occupational Health and Safety Act](#)
Establishes requirements for worker health and safety, including safe operation of collection vehicles and handling of waste materials.
- [Highway Traffic Act](#)
Applies to waste collection vehicles operating on municipal roads, including safety, signage, and operational compliance.
- [Ontario Traffic Manual Book 7](#)
Provides guidance for traffic control measures during roadside collection activities

- Applicable Ministry of the Environment, Conservation and Parks (MECP) policies and approvals related to waste collection and transportation.

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,

Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Garbage Collection Contract 2026 - 2026-16-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Apr 2, 2026

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

Robin Greenall