



Municipality of West Elgin

Agenda

Council Meeting

Date: April 23, 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/87232756440?pwd=QY83hPolz4okinXpOeoGaqFx4FablP.1>
Pages

1. Call to Order
2. Adoption of Agenda
Recommendation:
That West Elgin Council hereby adopts the Regular Council Agenda for April 23, 2026 as presented.
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Meeting, Elgincentive Community Improvement Plan (CIP) 11
Presentation & Public Meeting, Carolyn Krahn, County of Elgin
 - 4.1 Engincentives CIP 2026 (Draft Plan) 39
 - 4.2 Public Comment 120
 - 4.3 Council Comment
5. Committee of Adjustment
Refer to Committee of Adjustment Agenda

Recommendation:

That West Elgin Council hereby recess Regular Council to move into Committee of Adjustment.

6. Public Meeting, Zoning Amendments

6.1 D 14 04-2026, 22709 Silver Clay Line

6.1.1 Planners Report, E. McKinstry, Jr. Planner, County of Elgin

122

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 04-2026 – Recommendation Report (Planning Report 2026-11), and

That West Elgin Council approve Zoning By-law Amendment Application D-14 04-2026 to rezone the subject property from General Agricultural (A1) zone to Agricultural (A2) zone and Rural Residential- Special Provision 4 (RR-4), as presented in By-law 2026-10 attached as Appendix 1 to Planning Report 2026-11, and

That subject to no concerns being raised at the public meeting, that By-law 2026-10 to amend Zoning By-law 2015-36, be presented at the regular meeting of Council on April 23rd, 2026, for adoption. (Planning Report 2026-11).

6.1.2 Landowner or Public Comment

6.1.3 Council Comment

6.2 D 14 05-2026, 136 Furnival Road

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 05-2026 – Recommendation Report (Planning Report 2026-12).

That West Elgin Council approve Zoning By-law Amendment Application D-14 05-2026 to rezone the subject property from Future Residential (FR) to Residential First Density (R1), as presented in By-law 2026-11 attached as Appendix 1 to Planning Report 2026-12.

That subject to no concerns being raised at the public meeting, that By-law 2026-11 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on April 23rd, 2026, for adoption. (Planning Report 2026-12).

6.2.2 Landowner or Public Comment

6.2.3 Council Comment

6.3 Adjournment of Public Meeting

Recommendation:

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

7. Closed Session

Recommendation:

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

- (f) Solicitor/Client Advice (Interim Controls);
- (c) Proposed disposition of land (Munroe Street);
- (a) Security of Municipal Property (Rodney Recreation Centre)

8. Report from Closed Session

Clerk to provide Report from Closed Session.

9. Delegations and Presentation

9.1	Mike Howard Re: Concerns with the Planning Act, Zoning By-law Appeal Period	
9.2	Mr. John Kirby, Representing Shree Rodney Property Inc. Re: Interim Measures, Rodney Market	
9.3	Dawn Geddes & Keith Montgomery Re: Interim Measures Moriah Street	
10.	Adoption of Minutes	147
	Recommendation: That West Elgin Council hereby adopt the Minutes of April 9, 2026 as presented.	
11.	Business Arising from Minutes	
12.	Staff Reports	
12.1	Building	
12.1.1	2025 Year-End Report, Building	155
	Recommendation: That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of December 2025.	
12.1.2	2026, First Quarter Building Report	157
	Recommendation: That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of Jan-Mar 2026.	
12.2	Fire	
12.2.1	First Quarter Fire Activity Report, 2026	159
	Recommendation: That West Elgin Council hereby receives the Quarterly Fire report for January-March 2026, from Jeff McArthur, Fire Chief, for information purposes.	
12.3	Infrastructure & Development	

12.3.1 Spring Clean at Landfill 164

Recommendation:

That West Elgin Council received the report regarding Spring Cleaning Program at the Landfill from D. Charron, Manager of Infrastructure and Development, And

That Council approves the recommendations to implement three (3) annual half-price landfill days to be held May 6, 7, and 8.

12.4 Community Services & Clerks

12.4.1 Use of Corporate Resources During an Election Policy 167

Recommendation:

That West Elgin Council hereby receives the Use of Corporate Resources for Election Purposes report from Terri Towstiuc, Manager of Community Services/Clerk; And

That Council approve the Use of Corporate Resources for Elections Purposes Policy to be attached as Schedule A to By-law 2026-22.

12.4.2 Joint Compliance Audit Committee 177

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Elgin Election Joint Compliance Audit Committee; And

That Council adopt the By-Law establishing an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal elections Act, 1996, as amended.

12.4.3 Council Meeting Options During Community Complex Renovations 189

Recommendation:

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

That Council hereby direct staff to reschedule all meetings to virtual access only, for duration of the Community Complex Renovations only.

12.4.4 "Game-On" Youth Day Update 193

Recommendation:

That West Elgin Council hereby receives the "Game On" Youth Day update report from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes.

12.5 Chief Administrative Officer

12.5.1 Consideration of West Elgin Parking By-law 197

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO regarding deliveries occurring upon and By-Laws applicable to the roadway between Furnival Road and Stinson Street that is used to deliver goods to the Rodney Market, and

That West Elgin Council determine suitable interim measures to allow time for the interested parties to prepare full presentations that will permit Council to reach a final decision, and

That Council pass a resolution urging the parties to discuss solutions and put forward a joint proposal at the next Council meeting

12.5.2 Municipal Partnership with Elgin International Club 203

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall regarding a municipal partnership with the Elgin International Club, and

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the Elgin International Club whereby the municipality will receive and direct the funding of a successful Community Futures grant application.

12.6 Corporate Services & Finance

12.6.1 Corporate Group Benefits

205

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO regarding the corporate group benefits program, and

That Council approve a contract with Desjardin Insurance as the selected provider of their Corporate Group Benefits Program, and

That Council approve a contract with AIG as the selected provider of the AD&D Insurance benefits.

13. Board or Committee of Council Reports or Updates

Council opportunity to provide updates from their appointed committees and/or boards.

14. Notice of Motion

None presented prior to the meeting.

15. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

16. Correspondence

Recommendation:

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

16.1 County of Elgin, Notice of Decision E 17-26 210

16.2 AMO Watchfiles

16.2.1 March 26 214

16.2.2 April 2 217

16.2.3 April 16 221

16.3 County of Elgin Minutes

16.3.1 March 10, Committee of the Whole 224

16.3.2	March 10, Council	227
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16.3.5	March 24, Council	236
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16.4	Ontario Energy Board (OEB) Notice, Generic Proceeding to Review the 2000 Model Franchise Agreement	245
16.4.1	OEB Extension of Intervention Deadline	246
16.5	City of Mississauga Motion Re: Locally Election School Board Trustees	248
16.6	Municipal Engineers Association (MEA) comments Re: Province's plan to Harmonize Ontario Provincial Standards (OPS)	
16.7	Watson & Associates, Changes to Growth-related Financing Tools - Bill 98	250
16.8	Watson & Associates, Proposed Amendments to the Water and Wastewater Public Corporations Act - Bill 98	256
16.9	AMO Email Re: AMO Conference Delegations Now Open	260
16.10	Ministry of Environment, Conservation and Parks, Letter dated April 20, 2026 Re: Proposed Environmental Assessment Act (EAA) amendments to improve the comprehensive environmental assessment (EA) process	262

17. Items Requiring Council Consideration

17.1 Mayor Leatham, Request for Reconsideration of Motion 2026-92, Ontario Land Tribunal Appeal

Recommendation:

That West Elgin Council hereby reconsider Motion 2026-92, being a motion to submit an appeal to the Ontario Land Tribunal.

Recommendation:

That Option A is the preferred Option, and that the Municipality of West Elgin proceeds with appealing the County of Elgin Land Division Committee's decision to approve consent application E 17-26 26212 Carroll Line. The appeal will be filed with the OLT on or before April 14th, 2026.

18. By-Laws

18.1 By-law 2026-22, Use of Corporate Resources During an Election Policy 264

Recommendation:

That By-law 2026-22, Being a By-Law to adopt the "Use of Municipal Resources During an Election Policy", be read a first, second and third and final time.

18.2 By-law 2026-23, Establish a Joint Compliance Audit Committee 265

Recommendation:

That By-law 2026-23, Being a By-law to establish an Election Joint Compliance Audit Committee for the 2022 Municipal Election in accordance with the Municipal Elections Act, 1996, be read a first, second and third and final time.

18.3 By-law 2026-24, Appointment of Treasurer, E Nilsson 274

Recommendation:

That By-law 2026-24, Being a By-Law to Appoint a Treasurer for the Corporation of the Municipality of West Elgin, be read a first, second and third and final time.

18.4 By-law 2026-25, Drain Debenture, 2024 Lamont Drain Construction 276

Recommendation:

That By-law 2026-25, being a by-law to Authorize the issue of Debentures in the principal amount of \$12,863.64 for the construction of Lamont Drain, be read a first, second and third and final time.

18.5 By-law 2026-26, Drain Debenture, 2024 Fleuren Drain

280

Recommendation:

That By-law 2026-26, being a By-law to Authorize the issue of Debentures in the principal amount of \$6,842.43 for the construction of Fleuren Drain, be read a first, second and third and final time.

19. Confirming By-Law

284

Recommendation:

That By-law 2026-27 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 9, 2026, be read a first, second and third and final time.

20. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, April 23, 2026 or at the call of the Chair.



Elginincentives
COMMUNITY IMPROVEMENT PLAN

2026 CIP Update | Public Meeting

April 23, 2026

Legislative Notes

This meeting is being held in accordance with the requirements of Sections 17 and 28 of the *Planning Act*

Notice of this meeting was provided in accordance with the prescribed process defined in the *Planning Act*

Anyone can make an oral and/or written submission to the Municipality of West Elgin regarding the Plan

If a person does not make oral and/or written submissions to the Municipality of West Elgin respecting the CIP **before** a decision is made to approve this Plan, their eligibility to appeal and/or be added as a party to a hearing of an appeal before the Ontario Land Tribunal (OLT) may be affected





Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

About the Project

What is a Community Improvement Plan?

Statutory plan under Section 28 of the Planning Act allowing municipalities to...



Identify areas in need of improvement



Set out a strategy for improving those areas



Use tools such as financial incentives to support improvements

What is Elgincintives?

Elgincintives is an award-winning County-wide Community Improvement Plan (CIP) prepared in 2015

Offers 12 financial incentive programs to assist with a range of improvement projects on private property/businesses (signage, facades, etc.)

The Plan is prepared, administered, and largely funded by the County but needs to be adopted at the local level to comply with Planning Act requirements



After a Decade of Community Improvement...

287 (90%) of 319
Applications Approved

\$1.56 Million¹ in Grant
Funding Approved

\$9.44 Million²
Invested by Applicants



Project Phasing



Phase 1: Background Review
(Fall 2024-Spring 2025)



Phase 2: Document Update
(Fall 2025 – Winter 2026)

After 10 years of Elgincentives, the County needs to:

- Find out what's worked, what hasn't
- Identify components in need of update & modernization
- Realign with current planning and economic-development priorities



Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

Background Work

Background Review

Key findings from the background review were used to inform the updates, which included:

- Grant amounts no longer reflect development & labour costs
- There is opportunity and interest in housing programs (not currently in the Plan)
- Clarity and accessibility of the Plan and financial incentives can be improved
- Need to explore more ways to attract and support large-scale economic drivers, while supporting existing local business
- A modernization and visual refresh is needed

Elgin County Elgincentives Community Improvement Plan Review

April 2025

Recommendations Brief

Key recommendations were then identified to ensure we're on the right path before updating:

- Restructure financial incentives according to type of improvement being made
- Include housing-focused grants
- Increase grant amount maximums from \$15k
- Introduce “Municipal Leadership Initiatives” to help guide Council-led community improvement efforts
- Pursue several “quality of life” changes to the document to simplify administration and implementation

Elgin County **Elgincntives Community Improvement Plan** Recommendations Brief

Draft.V1 | September 2025



Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

Summary of Updated Plan

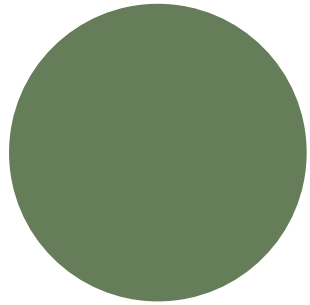
Vision Statement (no change)



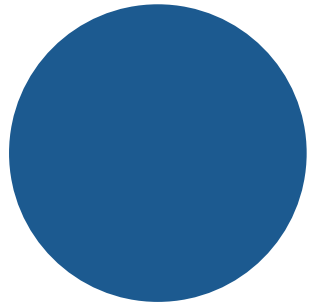
“Through the Elgincentives CIP, Elgin County will provide leadership in community improvement planning by offering incentives to eligible owners and tenants of lands and buildings in key sectors/areas of economic activity, County-wide.

Over the next 10 years, the Elgincentives CIP will advance the County’s economic goals and priorities; assist with improvement to the built and social environment; and support diversification of the local economic base.”

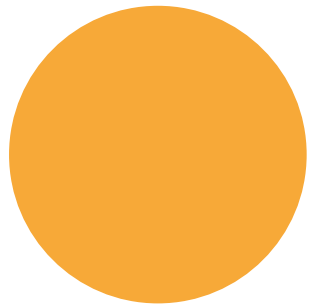
Updated Goals



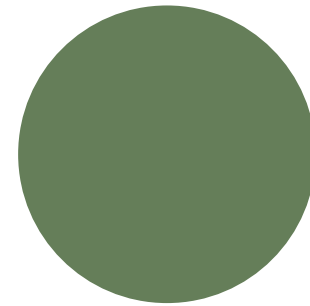
Create more Affordable & Attainable Housing Options



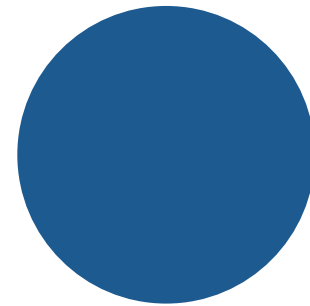
Revitalize Sense of Place in Core Areas & Main Streets



Diversify Agri-Tourism & Rural Economic Development



Improve Building Efficiency & Sustainability of Development



Stimulate Economic Growth & Vitality

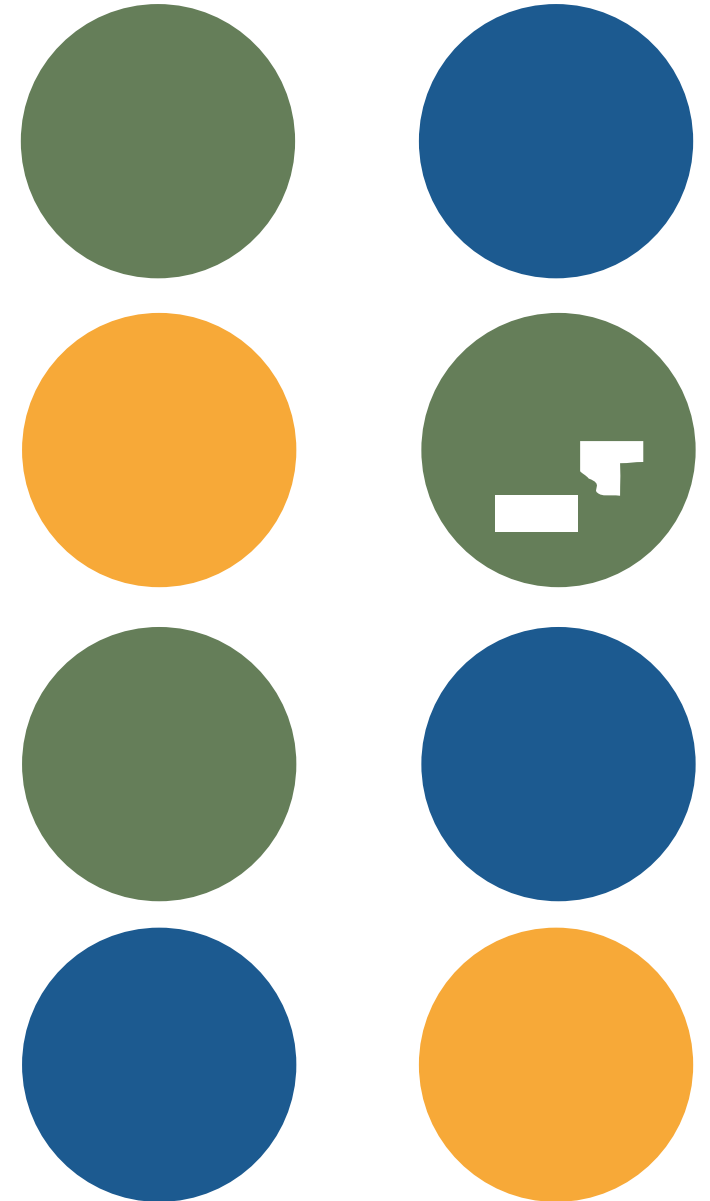
Updated Financial Incentives

Twelve existing incentives have been restructured down to six to simplify administration and better reflect the projects they support

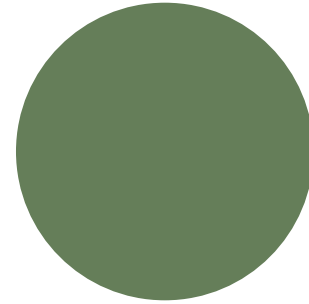
Two all-new incentives were introduced to support affordable housing and additional dwelling units

Maximum funding per project is determined according to the specific incentive program – combined total cannot exceed 50% of eligible project costs

All incentives are intended to be administered and funded by Elgin County – local municipalities may participate at their sole discretion



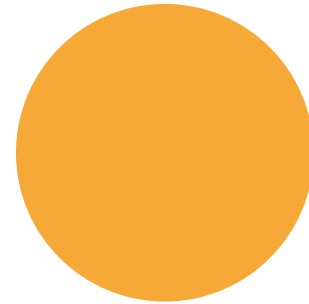
Restructured Incentive Programs



Façade, Signage, & Property Improvement Program

Matching grants to cover:

- 50% of materials and labour, up to \$18,500
- 50% of professional fees, up to \$4,500
- 50% of application fees, up to \$4,500



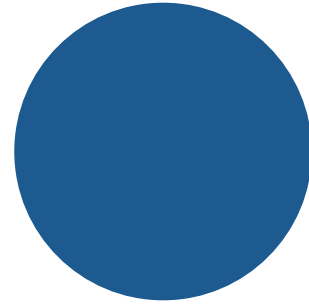
Brownfield Program

Matching grant to cover 50% of professional fees for site studies, up to \$10,000

3-Year Tax Cancellation (County and/or Local) for up to 3 years during site cleanup/remediation

5-Year Tax Increment Grant for brownfield redevelopment:
100% in Year 1, reduces by 20% annually

Restructured Incentive Programs

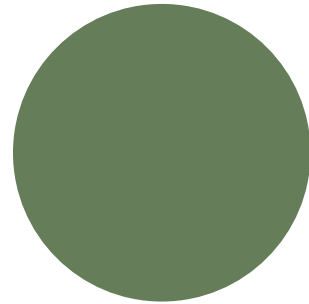


Building Improvement, Conversion, & Expansion Program

Matching grants to cover:

- 50% of materials and labour, up to \$30,000
- 50% of professional fees, up to \$5,000
- 50% of application fees, up to \$5,000

5-Year Tax Increment Grant for redevelopment: 100% in Year 1, reduces by 20% annually

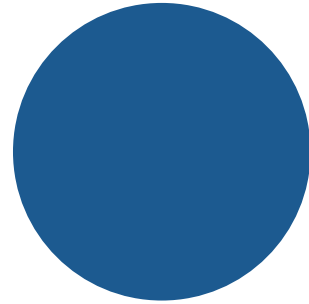


Building Efficiency & Sustainability Improvement Program

Matching grants to cover:

- 50% of materials and labour, up to \$7,500
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$1,500

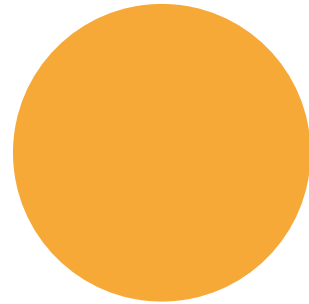
Restructured Incentive Programs



Industrial Stimulus Program

5-Year Tax Increment Grant for industrial development:
100% in Year 1, reduces by 20% annually

10-Year Tax Increment Grant available for industrial
development creating >60,000 ft² of new development:
100% in Year 1, reduces by 10% annually

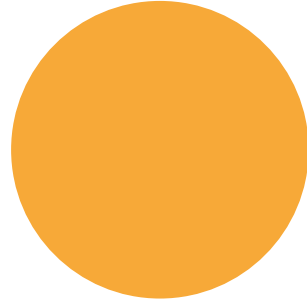


Agri-Tourism & Rural Diversification Program

Matching grants to cover:

- 50% of materials and labour, up to \$10,000
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$2,500

All New Incentive Programs



Affordable Rental Housing Program

Matching grants to cover:

- 50% of professional fees, up to \$5,000
- 100% of application fees, up to \$5,000

10-Year Tax Increment Grant: Annual grant of \$2,000 to \$5,000 per new affordable rental unit created, based on level of affordability achieved



DETACHED ADU



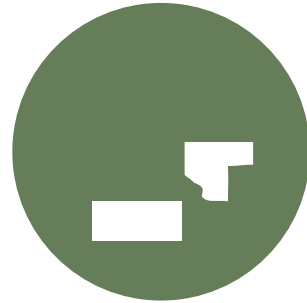
ATTACHED ADU



ATTACHED (ABOVE GARAGE) ADU



INTERIOR (BASEMENT) ADU



Additional Dwelling Unit Program

Matching grants to cover:

- 50% of materials and labour, up to \$10,000
- 50% of professional fees, up to \$2,500
- 50% of application fees, up to \$2,500

Municipal Leadership Initiatives

All new to Elgincentives – five Municipal Leadership Initiatives identified that can be led by the County, local municipality, or collaboratively, at their discretion

These are not financial incentive programs – nor are they formal commitments to action. They are intended as flexible strategic actions that may be considered over the life of the CIP, subject to Council direction, priorities, & resources

When pursued alongside financial incentives, they can help strengthen the overall effectiveness of the CIP by aligning public initiatives with private improvement activity

Pursuit or participation in any of the identified initiatives is solely at the discretion of County, local councils, and may include external partner agencies/organisations

Streetscaping & Public Space Improvement Strategy

Public Land Inventory & Opportunity Analysis

Brownfield Inventory

Ready-to-Build Additional Dwelling Unit (ADU) Catalogue

Climate Change Adaptation/Resiliency

Streetscaping & Public Space Improvement Strategy



Example tasks:

- Sidewalk upgrades, curb extensions, pedestrian crossings, lighting, street trees, and street furniture.
- Accessibility improvements
- Public space enhancements
- Gateway treatments and wayfinding signage
- Public art and placemaking projects

Public Land Inventory & Opportunity Analysis



Example tasks:

- Create consolidated inventory of municipal/County lands via GIS
- Conduct analysis to determine development appropriateness or potential
- Identify sites with potential for housing, employment, green space, etc.
- Use inventory to inform partnerships, funding applications, future redevelopment

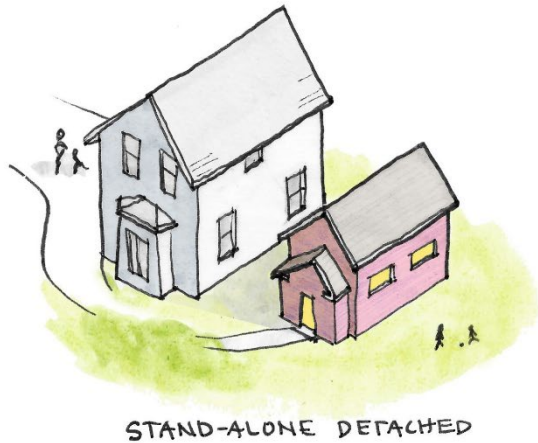
Brownfield Inventory



Example tasks:

- Identify and catalogue brownfield sites via GIS
- Collaborate and coordinate with property owners and provincial agencies for remediation efforts
- Use inventory for targeted application of CIP incentives

Ready-to-Build Additional Dwelling Unit Catalogue



Example tasks:

- Prepare catalogue of pre-approved or pre-reviewed ADU building designs that comply with regulations
- Establish fast-track or simplified approval process
- Align Catalogue with CIP Incentives

Climate Change Adaptation/Resiliency



Location & Transportation



Sustainable Site Development



Water Savings



Energy Efficiency



Materials Selection



Indoor Environmental Quality



Example tasks:

- Integrate green infrastructure into public spaces/projects (e.g., bioswales)
- Retrofit of municipally owned buildings and facilities
- Increase tree canopy and naturalized landscapes in settlement areas
- Integrate climate-resilient design into municipal projects



Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

Next Steps

Next Steps

Following this public meeting, the County will consider all feedback and comments received and revise the CIP as necessary before presenting to County Council for endorsement. Once endorsed, the final CIP will be forwarded to local Councils for adoption.

Per the requirements of the *Planning Act*, adoption of the Plan will be by way of By-law. Council's decision may be appealed in accordance with Section 17 of the *Planning Act*.

If no appeals are received within 20 days following a decision, the new CIP will come into effect, with programming availability for 2026 to be determined by the County.

March/April 2026

Public Meetings &
CIP Refinement

April 28th, 2026

Anticipated County Council
Endorsement

May 2026

Local Municipal Council
Adoptions (date TBD) &
Implementation

We want your feedback!

Scan the QR code or visit engageelgin.ca/elgincentives to learn more and submit your feedback!



For any other questions or more information on the project, please contact:

Carolyn Krahn

Manager of Economic Development

& Strategic Initiatives

Elgin County, 450 Sunset Dr

St. Thomas, ON N5R 5V1

ckrahn@elgin.ca



Elgin Incentives

COMMUNITY IMPROVEMENT PLAN

Comments & Questions

Version 4 of the Elgincentives CIP includes an update to the Industrial TIG program (page 49). Changes include:

- Changed the name of the 5- and 10-year programs to “Basic Increment Amount” and “Enhanced Increment Amount” to reflect a longer grant period
- Included the following criteria in the “Enhanced Increment”
 - “Project must be directly associated with a manufacturing use and result in a minimum of 60,000 ft² in new building construction”
- Further to the above, added a note below the table with the following statement:
 - “Final determination of what constitutes a manufacturing use shall be at the sole discretion of Elgin County and/or [Insert Municipality] staff.



Elgincentives
COMMUNITY IMPROVEMENT PLAN

2026 Update (Draft V4 – March 25, 2026)



Elginincentives
COMMUNITY IMPROVEMENT PLAN
2026 Update (Draft.V4)



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1.0 Introduction

1.1 Introduction

As part of its progressive approach to economic development, Elgin County has established a coordinated, County-wide framework for community improvement planning, with the Elgincentives Community Improvement Plan (CIP) serving as the cornerstone of this approach. Originally prepared in 2014 and adopted by each Local Municipal Partner (LMP) in 2015, the Elgincentives CIP has since guided public and private reinvestment across the County. Over the past decade, the program has supported nearly **300 community improvement projects through more than \$1.5 million in approved grants**, leveraging an estimated \$9.4 million in private-sector reinvestment. These outcomes highlight the role of the CIP as a practical and effective implementation tool, translating County-wide economic priorities and local policy objectives into tangible, on-the-ground improvements to buildings, businesses, and sites across Elgin County.

1.2 Purpose

The Elgincentives CIP is a planning document enabled under the Planning Act and sets out tools and strategies to support improvements to the economic, built, and social environment within participating municipalities. It is intended to function as a coordinating, long-term instrument to encourage reinvestment, support local businesses, stimulate redevelopment, and diversify the

economic base of Elgin County's seven local municipalities. This CIP forms part of a broader County-wide framework, under which each local municipality adopts a locally applicable version of the Elgincentives Community Improvement Plan.

In developing the Elgincentives framework, the overarching intent has been to align community improvement tools with County and local economic development priorities. The CIP recognizes the importance of Elgin County's multi-faceted rural economy and seeks to support a diverse range of community improvement projects across our urban and rural areas. To support economic growth and reinvestment in key focus areas, the primary purpose of this Plan is to establish a County-wide vision for community improvement as well as the tools for achieving it, including:

- **Municipal Leadership Initiatives** providing high level guidance and inspiration for County and Municipal-led improvement projects to public lands, infrastructure, spaces, and buildings (e.g., streetscaping); and,
- **Financial Incentives** providing direct funding to property and building owners, tenants, and businesses to support improvement projects that align with the vision of the CIP (e.g., Facade Improvement, Building Redevelopment).

The Municipality of [Insert Municipality] will work in partnership with Elgin County to implement the Plan,

including the determination of which financial incentive programs to offer and which, if any, of the municipal leadership initiatives to explore further or pursue. County participation in the implementation of this plan, and specifically financial incentive programs, will occur in accordance with the Planning Act.

- Finally, **Sections 12 through 14** address program administration, marketing, monitoring, and future updates, outlining how the Plan will be implemented, evaluated, and refined over time.

1.3 Document Structure

This Community Improvement Plan is organized to provide a clear understanding of the policy basis, implementation framework, and incentive tools that guide community improvement across [Insert Municipality] and Elgin County.

- **Sections 2 through 4** establish the legislative authority and policy foundation for the Plan, including an overview of Community Improvement Plans, applicable provisions of the Planning Act, and the County-wide economic, land use, and housing priorities that support community improvement.
- **Sections 5 through 9** outline the evolution of Elgincentsives, the County-wide vision, goals, and objectives, and the geographic focus of community improvement, including Community Improvement Project Areas and priority focus areas.
- **Sections 10 and 11** describe municipal leadership initiatives and the financial incentive programs available under this Plan, including program objectives, eligibility criteria, and available forms of assistance.

2.0 What is a CIP?

A Community Improvement Plan (CIP) is a municipal planning and economic development tool enabled under Section 28 of the Planning Act, R.S.O. 1990, c. P.13. A CIP allows Ontario municipalities to promote the rehabilitation, revitalization, and redevelopment of defined areas or key sectors within the community through the use of different powers and incentivization tools. The Planning Act definition of “Community Improvement” is quite flexible and, as a result, CIPs are commonly used to support a wide range of priorities, including but not limited to main street revitalization, rural economic development, affordable housing, employment growth, and brownfield redevelopment.

Many municipalities across Ontario have adopted CIPs to help achieve important community goals, such as:

- Facilitating and coordinating the transition of neighbourhoods and key areas;
- Stimulating economic growth and private-sector investment;
- Assisting businesses and property owners with repair, rehabilitation, and redevelopment projects; and
- Raising awareness of local needs, opportunities, and priorities.

Simply put, a CIP is a planning document that sets out a vision for improving certain aspects of the community and offers tools and strategies to help achieve it. A key component of most CIPs is the use of financial incentives to encourage private investment that aligns with municipal objectives – an action that would otherwise be considered “Bonusing” under the Municipal Act, which is not permitted without a CIP. In addition to financial incentives, a CIP may also support municipally-led initiatives, policy coordination, and strategic investments intended to reinforce broader community improvement objectives.

3.0 Legislative Authority & Powers

Community Improvement Plans are primarily enabled through the Municipal Act and Planning Act. These Acts establish the authority and limitations under which municipalities may undertake community improvement activities and provide financial incentives.

Municipal Act, 2001, S.O. 2001, c.25

Section 106 of the Municipal Act, 2001, S.O. 2001, c.25 generally prohibits municipalities from directly or indirectly assisting commercial or industrial enterprises through the provision of grants, loans, guarantees, or other forms of financial assistance, commonly referred to as “bonusing.”

Subsection 106(3), however, establishes an important exception by permitting municipalities to provide financial assistance where such assistance is carried out in accordance with a Community Improvement Plan adopted under the Planning Act. This exception provides the legal authority for municipalities to offer grants, loans, tax assistance, and other financial incentives to private landowners, tenants, and businesses, provided it is in alignment with an adopted CIP.

Planning Act, R.S.O. 1990, c. P.13

The Planning Act provides the primary legislative authority for community improvement planning in Ontario. Section 28 establishes the framework under which municipalities may designate Community Improvement Project Areas and adopt Community Improvement Plans.

The Act defines “community improvement” broadly, encompassing the planning, redevelopment, rehabilitation, and improvement of land, buildings, infrastructure, and facilities for a wide range of residential, commercial, industrial, institutional, and other uses. The Act explicitly recognizes the provision of affordable housing as a form of community improvement.

Where an official plan contains provisions relating to community improvement, Section 28 authorizes a municipal council to designate, by by-law, the whole or any part of the municipality as a Community Improvement Project Area (CIPA). Once a CIPA has been designated, council may prepare and adopt a Community Improvement Plan to guide revitalization and improvement efforts within the area.

In addition to local municipalities, the Planning Act now clarifies that upper-tier municipalities may designate Community Improvement Project Areas and participate in community improvement planning, subject to applicable legislative and regulatory requirements.

Section 28 further authorizes municipalities, for the purpose of carrying out an adopted CIP, to:

- Acquire, hold, clear, and prepare land within a Community Improvement Project Area;

- Construct, repair, rehabilitate, or improve buildings on municipally owned land in conformity with the CIP; and
- Sell, lease, or otherwise dispose of municipally owned lands and buildings for uses consistent with the CIP.

Municipalities are also authorized to make grants or loans, in conformity with an adopted CIP, to registered owners, assessed owners, and tenants of lands and buildings within a Community Improvement Project Area to pay for all or part of the eligible costs of community improvement projects. Eligible costs may include, but are not limited to, expenses related to environmental site assessment, remediation, development, redevelopment, rehabilitation, and improvements that enhance energy efficiency or building performance.

The Planning Act also enables financial participation between upper-tier and lower-tier municipalities in the implementation of Community Improvement Plans. This authority allows municipalities to work collaboratively in funding and delivering community improvement initiatives, while ensuring that implementation remains consistent with the adopted CIP. As described in Section 6, this is a key foundation to how Elgincentives is administered between the County and local municipal partners.

4.0 Basis for Community Improvement

4.1 County-wide Economic Goals/Priorities

Elgincentives is intended to function as a coordinated, County-wide framework for applying community improvement tools consistently across the County's seven local municipalities. The overarching objective of this approach is to advance shared economic development, land use, and community-building priorities.

In support of this objective, a review of the County's Economic Development and Tourism Plan, County Official Plan, and related policy documents was undertaken to identify common goals and priority areas where community improvement initiatives can deliver broad public benefit. This review confirms that community improvement planning is a well-established and appropriate mechanism for addressing a range of County-wide challenges, including reinvestment in aging building stock, rural and downtown economic vitality, affordable housing delivery, employment growth, tourism development, and placemaking.

4.2 Elgin County Economic Development & Tourism Plan (2025)

Elgin County's Economic Development and Tourism Plan provides strong strategic direction in support of continued and enhanced community improvement efforts. The Strategy emphasizes the need to strengthen economic resilience, support business retention and expansion, attract new investment, and ensure that communities across the County are competitive, adaptable, and investment-ready. Community improvement incentives are identified as a practical tool for addressing these focus areas.

The Strategy highlights the economic and social importance of vibrant downtowns, main streets, and settlement areas. These areas function as centres of employment, commerce, tourism, and community life. Incentives that support building reinvestment, adaptive reuse, accessibility improvements, and placemaking initiatives are recognized as critical to sustaining their long-term viability.

Agriculture and rural economic diversification are similarly identified as foundational to the County's long-term prosperity. Opportunities related to value-added agriculture, agri-tourism, and on-farm diversification are viewed as key drivers of rural economic resilience. Community improvement programming can support

these activities by assisting with the adaptive reuse or expansion of existing buildings to accommodate new or evolving rural enterprises.

Tourism development is another core pillar of the Strategy, with emphasis placed on enhancing visitor experiences, supporting tourism-oriented businesses, and leveraging the County's natural, cultural, and recreational assets. Strategic reinvestment in buildings, sites, and amenities along key corridors and within destination areas aligns directly with the objectives of community improvement planning.

Overall, the Strategy reinforces the role of Elgin incentives as an implementation tool that translates high-level economic development and tourism priorities into tangible, place-based improvements across the County.

4.3 Elgin County Official Plan

The Elgin County Official Plan provides a comprehensive policy framework that supports the use of community improvement planning to advance County-wide land use, economic development, housing, and placemaking objectives.

From a growth management perspective, the Official Plan promotes intensification and redevelopment within existing built-up areas as a means of making efficient use of land and infrastructure. Community improvement programs can be an effective funding mechanism to support redevelopment and intensification initiatives, particularly where reinvestment may otherwise be constrained by cost or site conditions.

Economic development policies in the Official Plan emphasize the protection and enhancement of employment areas, agricultural operations, and key transportation and infrastructure corridors, while reinforcing the role of downtowns, main streets, waterfronts, and scenic routes as focal points for business activity, tourism, and community identity. These policies support targeted reinvestment in buildings, sites, and public-facing improvements that strengthen economic function and visual quality.

Tourism-related policies further recognize the County's lakeshore, scenic routes, downtowns, and cultural assets as important economic drivers. The Official Plan supports initiatives that enhance the quality, appearance, and functionality of these areas, including investments in design, wayfinding, heritage conservation, and placemaking.

The Official Plan also places strong emphasis on the creative economy and placemaking as tools to attract talent, investment, and visitors. Policies encourage the development of distinctive, high-quality places through urban design, public art, adaptive reuse, and the celebration of local cultural and natural heritage. Community improvement planning is identified as a mechanism to support these outcomes, particularly where initiatives demonstrate broader County-wide economic or tourism benefit.

Housing policies within the Official Plan further reinforce the role of community improvement tools in supporting affordable housing delivery, intensification, and redevelopment. The Plan identifies a County-wide target

for affordable housing and encourages the exploration of community improvement programming as a means of facilitating housing affordability, adaptive reuse, and the efficient use of existing lands and buildings.

Within the Rural Area, the Official Plan supports the long-term viability of agriculture while encouraging appropriate on-farm diversified uses, agri-tourism, and rural economic development that complement agricultural operations and rural character. Community improvement incentives can assist in achieving these objectives by supporting the adaptation and improvement of existing buildings for new or expanded rural uses.

Settlement area policies similarly emphasize compact, complete, and pedestrian-oriented communities centred on vibrant main streets and commercial cores. Community improvement planning is recognized as an important local implementation tool to support reinvestment, redevelopment, and environmental sustainability within these areas, while respecting local context and character.

4.4 Community Improvement as an Implementation Tool

Taken together, the County's Economic Development and Tourism Plan and Official Plan establish a clear policy basis for the continued use of community improvement planning as a coordinated implementation tool. The Elgincentives Community Improvement Plan provides a structured framework through which County-wide priorities related to economic development, housing, rural diversification, tourism, placemaking, and environmental sustainability can be advanced in partnership with local municipalities.

By aligning financial incentives and municipal leadership initiatives with established policy direction, the CIP supports reinvestment in existing communities, strengthens local economies, and contributes to the long-term social, economic, and environmental well-being of Elgin County.

5.0 Elgincentives History & Update

5.1 Developing Elgincentives

In October 2014, Elgin County initiated the process to develop the County-wide framework for community improvement planning. The goal of the project was to prepare a CIP that would be:

- Strongly aligned with the County’s economic development goals;
- Endorsed by County Council and supported by Elgin’s seven local municipalities; and
- Administered by senior staff at the County, in partnership with the local municipalities.

As part of the work program, background research and additional analysis was completed in order to determine the needs, goals, and opportunities for a County-wide framework for community improvement planning. Specifically, the following tasks were undertaken:

1. A review of County and local municipal planning and economic development background materials;
2. Additional independent research with respect to the legislative framework for upper- and lower-tier municipal community improvement planning and relevant best practices;
3. Consultation with the local municipalities and community stakeholders, including multiple needs assessment workshops and a community survey;
4. On-going meetings with the Elgin Economic Development Advisory Group; and
5. Consultation with the Ministry of Municipal Affairs and Housing in order to obtain input on the County’s overall approach to the CIP.

The findings of this work were compiled and used to inform the ultimate preparation of the first iteration of Elgincentives, adopted County-wide by each local municipality in 2015.



5.2 Industrial & Brownfield Lands Update (2017)

Due to the success of the Elgincntives CIP, in 2017 the County initiated a review and update of Elgincntives to determine where and how incentives could be made available to industrial and employment land uses to further support the economic goals and objectives for the County. This update exercise confirmed that Elgincntives had been effective in supporting community improvement projects, particularly within downtowns and main streets, but that additional tools were required to encourage reinvestment, redevelopment, and remediation in industrial and employment areas. As a result, the CIP was updated to expand eligibility and introduce new incentive mechanisms to better support industrial and brownfield redevelopment.

5.3 Elgincntives 10-Year Review (2025)

In late 2024 and 2025, Elgin County undertook a comprehensive review of Elgincntives to assess its performance over ten years of implementation and to confirm its continued relevance as a County-wide economic development tool. The review included an analysis of program uptake and outcomes, a comparison with similar community improvement programs in other Ontario municipalities, and input from municipal staff and interested parties across the County. The intent of the review was not to reconsider the overall County-wide framework, which has proven effective, but rather to identify opportunities to modernize and strengthen

Elgincntives in response to changing economic conditions, policy priorities, and market realities. The review confirmed that Elgincntives has played an important role in supporting reinvestment in existing buildings, strengthening local business activity, and encouraging private-sector investment across Elgin County's communities. At the same time, the review identified several areas where updates were warranted to ensure the program remains effective and responsive over the next decade.

Key conclusions from the 10-year review included the following:

- The scope of eligible community improvement projects should be broadened to better support evolving priorities, including affordable housing, agritourism, and rural economic diversification;
- Funding levels and grant caps should be reviewed and updated to better reflect current construction and rehabilitation costs;
- Program structure and documentation should be simplified to improve clarity and accessibility for applicants and municipal staff; and
- A refreshed and updated CIP document would help reinvigorate awareness of the program and support continued uptake across the County.

These findings directly informed the updates and refinements incorporated into the 2026 update to the Elgincntives CIP and are reflected throughout the focus areas, incentive programs, and administrative framework described herein.

5.4 Elgincincentives Results to Date

Since its adoption in 2015, Elgincincentives has supported a wide range of community improvement projects across Elgin County, demonstrating strong uptake and sustained interest from property owners and businesses in both urban and rural areas. Over the last decade, a total of 287 grants were approved under the Elgincincentives program, representing more than \$1.56 million in public investment. These grants are estimated to have leveraged approximately \$9.44 million in private-sector investment in community improvement projects across the County.

Program data indicates that the most frequently utilized incentive programs during this period were those supporting reinvestment in existing buildings and visible improvements to commercial areas. The table on the right provides a summary of the most popular programs over the last decade from 2015 to 2024.

Collectively, these results demonstrate the effectiveness of Elgincincentives as a catalyst for private investment and incremental improvement across a diverse range of communities and property types. The program has supported reinvestment in historic downtowns and main streets, improvements to rural and agricultural-related properties, and the modernization of existing building stock, contributing to broader economic development and placemaking objectives. The outcomes achieved to date reinforce the value of maintaining a coordinated, County-wide approach to community improvement planning.

Elgincincentives Most Popular Programs (2015-2024)

Building Improvement and Restoration Program
149 grants / \$773,000

Facade Improvement Program
93 grants / \$333,000

Signage Improvement Program
89 grants / \$160,000

Property Improvement Program
61 grants / \$153,000

Building Conversion and Expansion Program
15 grants / \$76,000

6.0 Implementation Framework

6.1 County-Led Approach to Implementation

This Community Improvement Plan has been adopted by the Council of [Insert Municipality] as part of the Elgincentives County-wide framework for community improvement planning. While the Plan is a local statutory document under the Ontario Planning Act, it is implemented through a County-led administration and delivery model, with Elgin County assuming primary responsibility for program coordination, application intake and review, funding participation, and overall program oversight.

As the upper-tier municipality, Elgin County plays a central leadership role in advancing community improvement initiatives that align with County-wide economic development, tourism, housing, and land use priorities. Through Elgincentives, the County administers a consistent suite of financial incentive programs and municipal leadership initiatives across participating municipalities, helping to ensure clarity, efficiency, and consistency in program delivery while reducing administrative burden at the local level.

Under this framework, [Insert Municipality] retains authority over the adoption of this Community Improvement Plan and participation in community improvement initiatives within its jurisdiction. Elgin County leads the day-to-day operation of the program, including application review, funding recommendations,

and monitoring, while working collaboratively with municipal staff as needed to ensure local context, policy conformity, and site-specific considerations are addressed.

While Elgincentives is intended to be primarily administered and funded through County participation, nothing in this Plan precludes [Insert Municipality] from directly contributing to community improvement initiatives at its discretion. This may include, but is not limited to, providing additional funding toward financial incentive applications, participating in cost-sharing arrangements, or advancing complementary municipal leadership initiatives such as streetscape improvements, public realm investments, or placemaking projects. Where pursued, such local participation may occur independently or in coordination with Elgin County and is encouraged as a means of strengthening the overall effectiveness and local impact of the CIP. Further details regarding program administration, funding mechanisms, application processes, and the delivery of municipal leadership initiatives are outlined in Sections 10 through 12 of this Plan.

6.2 The Elgincentives Framework

The Elgincentives framework consists of the following:

The Community Improvement Plan, establishing:

- Community improvement vision & goals;
- The Community Improvement Project Area and program focus areas within the Municipality;
- Financial incentive programs that may be offered during the term of the Plan;
- Municipal leadership initiatives that may be actioned during the term of the Plan; and
- Supporting marketing and monitoring approaches.

County-led Administration, which:

- Administers financial incentive programs on behalf of the Municipality;
- Leads application intake, evaluation, and approval processes;
- Provides County funding participation where applicable; and
- Oversees program monitoring, reporting, and updates.

While the policy framework and incentive programs are coordinated County-wide, implementation within [Insert Municipality] occurs only where this Plan has been adopted and where Council has elected to participate in specific programs.

6.3 Elgincentives Implementation Committee

Financial incentive programs under this Plan are administered through the Elgincentives Implementation Committee, which has been established by Elgin County to deliver the Elgincentives program on behalf of participating municipalities, including [Insert Municipality]. The Implementation Committee is responsible for:

- Receiving and reviewing all applications for financial incentives under this Plan;
- Evaluating applications against the eligibility criteria and objectives of the CIP;
- Making decisions to approve or refuse applications (or preparing recommendations to County/Local Council where necessary); and,
- Overseeing the administration of approved grants and tax-based incentives.

The Committee is composed primarily of senior Elgin County staff as well as representation from municipal staff, who have responsibility for all administrative, evaluative, and decision-making functions related to Elgincentives (unless a Council decision is required per this plan). Final decisions regarding incentive approvals, funding allocation, and program administration rest with the County-led Implementation Committee, consistent with the County's role in administering the Elgincentives program.

The Implementation Committee is also responsible for:

- Coordinating marketing and promotion of incentive programs available in [Insert Municipality];
- Monitoring program uptake and outcomes within the Municipality; and
- Reporting on program performance to County Council and the Council of [Insert Municipality], as required.

Further details regarding committee composition, application procedures, and approval processes are provided in Section 12 – Administration.

6.4 Municipal Leadership Initiatives & Financial Incentive Programs

Community improvement within [Insert Municipality] may be supported through two complementary mechanisms under this Plan:

- **Financial Incentive Programs**, which are administered through the County-led Elgincentives framework and represent the primary implementation tool of this CIP; and
- **Municipal Leadership Initiatives**, which may be undertaken by [Insert Municipality], Elgin County, or jointly, to support placemaking, public realm improvements, or strategic investments aligned with community improvement objectives.

Financial incentive programs are delivered through a centralized application and approval process administered by Elgin County. Municipal leadership initiatives, where pursued, are coordinated with the Elgincentives framework to ensure alignment with the goals and priorities of this Plan.

Nothing in this Plan shall obligate the County of Elgin or [Insert Municipality] to provide funding or otherwise participate financially in the implementation of this Plan, including any Municipal Leadership Initiatives or Financial Incentive Programs.

Roles, responsibilities, and funding arrangements related to these initiatives are addressed in greater detail in Sections 10, 11, and 12 of this Plan.

7.0 County-Wide Vision, Goals, & Objectives

7.1 Guiding Community Improvement

The Elgincentives Community Improvement Plan is guided by a shared vision and a set of County-wide goals that reflect Elgin County’s long-term economic development, land use, and community-building priorities. Together, the vision and goals establish the strategic intent of the CIP and provide a framework for evaluating incentive programs, municipal leadership initiatives, and investment decisions over the life of the Plan. More detailed objectives, performance measures, and indicators associated with these goals are addressed through the monitoring and reporting framework outlined in Section 14 of this Plan.

7.2 Vision Statement

“Through the Elgincentives CIP, Elgin County will provide leadership in community improvement planning by offering incentives to eligible owners and tenants of lands and buildings in key sectors/areas of economic activity, County-wide. Over the next 10 years, the Elgincentives CIP will advance the County’s economic goals and priorities; assist with improvement to the built and social environment; and support diversification of the local economic base.”

7.3 Community Improvement Goals



Create more Affordable/Attainable Housing Options

This goal recognizes the critical role community improvement tools can play in responding to the housing crisis by supporting the creation and retention of affordable and attainable housing. The CIP is intended to help facilitate new housing supply, protect existing affordable units, and encourage a broader range of housing forms, including purpose-built rental housing, additional dwelling units, and community housing.



Revitalize Sense of Place in Core Areas and Main Streets

Strong, attractive, and active main streets and core areas are essential to economic vitality, community identity, and quality of life. This goal focuses on reinvestment in downtowns and main streets through improvements to private properties and key sites, helping to enhance streetscapes, support local businesses, and foster civic pride.



Support Agri-Tourism and Rural Economic Diversification

Elgin County's rural economy is a defining asset that continues to evolve beyond traditional agricultural production. This goal supports value-added agriculture, agri-tourism, and on-farm diversified uses that strengthen rural economic resilience while remaining compatible with agricultural land use policies and rural character.



Improve Building Efficiency and Support Sustainable Development

Improving the performance and resilience of existing buildings is an important component of long-term community sustainability. This goal encourages energy efficiency upgrades, climate-resilient design, and sustainable development practices that reduce operating costs, extend building lifespans, and contribute to environmental stewardship.



Stimulate Economic Growth and Local Vitality

This goal seeks to strengthen Elgin County's economic base by supporting business growth, expansion, and investment across a range of sectors. Through targeted incentives, the CIP aims to encourage business retention and expansion, attract new enterprises, support creative and tourism-related industries, reduce vacancy, increase employment opportunities, and grow the assessment base in key areas of economic activity.

8.0 Community Improvement Project Area

8.1 Community Improvement Project Area

Subsection 28(1) of the Planning Act defines a Community Improvement Project Area (CIPA) as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings, or for any other environmental, social, or community economic development reason.” For the purpose of this Plan, the entirety of [Insert Municipality] is designated as a Community Improvement Project Area, as shown below.



9.0 Focus Areas

To support the effective application of financial incentives and align community improvement programming with local planning objectives, this CIP organizes [Insert Municipality] into a series of Focus Areas. The Focus Areas provide a clear policy and geographic framework for determining eligibility, prioritizing projects, and directing incentives to locations where they can achieve the greatest community benefit, supporting transparency for applicants and consistent program delivery.

The four Focus Areas identified in this Plan are:

1. **Main Street Corridors**, which capture the traditional commercial and mixed-use cores that form the heart of many communities in [insert municipality].
2. **Settlement Areas**, which include the primary built-up areas where most growth, redevelopment, and housing activity is expected to occur. This focus area overlaps with the Main Street Corridors focus area.
3. **Agricultural Area**, which includes lands that support the agricultural system, rural economy, and agri-tourism opportunities.
4. **Employment Lands**, which consist of the municipality's industrial and employment districts that support job creation and economic development.

Each Focus Area is supported by a description of its purpose, and a list of intended focus and priority uses, which together guide the application of incentive programs in [Insert Municipality].

In addition to the above, there is a **Tourism Corridor Overlay**, which is identified in accordance with Elgin County's Tourism Corridor system in the County Official Plan. This overlay generally includes properties which abut a County or local road that has been identified as "Tourism Corridor".

9.1 Focus Area 1: Main Street Corridors

Main Street Corridors include the traditional commercial main streets and mixed-use cores within the settlement areas of [Insert Municipality]. These areas typically contain a concentration of commercial storefronts, pedestrian-oriented streetscapes, historic building stock, and a mix of community-serving businesses and services.

For the purpose of this CIP, Main Street Corridor boundaries are established using the County Road network as the base structure. Properties located within approximately 50 metres on either side of the designated County Road are included, which captures the majority of commercial frontages, older building fabric, and active mixed-use areas. This approach ensures the mapped area reflects the linear nature of traditional main streets while capturing rear-lot connections, laneways, secondary access points, and adjacent parcels that function as part of the commercial core.

Intended Focus & Priority Uses:

- Support for active storefronts, small businesses, restaurants, services, and retail uses.
- Encouraging upper-storey residential units, including adaptive reuse of vacant or underutilized space.
- Improvements that enhance walkability, public realm quality, streetscape character, and overall sense of place.

- Prioritizing projects that contribute to downtown revitalization, facade enhancement, accessibility improvements, and reinvestment in older building stock.
- Complementing municipal leadership initiatives such as streetscaping, wayfinding, and public space improvements.

9.2 Focus Area 2: Settlement Areas

Settlement Areas include all lands identified as Settlement Areas in the County Official Plan. These areas contain the primary built-up portions of [Insert Municipality], including residential neighbourhoods, mixed-use districts, commercial areas, community facilities, and other community-serving uses. They also represent the locations where most growth, redevelopment, and community improvement activity is anticipated to occur. For the purpose of this CIP, the boundaries of the Settlement Areas are taken directly from the County Official Plan to ensure consistency with local planning policy and growth management direction.

Intended Focus & Priority Uses:

- Encouraging diverse housing options, including additional dwelling units (ADUs), purpose-built rental housing, and community housing.
- Supporting commercial and mixed-use redevelopment, adaptive reuse of existing

buildings, and site improvements that enhance neighbourhood character.

- Promoting infill development and redevelopment that makes efficient use of existing infrastructure.
- Supporting investments that improve energy efficiency, climate resiliency, or site design performance.
- Reinforcing compact, complete communities with a mix of housing, shops, services, and community facilities.

9.3 Focus Area 3: Agricultural Area

The Agricultural Area includes all lands located outside Settlement Area boundaries that are designated Agricultural or Rural in the County Official Plan and supporting Local Municipal Partner Official Plans. These lands form part of the broader agricultural system and rural economy within [Insert Municipality], and consist of working farms, value-added agricultural operations, on-farm diversified uses permitted by policy, and associated rural landscapes. The Agricultural Area contributes to both the economic base and the cultural identity of the municipality and represents an important focus for rural economic diversification and agri-tourism activities that are compatible with agricultural land use policies.

Intended Focus & Priority Uses:

- Supporting agri-tourism and on-farm diversified uses permitted by OMAFRA guidelines and local

planning policy (e.g., value-added production, educational experiences, tours, small events, farm cafés, roadside stands).

- Encouraging rural economic diversification through low-impact, farm-compatible enterprises that supplement agricultural livelihoods.
- Prioritizing improvements to visitor experience, safety, site function, and accessibility, such as facade upgrades, signage, parking, and building retrofits.
- Reinforcing and enhancing the agriculture-based tourism economy while protecting the County's agricultural land base and minimizing land use conflicts.
- Ensuring all projects align with Provincial Planning Statement policies regarding agricultural land, on-farm diversified uses, and agri-tourism.

9.4 Focus Area 4: Employment Lands

Employment Lands include all areas designated for industrial, manufacturing, warehousing, logistics, and related employment uses in the County Official Plan and supporting Local Municipal Partner Official Plans. These areas form an important part of the economic base of [Insert Municipality], providing locations for businesses that generate jobs, support goods movement, and contribute to local and regional economic growth. Employment Lands may include established industrial parks, business parks, and vacant lands identified for

future employment development in accordance with long-term land use planning and economic development objectives.

Intended Focus & Priority Uses:

- Supporting the growth, expansion, and modernization of employment-generating businesses.
- Facilitating the development of new industrial or advanced manufacturing facilities and redevelopment of underutilized lands.
- Prioritizing projects that create or retain local jobs, diversify the economic base, and support investment readiness.
- Encouraging site improvements that address environmental performance, modern building standards, and site functionality (e.g., circulation, loading, landscaping, screening).
- Aligning with County-wide economic development goals, including attraction of targeted sectors and support for high-impact industrial projects.

9.5 Tourism Corridor Overlay

The Tourism Corridor Overlay Area consists of properties located along the County’s identified Tourism Corridor system. These corridors represent key travel routes and visitor destinations within **[Insert Municipality]** and play an important role in supporting the local tourism economy, agri-tourism activities, and rural recreational experiences.

This overlay applies in addition to the four primary Focus Areas and is used to identify locations where certain incentive programs may receive enhanced support. Properties located within the Tourism Corridor Overlay Area may be eligible for increased funding under the following programs:

- Facade, Signage, and Property Improvement Program
- Building Improvement, Conversion, and Expansion Program
- Agri-Tourism and Rural Diversification Program

For clarity, the Tourism Corridor Overlay includes properties that are located within approximately 50 metres of a designated Tourism Corridor roadway and that are adjacent to, predominantly fronting on, or directly accessed from the corridor. The overlay is intended to apply only to properties that have a clear functional and visual relationship to the tourism corridor.

10.0 Municipal Leadership Initiatives

In addition to the financial incentive programs outlined in this Plan, the Elgincentives Community Improvement Plan identifies Municipal Leadership Initiatives that may be undertaken by [Insert Municipality], Elgin County, or collaboratively between both parties. Municipal leadership initiatives support community improvement by helping to enhance public spaces, improve development readiness, address long-term challenges, and reinforce sense of place. When pursued alongside financial incentives, they can help strengthen the overall effectiveness of the CIP by aligning public investment with private improvement activity.

The initiatives identified in this section are not prescriptive and do not constitute a formal commitment or implementation schedule. Rather, they are intended to serve as a flexible menu of potential actions that may be considered over the life of the CIP, subject to Council direction, local priorities, and available resources. Roles and responsibilities will be coordinated between [Insert Municipality] and Elgin County in accordance with the framework set out in this Plan.

The municipal leadership initiatives identified for consideration under this CIP include, in no order of priority:

- **Streetscaping & Public Space Improvement Strategy**
- **Public Land Inventory and Opportunity Analysis**
- **Brownfield Inventory**
- **Ready-to-Build Additional Dwelling Unit (ADU) Catalogue**
- **Climate Change Adaptation/Resiliency**

*The initiatives, example actions, and potential partners in the following sections are illustrative and non-prescriptive. **These initiatives are not financial incentive programs.** The identification, timing, and scope of any initiative and/or involvement of one or more partners would be determined at the discretion of Council and coordinated with Elgin County, subject to available resources and priorities.*

10.1 Streetscaping & Public Space Improvement Strategy

Main streets, downtowns, and public spaces play a critical role in shaping community identity, economic vitality, and quality of life. Welcoming, attractive, and pedestrian-friendly streetscapes can help support local businesses, draw residents and visitors, and reinforce civic pride. Municipal leadership in the public realm also helps set the tone for private-sector reinvestment, ensuring that improvements to buildings and sites supported through the Elgincincentives CIP are complemented by visible and functional public-space enhancements.

This initiative encourages coordinated leadership by [Insert Municipality] and Elgin County in identifying and implementing streetscaping, public space, and gateway improvements within the municipality. These initiatives focus on enhancements to publicly owned lands and infrastructure—such as roads, sidewalks, parks, and civic spaces—that contribute to a high-quality public realm and support broader community improvement objectives.

Example Actions

- Streetscape improvements such as sidewalk upgrades, curb extensions, pedestrian crossings, lighting, street trees, and street furniture.
- Accessibility improvements within public rights-of-way and civic spaces to support universal access.
- Public space enhancements, including plazas, parks, waterfront areas, and community gathering spaces.

- Temporary or pilot placemaking initiatives such as planters, seasonal installations, or flexible street treatments.
- Gateway treatments and wayfinding signage along key entry points and tourism corridors.
- Public art and placemaking projects that reflect local identity, culture, and heritage.

Potential Partners

- The Municipality of [Insert Municipality]
- Elgin County
- Local business associations and community organizations
- Accessibility advisory committees
- Arts, culture, and tourism organizations
- Senior levels of government and external funding agencies

10.2 Public Land Inventory & Opportunity Analysis

Description

A Public Land Inventory and Opportunity Analysis would identify publicly owned lands that may be underutilized, surplus, or strategically positioned to advance community improvement objectives. These lands can represent a significant opportunity to support affordable housing, economic development, placemaking, or other public-interest outcomes when considered proactively and in coordination with private-sector investment. By maintaining an up-to-date land inventory, the Municipality of [Insert Municipality] and Elgin County would be better positioned to respond to funding opportunities, support strategic partnerships, and align public land assets with long-term community improvement goals.

Through a coordinated County–local approach, this initiative would involve cataloguing publicly owned parcels and evaluating their current use, planning context, servicing, constraints, and redevelopment potential. The analysis would help establish a shared understanding of which sites may be suitable for future initiatives such as affordable or community housing, mixed-use redevelopment, business incubation, or community facilities. Section 28(6) of the Planning Act provides municipalities with clear authority to develop, improve, sell, lease, or otherwise dispose of lands within a Community Improvement Project Area in conformity with an adopted CIP, reinforcing the relevance of this initiative as a practical implementation tool.

Example Actions

- Prepare a consolidated inventory of municipally and County-owned lands
- Evaluate each parcel based on criteria such as current use, zoning and policy permissions, servicing availability, constraints, and development potential.
- Identify sites with potential to support affordable housing, mixed-use redevelopment, employment uses, or community-serving facilities.
- Establish a GIS-based layer or internal database to support ongoing review, monitoring, decision-making.
- Use the inventory to inform partnerships, funding applications, or future municipal-led redevelopment

Potential Partners

- Elgin County (Economic Development, Planning, GIS)
- Local Municipal Partner departments (Planning, Public Works, Finance)
- Affordable housing providers and non-profit housing organizations
- Provincial and federal funding agencies
- Indigenous communities and organizations, where applicable
- Private-sector or not-for-profit development partners

10.3 Brownfield Inventory

Brownfield sites, including vacant or underutilized properties affected by real or perceived environmental contamination, represent both a challenge and an opportunity for community improvement. These sites can constrain reinvestment, contribute to underutilization of serviced lands, and limit the efficient use of existing infrastructure. At the same time, they often occupy strategic locations within settlement areas, employment lands, or along key corridors where redevelopment could deliver significant economic, housing, or placemaking benefits.

A coordinated brownfield inventory would support the goals of this CIP by improving understanding of the scale, location, and redevelopment potential of brownfield sites within [Insert Municipality]. By proactively identifying and assessing these properties, the Municipality and Elgin County can better align incentive programming, target outreach efforts, and reduce uncertainty for prospective investors. This initiative would also help position the Municipality to leverage senior government brownfield funding programs and support more efficient redevelopment of existing urban lands.

Example Actions

- Prepare and maintain a confidential or controlled-access inventory of known or suspected brownfield sites, including basic site characteristics, land use context, and redevelopment potential.

- Work collaboratively with property owners to confirm site conditions, identify barriers to redevelopment, and communicate available incentive programs
- Coordinate with provincial agencies to align local brownfield priorities with existing remediation, risk assessment, and redevelopment programs.
- Use the inventory to support targeted application of CIP incentives, particularly for projects that support housing, employment, or strategic redevelopment
- Explore opportunities to integrate brownfield data into broader land use, economic development, and investment-readiness initiatives.

Potential Partners

- Elgin County
- Local Municipal Partner departments (planning, economic development, engineering)
- Property owners and developers
- Ontario Ministry of the Environment, Conservation and Parks (MECP)
- Canada Mortgage and Housing Corporation (CMHC) and other senior government funding bodies
- Environmental consultants and technical service providers

10.4 Ready-to-Build Additional Dwelling Unit Catalogue

Additional Dwelling Units (ADUs) represent a practical and incremental approach to increasing housing supply within existing neighbourhoods, particularly in settlement areas where servicing and infrastructure already exist. ADUs can help address housing affordability, provide flexible housing options for seniors and extended families, and support gentle intensification while maintaining neighbourhood character.

A Ready-to-Build ADU Catalogue would support the objectives of this CIP by reducing barriers to ADU construction and accelerating delivery. By pre-identifying a set of standardized, policy-compliant ADU designs, the Municipality, in coordination with Elgin County, can simplify the approvals process, reduce planning and design costs for homeowners, and improve certainty for applicants. This initiative would complement CIP incentive programs by pairing financial assistance with streamlined implementation tools.

Example Actions

- Develop a catalogue of pre-approved or pre-reviewed ADU building designs that comply with applicable zoning, Official Plan policies, and Ontario Building Code requirements.
- Include a range of ADU typologies (e.g., detached, attached, garage-based, secondary suites) that respond to different lot sizes and neighbourhood contexts.

- Establish a fast-tracked or simplified planning and building permit process for ADUs selected from the catalogue.
- Align the catalogue with CIP incentives, such as reduced or rebated planning application fees and building permit fees for eligible ADU projects.
- Provide clear guidance materials to homeowners outlining eligibility, approval steps, and available incentives tied to catalogue-based ADU construction.

Potential Partners

- Elgin County
- Local Municipal Partner planning and building departments
- Housing and community services departments
- Architects, designers, and building professionals
- Canada Mortgage and Housing Corporation (CMHC)
- Local builders and residential contractors

10.5 Climate Change Adaptation/Resiliency

As climate change continues to affect communities, municipalities play a critical role in strengthening local resilience and advancing sustainability. While the financial incentive programs in this CIP encourage private-sector investment in energy efficiency, sustainable construction, and green infrastructure, municipal leadership is equally important. Strategic investments in publicly owned buildings, facilities, and lands allow the Municipality, in coordination with Elgin County, to lead by example and reinforce community-wide climate action objectives.

Municipal leadership initiatives focused on climate adaptation and resiliency can help mitigate the impacts of extreme weather, reduce long-term operating costs, and improve the health, safety, and livability of public spaces. These initiatives support both environmental and economic goals by enhancing the performance of public assets while contributing to placemaking and community well-being.

Example Actions

- Integrate green infrastructure into public spaces, such as permeable paving, rain gardens, bioswales, and enhanced stormwater management systems to reduce flooding and heat-related impacts.
- Retrofit municipally owned buildings to improve energy efficiency, reduce greenhouse gas emissions, and increase climate resilience.

- Expand tree canopy coverage and naturalized landscapes in settlement areas, main streets, and public gathering spaces to provide shade, manage stormwater, and improve urban comfort.
- Incorporate climate-resilient design principles into streetscaping, park improvements, and municipal capital projects.
- Align municipal climate investments with CIP objectives to reinforce private-sector improvements and support tourism, economic vitality, and long-term sustainability.

Potential Partners

- Elgin County
- Local Municipal Partner public works, parks, and facilities departments
- Conservation Authorities
- Provincial and federal climate and infrastructure funding programs
- Utility providers and energy service organizations
- Environmental and community-based organizations

11.0 Financial Incentive Programs

11.1 Overview

This Community Improvement Plan establishes a suite of eight financial incentive programs intended to support a broad range of community improvement objectives across [Insert Municipality]. Each program is designed to address specific types of development, reinvestment, or redevelopment activity and is aligned with the Vision, Goals, and Focus Areas of the Elgincentives CIP. Collectively, these programs are intended to encourage private-sector investment, improve the built environment, support housing and economic development priorities, and strengthen the overall vitality and resilience of the community.

The following financial incentive programs may be implemented over the life of the CIP, subject to annual funding availability and program activation decisions:

- Facade, Signage, and Property Improvement Program
- Building Improvement, Conversion, and Expansion Program
- Brownfield Cleanup Program
- Building Efficiency and Sustainability Program
- Industrial Stimulus Program
- Affordable Rental Housing Program
- Additional Dwelling Unit Program

- Agri-Tourism and Rural Diversification Program

One or more incentives may be combined between the programs above unless otherwise restricted by eligibility criteria and so long as it would not constitute a “double-dipping” of incentives (i.e. receiving grant money from two separate programs for the same improvement project/component).

Financial incentive programs will be funded through a partnership between the Municipality of [Insert Municipality] and Elgin County. As part of the annual budgeting process, both Councils will identify community improvement funding allocations to be made available for the upcoming year, if any. For more details on the financing of incentive programs, please see Section 12.3.

Incentive Program Availability

In addition to general and program-specific eligibility criteria, incentive program availability will largely depend on where a subject property is located. The table below provides a summary of program availability by Focus Area.

	Main Street Corridors	Settlement Areas	Agricultural Area	Employment Lands
Facade, Signage, and Property Improvement	✓	x	x	x
Building Improvement, Conversion, & Expansion	✓	✓	x	x
Brownfield	✓	✓	✓	✓
Building Efficiency & Development Sustainability	✓	✓	x	x
Industrial Stimulus	x	x	x	✓
Affordable Housing	✓	✓	x	x
Additional Dwelling Unit	x	✓	x	x
Agri-Tourism & Rural Diversification	x	x	✓	x

11.2 Grant Types

Each financial incentive program offered through this CIP may include one or a combination of the grant types described below. These grant types are used to define eligible costs and establish how financial assistance may be calculated.

Materials and Labour

Includes the costs of materials and labour associated with construction, development, renovation, or installation works. Eligible costs must be supported by a quote or invoice from a qualified construction company, tradesperson, developer, and/or other construction-related business with a valid GST number.

Professional Fees

Includes costs associated with consulting services provided by one or more qualified professionals engaged in the preparation of plans, studies, drawings, reports, or other materials required to support, inform, or guide the proposed improvements. Eligible professional services may include, but are not limited to, the following:

- Architect or Landscape Architect
- Engineer
- Planner
- Urban Designer
- Graphic Designer

Building and Planning Fees

Includes municipal and/or County fees associated with development approvals and permits, in accordance with the applicable municipal fee schedule. Eligible fees generally include fees associated with building permits and planning applications (site plan control, minor variance or permission, etc.)

Tax Increment Grant (TIG)

A grant calculated as a percentage of the net increase in municipal and/or County property taxes resulting from a completed development or redevelopment project. The grant is based on the difference between the pre-development assessment and the post-development assessment, commonly referred to as the "tax increment."

Tax Cancellation

The cancellation of all or a portion of the municipal and/or County property taxes levied against a property, typically applied during a defined rehabilitation, redevelopment, or construction period.

11.3 General Eligibility Criteria

To be eligible for any financial incentive program offered under this Community Improvement Plan (CIP), all applications must satisfy the general eligibility criteria outlined below. In addition, applicants must meet any program-specific eligibility criteria identified within the applicable incentive program(s).

General Eligibility

1. The lands and buildings subject to an application must be located within the Community Improvement Project Area (CIPA) designated by by-law for the purposes of this CIP.
2. The property must be located within an appropriate Focus Area, and the proposed project must align with an eligible project type identified within the applicable incentive program(s).
3. All proposed projects must result in a demonstrable improvement or rehabilitation of existing conditions and shall not be limited to routine maintenance or standard life-cycle replacement.
4. All projects must contribute to achieving or aligning with one or more of the community improvement goals identified in Section 7.2 of this Plan.
5. Unless otherwise specified within a particular program, only registered owners, assessed owners, or tenants of private lands or buildings (with the written consent of the owner) are eligible to apply for financial incentives.
6. The total value of all grants, loans, and tax assistance provided in respect of a project shall not exceed the total value of eligible costs as defined within the applicable incentive program(s) and shall otherwise not exceed the total eligible costs of the project.
7. Except where otherwise specified (including for Tax Increment Grants), a property may be eligible for multiple incentive programs, and applicants may submit more than one application during the term of this CIP. In all cases, the combined value of incentives approved in any given year shall not exceed the total eligible costs of the project.
8. Financial incentives shall not be applied retroactively. Any works commenced prior to the written approval of an application are not eligible for funding. Costs incurred prior to the adoption of this CIP are not eligible.
9. At the time of application, the subject property must have no outstanding property tax arrears or other outstanding Municipal or County accounts receivable.
10. Applicants must disclose all other sources of funding or incentives being used to support the proposed project, including governmental, private, or not-for-profit funding. These sources will be considered during application review, and the value of incentives approved under this CIP may be adjusted accordingly. Projects receiving funding under this CIP are not eligible to receive funding for the same works

under any other Community Improvement Plan adopted by Municipal Council.

11. All proposed works must conform with applicable Municipal and County policies, standards, and procedures, including the Official Plan, Zoning By-law, design guidelines (where applicable), heritage requirements, and all necessary planning approvals and building permits under the Ontario Building Code.

Additional Eligibility Criteria for Tax Increment Grants

In addition to the general eligibility criteria above, the following criteria apply specifically to applications for Tax Increment Grants.

1. A property is eligible to receive a Tax Increment Grant once during the term of this CIP, unless otherwise approved by the County and/or municipality in writing.
2. To be eligible, the proposed project must be considered “major,” meaning it is anticipated to result in a reassessment and corresponding increase in municipal and/or County property taxes (the tax increment).
3. The total value of all Tax Increment Grants approved for a project shall not exceed the total eligible costs invested by the applicant or shall not be paid beyond the defined period in the incentive program under which it applies.

4. Applications for Tax Increment Grants may be subject to additional requirements, including:
 - a. A financial pro forma prepared at the applicant’s expense;
 - b. An independent third-party financial review, where required, at the applicant’s expense; and
 - c. A grant agreement setting out terms, conditions, performance expectations, and the duration of the grant.
5. If a participating property is sold, in whole or in part, prior to the expiry of the approved grant period, the applicant and/or any subsequent owner is not entitled to receive any remaining grant payments. At its sole discretion, the Municipality may enter into a new agreement with a subsequent owner to permit continued receipt of grant payments.
6. Unless otherwise specified within a particular incentive program, applicants receiving a Tax Increment Grant shall not be eligible to receive additional financial incentive programs under this Plan during the same year.



11.4 Facade, Signage, & Property Improvement Program

Program Summary

The Facade, Signage, & Property Improvement Program provides financial support to property and business owners and tenants (with consent of the owner) looking to invest in projects that enhance the look, feel, and functionality of their buildings and properties. Its purpose is to advance vibrancy, placemaking, and universal accessibility by encouraging high-quality aesthetic and material upgrades. Through grants that cover materials and labour, professional fees, and permit fees, the program reduces financial barriers to improvements that might otherwise be cost-prohibitive. Eligible projects range from facade upgrades and signage enhancements to landscaping features, and accessibility improvements.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
Facade Improvement	<p>Permanent physical improvements to the exterior wall(s) of a building that faces and is openly visible from a public street, such as:</p> <ul style="list-style-type: none"> • Restoration or replacement of exterior building treatments, such as brickwork/cladding/siding; • Restoration or replacement of cornices, eaves, and parapets; • Restoration or replacement of windows, doors and awnings; • Restoration or replacement of exterior lighting; • Exterior painting, including artistic murals;

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Chemical or other facade cleaning; • Redesign of storefront or entrance modifications, including provisions to improve accessibility; and • Such other similar improvements and repairs that may be necessary to improve the appearance of a building facade exterior
<p>Signage Improvement</p>	<p>Permanent improvement to the main storefront sign(s), such as:</p> <ul style="list-style-type: none"> • New or replacement permanent signage (building-mounted or freestanding) • Signage integrated into an overall facade redesign
<p>Property Improvements</p>	<p>Permanent aesthetic or functional improvements to the property including the front yard and other publicly visible areas of the property, such as:</p> <ul style="list-style-type: none"> • Addition of landscaping features (plants/green space, including sod, trees, vegetation, etc.); • Addition of street-facing patios, terraces, or publicly accessible outdoor spaces tied to a business • Addition of permanent landscaping elements such as fencing, benches, planters, and lighting; • Addition of new parking/existing parking area upgrades for cars, motorcycles, and bicycles; • Improvements to rear building entrances and rear parking areas; • Addition of walkways; and • Such other similar improvements and repairs that may be necessary to improve the aesthetics of a property or otherwise improve the compatibility of the building with neighbouring land uses (i.e. screening).

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
Facade Improvement	50% of eligible costs, up to \$10,000 ¹	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500
Signage Improvement	50% of eligible costs, up to \$3,500 ²	50% of eligible costs, up to \$1,000	50% of eligible costs, up to \$1,000
Property Improvement	50% of eligible costs, up to \$5,000	50% of eligible costs, up to \$1,000	50% of eligible costs, up to \$1,000

1. *Maximum may be increased to \$12,500 where a project involves multiple facades fronting onto a public road (e.g., corner lots).*
2. *Maximum may be increased to \$7,000 where a project involves multiple facades fronting onto a public road (e.g., corner lots).*
3. *(applies to all projects) Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs*

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria:

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, institutional, or other non-residential use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. All proposed improvements must be visible from a public right-of-way or publicly accessible space (e.g., parks, laneways, municipal parking lots).
3. The property must be accessible to and/or serve the general public, employees, or clients and contribute to the public life and its surrounding community.

Program-Specific Design Considerations

In addition to meeting the general and program-specific eligibility criteria, applicants are encouraged to propose improvements that consider local design elements and enhance placemaking and identity by retaining architectural character and historic legacy. Design interventions should reinforce the existing scale, colour, and material palette of the building and surrounding streetscape, while also supporting contemporary needs such as accessibility, energy efficiency, and business visibility. Applications that integrate the following design considerations may be prioritized:

1. Consistency with the original architectural design of the building (e.g., form, materials, proportions, detailing);
2. A substantial visual improvement to the facade and/or surrounding site;
3. Alignment with urban design and heritage conservation policies of the Official Plan;
4. Incorporation of cultural or historic design elements (e.g., signage style, period appropriate detailing);
5. Removal of incompatible cladding (e.g., vinyl, aluminum) and replacement with context-appropriate materials; or,
6. Restoration or enhancement of key facade components (windows, doors, signage, cornices, etc.).



11.5 Building Improvement, Conversion, & Expansion Program

Summary

The Building Improvement, Conversion, and Expansion Program supports upgrades, repairs, renovations, and adaptive reuse projects that improve the safety, functionality, and usability of existing buildings. The program assists property and business owners in completing improvements that may otherwise be cost prohibitive, including work required to meet Building Code standards, enhance accessibility, improve interior layout and performance, or address structural and safety needs. Routine lifecycle replacements are not intended to be eligible. The program also supports the conversion of vacant or underutilized non-residential space into new commercial, mixed-use, institutional, or other eligible uses, as well as eligible expansions that increase operational capacity or accommodate business growth. These improvements help strengthen the long-term viability of buildings and contribute to economic vitality.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
<p>Building Improvement</p>	<p>Eligible improvements may include interior or structural work that improves the safety, functionality, and long-term performance of an existing building. Examples include:</p> <ul style="list-style-type: none"> • Structural repairs to walls, ceilings, floors, or foundations • Interior renovation, layout reconfiguration, or interior design improvements • Repair, replacement, or installation of building systems, including plumbing, electrical, HVAC, or fire protection

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Repair, replacement, or installation of roofing, windows, or doors • Weatherproofing or building envelope improvements that enhance performance • Accessibility upgrades for people with disabilities • Improvements required to bring a building into compliance with the Ontario Building Code or to address health, safety, or risk management issues
<p>Building Conversion & Expansion</p>	<p>Eligible improvements may include the conversion or expansion of space to accommodate a new or expanded use. Examples include:</p> <ul style="list-style-type: none"> • Conversion of vacant or underutilized non-residential space into new commercial, mixed-use, institutional, or other eligible uses • Conversion of upper-storey space into new residential units, where permitted • Expansion of an existing building containing a permitted non-residential use to increase floor area or functional capacity of the building

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
<p>Building Improvement</p>	<p>50% of eligible costs, up to \$15,000</p>	<p>50% of eligible costs, up to \$2,500</p>	<p>50% of eligible costs, up to \$2,500</p>
<p>Building Conversion & Expansion</p>	<p>\$20/ft² up to \$15,000</p>	<p>50% of eligible costs, up to \$2,500</p>	<p>50% of eligible costs, up to \$2,500</p>

1. *(applies to all projects) Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs. This does not apply to the Tax Increment Grant described below.*

Tax Increment Grant (Major Projects Only)						
<p>As an alternative to the grants above, a Tax Increment Grant (TIG) may be offered for major improvement, conversion, or expansion projects that are expected to generate a significant increase in property assessment. The TIG provides an annual grant based on all or a portion of the County and/or Municipal tax increase that results from the completed project (the increment). This option is intended for large-scale improvements where the projected tax increment is expected to exceed the combined value of the grants otherwise available.</p> <p>The Tax Increment Grant (TIG) will follow the payment schedule below, depending on where the property is located. The lifetime amount of a TIG shall not exceed the total costs of the project.</p>						
Year	1	2	3	4	5	6
Increment Amount - County Portion (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
Increment Amount - County Portion (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
Increment Amount – Local Portion	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.					

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, or institutional use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. The project must involve improvements to an existing building. New standalone buildings or detached additions that do not relate to the functional improvement or expansion of an existing structure are not eligible.
3. The work must result in a measurable functional, structural, or code-related improvement. Projects that simply replace materials or finishes with no demonstrated functional benefit are not eligible.

4. Routine lifecycle replacements are not eligible. Eligible improvements must extend the useful life of the building, address deficiencies, or provide a functional upgrade beyond basic maintenance.
5. Conversions must involve a change in use or purpose of a space. Examples include adapting vacant or underutilized interior space for commercial, mixed-use, or institutional purposes, or other eligible uses identified in the CIP.
6. Expansions must be directly tied to business or operational needs. Eligible expansions include increases in floor area or functional capacity required to accommodate a permitted and active use.
7. Accessibility improvements shall comply with minimum regulatory requirements to create a safer, more inclusive, or barrier-free environment.
8. The Tax Increment Grant (TIG) component of this program is subject to the specific requirements of (11.3). Applicants seeking a TIG will be required to submit information that demonstrates the anticipated reassessment impact of the project. The municipality will confirm eligibility based on a preliminary assessment estimate and may offer a TIG in lieu of the standard grant types where this form of assistance provides a more suitable level of support for the scale and impact of the proposed work.

Program-Specific Design Considerations

The following design considerations are intended to guide applicants and municipal staff in shaping and evaluating projects submitted under this program. Projects that effectively address one or more of these considerations may be viewed more favourably during the review process, particularly where they demonstrate clear community benefit or high-quality design outcomes.

1. Projects should enhance the long-term functionality and adaptability of the building, particularly where improvements support evolving business needs or future reuse opportunities.
2. Proposed work should demonstrate a clear contribution to the overall vitality of the surrounding area, including benefits such as improved building condition, increased activity, or renewed occupancy.
3. Interior improvements should prioritize user safety, accessibility, and comfort, including energy efficiency and indoor environmental quality where appropriate.

4. Where heritage or older building stock is present, applicants are encouraged to maintain or sensitively restore character-defining features, while ensuring modern standards of performance and safety.
5. Applicants should consider how improvements can support economic resilience, such as creating flexible spaces, enabling business growth, or improving operational efficiency.
6. The scale and scope of work should be proportional to the intended use of the space and should reflect thoughtful investment that strengthens the value and longevity of the building.
7. Collaboration with qualified professionals, including architects, engineers, or designers, is encouraged to support high-quality outcomes and ensure technical feasibility.
8. Projects that address long-term deficiencies, resolve persistent functional challenges, or enable the productive use of previously underutilized spaces are especially encouraged.



11.6 Brownfield Remediation Program

Summary

The Brownfield Remediation Program provides financial support to encourage the assessment, cleanup, and redevelopment of contaminated or potentially contaminated sites, known as “Brownfields”. Brownfield sites often consist of former industrial, commercial, or institutional properties that are vacant, underutilized, or impacted by past uses. These properties may present significant barriers to redevelopment due to environmental uncertainty or remediation costs. The program offers assistance for environmental studies, remediation activities, and tax relief during the rehabilitation and redevelopment period. By reducing financial barriers and de-risking early investigative work, the program aims to support environmental improvement, enable adaptive reuse, and return underutilized lands to productive use consistent with local planning policy and revitalization goals.

Eligible Areas

This program is available to any identified Brownfield in the entire municipality.

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
Environmental Studies	<p>Eligible studies may include work required to assess the extent and nature of contamination, evaluate risk, and prepare for remediation or the filing of a Record of Site Condition (RSC). Examples include:</p> <ul style="list-style-type: none"> • Phase II Environmental Site Assessment (ESA) • Remedial Action Plan or Remedial Work Plan • Risk Assessment and Risk Management Plans • Other environmental studies required under the Environmental Protection Act to support an RSC filing
Remediation and Risk	<p>Eligible remediation work must be undertaken to reduce or manage contaminants on a site in order to permit redevelopment for an intended use. Examples include:</p>

Project Type	Eligible Improvements
Management Activities	<ul style="list-style-type: none"> • Environmental remediation activities such as soil excavation, removal, or treatment • Costs of preparing an RSC, including subsurface characterization work required to support filing • Placement of clean fill and site grading • Installation of environmental or engineering controls, such as vapour mitigation or groundwater control systems • Monitoring, maintaining, and operating environmental or engineering controls • Environmental insurance premiums directly related to remediation or risk management • Other eligible costs as permitted under Section 365.1 of the Municipal Act, 2001
Redevelopment	Redevelopment of a former brownfield property for a new commercial, mixed-use, institutional, industrial, or multi-unit residential use following the investigation and subsequent remediation of a site, as well as the filing of a Record of Site Condition, in support of redevelopment.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Professional Fees	Tax Cancellation
Environmental Study	50% of eligible costs, up to \$10,000	N/A
Remediation Activities	N/A	Up to 100% of municipal and/or County portion of taxes cancelled for up to three years, from the date a Phase II ESA described in Note 1 below was completed for the property ¹

1. In accordance with Section 365.1 of the Municipal Act, to be eligible for tax cancellation, a Phase II Environmental Site Assessment must be prepared and submitted by a qualified professional demonstrating that the property did not meet the

standards that must be met under subparagraph 4 i of subsection 168.4 (1) of the Environmental Protection Act to permit a record of site condition to be filed under that subsection in the Environmental Site Registry.

Tax Increment Grant (Major Projects Only)

In addition to the grants above, a Tax Increment Grant (TIG) may be offered for redevelopment projects that are expected to generate a significant increase in property assessment on a former brownfield. The TIG provides a grant based on all or a portion of the County and/or municipal tax increase that results from the completed project (the increment). This option is intended for large-scale improvements where the projected tax increment is expected to exceed the combined value of the grants otherwise available.

The Tax Increment Grant (TIG) will follow the payment schedule below, depending on where the property is located. The lifetime amount of a TIG shall not exceed the total costs of the project.

Year	1	2	3	4	5	6
Increment Amount - County Portion (within Tourism Corridor Overlay)	100%	90%	80%	70%	60%	0%
Increment Amount - County Portion (outside the Tourism Corridor Overlay)	100%	80%	60%	40%	20%	0%
Increment Amount – Local Portion	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.					

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property must meet the definition of a brownfield site and must be confirmed or suspected to be contaminated based on a Phase I ESA.
2. All studies supported under this program shall be completed by a Qualified Person.
3. Applicants must submit all required documentation, including study results, certifications, and detailed cost estimates, prior to reimbursement.
4. For environmental study grants, applicants must provide one hard copy and one digital copy of completed studies along with proof of payment.

5. Applicants must provide written consent allowing [Insert Municipality] to use non-sensitive study findings to inform future planning or economic development initiatives.
6. The program is intended for non-residential, mixed-use redevelopment, or multi-unit residential redevelopment projects comprising four (4) or more units.
7. Grants will only be offered where there is demonstrated potential for redevelopment, renovation, or adaptive reuse of an existing building or site.
8. Applicants must be the registered owner or assessed owner of the property. Tenants are not eligible to apply.
9. Remediation work supported through this program must support the eventual filing of an RSC in the Environmental Site Registry.

Additional information on Provincial Programming

To further support brownfield revitalization, the municipality may work with eligible applicants to pursue the Province of Ontario's Brownfields Financial Tax Incentive Program (BFTIP). This provincial tool allows municipalities to request a matching cancellation of the education portion of property tax from the Province. Eligibility under the provincial matching program requires:

- that the site is located within a designated CIP area; and
- that a Phase II ESA confirms the presence of contamination requiring remediation.

Through BFTIP, the Province may cancel education property taxes for up to six (6) years for business development and up to ten (10) years for residential development, proportionate to the municipal cancellation.

For more information on provincial brownfield programming, please visit: <https://www.ontario.ca/page/brownfields-financial-tax-incentive-program>



11.7 Building Efficiency & Sustainability Program

Program Summary

The Building Efficiency & Sustainability Program provides financial support to upgrade the environmental efficiency and sustainability of their buildings and sites. Its purpose is to advance climate resilience, reduce greenhouse gas emissions, and promote sustainable building practices through high performance building envelopes, efficient mechanical systems, and renewable energy installations. These improvements will also support improved comfort, durability, and operating

efficiency while supporting broader community sustainability objectives.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
All Projects	<p>Major Interior or exterior renovations that result in a third-party certification or meet a third-party energy efficiency standard which exceeds the requirements of the Ontario Building Code and demonstrably increases energy efficiency including:</p> <ul style="list-style-type: none"> • Interior or exterior renovations that result in any level of LEED certification as determined by the Canada Green Building Council. • Interior or exterior renovations that result in compliance with ASHRAE SNAE Standard 90.1.1999 or newer energy performance standards for buildings except low rise residential buildings as certified by a professional engineer or professional architect.

Project Type	Eligible Improvements
	<ul style="list-style-type: none"> • Installing roof upgrades for energy or water management such as a green roof, cool roof materials, reflective roof coatings, or other improvements that help reduce heat, save energy, or better manage rainwater. • Installation of green infrastructure to support draining of stormwater such as bioswales, permeable surfacing, or rain gardens • Improvements that increase the building’s resiliency to climate change impacts such as improved drainage systems to mitigate flood risk • Installation of small-scale renewable energy systems such as solar panels, heat pumps, solar water heaters, geothermal.

Available Grants

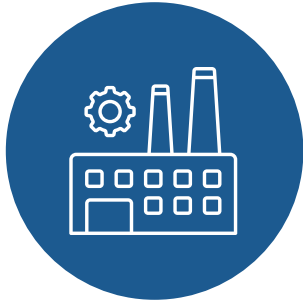
The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$7,500	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$1,500

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The property or use that is the subject of the application must be a permitted commercial, mixed-use, or institutional use. Properties used exclusively or predominantly for residential purposes are not eligible.
2. Applications may be required to be supported by a professional energy audit completed in order to determine and demonstrate the need for energy efficiency upgrades.



11.8 Industrial Stimulus Program

Summary

The Industrial Stimulus Program is intended to encourage private investment in major projects that establish or significantly expand employment-generating uses within designated Employment Areas. The program supports large-scale industrial and employment developments that create new jobs, diversify the local economy, and strengthen the municipality’s long-term competitiveness. Funding is intended for high-impact projects with clear economic benefits.

Eligible Areas

This program is available to support employment and industrial-focused development projects on any lands designated employment lands or industrial in the Official Plan.

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincincentives Implementation Committee.

Project Type	Eligible Improvements
<p>Industrial Development, Redevelopment, or Expansion</p>	<p>Major development or redevelopment projects that support the establishment, expansion, or modernization of an industrial or employment-generating use, where the project would result in an increase in assessment value on the lands. Examples include:</p> <ul style="list-style-type: none"> • Construction of new buildings or facilities for industrial, manufacturing, logistics, warehousing, or other employment uses; • Expansion of existing industrial or employment buildings to increase production capacity or operational space; and/or • Redevelopment or adaptive reuse of underutilized or vacant employment lands for new industrial or advanced manufacturing uses.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

Tax Increment Grant (Major Projects Only)											
<p>A Tax Increment Grant (TIG) is available to support major development projects that are expected to generate a significant increase in property assessment. The TIG provides an annual grant based on all or a portion of the County and/or municipal tax increase that results from the completed project. This grant is intended for large-scale improvement projects only.</p> <p>The Tax Increment Grant (TIG) will follow the payment schedules outlined below, subject to all eligibility criteria being satisfied. The lifetime amount of a TIG shall not exceed the total costs of the project.</p>											
Year	1	2	3	4	5	6	7	8	9	10	11
Basic Increment Amount (County Portion) – all other eligible project types	100%	90%	80%	70%	60%	0%	0%	0%	0%	0%	0%
Enhanced Increment Amount (County Portion) – project must be directly associated with a manufacturing ¹ use and result in a minimum of 60,000 ft ² in new building construction	100%	90%	80%	70%	60%	50%	40%	30%	20%	10%	0%
Increment Amount (Local Portion)	Initial increment amount and reduction schedule to be determined by the local municipality in its sole discretion.										

1. Final determination of what constitutes a manufacturing use shall be at the sole discretion of Elgin County and/or [Insert Municipality] staff.

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. Projects must involve the establishment of a new employment-generating use or a significant expansion of an existing eligible industrial or employment use.
2. The proposed development must be permitted by the zoning bylaw and consistent with the Official Plan designation for the site.
3. The project should demonstrate clear economic benefits, including job creation, increased assessment, business expansion, or strengthened competitiveness.
4. A minimum capital investment threshold may be required, to be determined by the County and/or [Insert Municipality] at the time of application.
5. Applicants may be required to submit a business plan, development concept, or financial pro forma to demonstrate feasibility and economic impact.
6. A scoring system or evaluation matrix may be used to prioritize projects that provide the greatest benefits to [Insert Municipality] or align with targeted sectors.
7. Applicants requesting a TIG must also meet the TIG-specific eligibility criteria set out in Section 11.3 and may be required to submit assessment impact estimates prepared by a qualified third party.
8. Routine maintenance or minor alterations are not eligible. Only substantial industrial development, redevelopment, or expansion projects qualify under this program.
9. The property must be located within a designated Employment Area as defined by the Official Plan.



11.9 Affordable Rental Housing Program

Summary

This program supports the creation of new affordable, purpose-built rental housing to diversify the local housing supply and expand housing options for residents. By offering financial incentives such as municipal fee relief and tax increment grants, the program helps offset the reduced revenues experienced by housing providers when offering units at affordable rental rates. The program encourages collaboration between the development community and local or regional

housing service providers, such as the City of St. Thomas Housing and Homelessness Services, to align projects with community housing needs and priorities. For the purpose of administrating this program, the County and Municipality will maintain an annual statement of Average Market Rent (AMR) for each of the following unit types, to be updated as-needed: Bachelor / 1-Bedroom / 2-Bedroom / 3+ Bedroom

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
New Rental Housing Creation	New multi-unit development resulting in the creation of four or more new housing units on a property where at least 20% of the units (with a minimum of 1) are purpose-built rentals having rent(s) maintained at or below Average Market Rent (AMR), as determined by the Municipality, for the lifetime of the grant period.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Professional Fees	Building & Planning Fees
All Eligible Projects	50% of eligible costs, up to \$5,000 (one time)	100% of eligible costs, up to \$5,000 (one time)

Tax Increment Grant

A Tax Increment Grant (TIG) will be offered in combination with the grants above to provide greater support to affordable housing creation. The TIG for this program differs from the other TIGs in this CIP in that the total annual grant offered under the Tax Increment Grant (TIG) will be tied to the number of rental housing units provided at each level of affordability, the combined maximum of which shall not exceed 50% of the tax increment annually.

TIG amounts will be determined in accordance with the level of affordability achieved and maintained for the minimum grant period, which is measured as a percentage of the current Average Market Rent (AMR) for the respective unit type/size. The grant amounts shown below are an annual payment made on a per-unit basis.

Affordability Level ¹	Percentage of AMR	Grant Per Unit
Average Market Rent	91% to 100%	\$2,000 annually for up to 10 Years
Near-Market Rent	81% to 90%	\$3,500 annually for up to 10 Years
Affordable Rent	≤80%	\$5,000 annually for up to 10 Years

1. Elgin County and/or [Insert Municipality] shall maintain full discretion in the determination of Average Market Rent (AMR) based on unit size/type and the maximum rent permitted to qualify for each Affordability Level described above.

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. Registered owners of lands and buildings must enter into an agreement with the Municipality outlining the obligations and responsibilities of the owner, including but not limited to the criteria listed in this section.
2. A minimum of 20% of the total housing units in the development must be rented at or below Average Market Rent (AMR) for a minimum period 10 years from occupancy, known as the Grant Period.
3. If any unit(s) change in their affordability level but remain eligible for funding under this program, the grant amount(s) may be adjusted accordingly. If the units are no longer deemed to be affordable per the definition in this program, the Municipality may cancel the annual grants paid under this program and/or may require past grant funding, plus interest, to become repayable to the Municipality in full.
4. During tenancy, the housing provider must agree not to increase the rent during the affordability period by more than the prevailing rent increase guideline established for each calendar year pursuant to the *Residential Tenancies Act, 2006* or any successor legislation or the rental rates established through the agreement, whichever is less. However, the rent rate established through the agreement may be adjusted to the current year during unit turnover.
5. The total combined annual maximum grant offered under the Tax Increment Grant (TIG) component shall not exceed 50% of the tax increment as defined below:

Tax Increment: The incremental increase in property taxes generated by an eligible project. Determined as the difference between pre- and post-project completion municipal property taxes levied as a result of the revaluation of the property by Municipal Property Assessment Corporation (MPAC).

6. Tenancy for Affordable Units rented at 80% or less of AMR should be coordinated with City of St. Thomas Housing and Homelessness Services to ensure those most in need of housing have priority access, based on wait list or other available data deemed appropriate.
7. Any housing unit (affordable or not) within a development supported under this program shall not be used as a short-term rental for the duration of the grant period.
8. Prior to the payment of any TIG grants, the following must be satisfied:

- The development is complete and occupancy permits have been issued;
 - The property has been reassessed by MPAC;
 - Property taxes for the respective year have been paid in full, and each year subsequent;
 - The Municipality has confirmed the rent levels are in accordance with the requirements of the CIP and any funding agreement(s).
9. In addition to the above, applicants must meet the TIG-specific eligibility criteria set out in Section 11.3 and may be required to submit assessment impact estimates prepared by a qualified third party.



11.10 Agri-Tourism & Rural Diversification

Program Summary

The Agri-Tourism & Rural Diversification Program provides financial support to establish, expand, or enhance non-traditional, agriculture-related ventures that contribute to Elgin County’s rural economy and tourism landscape. Its purpose is to encourage value-added agricultural enterprises, on-farm diversified uses, agri-tourism experiences, and rural recreation amenities that celebrate the County’s agricultural heritage while advancing economic diversification. The program is not

intended to fund general production-based agricultural activities such as livestock operations, dairy production, cash cropping, or conventional horticulture. Instead, it supports projects that introduce new visitor experiences, create additional revenue streams for rural properties, and strengthen the vitality and resilience of Elgin County’s rural area.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Agricultural Area

Eligible projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
All Projects	<p>Eligible improvements generally include the permanent establishment, expansion, or improvement of a bona fide agri-tourism, on-farm diversified, or rural recreation use permitted under the Provincial Planning Statement and the Municipality’s Official Plan. Examples include:</p> <ul style="list-style-type: none"> • Construction of new buildings or additions directly associated with the use; • Renovations or upgrades to existing buildings, including Fire safety, electrical, HVAC, plumbing systems, and general compliance with the Ontario Building Code for the proposed use(s) to support the conversion of buildings or structures to accommodate occupancy related to the use; • Facade, signage, and property improvements generally consistent with the eligible projects supported under the Facade, Signage, and Property Improvement Program

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$10,000	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500

1. Where the premises is located within the Tourism Corridor Overlay, an additional \$2,500 may be added to the maximum grant amount, so long as it does not result in a combined grant amount over 50% of the eligible project costs

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. The project must be directly tied to a bona fide agri-tourism use, value-added agricultural use, on-farm diversified use, or commercial rural recreation use permitted in the Official Plan.
2. All proposed uses must be consistent with OMAFRA's guidelines for permitted uses in the agricultural area.
3. Any improvements related to a dwelling or residential portion of a use or business are not eligible. Properties used exclusively for residential purposes are not eligible, unless the proposed improvement is clearly integral to an eligible agri-tourism or value-added agricultural activity.
4. Eligible uses must generally be open and accessible to the public to access the service, experience, or good(s).
5. The project must support activities that are compatible with agricultural operations and do not compromise the long-term function of the agricultural land base.



11.11 Additional Dwelling Unit Program

Program Summary

The Additional Dwelling Unit (ADU) Program provides financial support to property owners seeking to create new ADUs or legalize existing units that were not previously compliant with zoning, building, or fire code requirements. Given shifting demographics and increased housing pressures, the use of ADUs can help increase the affordable housing stock and provide alternate housing options within existing lots and at often a lower cost. The purpose of the Additional Dwelling Unit (ADU) Program is to encourage the development of safe, functional, and well-designed secondary units that expand housing choice and support gentle residential intensification within designated areas of the community.

Eligible Areas

This program is available to properties located within the following Focus Areas:

- Main Street Corridors
- Settlement Areas

Eligible Projects

The following improvements are eligible for funding under this program. Final eligibility is determined by the Elgincentives Implementation Committee.

Project Type	Eligible Improvements
All Projects	<ul style="list-style-type: none"> • The establishment of a new permanent Additional Dwelling Unit in compliance with the Municipality’s Official Plan and Zoning By-law. • Where one or more code-related deficiencies exist with an existing ADU, permanent upgrades or renovations directly related to bringing the ADU into compliance with applicable building, fire, and safety codes.

Available Grants

The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project costs.

	Materials & Labour	Professional Fees	Building & Planning Fees
All Projects	50% of eligible costs, up to \$10,000	50% of eligible costs, up to \$2,500	50% of eligible costs, up to \$2,500

Program-Specific Eligibility Criteria

In addition to the general eligibility criteria outlined in Section 11.3, all improvement projects seeking funding through this program are subject to conformity with the following criteria.

1. All proposed ADU projects must comply with the applicable Official Plan policies, Zoning By-law provisions, and the Ontario Building Code, including any required planning approvals and building permits.
2. Eligible works must be functional in nature and directly related to the creation, legalization, or improvement of an additional dwelling unit. Cosmetic or purely decorative improvements (e.g., painting, flooring replacement, or aesthetic upgrades) are not eligible for funding unless they form part of a broader, eligible scope of work.
3. As a condition of funding, the financial assistance agreement shall prohibit the use of any additional dwelling unit supported under this program as a short-term rental for a minimum period of five (5) years. Failure to comply with this requirement may result in the requirement to repay all or a portion of the grant funding, in accordance with the terms of the agreement.
4. No portion of any works associated with the main residence or dwelling unit will be eligible for funding support (i.e., the primary dwelling unit).

Program-Specific Design Considerations

Applications under this program will be evaluated in the context of the Municipality's Official Plan policies related to additional dwelling units, including considerations related to scale, compatibility, location, servicing, and access. In addition, to ensure that supported projects contribute positively to neighbourhood quality, livability, and long-term housing outcomes, priority may be given to applications that demonstrate strong design and planning merit in one or more of the following areas.

1. The additional dwelling unit is well integrated with the principal dwelling and surrounding neighbourhood, including compatibility in form, massing, scale, and materials, and reflects the established character of the area.
2. The project incorporates barrier-free design features or enhances housing accessibility for seniors, persons with disabilities, or individuals with mobility challenges (e.g., ground-level units, single-storey layouts, or direct pedestrian access).
3. The project incorporates energy-efficient design strategies or environmentally responsible materials that exceed minimum building code requirements.
4. The placement and orientation of entrances, windows, and access points respect adjacent properties, minimize privacy impacts, and contribute positively to the public realm.
5. The additional dwelling unit supports identified housing needs within the community, such as increasing rental supply, providing workforce housing, or enabling aging in place.

These design considerations are intended to inform the review and prioritization of applications and do not represent mandatory eligibility thresholds. Where funding is limited, projects that best reflect these principles may be prioritized for support.

12.0 Administration

This section outlines the administrative framework for the implementation of the Elgincentives within [Insert Municipality], including the term of the Plan, governance structure, funding approach, and application requirements for financial incentive programs. While this Plan is adopted locally under the Ontario Planning Act, it is administered through a County-led delivery model in partnership with Elgin County, as described below.

12.1 Term of the CIP

It is anticipated that the Elgincentives Community Improvement Plan will be implemented over a ten (10) year period from 2026 to 2036. An amendment to this CIP is not required to extend the term of this plan if there is a desire to do so, unless any updates or revisions trigger the need under the Planning Act. The ultimate term of Elgincentives shall be determined by the County and [insert municipality] at their sole discretion.

12.2 Administrative Body

This Community Improvement Plan will be administered through a County-led committee structure, in partnership with the Municipality of [Insert Municipality]. Specifically, an Elgincentives Implementation Committee has been established to oversee delivery of the financial incentive programs contained in this Plan. The Elgincentives Implementation Committee is responsible for:

1. Receiving and reviewing all applications for financial incentives;
2. Coordinating the further exploration and pursuit of municipal leadership initiatives; and

3. Making decisions on whether applications should be approved or refused, in accordance with the eligibility criteria and program requirements outlined in this Plan OR preparing recommendations to council where required to approve tax-related incentives.

In addition, the Elgincentives Implementation Committee will be responsible for:

4. Marketing the Elgincentives CIP in accordance with the Marketing Strategy outlined in Section 13.0 of this Plan, with Elgin County taking a lead role; and
5. Monitoring program uptake and performance, including the financial incentive programs, in accordance with the Monitoring framework set out in Section 14.0 of this Plan.

The Committee will consist primarily of senior staff from Elgin County, who will assume responsibility for day-to-day program administration, application intake, evaluation, and coordination. Staff from the Municipality of [Insert Municipality] will participate on the Committee on an as-needed basis, including the review of applications originating within the municipality and coordination of local implementation considerations.

Applications will be evaluated based on criteria established by the Elgincentives Implementation Committee, which are grounded in the Vision, Goals, and policy direction set out in this CIP.

12.3 Funding of Financial Incentives

Any number of the financial incentive programs identified in this Plan may be brought into effect during the term of the CIP, subject to the availability of funds and other resources. On an annual basis, the Elgincentives Implementation Committee will report to the Council of the Municipality of [Insert Municipality] and Elgin County Council regarding which incentive programs will be in effect for that year.

Financial incentive programs will be funded through a partnership between the Municipality of [Insert Municipality] and Elgin County. As part of the annual budgeting process, both Councils will identify community improvement funding allocations to be made available for the upcoming year, if any.

During the annual budgeting exercise, the Councils of the Municipality of [Insert Municipality] and Elgin County will also determine the extent to which each level of government will participate in the incentive programs that are activated for that year. Subject to available resources, up to 100% of certain grant programs may be funded by Elgin County. Exceptions include tax-based programs such as the Tax Increment Grant, Application and Permit Fee Rebates, and Brownfield Tax Assistance,

where each level of government may only fund its respective portion of the tax increase or fee.

The provision of incentives in any given year is subject to available funding. Once approved annual budgets have been fully allocated, no further incentives will be granted until additional funding is approved.

Annual budgets for financial incentives do not apply to tax-based incentive programs, as these programs do not represent direct “out-of-pocket” expenditures. Funding for tax-based incentives is provided through cancellation or reimbursement in the year following payment and does not require upfront budget allocation.

Actual payment of all incentives, including both the municipal and County-funded portions, will remain the responsibility of the Municipality of [Insert Municipality], with County contributions transferred to the Municipality accordingly, not directly to the applicant.

It is recognized that other Community Improvement Plans may exist or be adopted in the future by the Municipality of [Insert Municipality]. This Plan is separate from any other CIP adopted by Municipal Council. Elgin County participation is limited to the financial incentive programs contained within this CIP.

12.4 Financial Incentive Application Process

1. Pre-Consultation

All applicants are required to participate in a pre-consultation meeting with a representative of the Elgincentives Implementation Committee prior to submitting a formal application. The purpose of pre-consultation is to improve application quality and administrative efficiency by:

- Confirming general and program-specific eligibility;
- Identifying appropriate financial incentive programs;
- Clarifying required supporting documentation;
- Providing preliminary feedback on project alignment with the goals and objectives of this CIP; and
- Identifying whether the proposed project may involve any tax-based incentives requiring Council approval.

Pre-consultation does not constitute approval of an application or guarantee funding.

2. Application Submission

Following pre-consultation, applicants may submit a formal application for financial incentives in accordance with the requirements of this Plan. Applications must include:

1. One (1) completed application form, signed by the registered or assessed owner, or tenant with owner consent;
2. Supporting documentation, as identified through pre-consultation and as determined by the Elgincentives Implementation Committee, which may include, but is not limited to:
 - a. Specifications of the proposed project, including plans, drawings, and studies;
 - b. Photographs of the existing building or site condition;
 - c. Past or historical photographs and/or drawings, where available;
 - d. Two (2) cost estimates for eligible work provided by qualified contractors;
 - e. Disclosure of all other funding sources or incentives supporting the project;
 - f. A statement describing how the proposed project meets the goals and objectives of this CIP; and
 - g. Any additional information required by the Committee.

3. Completeness and Eligibility Review

Upon receipt of an application, a designated representative of the Elgincentives Implementation Committee will conduct an initial review to confirm that the submission is complete and generally consistent with the eligibility requirements of this Plan. Only applications deemed complete will be circulated to the full Elgincentives Implementation Committee for evaluation. Incomplete applications will be returned to the applicant with written notice identifying deficiencies.

4. Application Review and Committee Decision

Complete applications will be evaluated by the Elgincentives Implementation Committee based on the general and program-specific eligibility criteria outlined in this Plan, as well as alignment with the CIP's goals and priorities. Based on this review, the Committee may:

- a) Approve the application, in whole or in part;
- b) Refuse the application, with reasons provided; or
- c) Request revisions or additional information prior to making a final decision.

Applicants will be notified in writing of the Committee's decision.

5. Council Approval for Tax-Based Incentives

Notwithstanding Sections 12.4.3 and 12.4.4, any application that includes a tax-based incentive—such as a Tax Increment Grant, tax cancellation, tax rebate, or tax deferral—shall require approval by the respective Council having authority over that portion of taxes.

Where an application includes both grant-based incentives and tax-based incentives:

- The Elgincentives Implementation Committee may approve the grant-based components of the application, subject to Council approval of the tax-based incentive; and,
- The tax-based incentive component, along with a recommendation from the Committee, shall be forwarded to the respective Council having authority over that portion of taxes for consideration.

No tax-based incentive shall be provided unless Council approval has been granted.

6. Appeal of Committee Decisions

If an application is refused by the Elgincentives Implementation Committee the applicant may appeal the decision to Municipal Council. Applications refused due to lack of funding availability are not eligible for appeal but may be resubmitted in a future funding cycle.

In considering an appeal, Council may approve or refuse the application upon reconsideration. If Council approves the application, the Elgincentives Implementation Committee will proceed with execution of the Financial Assistance Agreement. All Decisions of Council are final.

7. Financial Assistance Agreement

For approved applications, a Financial Assistance Agreement shall be prepared and executed between the Municipality of [Insert Municipality] and the applicant. The Agreement will outline:

- Approved works and incentive amounts;
- Terms and conditions of funding;
- Required permits and approvals;
- Timelines for project initiation and completion;
- Documentation and inspection requirements; and
- Default provisions and remedies.

No CIP-funded work may commence prior to execution of the Financial Assistance Agreement, unless expressly authorized in writing.

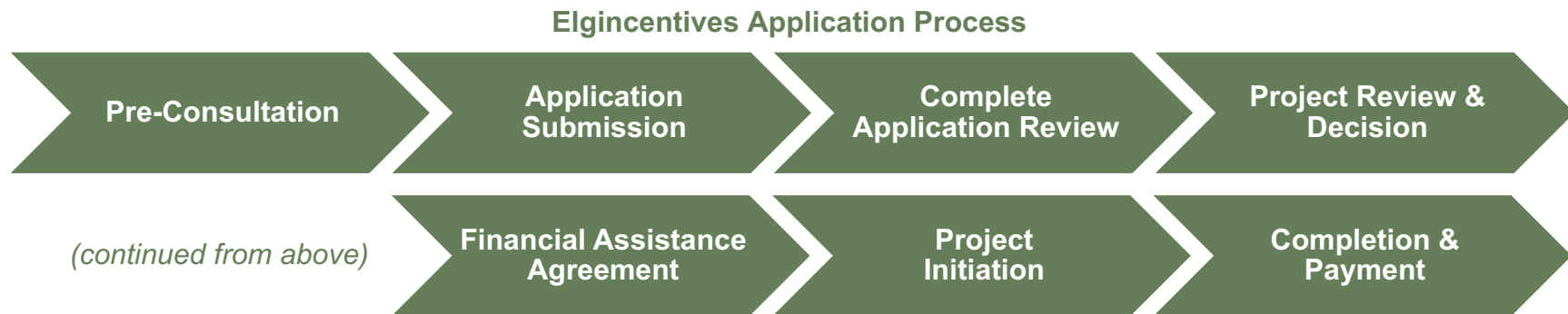
8. Project Initiation, Completion, and Payment

Unless otherwise specified in the Financial Assistance Agreement:

1. Approved projects must commence within six (6) months of agreement execution.

2. Projects must be completed within twelve (12) months of commencement.
3. Requests for extensions must be submitted in writing and are subject to approval at the discretion of the Elgincentsives Implementation Committee.
4. Upon project completion, applicants must submit:
 - A statement of completed works;
 - Invoices and proof of payment;
 - Photographic documentation; and
 - Any additional documentation required by the Agreement.

The Elgincentsives Implementation Committee reserves the right to inspect completed works or audit project costs prior to authorizing payment. Incentives may be delayed, reduced, cancelled, or recovered if project requirements are not met.



13.0 Marketing

The success of Elgincentsives will depend in large part on how effectively it is communicated to eligible applicants, partners, and the broader community. A coordinated and sustained marketing approach is essential to ensure awareness of available programs, support program uptake, and reinforce the role of the CIP as a key economic development and community improvement tool. Marketing and communications activities will be led by the Elgincentsives Implementation Committee, with support from Elgin County and the Municipality of [Insert Municipality] and will be adapted over time based on program performance, available resources, and evolving priorities.

13.1 Target Markets

Primary Target Markets	Secondary Target Markets
<p>Property owners and operating businesses located within the Community Improvement Project Area, particularly within identified Focus Areas, to ensure awareness of available incentives and program requirements.</p> <p>Commercial and industrial real estate professionals, to encourage the inclusion of CIP incentives as part of the value proposition for properties located within the Community Improvement Project Area.</p>	<p>The broader business community and potential investors, both within and outside Elgin County, to promote the Municipality’s proactive approach to economic development and reinvestment; and</p> <p>The general public, to build awareness of community improvement initiatives and their contribution to local economic vitality and quality of place.</p>

A key communications activity will also be regular reporting to the Councils of the Municipality of [Insert Municipality] and Elgin County, including updates on program uptake, outcomes, and any recommended changes to the CIP. Reporting is discussed further in Section 14.0.

13.2 Key Messages

Communications related to the Elgincentives CIP will be tailored to the needs and interests of each target market. Key messages may include the following.

Target Market	Communication and Messaging Approach
Property Owners and Business Managers	<ul style="list-style-type: none"> • Clear direction on how to access information on available incentive programs, including application guides and forms; • An overview of the application and approval process; and • Emphasis on the financial and strategic benefits of participating in the CIP, including assistance with reinvestment, modernization, and business growth.
Commercial and Industrial Realtors	<ul style="list-style-type: none"> • Messaging that highlights the CIP as a tool that enhances property attractiveness and marketability within the Community Improvement Project Area; • Positioning realtors as partners in promoting awareness of available incentives; and • Sharing examples of successful projects supported through the CIP.
Agricultural Operators and Agri-Tourism Businesses	<ul style="list-style-type: none"> • Information on how the CIP can support value-added agriculture, agri-tourism, and rural economic diversification; • Emphasis on the ability of incentives to leverage private investment; and • Clear guidance on eligibility and alignment with agricultural land use policies.
Tourism Businesses	<ul style="list-style-type: none"> • Messaging that emphasizes how the CIP can support investment in visitor-serving uses and facilities; • Alignment with broader County and municipal tourism objectives; and • Use of success stories, including before-and-after examples, where available.
Business and Community Organizations	<ul style="list-style-type: none"> • Encouragement to help promote awareness of the CIP among members; • Emphasis on the broader economic and community benefits of reinvestment; and • Sharing of program outcomes and success stories.

Target Market	Communication and Messaging Approach
Potential Investors	<ul style="list-style-type: none"> • Messaging that reinforces the Municipality of [Insert Municipality] and Elgin County as investment-ready communities; • Emphasis on coordinated planning, available incentives, and a supportive development environment.
General Public	<ul style="list-style-type: none"> • Sharing of visible community improvement outcomes; • Use of project examples to demonstrate how the CIP contributes to community vitality, placemaking, and economic development.
Municipal and County Councils	<ul style="list-style-type: none"> • Regular reporting on implementation, program uptake, and progress toward achieving CIP goals; and • Identification of any recommended adjustments to improve program effectiveness.

13.3 Marketing and Communications Tools

Marketing and communications activities may be undertaken as part of the initial launch of the CIP and will continue on an ongoing basis throughout the lifetime of the Plan. Efforts may be refreshed periodically to maintain visibility, share success stories, and encourage continued participation.

A range of marketing and communications tools may be used to promote the Elgincentives CIP and increase awareness of available programs and opportunities. Tools will be selected and deployed by the Elgincentives Implementation Committee based on effectiveness, available resources, and target audiences. In addition, the Elgincentives Implementation Committee may identify specific properties, areas, or sectors on an annual basis

where community improvement would be particularly beneficial. Targeted outreach or direct engagement with property owners or business operators may be undertaken to promote awareness of the CIP and encourage program uptake.

Dedicated CIP Web Presence

A dedicated Elgincentives website will serve as the primary source of information for the CIP and may include:

- Program goals and objectives;
- Descriptions of available financial incentive programs;

- Community Improvement Project Area maps and Focus Areas;
- Application requirements, process, and key timelines; and
- Contact information for program inquiries and pre-consultation.

A link to this website may also be provided on the Municipality of [Insert Municipality] and Elgin County websites.

Digital Communications and Direct Outreach

Digital tools may be used to communicate directly with eligible applicants and interested parties, including:

- Email notifications or newsletters;
- Targeted outreach to property owners and businesses within identified Focus Areas; and
- Periodic reminder communications to maintain awareness over the life of the CIP.

Printed Materials and Information Packages

Program guides, information sheets, and summary materials may be prepared for distribution at municipal offices, community events, or through partner organizations.

Presentations and Stakeholder Engagement

Presentations or information sessions may be delivered to property owners, business operators, agricultural organizations, business associations, and members of the public to communicate program opportunities and application processes.

Media and Promotional Activities

Traditional and digital media may be used to support program awareness, including local newspaper notices or feature stories, social media communications, and short promotional or informational videos.

Sector-Specific Outreach

Targeted materials may be prepared for specific sectors, such as agriculture and agri-tourism, and distributed through relevant organizations to ensure information reaches appropriate audiences.

14.0 Monitoring, Amendments, & Updates

Ongoing monitoring and evaluation are essential to ensuring that the [Insert Municipality] Elgincentives Community Improvement Plan (CIP) remains effective, responsive, and aligned with local and County-wide priorities. This section establishes a framework for tracking program performance, assessing outcomes, and identifying when adjustments or formal amendments to the CIP may be required over its life.

14.1 Purpose

The purpose of the monitoring strategy is to:

1. Track financial incentives provided through the CIP to owners and tenants of lands and buildings located within the Community Improvement Project Area;
2. Track funding contributions from the Municipality of [Insert Municipality] and Elgin County toward financial incentive programs;
3. Evaluate whether the incentive programs and related initiatives are achieving the overall Vision and Goals of the CIP;
4. Identify opportunities for program refinement, reallocation of resources, or implementation improvements; and
5. Provide a transparent basis for reporting on the uptake, outcomes, and effectiveness of the Elgincentives CIP to the Councils of the Municipality of [Insert Municipality] and Elgin County.

14.2 Monitoring Frequency & Review Cycles

Data collection related to financial incentive applications, approvals, and completed projects will occur on an ongoing basis throughout the implementation of this Plan. Program performance and outcomes will be evaluated annually using the measures outlined in Section 14.3. In recognition that community improvement programs require time to build awareness and momentum, aggregate performance targets should be assessed over rolling five-year periods rather than on a year-by-year basis.

14.3 Measures

Monitoring of the Elgincentives Community Improvement Plan will be undertaken using a structured framework that links each Plan Goal to a set of supporting objectives and corresponding performance indicators. This approach is intended to support clear, transparent, and repeatable evaluation over the life of the Plan. The objectives describe the specific outcomes the CIP seeks to achieve under each goal, while the performance indicators identify both quantitative and qualitative metrics that can be tracked through program administration, applicant reporting, and periodic evaluation. Together, these measures provide the basis for annual reporting to Council and longer-term assessment of program effectiveness.



Goal 1: Create More Affordable and Attainable Housing Options

Objective	Performance/Monitoring Measure
<p>Increase the supply of new affordable and attainable housing units.</p>	<ul style="list-style-type: none"> • Number of new housing units supported through CIP incentives • Number of affordable or below-market rental units supported • Type of housing supported (e.g., purpose-built rental, ADU, community housing) • Location of supported housing projects by Focus Area
<p>Support the retention and reinvestment in existing affordable housing stock.</p>	<ul style="list-style-type: none"> • Number of existing rental units improved or rehabilitated • Type of improvements completed (e.g., building systems, accessibility, energy efficiency) • Estimated extension of building life or continued affordability (where applicable)



Goal 2: Revitalize Sense of Place in Core Areas and Main Streets

Objective	Performance/Monitoring Measure
<p>Improve the appearance, function, and vibrancy of downtowns, main streets, and core areas.</p>	<ul style="list-style-type: none"> • Number of facade, signage, and property improvement projects supported • Geographic distribution of projects along main street corridors • Before-and-after photographic documentation of completed projects • Number of vacant or underutilized storefronts improved or reactivated
<p>Enhance the visual quality of gateways, tourism corridors, and prominent sites.</p>	<ul style="list-style-type: none"> • Number of projects supported within Tourism Corridor Overlay areas • Types of improvements completed (e.g., signage, landscaping, building upgrades) • Visual documentation demonstrating improvement to key sites or corridors



Goal 3: Diversify Agri-Tourism and Rural Economic Opportunities

Objective	Performance/Monitoring Measure
<p>Support value-added agriculture, agri-tourism, and rural diversification initiatives.</p>	<ul style="list-style-type: none"> • Number of agri-tourism or rural diversification projects supported • Types of uses supported (e.g., farm retail, visitor amenities, value-added processing) • Location of projects within the Agricultural Area • Estimated investment leveraged in rural and agricultural settings



Goal 4: Improve Building Efficiency and Sustainability of Development

Objective	Performance/Monitoring Measure
Encourage sustainable building practices and energy-efficient reinvestment.	<ul style="list-style-type: none"> • Number of projects incorporating energy efficiency or sustainability upgrades • Types of improvements completed (e.g., insulation, HVAC, renewable energy, green infrastructure) • Estimated reduction in energy consumption or improvement in building performance (where available) • Number of projects aligned with climate adaptation or resilience objectives



Goal 5: Stimulate Economic Growth and Vitality

Objective	Performance/Monitoring Measure
Support business expansion, start-ups, and reinvestment across key economic sectors.	<ul style="list-style-type: none"> • Number of businesses supported by sector (commercial, industrial, agri-business, creative economy) • Number of business expansions or start-ups assisted • Type of business activity supported (new, expansion, relocation, modernization)
Encourage reinvestment in employment lands and underutilized buildings.	<ul style="list-style-type: none"> • Number of industrial or employment-related projects supported • Square footage of employment space improved, expanded, or repurposed • Change in utilization of previously vacant or underutilized buildings or sites
Strengthen the municipal assessment base over time.	<ul style="list-style-type: none"> • Change in assessed value for properties receiving CIP assistance • Aggregate assessed value change within Focus Areas over time • Comparison of total incentives provided to long-term assessment growth (trend-based)

Comprehensive Elgincntives Performance Measures

In addition to goal-specific measures, the following indicators should be tracked annually:

- Total number of applications received, approved, and declined
- Total value of grants approved and paid
- Total estimated private-sector investment leveraged
- Distribution of funding by incentive program and Focus Area
- Average processing time from application submission to approval
- Summary of notable or catalytic projects supported during the year

14.4 Reporting

An annual monitoring report will be prepared to summarize program activity, funding allocations, and outcomes achieved through the Elgincntives CIP. The report will be presented to the Council of the Municipality of [Insert Municipality] and Elgin County Council for information and consideration. The annual report may include:

- A summary of applications received, approved, and completed;
- Total incentive funding committed and leveraged private investment;
- Findings from the monitoring activities undertaken in Section 14.3, in accordance with available data;
- Progress toward achieving the Goals of the CIP;
- Geographic and sectoral distribution of incentives; and
- Identification of emerging trends, challenges, or opportunities.

Where appropriate, the report may also recommend program adjustments, implementation refinements, or amendments to the CIP, as outlined in Section 14.5.

14.5 Adjustments and Amendments to the CIP

Over time, it may be necessary to review and update the CIP to reflect the results of the monitoring exercises above, evolving community needs, legislative changes, or emerging opportunities. Any proposed adjustment or change to the Plan contemplated should be assessed to determine whether it requires a formal amendment under the Planning Act.

The table below provides guidance as to what Plan adjustments or changes would trigger an amendment to the Plan in accordance with the requirements of the Planning Act.

Adjustment or Change	Amendment Required?
Modify Vision or Goals	Yes
Modification to Community Improvement Project Area	No, but requires by-law amendment
Repeal of Community Improvement Project Area	No, but requires by-law repeal
Add, modify, or remove financial incentive programs or initiatives	Yes, except for technical changes, clarification, or error correction
Add, modify, or remove general eligibility criteria	Yes
Adjust funding allocations (budgetary allocation)	No
Activate or cancel financial incentive programs	No
Administering the Plan beyond the 10-year horizon	No

Any amendment to this CIP will be adopted by the Council of the Municipality of [Insert Municipality] in accordance with the Planning Act. For any proposed amendments or updates, the County will lead and coordinate the statutory approvals process.

Appendix A | Glossary

Additional Dwelling Unit (ADU)

A self-contained residential dwelling unit located on the same lot as a principal residential dwelling, including units within, attached to, or detached from the main building, that contains independent kitchen, bathroom, and sleeping facilities and is permitted in accordance with the Official Plan and zoning by-law.

Affordable Rental Housing

For the purposes of this Plan, housing that is rented at or below Average Market Rent for the Municipality, County, or Regional Market area, as applicable.

Agri-Tourism Use

A tourism-related use located on, or in association with, a farm operation that promotes agricultural activities, rural culture, or farm-based experiences, and is compatible with agricultural uses, as permitted by provincial policy, OMAFRA guidelines, and local planning regulations.

Applicant

A registered owner, assessed owner, tenant (with owner consent), or other eligible party who submits an application for financial incentives or support under this Community Improvement Plan.

Average Market Rent (AMR)

For the purposes of this CIP, the average rent charged for a rental housing unit in the Municipality, County, or Regional Market Area (according to available data), according to building type and number of bedrooms.

Brownfield

A property that may be vacant, underutilized, or abandoned, and where past industrial, commercial, or institutional uses have resulted in actual or perceived environmental contamination requiring assessment, remediation, or risk management prior to redevelopment.

Community Improvement Plan (CIP)

A statutory planning document adopted by municipal council under Section 28 of the Planning Act that establishes a framework for community improvement, including the designation of a Community Improvement Project Area and the authorization of financial incentive programs and municipal initiatives.

Community Improvement Project Area (CIPA)

A municipality or defined area within a municipality designated by by-law under Section 28 of the Planning Act, where community improvement is considered desirable due to environmental, social, economic, or physical conditions.

County

The Corporation of the County of Elgin.

Development

The creation of a new building or structure, or a change in use, including construction, reconstruction, or expansion, as defined under the Planning Act and applicable municipal regulations.

Eligible Costs

Costs that are directly related to an approved eligible project and are permitted under this Community Improvement Plan and the specific incentive program, including materials and labour, professional services, fees, or other costs expressly identified as eligible.

Eligible Project

A development, redevelopment, rehabilitation, or improvement project that meets the general and program-specific eligibility criteria of this Community Improvement Plan and is approved for support.

Elgincentives Implementation Committee

The County-led committee responsible for administering the Elgincentives CIP, including reviewing applications, making funding decisions, coordinating program delivery, and monitoring results, with local municipal participation as required.

Employment Lands

Lands designated for industrial, manufacturing, warehousing, logistics, business park, or other employment-generating uses in the County Official Plan and supporting local Official Plans.

Financial Assistance Agreement

A legally binding agreement between the Municipality and an approved applicant that sets out the terms, conditions, funding amounts, timelines, reporting requirements, and default provisions associated with approved financial incentives.

Focus Area

A defined geographic or land use category within the Community Improvement Project Area used to guide the application, eligibility, and prioritization of incentive programs under this Plan.

Intensification Project / Infill

Development or redevelopment that occurs within existing built-up areas, including the reuse of vacant or underutilized land or buildings, resulting in more efficient use of land and infrastructure.

Mixed-Use

A development or building containing two or more different land uses, such as residential, commercial, office, or institutional uses, integrated within a single structure or site.

Multiple Facades

More than one exterior building wall that faces a public street, park, or publicly accessible space and is visible from the public realm.

Municipal Leadership Initiative

A public-sector initiative identified in this Community Improvement Plan that may be undertaken by the Municipality and/or County to support community improvement goals, including investments in public spaces, infrastructure, land use planning, or strategic studies.

Municipality

The local lower-tier municipality adopting this Community Improvement Plan.

On-Farm Diversified Use

A small-scale commercial or industrial use that is secondary to a principal farm operation, compatible with agriculture, and permitted by provincial policy, OMAFRA guidelines, and local planning regulations.

Owner

The registered owner or assessed owner of land or buildings subject to an application under this Community Improvement Plan.

Professional Fees

Costs associated with consulting services provided by qualified professionals, including architects, engineers, planners, designers, or other specialists, required to prepare plans, studies, reports, or designs for an eligible project.

Sustainability Improvements / Green Infrastructure

Improvements that enhance environmental performance or climate resilience, including energy efficiency upgrades, renewable energy systems, water conservation measures, low-impact development features, and natural or nature-based infrastructure.

Tax Increment

The net increase between the pre-development and post-development municipal and/or county property taxes levied as a result of the revaluation of the property by the Municipal Property Assessment Corporation (MPAC).

Tourism Corridor Overlay

An overlay applied to properties located along designated tourism corridors identified in the County Official Plan, recognizing areas where incentive programs may be enhanced or prioritized due to tourism visibility and economic significance.

Subject: Submission - Marsh Line South Side Residential Area

[REDACTED]
Date Wed 4/15/2026 10:29 AM

To Terri Towstiuc <ttowstiuc@westelgin.net>

[REDACTED] [Learn why this is important](#)

To:

Terri Towstiuc, Clerk

Municipality of West Elgin

Please accept this correspondence as my formal written submission for inclusion on the public record for the April 23, 2026 Council meeting regarding the updated Elgincentives Community Improvement Plan (CIP).

.I am requesting that the South Side of Marsh Line Road – Designated Residential Area be formally recognized within the CIP framework and that the accompanying site-specific incentive package be considered as part of the municipality’s review of eligible areas and priority infill-adjacent locations. This site location has been identified in West Elgin’s planning documents as a logical residential West Lorne growth area, and the updated CIP provides an opportunity to align municipal incentives with current housing needs, provincial direction, and West Elgin’s objectives for attainable and diverse housing forms.

Development Concept – Updated Direction

The development concept for the Marsh Line South Side Site continues to evolve in response to market conditions, provincial housing direction, and the updated 2026 CIP. Early discussions with Elgin County, the Municipality of West Elgin, and other agencies were exploratory and focused on understanding the site’s long-term potential within the broader settlement context. No formal applications have been submitted, and the landowner retains full flexibility to refine the concept.

Based on professional planning input, the location is not suited for higher-intensity residential forms that are more appropriately directed to the established settlement core. Accordingly, the development direction being explored focuses on modest, low-density residential forms, which may include a combination of single-detached homes and small-scale multi-unit dwellings, subject to servicing, policy, and site-specific constraints. It is also understood that a plan of subdivision may be required, depending on the final configuration and municipal requirements. This will be addressed as the concept continues to advance.

Proposed Incentive Package

The requested incentive package is structured to support context-appropriate, attainable residential development consistent with the 2026 CIP. The incentives include:

- Tax Increment Grant (TIG) – 10-year grant, enhanced for attainable units and infill-adjacent development
- Servicing & Site-Preparation Support – drainage, grading, stormwater management, engineering studies
- Housing Incentives – attainable/affordable housing grants, ADU support, priority scoring
- Environmental & Pre-Development Grants – ESA and environmental screening
- Planning & Building Fee Rebates – planning fees, building permits, DC considerations
- Public Realm Improvements – sidewalks, lighting, trees, pedestrian connections
- Priority Processing – defined timelines, one-window intake
- Settlement Area Alignment Support – recognition of the site’s relationship to existing serviced areas and consistency with Official Plan direction

These incentives are compatible with low-density, context-appropriate residential forms and support responsible, policy-aligned investment.

Policy Alignment

This refined approach aligns with the 2026 CIP’s objectives for attainable housing, gentle density, and efficient use of existing municipal infrastructure, without presupposing core-area intensification. The updated concept has been shared with our planner Robert Brown for review. His input will ensure continued alignment with municipal policy, the updated CIP, and West Elgin’s long-term growth objectives. Any refinements arising from that review will be incorporated into future discussions with municipal staff.

I respectfully request that this submission be included in the agenda package for the April 23 meeting and made available to Council as part of its consideration of the updated CIP by-law.

Please confirm receipt at your convenience.

Sincerely,
Curtis



Staff Report

Report To: Council Meeting
From: Evan McKinstry, Jr. Planner, County of Elgin
Date: 2026-04-23
Subject: Zoning By-law Amendment Application D-14 04-2026 – Recommendation Report – (Planning Report 2026-11)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 04-2026 – Recommendation Report (Planning Report 2026-11), and

That West Elgin Council approve Zoning By-law Amendment Application D-14 04-2026 to rezone the subject property from General Agricultural (A1) zone to Agricultural (A2) zone and Rural Residential- Special Provision 4 (RR-4), as presented in By-law 2026-10 attached as Appendix 1 to Planning Report 2026-11, and

That subject to no concerns being raised at the public meeting, that By-law 2026-10 to amend Zoning By-law 2015-36, be presented at the regular meeting of Council on April 23rd, 2026, for adoption. (Planning Report 2026-11).

Summary:

The purpose of this application is to rezone the subject property from General Agricultural (A1) Zone to Agricultural (A2) Zone and Rural Residential- Special Provision 4 (RR-4), to prohibit residential development on the retained farmland parcel and to permit a surplus farm dwelling lot with a reduced lot frontage and increased lot area.

The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 50–25.

No concerns or objections have been identified by circulated agencies or the public.

Purpose:

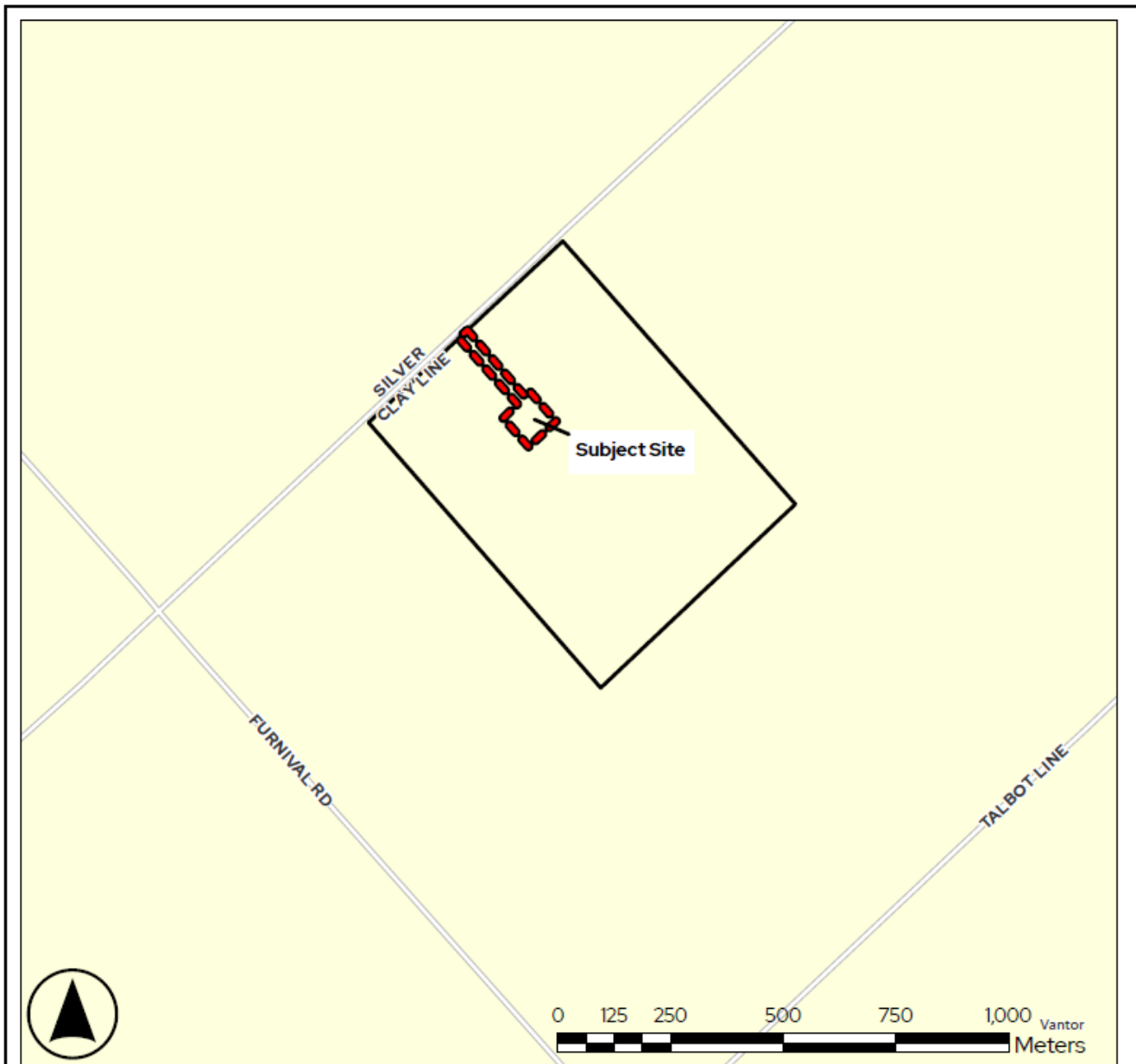
To rezone the retained lands subject to consent (severance) application E 50-25 from General Agricultural (A1) to Agricultural (A2) Zone and Rural Residential- Special Provision 4 (RR-4) to prohibit residential development on the retained farmland parcel and to permit a surplus farm dwelling lot with a reduced lot frontage and increased lot area.

Background:

The applicant has applied for a Zoning By-law Amendment to satisfy a condition that is required as a result of severance application E 50-25. The severance application was approved by the Elgin County Land Division Committee at its September 24th meeting, and no appeals were received.

Application D-14 04-2026	
Owner	Travis Roodzant
Address	22709 Silverclay Line
Water Supply	Municipal Water
Sewage Supply	Private septic system
Buildings/Structures	Single-detached dwelling and 3 sheds
Elgin County Official Plan	Agricultural Area
Municipality of West Elgin Official Plan	Agricultural Area










County Official Plan Map



Site Location Information

Municipality of West Elgin
 Roll: 3343400004007700
 Subject Site: 22709 Silverclay Line
 File Number: 2026-04
 Owners: Travis Roodzant
 CA: Lower Thames Valley
 Conservation Authority
 Created by: MC
 Date: 4/10/2026

Legend

- | | | | |
|---|------------------------|---|--------------|
|  | Severance Location |  | Agricultural |
|  | Subject Site (2026-04) |  | 1 |
|  | County Roads |  | 2 |
|  | Local Roads |  | 3 |
|  | Provincial Roads | | |

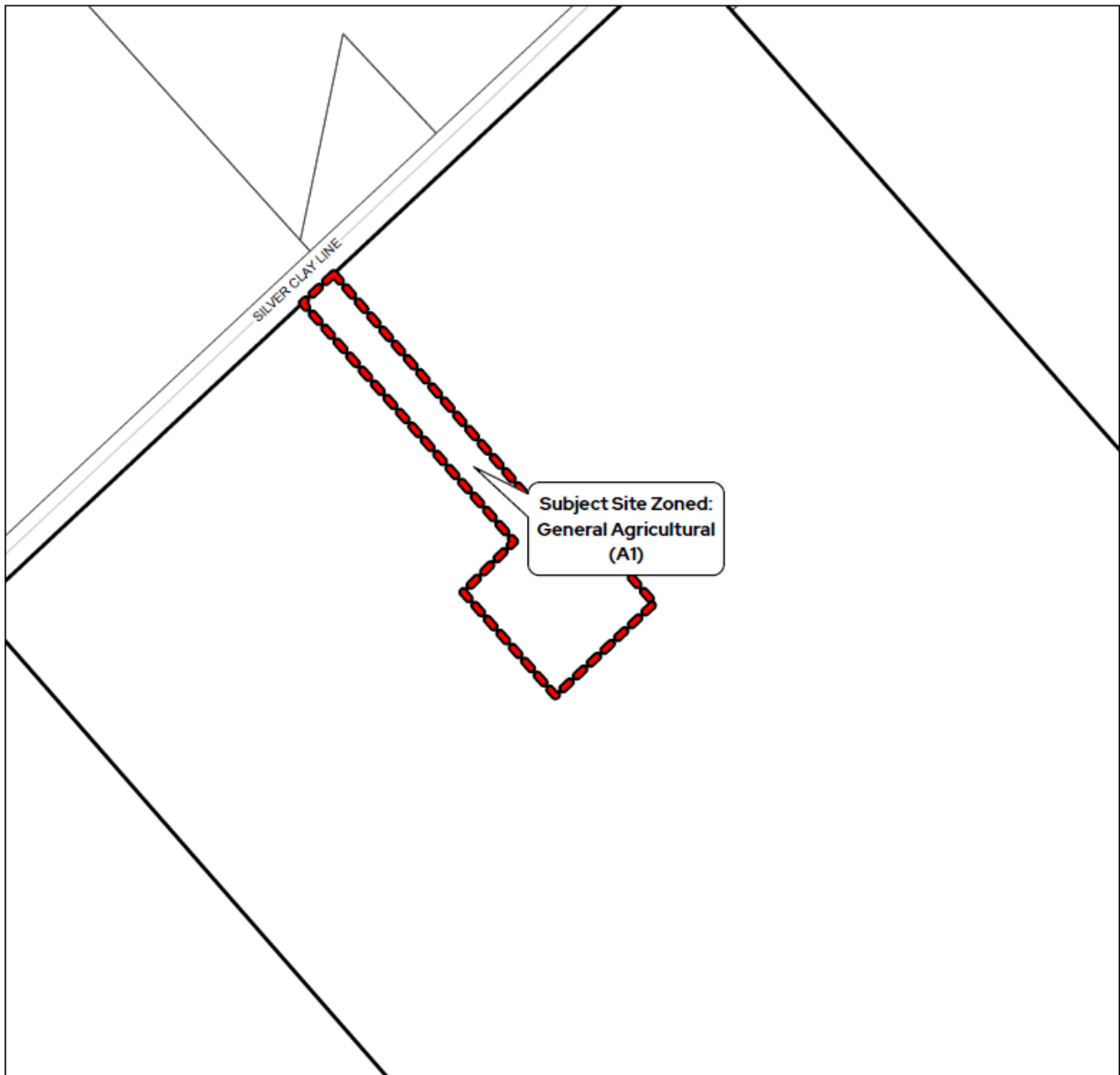
County of Elgin Official Plan



**Schedule 'A'
 County Structure Map**

Date: 4/10/2026
 Projection: UTM NAD 1983 Zone 17 North
 Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

West Elgin Official Plan / Zoning Map



Official Plan Location Map
 West Elgin Official Plan - Schedule 4 - General Land Use
 Subject Site: 22709 Silverclay Line
 File Number: 2026-04
 Owners: Travis Roodzant
 CA: Lower Thames Valley Conservation Authority
 Created by: MC
 Date: 4/10/2026

Legend

Severance Location

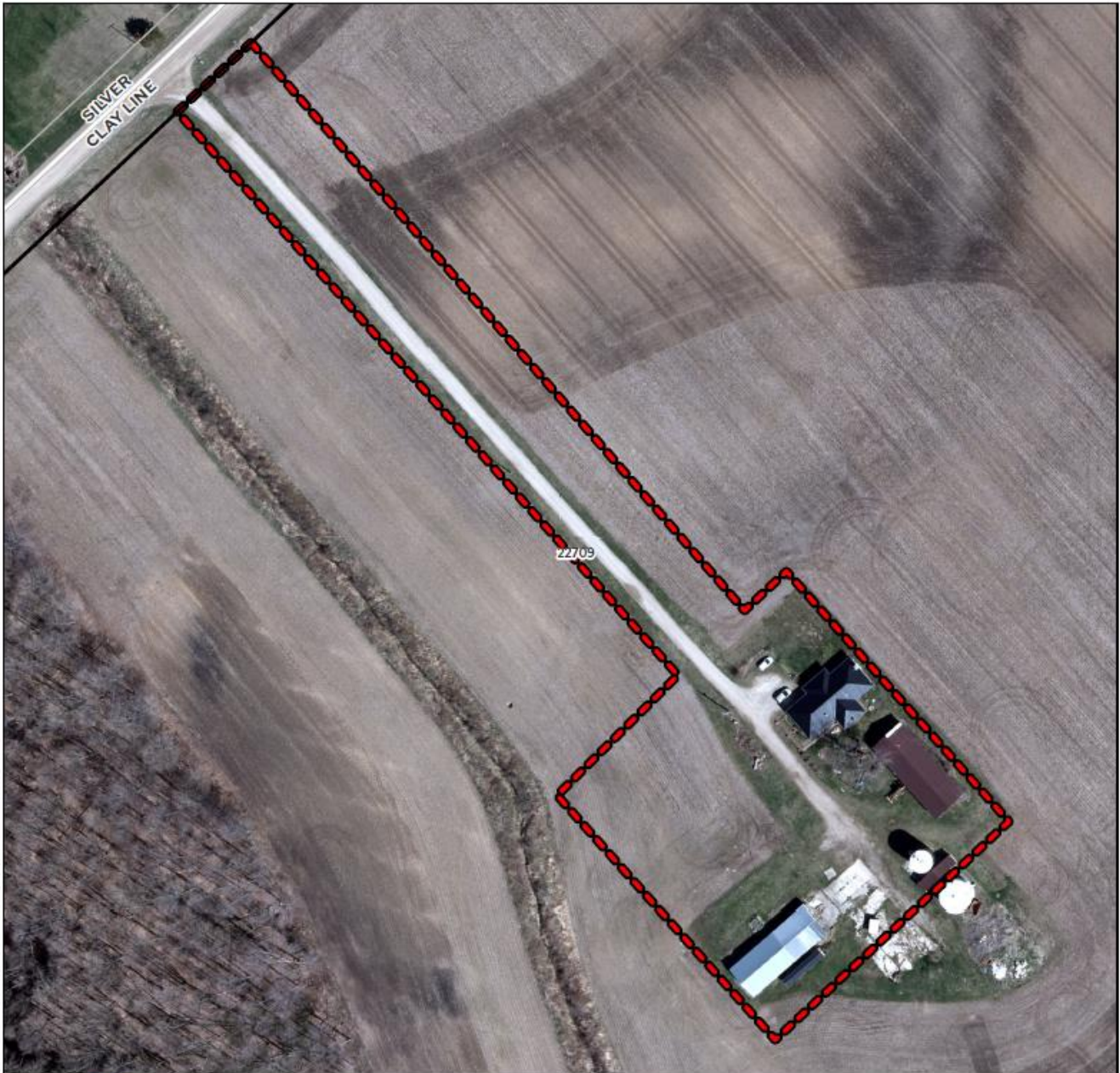
- Severance Location
- Subject Site (2026-04)
- Parcel Boundary

Land Use

- Agricultural Area
- Rural Commercial/ Employment
- Hamlet





- Rural Employment
- Lakeshore
- Rural Residential
- Urban Area
- Municipal Boundary
- Tier 1 Settlement Area
- Tier 2 Settlement Area
- Tier 3 Settlement Area
- Port Glasgow Secondary Plan Area

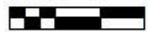
Location Key Map



Aerial Photo Location Map
Municipality of West Elgin
Subject Site - 22709 Silverclay Line
File Number: 2026-04
Owners: Travis Roodzant
CA: Lower Thames Valley Conservation Authority
Created by: MC
Date: 4/10/2026

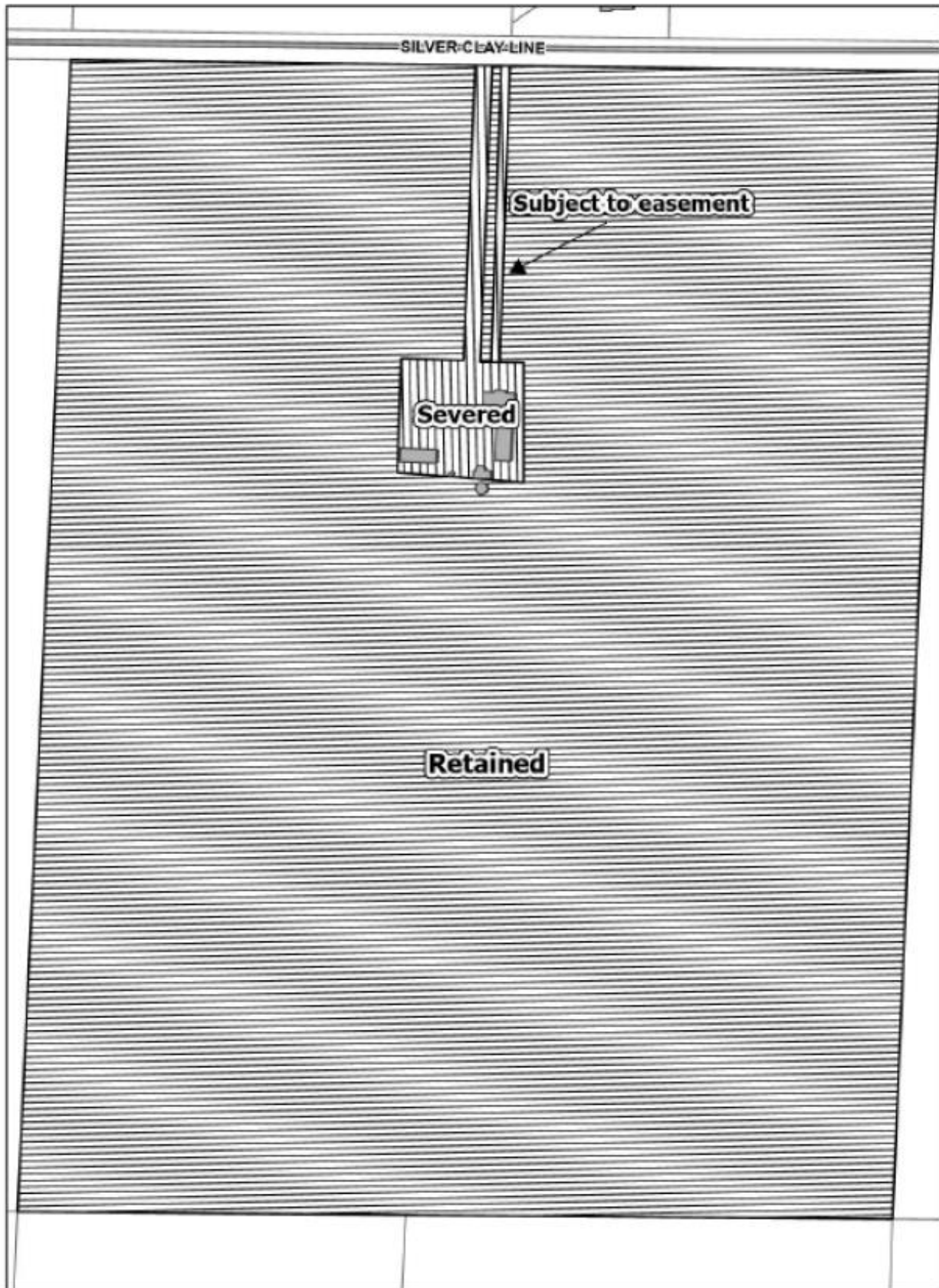
Legend

-  Severance Location
-  Subject Site (2026-04)
-  County Roads
-  Local Roads
-  County Boundary

0 5 10 20 30
 Meters



Consent Map



Proposal:

The applicant proposes to rezone the retained lands from General Agricultural (A1) to Agricultural (A2) zone and Rural Residential- Special Provision 4 (RR-4).

	Section(s)	Relevance To Application	Comments
<i>Provincial Planning Statement, 2024</i>	Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime Agricultural Area	Severances for surplus farm dwellings are permitted in the prime agricultural area, provided that the retained farmland parcel is rezoned to prohibit residential development.	Consistent The proposed Zoning By-law Amendment satisfies the requirements of the PPS for surplus farm dwelling severances.
Elgin County Official Plan	Section 5.9	The County of Elgin Official Plan permits surplus farm dwelling severances in the Agricultural Area, provided the retained farmland parcel is rezoned to prohibit residential development. The severed lot, while larger than the general maximum permitted by the Zoning By-law, does not include any cultivated lands.	Conforms The proposed Zoning By-law Amendment conforms to the CEOP requirements when severing surplus farm dwellings.
Municipality of West Elgin Official Plan	7.1.7.2 Surplus Farm Dwelling	Land severances in the Agricultural Area may be permitted: a) the dwelling considered surplus has been in existence for at least 10 years; b) the dwelling is structurally sound and suitable, or potentially	Conforms The proposed Zoning By-law Amendment conforms to the Official Plan for retained farmland parcels to be rezoned to one which prohibits residential development.

		<p>made suitable, for human occupancy;</p> <p>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;</p> <p>d) compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;</p> <p>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</p> <p>f) deteriorated, derelict, abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.</p>	
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West Elgin Zoning Bylaw 2015-36

Section(s)	Provisions
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<p>Existing Zoning</p> <p>General Agricultural (A1)</p>	<p>The use of the property is agricultural; rezoning is required to comply with PPS policies for surplus farm dwellings</p>
<p>Proposed Zoning</p> <p>Agricultural (A2) Zone/ Rural Residential- Special Provision 4 (RR-4)</p>	<p>The retained farmland will be rezoned to a zone that prohibits residential development. The RR-4 which permits a reduced lot frontage (12.2m) and larger lot area (1.016 ha).</p>

Analysis and Comments:

Planning Policy Review

When considering applications under the provisions of the *Planning Act*, Planning authorities shall ensure that decisions are consistent with the direction and policies within the *Provincial Planning Statement (PPS 2024)*, do not conflict with Provincial Plans and are based on sound planning principles. Decisions shall also conform to the policies County of Elgin Official Plan (CEOP) and Municipality of West Elgin Official Plan (OP).

Circulation:

Lower Thames Valley Conservation Authority: No concerns.

Building Department: No concerns.

Water: No comments.

Drainage: No comments.

Infrastructure and Development: No comments.

Chief Administrative Officer: No comments.

Public: No comments have been received from the public at the time of the report.

Planning Analysis:

The application has been reviewed with respect to the relevant policies of the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan and Municipality of West Elgin Zoning By-law 2015-36.

Provincial Planning Statement (2024):

Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime Agricultural Area:

Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:

c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:

- 1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and*
- 2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective*

Response: The proposed Zoning By-law Amendment is required to rezone the retained farmland in a surplus farm dwelling severance application to prohibit future residential development. Although the proposed severed residential lot exceeds the area typically permitted by the Municipality of West Elgin Zoning By-law, the increased size is attributable to the significant setback of the dwelling from the road.

Elgin County Official Plan:

Section 5.9

For the same reasons noted in the previous sub-section, no new residential building lots are permitted in an agricultural designation in a local official plan with the exception of a lot containing an existing dwelling that has become surplus to a farming operation because of a farm consolidation. Notwithstanding any other policies to the contrary, such a residence may be severed from the farm subject to:

A) The lot containing the dwelling being limited in size to the area needed to accommodate the dwelling and on-site servicing only; and

B) All residential uses being prohibited on the remnant farm parcel by way of official plan amendment and / or zoning by-law amendment.

Response: The proposed Zoning By-law Amendment is a required condition of consent application E 50-25 and will rezone the retained farmland to prohibit future residential development in accordance with the County OP policies. The severed land is being rezoned to permit a reduced lot frontage and increased lot area.

Municipality of West Elgin Official Plan:

Section 7.1.7.2 Surplus Farm Dwelling

The creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, 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;*
- b) the dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;*
- 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;*
- d) compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;*
- e) the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and minimizes the loss of productive farmland, and*
- f) deteriorated, derelict, abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.*

Response: This proposed Zoning By-law Amendment is required to fulfill the policies of the West Elgin Official Plan by ensuring the continuing protection of prime agricultural land post-surplus farm dwelling severance. The proposal will rezone the retained farmland to a restricted agricultural zone to prohibit residential dwellings. Staff have reviewed this application against the Minimum Distance Separation Guidelines and have found that it will not create any MDS hazards.

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

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 66 of the ZBL, as depicted on Figure 2.

Response: The proposed retained farm parcel would need to be rezoned to the Agricultural (A2) Zone, to prohibit any future dwellings. The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Rural Residential-Special Provision 4 (RR-4) Zone. The RR-4 zone will permit a severed surplus farm dwelling with a reduced lot frontage of 12.2 m and increased lot area of 1.016ha.

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.

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2026-10 are;

- i) Consistent with the direction of the *Provincial Planning Statement 2024*, including but not limited to Section 4.3.3.1;
- ii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Section 7.1.7.2;
- iii) Satisfies the criteria of Zoning By-law 2015-36, subsection 11.3 as amended.

Upon Council making a decision regarding D 14 04-2026, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council’s decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council

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.

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:

Evan McKinstry

Junior Planner

Reviewed by:

Mat Vaughan

Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall

Chief Administrator Officer

Attachments:

Appendix 1- Draft By-law 2026-10



Staff Report

Report To: Council Meeting
From: Evan McKinstry, Jr. Planner, County of Elgin
Date: 2026-04-23
Subject: Zoning By-law Amendment Application D-14 05-2026 – Recommendation Report – (Planning Report 2026-12)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 05-2026 – Recommendation Report (Planning Report 2026-12).

That West Elgin Council approve Zoning By-law Amendment Application D-14 05-2026 to rezone the subject property from Future Residential (FR) to Residential First Density (R1), as presented in By-law 2026-11 attached as Appendix 1 to Planning Report 2026-12.

That subject to no concerns being raised at the public meeting, that By-law 2026-11 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on April 23rd, 2026, for adoption. (Planning Report 2026-12).

Summary:

The purpose of this application is to rezone the subject property from Future Residential (FR) to Residential First Density (R1) to better reflect the residential use of the property and align with the zoning of the surrounding lands.

The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 8–26.

No concerns or objections have been identified by circulated agencies or the public.

Purpose:

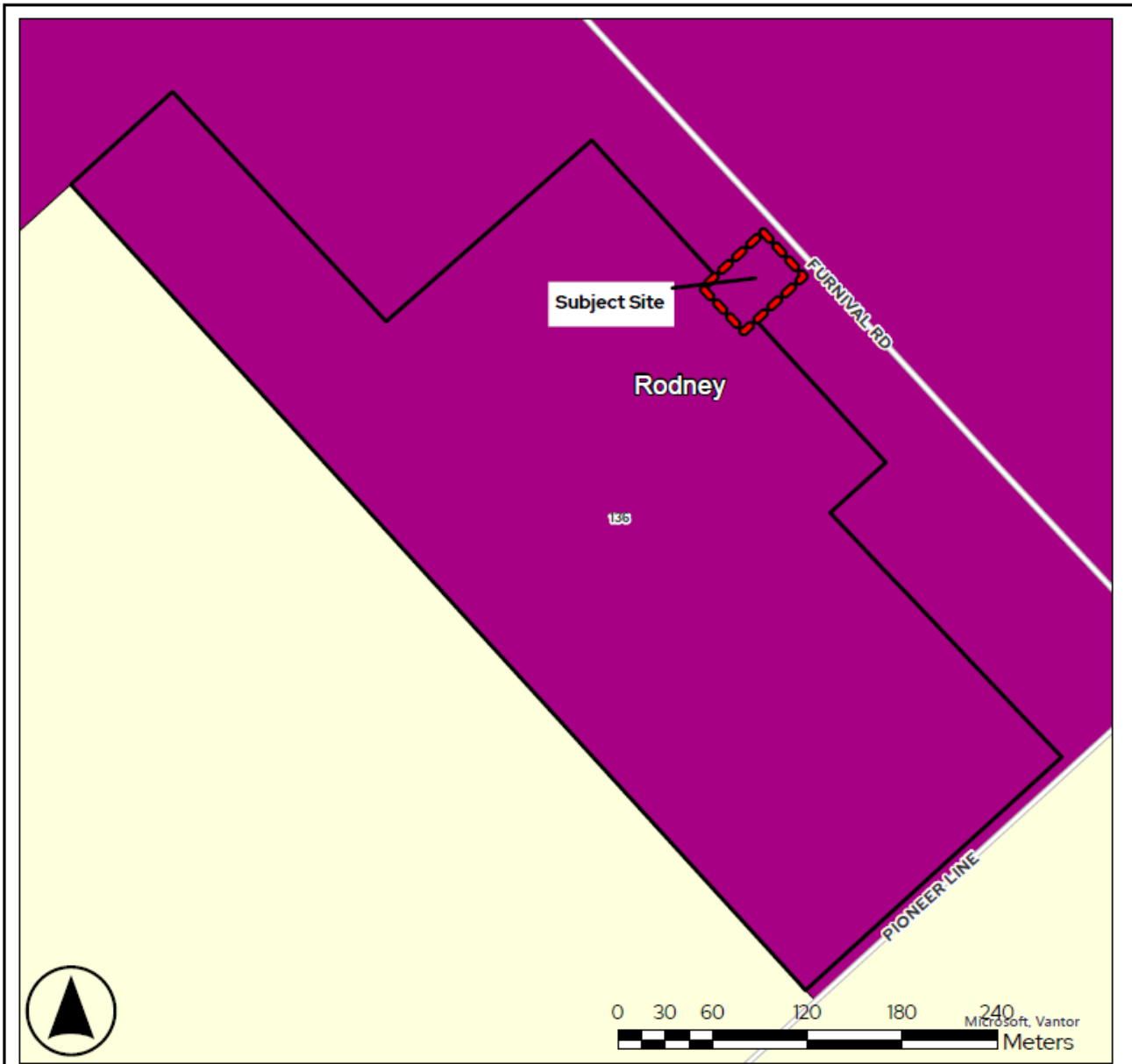
To rezone the severed lands subject to consent (severance) application E 8-26 from Future Residential (FR) to Residential First Density (R1) to better reflect the residential use of the property and align with the zoning of the surrounding lands.

Background:

The applicant has applied for a Zoning By-law Amendment to satisfy a condition that is required as a result of severance application E 8-26. The severance application was approved by the Elgin County Land Division Committee at its January 28th meeting, and no appeals were received.










Application D-14 04-2026	
Owner	Robert Paterson & Michele Baldwin
Address	136 Furnival Rd
Water Supply	Municipal Water
Sewage Supply	Municipal Sanitary Service
Buildings/Structures	Single-detached dwelling and shed
Elgin County Official Plan	Tier 1 Settlement Area (Rodney)
Municipality of West Elgin Official Plan	Residential

County Official Plan Map




Site Location Information
 Municipality of West Elgin
 Roll: 343400009101400
 Subject Site: 136 Furnival Road
 File Number: 2026-05
 Owners: Robert Patterson & Michele Patterson
 CA: Lower Thames Valley Conservation Authority
 Created by: MC
 Date: 4/10/2026

Legend

 Severance Location	Land Use
 Subject Site (2026-05)	 Agricultural
 County Roads	Settlement Areas
 Local Roads	 1
 Provincial Roads	 2
	 3

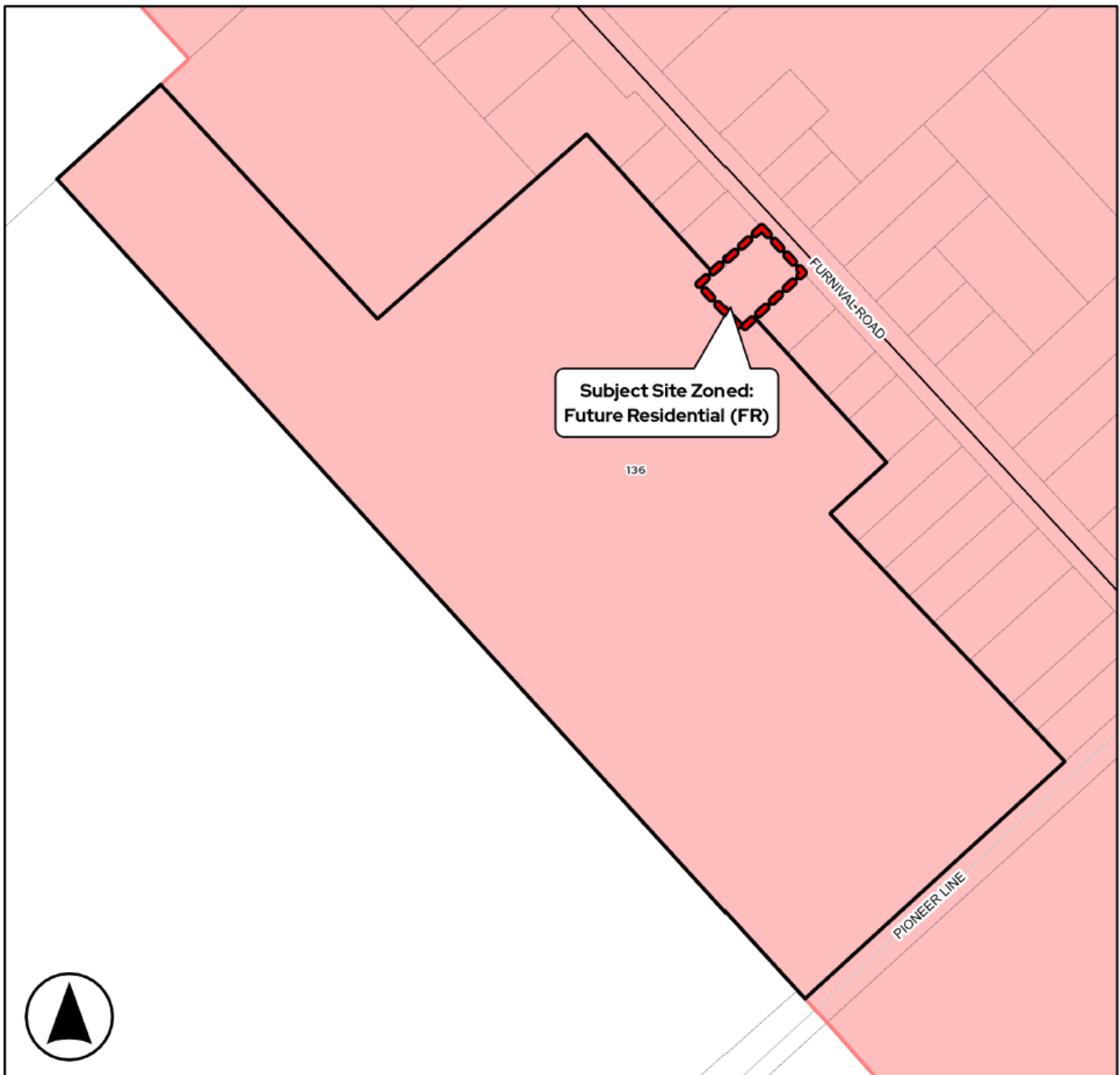
County of Elgin Official Plan



**Schedule 'A'
County Structure Map**

Date: 4/10/2026
 Projection: UTM NAD 1983 Zone 17 North
 Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warrant that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

West Elgin Official Plan / Zoning Map



Official Plan Location Map
 West Elgin Official Plan - Schedule 4 - General Land Use
 Subject Site: 136 Furnival Road
 File Number: 2026-05
 Owners: Robert Patterson & Michele Patterson
 CA: Lower Thames Valley Conservation Authority
 Created by: MC
 Date: 4/13/2026

Legend

Severance Location

- Severance Location
- Subject Site (2026-05)
- Parcel Boundary

Land Use






- Agricultural Area
- Rural Commercial / Employment
- Hamlet
- Rural Employment
- Lakeshore
- Rural Residential
- Residential
- Municipal Boundary
- Tier 1 Settlement Area
- Tier 2 Settlement Area
- Tier 3 Settlement Area
- Port Glasgow Secondary Plan Area


Location Key Map




 **ElginCounty**
Aerial Photo Location Map
Municipality of West Elgin
Subject Site: 136 Furnival Road
File Number: 2026-05
Owners: Robert Patterson & Michele Patterson
CA: Lower Thames Valley Conservation Authority
Created by: MC
Date: 4/10/2026

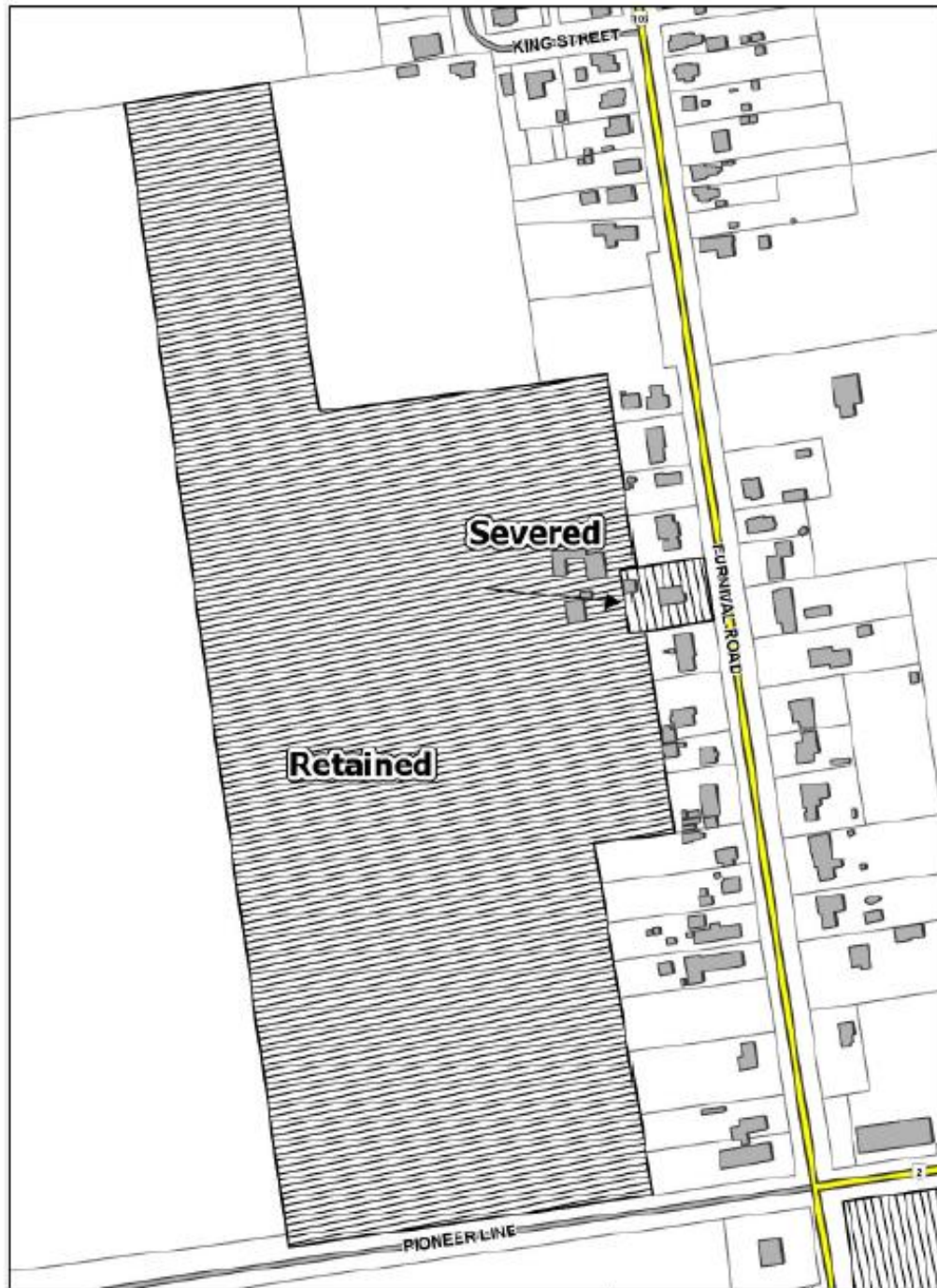
Legend

-  Severance Location
-  Subject Site (2026-05)
-  County Roads
-  Local Roads
-  County Boundary

0 3.256.5 13 19.5
 Meters



Consent Map







Location Map

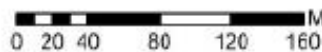
Subject Site: 136 Furnival Road
 File Number: E 8-26
 Owner: Robert Paterson & Michele Baldwin
 CA: Lower Thames Valley Conservation Authority
 Created By: AC
 Date: 12/15/2025
 Municipality of West Elgin



Legend

-  Subject Site
-  Land to be Severed
-  Retained
-  Elgin Road Network
-  Buildings

The Corporation of the County of Elgin
 Prepared By: Planning and Development



Proposal:

The applicant proposes to rezone the retained lands from Future Residential (FR) to Residential First Density (R1).

	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	Section 2.3.1.2 General Policies for Settlement Area Section 2.2 b) Housing	<ul style="list-style-type: none"> Land Use patterns within settlement areas should be based on densities and a mix of land uses, a) efficiently use land and resources, b) optimize existing and planned infrastructure and public service facilities, c) support active transportation, d) are transit- supportive, as appropriate. All housing options required to meet the social, health, economic and well-being requirements of current and future residents. All types of residential intensification, including the development and redevelopment of underutilized commercial and institutional sites for residential use, development and introduction of new housing options within previously developed areas 	<p>Consistent</p> <p>The proposed Zoning By-law Amendment satisfies the requirements of the PPS as residential lot creation and intensification is encouraged within Settlement Areas.</p>
			Conforms

Elgin County Official Plan	Section 6.3 Permitted Uses Section 6.8 Development in Tier 1 Settlement Areas	The County of Elgin Official Plan permits the use of land in settlement areas for a variety of uses, including residential, and commercial uses and a mix of densities.	The proposed Zoning By-law Amendment conforms to the policies for settlement areas and residential uses.
Municipality of West Elgin Official Plan	7.2.3 Residential	Areas designated for residential purposes include existing residential development and vacant lands for accommodating future residential development. Underdeveloped lands designated for residential purposes lie adjacent to existing residential areas to ensure contiguous development and the cost-efficient extension of services.	Conforms The proposed Zoning By-law Amendment conforms to the Residential designation policies of the Municipality of West Elgin Official Plan.

West Elgin Zoning Bylaw 2015-36

Section(s)	Provisions
Existing Zoning Future Residential (FR)	The existing zoning allows for agriculture uses with the exception of buildings or structures for the keeping or raising of livestock and forestry use.

<p>Proposed Zoning</p> <p>Residential First Density (R1)</p>	<p>The severed lands will be rezoned to better reflect the residential use of the property and align with the zoning of surrounding lands.</p> <p>No site-specific provisions are required.</p>
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Analysis and Comments:

Planning Policy Review

When considering applications under the provisions of the *Planning Act*, Planning authorities shall ensure that decisions are consistent with the direction and policies within the *Provincial Planning Statement (PPS 2024)*, do not conflict with Provincial Plans and are based on sound planning principles. Decisions shall also conform to the policies County of Elgin Official Plan (CEOP) and Municipality of West Elgin Official Plan (OP).

Circulation:

Lower Thames Valley Conservation Authority: No comment.

Building Department: No comments.

Water: No comments.

Drainage: No comments.

Infrastructure and Development: No comments.

Chief Administrative Officer: No comments.

Public: No comments have been received from the public at the time of the report.

Planning Analysis:

The application has been reviewed with respect to the relevant policies of the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan and Municipality of West Elgin Zoning By-law 2015-36.

Provincial Planning Statement (2024):

Section 2.3.1 – Settlement Areas

1. Settlement areas shall be the focus of growth and development. Within settlement areas, growth should be focused in, where applicable, strategic growth areas, including major transit station areas.

2. Land use patterns within settlement areas should be based on densities and a mix of land uses which:

- a) efficiently use land and resources;
- b) optimize existing and planned infrastructure and public service facilities;
- c) support active transportation;
- d) are transit-supportive, as appropriate; and e) are freight-supportive.

Response: The proposed Zoning By-law Amendment will rezone lands within an existing settlement area to Residential First Density 1 (R1) to reflect the existing use of the severed parcel.

Elgin County Official Plan:

6.3 Permitted Uses – Within the County’s Settlement Areas the primary use of land shall be for the widest possible range of urban uses. Secondary uses within the County’s Settlement Areas include existing or interim Rural Area uses, and existing or interim Natural Resource uses. To that end, it will be at the discretion of local municipalities to establish the scope of land uses permitted in settlement areas within their local official plans and zoning by-laws, subject to the other policies of this Plan.

6.8 Development in Tier 1 Settlement Areas- In addition to the protection of urban character, in cases where new development is proposed within a Tier I Settlement Area, it shall be demonstrated that the new development will: a) comprehensively develop the land in question, serve as a logical extension to the existing built-up area, be compact, and minimize the consumption of land and infrastructure; b) comply with the relevant transportation policies of Subsections 8.3 to 8.15 and relevant servicing policies of Subsections 8.16 to 8.23; c) where feasible, retain and integrate, mature trees into the development through the preparation of tree preservation plan and/or landscape plan, regardless of whether the trees form part of the designated Natural System; d) achieve a minimum net density of 20 units/net hectare where residential development is proposed however, should the County or a local municipality be satisfied that this is not appropriate in certain circumstances due to geography, topography, or other similar factors, this requirement may be waived; e) front onto, and be directly accessed, by a public road that is maintained year-round by a public authority; f) conform to the access policies of the relevant road authority; and, g) make any required improvements to public roads, including any required road dedications, needed to facilitate safe ingress and egress and to meet the standards and requirements of the appropriate road authority.

Response: The proposed Zoning By-law Amendment is a required condition of consent application E 8-26 and will better reflect the residential use of the property and align with the zoning of the surrounding lands.

Municipality of West Elgin Official Plan:

7.2.3 Residential- Areas designated for residential purposes include existing residential development and vacant lands for accommodating future residential development. Undeveloped lands designated for residential purposes lie adjacent to existing residential areas to ensure contiguous development and the cost-efficient extension of services. Within existing developed areas, opportunities exist for redevelopment and infilling. These areas are intended to allow for a variety of housing options, including a variety of dwelling types, tenure types, and arrangements.

7.2.2.2 Permitted Uses- The following are permitted in Residential Areas

a) Single-detached dwellings;

Response: Rezoning the lands to Residential First Density 1 (R1) will enable the proposed severance to occur and better reflect the residential use of the lands.

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

The subject lands are zoned Future Residential (FR) on Schedule 'B,' Map 3 of the ZBL, as depicted on Figure 2.

Response: The proposed R1 zoning is intended to better reflect the residential use of the property and align with the zoning of the surrounding lands. The Proposed severed parcel meets all provision of the (R1) zone. Therefore, the proposal for the lot creation would be in compliance with the Zoning By-law, subject to the requested Zoning By-law Amendment.

Statutory Notice Requirements:

The Notice of the Public Meeting was provided in accordance with the provisions of the Planning Act. Property owners within 120m of the subject lands were provided notice through regular mail delivery. Applicable persons and public bodies were provided notice of the Public Meeting and a request for comments via email. Signage advising of the date of the Public Meeting, as well as the purpose and effect of the application, was placed on the subject property.

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2026-11 is;

- i) Consistent with the direction of the *Provincial Planning Statement 2024*, including but not limited to Section 2.3.1;
- ii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Section 7.1.2.2;
- iii) Satisfies the criteria of Section 8.1 when amending Zoning By-law 2015-36, as amended.

Upon Council making a decision regarding D 14 05-2026, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council

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.

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

Attachments:

Appendix 1- Draft By-law 2026-11



Municipality of West Elgin

Minutes

Special Meeting of Council

March 25, 2026, 5:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Councillor Denning
Councillor Statham
Councillor Sousa

Regrets: Deputy Mayor Tellier

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

SCM 2024- 05

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Special Meeting Agenda of March 25, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. Closed Session

SCM 2024- 06

Moved: Councillor Statham

Seconded: Councillor Sousa

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 5:46 pm.

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

6. Confirmatory By-law

SCM 2024- 07

Moved: Councillor Denning

Seconded: Councillor Sousa

That By-law 2026-17 being a By-law to confirm the proceeding of the Special Meeting of Council held on March 25, 2026, be read a first, second and third and final time.

Carried

7. Adjournment

SCM 2024- 08

Moved: Councillor Denning

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 5:47 to meet again at 4:00pm, on Thursday, March 26, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Council Meeting

April 9, 2026, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

Present: Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
Councillor Statham (*arrived at 5:08pm*)
Councillor Sousa

Staff Present: Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development
Evan McKinstry, Jr. Planner, County of Elgin

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 4:24 pm.

2. Motion to Suspend the Rules

Pursuant to Section 3.5 of By-law 2024-05 (Procedural By-law) "Any part or parts of this by-law may be suspended by a vote with the consent of Council Members present unless the part(s) is prescribed by statute or law."

Resolution No. 2026- 83

Moved: Councillor Sousa

Seconded: Councillor Denning

That West Elgin Council hereby suspend the rules of By-law 2024-05, Section 4.2.6.3, allowing an amendment to the agenda after the deadline, for the purpose of a secondary Closed Session item.

Carried

3. Adoption of Agenda

Resolution No. 2026- 84

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby adopts the Regular Council Agenda for April 9, 2026, as amended.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

5. Adoption of Minutes

Resolution No. 2026- 85

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopt the Minutes of March 26, 2026, as presented.

Carried

6. Staff Reports

6.1 Community Services & Clerks

6.1.1 Pre-Budget Approval, Community Grant Requests

Resolution No. 2026- 86

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Pre-Budget Approval Request, 2026 Community Grants; And

That Council hereby approves all in-kind and in-cash requests, for events until and including May 31, 2026.

Carried

6.1.2 2026 Municipal Election, Council Composition

Resolution No. 2026- 87

Moved: Councillor Sousa

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: 2026 Municipal Election, Council Composition, for information purposes only.

Carried

7. Council Inquires/Announcements

Deputy Mayor Tellier advised Council that Heritage Homes is ready to proceed with additional units, and looking for access to senior government funding and grants. Heritage Homes are rental units for seniors, with 16 units available.

8. Correspondence

Resolution No. 2026- 88

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

- 8.1 Municipality of Chatham-Kent, Notice of Study Commencement and Public Consultation Mobility Master Plan
- 8.2 Ontario Energy Board, Notice of Hearing
- 8.3 Resolution, City of Mississauga Re: School Board Trustees
- 8.4 Elgin County Correspondence
 - 8.4.1 E 17-26 Notice of Decision
 - 8.4.2 March 10, 2026, Council Meeting Minutes

8.4.3 March 10, 2026, Committee of the Whole Minutes

8.4.4 March 24, 2026, Council Highlights

8.5 AMO Watchfiles

8.5.1 March 26, 2026

8.5.2 April 2, 2026

9. Items Requiring Council Consideration

None presented prior to meeting.

10. Upcoming Meeting Schedule

- April 15 & May 20, Recreation Committee
- April 23, Committee of Adjustment & Regular Council
- May 13, Arena Board
- May 14 Committee of the Whole
- May 28, Regular Council

11. By-Laws

11.1 Motion to Defer Item 11.1

Resolution No. 2026- 89

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby defer agenda item 11.1, By-law 2026-20, Delegation of Authority (Lame Duck).

For (1): Councillor Sousa

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

Abstain (1): Mayor Leatham (Involuntary due to procedural irregularity)

Defeated (1 to 2)

11.2 By-law 2026-20, Delegation of Authority (Lame Duck)

Resolution No. 2026- 90

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That By-law 2026-20, Being a By-Law to Delegate Authority to the Chief Administrative Officer for Certain Acts during a “Lame Duck” Restricted Acts Period, After Nomination Day until the Commencement of the Council Term, be read a first, second, third and final time.

Carried

12. Closed Session

Resolution No. 2026- 91

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby move into Closed Session at 4:44 pm, pursuant to the *Municipal Act*, Section 239 (2)(f) advice that is subject to solicitor-client privilege (Planning Matters) and Section 239 (2)(b) identifiable individuals (HR Matters).

Carried

13. Report from Closed Session

Report from Closed Session at 5:40pm.

Councillor Statham arrived at 5:08pm, during Closed Session, prior to the second item only. Councillor Statham was not present for the Planning Matters discussion, which resulted in motion 2026-92, therefor abstained from voting.

West Elgin Council received two (2) items pursuant to the Municipal Act, Section 239(2), for information purposes. Administrative direction was provided and Council was presented with the following motion:

Resolution No. 2026- 92

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That Option A is the preferred Option, and that the Municipality of West Elgin proceeds with appealing the County of Elgin Land Division Committee’s decision to approve consent application E 17-26 26212 Carroll Line. The appeal will be filed with the OLT on or before April 14th, 2026.

Carried

14. Confirming By-Law

Resolution No. 2026- 93

Moved: Councillor Denning

Seconded: Councillor Sousa

That By-law 2026-21 being a By-law to confirm the proceeding of the Regular Meeting of Council held on April 9, 2026, be read a first, second and third and final time.

Carried

15. Adjournment

Resolution No. 2026- 94

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 5:43pm, to meet again at 4:00pm, on Thursday, April 23, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting

From: Corey Pemberton, Chief Building Official

Date: 2026-04-01

Subject: Building Department Summary Report – December 2024/Year End

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with a summary of Building Department activities for the month of December 2025.

Background:


Please see attached Summary Report.

Year End Comparison 2021-2025

	2025	2024	2023	2022
Permits Issued	102	79	87	85
House Permits	35	17	12	13
Fees Collected	\$179,939	\$175,417	\$130,472	\$65,391
Value	\$22,936,816	\$18,579,177	\$19,934,273	\$7,967,959

Respectfully submitted by,

Corey Pemberton, CBO

 MUNICIPALITY OF West Elgin	Municipality of West Elgin	
	Permit Comparison Summary	
	Issued For Period January - December 2025	

Current Year to Date 2025				Previous Year to Date 2024			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	18	5,017	796,500	Accessory structures	16	18,383	1,475,093
Agricultural	6	10,727	2,264,000	Agricultural	9	12,887	1,717,000
Change of Use				Change of Use			
Commercial	2	1,811	67,000	Commercial	2	4,244	309,300
Demolition	9	1,540	105,000	Demolition	3	500	100,000
Heating				Heating			
Industrial Building	1	466	45,000	Industrial Building	1	1,220	94,000
institutional Building	3	34,870	2,700,000	institutional Building	2	70,000	5,000,000
Miscellaneous	2	350	4,300	Miscellaneous	2	330	23,994
Plumbing	1	475	3,000	Plumbing	3	770	45,500
Pools	2	340	3,000	Pools	3	490	172,000
Residential Building	39	113,713	16,606,316	Residential Building	20	57,123	9,267,390
Sewage System	19	10,630	319,700	Sewage system	16	8,810	351,900
Signs			23,000	Signs	2	660	23,000
Combined Use				Combined Use			
TOTAL	102	179,939	22,936,816	TOTAL	79	175,417	18,579,177

Current Year 2025			Previous Year 2024		
TOTAL PERMIT ISSUED		102		79	
TOTAL DWELLING UNITS CREATED		35		17	
TOTAL CONSTRUCTION VALUE		22,936,816		18,579,177	
TOTAL PERMIT FEE		179,939		175,417	
TOTAL INSPECTION COMPLETED(YTD)		1191		916	

December 2024 Compared to December 2025							
Current Year 2025				Previous Year 2024			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	1	27,000	309	Accessory structures			
Agricultural				Agricultural			
Change of Use				Change of Use			
Commercial				Commercial			
Demolition				Demolition	1	170	40,000
Heating				Heating			
Industrial Building				Industrial Building	1	1,220	94,000
institutional Building				institutional Building			
Miscellaneous				Miscellaneous			
Plumbing				Plumbing	1	170	28,000
Pools				Pools			
Residential Building	1	800,000	3,648	Residential Building			
Sewage System				Sewage System			
Signs				Signs			
Combine Use				Combined Use			
TOTAL	2	827,000	3,957	TOTAL	3	1,560	162,000



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2026-03-31
Subject: Building Department Summary Report – Jan-Mar 2026

Recommendation:

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of Jan-Mar 2026.

Purpose:


The purpose of this report is to provide Council with a summary of Building Department activities from January to March 2026

Background:

Please see attached Summary Report.

Respectfully submitted by,

Corey Pemberton, CBO

 MUNICIPALITY OF West Elgin	Municipality of West Elgin	
	Permit Comparison Summary	
	Issued For Period January-March 2026	

Current Year to Date 2026				Previous Year to Date 2025			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	994	64,000	Accessory structures	4	1,214	386,000
Agricultural	2	1,196	630,000	Agricultural	1	520	150,000
Change of Use				Change of Use			
Commercial	2	9,211	642,576	Commercial			
Demolition	1	170	25,000	Demolition	3	510	20,000
Heating	1		750,000	Heating			
Industrial Building	1	1,600	110,000	Industrial Building	1	466	45,000
institutional Building				institutional Building	1	32,500	2,500,000
Miscellaneous	2	255	58,162	Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	2	5,381	750,000	Residential Building	11	24,024	3,680,816
Sewage System	1	570	20,000	Sewage system	3	1,710	44,500
Signs				Signs			
Combined Use				Combined Use			
TOTAL	15	19,377	3,049,738	TOTAL	24	60,944	6,826,316

Current Year 2026			Previous Year 2025		
TOTAL PERMIT ISSUED		15		24	
TOTAL DWELLING UNITS CREATED		2		8	
TOTAL PERMIT VALUE		3,049,738		6,826,316	
TOTAL PERMIT FEE		19,377		60,944	
TOTAL INSPECTION COMPLETED(YTD)		185		174	

Jan-Mor 2025 Compared to Jan Mar 2026							
Current Year 2026				Previous Year 2025			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	3	994	64,000	Accessory structures	4	1,214	386,000
Agricultural	2	1,196	630,000	Agricultural	1	520	150,000
Change of Use				Change of Use			
Commercial	2	9,211	642,576	Commercial			
Demolition	1	170	25,000	Demolition	3	510	20,000
Heating	1		750,000	Heating			
Industrial Building	1	1,600	110,000	Industrial Building	1	466	45,000
institutional Building				institutional Building	1	32,500	2,500,000
Miscellaneous	2	255	58,162	Miscellaneous			
Plumbing				Plumbing			
Pools				Pools			
Residential Building	2	5,381	750,000	Residential Building	11	24,024	3,680,816
Sewage System	1	570	20,000	Sewage System	3	1,710	44,500
Signs				Signs			
Combine Use				Combined Use			
TOTAL	15	19,377	3,049,738	TOTAL	24	60,944	6,826,316



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2026-04-23
Subject: Quarterly Report for January-March 2026

Recommendation:

That West Elgin Council hereby receives the Quarterly Fire report for January-March 2026, from Jeff McArthur, Fire Chief, for information purposes.

Purpose:

To provide Council with an update on fire department first quarter activities (January-March 2026).

Background:

Emergency Responses

A total of 33 incidents were responded to. The Totals by Type report has been included.

Training & Meetings

Department topics included incident review, PPE drills, ropes, knots & hoisting, search & rescue, firefighter survival, and rapid intervention team (RIT) training.

Members attended NFPA 1041 Fire Instructor I in class, and Legislation and Lithium-Ion Battery Awareness online.

Members received Provincial Certification in NFPA 1006 Auto Extrication, NFPA 1521 Incident Safety Officer, and NFPA 1072 Hazardous Materials Awareness.

Additional courses included online Strength Warrior mental health, PTSD Awareness, Suicide Awareness for Leaders, Preventing and Managing Burnout in a Rural Community Environment, Incident Command VR Training, and RIT training/firefighter CPR.

An officers meeting was held to discuss operations, budget, and staffing items.

The Fire Chief attended County Chiefs meetings and the Provincial Fire County Coordinators symposium.

Fire Prevention

Attended public education events including Coffee with a Firefighter, and hosted station tours for pre school and public-school students.

Conducted an “After the Fire” door to door campaign in Rodney.

Partnered with Salus Mutual Insurance Company, on a mail out to policy holders.

Held a fire safety colouring contest for school students.

Other Activities/Information

Capital Project – Tanker - the build is in progress, with final inspection being scheduled for mid-May. Delivery is expected in late May, when training will begin before the apparatus is put into service.

Recruitment - Two recruits have been attending the Elgin Middlesex Regional Fire School’s NFPA 1001 Firefighter Recruit Class.

The 2026 recruitment is being planned for this summer.

CRA - A Community Risk Assessment (CRA) is underway. A CRA is required under Ontario Regulation 378/18 to be completed every five years for municipalities and fire departments to identify, analyze, and prioritize public safety risks to make informed decisions on fire protection services.

Grants/Funding - A submission for Year 2 of the Provincial Fire Protection Grant was approved, for ventilated bunker gear rooms at each station was approved. Staff are currently gathering quotes for this project.

Agreements - The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County. A draft agreement has been created and sent to County Legal for review.

A draft automatic aid agreement with Southwest Middlesex Fire, for a response area south of Wardsville, has been drafted and is being reviewed.

Apparatus & Equipment – ongoing routine maintenance including MTO annual safeties. Rodney Tanker 82 is being scheduled for pump repairs, after a leak was found during training. Annual pump and ladder testing is scheduled for April.

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

None.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<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:

Jeff McArthur,
Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - January-March 2026 - 2026-04-Fire.docx
Attachments:	- Totals by Type-Jan-Mar 2026.pdf
Final Approval Date:	Apr 16, 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

Rodney ON N0L 2C0

PH : 519-785-0560 FAX : 519-785-0644

Date

Apr 16 26

Totals by Type From Jan 1 26 to Mar 31 26

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
01 Fire	2	6.06	154 h 21 m	18.0	08:14
21 Overheat (no fire, e.g. engines,...	1	3.03	18 h 10 m	13.0	16:41
24 Other Cooking/toasting/smoke...	1	3.03	0 h 48 m	6.0	05:03
31 Alarm System Equipment - M...	3	9.09	21 h 3 m	5.7	12:29
32 Alarm System Equipment - Ac...	1	3.03	5 h 16 m	10.0	08:17
34 Human - Perceived Emergency	2	6.06	7 h 19 m	5.5	08:53
38 CO false alarm - equipment m...	1	3.03	4 h 20 m	5.0	10:17
41 Gas Leak - Natural Gas	1	3.03	11 h 1 m	8.0	11:30
42 Gas Leak - Propane	1	3.03	7 h 46 m	7.0	12:26
50 Power Lines Down/Arcing	3	9.09	43 h 4 m	9.0	14:39
62 Vehicle Collision	6	18.18	92 h 56 m	12.3	12:23
698 Rescue no action required	1	3.03	3 h 28 m	5.0	13:42
702 CPR administered	1	3.03	8 h 28 m	7.0	13:59
84 Medical Aid Not Required on ...	1	3.03	4 h 10 m	5.0	15:40
88 Accident or illness related - cu...	1	3.03	1 h 35 m	5.0	09:20
898 Medical/resuscitator call no ac...	2	6.06	3 h 43 m	4.5	11:29
89 Other Medical/Resuscitator Call	3	9.09	10 h 39 m	7.0	09:03
93 Assistance to Other Agencies (...)	1	3.03	1 h 52 m	7.0	09:39
96 Call cancelled on route	1	3.03	0 h 0 m	0.0	
Total Number of Responses	33		399h 59m	8.3	11:27



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-04-23
Subject: Spring Cleaning Program at Landfill 2026

Recommendation:

That West Elgin Council received the report regarding Spring Cleaning Program at the Landfill from D. Charron, Manager of Infrastructure and Development, And

That Council approves the recommendations to implement three (3) annual half-price landfill days to be held May 6, 7, and 8.

Purpose:

The purpose of this report is to seek Council direction on implementing an annual program to offer residents reduced landfill tipping fees (50% of standard rates) on May 6, 7, and 8 each year to support community clean-up efforts and improve waste management outcomes.

Background:

Municipal waste management services currently include regular landfill access and curbside collection in accordance with established service levels.

In past year the municipality implemented incentive-based programs, such as reduced or free landfill days, to encourage proper disposal of accumulated waste and to reduce illegal dumping.

With the current situation in the municipal landfill capacity the proposed initiative would establish three (3) half-price landfill days, scheduled for May 6, 7, and 8, aligning with peak seasonal clean-up activities.

Benefits of the Program

- Encourages residents to **clean up properties and dispose of accumulated waste.**
- Promotes **community beautification and improved property standards.**
- May reduce **illegal dumping and associated enforcement concerns.**
- Provides a **visible and positive service enhancement** to residents.

Operational Considerations

- Anticipated **high participation and increased waste volumes** during the designated days.
- Potential impacts to landfill operations, including:
 - Increased **traffic and site congestion**
 - Additional **staffing requirements**
 - Need for **traffic control and site management measures**
- Concentrated disposal activity may contribute to **accelerated landfill usage**, which could impact long-term capacity planning.

Financial Implications:

The implementation of annual free landfill days may result in:

- **Reduced fee revenue** during the designated days
- Potential **increased operating costs**, including staffing and site management.
- Long-term considerations related to **landfill capacity and lifecycle management**.

These impacts can be monitored and evaluated annually, and adjustments to the program can be made as required.

Policies/Legislation:

none

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,

Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Spring Clean at Landfill 2026 - 2026-18-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Apr 17, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuć, Manager of Community Services/Clerk
Date: 2026-04-23
Subject: Use of Corporate Resources for Election Purposes Policy

Recommendation:

That West Elgin Council hereby receives the Use of Corporate Resources for Election Purposes report from Terri Towstiuć, Manager of Community Services/Clerk; And

That Council approve the Use of Corporate Resources for Elections Purposes Policy to be attached as Schedule A to By-law 2026-22.

Purpose:

The purpose of this report is to establish clear guidelines governing the use of corporate resources during the municipal election period. This ensures that Council members and the municipality are protected, and that all election related activities comply with legislative requirements, ahead of the 2026 Municipal Election.

Background:

Section 88.18 of the *Municipal Election Act*, 1996 (MEA) provides legislative requirements for municipalities to establish rules and procedures, prior to May 1 of an election year, with respect to the use of municipal resources during the election campaign period. The rules are to protect the integrity of the electoral process and ensure that the interest of Council members and the municipality are upheld.

The Use of Corporate Resources for Election Purposes policy should be reviewed every election and updated in accordance with any legislative changes. The policy should provide a consistent approach regarding the use of corporate resources for the purpose of election campaign period, compliant with the MEA, the municipality's code of conduct and any other applicable policies and legislation.

All provisions of this policy are intended to protect freedom of expression while ensuring the following:

- Municipal resources are not used to promote or provide an unfair advantage to any candidate, political party, constituency association, registered third party, or any person or group supporting or opposing a question on a ballot during an election period;

- Members of council remain able to fulfill their duties as elected officials and to represent the interests of their constituents without undue restriction; and
- Election-related information and communications remain accessible to the public, with all such material prepared and approved by the Clerk's Office.

Attached to this report is By-law 2026-xx, with the policy being included as Schedule A.

Financial Implications:

None.

Policies/Legislation:

[The Municipal Elections Act](#)

[The Municipal Act](#)

Use of Corporate Resources for Election Purposes Policy & By-law

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuć, Dipl. M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Use of Corporate Resources During an Election Policy - 2026-16-Community ServicesClerks.docx
Attachments:	- 2026 Use of Corporate Resources During an Election V2.docx
Final Approval Date:	Apr 16, 2026

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

Robin Greenall



USE OF CORPORATE RESOURCES FOR ELECTION PURPOSES

Schedule A to By-law 2026-22

1.0 POLICY STATEMENT

- 1.1 Corporate resources, assets, and funding shall not be used for election-related purposes except where expressly permitted. The Municipality will maintain neutrality, ensure equal access to information, prevent promotion or opposition of any candidate, and apply restrictions consistently to municipal, provincial, and federal elections where applicable.

2.0 PURPOSE AND SCOPE

- 2.1. This policy ensures the impartial and appropriate use of municipal resources and assets by prohibiting their use for any election-related activities, in accordance with the *Municipal Elections Act*, 1996. It reinforces that municipal resources, funds, operations, events, and facilities must remain non-partisan and cannot be used to support or oppose any candidate, campaign, or ballot question at the municipal, school board, provincial, or federal level.
- 2.2 This policy is in effect for the duration of any election or by-election campaign period.

3.0 DEFINITIONS

- 3.1 **Acclaimed:** means a Candidate elected by acclamation pursuant to section 37 of the Act.
- 3.2 **Act:** means the *Municipal Elections Act*, 1996, S.O. 1996, c. 32, as amended.
- 3.3 **Campaign Contribution:** Means anything of value (money, goods, or services) given to influence an election.
- 3.4 **Campaign Materials:** Any materials used to solicit votes or promote/oppose candidates (print, digital, signage, clothing, social media, etc.)
- 3.5 **Campaign-Related Activities:** Any activity meant to elicit support for a candidate or ballot question during an election period.

- 3.6 **Candidate:** means a person who has filed a nomination for an office pursuant to section 33 of the Act and includes a person who has filed a nomination for election to a school board pursuant to the Education Act, R.S.O. 1990, c. E.2, as amended.
- 3.7 **Clerk:** means the Clerk of the Municipality or his/her designate.
- 3.8 **Corporate Resources:** Means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to facilities, parks, materials, equipment, monetary funds, technology, Municipality IT systems and resources, databases, intellectual property, and supplies
- 3.9 **Corporate Brand/Identifiers:** Municipality logo, crest, coat of arms, slogan, chain of office, or other official identifiers.
- 3.10 **Council:** means the Council of the Municipality of West Elgin.
- 3.11 **Election Period:** This begins when nomination papers are filed and ends December 31st (regular election) or 45 days after voting day (by-election).
- 3.12 **Member:** means a member of the Council of the Municipality of West Elgin and includes the Mayor of the Municipality.
- 3.13 **Municipality:** means the Municipality of West Elgin
- 3.14 **Municipal resources:** means real property, goods and/or services owned, controlled, leased, acquired, or operated by the Municipality including but not limited to: facilities, parks, materials, equipment, monetary funds, technology, Municipal IT systems and resources, databases, social media, intellectual property, and supplies.
- 3.15 **Nomination Day:** means the deadline to file a nomination pursuant to section 31 of the Act.
- 3.16 **Policy:** means this Use of Corporate Resources for Election Campaign Purposes
- 3.17 **Staff:** means all full-time and part-time persons hired by the Municipality, including but not limited to the Chief Administrative Officer, Managers, Supervisors, salaried employees, hourly employees, administrative staff, and contract, temporary, student, secondment, and co-operative placement staff.
- 3.18 **Voting Day:** means, in the case of a regular election, the fourth Monday in October in the year of the election -or- in the case of a by-election, the 45th day after Nomination Day, as noted in section 5 and subsection 65(4) of the Act.

4.0 RESPONSIBILITIES

- 4.1. Members of Council/Candidates
 - a) Understand, support, and comply with this policy, Council Code of Conduct, and related procedures.
 - b) Seek clarification of any aspect of this policy, as required, and seek independent legal advice, where appropriate.

4.2. Municipal Employees

- a) Ensure relevant requirements of this policy are fulfilled in any duties and activities undertaken in their official position as a Municipality employee
- b) Understand and support this policy and ensure accountability for their actions.
- c) Seek clarification of any aspect of this policy, as required.

4.3. Municipal Clerk

- a) Ensure the administration, communication, and interpretation of this policy.
- b) Receive and respond to any complaints, concerns, and inquiries/requests for guidance related to this policy.
- c) Delegate in writing any designate(s) assigned to administer any or all of this policy.
- d) Review this policy every term of Council through the Municipality's established policy review process and as required by changes to legislation. The Municipal Clerk is authorized to make minor administrative updates as may be necessary to maintain compliance with legislation, while respecting and preserving the intent of the policy.
- e) Provide guidance with respect to election-related matters in relation to this policy, and to issue in writing any interpretation on the application of this policy and any related approvals or prohibitions. Such guidance, interpretation, approvals, and prohibitions shall be based on the overarching legislative requirement for public funds and resources not to be used for any election-related purposes, including the promotion of or opposition to the candidacy of a person for elected office.

5.0 PROCEDURE

Corporate resources, assets or funding may not be used for any election-related purposes, except as identified in this policy.

5.1. Election Campaigning

- a) No person shall use Municipality resources for campaigning.
- b) Election campaign activities are not permitted at the Municipal Office (located at 22413 Hoskins Line, Rodney, ON, N0L 2C0).

- c) Candidates and Registered Third Parties may not rent any Municipal facilities for campaigning purposes, with the following exclusions for all facilities but the Municipal Office:
 - i. Use of Municipality facilities for all-candidates meetings or debates is permitted, provided that the rental fee is paid and all candidates for an office are invited to attend and participate.
- d) The Municipality will not host, organize, or advertise all-candidates meetings or debates.
- e) Election campaign signs or material may not be displayed in any Municipality owned or operated facilities, including on a road allowance.
- f) Registered candidates and registered third parties may attend municipal organized or funded events during a campaign period, but may not display or distribute any campaign materials, or engage in any election related activities.
- g) In any material printed, distributed, or paid for by the municipality, a candidate is not permitted to:
 - i. Be identified as a candidate or prospective candidate;
 - ii. Be featured in a manner that could reasonably be interpreted as promoting or opposing their candidacy;
 - iii. Include campaign-related messaging, slogans, or imagery; or
 - iv. Be referenced by name in a manner that provides them with an advantage over other candidates.

5.2 Use of Corporate Identifiers

- a) The Municipality's corporate logo, corporate branding, crest, chain of office, coat of arms, slogan, or other corporate identifiers or that of its affiliates, shall not be used by registered candidates or registered third parties for any election campaign-related purposes.
- b) Registered candidates and registered third parties may not use photographs, videos, electronic images, or graphics, produced by the municipality or its affiliates for any election campaign-related purposes.
- c) Corporate resources shall not be used for the development, creation, design, printing, or distribution (electronic or print) of:
 - i. Any material that illustrates that a member of Council or any other individual is registered or intends to run for office; or
 - ii. Any campaign material that makes reference to, or contains the name or photographs, or identifies registered candidates.
 - iii. Any material that is linked in any way to an election campaign (i.e. campaign messaging, a campaign logo, or a social media handle or hashtag which links to campaign social media channels, websites and/or materials).

- d) Municipal records, lists, and files produced using Municipal resources, with the exception of those specifically made for the use of candidates and registered third party advertisers for election purposes in accordance with the *Municipal Elections Act, 1996*, may not be used by any candidates or registered third party advertisers, unless the database has already been released for public use.
- e) The Municipality will not publish any material used to promote individual campaigns

5.3 Municipal Staff

- a) In accordance with the Employee Code of Conduct, municipal staff and individuals employed by the offices of the elected officials, including any contractor providing services to the Municipality, shall not canvass or actively work for any registered candidate or registered third party during hours in which the staff/contractor is receiving compensation from the Municipality.

5.4 Municipal Services

- a) During a municipal election period, the following Municipal-based services shall be discontinued for Members of Council as of nomination day:
 - i. All development, creation, design, printing, or distribution of members' flyers, newsletters, advertisements, mail outs, publications, etc., whether electronic or print.
 - ii. Use of municipally owned or run assets and facilities, unless rented in accordance with municipal agreements and current rates and fees (as identified in Section 5.1.(c) of this Procedure).
 - iii. The prohibitions set out in Section 5.4.(a) of this procedure do not apply to a Member who is acclaimed, or who is retiring from office and, therefore, is not a candidate in the election.
- b) Corporate resources (such as municipally-issued laptops and email addresses) shall be provided to current Members of Council for Council related purposes and to serve their constituents and shall not be used to support an election campaign.
- c) Through the nomination period for Members of Council, and through the municipal election period for Members of Council who are registered candidates, any references made to the Member of Council in municipal communication materials or at the events itself shall be to the "Mayor", "Councillor", or "Chair of the Committee," etc., rather than by name.

5.5 Technology-related Provisions

- a) Websites, domain names, emails, or other corporate systems that are funded by the Municipality shall not include any election-related campaign material or links to sites that feature election-related campaign material. The exception being the official Municipality of West Elgin election website where links to external election campaign websites will be posted during the election period.
- b) Registered candidates and registered third parties, and Members of Council may not use the Municipal website, domain names, and other corporate systems, for campaigning or display of any election-related materials. Links to the Municipality's website are permitted from a campaign election website for the purpose of obtaining information about the election or sharing program/service information.

5.6 Social Media

- a) If a Member of Council uses any social media account for campaigning, such account must not be or have been created or supported by Municipal resources. Social media accounts used for campaign purposes must utilize personal tablets and/or computers.
- b) Members of Council who choose to create or use social media accounts for campaigning must include, for the duration of the election period, a clear statement on each campaign website or social media account's home page (or profile) indicating that the account is being used for election campaign purposes and is not related to their duties as a Member of Council.

5.7 Municipality Organized/Hosted Events

- a) Members of Council and other elected officials may attend Municipal-organized events and act as participants in their capacity as elected officials, including speaking at the event and partaking in ceremonial activities, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- b) Where a current Member of Council or elected official is invited to an event, whether a Municipal event or community event, in the capacity of their elected position, they are not to speak of their candidacy, their intention to run, or any campaign-related matters.
- c) Elected officials must adhere to bi-partisan commitments by not including campaign materials (including, but not limited to, uniforms, tents, signage, images, or messaging) that is indicative of their candidacy or associated political party. Materials may make reference to the office they hold/represent.

- d) Candidates, registered third party advertisers, ballot question campaigns and their representatives may attend Municipal events in their capacity as private citizens, but shall not campaign while in attendance or distribute campaign-related materials and they shall not promote or oppose the candidacy of a person for elected office or party.
- e) Candidates, registered third party advertisers and representatives of ballot question campaigns shall not be invited to deliver formal remarks at a Municipality event in their capacity as a candidate, registered third party advertiser or ballot question campaign representative.

6.0 ACCESS TO INFORMATION

- 6.1. All registered candidate and registered third party requests for information must adhere with a standard request for information, as set by the Clerk.
- 6.2. Information provided to one candidate or registered third party that is of a general nature and may provide valuable guidance to all others will be provided to all registered candidates and registered third parties through the Municipality's website to ensure equal access to information.

7.0 LIMITATION

- 7.1 Nothing in this Policy shall prohibit a Member of Council from performing their job as a Member of Council, nor impede them from representing the interests of his/her constituents.
- 7.2 Nothing in this Policy shall preclude a Municipal employee from exercising their civic right and duty to participate in the municipal election process as a private citizen.
- 7.3 Nothing in this Policy shall prevent a Municipal employee from conducting an election in accordance with the Act or providing non-partisan election information material on behalf of the Municipality so as to inform the public about the election and the election process.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-04-23
Subject: Elgin Election, Joint Compliance Audit Committee

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk Re: Elgin Election Joint Compliance Audit Committee; And

That Council adopt the By-Law establishing an Election Joint Compliance Audit Committee for the 2026 Municipal Election in accordance with the Municipal elections Act, 1996, as amended.

Purpose:

Section 88.37 of the Municipal Elections Act, 1996, as amended requires each municipal Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions.

Historically, member municipalities within Elgin County have established a “Elgin Election Joint Compliance Audit Committee” to deal with matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996.

Background:

The attached draft Elgin Election Joint Compliance Audit Committee Terms of Reference, prepared by the County of Elgin Clerks’ department, provides for the Committee Term, Meeting Overview, Mandate, Composition, Appointment Process, Compensation, Role of Staff, Application Process, Roles and Responsibilities and Appeal overview.

Once all Elgin County member municipalities have established a Joint Compliance Audit Committee and approved a Committee Terms of Reference by By-Law, recruitment for committee members will begin. Advertising for prospective Committee Members will include the placement of ads in local newspapers, contacting previous members of the Joint Committee of 2022 and posting ads on each respective municipal website.

More information about the Committee Member Appointment Process is outlined in Section 7 of the attached Terms of Reference.

In accordance with Section 88.37 of the Municipal Elections Act, 1996 as amended, West Elgin Council is being asked to consider establishing an Elgin Election Joint Compliance Audit Committee in conjunction with the other lower tier member municipalities within Elgin County.

Financial Implications:

No Financial Implications for the establishment on the committee.

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs related to the respective application. (*Terms of Reference, Section 8*)

Policies/Legislation:

[Municipal Elections Act, 1996](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Joint Compliance Audit Committee - 2026-14-Community ServicesClerks.docx
Attachments:	- By-law 2026-23 - Joint Audit Compliance Committee, 2026 Election.doc
Final Approval Date:	Apr 16, 2026

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

Robin Greenall



The Corporation of The Municipality of West Elgin

By-Law No. 2026-23

Being a By-law to establish an Election Joint Compliance Audit Committee for the 2022 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended.

WHEREAS subsection 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 section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Municipality of West Elgin wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

NOW THEREFORE the Council of The Corporation of the Municipality of West Elgin

HEREBY ENACTS AS FOLLOWS:

1. **THAT** a committee, to be known as the Elgin Election Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996, as amended.
2. **THAT** the business of the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election be conducted in accordance with the Terms of Reference set out in Appendix "A" attached hereto and forming a part of this By-law.
3. **THAT** this By-law shall come into force and take effect on the final passing thereof.

READ A First, Second and Third time 23rd day of April, 2026

Schedule A to By-law 2026-23

TERMS OF REFERENCE FOR THE ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant – means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate’s or third-party advertiser’s election campaign finances.
- c. Application – means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk – means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.
- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of

Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the Township of Southwold, and The Corporation of the Municipality of West Elgin.

- I. Registered Third Party - means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. **ENABLING LEGISLATION**

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. **TERM**

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. **MEETINGS**

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. **MANDATE**

The Committee is required to act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;

- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. **COMPOSITION**

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or
- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. **APPOINTMENT PROCESS**

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. **COMPENSATION**

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. **STAFF SUPPORT**

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. **APPLICATION BY ELECTOR**

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party; or
- iv. The date on which the registered third party's extension, if any, expires.

11. **ROLES AND RESPONSIBILITIES**

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- v. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- iii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iv. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- v. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- vi. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. give notice of the committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. **APPEAL**

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-04-23
Subject: Council Meeting Options During Community Complex Renovations

Recommendation:

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

That Council hereby direct staff to reschedule all meetings to virtual access only, for duration of the Community Complex Renovations only.

Purpose:

The purpose of this report is to obtain Council direction for access to Council meetings to be held from May to September 2026, while the Community Complex in West Lorne is being renovated.

Background:

On March 12, 2026, West Elgin Council approved the renovation contract for the West Lorne Library and the West Elgin Council Chambers, located at 160 Main Street, West Lorne (Community Complex).

West Elgin Council currently holds their meetings at this location, every 2nd and 4th Thursday of each month, and will need to consider how these meetings will be facilitated during the renovations. The renovations are scheduled to start in May, with an anticipated end day of September 1, 2026. Meetings will need to be rescheduled to either a full-online module, in-person only module at an alternate location or a hybrid module. In consultation with all respective departments within the municipality, the best option for in-person would be the large meeting room at the Rodney Recreation Center. Below are details for Council to consider, when making the decision for a short term relocation of Council meetings.

Hybrid Option – Participation can be in-person (Rec Centre) OR virtually

A hybrid option can continue to bring Council together in person and offer virtual participation and access to Council, staff as required, consultants and the public utilizing the large meeting room at the Rodney Recreation Centre. If Council wishes to hold a regular hybrid meeting at the recreation centre, we will need to set up the necessary IT equipment. To share the space with registered user groups, the equipment would need to be removed and stored after every meeting. West Elgin does not have dedicated IT staff that can perform this regular service, nor safe storage areas to hold the

equipment. Therefore, a hybrid meeting would require IT equipment to be set up and left installed in the Rodney Recreation meeting room. Current rentals that would require cancellation include playing card group every Thursday evening, Shuffleboard tournament August 20 (access to the main facility is still available). Council must also consider the sound that Thursday evening pickleball may carry and the noise from the HVAC system. The room is also rented in September for the Rodney Fair; however, we are anticipating being back in the regular Council Chambers by that time.

In-Person Only – All Council, Staff and Public will be in-person only.

In-person only eliminates virtual access for online participation, which reduces accessibility for Council and public who wish to attend the meetings virtually. In-person access would allow participants to attend the meeting at the recreation center, in the large meeting room. Additional consideration required for in-person meetings at the recreation center would be the use of the facility by user groups. Thursday evenings (6-8pm) are rented by a local group playing cards (large meeting room) and by pickleball (gymnasium), which, at times, can be noisy.

Virtual Only – All Council, Staff and Public will have online access.

Virtual only is fully accessible, with no registration required for participants. Online access links are provided on the agenda. This route will involve minimal, if any, participation from West Elgin's IT provider. This will allow all current and planned events at the Rodney Recreation Centre to continue as scheduled. Public access will continue to be muted to eliminate accidental interruptions.

Due to the temporary nature of this project, and aiming to keep meetings accessible to everyone, staff are recommending moving to virtual only for all meetings during the renovation period. The intent is to have the renovations completed by September 1, 2026, however if an extension is required, proper notice will be provided.

The list of meeting effected is noted below, and all participants will be advised of the location change:

- May 13, Arena Board
- May 14, Committee of the Whole
- May 28, Council
- June 8, Four Counties Transit
- June 10, Arena Board
- June 11, Committee of the Whole
- June 16, Tri-County Water Board
- June 25, Council
- July 8, Arena Board
- July 16, Council
- August 12, Arena Board
- August 13, Council

Financial Implications:

None.

Policies/Legislation:

Procedural By-law

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Council Meeting Options During Renovations - 2026-17-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 17, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-04-23
Subject: “Game On” Youth Day Update

Recommendation:

That West Elgin Council hereby receives the “Game On” Youth Day update report from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes.

Purpose:

The purpose of this report is to provide Council with a summary of the March Break “Game On” Youth Day held on March 20, 2026, including key successes and areas for improvement to guide future programming.

Background:

The Municipality of West Elgin continues to prioritize youth engagement, accessibility, and community well-being through recreational programming. Recognizing a gap in structured activities for older youth during March Break, staff organized a “Game On” Youth Sport Drop-In Day to provide a free, inclusive opportunity for participation in physical activity and social engagement.

The Youth Day was held on March 20, 2026, and included:

- A total of 14 participants, ranging from Grades 6 to 10
- A combined age group format due to lower-than-expected registration for older youth
- A variety of sports including pickleball, floor hockey, and basketball
- Alternative activities such as crafts and games in a separate room
- Pizza lunch provided through a donation from the West Elgin Health Centre

Additionally, 7 participants completed feedback forms, providing valuable insight into program preferences and experiences.

Overall, the event was successful and positively received. Key highlights include:

- **Strong Participation and Engagement:** Attendance exceeded expectations for a first-time offering, particularly given the limited programming historically available for this age group during March Break.
- **Positive Youth Feedback:** Participants expressed enjoyment of the program, particularly the opportunity for unstructured, social recreation.

- **Popular Activities:** Floor hockey and pickleball were well utilized and received strong feedback.
- **Inclusive Environment:** Offering both active and quieter alternative activities helped accommodate varying interests and energy levels.
- **Community Support:** The donated lunch enhanced the overall experience and demonstrated strong community partnership.

Opportunities for improvement were identified:

Staffing and Supervision

- The program operated with only one instructor due to unforeseen illness, which limited the ability to effectively supervise multiple activity spaces.
- Some challenges were noted with behavior management and ensuring adherence to rules.

Opportunities:

- Schedule 2–3 instructors for future events
- Recruit student and community volunteers (with appropriate screening, including vulnerable sector checks)
- Establish and communicate clear rules and expectations.

Program Structure

- Combining a wide age range created challenges due to varying skill levels and interests.
- Lack of structured scheduling led to some inefficiencies in activity flow.

Opportunities:

- Introduce designated time slots, ideally in the morning.
- Separate participants into age-appropriate groupings
- Incorporate a balance of structured and unstructured activities.

Activity Planning

- Basketball was not well utilized, while structured games were preferred by some participants, particularly female attendees.

Opportunities:

- Reassess activity offerings based on feedback.
- Include more structured group games and facilitated activities.
- Tailor programming to better reflect participant interests and demographics.

Participant Feedback

- Only 50% of attendees completed feedback forms.

Opportunities:

- Encourage higher participation in feedback collection to better inform future programming decisions.

Financial Implications:

None.

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Game On, Youth Sport Drop In Update - 2026-15-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Apr 16, 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: 2026-04-23
Subject: Considerations of the West Elgin Parking By-Law – Rodney Market

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO regarding deliveries occurring upon and By-Laws applicable to the roadway between Furnival Road and Stinson Street that is used to deliver goods to the Rodney Market, and

That West Elgin Council determine suitable interim measures to allow time for the interested parties to prepare full presentations that will permit Council to reach a final decision, and

That Council pass a resolution urging the parties to discuss solutions and put forward a joint proposal at the next Council meeting

Purpose:

The purpose of this report is to provide Council with context to support its understanding of concerns surrounding deliveries making use of said road.

Background and Report

There is an ongoing dispute over the use of a municipal roadway (marked in yellow on the below) located between the commercially zoned Furnival Road and the residentially zoned Stinson Street. The primary access to the roadway is from Moriah Street.



The municipal alleyway provides rear loading zone access to the commercial properties fronting Furnival. For the Rodney Market, their loading dock (approximate location marked in red on the above) is located at the rear of the property. Historically, deliveries have been received from this location.

The municipal roadway also provides rear access to garages of select homeowners. For the residential owners of the property fronting onto Moriah, the roadway provides primary access to one of the two garages located on their property (approximate access points for each garage marked in green on the above). The smaller, older garage has a single vehicle entry by way of the roadway. The larger, newer garage was built with dual access, by way of both the alleyway and the main driveway onto Moriah.

Resident Concerns

The residential owners whose properties abut the roadway have issued complaints that delivery trucks are creating unpleasant living conditions, as the sounds and smells of the trucks idling at the rear of the property prohibits them from enjoying their back yards. The property owners with the small garage along the roadway have also complained that the trucks are blocking access to their garage, which houses a work vehicle. A delegation of residents will expand on these concerns before Council is asked to reach any final decision.

Rodney Market Concerns

The Rodney Market, in turn, has raised concerns that prohibiting deliveries along this roadway could affect its ability to stay in business and continue to provide its services to the Rodney community, as the Market has identified issues with other proposed delivery access points. The Market has also emphasized that it is not responsible for the truck drivers, who are employees of delivery companies, not the Market. A delegation from the Rodney Market will expand on these concerns before Council is asked to reach any final decision.

Staff Concerns

A proposed alternative approach to delivery would see the delivery vehicles park on Furnival Rd. for the duration of the deliveries. Staff are concerned that this proposed solution would create traffic issues on a main thoroughfare. Staff can expand on this concern at Council's request.

Further, requesting all parties comply with a solution and enforcing that solution is a challenge for the West Elgin By-Law staff, as they work very limited hours per week. The OPP are hesitant to ticket vehicles without clearly marked "no parking" zones and, even if the OPP did issue a ticket, it would require officers to recognize that parking in a 'no parking' zone is permitted for the purposes of making a delivery but is *not* permitted where it blocks a driveway.

By-Law Restrictions Currently in Place

West Elgin Parking By law 2001 designates the roadway "no parking" zone. However, the by-law defines that parking may be temporarily permitted for the purposes of loading and unloading merchandise or passengers:

"PARK" or "PARKING", when prohibited, means the standing of a vehicle, whether occupied or not, except when standing temporarily for the purpose of and while actually engaged in loading or unloading merchandise or passengers"

The Parking By-Law also sets general parking rules (see attached), including Section 20 (2), which prohibits stopping in front of a driveway:

20. GENERAL PARKING REGULATIONS:

Subject to or in conjunction with the provisions of Sections 21, no person shall stop or park a vehicle or permit a vehicle to be stopped or parked....

(2) In front of or within 1m of any lane, driveway or alley entrance;

The Anti-Idling by-law generally prohibits idling in excess of five minutes.

Other Relevant History

On December 23rd, 2025 the West Elgin By-law officer visited the site and suggested a temporary solution to the parties involved, whereby shorter trucks would enter and depart from the store's driveway from Furnival Rd, and that longer trucks (i.e. tractor-trailers, etc., that would not be able to enter from Furnival) would enter from Moriah St by pulling straight in and down the alleyway, where they could unload without blocking any traffic accessing the garages/sheds that had access through the alleyway. For departure, the transport trucks could back across Moriah St into the opposite alleyway and then pull out. This solution is challenging to implement, as the delivery drivers do not report to the Market owners and are managed by third-party companies or expediting firms.

Since that time, the issue has continued to create conflict and inconvenience for all parties. It became clear that some form of intervention—legal or otherwise—would be required to reach a

resolution. West Elgin therefore sent a letter to all parties indicating that the Municipality would pursue the following approach (provided as-written to interested parties):

1. At its April 23, 2026 meeting, staff will bring a report to Council outlining the conflict and asking Council whether it wishes to maintain the status quo or else to amend s. 20(2) of By-law 2001-50 pending the resolution of this conflict as laid out below. Addressees of this letter may speak to the matter at Council but are advised any comments must be directed to the specific merits of the *interim* approaches available to Council and not to the larger issue or any final resolution thereof, which are issues that will be addressed at a subsequent meeting as described below. The Municipality stresses that any such interim by-law would be in effect only for the limited time required to reach a final resolution of the issue as outlined below. If you wish to address Council at this meeting you must confirm your attendance by contacting the Clerk no later than April 20, 2026 at noon. Each delegation may address Council for a maximum of 10 minutes.
2. In the meantime, all affected parties should submit to the Municipality, in writing, proposed solution(s) to the conflict, including any changes to applicable by-laws that would be required to implement such solution. The proposed solutions should identify the hurdles faced by the party and should reasonably address the concerns of all parties to the extent possible. Written submissions must be received by May 7, 2026 and will be published alongside Council's agenda (note that submissions will be open to the public).
3. Each proposal should also propose reasonable limitations that could be placed upon delivery vehicles to resolve this conflict. Proposals might address, for instance, restrictions on delivery location, timing, or duration, the speed with which drivers must be available to move trucks to allow residents access, etc.
4. The Municipality will present these submissions to Municipal Council at its May 14, 2026 meeting. Each addressee hereto is invited to send a delegation to that meeting. Each delegation may address Council for a maximum of 10 minutes. Delegations will occur in open session (i.e. will be open to the public). If you wish to address Council at this meeting you must confirm your attendance by contacting the Clerk no later than May 11, 2026 at noon.
5. Council may, after considering these submissions and making subsequent deliberations, direct staff to draft by-law amendments that would implement the solution that Council views to be in the public interest. In the event that Council directs staff to bring further reports or to draft by-law amendments, staff will strive to produce such deliverables for consideration at Council's meeting of May 28, 2026. Once Council is satisfied with any final deliverable that it determines to be in the public interest, it may pass the same as a by-law.

Purpose of this Report and Interim Options

The purpose of this report is for Council to consider an *interim* approach to the conflict pending a final resolution. For Council's next meeting, the interested parties will make submissions and prepare delegations that will give Council a full picture of the issue. In the meantime, staff recommend that Council select a path forward from among the below:

1. Maintain the status quo, pending final resolution. It is the understanding of Municipal staff that homeowners have been collecting evidence of by-law violations, which they have/will continue to submit to by-law enforcement. Council can also strongly recommend to the Rodney Market

that it take steps to instruct all delivery trucks, upon arrival, to move their vehicles forward so they do not block the driveway access. The fact that this approach has not already resolved this issue suggests that it may not be feasible. The homeowners report that delivery trucks frequently block a driveway, so this approach will likely lead to one or more tickets being issued to delivery trucks. The effect of such tickets upon the deliveries to the Market is unknown.

2. Pass a temporary, limited by-law exception that permits trucks to block access to the roadway in question, including access to driveways fronting onto the roadway. Such an exception should be tailored (i.e. restricting deliveries to certain hours, implementing time limits, requiring that truck drivers be available to quickly move trucks where residents require access, etc.). It would be very difficult to enforce these limitations, meaning that this approach would negatively affect abutting homeowners for the duration of the exception; i.e. driveways would be blocked and it is unlikely that Municipal staff or the OPP could enforce restrictions in the moment, though residents can, of course, document evidence of violations and submit the same to enforcement staff. This approach might effectively require the homeowner fronting on Moriah St. to use their larger, Moriah St. garage for their work vehicle usually stored in the smaller garage, pending Council's final disposition of the issue.
3. Ban all large vehicles from the alleyway, pending final resolution. This is a very enforceable approach, since physical barriers could be used to prevent large vehicle access to the roadway and/or 'no stopping' signs could be temporarily placed along the roadway, which the OPP would, presumably, be more willing to enforce.

In addition to the above, staff recommend that Council pass a resolution that strongly encourages affected residents, delivery companies, and the Rodney Market and their representatives to cooperatively negotiate a proposed solution to this issue for presentation to Council at its next meeting. The parties could propose signage solutions, delivery time restrictions, alternate delivery access proposals, by-law amendments, and so on, emphasizing enforceability in each instance. A proposal with the backing of multiple parties would give Council confidence that the proposed solution considers multiple points of view and would have buy-in from stakeholders. This would allow the Municipality to implement and enforce a compromise satisfactory to all parties, rather than asking Council to consider and balance the public interest impacts of diametrically opposed positions. While it may be difficult for the parties to return to the table after months of conflict, staff believe that this approach offers the best chances of an enforceable solution that is acceptable to all involved.

Financial Implications:

There are no financial implications from this report.

Policies/Legislation:

[West Elgin By Law 2001 – 50 to Regulate Parking and Traffic](#)

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



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2026-04-23

Subject: Municipal Partnership with the Elgin International Club - Community Grant

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall regarding a municipal partnership with the Elgin International Club, and

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the Elgin International Club whereby the municipality will receive and direct the funding of a successful Community Futures grant application.

Purpose:

The purpose of this report is to provide Council with information to support a partnership between the Municipality of West Elgin and the Elgin International Club (EIC), whereby the Municipality will receive the funding for the IEC if they are successful with their grant application to the Elgin Community Futures.

Background:

The EIC has submitted an application to the Elgin Community Futures: Dutton Dunwich- West Elgin Community Grant. This annual grant is to support charitable initiatives throughout the communities within Dutton Dunwich-West Elgin.

The EIC has applied for a grant to support the purchasing of new chairs to update the community space. Total funding requested was \$9989.50. The EIC is a not-for-profit organization that manages the event space, however the EIC is not a registered charity, therefore they require Municipal support/ partnership to receive and direct the spending of the funds. Grant funds will be released to the Municipality, and the Municipality will direct the funds for purchasing.

A letter was drafted to the Community Futures grant application committee providing conditional support for the project, with final approval to be confirmed by Council approval.

Financial Implications:

There are no financial implications as a result of this recommendation.

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

Respectfully submitted by,

Robin Greenall
Chief Administrative Officer



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-04-23
Subject: Corporate Group Benefits

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO regarding the corporate group benefits program, and

That Council approve a contract with Desjardin Insurance as the selected provider of their Corporate Group Benefits Program, and

That Council approve a contract with AIG as the selected provider of the AD&D Insurance benefits.

Purpose:

The Corporation of the County of Elgin conducted an RFP for the services of a group benefits provider. This RFP included the following three (3) agencies (“consortium members”):

- County of Elgin
- Municipality of West Elgin
- Township of Southwold

The goal of the RFP was to find a group benefits provider who could effectively and competently manage the employee group benefits plan for the consortium members and ensure a high level of customer service for both the employers and their members.

The County’s procurement team worked in tandem with the People Corporation consulting team to ensure procurement guidelines were enforced and the necessary benefits knowledge was accessed as needed throughout the process.

Background:

The consortium members were previously part of a larger consortium with Manulife since 1978; this included basic life, long term disability, health and dental insurance. All benefits under Manulife are fully insured. AIG is the current provider for Accidental Death & Dismemberment (AD&D) insurance for the County and Southwold. West Elgin’s AD&D insurance is under Manulife.

It is unknown the last time the group benefits contracts were marketed. As such, it was prudent to survey the market for a provider that could meet evolving needs and investigate what the benefits

marketplace can offer in terms of benefits fraud prevention, improved customer service for employees and employer alike and alternate benefit options.

As a result of the recent benefits consultant RFP, the consortium split and West Elgin and Southwold joined with the County to market for a benefits provider.

The RFP was released on January 30, 2026, with a closing date of February 27, 2026. Providers were allowed to quote on either Part 1, which included basic life, long term disability, health and dental insurance, or Part 2, which was specific to AD&D insurance only.

There were 10 providers who were granted secure access to the required RFP documents. Of those, three (3) submitted for both Parts 1 and 2 and two (2) submitted for Part 2 only.

People Corporation assisted with assessment of the qualitative and quantitative review of the RFP. The scoring criteria were as follows:

Part 1:

Item	Total
Company Experience & Profile	10.00
Service Questionnaire	25.00
Financial Questionnaire	20.00
Transition Questionnaire	15.00
Pricing	30.00
Total Points	100.00

The service, financial and transition questionnaires included a combined 93 questions related to key areas that impact on the ongoing insurance contract with the selected provider, including renewal methodology, service standards and commitments, disability management services, rate guarantees and transition services.

The qualitative score summary is noted below for providers that submitted for Part 1:

Item	IA	Manulife	Desjardins
Company Experience & Profile	7.00	9.00	7.00
Service Questionnaire	17.35	18.10	19.38
Financial Questionnaire	13.64	12.64	15.79
Transition Questionnaire	10.00	10.00	10.79
Total Points	47.99	49.74	52.95

Desjardins stood out in the service questionnaire, which highlighted their customer service standards, clear disability management protocols, including detailed disability claims appeals procedures, fulsome mobile and web-based member and plan sponsor tools for ease of administration.

In the financial questionnaire, Desjardins stood out due to the extended rate guarantee periods, maximum renewal adjustments for two (2) consecutive renewal periods, and no up-front binder payment requirement.

Part 2:

Item	Total
AD&D Questionnaire	50.00
Pricing	50.00
Total Points	100.00

Note that Part 2, AD&D insurance, is considered a “commodity insurance product”. As AD&D claims are generally rare in frequency, there are generally little day-to-day service requirements, which therefore eliminates the need to assess the quotes to the same detailed level as Part 1 benefits. AD&D insurance awards are generally based on matching plan design and/or enhancing existing coverage and best pricing.

Qualitative score summary is noted below for providers that submitted for Part 2:

Item	IA	Manulife	Desjardins	AIG	Beneva
AD&D Questionnaire	37.94	30.00	32.65	42.06	22.65
Total Points	37.94	30.00	32.65	42.06	22.65

As the incumbent provider, AIG was able to match the existing plan design; in addition, they enhanced the plan by adding additional benefits including carjacking, criminal assault and cosmetic disfigurement. Other providers could not 100% match the existing benefits for all member organizations and did not offer any further enhancements in coverage.

Financial Implications:

See attached file for pricing summary specific to the Municipality:

Part 1:

Pricing was worth 30 points; for the Municipality's overall the estimated cost for each provider is noted below. Costs below consider extended rate guarantees, maximum ceilings on renewals and market discounts. The projected 5-year cost for the Municipality is:

Part 1 (5 year costs)	iA	Manulife	Desjardins
Basic Life Insurance	\$ 28,844.53	\$ 42,006.60	\$ 22,647.96
Long Term Disability (Taxable)	\$ 132,076.53	\$ 115,820.73	\$ 113,817.34
Health	\$ 175,554.00	\$ 237,135.60	\$ 188,179.20
Dental	\$ 136,573.20	\$ 178,743.60	\$ 136,359.00
TOTAL COMBINED	\$ 473,048.26	\$ 573,706.53	\$ 461,003.50

Part 2:

For Part 2, AD&D insurance, the financials were worth 50 points; for the Municipality overall the estimated cost for each provider is noted below. Costs below consider extended rate guarantees, maximum ceilings on renewals and marketing discounts. The projected 5-year cost for the Municipality is:

Part 2 (5 year costs)	iA	Manulife	Desjardins	AIG	Beneva
AD&D	\$ 3,578.34	\$ 6,223.20	\$ 5,127.84	\$ 3,889.50	\$ 4,356.24

Final Scores:

Part 1 combined qualitative and pricing scores for each provider are noted below:

Item	IA	Manulife	Desjardins
Company Experience & Profile	7.00	9.00	7.00
Service Questionnaire	17.35	18.10	19.38
Financial Questionnaire	13.64	12.64	15.79
Transition Questionnaire	10.00	10.00	10.79
Pricing	29.70	26.30	30.00
Total Points	77.69	76.04	82.95

In addition to the scoring above, all providers presented to the consortium members. After reviewing proposals, pricing and presentations, we recommend a change in benefits provider to Desjardins Insurance.

For Part 2, AD&D insurance, the final scores are noted below:

Item	IA	Manulife	Desjardins	AG	Beneva
AD&D Questionnaire	37.94	30.00	32.65	42.06	22.65
Pricing	50.00	28.83	33.00	46.00	47.67
Total Points	87.94	58.83	65.65	88.06	70.31

We recommend the AD&D insurance transition to AIG.

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,

Robin Greenall.
Chief Administrative Officer

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:

**PART LOT 24, CONCESSION A
MUNICIPALITY OF WEST ELGIN
26212 CARROLL LINE**

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 (4.05 ha) 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.

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 17-26 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **March 25, 2028.**

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

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
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. That municipal addressing be provided to the County of Elgin by the local Municipality, to the satisfaction of the County.

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 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.

DECISION

Application #E 17-26

March 25, 2026

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John "Ian" Fleck	X	
Tom Marks (Chair)	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews	X	
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, Alicia Csoff, 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 25th day of March 2026.



Alicia Csoff
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 17-26

PART LOT 24, CONCESSION A MUNICIPALITY OF WEST ELGIN 26212 CARROLL LINE

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 17-26** 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 **April 14, 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 25th day of March , 2026.



Alicia Csoff
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

AMO Watchfile - March 26, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 3/26/2026 10:00 AM

To Terri Towstiuic <ttowstiuic@westelgin.net>



March 26, 2026

In This Issue:

- AMO Launches Campaign to encourage participation in municipal elections.
- Annual Report - Canada Community-Building Fund (CCBF).
- Take a look at AMO's Fostering Civility at the Council Table Handguide.
- Proposed Harmonization of Municipal Road Construction Standards
- Ontario Heritage Framework Transformation: Archaeology Program changes
- Proposed Harmonization of Municipal Road Construction Standards
- Applications Open for EASE Grant
- Feedback Requested: Expanding the Canadian Navigable Waters Act.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops
- Indigenous Candidates Thinking of Running for Office
- Better Rural Data for Better Municipal Decisions - join ROMA April 2.
- OSUM 2026: The Small Urban Approach to Municipal Challenges
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces
- AMO Conference 2026: Registration is open!
- On the Road Again: LAS staff visit Ontario.
- Risk Management Grant - Apply by May 1.
- Apply now: AMCTO-Mitacs Municipal Innovation Internship Program.
- IPAC Emerging Leaders Conference.
- Careers.

AMO Matters

AMO has launched its province-wide campaign, [When You Believe, They Believe](#), to showcase the everyday leadership of Ontarians and how it can translate into municipal office. Visit [whenyoubelieve.ca](#) to learn more.

AMO released its [CCBF Annual Report](#) summarizing results from investment of the Fund. Further detail on CCBF activities including progress on Asset Management can be found in the [Outcomes Report](#).

AMO's [Fostering Civility at the Council Table Handguide](#) provides principles, tips, and tools for managing conflict, being an active bystander, adopting civility pledges, and how to build effective working relationships with your council colleagues. This is one of seven guides found within AMO's Leading with Respect Handguides, which all provide practical tools to help councils and staff manage conflict and foster a culture of civility.

Provincial Matters

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback by March 30](#). The Ministry of Citizenship and Multiculturalism is proposing changes to Ontario's Heritage.

Framework to streamline archaeological assessments and set criteria for evaluating Licensed Consultant Archaeologists' compliance records. [Provide feedback by April 5](#).

The Ministry of Transportation is seeking feedback on a proposed regulation that would set mandatory road construction standards for municipalities. [Provide feedback by March 30](#).

The Enhancing Access to Spaces for Everyone (EASE) Grant awards up to \$60,000 for small capital projects for people with disabilities and older adults. Applications are open until May 7 at Ontario.ca/EaseGrant.

Federal Matters

Transport Canada needs feedback from the public on their discussion paper on the proposed expansion of the Minor Works Order under the Canadian Navigable Waters Act. [Submit your comments by April 3rd](#).

Education Opportunities

AMO is offering programs designed to support aspiring candidates and returning elected officials. Whether you are considering your first run for office, seeking re-election, representing an underrepresented community, or a youth, we have a program tailored for you. Resources range from helping you make the decision to run or run again, to building your team, crafting your message, and getting out the vote, and includes the Lead Where You Live guide for key steps in the process. [Register for workshops and access resources here](#).

AMO has expanded their Healthy Democracy Leadership Series. AMO is offering a series of workshops for urban Indigenous peoples thinking about running for municipal office in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and run a campaign. [Register here](#).

HEAR Initiative (Health, Economics, Adaptation in Rural Communities Initiative) is developing a new province-wide rural data platform designed to support more informed decision-making in rural communities. Join ROMA for an interactive information session on Thursday, April 2 at 12:00 p.m. to learn how household-level rural data can help strengthen municipal planning, funding applications, council decisions, advocacy efforts, and long-term community resilience across rural Ontario. [Register for the free session here](#).

The OSUM conference, April 29 – May 1 in Parry Sound is the only place where issues such as housing and homelessness, infrastructure challenges, incivility, weakened journalism, and strong mayor powers are addressed and discussed from the unique small urban municipal perspective. [View program outline and register now](#).

Delivered by the Public Services Health & Safety Association, Preventing Escalated Behaviours is an interactive workshop that introduces practical, person-centered strategies to help recognize early signs of escalation, strengthen communication, and confidently and professionally respond to difficult situations. [Register for the two-part May 7 and May 28 workshop now](#).

Municipalities carry significant responsibilities. The AMO Conference is your opportunity to gain a clear understanding of key issues and develop a support network for shared solutions to help you effectively lead in your community. [Don't miss it, register today](#).

LAS

LAS staff are on their spring roadtrips, learning how we can better help municipal staff and talking about our programs. Want to meet? [Contact us](#) to set up an in-person or virtual meeting.

The All Risk Municipal Grant recognizes and supports innovative risk management practices within municipalities. [Learn more and submit your proposal by May 1](#) for a chance to receive \$10,000 towards your project.

Municipal Wire*

Don't miss your chance to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program. This program offers municipalities a cost-effective way to identify, advance, and address innovation or research challenges by partnering with a post-secondary student interested in a career in local government. To learn more or to submit an application, [Click Here](#).

The Institute of Public Administration of Canada is hosting a professional development event focused on service delivery excellence on April 21. [Register for virtual or in-person attendance](#).

Careers

[Program Advisor, Infrastructure Asset Management - Association of Municipalities of Ontario \(AMO\)](#).

Closing Tomorrow: March 27, 2026.

[Manager, Information, Privacy and Elections/Deputy City Clerk - City of Guelph](#). Closing Date: April 9, 2026.

[Director, External Relations - City of Thunder Bay](#). Closing Date: April 14, 2026.

[Intergovernmental Advisor - City of Guelph](#). Closing Date: April 12, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

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[ONE Investment](#)

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[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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Association of Municipalities of Ontario (AMO)

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155 University Ave Suite 800 | Toronto, ON M5H 3B7 CA

This email was sent to clerk@westelgin.net.

To continue receiving our emails, add us to your address book.

AMO Watchfile - April 2, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 4/2/2026 10:01 AM

To Terri Towstiuic <ttowstiuic@westelgin.net>



April 02, 2026

In This Issue:

- Annual Report - Canada Community-Building Fund (CCBF).
- Call for Nominations for the 2026 - 2028 OSUM Executive Committee Election.
- AMO Launches Campaign to encourage participation in municipal elections.
- Help amplify AMO's candidate attraction and voter turnout campaign!
- Check out AMO's Using Social Media and Online Platforms Handguide.
- Ontario Heritage Framework Transformation: Archaeology Program changes.
- Applications Open for EASE Grant.
- Feedback Requested: Expanding the Canadian Navigable Waters Act.
- Ontario Webinar on Build Canada Homes.
- Introducing AMO Conference 2026 Keynote: Curse of Politics.
- New webinar: Mayor-CAO Relationship Series.
- Supporting your Run for Municipal Office in 2026: Resources and Workshops.
- Indigenous Candidates Thinking of Running for Office.
- Better Rural Data for Better Municipal Decisions - join ROMA TODAY at noon.
- OSUM 2026: The Small Urban Approach to Municipal Challenges.
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces.
- Canoe JOC Event in Brantford.
- Stable natural gas rates all year long.
- Streamline Your Document Signing Process.
- Building Officials Training for Housing Permit Approvals.
- Careers.

AMO Matters

AMO released its [CCBF Annual Report](#) summarizing results from the investment of the Fund. Further details on CCBF activities, including progress on Asset Management, can be found in the [Outcomes Report](#).

[The Call for OSUM Executive Nominations](#) election is open. Those interested in running for the 2026-2028 OSUM Executive Committee term are required to fill out the attached [nomination form](#). Nomination form deadline for return is **4:00 p.m. on April 10, 2026**.

AMO has launched its province-wide campaign, When You Believe, They Believe, to showcase the everyday leadership of Ontarians and how it can translate into municipal office. Visit whenyoubelieve.ca to learn more.

Together, we can equip candidates and voters with the motivation and tools in preparation for the 2026 municipal election. By sparking participation now, we can build healthier local democracies for the future. Visit [AMO's Healthy Democracy Project public affairs campaign page](#) and download the toolkit to help amplify the reach and impact of this important campaign.

AMO's [Using Social Media and Online Platforms Handguide](#) includes practical tools and guidance related to moderating online platforms, navigating personal and official accounts and social media policies for consideration. This is one of seven guides included in AMO's Leading with Respect Handguides, which all provide practical tools to help councils and staff manage conflict and foster a culture of civility. These Handguides are the result of a joint initiative of AMO's Healthy Democracy and Workforce Development Projects.

Provincial Matters

The Ministry of Citizenship and Multiculturalism is proposing changes to Ontario's Heritage Framework to streamline archaeological assessments and set criteria for evaluating Licensed Consultant Archaeologists' compliance records. [Provide feedback by April 5.](#)

The Enhancing Access to Spaces for Everyone (EASE) Grant awards up to \$60,000 for small capital projects for people with disabilities and older adults. Applications are open until May 7 at Ontario.ca/EaseGrant.

Federal Matters

Transport Canada needs feedback from the public on their discussion paper on the proposed expansion of the Minor Works Order under the Canadian Navigable Waters Act. [Comments are due tomorrow, April 3rd.](#)

On April 24th, Housing, Infrastructure and Communities Canada will host a webinar explaining Build Canada Homes' portal and investment policy framework in Ontario. [Register now over Microsoft Teams.](#)

Education Opportunities

AMO is pleased to announce the Curse of Politics podcast as the 2026 AMO Conference keynote speaker. Get ready for a commotion of insights, arguments, opinions and an impossibly loud laugh or two. If you haven't already, [register today for the AMO Conference.](#)

AMO and OMAA present the next Mayor-CAO Webinar Series session on upper-tier governance, featuring experienced CAO-Warden teams sharing practical leadership insights. [Register here.](#)

Through our Healthy Democracy Project, we have designed a number of workshops and information sessions to support those considering a run for municipal office and those running again in the 2026 election. We are also offering a range of resources in addition to the workshops. [Register for workshops and access resources here.](#)

AMO has expanded their Healthy Democracy campaign information workshops. We are now offering a series of workshops for urban Indigenous peoples interested in municipal office and running in the October 2026 elections. These sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and run a campaign. [Register here.](#)

HEAR Initiative (Health, Economics, Adaptation in Rural Communities Initiative) is developing a new province-wide rural data platform designed to support more informed decision-making in rural communities. Join ROMA for an interactive information session **TODAY** at 12:00 p.m. to learn how household-level rural data can help strengthen municipal planning, funding applications, council decisions, advocacy efforts, and long-term community resilience across rural Ontario. [Register for the free session here.](#)

Join your colleagues in the Town of Parry Sound, April 29-May 1, for the 70th Ontario Small Urban Conference. In celebration of small urban leadership, we have built a program featuring key issues from

housing and homelessness, infrastructure challenges, incivility, weakened journalism, and strong mayor powers from the unique small urban municipal perspective. [View program outline and register now.](#)

In partnership with the Public Services Health & Safety Association, AMO is pleased to offer its members an interactive workshop focused on Preventing Escalated Behaviours. This session introduces practical, person-centred strategies to help recognize early signs of escalation, strengthen communication, and confidently and professionally respond to difficult situations. [Register for the two-part May 7 and May 28 workshop now.](#)

LAS

Join [Canoe](#) on April 8th in Brantford to learn more about Job Order Contracting (JOC), a new tool to modernize construction procurement. [Register Here.](#)

LAS offers a [Natural Gas Program](#) that provides stable and predictable annual commodity pricing for municipal accounts through professional management and competitive supply arrangements. Over the last 5 years, a typical LAS client has saved more than 7% on their commodity costs.

Streamline your document signing process with secure and authentic online digital signatures through the Electronic Signature service offered by program partner, Notarius by Portage Cybertech. [Learn more.](#)

Municipal Wire*

Help your building officials approve high-performance housing faster. Passivehouse Canada is coordinating a [12-hour online course](#) to provide the technical tools to review complex projects in-house, reducing delays and permit backlogs.

Careers

[Senior Advisor - Association of Municipalities of Ontario \(AMO\).](#) Closing Date: April 14, 2026.

[Team Lead - Ministry of Finance.](#) Closing Date: April 16, 2026.

[Senior Data and Quality Analyst - Ministry of Finance.](#) Closing Date: April 16, 2026.

[Data and Quality Analyst - Ministry of Finance.](#) Closing Date: April 16, 2026.

[Manager of Capital Engineering - Town of Innisfil.](#) Closing Date: April 19, 2026.

[Chief Financial Officer - City of Kawartha Lakes.](#) Closing Date: April 12, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMO](#) on LinkedIn!

AMO Contacts

[AMO Watchfile](#) Tel: 416.971.9856

[Conferences/Events](#)

[Policy and Funding Programs](#)

[LAS Local Authority Services](#)

[MEPCO Municipal Employer Pension Centre of Ontario](#)

[ONE Investment](#)

[Media Inquiries](#)

[Municipal Wire, Career/Employment and Council Resolution Distributions](#)

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AMO Watchfile - April 16, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 4/16/2026 10:00 AM

To Terri Towstiuic <ttowstiuic@westelgin.net>



April 16, 2026

In This Issue:

- AMO Board Elections nominations open next week.
- Building a Culture of Civility: AMO's Handguide for Municipal Leaders and Staff.
- Election 2026-Candidate workshops and support programs.
- MMAH 2026 Election Guides.
- Ontario Webinar on Build Canada Homes.
- Keynote Added to OSUM: Dr. Eileen de Villa on Navigating the Future of Public Health.
- New Dates - AMO Candidate Support Workshops.
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces.
- Campaign Support for Indigenous Candidates Thinking of Running for Office - May 6.
- Next installment in the Mayor-CAO Relationship series.
- LAS Webinar: Introducing Road Patrol.
- Don't forget to apply for the All Risk Municipal Grant.
- Help homeowners reduce expensive water repair costs.
- Energy reporting made easy with LAS.
- OGA26: Turning the Shift into Results - May 20, 2026.
- Careers.

AMO Matters

Nominations for the 2026-2028 AMO Board of Directors election open Tuesday, April 21st. Whether you're considering running or encouraging someone else to step forward, visit the [AMO Elections Webpage](#) for more information.

Through its Healthy Democracy and Workforce Development Projects, AMO has developed practical tools to help councils and staff manage conflict and foster a culture of civility. Our [Leading with Respect Handguides](#) offer resources over a series of seven key municipal areas of leadership. This week, we are profiling the [Self-Care for Municipal Leaders and Staff Handguide](#), which offers strategies to recognize the early signs of burnout and provides practical guidance to support prevention, protection, and recovery.

Through its [Healthy Democracy Project](#), AMO has launched a candidate attraction and voter turnout campaign: [If You Believe. They Believe.](#) On the campaign site, you can learn about the various candidate support organizations ready to help candidates running for the first time and seeking re-election. They offer tremendous resources, campaign schools and peer support to help you all the way along the campaign road.

Provincial Matters

The Ministry of Municipal Affairs and Housing have released their [guidance materials for the 2026 municipal elections](#), including the Voter's Guide, Candidate's Guide and Third-Party Advertiser's Guide.

On April 24th, Housing, Infrastructure and Communities Canada will host a webinar explaining Build Canada Homes' portal and investment policy framework in Ontario. [Register now](#) on Microsoft Teams.

Education Opportunities

OSUM is pleased to announce Dr. Eileen de Villa, who will provide insight into key strategic and operational considerations for successfully navigating current public health reforms. Following her remarks, a panel discussion will be held with municipal leaders who will share their experiences in merging public health units. [View the full program and register now.](#)

Through its [Healthy Democracy Project](#), AMO is offering a dynamic lineup of information sessions to support aspiring candidates and current elected officials in their journey toward municipal office. Whether you're planning your first campaign, seeking re-election, representing an underrepresented community, or stepping forward as a young candidate, these programs are designed to meet you where you are—and help you move forward with confidence. [Register for one of these free workshops today.](#)

In partnership with the Public Services Health & Safety Association, AMO is pleased to offer its members an interactive workshop focused on Preventing Escalated Behaviours. This session introduces practical, person-centred strategies to help recognize early signs of escalation, strengthen communication, and confidently and professionally respond to difficult situations. [Register for the two-part May 7 and May 28 workshop now.](#)

AMO has expanded their [Healthy Democracy](#) campaign information workshops. We are now offering a series of workshops for urban Indigenous peoples interested in municipal office and running in the October 2026 elections. Facilitated by current and former elected officials, these sessions will provide insights and strategies to build your understanding and confidence around how to become a candidate and run a campaign. [Register here for one of two sessions.](#)

AMO and OMAA are delivering the next installment of the well-received Mayor–CAO Relationship Series. This session focuses on upper-tier governance, featuring experienced CAO–Warden teams. This will be a session you don't want to miss! [Register here.](#)

LAS

Building on our [proven assessment program](#), LAS partner Citylogix is launching a Road Patrol application that delivers continuous visibility into road conditions — automatically, consistently, and in real time. Join our webinar on April 28th to learn how this new technology would work for your community. [Register Here.](#)

The All Risk Municipal Grant – Investing in Municipal Risk Resiliency recognizes and supports innovative risk management practices within Ontario municipalities. [Submit your ideas by May 1](#) for a chance to receive \$10,000 towards your project.

The LAS endorsed [Sewer & Water Line Warranty service](#), offered through SLWC, helps residential property owners avoid expensive repair costs for clogs, leaks, and breaks to the water and sewer lines running from their home to the municipal connection. Learn how your municipality can offer this optional service to your residents.

LAS makes your annual Energy Reporting easy with its [Energy Planning Tool](#), especially if you are part of our [Electricity](#) and/or [Natural Gas](#) programs. [Contact Christian](#) for more info. Learn more about your obligations in the Ministry's webinar. Join [April 28](#) or [May 26](#) from 11 a.m. to 12 p.m.

Municipal Wire*

Ontario's premier geothermal conference featuring expert insights, emerging technologies, and collaborative networking. Learn best practices, connect with industry leaders, and find what drives results. AMO members save 20% off registration.

Careers

[Communications & Public Affairs Specialist - Middlesex-London Paramedic Service](#). Closing Date: May 8, 2026.

[Specialist, Records and Information Management - City of Peterborough](#). Closing Date: May 4, 2026.

About AMO

AMO is a non-profit organization representing almost all of Ontario's 444 municipal governments. AMO supports strong and effective municipal government in Ontario and promotes the value of municipal government as a vital and essential component of Ontario's and Canada's political system. Follow [@AMOPolicy](#) on Twitter!

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Elgin County Council
Committee of the Whole Meeting
Minutes

March 10, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 10:34 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-23

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the March 10, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-24

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on February 24, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Legislative Services Coordinator - ADM 26-09 2026 Sponsorship Application Submissions

The Legislative Services Coordinator presented the 2026 sponsorship application submissions to the Elgin County Grants & Sponsorships Program for the Committee's review.

Resolution Number: CW26-25

Moved by: Deputy Warden Jones
Seconded by: Councillor Widner

RESOLVED THAT Option B be selected as the preferred funding allocation method for the sponsorships stream of the Elgin County Grants and Sponsorships Program for 2026.

Motion Carried.

6.2 Legislative Services Coordinator - ADM 26-10 2026 Grant Application Submission – Menno Lodge of Aylmer

The Legislative Services Coordinator presented the report that details the grant request received from Menno Lodge of Aylmer.

Resolution Number: CW26-26

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT the grant funding request in the amount of \$200,000 submitted by Menno Lodge be approved.

Motion Defeated.

6.3 Director of Engineering Services - ENG 26-05 County Road By-Law Updates

The Director of Engineering Services presented the report that recommends updates to the Consolidating Road By-Law and the Reduced Load Limits (Half Load Roads) By-Law.

Resolution Number: CW26-27

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT an updated by-law establishing the County roads system be adopted, and

THAT an updated by-law establishing reduced load limits on various County Roads between March 1 and April 30 annually, be adopted.

Motion Carried.

6.4 Director of Engineering Services - ENG 26-06 County Asset Transfer Protocol

The Director of Engineering Services presented the report that seeks direction and approval to develop a funding schedule to facilitate County road asset transfers.

Resolution Number: CW26-28

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT staff engage Local Municipal Partners in a dialogue regarding the transfer protocol associated with the transfer of 21.12km of County Roads to their respective local jurisdiction; and

THAT staff report back to Committee of the Whole on the results of this dialogue.

Motion Carried.

7. Adjournment

Resolution Number: CW26-29

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now adjourn at 11:34 a.m. to meet again on March 24, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.



**Elgin County Council
Regular Council Meeting
Minutes**

**March 10, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Mike Hoogstra, Manager of Purchasing and Risk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:02 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the March 10, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on February 24, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-08 - Recommendations from Committee of the Whole – February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT items CW26-20-CW26-21 from the Committee of the Whole meeting dated February 24, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

8.1 Recommendation from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee Meeting

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT item JAAC 26-03 from the February 24, 2026 Elgin/Central Elgin Joint Accessibility Advisory Committee and the recommendations therein be adopted.

Motion Carried.

9. Reports for Information and Immediate Consideration

9.1 Director of Engineering Services - ENG 26-04 Transportation Master Plan – Final Report

The Director of Engineering Services presented the final Elgin County Transportation Master Plan reports for Council's information.

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "ENG 26-04 Transportation Master Plan – Final Reports" from the Director of Engineering Services, dated March 10, 2026 be received and filed.

Motion Carried.

9.2 Director of Engineering Services - ENG 26-07 Tender Awards for Cold In-Place Asphalt Recycling (Tender No. 2026-T05), Hot Mix Asphalt Paving (Tender No. 2026-T06), and Culvert Rehabilitations (Tender No. 2026-T07)

The Director of Engineering Services presented the report that seeks approval to award tenders for county road capital projects including Cold In-Place Asphalt Recycling, Hot Mix Asphalt Paving, and Culvert Rehabilitations.

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT Roto-Mill Inc. be selected to complete Cold In-Place Asphalt Recycling on various roads, Tender No. 2026-T05 at a total price of \$1,978,191.24 inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT Brantco Construction be selected to complete Hot Mix Asphalt Paving on various roads, Tender No. 2026-T06 at a total price of \$5,415,177.50 inclusive of a \$250,000 contingency allowance and exclusive of HST; and

THAT Laemers Excavating be selected to complete Culvert Rehabilitations on various roads, Tender No. 2026-T07 at a total price of \$380,382.66, inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contracts.

Motion Carried.

9.3 Director of Homes and Seniors Services - HSS 26-02 Incontinence Products for Elgin County Homes (RFP) No. 2025-P47) - Contract Award

The Director of Homes and Seniors Services presented the report that provides details on the Request for Proposal (RFP) for Incontinence Products for the County's three long-term care homes and seeks Council's approval to award the contract to Cardinal Health Canada Inc.

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the contract for Incontinence Products for Elgin County Homes be awarded to Cardinal Health Canada Inc. for a two-year term; and

THAT staff be authorized to extend the contract for an additional three (3) one-year terms, in accordance with section 7.6 of the Procurement Policy, subject to satisfactory performance during the initial two-year contract term; and

THAT the Warden and Chief Administrative Officer be authorized to sign the contract.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Item 10.1 be received and filed.

Motion Carried.

10.1 Western Ontario Wardens' Caucus February 2026 Newsletter

10.2 Flag Raising and Proclamation Request from the Elgin County Drowning Prevention Coalition

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT the flag raising and proclamation request from the Elgin County Drowning Prevention Coalition be approved.

Motion Carried.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Widner

Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - February 24, 2026

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

(d) labour relations or employee negotiations

Closed Meeting Item #3 - Human Resources Matter (verbal)

(b) personal matters about an identifiable individual, including municipal or local board employees

Motion Carried.

12.1 Closed Meeting Minutes - February 24, 2026

12.2 Director of People and Culture - PAC26-01 ONA Bargaining Mandate

12.3 Chief Administrative Officer/Clerk - Human Resources Matter (verbal)

13. Motion to Rise and Report

Moved by: Councillor Ketchabaw

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - February 24, 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Leatham

RESOLVED THAT the February 24, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - PAC26-01 ONA Bargaining Mandate

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - Human Resources Matter (verbal)

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT the confidential report from the Chief Administrative Officer/Clerk be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-12 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the March 10, 2026 Meeting.

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-12 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

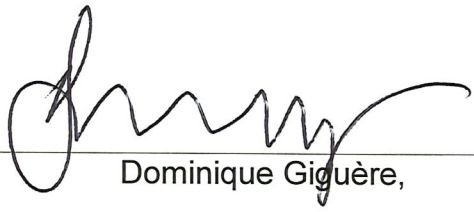
Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT we do now adjourn at 10:21 a.m. to meet again on March 24, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,
Chief Administrative Officer/Clerk.



Dominique Giguère,
Warden.

ELGIN COUNTY

From the Council Chambers

March 24, 2026

Council Meeting

Update on Central Elgin Hospital Lands Redevelopment

Elgin County Council received a presentation from Mary Lou Tanner, Senior Partner at NPG Planning Solutions, providing an update on the ongoing planning work for the Central Elgin Hospital Lands redevelopment. The presentation outlined the progression of the project, including the development of a Draft Official Plan Amendment (OPA), which builds on previously approved visioning, land use plans, and policy directions.

The update highlighted key elements of the proposed framework, including a mix of housing types and densities, integrated parks and community spaces, and a walkable, connected community design. It also emphasized the importance of public engagement, noting that feedback from residents and stakeholders has helped shape priorities such as housing affordability, green space, transportation, and community amenities.

Council's role at this stage was to receive the update, with further steps anticipated as the Municipality of Central Elgin advances the Official Plan Amendment through continued consultation before returning for future approvals.

For more information on the Central Elgin Hospital Lands redevelopment project, please click [here](#).

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council

Elgin County Council received a presentation from Danielle Nielsen, Acting Director, and Brandon Sloan, Housing Accelerator Fund Coordinator, both with St. Thomas–Elgin Social Services, regarding the draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan (2026–2036).

The presentation outlined the need for a new plan to replace the previous 2014 strategy, noting significant changes in the region over the past decade, including population growth, increased housing demand, and rising costs.

Draft St. Thomas–Elgin 10-Year Housing and Homelessness Plan Presented to Council (continued)

Current data highlights ongoing affordability challenges, including a gap between average housing prices and what households can afford. There is also a growing number of residents experiencing housing need and waitlist pressures for affordable housing.

Looking ahead, the plan identifies projected growth across St. Thomas and Elgin County and estimates that a significant portion of new housing will need to be affordable or supportive in nature. Targets include the creation of new subsidized and market-based affordable housing units, as well as additional supportive housing to meet community needs.

The draft plan is guided by a vision of “Housing for Everyone” and focuses on key strategic areas such as increasing housing supply, preserving existing housing, strengthening partnerships, and working toward ending homelessness through prevention and support initiatives.

Council received the presentation, with further public engagement planned before the draft plan is brought forward for future consideration and approval.

For the full Council Agenda, [click here](#).

Committee of the Whole

Policy Approved for the Unscheduled Closing of County Facilities

The Committee of the Whole received a report from the Director of Community and Cultural Services regarding a new Unscheduled Closing of County Facilities Policy.

The policy establishes a clear framework to guide decision-making when County facilities must be temporarily closed due to emergencies or other unforeseen circumstances. These may include inclement weather, facility issues, public health emergencies, cyberattacks, or other safety concerns.

The policy applies to a range of County facilities, including the Administration Building, Heritage Centre, Provincial Offences Act Court, and library branches. It also outlines how decisions to close and reopen facilities are made, how staff may be redeployed or compensated during closures, and how the County will communicate service disruptions to the public.

The report noted that, while temporary closures occur from time to time, the County did not previously have a single, formalized policy to guide these decisions. The new policy is intended to ensure consistent, timely, and transparent responses when closures are required.

For the full Committee of the Whole Agenda, [click here](#).



Elgin County Council
Committee of the Whole Meeting
Minutes

March 24, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 11:01 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-30

Moved by: Councillor Leatham
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the March 24, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-31

Moved by: Deputy Warden Jones
Seconded by: Councillor Sloan

RESOLVED THAT the minutes of the meeting held on March 10, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

**6.1 Director of Community and Cultural Services - CCS 26-02
Unscheduled Closing of County Facilities Policy Approval**

The Director of Community and Cultural Services presented a report for Council's consideration recommending a policy be adopted to guide the decision-making process for closing certain County offices and/or facilities either owned or leased by the County of Elgin, including library branches.

Resolution Number: CW26-32

Moved by: Councillor Ketchabaw
Seconded by: Councillor Widner

RESOLVED THAT the Unscheduled Closing of County Facilities Policy as attached as Appendix A to the report titled "CCS 26-02 Unscheduled Closing of County Facilities Policy Approval" from the Director of Community and Cultural Services dated March 24, 2026 be hereby approved.

Motion Carried.

7. Adjournment

Resolution Number: CW26-33

Moved by: Councillor Widner
Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 11:10 a.m. to meet again on April 14, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.



**Elgin County Council
Regular Council Meeting
Minutes**

**March 24, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:00 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the March 24, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on March 10, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

6.1 Mary Lou Tanner, Senior Partner, NPG Planning Solutions - Update on Hospital Lands Development

Mary Lou Tanner, Senior Partner, NPG Planning Solutions, presented the update on the Central Elgin Hospital Lands Development.

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the presentation from Mary Lou Tanner, Senior Partner of NPG Planning Solutions, be received and filed.

Motion Carried.

6.2 Danielle Nielsen, Acting Director of St. Thomas - Elgin Social Services, and Brandon Sloan, Housing Accelerator Fund Coordinator - Draft St. Thomas - Elgin 10 Year Housing and Homelessness Plan 2026-2036

Danielle Nielsen, Acting Director of St. Thomas - Elgin Social Services, and Brandon Sloan, Housing Accelerator Fund Coordinator, presented the Draft St. Thomas - Elgin 10 Year Housing and Homelessness Plan 2026-2036.

Moved by: Councillor Widner

Seconded by: Councillor Sloan

RESOLVED THAT the presentation from St. Thomas - Elgin Social Services be received and filed.

Motion Carried.

6.3 Gary De Bock, Member of the Public - Bill 21, Protect Our Food Act

Gary De Bock, a member of the public, presented his concerns on Bill 21, Protect Our Food Act.

Moved by: Councillor Noble

Seconded by: Councillor Sloan

RESOLVED THAT the delegation from Gary De Bock, member of the public, regarding Bill 21, Protect Our Food Act, be received and filed.

Motion Carried.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-11 - Recommendations from Committee of the Whole – March 10, 2026

Councillor Couckuyt left the Council Chambers at 9:44 a.m. and returned to the Chambers at 9:46 a.m. Councillor Couckuyt did not participate in the vote for item 7.1 Recommendations from Committee of the Whole.

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT items CW26-25-CW26-28 from the Committee of the Whole meeting dated March 10, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

None.

10. Council Correspondence

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Item 10.1 be received and filed.

Motion Carried.

10.1 Resolution from the Regional Municipality of York re: Circular Materials Ontario

10.2 Flag Raising Request from the YWCA St. Thomas Elgin Local Immigration Partnership (STELIP) for Welcoming Week 2026

Moved by: Councillor Widner

Seconded by: Councillor Ketchabaw

RESOLVED THAT the flag raising, proclamation, and building lighting request from the YWCA St. Thomas Elgin Local Immigration Partnership (STELIP) for Welcoming Week 2026 be approved for September 22, 2026.

Motion Carried.

10.3 Flag Raising Request from Childcan for Childhood Cancer Awareness Month 2026

Moved by: Deputy Warden Jones

Seconded by: Councillor Leatham

RESOLVED THAT the flag raising, proclamation, and building lighting request from Childcan for Childhood Cancer Awareness Month 2026 be approved for September 8, 2026.

Motion Carried.

10.4 Proclamation and Building Lighting Request from Epilepsy Southwestern Ontario

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT March 26, 2026 be proclaimed Epilepsy Awareness Day in the County of Elgin and that the Elgin County Administration Building be lit in recognition of this day.

Motion Carried.

11. Statements/Inquiries by Members

11.1 Councillor Ketchabaw - North Shore Resilience Project Open Houses

Councillor Ketchabaw welcomed all to attend the upcoming North Shore Resilience Open Houses on March 24, 2026, at the Birds Canada Event

Room in Port Rowan, at the Port Stanley Arena on March 25, 2026, from 2:00 p.m. - 4:00 p.m. and from 6:00 p.m. - 8:00 p.m., and at the Rodney Community Centre on March 26, 2026, from 2:00 p.m. - 4:00 p.m. and 6:00 p.m. - 8:00 p.m.

12. Closed Meeting Items

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - March 10, 2026

Closed Meeting Item #2 - Human Resources Matter (verbal)

(b) personal matters about an identifiable individual, including municipal or local board employees

Motion Carried.

12.1 Closed Meeting Minutes - March 10, 2026

12.2 Chief Administrative Officer/Clerk - Human Resources Matter (verbal)

13. Motion to Rise and Report

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - March 10, 2026

Moved by: Councillor Widner
Seconded by: Councillor Sloan

RESOLVED THAT the March 10, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - Human Resources Matter (verbal)

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT the confidential report from the Chief Administrative Officer/Clerk be received and filed; and

THAT staff proceed as directed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-13 County Road System

BEING a By-Law Adopting a Plan of County Road Improvement and Establishing a County Road System in the County of Elgin and to Repeal By-Laws 10-10, 17-27, 17-28, 17-29 and 17-30.

Moved by: Deputy Warden Jones
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-13 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-14 Reduced Load Limits

BEING a By-Law to Authorize Reduced Load Limits on County of Elgin Roads, and to Repeal By-Law 98-10.

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-14 be now read a first, second, and third time and finally passed.

Motion Carried.

14.3 By-Law No. 26-15 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the March 24, 2026 Meeting.

Moved by: Councillor Couckuyt
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-15 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Widner
Seconded by: Councillor Sloan

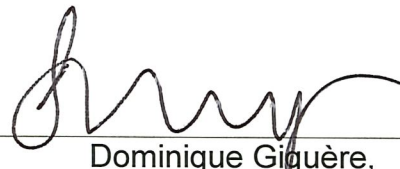
RESOLVED THAT we do now adjourn at 10:55 a.m. to meet again on April 14, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.

April 14, 2026

Council Meeting

West Lorne Library Expansion Moving Forward

Council received an update on the West Lorne Library expansion project, following the Municipality of West Elgin's approval of a construction tender to proceed with renovations.

The project will expand the library by approximately 1,000 square feet, increasing the total space to roughly 2,800 square feet. Planned upgrades include interior renovations, improved accessibility, and general building enhancements, with construction expected to take up to six months and be completed by the end of October 2026.

The West Lorne Branch will close to the public beginning April 29, 2026 to allow construction to proceed. To help maintain access to services during this time, extended hours will be introduced at the Rodney Library Branch starting May 4, 2026, increasing from 21 to 39 hours per week. Mobile library service through the "Books to Go" program, delivered in partnership with the West Elgin Community Health Centre, will continue to operate, and exterior book return bins at the West Lorne Branch will remain available.

Staff are also exploring options for a temporary holds pickup location within the community. While some service disruptions are expected, these measures are intended to help maintain access for West Lorne patrons throughout the closure period.

The report also notes potential future considerations, including a revised lease agreement and a possible request from West Elgin for an interest-free loan to support project costs.

County Requests Provincial Upload of Highbury Avenue

Council approved a resolution requesting that the Province of Ontario assume jurisdiction over Highbury Avenue, advancing a coordinated regional effort with the City of London and the City of St. Thomas.

Council Meeting

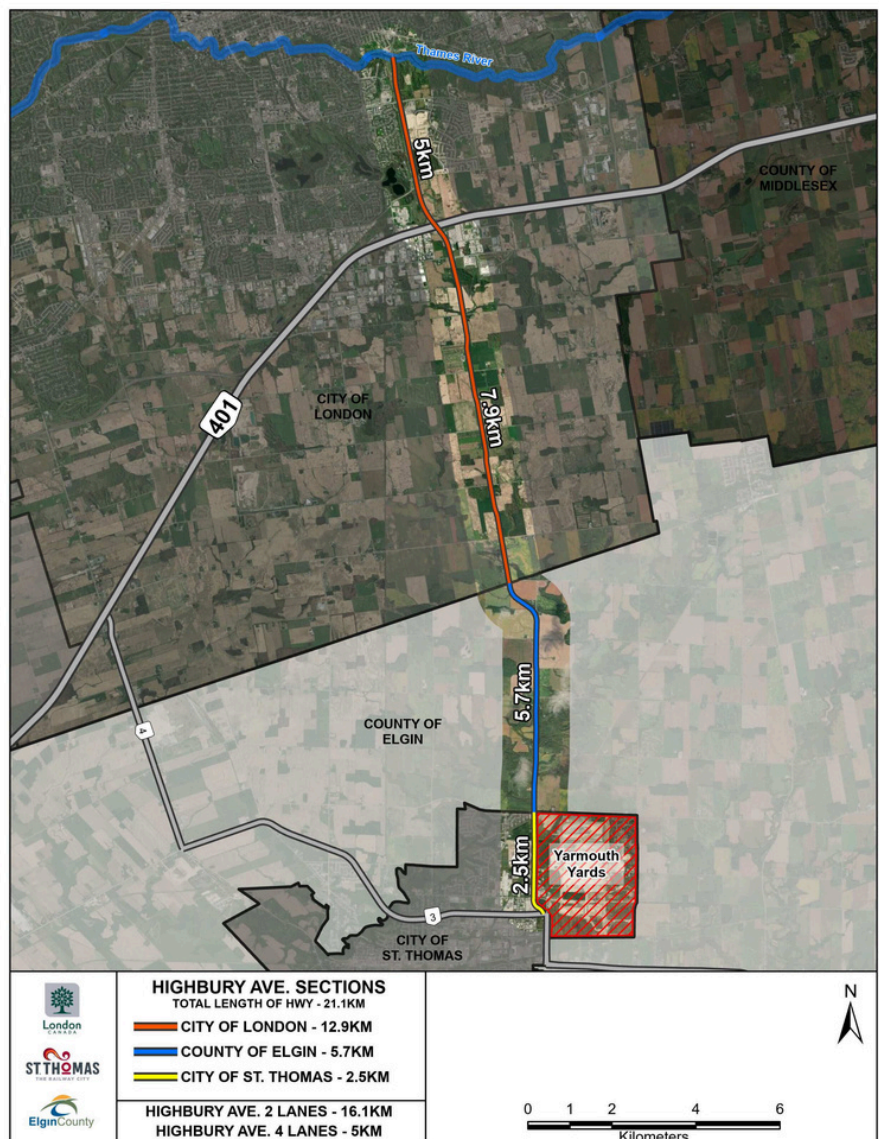
County Requests Provincial Upload of Highbury Avenue (continued)

Highbury Avenue has been identified through the Province’s Southwestern Ontario Transportation Planning Study as a key regional goods movement corridor, playing an important role in connecting major employment areas and supporting the movement of goods and services. The County’s Transportation Master Plan also identifies that the road will exceed its current two-lane capacity within the next 10 years, requiring expansion to four lanes at an estimated cost of \$150 million.

Recognizing both the long-term infrastructure demands and increasing maintenance pressures, the County began discussions with neighbouring municipalities and the Province regarding the potential to transfer responsibility for the corridor. These conversations were advanced through a formal delegation at the Good Roads Conference, where provincial representatives indicated support for the request, subject to formal resolutions from each municipality.

This report brings forward Elgin County’s resolution as the next step in that process. The City of London has already passed a similar resolution, and the City of St. Thomas has indicated its intent to do the same. Once all resolutions are received, they will be submitted to the Province to formally request the transfer of the roadway.

For the full Council Agenda, [click here](#).



Council Meeting

County Provides Input on Proposed Provincial Planning Reforms

Council directed staff to submit comments to the Province on proposed planning and infrastructure reforms under Bill 98 and the Build Communities Strong Fund.

The proposed changes are intended to accelerate housing development and streamline approvals across Ontario. They include updates to planning processes, standardized approaches to development applications, and changes to how municipalities manage infrastructure such as water, wastewater, and transportation systems.

Council's discussion focused on the potential impacts to Elgin County and its local municipal partners. While the proposed reforms may support housing growth and provide access to new infrastructure funding, they could also reduce municipal decision-making authority, particularly in areas such as land use planning, site plan control, and servicing.

The report also highlights financial considerations tied to the proposed Build Communities Strong Fund, including the requirement for municipalities to reduce development charges to access funding. While this may help offset infrastructure costs, there is uncertainty around funding details and whether it would fully replace lost revenue.

Council's feedback will be submitted to the Province as part of the consultation process, with further updates expected as more details on the proposed changes become available.

Committee of the Whole

Delegation of Authority Considered for 2026 Municipal Election Period

The Committee reviewed a proposed by-law that would delegate certain decision-making authority to the Chief Administrative Officer during the 2026 municipal election period, if required, and endorsed bringing the by-law forward to Council for approval.

Under the Municipal Act, Council may be restricted from making specific decisions during an election year if it is determined that fewer than 75 percent of the current Council will return. This period, often referred to as a "lame duck" period, limits Council's ability to make decisions related to staffing, property transactions over \$50,000, and certain financial commitments.

To ensure continuity of operations, the proposed by-law would allow the Chief Administrative Officer to carry out these functions if Council becomes restricted. Any actions taken under this authority would be reported back to the new Council following the election to maintain transparency and accountability.

Committee of the Whole

New Benefits Provider Considered for County Employees

The Committee supported a recommendation to award a new group benefits contract to Desjardins Insurance, while renewing Accidental Death and Dismemberment (AD&D) coverage with AIG Insurance, and endorsed bringing the matter forward to Council for approval.

The Request for Proposal (RFP) was conducted in partnership with the Municipality of West Elgin and the Township of Southwold to identify a provider that could deliver competitive, high-quality benefits coverage and service. Following a comprehensive evaluation process that considered service delivery, financial stability, and pricing, Desjardins was identified as the highest scoring proponent for core benefits.

For AD&D coverage, AIG is recommended to continue as the provider, having matched existing coverage while offering enhancements and competitive pricing.

If approved by Council, the new benefits provider would take effect July 1, 2026, with staff working to ensure a smooth transition for employees.

Committee Requests Further Analysis on Asset Management Software Options

The Committee reviewed the findings of an Asset Management and Work Order Software Feasibility Study and directed staff to report back with a procurement recommendation supported by a detailed business case.

The study explored options for implementing a shared system across the County and its local municipal partners to improve coordination, reporting, and long-term asset management planning. It identified a hybrid approach, where the County adopts a core system that integrates with existing municipal systems, as the preferred model.

During discussion, the Committee raised questions about the proposed approach, including the estimated implementation cost, ongoing licensing expenses, and the need for additional staffing resources to support the system. Concerns were also noted regarding implementation complexity, long-term sustainability, and ensuring the system meets the needs of both the County and its municipal partners.

Rather than proceeding with a specific solution at this time, the Committee directed staff to return to Council with a comprehensive procurement recommendation. This will include anticipated costs, resource requirements, an implementation timeline, and a full business case to support future decision-making.

For the full Committee of the Whole Agenda, [click here](#).

Generic Review of the Model Franchise Agreement for Natural Gas

On October 15, 2025, the Chief Commissioner of the Ontario Energy Board (OEB) issued a **letter** indicating the OEB's intention to commence a generic proceeding to conduct a limited review of the **Model Franchise Agreement**. The OEB is now initiating this proceeding on its own motion pursuant to section 19 of the *Ontario Energy Board Act, 1998*.

What is a Model Franchise Agreement?

Before a natural gas utility can provide gas service within a municipality, it must enter into a franchise agreement with that municipality. A franchise agreement is an operational contract between a municipality and a gas utility that sets out the rights and obligations of both parties. All franchise agreements must be approved by the OEB.

The OEB adopted the Model Franchise Agreement to ensure fairness, transparency and consistency among individual franchise agreements across Ontario. The OEB expects that gas utilities and municipalities will use the terms of the Model Franchise Agreement without amendment, unless there is a compelling reason for deviation.

Why is the OEB Initiating this Proceeding?

In recent years, several municipalities and local community-based interest groups in Ontario have challenged certain terms of the Model Franchise Agreement during individual gas franchise proceedings. Many of these challenges raised issues of a generic nature, focusing on certain sections of the Model Franchise Agreement itself, rather than unique municipality-specific circumstances.

In response, the OEB is initiating this proceeding to examine certain sections and components of the Model Franchise Agreement that have emerged as issues of concern. This proceeding will review the templated form of the Model Franchise Agreement; it will not entail a review of individual franchise agreements that have been signed by specific municipalities and gas utilities.

This proceeding takes place within the context of Ontario's current energy landscape and the objectives outlined in Ontario's Natural Gas Policy Statement, which establishes that natural gas remains a vital component of Ontario's energy mix.

Draft Issues List

Each issue in the draft issues list relates to provisions within the current Model Franchise Agreement that have been recently contested. The OEB will provide information on how parties can comment on the draft issues list at a later date.

- **Section 11 Alternative Easement:** Are changes required to the provisions in section 11 of the Model Franchise Agreement pertaining to notice, the availability of easements and cost sharing in the event of the proposed sale or closing of any highway or any part of a highway where there is a gas line in existence?
- **Section 12 Pipeline Relocation:** Are changes required to the cost-sharing provisions as between municipalities and utilities in section 12 of the Model Franchise Agreement relating to the costs associated with pipeline relocations? Are changes required in relation to the time requirements for the completion of relocation under section 12 (e.g., should a time be specified)? If so, what would be an appropriate amount of time?
- **Section 15 Disposition of the Gas System & Section 16 Use of Decommissioned Gas System:** Are changes required in section 15 and section 16 of the Model Franchise Agreement relating to the removal of decommissioned pipelines?
- **Non-substantive administrative updates to the Model Franchise Agreement:** What terminologies (e.g., job titles) in the Model Franchise Agreement require an update to reflect current operations?
- **Implementation of possible updates to the Model Franchise Agreement:** If changes to the Model Franchise Agreement are made, how should the updated terms affect existing gas franchise agreements and applications currently before the OEB (e.g., how and when should such changes be integrated into existing agreements)?

The scope of this proceeding does not include potential legislative or regulatory amendments, such as the payment of fees by utilities to municipalities for the use of right of way. Such fees are currently prohibited by *O. Reg. 584/06: Fees and Charges*. The relationship between the *Drainage Act* and municipal gas franchise agreements is also outside the scope of this proceeding.

YOU SHOULD KNOW

There are three types of OEB Hearings: oral, electronic and written. If you have a preference for the type of hearing, you can write to us to explain why. The OEB will decide on the format of the hearing at a later date.

Ce document est aussi disponible en français.

Information Session

OEB staff will hold a virtual information session about this proceeding on the morning of **April 15, 2026, beginning at 9:30 AM**. This information session will not be transcribed, nor will it form part of the public record. Its purpose is to provide general information about the Model Franchise Agreement and the regulatory framework for municipal gas franchises and the typical steps in an OEB proceeding. OEB staff will not be addressing specific feedback on the draft issues list during the session as there will be an opportunity to provide comments at a later date. To sign up for the virtual information session scheduled for the morning of April 15, 2026 please complete the form at **Information Session Registration** by **April 10, 2026**. Details on how to login to the information session will be provided at a later date.

Intervention Requests

Municipalities, gas utilities, and other interested parties who wish to actively participate in this proceeding must apply for intervenor status and, where applicable, cost eligibility using the OEB's online **Intervention Form** by **April 20, 2026**. Municipalities and gas utilities will be granted intervenor status. Other interested parties may be granted intervenor status and, in their intervenor requests, are required to clearly identify and explain their substantial interest in the issues to be addressed within the scope of this proceeding.

Collaborating as a group, rather than participating individually, can support a more efficient and coordinated regulatory process. Municipalities in particular are encouraged to work together and consider a group approach where common interests exist. For the purposes of this proceeding, the term Municipal Group refers to a group of municipalities organized together with a common interest. The OEB will consider requests for intervenor status from more than one Municipal Group.

Cost Awards

Under section 3.05 of the OEB's **Practice Direction on Cost Awards**, a municipality (whether participating individually or as part of a group) is not eligible for a cost award. However, given the unique nature of this proceeding, the OEB is making an exception to this rule and will allow municipalities or Municipal Groups to receive cost awards for their participation. The OEB is making this exception pursuant to section 3.07 of the *Practice Direction on Cost Awards*.

Other interested parties that seek intervenor status in this proceeding may also seek cost award eligibility in accordance with the *Practice Direction on Cost Awards*.

Interested parties should note that being eligible for a cost award does not guarantee that all costs claimed will be recovered. Cost awards are determined by the OEB at the conclusion of the proceeding. All parties are encouraged to review the OEB's *Practice Direction on Cost Awards* for guidance on eligible costs and disbursements and on the OEB's considerations in awarding costs.

Parties that are approved as intervenors, including those approved for cost eligibility, will be advised by the OEB at a later date in Procedural Order No. 1.

LEARN MORE

You have the right to information about this proceeding and to participate in the process. Visit www.oeb.ca/participate and use file number **EB-2026-0009** to:

- Review proceeding documents
- Apply to become an intervenor
- File a letter with your comments
- Register to follow the proceeding

IMPORTANT DATES: You must engage with the OEB on or before **April 20, 2026** to:

- Provide input on the hearing type (oral, electronic or written)
- Apply to become an intervenor

If you do not, the hearing will move forward without you, and you will not receive any further notice of the proceeding.

PRIVACY: If you write a letter of comment, your name and the content of your letter will be put on the public record and the OEB website. If you are a business or if you apply to become an intervenor, all the information you file will be on the OEB website.

To learn more about this proceeding, you can also visit the **Model Franchise Agreement Review Engage With Us** webpage.

Ontario Energy Board

1-877-632-2727

Monday - Friday: 8:30 AM - 5:00 PM

oeb.ca



BY EMAIL

April 17, 2026

TO: All Municipalities
All Natural Gas Utilities
Frequent Intervenors
Information Session Participants

**Re: 2026 Generic Proceeding to Review the Model Franchise Agreement
Extension of Intervention Deadline
Ontario Energy Board File Number: EB-2026-0009**

The Ontario Energy Board (OEB) wishes to thank all municipalities, gas utilities, and other interested parties who attended the recent municipal franchise generic proceeding information session on April 15, 2026. The high level of engagement and thoughtful questions underscored the importance of this proceeding and the value of broad participation.

As explained in the [Notice of Hearing](#), municipalities, gas utilities, and other interested parties who wish to actively participate in this proceeding must apply for intervenor status and, where applicable, cost eligibility using the [OEB's online Intervention Form](#).

Following the information session, the OEB noted a common concern that some municipalities may be unable to meet the pre-established deadline for requesting intervenor status in this proceeding. In response to this concern, the OEB is extending the deadline to apply for intervenor status to **May 1, 2026**.


The OEB also acknowledges comments from various municipalities regarding potential challenges for active municipal participation in this proceeding due to the upcoming municipal election cycle. The OEB intends to consider this in designing its procedural schedule, which will be issued at a later date.

The commissioners assigned to this proceeding are: David Sword (presiding), Robert Dodds, and James Sidlofsky.

Should you have any questions regarding this proceeding, please contact Natalya Plummer at natalya.plummer@oeb.ca.

Yours truly,

Ritchie
Murray

 Digitally signed by Ritchie
Murray
Date: 2026.04.17
14:26:16 -04'00'

Ritchie Murray
Registrar



MISSISSAUGA

RESOLUTION 0060-2026
adopted by the Council of
The Corporation of the City of Mississauga
at its meeting on April 1, 2026

0060-2026 Moved by: Councillor B. Butt

Seconded by: Councillor S. McFadden

WHEREAS locally elected school board trustees provide essential community representation and ensure accountability within Ontario's education system;

AND WHEREAS the City of Mississauga relies on dedicated trustee representation to reflect local priorities and advocate for the success of students across our diverse communities;

AND WHEREAS recent provincial supervision of the Peel District School Board and the Dufferin-Peel Catholic District School Board, alongside proposed governance changes, raises concerns regarding the future of local democratic accountability;

AND WHEREAS maintaining direct, elected representation is critical to ensuring that Mississauga's unique geographic and growth needs are reflected in education decision-making;

THEREFORE BE IT RESOLVED THAT:

1. Mississauga Council affirms its strong support for maintaining democratically elected school board trustees for both the Peel District School Board and the Dufferin-Peel Catholic District School Board;
2. Council formally recognizes the vital role of locally elected trustee representation for Mississauga and supports the continuation of meaningful, locally accountable representation;
3. The Province of Ontario be requested to pause any legislative or regulatory changes that would reduce or eliminate elected trustees until a transparent, province-wide consultation with municipalities, school boards, trustees, parents, students, educators and other education stakeholders is completed;
4. The City Clerk forward this resolution to the Premier of Ontario, the Minister of Education, all MPPs representing Mississauga, the Peel District School Board, the Dufferin-Peel Catholic District School Board, all MPPs representing Peel Region, and all Ontario municipalities to encourage collective advocacy for local democratic representation in education.

Recorded Vote	YES	NO	ABSENT	ABSTAIN
Mayor C. Parrish				
Councillor S. Dasko	X			
Councillor A. Tedjo	X			
Councillor C. Fonseca	X			
Councillor J. Kovac	X			
Councillor N. Hart	X			
Councillor J. Horneck	X			
Councillor D. Damerla	X			
Councillor M. Mahoney	X			
Councillor M. Reid	X			
Councillor S. McFadden	X			
Councillor B. Butt	X			

Carried (11, 0)

April 10, 2026

To our Municipal Clients:

Re: *Bill 98, Building Homes and Improving Transportation Infrastructure Act, 2026 and Regulatory Proposal 026-0312*

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you of proposed legislative changes to the *Development Charges Act, 1997* (D.C.A.) and the *Planning Act* (with respect to parkland dedication requirements). The provincial government has introduced Bill 98, an Act to enact the *Fare Alignment and Seamless Transit Act, 2026* and to amend various Acts (referred to as the *Building Homes and Improving Transportation Infrastructure Act, 2026*). This Bill proposes amendments to the following legislation:

- *Building Code Act, 1992;*
- *City of Toronto Act, 2006;*
- *Development Charges Act, 1997;*
- *Metrolinx Act, 2006;*
- *Municipal Act, 2001;*
- *Planning Act;*
- *Safe Drinking Water Act, 2002; and*
- *Water and Wastewater Public Corporations Act, 2025.*

The Bill also introduces new legislation, i.e., the *Fare Alignment and Seamless Transit Act, 2026*.

In addition to the legislative amendments, the Province is also proposing changes to the *Planning Act* regulations (Ontario Regulation 509/20). The proposed changes, which are intended to standardize parkland requirements, are available for comments via the Environmental Registry of Ontario at the following link: <https://ero.ontario.ca/notice/026-0312>. The deadline to submit comments is May 14, 2026.

Comments related to changes to the D.C.A. can be made at the following link: <https://www.regulatoryregistry.gov.on.ca/proposal/53553>. The deadline to submit comments is April 29, 2026.

This letter provides a summary and preliminary analysis of the proposed changes with respect to development charges (D.C.s) and parkland dedication requirements. In addition, the provincial and federal governments recently announced a joint funding program to invest in infrastructure and reduce D.C.s (i.e., “The Canada-Ontario



Partnership to Build”). This letter also provides our preliminary analysis with respect to the funding announcement.

1. Proposed Changes to the Development Charge Framework

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

The proposed changes to the D.C.A. are presented in Schedule 3 of Bill 98. These changes include the addition of a new section 4.5 to provide for a mandatory exemption for non-profit retirement home development and minor corrections to references under subsection 52 (3.1) of the D.C.A.

1.1.1 *New Statutory Exemption*

Non-profit Retirement Home Development is defined as: the development of a building or structure intended for use as a retirement home, as defined in subsection 2 (1) of the *Retirement Homes Act, 2010*, and developed by,

- (a) a corporation to which the *Not-for-Profit Corporations Act, 2010* applies, that is in good standing under that Act, or
- (b) a corporation without share capital to which the *Canada Not-for-profit Corporations Act* applies, that is in good standing under that Act.

This exemption does not apply to charges payable prior to the day the Bill receives Royal Assent, but does apply to any future instalment payments.

1.1.2 *Canada-Ontario Partnership to Build Funding Announcement*

On March 30, 2026, the federal and provincial governments announced a new funding partnership that would provide a combined \$8.8 billion over 10 years for infrastructure investments in Ontario, with Canada’s share of funding from the Building Communities Strong Fund’s provincial and territorial stream. The main points of the funding announcement are as follows:

- The goal of the funding is to support housing-enabling infrastructure projects.
- Funding will be prioritized for municipalities that reduce and maintain reductions on D.C.s.
- The federal and provincial government will agree on a list of priority municipalities where D.C.s are seen as cost-prohibitive and where growth is essential to support Ontario’s future.
 - Ontario would require a commitment to reduce D.C.s by 30% to 50% and maintain the reduction for at least three (3) years.



- This new funding is intended to offset the financial impact of D.C. reductions; however, municipalities are expected to support the D.C. reductions so that all three (3) levels of government are supporting increased housing supply and affordability.
- Funding will be made available for municipalities that do not levy D.C.s where infrastructure projects are prioritized by the Province.
- Municipalities will be required to identify projects for which the funding may be used, which must be ready-to-build and may include other requirements of Ontario and Canada.

To date, no additional information has been provided by the federal or provincial government. It is anticipated that further details will be provided by the Province when available.

2. Proposed Changes to the Parkland Dedication Framework

2.1 Proposed Changes to the *Planning Act*

2.1.1 *Legislative Amendments*

Type of Land Eligible for Dedication

In 2022, Bill 23 (*More Homes Built Faster Act*) introduced amendments to section 42 of the *Planning Act* that would provide that certain lands may be required to be accepted as part of parkland dedication requirements. These changes are included in subsections 42 (4.30) through 42 (4.39) but are not yet in force.

Bill 98 provides for an amendment to subsection 42 (4.32) to clarify that if a municipality intends to accept the conveyance of land or an interest in land, it is subject to the description of land included in subsection 42 (4.31). That is, that the land is:

- Part of a parcel of land that abuts one or more other parcels of land on a horizontal plane;
- Subject to an easement or other restriction; or
- Encumbered by below-grade infrastructure.

This also includes an interest in land other than the fee, where interest is sufficient to allow the land to be used for park or other public recreational purposes (4.31) (b).

Bill 98 also adds the following subsection:

(4.32.1) If the interest in land described in clause (4.31) (b) is an easement, the easement is valid whether or not the municipality owns



appurtenant land or land capable of being accommodated or benefited by the easement.

Appeal

Subsection 42 (4.35) provides that an owner of land who has received notice of refusal to accept parkland dedication may appeal within 20 days to the Ontario Land Tribunal.

Bill 98 adds the following subsection:

(4.35.1) An owner of land who has not received a notice under subsection (4.34) within 90 days of identifying land in accordance with subsection (4.30) may, at any time before receiving notice under subsection (4.34), appeal to the Tribunal the municipality's failure to make a decision as to whether to accept the conveyance by filing with the clerk of the municipality a notice of appeal accompanied by the fee charged by the Tribunal.

This additional subsection allows an owner of land to appeal where no decision has been made within 90 days of identifying the lands to be dedicated.

Order by Tribunal

Subsection 42 (4.38) provides that the Ontario Land Tribunal has the authority to consider whether the land identified for dedication meets prescribed criteria, and if so, order that the land be conveyed to the municipality and that it counts towards parkland dedication requirements.

Bill 98 adds the following subsection:

(4.38.1) For the purposes of clause (4.38) (b), any land described in clause (4.31) (a) or any interest in land described in clause (4.31) (b) that is conveyed in accordance with clause (4.38) (a) shall be counted towards any requirement set out in the by-law by multiplying the area of such land by a factor of 0.7 or such other larger factor as may be determined by the municipality.

This subsection provides that any lands ordered to be conveyed that are encumbered as noted in subsection (4.31) be counted towards parkland dedication requirements at a discounted rate of 0.7. For example, in a situation where an applicant is required to dedicate 2 hectares of land for parkland dedication and proposes to provide 1 hectare of that land that is encumbered, the Tribunal may order these lands to be accepted and they would be equivalent to the dedication of 0.7 hectares of land. The applicant would still be required to dedicate an additional 1.3 hectares of unencumbered land.



2.1.2 Proposed Amendments to Ontario Regulation 509/20

The Province has identified new regulations related to identifying which types of land will be suitable for land dedication. The land suitability criteria would identify ineligible land and land accessibility requirements.

Ineligible Land

The proposal would identify the following land as ineligible for parkland dedication:

- Contaminated lands – lands that have in or on them any contaminants from industrial or other uses that pose a public health risk.
- Natural and human-made hazard lands – hazardous lands and hazardous sites as described in section 5.2 of the Provincial Planning Statement, 2024 (P.P.S., 2024), as well as lands affected by human-made hazards as described in section 5.3 of the P.P.S., 2024.
- Lands within and adjacent to natural heritage features and areas are eligible on the condition that a park would not interfere with or compromise the natural heritage features and areas.
- Lands in the Natural Heritage System of the Greenbelt Plan or in the Natural Core or Natural Linkage Areas of the Oak Ridges Moraine Conservation Plan or unless in accordance with policies of the Niagara Escarpment Plan.
 - Lands that would not support park use – lands that would not accommodate fill and/or soil depths to accommodate structural footings as per the Ontario Building Code or support tree planting.
 - Lands with financial encumbrances – lands with liens, charges, etc., registered on title.
 - Lands that are privately owned and not accessible to the public at all times.

Land Accessibility/Comfort for Use

The proposed regulation notes that parkland must be accessible, visible, and comfortable to facilitate public use of it and, in particular, must be:

- Accessible by all users directly from the public realm and readily visible from the public realm.
- Of a size and shape that is capable of serving park or public recreational purposes.

2.1.3 Summary of Proposed Parkland Dedication Amendments

With the addition of the proposed criteria identified in the proposed regulations, the Province is seeking to enact the subsections of section 42 of the *Planning Act* that allow developer-identified lands to be required for parkland dedication. Once identified, if



refused by the municipality or no decision is provided, the developer may appeal the decision (or non-decision) to the Ontario Land Tribunal. The Tribunal then has the authority to review the proposed land to be dedicated against the criteria in the *Planning Act* and the associated regulations, and may order the land to be accepted by the municipality.

3. Concluding Remarks

Although the changes to the D.C.A. are limited to the addition of an exemption for non-profit retirement home developments, as noted in previous correspondence, exemptions from D.C.s are funded from non-D.C. sources.

The announcement of the Canada-Ontario Partnership to Build provides municipalities with additional funding for infrastructure; however, it is contingent on municipalities reducing their D.C.s. It appears that not all the reduction will be funded through these grants, and municipalities will be required to contribute some portion from non-D.C. sources.

With respect to parkland dedication, the Province is seeking to implement sections of the *Planning Act* added through Bill 23 by providing criteria for which municipalities would accept encumbered lands from developers. These encumbered lands must meet the criteria set out in the *Planning Act* and associated regulations; however, it is anticipated that municipalities will see an increase in appeals to the Ontario Land Tribunal with respect to this issue.

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

Should you have any questions, please contact any of the undersigned or send an email to info@watsonecon.ca.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

Andrew Grunda, MBA, CPA, CMA, CEO
Peter Simcisko, BA (Hons), MBE, Managing Partner
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Jamie Cook, MCIP, RPP, PLE, Managing Partner
Jack Ammendolia, BES, PLE, Managing Partner

April 15, 2026

To our Municipal Clients:

Re: Proposed amendments to the *Water and Wastewater Public Corporations Act, 2025* and the *Safe Drinking Water Act, 2002*

In our continued efforts to keep our clients up to date on legislative changes that may impact them, we are writing to inform you of proposed legislative changes to the *Water and Wastewater Public Corporations Act, 2025* (W.W.P.C.A.) and the *Safe Drinking Water Act, 2002* (S.D.W.A.), as presented in Schedules 8 and 9 of Bill 98: *Building Homes and Improving Transportation Infrastructure Act, 2026*.

Comments related to the proposed changes can be made through the Environmental Registry of Ontario at the following link: <https://ero.ontario.ca/notice/026-0301>. The deadline to submit comments is April 29, 2026.

This letter provides a summary of the proposed changes to the W.W.P.C.A. and the S.D.W.A.

1. Proposed Changes to the *Water and Wastewater Public Corporations Act, 2025*

The proposed changes to the W.W.P.C.A are presented in Schedule 9 of Bill 98. The amendments relate to ownership, the transfer of assets, rights, and obligations, employee continuity, and added Minister powers.

1.1 Public Ownership of Shares

Bill 98 provides for amendments to subsection 2 (2) of the W.W.P.C.A. to clarify that a corporation may only be designated as a water and wastewater public corporation (W.W.P.C.) if:

- It is incorporated under the *Business Corporation Act*; and
- The shares are owned exclusively by a municipality, the Province of Ontario, the Government of Canada, or an authorized agent of any of them.

In addition, section 9 has been amended to affirm that the issuance, sale, or transfer of shares must remain public and cannot be issued to private entities.

These revisions ensure that ownership of the water and wastewater infrastructure remains public as it transitions from a municipal-owned asset to a W.W.P.C.



1.2 Transfer of Assets, Rights, and Obligations

1.2.1 *Transfer of Assets*

A new subsection 9.1 has been provided that outlines the rules for the transfer and disposal of assets as follows:

9.1 A water and wastewater public corporation shall not transfer part or all of an asset used to provide water and sewage services unless the board of directors of the corporation has declared, by resolution, that the asset is no longer needed for the purposes of providing those services.

This subsection provides additional governance oversight to prevent assets used for the delivery of water and wastewater services from being transferred or sold off.

1.2.2 *Transfer By-laws*

Amendments to section 10 of the W.W.P.C.A. provide additional rules and items that a municipality can transfer to a corporation via a *transfer by-law*.

A new subsection 10 (1.1) prohibits the transfer of debentures, financial instruments, or agreements that have been entered into by the municipality for the purposes of long-term borrowing. The proposed amendment states:

(1.1) Despite subsection (1), a transfer by-law shall not transfer any liabilities, rights or obligations arising under a debenture issued or authorized to be issued by a municipality or under any other financial instruments or agreements issued or entered into by a municipality for the purpose of long-term borrowing.

This suggests that existing debt related to the water and wastewater system could remain the municipality's responsibility. If this is the case, municipalities may face issues regarding their annual repayment limits, debt capacity, and credit ratings. For example, if water and wastewater services are transferred from lower-tier municipalities to a W.W.P.C., this will effectively reduce overall municipal revenues, resulting in lower debt capacity and annual repayment limits. As well, if the existing water and wastewater debt is not transferred to a W.W.P.C., along with the associated revenues, and remains with the municipality, this may result in those municipalities exceeding the 25% annual repayment limit and could negatively impact their credit ratings.

Other amendments to the transfer by-laws include:

- Transfer by-laws must state the effective date of each transfer;
- Non-assignable contracts may be transferred even if the contract requires consent of the parties; and



- Ensuring that the transfers made under a transfer by-law do not cause any contract breaches, defaults, terminations, or licensing issues.

1.2.3 Continuity of Employment

A new subsection 10.1 provides details regarding employees who are transferred from a municipality to a W.W.P.C. via a transfer by-law, including the following:

- Employees transferred to a W.W.P.C. become employees of the corporation on the transfer date;
- The employment immediately before and after the transfer is treated as continuous and the employee is not considered terminated or constructively dismissed;
- Employment rights and obligations automatically continue with the corporation; and
- The transfer is deemed a sale of business under the *Labour Relations Act, 1995*, and the *Pay Equity Act*.

1.3 Expanded Ministerial Powers

The Province has identified additional powers for the Minister to make regulations under section 20 of the W.W.P.C.A. The proposed amendments would provide for the following powers:

- Define the legal effect of a transfer under a transfer by-law, which includes existing contracts, property rights, obligations, and employees.
- Create regulations that:
 - Require parties to enter into agreements and prescribe the content of those agreements; and
 - Require parties to modify, terminate, extend, or suspend agreements.

This legislative proposal empowers the Minister to require agreements or override existing agreements for specified parties and regulate the legal effect of transfer by-laws.

2. Proposed Changes to the *Safe Drinking Water Act, 2005*

The proposed changes to the S.D.W.A. are presented in Schedule 8 of Bill 98. The amendments focus on updating the definitions to include the W.W.P.C. under subsection 2 (1) and to update deemed consents under section 53.

With respect to deemed consents under section 53 of the S.W.D.A., any applications to maintain or operate a water or sewage public utility that is prescribed by the Province



shall be deemed to have obtained written consent by the municipality and will not have any conditions or financial assurances imposed upon it.

3. Concluding Remarks

The proposed updates to the W.W.P.C.A. address ownership and the transfer of assets, and add ministerial powers. The amendments to ownership and the requirement that shares be publicly owned seek to address previous concerns about privatization. At the same time, concerns regarding a municipality's debt capacity, annual repayment limit, and credit rating persist, including the inability to transfer existing long-term debt to the W.W.P.C. and the uncertainty surrounding the Minister's powers to regulate and override municipal policies.

With respect to the S.W.D.A., the revisions appear to focus on recognizing a W.W.P.C. as a water and sewer operator.

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

Should you have any questions, please contact any of the undersigned or send an email to info@watsonecon.ca.

Yours very truly,

WATSON & ASSOCIATES ECONOMISTS LTD.

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Delegation Meeting Requests Now Open for AMO 2026

From AMO Education <events@amo.on.ca>

Date Mon 4/20/2026 2:29 PM

To Terri Towstiuic <ttowstiuic@westelgin.net>



AMO 2026 Delegation Meeting Requests Open until May 21

AMO Conference – Ottawa

August 16-19

Hello [% member:first_name default="AMO Member" %],

The Ministry of Municipal Affairs and Housing (MMAH) has launched the delegation meeting request process for the AMO 2026 Conference.

Delegation meetings are 15 minute 1:1 sessions with provincial government representatives. This is your chance to advocate directly for your community's priorities.

You must be registered for the conference to participate in delegation meetings.

Request a Delegation Meeting

How to request a meeting:

- Complete the [Municipal Delegation Request Form](#)
 - Note that you can select your preferred language (French or English) using the globe icon at the top right corner of the form
- Deadline to submit your request is May 21 at 5 pm EST.
- Ensure that you are [registered for AMO 2026](#) (package A is already sold out!).
 - You must be at the conference to participate in your delegation meeting!

What's next? MMAH will follow up directly to confirm the details of your delegation meeting booking.

AMO is not involved in the government delegation meeting process. All inquiries about this process and your meeting requests must be directed to the province via the delegations@ontario.ca email.

Don't forget - choose a caucus when registering for the AMO Conference.

The caucus you choose provides you access to vote for AMO Board members in that caucus, and to the Caucus lunch on Monday, August 17th.

Elected officials are asked to choose one caucus. All other delegates including municipal staff will be assigned to the "non-voting lunch".

The deadline to change caucus selection is July 31, 2026. Changes must be submitted in writing to events@amo.on.ca. Visit the conference page for more information on caucus

Inquires: events@amo.on.ca

*Disclaimer: The Association of Municipalities of Ontario (AMO) is unable to provide any warranty regarding the accuracy or completeness of third-party submissions. Distribution of these items does not imply an endorsement of the views, information or services mentioned.

Association of Municipalities of Ontario

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Ministry of the Environment,
Conservation and Parks

Environmental Assessment
Modernization Branch

135 St. Clair Avenue West
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Toronto ON M4V 1P5

Ministère de l'Environnement, de
la Protection de la nature et des Parcs

Direction de la modernisation des processus
d'évaluation environnementale

135, avenue St. Clair Ouest
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Toronto ON M4V 1P5



April 20, 2026

TO: Stakeholder Distribution List

RE: Proposed *Environmental Assessment Act* (EAA) amendments to improve the comprehensive environmental assessment (EA) process

Today, Ontario introduced the [Protecting Ontario's Workers and Economic Resilience Act, 2026 \(POWER Act\)](#) in the Legislative Assembly of Ontario. If made, the changes would support a more efficient comprehensive EA process and make it easier to navigate by removing certain steps while maintaining strong environmental protections and other consultation opportunities.

The proposed legislation would, if passed, amend the *Environmental Assessment Act* (EAA) to make three key changes to the comprehensive EA process:

- Remove the requirement to publish and consult on a Ministry Review
- Remove the opportunity for the public to request a hearing before the Ontario Land Tribunal (Tribunal) while maintaining the Minister's authority to refer an application or matter related to an application to the Tribunal for a hearing and decision on their own initiative
- Remove the requirement for Cabinet approval of the Minister's decision, while providing the Minister discretion to refer an application to Cabinet for a decision

In addition, we also proposed minor updates to improve clarity and flexibility in the EAA.

If the proposed EAA amendments are made, the regulation that sets out deadlines for certain steps in the comprehensive EA process (Ontario Regulation 616/98 (Deadlines)) would be adjusted to align with the changes.

The proposal has been posted on the Environmental Registry of Ontario (ERO) for public comment. More information is available [here](#). Input is being accepted until **May 20, 2026**.

If you have any questions, please feel free to contact us at EAModernization.MECP@ontario.ca. Any comments on the proposal can be submitted through the ERO posting via the link above, or by email to us.

We are committed to keeping you apprised about EA modernization and working with you to build a strong EA program for Ontario. We value your perspectives on the EA program and look forward to your further participation. More information on our other efforts to modernize the EA program can also be found [here](#).

Sincerely,

A handwritten signature in black ink that reads "A. Cross". The signature is written in a cursive, flowing style.

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



The Corporation of The Municipality of West Elgin

By-Law No. 2026-22

Being a By-Law to adopt the *Use of Municipal Resources During an Election Policy*

Whereas section 5(3) of the *Municipal Act 2001, S.O. 2001, c25*, as amended, provides that a municipal power shall be exercised by by-law; and

WHEREAS Sub-section 88.18 of the *Municipal Elections Act, 1996*, as amended, (the Act) states that, before May 1 in the year of a regular election, municipalities and local boards shall establish rules and procedures with respect to the use of municipal or board resources, as the case may be, during the election campaign period;

AND WHEREAS Sub-section 88.15 (1) of the Act states that money, goods and services given to and accepted by a person for his or her election campaign, or given to and accepted by another person who is acting under the person's direction, are contributions;

AND WHEREAS Section 88.8 (4) 5 of the Act states that a municipality or local board shall not make a contribution to the election campaign of a candidate;

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

1. That the Policy *Use of Municipal Resources During an Election*, identified as Schedule "A" attached hereto is authorized and approved.
2. That By-law 2022-08 be repealed
3. 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 23rd day of April, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



The Corporation of The Municipality of West Elgin

By-Law No. 2026-23

Being a By-law to establish an Election Joint Compliance Audit Committee for the 2022 Municipal Election in accordance with the Municipal Elections Act, 1996, as amended.

WHEREAS subsection 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 section 9 of the Municipal Act, 2001 provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 88.37 of the Municipal Elections Act, 1996, as amended requires the Council to establish a Compliance Audit Committee before October 1st in an election year to deal with matters regarding election campaign finances and contributions;

AND WHEREAS the Council of the Municipality of West Elgin wishes to establish a Compliance Audit Committee to deal with matters regarding election campaign finances and contributions;

NOW THEREFORE the Council of The Corporation of the Municipality of West Elgin

HEREBY ENACTS AS FOLLOWS:

1. **THAT** a committee, to be known as the Elgin Election Joint Compliance Audit Committee, is hereby established to deal with the matters provided for in Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act, 1996, as amended.
2. **THAT** the business of the Elgin Election Joint Compliance Audit Committee for the 2026 Municipal Election be conducted in accordance with the Terms of Reference set out in Appendix "A" attached hereto and forming a part of this By-law.
3. **THAT** this By-law shall come into force and take effect on the final passing thereof.

READ A First, Second and Third time 23rd day of April, 2026

Schedule A to By-law 2026-23

TERMS OF REFERENCE FOR THE ELGIN ELECTION JOINT COMPLIANCE AUDIT COMMITTEE

1. DEFINITIONS

- a. Act - means the Municipal Elections Act, 1996, S.O. 1996, c. 32, as amended from time to time.
- b. Applicant – means an elector as defined under Section 88.33(1) or 88.35(1) of the Act who applies for a compliance audit of a candidate’s or third-party advertiser’s election campaign finances.
- c. Application – means an application for a compliance audit accepted by the Clerk pursuant to Section 88.33(2) of the Act.
- d. Auditor - means a person appointed by the Elgin Election Joint Compliance Audit Committee to conduct a compliance audit of the election campaign finances of candidates and registered third parties pursuant to Section 88.33 of the Act.
- e. Auditor's Report - means a report prepared by an auditor regarding the findings of an audit into the election campaign finances of a candidate or registered third party advertiser.
- f. Candidate - means the candidate whose election campaign finances are the subject of an application for a compliance audit.
- g. Clerk – means the Clerk of a member municipality in Elgin County, or their designate.
- h. Committee - means the Elgin Election Joint Compliance Audit Committee established pursuant to Section 88.37 of the Act.
- i. Compliance Audit - means an audit conducted by an auditor, appointed by the Elgin Election Joint Compliance Audit Committee, of a candidate's election campaign finances; contributions to candidates; registered third parties campaign finances, and contributions to registered third parties.
- j. Council – means the Council of a member municipality in Elgin County, including the Council of the Town of Aylmer, Municipality of Bayham, Municipality of Central Elgin, Municipality of Dutton Dunwich, Township of Malahide, Township of Southwold, and Municipality of West Elgin.
- k. Municipality – means a member municipality in the County of Elgin, including The Corporation of the Town of Aylmer, The Corporation of the Municipality of Bayham, The Corporation of the Municipality of

Central Elgin, The Corporation of the Municipality of Dutton Dunwich, The Corporation of the Township of Malahide, The Corporation of the Township of Southwold, and The Corporation of the Municipality of West Elgin.

- I. Registered Third Party - means the individual, corporation or trade union whose notice of registration has been certified by the Clerk and whose campaign finances are the subject of an application for a compliance audit.

2. **ENABLING LEGISLATION**

Section 88.37 of the Act requires that before October 1st in an election year, Council establish a Compliance Audit Committee for the purposes of Sections 88.33, 88.34, 88.35 and 88.36 of the said Act relative to a possible contravention of the Act's election campaign finance provisions.

3. **TERM**

The term of office of the Committee is the same as the term of office of Council, being November 15, 2026 to November 14, 2030, and shall serve in the instance of any by-election that may take place during that time.

4. **MEETINGS**

The Committee will meet as needed, with meetings to be scheduled by the Clerk of the municipality where a compliance audit application is received, in accordance with the MEA requirements. The Clerk of the host municipality shall ensure and verify the validity of the meeting. The Clerk will contact all members to ensure that a quorum of members is able to attend the said meeting. Meetings will be held at the location determined by the Clerk of the host municipality.

The Committee members will select a Chair from amongst its members at its first meeting.

In accordance with the Act, the meetings of the Committee shall be open to the public, but the Committee may deliberate in private.

5. **MANDATE**

The Committee is required to act in accordance with the powers and obligations set out in the Municipal Elections Act, 1996, as amended (MEA). The Committee will be required to:

- a. consider a compliance audit application received from an elector that a candidate or a registered third party has contravened provisions of the MEA relating to election campaign finances and determine whether it should be granted or rejected;
- b. if the application is granted, the Committee shall appoint an auditor to conduct a compliance audit;
- c. receive the auditor's report;

- d. consider the auditor's report and if the report concludes that the candidate or registered third party appear to have contravened a provision of the MEA relating to election campaign finances, the Committee may commence legal proceedings against the candidate or registered third party for the apparent contravention; and
- e. consider the report(s) of the Clerk identifying each contributor to a candidate for office on a Council or a registered third party who appears to have contravened any of the contribution limits under section 88.9 or 88.13 of the MEA and decide whether to commence a legal proceeding against a contributor for an apparent contravention.

6. **COMPOSITION**

The Committee will be composed of at least three (3) and no more than seven (7) members of the public.

Members must possess an in-depth knowledge of the campaign financing rules of the MEA and therefore membership drawn from the following stakeholder groups:

- a. accounting and audit – accountants or auditors with experience in preparing or auditing the financial statements of municipal candidates;
- b. academic – college or university professors with expertise in political science or local government administration;
- c. legal profession with experience in municipal law, municipal election law or administrative law;
- d. professionals who in the course of their duties are required to adhere to codes or standards of their profession which may be enforced by disciplinary tribunals; and
- e. other individuals with knowledge of the campaign financing rules of the Municipal Elections Act, 1996, as amended.

Pursuant to subsection 88.37(2) of the Act, the Committee shall not include:

- a. Members of Council or local board;
- b. Employees or officers of the Municipality or local board;
- c. Any persons who are candidates in the election for which the Committee is established; or
- d. Any persons who are registered third parties in the Municipality in the election for which the committee is established.

Further, an individual shall be deemed ineligible to be a member of the Committee if they prepare the financial statements of:

- a. any candidate running for office on Municipal Council or local board during the term for which the Committee has been established; or
- b. any registered third party.

In addition, a Committee Member may not be a contributor or provider of any election-related services to a registered candidate or third-party advertiser in the 2026 Municipal Election or any subsequent by-election including but not limited to accounting, legal, auditing, marketing or campaign services.

7. **APPOINTMENT PROCESS**

All applicants will be required to submit a summary outlining their qualifications and experience.

A Nominating Committee consisting of the Clerks from each of the member municipalities in Elgin County will review and consider all applicants/ applications, and will prepare a proposed Joint Committee membership list for consideration by each of the respective Municipal Councils.

Members will be selected on the basis of the following:

- a. demonstrated knowledge and understanding of municipal election campaign financing rules and knowledge of the MEA and related regulations;
- b. proven analytical and decision-making skills;
- c. experience working on a committee, administrative tribunal, task force or similar setting;
- d. demonstrated knowledge of quasi-judicial proceedings;
- e. availability and willingness to attend meetings; and
- f. excellent oral and written communication skills.

The Members will be appointed by each of the respective Municipal Councils.

8. **COMPENSATION**

Members of the Committee shall be paid an honorarium of \$125.00 per meeting, plus mileage at the current mileage rate established by the host municipality. The host municipality shall pay all costs relative to the respective application.

9. **STAFF SUPPORT**

The Clerk or designate of the host municipality shall act as the Secretary to the Committee and provide support where required.

The Clerk shall establish administrative practices and procedures for the Committee and shall carry out any other duties required under this Act to implement the Committee's decisions.

10. **APPLICATION BY ELECTOR**

a. Financial Statements of Candidates

All candidates are required to file provincially prescribed financial statements with the Clerk detailing their election campaign financing activities.

An eligible elector who believes on reasonable grounds that a candidate has contravened a provision of the Act, as amended, relating to election campaign finances, may apply for a compliance audit of the candidate's election campaign finances, even if the candidate has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the candidate has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the candidate filed a financial statement, if the statement was filed within 30 days after the applicable filing date;
- iii. The candidate's supplementary filing date, if any; or
- iv. The date on which the candidate's extension, if any, expires.

b. Registered Third Parties Financial Statements

All registered third parties are required to file provincially prescribed financial statements with the Clerk reflecting the registered third party's campaign finances in relation to third party advertisements.

An eligible elector who believes on reasonable grounds that a registered third party who is registered in relation to the election in the Municipality has contravened a provision of the Act, relating to campaign finances, may apply for a compliance audit of the campaign finances of the registered third party in relation to third party advertisements, even if the registered third party has not filed a financial statement.

The application must be made in writing to the Clerk and include the reasons for the elector's belief that the registered third party has contravened the Act. The application must be made within 90 days after the latest of the following dates:

- i. The filing date;
- ii. The date the registered third party filed a financial statement, if the statement was filed within thirty (30) days after the applicable filing date;
- iii. The supplementary filing date, if any, for the registered third party; or
- iv. The date on which the registered third party's extension, if any, expires.

11. ROLES AND RESPONSIBILITIES

Sections 88.33, 88.34, 88.35 and 88.36 of the Municipal Elections Act outlines the process for Compliance Audits.

a. Compliance Audit of Candidates' Election Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- ii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant;
- iii. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the candidate's election campaign finances;
- iv. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the candidate appears to have contravened a provision of the Act relating to election campaign finances, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- v. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

b. Compliance Audit of Contributions to Candidates

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after receiving the Clerk's Report that identifies each contributor to a candidate for office on Council who appears to have contravened contribution limits, consider the report and decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- ii. give notice of the committee's decision, and give brief written reasons for the decision, to the contributor and to the Clerk of the Municipality or secretary of the local board as the case may be.

c. Compliance Audit of Registered Third Parties' Campaign Finances

The Compliance Audit Committee will be required to:

- i. within thirty (30) days after the committee has received a compliance audit application, consider the application submitted by an elector and received by the Clerk and decide whether it should be granted or rejected;
- iii. give notice of its decision to grant or reject the application, and brief written reasons for the decision, to the registered third party, the clerk with whom the registered third party is registered, the secretary of the local board, if applicable, and the applicant;
- iv. Appoint an auditor, if the compliance audit application is granted, to conduct a compliance audit of the campaign finances of the registered third party in relation to third party advertisements that appear during an election in the Municipality;
- v. within thirty (30) days after receiving the Auditor's Report, consider the report and, if the report concludes that the registered third party appears to have contravened a provision of the Act relating to campaign finances of the registered third party in relation to third party advertisements that appear during an election in the municipality, the committee shall decide whether to commence a legal proceeding against the candidate for the apparent contravention; and
- vi. give notice of the committee's decision, and brief written reasons for the decision, to the candidate, the clerk with whom the candidate filed his or her nomination, the secretary of the local board, if applicable, and the applicant.

d. Compliance Audit of Contributions to Registered Third Parties

The Compliance Audit Committee will be required to:

- i. within 30 days after receiving the Clerk's Report that identifies each contributor to the registered third party who appears to have contravened contributions limits, consider the report and decide whether to commence a legal proceeding against a contributor for an apparent contravention; and
- ii. give notice of the committee's decision, and brief written reasons for the decision, to the contributor and to the Clerk of the Municipality.

12. **APPEAL**

The decision of the Compliance Audit Committee may be appealed to the Superior Court of Justice within 15 days after the decision is made and the Court may make any decision the Committee could have made.



April 13th, 2026

West Elgin Appoints Treasurer



For Immediate Release:

Municipality of West Elgin – West Elgin Council is pleased to announce the appointment of Treasurer, Emma Nilsson. Ms. Nilsson previously employed with BDO Canada where she developed her expertise in financial reporting, assurance and financial management for public-sector and not-for-profit organizations. Ms. Nilsson was recruited through the assistance of Logic Executive Search & Workplace Solutions.

“Through the search and interview process we were looking for an individual who could quickly learn and assess West Elgin's financial position and support ongoing financial health, be able to provide Council with detailed reports and material to support their decision making and effectively communicate to build public confidence and trust. I am excited to welcome Emma Nilsson to the Municipality of West Elgin; I am confident her skills and background will achieve these goals to support the Municipality.” – Robin Greenall, CAO

“On behalf of West Elgin Council, staff and residents, I am excited to welcome Emma to her new role as Treasurer for the municipality. Emma obtained her CPA in 2022 and holds a Bachelor of Business Administration as well as a Graduate Diploma in Accounting. We welcome Emma and look forward to her impact and support regarding operations of the municipality.” - Mayor Richard Leatham

Ms. Nilsson will commence work on April 27th, 2026.

Richard Leatham, Mayor
mayor@westelgin.net
519-494-1162

Robin Greenall, CAO
cao@westelgin.net



MUNICIPALITY OF
West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-24

Being a By-Law to Appoint a Treasurer for the Corporation of the Municipality of West Elgin

WHEREAS Section 286(1) of the Municipal Act, R.S.Q. 2001, as amended, provides that Council shall appoint a Treasurer responsible for handling all the financial affairs of the municipality on behalf of and in the manner directed by the council of the municipality as outlined in the Municipal Act and any other Acts;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deems it expedient to appoint a Treasurer;

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

1. **THAT** Emma Nilsson is hereby appointed Treasurer for the Municipality of West Elgin.
2. **THAT** By-Law 2016-41 and all other By-Laws inconsistent herewith are hereby repealed.
3. **THAT** this by-law shall come into force and effect as of April 27, 2026.

Read a first, second, and third time and finally passed this 23rd day of April, 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk



The Corporation of the Municipality of West Elgin

By-Law No. 2026-25

A By-law to Authorize the issue of Debentures in the principal amount of \$12,863.64 for the construction of Lamont Drain.

Whereas Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

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

1. That for the purposes of the aforesaid, debentures shall be issued by The Corporation of the Municipality of West Elgin in the principal amount of \$12,863.64, bearing interest at the rate of 6.45% per annum payable annually in December each year.
2. That the said debentures shall be dated the first day of May and shall be payable in ten (10) annual installments of principal and interest payable in respect of such debentures in the years 2026 to 2035 inclusive, as set forth in Schedule "A" attached hereto. The amount of interest paid in the year 2035 shall be adjusted, if necessary.
3. That the said payments of principal and interest shall be payable in Canadian funds.
4. That the said debentures shall be sealed with the seal of The Corporation of the Municipality of West Elgin and shall be signed by the Mayor and the Chief Administrative Officer (CAO).
5. That all sums required to pay off the installments of principal of the debentures and to pay interest thereon as set out in Schedule "A" attached hereto, shall be levied and raised in the years 2026 to 2035, inclusive, by a special rate, over and above all other rates, upon the rateable property as set out in Schedule "B" at the same time and in the same manner as other rates, but shall not be necessary to levy in any year a greater amount than is required to pay the said installments of principal and interest after taking into account receipts from any other source in respect of said works.
6. The amount of \$12,863.64 is within the borrowing limits as prescribed by the Local Planning Appeals Tribunal.

7. That the debentures shall contain a clause providing for the registration thereof pursuant to Section 408 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended.
8. The Corporation shall have the right, at its option, to redeem the said debentures on any interest payment date prior to maturity by payment of the unmatured principal amount together with interest accrued to the date set for redemption.
9. This By-Law shall come into full force and effect upon final passage.

Read a first, second, and third time and passed this 23rd day of April, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

Schedule 'A'



MUNICIPALITY OF
West Elgin

Debenture Schedule

Debenture No. 2026-02

By-law No.

2024 Lamont Drain Construction

Project: 2024 Lamont Drain Construction
 Amount: 12,863.64
 Years: 10
 Interest Rate: 6.45%
 Annual Payment: \$1,785.21

Name: [REDACTED]
 Address: [REDACTED]

Roll No. 34-34-000-010-07900-000

<u>Date</u>	<u>Open</u>	<u>Interest</u>	<u>Principal</u>	<u>Close</u>
2026	12,863.64	829.70	955.50	11,908.14
2027	11,908.14	768.07	1,017.13	10,891.00
2028	10,891.00	702.47	1,082.74	9,808.27
2029	9,808.27	632.63	1,152.57	8,655.69
2030	8,655.69	558.29	1,226.92	7,428.77
2031	7,428.77	479.16	1,306.05	6,122.72
2032	6,122.72	394.92	1,390.29	4,732.43
2033	4,732.43	305.24	1,479.97	3,252.46
2034	3,252.46	209.78	1,575.42	1,677.04
2035	1,677.04	108.17	1,677.04	0.00

By signing below I agree to pay all amount(s) owed for Debenture No. 2026-02 over the period of, ten (10) years with the first payment on Debenture 2026-02 to be processed on 2026 Final Tax Bill.

Property Owner

[REDACTED]

Authorized Signature

March 24/2026

Date

Municipality of West Elgin

Richard Leatham, Mayor

Date

Robin Greenall, CAO

Date

Schedule "B" to By-Law No. 2026-

<u>Roll#</u>	<u>Amount</u>
34-34-000-010-07900-000	12,863.64
	<u>\$ 12,863.64</u>



The Corporation of the Municipality of West Elgin

By-Law No. 2026-26

A By-law to Authorize the issue of Debentures in the principal amount of \$6,842.43 for the construction of Fleuren Drain.

Whereas Section 9 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority; and

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

1. That for the purposes of the aforesaid, debentures shall be issued by The Corporation of the Municipality of West Elgin in the principal amount of \$6,842.43, bearing interest at the rate of 6.45% per annum payable annually in December each year.
2. That the said debentures shall be dated the first day of May and shall be payable in five (5) annual installments of principal and interest payable in respect of such debentures in the years 2026 to 2030 inclusive, as set forth in Schedule "A" attached hereto. The amount of interest paid in the year 2030 shall be adjusted, if necessary.
3. That the said payments of principal and interest shall be payable in Canadian funds.
4. That the said debentures shall be sealed with the seal of The Corporation of the Municipality of West Elgin and shall be signed by the Mayor and the Chief Administrative Officer (CAO).
5. That all sums required to pay off the installments of principal of the debentures and to pay interest thereon as set out in Schedule "A" attached hereto, shall be levied and raised in the years 2026 to 2030, inclusive, by a special rate, over and above all other rates, upon the rateable property as set out in Schedule "B" at the same time and in the same manner as other rates, but shall not be necessary to levy in any year a greater amount than is required to pay the said installments of principal and interest after taking into account receipts from any other source in respect of said works.
6. The amount of \$6,842.43 is within the borrowing limits as prescribed by the Local Planning Appeals Tribunal.

7. That the debentures shall contain a clause providing for the registration thereof pursuant to Section 408 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended.
8. The Corporation shall have the right, at its option, to redeem the said debentures on any interest payment date prior to maturity by payment of the unmatured principal amount together with interest accrued to the date set for redemption.
9. This By-Law shall come into full force and effect upon final passage.

Read a first, second, and third time and passed this 23rd day of April, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk



MUNICIPALITY OF
West Elgin

Debenture Schedule

Debenture No. 2026-05

By-law No.

2024 Fleuren Drain Construction

Project: 2024 Fleuren Drain Construction
 Amount: 6,842.43
 Years: 5
 Interest Rate: 6.45%
 Annual Payment: \$1,644.30

Name: [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

[REDACTED] No. 34-34-000-070-04500-0000

<u>Date</u>	<u>Open</u>	<u>Interest</u>	<u>Principal</u>	<u>Close</u>
2026	6,842.43	441.34	1,202.97	5,639.46
2027	5,639.46	363.75	1,280.56	4,358.90
2028	4,358.90	281.15	1,363.15	2,995.75
2029	2,995.75	193.23	1,451.08	1,544.67
2030	1,544.67	99.63	1,544.67	0.00

By signing below I agree to pay all amount(s) owed for Debenture No. 2026-05 over the period of, five (5) years with the first payment on Debenture 2026-05 to be processed on 2026 Final Tax Bill.

Property Owner

[REDACTED SIGNATURE]

Authorized Signature

April 21/26
Date

Municipality of West Elgin

Richard Leatham, Mayor

Date

Robin Greenall, CAO

Date

Schedule "B" to By-Law No.

<u>Roll#</u>	<u>Amount</u>
34-34-000-070-04500-0000	6,842.43
	<u>\$ 6,842.43</u>



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-27

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on April 23, 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 April 23, 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 23rd day of April, 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk