



# Municipality of West Elgin

## Agenda

### Committee of the Whole

Date: May 14, 2026, 4:00 p.m.  
Location: Rodney Recreation Centre  
135 Queens Line  
Rodney, ON

Committee of the Whole Meetings are temporarily being held at the Rodney Recreation Centre, large meeting room, 135 Queen Street, and the post-meeting recording available at [www.westelgin.net](http://www.westelgin.net), when available (pending no technical difficulties).

Zoom Link for Virtual Participation:

<https://us02web.zoom.us/j/86747737002?pwd=1IGVUuls94opy9DuXGGU2570HbVuC3.1>

Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Committee of the Whole Agenda for May 14, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

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Recommendation:

That West Elgin Council hereby adopt the Minutes of April 9, 2026, as presented.

5. Business Arising from Minutes

6. Staff Reports

## **6.1 Infrastructure & Development**

### **6.1.1 Water Policies**

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Recommendation:

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

AND THAT Council receives the draft amendments to the policies for Water System Operations and the Water and Wastewater Billing, Payment and Collections (2026),

AND THAT Council provide feedback and direction on the proposed transition from By-law 2022-19 to a policy-based framework,

AND THAT staff report back with final policies and a by-law repeal recommendation for consideration at a future Council meeting.

## **6.2 Community Services & Clerks**

### **6.2.1 2026 Pool Fees and Cost Recovery**

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Recommendation:

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

That West Elgin Committee of the Whole hereby direct staff to bring back the 2026 Fees & Charges for the West Elgin Pool, as decided by Council, at the next regular meeting of Council.

### **6.2.2 Rodney Park, Access to Washrooms**

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Recommendation:

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

That Committee of the Whole hereby requests staff to bring the request forward to Council, within the 2026 Municipal Budget deliberations.

**6.3 Chief Administrative Officer**

**6.3.1 Verbal Update Re: Old Town Hall**

**6.4 Planning**

**6.4.1 Planning Fee Update**

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Recommendation:

THAT the West Elgin Committee of the Whole receive the report from the County of Elgin Planning Services Department titled “West Elgin Planning Fees Update – 2026-09”, dated May 28, 2026, be received for discussion;

AND That West Elgin Committee of the Whole hereby direct staff to report an amended West Elgin Planning Fees Schedule to Council for final approval.

**7. Adjournment**

Recommendation:

That West Elgin Committee of the Whole hereby adjourn at \_\_\_\_\_ to move into a Regular Session of Council.



# Municipality of West Elgin

## Minutes

### Committee of the Whole

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

Council Chambers

160 Main Street

West Lorne

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

**Regrets:** Councillor Statham

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

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

**1. Call to Order**

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

**2. Adoption of Agenda**

**Resolution No. 2026- 19**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Denning

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

**Carried**

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

No disclosures

**4. Adoption of Minutes**

**Resolution No. 2026- 20**

**Moved:** Deputy Mayor Tellier

**Seconded:** Councillor Sousa

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

**Carried**

**5. Business Arising from Minutes**

None.

**6. Staff Reports**

**6.1 Infrastructure & Development**

**6.1.1 Garbage Collection Contract 2026**

**Resolution No. 2026- 21**

**Moved:** Councillor Denning

**Seconded:** Deputy Mayor Tellier

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

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

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

**Carried**

### **6.1.2 Verbal Discussion Re: Spring Clean-up Waste Collection**

Committee of the Whole had an open discussion regarding the Annual free days at the West Elgin Landfill, and alternate options. Also received was information about potential benefits, challenged and considerations. Committee members discussed the lifespan of the landfill, communication to encourage recycling and reusing, fee-based clean-up days, reduced fee days, governing the changes and hazardous waste.

## **7. Adjournment & Move to Regular Session of Council**

### **Resolution No. 2026- 22**

**Moved:** Councillor Sousa

**Seconded:** Deputy Mayor Tellier

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

**Carried**

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Richard Leatham, Mayor

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Terri Towstiuc, Clerk



## Staff Report

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**Report To:** Committee of the Whole  
**From:** Dave Charron, Manager of Infrastructure & Development  
**Date:** 2026-05-14  
**Subject:** Policy updates for Water System Operations and Water & Wastewater Billing, Payment and Collections

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### **Recommendation:**

That West Elgin Committee of the Whole hereby receives the Policy updates for Water System Operations and Water & Wastewater Billing, Payment and Collections report from D. Charron, Manager of Infrastructure and Development,

AND THAT Council receives the draft amendments to the policies for Water System Operations and the Water and Wastewater Billing, Payment and Collections (2026),

AND THAT Council provide feedback and direction on the proposed transition from By-law 2022-19 to a policy-based framework,

AND THAT staff report back with final policies and a by-law repeal recommendation for consideration at a future Council meeting.

### **Purpose:**

The purpose of this report is to inform Council and the public, and to facilitate discussion regarding proposed changes in how municipal water services are governed, administered, and communicated.

The proposed changes are intended to:

- Improve clarity and transparency of billing practices and operational responsibilities
- Clearly distinguish between operational requirements and financial administration
- Provide Council with a more flexible and understandable framework for oversight
- Enhance public understanding of how water and wastewater services are billed and managed

This report identifies the need to transition from a single consolidated by-law to a by-law with two distinct administrative policies in the schedules and this outlines the rationale for this approach.

**Background:**

The current by-law structure combines both operational and financial elements into a single legislative document. While appropriate at the time of adoption, this approach creates several challenges:

- Difficulty for the public to understand billing versus operational responsibilities
- Limited flexibility to update administrative processes
- Increased complexity when amendments are required

Splitting the framework into two distinct policies is recommended for the following reasons:

**Clarity and Transparency**

Separating operational and financial components makes it easier for Council and the public to understand how the system functions and how charges are applied.

**Administrative Flexibility**

Policies can be updated more efficiently than by-laws, allowing the Municipality to respond to regulatory, financial, or operational changes without requiring formal by-law amendments.

**Improved Governance**

Council retains oversight and approval authority while enabling staff to administer day-to-day processes more effectively.

**Alignment with Municipal Best Practices**

Many municipalities in Ontario have adopted policy-based frameworks for administrative matters, while retaining by-laws for enforcement authority under the Municipal Act, 2001.

**The Two Frameworks include:****1. Water System Operations Policy (Proposed)**

This policy establishes operational standards and responsibilities related to the municipal water system. Key components include:

- Authorized control of infrastructure
- Hydrant protection requirements
- Water meter governance
- Access requirements for maintenance and inspection
- Private property responsibilities
- Service level definitions
- Liability limitations

**Benefit:**

- Improves operational clarity,
- reduces risk,
- supports consistent service delivery.

**Disadvantages:**

- Possible additional out of scope work that wasn't predetermined clearly in the previous by-law.

**2. Water and Wastewater Billing, Payment and Collections Policy (2026) (Proposed)**

This policy could replace By-law 2022-19 and govern financial administration of water services. Key components include:

- Billing cycle and due dates
- Payment methods and processing timelines
- Pre-authorized payment plans
- NSF handling procedures
- Owner responsibility for charges
- Final accounts and credits
- Arrears management and tax roll transfer
- Collection thresholds and escalation
- Write-off procedures

**Benefit:**

Provides consistent, fair, and transparent financial practices while protecting municipal revenues.

**Proposed Governance Shift (Identifying the schedule in policy)**

The proposed approach would:

- Retain legislative authority under the Municipal Act, 2001
- Move detailed administrative processes into policies
- Position Council to approve high-level direction while enabling efficient administration

By-law 2022-19 could ultimately be repealed and replaced following Council review and approval of the new structured framework using these policies as schedules.

Encouraging enrollment in pre-authorized payment plans for customers in arrears to support manageable repayment arrangements and improve payment consistency supports intervention for overdue accounts, reduces financial hardship for customers through predictable payment scheduling, and improves payment security and collection stability for the Municipality.

**Disadvantages:**

Changing the status quo that was established in 2022 to have update to policy.

**Financial Implications:**

There is no direct budgetary impact associated with this review.

However, the proposed policy framework is expected to generate administrative efficiencies, including:

- Reduced staff time for notice preparation and delivery
- Elimination or reduction of courier costs
- Streamlined billing and collection processes

**Policies/Legislation:**

Both proposed policies have been developed to align with:

- [Municipal Act, 2001](#)
- [Ontario Regulation 581/06 \(Collection of Municipal Taxes\)](#)
- [Ontario Regulation 566/07 \(Water and Sewage Charges\)](#)

All statutory authorities, including the ability to transfer arrears to the tax roll, remain unchanged.

**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:	Water Operations Policy and Water and Wastewater Finance Policy.docx
Attachments:	<ul style="list-style-type: none"> <li>- By-Law 2022-19 - Water Billing Policy.pdf</li> <li>- Appendix A - Pre Authorized Payment Plan Form.pdf</li> <li>- Schedule A - Water System Operations Policy.pdf</li> <li>- Schedule B - Water Billing Policies and Procedures 2026.pdf</li> <li>- Appendix B - Fees and Charges By-Law.pdf</li> </ul>
Final Approval Date:	May 8, 2026

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

Robin Greenall



# MUNICIPALITY OF West Elgin

The Corporation Of The Municipality Of West Elgin

## By-Law No. 2022-19

### Being a By-Law to adopt the Policy AD 3.4 – Water and Wastewater Billing and Collection Policy

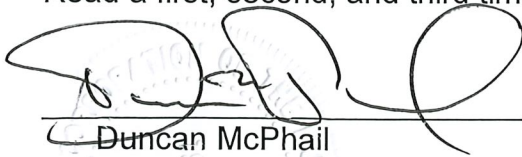
**Whereas** section 5(3) of the *Municipal Act 2001, S.O. 2001, c25*, as amended, provides that a municipal power shall be exercised by by-law; and

**Whereas** the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt a policy with respect to Water and Wastewater Billing and Collection;

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

1. That the Policy AD 3.4 – Water and Wastewater Billing and Collection Policy, identified as Schedule “A” attached hereto is authorized and approved.
2. That this by-law shall come into force and effect on July 1, 2022.

Read a first, second, and third time and finally passed this 14<sup>th</sup> day of April, 2022.



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Duncan McPhail  
Mayor



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Jara Nethercott  
Clerk

# Municipality of West Elgin

## Schedule "A" to By-Law 2022-19

### Policy AD 3.4

#### Water and Wastewater Billing and Collection Policy

Effective Date: July 1, 2022

Review Date:

#### Policy Statement

The Municipality of West Elgin recognizes the importance of having a written billing and collection policy for water and wastewater accounts to be fair and consistent with customers. This policy incorporates good and acceptable business practices and efficiencies.

#### Scope

The Water and Wastewater Billing and Collection Policy applies to all customer water and wastewater service accounts within the geographic boundaries of the Municipality of West Elgin. Municipal staff assigned to the administration and collection of water and wastewater account shall adhere to this policy.

#### Policy

##### 1. Billing Cycle

- 1.1. Water meters shall be read bi-monthly (January, March, May, July, September, November). Bills will be issued in the month following the reading.
- 1.2. Water and wastewater bills will be mailed a minimum of fifteen (15) days before the due date.
- 1.3. Due dates will be the last day of the month following the bill.

##### 2. Payment

- 2.1. Payments of the net amount will be accepted if received on or before the due date (including those processed by the bank teller or electronically).
- 2.2. Payments received after the due date shall incorporate a penalty of 2%, as per the Fees and Charges By-Law.

- 2.3. If payment is received after the due date, and the payment only reflects the net amount due, the penalty charge will remain outstanding and will appear on the next bill issued.
- 2.4. Invoices are payable at the Municipal Office (22413 Hoskins Line, Rodney ON), on-line banking, at a banking institution or telephone banking.
- 2.5. Payment at the Municipal Office will be in the form of cash, cheques, money order or debit card.
- 2.6. Payment may also be made by arranging a Pre-Authorized Payment Plan (PAP) if a customer provides a completed Pre-Authorized Payment Plan Application form and a void cheque or bank withdraw form, for the bank account for which the funds are to be withdrawn at least fifteen (15) days prior to the due date. PAP payments will be withdrawn on the due date and for the total amount due, as indicated on the customer's bill.
- 2.7. Equal Monthly Billing is available if a customer fills out the Equal Payment Plan Application form and a void cheque or bank withdraw form is provided for the bank account for which the funds are to be withdrawn. The amount is calculated by the last 6 regular bills, plus 5%, with the ability to take into consideration an irregular bill. Equal Monthly Billing is only available as Pre-Authorized Payments.
- 2.8. For Equal Monthly Billing Customers January to November bills will be equally billed, with December as the catch-up month. Monthly amounts will be adjusted annually to account for increase in utility pricing and any increase in usage. Notice will be provided to customers with the December bill.
- 2.9. Equal Monthly Billing accounts are exempt from late penalties and will not accrue interest on outstanding balances, nor will interest accrue on credits.
- 2.10. If there is no past consumption history for the property, the equal monthly payment plan will default to the average consumption for a family of four or 21 cubic meters per month.
- 2.11. A customer can alter or cancel the Equal Monthly Billing or Pre-Authorized Payment Plan by providing notice to the Municipality, in writing no less than fifteen (15) calendar days prior to the next due date.

### 3. Tenants

3.1. Where a property is tenant occupied, the landlord is responsible for the payment of the water and wastewater charges.

### 4. Seasonal Service

4.1. Accounts where there is a request for service to be temporarily disconnected, a fee will be charged as established by the fees and charges by-law, for the disconnection.

4.2. Where the service has been temporarily disconnected at the request of the account holder and a request is made for reconnection, a fee will be charged as established by the fees and charges by-law, for the reconnection.

4.3. A minimum of five (5) business days' notice is required for a temporary service disconnection or reconnection. The customer or designated person must be in attendance while the service is disconnected or reconnected.

### 5. Final Accounts

5.1. Where the Municipality has been notified that a final meter reading is required as a result of a property sale, the final meter reading shall be done on the inside reader. A fee will be charged to the current owner, as established by the fees and charges by-law and will be applied to the final billing.

5.2. Notifications of final readings need to be made at least two (2) business days prior to the date requested.

5.3. Equal Monthly Billing applications shall not apply to final billings.

5.4. Where a property has been sold, payment must be made within thirty (30) days of the final bill being issued.

5.5. Where a final bill has not been paid by the due date, and the balance is \$20.00 or greater, on the fifteenth (15) day after due date a letter will be sent to the current owner informing them that should payment not be received within fifteen (15) days, the overdue charges will be added to the property tax account, subject to the provisions of Section 1(3) of the *Municipal Act, 2001* which includes the ability to include outstanding charges in the cancellation price for a tax sale.

5.6. Where there is a credit balance on the account over \$20.00 a cheque will be mailed to the property owner who paid the over payment. Overages less than \$20.00 will not be returned.

5.7. Costs associated with the use of a collection agency are the responsibility of the consumer.

## 6. Collection

6.1. Amounts owing will appear as past due on the next bill.

6.2. The Municipality is able to exercise its right to ensure revenue security for water and wastewater. Section 298(2) of the *Municipal Act, 2001*, provides that a municipality may add unpaid utility fees, which include water and/or wastewater arrears, to the respective property's tax roll. Ontario Regulation No. 581/06 additionally identifies such fees or charges associated with the supply of water and sewage services as having a "priority lien status" as described in Section 1 of the Act, regardless of who is the consumer.

6.3. Prior to transferring outstanding amounts to the property tax roll, reasonable efforts shall be undertaken by the municipality to provide the following notifications:

- First Notice shall be issued fifteen (15) days after the due date, for all accounts greater than \$100, mailed by Canada Post regular mail or e-mail, providing information on payment arrangements and updated amount due, with penalty applied.
- For all outstanding amounts over \$400, Final Notices are hand delivered or sent by courier if accounts remain overdue thirty (30) days beyond the date of the issuance of the First Notice and no payment arrangements have been made with the Municipality.
- All outstanding amounts over \$400, plus an administrative fee, as set by the fees and charges by-law, are transferred to the tax rolls fifteen (15) days after delivery of the Final Notices.

## 7. Not Sufficient Funds

7.1. If during any calendar year, the Municipality receives two (2) or more NSF (not sufficient funds) cheques or pre-authorized payments (including equal monthly pre-authorized payment plan), the customer will be notified in writing that the Municipality will only accept payment on the account by cash, certified cheque, money order or debit until the customer has re-established a good payment record for one year.

7.2. A charge, as determined by the fees and charges by-law, will be applied to the customer's account for each payment returned by their financial institution for the reasons laid out in section 7.1.

8. Late Payment Charges

8.1. Late payments are the day after the stated due date on the billing.

8.2. Late payments are adjusted only if it was charged as a result of the Municipality's error or mission. It shall be at the discretion of the Treasurer to determine if the error was a result of action taken by the Municipality.

9. Small Balance Write-Offs

9.1. When an account has been finalized, if the outstanding balance is less than \$20.00, this amount may be written off, and no action will be taken to recover this amount

10. Uncollectable Amounts

10.1. On a semi-annual basis, where all collection efforts have been exhausted, a staff report will be presented to Council by the Treasurer recommending that the account balances be written off as uncollectable.

# Pre-Authorized Payment Form

## Notice of Collection of Personal Information

Personal information on this form is collected under the legal authority of the *Municipal Act*, as amended. This information is collected and maintained for the purpose of applying for pre-authorized payments for water and taxes. Questions about this collection should be directed to the Clerk, at 22413 Hoskins Line, Rodney, ON 519-785-0560 or [clerk@westelgin.net](mailto:clerk@westelgin.net). This information will be kept private and confidential unless otherwise required by law.

## Resident Information

Full Name of Account Holder: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_

Account type (Select all that apply)

- Property Tax
- Water/Sewer Utility

## Property Tax

Roll Number: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Roll Number: \_\_\_\_\_  
Roll Number: \_\_\_\_\_

## Water/Sewer Utility

Water/Sewer Account Number: \_\_\_\_\_  
Water/Sewer Account Number: \_\_\_\_\_  
Water/Sewer Account Number: \_\_\_\_\_  
Water/Sewer Account Number: \_\_\_\_\_  
Water/Sewer Account Number: \_\_\_\_\_

## Type of Plan Requested

- Taxes:
- Monthly Plan (10 payments Feb-Nov)
  - Installments Plan (4 installments Mar/Jun/Sep/Nov)

DEFINITIONS:

**Monthly Plans** - Payments will be withdrawn from the specified account on the last business day of each month. February to August payments will be based on the prior years tax levy. That amount will be divided by 10 and the resulting number will be rounded up to the next even dollar. The September to November amounts will be determined by taking the current years taxes and subtracting the payments that have been made. The remaining amount will be divided equally over the last three months.

**Installment Plans** - Payments will be withdrawn from the specified account on the last business day of the month that the installments are due on. The amount of the withdrawal will equal the tax installment due in that month.

Water/Sewer:

- Monthly Plan (12 equal payments on the last day of the month)
- On Bi-monthly Due Dates of Bills

## Financial Information

Name of Bank/Financial Institution: \_\_\_\_\_

Bank/Institution Number: \_\_\_\_\_

Bank Transit Number \_\_\_\_\_

Account Number: \_\_\_\_\_

## Terms and Conditions

The customer acknowledges that, in order to revoke, cancel, or change this authorization, the customer must provide notice of revocation or cancellation to the Municipality. This authorization may be revoked or cancelled at any time upon notice being provided by the customer in writing with proper authorization to verify the identity of the customer, within 10 days before the date of the next debit. Cancellation or revocation of this authorization does not terminate any contract for goods or services that exists between the customer and the Municipality. This authorization applies only to the method of payment and does not otherwise have any bearing on the contract for goods or services exchanged between the customer and the Municipality. The customer may obtain further information on their right to cancel a preauthorized debit agreement, at their financial institution. I/we have certain recourse rights if any debit does not comply with this agreement. The customer warrants that all the information provided with respect to the above account is complete and accurate. **A specimen cheque for this account has been marked VOID and is attached to this authorization.** The customer acknowledges that any delivery of this authorization to the municipality constitutes delivery the customer to the municipality and the bank. The customer warrants and guarantees to the municipality and the bank that all persons whose signatures are required to sign on the above account have signed this authorization. The customer acknowledges that it has read, understands, and accepts the terms and conditions of this authorization. The Municipality of West Elgin will charge a NSF fee, plus any applicable interest and or penalty, for any payment which cannot clear your

bank. If more than two payments are returned by your bank you will be removed from the pre-authorized payment plan without further notice.

## Acceptance

I/we as the above account holder(s), do hereby authorize the Municipality of West Elgin and my/our financial institution to debit my/our account for payment of taxes and or water/sewage charges. This authorization may be cancelled at any time upon written notice by me/us.

### **Acknowledgement of Form \***

- I agree we/I have read the above terms and conditions

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**Signature**



## The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

### Municipality of West Elgin

#### Water System Operations Policy

*(Derived from operational provisions in previous Water Works By-law)*

#### PURPOSE

The purpose of this policy is to establish operational procedures and responsibilities for the operation, maintenance, and protection of the municipal water distribution system within the Municipality of West Elgin.

This policy ensures that municipal staff, property owners, and water system users understand their responsibilities related to water service connections, water meters, system access, and protection of municipal infrastructure.

#### SCOPE

This policy applies to:

- Municipal staff responsible for water system operations
- Property owners connected to the municipal water system
- Contractors working on municipal water infrastructure
- Users of municipal water services

This policy governs operational matters and **does not regulate billing, payment, or collections**, which are addressed in the **Water and Wastewater Billing, Payment and Collections Policy**.

#### DEFINITIONS

##### Authorized Employee

An employee designated by the Municipality to carry out duties related to water system operation and maintenance.

### **Municipal Water System**

All water mains, valves, hydrants, meters, service connections, and related infrastructure owned or operated by the Municipality.

### **Service Connection**

The piping connecting the municipal water main to a private property.

### **Water Meter**

A device used to measure the quantity of water supplied to a property.

## **POLICY**

### **1. Operation of Municipal Water Infrastructure**

Only Authorized Employees of the Municipality may:

- Operate or adjust valves within the municipal water system
- Operate hydrants unless otherwise authorized
- Perform repairs or alterations to municipal water infrastructure

No person shall tamper with, alter, damage, alter, or interfere with any part of the municipal water system, including:

- water mains
- valves
- hydrants
- service connections
- water meters
- remote meter reading equipment

Unauthorized interference may result in water service disconnection and recovery of associated costs.

### **2. Fire Hydrant Access and Use**

Fire hydrants must remain unobstructed at all times.

No person shall place or permit vegetation, structures, snow, or materials within **two (2) metres** of a hydrant that would obstruct access.

Only the Fire Department or Authorized Municipal Employees may operate hydrants unless prior authorization is granted by the Municipality.

Unauthorized use of hydrants may result in penalties and/or recovery of damages.

### **3. Water Meter Installation and Maintenance**

Water meters remain the property of the Municipality.

Meters shall:

- be installed in a location approved by the Municipality
- remain accessible for inspection, reading, repair, or replacement

No person shall:

- relocate a meter
- tamper with a meter
- damage or alter a meter

without authorization from the Municipality.

Where a meter is damaged due to negligence, freezing, or tampering, the **property owner shall be responsible for repair or replacement costs.**

### **4. Access to Water Meters**

Property owners must provide safe and unobstructed access to water meters for:

- reading
- inspection
- testing
- repair
- replacement

Where access is denied or obstructed, the Municipality may provide written notice requiring access within **seven (7) business days.**

Failure to comply may result in suspension of water service. Please note that a disconnection fee will be charged if service is disconnected.

## 5. Water Meter Accuracy and Verification

The Municipality may periodically verify meter readings to ensure:

- proper operation of the meter
- accuracy of remote reading devices
- detection of tampering

Where discrepancies exist between a remote reading device and the meter register, the **meter register shall be deemed correct.**

If further verification is required, the meter may be sent to a third party for calibration and testing that it is in proper working order. Where such testing determines that the meter is in proper working order, all costs associated with the removal, testing, and reinstallation of the meter shall be charged back to the property owner.

## 6. Responsibility for Private Plumbing and Service Pipes

Property owners are responsible for:

- maintaining all plumbing and water service pipes on private property
- protecting plumbing from freezing
- repairing leaks on private plumbing systems

The Municipality is **not responsible for water loss or damage caused by leaks or failures within private plumbing systems.**

## 7. Vacant or Unheated Buildings

Where a building is vacant or without heat, the property owner is responsible for:

- shutting off the internal water supply
- draining plumbing systems where necessary

The Municipality is not responsible for damages caused by frozen or burst pipes within private property. Disconnection of water service is recommended for vacant buildings.

## 8. Basic Service Levels and Additional Charges

8.1 The Municipality provides water services in accordance with standard operating practices intended to meet typical residential and commercial needs.

8.2 Basic service levels include:

- delivery of potable water through the municipal system
- routine operation and maintenance of municipal infrastructure
- standard meter reading on the established billing cycle
- basic customer service related to system operation

8.3 Services outside normal operating parameters may be subject to additional charges in accordance with the Fees and Charges By-law.

8.4 Additional charges as per the Fees & Charges Schedule may apply for, but are not limited to:

- special meter readings outside the regular cycle
- after-hours or emergency service requests not related to municipal failure
- service calls related to private plumbing issues
- water shut-off or turn-on requests outside standard procedures
- repeated service calls where no municipal issue is identified
- any non-routine service requiring additional staff time, equipment, or resources

8.5 The determination of whether a service falls outside basic service levels shall be at the sole discretion of the Municipality.

8.6 The Municipality is responsible for services up to the property line and the meter only, all other components are the responsibility of the property owner.

8.7 All applicable charges shall be billed to the property owner; through their bi-monthly water bill.

## **9. Repeated Requests for Meter Inspection**

Where a property owner requests the inspection, testing, or verification of a water meter on more than one occasion, the Municipality may, at its sole discretion, require payment of an additional fee, as set out in the Municipality's Fees and Charges Schedule, prior to undertaking any subsequent inspection, testing, or verification.

The Municipality may decline to proceed with any subsequent request until such fee has been paid.

Where any inspection, testing, or verification confirms that the meter is accurate and in proper working order, all associated costs shall be borne by the property owner.

## **10. High Water Usage Investigations**

Where a property owner reports unusually high-water consumption, the Municipality may:

- verify the meter reading
- inspect the meter
- perform diagnostic analysis where applicable

Where the meter is functioning correctly and high consumption results from private plumbing issues, the property owner is responsible for correcting the issue.

Applicable service call fees may apply as established in the Fees and Charges By-law.

## **11. Limitation of Municipal Liability**

The Municipality shall not be liable for damages resulting from:

- interruptions to the water supply
- pressure fluctuations
- frozen pipes
- leaks within private plumbing systems
- failures of private service pipes

## **RELATED POLICIES**

- Water and Wastewater Billing, Payment and Collections Policy
- Fees and Charges By-law
- Property Tax Billing and Collections Policy

## **MONITORING AND REVIEW**

This policy will be reviewed once per term of Council or as required due to legislative or operational changes.



# **The Municipality of West Elgin**

22413 Hoskins Line, Rodney Ontario N0L 2C0

## **Municipality of West Elgin**

### **Water and Wastewater Billing, Payment and Collections Policy 2026**

#### **POLICY NUMBER**

XXXX

#### **CATEGORY**

Finance

#### **SUPERSEDES**

By-Law 2022-19

#### **RELATED POLICIES**

- Property Tax Billing and Collections Policy
- Water System Operations Policy
- Fees and Charges By-law

#### **PURPOSE**

The Municipality of West Elgin recognizes the importance of having a clear and consistent policy for billing, payment, and collection of water and wastewater charges. This policy establishes procedures that are fair to customers while ensuring the Municipality maintains responsible financial management and revenue collection practices. This policy has not been updated in 4 years and will now be reviewed once per term of Council.

#### **SCOPE**

This policy applies to all customers who receive municipal water and wastewater services within the geographic boundaries of the Municipality of West Elgin, and to properties receiving such services through agreements with other municipalities.

Municipal staff responsible for the administration and collection of water and wastewater accounts will follow the procedures outlined in this policy.

## **OBJECTIVE**

The objective of this policy is to ensure:

- timely billing and collection of water and wastewater fees and charges
- fair and consistent treatment of customers
- compliance with the **Municipal Act, 2001** and applicable regulations
- protection of municipal revenues.

## **DEFINITIONS**

### **Authorized Employee**

Means the Treasurer, CAO, Manager of Infrastructure and Development, or a designated municipal employee authorized to administer and enforce this policy.

### **Customer**

Means any owner, occupant, lessee, tenant, or other person receiving water and wastewater services from the Municipality.

### **Due Date**

Means the final date by which payment of an invoice must be received by the Municipality.

### **Fees and Charges By-law**

Means the current municipal by-law establishing rates, fees, and service charges related to municipal services.

### **Invoice**

Means a bill issued by the Municipality indicating water consumption charges and service fees for a billing period.

### **Meter**

Means a device used to measure the quantity of water used at a property.

### **Municipality**

Means the Municipality of West Elgin.

**Owner**

Means the registered owner of a property as listed on the municipal assessment roll.

**Payment Plan**

Means a written arrangement approved by an Authorized Employee allowing a customer to pay outstanding amounts over a defined period. Example enclosed in Appendix A

**Property Taxes**

Means the municipal tax account associated with a property.

**Received and Cleared**

Means payment has been received by the Municipality and irrevocably processed by the financial institution, with funds deposited and available without restriction.

**POLICY****1. Billing Cycle**

1.1 Water meters will be read on a **bi-monthly basis** in January, March, May, July, September, and November.

1.2 If an actual meter reading cannot be obtained, the Municipality may issue an invoice based on an **estimated consumption**. Any necessary adjustments will be made when an actual reading is obtained.

1.3 Invoices will be issued during the month following the meter reading.

1.4 The due date for water and wastewater invoices will be the **last day of the month following the bills being generated**.

1.5 Customers will receive a minimum of **fifteen (15) calendar days' notice** between the date an invoice is issued and the due date.

**2. Payment**

2.1 Payments of the net amount owing will be accepted if received on or before the due date.

2.2 Payments received after the due date will be subject to a **penalty** as established in the Fees and Charges By-law. (Appendix B)

2.3 If payment received after the due date does not include the applicable penalty, the penalty amount will remain outstanding and appear on the next invoice.

2.4 Payments may be made through the following methods:

- in person at the Municipal Office
- by mail
- online banking
- telephone banking
- at a banking institution
- through pre-authorized payment plans.

2.5 The Municipality maintains a secure after-hours drop box at the Municipal Office for cheque payments.

2.6 Post-dated cheques are accepted.

2.7 All payments must be received and cleared in our account by the specified due date. Certain online payment methods may require up to 3–5 business days for processing. Customers are responsible for initiating payments sufficiently in advance to ensure receipt by the due date.

### **3. Pre-Authorized Payment Plans**

3.1 Customers may enroll in a **Pre-Authorized Payment Plan (PAP)** by submitting the required application form and banking information.

3.2 PAP withdrawals will occur on the invoice due date for the total amount owing.

3.3 Customers must submit enrollment documentation at least **five (5) business days prior to the withdrawal date.**

3.4 Customers may cancel or modify their PAP arrangement by providing written notice to the Municipality at least **five (5) calendar days prior to the next withdrawal date.**

3.5 Customers may enroll in a **Monthly Billing Plan** whereby equal monthly payments are withdrawn through a pre-authorized payment arrangement.

3.6 Monthly payment amounts will be calculated using the previous six billing periods and may include adjustments for unusual consumption.

3.7 Customers are responsible for monitoring their accounts to ensure the monthly payment amount adequately reflects actual consumption.

3.8 The Municipality may adjust the monthly payment amount periodically to account for rate changes or changes in water consumption.

3.9 Monthly Billing Plan accounts are exempt from late payment penalties provided payments are successfully withdrawn as scheduled.

3.10 If insufficient consumption history exists, the Municipality may estimate monthly payments based on **average residential consumption (21 cubic metres per month)**.

#### **4. Not Sufficient Funds (NSF)**

4.1 If the Municipality receives **two or more NSF payments within a twelve-month period**, the customer will be removed from the pre-authorized payment program.

4.2 During this period the Municipality will only accept payment through:

- cash
- certified cheque
- money order
- debit
- online or telephone banking.

4.3 A charge for each NSF payment will be applied in accordance with the Fees and Charges By-law.

4.4 Customers may reapply to the PAP program after **one year of satisfactory payment history**

#### **5. Tenant Accounts**

5.1 The property owner is responsible for payment of all water and wastewater charges associated with the property.

5.2 Upon request by the owner, invoices may be mailed **care of the tenant**, however responsibility for payment remains with the property owner.

5.3 The Municipality will not transfer water and wastewater accounts into the tenant's name after **July 1, 2026**. Existing tenant accounts will remain until the tenant vacates the property.

## **6. Seasonal Service**

6.1 Property owners may request temporary disconnection of water service.

6.2 A fee for disconnection and reconnection will be charged in accordance with the Fees and Charges By-law.

6.3 A minimum of **five (5) business days' notice** is required for seasonal service disconnection or reconnection.

6.4 The property owner or designated representative must be present during the disconnection or reconnection of service.

## **7. Final Accounts**

7.1 When a property is sold or transferred, a final meter reading may be requested by the property owner or their authorized agent.

7.2 A final reading fee will be charged as established in the Fees and Charges By-law.

7.3 Notification for final readings must be provided at least **two (2) business days** in advance.

7.4 Final accounts must be paid by the invoice due date.

7.5 If a final account remains unpaid fifteen (15) days after the due date and exceeds **twenty dollars (\$20)**, a notice will be issued advising the property owner that the balance may be transferred to the property tax account during the next transfer cycle.

7.6 Credit balances exceeding **twenty dollars \$20** will be refunded to the property owner who made the payment. Payment will be completed via cheque, and property owner will be notified when the cheque is ready for pick up at the Municipal Office.

7.7 Credit balances under **twenty dollars \$20** will be written off. This means, any credit balance resulting from an overpayment is non-refundable and will be removed from the account.

## **8. Collection of Outstanding Accounts**

8.1 Any outstanding balance will appear as past due on the next invoice.

8.2 Pursuant to the **Municipal Act, 2001**, unpaid water and wastewater charges may, at the Municipality's discretion, be transferred to the property tax account associated with the serviced property.

8.3 Prior to transferring arrears to the tax roll:

- i. An account statement and letter will be issued **seven (7) days after the due date** for accounts exceeding \$100
- ii. Accounts with outstanding balances exceeding \$600 will receive notice. This notice will be issued 15 days after the most recent bill and will include an administrative service charge, in accordance with the Fees and Charges By-law (as amended from time to time).

If the account balance is not reduced below \$600 or acceptable payment arrangements have been arranged with municipal staff within 15 days of the notice, the outstanding balance, together with applicable administrative fees, will be transferred to the tax roll.

Transfers to the tax roll will occur on the 1st day of each even-numbered month (February, April, June, August, October, December).

## **9. Late Payment Charges**

9.1 All payments must be received and cleared in the Municipality's account by the specified due date. Certain online payment methods may require up to 3–5 business days to process. Customers are responsible for initiating payments sufficiently in advance to ensure receipt by the due date.

9.2 Where payment is not received and cleared in full by the due date, a late payment charge will be applied commencing on the first (1st) day immediately following the due date.

9.3 Late payment charges will only be reversed where it has been determined that the charge was applied as a direct result of an administrative error attributable to the Municipality.

9.4 The Treasurer will have sole and absolute discretion to determine whether an administrative error has occurred for the purposes of this section, and such determination will be final.

## **10. Uncollectible Accounts**

10.1 Where all reasonable collection efforts have been exhausted, the Treasurer may, at their discretion, recommend to Council that outstanding balances be written off as uncollectible.

10.2 A report recommending such write-offs will be presented to Council **semi-annually**.

## **11. No Waiver**

11.1 Failure by the Municipality to enforce any provision of this policy shall not constitute a waiver of that provision or any other provision.

## **12. Limitation of Liability**

12.1 The Municipality shall not be liable for any damages or losses arising from delays in payment processing by third-party financial institutions.

## **MONITORING AND REVIEW**

This policy will be reviewed at least once per term of Council or as required due to legislative changes or operational needs.

## **RELATED LEGISLATION**

- Municipal Act, 2001
- Ontario Regulation 581/06
- Ontario Regulation 566/07

**ATTACHMENT**

Appendix A – Pre-Authorized Payment Plan Form

Appendix B – Fees and Charges By-Law

DRAFT



**Water**

**2025 Fees**

**Administration**

Water Security Deposits - Tennants (Commercial)

Water Service disconnect/reconnect

**Penalty for non compliance with policies**

Call Out Fee (Business Hours 7:30 am - 3:30 pm Mon-Fri)

After Hours Call Out Fee

Transfer of account

Administration Deliver Fee

Final Read Fee

	N/A
\$	70.00
\$	<b>100.00</b>
\$	70.00
\$	140.00
\$	60.00
\$	40.00
\$	30.00

**Water connection fee - Municipalities**

Southwest Middlesex Water Customer within West Elgin Boundaries

Dutton Dunwich Water Customer within West Elgin Boundaries

As determined by SWM
As determined by Dutton Dunwich



## Staff Report

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**Report To:** Committee of the Whole  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2026-05-14  
**Subject:** West Elgin Pool Pricing and Cost Recovery

---

### **Recommendation:**

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

That West Elgin Committee of the Whole hereby direct staff to bring back the 2026 Fees & Charges for the West Elgin Pool, as decided by Council, at the next regular meeting of Council.

### **Purpose:**

The purpose of this report is to generate discussion regarding the 2026 pool fees and charges. With the upcoming pool season fast approaching, it is important for Council to determine the fees that will be charged for the use of the West Elgin Pool, with consideration taken for the cost to operate the pool as well.

Below is a comparison of West Elgin pool fees and surrounding municipalities as well an overview of Rodney Pool operating costs, using 2023–2025 for comparative measures. This report also includes an analysis of the financial impact on the municipal tax base, operating with a consistent annual net deficit.

### **Background:**

The West Elgin Pool remains a valued community asset. With updated comparisons, West Elgin's pricing is generally aligned with surrounding municipalities, with higher positioning in youth and Aquafit rates.

A pricing comparison was completed using the following municipalities:

- West Elgin
- Southwest Middlesex
- Dutton/Dunwich
- Chatham-Kent (outdoor pool programming only)
- St. Clair Township

These municipalities were selected based on their rural characteristics, similar demographics, and active aquatics programming. For this report, the fees used from the Municipality of Chatham-Kent are outdoor pools only.

## Financial Analysis – West Elgin Pool Operations

### 2023

- Revenue: \$21,821 (no large donations received)
- Expenses: \$138,898
- Net Levy: **\$117,077**

### 2024

- Revenue: \$32,472 (includes donations)
- Fed Grant: \$2,300 (Canada Summer Students Grant)
- Expenses: \$141,236
- Net Levy: **\$106,464**

### 2025

- Revenue: \$34,024 (includes donations)
- Fed Grant: \$2,408 (Canada Summer Students Grant)
- Expenses: \$132,452
- Net Levy: **\$96,020**

### 2026 (Pending adoption of 2026 Budget)

- Revenue: \$26,912 (*\$24,000 in budget plus donations to date*)
- Fed Grant: \$6,160 (Canada Summer Students Grant)
- Expenses: \$157,206
- Net Levy: **\$124,134** (*includes reduction from summer student federal grant*)

*\*Revenue could potentially see increases, as the pool is offering more programming, and there is potential for additional large donations, as seen in 2024 and 2025. However, only \$2,912 in donations and sponsored swims have been received to date.*

### Key Financial Observations

- The West Elgin Pool operates with a consistent annual deficit.
- User fees recover only a portion of operating costs.
- Major cost drivers include wages, utilities, chemicals, and maintenance.

### Pool Fee Comparison

Program Type	West Elgin	Southwest Middlesex	Dutton Dunwich	Chatham Kent	St Clair	Average
Drop in - Youth	\$5.00 <small>*was \$2.50 in 2025 due to sponsorship*</small>	\$3.00	\$3.50	\$1.50	\$3.25	\$3.25
Drop in - Adult	\$5.00 <small>*was \$2.50 in 2025 due to sponsorship*</small>	\$3.00	\$3.50	\$3.25	\$4.50	\$3.85

Drop in – Family	\$10.00 *was \$5.00 in 2025 due to sponsorship*	\$8.00	\$10.00	\$7.25	\$10.50	\$9.15
Aquafit (Per Class)	\$10.00 *was 6.00 in 2025 due to sponsorship*	\$5.00	\$4.50	\$6.00	\$7:00	\$6.50

**Notable differences:**

- Family Swim at \$10.00 remains aligned within the upper range of comparable municipalities
- Adult pricing remains competitive
- Youth Drop-In at \$5.00 remains the highest among comparators, which may impact usage.
- Aquafit continues to be above average when not subsidized.

Currently, recreation staff are reaching out to businesses regarding sponsorship, with many contributing to sponsored swims. Staff will continue to advertise, with the intent to assist with revenue for the 2026 pool season. If future large donations are received, staff will bring back to Council, for discussion of allocation.

**Financial Implications:**

2026 Fees & Charges (currently using 2025 rates, prior to sponsorships)

**Policies/Legislation:**

Current Fees & Charges By-law 2025-04

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



## Staff Report

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**Report To:** Committee of the Whole  
**From:** Terri Towstiuc, Manager of Community Services/Clerk  
**Date:** 2026-05-14  
**Subject:** Rodney Park, Access to Washrooms

---

### **Recommendation:**

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

That Committee of the Whole hereby requests staff to bring the request forward to Council, within the 2026 Municipal Budget deliberations.

### **Purpose:**

The purpose of this report is to provide West Elgin Committee of the Whole options for washroom usage at Rodney Park.

### **Background:**

At a previous Council meeting, Council requested that options be presented, to provide washroom facility access to patrons of the Rodney Park.

With the anticipated grand opening of the new Rodney Accessible Playground, staff have been working with consulting companies to move forward with a master plan for the park, which will eventually include a permanent washroom facility. However, for the interim, staff have obtained quotes for a portable washroom to be placed in the park, from May to October. As there have been recent security issues at the Recreation Center, use of those washrooms will only be available when the center is in use and rented.

Currently, the washrooms in Miller Park open in May, with a closing date of October 1. Access to a portable washroom could be provided in Rodney Park, effective mid-May to mid-September (4 months).

Staff contacted four (4) sanitation companies, requesting service to the Rodney Park, and received the following quotes for one (1) accessible portable washroom, to be cleaned once weekly:

1. \$277 plus HST per month
2. \$200 plus HST per month, however this unit will be removed two Saturdays in June, as it is scheduled for other events.

Two of the companies contacted indicated that they do not provide this service to the Rodney area.

Total cost for four (4) months are detailed below, in financial implications.

**Financial Implications:**

1. \$1,252.04 (HST inclusive)
2. \$904 (HST inclusive)

**Policies/Legislation:**

N/A

**Alignment with Strategic Priorities:**

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

Respectfully submitted by,

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



## Staff Report

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**Report To:** Committee of the Whole  
**From:** Lindsay King, Policy Planner  
**Date:** 2026-05-14  
**Subject:** West Elgin Planning Fees Update

---

### **Recommendation:**

THAT the West Elgin Committee of the Whole receive the report from the County of Elgin Planning Services Department titled “West Elgin Planning Fees Update – 2026-09”, dated May 28, 2026, be received for discussion;

AND That West Elgin Committee of the Whole hereby direct staff to report an amended West Elgin Planning Fees Schedule to Council for final approval.

### **Purpose:**

The purpose of this report is to present the results of a comprehensive review of municipal planning application fees and to recommend updates to better align with the anticipated costs of service delivery, in accordance with the *Planning Act*. The report outlines proposed adjustments to existing fees, the introduction of new fees, and a phased implementation strategy over three years. It also seeks Council approval to amend the Fees and Charges By-law to reflect the updated planning fee structure.

### **Background:**

The Municipality of West Elgin is responsible for ensuring that the delivery of municipal planning services is undertaken in accordance with the requirements of the *Planning Act* and *Provincial Planning Statement*. The municipality offers a broad range of development application services with correlated fees that municipalities are permitted to charge to offset the cost of providing services.

### **Financial Implications:**

The proposed updates to planning application fees are intended to achieve cost recovery for the delivery of planning services, in accordance with the *Planning Act*, which requires that fees reflect only the anticipated cost of processing applications. The adjustments will help offset staff time, administrative, and overhead costs, reducing reliance on the municipal tax base. The phased implementation approach (as detailed in Table 3) is intended to mitigate financial impacts to applicants while moving toward full cost recovery over time.

### **Policies/Legislation:**

The proposed planning application fee updates are authorized under Section 69 of the *Planning Act*, which permits municipalities to establish a fee to recover the anticipated costs of processing planning applications. The Act requires that such fees be designed to achieve cost recovery only and not generate profit and provides a mechanism for fee waivers and appeals to the Ontario Land Tribunal. The recommendations in this report are consistent with this legislative framework and applicable provincial policy direction.

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

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

### **Discussion:**

A review of the Municipality of West Elgin's planning application fees was undertaken to assess alignment with the cost of delivering planning services and to ensure consistency with comparable municipalities across Ontario. As part of this review, staff examined fee structures from a range of jurisdictions, including comparable municipalities (Table 1), and neighbouring municipalities within Elgin County (Table 2), to establish a comparative benchmark. This analysis identified that several of West Elgin's existing fees are below regional and provincial averages and do not fully reflect the staff time and administrative resources required to process applications.

Table 1 – Fee Comparison with Ontario Municipalities

<b>Fee type</b>	<b>Existing West Elgin Fees</b>	<b>Average</b>	<b>Proposed</b>
Pre-Consultation Meeting	\$ 0.00	\$ 1,374.00	\$ 500.00
Zoning Certificate	\$ 80.00	\$ 188.94	\$ 150.00
Consent	\$ 800.00	\$ 2,993.18	\$ 1,800.00
Changes to Conditions	\$ 0.00	\$ 742.38	\$ 600.00
Deed Stamping	\$ 0.00	\$ 286.80	\$ 275.00
Minor Variance	\$ 1,100.00	\$1,761.41	\$ 1,500.00
Site Plan Application	\$ 2,650.00	\$13,149.25	\$ 7,100.00
Development Engineering Review – Site Plan	\$ 0.00	\$ 3,770.84 or 1.8% of total cost of construction	1% of total construction costs (maximum of two submissions)

Site Plan Agreement	\$ 0.00	\$ 3,372.75	\$ 1,000.00
Site Plan Amendment	\$ 1,600.00	\$ 8,650.38	\$ 3,050.00
Zoning By-law Amendment	\$ 1,350.00	\$11,752.93	\$ 4,000.00
Removal of Holding	\$600.00	\$ 6,055.43	\$1,300.00
Temporary Use By-law	\$ 0.00	\$ 3,779.38	\$ 1,600.00
Official Plan Amendment	\$2,600.00	\$17,436.85	\$ 7,250.00
Plan of Subdivision	\$8,600.00	\$24,312.81	\$10,000.00
Development Engineering Review – Subdivision	\$ 0.00	\$ 4,601.57 or 6% of total cost of construction	6% of total construction cost (maximum of two submissions)
Development Engineering Review – Consolidated Linear Infrastructure Environmental Compliance Approvals including administrative fees	\$ 0.00	N/A	Cost Recovery plus 5% administration fee
Plan of Condominium	\$5,600.00	\$12,550.00	\$ 6,000.00
Redline Revision (Condominium and Subdivision)	\$1,300.00	\$2,522.30	\$1,800.00
Extension to Draft Plan Approval (Subdivision and Condominium)	\$900.00	\$2,183.97	\$1,500.00
Condominium Exemption	\$900.00	\$2,183.97	\$1,200.00
Deeming By-law	\$ 1,250.00	\$ 1,705.97	\$ 1,500.00
Part Lot Control	\$ 900.00	\$ 2,666.61	\$ 1,200.00
Technical Studies including Peer Reviews	Variable	Variable	Cost recovery
Recirculation	\$0.00	\$653.81	\$500.00
Development Engineering – Additional Review (beyond two submissions)	\$ 0.00	N/A	Hourly rate (e.g., \$120/hour) for complex review.
Telecommunications Tower	\$ 750.00	\$ 1,096.86	\$ 1,000.00
OLT Appeal	\$0.00	\$ 2,583.50	\$1,000.00

Table 2 - Fee Comparison with Average Local Municipal Partners

Fee type	Proposed West Elgin Fees	Average Local Municipal Fees
Pre-Consultation Meeting	\$ 500.00	\$ 336.25
Zoning Certificate	\$ 150.00	\$ 251.00

Consent	\$ 1,800.00	\$ 1,980.00
Changes to Conditions	\$ 600.00	\$ 400.00
Deed Stamping	\$ 275.00	NA
Minor Variance	\$ 1,500.00	\$ 1,395.46
Site Plan Application	\$ 7,100.00	\$ 3,105.80
Development Engineering Review – Site Plan	1% of total construction costs (maximum of two submissions)	NA
Site Plan Agreement	\$ 1,000.00	\$ 847.94
Site Plan Amendment	\$ 3,050.00	\$ 2,257.25
Zoning By-law Amendment	\$ 4,000.00	\$ 2,938.08
Removal of Holding	\$1,300.00	\$ 1,475.25
Temporary Use By-law	\$ 1,600.00	\$ 1,603.79
Official Plan Amendment	\$ 7,250.00	\$ 3,543.60
Plan of Subdivision	\$10,000.00	\$ 6,360.00
Development Engineering Review – Subdivision	6% of total construction cost (maximum of two submissions)	NA
Plan of Condominium	\$ 6,000.00	\$ 5,250.00
Development Engineering Review – Consolidated Linear Infrastructure Environmental Compliance Approvals including administrative fees	Cost recovery plus 5% administrative review	NA
Redline Revision (Condominium and Subdivision)	\$1,800.00	\$ 1,687.50
Extension to Draft Plan Approval (Subdivision and Condominium)	\$1,500.00	\$ 937.50
Condominium Exemption	\$1,200.00	\$ 1,287.50
Deeming By-law	\$ 1,500.00	\$ 940.00
Part Lot Control	\$ 1,200.00	\$ 877.50
Technical Studies including Peer Reviews	Cost recovery	NA
Recirculation	\$ 500.00	\$ 1,333.33
Telecommunications Tower	\$ 1,000.00	\$ 833.33
OLT Appeal	\$1,000.00	\$ 3,450.00

Based on this review, updates to the existing fee schedule are proposed, including increases to most application types to better align with anticipated costs. In addition, staff are recommending the introduction of new fees for pre-consultation meetings, recirculation of applications, Ontario Land Tribunal appeals, deed stamping, and site plan agreements, which are currently not captured in the Municipality's fee structure but represent measurable staff effort and administrative processing.

Overall, the proposed changes are intended to improve delivery cost, enhance transparency in how planning services are funded, and ensure that development-related costs are more appropriately borne by applicants rather than the general tax base.

Table 3 - Recommended Phasing of New Fees

Fee type	Existing	2026 (50%)	2027 (75%)	2028 (100%)
Pre-Consultation Meeting	\$ 0.00	\$ 250.00	\$ 375.00	\$ 500.00
Zoning Certificate	\$ 80.00	\$ 90.00	\$ 95.00	\$ 100.00
Consent	\$ 800.00	\$ 1,300.00	\$ 1,550.00	\$ 1,800.00
Changes to Conditions	\$ 0.00	\$ 300.00	\$ 450.00	\$ 600.00
Deed Stamping	\$ 0.00	\$ 137.50	\$ 206.25	\$ 275.00
Minor Variance	\$ 1,100.00	\$ 1,300.00	\$ 1,400.00	\$ 1,500.00
Site Plan Application	\$ 2,650.00	\$ 4,875.00	\$ 5,987.50	\$ 7,100.00
Development Engineering Review – Site Plan	\$ 0.00	0.5% of total construction costs	0.75% of total construction costs	1% of total construction costs
Site Plan Agreement	\$ 0.00	\$ 500.00	\$ 750.00	\$ 1,000.00
Site Plan Amendment	\$ 1,600.00	\$ 2,325.00	\$ 2,687.51	\$ 3,050.00
Zoning By-law Amendment	\$ 1,350.00	\$ 2,675.00	\$ 3,337.50	\$ 4,000.00
Removal of Holding	\$600.00	\$ 950.00	\$ 1,125.00	\$1,300.00
Temporary Use By-law	\$ 0.00	\$ 800.00	\$ 1,200.00	\$ 1,600.00
Official Plan Amendment	\$2,600.00	\$ 4,925.00	\$ 6,087.50	\$ 7,250.00
Plan of Subdivision	\$8,600.00	\$ 9,300.00	\$ 9,650.00	\$10,000.00
Development Engineering Review – Subdivision	\$ 0.00	2.5% of total construction cost	3.75% of total construction cost	5% of total construction cost
Development Engineering Review – Consolidated Linear Infrastructure Environmental Compliance Approvals including administrative fees	\$ 0.00	Cost Recovery plus 5% administrative fee	Cost Recovery plus 5% administrative fee	Cost Recovery plus 5% administrative fee
Plan of Condominium	\$5,600.00	\$ 5,800.00	\$ 5,900.00	\$ 6,000.00
Redline Revision (Condominium and Subdivision)	\$1,300.00	\$ 1,550.00	\$ 1,675.00	\$1,800.00
Extension to Draft Plan Approval (Subdivision and Condominium)	\$ 900.00	\$ 1,200.00	\$ 1,350.00	\$1,500.00
Condominium Exemption	\$ 900.00	\$ 1,050.00	\$ 1,125.00	\$1,200.00
Deeming By-law	\$ 1,250.00	\$ 1,375.00	\$ 1,437.50	\$ 1,500.00
Part Lot Control	\$ 900.00	\$ 1050.00	\$ 1,125.00	\$ 1,200.00
Technical Studies including Peer Reviews	NA	Cost Recovery	Cost Recovery	Cost Recovery
Recirculation	\$ 0.00	\$ 250.00	\$ 325.00	\$ 500.00
Telecommunications Tower	\$ 750.00	\$ 875.00	\$ 937.50	\$ 1,000.00
OLT Appeal	\$ 0.00	\$ 500.00	\$ 750.00	\$1,000.00

### **Conclusion:**

Based on the review of the County's planning fees, staff recommend West Elgin Council approve the proposed increase in planning fees using a three-year phased in approach, as outlined in Table 3. The increase in planning fees follows the legislative permissions of the *Planning Act* and is considered a reasonable increase to help adequately compensate for staff time and resources in

processing planning applications. Should council approve the proposed planning fees, they would be implemented July 1<sup>st</sup>, 2026, allowing some time to notify the development industry of the changes.

Respectfully submitted by,

Lindsay King  
Policy Planner  
Elgin County

### Report Approval Details

Document Title:	West Elgin Planning Fees Update - 2026-09-Planning.docx
Attachments:	
Final Approval Date:	May 7, 2026

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

Robin Greenall