



Municipality of West Elgin

Agenda

Council Meeting

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

Council 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, when available (pending no technical difficulties).

Zoom Link: <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 Regular Council Agenda for May 14, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Delegations and Presentation

4.1 Tim Blain Re: Rodney Market/Moriah Street Deliveries

5. Adoption of Minutes

Recommendation:

That West Elgin Council hereby adopt the Minutes of March 25 and April 28 (Special Meetings of Council) and April 23 (Regular Meeting of Council) as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Municipal Drains

7.1.1 Slack Drain Tile & Slack Drain Open, Reapportionment Due to Severance 27

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Clerk Re: Apportionment of Drainage Assessment for the Slack Drain Tile & Slack Drain Open, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; And

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of severance application E47-24, as presented.

7.2 Infrastructure & Development

7.2.1 2026 First Quarter Report, Infrastructure & Development 32

Recommendation:

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

7.3 Community Services & Clerks

7.3.1 2026 Municipal Election, Accessibility Policy 36

Recommendation:

That West Elgin Council hereby receives the 2026 Municipal Election Accessibility Plan as presented by Terri Towstiuć, Manager of Community Services/Clerk, for information purposes only.

7.3.2 2026 First Quarter Report, Community Services 49

Recommendation:

That West Elgin Council hereby receives the 2026 First Quarter Community Services report from Terri Towstiuć, Manager of Community Services/Clerk, for information purposes only.

7.3.3 Roots & Revival, Request for Municipal Support

55

Recommendation:

That West Elgin Council receive this report regarding the requests submitted by Ms. Amy Sousa, Committee President of the Roots and Revival Festival; And

That Council approve the continued municipal support for the 2026 Roots and Revival Festival, including the use of requested municipal facilities and operational assistance, subject to staff coordination, scheduling availability, and all applicable municipal policies and event requirements; And

That staff be directed to work collaboratively with the Festival Committee to finalize operational logistics, cost implications, and any required agreements

7.3.4 Municipal Partnership with West Lorne Girls Hockey Association

60

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk regarding a municipal partnership with the West Lorne Girls Hockey Association: And

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the West Lorne Girls Hockey Association whereby the municipality will receive and direct the funding of successful grants and donations.

8. Board or Committee of Council Reports or Updates

- Economic Development Committee
- Bo Horvat Community Center (Arena) Board
- Recreation Committee
- Four Counties Transit Committee
- Old Town Hall Committee

9. Notice of Motion

To be heard at next Regular Council meeting.

10. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

11. Correspondence

Recommendation:

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

11.1 AMO Watchfiles

11.1.1	April 23	63
11.1.2	April 30	66
11.1.3	May 7	69
11.2	Ministry of the Environment, Conservation and Parks Re: Proposed Amendments to the Environmental Assessment Act	72
11.3	Western Ontario Wardens Caucus (WOWC) Support of Finlay's Law on Emergency Room Reform	74
11.4	County of Elgin, Notice of Decision E25-26	77
11.5	Municipality of Wawa, Resolution to Extend OCIF	81
11.6	Ministry of Natural Resources, Regulations under the Geologic Carbon Storage Act, 2025	83

12. Items Requiring Council Consideration



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 23, 2026, 4:00 p.m.

Council Chambers

160 Main Street

West Lorne

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

Staff Present: Jeff McArthur, Fire Chief
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

Also Present: Carolyn Krahn, Manager of Economic Development & Strategic Initiatives, 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 4:00 pm.

2. Adoption of Agenda

Resolution No. 2026- 95

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopts the Regular Council Agenda for April 23, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Public Meeting, Elgincentive Community Improvement Plan (CIP)

Presentation & Public Meeting, Carolyn Krahn, County of Elgin

4.1 Engincentives CIP 2026 (Draft Plan)

4.2 Public Comment

Mayor Leatham acknowledged public comment received from Curtis Hay via email, and was forwarded to the County of Elgin for review.

In-person public comment also included a request for clarification on what feedback the County of Elgin is looking for.

4.3 Council Comment

Councillor Denning requested clarification on conditions of business location, as the previous plan required commercial designation. Ms. Krahn advised the new program is organized by where you're located (settlement versus downtown), and there will be an online tool to determine eligibility.

5. Committee of Adjustment

Refer to Committee of Adjustment Agenda

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

Resolution No. 2026- 96

Moved: Councillor Statham

Seconded: Councillor Sousa

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).

Carried

6.1.2 Landowner or Public Comment

None.

6.1.3 Council Comment

None.

6.2 D 14 05-2026, 136 Furnival Road

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

Resolution No. 2026- 97

Moved: Councillor Denning

Seconded: Councillor Sousa

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).

Carried

6.2.2 Landowner or Public Comment

None.

6.2.3 Council Comment

Councillor Statham indicated concerns with the farm access, as the map shows access will still be through the residential portion. Mike Howard, selling agent, clarified that there is farm access to the field and barns on Pioneer Line.

6.3 Adjournment of Public Meeting

Resolution No. 2026- 98

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

7. Closed Session

Resolution No. 2026- 99

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at 4:37pm, 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)

Carried

8. Report from Closed Session

Reporting from Closed Session at 5:17 pm.

West Elgin Council reviewed three (3) items pursuant to S. 239(2) of the Municipal Act, for information purposes. Administrative direction was provided.

9. Delegations and Presentation

9.1 Mike Howard Re: Concerns with the Planning Act, Zoning By-law Appeal Period

Mike Howard, local resident and real estate agent addressed Council regarding the 20-day appeal period, that takes place after a zoning amendment by-law has been passed. Mr. Howard indicated his frustration with the process, specifically when issues have not arose prior to the meeting, why the requirement for the 20-day appeal period is necessary after the by-law passage. Mr. Howard acknowledge that this is part of legislation, and not part of West Elgin Council requirements.

9.2 Mr. John Kirby, Representing Shree Rodney Property Inc. Re: Interim Measures, Rodney Market

John Kirby, legal representative for Shree Rodney Property Inc. addressed Council regarding the challenges currently with deliveries at the Rodney Market, and suggested a formal survey be completed, with Rodney Market willing to compensate half of the cost.

9.3 Dawn Geddes & Keith Montgomery Re: Interim Measures Moriah Street

Dawn Geddes and Keith Montgomery, owners of the property behind Rodney Market, addressed Council regarding the challenges they

experience accessing their property from the alley behind the market, specifically when deliveries are taking place.

10. Consideration of West Elgin Parking By-law

Resolution No. 2026- 100

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

Motion to move "Consideration of West Elgin Parking By-law" report, to be heard immediately following delegations.

Carried

Resolution No. 2026- 101

Moved: Councillor Statham

Seconded: Councillor Denning

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 is to remain "Status Quo".

Carried

11. Adoption of Minutes

Council took a break prior to "Adoption of Minutes".

Resolution No. 2026- 102

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

12. Business Arising from Minutes

None.

13. Staff Reports

13.1 Building

13.1.1 2025 Year-End Report, Building

Resolution No. 2026- 103

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

13.1.2 2026, First Quarter Building Report

Resolution No. 2026- 104

Moved: Councillor Denning

Seconded: Councillor Statham

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

Carried

13.2 Fire

13.2.1 First Quarter Fire Activity Report, 2026

Resolution No. 2026- 105

Moved: Councillor Sousa

Seconded: Councillor Denning

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

Carried

13.3 Infrastructure & Development

13.3.1 Spring Clean at Landfill

Resolution No. 2026- 106

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council amend the Spring Clean-Up days to include Saturday May 9.

Carried

Resolution No. 2026- 107

Moved: Councillor Statham

Seconded: Councillor Sousa

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, 8, and 9.

Carried

13.4 Community Services & Clerks

13.4.1 Use of Corporate Resources During an Election Policy

Resolution No. 2026- 108

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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.

Carried

13.4.2 Joint Compliance Audit Committee

Resolution No. 2026- 109

Moved: Councillor Denning

Seconded: Councillor Statham

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.

Carried

13.4.3 Council Meeting Options During Community Complex Renovations

Resolution No. 2026- 110

Moved: Councillor Sousa

Seconded: Councillor Statham

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 hybrid access at the Rodney Recreation Centre (large meeting room), for duration of the Community Complex Renovations only.

Carried

13.4.4 "Game-On" Youth Day Update

Resolution No. 2026- 111

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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

Carried

13.5 Chief Administrative Officer

13.5.1 Municipal Partnership with Elgin International Club

Resolution No. 2026- 112

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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

That 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.

Carried

13.6 Corporate Services & Finance

13.6.1 Corporate Group Benefits

Resolution No. 2026- 113

Moved: Councillor Denning

Seconded: Councillor Sousa

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.

Carried

14. Board or Committee of Council Reports or Updates

None.

15. Notice of Motion

None presented prior to meeting.

16. Council Inquires/Announcements

Councillor Denning inquired about the construction at Ridout and Centre Street in Rodney, indicating that the builders are blocking the sidewalk, and if this is necessary and requires a permit. Dave Charron, Manager of Infrastructure and Development advised that the contractors were in the process of obtaining and occupancy permit, and must follow rules regulated in Book 7 of the Ministry of Transportation.

17. Correspondence

Resolution No. 2026- 114

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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

Carried

- 17.1 County of Elgin, Notice of Decision E 17-26**
- 17.2 AMO Watchfiles**
 - 17.2.1 March 26**
 - 17.2.2 April 2**
 - 17.2.3 April 16**
- 17.3 County of Elgin Minutes**
 - 17.3.1 March 10, Committee of the Whole**
 - 17.3.2 March 10, Council**
 - 17.3.3 March 24, Meeting Highlights**
 - 17.3.4 March 24, Committee of the Whole**
 - 17.3.5 March 24, Council**
 - 17.3.6 April 14, Meeting Highlights**
- 17.4 Ontario Energy Board (OEB) Notice, Generic Proceeding to Review the 2000 Model Franchise Agreement**
 - 17.4.1 OEB Extension of Intervention Deadline**
- 17.5 City of Mississauga Motion Re: Locally Election School Board Trustees**
- 17.6 Municipal Engineers Association (MEA) comments Re: Province's plan to Harmonize Ontario Provincial Standards (OPS)**
- 17.7 Watson & Associates, Changes to Growth-related Financing Tools - Bill 98**
- 17.8 Watson & Associates, Proposed Amendments to the Water and Wastewater Public Corporations Act - Bill 98**
- 17.9 AMO Email Re: AMO Conference Delegations Now Open**
- 17.10 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

18. Items Requiring Council Consideration

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

Resolution No. 2026- 115

Moved: Mayor Leatham

Seconded: Councillor Denning

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

Carried

Resolution No. 2026- 116

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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.

For (2): Mayor Leatham, and Deputy Mayor Tellier

Against (3): Councillor Denning, Councillor Statham, and Councillor Sousa

Defeated (2 to 3)

19. By-Laws

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

Resolution No. 2026- 117

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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.

Carried

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

Resolution No. 2026- 118

Moved: Councillor Denning

Seconded: Councillor Sousa

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.

Carried

19.3 By-law 2026-24, Appointment of Treasurer, E Nilsson

Resolution No. 2026- 119

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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.

Carried

19.4 By-law 2026-25, Drain Debenture, 2024 Lamont Drain Construction

Resolution No. 2026- 120

Moved: Councillor Statham
Seconded: Councillor Sousa

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.

Carried

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

Resolution No. 2026- 121

Moved: Deputy Mayor Tellier
Seconded: Councillor Sousa

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.

Carried

20. Confirming By-Law

Resolution No. 2026- 122

Moved: Councillor Sousa
Seconded: Councillor Statham

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.

Carried

21. Adjournment

Resolution No. 2026- 123

Moved: Councillor Sousa

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 7:00pm, to meet again at 4:00pm, on Thursday, May 14, 2026 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

April 28, 2026, 4:30 p.m.

Electronic Participation Meeting via Zoom

- Present:** Mayor Leatham
Deputy Mayor Tellier
Councillor Denning
- Regrets:** Councillor Statham
Councillor Sousa
- Staff Present:** Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Evan McKinstry, Jr. Planner, County of Elgin

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 4:31 pm.

2. Adoption of Agenda

SCM 2026- 09

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby adopts the Special Meeting Agenda of April 28, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. By-laws

4.1 By-law 2026-28, Zoning Amendment - 136 Furnival Road

SCM 2026- 10

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That By-law 2026-28, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 136 Furnival Road, be read a first, second and third and final time.

Carried

4.2 By-law 2026, 29 - Zoning Amendment - 22709 Silver Clay Line

SCM 2026- 11

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

That By-law 2026-29, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 22709 Silver Clay Line, be read a first, second, third and final time.

Carried

5. Confirmatory By-law

SCM 2026- 12

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That By-law 2026-30 being a By-law to confirm the proceeding of the Special Meeting of Council held on April 28, 2026, be read a first, second and third and final time.

Carried

6. Adjournment

SCM 2026- 13

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 4:34pm, to meet again at 4:00pm, on Thursday, May 14, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-05-14
Subject: Slack Drain Tile & Slack Drain Open, Reapportionment Due to Severance

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Clerk Re: Apportionment of Drainage Assessment for the Slack Drain Tile & Slack Drain Open, due to Severance of Land, Pursuant to the Drainage Act, R.S. O. 1990; And

That West Elgin Council hereby approves the Apportionment of the Drainage Assessment Agreement for the attached drains, as part of severance application E47-24, as presented.

Purpose:

The purpose of this report is to obtain Council's consent of the drainage assessment apportionment due to severance of lands in the Slack Drain Tile & Slack Drain Open. The request is a condition of Severance application E47-24.

Consultation with the Drainage Superintendent and the planning department have deemed this request necessary, and no issues are anticipated.

Background:

The Drainage Act, R.S.O. 1990, section 65 (2) requires that if the owners of the subdivided land mutually agree on the share of the drainage assessment that each should pay, they may enter into a written agreement and file it with the clerk of the local municipality and, if the agreement is approved by the council by resolution, no engineer need be instructed under subsection (1).

Financial Implications:

None.

Policies/Legislation:

The Drainage Act

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input type="checkbox"/> To provide recreation and leisure activities to attract and retain residents.	<input type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input 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:	Drain Reapportionment, Slack Drain - 2026-03-Drainage.docx
Attachments:	- Slack Drain.pdf
Final Approval Date:	May 7, 2026

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

Robin Greenall



MUNICIPALITY OF West Elgin

E47-24

Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Slack Drain Tile

Watershed or System.

Latest Engineer's Report prepared by under the date of

Wybe Crossen Sept 14, 1989

Original Assessment Information as per Last Report

Roll # 3434 000 020 09606 Owner: 1601938 Out Ltd. Concession # Gore Lot: 6 Original Assessment: Benefit: 1390.00 Outlet: 6267.00 Area: 1.63ha Total Drainage Assessment: Benefit: 17709.00 Outlet: 62896.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # Owner: Concession # Gore Lot: 6 Original Assessment: Benefit: 992.61 Outlet: 4475.33 Area: 1.164 ha Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 Retained

Roll # Owner: Concession # Gore Lot: 6 Original Assessment: Benefit: 392.39 Outlet: 1791.67 Area: 0.466 ha Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner: Concession # Lot: Original Assessment: Benefit: Outlet: Area: Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Beckey Vanden Boomen [Signature] Apr 21/26 Name (Print) Signature Date Name (Print) Signature Date Name (Print) Signature Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk Date



MUNICIPALITY OF West Elgin

E47-24

Apportionment of Drainage Assessment due to Severance of Land Application. Section 65 (2) of the Drainage Act, R.S.O. 1990, c. D. 17

Slack Drain Open

Watershed or System.

Latest Engineer's Report prepared by under the date of

Sept 14, 1989

Wybe Cnossen

Original Assessment Information as per Last Report

Roll # 3434000 020 09606 Owner: 1601938 ent Ltd
Concession # Gore Lot: 6
Original Assessment: Benefit: 249.00 Outlet: 199.00
Area: 1.63ha
Total Drainage Assessment: Benefit: 13,245.00 Outlet: 14,125.00

Proposed New Assessment of Lands - Split 1 Severed

Roll # Owner:
Concession # Gore Lot: 6
Original Assessment: Benefit: 177.81 Outlet: 142.11
Area: 1.164 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 2 retained

Roll # Owner:
Concession # Gore Lot: 6
Original Assessment: Benefit: 71.19 Outlet: 56.89
Area: 0.466 ha
Total Drainage Assessment: Benefit: Outlet:

Proposed New Assessment of Lands - Split 3

Roll # Owner:
Concession # Lot:
Original Assessment: Benefit: Outlet:
Area:
Total Drainage Assessment: Benefit: Outlet:

We, the owners of the share of the Drainage Assessment agree to the assessment as shown above.

Beckey Vanden Boomen
Name (Print)

[Redacted Signature]

Apr 21/26
Date

Name (Print)

Signature

Date

Name (Print)

Signature

Date

This Agreement on share of assessment was approved by the Council of the Municipality of West Elgin by Resolution # on

Municipal Clerk

Date



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-05-14
Subject: Quarterly Report Jan 1 – March 31st

Recommendation:

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

Purpose:

The purpose of this report is to provide West Elgin Council with a brief update on operations conducted in the first quarter of 2026.

Background:

Throughout the first quarter of 2026, the Infrastructure & Development Department, was responsible for the delivery of essential municipal services including roads, winter control, landfill operations, water and wastewater services, parks support, and capital infrastructure delivery. This report consolidates the first three month of the year.

1. Public Works & Roads Operations

Routine Operations

Throughout the first quarter, staff completed:

- Winter control operations including plowing, salting, sanding, and patrols
- Equipment maintenance and readiness
- Significant weather events
- Routine road patrols on municipal and County roads
- Cold patching repairs
- Landfill operations and recycling management

Winter maintenance was particularly demanding in early 2026, with frequent salting and plowing events in January and February. Salt usage and inventory were closely monitored to maintain service levels while managing costs.

2. Utilities (Water Services)

Routine Utilities Operations

Utilities staff completed:

- Meter readings completed in January and March.
- New meter reading staff commenced duties in March.
- Water service leak identified on Graham Road; a new service connection may be required.
- Seasonal water turn-ons are underway.
- Service leak on Frederic Street was repaired.
- New water service installations completed on Silver Clay Line and Marsh Line.

3. Capital Projects & Major Initiatives

Planning, Design, and Procurement

- Kick off - Rodney Park Playground Construction
- Design work for major stormwater and infrastructure projects
- Design review for Walker Road and Finney Street
- Tendered both West Lorne Library, and Port Glasgow Trailer Park facilities
- Rodney Wastewater treatment plant work construction

4. Development

- Worked with several local developers regarding future projects within the community.
- Continued coordination and review of development-related infrastructure and servicing requirements.
- Ongoing discussions regarding future growth opportunities and municipal servicing considerations
- Site plan reviews
- Development application circulation
- Engineering review comments

Financial Implications:

none

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

Respectfully submitted by,

Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Quarterly Report - 2026-19-Infrastructure Development.docx
Attachments:	
Final Approval Date:	May 8, 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: 2026 Municipal Election Accessibility Plan

Recommendation:

That West Elgin Council hereby receives the 2026 Municipal Election Accessibility Plan as presented by Terri Towstiuc, Manager of Community Services/Clerk, for information purposes only.

Purpose:

The purpose of this report is to provide Council with the updated 2026 Municipal Election Accessibility guide, for information purposes only.

Background:

The Municipal Elections Act, 1996 promotes accessibility for voters and candidates with disabilities, and requires that the Clerk prepares a report and makes it available to the public about the identification, removal and prevention of barriers that affect electors and candidates with disabilities.

As provided in the Municipal Elections Act, 1996, the Clerk is responsible for conducting the election and is required to have regard to the needs of electors and candidates with disabilities. In preparing and executing the 2026 Municipal Election, the Clerk considered accessibility needs when reviewing facilities, providing voter support, training, and support for Candidates.

The attached Accessibility Report has been reviewed and updated from the 2022 Municipal Election, for Council information, with the most up to date information provided by Intelivote Systems Inc.

Financial Implications:

None.

Policies/Legislation:

[Municipal Elections Act, 1996](#)

By-law 2025-50, Agreement with Intelivote Systems Inc. for Voting by Telephone and Internet

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:	2026 Municipal Election Accessibility Plan - 2026-19-Community ServicesClerks.docx
Attachments:	- 2026 Municipal Election Accessibility Plan v2.pdf
Final Approval Date:	May 5, 2026

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

Robin Greenall



Municipality of West Elgin

2026 Municipal Election Accessibility Plan

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9. REPORTING **Error! Bookmark not defined.**

1. INTRODUCTION

This plan will address the specific accessibility requirements in relation to the 2026 Municipal Election in the Municipality of West Elgin.

The Municipality of West Elgin has made great efforts in promoting a barrier free community. In accordance with the [Municipal Elections Act](#), 1996, the [Accessibility for Ontarians with Disabilities Act](#), 2005, and the [Human Rights Code](#), 1990, the Municipal Clerk is authorized to establish procedures and provide appropriate measures to ensure that persons with disabilities have the opportunity to participate fully in the 2026 Municipal & School Board Election.

This planning document was developed in advance of the election to identify measures to be taken and reported to Council following the election.

The Municipality of West Elgin is committed to providing an accessible, inclusive, and equitable voting experience. The 2026 Municipal and School Board Election will ensure that:

1. Candidates and Electors with disabilities have full and equal access to all election information and services;
2. Voting places are fully accessible;
3. Persons with disabilities can independently and privately mark their ballot and have access to alternative methods of voting assistance.

This plan sets out the principles and actions to accommodate electors with disabilities and will guide the Municipality of West Elgin in delivering an accessible election.

2. OBJECTIVES

This plan is intended to highlight measures that the Municipality of West Elgin will be implementing to ensure equal opportunity for all electors and candidates.

These objectives include:

- That persons with disabilities can independently cast their vote and verify their selection.
- That persons with disabilities have full and equal access to all information on where and when to vote and on eligible candidates.
- That persons with disabilities can fully participate in the Municipal Election as an elector, candidate, or election official.
- That efforts are made to ensure that electors with disabilities are aware of the accessibility measures available via channels such as the newspaper, media launches, the Municipality of West Elgin website and social media.

- That all voting assistance locations are accessible.

3. DEVELOPMENT OF THE PLAN

This Plan is a “living” document which will be improved and updated as best practices are identified and new opportunities for improvement arise. To develop the plan below, several steps were taken to ensure that the statutory requirements were met, and a feasible implementation plan was in place. During the development of the 2026 Municipal Election Accessibility Plan, the following steps shall be implemented:

- Review and analysis of documents, policies and other supporting materials from AMCTO, neighboring municipalities, the Ministry of Municipal Affairs and Housing, technology suppliers and other various stakeholder groups.
- Establish staff training standards and practices directly related to the Election to ensure that people with disabilities can vote in a positive customer service environment and ensure that all Election Officials recognize that a voter’s needs shall be accommodated.

4. VOTING METHODS

The 2026 Municipality of West Elgin Municipal Election will be working with Intelivote Systems Inc. to provide eVoting services to eligible voters. This includes the convenience and independence of voting from anywhere via telephone, internet or in-person at a voting assistance location station during the October 16 – 26, 2026 voting period.

Everyday tools like computers, telephones and other aids can present accessible opportunities for persons with disabilities to accomplish more, while being consistent with the principles of independence, dignity, integration and equal opportunity.

The Intelivote Voting System provides voters with the capability to vote from the comfort of their own home. Voting from home facilitates the voting process for persons with disabilities who may have mobility restrictions, visual impairment, and/or have a difficult time with transportation. Additionally, persons who have assistive devices set up in their homes can now use them to assist with casting a ballot privately and independently.

By allowing persons with disabilities to vote from any location and from a selection of methods, there is an increase in the capability for the voter to vote without any assistance. This provides persons with disabilities the same independence and privacy in participating in the election as other voters. If persons with disabilities do require assistance in the voting process, trained Election Officials will be present at in-person Voter Assistance Locations offered across Municipality of West Elgin, throughout the voting period.

4.1 Telephone Voting

Eligible voters may vote using a touch-tone telephone, and the toll-free telephone number, date of birth, and the PIN number contained in their Voter Information Letter to access an audio ballot. Communications barriers can make it difficult for people to receive or convey information. Barriers may be identified as low volume, use of language that is not clear or plain, and confusing or unorganized menu options.

The Intelivote telephone voting application provides the following:

- Service on all types of touch tone phones and wireless devices.
- Clear, plain language.
- Menu options that are easy to follow, advising when to select options and provision of confirmation of the voter's selections.
- Standard volume is used to allow for adjustment dependent of the telephone or device being utilized.

4.2 Internet Voting

Eligible voters may vote online, using a smart phone, tablet device, gaming device or computer and any accompanying assistive devices or software, along with their date of birth and PIN and qualifying information, to access the internet address provided in their Voter Instruction Letter.

The Intelivote System has been created to meet the Web Content Accessibility Guidelines (WCAG-2 Level AA), so that persons with disabilities can perceive, understand, navigate and interact with the online voting system. It is compliant with the guidelines of the World Wide Web Consortium website principles, which include organization, functionality and readability of information provided, as well as alternative ways of representing information, such as with audio.

4.3 In-person Voting at Voting Assistance Location(s)

For those individuals without means to access voting via telephone or Internet, or who require the assistance of a trained Election Official, several advance voting assistance locations and Election Day voting assistance locations will be open to provide in-person internet voting opportunities via a laptop, tablet or touch screen monitor.

Access to the voting assistance location interior and voting area shall be level and slip resistant. Any doormats or carpeting shall be level with the floor to prevent potential tripping hazards. The voting area shall be well lit and seating shall be available. Entrance corridors shall be clear of obstructions and tripping hazards and will allow sufficient space for use of a wheelchair or scooter.

An accessible voting area will be available at each voting assistance location. These areas shall be low in height and have a wide area to allow individuals who use a wheelchair or scooter to vote independently and secretively.

Voters may attend any voting assistance location throughout the voting period. The Municipality of West Elgin will be operating the following voting location(s) during the Advance Voting Period:

Municipal Office
22413 Hoskins Line, Rodney
October 16, 2026, to October 23, 2026, during regular business hours

West Elgin Community Complex (Council Chambers)
160 Main Street, West Lorne
October 17 & 24, 2026, 10am to 6pm

Rodney Recreation Centre, Large Meeting Room
135 Queen Street, Rodney
October 17 & 24, 2026, 10am to 6pm

The following voting assistance locations will be open on Election Day, Monday October 26, 2026, from 10:00 a.m. to 8:00 p.m.

West Elgin Municipal Office
22413 Hoskins Line, Rodney
Internet Voting Only

4.4 Special Voting Provisions

Election staff shall visit sites including long-term care facilities and retirement homes, at reduced hours, to set up on-site voting kiosks, or bedside voting opportunities for residents.

5. VOTING LOCATION(S)

An accessibility assessment of each physical polling location will be conducted. The following considerations are considered when determining which location(s) will be used:

5.1 Accessible Route

Proximity of the voting location to accessible public transit routes shall be considered in the selection of voting location(s). The name and/or address of the voting location shall be clearly visible. An easily navigable route will be marked for entry into the

voting location and into the voting area within the location. The voting area shall be identified with clear and understandable signage. Seating areas shall be provided throughout the voting location for individuals needing a rest.

5.2 Entrance and Exit

The route to the entrance of the voting location shall be unobstructed and accessible. The route shall be wide enough to allow an individual using a wheelchair, scooter, other assistive device, or service animal to travel safely. Doors into the voting location and voting area shall be accessible and easy to open or shall remain propped open for the duration of the voting location hours. Routine checks of entrance and exit routes will be made throughout the hours of operation.

5.3 Parking

Accessible parking shall be available at all voting locations. The designated parking space(s) shall be clearly marked with the international Symbol of Accessibility and will be on firm and level ground, close to the entrance of the voting location. By-law officers will monitor and enforce parking at voting locations throughout the day.

6. VOTING ASSISTANCE

6.1 Support Person/Friend of the Voter

People with disabilities shall be permitted to be accompanied by a support person at any voting location. A designated support person and/or 'Friend of the Voter' will be administered an oath of secrecy/confidentiality by an Election Official prior to providing any such assistance.

6.2 Service Animals

Pursuant to the Municipality of West Elgin Accessibility Policy HR 8.2 individuals requiring service animals are permitted to be accompanied by a service animal at all voting locations.

6.3 Election Officials

At in-person voting assistance locations, upon request, Election Officials are available to assist any voter who requires assistance in casting their online ballot. All individuals working in the capacity of an Election Official are formally appointed as such and administered an oath of secrecy prior to voting day.

7. COMMUNICATION

The 2026 Municipal Election Accessibility Plan will be made available at 22413 Hoskins Line, Rodney, N0L 2C0 and by way of the Municipality of West Elgin web site www.westelgin.net. Alternative formats will be made available upon request.

Information regarding the accessibility measures provided for the 2026 Municipal Election shall be included in general election advertising as well as in the 2026 Municipal Election Nomination Package.

7.1 Election Materials

The Municipality of West Elgin is required, as per the Accessible Customer Service Standard, to provide a copy of a document to a person with a disability, or the information contained in the document, in a format that considers the person's disability.

Alternate Formats

Alternate formats are other ways of publishing information besides regular print. Some of these formats can be used by everyone while others are designed to address the specific needs of a user.

The Municipality of West Elgin and the person with a disability may agree upon the format to be used for the document or information.

In the event the information is not generated by the Municipality of West Elgin or is supplied by a third party, the Municipality of West Elgin will make every effort to obtain the information from the third party in an alternate format and/or will attempt to assist the Elector by providing assistive equipment.

General Election Materials

Large Print – Printed material generated by the Municipality of West Elgin will be provided in an Arial font, minimum 11 point, and can be made available in a font (print) size that is 16 to 20 points or larger.

Website – Information generated by the Municipality of West Elgin on the website in relation to the election will be compliant with WCAG 2.1 Level AA and allow for assistive software to be utilized. In addition, website font can be adjusted within the browser's functionality to aid the user in reading the information.

Video – Promotional and educational videos created for the 2026 municipal election shall incorporate audio and captioning.

7.2 Service Disruptions

From time to time and/or for unforeseen circumstances beyond the Municipality of West Elgin control, temporary service disruptions may be experienced. In the event of a temporary accessible service disruption, Election Officials will commit to making

reasonable efforts to ensure that services are reinstated as quickly as possible and that alternative services are provided where feasible.

In these instances of service disruptions, the Municipality of West Elgin shall provide reasonable notice in the event of a planned or unexpected disruption in the facilities or services usually used by persons with disabilities.

Notice of these temporary disruptions shall be provided in a conspicuous place and manner at the respective location(s) and information shall also be posted on the Municipality of West Elgin website. This notice shall include information about the reason for the disruption, its anticipated duration, and a description of alternative facilities or services, if available.

Accessible services in relation to this plan include voting places, election materials and/or voting provisions for Electors with disabilities at the voting place.

In the event of disruptions to service or unforeseen circumstances that affect the accessibility of voting places during the advance vote or on Election Day, notices of disruption will be posted in real time on the Municipality of West Elgin website and election website.

8. CANDIDATES

Candidates must also have regard to the needs of electors with disabilities. Campaign offices, election materials and canvassing should all be reviewed to ensure that they are fully accessible. Here is the link to the AMCTO's Candidates Guide to Accessible Elections.

<https://www.amcto.com/sites/default/files/2025-07/AMCTO-Candidates-Guide-to-Accessible-Elections.pdf>

9. LEGISLATIVE REQUIREMENTS

The Clerk is responsible for conducting municipal elections and establishing policies and procedures to ensure that all electors and candidates can fully participate in the election. In fulfilling this role, the Clerk adheres to legislative requirements and accessibility standards designed to remove barriers and promote equal opportunity.

Under the Municipal Elections Act, 1996, as amended, the following provisions apply:
12.1 (1) A clerk who is responsible for conducting an election shall have regard to the needs of electors and candidates with disabilities.

12.1 (2) A clerk shall prepare a plan regarding the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the plan available to the public before voting day in a regular election

12.1 (3) Within 90 days after voting day in a regular election, the clerk shall prepare a report about the identification, removal and prevention of barriers that affect electors and candidates with disabilities and shall make the report available to the public.

41(3) The clerk shall make such changes to some or all of the ballots as he or she considers necessary or desirable to allow electors with visual impairments to vote without the assistance referred to in paragraph 4 of subsection 52(1).

45 (2) In establishing the locations of voting places, the clerk shall ensure that each voting place is accessible to electors with disabilities

52 (1)(4) The deputy returning officer may permit an elector who needs assistance in voting to have such assistance as the deputy returning officer considers necessary.



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-05-14
Subject: First Quarter 2026, Community Services

Recommendation:

That West Elgin Council hereby receives the 2026 First Quarter Community Services report from Terri Towstiuc, Manager of Community Services/Clerk, for information purposes only.

Purpose:

The purpose of this report is to provide Council with an overview of Community Services Department activities and accomplishments during the first quarter of 2026, including Parks and Recreation operations, Recreation Programming and Communications, Records Management, Clerk's Department initiatives, and By-law Enforcement activities.

Background:

The first quarter of 2026 focused on winter operations, preparation for seasonal programming, administrative modernization, community engagement initiatives, and election preparation. Staff continued to support operational requirements while advancing strategic projects and service improvements across the municipality.

First Quarter Highlights

Parks and Recreation Operations

Significant operational work was completed during the first quarter to support municipal facilities and prepare for seasonal transitions. Key updates include:

- Receipt of a new departmental pickup truck and successful sale of the previous vehicle through GovDeals
- Winter snow removal operations completed for:
 - West Elgin Recreation Centre parking lot
 - West Lorne Fire Hall
 - Municipal sidewalks in Rodney and West Lorne
- Routine cleaning and maintenance completed at the Recreation Centre and Scout Hall
- Completion of arena season shutdown procedures, including coordination with refrigeration contractors for compressor shutdown at the end of March
- Arena clean-up and preparation for board removal completed for the off-season transition.

Recreation Programming and Community Engagement

Staff focused on expanding recreation opportunities and strengthening community partnerships.

Pool Programming and Sponsorships

Planning for the 2026 pool season has introduced several new programming opportunities, including:

- Aquafit (increased sessions)
- Parent and Tot
- Accessible Swim
- Teen Swim (new)
- Adult/Lane Swim (18+)
- Open Swim

Community sponsorship efforts have been successful:

- 50% of community swims secured through sponsorship
- 100% of Teen Swim programming fully sponsored

These sponsorships reduce operating costs while enhancing affordable recreational opportunities for residents.

Recreation Committee Initiatives

Administrative support was provided to the Recreation Committee through volunteer screening correspondence and onboarding processes.

Staff are also exploring a proposed Pooch Plunge event in partnership with the Marina as a new community engagement initiative.

Canada Day Planning

Planning is underway with bi-weekly coordination meetings to ensure a successful 2026 celebration.

Accessibility Improvements

An All-Risk Municipal Grant for accessibility, through Intact Public Entities and AMO/LAS, was submitted in partnership with staff to support Recreation Centre improvements, including:

- Entrance redesign
- Parking lot accessibility enhancements
- Installation of an accessible ramp
- Potential front entrance door upgrades

The grant request is for up to \$10,000 to improve facility accessibility for residents and visitors.

Communications and Public Information

Communications efforts during the quarter focused on resident engagement and improving information accessibility.

Key accomplishments include:

- Creation and distribution of a second arena renovation communication update
- Development of the Spring 2026 municipal newsletter for inclusion with tax bill mailings
- Creation and distribution of spring landfill and seasonal clean-up communications
- Preparation and circulation of pool sponsorship outreach materials
- Municipal website cleanup, including:
 - Removal of outdated information
 - Updating photos
 - Testing and repairing links
 - Improving content accuracy and accessibility

Records Management

Records modernization efforts continued throughout the quarter.

Progress includes:

- Sorting and purging archived file boxes beyond retention requirements
- Beginning a comprehensive inventory of document storage locations
- Organizing and archiving files on the office public drive.
- Completion of election-related records training
- Final submission of outstanding burial permits

These efforts support compliance, efficiency, and long-term records accessibility.

Clerk's Department

The Clerk's Department focused heavily on preparations for the 2026 Municipal Election.

Quarterly accomplishments include:

- Review and preparation of candidate information packages for release prior to May 1
- Participation in Candidate Information Night with Dutton Dunwich and Southwold on March 31
- Attendance at the Elgin Clerks Meeting on January 21
- Attendance at MFIPPA information training
- Assistance provided to Dutton Dunwich with clerk recruitment
- Participation in the AMCTO Zone Meeting

By-law Enforcement Summary

By-law Enforcement continued to respond to resident concerns across the municipality during the first quarter.

Enforcement Activity Overview

A total of 14 complaints/files were opened during the first quarter of 2026 across West Lorne, Rodney, and rural areas of West Elgin.

Complaint categories included:

- Property standards

- Animal control
- Parking
- Noise and vehicle operation
- Waste and property maintenance
- Hens/chickens
- Civil/neighbour disputes

File Status

- 10 files resolved/closed during the quarter
- 4 files remain open and under active investigation or follow-up

Trends Observed

Most complaints related to:

- Property standards and waste concerns
- Animal-related issues
- Parking and neighbourhood disputes

Response times and resolution periods varied depending on complexity, with several files resolved immediately and more complex property standard matters requiring extended investigation periods.

Conclusion

The first quarter of 2026 reflects steady progress across Community Services operations, with strong focus on service delivery, program expansion, accessibility improvements, records modernization, and proactive planning for key municipal initiatives. Staff will continue advancing seasonal recreation programming, election readiness, facility improvements, and community engagement efforts throughout the remainder of 2026.

Financial Implications:

N/A

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 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:	Community Services Quarterly Report, First Quarter 2026 - 2026-20-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	May 7, 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: 2026-05-14
Subject: Roots and Revival Festival 2026 – Request for Municipal Support

Recommendation:

That West Elgin Council receive this report regarding the requests submitted by Ms. Amy Sousa, Committee President of the Roots and Revival Festival; And

That Council approve the continued municipal support for the 2026 Roots and Revival Festival, including the use of requested municipal facilities and operational assistance, subject to staff coordination, scheduling availability, and all applicable municipal policies and event requirements; And

That staff be directed to work collaboratively with the Festival Committee to finalize operational logistics, cost implications, and any required agreements

Purpose:

The purpose of this report is to summarize the requests presented by Ms. Amy Sousa, Committee President of the Roots and Revival Festival, and obtain Council approval, to proceed with the requests.

Background:

On March 26, 2026, Ms. Sousa appeared before Council on behalf of the Roots and Revival Festival Committee to present a revised request for municipal support following discussions with municipal staff and internal committee review. The Committee has refined its event plans and is seeking continued municipal partnership to deliver the annual festival.

The festival aims to:

- Celebrate local culture and heritage;
- Support local businesses, artisans, and creators;
- Promote tourism within West Elgin, particularly Rodney and Port Glasgow;
- Generate positive economic activity for the community;
- Provide accessible and inclusive programming for residents and visitors.

The event continues to build momentum as a regional cultural attraction and aligns with Council's objectives of community engagement, tourism development, and economic revitalization.

Summary of Requests

Memorial Park Usage

The Festival Committee is requesting use of Memorial Park for daytime programming, specifically:

- Use of the Dance Hall to host an art gallery;
- Use of the Pavilion for artisan workshops and cultural programming.

These spaces would provide opportunities to showcase local artists and facilitate community participation.

Port Glasgow Festival Support

In partnership with the Port Glasgow Yacht Club, the Committee is requesting municipal support for waterfront programming, including:

- Use of the municipal parking lot for festival attendee parking;
- Access to the grassed area north of the parking lot for family-oriented activities such as:
 - Pony rides
 - Petting zoo
 - Games and children's activities

Operational Services

The Committee has requested municipal assistance with event servicing, including:

- Enhanced cleaning and maintenance of public washroom facilities;
- Reservation of municipal washrooms for accessible use;
- Provision of garbage cans and dumpster services;
- Additional picnic tables for visitor accommodation.

Portable washrooms will be arranged independently by the Festival Committee for public use.

Waterfront Cleanup Initiative

The Committee is proposing collaboration with the Municipality and Port Glasgow Yacht Club for a pre-event beach and waterfront cleanup.

This initiative would:

- Enhance the visitor experience;
- Improve the appearance of the waterfront;
- Promote civic pride and stewardship;
- Encourage repeat visitation and tourism activity.

Public Art / Mural Installation

The Committee has expressed interest in pursuing an additional mural project, subject to funding availability.

Potential locations include:

- Around Yacht Club grounds on a permanent post-supported structure;
- Exterior of the Memorial Park Dance Hall;
- East side of the beach/washroom building as a lower-cost alternative.

This initiative would be subject to separate staff review regarding location suitability, cost implications, and funding opportunities.

Discussion

The Roots and Revival Festival have demonstrated value as a community-building initiative that promotes tourism, local business participation, and cultural engagement. Previous years showcased the village of Rodney (2024) and the Town of West Lorne (2025).

The requested support is generally operational in nature and consistent with municipal assistance provided to community-led events.

Staff note that approval should remain subject to:

- Facility availability;
- Operational scheduling, and consideration of potential overtime for Parks & Recreation staff;
- Required insurance and permits submitted to the municipality from the festival coordinator(s);
- Event safety and logistical planning, including an evacuation plan.

Any significant unexpected municipal expenditures beyond standard operational support would be brought back to Council for further consideration.

The Roots and Revival Festival continues to provide cultural, social, and economic benefits to West Elgin. Supporting the event support fostering tourism, strengthening community partnerships, and enhancing local vibrancy.

Staff recommend continued municipal collaboration to support the successful delivery of the 2026 festival.

Financial Implications:

The anticipated financial impact is expected to be limited to routine operational support, including:

- Staff coordination time;
- Facility preparation;
- Waste management servicing;
- Washroom maintenance.

Any extraordinary costs or capital requests (including mural installation funding) would require separate Council approval.

Policies/Legislation:

West Elgin Strategic Plan

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:	Summary of Requests - Roots and Revival Delegation.docx
Attachments:	
Final Approval Date:	May 8, 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: 2026-05-14
Subject: Municipal Partnership with West Lorne Girls Hockey Association

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk regarding a municipal partnership with the West Lorne Girls Hockey Association: And

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the West Lorne Girls Hockey Association whereby the municipality will receive and direct the funding of successful grants and donations.

Purpose:

The purpose of this report is to provide Council with information to support a partnership between the Municipality of West Elgin and the West Lorne Girls Hockey Association, whereby the Municipality will receive the funding for the West Lorne Girls Hockey Association if they are successful with their grant applications.

Background:

The West Lorne Girls Hockey Association has recently been approved by OWHL to establish an in-house female league. However, as the association is not a registered charity, they require partnership with the municipality to accept any potential grants and donations. Grant funds will be released to the Municipality, and the Municipality will direct the funds for purchasing.

Secondary, the association is seeking a letter of authorization, to establish a bank account, with the municipality acknowledging the association and the partnership with the municipality.

Registration for West Lorne Girls Hockey starts on May 15, 2026, therefore this request is time sensitive to allow the association to proceed as planned.

The letter of authorization has been created in draft format, awaiting formal authorization from West Elgin Council.

Financial Implications:

There are no financial implications as a result of this recommendation.

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Municipal Partnership with West Lorne Girls Hockey Association - 2026-23-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	May 12, 2026

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

Robin Greenall

AMO Watchfile - April 23, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 4/23/2026 10:00 AM

To Terri Towstiuć <ttowstiuć@westelgin.net>



April 23, 2026

In This Issue:

- Call for Nominations to the 2026-2028 AMO Board of Directors.
- AMO's first-of-its-kind municipal candidate resource catalogue!
- Webinar - Addressing Local Housing Needs.
- The Importance of Professional Development and Education: AMO's Leading with Respect Handguide.
- MMAH 2026 Election Guides.
- Now Open: Delegation meeting requests at AMO 2026.
- Apply for the 2026 PJ Marshall Awards before May 22.
- Learn about best practices in Opportunities for Local Reconciliation at OSUM 2026 next week.
- New Dates - AMO Candidate Support Workshops.
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces.
- Make smooth your rough roads.
- Bring your building permit process and planning applications online.
- Streamline Your Document Signing Process.
- One more week to submit applications for the All Risk Municipal Grant.
- OGA26: Turning the Shift into Results - May 20, 2026.
- Careers.

AMO Matters

Nominations are now open for the 2026-2028 AMO Board of Directors Election. If you're considering running or want to encourage someone else to step forward, [visit the AMO Elections Webpage](#) for more information on offices open for election, eligibility requirements, and nomination requirements. The nomination ends Monday, June 22, 2026 at 12:00 p.m. (ET). Email questions to amoelections@amo.on.ca.

Through its [Healthy Democracy Project](#), AMO has launched a candidate attraction and voter turnout campaign: If You Believe. They Believe. In the Get Started section of the website you can view a first-of-its-kind catalogue of candidate resources for every phase of the campaign journey. [Please explore the resources and share with your networks!](#)

[Register for two upcoming webinars](#) from AMO's CCBF team to learn how to leverage existing data to support housing growth and affordability.

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 [Professional Development and Education Handguide](#), which highlights professional development and education as key strategies to ensure good governance and organizational stability.

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.

Education Opportunities

Want to request a 1:1 with The Ministry of Municipal Affairs and Housing (MMAH)? The [Municipal Delegation Request Form](#) for this year's AMO Conference is now available! Note that the deadline to submit your request is May 21 at 5 pm EST, and you must be registered for the [AMO 2026 Conference](#) to participate in your delegation meeting. Questions about the process? Email delegations@ontario.ca.

The PJ Marshall Awards recognize Ontario municipalities that have found smarter, creative or more cost-effective ways to deliver public services with tangible results. Applications are due by Friday, May 22, 2026 and the awards will be announced at the AMO 2026 Conference, held August 16 -19, 2026, in the City of Ottawa. For [more information and to apply, click here](#).

Learn how [AMO's Indigenous Reconciliation Action Plan](#) provides a framework for local reconciliation, and hear directly from First Nations and municipal leaders about a best-practice case study on how they built trust, achieved significant wins, and established a roadmap for collaboration at the [OSUM 2026 Conference April 29 – May 1](#).

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](#).

LAS

The winter has been long and cold, and your roads show the effects. The LAS [Road & Sidewalk Assessment Service](#) and [Work Order Software](#) are just to the ticket to get you back in shape. [Contact Tanner](#) for more info.

Build your community faster with an online permitting process for both staff and the construction community. Learn how to accept, review, and issue building permits online with easy communication through the [Electronic Permitting Service](#).

Streamline your document signing process with secure and authentic online digital signatures through the [Electronic Signature service](#) offered by program partner, Notarius. Learn more.

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.

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

[Program Specialist, Employment Service System - Region of Durham](#). Closing Date: April 27, 2026.

[Project Management Coordinator / Coordonnateur de la gestion des projets; coordonnatrice de la gestion des projets - Ministry of Tourism, Culture and Gaming / Ministère du Tourisme, de la Culture et des Jeux](#). Closing Date: May 6, 2026.

[Bilingual \(French/English\) Court Clerk/Monitor-Transcriber - Region of Durham](#). Closing Date: May 16, 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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AMO Watchfile - April 30, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 4/30/2026 10:00 AM

To Terri Towstiuic <ttowstiuic@westelgin.net>



April 30, 2026

In This Issue:

- Call for Nominations to the 2026-2028 AMO Board of Directors.
- Apply for the 2026 PJ Marshall Awards before May 22.
- AMO's candidate attraction campaign video hits 70,000 views—help share!
- Need help planning a classroom visit? We've got you covered.
- Register interest – Water and Wastewater Public Corporation.
- 2 months left: BPS energy reporting deadline July 1.
- New! Local Leadership Foundations for Ontario's municipal elected officials.
- Now Open: Delegation meeting requests at AMO 2026.
- New Dates - AMO Candidate Support Workshops.
- Preventing Escalated Behaviours Workshop: Practical Strategies for Safer Municipal Workplaces.
- Webinar - How to write a Housing Needs Assessment (HNA).
- Identify energy savings in your municipal facilities.
- Phasing out of linear fluorescent lamps.
- Applications Open for EASE Grant.
- Last call: AMCTO-Mitacs Municipal Innovation Internship Program.
- Careers.

AMO Matters

Nominations are open for the 2026–2028 AMO Board of Directors Election and will close on Monday, June 22, 2026, at 12:00 p.m. (ET). If you are considering running, or wish to encourage a colleague to step forward, please visit the [AMO Board Elections webpage](#) for details on positions open for election, eligibility criteria, and nomination requirements. Questions can be directed to amoelections@amo.on.ca.

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AMO's [If You Believe. They Believe.](#) candidate attraction and voter turnout [campaign video](#) has reached more than 70,000 views across multiple platforms. Don't miss out - help spread the word about this Healthy Democracy Project campaign, [use our Campaign Toolkit](#) to keep the momentum rolling.

Helping people understand the roles of local government and elected officials has never been more important. Through AMO's Healthy Democracy Project, AMO members and educators can access a [suite of civic education resources](#), including a [guide for how to coordinate an excellent classroom visit](#). Our

classroom surveys show that 75% of students who met with their elected officials agreed that the visit improved their understanding of municipal government.

Provincial Matters

The Ministry of Municipal Affairs and Housing is inviting municipalities to express interest in implementing the [water and wastewater public corporation service model](#) by August 13.

Less than two months until the [annual BPS energy reporting deadline](#). Be sure to report your annual energy use and greenhouse gas emissions to the province by July 1.

Education Opportunities

Newly elected councillors face big decisions, legal obligations and a steep learning curve from day one. AMO and public sector education experts, Institute on Governance, are building a new, highly practical learning program to give Ontario's municipal elected officials the strongest possible start to the upcoming term. [For more information, join the waitlist.](#)

Want to request a 1:1 with a provincial ministry at the AMO Conference? The [Municipal Delegation Request Form](#) for this year's AMO Conference is now available! Note that the deadline to submit your request is May 21 at 5 pm EST, and you must be registered for the AMO [2026 Conference](#) to participate in your delegation meeting. Questions about the process? Email delegations@ontario.ca.

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Join AMO's CCBF team on May 7th from 1-3 pm for a webinar on how to write a Housing Needs Assessment. Read more [here](#), and [click here to register](#).

LAS

LAS offers an easy way to identify energy savings and reduce costs in your buildings. Check out our [Energy Workshops](#) featuring Stephen Dixon. [Book your session](#) for the summer. Eligible for IESO incentives.

[Federal regulations](#) require a gradual phase-out of linear fluorescent lamps. LAS's [Facility Lighting Service](#) provides a complete turn-key solution for your lighting upgrades. [Contact us today](#) for a free budget proposal.

Municipal Wire*

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.

The deadline to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program - is next Friday, May 8, 2026. 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](#).

Careers

[Director of Development Services - Township of South Frontenac](#). Closing Date: May 17, 2026.

[Manager, Community Planning - Municipality of Lakeshore](#). Closing Date: May 17, 2026.

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AMO Watchfile - May 7, 2026

From AMO Communications <communicate@amo.on.ca>

Date Thu 5/7/2026 10:01 AM

To Terri Towstiuic <ttowstiuic@westelgin.net>



May 07, 2026

In This Issue:

- Nominations Open: AMO Board Election.
- Free webinar: Recent Developments on OMERS Governance.
- AMO's Candidate Attraction Campaign passes 1 million impressions!
- Apply for the 2026 PJ Marshall Awards by May 22.
- Consultation on 2026-2029 Federal Sustainable Development Strategy.
- New Dates - AMO Candidate Support Workshops.
- AMO's post-election Local Leadership Foundations program for municipal elected officials.
- Webinar - How to use your HNA.
- A bright year ahead for your facilities.
- Blog - Fueling Your Local Economy with SLWC Partnerships.
- Last call: AMCTO-Mitacs Municipal Innovation Internship Program.
- Nominations Open – 2026 OHRC Human Rights Awards.
- IPC Transparency Challenge.
- The Ontario Bike Summit.
- Careers

AMO Matters

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AMO is working collaboratively with other plan sponsors and the OMERS Administration Corporation to establish the new OMERS Sponsors Council. [Join us for a free webinar](#) on May 25th with AMO and MEPCO on these developments and why they matter to municipal employers.

AMO's Healthy Democracy Campaign, [When You Believe, They Believe](#), has passed 1,000,000 impressions! Help continue to amplify this campaign as we work to motivate candidates and voters to participate in the 2026 municipal elections. Visit our site to [download the campaign toolkit](#) with everything you need to help share this important campaign.

The PJ Marshall Awards recognize Ontario municipalities that have found smarter, creative or more cost-effective ways to deliver public services with tangible results. Applications are due by Friday, May 22, 2026

and the awards will be announced at the AMO [2026 Conference](#), held August 16 -19, 2026, in the City of Ottawa. [For more information and to apply, click here.](#)

Federal Matters

Environment and Climate Change Canada are seeking feedback on their Sustainable Development Strategy by May 12. [Provide your feedback](#) through online questionnaire, by e-mail, or through participating in an upcoming webinar.

Education Opportunities

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LAS

LAS has a bright solution to your lighting needs as the government phases out mercury lamps this year. Our [Facility Lighting Service](#) provides complete turn-key upgrades for your lighting systems. [Contact us today](#) for a free budget proposal.

When aging private water and sewer lines fail, homeowners can face severe financial stress. They often turn to the municipality for answers. Our latest blog explains how you can support local homeowner education and a positive economic impact by offering a sewer and water line warranty service through SLWC. [Read it here.](#)

Municipal Wire*

The deadline to apply for the next intake of the AMCTO-Mitacs Municipal Innovation Internship Program - is tomorrow Friday, May 8, 2026. 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.](#)

Nominations are open for the 2026 Daniel G. Hill Human Rights Awards, recognizing individuals who have made significant contributions to advancing human rights in Ontario. [Submissions open until May 29.](#)

The IPC's third Transparency Challenge is now open. [Submit your institution's innovative projects](#) advancing government openness and get showcased in Ontario's online Transparency gallery.

[The Ontario Bike Summit](#) returns to Toronto Sept 22–24, convening public and industry leaders to showcase North American best practices in cycling infrastructure, policy, tourism, and community planning.

Careers

[Ombudsman - Legislative Assembly of Ontario / l'Assemblée législative de l'Ontario.](#) Closing Date: May 22, 2026.

[Fleet Specialist - Intact Public Entities.](#) Closing Date: June 6, 2026.

[Chief Wastewater Treatment Operator - City of Windsor.](#) Closing Date: May 29, 2026.

[Parks Operator, Horticulture - Town of Orangeville.](#) Closing Date: May 13, 2026.

[Deputy Clerk and Community Engagement - Town of Parry Sound](#). Closing Date: May 15, 2026.

[Manager, Strategic Partnerships & Government Relations - Town of Caledon](#). Closing Date: May 21, 2026.

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Ministry of the Environment,
Conservation and Parks

Environmental Assessment
Modernization Branch

135 St. Clair Avenue West
4th Floor
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
4^e étage
Toronto ON M4V 1P5



April 22, 2026

TO: Stakeholder Distribution List

RE: Requirements for waste disposal site service area and fill rate changes

Earlier this week, I wrote to you about proposed amendments to the *Environmental Assessment Act* (EAA) as part of ongoing efforts to modernize the environmental assessment (EA) program.

Today, the Ministry of the Environment, Conservation and Parks posted a new proposal on the Environmental Registry of Ontario (ERO) for public comment and invites your feedback.

Ontario is proposing changes to requirements for waste disposal sites. These changes would support more efficient use of existing waste disposal capacity and provide communities with more options to meet their waste disposal needs while maintaining strong environmental protection.

The proposal would allow operators more flexibility to change the area where the waste comes from (the service area) and to change the rate at which they can accept it (the fill rate).

The ministry would continue to review these changes through the Environmental Compliance Approval amendment process, which is expected to reduce the time it takes to make these types of changes.

This proposal would not allow landfill expansions beyond a site's approved size, nor would it change the types of waste a site is authorized to receive. These types of changes would continue to require separate approvals under existing legislation.

More information is available [here](#), and input is being accepted until **June 8, 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 style.

Annamaria Cross
Director, Environmental Assessment Modernization Branch
Ministry of the Environment, Conservation and Parks



Monday, April 20, 2026

Premier of Ontario
Hon. Doug Ford
Legislative Building, Queen's Park
Toronto ON M7A 1A1
Sent via email: premier@ontario.ca

Re: Support of Finlay's Law on Emergency Room Reform

At its regular meeting on April 10, 2026, the Western Ontario Wardens' Caucus adopted the following motion in support of Finlay's Law on Emergency Room Reform:

#11 Moved by D. Bailey seconded by B. Clark:

WHEREAS growing pressures across the Ontario healthcare system are increasing patient volumes in emergency rooms (ER), requiring more complex care, and contributing to longer patient wait times in ERs for residents in Ontario's largest municipalities; and

WHEREAS Health Quality Ontario data from October 2025 reports that patients needing admission to the hospital waited an average of 19-20 hours, with high-urgency patients waiting close to 5 hours on average to be seen by a physician; and

WHEREAS in December 2023, the Auditor General of Ontario reported that significant hospital staffing shortages were reducing access to timely emergency care; and

WHEREAS the Financial Accountability Office of Ontario reported in March 2023 that ER wait times were increasing significantly with the longest wait times recorded in over 15 years and that provincial funding was \$21.3 billion short to maintain current health programs through 2028; and

WHEREAS according to the Ontario Hospital Association (OHA), Ontario has had the lowest per capita hospital expenditure in Canada since 2018; and

WHEREAS according to the OHA, approximately 4,200 alternate level care (ALC) patients remain in acute beds (40% awaiting long term care), worsening ER delays; and

WHEREAS Canadian ER researchers have highlighted that between 8,000 and 15,000 Canadians die prematurely as a result of ER overcrowding; and

WHEREAS reports of patients dying in crowded ERs across Canada are increasing, such as 16-year-old Finlay van der Werken who waited over 8 hours in an Oakville ER without being seen by a physician and tragically passed away on February 9, 2024 from pneumonia that developed into sepsis; and

WHEREAS ER delays are contributing to excessive ambulance offload times, adding undue strain on response capacity of municipal paramedic services across Ontario; and

WHEREAS the Provincial Government has taken important steps to improve health care in Ontario, however additional funding and staffing resources for hospitals to reduce ER wait times and increase capacity to provide timely access to care for all patients in ER's remains critical; and

WHEREAS despite growing concerns regarding staffing shortages in and closures of ERs across Ontario, as well as failure to meet federal standards such as the Canadian Triage and Acuity Scale, the Provincial Government continues to receive full contributions of Canada Health Transfers from the federal government.

THEREFORE BE IT RESOLVED THAT the Western Ontario Wardens Caucus calls on the Provincial Ministry of Health to take immediate action to reduce ER wait times with consideration for the importance of enhanced ER triage protocols and increased funding to strengthen emergency readiness;

AND THAT the Western Ontario Wardens Caucus calls on the Provincial Ministry of Health to introduce Finlay's Law to ensure that no child in Ontario is left without timely emergency medical care in hospitals by:

- Setting legal maximum ER wait times for children under 18 (e.g., physician assessment within 2 hours, admission within 8 hours).
- Mandating safe pediatric nurse-to-patient and physician-to-patient ratios in emergency settings.
- Establish independent oversight to audit hospitals, investigate pediatric ER deaths, and enforce compliance.
- Mandate public, independent, and timely (within 1 year) inquiry by the Chief Coroner of Ontario of every pediatric death in an ER waiting area.
- Fund better pediatric emergency readiness, including staffing, training and infrastructure

AND THAT the Western Ontario Wardens Caucus calls on the Federal Ministry of Health to enforce the principles and requirements of the Canada Health Act through its spending power of Canada Health Transfers to Ontario by:

- monitoring compliance to national health standards, such as Canadian Triage and Acuity Scale (CTAS) in ERs;
- and establishing and ensuring compliance with a new sepsis care

AND THAT a copy of this resolution be sent to the Premier of Ontario, the Ontario Minister of Health, the Federal Minister of Health, the Ontario Medical Association (OMA), the Ontario Hospital Association (OHA), and the Association of Municipalities of Ontario (AMO).

Carried.

Please contact the office if you require any further information.

Yours sincerely,



Marcus Ryan
Chair, Western Ontario Wardens' Caucus

cc.

Hon. Marjorie Michel, Federal Minister of Health

Hon. Sylvia Jones, Ontario Minister of Health

Ontario Medical Association

Ontario Hospital Association

Association of Municipalities of Ontario

Ontario Big City Mayors

Eastern Ontario Wardens' Caucus

Western Ontario Municipalities

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 6, CONCESSION 14
MUNICIPALITY OF WEST ELGIN
8589 FURNIVAL ROAD**

The applicant proposes to sever a parcel with a frontage of 20.12m, a depth of 45.72m, and an area of 216.4 m² to create a easement / R.O.W for vehicular access. The applicant is retaining a lot with an area of 698.9 m² proposed to remain in Residential use.

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

Severance applications E 25-26 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **April 22, 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 Central 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 copy of the easement schedule, which includes language protecting the use of that path for the owner and Municipality, to the Municipality.
3. That the Owner shall obtain an entrance permit from the Municipality to the satisfaction of the Municipality.
4. That the fencing around the “dog run” be removed from the lands to be severed, to the satisfaction of the Municipality.

DECISION

Application #E 25-26

April 22, 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 22nd day of April 2026.



Alicia Csoff
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 25-26

PART LOT 6, CONCESSION 14 MUNICIPALITY OF WEST ELGIN 8589 FURNIVAL ROAD

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 25-26** 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 **May 12, 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 22nd day of April, 2026.



Alicia Csoff
Secretary-Treasurer
Land Division Committee

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

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





The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, April 21, 2026

Resolution # RC26077	Meeting Order: 6
Moved by: 	Seconded by: 

WHEREAS the Municipality of Wawa acknowledges that municipal infrastructure—including roads, bridges, water and wastewater systems—underpins public safety, economic vitality, and quality of life in Ontario’s rural and small urban communities; and

WHEREAS the Ontario Community Infrastructure Fund (OCIF) was created in 2015 to assist small and rural municipalities facing infrastructure deficits that exceed their local revenue capacities; and

WHEREAS in 2022, the Government of Ontario committed to increase the annual OCIF envelope from \$100 million to \$400 million over a five-year term, with that commitment scheduled to expire at the end of fiscal 2026; and

WHEREAS fixed funding levels, amid rising labour, material, and climate resilience costs, have eroded the purchasing power of the \$400 million envelope, jeopardizing municipalities’ ability to deliver and sustain essential services without incurring unsustainable debt; and

WHEREAS predictable, multi-year funding indexed to real-world cost drivers is critical for municipalities to develop, finance, and execute long-term asset management plans, reduce emergency repairs, and leverage complementary federal and private infrastructure financing; and

WHEREAS the Municipality of Wawa requires a steadfast provincial partner to extend and enhance OCIF beyond 2026, ensuring infrastructure resilience, fiscal sustainability, and equitable access for all small and rural municipalities;

NOW THEREFORE BE IT RESOLVED THAT:

1. The Council of the Corporation of the Municipality of Wawa calls upon the Government of Ontario to extend the annual OCIF envelope at not less than \$400 million beyond its current five-year term ending in 2026, with no reductions in subsequent provincial budgets.

Page 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

- 2. The Province be requested to index the total annual OCIF envelope—and each individual municipal allocation—to the Ontario Consumer Price Index (CPI), calculated on a calendar-year basis and disbursed in the first quarter of each fiscal year.
3. The Ministry of Infrastructure establish a new five-year OCIF funding framework that guarantees annual envelopes and allocation percentages by municipality, enabling long-term capital planning and stable cash-flow management.
4. The Province undertake a formal review of the OCIF allocation formula at least once every four years, incorporating current municipal asset management data, demographic projections, climate resilience metrics, and rural equity considerations.
5. A dedicated contingency reserve equal to five percent (5%) of the annual OCIF envelope be created within the fund to address extraordinary cost escalations, emergency repairs, or project overruns without reallocating core funding.
6. The Ministry of Infrastructure publish an annual OCIF performance report—including program disbursements, allocation adjustments, and reserve expenditures—in a transparent, publicly accessible online dashboard.

FURTHER THAT the Council of the Municipality of Wawa supports the April 15, 2026 resolution of the Township of Shuniah regarding the Ontario Community Infrastructure Fund (OCIF); and

FURTHER THAT this resolution be circulated to the Premier of Ontario, the Leader of the Official Opposition, the Minister of Infrastructure, the Minister of Municipal Affairs and Housing, local Members of Provincial Parliament (MPPs), the Association of Municipalities of Ontario (AMO), and all Ontario municipalities.

Table with 4 columns: Resolution Result, Recorded Vote, Yes, No. Rows include CARRIED, DEFEATED, TABLED, RECORDED VOTE (SEE RIGHT), PECUNIARY INTEREST DECLARED, and WITHDRAWN.

Disclosure of Pecuniary Interest and the general nature thereof.

Disclosed the pecuniary interest and general name thereof and abstained from the discussion, vote and influence.

Clerk: _____

Table with 2 columns: Mayor - Melanie Pilon, Clerk - Maury O'Neill. Contains handwritten signatures for both roles.

Ministry of Natural Resources

Development and Hazard Policy
Branch
Policy Division
300 Water Street
Peterborough, ON K9J 3C7

Ministère des Richesses naturelles

Direction de la politique d'exploitation des
ressources et des risques naturels.
Division de l'élaboration des politiques
300, rue Water
Peterborough (Ontario) K9J 3C7

Date April 30, 2026
Subject: Regulations under the *Geologic Carbon Storage Act, 2025*

Hello,

Following up on the recent letter you received from Jennifer Keyes, I am pleased to inform you that the *Geologic Carbon Storage Act, 2025* (GCSA) and supporting regulations, detailing requirements for the authorization of research and evaluation activities and carbon storage activities in Ontario, are now in effect.

Carbon storage is new to the province, and Ontario has taken a phased approach to ensure that it is done responsibly, with measures in place to safeguard people and the environment. Throughout each phase, the Ministry of Natural Resources has invited input from Indigenous communities and organizations, industry, agricultural associations, municipalities, non-government organizations, subject matter experts, farmers and the public.

The ministry sought feedback on the Regulatory Proposals under the Proposed Geologic Carbon Storage Act from August 12th, 2025, until September 26th, 2025. The final regulations can be found online through the following links:

- Ontario Regulation 311/25: [General Matters under the Authority of the Lieutenant Governor in Council](#)
- Ontario Regulation 12/26: [General Matters under the Authority of the Minister](#)
- Ontario Regulation 13/26: [Rent](#)

Through the regulation development process, all comments were considered, and changes were made to the proposal to respond to feedback and improve clarity and consistency. Key changes include:

- Removing application fees
- Lowering the emissions threshold for projects eligible to use pore space vested in the Crown by regulation
- Extending the maximum term of licences and permits for research and evaluation to support post-closure management
- Refining municipal endorsement requirements for storage permits
- Allowing phased security and the use of surety bonds for security

- Clarifying closure timelines
- Providing for the establishment of site-specific protection boundaries, instead of using fixed buffers, to delineate areas where Oil, Gas and Salt Resources Act (OGSRA) operators are restricted from carrying out well-related activities that could impact reservoirs where CO₂ is being stored.

The original proposal also included updates to the sample processing fees charged to all operators under the OGSRA, but a decision was made to not move forward with those updates at this time. The ministry's approach to stewardship fees has been deferred and will be considered separately. The proposal and decision notices are available on the Regulatory Registry under posting # [25-MNRF006](#).

The GCSA and supporting regulations enable the safe, responsible and permanent storage of carbon dioxide in a manner that is designed to protect public safety and the environment and minimize potential adverse impacts on other land and resource uses. Establishing a clear legislative and regulatory framework for this activity is key to realizing the potential benefits and managing potential risks associated with geologic carbon storage.

For more information on geologic carbon storage in Ontario, please visit Ontario.ca/CarbonStorage. If you have questions, please contact the Carbon Storage Operations Section by email at carbonstorage@ontario.ca or by phone at 519-873-4634.

Sincerely,

John Dungavell
Director, Development and Hazard Policy Branch



The Corporation of the Municipality of West Elgin

By-Law No. 2026-31

A By-law to Authorize the Execution of an Agreement between His Majesty the King in Right of Ontario, as represented by the Minister of Transportation, and The Corporation of the Municipality of West Elgin for the Provision and Use of Dedicated Gas Tax Funds Under the Dedicated Gas Tax Funds for Public Transportation Program

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

Whereas it is deemed expedient that The Corporation of the Municipality of West Elgin enters into an Agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation for the purposes of providing monies to the Corporation of the Municipality of West Elgin through the Dedicated Gas Tax Funds for Public Transportation Program; and

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

1. That the Corporation of the Municipality of West Elgin hereby authorizes the agreement with His Majesty the King in Right of Ontario as represented by the Minister of Transportation, in the form of an agreement titled Dedicated Gas Tax Funds for Public Transportation Program, identified as Schedule "A" attached hereto and forming an integral part of this By-law.
2. That the Mayor and Clerk are hereby authorized and directed to execute such agreement and any related documents and affix the Seal of the Corporation of the Municipality of West Elgin thereto.
3. This by-law shall come into force and effect on May 14, 2026.

Read a first, second, and third time and passed this 14th day of May 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk

Ministry of Transportation

Ministère des Transports



Office of
Assistant
Deputy Minister

Bureau du sous-ministre
adjoint
Division des transports en
commun

Transit Division

777, rue Bay, 30e étage
Toronto, ON M5G 2E5

777 Bay Street, 30th Floor
Toronto, ON M5G 2E5

March 27, 2026

Mayor Richard Leatham
Municipality of West Elgin
22413 Hoskins Line
Rodney ON N0L 2C0

Dear Mayor Leatham:

RE: Dedicated Gas Tax Funds for Public Transportation Program Letter of Agreement

This Letter of Agreement between the **Municipality of West Elgin** (the “Municipality”) and His Majesty the King in right of the Province of Ontario, as represented by the Minister of Transportation (the “Ministry”), sets out the terms and conditions for the provision and use of dedicated gas tax funds under the Dedicated Gas Tax Funds for Public Transportation Program (the “Program”).

Under the Program, the Ministry provides two cents out of the revenue from each litre of gasoline sold in Ontario, in accordance with provincial gas tax statutory requirements, to municipalities to fund improvements to Ontario’s transportation network and supporting economic development in communities for public transportation expenditures.

The Ministry intends to provide dedicated gas tax funds to the Municipality in accordance with the terms and conditions set out in this Letter of Agreement and the enclosed Dedicated Gas Tax Funds for Public Transportation Program 2025-26 Guidelines and Requirements (the “Guidelines and Requirements”).

In consideration of the mutual covenants contained in this Letter of Agreement and the Guidelines and Requirements, which the Municipality has reviewed and understands and are hereby incorporated by reference, and other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Ministry and the Municipality agree as follows:

1. To support local public transportation services in the Municipality, the Ministry agrees to provide funding to the Municipality under the Program to a maximum amount of up to **\$31,172** (“the “Maximum Funds”) in accordance with, and subject to, the terms and

conditions set out in this Letter of Agreement and the Guidelines and Requirements.

2. The Municipality,
 - a) shall provide to the Ministry a fully signed copy of this Letter of Agreement no later than **April 30, 2026**;
 - b) hereby represents and warrants that it has a municipal by-law(s), indicating that the Municipality shall provide ongoing Public Transportation Services. The Municipality agrees to provide to the Ministry a copy of the municipal by-law(s) upon request in the Ministry's sole discretion; and
 - c) hereby represents and warrants that it has the authorizing municipal by-law(s) and, if applicable, resolution(s) for the Municipality to enter into this Letter of Agreement. The Municipality agrees to provide to the Ministry a copy of the authorizing municipal by-law(s) and, if applicable, the resolution(s) for the Municipality to enter into this Letter of Agreement upon request in the Ministry's sole discretion.
3. Upon receipt of the documentation identified in Section 2 above, the Ministry will provide the Municipality with 75% of its Maximum Funds. Reporting forms are due for submission by **May 15, 2026**. Upon approval of the reporting forms, the Ministry will provide the Municipality with any remaining payment(s). Any outstanding reporting requirements from previous years of the Program will need to be submitted and approved prior to receiving 2025-26 Gas Tax funding.
4. The Municipality will adhere to all terms and conditions set out in the Guidelines and Requirements, including, but not limited to, the host and contributing municipality process for when a municipality authorizes another municipality to provide public transportation services on its behalf.
5. The Municipality agrees that any amount payable under this Letter of Agreement and the Program may be subject, at the Ministry's sole discretion, to any other adjustments as set out in the Guidelines and Requirements.
6. The Municipality will deposit the Maximum Funds received in accordance with the Program into a dedicated gas tax funds reserve bank account and use the Maximum Funds, and any related interest, only in accordance with the Guidelines and Requirements.
7. The Municipality will adhere to all requirements set out in the Guidelines and Requirements, including, but not limited to, reporting and accountability measures. The Municipality will also provide all requested documentation to the Ministry in accordance with the Guidelines and Requirements.
8. The Municipality agrees that the Maximum Funds represent the full extent of the financial contribution from the Ministry and the Province of Ontario under the Program for the 2025-26 Program year.
9. The Ministry may terminate this Letter of Agreement at any time, without liability, penalty or costs upon giving at least thirty (30) days written notice to the Municipality. If the Ministry terminates this Letter of Agreement, the Ministry may take one or more of the following actions: (a) cancel all further payments of dedicated gas tax funds; (b) demand

the return of any dedicated gas tax funds remaining in the possession or under the control of the Municipality; and (c) determine the reasonable costs for the Municipality to terminate any binding agreement(s) for the acquisition of eligible public transportation services acquired, or to be acquired, with dedicated gas tax funds provided under this Letter of Agreement, and do either or both of the following: (i) permit the Municipality to offset such costs against the amount the Municipality owes pursuant to Section 9(b) of this Letter of Agreement; and (ii) subject to Section 1, provide the Municipality with funding to cover, in whole or in part, such costs. The funding may be provided only if there is an appropriation for this purpose, and in no event will the funding result in the Maximum Funds exceeding the amount specified under Section 1.

10. Any provisions which by their nature are intended to survive the termination or expiration of this Letter of Agreement including, without limitation, those related to disposition, accountability, records, audit, inspection, reporting, communication, liability, indemnity, and rights and remedies, will survive its termination or expiration.
11. This Letter of Agreement may only be amended by a written agreement duly executed by the Ministry and the Municipality.
12. The Municipality agrees that it will not assign any of its rights or obligations, or both, under this Letter of Agreement.
13. The invalidity or unenforceability of any provision of this Letter of Agreement will not affect the validity or enforceability of any other provision of this Letter of Agreement. Any invalid or unenforceable provision will be deemed to be severed.
14. The term of this Letter of Agreement will commence on the date of the last signature of this Letter of Agreement and shall remain in force and effect until the completion of the 2025-26 Program in accordance with the Guidelines and Requirements.
15. The parties hereby consent to the execution of this Letter of Agreement by means of an electronic signature.

If the Municipality is satisfied with and accepts the terms and conditions of this Letter of Agreement, please sign and deliver a fully signed pdf copy to the Ministry. The Municipality may sign and deliver the Letter of Agreement to the Ministry electronically. In addition, all program reporting documents are also to be sent through Transfer Payment Ontario (TPON).

HIS MAJESTY THE KING IN RIGHT OF THE PROVINCE OF ONTARIO,
as represented by the Minister of Transportation



March 27, 2026

Date

Name: James Pearce

Title: Assistant Deputy Minister, Transit Division

Pursuant to Delegated Authority.

I have read and understand the terms and conditions of this Letter of Agreement, as set out above, and, by signing below, I am signifying the Municipality's consent to be bound by these terms and conditions.

Municipality

Date

Name (print):
Title (head of council or
authorized delegate):

I have authority to bind the Municipality.

Date:

Name (print):
Title (clerk or authorized delegate):

I have authority to bind the Municipality.



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-32

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on May 14, 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 May 14, 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 14th day of May, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk