



Municipality of West Elgin

Agenda

Council Meeting

Date: May 28, 2026, 4:00 p.m.
Location: Rodney Recreation Centre
135 Queens Line
Rodney, ON

Council Meetings are held in-person at 160 Main Street, West Lorne, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

Zoom Link:

<https://us02web.zoom.us/j/81395891671?pwd=28v9RUG1APIWc2xxONVgwtG9pxNoTh.1>

Pages

1. Call to Order
2. Adoption of Agenda

Recommendation:
That West Elgin Council hereby adopts the Regular Council Agenda for May 28, 2026, as presented.
3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Delegations and Presentation
 - 4.1 John Kirby, Legal Representative for Rodney Market 8
 - 4.2 Paul Morrissey, Legal Representative for Dawn Geddes & Keith Montgomery 64
 - 4.3 Rob Ganhadeiro, Owner of abutting property to Rodney Market.
 - 4.4 Liz Wright, Canadian Cartage Couriers Services

5. Adoption of Minutes

96

Recommendation:

That West Elgin Council hereby adopt the Minutes of May 14, 2026, as presented.

6. Business Arising from Minutes

7. Staff Reports

7.1 Infrastructure & Development

7.1.1 Garbage RFP

103

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Infrastructure and Development; re: 2026 Garbage Collection Service; and

That West Elgin Council authorizes acceptance of the RFP submission from Waste Connections at a yearly price of \$413,188.92 plus applicable taxes and authorizes entering into a contract for a term of seven (7) years with two optional one (1) year extensions, including annual CPI increases, and

That West Elgin Council authorizes the acceptance of the Provisional for Toter carts for the residents in the communities of Rodney and West Lorne.

7.1.2 Crosswalk

106

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Infrastructure & Development regarding potential pedestrian crossing study locations on Graham Road;

And further that Comuncil recommends proceeding with a pedestrian crossing warrant study at the intersection of Graham Road and Munroe Street, including the pedestrian crossing area near the former railway tracks.

7.2 Community Services/Clerk

7.2.1 Municipal Partnership, Roots & Revival Festival, Grant Funding

110

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuic, Manager of Community Services/Clerk regarding a municipal partnership with the Roots and Revival Festival: And

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the Roots and Revival Festival committee whereby the municipality will receive and direct the funding approved from the Elgin St. Thomas Community Fund, and any other potential funding received, for the 2026 festival.

7.3 Chief Administrative Officer

7.3.1 Old Town Hall

113

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO titled Old Town Hall – Project Confirmation, and

That West Elgin Council directs staff to complete a final design plan, at a cost not to exceed \$200,000, and proceed to tender the project to return final project costings for Council approval, and

That West Elgin Council directs staff to immediately fund the cost of the design plans through the Rate Stabilization Reserve, and

That West Elgin Council directs staff to explore borrowing options (debt) to support the Municipality's funding responsibilities, and

That the Municipality draft a report to the Elgin County Library and the County of Elgin requesting their commitment to support the project.

7.3.2 Community Improvement Plan (CIP) Summary 221

Recommendation:

THAT By-Law Number 33 of 2026, being a by-law to designate a Community Improvement Project Area, be presented for enactment; And

THAT By-Law Number 34 of 2026, being a by-law to adopt the 2026 Elgincentives Community Improvement Plan, be presented for enactment.

7.3.3 Use of Alleyway in Commercial Centre of Rodney 224

Recommendation:

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

That West Elgin Council directs staff to review the information presented by the delegations and return a report on or before the June 25th, 2026, Council meeting.

7.4 Corporate Services & Finance

7.4.1 2026 Draft Budget 233

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled “West Elgin 2026 Draft Budget Summary”, dated May 28, 2026, be received for discussion;

AND THAT Council provide directions to staff regarding any revisions prior to final budget adoption.

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled “West Elgin 2026 Draft Water & Wastewater Budgets Summary”, dated May 28, 2026, be received for discussion;

AND THAT Council provide direction to staff regarding any revisions prior to final budget adoption.

8. Board or Committee of Council Reports or Updates

Council opportunity to provide committee and/or board updates to respective committees/boards.

9. Notice of Motion

None presented prior to 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 County of Elgin

11.1.1	E 25-26 Notice of Decision and Notice of No Appeals	346
11.1.2	April 14, Elgin Council County Minutes	351
11.1.3	April 14, Elgin Council Committee of the Whole Minutes	356
11.1.4	April 28, Elgin Council Meeting Minutes	359
11.1.5	April 28, Elgin Council Special Meeting Minutes	363
11.1.6	April 28, Elgin Committee of the Whole Minutes	366
11.1.7	May 12, Elgin Council Highlights	369

11.2	Municipal Resolutions	
11.2.1	Municipality of Blue Water Re: Request to Extend the Provincial Deadline for Notices of Intention to Designate Listed Heritage Properties	372
11.2.2	Municipality of Central Elgin Re: Preservation and Adaptive Reuse of the Front Entrance Building at the Former St. Thomas Psychiatric Hospital	373
11.2.3	Municipality of Morris-Turnberry Re: Conservation Authority Consolidation and Future Funding	375
11.2.4	Township of Springwater Re: Provincial Bill 100 – Better Regional Governance Act, 2026	377
11.2.5	Municipality of Wawa Re: Extend OCIF	380
11.2.6	Municipality of Wawa Re: Request to amend Land Transfer Tax Act	382
11.3	Ministry Letters	
11.3.1	Ministry of Environment, Conservation and Parks, May 1, 2026 Re: Minister’s direction under section 1.14 of the Conservation Authorities Act	384
11.3.2	Ministry of Natural Resources, April 30, 2026 Re: Regulations under the Geologic Carbon Storage Act, 2025	394
11.3.3	Ministry of Attorney General, May 22, 2026 Re: Follow-up to Updates to “Tailgate Event” Permits under the Liquor Licence and Control Act, 2019	396
12.	Items Requiring Council Consideration	
12.1	Patio Extension - Elgin International Club	399
	Recommendation:	
	That West Elgin Council hereby receive the request from the Elgin International Club for an extension to Liquor License number 801297 through the Alcohol and Gaming Commission (AGCO); And	
	That Council direct staff to provide a letter of support, for the remainder of 2026, to be submitted to the Elgin International Club, to support their application to AGCO.	

13. By-Laws

13.1 2026-33, Designation of Community Improvement Plan 401

Recommendation:

That By-law 2026-33, being a By-Law to designate a Community Improvement Project Area, be read a first, second and third and final time.

13.2 2026-34, Adoption of Community Improvement Plan 403

Recommendation:

That By-law 2026-34, being a By-Law to adopt the 2026 Elgincentives Community Improvement Plan, be read a first, second and third and final time.

14. Confirming By-Law

Recommendation:

That By-law 2026-35 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 28, 2026, be read a first, second and third and final time.

15. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Tuesday, June 2, 2026 (Budget Meeting), or at the call of the Chair.

D. JOHN KIRBY

LAWYER

805 North Christina Street
Suite 202
P.O. Box 2107
Sarnia, Ontario
N7T 7L1

Telephone 519-337-3733
Fax 519-332-6588
E-mail djohnkirby@kirbylawfirm.com

DELIVERED BY EMAIL

May 21, 2026

Municipality of West Elgin Council
22413 Hoskins Line,
Rodney, ON
N0L 2C0
C/O Robin Greenall, Chief Administrative Officer
cao@westelgin.net
C/O Andrew Case
acase@ELGIN.ca

Re: WEST ELGIN PARKING BY-LAW-RODNEY MARKET

Good afternoon,

I confirm I represent the owners of the Rodney Market with respect to the above matter. Attached is our detailed submission for Staff and Council's consideration.

IMPORTANT TO NOTE:

1. The Corporation of the Municipality of West Elgin is the owner of the laneway.
2. The proposal below complies fully with all applicable by-laws.

To summarize my clients suggest resolving the matter on the following basis:

1. i) My clients will clearly mark all relevant survey monuments to precisely locate the boundaries of the laneway or retain an Ontario Land Surveyor to do so.
- ii) My clients will instruct all transportation carriers and delivery drivers to park no closer than one meter north of the entrance to Ms. Geddes' and Mr. Montgomerys' northern-most driveway.
- iii) My clients will further instruct the drivers that upon stopping that they turn off their engines immediately except for the trucks being used to operate auxiliary equipment that is essential to the basic function of the vehicle. (freezer trucks)
- iv) My clients will provide all transportation carriers and delivery drivers using the laneway with a copy of the Notice to Drivers attached hereto.

2. i) My clients, with the approval and direction of the municipality, will have a line painted on the laneway denoting the point one meter north of the entrance to Ms. Geddes and Mr. Montgomery's northern-most driveway.
- ii) Again, with the approval and direction of the municipality they will have a street sign installed at the same point to make it readily apparent to the drivers.

The above resolution will comply with all existing by-laws and avoid any blockage of driveways on the laneway.

It will also allow my clients to continue to operate their business in an economically efficient manner.

Let us know if you have any questions.

Kindly confirm receipt of this letter.

Yours truly,



D. John Kirby
DJK/jb

**NOTICE TO DRIVERS
MAKING DELIVERIES
TO RODNEY MARKET**

- 1) YOU ARE REQUIRED TO BE CONSIDERATE OF THE RESIDENTIAL NEIGHBOURS ADJOINING THE LANEWAY
- 2) PLEASE PARK AT LEAST 1 METRE NORTH OF THE NORTHERN MOST DRIVEWAY ON THE WEST SIDE OF THE LANEWAY (WE ANTICIPATE MARKING A LINE ON THE SURFACE OF THE LANEWAY AND POSTING AN ADJOINING SIGN IN DUE COURSE)
- 3) UNLESS YOU REQUIRE YOUR TRUCK TO KEEP RUNNING TO OPERATE COOLERS OR FREEZERS TURN OFF YOUR TRUCK IMMEDIATELY UPON PARKING.
- 4) DO NOT IDLE YOUR VEHICLE AT ALL UNLESS NECESSARY TO OPERATE COOLERS OR FREEZERS.
- 5) WHEN BACKING IN THE LANEWAY KEEP YOUR VEHICLE TO THE EAST SIDE OF THE LANEWAY
- 6) DO NOT DRIVE OVER THE CATCHBASIN COVERS ON THE DRAINS ON THE PROPERTY TO THE WEST OF THE LANEWAY.

I ACKNOWLEDGE HAVING READ THE ABOVE INSTRUCTIONS AND AGREE TO COMPLY.

NAME

SIGNATURE

DATE

SUBMISSIONS ON BEHALF WEST ELGIN PARKING BY-LAW- RODNEY MARKET

Ownership of the laneway

1. The Municipality of West Elgin is the owner of the laneway. See;
 - i) PIN-Property Identification Number Map for the relevant area.(Tab 1)
 - ii) Colour coded PIN map showing the ownership of the laneway and the neighbouring properties.(Tab 2)
 - iii) The Parcel Register prepared on 2026/05/20 for the laneway confirming the owner as the Corporation of the Municipality of West Elgin. (Tab 3)
 - iv) Plan 105 showing the historical existence of the laneway as far back as 1875. (Tab 4)
 - v) Reference Plan 11-R-123 dated December 27, 1972 and deposited with Land Registrar on January 2, 1973 confirming the continuation of the laneway. (Tab 5)
 - vi) Reference Plan 11 R 6640 dated August 12, 1997 deposited with the land registrar August 14, 1997 again confirming the continuation of the laneway(Tab 6)

Condition of the laneway

2. The laneway is in good condition the catch basins are and no potholes have been identified. See
 - i) the letter dated May 14, 2026 from Renzo Ferrera, P. Eng. CES, BDS, PMP, of RAF Engineer Group Inc.(30 pages) (Tab 7)

Relevant By-laws

3. Deliveries being made to Rodney Market can be made in strict compliance with the existing applicable by-laws, Municipal Act, and Highway Traffic Act. See; (Tab 8)

Frequency of Deliveries

4. See; (Tab 9)
 - i) On average there are 23 deliveries per week
 - ii) 15 deliveries are in small trucks
 - iii) 8 deliveries are in large trucks

- iv) 6 of the large trucks' deliveries use the laneway
- v) 2 of the large trucks' deliveries do so at the front; Pepsi and Coke. They service the Rodney Market and the convenience store across the street. They require smaller building entries and have delivery equipment suitable for smaller entrances.
- vi) The trucks using the laneway to deliver to the back of the market require larger building entrances and larger offloading equipment.

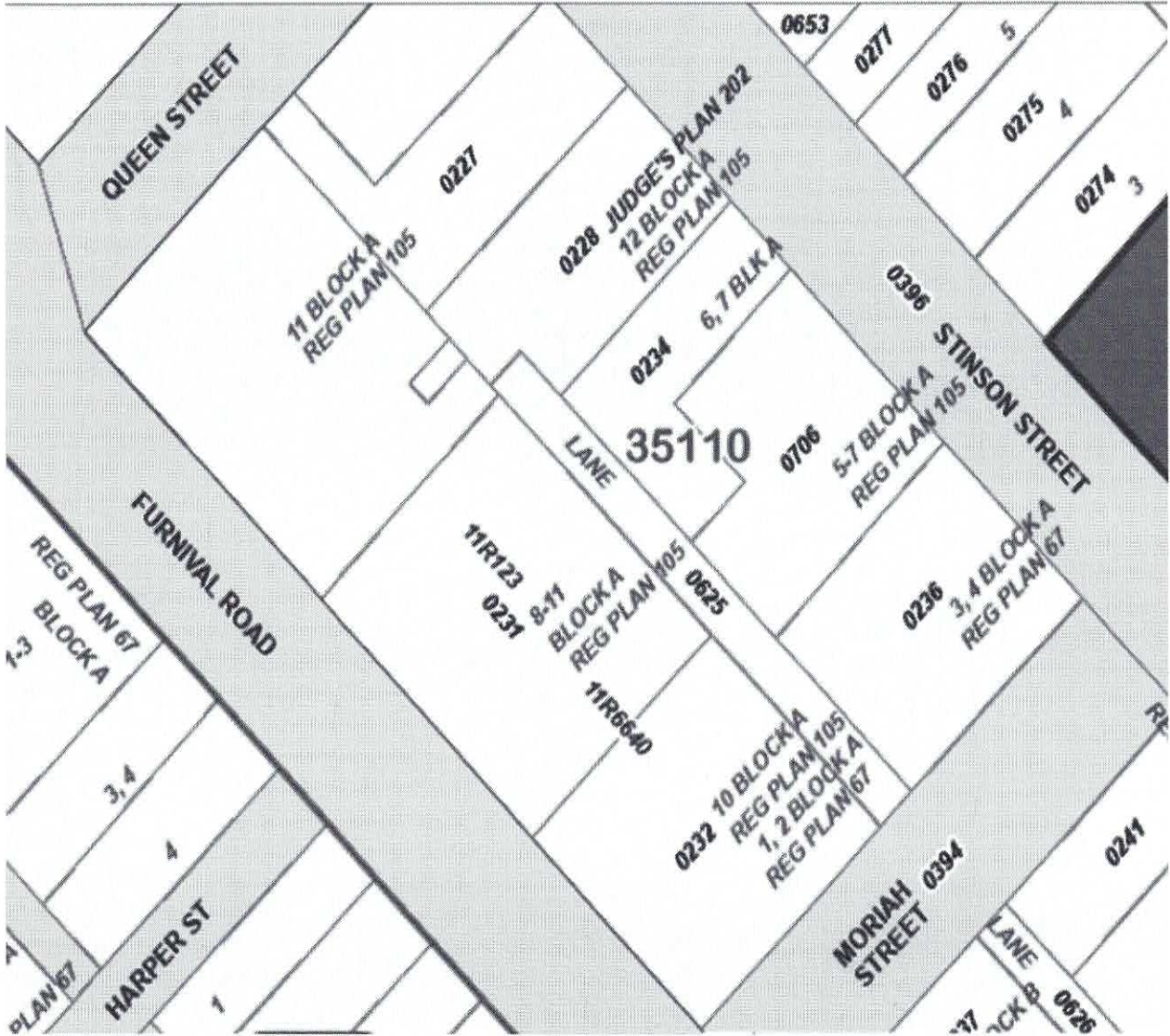
Average time of Deliveries

5. See; (Tab 10)

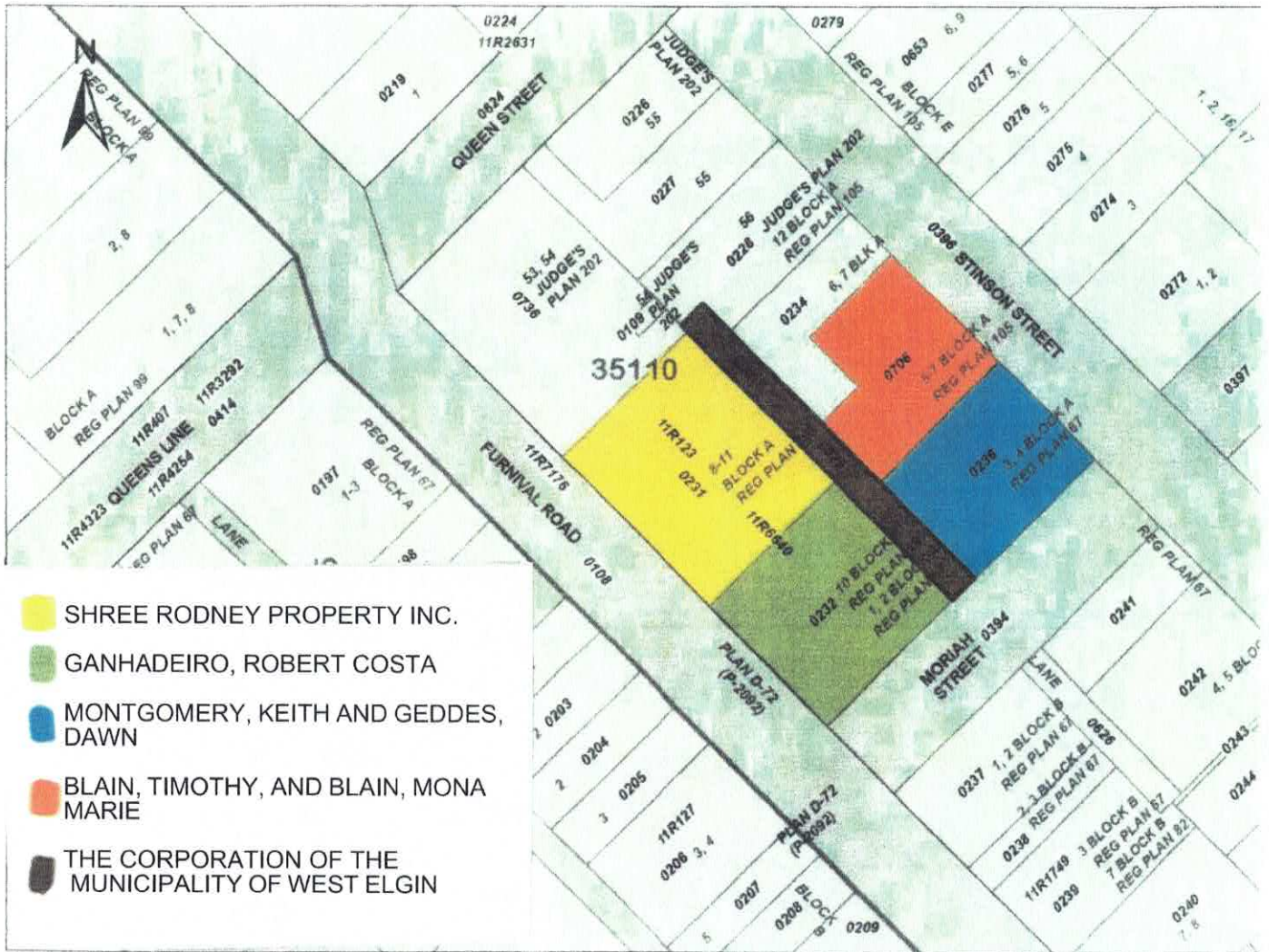
- i) Average delivery time is approximately 10 minutes
- ii) Shortest delivery time is 5 minutes
- iii) Longest delivery time is approximately 30 minutes.
- iv) Deliveries generally arrive between 7:30 a.m. and 3:00 p.m.

All of which is respectfully submitted. May 20, 2026 by D, John Kirby

TAB 1



TAB 2



TAB 3



Ontario ServiceOntario

PARCEL REGISTER (ABBREVIATED) FOR PROPERTY IDENTIFIER

LAND
REGISTRY
OFFICE #11

35110-0625 (LT)

PAGE 1 OF 1
PREPARED FOR DKirby01
ON 2026/05/20 AT 18:14:12

* CERTIFIED IN ACCORDANCE WITH THE LAND TITLES ACT * SUBJECT TO RESERVATIONS IN CROWN GRANT *

PROPERTY DESCRIPTION: LANE BLK A PL 105 ALDBOROUGH; LANE BLK A PL 67 ALDBOROUGH; WEST ELGIN

PROPERTY REMARKS:

ESTATE/QUALIFIER:
FEE SIMPLE
LT CONVERSION QUALIFIED
OWNERS' NAMES
THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

RECENTLY:
FIRST CONVERSION FROM BOOK
CAPACITY SHARE
PIN CREATION DATE:
2006/11/20

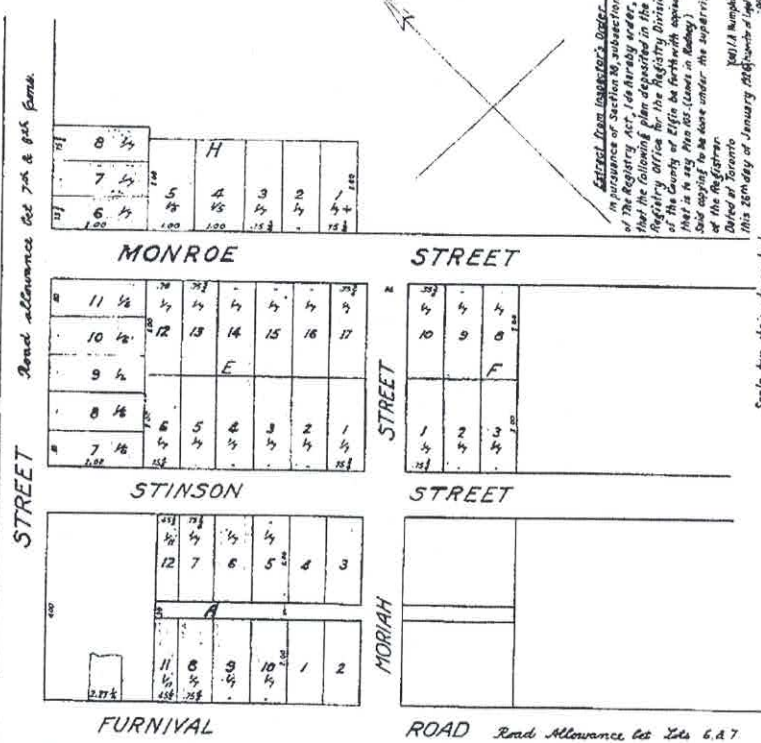
REG. NUM.	DATE	INSTRUMENT TYPE	AMOUNT	PARTIES FROM	PARTIES TO	CERT/ CHKD
** PRINTOUT	INCLUDES ALL	DOCUMENT TYPES AND	DELETED INSTRUMENTS	SINCE 2006/11/17 **		
**SUBJECT,	ON FIRST REGISTRATION	UNDER THE LAND TITLES ACT, TO:				
**	SUBSECTION 44(1) OF THE LAND TITLES ACT, EXCEPT PARAGRAPH 11, PARAGRAPH 14, PROVINCIAL SUCCESSION DUTIES *					
**	AND ESCHEATS OR FORFEITURE TO THE CROWN.					
**	THE RIGHTS OF ANY PERSON WHO WOULD, BUT FOR THE LAND TITLES ACT, BE ENTITLED TO THE LAND OR ANY PART OF					
**	IT THROUGH LENGTH OF ADVERSE POSSESSION, PRESCRIPTION, MISDESCRIPTION OR BOUNDARIES SETTLED BY					
**	CONVENTION.					
**	ANY LEASE TO WHICH THE SUBSECTION 70(2) OF THE REGISTRY ACT APPLIES.					
**DATE OF CONVERSION TO	LAND TITLES: 2006/11/20 **					
PL67	1872/11/12	PLAN SUBDIVISION				C
PL105	1875/12/18	PLAN SUBDIVISION				C

NOTE: ADJOINING PROPERTIES SHOULD BE INVESTIGATED TO ASCERTAIN DESCRIPTIVE INCONSISTENCIES, IF ANY, WITH DESCRIPTION REPRESENTED FOR THIS PROPERTY.
NOTE: ENSURE THAT YOUR PRINTOUT STATES THE TOTAL NUMBER OF PAGES AND THAT YOU HAVE PICKED THEM ALL UP.

TAB 4

PLAN NO. 105

Deposited 18 December A.D. 1875
Confid
C. Mc Kay
 Registrar, Elgin



Extract from Inspector's Order in pursuance of Section 18, subsection 3 of the Registry Act, 1st hereby order, that the following plan deposited in the Registry Office for the Registry Division of the County of Elgin be forthwith approved, that it be registered under the supervision of the Registrar.

W. J. A. Humphreys
 Director of Toronto
 this 26th day of January 1876

Scale two chains to an Inch
 certified true copy deposited 27 April 1876
W. J. A. Humphreys
 Registrar.
 copied J.G.C.

PLAN
 of a part of the
VILLAGE OF RODNEY
 in the
COUNTY OF ELGIN
 showing the subdivisions of a part
 of the North half of Lot number 7
 in the 8th Concession of the Township
 of Aldboro.

The property of
WILLIAM H. STINSON ESQR
 (sd) Thomas Scame P.L.S.

This plan is correct and is prepared under the provisions of the "Registrations of Titles Ordinance Act."
 (sd) Thomas Scame P.L.S.

TAB 5

SCHEDULE OF PARTS

PART	LOT	R.P.	VILLAGE	INSTR.	AREA
1	10	105	RODNEY	372335	0.0284 AC.
2					0.0423 AC.

I REQUIRE THIS PLAN TO BE DEPOSITED UNDER THE REGISTRY ACT
 12 AUGUST 1997
 (Date)

PLAN 11 R 640
 RECEIVED AND DEPOSITED
 14 AUGUST 1997
 (Date)

Vittorio E. Tagliacochi
 VITTORIO E. TAGLIACOCCHI, C.E.T.

L. Bisset
 LAND REGISTRAR
 DIVISION OF ELGIN
 N.S. 11

PLAN OF SURVEY
 OF PART OF LOT 10, BLOCK 'A'
 REGISTERED PLAN N° 105
 TOWNSHIP OF ALDBOROUGH
 (FORMERLY VILLAGE OF RODNEY)
 COUNTY OF ELGIN
 SCALE - 1" = 20'

DAVID G. MC GEORGE O.L.S.



SURVEYOR'S CERTIFICATE

I CERTIFY THAT:
 THIS SURVEY AND PLAN ARE CORRECT AND IN ACCORDANCE WITH THE SURVEY ACT, THE SURVEYORS ACT, THE REGISTRY ACT AND THE REGULATIONS MADE UNDER THEM.
 THIS SURVEY WAS COMPLETED ON THE 16th DAY OF JULY 1997

12 AUGUST 1997
 (Date)

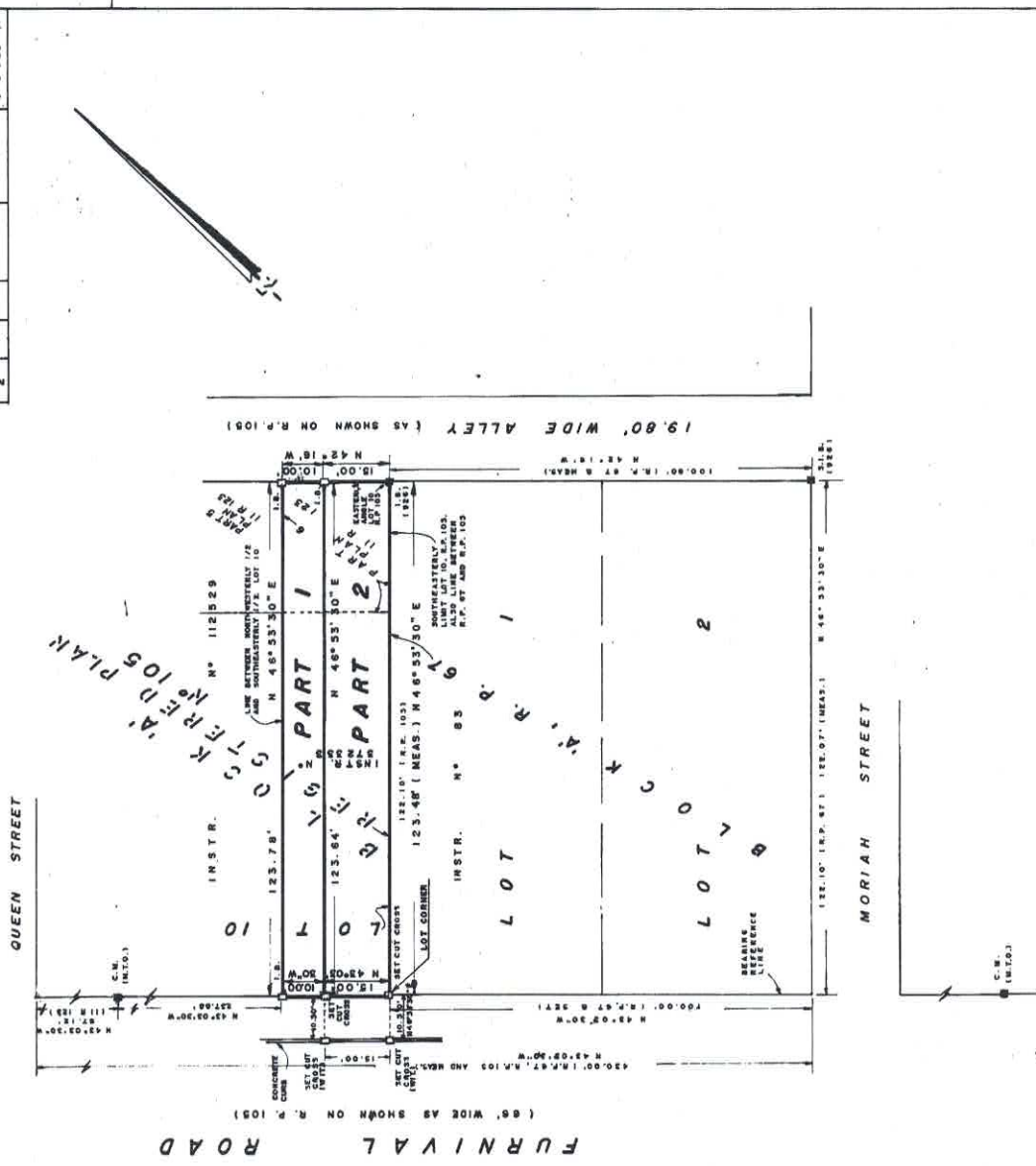
David G. McGeorge
 DAVID G. MC GEORGE
 ONTARIO LAND SURVEYOR

NOTES

BEARINGS ARE ASTROMOMIC AND ARE REFERRED TO THE N. E. LY LIMIT OF FURNIVAL ROAD AS SHOWN ON PLAN 11 R 123 HAVING A BEARING OF N 43° 03' 30" W

- C.M. DENOTES CONCRETE MONUMENT, FOUND
- I.B. DENOTES 5/8" SQUARE IRON BAR, FOUND.
- S.I.B. DENOTES 1" SQUARE STANDARD IRON BAR, FOUND.
- L.B. DENOTES 5/8" SQUARE IRON BAR, 2' LONG, PLANTED.
- S.L.B. DENOTES 1" SQUARE STANDARD IRON BAR, 4' LONG, PLANTED.
- CONC. DENOTES CONCRETE MONUMENT
- CONC. IDENTIFIER DENOTES IDENTIFIER NUMBER.
- INSTR. DENOTES INSTRUMENT
- R.P. DENOTES REGISTERED PLAN
- WIT. DENOTES WITNESS
- M.T.O. DENOTES MINISTRY OF TRANSPORTATION, ONTARIO
- (926) DENOTES J.D. NISBET O.L.S.

ALL DISTANCES SHOWN ON THIS PLAN ARE IN FEET AND CAN BE CONVERTED TO METRES BY MULTIPLYING BY 0.3048



TAB 6

TAB 7

May 14, 2026

Municipality of West Elgin
22413 Hoskins Line
Rodney, ON
N0L 2C0

Attention: ANDREW CASE

RE: LANEWAY BEHIND THE RODENY MARKET EXTENDING TO MORIAH STREET

At the request of D. John Kirby, I attended the above premise on Sunday May 10, 2026 to conduct an inspection.

I confirm that I attended and walked the municipal laneway behind Rodney market and the laneway cross Moriah Street, including the area near the former Fire Hall entrance, for the purpose of visually observing the condition of the pavement in general with a focus on any, drainage, cracking, and surface-conditions.

At the time of my inspection;

1. I had the benefit of Reference Plan 11R123 prepared by James D. Nesbit, Ontario, Land Surveyor, dated December 27, 1972, received and deposited on January 2, 1973 by the Land Register (a copy is attached at Tab 1).
2. (1) I could not locate any of the survey bars denoted thereon without disturbing the ground surface. This is not uncommon given the passage of time since the creation of the Reference Plan. Such could be readily ascertained with a magnetic locator.
(2) It did appear that on the northeast side of the property the property of the adjoining property owners was approximately delineated by the trees, the existing fences and the existing hydro poles. (see photos #1, #2, and #3)
(3) With respect to the building on the southwest side of the laneway (and to the south of the Rodney Market) it appears the easterly property line is in line with the easterly limit of the cement pad in front of the garage door (see photo # 4, and #5)
3. There appears to be several encroachments onto the laneway, specifically trees (see photos #1, and #2), see also the definition of encroachments, as given by Ontario

Regulation 239/02 - Minimum Maintenance Standards for Municipal Highways sections, 16.2 (3)(5)(6) contained herein.

4. I did not observe any pot holes on the laneway.
5. (1) I did observe cracks in the asphalted paved surface as would be typical of older pavement similar to those observed throughout Moriah and Stinson streets. (see photo #10) The asphalt is most likely HL3 but this has not been verified.
(2) There were no cracks that fell below what we have selected as the reference minimum standards as set out in Ontario Regulation 239/02-Minimum Maintenance Standards for Municipal Highways. See definitions of encroachment, paved surface, pothole, roadway, sidewalk, and Section 6 (1.3) Potholes, Section 8 (1, and 2) Cracks, and Section 16.2 encroachments and areas adjacent to sidewalks.
(See a copy attached Tab 2, or find at <https://www.ontario.ca/laws/regulation/02023>)
6. My attention was directed to;
 - (1) Two (2) catch basins on the property to the south of the Rodney Market and southwest of the apparent laneway. (see photos #5, #6, and #7)
 - (2) One (1) catch basin across Moriah Street and in the proximity of a metal lamp post. (see photo #8)
 - (3) Three (3) manhole covers extending out from under a blue garbage/waste container. (See photo #9)
7. 1) With respect to first two catch basins, they appear to be located on private property and are not part of the municipally owned laneway. They did appear to be in good condition and in my opinion have not, as has been foreseeably, depressed by the action of vehicular traffic. The asphalt around them is gently sloped towards the grate opening. They appear level in each direction. They appear to have been properly constructed. (See photos #5, #6, and #7)
2) With respect to the catch basin on the corner of Moriah Street and the southerly extension of the laneway it appears that the asphalt immediately surrounding it has previously been leveled by the use of concrete instead of a cobbling of the final cover. Except for the normal wear and tear, and cracking of the concrete the grate is in good

condition. It appears to be level and at the correct elevation for the surrounding asphalt.
(See photo # 8).

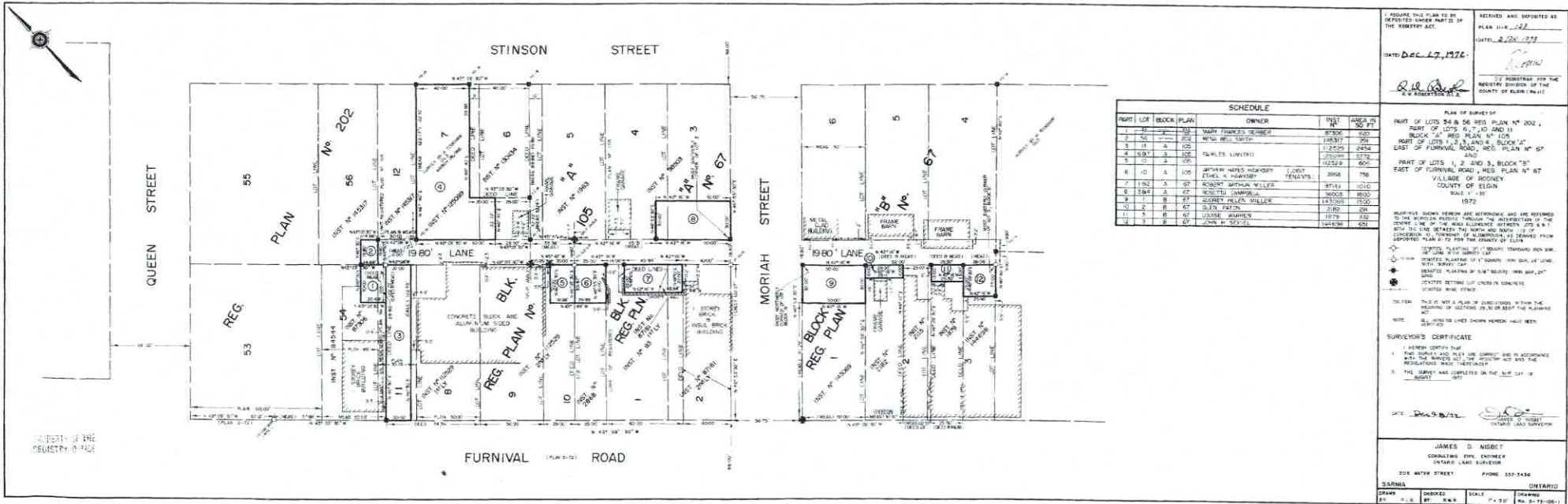
8. I noticed one potentially dangerous situation with hydro lines on the east side of the laneway being enveloped by trees. Generally tall trees should be eight (8) meters away from hydro lines and trees planted under hydro lines should not exceed three (3) meters in height. Attached at Tab 3 is excerpt, page 4, from a brochure from the Electrical Safety Authority of Ontario. The hazards identified therein should be considered and addressed appropriately.

Please do not hesitate to contact me should you require any additional information or clarification.

Kind Regards



Renzo Ferrera, P. Eng. CES, BDS, PMP
President



SCHEDULE					
PART	LOT	BLOCK	PLAN	OWNER	ACRES
1	12			MARY FRANCES DENBERG	87000
2	11			MARY FRANCES DENBERG	87000
3	10	A		CHARLES LUMFORD	112225
4	9	B		CHARLES LUMFORD	112225
5	8			CHARLES LUMFORD	112225
6	7	A		WALTER HAYES DENBERT	12000
7	6	B		ETHEL A. DENBERT	12000
8	5			ETHEL A. DENBERT	12000
9	4			ETHEL A. DENBERT	12000
10	3			ETHEL A. DENBERT	12000
11	2			ETHEL A. DENBERT	12000
12	1			ETHEL A. DENBERT	12000

I HEREBY DECLARE THAT THIS IS A TRUE AND CORRECT COPY OF THE ORIGINAL PLAN AS SUBMITTED TO ME BY THE SURVEYOR.

DATE: Dec 17, 1926

REGISTERED FOR THE COUNTY OF ELGIN (No. 11)

PLAN OF SURVEY OF PART OF LOTS 4, 7, 10 AND 11, BLOCK "A" REG. PLAN N° 105, EAST OF FURNIVAL ROAD, REG. PLAN N° 67 AND PART OF LOTS 1, 2 AND 3, BLOCK "B" EAST OF FURNIVAL ROAD, REG. PLAN N° 67 VILLAGE OF FURNIVAL COUNTY OF ELGIN (No. 1 - 19) 1926

REMARKS SHOWN HEREON ARE REFERRED TO BY THE SURVEYOR'S REPORT. THE INTERSECTION OF THE CENTER LINE OF ROAD SHOWN BETWEEN LOTS 8 & 7 CONSIDERED AS CORNER OF ALLOCATION, AS DERIVED FROM CERTAIN PLAN 67 FOR THE COUNTY OF ELGIN.

NOTES:
 1. THE SURVEYOR HAS BEEN ADVISED THAT THE INTERSECTION OF THE CENTER LINE OF ROAD SHOWN BETWEEN LOTS 8 & 7 CONSIDERED AS CORNER OF ALLOCATION, AS DERIVED FROM CERTAIN PLAN 67 FOR THE COUNTY OF ELGIN.
 2. THE SURVEYOR HAS BEEN ADVISED THAT THE INTERSECTION OF THE CENTER LINE OF ROAD SHOWN BETWEEN LOTS 8 & 7 CONSIDERED AS CORNER OF ALLOCATION, AS DERIVED FROM CERTAIN PLAN 67 FOR THE COUNTY OF ELGIN.

SURVEYOR'S CERTIFICATE

I HEREBY CERTIFY THAT THE SURVEY WAS MADE IN ACCORDANCE WITH THE SURVEY ACT AND THE REGULATIONS MADE THEREUNDER.

THE SURVEY WAS COMPLETED ON THE 15th DAY OF DECEMBER 1926.

DATE: Dec 17, 1926

JAMES D. NISBET
 CONSULTING ENGR. ENGINEER
 ONTARIO LAND SURVEYOR
 228 WATER STREET PHONE 331-1436

ONTARIO
 DRAWN BY: [Signature] CHECKED BY: [Signature] SCALE: 1" = 20' DRAWING NO. 75-28-11

January 13th 11:50 AM







PHOTO 3







35

PHOTO 6



PHOTO 7



PHOTO 8

I draw your attention specially to:

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;

“sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;

Potholes: Section 6

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

Cracks: Section 8

(1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is

Municipal Act, 2001
Loi de 2001 sur les municipalités

ONTARIO REGULATION 239/02

MINIMUM MAINTENANCE STANDARDS FOR MUNICIPAL HIGHWAYS

Consolidation Period: From May 3, 2018 to the e-Laws currency date.

Last amendment: 366/18.

Legislative History: 288/03, 613/06, 23/10, 47/13, 366/18.

This Regulation is made in English only.

Definitions

1. (1) In this Regulation,
- “bicycle facility” means the on-road and in-boulevard cycling facilities listed in Book 18 of the Ontario Traffic Manual;
- “bicycle lane” means,
- (a) a portion of a roadway that has been designated by pavement markings or signage for the preferential or exclusive use of cyclists, or
 - (b) a portion of a roadway that has been designated for the exclusive use of cyclists by signage and a physical or marked buffer;
- “cm” means centimetres;
- “day” means a 24-hour period;
- “encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;
- “ice” means all kinds of ice, however formed;
- “motor vehicle” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*, except that it does not include a motor assisted bicycle;
- “non-paved surface” means a surface that is not a paved surface;
- “Ontario Traffic Manual” means the Ontario Traffic Manual published by the Ministry of Transportation, as amended from time to time;
- “paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;
- “pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;
- “roadway” has the same meaning as in subsection 1 (1) of the *Highway Traffic Act*;
- “shoulder” means the portion of a highway that provides lateral support to the roadway and that may accommodate stopped motor vehicles and emergency use;
- “sidewalk” means the part of the highway specifically set aside or commonly understood to be for pedestrian use, typically consisting of a paved surface but does not include crosswalks, medians, boulevards, shoulders or any part of the sidewalk where cleared snow has been deposited;
- “significant weather event” means an approaching or occurring weather hazard with the potential to pose a significant danger to users of the highways within a municipality;
- “snow accumulation” means the natural accumulation of any of the following that, alone or together, covers more than half a lane width of a roadway:
1. Newly-fallen snow.
 2. Wind-blown snow.

3. Slush;

“substantial probability” means a significant likelihood considerably in excess of 51 per cent;

“surface” means the top of a sidewalk, roadway or shoulder;

“utility” includes any air, gas, water, electricity, cable, fiber-optic, telecommunication or traffic control system or subsystem, fire hydrants, sanitary sewers, storm sewers, property bars and survey monuments;

“utility appurtenance” includes maintenance holes and hole covers, water shut-off covers and boxes, valves, fittings, vaults, braces, pipes, pedestals, and any other structures or items that form part of or are an accessory part of any utility;

“weather” means air temperature, wind and precipitation.

“weather hazard” means the weather hazards determined by Environment Canada as meeting the criteria for the issuance of an alert under its Public Weather Alerting Program. O. Reg. 239/02, s. 1 (1); O. Reg. 23/10, s. 1 (1); O. Reg. 47/13, s. 1; O. Reg. 366/18, s. 1 (1, 2).

(2) For the purposes of this Regulation, every highway or part of a highway under the jurisdiction of a municipality in Ontario is classified in the Table to this section as a Class 1, Class 2, Class 3, Class 4, Class 5 or Class 6 highway, based on the speed limit applicable to it and the average daily traffic on it. O. Reg. 239/02, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(3) For the purposes of subsection (2) and the Table to this section, the average daily traffic on a highway or part of a highway under municipal jurisdiction shall be determined,

- (a) by counting and averaging the daily two-way traffic on the highway or part of the highway; or
- (b) by estimating the average daily two-way traffic on the highway or part of the highway. O. Reg. 239/02, s. 1 (3); O. Reg. 23/10, s. 1 (2); O. Reg. 366/18, s. 1 (3).

(4) For the purposes of this Regulation, unless otherwise indicated in a provision of this Regulation, a municipality is deemed to be aware of a fact if, in the absence of actual knowledge of the fact, circumstances are such that the municipality ought reasonably to be aware of the fact. O. Reg. 366/18, s. 1 (4).

TABLE
CLASSIFICATION OF HIGHWAYS

Column 1 Average Daily Traffic (number of motor vehicles)	Column 2 91 - 100 km/h speed limit	Column 3 81 - 90 km/h speed limit	Column 4 71 - 80 km/h speed limit	Column 5 61 - 70 km/h speed limit	Column 6 51 - 60 km/h speed limit	Column 7 41 - 50 km/h speed limit	Column 8 1 - 40 km/h speed limit
53,000 or more	1	1	1	1	1	1	1
23,000 - 52,999	1	1	1	2	2	2	2
15,000 - 22,999	1	1	2	2	2	3	3
12,000 - 14,999	1	1	2	2	2	3	3
10,000 - 11,999	1	1	2	2	3	3	3
8,000 - 9,999	1	1	2	3	3	3	3
6,000 - 7,999	1	2	2	3	3	4	4
5,000 - 5,999	1	2	2	3	3	4	4
4,000 - 4,999	1	2	3	3	3	4	4
3,000 - 3,999	1	2	3	3	3	4	4
2,000 - 2,999	1	2	3	3	4	5	5
1,000 - 1,999	1	3	3	3	4	5	5
500 - 999	1	3	4	4	4	5	5
200 - 499	1	3	4	4	5	5	6
50 - 199	1	3	4	5	5	6	6
0 - 49	1	3	6	6	6	6	6

O. Reg. 366/18, s. 1 (5).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

(2) REVOKED: O. Reg. 23/10, s. 2.

(3) This Regulation does not apply to Class 6 highways. O. Reg. 239/02, s. 2 (3).

Purpose

2.1 The purpose of this Regulation is to clarify the scope of the statutory defence available to a municipality under clause 44 (3) (c) of the Act by establishing maintenance standards which are non-prescriptive as to the methods or materials to be used in complying with the standards but instead describe a desired outcome. O. Reg. 366/18, s. 2.

MAINTENANCE STANDARDS

Patrolling

3. (1) The standard for the frequency of patrolling of highways to check for conditions described in this Regulation is set out in the Table to this section. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (2).

(2) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on roadways, ice formation on roadways or icy roadways, the standard for patrolling highways is, in addition to that set out in subsection (1), to patrol highways that the municipality selects as representative of its highways, at intervals deemed necessary by the municipality, to check for such conditions. O. Reg. 47/13, s. 2; O. Reg. 366/18, s. 3 (2).

(3) Patrolling a highway consists of observing the highway, either by driving on or by electronically monitoring the highway, and may be performed by persons responsible for patrolling highways or by persons responsible for or performing highway maintenance activities. O. Reg. 23/10, s. 3 (1).

(4) This section does not apply in respect of the conditions described in section 10, subsections 11 (0.1) and 12 (1) and section 16.1, 16.2, 16.3 or 16.4. O. Reg. 23/10, s. 3 (1); O. Reg. 366/18, s. 3 (3).

TABLE
PATROLLING FREQUENCY

Class of Highway	Patrolling Frequency
1	3 times every 7 days
2	2 times every 7 days
3	once every 7 days
4	once every 14 days
5	once every 30 days

O. Reg. 239/02, s. 3, Table; O. Reg. 23/10, s. 3 (2).

Weather monitoring

3.1 (1) From October 1 to April 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once every shift or three times per calendar day, whichever is more frequent, at intervals determined by the municipality. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

(2) From May 1 to September 30, the standard is to monitor the weather, both current and forecast to occur in the next 24 hours, once per calendar day. O. Reg. 47/13, s. 3; O. Reg. 366/18, s. 4.

Snow accumulation, roadways

4. (1) Subject to section 4.1, the standard for addressing snow accumulation on roadways is,

- (a) after becoming aware of the fact that the snow accumulation on a roadway is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table within the time set out in the Table,
 - (i) to provide a minimum lane width of the lesser of three metres for each lane or the actual lane width, or
 - (ii) on a Class 4 or Class 5 highway with two lanes, to provide a total width of at least five metres. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (1).

(2) If the depth of snow accumulation on a roadway is less than or equal to the depth set out in the Table to this section, the roadway is deemed to be in a state of repair with respect to snow accumulation. O. Reg. 47/13, s. 4.

(3) For the purposes of this section, the depth of snow accumulation on a roadway and, if applicable, lane width under clause (1) (b), may be determined in accordance with subsection (4) by a municipal employee, agent or contractor, whose duties or responsibilities include one or more of the following:

1. Patrolling highways.
2. Performing highway maintenance activities.
3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (2).

(4) The depth of snow accumulation on a roadway and lane width may be determined by,

- (a) performing an actual measurement;
- (b) monitoring the weather; or
- (c) performing a visual estimate. O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (3).

(5) For the purposes of this section, addressing snow accumulation on a roadway includes,

- (a) plowing the roadway;
- (b) salting the roadway;
- (c) applying abrasive materials to the roadway;
- (d) applying other chemical or organic agents to the roadway;
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 5 (4).

(6) This section does not apply to that portion of the roadway,

- (a) designated for parking;
- (b) consisting of a bicycle lane or other bicycle facility; or
- (d) used by a municipality for snow storage. O. Reg. 366/18, s. 5 (4).

TABLE
SNOW ACCUMULATION - ROADWAYS

Class of Highway	Depth	Time
1	2.5 cm	4 hours
2	5 cm	6 hours
3	8 cm	12 hours
4	8 cm	16 hours
5	10 cm	24 hours

O. Reg. 47/13, s. 4; O. Reg. 366/18, s. 5 (5).

Snow accumulation on roadways, significant weather event

4.1 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on roadways in accordance with section 4. O. Reg. 366/18, s. 7.

Snow accumulation, bicycle lanes

4.2 (1) Subject to section 4.3, the standard for addressing snow accumulation on bicycle lanes is,

- (a) after becoming aware of the fact that the snow accumulation on a bicycle lane is greater than the depth set out in the Table to this section, to deploy resources as soon as practicable to address the snow accumulation; and
- (b) after the snow accumulation has ended, to address the snow accumulation so as to reduce the snow to a depth less than or equal to the depth set out in the Table to this section to provide a minimum bicycle lane width of the lesser of 1 metre or the actual bicycle lane width. O. Reg. 366/18, s. 7.

(2) If the depth of snow accumulation on a bicycle lane is less than or equal to the depth set out in the Table to this section, the bicycle lane is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 7.

(3) For the purposes of this section, the depth of snow accumulation on a bicycle lane and, if applicable, lane width under clause (1) (b), may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3), with necessary modifications. O. Reg. 366/18, s. 7.

(4) For the purposes of this section, addressing snow accumulation on a bicycle lane includes,

- (a) plowing the bicycle lane;
- (b) salting the bicycle lane;
- (c) applying abrasive materials to the bicycle lane;
- (d) applying other chemical or organic agents to the bicycle lane;
- (e) sweeping the bicycle lane; or
- (f) any combination of the methods described in clauses (a) to (e). O. Reg. 366/18, s. 7.

TABLE
SNOW ACCUMULATION – BICYCLE LANES

Column 1 Class of Highway or Adjacent Highway	Column 2 Depth	Column 3 Time
1	2.5 cm	8 hours
2	5 cm	12 hours
3	8 cm	24 hours
4	8 cm	24 hours
5	10 cm	24 hours

O. Reg. 366/18, s. 7.

Snow accumulation on bicycle lanes, significant weather event

4.3 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on bicycle lanes until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on bicycle lanes, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 7.

(2) If the municipality complies with subsection (1), all bicycle lanes within the municipality are deemed to be in a state of repair with respect to snow accumulation until the applicable time in the Table to section 4.2 expires following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 7.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on bicycle lanes in accordance with section 4.2. O. Reg. 366/18, s. 7.

Ice formation on roadways and icy roadways

5. (1) The standard for the prevention of ice formation on roadways is doing the following in the 24-hour period preceding an alleged formation of ice on a roadway:

- 1. Monitor the weather in accordance with section 3.1.
- 2. Patrol in accordance with section 3.
- 3. If the municipality determines, as a result of its activities under paragraph 1 or 2, that there is a substantial probability of ice forming on a roadway, treat the roadway, if practicable, to prevent ice formation within the time set out in Table 1 to this section, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 8.

(2) If the municipality meets the standard set out in subsection (1) and, despite such compliance, ice forms on a roadway, the roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that the roadway is icy. O. Reg. 366/18, s. 8.

(3) Subject to section 5.1, the standard for treating icy roadways is to treat the icy roadway within the time set out in Table 2 to this section, and an icy roadway is deemed to be in a state of repair until the applicable time set out in Table 2 to this section expires after the municipality becomes aware of the fact that a roadway is icy. O. Reg. 366/18, s. 8.

(4) For the purposes of this section, treating a roadway means applying material to the roadway, including but not limited to, salt, sand or any combination of salt and sand. O. Reg. 366/18, s. 8.

(5) For greater certainty, this section applies in respect of ice formation on bicycle lanes on a roadway, but does not apply to other types of bicycle facilities. O. Reg. 366/18, s. 8.

TABLE 1
ICE FORMATION PREVENTION

Class of Highway	Time
1	6 hours
2	8 hours
3	16 hours
4	24 hours
5	24 hours

O. Reg. 366/18, s. 8.

TABLE 2
TREATMENT OF ICY ROADWAYS

Class of Highway	Time
1	3 hours
2	4 hours
3	8 hours
4	12 hours
5	16 hours

O. Reg. 366/18, s. 8.

Icy roadways, significant weather event

5.1 (1) If a municipality declares a significant weather event relating to ice, the standard for treating icy roadways until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat icy roadways, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 8.

(2) If the municipality complies with subsection (1), all roadways within the municipality are deemed to be in a state of repair with respect to any ice which forms or may be present until the applicable time in Table 2 to section 5 expires after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 8.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) treat icy roadways in accordance with section 5. O. Reg. 366/18, s. 8.

Potholes

6. (1) If a pothole exceeds both the surface area and depth set out in Table 1, 2 or 3 to this section, as the case may be, the standard is to repair the pothole within the time set out in Table 1, 2 or 3, as appropriate, after becoming aware of the fact. O. Reg. 239/02, s. 6 (1); O. Reg. 366/18, s. 8 (1).

(1.1) For the purposes of this section, the surface area and depth of a pothole may be determined in accordance with subsections (1.2) and (1.3), as applicable, by a municipal employee, agent or contractor whose duties or responsibilities include one or more of the following:

- 1. Patrolling highways.
- 2. Performing highway maintenance activities.
- 3. Supervising staff who perform activities described in paragraph 1 or 2. O. Reg. 366/18, s. 8 (2).

(1.2) The depth and surface area of a pothole may be determined by,

- (a) performing an actual measurement; or
- (b) performing a visual estimate. O. Reg. 366/18, s. 8 (2).

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

(2) A pothole is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in Table 1, 2 or 3, as appropriate. O. Reg. 239/02, s. 6 (2); O. Reg. 47/13, s. 6.

TABLE 1
POTHOLES ON PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1000 cm ²	8 cm	7 days
4	1000 cm ²	8 cm	14 days
5	1000 cm ²	8 cm	30 days

O. Reg. 239/02, s. 6, Table 1.

TABLE 2
POTHOLES ON NON-PAVED SURFACE OF ROADWAY

Class of Highway	Surface Area	Depth	Time
3	1500 cm ²	8 cm	7 days
4	1500 cm ²	10 cm	14 days
5	1500 cm ²	12 cm	30 days

O. Reg. 239/02, s. 6, Table 2.

TABLE 3
POTHOLES ON PAVED OR NON-PAVED SURFACE OF SHOULDER

Class of Highway	Surface Area	Depth	Time
1	1500 cm ²	8 cm	7 days
2	1500 cm ²	8 cm	7 days
3	1500 cm ²	8 cm	14 days

4	1500 cm ²	10 cm	30 days
5	1500 cm ²	12 cm	60 days

O. Reg. 239/02, s. 6, Table 3.

Shoulder drop-offs

7. (1) If a shoulder drop-off is deeper than 8 cm, for a continuous distance of 20 metres or more, the standard is to repair the shoulder drop-off within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 9 (1).

(2) A shoulder drop-off is deemed to be in a state of repair if its depth is less than 8 cm. O. Reg. 366/18, s. 9 (1).

(3) In this section,

“shoulder drop-off” means the vertical differential, where the paved surface of the roadway is higher than the surface of the shoulder, between the paved surface of the roadway and the paved or non-paved surface of the shoulder. O. Reg. 239/02, s. 7 (3).

TABLE
SHOULDER DROP-OFFS

Class of Highway	Time
1	4 days
2	4 days
3	7 days
4	14 days
5	30 days

O. Reg. 366/18, s. 9 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three metres or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

TABLE
CRACKS

Column 1 Class of Highway	Column 2 Time
1	30 days
2	30 days
3	60 days
4	180 days
5	180 days

O. Reg. 366/18, s. 10 (2).

Debris

9. (1) If there is debris on a roadway, the standard is to deploy resources, as soon as practicable after becoming aware of the fact, to remove the debris. O. Reg. 239/02, s. 9 (1); O. Reg. 366/18, s. 11.

(2) In this section,

“debris” means any material (except snow, slush or ice) or object on a roadway,

(a) that is not an integral part of the roadway or has not been intentionally placed on the roadway by a municipality, and

(b) that is reasonably likely to cause damage to a motor vehicle or to injure a person in a motor vehicle. O. Reg. 239/02, s. 9 (2); O. Reg. 47/13, s. 9.

Luminaires

10. (0.1) REVOKED: O. Reg. 366/18, s. 12.

(1) The standard for the frequency of inspecting all luminaires to check to see that they are functioning is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 12.

(2) For conventional illumination, if three or more consecutive luminaires on the same side of a highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(3) For conventional illumination and high mast illumination, if 30 per cent or more of the luminaires on any kilometre of highway are not functioning, the standard is to repair the luminaires within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 12.

(4) Despite subsection (2), for high mast illumination, if all of the luminaires on consecutive poles on the same side of a highway are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(5) Despite subsections (1), (2) and (3), for conventional illumination and high mast illumination, if more than 50 per cent of the luminaires on any kilometre of a Class 1 highway with a speed limit of 90 kilometres per hour or more are not functioning, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the luminaires. O. Reg. 366/18, s. 12.

(6) Luminaires are deemed to be in a state of repair,

(a) for the purpose of subsection (2), if the number of non-functioning consecutive luminaires on the same side of a highway does not exceed two;

(b) for the purpose of subsection (3), if more than 70 per cent of luminaires on any kilometre of highway are functioning;

(c) for the purpose of subsection (4), if one or more of the luminaires on consecutive poles on the same side of a highway are functioning;

(d) for the purpose of subsection (5), if more than 50 per cent of luminaires on any kilometre of highway are functioning. O. Reg. 366/18, s. 12.

(7) In this section,

“conventional illumination” means lighting, other than high mast illumination, where there are one or more luminaires per pole;

“high mast illumination” means lighting where there are three or more luminaires per pole and the height of the pole exceeds 20 metres;

“luminaire” means a complete lighting unit consisting of,

(a) a lamp, and

(b) parts designed to distribute the light, to position or protect the lamp and to connect the lamp to the power supply. O. Reg. 239/02, s. 10 (7).

TABLE
LUMINAIRES

Class of Highway	Time
1	7 days
2	7 days
3	14 days
4	14 days
5	14 days

O. Reg. 239/02, s. 10, Table.

Signs

11. (0.1) The standard for the frequency of inspecting signs of a type listed in subsection (2) to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 7 (1); O. Reg. 47/13, s. 11 (1); O. Reg. 366/18, s. 13.

(0.2) A sign that has been inspected in accordance with subsection (0.1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 11 (2).

(1) If any sign of a type listed in subsection (2) is illegible, improperly oriented, obscured or missing, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair or replace the sign. O. Reg. 239/02, s. 11 (1); O. Reg. 23/10, s. 7 (2); O. Reg. 366/18, s. 13.

(2) This section applies to the following types of signs:

1. Checkerboard.
2. Curve sign with advisory speed tab.
3. Do not enter.
- 3.1 Load Restricted Bridge.
- 3.2 Low Bridge.
- 3.3 Low Bridge Ahead.
4. One Way.
5. School Zone Speed Limit.
6. Stop.
7. Stop Ahead.
8. Stop Ahead, New.
9. Traffic Signal Ahead, New.
10. Two-Way Traffic Ahead.
11. Wrong Way.
12. Yield.
13. Yield Ahead.
14. Yield Ahead, New. O. Reg. 239/02, s. 11 (2); O. Reg. 23/10, s. 7 (3).

Regulatory or warning signs

12. (1) The standard for the frequency of inspecting regulatory signs or warning signs to check to see that they meet the retro-reflectivity requirements of the Ontario Traffic Manual is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 8; O. Reg. 47/13, s. 12 (1); O. Reg. 366/18, s. 13.

(1.1) A regulatory sign or warning sign that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to the retro-reflectivity requirements of the Ontario Traffic Manual until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the sign has ceased to meet these requirements. O. Reg. 47/13, s. 12 (2).

(2) If a regulatory sign or warning sign is illegible, improperly oriented, obscured or missing, the standard is to repair or replace the sign within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 23/10, s. 8; O. Reg. 366/18, s. 13.

(3) In this section,

“regulatory sign” and “warning sign” have the same meanings as in the Ontario Traffic Manual, except that they do not include a sign listed in subsection 11 (2) of this Regulation. O. Reg. 23/10, s. 8.

TABLE REGULATORY AND WARNING SIGNS

Class of Highway	Time
1	7 days
2	14 days
3	21 days
4	30 days
5	30 days

O. Reg. 239/02, s. 12, Table.

Traffic control signal systems

13. (1) If a traffic control signal system is defective in any way described in subsection (2), the standard is to deploy resources as soon as practicable after becoming aware of the defect to repair the defect or replace the defective component of the traffic control signal system. O. Reg. 239/02, s. 13 (1); O. Reg. 366/18, s. 13.

(2) This section applies if a traffic control signal system is defective in any of the following ways:

1. One or more displays show conflicting signal indications.
2. The angle of a traffic control signal or pedestrian control indication has been changed in such a way that the traffic or pedestrian facing it does not have clear visibility of the information conveyed or that it conveys confusing information to traffic or pedestrians facing other directions.
3. A phase required to allow a pedestrian or vehicle to safely travel through an intersection fails to occur.
4. There are phase or cycle timing errors interfering with the ability of a pedestrian or vehicle to safely travel through an intersection.
5. There is a power failure in the traffic control signal system.
6. The traffic control signal system cabinet has been displaced from its proper position.
7. There is a failure of any of the traffic control signal support structures.
8. A signal lamp or a pedestrian control indication is not functioning.
9. Signals are flashing when flashing mode is not a part of the normal signal operation. O. Reg. 239/02, s. 13 (2).

(3) Despite subsection (1) and paragraph 8 of subsection (2), if the posted speed of all approaches to the intersection or location of the non-functioning signal lamp or pedestrian control indication is less than 80 kilometres per hour and the signal that is not functioning is a green or a pedestrian “walk” signal, the standard is to repair or replace the defective component by the end of the next business day. O. Reg. 239/02, s. 13 (3); O. Reg. 366/18, s. 13.

(4) In this section and section 14,

“cycle” means a complete sequence of traffic control indications at a location;

“display” means the illuminated and non-illuminated signals facing the traffic;

“indication” has the same meaning as in the *Highway Traffic Act*;

“phase” means a part of a cycle from the time where one or more traffic directions receive a green indication to the time where one or more different traffic directions receive a green indication;

“power failure” means a reduction in power or a loss in power preventing the traffic control signal system from operating as intended;

“traffic control signal” has the same meaning as in the *Highway Traffic Act*;

“traffic control signal system” has the same meaning as in the *Highway Traffic Act*. O. Reg. 239/02, s. 13 (4).

Traffic control signal system sub-systems

14. (1) The standard is to inspect, test and maintain the following traffic control signal system sub-systems once per calendar year, with each inspection taking place not more than 16 months from the previous inspection:

1. The display sub-system, consisting of traffic signal and pedestrian crossing heads, physical support structures and support cables.

2. The traffic control sub-system, including the traffic control signal cabinet and internal devices such as timer, detection devices and associated hardware, but excluding conflict monitors.
3. The external detection sub-system, consisting of detection sensors for all vehicles, including emergency and railway vehicles and pedestrian push- buttons. O. Reg. 239/02, s. 14 (1); O. Reg. 47/13, s. 13 (1); O. Reg. 366/18, s. 13.

(1.1) A traffic control signal system sub-system that has been inspected, tested and maintained in accordance with subsection (1) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the traffic control signal system sub-system has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (2).

(2) The standard is to inspect, test and maintain conflict monitors every five to seven months and at least twice per calendar year. O. Reg. 239/02, s. 14 (2); O. Reg. 47/13, s. 13 (3); O. Reg. 366/18, s. 13.

(2.1) A conflict monitor that has been inspected, tested and maintained in accordance with subsection (2) is deemed to be in a state of repair until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge that the conflict monitor has ceased to be in a state of repair. O. Reg. 47/13, s. 13 (4).

(3) In this section,

“conflict monitor” means a device that continually checks for conflicting signal indications and responds to a conflict by emitting a signal. O. Reg. 239/02, s. 14 (3).

Bridge deck spalls

15. (1) If a bridge deck spall exceeds both the surface area and depth set out in the Table to this section, the standard is to repair the bridge deck spall within the time set out in the Table after becoming aware of the fact. O. Reg. 239/02, s. 15 (1); O. Reg. 366/18, s. 13.

(2) A bridge deck spall is deemed to be in a state of repair if its surface area or depth is less than or equal to that set out in the Table. O. Reg. 239/02, s. 15 (2); O. Reg. 47/13, s. 14.

(3) In this section,

“bridge deck spall” means a cavity left by one or more fragments detaching from the paved surface of the roadway or shoulder of a bridge. O. Reg. 239/02, s. 15 (3).

TABLE
BRIDGE DECK SPALLS

Class of Highway	Surface Area	Depth	Time
1	600 cm ²	8 cm	4 days
2	800 cm ²	8 cm	4 days
3	1,000 cm ²	8 cm	7 days
4	1,000 cm ²	8 cm	7 days
5	1,000 cm ²	8 cm	7 days

O. Reg. 239/02, s. 15, Table.

Roadway surface discontinuities

16. (1) If a surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, exceeds the height set out in the Table to this section, the standard is to repair the surface discontinuity within the time set out in the Table after becoming aware of the fact. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(1.1) A surface discontinuity on a roadway, other than a surface discontinuity on a bridge deck, is deemed to be in a state of repair if its height is less than or equal to the height set out in the Table to this section. O. Reg. 47/13, s. 15.

(2) If a surface discontinuity on a bridge deck exceeds five centimetres, the standard is to deploy resources as soon as practicable after becoming aware of the fact to repair the surface discontinuity on the bridge deck. O. Reg. 23/10, s. 9; O. Reg. 366/18, s. 13.

(2.1) A surface discontinuity on a bridge deck is deemed to be in a state of repair if its height is less than or equal to five centimetres. O. Reg. 47/13, s. 15.

(3) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at joints or cracks in the paved surface of the roadway, including bridge deck joints, expansion joints and approach slabs to a bridge. O. Reg. 23/10, s. 9.

TABLE
SURFACE DISCONTINUITIES

Class of Highway	Height	Time
1	5 cm	2 days
2	5 cm	2 days
3	5 cm	7 days
4	5 cm	21 days
5	5 cm	21 days

O. Reg. 239/02, s. 16, Table.

Sidewalk surface discontinuities

16.1 (1) The standard for the frequency of inspecting sidewalks to check for surface discontinuity is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 23/10, s. 10; O. Reg. 47/13, s. 16 (1); O. Reg. 366/18, s. 13.

(1.1) A sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair with respect to any surface discontinuity until the next inspection in accordance with that subsection, provided that the municipality does not acquire actual knowledge of the presence of a surface discontinuity in excess of two centimetres. O. Reg. 47/13, s. 16 (2).

(2) If a surface discontinuity on or within a sidewalk exceeds two centimetres, the standard is to treat the surface discontinuity within 14 days after acquiring actual knowledge of the fact. O. Reg. 366/18, s. 14.

(2.1) REVOKED: O. Reg. 366/18, s. 14.

(3) A surface discontinuity on or within a sidewalk is deemed to be in a state of repair if it is less than or equal to two centimetres. O. Reg. 366/18, s. 14.

(4) For the purpose of subsection (2), treating a surface discontinuity on or within a sidewalk means taking reasonable measures to protect users of the sidewalk from the discontinuity, including making permanent or temporary repairs, alerting users’ attention to the discontinuity or preventing access to the area of discontinuity. O. Reg. 366/18, s. 14.

(5) In this section,

“surface discontinuity” means a vertical discontinuity creating a step formation at any joint or crack in the surface of the sidewalk or any vertical height difference between a utility appurtenance found on or within the sidewalk and the surface of the sidewalk. O. Reg. 366/18, s. 14.

Encroachments, area adjacent to sidewalk

16.2 (1) The standard for the frequency of inspecting an area adjacent to a sidewalk to check for encroachments is once per calendar year, with each inspection taking place not more than 16 months from the previous inspection. O. Reg. 366/18, s. 15.

(2) The area adjacent to a sidewalk that has been inspected in accordance with subsection (1) is deemed to be in a state of repair in respect of any encroachment present. O. Reg. 366/18, s. 15.

(3) For greater certainty, the area adjacent to a sidewalk begins at the outer edges of a sidewalk and ends at the lesser of the limit of the highway, the back edge of a curb if there is a curb and a maximum of 45 cm. O. Reg. 366/18, s. 15.

(4) The area adjacent to a sidewalk is deemed to be in a state of repair in respect of any encroachment present unless the encroachment is determined by a municipality to be highly unusual given its character and location or to constitute a significant hazard to pedestrians. O. Reg. 366/18, s. 15.

(5) If a municipality determines that an encroachment is highly unusual given its character and location or constitutes a significant hazard to pedestrians, the standard is to treat the encroachment within 28 days after making such a determination, and the encroachment is deemed in a state of repair for 28 days from the time of the determination by the municipality. O. Reg. 366/18, s. 15.

(6) For the purpose of subsection (4), treating an encroachment means taking reasonable measures to protect users, including making permanent or temporary repairs, alerting users' attention to the encroachment or preventing access to the area of the encroachment. O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks

16.3 (1) Subject to section 16.4, the standard for addressing snow accumulation on a sidewalk after the snow accumulation has ended is,

- a) to reduce the snow to a depth less than or equal to 8 centimetres within 48 hours; and
- b) to provide a minimum sidewalk width of 1 metre. O. Reg. 366/18, s. 15.

(2) If the depth of snow accumulation on a sidewalk is less than or equal to 8 centimetres, the sidewalk is deemed to be in a state of repair in respect of snow accumulation. O. Reg. 366/18, s. 15.

(3) If the depth of snow accumulation on a sidewalk exceeds 8 centimetres while the snow continues to accumulate, the sidewalk is deemed to be in a state of repair with respect to snow accumulation, until 48 hours after the snow accumulation ends. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, the depth of snow accumulation on a sidewalk may be determined in the same manner as set out in subsection 4 (4) and by the persons mentioned in subsection 4 (3) with necessary modifications. O. Reg. 366/18, s. 15.

(5) For the purposes of this section, addressing snow accumulation on a sidewalk includes,

- (a) plowing the sidewalk;
- (b) salting the sidewalk;
- (c) applying abrasive materials to the sidewalk;
- (d) applying other chemical or organic agents to the sidewalk; or
- (e) any combination of the methods described in clauses (a) to (d). O. Reg. 366/18, s. 15.

Snow accumulation on sidewalks, significant weather event

16.4 (1) If a municipality declares a significant weather event relating to snow accumulation, the standard for addressing snow accumulation on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to address snow accumulation on sidewalks starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any snow present until 48 hours following the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address snow accumulation on sidewalks in accordance with section 16.3. O. Reg. 366/18, s. 15.

Ice formation on sidewalks and icy sidewalks

16.5 (1) Subject to section 16.6, the standard for the prevention of ice formation on sidewalks is to,

- (a) monitor the weather in accordance with section 3.1 in the 24-hour period preceding an alleged formation of ice on a sidewalk; and
- (b) treat the sidewalk if practicable to prevent ice formation or improve traction within 48 hours if the municipality determines that there is a substantial probability of ice forming on a sidewalk, starting from the time that the municipality determines is the appropriate time to deploy resources for that purpose. O. Reg. 366/18, s. 15.

(2) If ice forms on a sidewalk even though the municipality meets the standard set out in subsection (1), the sidewalk is deemed to be in a state of repair in respect of ice until 48 hours after the municipality first becomes aware of the fact that the sidewalk is icy. O. Reg. 366/18, s. 15.

(3) The standard for treating icy sidewalks after the municipality becomes aware of the fact that a sidewalk is icy is to treat the icy sidewalk within 48 hours, and an icy sidewalk is deemed to be in a state of repair for 48 hours after it has been treated. O. Reg. 366/18, s. 15.

(4) For the purposes of this section, treating a sidewalk means applying materials including salt, sand or any combination of salt and sand to the sidewalk. O. Reg. 366/18, s. 15.

Icy sidewalks, significant weather event

16.6 (1) If a municipality declares a significant weather event relating to ice, the standard for addressing ice formation or ice on sidewalks until the declaration of the end of the significant weather event is,

- (a) to monitor the weather in accordance with section 3.1; and
- (b) if deemed practicable by the municipality, to deploy resources to treat the sidewalks to prevent ice formation or improve traction, or treat the icy sidewalks, starting from the time that the municipality deems appropriate to do so. O. Reg. 366/18, s. 15.

(2) If the municipality complies with subsection (1), all sidewalks within the municipality are deemed to be in a state of repair with respect to any ice which forms or is present until 48 hours after the declaration of the end of the significant weather event by the municipality. O. Reg. 366/18, s. 15.

(3) Following the end of the weather hazard in respect of which a significant weather event was declared by a municipality under subsection (1), the municipality shall,

- (a) declare the end of the significant weather event when the municipality determines it is appropriate to do so; and
- (b) address the prevention of ice formation on sidewalks or treat icy sidewalks in accordance with section 16.5. O. Reg. 366/18, s. 15.

Winter sidewalk patrol

16.7 (1) If it is determined by the municipality that the weather monitoring referred to in section 3.1 indicates that there is a substantial probability of snow accumulation on sidewalks in excess of 8 cm, ice formation on sidewalks or icy sidewalks, the standard for patrolling sidewalks is to patrol sidewalks that the municipality selects as representative of its sidewalks at intervals deemed necessary by the municipality. O. Reg. 366/18, s. 15.

(2) Patrolling a sidewalk consists of visually observing the sidewalk, either by driving by the sidewalk on the adjacent roadway or by driving or walking on the sidewalk or by electronically monitoring the sidewalk, and may be performed by persons responsible for patrolling roadways or sidewalks or by persons responsible for or performing roadway or sidewalk maintenance activities. O. Reg. 366/18, s. 15.

Closure of a highway

16.8 (1) When a municipality closes a highway or part of a highway pursuant to its powers under the Act, the highway is deemed to be in a state of repair in respect of all conditions described in this Regulation from the time of the closure until the highway is re-opened by the municipality. O. Reg. 366/18, s. 15.

- (2) For the purposes of subsection (1), a highway or part of a highway is closed on the earlier of,
 - (a) when a municipality passes a by-law to close the highway or part of the highway; and
 - (b) when a municipality has taken such steps as it determines necessary to temporarily close the highway or part of a highway. O. Reg. 366/18, s. 15.

Declaration of significant weather event

16.9. A municipality declaring the beginning of a significant weather event or declaring the end of a significant weather event under this Regulation shall do so in one or more of the following ways:

1. By posting a notice on the municipality's website.
2. By making an announcement on a social media platform, such as Facebook or Twitter.
3. By sending a press release or similar communication to internet, newspaper, radio or television media.
4. By notification through the municipality's police service.

5. By any other notification method required in a by-law of the municipality. O. Reg. 366/18, s. 15.

REVIEW OF REGULATION

Review

17. (1) The Minister of Transportation shall conduct a review of this Regulation and Ontario Regulation 612/06 (Minimum Maintenance Standards for Highways in the City of Toronto) made under the *City of Toronto Act, 2006* every five years. O. Reg. 613/06, s. 2.

(2) Despite subsection (1), the first review after the completion of the review started before the end of 2007 shall be started five years after the day Ontario Regulation 23/10 is filed. O. Reg. 23/10, s. 11.

18. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 239/02, s. 18.

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ELECTRICAL ISSUES AND HAZARDS – TREE TRIMMING

Proper maintenance of trees and plant material growing around overhead powerlines is required to avoid potential electrical hazards and power interruptions. Overgrown trees that cover powerlines can create a number of electrical hazards, including:

↳ **Potential Hazard or Electrocutation**

- **direct contact** - when playing in or working around trees where powerlines are hidden by foliage.
- **energized objects** - branches and limbs caught in the powerlines may unexpectedly become conductive.
- **contact with powerlines** - during tree maintenance, trimming or removal, including direct contact by unqualified individuals and contact through tree trimming tools.
- **downed powerlines** – when energized powerlines are pulled down to the ground by broken branches and limbs.

↳ **Injuries or Fires** – branches, ladders, pole top pruners and other trimming equipment can create an electrical arc when in close proximity to powerlines resulting in potential injury or fire.

↳ **Power interruptions** – resulting when branches and limbs that break damaging powerlines during storms or from disease.

Reported incidents of overhead powerline contact during tree trimming and tree removal increased from 2001 to 2011. These contacts and near misses involved Arborists, Landscapers and members of the Public who were directly or indirectly **working too close to energized powerlines**. During this period, the Ministry of Labour and Electrical Safety Authority have reported 176 contacts with energized electrical powerlines associated with the trimming or removal of trees. This resulted in two fatalities.

TAB 3

TAB 8

West Elgin Idling Control By-law No. 2011-61

DEFINITIONS

In this by-law:

c) "Idle" means the operation of a vehicle while the vehicle is not in motion and not being used to operate auxiliary equipment that is essential to the basic function of the vehicle and "idling" has a corresponding meaning;

Source: The Corporation of the Municipality of West Elgin By-law No. 2011-61, section 1(c).

West Elgin Parking By-law No. 2001-50

"HIGHWAY" includes a common and public Highway, Street, Avenue, Parkway, Driveway, Square, Place, Bridge, Viaduct or Trestle, any part of which is intended for or used by the general public for passage of vehicles and includes the area between the lateral property lines thereof;

"LANEWAY" means improved land adjacent to the highway which provides access from the highway to a parking area on adjacent land.

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

20. SPECIFIC PARKING REGULATIONS:

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

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

21. SPECIFIC PARKING REGULATIONS:

(i) No person shall park a heavy truck, or a bus, or a school bus, or allow a heavy truck, or a bus, or a school bus to stand on any highway in any residential zone within the territorial limits of the Municipality.

(ii) The provisions of subsection (i) of this section do not apply to prohibit the parking or standing of any heavy truck upon a highway in any residential zone while the operator thereof is actually engaged in the delivery of goods or services to any premises within such zone or to prohibit the parking or standing of any bus or school bus upon a highway in such zone while the operator thereof is actually engaged in the embarking or disembarking of passengers within that zone.

Source: Municipality of West Elgin Parking By-law, Part “A” Definitions; Part “B”, sections 6, 7 and 8; Part “C”, sections 20(2), 20(6), and 21(7).

West Elgin Zoning By-law – R1, C1 and Zone Boundaries

3.7 INTERPRETATION OF ZONE BOUNDARIES

c) unless otherwise indicated, a street, lane, railroad or railway right-of-way, or water course included on the zoning maps, is included within the zone of the adjoining property on either side thereof; and where such street, lane, right-of-way, or water course serves as a boundary between two or more different zones, a line midway in such street, lane, right-of-way, or water course and extending in the general direction of the long division thereof is considered the boundary between zones unless specifically indicated otherwise;

SECTION 16. VILLAGE CORE (C1) ZONE

The Village Core (C1) Zone applies to the historic ‘main’ streets of the villages of Rodney and West Lorne designated ‘Downtown Core’ in the West Elgin Official Plan. While commercial uses predominate, the ‘Downtown Cores’ support a wide variety of uses including as well institutional uses and residential uses. The areas are characterized by compact development and generally a high intensity and diversity of land use. The C1 zone is designed to reinforce this diversity of land use and compact development by permitting a wide range of uses in buildings with a maximum lot coverage (i.e. 90%) and minimum setbacks from property lines (i.e. 0 m in most instances). Unlike uses outside the ‘Downtown Core’s, lands zoned C1 are exempt from having to comply with the parking requirement of the Zoning By-law.

Source: Municipality of West Elgin Zoning By-law 2015-36, December 2023 Consolidated Version, sections 3.7(c), 8 and 16.

Highway Traffic Act, R.S.O. 1990, c. H.8

“highway” includes a common and public highway, street, avenue, parkway, driveway, square, place, bridge, viaduct or trestle, any part of which is intended for or used by the general public for the passage of vehicles and includes the area between the lateral property lines thereof;

Source: Highway Traffic Act, R.S.O. 1990, c. H.8, section 1(1) definitions.

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

1. (1) In this Regulation,

“encroachment” means anything that is placed, installed, constructed or planted within the highway that was not placed, installed, constructed or planted by the municipality;

“paved surface” means a surface with a wearing layer or layers of asphalt, concrete or asphalt emulsion;

“pothole” means a hole in the surface of a roadway caused by any means, including wear or subsidence of the road surface or subsurface;

“roadway” has the same meaning as in subsection 1 (1) of the Highway Traffic Act;

Source: Municipal Act, 2001 Ontario Regulation 239/02, S.O. 2001, Act. O. Reg. 288/03, s. 1, O. Reg. 366/18, s. 8 (2), O. Reg. 366/18, s. 10 (1).

Application

2. (1) This Regulation sets out the minimum standards of repair for highways under municipal jurisdiction for the purpose of clause 44 (3) (c) of the Act. O. Reg. 288/03, s. 1.

Maintenance Standards

Potholes

(1.3) For the purposes of this section, the surface area of a pothole does not include any area that is merely depressed and not yet broken fully through the surface of the roadway. O. Reg. 366/18, s. 8 (2).

Cracks

8. (1) If a crack on the paved surface of a roadway is greater than 5 cm wide and 5 cm deep for a continuous distance of three meters or more, the standard is to repair the crack within the time set out in the Table to this section after becoming aware of the fact. O. Reg. 366/18, s. 10 (1).

(2) A crack is deemed to be in a state of repair if its width or depth is less than or equal to 5 cm. O. Reg. 366/18, s. 10 (1).

Source: Municipal Act, 2001 Ontario Regulation 239/02, S.O. 2001, Act. O. Reg. 288/03, s. 1, O. Reg. 366/18, s. 8 (2), O. Reg. 366/18, s. 10 (1).

TAB 9

Weekly Delivery Log

Day	Company	Truck Size	Delivery Location
Monday	Parmalat (Milk)	Small	Back
Monday	London Quality Dairy (Milk)	Small	Back
Monday	Gifford Produce	Small	Back
Monday	Sobeys Frozen/Cold	Large	Back
Monday	Pepsi	Large	Front
Tuesday	Beer Store	Large	Back
Tuesday	Coke	Large	Front
Tuesday	Wonder Bread	Small	Back
Tuesday	Pure Water	Small	Back
Tuesday	Dempsters Bread	Small	Back
Wednesday	Loblaw Frozen	Large	Back
Wednesday	Loblaw Cold Products	Large	Back
Wednesday	Giffords Produce	Small	Back
Thursday	Sobeys Frozen/Cold	Large	Back
Thursday	Parmalat Milk	Small	Back
Thursday	Eko (Meat)	Small	Back
Thursday	Local Meat	Small	Back
Thursday	Gifford Produce	Small	Back
Thursday	Chapman's Ice Cream	Large	Back
Friday	UFD (Flower)	Small	Back
Friday	Giffords Produce	Small	Back
Friday	LCBO	Small	Back (Side of Building)
Friday	Schinkel Meat	Small	Side of Building

NOTES:

1. On average there are 23 deliveries per week
2. 15 deliveries are in small trucks
3. 8 deliveries are in large trucks
4. 6 of the large trucks deliveries use the laneway
5. 2 of the large trucks deliveries do so at the front; Pepsi and Coke. They service the Rodney Market and the convenience store across the street. They require smaller building entries and have delivery equipment suitable for smaller entrances.
6. The trucks using the laneway to deliver to the back of the market require larger building entrances and larger offloading equipment

TAB 10

TRUCK DELIVERY SURVEY SAMPLE

Date	Truck Company	Duration
1-27	Beer	14 mins
1-28	Loblaws	14 mins
1-28	Loblaws Frozen	6 mins
1-28	Produce	4 mins
1-29	Chapmans	6 mins
1-30	Sobeys	3 mins
2-4	Loblaws	12 mins
2-4	Loblaws Frozen	4 mins
2-9	Sobeys	12 mins
2-9	CJR	16 mins
2-11	Loblaws Frozen	7 mins
2-11	Loblaws	14 mins
2-12	Chapmans	5 mins
2-18	Loblaws	8 mins
2-25	Loblaws	18 mins
2-25	Loblaws	5 mins
2-26	Sobeys	5 mins
3-3	Beer (returns)	30 mins
3-4	Loblaws	12 mins
3-10	Beer	25 mins
3-11	Loblaws	13 mins
3-11	Loblaws Frozen	9 mins
3-16	Sobeys	6 mins
3-24	Beer	12 mins
4-6	Sobeys	7 mins
4-6	CJR	15 mins
4-8	Loblaws Frozen	3 mins

NOTE:

1. Deliveries generally arrive between 7:30 a.m. and 3:00 p.m.
2. Average delivery time is approximately 10 minutes
3. Shortest delivery time is 5 minutes
4. Longest delivery time is approximately 30 minutes.

To: Council for the Municipality of West Elgin (May 28, 2026, Meeting

Subject: Moriah Street Laneway

On behalf of: Dawn Geddes and Keith Montgomery (151 Moriah Street)

The Problem:

1. Dawn Geddes and Keith Montgomery own and reside in the home located at 151 Moriah Street in Rodney. The property is located in a residential zone. They reside at the property with their children. Dawn and Keith operate their businesses out of the home. They have spent considerable sums of money improving their property. In addition to the home there are also two garage structures and a backyard, with a swimming pool.
2. There is a municipal laneway beside their property, between and parallel to Furnival Road and Steen Street. The laneway provides access to their property and approximately five other properties abutting the laneway.
3. Located on Dawn's and Keith's property ("**151 Moriah**") are two garage structures, both of which have doors opening onto the laneway. One of the garages was there when Dawn and Keith purchased their property. The other garage was constructed with municipal approval after Dawn and Keith acquired their property. The plans Dawn and Keith submitted for municipal approval indicated the garage had doors that would be accessed by means of the laneway. The municipality provided unqualified approval for the new garage with knowledge that planned access for the garage was by way of the lane way. **See Appendix A.**
4. Keith is a heavy truck mechanic. Keith uses the newer garage to store equipment for his business, KDM Mobile Mechanics. The garage houses equipment and a trailer which Keith uses to service trucks that have suffered a highway breakdown. The KDM pick-up truck is normally parked on the driveway between the garage and the laneway.
5. Dawn and Keith also use the original garage for parking and storage. It exits onto the laneway. **See Appendix B.**
6. Keith's and Dawn's use of the laneway as a means of accessing their property is neither a new nor a unique use. One of the owners and occupants of an abutting property at 230 Steen Street, Tim Blaine, whose family has owned that property for several generations, indicates that he is personally aware of the laneway's historic use as a means of accessing abutting properties, for well over fifty years. The primary purpose of the laneway is and has historically been to permit access to abutting property owners. Other properties along the laneway have garage doors that open onto the laneway.

7. One of the abutting properties, not adjacent to 151 Moriah but further along the laneway, is owned by the company that operates the store known as “The Rodney Market”.
8. Some (but not all) of the trucks delivering goods to the Rodney Market use the laneway to deliver goods to the Market’s delivery doors.
9. The problem that has arisen is as follows:
 - a. Some of the delivery trucks back into the lane to complete deliveries, and when they do so, the whole truck obstructs the laneway, preventing other property owners from using the laneway to enter onto or leave their property. **See Appendix C**
 - b. This obstruction can continue for 20 to 40 minutes at a time and, with multiple trucks parking in the laneway to unload in this fashion throughout the day, other property owners are unable to access their properties via the laneway for portions of the day.
 - c. Often the obstruction is taking place outside of operating hours of Rodney Market. For instance, a truck will arrive 30 to 40 minutes before the market opens, back into the laneway and park in that location waiting for the store to open, blocking the laneway until the market opens for 30 minutes and taking another 20 to 30 minutes to unload.
 - d. When backing in the trucks are having to pull into the portion of the laneway on the other side, or south side, of Moriah St. and in the process of backing up the hydro-telephone pole on the south side is being struck by trucks.
 - e. When there is already a truck present in the laneway, waiting transport trucks will park in front of 151 Moriah, sometimes for 20 or 30 minutes, sometimes with engines idling. Sometimes the driver leaves the truck parked in front of 151 Moriah, which technically constitutes parking in a residential zone while no unloading is taking place.
 - f. In addition, the trucks which are outfitted with “reefer” or refrigeration units, typically keep their engines idling while they are parked in the laneway with diesel exhaust fumes being exhausted for 20, 30, or 40 minutes, metres from Keith’s and Dawn’s backyard and swimming pool. The noise and fumes sometimes render enjoyment of their back yard impossible.
 - g. This is affecting not only Dawn and Keith but also the owners of other properties that abut and have use of the laneway, the Blaines (230 Stinson Street) and Robert Ganhadeiro. Mr. Ganhadeiro’s building also has a garage opening on to the laneway. The trucks cannot back in without passing over Mr. Ganhadeiro’s private property. He has indicated he has a concern about heavy trucks damaging the storm water

drainage grates on the west side of the laneway, over which they often pass. (The municipality has advised Mr. Ganhadeiro that the grates are his responsibility). **See Appendix D**

- h. It is understood that Mr. Ganhadeiro disputes the engineering report conclusions regarding damage the trucks are causing their property.

By-law Violations

- 10. The trucks that are stopping in the laneway for 20-, 30- and 40-minute periods are violating two West Elgin by laws.
- 11. Firstly, they are violating By-law 2001-50 Section 20 of that By-law prohibits parking or stopping vehicles in a laneway or in such a manner as to obstruct traffic. **See Appendix E**
- 12. Secondly, by idling their engines when sitting in the laneway, the trucks are violating By-law 2011-61. **See Appendix E**
- 13. An Elgin County by-law enforcement officer, Andrew Keeler, has reviewed the situation and confirmed that the activities of the trucks parking in and obstructing the laneway is a contravention of West Elgin by-laws. He undertook to speak with the offending carriers and that if that was not successful, to speak with the operators of the Rodney Market. He indicated this in December of 2025 and confirmed he was taking this step by email dated January 16, 2026. **See Appendix F**
- 14. One of the trucking companies has reviewed the situation and indicated that it is no longer going to use the laneway for reasons other than the laneway obstruction issue. In communications with the municipality, Canada Cartage, it has indicated that having attended and reviewed the situation, it has determined that backing into the laneway off of Moriah Street to unload goods gives rise to unacceptable safety issues, is damaging the laneway surface, and is creating a risk of property damage. **See Appendix G**
- 15. Some trucking companies are using alternate means of delivery. However, other trucking companies have indicated they are continuing to back into the laneway because Rodney Market has directed them to deliver in this manner. **See Appendix H**

Community Conflict

- 16. The neighbours abutting the laneway have taken the appropriate step of contacting the municipality to indicate their concerns with the obstruction of the laneway.
- 17. Some individuals in the community are attempting to suggest this is an attack on the Rodney Market. This not at all the case. The neighbours recognize that the Rodney Market serves the community, and they support its continued success. They just want

the deliveries to be undertaken in a manner that does not infringe on their rights as property owners.

Response to Rodney Market Submissions

18. Dawn and Keith disagree with the time estimates for trucks blocking the laneway. With backing in, unloading, sometimes re-loading and associated paperwork the laneway is often obstructed for 30 to 40 minutes (plus additional time if the truck is waiting for the store to open or for another truck to finish its delivery). No delivery from a large truck is being completed in 3 to 6 minutes as represented in Rodney Market's "Truck Delivery Survey Sample".
19. They are concerned that truck operators will not adhere to turning off their engines or to the prohibition in terms of blocking driveways. They would like to see municipal signage in the laneway advising trucks to not park and not block driveways.
20. In addition, Keith, who is a large truck mechanic disputes that any truck needs to run its main diesel engine to operate refrigeration units in trailers. He indicates that refrigerated trailers now have independent, and much smaller units. The only reason an operator would keep his or her engine running is for heat or air conditioning in the cab, for his or her own comfort, at the expense of the environment and the individuals sitting metres away in their backyards.
21. They also point out that the group that owns the Rodney Market own the vacant lot directly behind the market, fronting on Stinson St. as well as the vacant lot to the immediate north of the Rodney Market (at Furnival Rd and Queen Street) as well as the vacant lot across the street.

Solutions

22. Fortunately, there are solutions that allow Rodney Market to continue to receive deliveries without violations of West Elgin by-laws to not obstruct driveways and public roadways. Some of the trucking companies are doing this already. There are at least four options. **See Appendix I**
23. Some trucks are delivering using these alternatives. None of these alternatives involve obstruction of that portion of the laneway abutting Dawn and Keith's property, nor engines idling metres from their back yard. **See Appendix J**

Conclusion

24. Backing trucks into the laneway to access delivery doors at the Rodney Market presents safety issues, as identified by Canada Cartage, one of Canada's largest supply chain delivery companies.

25. Backing trucks into the laneway and obstructing other property owners' rights to and use of the laneway.
26. Backing trucks into the laneway and leaving them idling for 20, 30 or 40 minutes at a time, sometimes outside of the Rodney Market business hours, and metres from residential backyards, is a violation of West Elgin bylaws.
27. This conflict is easily capable of resolution without any demonstrable detriment to the Rodney Market.
28. Municipal bylaws are enacted for a reason and apply to all. Rodney Market should be encouraged to adhere to municipal bylaws. Rodney Market should be encouraged to require deliveries be undertaken using the available alternatives which, it is important to add, have already been adopted by some of the carriers.

All of which is respectfully submitted to Municipal Council of West Elgin for their consideration.

May 21, 2026



M. Paul Morrissey
Siskinds LLP
1-275 Dundas St.
London ON
Lawyers for Dawn Geddes and Keith
Montgomery

APPENDIX "A"



APPENDIX "B"



APPENDIX "C"



APPENDIX "D"



APPENDIX "E"

Appendix E

Municipality of West Elgin By-Law 2001-50

PART C

REGULATED PARKING

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

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

(6) In such position as to obstruct traffic;

Municipality of West Elgin By-Law 2011-61

2. GENERAL PROVISIONS

(a) No person shall cause or permit a vehicle or boat to idle for more than five (5) consecutive minutes.

APPENDIX "F"

M. Paul Morrissey

From: M. Paul Morrissey
Sent: May 21, 2026 3:25 PM
To: M. Paul Morrissey
Subject: FW: 151 Moriah St

Begin forwarded message:

From: By-Law Enforcement <bylaw@westelgin.net>
Subject: Re: 151 Moriah St
Date: January 16, 2026 at 2:18:17 PM EST
To: Dawn Geddes <dawn@sellshouses.ca>

Hello Dawn,

This certainly is a frustrating situation. Based upon previous conversations with Rodney Market management, they should have reached out to dispatchers/shipping companies to correct this behaviour. Regrettably, it seems like drivers are not being made aware of these requests to change or are choosing not to comply. I have been in contact with the Rodney Market to follow-up on these endeavours - if they are unable to get traction, I will reach out directly to dispatches and inform them that the drivers are in violation of our Parking by-law and proceed from there. As a reminder - while it may feel like you're having a dispute with the Rodney Market, the (very legitimate) concern that you have regarding your access being blocked is by the delivery drivers, not the Rodney Market or it's staff. Based upon my conversations with staff for the Rodney Market, it seems like there may be some misdirected frustration. I hope everyone - drivers, employees, and yourself - will do their best to remain civil with each other.

While there are provisions for trucks to park in residential areas for loading/unloading, no one (excepting Municipal employees and police) is permitted to park in no parking zones or block roadways/driveways. In an effort to ensure that the by-laws are being applied equally to all parties, I am requesting that you ensure that neither you or Keith are violating the by-laws either.

My next steps are waiting to hear back from Rodney Market, confirming that they have talked to the dispatchers, etc. and then contacting any difficult parties.

Please feel free to reach out at your convenience with any other concerns. I thank you for your patience as we work to resolve this. Thank you for submitting your evidence to me, I am continuing to collect and organize it.

Regards,

Allan Keeler
By-law Enforcement Officer #2014
West Elgin
(519) 785-0560 ext.227
bylaw@westelgin.net

APPENDIX "G"

M. Paul Morrissey

From: Andrew Case <acase@ELGIN.ca>
Sent: May 1, 2026 2:54 PM
To: M. Paul Morrissey; John Kirby
Cc: Carly Holyk; Nicholas Loeb; L Lindemann; Isabella Chaves
Subject: Re: Deliveries to the Rodney Market
Attachments: Photo 1.jpg; Photo 2.jpg; Photo 3.jpg; Photo 4.jpg; Photo 5.jpg

Good afternoon John and Paul,

I am writing to share with you the following:

1. The Municipality has received concerns from Canada Cartage in writing that I can share. You can find the concerns sent by Canada Cartage below. Photos sent by Canada Cartage are attached hereto. Canada Cartage has indicated willingness to bring a delegation to Council but has not yet confirmed attendance.
2. Staff will present a report to Council on the 14th, but it is not yet drafted. I plan to send a letter to you both by end of day Monday—Tuesday at the latest—outlining the options that staff expect to present to Council in that report.

Sincerely,
Andrew

The concerns communicated by Canada Cartage are:

1. It would be advisable to avoid having Semi-Tractor-trailer transports transversing side streets behind and around the Rodney Market.
 - a. Primary concerns with this type of practice involve direct interaction with the public...particularly children – this area around the market is known to have families frequenting in space in and around the residences at the Rodney Market.
 - b. Concerned about a truck damaging the poles, signs or breaking the drains in the alley
2. Tight Maneuvering into back alley creates several significant concerns.
 - a. When alley was originally made it was for straight trucks or smaller transports with 36ft trailers. Now we are coming in with large 53 ft with 3 axles trailers that could weigh up to 114,000 kg (51,709 lbs)
 - b. When the trucks come down Moriah Street, they can't just back down the alley because of the two hydro poles, and some have been using the lot across from the 3P house to turn around.
 - c. There is a drain in the alley across from the alley the trucks go down that has cement damage from the weight of these trucks.
 - d. Down the alley you can see where the asphalt has sunk in from the weight of the trucks also has two drains close to the old Ford Dealer building that can't support the weight of the trucks.
3. Public Discourse regarding challenges at this location are heightening both tensions and potential safety risks.
 - a. Drivers are being told to use the alley access route.

- b. Vehicles are restricting access to a more favorable and safe access point, i.e. Backing into location from "Furnival Road" (see picture attached)
- c. Specific signage has been installed requesting drivers to contact law enforcement (with the local detachment contact number) for unspecified harassment if utilizing the alley access route (the displayed sign says "If someone Harassed you for doing your job please call Police. Safety comes First")

Andrew Case (he/him)
Solicitor



450 Sunset Drive
St. Thomas, ON. N5R 5V1
(519) 631-1460 x112
acase@elgin.ca
www.elgincounty.ca

This email is confidential and may be solicitor-client privileged. Solicitor-client privilege may not be waived except by a majority of the Municipality's Council. If you are not the intended recipient of this email, please delete this email immediately. Do not forward this email without my written consent or the approval of the Municipality's Council.

From: Andrew Case <acase@ELGIN.ca>

APPENDIX "H"

M. Paul Morrissey

From: ROBICHAUD, Michael <Michael.ROBICHAUD@dayross.com>
Sent: April 23, 2026 12:53 PM
To: M. Paul Morrissey
Cc: TRITES, Jennifer; Isabella Chaves
Subject: Re: [External] Rodney Market

You don't often get email from michael.robichaud@dayross.com. [Learn why this is important](#)

WITHOUT PREJUDICE

Dear Mr. Morrissey,

Further to your recent correspondence, we have completed a further review of our operations in the area with our operations team.

Without admitting any involvement in the conduct alleged, we have been advised by our operations team that, per instructions from the relevant customer, deliveries in the area must be completed in the manner currently directed.

That said, I have spoken directly with our operations team and have been assured that, going forward, reasonable efforts will be made to complete any deliveries in a manner consistent with the guidance set out by the Corporation of the Municipality of West Elgin, including taking care not to block adjacent driveways and complying with applicable idling restrictions.

We understand that this matter remains under consideration by Municipal Council, and we will await the outcome of that process and continue to communicate with our customer as appropriate.

We trust the above clarifies our position.

Yours truly,

Michael Robichaud
Associate Legal Counsel
Day & Ross
C: 506 391 9952
dayross.com

From: M. Paul Morrissey <paul.morrissey@siskinds.com>
Sent: Tuesday, April 21, 2026 2:16 PM
To: ROBICHAUD, Michael <Michael.ROBICHAUD@dayross.com>
Cc: TRITES, Jennifer <JENNIFER.TRITES@dayross.com>
Subject: [External] Rodney Market

External Email Alert

Caution: This email originated from outside the organization. If this email is suspicious, please use the Report Message button in Outlook to have it analyzed by our security systems.

Dear Mr. Robichaud

In response to your April 15 letter, attached, I should advise that our client has video, from April 20, 2026, of a Day & Ross truck delivering to the market. It blocked our clients' drive for 30 minutes. It also hit a hydro pole.

There are alternative ways to complete delivery that are being used by other carriers.

Regards

M. Paul Morrissey, Partner

E: paul.morrissey@siskinds.com

P: 519.660.7862

F: 519.660.7863

Please copy my Legal Assistant on all email communication.

Isabella Chaves | isabella.chaves@siskinds.com

275 Dundas Street, Unit 1, London, ON N6B 3L1

SISKINDS | The law firm

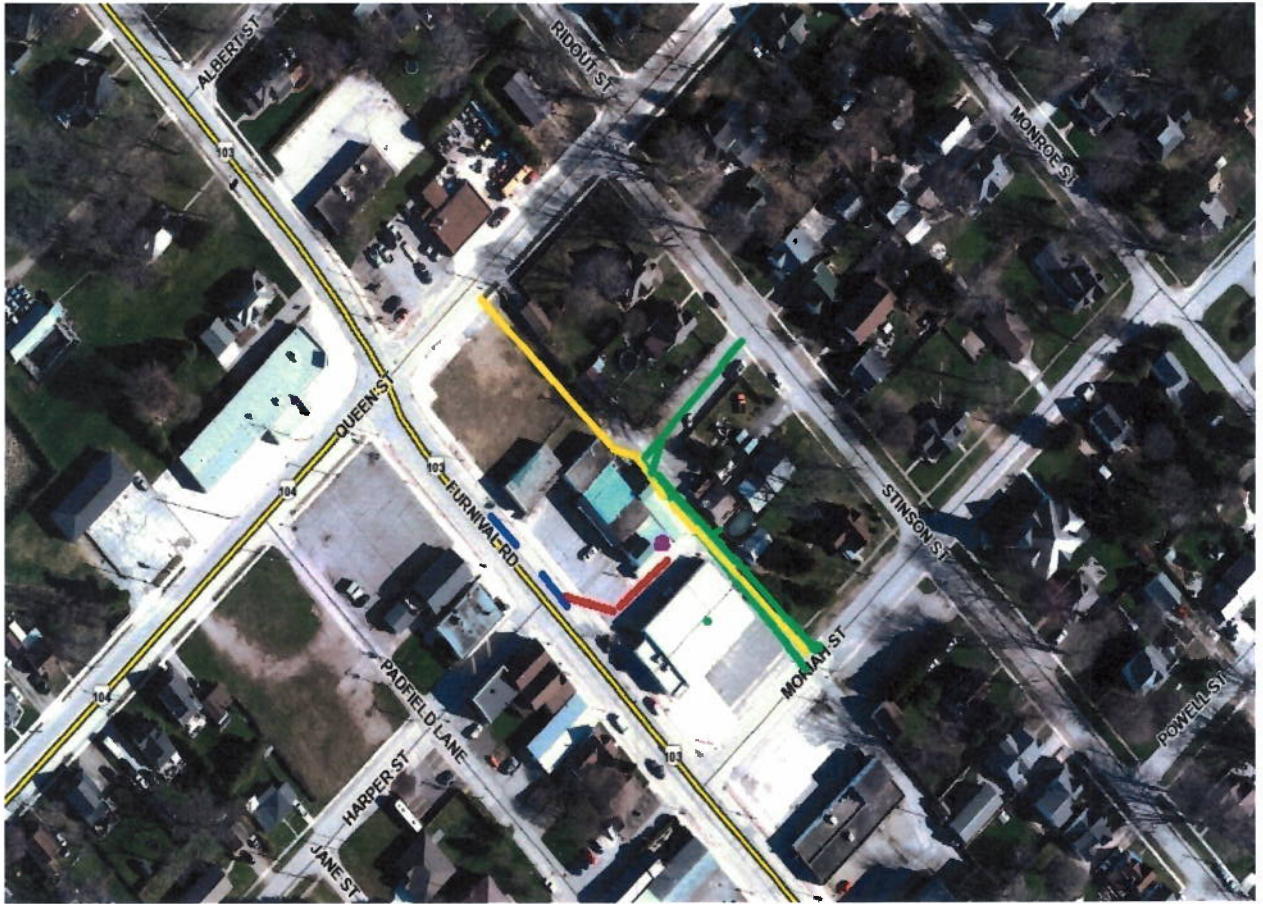
siskinds.com

This email is subject to Siskinds LLP's [email disclaimer](#).

Siskinds is situated within and operates within the ancestral beaver hunting grounds of the Algonquin, Haudenosaunee and Attawandaran peoples, the traditional and unceded lands of the Anishinaabe peoples of Walpole Island, Kettle Point, and the Thames, the settled peoples Haudenosaunee Confederacy at the Grand River and the Thames, and the Lenni Lenape Delaware peoples of Moraviantown and Muncey.

APPENDIX "I"

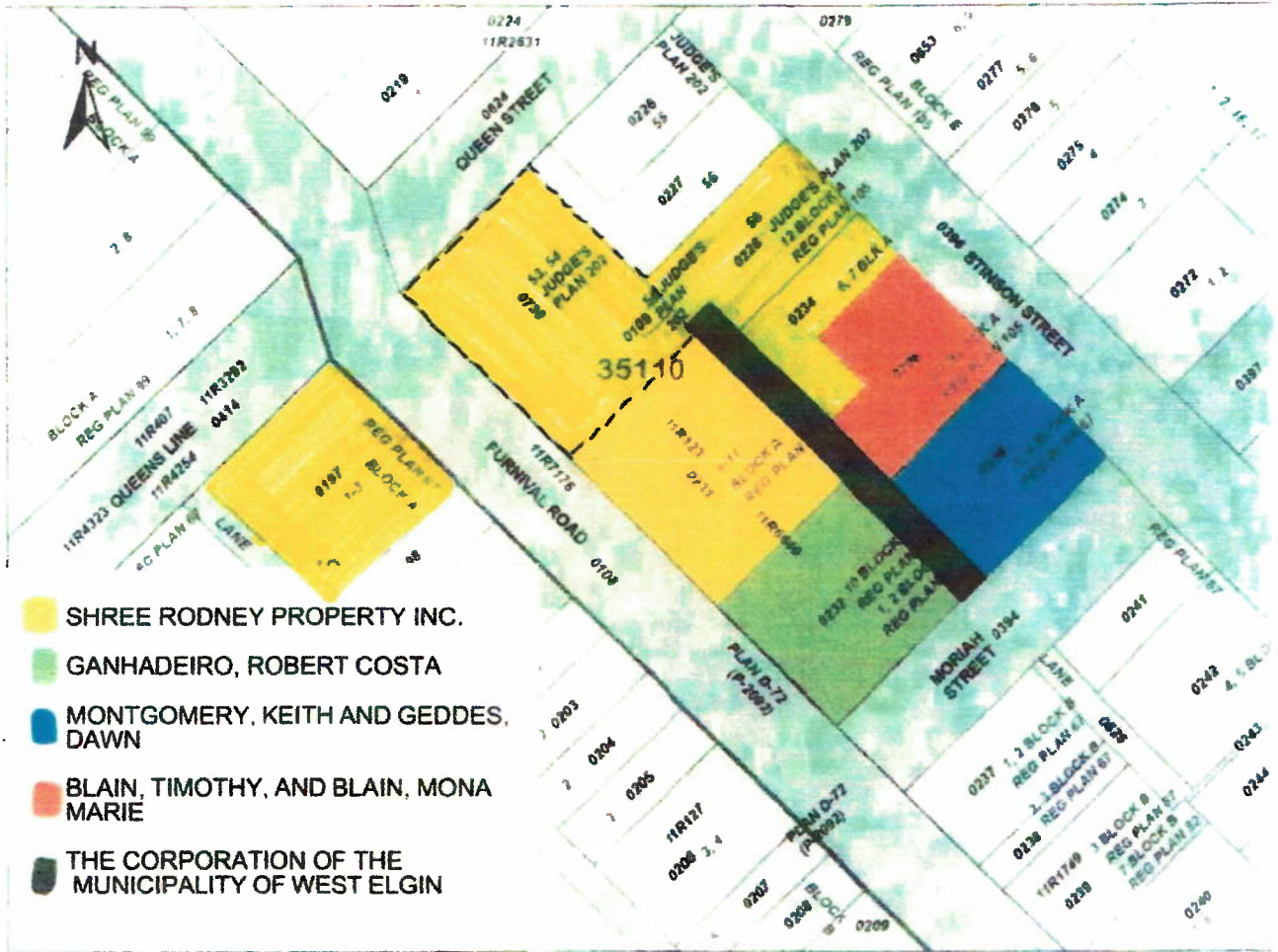
Appendix I



Unloading alternatives for Rodney Market that do not obstruct laneway:

1. Park on East Side of Furnival Rd. and unload (blue)
2. Back-in from Furnival Rd. to delivery door (red)
3. Enter laneway from Moriah St. and stop with trailer doors in proximity delivery door and then exit through lot behind market to Stinson St. (green)
4. Back-in off of Stinson St. to proximity of delivery door (also green)
5. Future access/egress (when lot at Furnival Rd. and Queen St. is developed as gas station): Enter from Moriah St. and stop with trailer doors in proximity to delivery door and exit onto Queen St.
6. All of above, at option of delivery company (options 1-3 or 1,2 and 4 can be employed concurrently)

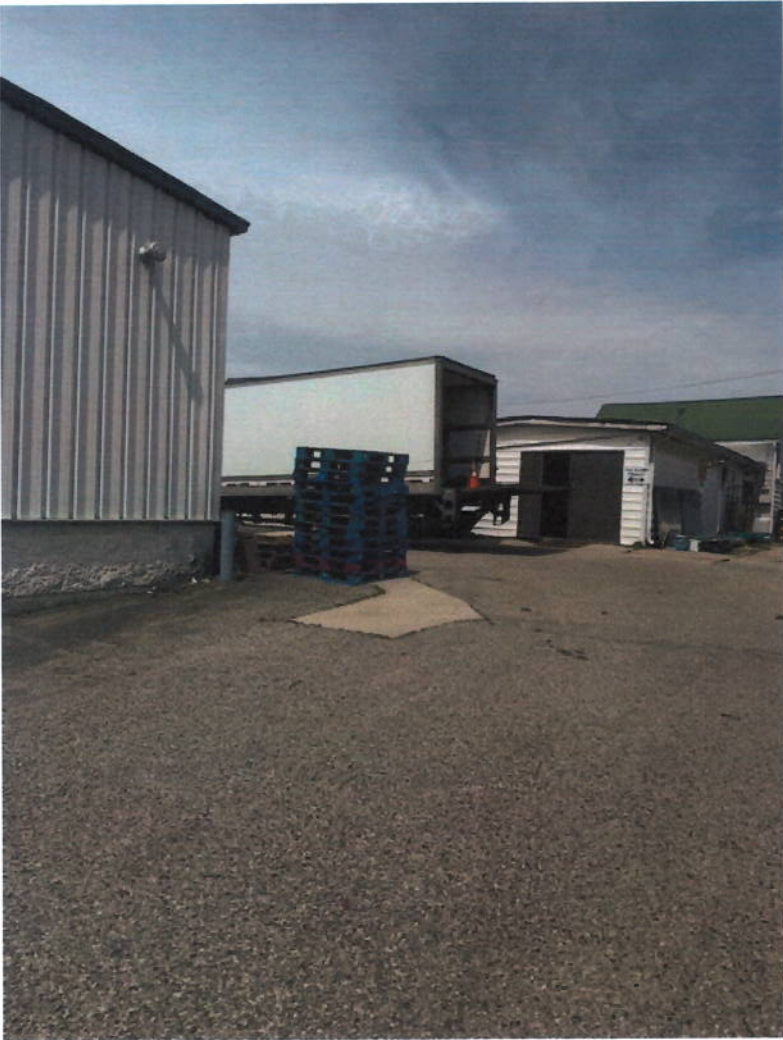
Alternatives 1-4 are currently being used by some delivery trucks, while others are continuing to back-in from Moriah St. to unload, thereby obstructing laneway



SHREE RODNEY GAS STATION INC.

APPENDIX "J"

- 2 -













Municipality of West Elgin

Minutes

Council Meeting

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

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

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

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 5:26 pm.

2. Adoption of Agenda

Resolution No. 2026- 124

Moved: Councillor Sousa

Seconded: Councillor Statham

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

3.1 Councillor Sousa - Roots & Revival, Request for Municipal Support

Member of the Roots & Revival Committee.

4. Delegations and Presentation

4.1 Tim Blain Re: Rodney Market/Moriah Street Deliveries

Tim Blain, lifelong resident of Rodney, and abutting neighbour to the Rodney Market attended Council to provide history of the properties including what is considered the back alley, currently used for deliveries to the Rodney Market. Mr. Blain also provided details regarding parking access from the alley and lot lines received during a previous building permit and minor variance applications. Mr. Blain advised the most recent survey obtained was 2023 and provided each member of Council with a copy of his documentation.

5. Adoption of Minutes

Resolution No. 2026- 125

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

6. Business Arising from Minutes

None.

7. Staff Reports

7.1 Municipal Drains

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

Resolution No. 2026- 126

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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.

Carried

7.2 Infrastructure & Development

7.2.1 2026 First Quarter Report, Infrastructure & Development

Resolution No. 2026- 127

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

7.3 Community Services & Clerks

7.3.1 2026 Municipal Election, Accessibility Policy

Resolution No. 2026- 128

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

7.3.2 2026 First Quarter Report, Community Services

Resolution No. 2026- 129

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

7.3.3 Roots & Revival, Request for Municipal Support

Resolution No. 2026- 130

Moved: Councillor Denning

Seconded: Councillor Statham

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

Carried

7.3.4 Municipal Partnership with West Lorne Girls Hockey Association

Resolution No. 2026- 131

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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.

Carried

8. Board or Committee of Council Reports or Updates

Deputy Mayor Tellier provided an update regarding the annual Canada Day Celebration plans, including bouncy castles, bubble soccer, face painters, Lions Club food trailer, fireworks, DJ and free swim at the Rodney Pool.

9. Notice of Motion

None presented prior to meeting.

10. Council Inquires/Announcements

Councillor Sousa congratulation the West Lorne Optimist on another successful Mothers Day Road Race.

Council formally welcomed Emma Nilsson, Manager of Corporate Services /Treasurer.

Councillor Denning encouraged Four Counties Transit members to reach out to West Elgin Community Health Centre to partner for use of the Four Counties Transit bus.

11. Correspondence

Resolution No. 2026- 132

Moved: Councillor Denning

Seconded: Councillor Statham

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

Carried

11.1 AMO Watchfiles

11.1.1 April 23

11.1.2 April 30

11.1.3 May 7

11.2 Ministry of the Environment, Conservation and Parks Re: Proposed Amendments to the Environmental Assessment Act

11.3 County of Elgin, Notice of Decision E25-26

11.4 Municipality of Wawa, Resolution to Extend OCIF

11.5 Ministry of Natural Resources, Regulations under the Geologic Carbon Storage Act, 2025

12. Items Requiring Council Consideration

Items pulled for discussion from correspondence:

12.1 Western Ontario Wardens Caucus (WOWC) Support of Finlay's Law on Emergency Room Reform

Resolution No. 2026- 133

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council provide a letter of support to the Western Ontario Wardens Caucus (WOWC) regarding their letter supporting Finlay's Law on Emergency Room Reform.

Carried

13. Upcoming Meeting Schedule

- Wednesday, May 20, Bo Horvat Community Center BOM (Arena), 9:00am
- Wednesday, May 20, Recreation Committee, 7:00pm
- Thursday, May 28, Regular Council, 4:00pm
- Monday, June 8, Four Counties Transit, 9:00am
- Wednesday, June 10, Bo Horvat Community Center BOM (Arena), 9:00am
- Thursday, June 11, Committee of the Whole, 4:00pm
- Tuesday, June 16, Tri-County Water Board, 7:00pm
- Wednesday, June 17, Recreation Committee, 7:00pm
- Thursday, June 25, Regular Council

14. By-Laws

14.1 By-law 2026-31, 2026 Gas Tax Agreement

Resolution No. 2026- 134

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That By-law 2026-31, being 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, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2026- 135

Moved: Councillor Denning

Seconded: Councillor Sousa

That By-law 2026-32 being a By-law to confirm the proceeding of the Regular Meeting of Council held on May 14, 2026, be read a first, second and third and final time.

Carried

16. Adjournment

Resolution No. 2026- 136

Moved: Councillor Sousa

Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 6:09 to meet again at 4:00pm, on Thursday, May 28, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-05-28
Subject: Garbage Collection Services RFP Selection

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Infrastructure and Development; re: 2026 Garbage Collection Service; and

That West Elgin Council authorizes acceptance of the RFP submission from Waste Connections at a yearly price of \$413,188.92 plus applicable taxes and authorizes entering into a contract for a term of seven (7) years with two optional one (1) year extensions, including annual CPI increases, and

That West Elgin Council authorizes the acceptance of the Provisional for Toter carts for the residents in the communities of Rodney and West Lorne.

Purpose:

To provide Council with the results of the Request for Proposal (RFP) process and a recommendation for garbage collection services for the next seven (7) years, with two optional one (1) year extensions.

Background:

The Municipality issued a Request for Proposal (RFP) for the provision of municipal garbage collection services to secure a qualified contractor capable of providing reliable and cost-effective waste collection services for residents.

The RFP process was publicly advertised and closed on May 15, 2026. A total of three (3) submissions were received prior to the submission deadline.

The purpose of the RFP was to evaluate qualified service providers based on several criteria including:

- Cost of service
- Experience and qualifications
- Service delivery approach
- Equipment and staffing capabilities
- References and past performance
- Ability to meet municipal service expectations

Staff completed a review of all three submissions and evaluated each proposal based on the criteria established within the RFP documents.

The submissions were reviewed for:

- Compliance with submission requirements
- Financial considerations
- Operational capacity
- Customer service standards
- Experience providing municipal collection services

Following the evaluation process, staff identified the preferred proponent as the submission that provided the best overall value to the Municipality while meeting the operational and service requirements outlined in the RFP. All technical submissions received were considered acceptable.

The RFP requested pricing for both a four (4) bag limit and a six (6) bag limit collection system. Due to the higher associated costs, staff are recommending proceeding with the four (4) bag limit option.

The submitted pricing for the recommended four (4) bag limit service was as follows:

<u>Contractor</u>	<u>Annual Cost</u>
Waste Connections	\$413,188.92
Miller Waste Systems	\$417,158.25
GFL Environmental	\$659,415.78

A significant portion of the pricing difference between submissions was related to the rural collection routes, which were estimated to cost more than \$130,000 annually above the urban collection routes.

Compared to the current contract costs, the proposed pricing reflects an estimated increase of approximately \$1,500 per month for urban collection services and approximately \$7,000 per month for rural collection services.

The RFP also included provisional pricing for the supply of toter carts. Waste Connections included the supply of toter carts at no additional cost within their submission. Miller Waste Systems submitted pricing exceeding \$87,000 for the same item, while GFL Environmental did not provide pricing for this component of the RFP.

The second provisional item included within the RFP is the provision of recycling collection services for up to forty-nine (49) business locations within Rodney and West Lorne. The additional cost for this service would be \$1,277.11 per month.

Staff will bring forward a separate report to Council regarding the potential implementation of this service, including recommendations on funding and cost recovery options.

Financial Implications:

The proposed contract amount for garbage collection services is \$413,188.92 annually plus applicable taxes, subject to annual CPI adjustments throughout the term of the agreement.

The long-term contract structure provides service stability and pricing certainty for the Municipality while ensuring continuity of service for residents.

Policies/Legislation:

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager of Infrastructure and Development



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-05-28
Subject: 2026 Sidewalk Study

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Infrastructure & Development regarding potential pedestrian crossing study locations on Graham Road;

And further that Committee recommends proceeding with a pedestrian crossing warrant study at the intersection of Graham Road and Munroe Street, including the pedestrian crossing area near the former railway tracks.

Purpose:

The purpose of this report is to provide Committee with an overview of potential locations for a pedestrian crossing warrant study on Graham Road and to recommend a preferred location for further review by Elgin County.

Background:

West Elgin has continued discussions regarding pedestrian safety and accessibility improvements within the community, particularly along Graham Road where pedestrian activity continues to increase.

After consultation with Elgin County, the Municipality may request a pedestrian crossing warrant study at a specific location. The study scope would include pedestrian counts, traffic volumes, roadway conditions, and safety considerations to determine whether a pedestrian crossing is warranted.

Three locations were identified for consideration:

1. Graham Road and Munroe Street, including the crossing area near the former railway tracks
2. Graham Road near the school area
3. Graham Road near the arena

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

Review of Potential Locations

1. Graham Road and Munroe Street / Former Railway Crossing Area

This location has been identified as the preferred option for review due to the combination of pedestrian activity, connectivity concerns, and existing roadway conditions.

The area currently serves as a connection point for pedestrians travelling between residential neighbourhoods and destinations along Graham Road. The former railway crossing area also presents a natural crossing point where pedestrian activity is already occurring.

Additional considerations include:

- Existing pedestrian movements through the area
- Potential visibility and safety concerns near the former railway corridor
- Opportunity to formalize a commonly used crossing location
- Potential future connectivity improvements within the area

2. Graham Road – School Area

The school area was reviewed due to increased pedestrian activity associated with school operations and student travel. While the location experiences peak pedestrian volumes during school arrival and dismissal periods, existing traffic controls and crossing opportunities currently assist with pedestrian movements.

The location may still warrant future review should pedestrian volumes or traffic patterns change over time.

3. Graham Road – Arena Area

The arena area was also considered due to seasonal pedestrian traffic associated with recreational programming and community events. Pedestrian volumes in this location are more event-driven and may fluctuate depending on programming schedules and seasonal activity levels.

At this time, the location is considered a lower priority compared to the Munroe Street and former railway crossing area.

Crosswalk Warrant Requirements

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

The study typically includes:

- Pedestrian counts during peak hours

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

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

Where warranted, Elgin County would typically be responsible for installation and funding of the crossing infrastructure. Where a crossing is not warranted, installation and associated infrastructure costs would become the responsibility of the Municipality should Council wish to proceed.

Potential Infrastructure Improvements

Depending on roadway conditions and safety requirements, installation of a pedestrian crosswalk may include:

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

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

Parking and Roadway Implications

Roadway safety standards require parking restrictions in the immediate vicinity of pedestrian crossings to maintain proper sightlines for both motorists and pedestrians.

Typically, parking is restricted within 15- 20 m of a pedestrian crossing.

In some cases, roadway modifications such as curb extensions or pedestrian refuge areas may also be required to improve pedestrian safety and encourage reduced vehicle speeds.

Financial Implications:

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

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

Should the crossing not meet warrant requirements and Council wishes to proceed, installation and associated infrastructure costs would be funded by the Municipality. Estimated costs for crosswalk infrastructure may range up to approximately \$125,000 depending on the crossing design and associated infrastructure requirements.

Policies/Legislation:

Ontario Traffic Manual (OTM) Book 15 – Pedestrian Crossing Facilities

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
Manager, Infrastructure & Development



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-05-28
Subject: Municipal Partnership Roots & Revival for Grant Funding

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services/Clerk regarding a municipal partnership with the Roots and Revival Festival: And

That the West Elgin Council approves a partnership between the Municipality of West Elgin and the Roots and Revival Festival committee whereby the municipality will receive and direct the funding approved from the Elgin St. Thomas Community Fund, and any other potential funding received, for the 2026 festival.

Purpose:

The purpose of this report is to provide Council with information to support a partnership between the Municipality of West Elgin and the Roots and Revival Festival committee, whereby the Municipality will receive the funding received through the Elgin St. Thomas Community Fund, and any future potential funding source that requires municipal partnership.

Background:

The Roots and Revival festival recently received grants through the Elgin St. Thomas Community Fund. As the Roots & Revival is a non-profit organization and not a registered charity, meaning the cheques cannot be issued directly to the organization, this requires Council approval to receive and direct funds through the Municipality.

Staff are recommending approval of this specific request, and any additional potential requests for the 2026 Roots & Revival Festival, which may require municipal partnership.

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

Report Approval Details

Document Title:	Municipal Partnership with Roots and Revival Festival, Grant Funding - 2026-24-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	May 22, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Robin Greenall, Chief Administrative Officer
Date: 2026-05-28
Subject: Old Town Hall – Project Confirmation

Recommendation:

That West Elgin Council hereby receives the report from R. Greenall, CAO titled Old Town Hall – Project Confirmation, and

That West Elgin Council directs staff to complete a final design plan, at a cost not to exceed \$200,000, and proceed to tender the project to return final project costings for Council approval, and

That West Elgin Council directs staff to immediately fund the cost of the design plans through the Rate Stabilization Reserve, and

That West Elgin Council directs staff to explore borrowing options (debt) to support the Municipality's funding responsibilities, and

That the Municipality draft a report to the Elgin County Library and the County of Elgin requesting their commitment to support the project.

Purpose:

The purpose of this report is to provide Council with information regarding the renovation project of the Old Town Hall located in the commercial center of Rodney Ontario, so that Council may provide staff with directions for next steps.

Background:

In 2019 the Municipality of West Elgin submitted a grant application to the Invest in Canada Infrastructure Program (ICIP) The scope of the grant was for capital projects that supported community, cultural and recreation initiatives. The proposed project submitted by the Municipality of West Elgin planned for major structural modifications to the Old Town Hall in Rodney to include:

- brick work and mortar repointing
- replacement of windows and doors; new insulation
- replace all staircases
- replace and update the electrical system with the removal of the remnants of knob and tube system
- New plumbing to support:
 - accessible public washrooms; 2 UAW washrooms and 1 staff washroom.
 - Kitchen on upper level and kitchenette for staff on main floor; janitor cleaning room with water.

- Restoration of original millwork exists on the lower level and throughout the upper level
- Retain and reinstall old painted 24"x24" metal tin ceiling tiles are in the upper level
- All new lighting systems
- installation of fire monitoring and suppression systems
 - fire separation between tenant occupied spaces and underside of floors
 - interior doors will be fire rated
 - upgrades to fire alarm system; -emergency and exit lighting.
- new HVAC systems
- independent former Fire Hall garage spaces are concrete slab on grade consisting of both wood framed/brick and concrete cinder block veneers. The overall structure appears to be generally in fair condition, to be remodeled into a heritage room with new roof and ceilings; glass garage front doors.
- Removal of back garage.
- The age of the building precludes it from meeting any current egress and AODA codes.
 - Primary entrance flush to sidewalk with press buttons activation system
 - Installation of elevator to two floors.
 - Braille signage and visual strobe fire alarm system
 - Washroom as stated above
- Expansion of data/telecom system has adequate system space

West Elgin was successful in receiving Federal and Provincial grants totaling \$1,845,166.13 to support 77% of the projects' cost, with the expectation the Municipality would contribute the remaining 33% or \$ 671,083.87 with the total project budget of \$2,516,250.00

Unfortunately, the timing of the project was interrupted by the COVID-19 pandemic and due to supply chain issues and inflationary rates construction cost increased. The West Elgin Administration became concerned that the rising cost would significantly exceed the proposed budget.

The project was paused, however access to grant funding remained available. Access to the grant funding has a timeline completion date of March 31, 2027. If West Elgin wishes to proceed with the project, they will need to provide the funding bodies with commitment to the project and seek to update timelines for construction milestones and anticipated completion date.

Since the inception of the project there has been a complete staffing change at the Administration office. The current West Elgin staff have been familiarizing themselves with the project details.

Council directed staff to provide cost estimates for the project to support their decision as to how to proceed. Preliminary estimates of the cost of the project are as follows:

General Contracting costs	\$1,181,692
Plumbing, HVAC	\$ 414,500
Electrical	\$ 240,000
Abatement (estimates)	\$ 50,000
 Estimate totals	 \$1,886,192

These estimates were based on very conceptual drawings. Estimates may not consider the full scope of the project, nor address any structural or building hazards that have not been identified

such as asbestos and mold abatement or unseen structural damage. Administration is concerned that projects cost could significantly change once the final drawings and tendering are completed and would encourage the project to hold a health contingency above the proposed 10% of total cost to address issues uncovered once construction begins.

Estimates were based on conceptual drawings. Finalized design plans are required before estimators can cost out the project specifics. Final project plans/ drawings can cost up to 10% of the project's budget. In this project, estimates cost for design drawing are anticipated to be between \$100,000 to \$200,000. Once design drawings are completed the project can be tendered.

Council will need to provide staff with a recommendation to proceed to the design drawing stage. Council will also need to consider how to fund the municipal responsibilities for the project (\$671,083,87). Since the inception of this project, a dedicated capital reserve to support this project only hold \$20,000 to support municipal responsibilities. Council will need to consider how they will fund the project, options include levy increases, drawing from Rate Stabilization Reserves, or through assuming debt (bank loan).

Discussion

Council, at its May 14th, 2026, Committee of the Whole meeting, expressed an interest in proceeding with the project, however concerns were expressed about committing to the project without understanding the full financial implications of the project. Council requested staff to investigate the following:

- Providing truer costing figures
- Investigate the risk of proceeding and not finishing the project
- Investigate the opportunity to sell the facility if the project exceeds funding expectations.

Request to provide concrete cost figures.

For truer costing figures the project will need to move to the final design plan stage and to be tendered. Tender results will provide Council with detailed cost estimates. Before the project can be tendered, designs will need to be completed. The cost to produce an engineer's design plan is estimated at 10% of the total project budget.

Once Tender results are returned, Council can better assess how to proceed. While this approach will provide truer information for Council to make its decision, there is a financial risk of up to \$200,000 to cover the cost of the design plans, if Council decides to not proceed.

Failure to not complete the project.

If the Municipality starts but does not complete the project, the Municipality may appeal to the funding body. If the project does not meet significant completion milestones the Municipality may be at risk of returning a portion up to 100% of grant funds received. Risk of this approach is the Municipality could bear the total cost of the project without a completed facility.

Opportunity to sell the facility.

If the Municipality starts the project and decides to sell the building if renovation becomes too costly. Under the terms of the grant, the Municipality is required to maintain ownership of the facility

for 5 years after the completion of the project. Therefore, prior to selling the facility the Municipality would be required to return all grant funding to be released from the terms of the contract.

Other considerations

The purpose of the renovation was to develop a community space that incorporates the service of the Elgin County Library. As this service is offered through the County of Elgin, a report to County Council will be required to confirm the library's interest in relocating to the newer facility, and the County's commitment to the cost associated with furnishing and operating in the new space. An initial commitment letter was provided by the CAO of Elgin County in 2019, however it is necessary to understand the County's financial commitment to the project from the current County Council.

Recommendations

Given Council's interest in preserving the Rodney Town Hall, and the hesitation to commit to the project based on conceptual plans and estimate projected cost, it is recommended that Council direct staff to proceed to the design and tender phase. Funds to support the cost of the designs could be funded through the Municipal Rate Stabilization Reserve. Council further directs staff to explore loaning options to assume debt to support the full cost of the Municipal responsibilities to the project.

If Council does not wish to proceed with the project, it is recommended that Council directs staff to return with a report suggesting alternative options for the facility.

Financial Implications:

The immediate funding implication for this report is estimated that up to \$200,000 to be funded through the Rate Stabilization Fund, for the engineering design plans.

The total financial implication of the project is currently assessed at \$671,083.87

The Municipality will further be responsible for any costs that exceed the proposed project budget.

Policies/Legislation:

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
<input checked="" type="checkbox"/> To improve West Elgin's infrastructure to support long-term growth.	<input 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,

Robin Greenall
Chief Administrative Officer

**TRANSFER PAYMENT AGREEMENT
FOR THE INVESTING IN CANADA INFRASTRUCTURE PROGRAM (ICIP):
COMMUNITY, CULTURE AND RECREATION STREAM**

THIS TRANSFER PAYMENT AGREEMENT for an Investing in Canada Infrastructure Program (ICIP): Community, Culture and Recreation (CCR) Stream Project (the “**Agreement**”) is effective as of the Effective Date.

B E T W E E N:

Her Majesty the Queen in right of Ontario,
as represented by the Minister of Infrastructure

(“**Ontario**” or the “**Province**”)

- and -

Corporation of the Municipality of West Elgin

(CRA#872772496)

(the “**Recipient**”)

BACKGROUND

The Investing in Canada Infrastructure Program (“ICIP”) is a federal infrastructure program designed to create long-term economic growth, build inclusive, sustainable and resilient communities, and support a low-carbon economy.

The Government of Canada (“**Canada**”) announced, in its *Budget 2016* and *Budget 2017*, over \$180 billion for the ICIP to support sustainable and inclusive communities, while driving economic growth.

The Honourable Minister of Infrastructure and Communities and the Honourable Minister of Infrastructure entered into the Canada-Ontario Integrated Bilateral Agreement for the Investing in Canada Infrastructure Program for Canada to provide financial support to the Province.

Under the Bilateral Agreement, Canada agrees, amongst other things, to provide contribution funding to the Province under the Community, Culture and Recreation funding stream of ICIP. This stream supports projects that improve access to and / or quality of community, cultural, and recreation priority infrastructure projects.

Also, under the Bilateral Agreement, Ontario agrees to identify projects and be responsible for the transfer of ICIP and provincial funds to eligible recipients pursuant to transfer payment

agreements.

The Recipient has applied to the Province for ICIP funds to assist the Recipient in carrying out a Community, Culture and Recreation stream project.

The Province has submitted to Canada for approval and the Province and Canada have approved, in accordance with the terms and conditions set out in the Bilateral Agreement, the Project as set out in Schedule "C".

The Agreement sets out the terms and conditions upon which ICIP funds, up to the Maximum Funds, will be provided to the Recipient for carrying out the Project.

CONSIDERATION

In consideration of the mutual covenants and agreements contained in the Agreement and for other good and valuable consideration, the receipt and sufficiency of which are expressly acknowledged, the Province and the Recipient agree as follows:

1.0 ENTIRE AGREEMENT

1.1 **Schedules to the Agreement.** The following schedules and their sub-schedules, if any, form part of the Agreement:

Schedule "A" - General Terms and Conditions

Schedule "B" - Specific Information

Schedule "C" - Project Description, Financial Information, Timelines and Project Standards

Schedule "D" - Reports

Schedule "E" - Eligible Expenditures and Ineligible Expenditures

Schedule "F" - Evaluation

Schedule "G" - Communications Protocol

Schedule "H" - Disposal of Assets

Schedule "I" - Aboriginal Consultation Protocol

Schedule "J" - Requests for Payment and Payment Procedures

Schedule "K" - Committee

1.2 **Entire Agreement.** The Agreement constitutes the entire agreement between the Parties in respect to the subject matter contained in the Agreement and supersedes all prior oral or written representations and agreements save and except for the Bilateral Agreement, which shall apply in accordance with section Subsection 2.1.

2.0 CONFLICT OR INCONSISTENCY

- 2.1 **Conflict or Inconsistency.** In the event of a conflict or inconsistency between any of the requirements of:
- (a) the Bilateral Agreement and the Agreement, the Bilateral Agreement will prevail to the extent of the conflict or inconsistency;
 - (b) the main body of the Agreement and any of the requirements of a schedule or a sub-schedule, the main body of the Agreement will prevail to the extent of the conflict or inconsistency;
 - (c) Schedule “A” (General Terms and Conditions) and any of the requirements of another schedule or a sub-schedule, Schedule “A” (General Terms and Conditions) will prevail to the extent of the conflict or inconsistency; or
 - (d) a schedule and any of the requirements of a sub-schedule, the schedule will prevail to the extent of the conflict or inconsistency.

3.0 EXECUTION, DELIVERY AND COUNTERPARTS

- 3.1 **One and the Same Agreement.** The Agreement may be executed in any number of counterparts, each of which will be deemed an original, but all of which together will constitute one and the same instrument.
- 3.2 **Electronic Execution and Delivery of Agreement.** The parties agree that the Agreement may be validly executed electronically, and that their respective electronic signature is the legal equivalent of a manual signature. The electronic or manual signature of a party may be evidenced by one of the following means and transmission of the Agreement may be as follows:
- (i) a manual signature of an authorized signing representative placed in the respective signature line of the Agreement and the Agreement delivered by facsimile transmission to the other Party;
 - (ii) a manual signature of an authorized signing representative placed in the respective signature line of the Agreement and the Agreement scanned as a Portable Document Format (PDF) and delivered by email to the other Party;
 - (iii) a digital signature, including the name of the authorized signing representative typed in the respective signature line of the Agreement, an image of a manual signature or an Adobe signature of an authorized signing representative, or any other digital signature of an authorized signing representative, placed in the respective signature line of the Agreement and the Agreement delivered by email to the other Party; or

- (iv) any other means with the other Party's prior written consent.

4.0 AMENDING THE AGREEMENT AND AGREEMENT REVIEW

- 4.1 **Amending the Agreement.** The Agreement may only be amended by a written agreement duly executed by the Parties.
- 4.2 **Agreement Review.** If, pursuant to section 25.10 (Review of Agreement) of the Bilateral Agreement, the Bilateral Agreement is reviewed after three or five years, or both, of the effective date of the Bilateral Agreement, and any changes to the Bilateral Agreement are required as a result, the Parties agree to amend the Agreement as necessary and in a manner that is consistent with such changes.

5.0 ACKNOWLEDGEMENT

- 5.1 **Acknowledgement from Recipient.** The Recipient acknowledges, in respect of the Project, that:
 - (a) the Funds are to assist the Recipient to carry out the Project and not to provide goods or services to the Province or Canada;
 - (b) the Province and Canada are not responsible for carrying out the Project;
 - (c) the Province's and Canada's role in respect of the Project is limited to making a financial contribution to the Recipient for the Project, and the Province and Canada are not involved in the Project or its operation;
 - (d) the Province and Canada are neither decision-makers nor administrators in respect of the Project;
 - (e) the Province is bound by the *Freedom of Information and Protection of Privacy Act* (Ontario) and any information provided to the Province in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
 - (f) Canada is bound by the *Access to Information Act* (Canada) and any information provided to Canada by either the Province or the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act;
 - (g) by receiving Funds, the Recipient may be subject to legislation applicable to organizations that receive funding from the Government of Ontario, including the *Broader Public Sector Accountability Act, 2010* (Ontario), the *Public Sector Salary Disclosure Act, 1996* (Ontario), and the *Auditor General Act* (Ontario); and

(h) the Recipient has read and understood the Bilateral Agreement.

5.2 **Acknowledgement from Province.** The Province acknowledges that the Recipient may be bound by the *Municipal Freedom of Information and Protection of Privacy Act* (Ontario) and any information provided to the Recipient in connection with the Project or otherwise in connection with the Agreement may be subject to disclosure in accordance with that Act.

6.0 CANADA'S RIGHTS AND INFORMATION SHARING WITH CANADA

6.1 **Third Party Beneficiary.** The Recipient agrees that, although the Agreement is between the Province and the Recipient, Canada is, in respect of the rights, covenants, remedies, obligations, indemnities, and benefits (together referred to as "**Rights**") undertaken or given to Canada in the Agreement, a third party beneficiary under the Agreement and is entitled to rely upon and directly enforce those Rights as if Canada were a party to the Agreement.

6.2 **Sharing of Information with the Province and Canada.** The Recipient agrees that, consistent with section 6.1 (Third Party Beneficiary) and for the implementation of the Bilateral Agreement:

- (a) the Province or Canada, or both, and in respect of Canada either directly or through the Province, may, upon Notice to the Recipient, request additional information from the Recipient including, without limitation, information for any determination under Article A.27.0 (Environmental Requirements and Assessments) and Article A.28.0 (Aboriginal Consultation);
- (b) if the Province or Canada, or both, provide the Recipient with Notice under paragraph 6.2(a), the Recipient will, within the timelines set out in the Notice, deliver the information to either the Province or Canada, or both, as required; and
- (c) the Province or Canada, or both, may share any information received from the Recipient pursuant to the Agreement with each other.

[SIGNATURE PAGE FOLLOWS]

The Parties have executed the Agreement on the dates set out below.

HER MAJESTY THE QUEEN IN RIGHT OF ONTARIO, as represented by the Minister of Infrastructure

**Adam
Redish**

Digitally signed by Adam Redish
DN: cn=Adam Redish,
o=Ministry of Infrastructure,
ou=Infrastructure Program
Design and Delivery Division,
email=adam.redish@ontario.ca,
c=CA
Date: 2021.11.09 17:00:27
05:00

Nov 9, 2021

Date

p.p. Adam Redish, Assistant Deputy Minister
The Honourable Kinga Surma
Minister of Infrastructure

AFFIX
CORPORATE
SEAL (if
applicable)

Corporation of the Municipality of West Elgin



October 28, 2021

Date

Name: Ducan McPhail
Title: Mayor

I have authority to bind the Recipient.

October 28, 2021

Date



Name: Jana Nethercott
Title: Clerk

I have authority to bind the Recipient.

[SCHEDULE "A" – GENERAL TERMS AND CONDITIONS FOLLOWS]

**SCHEDULE “A”
GENERAL TERMS AND CONDITIONS**

A.1.0 INTERPRETATION AND DEFINITIONS

A.1.1 **Interpretation.** For the purposes of interpretation:

- (a) words in the singular include the plural and vice-versa;
- (b) words in one gender include all genders;
- (c) the background and headings do not form part of the Agreement; they are for information and reference only and will not affect the interpretation of the Agreement;
- (d) any reference to dollars or currency will be in Canadian dollars and currency;
- (e) “shall” and “will” are used interchangeably in the Agreement and denote the same affirmative and imperative obligation on the applicable Party.
- (f) all accounting terms not otherwise defined in the Agreement have their ordinary meanings; and
- (g) “include”, “includes”, and “including” denote that the subsequent list is not exhaustive.

A.1.2 **Definitions.** In the Agreement, the following terms have the following meanings:

“Aboriginal Community” has the meaning ascribed to it in section I.1.1 (Definitions).

“Aboriginal Consultation Record” means the Aboriginal Consultation Record described in section I.3.1 (Requirements for Aboriginal Consultation Record).

“Agreement” means this agreement entered into between the Province and the Recipient, all of the schedules and sub-schedules listed in section 1.1 (Schedules to the Agreement), and any amending agreement entered into pursuant to section 4.1 (Amending the Agreement).

“Asset” means any real or personal property, or immovable or movable asset, acquired, purchased, constructed, rehabilitated, or improved, in whole or in part, with any of the Funds.

“Authorities” means any government authority, agency, body or department having or claiming jurisdiction over the Agreement or the Project, or both.

“Bilateral Agreement” means the Canada-Ontario Integrated Bilateral Agreement for

the Investing in Canada Infrastructure Program entered into between Canada and Her Majesty the Queen in right of Ontario, effective as of March 26, 2018, as amended.

“Business Day” means any working day the Province is open for business, Monday to Friday inclusive, excluding statutory and other holidays, namely: New Year’s Day; Family Day; Good Friday; Easter Monday; Victoria Day; Canada Day; Civic Holiday; Labour Day; Thanksgiving Day; Remembrance Day; Christmas Day; Boxing Day; and any other day on which the Province is not open for business.

“Canada” means, unless the context requires otherwise, Her Majesty the Queen in right of Canada.

“Canada’s Maximum Contribution” means the maximum contribution from Canada as set out in Schedule “C”.

“Committee” refers to a Committee established pursuant to section A.29.1 (Establishment of Committee).

“Communications Activities” means, but is not limited to, public or media events or ceremonies including key milestone events, news releases, reports, web and social media products or postings, blogs, news conferences, public notices, physical and digital signs, publications, success stories and vignettes, photos, videos, multi-media content, advertising campaigns, awareness campaigns, editorials, multi-media products, and all related communication materials under the Agreement.

“Contract” means a contract between the Recipient and a Third Party whereby the Third Party agrees to supply goods or services, or both, in respect of the Project in return for financial consideration.

“Effective Date” means the date of signature by the last signing party to the Agreement.

“Eligible Expenditures” means the costs in respect of the Project that the Recipient has incurred and paid and that are eligible for payment under the terms and conditions of the Agreement, and that are further described in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

“Environmental Laws” means all applicable governmental, regulations, by-laws, orders, rules, policies, or guidelines respecting the protection of the natural environment or the public, and the manufacture, importation, handling, transportation, storage, disposal, and treatment of environmental contaminants and includes, without limitation, the *Environmental Protection Act* (Ontario), *Environmental Assessment Act* (Ontario), *Ontario Water Resources Act* (Ontario), *Canadian Environmental Protection Act, 1999* (Canada), *Canadian Environmental Assessment Act, 2012* (Canada), *Fisheries Act* (Canada), and *the Canadian Navigable Waters Act* (Canada).

“Evaluation” means an evaluation in respect of the Project or the ICIP as described in Article F.1.0 (Project and ICIP Evaluations).

“Event of Default” has the meaning ascribed to it in section A.12.1 (Events of Default).

“Expiration Date” means the expiry date set out in Schedule “B” (Specific Information).

“Federal Approval Date” means the date on which Canada has approved the Project identified in Schedule “C” (Project Description, Financial Information, Timelines, and Project Standards).

“Funding Year” means:

- (a) in the case of the first Funding Year, the period commencing on the Effective Date and ending on the following March 31; and
- (b) in the case of Funding Years subsequent to the first Funding Year, the period commencing on April 1 following the end of the previous Funding Year and ending on the following March 31 or the Expiration Date, whichever comes first.

“Funds” means the money the Province provides to the Recipient pursuant to the Agreement, and in any event, will not exceed the Maximum Funds.

“Holdback” means the Holdback described in and to be paid in accordance with section A.4.12 (Retention of Contribution) and Article J.7.0 (Holdback).

“ICIP” means the Investing in Canada Infrastructure Program, a federal infrastructure program described in the first paragraph of the “Background” to the Agreement.

“Indemnified Parties” means Her Majesty the Queen in right of Ontario and Her Majesty the Queen in right of Canada, and includes their respective ministers, officers, servants, agents, appointees and employees.

“Ineligible Expenditures” means the costs that are ineligible for payment under the terms and conditions of the Agreement, and that are described in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

“Interest or Interest Earned” means the amount of money earned by the Recipient from placing the Funds in an interest bearing account as set out under section A.4.4 of Schedule “A” of this Agreement, and includes any and all interest or other income generated from the Funds.

“Loss” means any cause of action, liability, loss, cost, damage, or expense (including

legal, expert, and consultant fees) that anyone incurs or sustains as a result of or in connection with the Project or any part of the Agreement or the Bilateral Agreement.

“Maximum Funds” means the maximum Funds amount as set out in Schedule “B” (Specific Information).

“Notice” means any communication given or required to be given pursuant to the Agreement.

“Ontario’s Maximum Contribution” means the maximum contribution from Ontario as set out in Schedule “C”.

“Parties” means the Province and the Recipient.

“Party” means either the Province or the Recipient.

“Person” means, without limitation, a person, the Recipient, a Third Party, a corporation, or any other legal entity, and their officers, servants, employees, or agents.

“Proceeding” means any action, claim, demand, lawsuit, or other proceeding, whether in contract, tort (including negligence), or otherwise, that anyone makes, brings, or prosecutes as a result of or in connection with the Project or any part of the Agreement or the Bilateral Agreement.

“Progress Report” means the Progress Report described in Article D.1.0 (Reporting Requirements).

“Project” means the undertaking described in Schedule “C” (Project Description, Financial Information, Timelines, and Project Standards).

“Records Review” means any assessment the Province conducts pursuant to section A.7.4 (Records Review).

“Remedial Period” means the period of time within which the Recipient is required to remedy an Event of Default, pursuant to paragraph A.12.3 (b), and includes any such period or periods of time by which the Province extends that time in accordance with section A.12.4 (Recipient Not Remediating).

“Reports” means the reports described in Schedule “D” (Reports).

“Requirements of Law” means all applicable requirements, laws, statutes, codes, acts, ordinances, approvals, orders, decrees, injunctions, by-laws, rules, regulations, official plans, permits, licences, authorizations, directions, and agreements with all Authorities, and includes the Environmental Laws.

“Substantial Completion” or **“Substantially Completed”** means that the Project can be used for the purpose for which it was intended and, in any event, no later than March 31, 2027.

“Term” means the period of time described in section A.3.1 (Term).

“Third Party” means any person or legal entity, other than a Party, who participates in the implementation of the Project by means of a Contract.

“Total Financial Assistance” means the total Project funding from all sources including, but not limited to, funding from federal, provincial, territorial, municipal, regional, band council, and Indigenous government sources; private sources; and in-kind contributions.

A.2.0 REPRESENTATIONS, WARRANTIES, AND COVENANTS

A.2.1 General. The Recipient represents, warrants, and covenants that, in respect of the Project:

- (a) it has, and will continue to have, the experience and expertise necessary to carry out the Project;
- (b) it is in compliance with, and will continue to comply with, all Requirements of Law related to any aspect of the Project, the Funds, or both;
- (c) unless otherwise provided for in the Agreement, any information the Recipient provided to the Province in support of its request for Funds (including, without limitation, any information relating to any eligibility requirements) was true and complete at the time the Recipient provided it and will continue to be true and complete;
- (d) the Project meets and will continue to meet all of the program’s eligibility criteria, construction conditions and the Recipient will abide by all of the Province’s and Canada’s respective requirements set out in the guidelines, including the financial, contractual and reporting requirements;
- (e) the Project meets the outcomes of the Community, Culture and Recreation stream, being:
 - (i) Improved access to and/or increased quality of cultural, recreational and/or community infrastructure for Canadians, including Indigenous peoples and vulnerable populations.
- (f) any Funds received have not displaced, and will continue to not displace, the Recipient’s own funding and spending on public transit.

A.2.2 Execution of Agreement. The Recipient represents and warrants that it has:

- (a) the full power and authority to enter into the Agreement; and
- (b) taken all necessary actions to authorize the execution of the Agreement, in a manner that is satisfactory to the Province, including passing of municipal by-law or council resolution authorizing the Recipient to enter into the Agreement, where required.

A.2.3 Governance. The Recipient represents, warrants, and covenants that it has, will maintain in writing, and will follow:

- (a) procedures to enable the Recipient to manage Funds prudently and effectively;
- (b) procedures to enable the Recipient to complete the Project successfully;
- (c) procedures to enable the Recipient to identify risks to the completion of the Project and strategies to address the identified risks, all in a timely manner;
- (d) procedures to enable the preparation and submission of all Reports required pursuant to Article A.7.0 (Reporting, Accounting, and Review); and
- (e) procedures to enable the Recipient to address such other matters as the Recipient considers necessary to enable the Recipient to carry out its obligations under the Agreement.

A.2.4 Supporting Proof. Upon the request of the Province, the Recipient will provide the Province with proof of the matters referred to in this Article A.2.0 (Representations, Warranties, and Covenants).

A.3.0 TERM OF THE AGREEMENT AND SUBSTANTIAL COMPLETION

A.3.1 Term. The term of the Agreement will commence on the Effective Date and will expire on the Expiration Date, unless terminated earlier pursuant to Article A.11.0 (Termination on Notice) or Article A.12.0 (Event of Default, Corrective Action, and Termination for Default).

A.3.2 Substantial Completion. The Recipient will ensure that the Project is Substantially Completed on or before March 31, 2027.

A.4.0 FUNDS AND CARRYING OUT THE PROJECT

A.4.1 Funds Provided. The Province will:

- (a) provide the Recipient funding up to the Maximum Funds for the sole purpose of carrying out the Project;
- (b) provide the Funds to the Recipient in accordance with the request for payment and payment procedures provided for in Schedule “J” (Requests for Payment and Payment Procedures); and
- (c) deposit the Funds into an account the Recipient designates, provided that the account:
 - (i) is at a branch of a Canadian financial institution in Ontario; and
 - (ii) is solely in the name of the Recipient.

A.4.2 Limitation on Payment of Funds. Despite section A.4.1 (Funds Provided):

- (a) in addition to any other limitation under the Agreement on the payment of Funds, the Province is not obligated to provide:
 - (i) any Funds to the Recipient until the Recipient fulfils the special conditions listed in section A.31.1 (Special Conditions); and
 - (ii) any Funds to the Recipient until the Province and Canada are satisfied with the progress of the Project;
- (b) the Province, at its sole discretion, may adjust the amount of Funds it provides to the Recipient based upon the Province’s assessment of the information the Recipient provides to the Province pursuant to section A.7.2 (Preparation and Submission); and
- (c) any payment of Funds is subject to:
 - (i) the requirements of the *Financial Administration Act* (Ontario), including the availability of an appropriation by the Ontario Legislature that is sufficient and constitutes lawful authority for the payment;
 - (ii) ministerial funding levels in respect of transfer payments, the program under which the Agreement was made, or otherwise that are sufficient for the payment; and
 - (iii) Canada’s payment of funds to the Province, pursuant to the Bilateral Agreement, that are sufficient for the payment.

The Province, at its sole discretion, may reduce or cancel any amount of Funds or terminate the Agreement in response to a reduction or lack of federal or

provincial government appropriation, ministerial funding levels, or Canada's payment of funds. Notwithstanding Article A.9.0 (Limitation of Liability and Indemnity), the Province will not be liable for any direct, indirect, consequential, exemplary, or punitive damages, regardless of the form of action, whether in contract or in tort (including negligence) or otherwise, arising from any reduction or cancellation of Funds. If any changes to the Agreement, including changes in respect of the Project, are required as a result, the Parties agree to amend the Agreement accordingly.

A.4.3 Use of Funds and Carry Out the Project. The Recipient will, in respect of the Project, do all of the following:

- (a) carry out the Project in accordance with the Agreement;
- (b) use the Funds only for the purpose of carrying out the Project;
- (c) spend the Funds only on Eligible Expenditures as described in Schedule "E" (Eligible Expenditures and Ineligible Expenditures);
- (d) not use the Funds to cover any Ineligible Expenditure; and
- (e) not use the Funds to cover any Eligible Expenditure that has or will be funded or reimbursed by one or more of any third party, or ministry, department, agency, or organization of the Government of Ontario or of the Government of Canada.

A.4.4 Interest-Bearing Account. If for any reason, Funds were provided to the Recipient before the Recipient's immediate need for the Funds, the Recipient will place the Funds in an interest-bearing account solely in the name of the Recipient at a branch of a Canadian financial institution in Ontario. The Recipient will hold the Funds plus any Interest Earned in trust for the Province until the Funds are used in accordance with the Agreement.

A.4.5 Interest. If the Recipient earns any Interest on the Funds, the Province may do either or both of the following:

- (a) deduct an amount equal to the Interest Earned from the remaining Funds, if any;
- (b) demand from the Recipient the payment of an amount equal to the Interest Earned.

A.4.6 Maximum Funds and Recovery of Excesses. The Recipient acknowledges that:

- (a) the Funds available to it pursuant to the Agreement will not exceed the Maximum Funds;
- (b) if Canada's total contribution from all federal sources in respect of the Project

exceeds forty percent of Total Eligible Expenditures, the Province may demand the return of the excess from the Recipient and the Recipient shall return the excess forthwith or the Province, at its discretion, may reduce the remaining Funds under the Agreement by an amount equal to the excess;

- (c) if the Total Financial Assistance received in respect of the Project exceeds one hundred percent (100%) of Total Eligible Expenditures, the Province, at its sole discretion, may, up to the Maximum Funds, demand the return of the excess from the Recipient and the Recipient shall return the excess forthwith or the Province may reduce the remaining Funds under the Agreement by an amount equal to the excess.

A.4.7 Disclosure of Other Financial Assistance. The Recipient will inform the Province promptly of any financial assistance received in respect of the Project.

A.4.8 Rebates, Credits, and Refunds. The Province will, in respect of the Project, calculate Funds based on the actual costs to the Recipient to carry out the Project, less any costs (including taxes) for which the Recipient has received, will receive, or is eligible to receive, a rebate, credit, or refund.

A.4.9 Recipient's Acknowledgement of Responsibility for Project. The Recipient will, in respect of the Project, assume full responsibility for the Project, including, without limitation:

- (a) complete, diligent, and timely Project implementation within the costs and timelines specified in the Agreement and in accordance with all other terms and conditions of the Agreement;
- (b) all of the costs of the Project, including, without limitation, unapproved expenditures, Ineligible Expenditures, and cost overruns, if any;
- (c) subsequent operation, maintenance, repair, rehabilitation, construction, demolition, or reconstruction, as required and in accordance with industry standards, and any related costs for the full lifecycle of the Project; and
- (d) the engineering work being undertaken in accordance with industry standards.

A.4.10 Increase in Project Costs. If, at any time during the Term the Recipient determines that it will not be possible to complete the Project unless it expends amounts in excess of all funding available to it (a "**Shortfall**"), the Recipient will immediately notify the Province of that determination. If the Recipient so notifies the Province, it will, within 30 days of a request from the Province, provide a summary of the measures that it proposes to remedy the Shortfall. If the Province is not satisfied that the measures proposed will be adequate to remedy the Shortfall, then the Province may exercise one or more of the remedies available to it pursuant to section A.12.4 (Recipient Not Remediating).

A.4.11 **Recipient's Request for Payment and Payment Procedures.** The Recipient agrees to submit its requests for payment in accordance with the payment procedures provided for in Schedule "J" (Requests for Payment and Payment Procedures).

A.4.12 **Retention of Contribution.** The Province will retain 10% of the Maximum Funds in respect of the Project ("**Holdback**") up until the Recipient has fulfilled all of its obligations under the Agreement for the Project.

A.5.0 RECIPIENT'S ACQUISITION OF GOODS OR SERVICES, CONTRACT PROVISIONS, AND DISPOSAL OF ASSETS

A.5.1 **Acquisition.** The Recipient will ensure that all Contracts are awarded in way that is:

- (a) is fair, transparent, competitive, and consistent with value for money principles, or in a manner otherwise acceptable to the Province and Canada; and
- (b) if applicable, is in accordance with the Canadian Free Trade Agreement and international agreements.

A.5.2 **Non-Compliance with Acquisition Requirements.** If the Province or Canada determines that a Contract is awarded in a manner that is not in compliance with the requirements in section A.5.1 (Acquisition), upon giving Notice to the Recipient, the Province may consider the expenditures associated with the Contract to be an Ineligible Expenditure.

A.5.3 **Exemptions to Competitive Awarding.** The Province and Canada may consent to the provision of exemptions from competitive awarding of Contracts on a case-by-case basis, in their sole and absolute discretion, if the Recipient:

- (a) provides a written request indicating the business case rationale for the exemption, in advance of the Contract being awarded;
- (b) attests to:
 - (i) following value-for-money procurement processes for materials and sub-contracts; and
 - (ii) following its own policies and procedures.

A.5.4 **Contract Provisions.** The Recipient will ensure that all Contracts are consistent with and incorporate the relevant provisions of the Agreement, including its insurance provisions. More specifically, but without limiting the generality of the foregoing, the Recipient agrees to include provisions in all Contracts to ensure:

- (a) that proper and accurate accounts and records are kept and maintained as described in the Agreement including, but not limited to, in paragraph A.7.3(a);
- (b) that all applicable Requirements of Law including, without limitation, labour and human rights legislation, are complied with; and
- (c) that the Contract secures the respective rights of the Province and Canada, and any authorized representative or independent auditor identified by the Province or Canada, and the Auditor General of Ontario and the Auditor General of Canada to:
 - (i) inspect and audit the terms of any Contract, record or account in respect of the Project; and
 - (ii) have free and timely access to the Project sites and facilities, and any records, documentation or information, as contemplated pursuant to section A.7.5 (Inspection and Removal).

A.5.5 Disposal of Assets. The Recipient will not, unless in accordance with the terms and conditions set out in Schedule “H” (Disposal of Assets), sell, lease, encumber, or otherwise dispose, directly or indirectly, of any Asset.

A.6.0 CONFLICT OF INTEREST

A.6.1 Conflict of Interest Includes. For the purposes of this Article A.6.0 (Conflict of Interest), a conflict of interest includes any circumstances where:

- (a) the Recipient or any person who has the capacity to influence the Recipient’s decisions has outside commitments, relationships, or financial interests that could, or could be seen by a reasonable person to interfere with the Recipient’s objective, unbiased, and impartial judgment in respect of the Project or the use of the Funds, or both; or
- (b) a former public servant or public office holder to whom any post-employment, ethics and conflict of interest legislation, guidelines, codes, or policies of Canada apply will derive a direct benefit from the Agreement, unless the provision or receipt of such benefits complies with such legislation, guidelines, policies, or codes.

A.6.2 No Conflict of Interest. The Recipient will carry out the Project and use the Funds without an actual, potential, or perceived conflict of interest unless:

- (a) the Recipient:
 - (i) provides Notice to the Province disclosing the details of the actual, potential,

or perceived conflict of interest; and

- (ii) requests the consent of the Province to carry out the Project with an actual, potential, or perceived conflict of interest;
- (b) the Province consents in writing to the Recipient carrying out the Project with an actual, potential, or perceived conflict of interest; and
- (c) the Recipient complies with any terms and conditions the Province may prescribe in its consent.

A.7.0 REPORTING, ACCOUNTING, AND REVIEW

A.7.1 Province and Canada Include. For the purpose of sections A.7.4 (Records Review), A.7.5 (Inspection and Removal) and A.7.6 (Cooperation), “Province” includes Canada and any auditor or representative that the Province or Canada, or both, may identify.

A.7.2 Preparation and Submission. The Recipient will:

- (a) submit to the Province at the address referred to in section A.15.1 (Notice in Writing and Addressed):
 - (i) all Reports in accordance with the timelines and content requirements provided for in Schedule “D” (Reports); and
 - (ii) any other reports in accordance with any timelines and content requirements the Province may specify from time to time; and
- (b) ensure that all Reports and other reports are:
 - (i) completed to the satisfaction of the Province; and
 - (ii) signed by an authorized signing officer of the Recipient.

A.7.3 Record Maintenance. The Recipient will keep and maintain until March 31, 2034 :

- (a) proper and accurate financial accounts and records, kept in a manner consistent with generally accepted accounting principles, including but not limited to its contracts, invoices, statements, receipts, and vouchers and any other evidence of payment relating to the Funds or otherwise to the Project; and
- (b) all non-financial records and documents relating to the Funds or otherwise to the Project.

- A.7.4 **Records Review.** The Province, at its sole discretion and expense, may, upon 24 hours' Notice to the Recipient and during normal business hours, enter upon the Recipient's premises to conduct an audit or investigation of the Recipient or the Project regarding the Recipient's compliance with the Agreement, including assessing any of the following:
- (a) the truth of any of the Recipient's representations and warranties;
 - (b) the progress of the Project; or
 - (c) the Recipient's allocation and expenditure of the Funds.
- A.7.5 **Inspection and Removal.** For the purposes of any Records Review, the Province may take one or more of the following actions:
- (a) inspect and copy any records or documents referred to in section A.7.3 (Record Maintenance);
 - (b) remove any copies the Province makes pursuant to section A.7.5(a); and
 - (c) share any documents, records and findings with Canada.
- A.7.6 **Cooperation.** To assist the Province in respect of its rights provided for in section A.7.5 (Inspection and Removal), the Recipient will cooperate with the Province by:
- (a) ensuring that the Province has access to the records and documents wherever they are located;
 - (b) coordinating access with any Third Party;
 - (c) assisting the Province to copy the records and documents;
 - (d) providing to the Province, in the form the Province specifies, any information the Province identifies; and
 - (e) carrying out any other activities the Province requests.
- A.7.7 **No Control of Records.** No provision of the Agreement will be construed so as to give the Province or Canada, or both, any control whatsoever over the Recipient's records.
- A.7.8 **Auditor General (Ontario and Canada).** The Province's rights under this Article A.7.0 (Reporting, Accounting, and Review) are in addition to any rights provided to the Auditor General of Ontario pursuant to section 9.2 of the *Auditor General Act* (Ontario)

and to the Auditor General of Canada pursuant to section 7.1 of the *Auditor General Act* (Canada).

- A.7.9 **Sharing of Audit Findings and Reports.** The Recipient acknowledges that Canada and the Province may:
- (a) inform each other, and any of their respective authorized representatives and auditors, that an audit is being conducted; and
 - (b) share the findings of any audit or investigation, including any ensuing report, with each other and any of their respective authorized representatives and auditors.
- A.7.10 **Evaluation.** The Recipient agrees to participate in any Evaluation and comply with the requirements for such Evaluation that are set out in Schedule “F” (Evaluation).
- A.7.11 **Calculations.** The Recipient will make all calculations and prepare all financial data to be submitted in accordance with the generally accepted accounting principles in effect in Canada. These will include, without limitation, those principles and standards approved or recommended from time to time by the Chartered Professional Accountants of Canada or the Public Sector Accounting Board, as applicable, or any successor institute, applied on a consistent basis.
- A.7.12 **Adverse Fact or Event.** The Recipient will inform the Province immediately of any fact or event of which it is aware that has or will compromise, wholly or in part, the Project.

A.8.0 COMMUNICATIONS REQUIREMENTS

- A.8.1 **Communications Protocol.** The Parties agree to be bound by the terms and conditions of the communications protocol provided for in Schedule “G” (Communications Protocol).

A.9.0 LIMITATION OF LIABILITY AND INDEMNITY

- A.9.1 **Province and Canada Limitation of Liability.** In no event will any of the Indemnified Parties be held liable for any damages, including direct, indirect, consequential, exemplary, or punitive damages, regardless of the form of action, whether in contract, tort (including negligence), or otherwise, for:
- (a) any injury to any Person, including, but not limited to, death, economic loss, or infringement of rights;
 - (b) any damage to or loss or destruction of property of, any Person; or
 - (c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease, or other long-term obligation

in relation to the Agreement, the Bilateral Agreement, or the Project.

A.9.2 Indemnification of the Province and Canada. The Recipient will indemnify and hold harmless the Indemnified Parties from and against any Loss and any Proceeding based upon or occasioned by:

- (a) any injury to any Person, including, but not limited to, death, economic loss, or any infringement of rights;
- (b) any damage to, or loss or destruction of, property of any Person; or
- (c) any obligation of any Person, including, but not limited to, any obligation arising from a loan, capital lease, or other long-term obligation,

except to the extent to which such Loss or Proceeding is caused by the negligence or wilful misconduct of any Indemnified Party in the performance of that Indemnified Party's duties.

A.9.3 Recipient's Participation. The Recipient will, at its expense, to the extent requested by the Province or Canada, or both, participate in or conduct the defence of any Proceeding against any of the Indemnified Parties and any negotiations for their settlement.

A.9.4 Province's Election. The Province or Canada, or both, may elect to participate in, or conduct the defence of, any Proceeding by providing Notice to the Recipient of such election, without prejudice to any other rights or remedies of the Province under the Agreement or of the Province or Canada under the Bilateral Agreement, at law or in equity. If the Province, Canada, or the Recipient, as applicable, participates in the defence, it will do so by actively participating with the other's counsel.

A.9.5 Settlement Authority. The Recipient will not enter into a settlement of any Proceeding against any of the Indemnified Parties unless the Recipient has obtained from the Province or Canada, as applicable, prior written approval or a waiver of this requirement. If the Recipient is requested by the Province or Canada to participate in or conduct the defence of any Proceeding, the Province or Canada, as applicable, will cooperate with and assist the Recipient to the fullest extent possible in the Proceeding and any related settlement negotiations.

A.9.6 Recipient's Cooperation. If the Province or Canada conducts the defence of any Proceeding, the Recipient will cooperate with and assist the Province or Canada, as applicable, to the fullest extent possible in the Proceeding and any related settlement negotiations.

A.10.0 INSURANCE

A.10.1 Recipient's Insurance. The Recipient represents, warrants, and covenants that it has, and will maintain at its own cost and expense, with insurers having a secure A.M. Best rating of B+ or greater, or the equivalent, all the necessary and appropriate insurance that a prudent person carrying out a project similar to the Project would maintain, including commercial general liability insurance on an occurrence basis for third party bodily injury, personal injury, and property damage, to an inclusive limit of not less than \$2,000,000.00 per occurrence, and including products and completed operations coverage with the endorsements identified below:

- (a) the Indemnified Parties as additional insureds in respect of liability arising in the course of performance of the Recipient's obligations under, or otherwise in connection with, the Agreement;
- (b) a cross-liability clause;
- (c) contractual liability coverage; and
- (d) a 30-day written notice of cancellation.

A.10.2 Proof of Insurance. At the request of the Province from time to time, the Recipient will:

- (a) provide to the Province, either:
 - (i) annually, certificates of insurance that confirm the insurance coverage as provided in section A.10.1 (Recipient's Insurance); or
 - (ii) other proof that confirms the insurance coverage as provided for in section A.10.1 (Recipient's Insurance); and
- (b) at the Province's request, the Recipient will provide to the Province a copy of any of the Recipient's insurance policies that relate to the Project or otherwise to the Agreement or both.

A.11.0 TERMINATION ON NOTICE

A.11.1 Termination on Notice. The Province may terminate the Agreement at any time without liability, penalty, or costs upon giving at least 30 days' Notice to the Recipient.

A.11.2 Consequences of Termination on Notice by the Province. If the Province terminates the Agreement pursuant to section A.11.1 (Termination on Notice), the

Province may take one or more of the following actions:

- (a) Direct the Recipient not to incur any further costs for the Project subsequent to the Notice of termination. If the Recipient fails to comply with such direction and unless with the Province's prior written consent, the Recipient shall be solely responsible for any further costs incurred after such Notice was given;
- (b) cancel all further instalments of Funds; and
- (c) demand the payment of any Funds plus any Interest Earned remaining in the possession or under the control of the Recipient.

A.12.0 EVENT OF DEFAULT, CORRECTIVE ACTION, AND TERMINATION FOR DEFAULT

A.12.1 Events of Default. It will constitute an Event of Default if, in the opinion of the Province, the Recipient breaches any representation, warranty, covenant, or other material term of the Agreement, including:

- (a) failing to carry out the Project in whole or in part in accordance with the terms of the Agreement;
- (b) failing to use or spend Funds in accordance with the terms of the Agreement;
- (c) failing to provide, in accordance with section A.7.2 (Preparation and Submission), Reports or such other reports as the Province may have requested pursuant to the Agreement);
- (d) the Recipient's operations, its financial condition, its organizational structure or its control changes such that it no longer meets one or more of the eligibility requirements of the program under which the Province provides the Funds;
- (e) the Recipient makes an assignment, proposal, compromise, or arrangement for the benefit of creditors, or a creditor makes an application for an order adjudging the Recipient bankrupt, or applies for the appointment of a receiver; or
- (f) the Recipient ceases to operate.

A.12.2 Consequences of Events of Default and Corrective Action. If an Event of Default occurs, the Province may, at any time, and at its sole discretion, take one or more of the following actions:

- (a) initiate any action the Province considers necessary in order to facilitate the

- successful continuation or completion of the Project;
- (b) provide the Recipient with an opportunity to remedy the Event of Default;
 - (c) suspend the payment of Funds for such period as the Province determines appropriate;
 - (d) reduce the amount of the Funds;
 - (e) cancel all further instalments of Funds;
 - (f) demand from the Recipient the payment of any Funds plus any Interest Earned remaining in the possession or under the control of the Recipient;
 - (g) demand from the Recipient the payment of an amount equal to any Funds the Recipient used, but did not use in accordance with the Agreement;
 - (h) demand from the Recipient the repayment of an amount equal to any Funds the Province provided to the Recipient;
 - (i) demand from the Recipient an amount equal to the costs the Province incurred or incurs to enforce its rights under the Agreement, including the costs of any Records Review and the costs it incurs to collect any amounts the Recipient owes to the Province; and
 - (j) terminate the Agreement at any time, including immediately, without liability, penalty, or costs to the Province upon giving Notice to the Recipient.

A.12.3 Opportunity to Remedy. If, in accordance with paragraph A.12.2(b), the Province provides the Recipient with an opportunity to remedy the Event of Default, the Province will provide Notice to the Recipient of:

- (a) the particulars of the Event of Default; and
- (b) the Remedial Period.

A.12.4 Recipient Not Remediating. If the Province provided the Recipient with an opportunity to remedy the Event of Default pursuant to paragraph A.12.2(b), and:

- (a) the Recipient does not remedy the Event of Default within the Remedial Period;
- (b) it becomes apparent to the Province that the Recipient cannot completely remedy the Event of Default within the Remedial Period; or
- (c) the Recipient is not proceeding to remedy the Event of Default in a way that is satisfactory to the Province,

the Province may extend the Remedial Period or initiate any one or more of the actions provided for in paragraphs A.12.2(a), (c), (d), (e), (f), (g), (h), (i) and (j).

A.12.5 **When Termination Effective.** Termination under this Article A.12.0 (Event of Default, Corrective Action, and Termination for Default) will take effect as provided for in the Notice.

A.13.0 FUNDS UPON EXPIRY

A.13.1 **Funds Upon Expiry.** The Recipient will, upon expiry of the Agreement, pay to the Province any Funds plus Interest Earned remaining in its possession, under its control, or both.

A.14.0 DEBT DUE AND PAYMENT

A.14.1 **Payment of Overpayment.** If at any time the Province provides Funds in excess of the amount the Recipient is entitled to under the Agreement, the Province may:

- (a) deduct an amount equal to the excess Funds plus any Interest Earned from any further instalments of Funds; or
- (b) demand that the Recipient pay to the Province an amount equal to the excess Funds plus any Interest Earned.

A.14.2 **Debt Due.** If, pursuant to the Agreement:

- (a) the Province demands from the Recipient the payment of any Funds, an amount equal to any Funds, or any other amounts owing under the Agreement; or
- (b) the Recipient owes to the Province any Funds, an amount equal to any Funds, or any other amounts under the Agreement, whether or not the Province has demanded their payment,

such amounts will be deemed to be debts due and owing to the Province by the Recipient, and the Recipient will pay the amounts to the Province immediately, unless the Province directs otherwise.

A.14.3 **Interest Rate.** The Province may charge the Recipient interest on any money owing to the Province by the Recipient under the Agreement at the then-current interest rate charged by the Province of Ontario on accounts receivable.

A.14.4 **Payment of Money to Province.** The Recipient will pay any money owing to the Province by cheque payable to the "Ontario Minister of Finance" and delivered to the

Province at the address set out in Schedule “B” (Specific Information) for the purposes of Notice to the Province.

A.14.5 **Failure to Repay.** Without limiting the application of section 43 of the *Financial Administration Act* (Ontario), if the Recipient fails to pay any amount owing under the Agreement, Her Majesty the Queen in right of Ontario may deduct any unpaid amount from any money payable to the Recipient by Her Majesty the Queen in right of Ontario.

A.15.0 NOTICE

A.15.1 **Notice in Writing and Addressed.** Notice will be:

- (a) in writing;
- (b) delivered by email, postage-prepaid mail, personal delivery, or courier; and
- (c) addressed to the Province and the Recipient as set out in Schedule “B” (Specific Information), or as either Party later designates to the other by Notice.

A.15.2 **Notice Given.** Notice will be deemed to have been given:

- (a) in the case of postage-prepaid mail, five Business Days after the Notice is delivered; and
- (b) in the case of email, personal delivery, or courier, on the date on which the Notice is delivered.

A.15.3 **Postal Disruption.** Despite paragraph A.15.2(a), in the event of a postal disruption:

- (a) Notice by postage-prepaid mail will not be deemed to be given; and
- (b) the Party giving Notice will provide Notice by email, personal delivery, or courier.

A.16.0 CONSENT BY PROVINCE OR CANADA AND COMPLIANCE BY RECIPIENT

A.16.1 **Consent.** When the Province or Canada provides its consent pursuant to the Agreement:

- (a) it will do so by Notice;
- (b) it may attach any terms and conditions to the consent; and
- (c) the Recipient may rely on the consent only if the Recipient complies with any terms and conditions the Province or Canada may have attached to the consent.

A.17.0 SEVERABILITY OF PROVISIONS

A.17.1 **Invalidity or Unenforceability of Any Provision.** The invalidity or unenforceability of any provision of the Agreement will not affect the validity or enforceability of any other provision of the Agreement.

A.18.0 WAIVER

A.18.1 **Waiver Request.** Either Party may, by Notice, ask the other Party to waive an obligation under the Agreement.

A.18.2 **Waiver Applies.** If in response to a request made pursuant to section A.18.1 (Waiver Request) a Party consents to a waiver, the waiver will:

- (a) be valid only if the Party that consents to the waiver provides the consent by Notice; and
- (b) apply only to the specific obligation referred to in the waiver.

A.18.3 **Waivers in Writing.** If a Party fails to comply with any term of the Agreement, that Party may only rely on a waiver of the other Party if the other Party has provided a written waiver in accordance with the Notice provisions in Article A.15.0 (Notice). Any waiver must refer to a specific failure to comply and will not have the effect of waiving any subsequent failures to comply.

A.19.0 INDEPENDENT PARTIES

A.19.1 **Parties Independent.** The Recipient is not an agent, joint venturer, partner, or employee of either the Province or Canada, and the Recipient will not represent itself in any way that might be taken by a reasonable person to suggest that it is, or take any actions that could establish or imply such a relationship.

A.19.2 **No Authority to Represent.** Nothing in the Agreement is to be construed as authorizing any Person, including a Third Party, to contract for or to incur any obligation on behalf of the Province or Canada, or both, or to act as an agent for the Province or Canada. The Recipient will take the necessary action to ensure that any Contract between the Recipient and a Third Party contains a provision to that effect.

A.20.0 ASSIGNMENT OF AGREEMENT OR FUNDS

A.20.1 **No Assignment.** The Recipient will not, without the prior written consent of the Province, assign any of its rights or obligations under the Agreement.

A.20.2 **Agreement Binding.** All rights and obligations contained in the Agreement will extend

to and be binding on:

- (a) the Recipient's successors and permitted assigns; and
- (b) the successors to Her Majesty the Queen in right of Ontario.

A.21.0 GOVERNING LAW

A.21.1 **Governing Law.** The Agreement and the rights, obligations, and relations of the Parties will be governed by and construed in accordance with the laws of the Province of Ontario and the applicable federal laws of Canada. Any actions or proceedings arising in connection with the Agreement will be conducted in the courts of Ontario, which will have exclusive jurisdiction over such proceedings.

A.22.0 FURTHER ASSURANCES

A.22.1 **Agreement into Effect.** The Recipient will:

- (a) provide such further assurances as the Province may request from time to time in respect to any matter to which the Agreement pertains; and
- (b) do or cause to be done all acts or things necessary to implement and carry into effect the terms and conditions of the Agreement to their full extent.

A.23.0 JOINT AND SEVERAL LIABILITY

A.23.1 **Joint and Several Liability.** Where the Recipient is comprised of more than one entity, each entity will be jointly and severally liable to the Province for the fulfillment of the obligations of the Recipient under the Agreement.

A.24.0 RIGHTS AND REMEDIES CUMULATIVE & JOINT AUTHORSHIP

A.24.1 **Rights and Remedies Cumulative.** The rights and remedies of the Province under the Agreement are cumulative and are in addition to, and not in substitution for, any of its rights and remedies provided by law or in equity.

A.24.2 **Joint Authorship Of Agreement.** Each and every provision of this Agreement shall be construed as though both Parties participated equally in the drafting of same, and any rule of construction that a document shall be construed against the drafting party, including without limitation, the doctrine commonly known as contra proferentem, shall not be applicable to this Agreement. The Parties shall not seek to avoid a provision

herein because of its authorship through recourse to a third-party, court, tribunal or arbitrator.

A.25.0 FAILURE TO COMPLY WITH OTHER AGREEMENTS

A.25.1 Other Agreements. If the Recipient:

- (a) has failed to comply with any term, condition, or obligation under any other agreement with Her Majesty the Queen in right of Ontario or one of Her agencies (a “**Failure**”);
- (b) has been provided with notice of such Failure in accordance with the requirements of such other agreement;
- (c) has, if applicable, failed to rectify such Failure in accordance with the requirements of such other agreement; and
- (d) such Failure is continuing,

the Province, at its sole discretion, may suspend the payment of Funds for such period as the Province determines appropriate and may demand immediate repayment or deduct such amounts owing plus any Interest Earned from the remaining Funds, if any, as a result of such Failure.

A.26.0 SURVIVAL

A.26.1 Survival. Any rights and obligations of the Parties that, by their nature, extend beyond the termination of the Agreement will continue in full force and effect for a period of seven years from the date of expiry or termination of the Agreement. Surviving provisions include, without limitation, the following Articles, sections and paragraphs, and all applicable cross-referenced Articles, sections, paragraphs, schedules, and sub-schedules: Articles 1.0 (Entire Agreement), 2.0 (Conflict or Inconsistency), 5.1 (Acknowledgement from Recipient), 6.0 (Canada’s Rights and Information Sharing with Canada), A.1.0 (Interpretation and Definitions) and any other applicable definitions, A.2.0 (Representations, Warranties, and Covenants), A. 4.1(c), A.4.2(c), sections A.4.4 (Interest-Bearing Account), A.4.5 (Interest), A.4.6 (Maximum Funds and Recovery of Excesses), A.4.8 (Rebates, Credits, and Refunds), A.4.9 (Recipient’s Acknowledgement of Responsibility for Project), A.5.5 (Disposal of Assets), A.7.1 (Province and Canada Include), A.7.2 (Preparation and Submission) (to the extent that the Recipient has not provided the Reports or other reports as may have been requested to the satisfaction of the Province), A.7.3 (Record Maintenance), A.7.4 (Records Review), A.7.5 (Inspection and Removal), A.7.6 (Cooperation), A.7.7 (No Control of Records), A.7.8 (Auditor General (Ontario and Canada)), A.7.9 (Sharing of Audit Findings and Reports), A.7.10 (Evaluation), A.7.11 (Calculations), Articles A.8.0 (Communications Requirements), A.9.0 (Limitation of Liability and Indemnity), A.10.1,

for a period extending 90 Business Days beyond the Terms, sections A.11.2 (Consequences of Termination on Notice by the Province), A.12.1 (Events of Default), paragraphs A.12.2(d), (e), (f), (g), (h) and (i), A.13.0 (Funds Upon Expiry), A.14.0 (Debt Due and Payment), A.15.0 (Notice), and A.17.0 (Severability of Provisions), section A.20.2 (Agreement Binding), and Articles A.21.0 (Governing Law), A.23.0 (Joint and Several Liability), A.24.0 (Rights and Remedies Cumulative & Joint Authorship), A.26.0 (Survival), A.27.0 (Environmental Requirements and Assessments), A.28.0 (Aboriginal Consultation), and A.31.0 (Special Conditions).

A.27.0 ENVIRONMENTAL REQUIREMENTS AND ASSESSMENTS

A.27.1 Federal Environmental Requirements. Without limitation to the Recipient's obligations to comply with Environmental Laws and for greater clarity:

- (a) no site preparation, removal of vegetation or construction will occur in respect of the Project; and
- (b) the Province will have no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province, until Canada is satisfied that federal requirements are met, and continue to be met, under the following:
 - (i) *Canadian Environmental Assessment Act, 2012*;
 - (ii) other applicable environmental assessment legislation that is or may come into force during the term of the Agreement; and
 - (iii) other applicable agreements between Canada and Aboriginal Communities.

A.27.2 Assessments. The Recipient will complete the assessments that are further described in Schedule "D" (Reports).

A.28.0 ABORIGINAL CONSULTATION

A.28.1 Aboriginal Consultation Protocol. The Parties agree to be bound by the terms and conditions of the Aboriginal Consultation Protocol provided for in Schedule "I" (Aboriginal Consultation Protocol).

A.28.2 Legal Duty to Consult. Until Canada and, if applicable, the Province are satisfied that any legal duty to consult and, where appropriate, to accommodate Aboriginal Communities, or any other federal consultation requirement, has been, and continues to be met:

- (a) no site preparation, removal of vegetation or construction will occur in respect of the Project; and

- (b) despite section A.4.1, the Province has no obligation to pay any Eligible Expenditures that are capital costs, as determined by the Province and Canada; and, for the Project requiring consultation, Canada and, if applicable, the Province must be satisfied that:
- (i) Aboriginal Communities have been notified and, if applicable, consulted;
 - (ii) where consultation has occurred, the Recipient has provided a summary of consultation or engagement activities, including a list of Aboriginal Communities consulted, concerns raised, and how each of the concerns have been addressed or, if not addressed, an explanation as to why not;
 - (iii) the Recipient is carrying out accommodation measures, where appropriate; and
 - (iv) any other information has been provided which Canada or the Province, or both, may deem appropriate.

A.28.3 Funding Conditional upon Meeting Aboriginal Consultation Obligations. No Funds will be provided to the Recipient under the Agreement unless Canada and, if applicable in the opinion of the Province, the Province are satisfied that their respective obligations have been met in respect of the legal duty to consult and, if applicable, accommodate any Aboriginal Community.

A.29.0 COMMITTEE

A.29.1 Establishment of Committee. The Province may, at its sole discretion, require the establishment of a committee to oversee the Agreement (the "Committee").

A.29.2 Notice of Establishment of Committee. Upon Notice from the Province, the Parties will hold an initial meeting to establish, in accordance with Schedule "K" (Committee), the Committee described in section A.29.1 (Establishment of Committee).

A.30.0 DISPUTE RESOLUTION

A.30.1 Contentious Issues. The Parties will keep each other informed of any issues that could be contentious.

A.30.2 Examination by the Committee and Parties. If a contentious issue arises and a Committee has been established under section A.29.1 (Establishment of Committee), the Parties will refer the contentious issue that may arise to the Committee for examination. In the absence of a Committee, the Parties will examine the contentious issue.

- A.30.3 **Potential Dispute Resolution by Committee.** The Committee or the Parties, as the case may be, will attempt, reasonably and in good faith, to resolve disputes as soon as possible and, in any event, within, for the Committee, 30 days, or, for the Parties, 90 days of receiving Notice of a contentious issue.
- A.30.4 **Dispute Resolution by the Parties.** If the Committee cannot agree on a resolution, the matter will be referred to the Parties for resolution. The Parties will provide a decision within 60 Business Days of the Notice.
- A.30.5 **Alternative Mechanisms for Dispute Resolutions.** Where the Parties cannot agree on a resolution, the Parties may use any alternative dispute resolution mechanisms available to them to resolve the issue.
- A.30.6 **Suspension of Payments.** The Province may suspend any payments related to any contentious issue or dispute raised by either Party, together with the obligations related to such issue, pending resolution.

A.31.0 SPECIAL CONDITIONS

- A.31.1 **Special Conditions.** The Province's funding under the Agreement is conditional upon,
- (a) on or before the Effective Date, the Recipient having provided to the satisfaction of the Province with:
 - (i) the certificates of insurance or any other proof the Province may request pursuant to section A.10.2 (Proof of Insurance);
 - (ii) banking information, such as a void cheque or a bank letter, for an interest-bearing account in the name of the Recipient at a Canadian financial institution, into which the Province may transfer funds electronically; and
 - (iii) any other Reports requested by the Province in the format specified.
 - (b) prior to submitting a request for payment in respect of the Project under the Agreement if required by the Province,
 - (i) the Recipient having provided to the satisfaction of the Province with written confirmation that:
 - a. the Recipient is in compliance with all Environmental Laws, including the Recipient's obligations under section A.27.1 (Federal Environmental Requirements), and has obtained all necessary approvals and permits;
 - b. the Recipient has met any requirements under Article A.28.0 (Aboriginal

Consultation) that may apply to the Project; and

- c. the Recipient has the necessary ownership of any real property required for the completion of the Project; and
 - (ii) the Recipient having provided to the satisfaction of the Province with any required assessments pursuant to Article A.27.0 (Environmental Requirements and Assessments); and
- (c) where the Recipient is a municipality, the Recipient having submitted to the satisfaction of the Province, in a form and at an address supplied by the Province, an asset management self-assessment on or before the Effective Date, and, thereafter annually on or before a date provided by the Province, until the Project reaches Substantial Completion.

For greater certainty, if the Province provides any Funds to the Recipient before the conditions set out in this Article A.31.0 (Special Conditions) have been met, and unless the Province has waived compliance with such condition in writing, the Province may exercise one or more of the remedies available to it pursuant to section A.12.2 (Consequences of Event of Default and Corrective Action).

END OF GENERAL TERMS AND CONDITIONS

[SCHEDULE “B” – SPECIFIC INFORMATION FOLLOWS]

**SCHEDULE “B”
SPECIFIC INFORMATION**

B.1.0 EXPIRATION DATE

B.1.1 **Expiration date.** The Expiration Date is **March 31, 2028**.

B.2.0 MAXIMUM FUNDS

B.2.1 **Maximum Funds.** Maximum Funds means the sum of Canada’s Maximum Contribution and Ontario’s Maximum Contribution.

B.3.0 ADDRESSEES

B.3.1 **Addressees.** All Reports and Notices under the Agreement will be submitted to the Province at the address listed below:

<p>Contact information for the purposes of Notice to the Province</p>	<p>Address: Ministry of Infrastructure Infrastructure Program Delivery Branch 777 Bay Street, Floor 4, Suite 425 Toronto, Ontario, M7A 2J3</p> <p>Attention: Manager, Program Delivery Unit</p> <p>Email: ICIPculture@ontario.ca</p>
<p>Contact information for the purposes of Notice to the Recipient</p>	<p>Position: CAO/Treasurer</p> <p>Address: 22413 Hoskins Line Line, Rodney, Ontario N0L2C0</p> <p>Email: treasurer@westelgin.net</p>

**[SCHEDULE “C” - PROJECT DESCRIPTION, FINANCIAL INFORMATION, TIMELINES
AND PROJECT STANDARDS FOLLOWS]**

**SCHEDULE “C”
PROJECT DESCRIPTION, FINANCIAL INFORMATION, TIMELINES AND PROJECT
STANDARDS**

C.1.0 PROJECT DESCRIPTION

C.1.1 **Project Description.** The Project, Historic West Elgin Town Hall Rehabilitation, will:

Renovate and update the Historic Town Hall.

Key project activities include: exterior renovations (new asphalt roof above slate; windows, doors, masonry); interior renovations (beams, fire rating, stairs, HVAC); insulation, electrical, plumbing, kitchens; barrier free entrance, UAW washrooms, elevator, interior finishes; demolition of the garage; heritage room with glass garage door; and the addition of a courtyard and landscaping.

The project serves West Elgin: communities of Clachan, Kintyre, Port Glasgow, Rodney, Eagle, West Lorne, Crinan with a population of 4995.

The project will result in: increased usage of library by at least 20%, and increased patron visits by 2000; increased energy efficiency with new HVAC windows, doors, insulation; accessibility for new youth programs and new indigenous programs; accessibility improvements and increased use by mobility challenged patrons/seniors; free computer/internet space; and space for fine arts/performing arts and heritage displays.

C.2.0 FINANCIAL INFORMATION

C.2.1 **Total Eligible Expenditures.** Total Eligible Expenditures means **\$2,516,250.00** rounded to two decimal places.

C.2.2 **Ontario’s Maximum Contribution.** Ontario’s Maximum Contribution means **\$838,666.13**, rounded to two decimal places, towards the Total Eligible Expenditures of the Project.

C.2.3 **Canada’s Maximum Contribution.** Canada’s Maximum Contribution means **\$1,006,500.00**, rounded to two decimal places, towards the Total Eligible Expenditures of the Project.

C.2.4 **Percentage of Provincial Support.** Percentage of Provincial Support means **33.33%**, rounded to two decimal places, towards the Total Eligible Expenditures of the Project.

C.2.5 **Percentage of Federal Support.** Percentage of Federal Support means **40.00%**, rounded to two decimal places, towards the Total Eligible Expenditures of the Project.

C.3.0 TIMELINES

C.3.1 **Federal Approval Date.** Federal approval date means **February 24, 2021**.

C.4.0 PROJECT STANDARDS

C.4.1 **Canada's Requirements for Standards.** In addition to any other standards that the Recipient must meet or exceed for the Project, the Recipient will ensure the Project meets or exceeds the following:

- (a) any applicable energy efficiency standards for buildings outlined in Canada's *Pan-Canadian Framework on Clean Growth and Climate Change* provided by Canada at www.canada.ca/en/services/environment/weather/climatechange/pan-canadian-framework.html, or at any other location the Province may provide; and
- (b) the accessibility requirements of the highest accessibility standards published in Ontario, in addition to accessibility requirements in applicable provincial building codes and relevant municipal by-laws.

C.5.0 CHANGES TO THE PROJECT DESCRIPTION, FINANCIAL INFORMATION, TIMELINES, AND PROJECT STANDARDS

C.5.1 **Province's and Canada's Consent.** Any change to the Project will require the Province's and Canada's consent. When seeking to make a change in respect of the Project, the Recipient will submit updated Project information and any other information that the Province or Canada, or both, may require to the satisfaction of Canada and the Province.

[SCHEDULE "D" – REPORTS FOLLOWS]

SCHEDULE “D” REPORTS

D.1.0 REPORTING REQUIREMENTS

D.1.1 **Reports.** The Recipient will submit all Reports to the Province in a manner, format, at such dates and with such content, as may be prescribed by the Province from time to time, at its sole discretion, prior to its required submission by the Province. Without limitation and at the sole discretion of the Province, Reports will include the following:

- (a) **Progress Reports.** The Recipient will submit Progress Reports to the Province in a format to be prescribed by the Province. The Recipient will:
 - (i) submit to the Province, up and until the Final Payment has been made pursuant to Schedule J (Request for Payment and Payment Procedures), Progress Reports in each calendar year on or before:
 - a. **For 2021: October 29**
 - b. **For 2022: March 1, September 1**
 - c. **For 2023: March 1, September 1**
 - d. **For 2024: March 1, September 1**
 - e. **For 2025: March 1, September 1**
 - f. **For 2026: March 1, September 1**
 - (ii) ensure that each Progress Report will include, without limitation and at the sole discretion of the Province, the following information in respect of the Project:
 - a. Canada’s and the Province’s respective forecasted contributions to the Project by Funding Year;
 - b. the construction start date and the construction end date (forecasted and actual where applicable);
 - c. the percentage of the Project that has been completed;
 - d. risks and mitigation strategies;
 - e. confirmation that the Project is on track to achieve expected results or, if the Project is Substantially Completed, confirmation of actual results; and
 - f. confirmation that all required signage for the Project has been installed.
- (b) **Claim Reports.** Other than for the Final Payment, once per year, the Recipient will submit a request for payment for Eligible Expenditures in respect of the Project to the Province that is in a format to be prescribed by

the Province. The request for payment must be submitted by an authorized representative of the Recipient.

Subject to any other information the Province, at its discretion, may require from time to time, a request for payment shall include:

- (i) a detailed breakdown of invoices that are being claimed for reimbursement; and
- (ii) copies of invoices.

Subject to the prior written consent of the Province, which shall be at the Province's sole and absolute discretion, the Recipient may request in writing the submission of a request for payment on a more frequent basis. Notwithstanding anything to the contrary, such request shall in no circumstance be more frequent than once per quarter.

- (c) **Reporting Requirements at Project Substantial Completion.** Within 60 Business Days of reaching Substantial Completion, the Recipient shall submit:
 - (i) a declaration of project Substantial Completion;
 - (ii) a final Progress Report that includes a summary of the final timelines, costs, and outcomes (how the Project aligns with provincial and federal objectives);
 - (iii) a Final Payment request, following the form and requirements set out in D1.1(b);
 - (iv) a summary of any Communications Activities made for the Project; and,
 - (v) a photograph of the Project
- (d) **Other Reports.** Any other reports that the Province so directs on or before such date and with such content as the Province directs.

D.2.0 ABORIGINAL CONSULTATION RECORD

D.2.1 Inclusion of Aboriginal Consultation Record. The Recipient will include an updated Aboriginal Consultation Record, if consultation with any Aboriginal Community is required, in its Progress Report.

D.3.0 RISK ASSESSMENT

D.3.1 **Further Details on Risk Assessment.** Upon the Province's written request and within the timelines set out by the Province, the Recipient will provide further details on the risk assessment in respect of the Project.

D.4.0 COMPLIANCE AUDIT(S)

D.4.1 **Compliance Audit(s).** Without limiting the generality of section A.7.4 (Records Review), if requested by the Province from time to time, which request shall be at the Province's sole discretion, the Recipient, at its own expense, will forthwith retain an independent third party auditor to conduct one or more compliance audits of the Recipient or any Project. The audit will be conducted in accordance with Canadian Generally Accepted Auditing Standards, as adopted by the Canadian Institute of Chartered Accountants, applicable as of the date on which a record is kept or required to be kept under such standards. In addition, the audit will assess the Recipient's compliance with the terms of the Agreement and will address, with respect to each Project, without limitation, the following:

- (a) whether the Funds were spent in accordance with the Agreement and with due regard to economy, efficiency, and effectiveness;
- (b) the Project's progress or state of completion;
- (c) whether the financial information the Recipient provided is complete, accurate, and timely, and in accordance with the Agreement;
- (d) whether the Recipient's information and monitoring processes and systems are adequate to identify, capture, validate, and monitor the achievement of intended benefits of the Project;
- (e) the overall management and administration of the Project;
- (f) recommendations for improvement or redress; and
- (g) whether prompt and timely corrective action is taken on prior audit findings.

**[SCHEDULE "E" - ELIGIBLE EXPENDITURES AND INELIGIBLE EXPENDITURES
FOLLOWS]**

**SCHEDULE “E”
ELIGIBLE EXPENDITURES AND INELIGIBLE EXPENDITURES**

E.1.0 ELIGIBLE EXPENDITURES

E.1.1 Notwithstanding anything to the contrary herein the Agreement, Eligible Expenditures shall only include those direct costs that are considered, in the Province’s and Canada’s sole and absolute discretion, to be directly necessary for the successful completion of the Project, and must be properly and reasonably incurred and paid to an arm’s length party as evidenced by invoices, receipts or other records that are satisfactory to the Province and Canada, in their sole and absolute discretion, and that are associated with the acquisition, planning, environmental assessments, design and engineering, project management, materials and construction or renovation of the Project. Eligible Expenditures exclude costs set out as Ineligible Expenditures in section E.2.1 below, but may include:

- (a) The incremental costs of the Recipient’s staff or employees provided that:
 - (i) The Recipient is able to demonstrate that it is not economically feasible to tender a Contract that ensures the acquisition of the required goods or services at the best value for money; and
 - (ii) The arrangement is approved in advance in writing by the Province and Canada.
- (b) Any costs that are determined by the Province and Canada, in their sole discretion, to be Eligible Expenditures; and
- (c) Notwithstanding section E.2.1(a) of this Schedule, expenditures related to the Project associated with completing climate lens assessments or associated with Aboriginal consultation and engagement activities, if applicable, that were incurred after February 15, 2018.

E.2.0 INELIGIBLE EXPENDITURES

E.2.1 Without limiting the discretion of Province and Canada in section E.1.1, the following costs are Ineligible Expenditures and are therefore ineligible to be paid from the Funds:

- (a) Costs incurred prior to the Federal Approval Date;
- (b) Costs incurred after March 31, 2027;
- (c) All expenditures related to Contracts signed prior to the Federal Approval Date;
- (d) Costs incurred for terminated or cancelled Projects;

- (e) Costs related to developing a business case or proposal or application for funding;
- (f) Costs associated with the acquisition, expropriation or leasing of:
 - (i) Land,
 - (ii) Buildings, or
 - (iii) Other facilities
- (g) Costs associated with the acquisition or leasing of equipment other than equipment directly related to the construction, improvement, repair, rehabilitation or reconstruction of the Project where the Province has not provided its prior written approval;
- (h) Costs that have not been claimed for reimbursement by March 31st of the year following the year in which the costs were incurred;
- (i) Capital costs, including site preparation and construction costs, until Canada and if applicable the Province have confirmed in writing that environmental assessment and Aboriginal consultation obligations have been fully met and continue to be fully met;
- (j) Costs related to any component of the Project other than its approved scope;
- (k) Real estate fees and related costs;
- (l) Costs incurred for the general operation, repair and regularly scheduled maintenance of the Project;
- (m) Services or works normally provided by the Recipient, incurred in the course of implementation of the Project, except those specified as Eligible Expenditures;
- (n) Expenditures related to any goods and services which are received through donations or in-kind contributions;
- (o) Any overhead costs, including salaries and other employment benefits of any employees of the Recipient, its direct or indirect operating or administrative costs, and more specifically its costs related to planning, engineering, architecture, supervision, management and other activities normally carried out by its staff, except in accordance with the list of Eligible Expenditures above;
- (p) Unreasonable meal, hospitality or incidental costs or expenses of any Third Party;
- (q) Any amount for which the Recipient has received, will receive or is eligible to receive, a rebate, credit or refund, in full or in part;
- (r) Taxes of any kind;
- (s) Costs of relocating entire communities;
- (t) In the Province's sole discretion, the costs of communication activities undertaken by the Recipient that did not conform with the requirements of the Communications Protocol in Schedule "G";

- (u) Any amounts incurred or paid by the Recipient to an entity that is not at arm's length from the Recipient, except in accordance with the list of Eligible Expenditures above;
- (v) Costs incurred contrary to Article 5 of Schedule "A" (Recipient's Acquisition of Goods or Services, Contract Provisions, and Disposal of Assets) of this Agreement;
- (w) The costs, charges, penalties or fees incurred or paid by the Recipient in the process of having a cost determined to be an Ineligible Expenditure.
- (x) Costs, charges, penalties or fees incurred or paid by the Recipient that are a result of late or non-payment, rush requests, or contract termination or non-compliance;
- (y) Legal fees, financing charges and loan interest payments, including those related to easements (e.g., surveys);
- (z) Costs of furnishings and non-fixed assets which are not essential for the operation of the funded Asset or Project, as well as all costs associated with moveable assets or rolling stock; and
- (aa) Any other cost which is not specifically listed as an Eligible Expenditure under Article E.1.0 (Eligible Expenditures) and which, in the opinion of the Province, is considered to be ineligible.

[SCHEDULE "F" – EVALUATION FOLLOWS]

SCHEDULE “F” EVALUATION

F.1.0 PROJECT AND ICIP EVALUATIONS

- F.1.1 Recipient’s Participation in Project and ICIP Evaluations.** The Recipient understands that the Province or Canada, or both, may ask the Recipient to participate in one or more evaluation in respect of the Project or the ICIP during and for a period of up to six years after March 31, 2028. The Recipient agrees, if asked and at its own expense, to provide Project-related information to the Province or Canada, or both, for any evaluation.
- F.1.2 Results of Project and ICIP Evaluations.** The result of any evaluation carried under section F.1.1 (Recipient’s Participation in Project and ICIP Evaluations) will be made available to the public, subject to all applicable laws and policy requirements.

[SCHEDULE “G” – COMMUNICATIONS PROTOCOL FOLLOWS]

SCHEDULE “G” COMMUNICATIONS PROTOCOL

G.1.0 DEFINITIONS

G.1.1 **Definitions.** For the purposes of this Schedule “G” (Communications Protocol):

“**Joint Communications**” means events, news releases, and signage that relate to the Agreement or the Bilateral Agreement, or both, that are not operational in nature, and that are collaboratively developed and approved by,

(a) in the case of the Bilateral Agreement, Canada, the Province and the Recipient; and

(b) in the case of the Agreement, the Province and the Recipient.

G.2.0 PURPOSE

G.2.1 **Purpose.** This communications protocol outlines the roles and responsibilities of each of the Parties to the Agreement in respect of Communications Activities related to the Project.

G.2.2 **Guidance.** This communications protocol will guide all planning, development and implementation of Communications Activities with a view to ensuring efficient, structured, continuous, consistent, and coordinated communications to the Canadian public.

G.2.3 **Application to Communications Activities.** The provisions of this communications protocol apply to all Communications Activities related to the Agreement and the Project.

G.3.0 GUIDING PRINCIPLES

G.3.1 **Information to Canadians.** Communications Activities undertaken through this communications protocol should ensure that Canadians are informed about the Project’s benefits, including the ways in which the Project helps improve their quality of life.

G.3.2 **Factors to Consider.** The scale and scope of Communications Activities undertaken for any Project will take into consideration the financial value, scope and duration of the Project and the feasibility of Joint Communications for such Communications Activities.

- G.3.3 **Deficiencies and Corrective Actions.** The Province will communicate to the Recipient any deficiencies or corrective actions, or both, identified by the Province, Canada or, as applicable, the Committee.
- G.3.4 **Approval of Communications Material.** The announcement or publication of the Project must be approved by the Parties and Canada prior to being carried out.
- G.3.5 **Costs of Communication Activities.** With the exception of advertising campaigns outlined in Article G.10.0 (Advertising Campaigns), the costs of Communication Activities and signage will follow the eligibility rules established in Schedule “E” (Eligible Expenditures and Ineligible Expenditures).

G.4.0 JOINT COMMUNICATIONS

- G.4.1 **Subject Matter.** The Parties and Canada may have Joint Communications about the funding and status of the Project.
- G.4.2 **Prior Knowledge and Agreement.** Joint Communications in respect of the Project should not occur without the prior knowledge and agreement of the Parties and Canada.
- G.4.3 **Recognition of the Province’s and Canada’s Contributions.** All Joint Communications material must be approved by the Province and Canada and will recognize the Province’s and Canada’s contribution or the Total Financial Assistance, or both, received in respect of the Project.
- G.4.4 **Notice and Timing.** The Recipient and the Province, on its own behalf or that of Canada, may request Joint Communications. The Party requesting the Joint Communications will provide at least 15 Business Days’ notice to the other Party. If the Communications Activity is an event, it will take place at a date and location mutually agreed to by the Parties and, if applicable, Canada.
- G.4.5 **Participation and Representatives.** The Party requesting a Joint Communications will provide the opportunity for the other Party and Canada to choose to participate and, if they do so choose, their own designated representative (in the case of an event).
- G.4.6 **English and French.** Canada has an obligation to communicate in English and French. Communications products related to events must be bilingual and include the Canada word mark and the logos of the Parties. In such cases, Canada will provide the translation services and final approval on products.
- G.4.7 **Table of Precedence for Canada.** The conduct of all Joint Communications will, as applicable, follow the *Table of Precedence for Canada* provided by Canada at

<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>, or at any other location as the Province may provide.

G.5.0 INDIVIDUAL COMMUNICATIONS

- G.5.1 **Canada's Obligations.** Notwithstanding Article G.4.0 (Joint Communications), the Parties agree that Canada or the Province, or both, have the right to communicate information to Canadians and Ontarians about the Agreement and the use of Funds to meet its legislated and regulatory obligations through their respective own Communications Activities.
- G.5.2 **Restrictions.** Each Party may include general ICIP messaging and an overview in respect of the Project in their own Communications Activities. The Province and the Recipient will not unreasonably restrict the use of, for their own purposes, Communications Activities related to the Project and, if the communications are web- or social-media based, the ability to link to it. Canada has also agreed, in the Bilateral Agreement, to the above.
- G.5.3 **Publication.** The Recipient will indicate, in respect of the Project-related publications, whether written, oral, or visual, that the views expressed in the publication are the views of the Recipient and do not necessarily reflect those of Canada and the Province.
- G.5.4 **Canada's Recognition in Documents.** In respect of the Project where the deliverable is a document, such as but not limited to plans, reports, studies, strategies, training material, webinars, and workshops, the Recipient will clearly recognize Canada's and the Province's respective financial contribution for the Project.
- G.5.5 **Acknowledgement of Support.** Unless the Province directs the Recipient to do otherwise, the Recipient will, in respect of the Project-related publications, whether written, oral, or visual, acknowledge the Province's and Canada's support for the Project.

G.6.0 OPERATIONAL COMMUNICATIONS

- G.6.1 **Responsibility of Recipient.** The Recipient is solely responsible for operational communications in respect of the Project, including but not limited to calls for tender, contract awards, and construction and public safety notices. Operational communications as described above are not subject to the *Official Languages Act* of Canada.

G.7.0 MEDIA RELATIONS

G.7.1 **Significant Media Inquiry.** The Province and the Recipient will share information promptly with the other Party and Canada if significant media inquiries are received or emerging media or stakeholder issues arise in respect of a Project or the ICIP.

G.8.0 SIGNAGE

G.8.1 **Recognition of Funding Contribution.** The Parties agree that Canada, the Province and the Recipient may each have signage recognizing their funding contribution in respect of the Project.

G.8.2 **Funding Recognition.** Unless otherwise agreed by Canada or the Province, or both, the Recipient will produce and install a sign to recognize the funding contributed by the Province or Canada, or both, at the Project site in accordance with, as applicable, their current respective signage guidelines. Federal sign design, content, and installation guidelines will be provided by Canada. Provincial sign design, content, and installation guidelines will be provided by the Province.

G.8.3 **Permanent Plaque.** Where the Recipient decides to install a permanent plaque or another suitable marker in respect of the Project, the Recipient will:

- (a) on the marker, recognize the Province's and Canada's contributions; and
- (b) prior to installing the marker, seek the prior written approval of both Canada and the Province, each respectively, for its content and installation.

G.8.4 **Notice of Sign Installation.** The Recipient will inform the Province of sign installations, including providing the Province with photographs of the sign, once the sign has been installed.

G.8.5 **Timing for Erection of Sign.** If erected, signage recognizing Canada's and the Province's respective contributions will be installed at the Project site(s) 30 days prior to the start of construction, be visible for the duration of the Project, and remain in place until 30 days after construction is completed and the infrastructure is fully operational or opened for public use.

G.8.6 **Size of Sign.** If erected, signage recognizing Canada's and the Province's respective contribution will be at least equivalent in size and prominence to Project signage for contributions by other orders of government and will be installed in a prominent and visible location that takes into consideration pedestrian and traffic safety and visibility.

G.8.7 **Responsibility of Recipient.** The Recipient is responsible for the production and installation of Project signage, and for maintaining the signage in a good state of repair during the Project, or as otherwise agreed upon.

G.9.0 COMMUNICATING WITH RECIPIENT

G.9.1 Facilitation of Communications. The Province agrees to facilitate, as required, communications between Canada and the Recipient for Communications Activities.

G.10.0 ADVERTISING CAMPAIGNS

G.10.1 Notice of Advertising Campaigns. Recognizing that advertising can be an effective means of communicating with the public, the Recipient agrees that Canada or the Province, or both, may, at their own cost, organize an advertising or public information campaign in respect of the Project or the Agreement. However, such a campaign will respect the provisions of the Agreement. In the event of such a campaign, Canada or the Province will inform each other and the Recipient of its intention no less than 21 Business Days prior to the campaign launch.

[SCHEDULE “H” – DISPOSAL OF ASSETS FOLLOWS]

SCHEDULE “H” DISPOSAL OF ASSETS

H.1.0 DEFINITIONS

H.1.1 **Definitions.** For the purposes of this Schedule “H” (Disposal of Assets):

“**Asset Disposal Period**” means the period commencing on the Effective Date and ending five (5) years after the Expiration Date.

H.2.0 DISPOSAL OF ASSETS

H.2.1 **Asset Disposal Period.** Unless otherwise agreed to by the Province, the Recipient will maintain the ongoing operations and retain title to and ownership of any Asset acquired in respect of the Project for the Asset Disposal Period.

H.2.2 **Disposal of Asset and Payment.** If, at any time within the Asset Disposal Period, the Recipient sells, leases, encumbers, or otherwise disposes, directly or indirectly, of any Asset other than to Canada, the Province, or a municipal or regional government established by or under provincial statute, the Province may require the Recipient to reimburse the Province or Canada, via the Province, for any Funds received for the Project.

[SCHEDULE “I” – ABORIGINAL CONSULTATION PROTOCOL FOLLOWS]

**SCHEDULE “I”
ABORIGINAL CONSULTATION PROTOCOL**

I.1.0 DEFINITIONS

I.1.1 Definitions. For the purposes of this Schedule “I” (Aboriginal Consultation Protocol):

“**Aboriginal Community**”, also known as “Aboriginal Group”, includes First Nation, Métis, and Inuit communities or peoples of Canada.

“**Aboriginal Consultation Plan**” means the Aboriginal Consultation Plan described in section I.2.1 (Development of Plan).

I.2.0 ABORIGINAL CONSULTATION PLAN

I.2.1 Development of Plan. The Province, based on the scope and nature of the Project or at the request of Canada, may require the Recipient, in consultation with the Province or Canada, or both, to develop and comply with an Aboriginal consultation plan (“Aboriginal Consultation Plan”).

I.2.2 Procedural Aspects of Aboriginal Consultation. If consultation with Aboriginal Communities is required, the Recipient agrees that:

- (a) the Province or Canada, or both, may delegate certain procedural aspects of the consultation to the Recipient; and
- (b) the Province or Canada, or both, will provide the Recipient with an initial list of the Aboriginal Communities the Recipient will consult.

I.2.3 Provision of Plan to Province. If, pursuant to section I.2.1 (Development of Plan), the Province provides Notice to the Recipient that an Aboriginal Consultation Plan is required, the Recipient will, within the timelines provided in the Notice, provide the Province with a copy of the Aboriginal Consultation Plan.

I.2.4 Changes to Plan. The Recipient agrees that the Province or Canada, in the sole discretion of the Province or Canada and from time to time, may require the Recipient to make changes to the Aboriginal Consultation Plan.

I.3.0 ABORIGINAL CONSULTATION RECORD

I.3.1 Requirements for Aboriginal Consultation Record. If consultation with an Aboriginal Community is required, the Recipient will maintain an Aboriginal Consultation Record and provide such record to the Province, and any update to it, as part of its reporting to the Province pursuant to section D.3.1 (Inclusion of Aboriginal Consultation Record).

I.4.0 RESPONSIBILITIES OF THE RECIPIENT

I.4.1 Notification to and Direction from the Province. The Recipient will immediately notify the Province:

- (a) of contact by Aboriginal Communities regarding the Project; or
- (b) of any Aboriginal archaeological resources that are discovered in relation to the Project,

and, in either case, the Recipient agrees that the Province or Canada, or both, may direct the Recipient to take such actions as the Province or Canada, or both, may require. The Recipient will comply with the Province's or Canada's direction.

I.4.2 Direction from the Province and Contracts. In any Contract, the Recipient will provide for the Recipient's right and ability to respond to direction from the Province or Canada, or both, as the Province or Canada may provide in accordance with section I.4.1 (Notification to and Direction from the Province).

**[SCHEDULE "J" – REQUESTS FOR PAYMENT AND PAYMENT PROCEDURES
FOLLOWS]**

**SCHEDULE “J”
REQUESTS FOR PAYMENT AND PAYMENT PROCEDURES**

J.1.0 DEFINITION

J.1.1 **Definition.** For the purposes of this Schedule “J” (Requests for Payment and Payment Procedures):

“**Final Payment**” means the final payment by the Province to the Recipient in respect of the Project as described in and to be paid in accordance with Article J.8.0 (Final Payment).

J.2.0 PROCEDURES AND TIMING FOR REQUESTS FOR PAYMENT

J.2.1 **Procedures.** The procedures provided for in Article J.3.0 of this Schedule “J” (Procedures for Requests for Payment for Eligible Expenditures) will apply to requests for payment that the Recipient submits to the Province under the Agreement.

J.2.2 **Diligent and Timely Manner.** The Recipient will submit its requests for payment for Eligible Expenditures in respect of the Project to the Province in a diligent and timely manner. If no Eligible Expenditures have been incurred in the twelve months preceding the date before which a request for payment is due under D.1.1(b), the Recipient will notify the Province that no claim is being submitted for that period.

J.3.0 PROCEDURES FOR REQUESTS FOR PAYMENT FOR ELIGIBLE EXPENDITURES

J.3.1 **Timing, Reports and Documents.** The Recipient will submit each request for payment for Eligible Expenditures, including the Final Payment request, in respect of the Project to the Province in accordance with, and on the frequency as indicated in Schedule “D” (Reports) and, if the Province so requested pursuant to paragraph K.4.1(f), after review by the Committee.

J.4.0 PAYMENTS OF FUNDS

- J.4.1 **Payment by the Province.** Subject to the terms and conditions of the Agreement, upon receipt of a request for payment fully completed in accordance with this Schedule “J” (Requests for Payment and Payment Procedures), the Province will use its reasonable efforts to pay Funds to the Recipient based on the Recipient’s incurred and paid Eligible Expenditures up to the Maximum Funds, if due and owing under the terms of the Agreement. Claims will be reimbursed based on the Percentage of Provincial Support and the Percentage of Federal Support as set out in Schedule “C”.
- J.4.2 For greater certainty and without limitation, before the Province makes a payment to the Recipient, the following terms and conditions of the Agreement must be met, in the opinion of the Province or Canada, or both:
- (a) the conditions set out in paragraph A.4.2(c) of Schedule “A”;
 - (b) the special conditions listed in Article A.31.0 of Schedule “A” (Special Conditions);
 - (c) receipt and acceptance by the Province of all required Reports and other reports, as applicable;
 - (d) compliance with all applicable audit requirements under the Agreement; and
 - (e) applicable communications requirements, as set out Schedule “G” (Communications Protocol).
- J.4.3 The Province will under no circumstances be liable for interest for failure to make a payment within the time limit provided for in this Article J.4.0 (Payments).

J.5.0 TIME LIMITS FOR REQUESTS FOR PAYMENTS

- J.5.1 **Timing.** The Recipient will submit all requests for payment within 60 Business Days of the Project’s Substantial Completion, or on or before March 31, 2027, whichever is earlier.
- J.5.2 **No Obligation for Payment.** Notwithstanding anything to the contrary herein, the Province will have no obligation to make any payment for a request for payment that is received by the Province after:
- (a) 60 Business Days following the Substantial Completion of the project; or,
 - (b) March 31, 2027
- whichever is earlier.

J.6.0 FINAL RECONCILIATION AND ADJUSTMENTS

J.6.1 **Final Reconciliation and Adjustments.** For the Project, following the submission of the final Progress Report and the declaration of Substantial Completion, the Province will carry out a final reconciliation of all requests for payments and payments in respect of the Project and make any adjustments required in the circumstances.

J.7.0 HOLDBACK

J.7.1 **Holdback.** For the Project, the Province may hold back funding in accordance with section A.4.12 (Retention of Contribution).

J.8.0 FINAL PAYMENT

J.8.1 **Final Payment.** Subject to paragraph A.4.2(c) of Schedule “A”, the Province will pay to the Recipient the remainder of the Funds under the Agreement, including the Holdback, after all of the conditions under section A.4.12 of Schedule “A” (Retention of Contribution) have been met.

[SCHEDULE “K” – COMMITTEE FOLLOWS]

SCHEDULE “K” COMMITTEE

K.1.0 ESTABLISHMENT OF COMMITTEE

K.1.1 Establishment and Term of Committee. If the Province requires the establishment of a Committee to oversee the Agreement, pursuant to section A.29.1 (Establishment of Committee), the Parties will, within 60 days of the Province providing Notice, hold an initial meeting to establish the Committee. The Committee’s mandate will expire on the Expiration Date of the Agreement.

K.2.0 COMMITTEE MEMBERS, CO-CHAIRS, AND OBSERVERS

K.2.1 Appointments by the Province. The Province will appoint two persons as members of the Committee.

K.2.2 Appointments by the Recipient. The Recipient will appoint two persons as members of the Committee.

K.2.3 Chairs of the Committee. The Committee will be headed by co-chairs chosen from its members, one appointed by the Province and one appointed by the Recipient. If a co-chair is absent or otherwise unable to act, the member of the Committee duly authorized in writing by the Province or the Recipient, as applicable, will replace him or her and will act as co-chair in his or her place.

K.2.4 Non-committee Member Staff. The Parties may invite any of their staff to participate in Committee meetings. The Province may invite up to two representatives from Canada to sit as observers on the Committee. For greater certainty, the staff and representative(s) from Canada will not be considered members and will not be allowed to vote.

K.3.0 MEETINGS AND ADMINISTRATIVE MATTERS

K.3.1 Rules of Committee. The Committee will:

- (a) meet at least two times a year, and at other times at the request of a co-chair; and
- (b) keep minutes of meetings approved and signed by the co-chairs as a true record of the Committee meetings.

K.3.2 Quorum. A quorum for a meeting of the Committee will exist only when both co-chairs are present.

K.4.0 COMMITTEE MANDATE

K.4.1 Mandate. Provided that no action taken by the Committee will conflict with the rights of the Parties under the Agreement, the mandate of the Committee will include, but not be limited to:

- (a) monitoring the implementation of the Agreement including, without limitation, the implementation of Schedule “G” (Communications Protocol), for compliance with the terms and conditions of the Agreement;
- (b) acting as a forum to resolve potential issues or disputes and address concerns;
- (c) reviewing and, as necessary, recommending to the Parties amendments to the Agreement;
- (d) approving and ensuring audit plans are carried out as per the Agreement;
- (e) establishing sub-committees as needed;
- (f) at the request of the Province, reviewing requests for payments; and
- (g) attending to any other function required by the Agreement, including monitoring project risk and mitigation measures, or as mutually directed by the Parties.

K.4.2 Committee Decisions. Decisions of the Committee will be made as follows:

- (a) the co-chairs will be the only voting members on the Committee; and
- (b) decisions of the Committee must be unanimous and recorded in writing.

K.5.0 ROLE OF THE RECIPIENT

K.5.1 Requirements. The Recipient undertakes to fulfill, in addition to any other requirements provided for in this Schedule “K” (Committee), the following:

- (a) establish a fixed location where the Agreement will be managed, and maintain it until the expiry of the Committee’s mandate and, if relocation is required, establish a new location;
- (b) prepare and retain, at the location described in paragraph K.5.1(a), and make available to the Committee, all documents needed for the work of the Committee, including payment request forms, approval documents, contracts, and agendas and minutes of meetings of the Committee and its subcommittees;

- (c) ensure that any audit required of the Recipient pursuant to the Agreement is carried out and the results are reported to the Committee;
- (d) ensure that administrative and financial systems are developed and implemented for the Project and the work of the Committee;
- (e) promptly inform the Committee of all proposed changes in respect of the Project; and
- (f) provide the Committee, as requested and within the timelines set by the Committee, and to the Committee's satisfaction, project status information related to Schedule "D" (Reports).

Project: 225049
Date: June 19, 2025
Re: Rodney Old Town Hall Renovation
Attention: Robin Greenall, C.A.O.
Lee Gosnell, Manager of Operations and Community Service
Municipality of West Elgin



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1. INTRODUCTION

1.1 SCOPE OF WORK

Spriet Associates were retained by Robin Greenall, Chief Administrative Officer ('C.A.O.') and Lee Gosnell, Manager of Operations and Community Service to complete a structural inspection of the Old Rodney Town Hall located at 217 Furnival Rd, Rodney, Ontario.

The Municipality of West Elgin has plans to make certain modifications to the building (i.e. removal of walls, changing the use of a certain area of the ground floor to a library, removal of the sloped section of the floor in second floor, etc).

The purpose of the structural inspection is to identify the condition of the main structural elements with a focus on the areas where modifications are intended to be made. Following the inspection, the structural implications of implementing the changes were required to be investigated.

This report is presenting the findings, conclusions and recommendations. The report will form the base for obtaining a budget estimate for the planned changes from a Professional Quantity Surveyor ('P.Q.S.').

1.2 LIMITATIONS

In accordance with the scope of work, no physical and destructive testing were undertaken with the exception of localized removal of existing finishes to expose the structure. The conclusions of the report were drawn based on the visual examination of the elements that were exposed to view and design calculation based on the results revealed by the inspection. All deficiencies were attempted to be identified for the purpose of the Structural Inspection report, however, in accordance with standard industry practice, Spriet Associates does not accept liability for problems associated with deficiencies not noted. Outstanding deficiencies from authorities having jurisdiction over the building and its site were not reported.

2. OBSERVATIONS AND COMMENTS

2.1 GENERAL

The Rodney Old Town Hall was a rectangular two-storey original brick building constructed prior to 1916. An older addition featuring the front two storey section facing Furnival Road along with the two storey single bay firehall located on the South side was reportedly built in 1930-1931.

A single storey newer addition is located at the rear, with the construction date unknown, was used as two-bay firehall. The review of the two-bay firehall is not included in the current scope of work as it is intended to be demolished as per our previous report 224042 dated 2024.

At the current time the building is vacant.

General views of the building are presented in Photographs 1, 2, 3 and 4.

2.2 SITE OBSERVATIONS

For the purpose of this report the building is considered to be facing Furnival road with its West elevation.

Except for the basement, the building is fully finished. Localized removal of finishes at representative locations was completed at our request by the staff of the Municipality of West Engin to determine main structure of the building and its condition.

The main structural elements and their condition, based on the elements that were exposed to view at the time of the site visit is described below.

Reference is to be made to the drawings attached:

- Basement plan (ex'g)
- Ground floor plan (ex'g)
- Second floor plan (ex'g)
- Roof plan (ex'g)

Basement:

The building has a full basement under the original pre-1916 building. The newer 1930 additions do not have a basement. Refer to 'Basement plan (ex'g)'.

The basement construction features concrete exterior walls that carry wood joists and a concrete slab on grade. In addition, concrete walls are present at the storage rooms located directly under the two-chamber vault located at the ground floor level. A central concrete wall divides the space

West of the storage rooms. This wall is oriented East-West and is located between the concrete walls of the storage rooms walls and the West exterior wall of the basement.

The basement walls are in general good condition without evident signs of deterioration. Delaminated concrete, cracks and water stains were not observed at the time of the site visit.

The concrete floor is in general good condition with the exception of some cracks that are considered to be caused by expansion-contraction and absence of reinforcing steel and saw cut control joints. See Photograph 5 for a view of the slab on grade in the basement.

On west side of the storage rooms the joists are full size 2"x11.5" at 12" o.c., they are oriented North-South and they span between the exterior basement walls and the abovementioned central load bearing concrete wall.

On East side of the storage rooms the joists are full size 2"x12" at 13" o.c., are oriented East-West and span between the exterior East basement wall and the West wall of the storage rooms.

Numerous conduits, vents and pipes are located either below or within the joist space. The condition of the of the wood joists was generally good. The wood was checked at random with a knife and no apparent signs of rot were noted. See Photograph 6 for general condition of the wood joists in the basement.

A musty damp smell was noted upon entering the basement and the interior finishes exhibit signs of mold. Since the building is vacated it reportedly lacked adequate ventilation / dehumidification. See Photograph 7 for basement finishes affected by lack of dehumidification / adequate ventilation.

Ground floor:

The original 1916 building features exterior multi-wythes load bearing brick walls. Refer to 'Ground floor plan (ex'g)'.

Directly on top of the central East-West concrete wall in the basement is located a load bearing wood stud wall that supports the North-South joists over the rooms located West of the vaults. These joists are full size 2"x11.5" at 16" on centre. See Photograph 8 for joists spliced on top of the load bearing wall.

The joists located East of the vaults are oriented East-West and consists of full size 2"x11.5" at 12" o.c. The floor of the second floor above this section is sloping from the East to the West. To achieve the slope of the floor above, tapered shims of variable height are placed on top of the joists. Solid blocking installed between the joists is present where required to support the shims as they decrease in depth towards the bottom of the slope. See Photograph 9 for tapered shims used to slope the floor.

Two washrooms are located on the North side of the building. There is no second floor above the washrooms. The two washrooms are divided by a load bearing wall carrying similar wood joists oriented East-West.

The two storey 1930's addition is located at the West side of the building. This addition has no basement and features a slab on grade. The demising wall between the addition and the original 1916 building was once the exterior wall of the original building. Along this wall, at equal distance, two steel columns are present against the wall. The steel columns are supporting two steel beams oriented East West that support the wood joists above the ground floor, oriented North South. The steel framing members are encased in finishes. The presence of the steel framing was confirmed by localized removal of the finishes. The steel framing was in good condition, with only some minor surface corrosion. See Photographs 10, 11 and 12 for the steel framing of the 1930 addition.

The structural elements that were uncovered during the inspection of the ground floor did not show signs of evident deterioration or excessive deflection.

Second floor

The floor framing of the second floor is described in the previous section (ground floor).

The sloped section of the floor extends 29 ft from East wall towards West and is constructed by the addition of tapered shims on top of the regular floor joists, as observed from the ground floor.

The difference in elevation between the highest and the lowest point of the sloped floor is approximately 12" as indicated by the staff of the Municipality. It is to be noted that the two stair landings located at the North-East and South-East corners of the cultural hall are located approximately 8" below the top of sloped floor level.

See Photograph 13 for a view of the sloped floor and of the landing located below floor level.

Attic

The attic was observed through the roof hatch accessible from the second floor by use of a ladder. The observation was limited to what was visible from the hatch level.

Main roof framing consists of handmade wood trusses-oriented North-South that support purlins on the East-West direction and rafters on top of purlins, oriented East West. The roof sheathing is made of wood boards.

Around the perimeter, the slope is steeper and elsewhere beyond this area is almost flat.

Blown insulation is present.

Damaged framing members could not be observed from the observation point. However, some water staining is present. Daylight can be observed at few locations where the pitch of roof changes from the steeper perimeter section to the main roof area.

See Photograph 14 for typical roof framing: truss, purlins, rafters, wood boards sheathing, daylight can be observed in the photo.

3. PROPOSED RENOVATIONS CONSIDERATIONS

The Municipality of West Elgin intends to complete changes to the existing building. Some of the changes have structural implications and are discussed further below.

Reference is made to the drawings below:

- Ground floor – demo.
- Second floor – demo.
- Basement Plan – proposed.
- Ground Floor – Proposed.
- Second Floor – proposed.

3.1 Demolition

Demo work includes the demolition of the ramp located at the North side of the building and of the Garage Bay 2 located at the East side of the building. The demolition of the ramp does not have any structural implications.

The demolition of the newer two bays garage was previously investigated by our firm and the conclusions were presented in the report dated February 2024. It was indicated that the demolition of the building will not pose a risk to the remaining of the building, however a pre-demolition inspection, with all interior finishes removed and the structure fully exposed, was strongly recommended.

In addition, some interior walls within the ground floor are to be demolished and some new openings are to be created in walls within the ground floor and second floor.

Some of the walls to be demolished are partition walls and can be removed without any consequences.

However, the wall-oriented East-West and located West of the vaults in the ground floor is load bearing. Similarly, the West wall of the washrooms is load bearing. Removal of these walls requires shoring prior to the demolition.

Three large openings in the demising wall between the original building and the newer addition (oriented North-South) will require shoring prior to demolition as well.

See items marked (1) on the 'Ground floor – demo' and 'Second floor – demo' drawings for reference.

All shoring is to be designed and stamped by a Professional Engineer and shop drawings are to be prepared for review.

At second floor, the slope of the floor is required to be removed. This can be achieved by removal of the floor, exposing the floor joists and removal of the tapered shims. This demolition work has no structural implications.

3.2 Structural strengthening and new construction

3.2.1 The three large openings in demising wall

The demising wall between the original building and the newer addition is a shear wall and is used to brace the building.

By creating three large openings in the demising wall, the lateral bracing of the building is weakened. In order to compensate for the wall sections that will be removed, structural steel moment frames are to be provided in each of the three openings. See item (4) on 'Ground floor – proposed'.

The moment frames comprise of a steel column on each side of the opening, rigidly connected with a steel beam at top of the opening, creating the frame bracing effect for the weakened wall.

3.2.2 The central load bearing wall removal

In order to provide structural support for the second floor joists that are spliced over the East-West wall, a new steel frame is required. Steel beams marked (3) on 'Ground floor proposed' are to be installed in lieu of the load bearing wall. At East end the beam is supported by a steel bearing plate installed in a new pocket made in the concrete vault wall – see item (2). An intermediate column, mark (1) is required to be installed at mid distance between supports. At West wall the steel beam can be supported by the beam of the moment frame, see item (4*).

The column (1) described above is located directly above the East-West concrete wall in the basement. Due to high vertical forces and unknown concrete strength, it is proposed to cut a slit into the wall and allow for installation of a new steel column within the basement, see item (4) on 'Basement plan – proposed'. The floor is to be cut and pour a new footing for this column.

3.2.3 The washrooms West wall removal

The washrooms West wall is loadbearing and is intended to be removed in order to build an addition to the washrooms to the West. See item (5) and (6), respectively on the 'Ground floor – proposed'.

To support the roof joists over the washroom at West wall, a new built-up wood beam is required to be installed.

3.2.4 New washroom addition

The addition of the washroom is located on the West side of the existing washrooms, see mark (6) on 'Ground floor – proposed'. The new construction should consist of insulated wood stud walls with brick veneer and wood joists roof framing. New poured in place foundation walls and footings will be required.

3.2.5 New elevator

A new elevator shaft is proposed to be added on the North-West side of the building. The construction of the elevator shaft is proposed to be concrete block and brick veneer. New poured in place foundation walls and footings will be required. Depending on the type of the elevator, a deeper elevator pit is required.

3.2.6 Change to library use

At ground floor the space located East and West of the concrete vaults is intended to be used as Library. The existing floor joists were analysed for the increased live load due to use of the space as Library. The existing joists are not adequate to carry this load and are required to be reinforced.

Reinforcing Option 1: a new line of support - steel beams are proposed at mid span of the joists as shown in 'Basement plan - proposed'. The steel beams mark (3) are supported by steel columns (mark1) or steel baseplates in new pockets created in the concrete walls, mark (2). New footings for the

Reinforcing Option 2: add a new 2"x12" joist beside each existing joist and nail together. However, considering the numerous pipes, conduits, cables and vents that are present within the joists space, that would need to be removed / modified and reinstalled, this option is considered less feasible.

4. CONCLUSIONS AND RECCOMENDATIONS


The building is in general good condition considering its age. Immediate structural concerns were not noted.

However, if work described above will proceed and more interior finishes are removed for this purpose, a reassessment of the structural elements is recommended at that time.

Recommended work is described below:

- based on the fact that daylight can be seen in the attic, the roof requires to be inspected by a roofing contractor with experience in buildings of this age. Due to the age of the building repairs or replacement are to be expected.
- the ventilation of the building requires to be improved. The mouldy smell and mouldy finishes in the basement are a result of lack of adequate ventilation and without improvements the humidity level will start impacting the wood structure of the building.

Prepared:



Alex Altenliu, P. Eng





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Rodney Old Town Hall Structural Inspection

Photographic record

June 19, 2025

Photograph 1: West elevation

Photograph 2: North Elevation

Photograph 3: North-West view

Photograph 4: South-West view

Photograph 5: basement floor

Photograph 6: general condition of joists over basement

Photograph 7: moldy basement finishes, where present

Photograph 8: joists spliced over load bearing wall

Photograph 9: shims for sloped floor

Photograph 10: location of finished steel columns and beams in the newer addition

Photograph 11: steel column in the newer addition

Photograph 12: steel beam on top of column in the newer addition

Photograph 13: slopped floor

Photograph 14: typical roof truss, purlins and rafters.

Project: Rodney Old Town Hall structural review

Project number: 225049

Date: June 19, 2025



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Photograph 1: West elevation

Project: Rodney Old Town Hall structural review

Project number: 225049

Date: June 19, 2025



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Photograph 10: location of finished steel columns and beams in newer addition

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Photograph 11: steel column in newer addition

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Photograph 12: steel beam atop of column in newer addition

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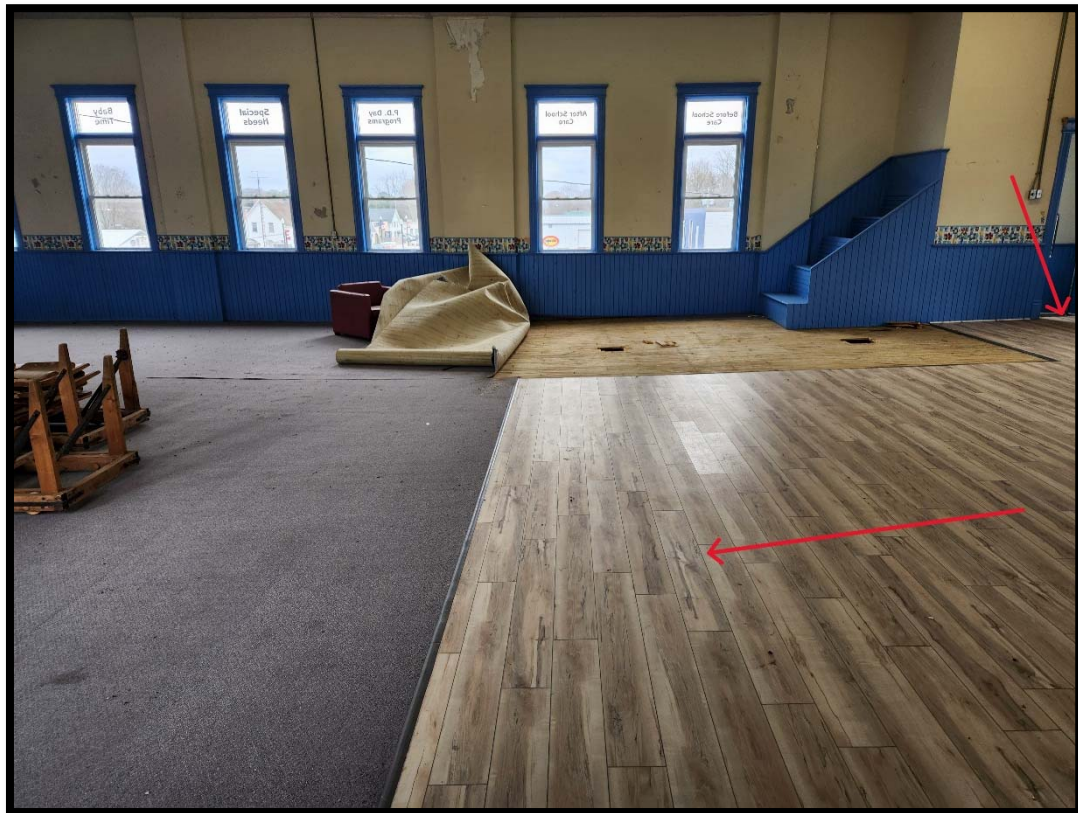
Project number: 225049

Date: June 19, 2025



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3.



Photograph 13: sloped floor

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Photograph 14: typical roof truss, purlins and rafters; daylight showing

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Photograph 2: North elevation

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Photograph 3: North-West view

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Photograph 4: South-West view

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Photograph 5: basement floor

Associates: A.M. SPRIET • M.P. DEVOS • J.M. SPRIET • C.S. LIERMAN • A.T. ALTENLIU • S. McILMURRAY
B. WIDNER • G.A. VEREYKEN • K.L. DAGENAIS

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Photograph 6: general condition of joists over basement

Associates: A.M. SPRIET • M.P. DEVOS • J.M. SPRIET • C.S. LIERMAN • A.T. ALTENLIU • S. McILMURRAY
B. WIDNER • G.A. VEREYKEN • K.L. DAGENAIS

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Photograph 7: mouldy basement finishes, where present

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Project number: 225049

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Photograph 8: joists spliced atop of load bearing wall

Project: Rodney Old Town Hall structural review

Project number: 225049

Date: June 19, 2025



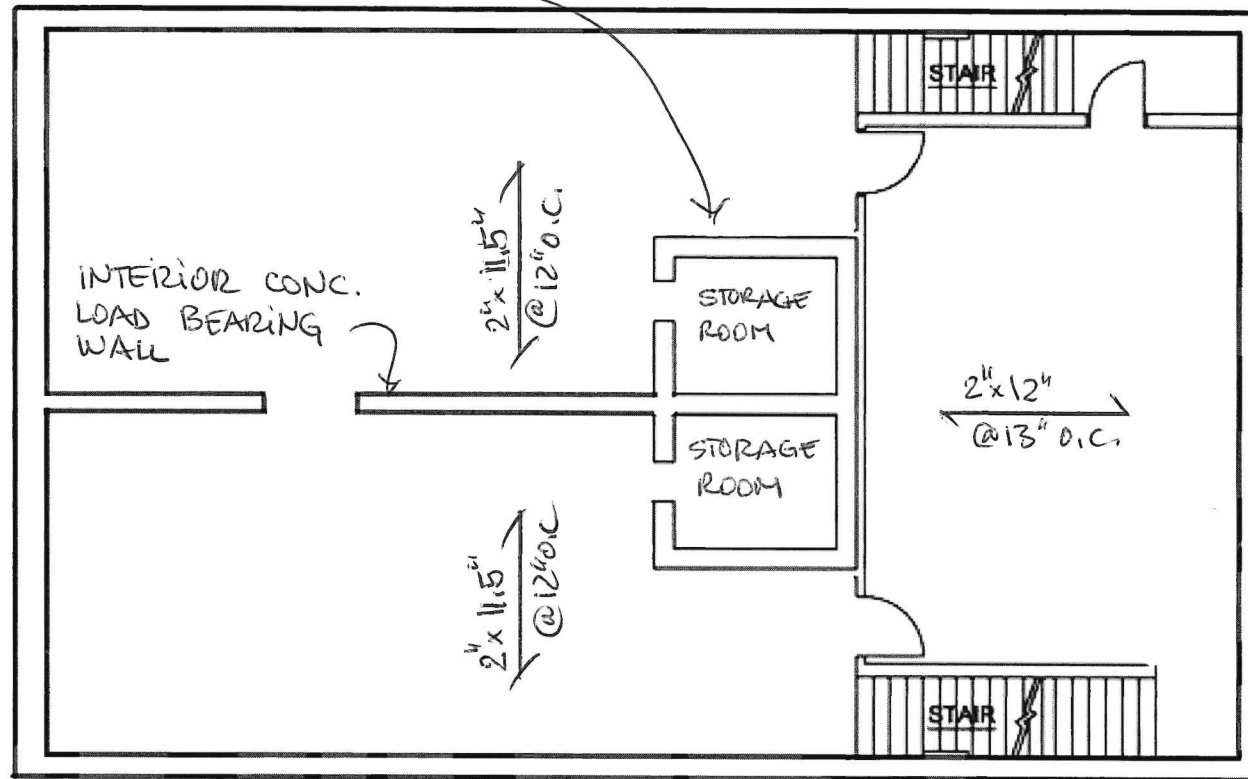
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Photograph 9: shims for sloped floor

BASEMENT PLAN (Ex'g)

concrete walls @ storage rooms under vaults located @ main ground floor



INTERIOR CONC.
LOAD BEARING
WALL

2x11.5"
@12" o.c.

STORAGE ROOM

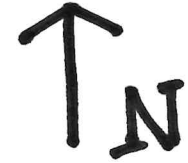
STORAGE ROOM

STAIR

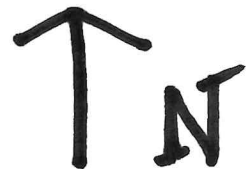
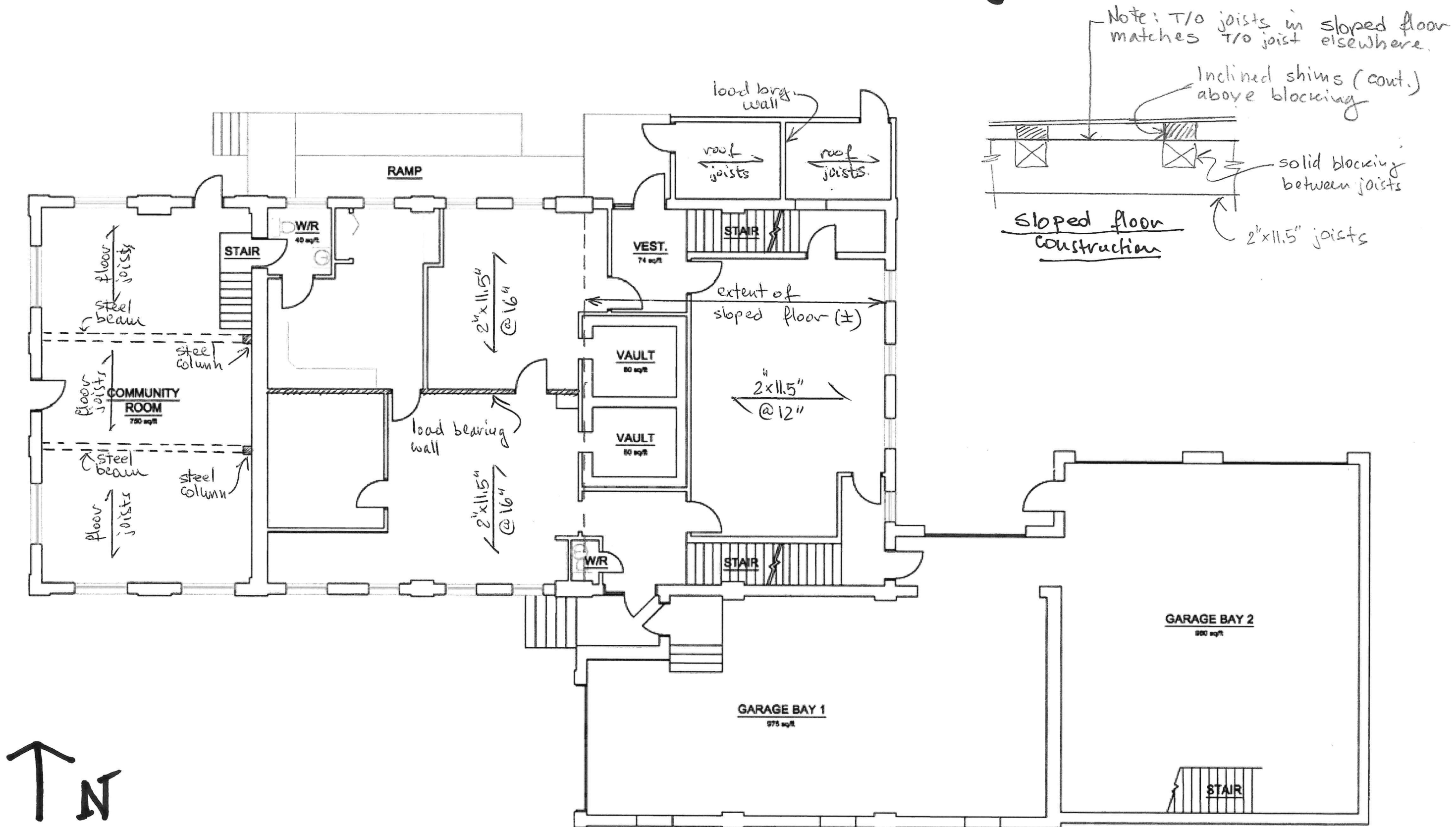
STAIR

2x12"
@13" o.c.

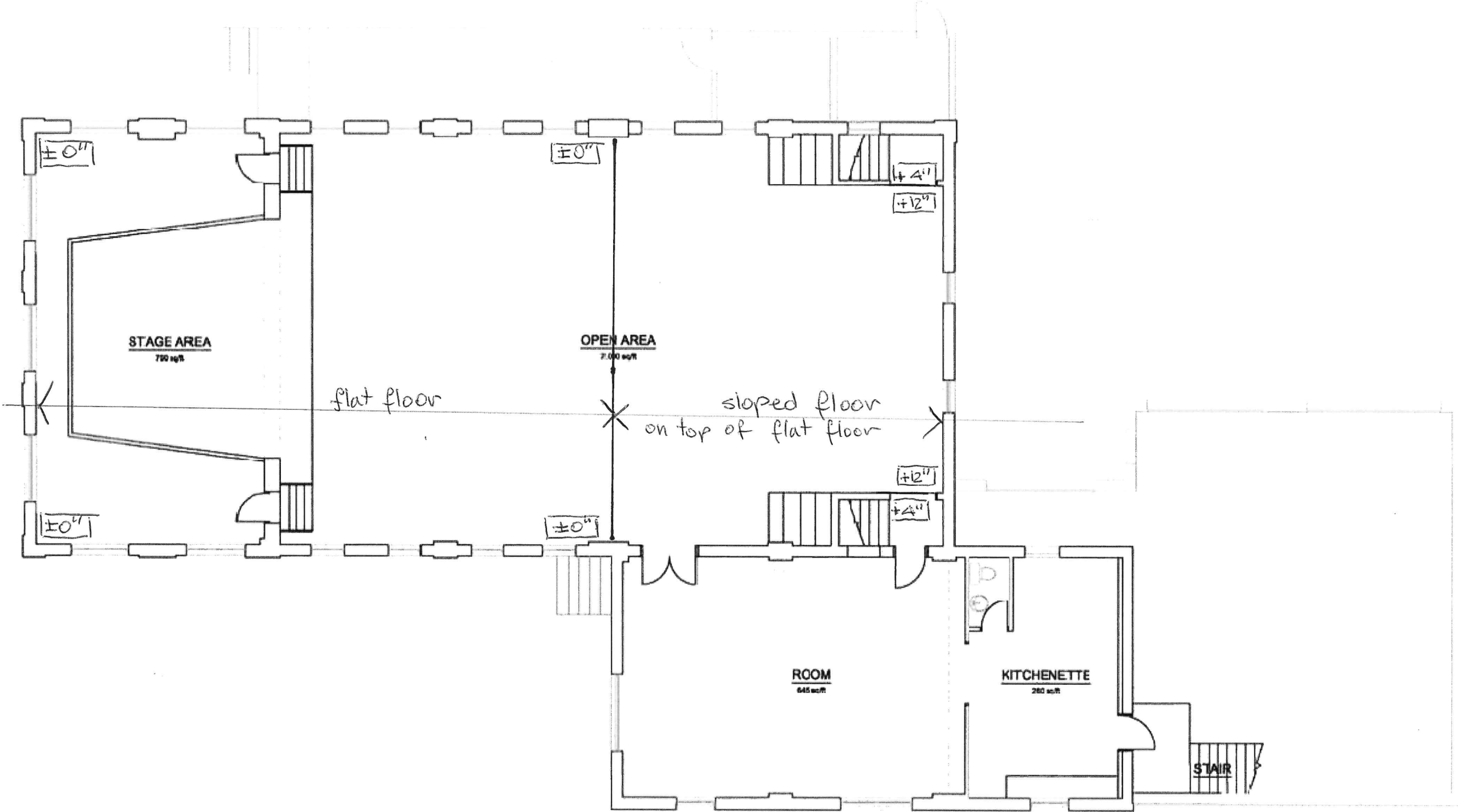
CONCRETE BASEMENT
WALLS ALL-AROUND



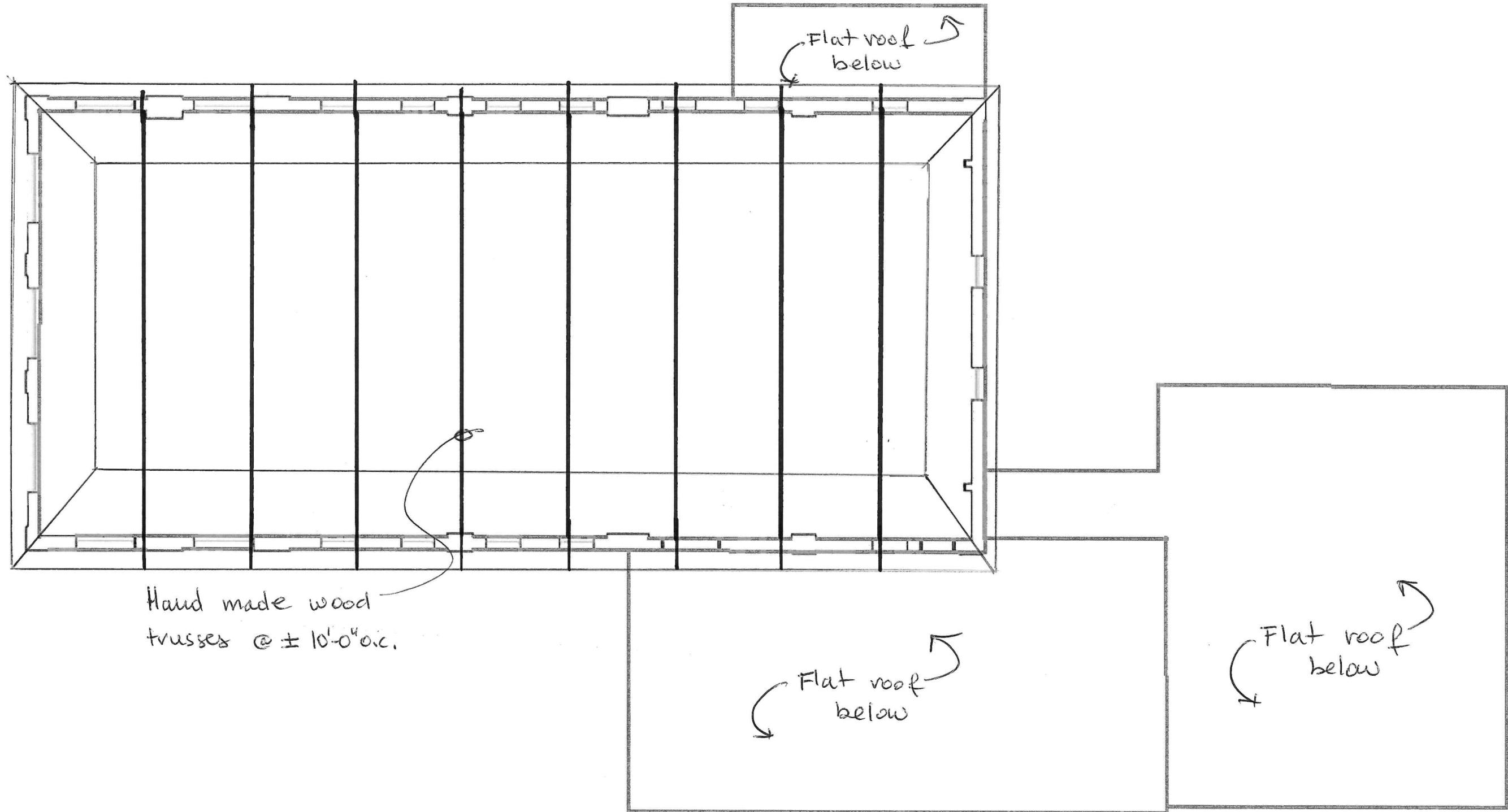
GROUND FLOOR PLAN (Ex'g)



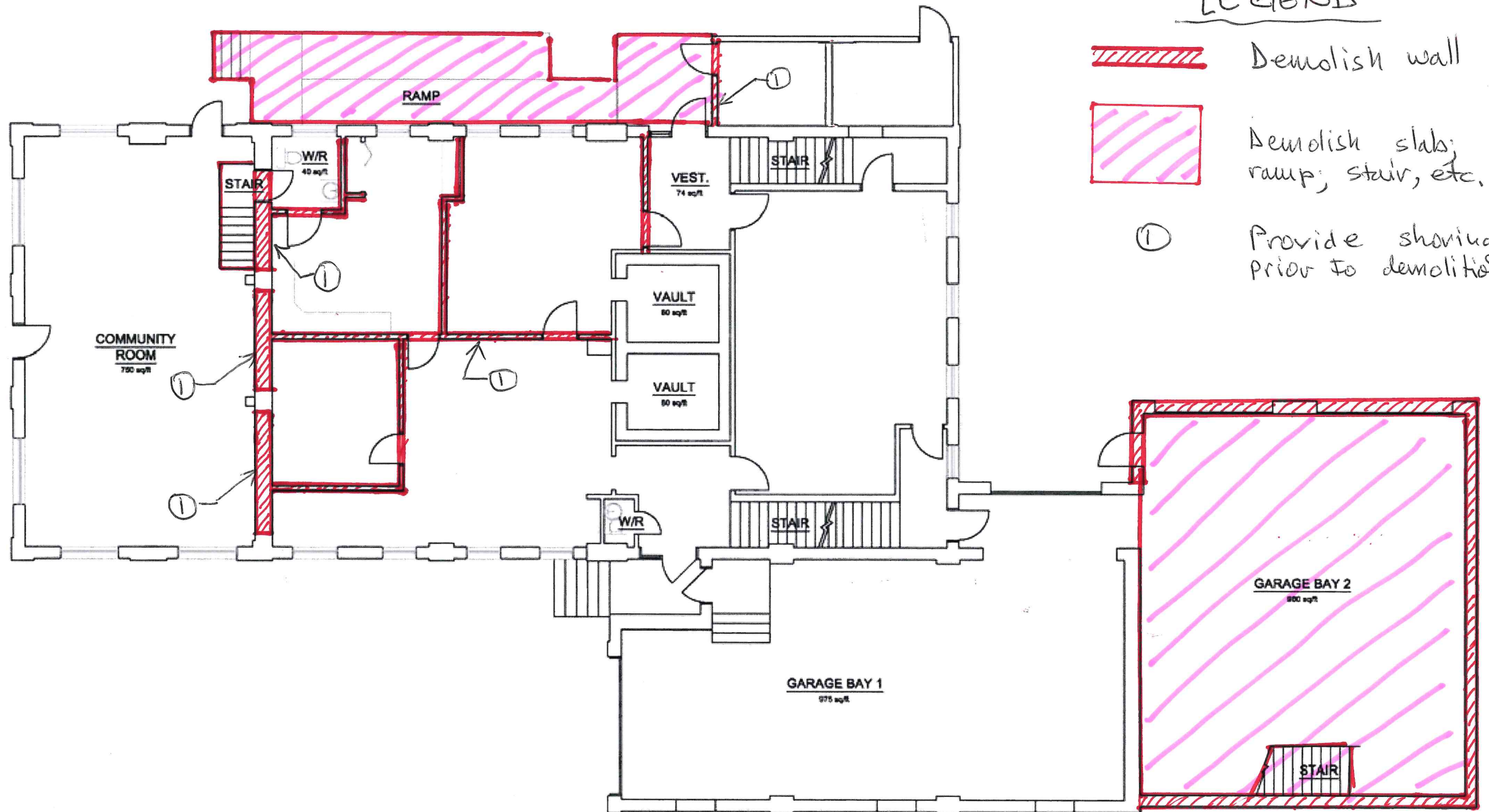
SECOND FLOOR PLAN (Ex'g)




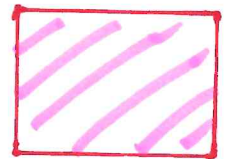

ROOF PLAN (Ex'g)



GROUND FLOOR - DEMO



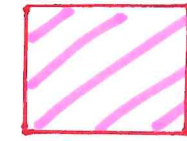
LEGEND

-  Demolish wall
-  Demolish slabs; ramp; stair, etc.
-  Provide shoring prior to demolition

↑

SECOND FLOOR - DEMO

LEGEND



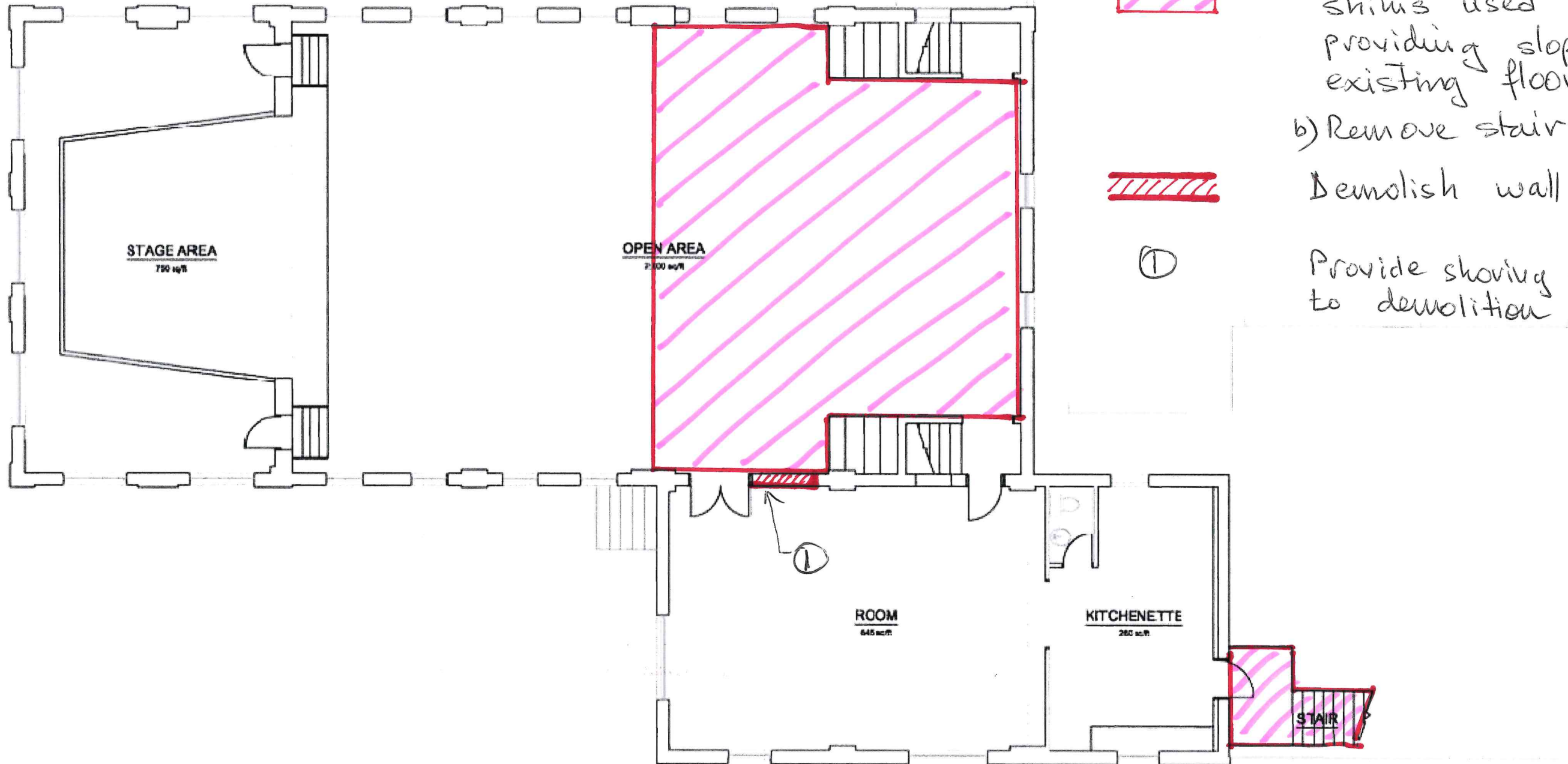
a) Remove floor and shims used for providing slope to the existing floor;



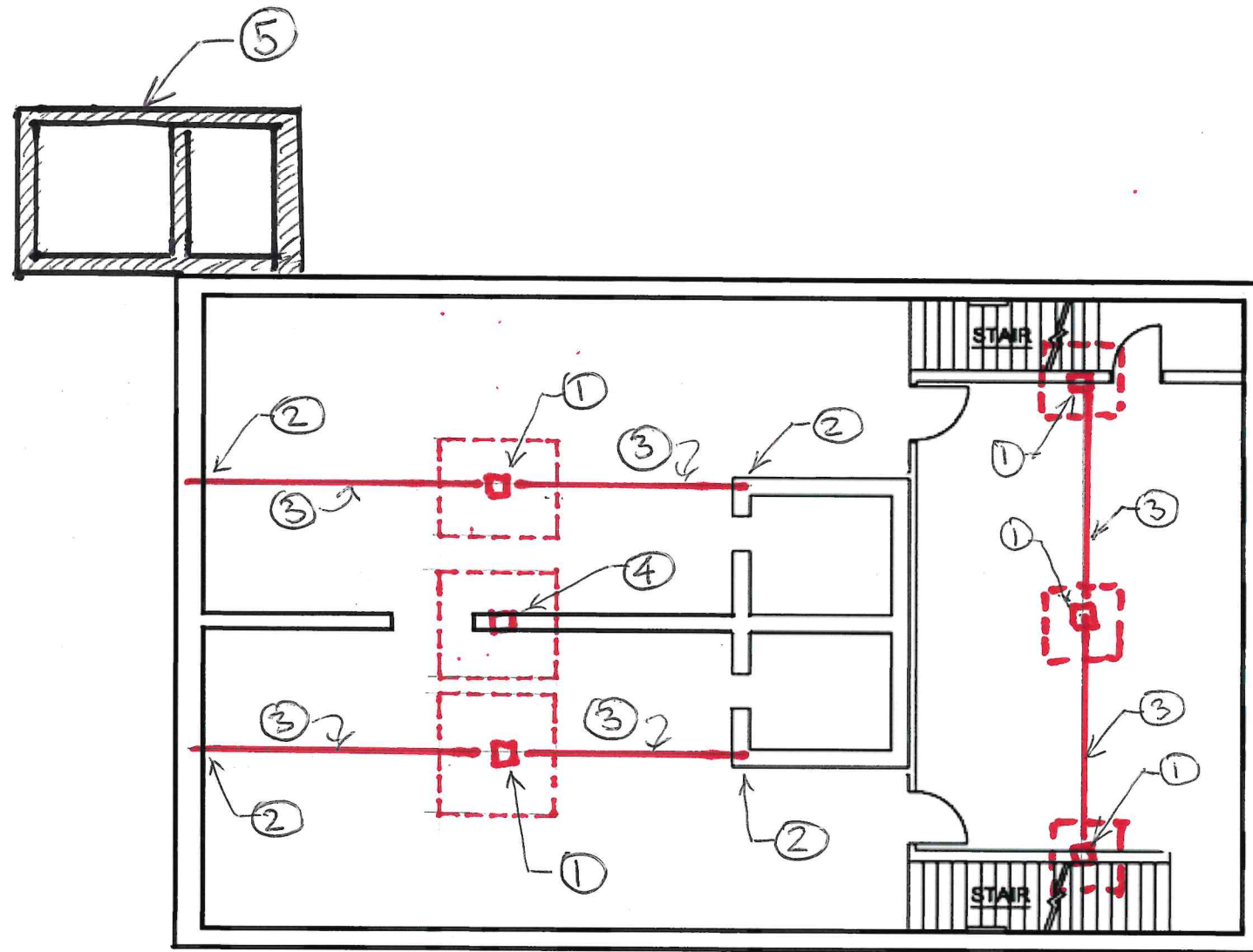
b) Remove stair
Demolish wall



Provide shoring prior to demolition



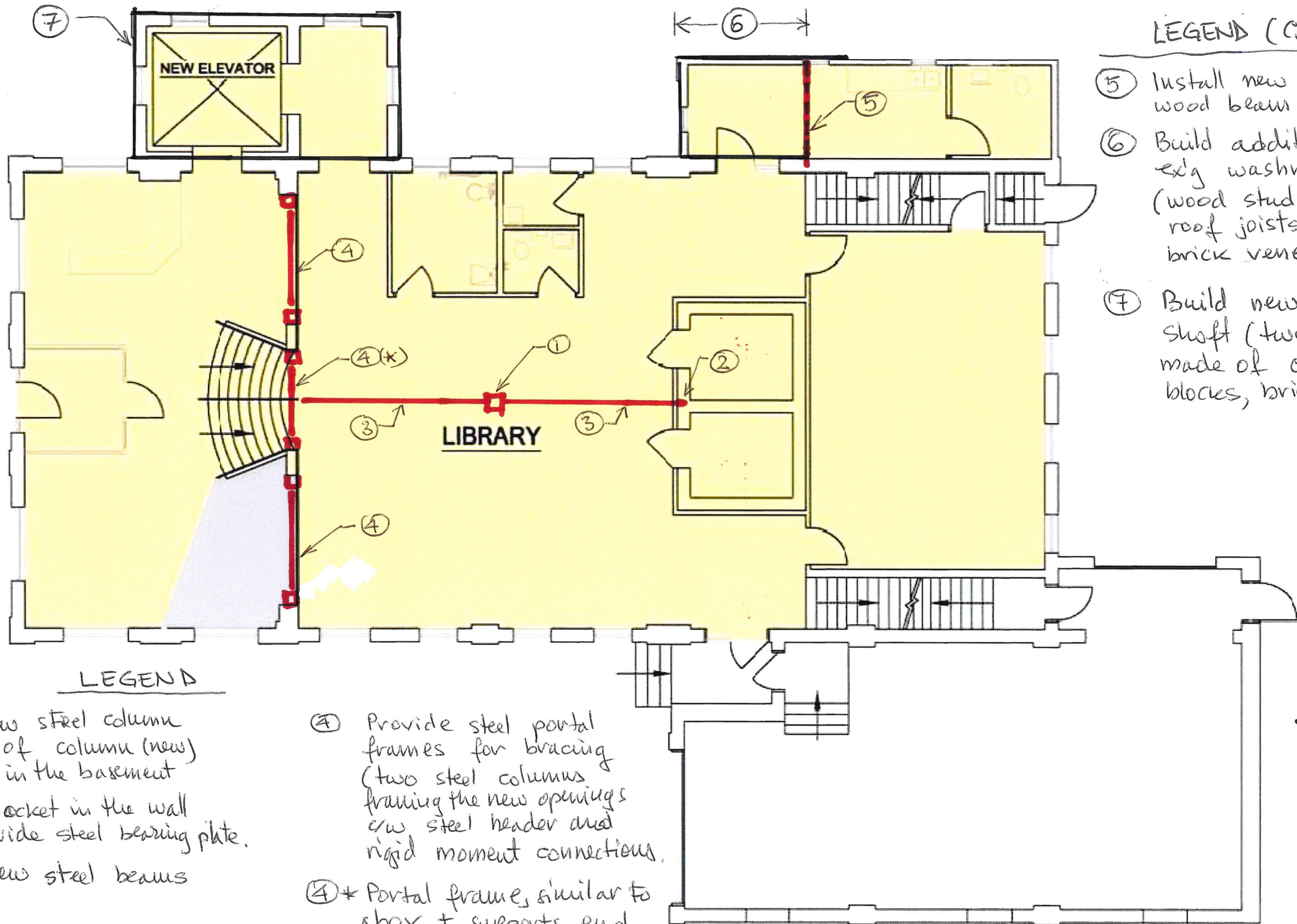
BASEMENT PLAN - PROPOSED



LEGEND

- ① a) Cut concrete floor and pour new footing
b) Install new steel column
- ② create pocket in the wall and install new steel bearing plate
- ③ Provide new steel beams c/w 2" x 6" wood nailer bolted to top flange
- ④ a) Cut ±12" slit in wall from top to bottom
b) Cut concrete floor and pour new footing
c) Install new steel column
- ⑤ Provide foundation for new elevator shaft; elevator pit; etc.

GROUND FLOOR - PROPOSED



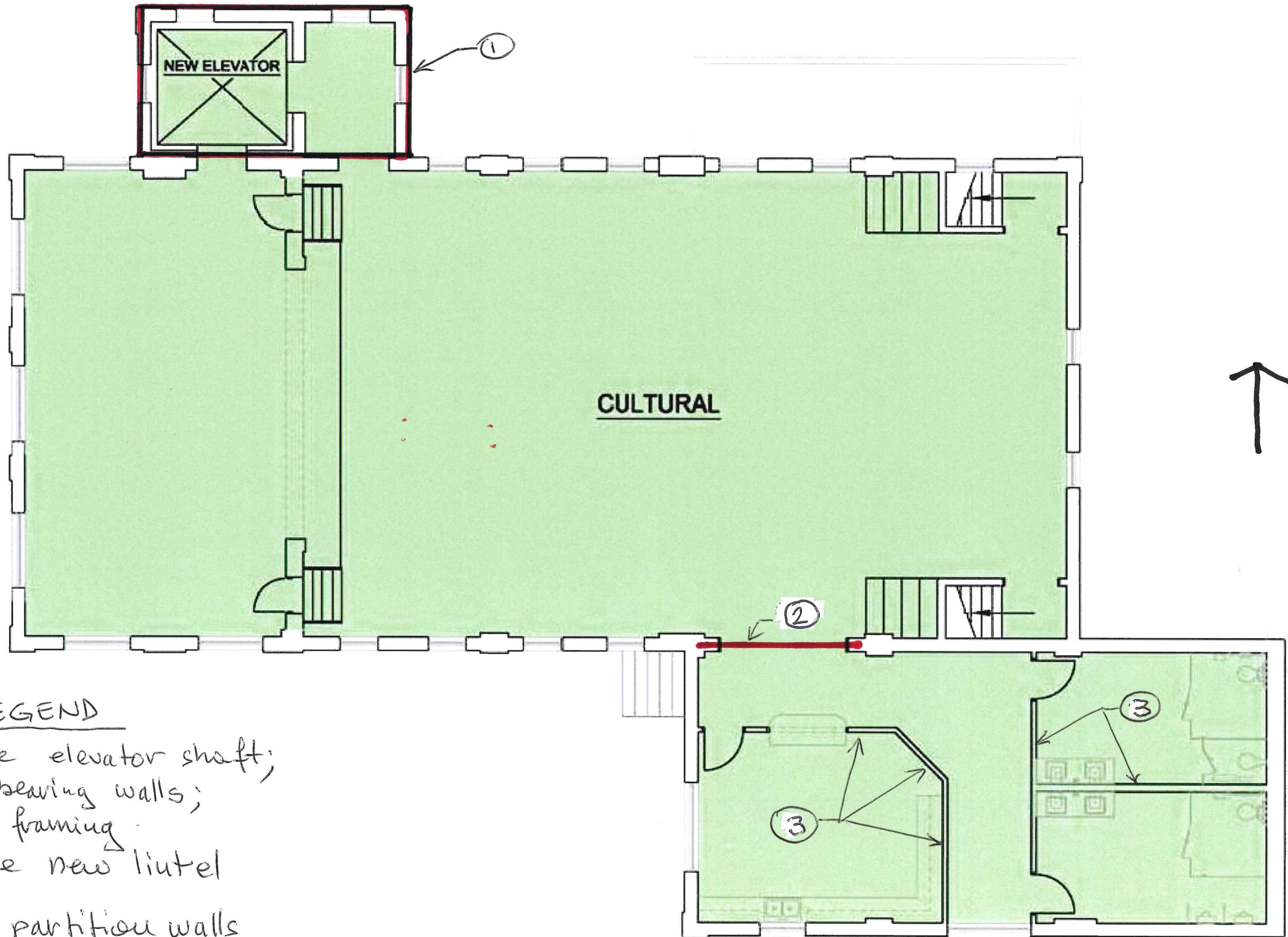
LEGEND (Cont'd)

- ⑤ Install new built-up wood beam
- ⑥ Build addition to ex'g washrooms (wood studs and roof joists c/w brick veneer)
- ⑦ Build new elevator shaft (two stories) made of concrete blocks, brick veneer.

LEGEND

- ① Install new steel column on top of column (new) installed in the basement
- ② Create pocket in the wall and provide steel bearing plate.
- ③ Install new steel beams
- ④ Provide steel portal frames for bracing (two steel columns framing the new openings c/w steel header and rigid moment connections.
- ④* Portal frame, similar to above + supports end of beam ③

SECOND FLOOR - PROPOSED



LEGEND

- ① Provide elevator shaft;
load bearing walls;
roof framing
- ② Provide new lintel
- ③ New partition walls
(non-structural)

Rodney Heritage Building Renovations		November 6, 2025. R1		
Rodney, Ontario.				
Project Summary:		Estimate Total	\$/SF	
Building Summary		\$730,056.00	\$66.52	
Site Works		\$20,225.00	\$1.84	
		\$750,281.00	\$68.36	
Contractor General Conditions & Fee	25.00%	\$187,570.00	\$17.09	
Winter Heat & Protection	0.00%	\$0.00	\$0.00	
Subtotal		\$937,851.00	\$85.45	
Design / Construction Contingency	20.00%	\$187,570.00	\$17.09	
Subtotal		\$1,125,421.00	\$102.54	/sf
Escalation	5.00%	\$56,271.00	\$5.13	
Budget Total		\$1,181,692.00	\$107.67	
		+HST		
Budget is based on obtaining four (4) competitive bids.				
NOT INCLUDED:				
-HST				
-design fees				
-pricing / trade contingencies				
-inspection & testing allowance				
-all items noted NIC				
-any item not included above				
-geotechnical soils investigation costs				
-soil chemical analysis costs				
-additional soil borings				
-special foundations (piles, caissons)				
-removal or replacement of contaminated soils				
-development, education, park fees or levies				
-site plan approval / building permit fees / costs				
-premium for 60 to 90 day tender validity periods				
NOTE:				
<p><i>This cost estimate is based on current market pricing and does not include any significant market price increases and/or any unknown tariffs implemented after the date of this document. . The contingency included in this estimate is for building unknowns and not intended to cover fluctuating market conditions.</i></p>				

Rodney Heritage Building Renovations Rodney, Ontario.						November 6, 2025. R1		
Section	Item	Quantity		\$/Unit	Totals	Remarks	Section Total	\$/SF
01 21 00	ALLOWANCES:							
	NOT USED	0.00	sum	\$0.00	sum	\$0.00		
	NOT USED	0.00	sum	\$0.00	sum	\$0.00	\$0.00	\$0.00
02 03 50	CUT & PATCH							
	cut & patch for mechanical & electrical	24.00	hrs	\$130.00	hrs	\$3,120.00		
	miscellaneous cut & patch	1.00	sum	\$1,250.00	sum	\$1,250.00	\$4,370.00	\$0.40
02 41 16	BUILDING DEMOLITION							
	remove garage 2	110.00	m2	\$95.00	m2	\$10,450.00		
	Basement							
	..cut 300mm slit in bearing wall for column	1.00	ea	\$1,250.00	ea	\$1,250.00		
	..pocket basement wall for beam	4.00	ea	\$425.00	ea	\$1,700.00		
	..sawcut & remove slab on grade	20.00	m2	\$150.00	m2	\$3,000.00		
	Ground Floor:							
	..pocket walls for beams	2.00	ea	\$425.00	ea	\$850.00		
	..remove doors	7.00	ea	\$75.00	ea	\$525.00		
	..remove bearing walls 3 locations	35.00	m2	\$425.00	m2	\$14,875.00		
	..remove non bearing walls	105.00	m2	\$75.00	m2	\$7,875.00		
	Second Floor:							
	..cut opening in bearing wall	5.00	m2	\$825.00	m2	\$4,125.00		
	..remove sloped wood flooring	90.00	m2	\$75.00	m2	\$6,750.00		
	..remove shims supporting flooring	90.00	m2	\$10.00	m2	\$900.00		
	Washroom:							
	..remove exterior wall	10.00	m2	\$225.00	m2	\$2,250.00		
	..shore roof for above	1.00	sum	\$1,200.00	sum	\$1,200.00		
	Elevator:							
	..cut openings in exterior masonry wall	4.00	ea	\$4,250.00	ea	\$17,000.00		
	disposal bins	8.00	ea	\$800.00	ea	\$6,400.00	\$79,150.00	\$7.21
02 41 23	SITE DEMOLITION & REMOVALS:							
	Ramp:							
	..remove ramp slab	35.00	m2	\$140.00	m2	\$4,900.00		
	..remove ramp walls	40.00	m2	\$90.00	m2	\$3,600.00		
	miscellaneous removals	1.00	sum	\$2,500.00	sum	\$2,500.00	\$11,000.00	\$1.00
02 82 11	ASBESTOS ABATEMENT							
	asbestos abatement	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00
03 10 00	BUILDING CONCRETE FORMWORK							
	Building:							
	..column footings	15.00	m2	\$165.00	m2	\$2,475.00		
	..make good slab on grade	5.00	m2	\$125.00	m2	\$625.00		
	Elevator							
	..elevator pit slab	10.00	m2	\$165.00	m2	\$1,650.00		
	..elevator pit walls	55.00	m2	\$165.00	m2	\$9,075.00		
	..elevator landings on metal deck	10.00	m2	\$165.00	m2	\$1,650.00		
	New Washroom							
	..wall footings	5.00	m2	\$165.00	m2	\$825.00		
	..walls	40.00	m2	\$165.00	m2	\$6,600.00		
	..slab on grade	5.00	m2	\$165.00	m2	\$825.00		
	miscellaneous bases	0.00	m2	\$0.00	m2	\$0.00		
	formwork equipment	145.00	m2	\$35.00	m2	\$5,075.00	\$28,800.00	\$2.62
03 14 00	SET EMBEDDED ITEMS							
	anchor bolts	24.00	ea	\$25.00	ea	\$600.00		
	miscellaneous items	1.00	sum	\$500.00	sum	\$500.00	\$1,100.00	\$0.10
03 15 00	CONCRETE SUNDRIES							
	AIFB at slab edge	40.00	m	\$12.50	m	\$500.00		
	drill & grout anchors in slab edges	135.00	ea	\$20.00	ea	\$2,700.00		
	grout column base plates	6.00	ea	\$95.00	ea	\$570.00		
	water stop	20.00	m	\$35.00	m	\$700.00		
	miscellaneous concrete items	10.00	sum	\$500.00	sum	\$5,000.00	\$9,470.00	\$0.86

Rodney Heritage Building Renovations						November 6, 2025. R1			
Rodney, Ontario.									
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total	\$/SF
03 20 00	REINFORCING STEEL								
	foundations	1.00	mt	\$2,900.00	mt	\$2,900.00			
	elevator pits	0.65	mt	\$2,900.00	mt	\$1,885.00			
	mesh to slab on grade	23.00	m2	\$8.50	m2	\$196.00			
	mesh to slab on metal deck	14.00	m2	\$9.00	m2	\$126.00		\$5,107.00	\$0.47
03 30 00	BUILDING CONCRETE PLACEMENT								
	<i>Building:</i>								
	..column footings	5.00	m3	\$65.00	m3	\$325.00			
	..make good slab on grade	8.00	m3	\$65.00	m3	\$520.00			
	<i>Elevator</i>								
	..elevator pit slab	5.00	m3	\$65.00	m3	\$325.00			
	..elevator pit walls	10.00	m3	\$65.00	m3	\$650.00			
	..elevator landings on metal deck	5.00	m3	\$65.00	m3	\$325.00			
	<i>New Washroom</i>								
	..wall footings	2.00	m3	\$65.00	m3	\$130.00			
	..walls	5.00	m3	\$0.00	m3	\$0.00			
	..slab on grade	3.00	m3	\$0.00	m3	\$0.00			
	miscellaneous bases	0.00	m3	\$0.00	m3	\$0.00			
	placement equipment	43.00	m3	\$40.00	m3	\$1,720.00		\$3,995.00	\$0.36
03 33 00	CONCRETE SUPPLY								
	building	13.00	m3	\$215.00	m3	\$2,795.00			
	elevator	20.00	m3	\$215.00	m3	\$4,300.00			
	new washroom	7.00	m3	\$215.00	m3	\$1,505.00			
	stairs & miscellaneous bases	3.00	m3	\$0.00	m3	\$0.00			
	environmental charge	43.00	m3	\$6.00	m3	\$258.00			
	fuel surcharge	43.00	m3	\$5.00	m3	\$215.00			
	carbon fee	43.00	m3	\$3.50	m3	\$151.00			
	winter heat	0.00	m3	\$22.00	m3	\$0.00			
	superplasticizer	0.00	m3	\$20.00	m3	\$0.00			
	waste	1.00	m3	\$300.00	m3	\$300.00		\$9,524.00	\$0.87
03 35 00	CONCRETE FLOOR FINISHING								
	building MG slab on grade	20.00	m2	\$25.00	m2	\$500.00			
	elevator pit slabs	12.00	m2	\$20.00	m2	\$240.00			
	new washroom slab on grade	15.00	m2	\$15.00	m2	\$225.00			
	loading dock	0.00	m2	\$25.00	m2	\$0.00			
	cure & seal	47.00	m2	\$2.50	m2	\$118.00			
	sawcut & filler to slab on grade	10.00	m	\$12.00	m	\$120.00		\$1,203.00	\$0.11
04 03 41	MASONRY RESTORATION								
	make good spalling brick	0.00	m2	\$0.00	m2	\$0.00	NIC		
	miscellaneous items	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00	\$0.00
04 05 10	MASONRY								
	elevator 200mm back up block	175.00	m2	\$275.00	m2	\$48,125.00			
	Elevator exterior brick veneer	175.00	m2	\$425.00	m2	\$74,375.00			
	New washroom exterior brick veneer	85.00	m2	\$425.00	m2	\$36,125.00			
	cavity wall 75mm rigid insulation	260.00	m2	\$100.00	m2	\$26,000.00			
	cavity wall air vapour barrier	260.00	m2	\$60.00	m2	\$15,600.00		\$200,225.00	\$18.24
05 12 23	STRUCTURAL STEEL								
	<i>Building:</i>								
	..basement columns	1.20	mt	\$6,250.00	mt	\$7,500.00			
	..basement beams	1.90	mt	\$6,250.00	mt	\$11,875.00			
	..ground floor columns	1.70	mt	\$6,250.00	mt	\$10,625.00			
	..ground floor beams	0.85	mt	\$6,250.00	mt	\$5,313.00			
	..ground floor portal frames 3#	1.50	mt	\$7,500.00	mt	\$11,250.00			
	..second floor new lintel beam	0.50	mt	\$6,250.00	mt	\$3,125.00			
	tie into existing steel	0.00	sum	\$0.00	sum	\$0.00	NIC		
	design development	7.15	mt	\$250.00	mt	\$1,788.00		\$51,476.00	\$4.69
05 31 00	STEEL DECKING								
	elevator floor deck	30.00	m2	\$115.00	m2	\$3,450.00			
	elevator roof deck	35.00	m2	\$110.00	m2	\$3,850.00			
	roof upstands	25.00	m	\$50.00	m	\$1,250.00		\$8,550.00	\$0.78

Rodney Heritage Building Renovations Rodney, Ontario.					November 6, 2025. R1			
Section	Item	Quantity		\$/Unit	Totals	Remarks	Section Total	\$/SF
05 50 00	MISCELLANEOUS METALS							
	miscellaneous items	1,020.00	m2	\$20.00	m2	\$20,400.00	\$20,400.00	\$1.86
05 51 29	STAIRS & LANDINGS							
	steel pan stairs	0.00	tr	\$0.00	tr	\$0.00		
	landings	0.00	m2	\$0.00	m2	\$0.00		
	wall rail	0.00	m	\$0.00	m	\$0.00		
	handrail	0.00	m	\$0.00	m	\$0.00	\$0.00	\$0.00
06 11 00	WOOD FRAMING:							
	<i>Building:</i>							
	..basement 2x6 Nailer to steel beams	30.00	m	\$3.50	m	\$105.00		
	..second floor 19mm plywood to removed sloped floor	32.00	sht	\$65.00	sht	\$2,080.00		
	..second floor misc. framing to floor joists	120.00	m	\$3.50	m	\$420.00		
	..second floor 2x4 wall plates	90.00	m	\$2.10	m	\$189.00		
	..second floor 2x4 wall studs	270.00	m	\$2.10	m	\$567.00		
	..rough hardware	1.00	sum	\$500.00	sum	\$500.00		
	..labour	120.00	hrs	\$85.00	hrs	\$10,200.00		
	<i>Washroom</i>							
	..2x6 wall plates	3,060.00	m	\$3.50	m	\$10,710.00		
	..2x6 wall studs	90.00	m	\$3.50	m	\$315.00		
	..12mm plywood to exterior wall	9.00	sht	\$41.00	sht	\$369.00		
	..2x10 wood beam	10.00	m	\$7.20	m	\$72.00		
	..2x10 roof joists	40.00	m	\$7.20	m	\$288.00		
	..19mm plywood to roof	5.00	sht	\$65.00	sht	\$325.00		
	..rough hardware	1.00	sum	\$250.00	sum	\$250.00		
	..labour	48.00	hrs	\$85.00	hrs	\$4,080.00	\$30,470.00	\$2.78
06 10 11	INTERIOR WOOD BLOCKING							
	wood blocking	1,020.00	m2	\$3.50	m2	\$3,570.00	\$3,570.00	\$0.33
06 18 19	TEMPORARY WORK							
	site security fencing	35.00	m	\$35.00	m	\$1,225.00		
	monthly rental	6.00	mth	\$500.00	mth	\$3,000.00		
	weather tight enclosures	20.00	m2	\$200.00	m2	\$4,000.00		
	safety rails	1.00	sum	\$850.00	sum	\$850.00	\$9,075.00	\$0.83
06 20 00	MILLWORK / FINISH CARPENTRY							
	millwork	0.00	sum	\$0.00	sum	\$0.00		
	finish carpentry	0.00	sum	\$0.00	sum	\$0.00	\$0.00	\$0.00
07 11 13	DAMPPROOFING							
	dampproofing	0.00	m2	\$0.00	m2	\$0.00	\$0.00	\$0.00
07 16 19	CEMENTIOUS WATERPROOFING							
	elevator pits	35.00	m2	\$110.00	m2	\$3,850.00	\$3,850.00	\$0.35
07 21 13	BUILDING INSULATION							
	elevator pit	30.00	m2	\$75.00	m2	\$2,250.00		
	new stair foundation walls	20.00	m2	\$75.00	m2	\$1,500.00	\$3,750.00	\$0.34
07 26 00	WATERPROOFING							
	waterproofing to u/s slabs on grade	0.00	m2	\$0.00	m2	\$0.00		
	waterproofing to walls	0.00	m2	\$0.00	m2	\$0.00	\$0.00	\$0.00
07 53 24	MEMBRANE ROOFING							
	elevator roof	35.00	m2	\$300.00	m2	\$10,500.00		
	new washroom roof	15.00	m2	\$300.00	m2	\$4,500.00		
	existing roof inspection	1.00	sum	\$2,500.00	sum	\$2,500.00		
	repair allowance for existing flat roof.	190.00	m2	\$75.00	m2	\$14,250.00		
	remove, patch, replace existing roof	0.00	m2	\$0.00	m2	\$0.00	\$31,750.00	\$2.89
07 61 00	METAL FLASHING							
	parapet cap flashing	40.00	m	\$55.00	m	\$2,200.00		
	miscellaneous flashings at openings	1.00	sum	\$1,000.00	sum	\$1,000.00	\$3,200.00	\$0.29
07 81 00	SPRAYED FIREPROOFING							
	sprayed fireproofing	0.00	m2	\$0.00	m2	\$0.00	\$0.00	\$0.00

Rodney Heritage Building Renovations						November 6, 2025. R1			
Rodney, Ontario.									
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total	\$/SF
07 84 00	FIRESTOPPING & SMOKE SEALS								
	firestopping	1,020.00	m2	\$2.00	m2	\$2,040.00		\$2,040.00	\$0.19
07 92 10	SEALANTS								
	sealants	1,020.00	m2	\$1.50	m2	\$1,530.00		\$1,530.00	\$0.14
08 11 14	HOLLOW METAL DOORS & FRAMES								
	single door frames	4.00	ea	\$250.00	ea	\$1,000.00			
	single frames for wood doors	0.00	ea	\$0.00	ea	\$0.00			
	double door frames	0.00	ea	\$0.00	ea	\$0.00			
	doors	4.00	ea	\$400.00	ea	\$1,600.00			
	windows or screens	0.00	ea	\$0.00	ea	\$0.00		\$2,600.00	\$0.24
08 11 15	INSTALL METAL DOORS & FRAMES								
	single door frames	4.00	ea	\$125.00	ea	\$500.00			
	double door frames	0.00	ea	\$0.00	ea	\$0.00			
	doors	4.00	ea	\$275.00	ea	\$1,100.00			
	windows or screens	0.00	ea	\$0.00	ea	\$0.00			
	handle doors, frames & screens	8.00	ea	\$75.00	ea	\$600.00		\$2,200.00	\$0.20
08 11 16	ALUMINUM WINDOWS & DOORS								
	aluminum entrances & storefronts	0.00	m2	\$0.00	m2	\$0.00	NIC		
	doors to above	0.00	ea	\$0.00	ea	\$0.00	NIC		
	vestibules	0.00	m2	\$0.00	m2	\$0.00	NIC		
	doors to above	0.00	ea	\$0.00	ea	\$0.00	NIC		
	automatic operators	0.00	ea	\$0.00	ea	\$0.00	NIC		
	aluminum windows	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00	\$0.00
08 14 10	WOOD DOORS & FRAMES								
	single door frames	0.00	ea	\$0.00	ea	\$0.00	NIC		
	double door frames	0.00	ea	\$0.00	ea	\$0.00	NIC		
	doors	0.00	ea	\$0.00	ea	\$0.00	NIC		
	windows or screens	0.00	ea	\$0.00	ea	\$0.00	NIC		
	install wood doors & frames	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
08 36 12	OVERHEAD DOORS								
	overhead doors	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
08 71 10	FINISH HARDWARE								
	hollow metal doors	4.00	ea	\$1,500.00	ea	\$6,000.00			
	wood doors	0.00	ea	\$1,750.00	ea	\$0.00		\$6,000.00	\$0.55
08 80 50	MISCELLANEOUS GLASS & GLAZING								
	glass & glazing	0.00	m2	\$0.00	m2	\$0.00	NIC		
	mirrors	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00	\$0.00
09 23 00	GYPSON BOARD								
	new washroom walls	25.00	m2	\$185.00	m2	\$4,625.00			
	new washroom ceiling	15.00	m2	\$185.00	m2	\$2,775.00			
	second floor partitions -one side only	85.00	m2	\$105.00	m2	\$8,925.00		\$16,325.00	\$1.49
09 30 13	CERAMIC TILE								
	new washroom	0.00	m2	\$0.00	m2	\$0.00	NIC		
	ceramic tile to walls	0.00	m2	\$0.00	m2	\$0.00	NIC		
	tile base	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00	\$0.00
09 51 13	ACOUSTIC CEILINGS								
	acoustic tile ceilings	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00	\$0.00
09 57 00	WOOD CEILINGS								
	wood ceilings	0.00	m2	\$0.00	m2	\$0.00	NIC	\$0.00	\$0.00
09 64 29	WOOD FLOORING								
	wood flooring	0.00	m2	\$0.00	m2	\$0.00	NIC		
	wood baseboards	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00	\$0.00
09 65 19	RESILIENT FLOORING								
	vct flooring	0.00	m2	\$0.00	m2	\$0.00	NIC		
	rubber base	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00	\$0.00

Rodney Heritage Building Renovations						November 6, 2025. R1			
Rodney, Ontario.									
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total	\$/SF
09 68 00	CARPET								
	carpet	0.00	m2	\$0.00	m2	\$0.00	NIC		
	carpet base	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00	\$0.00
09 91 00	PAINTING								
	masonry partitions	0.00	m2	\$0.00	m2	\$0.00	NIC		
	drywall partitions	0.00	m2	\$0.00	m2	\$0.00	NIC		
	drywall ceilings	0.00	m2	\$0.00	m2	\$0.00	NIC		
	exposed structure ceilings	0.00	m2	\$0.00	m2	\$0.00	NIC		
	hollow metal doors, frames & screens	0.00	ea	\$0.00	ea	\$0.00	NIC		
	wood doors finish	0.00	ea	\$0.00	ea	\$0.00	NIC		
	miscellaneous items	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
10 11 13	CHALK, TACK & WHITE BOARDS								
	chalk, tack & white boards	0.00	ea	\$0.00	ea	\$0.00	NIC		
	install tack & white boards	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
10 21 13	TOILET COMPARTMENTS								
	toilet partitions -accessible	0.00	ea	\$0.00	ea	\$0.00	NIC		
	toilet partitions	0.00	ea	\$0.00	ea	\$0.00	NIC		
	urinal screens	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
10 28 00	WASHROOM ACCESSORIES								
	washroom accessories	0.00	ea	\$0.00	ea	\$0.00	NIC		
	install washroom accessories	0.00	ea	\$50.00	ea	\$0.00	NIC	\$0.00	\$0.00
14 20 00	ELEVATORS								
	passenger	1.00	ea	\$140,000.00	ea	\$140,000.00			
	freight	0.00	ea	\$0.00	ea	\$0.00	NIC	\$140,000.00	\$12.76
21 13 13	FIRE PROTECTION								
	fire protection	0.00	m2	\$0.00	m2	\$0.00	NIC		
	fire extinguishers	0.00	ea	\$0.00	ea	\$0.00	NIC		
	fire protection header	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
23 05 00	MECHANICAL								
	plumbing & drainage	0.00	ea	\$0.00	ea	\$0.00	NIC		
	heating & ventilation	0.00	m2	\$0.00	m2	\$0.00	NIC		
	miscellaneous systems	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
23 56 13	SOLAR & WIND ENERGY EQUIPMENT								
	solar panels	0.00	ea	\$0.00	ea	\$0.00	NIC		
	wind energy	0.00	ea	\$0.00	ea	\$0.00	NIC	\$0.00	\$0.00
26 05 01	ELECTRICAL								
	electrical service	0.00	m	\$0.00	m	\$0.00	NIC		
	fire alarm	0.00	m2	\$0.00	m2	\$0.00	NIC		
	security system	0.00	m2	\$0.00	m2	\$0.00	NIC		
	lightning protection system	0.00	m2	\$0.00	m2	\$0.00	NIC		
	miscellaneous systems	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
31 14 13	SITE BACKFILL								
	fill site to new contours at landscape areas	0.00	m3	\$0.00	m3	\$0.00	NIC		
	raise grade at u/s paved surfaces	0.00	mt	\$0.00	mt	\$0.00	NIC	\$0.00	\$0.00
31 23 10	BUILDING EXCAVATION								
	column footings	30.00	m3	\$65.00	m3	\$1,950.00			
	foundation walls	25.00	m3	\$65.00	m3	\$1,625.00			
	elevator pits	40.00	m3	\$65.00	m3	\$2,600.00			
	hand excavation	16.00	hrs	\$85.00	hrs	\$1,360.00			
	fence protection at excavations	1.00	sum	\$500.00	sum	\$500.00			
	Ontario regulation off site disposal testing & reporting	0.00	ea	\$600.00	ea	\$0.00			
	disposal off site (clean)	95.00	m3	\$25.00	m3	\$2,375.00			
	disposal off site (contaminated)	0.00	m3	\$0.00	m3	\$0.00	NIC	\$10,410.00	\$0.95

Rodney Heritage Building Renovations					November 6, 2025. R1				
Rodney, Ontario.									
Section	Item	Quantity		\$/Unit		Totals	Remarks	Section Total	\$/SF
31 23 10	BUILDING BACKFILL								
	column footings	66.00	mt	\$35.00	mt	\$2,310.00			
	foundation walls	55.00	mt	\$35.00	mt	\$1,925.00			
	elevator pits	50.00	mt	\$35.00	mt	\$1,750.00			
	raise grade to u/s slab on grade	0.00	mt	\$0.00	mt	\$0.00	NIC		
	A' to u/s slab on grade	9.00	mt	\$42.00	mt	\$378.00		\$6,363.00	\$0.58
31 23 16	ROCK REMOVAL:								
	drilling & splitting	0.00	m3	\$0.00	m3	\$0.00	NIC		
	drilling & blasting	0.00	m3	\$0.00	m3	\$0.00	NIC		
	rock removal	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00	\$0.00
31 23 19	DEWATERING								
	dewatering	1.00	mth	\$750.00	mth	\$750.00			
	wellpoint system	0.00	mth	\$0.00	mth	\$0.00	NIC	\$750.00	\$0.07
31 41 00	SHORING								
	shoring	0.00	m2	\$0.00	m2	\$0.00	NIC		
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
31 48 00	UNDERPINNING								
	underpinning	0.00	m3	\$0.00	m3	\$0.00	NIC		
	grouting	0.00	m3	\$0.00	m3	\$0.00	NIC	\$0.00	\$0.00
31 66 15	HELICAL PILES:								
	helical piles	0.00	ea	\$0.00	ea	\$0.00	NIC		
	mobilization	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
32 15 00	AGGREGATE SURFACING:								
	MG existing parking lot	1.00	sum	\$5,000.00	sum	\$5,000.00		\$5,000.00	\$0.46
32 31 13	FENCING & GATES								
	chain link fencing & gates	0.00	m	\$0.00	m	\$0.00	NIC	\$0.00	\$0.00
33 44 00	MECHANICAL SITE SERVICES								
	mechanical site services	0.00	ea	\$0.00	ea	\$0.00	NIC		
	dewatering	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
33 46 20	FOUNDATION DRAINAGE								
	underslab weeping tile system	0.00	m	\$0.00	m	\$0.00	NIC		
	perimeter foundation drainage	20.00	m	\$65.00	m	\$1,300.00		\$1,300.00	\$0.12
33 71 75	ELECTRICAL SITE SERVICES								
	electrical site services	0.00	sum	\$0.00	sum	\$0.00	NIC	\$0.00	\$0.00
	Total Base Cost					\$714,553.00		\$714,553.00	\$65.11
	Construction Contingency				5.00%	\$35,728.00			\$3.26
	Total Projected Construction Costs			\$68.36	/sf	\$750,281.00	+HST		\$68.36
	Building Areas:								
	-basement	2,313.00	sf	215.00	m2				
	-ground floor	4,573.00	sf	425.00	m2				
	-2nd floor	4,089.00	sf	380.00	m2				
	Total Building Area	10,975.00	sf	1,020.00	m2				

MEMO

To: Spriet Associates
155 York Street
London, ON, N6A 1A8

Att: Alex Altenliu

Project: **Building Condition Report**
217 Furnival Rd,
Rodney, ON N0L 2C0

From: Patrick O'Neill, Kyle McCallum
Date: May 4, 2026
File: 7568

This report is summary of our observations from the site walkthrough of the above noted location on April 17, 2026. The intent of this report is to document our observations of the existing condition of the building, specifically the mechanical and electrical systems & equipment.

GENERAL

We were escorted through the property by Mike Kalita, Manager of Utilities Services at the Municipality of West Elgin. The townhall, built in 1931, has been vacated since 2019. During that time, all systems including heating and water services have been shut off. This has resulted in a significant amount of black mold in walls and ceilings. This condition is most prominent in the basement. The building is showing signs of many years of neglect both inside and on the exterior of the building.

Refer to the architectural condition report for additional information regarding general building conditions.

MECHANICAL

Fire Protection System

The building is not sprinklered and has no standpipe system.

HVAC (Heating, Ventilation & Air Conditioning)

Basement & Part Ground Floor

This area is served from a floor mounted gas-fired furnace, manufactured by Unitary Products Group (under Johnson Control International), model TG9S100C16MP11A and it has heating capacity of 100,000 BTUH input, 90,000 BTUH output. The furnace is located along the south wall in the middle of the basement. The supply and return ductwork from furnace run exposed through the basement space underside ground floor's floor joists to floor grilles and ceiling grilles. The return duct for the furnace is at the bottom on the side with a 1" filter rack. There does not appear to be any fresh air ducted to this furnace, or provided to the ground or basement through this system. The furnace has intake & combustible air venting that run between joists and exact location of its venting to outside was not visible. The unit is provided with air conditioning coil for cooling. The condensing unit is located outside at the back of the building, wall hung between ground and second floor level. The wall-hung condensing unit is Ducane brand and the model number was obscured and not accessible and appears to be in rough condition. The refrigeration piping runs through the wall of underside second floor into the building and down to the basement's ceiling.

There appear to be couple of PTACs (packaged terminal air conditioner) installed along south wall. Both units are manufactured by Canadian Chromalox but its capacity is unknown.

Community Area (ground floor, front portion of the building):

The main area is fed from floor mounted gas-fired furnace, manufactured by Armstrong Air. The model is GUK075D10-1A with capacity of 75,000 BTUH input, 67,000 BTUH output, and is located in the middle back of the formerly community room which is completely open. The gas piping feeds up from below behind the unit and around it to the side. The supply ductwork is off the top of the furnace to inside t-bar ceiling serving the community room area with ceiling residential style supply grilles in numerous locations. The return for the furnace is at the bottom on the side with a 1" filter rack. The furnace has a standing pilot, and it has a combustion air vent up inside t-bar ceiling and run across to exterior wall above window style air conditioner unit. The furnace has no intake venting from outside. This system does not have air conditioning but there is a window-style air conditioner unit installed north side of the community area above exterior door to condition the heat air during summer season.

Second Floor – Staging Area & Formerly DayCare:

Formerly Daycare is served by ceiling space mounted gas-fired forced air heater only with exposed supply ductwork serving kitchenette (with supply grille) & open area (open-ended) with return duct with filter as return grille at return end. There does not appear to be any fresh air ducted to this forced air system, or provided to the space through this system. This unit is located underside ceiling and it was not readily accessible to determine the model or capacity. The b-vent from forced air heater goes through exterior wall and up in some kind of chimney. The condition of roof portion of the 'b' vent was not visible or accessible. This system does not have air conditioning but there is a window-style air conditioner unit installed south side of the open area to condition the heat air during summer season.

The Staging Area is served by a ceiling mounted gas-fired unit heater, manufactured by Lennox. The model number is LF24-300A-3 with capacity of 300,000 BTUH input, 241,000 BTUH output and is located in the centre of Staging Area's open area along south wall controlled by programmable thermostat. Gas piping feed up from above behind the unit. The unit's 'B' vent goes through exterior wall and up supposedly inside chimney. The condition of roof portion of the 'B' vent was not visible or accessible.

Garage Bay 1 & 2:

Garage Bay 1 is served by a ceiling mounted gas-fired unit heater, manufactured by Lennox and Garage Bay 2 is served by a ceiling mounted gas-fired unit heater, manufactured by Glare. Garage Bay 1's model number is LF24-200-4 and its capacity are not readily accessible. Garage Bay 2's model number and its capacity are not readily accessible to determine the model & its capacity. Garage Bay 1 unit heater's 'B' vent goes through exterior wall of south wall and Garage Bay 2 unit heater's 'B' vent goes through exterior wall of east wall and its condition of the 'B' vent was not visible or accessible.

Public Washrooms (accessible from exterior only):

There is no exhaust fan(s), heating or cooling provided for these public washrooms.



Plumbing Systems – Domestic Water

The incoming domestic water service and meter are located in the basement at the northeast corner of the building. The service appears to be a 2" incoming line connected to a 5/8-inch water meter. From the meter, piping runs beneath the basement slab and throughout the building, with portions obscured from view.

Two 50-gallon electric water heaters were observed. One unit is located on the west side of the basement and serves the majority of the building's plumbing fixtures, with the exception of the second floor. A second 50-gallon electric water heater is located in the kitchenette and serves fixtures on the second floor only.

Domestic hot and cold-water piping is primarily copper and is generally exposed, with no insulation observed. Portions of the piping on the ground and second floors are concealed within walls and ceilings; therefore, their condition could not be fully verified.

Plumbing Systems – Sanitary

The existing sanitary system appears to have been modified over time and consists of a combination of cast iron and ABS piping. The main vertical vent stack is cast iron and extends through the building. Several of the original vertical supports have been removed over the years.

Access to the roof was not available during the site visit, and as such, a full review of the plumbing vent terminations and clearances could not be completed. One vent was observed within the kitchenette, located inside the cupboard beneath the triple sink.

A visual review of the sanitary piping was conducted where accessible. In general, the system appears adequate for the building's current use. Exposed piping consists of a mix of cast iron, ABS, and some PVC. Below-grade sanitary piping was not assessed. The majority of the system is concealed within wall and ceiling spaces and was not accessible for inspection.

A packaged sump pump is located on a shelf in the basement and appears to be ventless. The exact routing of the discharge piping to existing plumbing fixtures is unknown; however, it may be connected to the existing double sink in the community room.

Plumbing Systems – Natural Gas Service

Two gas meters are located along the exterior wall of the south building. Both gas services enter the building and run through the basement; however, the exact routing from each meter to the respective areas could not be confirmed.

Based on a visual review, the gas piping and meters appear to be in good condition.

RECOMMENDATIONS – MECHANICAL SYSTEMS

HVAC (Heating, Ventilation & Air Conditioning) Systems:

All mechanical systems serving the building are in need of replacement. Due to the years of building vacancy, the equipment has not been maintained and is past its life expectancy. The existing equipment

also does not meet current code requirements for fresh air as per ASHREA 62.1. Also, it is likely that the existing ductwork and equipment is contaminated with black mold due to the heavy contamination throughout the basement level. The combination of all these factors contributes to the recommendation of a full upgrade of mechanical systems prior to any occupancy of the building.

Plumbing Systems

Existing plumbing fixtures throughout the building are in poor condition and will require replacement. Significant reconfiguration of the plumbing layout will be necessary to accommodate the proposed future use of the building, including the installation of new plumbing vents in accordance with applicable building codes. A majority of the existing sanitary piping may be reused, subject to confirmation of its condition.

The existing two gas meters and associated gas piping appear to be in good condition and can be reused. Modifications or upgrades can be undertaken, if required, to accommodate any additional gas load demands.

BUDGET ESTIMATE – MECHANICAL SYSTEMS

Below is our ‘rough’ estimate of the costs associated with the mechanical work noted in the recommendations.

ITEM	ESTIMATE
Mechanical Demolition Basement: - HVAC/ductwork: - Plumbing: Main Floor: - HVAC/ductwork: - Plumbing: Second Floor: - HVAC/ductwork: - Plumbing:	 \$6,500 \$4,000 \$6,500 \$1,500 \$6,500 \$1,500
Mechanical HVAC Basement: Main Floor: - Library/Washrooms - Heritage Second Floor: - Kitchen Equipment (Commercial hood)	 \$13,000 \$80,000 \$40,000 \$150,000 \$40,000
Mechanical Plumbing Basement: Main Floor: Second Floor: - Kitchen Equipment	 \$5,000 \$15,000 \$15,000 \$30,000
Total	\$414,500.00



ELECTRICAL

Electrical Service/ Distribution & Wiring

The main electrical service to the building is from an overhead hydro pole at the rear of the property to a service mast on the north side of the building. The service entrance conduit runs down the face of the exterior wall and terminates at the main service entrance disconnect switch.

The main electrical distribution equipment consists of the following:

- 200A, 240V, 1 phase Main Disconnect Switch, fused at 150A
- 200A, 240V utility (Hydro One) Meterbase
- 200A, 120/240V, 1 phase, 40 circuit Main Panelboard (Siemens EQ Loadcentre)

There are a number of sub panels throughout the building fed from the main panelboard noted above including a second panel in the basement, ground floor level (front of building near Furnival Rd.), ground floor garage and second floor behind stage.

There appeared to be a second overhead electrical service that was previously installed on the south side of the building and was removed. The cable support is still visible at high level on the exterior of the building.

Branch circuit wiring and feeders to sub panels consists of a combination of Bx AC90 and NMD90 (non-metallic sheathed) cable. Where the cabling was exposed in utility area, there are signs that modifications and additional circuits have been installed over the lifespan of the building. Given the age of the building, it is likely that some of the branch circuit cabling is aluminum with was commonly used from the mid 60's to late 70's. Electrical panel covers were not removed during the walkthrough to verify this condition.

Knob and tube wiring was observed in the second-floor assembly in an area of the floor that had been removed for structural observations. It is unknown if this wiring was in use for branch circuits when the building was occupied. Knob and tube wiring was primarily used for branch lighting and general outlet circuits in Canada from the early 1900's to 1940's. Based on the electrical distribution installed, retrofits had occurred throughout the years to modernize the electrical system.

Exposed/ surface mounted electrical conduit and wiring have been installed throughout the building. This work was likely completed over the years as circuits were rewired or loads added. This method of wiring would avoid cutting into existing walls. This is common in historic buildings where damage to architectural features is an issue. Although this method of wiring is considered safe, it is more susceptible to damage over time.

Fire Alarm

There is a single stage 5-zone fire alarm system located in the ground floor garage with an annunciator located in the office area of the ground floor. Fire alarm panel is Mircom #FA-1025T. The alarm zones include:

- Zone #1- Basement
- Zone #2- Main Floor
- Zone #3- 2nd Floor
- Zone #4- North Stairs



Zone #5- South Stairs

There is a combination of smoke detectors and heat detectors installed throughout each floor level. Fire alarm pull stations are installed at all require exit doors. Fire alarm signal devices (horns, strobes or bells) could not be located.

The panel was not operational during the site walkthrough. It is unknown if the power supply to the panel is disconnected or if the panel was not functional. Condensation/ moisture build up was observed on the exterior and interior of the fire alarm panel.

Lighting

The interior lighting is a combination of fluorescent tube lighting (recessed and surface mounted) and incandescent lighting. The majority of lighting circuits were shut off at the panel and therefore the majority of the interior lighting was not tested. Generally, the condition of the lighting was poor due to the age of the fixtures and the general neglect of the building since vacated. Many fixtures have visual damage including broken lenses and lamps.

There is minimal exit signs and emergency lighting throughout the building. The majority of signage is located near primary entrance/ exits and stairwells. None of the exit signs or emergency lighting was operational during the walkthrough.

Telecommunications

The incoming telecommunications cables (phone, internet, TV) are fed overhead from the rear of the property.

RECOMMENDATIONS – ELECTRICAL SYSTEMS

Based on our observations during the site walk through, we provide the following recommendations:

- Existing main electrical distribution equipment to be maintained as is until a usage for the building is determined. It is recommended that all sub panels are disconnected. All unnecessary branch circuits are to be disconnected at panels and a minimum number of circuits at the main panel are maintained.
- The electrical service size will need to be reviewed once a usage of the building has been determined. An upgrade to a larger single-phase service or to a three-phase service will likely be required.
- It is recommended that none of the existing branch circuit wiring from the panels is reused for a new occupancy. The entirety of the electrical distribution should be replaced to ensure safety. There are to many unknowns on the condition of the wiring. This will ensure that any aluminum branch circuit wiring and knob and tube is removed from usage.
- The existing fire alarm system and devices are not in a condition to be salvaged/ reused. If required for a new occupancy, this panel and devices should be replaced.
- All lighting fixtures should be replaced with new energy efficient LED fixtures. There are no interior fixtures that are worth salvaging.
- The municipality should determine if there are any architectural lighting fixtures on the exterior of the building that are worth salvaging from a historic perspective. Otherwise, all exterior lighting should be replaced with new energy efficient LED fixtures

BUDGET ESTIMATE – ELECTRICAL SYSTEMS

Below is our ‘rough’ estimate of the costs associated with the electrical work noted in the recommendations.

ITEM	ESTIMATE
Electrical Demolition <ul style="list-style-type: none"> ➤ Disconnect and make safe all branch circuits ➤ Removal of all existing panels. 	\$15,000
Electrical Service Upgrade <ul style="list-style-type: none"> ➤ Bring in a larger single phase service to support additional HVAC & equipment loads. ➤ Hydro & ESA fees 	\$35,000
Electrical Distribution Upgrades <ul style="list-style-type: none"> ➤ Replacement of a main electrical equipment in basement ➤ Replacement of all sub panels 	\$65,000
Lighting & Controls	\$40,000
Electrical Devices, Branch Circuit Wiring, Power to Equipment	\$85,000
Total	\$240,000.00

We trust you find this acceptable, please contact us if there are any questions or comments.



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2026-05-28

Subject: Bylaw to adopt the Elgincentive Community Improvement Plan (CIP)

Recommendation:

THAT By-Law Number 33 of 2026, being a by-law to designate a Community Improvement Project Area, be presented for enactment; And

THAT By-Law Number 34 of 2026, being a by-law to adopt the 2026 Elgincentives Community Improvement Plan, be presented for enactment.

Introduction:

The Municipality of West Elgin participates in Elgincentives, a county-wide Community Improvement Plan developed and funded by the County of Elgin and adopted by the local municipalities. The program has been in place since 2015 and is administered by the County on behalf of the Municipality of West Elgin and other participating municipalities.

After ten years, the County reviewed the program to ensure it continues to meet local and county-wide needs. Municipality of West Elgin staff were involved throughout the review.

The purpose of this report is to ask Council to adopt the updated Elgincentives Community Improvement Plan. Under the Planning Act, the Municipality of West Elgin must adopt the plan by by-law for financial incentive programs to be available locally. Once the required by-laws are adopted, the County of Elgin will continue to administer the program for the Municipality of West Elgin.

Background and Discussion

A Community Improvement Plan (CIP) is a planning tool that helps municipalities improve buildings, neighbourhoods, and local economies in specific areas. A CIP allows a municipality to offer financial incentives, such as grants or loans, to help property owners and businesses make improvements that support community goals.

Under the Planning Act, upper-tier municipalities such as the County of Elgin may help fund and support CIP programs adopted by local municipalities. Elgin County has developed a county-wide CIP framework, known as Elgincentives, which is funded and administered by the County. This approach allows municipalities across Elgin County to support economic development in a coordinated and consistent way.

Since its launch in 2015, Elgincentives has supported private-sector investment, main street revitalization, and local job creation across Elgin County, including within the Municipality of West

Elgin. After ten years of operation, the County, working with its local municipal partners, completed a comprehensive review of the program.

- **Phase 1 – Background Review (Fall 2024 to Spring 2025)** examined program performance over the past decade, including economic impacts, administration, and comparisons with similar programs.
- **Phase 2 – Document Update (Fall 2025 to Winter 2026)** focused on updating the plan to reflect current planning and economic development priorities, modernize incentive programs, and improve clarity and accessibility for applicants.

Municipality of West Elgin staff were involved throughout both phases, including reviewing the Recommendations Brief prior to finalizing the updated CIP.

Key Findings and Plan Updates

The background review identified several areas where updates were required to better support community improvement objectives at the local level:

- Grant amounts no longer reflect current construction, development, and labour costs.
- There is increasing demand for housing-related incentives, which were not included in the original CIP.
- Program structure and documentation could be clearer and easier for applicants to navigate.
- Opportunities exist to better support larger-scale economic drivers while continuing to assist small and locally based businesses.
- The overall plan would benefit from modernization in structure, layout, and presentation.

In response, the updated CIP:

- Retains the existing vision, which emphasizes coordinated leadership in community improvement through incentives delivered locally.
- Updates the plan's goals to emphasize affordable and attainable housing, place-based and main street revitalization, Agri-tourism and rural economic development, building sustainability and efficiency, and overall economic vitality.
- Consolidates twelve existing incentive programs into six streamlined programs to improve clarity and administration.
- Introducing new incentives to support affordable housing and additional dwelling units.
- Increases maximum funding levels, with incentives capped at up to 50 percent of eligible project costs, subject to program-specific limits.

Municipal Leadership Initiatives

The updated CIP also introduces Municipal Leadership Initiatives. These initiatives are not financial incentive programs. Instead, they identify strategic areas where the County, local municipalities, and

community partners may collaboratively advance community improvement objectives over the life of the CIP, subject to Council direction and available resources.

When aligned with financial incentives, these initiatives may enhance the overall effectiveness of community improvement efforts within the Municipality of West Elgin.

Public and Ministry Consultation

In accordance with the Planning Act, a public meeting was held to consider adoption of the updated Elgincentives Community Improvement Plan.

A required consultation meeting with the Ministry of Municipal Affairs and Housing was also held. No major concerns were identified through this process.

Communication Requirements

Following adoption, the County will work with Municipality of West Elgin staff to implement the coordinated communications and marketing plan based on the framework outlined in section 13 of the CIP.

Conclusion:

Adoption of the updated Elgincentives Community Improvement Plan will allow the Municipality of West Elgin to continue participating in a coordinated, county-wide incentive program that supports housing development, economic growth, and community revitalization.

Subject to adoption of the required by-laws, the County of Elgin will proceed with administering the program on behalf of the Municipality of West Elgin, with continued collaboration between Municipality of West Elgin and County staff to support effective and consistent implementation.

The updated Elgincentives Community Improvement Plan is attached for Council's consideration.

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Robin Greenall, CAO



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2026-05-28

Subject: The Use of Alleyway in Commercial Centre of Rodney

Recommendation:

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

That West Elgin Council directs staff to review the information presented by the delegations and return a report on or before the June 25th, 2026, Council meeting.

Purpose:

The purpose of this report is to seek direction from Council regarding the deliveries of good occurring upon and by-law applicable to the roadway between Furnival Road and Stinson Streets in the commercial area of Rodney Ontario.

Background:

There has been an ongoing neighborhood dispute concerning transport vehicles using the alleyway for the delivery of goods to the Rodney Market.

At the Thursday, April 23rd regular meeting of Council, Council received delegations from both the Rodney Market and its' neighbour to address their individual concerns. Council considered if an interim by-law measure should be implemented; Council resolved to maintain status quo, permitting delivery truck to continue use until a final resolution is reached.

Legal representatives for both the Market and the neighbours were asked to draft, in a report, a solution that would support all concerns. Reports were to be received within the timelines for the May 14th, 2026, council meeting. Legal representatives reached out to West Elgin's solicitor to request an extension of the final reports, with a goal for both sides to communicate to reach a mutual understanding/ decision. A two-week extension was granted, and representatives were asked to draft their reports for the May 28th meeting.

The Municipality received final reports just prior to the stated deadlines, reports indicated that communication between the parties did not occur and a mutual agreement was not achieved.

In addition to the final reports, West Elgin also received a concern for L. Wright, Safety and Compliance Coordinator for Canada Cartage. She expressed her concern about transport vehicles entering the alleyway from Moriah Street. See attached correspondence.

With several interested parties expressing differences of opinions on a resolution. Staff are requesting the opportunity to review the information provided through both formal written reports and all delegations to recommend a final solution to Council. Administration will return a written report to Council by June 25th, 2026.

Financial Implications:

None

Policies/Legislation:

[BY-LAW NO. 2001-50 - Parking and Traffic](#)

[BY-LAW NO. 2011-61 – Idling of Vehicles and Boats](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Robin Greenall, Chief Administrative Officer


Concerns with the alley and side streets behind and around Rodney Market

From Liz Wright <EWRright@canadacartage.com>

Date Wed 4/22/2026 4:51 PM

To Robin Greenall <rgreenall@westelgin.net>

Cc Ronald Hansen <RHansen@canadacartage.com>

 5 attachments (740 KB)

Drain 1 in the Alley - Not truck rated.jpg; Signage on Loading doors at the Rodney Market.jpg; Drain 2 in the Alley - Not truck rated.jpg; Town Drain in alley accross from the Alley we use.jpg; Rodney owners car.jpg;

You don't often get email from ewright@canadacartage.com. [Learn why this is important](#)

Good afternoon,

1. It would be advisable to avoid having Semi-Tractor-trailer transports transversing side streets behind and around the Rodney Market.
 - a. Primary concerns with this type of practice involve direct interaction with the public...particularly children – this area around the market is known to have families frequenting in space in and around the residences at the Rodney Market.
 - b. Concerned about a truck damaging the poles, signs or breaking the drains in the alley
2. Tight Maneuvering into back alley creates several significant concerns.
 - a. When alley was originally made it was for straight trucks or smaller transports with 36ft trailers. Now we are coming in with large 53 ft with 3 axles trailers that could weigh up to 114,000 kg (51,709 lbs)
 - b. When the trucks come down Moriah Street, they can't just back down the alley because of the two hydro poles, and some have been using the lot across from the 3P house to turn around.
 - c. There is a drain in the alley across from the alley the trucks go down that has cement damage from the weight of these trucks.
 - d. Down the alley you can see where the asphalt has sunk in from the weight of the trucks also has two drains close to the old Ford Dealer building that can't support the weight of the trucks.
3. Public Discourse regarding challenges at this location are heightening both tensions and potential safety risks.

- a. Drivers are being TOLD to use the alley access route.
- b. Vehicles are being used to restrict access to location from a more favorable and safe access point, i.e. Backing into location from "Furnival Road" (see picture attached)
- c. Specific signage has been installed requesting drivers to contact law enforcement (with the local detachment contact number) for unspecified harassment if utilizing the alley access route (the displayed sign says "If someone Harassed you for doing your job please call Police. Safety comes First")

Elizabeth "Liz" Wright

Safety & Compliance Supervisor

Incident **R**esponse **T**eam

Mobile 226-926-4500

2724 Roxburgh Rd

London, Ontario

N6N 1K9

Canadacartage.com



Geared for Safety

<http://www.canadacartage.com>





This Road is Owned by
Municipality of West Elgin
Unloading Zone Only.
No Parking.
If someone Harass(es) You for Doing Your Job Please Call
Police. Safety comes First.

**Police Help
Line**
1 888 310-1122









Staff Report

Report To: Council Meeting
From: Emma Nilsson, Manager of Corporate Services/Treasurer
Date: 2026-05-28
Subject: 2026 Draft Budget Summary

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled “West Elgin 2026 Draft Budget Summary”, dated May 28, 2026, be received for discussion;

AND THAT Council provide directions to staff regarding any revisions prior to final budget adoption.

Purpose:

The purpose of this report is to provide Council with a summary overview of the 2026 Draft Operating and Capital Budget, including key assumptions, financial pressures, and impacts on taxation.

Background:

In accordance with Section 290(1) of the Municipal Act, 2001, municipalities are required to adopt a balanced budget that includes estimates of all expenditures required for the year. The 2026 Operating and Capital Budgets were developed to support service delivery, respond to inflationary pressures, and invest in key areas of growth and organizational capacity.

The 2026 draft budget addresses inflation, organizational adjustments, and service enhancements, including:

- Targeted staffing investments
- Ergonomic equipment and workplace wellness initiatives
- Environmental and wastewater studies
- Continued investment in critical infrastructure needs

Financial Implications:

The 2026 Draft Budget proposes to raise \$4,722,651.89 in total property taxes, resulting in an annual increase of \$108.32 per year (or \$9.03 per/month) for a residential home valued at \$200,000. This additional \$312,519 raised compared to 2025 results in a 7.09% levy increase.

Council can choose to accept this proposal and vote to approve Capital and Operating Budget as presented, resulting in an increase in the Municipal portion of the property tax rate of 6.56%.

The budget incorporates the use of reserves and reserve funds to support capital projects and mitigate immediate tax impacts, while maintaining reserve balances at sustainable levels.

Continued reliance on external funding sources, including the Ontario Municipal Partnership Fund (OMPF), remains critical in supporting ongoing operations and maintaining affordability for taxpayers. Overall, the financial plan reflects a balanced approach between fiscal responsibility, long-term sustainability, and the delivery of essential municipal services.

Policies/Legislation:

Municipal Act, 2001

Alignment with Strategic Priorities:

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

Discussion:

Department and service highlights of 2026 Draft Budget:

Council

\$23,268 increase compared to 2025 budget

- \$30,000 transfer from reserves with \$10,000 additional spend in 2026 for election costs.
- Additional conference costs.
- \$7,500 for IT equipment (new council).
- Inflationary increases.

Administration-

- Budgeted wages decreased \$25,687 year over year due to:
 - 2% cost of living increase.
 - 4% step increase to recognize experience and progression.
 - Above items offset by salary continuance accrued in 2025.
- \$10,000 increase in software licenses to cover approximately 15 different software licenses essential for our operations and support the current staffing compliment.
- \$10,000 increase in staff recruitment costs.
- Investment in ergonomic assessment and equipment purchases consistent at \$15,000.
 - \$15,000 of 2025 budgeted funds were unused and transferred to 2026 for a total spend of \$30,000.

Fire

- Main drivers of this variance include:
 - New tanker in 2026 was fully funded by reserves (\$491,000).
 - \$67,578 increase in budgeted wages.
 - \$75,000 apparatus reserve transfer for future purchases.
 - In 2025, \$100,000 was transferred from The Tax Rate Stabilization Reserve to fund operations. Supporting operational services through Reserves is not a sustainable practice. The Tax Rate Stabilization reserve is meant to be available for unexpected cost increases, revenue shortfalls, or one-time expenditures.
 - The current budget incorporates the total cost of operations to be supported through the levy. If Council wishes to reduce the impact of total operational cost for Fire Services, they may consider a gradual approach and reducing the use of Reserves over a 2-to-3-year period. Below are the 2026 levy implications of funding a portion of fire operations through the Tax Rate Stabilization Reserve:

Transfer from Tax Rate Stabilization Reserve	% Levy Decrease
\$50,000	1.13%
\$100,000 (2025 level)	2.27%

Police Services-

\$104,603 increase compared to 2025 budget

- 11% increase based on the contract with the OPP. This accounts for a 2.4% increase to the levy.

Roads

\$145,196 increase compared to 2025 budget

- Increase attributable to wages increase of \$69,068 for cost-of-living adjustments
- Municipal Drain Assessment for \$100,000.

Landfill-

\$127,900 increase compared to 2025 budget

- An annual transfer of \$50,000 is budgeted to the Landfill Reserve to save for the eventual closure of the landfill, helping avoid mandatory significant one-time costs to taxpayers when the site reaches the end of its life.
- \$20,000 increase for ground maintenance required to support the additional demands of the landfill as it nears the end of its operational life.
- \$58,500 increased cost for garbage collection due to inflation and increased fuel prices. This budget aligns with proposals for new contract, aimed at minimizing costs.

Parks & Recreation

- \$31,000 budgeted fencing costs for baseball diamond.
- \$1,300 budgeted for portable washrooms for Rodney Park.
- \$50,000 reserve transfer to fund future multi-use pads.
- Arena: \$30,000 additional budgeted equipment maintenance, \$20,000 of which allocated for Zamboni maintenance.
- Master Plans of Rodney Park and Public Consultation for multi-use pads at Miller Park, fully funded by reserves (\$40,000)
- Port Glasgow Trailer Park:
 - Operational costs and Capital projects are completed supported by service revenue, no impact on the municipal levy.
 - An 11% increase has been applied to seasonal trailer park revenues, in line with the Council-approved three-year seasonal rate increases.
 - Operating expenses are approximately 61% higher than the previous year's budget mainly due to increased staffing and ground maintenances service.
 - Capital projects: New washroom fully funded by reserves. (est.\$750,000)

Economic Development

- \$30,000 has been allocated for 2026 economic development projects and services that support initiatives to attract new investment, grow local businesses, and strengthen our economic base.

- There is an additional \$60,000 funded through past reserve transfers for 2025 carryover projects (marketing and branding).

Capital Budget

According to the “2026 Draft Capital Source of Revenue” attachment, \$125,000 (1.7%) of all budgeted capital expenditures are to be funded by general taxation. This accounts for 2.8% of the increase to the levy.

All 2025-2026 reserve fund balances are currently estimates and remain subject to final year-end adjustments. A summary of the projected reserve balances can be found in the “2026 Draft Operating & Capital Budget” attachment.

Conclusion

The 2026 Draft Budget has been developed to balance the municipality’s commitment to maintaining essential service levels with the need for responsible financial management and long-term sustainability.

The budget reflects current economic conditions, ongoing cost pressures, and the necessity of continued investment in municipal infrastructure. While efforts have been made to minimize the impact on taxpayers, the proposed levy increase is required to support service delivery and asset management objectives. The use of reserves has been carefully considered to address immediate needs while preserving financial flexibility for the future. Council’s review and direction will ensure that the final budget aligns with the community’s needs and supports the municipality’s overall strategic priorities moving forward.

Respectfully submitted by,

Emma Nilsson

Manager of Corporate Services/Treasurer

Report Approval Details

Document Title:	2026 Draft Budget Summary -Corporate Services Finance.docx
Attachments:	2026 Draft Operating & Capital Budget.xlsx 2026 Draft Capital Sources of Revenue.xlsx 2026 Municipal Budget – May 28, 2026 Council Meeting.pptx
Final Approval Date:	

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



Municipality of West Elgin

2026 Draft Budget

Rate Increase	6.56%
Levy Increase	7.09%

	2026 Budget	2025 Estimates	2025 Budget	Variance	% Change
Revenues					
Taxation	-\$ 4,722,651.89	- 4,409,538.03	-\$ 4,410,133.31	-\$ 312,519	7%
Local Improvements	- 46,263.21	- 46,263.21	- 48,681.89	\$ 2,419	-5%
PIL	- 119,000.00	- 100,473.01	- 98,000.00	-\$ 21,000	21%
Miscellaneous Revenue	- 163,522.00	- 149,038.39	- 137,076.00	-\$ 26,446	19%
Grants:					
GRANT - OMPF	- 2,223,900.00	- 2,062,100.00	- 2,062,100.00	-\$ 161,800	8%
GRANT - OCIF	- 238,015.00	- 264,461.00	- 264,461.00	\$ 26,446	-10%
GRANT - Canada Day	- 8,000.00	- 8,000.00	- 8,000.00	\$ -	0%
GRANT - SUMMER STUDENT	- 6,160.00	- 4,816.00	- 2,300.00	-\$ 3,860	168%
Departmental Summaries					
Council	\$ 157,615.76	128,945.28	\$ 134,353.24	\$ 23,263	17%
Administration	1,485,713.62	1,537,954.72	1,496,397.92	-\$ 10,684	-1%
Municipal Buildings	172,636.00	100,035.70	98,584.36	\$ 74,052	75%
Fire	801,148.14	949,103.45	760,788.58	\$ 40,360	5%
Police Services	1,080,995.00	954,144.30	976,392.00	\$ 104,603	11%
Conservation Authority	81,948.00	73,496.00	73,496.00	\$ 8,452	11%
Building Inspection	-	-	-	\$ -	0%
Emergency Measures	5,000.00	-	5,000.00	\$ -	0%
By-Law Enforcement	27,200.00	25,585.22	27,200.00	\$ -	0%
Animal Control	11,400.00	7,401.28	11,400.00	\$ -	0%
Roads	1,842,319.82	1,790,423.85	1,697,123.48	\$ 145,196	9%
Four Counties Transit	10,358.00	9,831.74	10,880.00	-\$ 522	-5%
Street Lights	44,500.00	33,574.53	45,000.00	-\$ 500	-1%
Sidewalks	61,500.00	62,047.11	61,500.00	\$ -	0%
Sewage - Rodney	- 0.00	-	-	-\$ 0	0%
Sewage - West Lorne	- 0.00	-	-	-\$ 0	0%
Water	0.00	0.00	-	\$ 0	0%
Landfill	706,358.94	582,756.58	578,458.61	\$ 127,900	22%
Cemeteries	1,000.00	662.08	1,000.00	\$ -	0%
Arena	143,104.48	109,372.67	99,204.00	\$ 43,900	44%
Parks & Recreation	743,083.26	642,725.00	779,040.03	-\$ 35,957	-5%
Port Glasgow Trailer Park	0.00	0.00	-	\$ 0	0%
Libraries	- 0.00	-	4,466.63	\$ 4,467	-100%
Planning	53,000.00	19,068.25	49,404.49	\$ 3,596	7%
Economic Development	30,000.00	60,000.00	60,000.00	-\$ 30,000	-50%
Drains	22,367.87	20,553.55	21,314.23	\$ 1,054	5%
Debentures	46,263.21	75,410.88	48,681.89	-\$ 2,419	-5%
	\$ 0.00	138,402.55	\$ 0.00	\$ 0	



Municipality of West Elgin - Reserve Schedule (Estimates)

2026 Draft Budget

Account Number	Description	2025 Beg Balance	Transfer In	Transfer Out	2025 Balance	Transfer In	Transfer Out	2026 Balance
01-3000-3001	RES-WORKING CAPITAL	760,227.53			760,227.53			760,227.53
01-3000-3002	RES-CONTINGENCIES	456,470.28			456,470.28			456,470.28
01-3000-3003	RES-ROADS	1,462,388.17	344,080.97	(570,527.73)	1,235,941.41	150,000.00	(585,000.00)	800,941.41
01-3000-3004	RES-FIRE TRUCK	585,748.62	200,000.00	(212,537.97)	573,210.65	75,000.00	(507,000.00)	141,210.65
01-3000-3005	RES-RECREATION	116,400.00	50,000.00		166,400.00	70,000.00		236,400.00
01-3000-3006	RES-PARKLAND	88,761.82			88,761.82			88,761.82
01-3000-3007	RES-WASTE MANAGEMENT	740,763.00			740,763.00	50,000.00		790,763.00
01-3000-3008	RES-WATER CONSTRUCTION	50,000.00			50,000.00			50,000.00
01-3000-3010	Reserves - Developments	61,446.17			61,446.17			61,446.17
01-3000-3011	RES - MARINA/WASHROOMS	50,000.00			50,000.00			50,000.00
01-3000-3012	RES - WL COMM IMPROVEMENT	25,748.24			25,748.24			25,748.24
01-3000-3013	RES - GEN WATER CONSTRUCTIO	96,701.52			96,701.52			96,701.52
01-3000-3014	RES - TAXRATE STABILIZATION	2,936,076.40	15,000.00	(29,444.99)	2,921,631.41	50,000.00	(228,353.00)	2,743,278.41
01-3000-3016	RES-BUILDING/SEWAGE REVEN	29,894.00			29,894.00			29,894.00
01-3000-3017	RES-TRAILER PARK	940,693.95	192,681.74		1,133,375.69		(661,313.56)	472,062.13
01-3000-3018	RES-WL HERITAGE H. & HUB	206,766.00			206,766.00			206,766.00
01-3000-3019	RES-CN-RODNEY PARK LAND	100,000.00			100,000.00			100,000.00
01-3000-3020	RES-FIRE COMMUNICATIONS	60,000.00	30,000.00		90,000.00	30,000.00		120,000.00
01-3000-3021	RES-POLICING	209,766.15		(30,000.00)	179,766.15		(30,000.00)	149,766.15
01-3000-3022	RES-DOWNTOWN IMPROVEMENT	250,000.00			250,000.00			250,000.00
01-3000-3023	RES-INSURANCE	-			-			-
01-3000-3024	RES-MUNICIPAL BUILDINGS	423,301.99		(48,911.03)	374,390.96	75,000.00	(370,000.00)	79,390.96
01-3000-3025	RES-MARINA PIER EXTENSION	396,509.02	-		396,509.02			396,509.02
01-3000-3026	Reserves - Marina Bridge	120,000.00	50,000.00		170,000.00	50,000.00		220,000.00
01-3000-3027	RES - Election	21,457.36	10,000.00	-	31,457.36	-	(30,000.00)	1,457.36
01-3000-3028	Reserves - Planning - Official Plan	-			-			-
01-3000-3029	2021-2024 Capital Carried Forward	540,000.00	50,000.00	(175,000.00)	415,000.00	25,000.00	(230,000.00)	210,000.00
01-3000-3030	Reserve - Economic Development	-	60,000.00		60,000.00		(60,000.00)	-
01-3000-3031	County Roads Reserves	247,250.58		(7,504.94)	239,745.64		(3,968.00)	235,777.64
01-3000-3032	County Roads Reserves	50,000.00			50,000.00			50,000.00
01-3000-3034	Reserves - West Lorne Complex	13,426.87	2,530.92		15,957.79		(4,209.00)	11,748.79
01-3000-3035	Reserves - Rodney Library	45,253.48	10,120.43		55,373.91	4,620.08		59,993.99
01-3000-3036	Reserves - Animal Control	9,583.49			9,583.49			9,583.49
01-3000-3037	Reserves - Building Inspection	115,893.64	75,489.76		191,383.40	70,835.00		262,218.40
01-3000-3040	Arena Facility Upgrades	400,000.00			400,000.00		(6,400.00)	393,600.00
01-3000-3042	Dehumidification System	190,000.00	50,000.00	(111,853.00)	128,147.00		(128,147.00)	-
01-3000-3043	Rodney Pool Reserves	25,000.00	150,000.00		175,000.00	50,000.00		225,000.00
01-3000-3044	Old Town Hall Reserves	20,000.00			20,000.00			20,000.00
01-3000-3045	Playground Equipment	26,236.25	262,671.65		288,907.90	120,000.00	(400,000.00)	8,907.90
01-3000-3100	OCIF Funding	1,149,272.93	300,490.07	(725,627.82)	724,135.18	258,964.51	(983,099.69)	-
01-3000-3101	RES - FEDERAL GAS TAX	368,348.94	178,401.18		546,750.12	170,836.65	(500,000.00)	217,586.77
01-3000-3102	RES - PROVINCIAL GAS TAX	29,817.41	10,978.88		40,796.29	11,080.22		51,876.51
01-3000-3201	DISC RESERVES - RODNEY SEWAGE	406,306.14	112,781.88		519,088.02	67,688.64	(519,088.02)	67,688.64
01-3000-3202	DISC RESERVES - WEST LORNE SEWAGE	511,561.28	205,766.76		717,328.04	114,476.39		831,804.43
01-3000-3203	DISC RESERVES - WEST ELGIN WATER DEPT	1,482,282.51	487,735.65	-	1,970,018.16	47,979.22	(203,944.72)	1,814,052.66
		\$ 15,819,353.74	\$ 2,848,729.89	\$ (1,911,407.48)	\$ 16,756,676.15	\$ 1,491,480.71	\$ (5,450,522.99)	\$ 12,797,633.87



Municipality of West Elgin

2026 Draft Budget

Miscellaneous Revenue		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-6100-6101	TAX CERTIFICATES	12,000	12,715.00	12,000.00	12,080.00	9,310.00
01-6100-6102	PHOTOCOPIES	-	100.00	-	-	-
01-6100-6103	911 SIGNS	500	100.00	500.00	480.00	500.00
01-6100-6104	BURIAL PERMITS	4,000	3,000.00	4,000.00	7,440.00	9,000.00
01-6100-6105	MARRIAGE LICENCES	1,000	3,000.00	1,000.00	1,650.00	2,400.00
01-6100-6106	PARKING TICKETS - ELGIN CTY	2,500	5,712.90	2,500.00	16,422.02	5,000.00
01-6100-6107	YACHT CLUB-SEWAGE AGREEME	2,500	2,500.00	2,500.00	2,500.00	2,500.00
01-6100-6108	MISC - NSF CHEQUES-MAPS-	1,500	1,583.78	1,500.00	1,523.51	1,500.00
01-6100-6110	INTEREST	250,000	240,434.91	250,000.00	285,434.91	200,000.00
01-6100-6111	TAX - PENALTY & INTEREST - CURRENT	45,000	48,500.88	45,000.00	47,866.16	40,000.00
01-6100-6112	TAX - PENALTY & INTEREST - PREVIOUS	60,000	81,922.53	60,000.00	56,646.57	40,000.00
01-6100-6113	Agreement - Juice Connect 5yr 2021-2026	1,200	1,200.00	1,200.00	1,200.00	1,200.00
01-6100-6120	ADMINISTRATION FEES	21,187	10,150.00	21,187.00	21,026.20	20,526.20
01-6100-6121	REPRINT OF TAX/WATER BILL	150	-	150.00	180.00	150.00
01-6100-6150	PROCEEDS ON ASSET DISPOSAL	-	-	-	-	-
01-6100-6190	REBATES	-	2,579.39	-	-	500.00
01-6100-7900	TRANSFER TO RESERVES	238,015	264,461.00	264,461.00	311,130.00	311,130.00
01-6100-7901	TRANSFER FROM RESERVES	-	-	-	114,507.57	214,507.57
01-6100-6353	Proceeds on Assest Disposal	-	-	-	-	-
		\$ (163,522.00)	\$ (149,038.39)	\$ (137,076.00)	\$ (257,826.94)	\$ (235,963.77)

Grants		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-6100-6200	GRANT - OMPF	2,223,900	2,062,100.00	2,062,100.00	1,845,400.00	1,845,400.00
01-6100-6201	GRANT - OPERATING GRANT - SAFE RESTART	-	-	-	-	-
01-6100-6204	GRANT - OCIF	238,015	264,461.00	264,461.00	311,130.00	311,130.00
01-6100-6205	GRANT - Ontario Cannabis	-	-	-	-	-
01-6100-6206	GRANT - CANADA DAY	8,000	8,000.00	8,000.00	5,000.00	5,000.00
01-6100-6207	GRANT - ONTARIO INVESTS	-	-	-	-	-
01-6100-6208	GRANT - SUMMER STUDENT	6,160	4,816.00	2,300.00	2,319.00	5,000.00
01-6100-6209	GRANT - MODERNIZATION	-	-	-	-	-
01-6100-6210	GRANT - ICIP: COVID Stream - Local Government	-	-	-	-	-
01-6100-6211	GRANT - Covid Recovery	-	-	-	-	-
01-6100-6212	GRANT - Enabling Accessibility	-	-	-	-	-
01-6100-6213	GRANT - Municipal Modernization Service & Digital	-	-	-	71,995.60	71,995.60
01-6100-6214	Grant - FCM Asset Management	-	-	-	-	-
01-6100-6215	Grant - Municipal Modernization Payroll & Timekeep	-	-	-	-	-
01-6100-6216	Grant - Rodney Cemetery	-	-	-	-	-
		\$ (2,476,075.00)	\$ (2,339,377.00)	\$ (2,336,861.00)	\$ (2,091,853.40)	\$ (2,094,534.40)



Municipality of West Elgin

2026 Draft Budget

Council		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7000-7400	WAGES	86,894	80,107.06	83,193.56	78,536.32	75,213.04
01-7000-7401	CPP EXPENSE	3,027	3,160.39	2,495.81	2,644.89	2,554.40
01-7000-7403	EHT EXPENSE	1,694	1,561.88	1,663.87	1,531.36	1,466.62
01-7000-7440	CONFERENCES/SEMINARS/MEETINGS	20,000	7,182.87	10,000.00	5,132.33	15,000.00
01-7000-7442	MILEAGE	2,500	1,206.62	1,000.00	304.71	500.00
01-7000-7443	MEALS	1,000	176.45	1,000.00	412.82	1,000.00
01-7000-7444	RECOGNITION AWARD - Volunteers Appreciation	10,000	5,023.20	10,000.00	5,987.20	10,000.00
01-7000-7447	ELECTION EXPENSE	40,000			-	-
01-7000-7614	Legal	10,000	17,280.43	10,000.00	811.53	15,000.00
01-7000-7660	OTHER SUPPLIES	12,500	3,246.38	5,000.00	3,175.92	5,000.00
01-7000-7900	TRANSFER TO RESERVES		10,000.00	10,000.00	-	-
01-7000-7901	Transfer from Reserves	- 30,000		-	-	-
		\$ 157,615.76	\$ 128,945.28	\$ 134,353.24	\$ 98,537.08	\$ 125,734.06



Municipality of West Elgin

2026 Draft Budget

Administration		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7010-7400	WAGES	754,178	835,209.79	796,988.65	584,725.59	532,048.44
01-7010-7401	CPP EXPENSE	33,007	34,682.98	31,879.55	24,335.84	21,281.94
01-7010-7402	EI EXPENSE	9,946	10,920.28	7,969.89	8,187.66	10,640.97
01-7010-7403	EHT EXPENSE	14,706	16,540.87	15,939.77	11,463.12	10,640.97
01-7010-7404	WSIB	22,962	23,447.81	23,909.66	17,230.85	15,961.45
01-7010-7405	LIFE INSURANCE	4,332	3,934.24	2,800.00	2,662.38	2,500.00
01-7010-7406	BENEFITS EXPENSE	40,842	44,414.25	46,200.00	30,717.05	32,000.00
01-7010-7407	OMERS EXPENSE	79,417	68,953.77	79,698.87	56,905.21	53,204.84
01-7010-7408	POST RETIREMENT BENEFITS	5,000	4,905.87	6,000.00	5,365.30	6,000.00
01-7010-7409	UNION WAGES	-	-	-	-	-
01-7010-7411	COVID-19	-	-	-	-	-
01-7010-7415	TRAINING	15,545	7,609.07	7,000.00	6,038.71	7,000.00
01-7010-7430	WAGES TRANSFER-IN	27,251	23,695.97	18,377.46	23,577.62	16,750.93
01-7010-7431	WAGES TRANSFER OUT	43,380	-	55,817.12	47,269.68	28,000.00
01-7010-7440	CONFERENCES/SEMINARS/MEETINGS	11,000	4,505.17	10,000.00	4,043.51	10,000.00
01-7010-7441	MEMBERSHIPS & DUJES	10,000	7,433.83	10,000.00	8,167.30	8,000.00
01-7010-7442	MILEAGE	2,000	1,144.14	2,000.00	1,310.34	1,500.00
01-7010-7443	MEALS	2,000	1,528.25	2,000.00	282.26	1,000.00
01-7010-7444	Employee Recognition	10,000	3,014.77	10,000.00	1,931.07	10,000.00
01-7010-7445	GRANTS/DONATIONS	30,000	29,583.83	30,000.00	29,465.88	30,000.00
01-7010-7446	Staff Recruitment	15,000	5,088.00	5,000.00	3,462.90	5,000.00
01-7010-7448	TAX SALES	-	4,817.05	-	-	-
01-7010-7449	ASSET MANAGEMENT	96,660	54,019.13	108,300.00	110,111.66	97,018.27
01-7010-7450	HEALTH & SAFETY	1,000	227.28	2,000.00	180.31	1,000.00
01-7010-7451	MARRIAGE LICENSE	1,200	1,200.00	-	-	3,000.00
01-7010-7452	BOOT & CLOTHING ALLOWANCE	-	-	-	810.48	1,000.00
01-7010-7462	CANADA DAY	-	432.55	-	-	-
01-7010-7463	RODNEY FAIR	-	-	-	-	-
Administration		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7010-7470	911 EMERGENCY	2,800	2,788.76	2,800.00	2,786.91	2,500.00
01-7010-7510	Insurance - Cyber	18,498	21,157.70	21,600.00	16,200.00	16,200.00
01-7010-7601	PHONE & INTERNET	11,000	9,072.87	12,000.00	7,936.17	9,000.00
01-7010-7602	SOFTWARE LICENSE	80,000	75,657.66	70,000.00	62,880.92	50,000.00
01-7010-7610	EQUIPMENT LEASES	10,751	10,143.16	10,751.19	9,006.46	15,000.00
01-7010-7611	EQUIPMENT MAINTENANCE	4,000	3,030.45	3,000.00	1,977.16	3,500.00
01-7010-7613	EQUIPMENT PURCHASE	30,000	-	15,000.00	1,323.43	5,000.00
01-7010-7618	SUBSCRIPTIONS	500	459.02	500.00	80.39	1,000.00
01-7010-7650	OFFICE SUPPLIES	6,000	7,664.63	6,000.00	5,695.48	7,000.00
01-7010-7651	POSTAGE & COURIER	13,000	11,533.47	13,000.00	12,643.14	7,000.00
01-7010-7652	ADVERTISING	5,000	7,836.58	5,000.00	8,376.22	3,000.00
01-7010-7653	BANK CHARGES	8,000	9,366.91	8,000.00	6,986.28	8,000.00
01-7010-7675	LEGAL	30,000	36,219.54	30,000.00	51,421.38	30,000.00
01-7010-7676	AUDIT	32,000	31,974.88	32,000.00	50,015.62	25,000.00
01-7010-7677	CONSULTING SERVICES	10,000	22,523.24	10,000.00	21,725.00	-
01-7010-7678	SPECIAL PROJECTS - Environmental Study	-	20,160.96	50,000.00	54,556.84	-
01-7010-7680	CONTRACTED SERVICES - IT Support	96,500	82,783.24	96,500.00	41,798.86	40,000.00
01-7010-7681	Development Charges Background Study/Waste Water Modeling	80,000	9,284.03	50,000.00	28,366.33	30,600.00
01-7010-7682	Strategic Plan	-	-	-	643.52	100,000.00
01-7010-7699	BILLABLE	-	3,433.71	-	-	-
01-7010-7900	TRANSFER TO RESERVE	-	15,000.00	-	-	-
01-7010-7901	TRANSFER FROM RESERVES	95,000	29,444.99	100,000.00	40,940.66	40,940.66
01-7010-8000	CAPITAL - VoIP Phones	-	-	-	-	-
01-7010-8001	CAPITAL - WEBSITE DEVELOPMENT	-	-	-	-	-
01-7010-8002	CAPITAL - E-AGENDA SOFTWARE	-	-	-	-	-
01-7010-8003	CAPITAL - ASSET MANAGEMENT SOFTWARE	-	-	-	-	-
01-7010-8004	CAPITAL - SECURITY CAMERAS	-	-	-	-	-
01-7010-8005	CAPITAL - KEYLESS ACCESS CONTROL	-	-	-	-	-
01-7010-8006	CAPITAL - CONFERENCING EQUIPMENT	-	-	-	-	-
01-7010-8007	CAPITAL - Laserfiche	-	-	-	-	-
01-7010-8008	CAPITAL - Electronic Signs	-	-	-	-	-
01-7010-8009	CAPITAL - Server Replacement	-	-	-	-	-
01-7010-8010	CAPITAL - Folder	-	-	-	-	10,000.00
		\$ 1,485,713.62	\$ 1,537,954.72	\$ 1,496,397.92	\$ 1,227,184.81	\$ 1,169,407.15



Municipality of West Elgin

2026 Draft Budget

Building - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7011-6322	BACK ST LOT (BELL)RENT	- 8,000	- 8,000.00	- 8,000.00	- 8,176.99	- 8,200.00
01-7011-7500	HYDRO	5,000	4,568.28	5,000.00	4,663.19	5,000.00
01-7011-7501	GAS	3,000	2,756.07	3,000.00	2,746.45	3,000.00
01-7011-7502	WATER	300	208.73	300.00	259.79	300.00
01-7011-7510	INSURANCE	60,153	60,390.00	60,390.00	60,767.80	58,150.96
01-7011-7515	BUILDING REPAIRS & MAINTENANCE	5,000	9,002.54	5,000.00	11,162.24	5,000.00
01-7011-7516	JANITORIAL	13,000	11,524.51	13,000.00	11,576.63	12,000.00
01-7011-7520	GROUNDS MAINTENANCE	3,000	2,586.21	3,000.00	2,996.16	2,500.00
01-7011-7611	EQUIPMENT MAINTENANCE	-	-	-	-	-
01-7011-7613	EQUIPMENT PURCHASE	-	-	-	-	-
01-7011-7900	TRANSFER TO RESERVE	75,000	-	-	-	-
01-7011-7901	TRANSFER FROM RESERVES	-	-	-	-	-
01-7011-8000	CAPITAL - MUNICIPAL BUILDING RENOVATIONS	-	-	-	-	-
01-7011-8004	CAPITAL - Parking Lot Extension	-	-	-	10,833.39	25,000.00
		\$ 156,453.00	\$ 83,036.34	\$ 81,690.00	\$ 96,828.66	\$ 102,750.96

Building - Old Town Hall		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7012-6320	HALL RENT	-	-	-	-	-
01-7012-7500	HYDRO	1,000	515.97	1,000.00	497.68	1,500.00
01-7012-7501	GAS	-	-	-	-	-
01-7012-7502	WATER	-	-	-	-	-
01-7012-7510	INSURANCE	15,183	15,894.36	15,894.36	16,239.96	16,239.96
01-7012-7515	BUILDING REPAIR & MAINTENANCE	-	589.13	-	-	-
01-7012-7516	JANITORIAL	-	-	-	-	-
01-7012-7677	CONSULTING SERVICES	-	-	-	-	-
01-7012-7900	TRANSFER TO RESERVES	-	-	-	-	-
01-7012-7901	TRANSFER FROM RESERVES	-	19,517.93	20,000.00	-	30,000.00
01-7012-8000	CAPITAL - BUILDING RENOVATIONS	-	19,517.83	20,000.00	4,545.09	30,000.00
		\$ 16,183.00	\$ 16,999.36	\$ 16,894.36	\$ 21,282.73	\$ 17,739.96



Municipality of West Elgin

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Fire		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7070-6190	Rebates - Lighting Program	-	-	-	1,641.00	2,100.00
01-7070-6310	REVENUE - MTO	25,000	14,855.79	25,000.00	26,824.45	17,000.00
01-7070-6350	GRANT - Fire Safety	-	-	-	1,659.60	1,659.60
01-7070-6351	GRANT - Community Emergency Preparedness	-	-	-	50,000.00	-
01-7070-6352	GRANT - Fire Protection Grant	32,890	-	16,822.63	-	-
01-7070-6353	GRANT - Fire Protection Grant (FY24-25)	-	15,846.43	-	-	-
01-7070-6360	Fire - Donations	-	200.00	-	315.00	-
01-7070-6800	PROCEEDS ON ASSET DISPOSAL	-	2,320.98	-	-	-
01-7070-7400	WAGES	270,830	264,514.79	210,078.81	205,959.62	223,656.66
01-7070-7401	CPP EXPENSE	-	-	-	-	-
01-7070-7402	EI EXPENSE	60	31.25	60.00	51.85	90.00
01-7070-7403	EHT EXPENSE	4,645	4,553.57	3,490.26	3,421.82	4,473.13
01-7070-7404	WSIB	12,500	12,334.14	6,827.56	5,838.73	7,268.84
01-7070-7405	LIFE INSURANCE	10,500	9,578.52	10,500.00	9,656.28	10,500.00
01-7070-7410	PUBLIC EDUCATION	5,000	5,008.45	4,000.00	4,711.02	3,000.00
01-7070-7415	TRAINING	20,000	29,302.25	20,900.00	18,519.20	15,500.00
01-7070-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	-	-	-
01-7070-7441	MEMBERSHIPS & DUES	400	550.00	400.00	375.00	250.00
01-7070-7442	MILEAGE	6,000	3,389.18	6,000.00	6,285.95	11,000.00
01-7070-7443	MEALS	1,500	1,944.60	1,500.00	1,392.71	1,500.00
01-7070-7444	EMPLOYEE RECOGNITION	1,000	939.23	1,000.00	-	1,000.00
01-7070-7450	HEALTH & SAFETY	2,000	774.87	2,000.00	1,918.74	2,500.00
01-7070-7451	Personal Protective Equipment	28,000	34,834.28	26,700.00	7,878.59	24,000.00
01-7070-7452	UNIFORMS	7,800	3,283.15	7,800.00	2,997.51	6,250.00
01-7070-7453	Operational Supplies	4,000	4,391.55	4,000.00	6,073.60	2,000.00
01-7070-7500	HYDRO	10,000	9,489.57	10,000.00	9,378.53	10,000.00
Fire		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7070-7501	GAS	6,000	5,176.41	6,000.00	5,462.12	6,000.00
01-7070-7502	WATER	1,518	1,380.45	1,579.22	1,435.65	1,200.00
01-7070-7510	INSURANCE	29,498	29,088.36	29,088.36	27,093.24	27,093.24
01-7070-7515	BUILDING REPAIRS & MAINTENANCE	30,600	26,468.79	30,600.00	25,669.65	20,000.00
01-7070-7516	JANITORIAL	2,500	1,561.65	2,500.00	2,263.38	1,400.00
01-7070-7529	Administration Expense	600	508.80	600.00	508.80	600.00
01-7070-7601	PHONE & INTERNET	6,000	5,620.34	6,000.00	5,307.73	5,500.00
01-7070-7602	SOFTWARE LICENSES	4,000	5,180.29	4,000.00	3,822.11	5,000.00
01-7070-7611	EQUIPMENT MAINTENANCE	23,000	26,209.26	20,000.00	18,103.55	25,000.00
01-7070-7613	EQUIPMENT PURCHASE	22,500	30,038.62	27,900.00	29,809.92	25,200.00
01-7070-7614	EQUIPMENT RENTAL	3,000	2,579.52	3,000.00	2,583.30	5,000.00
01-7070-7615	RADIO LICENCING	12,000	11,164.29	12,000.00	11,535.31	13,000.00
01-7070-7621	HYDRANTS RENTAL	19,600	19,600.00	19,600.00	19,600.00	19,600.00
01-7070-7650	OFFICE SUPPLIES	300	205.85	-	-	-
01-7070-7651	POSTAGE & COURIER	100	173.33	100.00	1.87	200.00
01-7070-7652	ADVERTISING	200	122.11	-	-	-
01-7070-7660	MEDICAL SUPPLIES	1,200	2,820.70	1,200.00	1,060.63	1,500.00
01-7070-7665	Consulting Services - Community Risk Assessment	13,000	2,544.00	-	-	10,000.00
01-7070-7680	CONTRACTED SERVICES	125,687	125,623.40	125,687.00	121,863.36	106,234.50
01-7070-7701	FUEL - GAS	1,000	566.63	1,000.00	721.69	1,000.00
01-7070-7702	FUEL - DIESEL	7,500	6,750.04	6,500.00	5,951.02	4,000.00
01-7070-7705	VEHICLE - REPAIRS & MAINTENANCE	35,000	35,783.93	25,000.00	29,592.53	25,000.00
01-7070-7900	TRANSFER TO RESERVES	105,000	230,000.00	230,000.00	200,000.00	180,000.00
01-7070-7901	Transfer from Reserves	507,000	262,537.97	847,129.00	-	30,000.00
01-7070-8000	CAPITAL - Tanker	491,000	212,537.97	697,129.00	134,571.32	55,000.00
Fire		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7070-8001	CAPITAL - SCBA 2 Paks, 4 Cylinders	25,000	23,890.73	25,000.00	-	-
01-7070-8002	CAPITAL - Washroom Renovations	-	54,349.75	50,000.00	-	-
01-7070-8003	CAPITAL - Hose replacement	16,000	-	10,000.00	-	-
		\$ 801,148.14	\$ 949,103.45	\$ 760,788.58	\$ 850,976.28	\$ 809,756.77



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Police		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7090-7440	CONFERENCES/SEMINARS/MEETINGS	5,000	5,000.00	-	-	-
01-7090-7680	CONTRACTED SERVICES	1,105,995	979,144.30	996,392.00	959,758.23	969,606.00
01-7090-7681	COURT COSTS	-	-	10,000.00	7,500.00	10,000.00
01-7090-7900	TRANSFER TO RESERVE	-	-	-	-	-
01-7090-7901	Transfer from Reserves	- 30,000	- 30,000.00	- 30,000.00	-	-
		\$ 1,080,995.00	\$ 954,144.30	\$ 976,392.00	\$ 967,258.23	\$ 979,606.00



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Lower Thames Conservation Authority		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7100-7695	GENERAL LEVY - CONSERVATION AUTHORITY	81,948.00	73,496.00	73,496.00	\$ 70,721.00	\$ 70,721.00



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Building Inspection		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7120-6330	SEPTIC PERMITS	- 9,000	- 6,070.00	- 9,000.00	- 9,020.00	- 7,000.00
01-7120-6331	BUILDING PERMITS	- 172,000	- 179,060.36	- 172,000.00	- 172,885.65	- 114,000.00
01-7120-6332	PLUMBING PERMITS	-	-	-	-	500.00
01-7120-6333	SEPTIC - CLEARANCE CERTIFICATE	-	-	-	80.00	100.00
01-7120-6334	Building Certificates	-	25.00	-	-	-
01-7120-6335	Outstanding Site Plan and Grading Balances	-	-	-	-	-
01-7120-7415	TRAINING	-	-	-	-	-
01-7120-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	-	-	-
01-7120-7441	MEMBERSHIPS & DUES	-	-	-	-	-
01-7120-7442	MILEAGE	-	-	-	-	-
01-7120-7452	BOOT & CLOTHING ALLOWANCE	-	-	-	-	-
01-7120-7601	PHONE & INTERNET	-	-	-	-	-
01-7120-7602	Software License	-	-	6,105.00	6,105.60	6,105.60
01-7120-7618	SUBSCRIPTIONS & PUBLICATIONS	-	-	-	-	-
01-7120-7620	Software License	6,105	6,105.60	-	-	-
01-7120-7622	EMERGENCY MEASURES	-	-	-	-	-
01-7120-7650	OFFICE SUPPLIES	500	-	500.00	263.41	-
01-7120-7652	Advertising	-	-	-	-	-
01-7120-7675	Legal Expense	-	-	-	-	-
01-7120-7680	CONTRACTED SERVICES - Shared Service with Township of South	103,560	103,560.00	103,560.00	99,735.47	94,150.00
01-7120-7900	TRANSFER TO RESERVES	70,835	75,489.76	70,835.00	75,881.17	-
01-7120-7901	Transfer from Reserves	-	-	-	-	-
		\$ -	\$ 0.00	\$ -	\$ 0.00	\$ (21,344.40)



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Emergency Measures		2026 Budget	2025 Estimates	202 Budget	2024 Actuals	2024 Budget
01-7121-7622	Emergency Measures	\$ 5,000.00		5,000.00	\$ -	\$ -



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By-Law Enforcement		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7140-6108	BY-LAW ENFORCEMENT		125.00	-	-	-
01-7140-6109	Parking Tickets			-	-	-
01-7140-6110	Backyard Hens License Fee	-	149.00	-	-	-
01-7140-7370	BY-LAW ENFORCEMENT	-		-	-	-
01-7140-7400	WAGES			-	-	-
01-7140-7401	CPP EXPENSE			-	-	-
01-7140-7402	EI EXPENSE			-	-	-
01-7140-7403	EHT EXPENSE			-	-	-
01-7140-7404	WSIB			-	-	-
01-7140-7415	Training	-		-	-	-
01-7140-7442	MILEAGE			-	-	-
01-7140-7601	PHONE & INTERNET			-	-	-
01-7140-7650	OFFICE SUPPLIES			-	-	-
01-7140-7651	POSTAGE & COURIER	200	121.07	200.00	24.94	200.00
01-7140-7680	Contracted Services	27,000	25,738.15	27,000.00	26,355.84	29,694.00
01-7140-7705	Vehicle Expense			-	-	-
		\$ 27,200.00	\$ 25,585.22	\$ 27,200.00	\$ 26,380.78	\$ 29,894.00



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Animal Control		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7150-6340	Backyard Hens License Feee	-	-	-	-	-
01-7150-6341	KENNEL LICENSE	600	600.00	600.00	600.00	500.00
01-7150-6342	LIVESTOCK CLAIMS	-	-	-	-	-
01-7150-7476	LIVESTOCK CLAIMS	-	-	-	-	-
01-7150-7651	Postage & Courier	-	-	-	1.87	-
01-7150-7660	OTHER SUPPLIES & SERVICES	-	-	-	-	2,000.00
01-7150-7680	CONTRACTED SERVICES	12,000	8,001.28	12,000.00	10,899.90	10,000.00
01-7150-7681	Animal Control - Cats	-	-	-	-	-
01-7150-7900	TRANSFER TO RESERVES	-	-	-	-	-
01-7150-7901	Transfer from Reserves	-	-	-	-	-
		\$ 11,400.00	\$ 7,401.28	\$ 11,400.00	\$ 10,301.77	\$ 11,500.00



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Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-6211	GRANT - CCBF (Canada Community Building Fund)	- 165,716	- 165,715.64	- 165,716.00	- 161,554.95	- 159,087.00
01-7200-6212	GRANT - INVESTING IN CANADA INFRASTRUCTURE	-	- 194,580.97	-	- 172,402.50	- 225,000.00
01-7200-6213	GRANT - EV Charging Stations	-	-	- 140,000.00	-	- 125,512.00
01-7200-6214	GRANT - Green Economy Canada	-	-	- 100,000.00	-	-
01-7200-6215	GRANT - Intact Municipal Climate Resiliency	-	-	- 200,000.00	-	-
01-7200-6350	FSC - ROADS	- 153,000	- 181,864.48	- 125,000.00	- 121,959.70	- 150,000.00
01-7200-6351	COUNTY SHARE OF ADMIN OH	- 29,854	- 28,432.53	- 28,432.53	- 27,875.03	- 27,000.00
01-7200-6352	LICENCE FEES - AGGREGATE PRODUCERS	- 7,500	- 6,656.60	- 7,500.00	- 6,376.94	- 10,000.00
01-7200-6353	GAIN/LOSS ON ASSET DISPOSAL	- 10,000	-	- 40,000.00	- 25,745.28	-
01-7200-7001	A-BRIDGES/CULVTS-WAGES	17,500	17,024.30	17,500.00	10,798.26	17,500.00
01-7200-7002	A-BRIDGES/CULVTS-MT	20,000	31,119.60	20,000.00	14,074.97	20,000.00
01-7200-7003	A-BRIDGES/CULVTS-MATERIAL	25,000	373.78	25,000.00	2,522.84	15,000.00
01-7200-7011	B-1-MOWING/SPRAY-WAGES	40,000	43,042.35	40,000.00	40,521.32	22,500.00
01-7200-7012	B-1-MOWING/SPRAY-MT	30,000	13,711.91	30,000.00	29,308.41	15,000.00
01-7200-7013	B-1-MOWING/SPRAY-MATERIAL	7,500	13,429.31	7,500.00	7,225.73	7,500.00
01-7200-7021	B-2-BRUSHING-WAGES	25,000	22,096.59	20,000.00	18,038.64	40,000.00
01-7200-7022	B-2-BRUSHING-MT	25,000	14,810.98	20,000.00	13,249.29	40,000.00
01-7200-7023	B-2-BRUSHING-MATERIAL	25,000	15,758.19	20,000.00	17,689.35	35,000.00
01-7200-7031	B-3-DITCHING-WAGES	25,000	1,133.18	25,000.00	26,043.58	15,000.00
01-7200-7032	B-3-DITCHING-MT	30,000	1,588.30	30,000.00	30,334.90	20,000.00
01-7200-7033	B-3-DITCHING-MATERIAL	1,000	132.96	1,000.00	1,160.06	1,000.00
01-7200-7041	B-4-CATCHBASINS-WAGES	15,000	10,346.85	15,000.00	22,075.97	15,000.00
01-7200-7042	B-4-CATCHBASINS-MT	10,000	11,542.80	10,000.00	16,211.40	10,000.00
01-7200-7043	B-4-CATCHBASINS-MATERIAL	5,000	718.28	5,000.00	4,598.55	5,000.00
01-7200-7051	B-5-DEBRIS/LITTER-WAGES	3,000	1,038.67	3,000.00	1,196.05	3,000.00
01-7200-7052	B-5-DEBRIS/LITTER-MT	2,500	794.00	2,500.00	637.53	2,500.00
Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-7053	B-5-DEBRIS/LITTER-MATERIA	500	45.78	500.00	45.78	500.00
01-7200-7061	C-1-HARDTOP-WAGES	20,000	14,251.71	20,000.00	12,828.07	17,500.00
01-7200-7062	C-1-HARDTOP-MT	15,000	8,914.80	15,000.00	8,663.03	15,000.00
01-7200-7063	C-1-HARDTOP-MATERIAL	10,000	9,365.84	30,000.00	3,751.21	30,000.00
01-7200-7071	C-2-ROD/WL ST-WAGES	1,000	424.10	1,000.00	1,075.84	1,000.00
01-7200-7072	C-2-ROD/WL ST-MT	1,500	-	1,500.00	1,352.49	1,000.00
01-7200-7073	C-2-ROD/WL ST-MATERIAL	-	-	-	-	500.00
01-7200-7081	C-3-SHOULDER MAINT-WAGES	8,000	3,627.71	8,000.00	10,780.81	7,500.00
01-7200-7082	C-3-SHOULDER MAINT-MT	7,000	2,212.43	7,000.00	5,538.73	7,500.00
01-7200-7083	C-3-SHOULDER MAINT-MATERI	2,500	-	2,500.00	12,011.81	1,000.00
01-7200-7091	C-4-RESURFACING-WAGES	2,500	794.32	2,500.00	2,353.65	-
01-7200-7092	C-4-RESURFACING-MT	2,500	503.75	2,500.00	2,135.49	-
01-7200-7093	C-4-RESURFACING-MATERIAL	2,500	-	2,500.00	2,417.82	-
01-7200-7101	D-2 GRADING/SCARIFI-WAGES	65,000	60,954.13	60,000.00	81,694.06	50,000.00
01-7200-7102	D-2 GRADING/SCARI-MT	100,000	107,002.68	100,000.00	84,480.06	100,000.00
01-7200-7103	D-2 GRADING/SCARI-MATERIAL	10,000	9,631.58	10,000.00	9,503.51	7,500.00
01-7200-7111	D-3 DUST LAYER-WAGES	1,500	-	1,500.00	906.72	1,500.00
01-7200-7112	D-3 DUST LAYER-MT	1,500	-	1,500.00	329.82	1,500.00
01-7200-7113	D-3 DUST LAYER-MATERIAL	245,000	207,705.21	245,000.00	209,716.30	280,000.00
01-7200-7121	D-5 GRAVEL RESURFACE-WAGE	5,000	4,001.25	5,000.00	4,065.90	5,000.00
01-7200-7122	D-5 GRAVEL RESURFACE-MT	10,000	734.35	10,000.00	37,170.31	10,000.00
01-7200-7123	D-5 GRAVEL RESUR-MATERIAL	345,000	341,095.48	340,000.00	193,360.20	225,000.00
01-7200-7131	E-1 SNOW PLOW/REMOV-WAGES	25,000	32,096.40	25,000.00	13,945.96	15,000.00
01-7200-7132	E-1 SNOW PLOW/REMOV-MT	50,000	53,098.39	50,000.00	21,002.77	17,500.00
01-7200-7133	E-1 SNOW PLOW/REM-MATERIA	10,000	13,321.03	10,000.00	5,658.86	5,000.00



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Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-7141	E-2 SANDING/SALTING-WAGES	5,000	7,671.76	5,000.00	9,102.55	7,500.00
01-7200-7142	E-2 SANDING/SALTING-MT	7,500	9,873.95	7,500.00	6,455.79	10,000.00
01-7200-7143	E-2 SANDING/SALT-MATERIAL	30,000	44,186.97	30,000.00	29,988.82	15,000.00
01-7200-7151	E-3 PLOW/SAND/SALT-WAGES	30,000	26,969.76	30,000.00	19,265.63	7,500.00
01-7200-7152	E-3 PLOW/SAND/SALT-MT	50,000	51,354.74	50,000.00	11,496.34	10,000.00
01-7200-7161	F SAFETY-WAGES	20,000	50,778.65	20,000.00	35,640.68	17,500.00
01-7200-7162	F SAFETY-MT	10,000	15,224.31	10,000.00	13,886.27	10,000.00
01-7200-7163	F SAFETY-MATERIAL	25,000	20,076.69	10,000.00	38,904.31	20,000.00
01-7200-7171	G-1 MUN DR REPAIR-WAGES	5,000	1,003.98	5,000.00	1,495.61	7,500.00
01-7200-7172	G-1 MUN DR REPAIR-MT	5,000	122.60	5,000.00	131.93	7,500.00
01-7200-7173	G-1 MUN DR REPAIR-MATERIA	100,000	209,653.82	-	83,618.43	133,000.00
01-7200-7181	J SHOP-WAGES	40,000	49,954.24	3,000.00	58,457.98	30,000.00
01-7200-7182	J SHOP-MT	5,000	3,505.36	5,000.00	3,121.67	2,500.00
01-7200-7183	J SHOP-MATERIAL	5,000	13,810.27	5,000.00	9,993.46	2,500.00
01-7200-7191	K-EQUIP REPAIR-WAGES	45,000	37,047.22	45,000.00	40,351.98	30,000.00
01-7200-7192	K-EQUIP REPAIR-MT	2,500	6,298.05	2,500.00	5,544.44	1,500.00
01-7200-7193	K-EQUIP REPAIR-MATERIAL	10,000	6,606.52	20,000.00	7,761.34	7,500.00
01-7200-7201	R-GRAVEL PITS REHAB-WAGES	1,500	1,267.10	1,500.00	2,457.98	2,000.00
01-7200-7202	R-GRAVEL PITS REHAB-MT	1,500	551.20	1,500.00	2,724.79	3,000.00
01-7200-7203	R-GRAVEL PIT REHAB-MATERI	2,000	1,923.86	2,000.00	1,182.00	2,000.00
01-7200-7211	RP-PATROL-WAGES	27,500	26,364.95	27,500.00	25,807.35	20,000.00
01-7200-7212	RP-PATROL-MT	12,500	11,688.15	12,500.00	11,273.57	12,500.00
01-7200-7213	RP-PATROL-MATERIAL	-	-	-	-	-
01-7200-7220	WAGES - ADMIN	59,532	79,776.22	59,531.62	52,552.98	43,135.90
01-7200-7221	CONTRA ACCOUNT - WAGES	-	578,032	-	581,294.32	-
			569,642.93	580,483.70		533,385.97
Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-7222	CONTRA ACCOUNT - MT	-	479,000	-	414,386.10	-
01-7200-7223	CONTRA ACCOUNT - COUNTY WAGES	-	185,000	-	127,423.26	-
01-7200-7224	CONTRA ACCOUNT - COUNTY MT	-	137,000	-	103,844.18	-
01-7200-7231	M-MISC Wages	70,000	66,997.07	60,000.00	58,612.67	70,000.00
01-7200-7232	M-MISC MT	80,000	81,575.51	80,000.00	72,745.22	80,000.00
01-7200-7233	M-MISC Material	-	-	-	-	-
01-7200-7250	BACKHOE #10	5,000	619.95	5,000.00	4,780.10	5,000.00
01-7200-7251	BULLDOZER	5,000	19,041.84	25,000.00	2,117.09	5,000.00
01-7200-7252	EXCAVATOR	5,000	1,099.56	5,000.00	3,534.49	7,500.00
01-7200-7253	GRADER #1	5,000	3,919.92	5,000.00	19,098.73	15,000.00
01-7200-7254	GRADER #2	7,500	7,740.97	7,500.00	14,617.96	8,000.00
01-7200-7255	LOADER #18	2,500	4,330.54	2,500.00	223.87	3,000.00
01-7200-7256	LOADER #6	-	-	-	-	-
01-7200-7257	MOWERS	-	-	-	-	1,000.00
01-7200-7258	PICKUP #1	4,000	4,902.60	4,000.00	3,014.59	4,000.00
01-7200-7259	PICKUP#15	7,500	6,681.66	7,500.00	5,503.42	7,500.00
01-7200-7260	PICKUP #3	-	188.26	-	-	-
01-7200-7261	PICKUP#4	4,000	3,880.61	4,000.00	3,217.20	4,000.00
01-7200-7262	TRACTOR#5	1,000	894.94	1,000.00	858.19	1,000.00
01-7200-7263	TRAILERS	12,500	10,753.70	12,500.00	787.00	4,000.00
01-7200-7264	TRUCK#11	5,000	3,715.62	5,000.00	9,669.75	5,000.00
01-7200-7265	Pickup 2013-1	4,000	277.43	4,000.00	1,403.83	4,000.00
01-7200-7266	TRUCK#12	10,000	7,120.22	10,000.00	7,962.59	7,500.00
01-7200-7267	TRUCK#17	15,000	26,975.06	15,000.00	23,849.49	15,000.00
01-7200-7268	TRUCK #7	15,000	13,190.55	15,000.00	13,928.53	12,500.00



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Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-7270	TRUCK #8	27,500	34,346.80	27,500.00	34,290.17	15,000.00
01-7200-7272	TRUCK#9	40,000	24,978.92	12,500.00	6,127.47	7,500.00
01-7200-7273	VAC TRAILER#19	3,000	8,164.59	3,000.00	3,810.40	2,500.00
01-7200-7274	Grader #3	2,500	2,352.60	2,500.00	3,343.58	-
01-7200-7275	Electric Lift #8126	1,000	-	1,000.00	-	-
01-7200-7400	WAGES	605,357	571,080.48	559,610.55	556,861.11	546,715.57
01-7200-7401	CPP EXPENSE	31,203	31,445.55	22,384.42	27,255.96	27,283.01
01-7200-7402	EI EXPENSE	10,551	10,434.04	5,596.11	9,340.78	10,481.50
01-7200-7403	EHT EXPENSE	11,050	11,316.46	11,192.21	9,923.59	10,481.50
01-7200-7404	WSIB	18,774	17,932.51	16,788.32	16,545.85	17,032.43
01-7200-7405	LIFE INSURANCE	4,150	3,763.92	2,798.05	2,560.00	4,959.36
01-7200-7406	BENEFITS EXPENSE	45,387	41,040.13	39,172.74	37,596.01	49,593.64
01-7200-7407	OMERS EXPENSE	48,628	50,109.14	50,364.95	44,265.81	44,634.28
01-7200-7408	VEHICLE EXP	-	-	-	-	-
01-7200-7415	TRAINING	30,000	45,368.83	30,000.00	17,417.24	20,000.00
01-7200-7431	WAGES TRANSFER OUT	-	-	-	-	-
01-7200-7440	CONFERENCES/SEMINARS/MEETINGS	1,000	-	1,000.00	916.93	2,500.00
01-7200-7441	MEMBERSHIPS & DUES	1,500	1,155.05	1,500.00	1,378.60	1,500.00
01-7200-7442	MILEAGE	-	-	-	301.32	-
01-7200-7446	STAFF RECRUITMENT	-	-	-	551.03	250.00
01-7200-7450	HEALTH & SAFETY	3,000	905.22	3,000.00	2,413.24	2,500.00
01-7200-7452	UNIFORMS	10,000	9,170.47	10,000.00	7,011.78	10,000.00
01-7200-7500	HYDRO	5,000	4,314.40	5,000.00	4,663.24	5,000.00
01-7200-7501	GAS	4,000	2,719.30	4,000.00	4,383.62	2,500.00
01-7200-7502	WATER	1,500	1,265.69	1,500.00	1,382.93	1,000.00



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Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-7510	INSURANCE	145,574	147,161.52	147,500.00	135,394.27	135,394.27
01-7200-7515	BUILDING REPAIRS & MAINTENANCE	10,000	2,303.26	10,000.00	7,147.39	10,000.00
01-7200-7516	JANITORIAL	1,000		1,000.00	121.99	1,000.00
01-7200-7601	PHONE & INTERNET	2,000	2,081.81	2,000.00	1,560.80	2,000.00
01-7200-7609	TOOLS	2,500	867.99	2,500.00	666.34	2,500.00
01-7200-7610	EQUIPMENT LEASE	-		-	-	-
01-7200-7611	EQUIPMENT REPAIR & MAINTENANCE	-	2,065.35	-	7,645.93	-
01-7200-7613	COMPUTER HARDWARE	1,500	27.49	1,500.00	1,127.33	1,000.00
01-7200-7630	COMPUTER SOFTWARE & LICENSES	2,500	1,221.12	2,500.00	1,492.82	2,500.00
01-7200-7650	OFFICE SUPPLIES	500	531.09	500.00	113.53	500.00
01-7200-7651	POSTAGE & COURIER		15.19	-	-	-
01-7200-7660	OTHER SUPPLIES	1,000	81.76	1,000.00	65.63	1,000.00
01-7200-7699	BILLABLE	-	533.35	-	-	-
01-7200-7701	FUEL - GAS	30,000	25,501.87	25,000.00	22,556.48	27,500.00
01-7200-7702	FUEL - DIESEL	45,000	38,407.39	45,000.00	25,672.98	35,000.00
01-7200-7703	FUEL - COLOUR DIESEL	70,000	56,456.68	70,000.00	69,477.79	65,000.00
01-7200-7900	TRANSFER TO RESERVES	315,716	509,796.61	315,216.00	570,867.28	397,587.00
01-7200-7901	TRANSFER FROM RESERVES	-	1,400,000	-	887,632.18	-
01-7200-8000	CAPITAL - EQUIPMENT OVER \$10,000	585,000	509,358.66	445,000.00	673,803.84	885,000.00
01-7200-8050	CAPITAL - MAIN STREET REVITALIZATION	-		-	-	-
01-7200-8051	CAPITAL - PUBLIC WORKS LUNCH ROOM	-		-	-	-
01-7200-8052	CAPITAL - Finney Street Ext	-		-	-	-
01-7200-8053	CAPITAL - Kerr Line Resurfacing	-	61,169.07	-	-	-
01-7200-8101	CAPITAL - GIBB LINE	-		-	-	-
01-7200-8102	CAPITAL - DUNBOROUGH ROAD	-		-	-	-
01-7200-8103	CAPITAL - MCLEAN LINE	-		-	-	-
01-7200-8104	CAPITAL - PIONEER LINE	-		-	-	-
01-7200-8105	CAPITAL - STREET PAVING - RIDOUT	-		-	-	-
01-7200-8106	CAPITAL - BLACKS RD RECONSTRUCTION	-		-	194,218.34	150,000.00
01-7200-8107	CAPITAL - WATERLINE REPLACEMENT/ROAD RECONSTRUCTIO	-		-	-	-
01-7200-8108	CAPITAL - RIDOUT ST PAVING	-		-	-	-
01-7200-8109	CAPITAL - MUNROE ST PAVING	-		-	-	-
01-7200-8110	CAPITAL - RESURFACING OF SURFACE TREATED ROADS	-	-	-	-	-
01-7200-8111	CAPITAL - CULVERT (MacPherson)	-		-	-	-
01-7200-8112	CAPITAL - CULVERT#6 REPLACEMENT - BLACKS@KINTYRE	-		-	324,782.16	225,000.00
01-7200-8113	CAPITAL - DRAIN REPLACEMENT CSP#2	50,000		-	-	-
01-7200-8114	CAPITAL - Rodney Furnival Rd Reconstruction	-		-	-	-
01-7200-8115	CAPITAL - Public Works Shed	-		-	8,823.31	20,000.00
01-7200-8116	CAPITAL - Walker St Reconstruction	265,000		250,000.00	-	15,000.00
01-7200-8117	CAPITAL - Storm Water Management	250,000		252,500.00	32,744.22	120,000.00
01-7200-8118	CAPITAL - Bridge - Fleming Line	-		-	-	-
Roads - Municipal		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7200-8119	CAPITAL - Culvert replacement	300,000	17,115.25	25,000.00	-	25,000.00
01-7200-8120	CAPITAL - EV Charging Station			311,024.00	508.80	185,512.00
01-7200-8121	CAPITAL - Street Extension	-	2,442.24	32,000.00	-	-
01-7200-8122	West Lorne Storm Sewer Upgrades		18,300.67			
		\$ 1,842,319.82	\$ 1,790,423.95	\$ 1,697,123.48	\$ 1,942,622.57	\$ 1,760,170.17



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Roads - County		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7220-6351	ELGIN COUNTY	578,886	568,650.60	568,650.61	557,500.60	555,829.70
01-7220-7001	A-BRIDGES/CULVTS-WAGES	6,500	5,848.11	6,500.00	5,919.43	5,000.00
01-7220-7002	A-BRIDGES/CULVTS-MT	4,500	1,947.20	4,500.00	-	3,500.00
01-7220-7003	A-BRIDGES/CULVTS-MATERIAL	2,000	12,958.51	2,000.00	-	2,000.00
01-7220-7011	B-1-MOWING/SPRAY-WAGES	21,000	22,321.80	21,000.00	19,926.17	20,000.00
01-7220-7012	B-1-MOWING/SPRAY-MT	12,500	9,225.50	12,500.00	11,837.13	12,500.00
01-7220-7013	B-1-MOWING/SPRAY-MATERIAL	14,000	7,546.76	14,000.00	13,070.77	10,000.00
01-7220-7021	B-2-BRUSHING-WAGES	5,000	15,256.02	5,000.00	2,450.59	8,000.00
01-7220-7022	B-2-BRUSHING-MT	5,000	10,227.55	5,000.00	1,448.05	7,000.00
01-7220-7023	B-2-BRUSHING-MATERIAL	15,000	22,058.52	15,000.00	18,534.52	15,000.00
01-7220-7031	B-3-DITCHING-WAGES	1,500	2,261.90	1,500.00	386.03	5,000.00
01-7220-7032	B-3-DITCHING-MT	3,000	1,282.10	3,000.00	65.96	7,500.00
01-7220-7033	B-3-DITCHING-MATERIAL	500	312.06	500.00	-	500.00
01-7220-7041	B-4-CATCHBASINS-WAGES	5,000	947.79	5,000.00	6,448.12	5,000.00
01-7220-7042	B-4-CATCHBASINS-MT	3,000	893.20	3,000.00	2,909.12	3,000.00
01-7220-7043	B-4-CATCHBASINS-MATERIAL	5,000	158.75	5,000.00	21,622.97	1,000.00
01-7220-7051	B-5-DEBRIS/LITTER-WAGES	1,000	1,160.28	1,000.00	400.71	1,500.00
01-7220-7052	B-5-DEBRIS/LITTER-MT	1,000	1,116.05	1,000.00	28.95	1,000.00
01-7220-7053	B-5-DEBRIS/LITTER-MATERIA	-	-	-	50.96	-
01-7220-7061	C-1-HARDTOP-WAGES	7,500	5,576.68	7,500.00	7,086.82	7,500.00
01-7220-7062	C-1-HARDTOP-MT	5,000	4,404.88	5,000.00	767.99	5,000.00
01-7220-7063	C-1-HARDTOP-MATERIAL	7,500	731.05	7,500.00	5,302.99	7,500.00
01-7220-7071	C-2-ROD/WL ST-WAGES	3,000	2,843.62	3,000.00	2,293.08	5,000.00
01-7220-7072	C-2-ROD/WL ST-MT	3,000	876.80	3,000.00	2,719.51	5,000.00
01-7220-7073	C-2-ROD/WL ST-MATERIAL	15,000	11,824.82	15,000.00	13,380.32	12,500.00
Roads - County		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7220-7081	C-3-SHOULDER MAINT-WAGES	7,000	3,975.45	7,000.00	3,255.18	6,000.00
01-7220-7082	C-3-SHOULDER MAINT-MT	15,000	7,394.20	15,000.00	8,336.96	8,000.00
01-7220-7083	C-3-SHOULDER MAINT-MATERI	500	-	500.00	291.98	1,000.00
01-7220-7092	C-4-RESURFACING-MT	-	672.60	-	-	-
01-7220-7131	E-1 SNOW PLOW/REMOV-WAGES	4,000	7,346.18	4,000.00	3,619.03	5,000.00
01-7220-7132	E-1 SNOW PLOW/REMOV-MT	4,000	8,221.22	4,000.00	1,913.44	5,000.00
01-7220-7133	E-1 SNOW PLOW/REM-MATERIA	5,000	10,084.40	5,000.00	3,355.94	3,000.00
01-7220-7141	E-2 SANDING/SALTING-WAGES	4,000	3,845.77	4,000.00	9,656.76	5,000.00
01-7220-7142	E-2 SANDING/SALTING-MT	7,000	8,935.69	7,000.00	4,308.78	7,000.00
01-7220-7143	E-2 SANDING/SALT-MATERIAL	80,000	103,474.62	80,000.00	36,355.60	60,000.00
01-7220-7151	E-3 PLOW/SAND/SALT-WAGES	35,000	31,840.98	35,000.00	24,075.62	10,000.00
01-7220-7152	E-3 PLOW/SAND/SALT-MT	45,000	58,107.93	45,000.00	32,093.82	15,000.00
01-7220-7161	F SAFETY-WAGES	12,500	23,053.13	12,500.00	12,275.47	12,500.00
01-7220-7162	F SAFETY-MT	7,500	12,741.46	7,500.00	4,701.85	10,000.00
01-7220-7163	F SAFETY-MATERIAL	80,000	67,457.96	80,000.00	73,421.77	80,000.00
01-7220-7171	G-1 MUNICIPAL DRAIN REPAIR - WAGES	2,000	679.22	2,000.00	168.33	2,500.00
01-7220-7172	G-1 MUN DR REPAIR - MT	1,500	1,881.55	1,500.00	65.96	2,000.00
01-7220-7173	G-1 MUN DR REPAIR - MATERIALS	1,500	371.16	1,500.00	1,975.30	1,000.00
01-7220-7211	RP-PATROL-WAGES	70,000	33,327.42	70,000.00	68,076.49	65,000.00
01-7220-7212	RP-PATROL-MT	20,000	19,071.57	20,000.00	17,072.13	20,000.00
01-7220-7213	RP-PATROL-MATERIAL	5,000	3,460.45	5,000.00	3,162.68	5,000.00
01-7220-7221	CONTRA ACCOUNT - WAGES	-	-	-	-	-
01-7220-7222	CONTRA ACCOUNT - MT	-	-	-	-	-
01-7220-7225	ADMINISTRATIVE OVERHEAD	29,854	28,432.53	28,432.53	27,875.03	27,000.00
01-7220-7900	TRANSFER TO RESERVES	-	-	-	80,927.75	55,829.70
01-7220-7901	TRANSFER FROM RESERVES	3,968	7,504.94	12,781.92	-	-
		0.00	0.10	-	0.00	0.00



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Four Counties Transit		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7280-6121	DONATIONS/MISC REVENUE	-	-	-	-	-
01-7280-6202	GRANTS FROM OTHER MUNICIPALITIES	- 39,020	- 24,815.27	- 43,520.00	- 32,790.71	- 34,736.80
01-7280-6212	GRANT - PROVINCIAL GAS TAX	- 31,172	- 31,172.00	- 32,000.00	-	- 35,867.00
01-7280-6213	GRANTS - PUBLIC TRANSIT STREAM	-	-	-	-	-
01-7280-6214	GRANT - SAFE RESTART	-	-	-	6,838.00	6,838.00
01-7280-6353	Gain/Loss on Assest Disposal	-	-	-	28,445.87	-
01-7280-6355	BUS TRIP FEES	- 13,000	- 14,736.00	- 12,500.00	- 12,273.00	- 12,112.00
01-7280-6356	SPECIAL TRIP & MILEAGE BUS FEES	- 4,000	- 4,470.00	- 4,000.00	- 7,917.00	- 3,000.00
01-7280-7400	WAGES	48,000	44,486.36	51,000.00	44,881.05	50,000.00
01-7280-7401	CPP EXPENSE	2,400	2,228.98	2,600.00	2,261.73	2,000.00
01-7280-7402	EI EXPENSE	1,100	1,021.33	1,200.00	1,042.80	1,000.00
01-7280-7403	EHT EXPENSE	950	867.49	1,000.00	875.20	1,000.00
01-7280-7404	WSIB	1,600	1,374.64	1,600.00	1,457.95	1,500.00
01-7280-7407	OMERS	2,100	1,927.13	2,200.00	2,049.46	4,500.00
01-7280-7415	Training	600	231.19	750.00	242.11	1,000.00
01-7280-7510	INSURANCE	7,000	5,040.00	7,250.00	6,750.04	5,000.00
01-7280-7601	PHONE & INTERNET	1,300	1,237.40	1,300.00	1,225.14	1,400.00
01-7280-7651	POSTAGE & COURIER	200	-	200.00	159.44	200.00
01-7280-7652	ADVERTISING	-	-	500.00	-	500.00
01-7280-7660	OTHER SUPPLIES	300	342.59	300.00	137.04	300.00
01-7280-7675	LEGAL	1,000	-	1,000.00	-	1,000.00
01-7280-7699	BILLABLE	-	-	-	-	-
01-7280-7701	FUEL - GAS	16,000	11,199.38	17,000.00	17,566.85	15,000.00
01-7280-7705	REPAIRS & MAINTENANCE	5,000	5,068.52	5,000.00	3,218.06	5,000.00
01-7280-7777	BAD DEBT EXPENSE	-	-	-	35.08	-
01-7280-7900	TRANSFER TO RESERVES	10,000	10,000.00	10,000.00	7,704.25	5,000.00
Four Counties Transit		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7280-7901	Transfer from Reserves	-	-	-	-	-
01-7280-8000	CAPITAL - TRANSIT BUS	-	-	-	-	-
		\$ 10,358.00	\$ 9,831.74	\$ 10,880.00	\$ 40,737.36	\$ 15,522.20



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Streetlights		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7290-7500	HYDRO	32,500	28,309.77	32,500.00	28,216.23	35,000.00
01-7290-7611	REPAIR & MAINTENANCE	10,000	5,264.76	10,000.00	2,859.87	12,000.00
01-7290-7613	EQUIPMENT PURCHASE	2,000		2,500.00	-	2,500.00
01-7290-8310	STREETLIGHTS - CAPITAL OVER \$10,000	-		-	-	-
		\$ 44,500.00	\$ 33,574.53	\$ 45,000.00	\$ 31,076.10	\$ 49,500.00



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Sidewalks		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7295-7274	Sidewalks - Materials	2,500	9,936.10	2,500.00	5,409.13	2,500.00
01-7295-7275	Sidewalks - MT	1,500		1,500.00	-	2,500.00
01-7295-7430	Sidewalks - Wages	7,500	5,498.17	7,500.00	2,866.46	5,401.56
01-7295-7520	Repair & Maintenance - Sidewalks	-	21,188.47	-	-	-
01-7295-7900	TRANSFER TO RESERVE	-	25,000.00	-	50,000.00	-
01-7295-7901	Transfer from Reserves	-	175,000	-	150,000.00	-
01-7295-8000	SIDEWALKS - CAPITAL OVER \$10,000	225,000	424.37	200,000.00	-	150,000.00
		\$ 61,500.00	\$ 62,047.11	\$ 61,500.00	\$ 58,275.59	\$ 60,401.56



Municipality of West Elgin

2026 Draft Budget

Landfill		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7330-6381	TAXATION - RODNEY COLLECTION					
01-7330-7350	GARBAGE COLLECTION		40,905.23			
01-7330-7355	RECYCLING COLLECTION		17,243.39		-	
01-7335-7350	GARBAGE COLLECTION		47,323.74			
01-7335-7355	RECYCLING COLLECTION	-	21,441.25			
01-7350-6374	FSC - REFRIGERANT FEES	- 4,000	- 4,304.00	- 4,000.00	- 3,277.50	- 4,000.00
01-7350-6375	FSC - TIPPING FEES	- 30,000	- 29,081.50	- 30,000.00	- 34,607.00	- 25,000.00
01-7350-6376	Recycling/London Salvage	- 7,500	- 6,890.23	- 7,500.00	- 7,515.49	- 12,000.00
01-7350-6378	Stewardship Ontario - Recycling Box/Data Call	- 240	- 2,095.81	- 240.00	- 3,051.74	-
01-7350-6381	MRF Fees - City of London	-	-	-	-	-
01-7350-6383	Resource Recovery - RLG	-	- 147,408.90	- 145,000.00	- 146,779.09	- 145,000.00
01-7350-7307	RECYCLING EXPENSE	-	- 25,937.25	- 22,500.00	- 22,203.06	- 24,000.00
01-7350-7308	MRF FEES EXPENSE	-	-	-	-	-
01-7350-7309	HAZARDOUS WASTE DAY	-	-	-	-	6,500.00
01-7350-7310	FREON REMOVAL	2,500	936.19	3,500.00	1,275.00	3,500.00
01-7350-7350	GARBAGE COLLECTION	400,000	239,225.28	294,000.00	267,088.46	294,000.00
01-7350-7355	RECYCLING COLLECTION	-	107,421.56	144,000.00	129,588.06	144,000.00
01-7350-7400	WAGES	36,536	34,418.47	35,206.08	34,586.74	33,148.88
01-7350-7401	CPP EXPENSE	1,966	1,840.31	1,865.92	1,839.00	1,657.44
01-7350-7402	EI EXPENSE	834	784.41	809.74	799.69	662.98
01-7350-7403	EHT EXPENSE	712	671.15	704.12	671.12	662.98
01-7350-7404	WSIB	1,213	1,063.53	1,144.20	1,118.67	1,077.34
01-7350-7407	OMERS	3,288	3,075.11	3,168.55	3,076.12	2,983.40
01-7350-7415	TRAINING EXPENSE	250	115.58	1,500.00	61.06	2,500.00
01-7350-7511	TAXES	3,800	3,759.73	3,800.00	3,683.71	3,700.00
01-7350-7516	JANITORIAL	500	384.05	500.00	275.06	600.00
01-7350-7519	MATERIALS	500	209.10	500.00	47.58	1,000.00
01-7350-7520	GROUNDS MAINTENANCE	100,000	98,830.95	80,000.00	78,333.76	70,000.00
01-7350-7530	GREEN LANE DISPOSAL	87,500	86,221.99	87,500.00	85,313.99	85,000.00
01-7350-7531	CONTRACTS & AGREEMENTS	45,000	39,392.39	45,000.00	43,189.43	40,000.00
01-7350-7601	PHONE & INTERNET	-	-	-	-	-
Landfill		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7350-7611	EQUIPMENT MAINTENACE	500		500.00	933.43	500.00
01-7350-7613	EQUIPMENT PURCHASE	1,000	778.44	1,000.00	741.46	1,000.00
01-7350-7650	OFFICE SUPPLIES	1,000	557.92	2,000.00	1,546.79	2,000.00
01-7350-7652	ADVERTISING EXP	1,000		1,000.00	1,730.47	1,000.00
01-7350-7680	CONTRACTED SERVICES	-		25,000.00	3,421.17	20,000.00
01-7350-7777	BAD DEBT EXPENSE	-	-	-	-	-
01-7350-7900	TRANSFER TO RESERVES	50,000		-	-	-
01-7350-7901	Transfer from Reserves	-		-	-	-
01-7350-9000	Accretion Expense	10,000		10,000.00	10,000.00	-
		\$ 706,358.94	\$ 582,756.58	\$ 578,458.61	\$ 496,293.01	\$ 553,493.02



Municipality of West Elgin

2026 Draft Budget

Cemetery		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7400-7430	WAGES TRANSFER IN	1,000	662.08	1,000.00	336.27	1,000.00
01-7400-7520	GROUNDS MAINTENANCE	-	-	-	-	-
		\$ 1,000.00	\$ 662.08	\$ 1,000.00	\$ 336.27	\$ 1,000.00



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Bo Horvat Community Centre (Arena)		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7600-6111	PENALTY & INTEREST	-	-	-	-	-
01-7600-6121	DONATIONS - ARENA RENAMING	-	-	-	-	-
01-7600-6202	GRANT FROM DUTTON/DUNWICH	92,906	77,826.28	77,946.00	78,164.46	90,114.12
01-7600-6203	Kraft Hockeyville 2023	-	-	-	-	-
01-7600-6204	Facility Rental	-	-	-	450.00	-
01-7600-6501	ICE RENTAL	200,000	210,401.35	190,000.00	198,251.34	136,651.04
01-7600-6502	SIGN RENTAL	7,000	7,197.00	7,000.00	9,350.00	5,336.63
01-7600-6503	FOOD BOOTH RENTAL	-	-	-	66.00	-
01-7600-6504	PUBLIC SKATING	4,500	1,535.00	4,500.00	3,235.50	3,377.25
01-7600-6505	SKATE SHARPENING	1,200	2,055.00	1,200.00	1,110.00	1,300.00
01-7600-7351	Arena Renaming	-	125.00	-	13,135.13	-
01-7600-7411	COVID-19	-	-	-	-	-
01-7600-7415	TRAINING	3,000	-	3,000.00	1,793.00	3,000.00
01-7600-7430	Wages Transfer In	186,577	177,314.46	145,000.00	151,489.53	130,735.40
01-7600-7440	CONFERENCES/SEMINARS/MEETINGS	-	-	-	-	-
01-7600-7441	MEMBERSHIPS & DUES	600	460.00	600.00	544.91	500.00
01-7600-7450	HEALTH & SAFETY	600	-	600.00	58.76	600.00
01-7600-7452	UNIFORMS	500	517.25	500.00	-	500.00
01-7600-7500	HYDRO	75,000	67,645.65	75,000.00	72,108.92	65,000.00
01-7600-7501	GAS	7,500	11,575.85	7,500.00	10,550.25	8,000.00
01-7600-7502	ARENA - WATER	8,000	10,030.78	8,000.00	9,341.42	8,000.00
Parks and Recreation - Bo Horvat Community Centre (Arena)		2026 Budget	2025 Actuals	2025 Budget	2024 Actuals	2024 Budget
01-7600-7510	INSURANCE	48,283	45,416.16	50,000.00	44,058.60	43,000.00
01-7600-7515	BUILDING REPAIRS & MAINTENANCE	10,000	12,362.16	10,000.00	13,811.93	10,000.00
01-7600-7516	JANITORIAL	1,300	1,093.65	1,300.00	1,617.73	1,200.00
01-7600-7520	GROUND MAINTENANCE	500	1,660.29	500.00	510.05	-
01-7600-7529	ADMINISTRATION EXPENSE	3,000	41.00	3,000.00	3,000.00	3,000.00
01-7600-7531	CONTRACTS & AGREEMENTS	2,000	3,027.40	2,000.00	2,873.56	2,000.00
01-7600-7601	PHONE & INTERNET	4,000	3,166.37	4,000.00	2,943.14	4,000.00
01-7600-7602	SOFTWARE LICENSE	-	-	-	-	-
01-7600-7609	TOOLS	250	39.98	250.00	166.24	250.00
01-7600-7611	EQUIPMENT MAINTENANCE	40,000	19,098.04	10,000.00	13,581.26	10,000.00
01-7600-7613	EQUIPMENT PURCHASE	5,000	3,340.95	5,000.00	528.45	5,000.00
01-7600-7614	EQUIPMENT RENTAL	500	-	500.00	300.84	500.00
01-7600-7650	OFFICE SUPPLIES	100	-	100.00	92.97	-
01-7600-7652	ADVERTISING	-	-	-	-	-
01-7600-7660	OTHER SUPPLIES	500	-	500.00	8.64	500.00
01-7600-7701	FUEL - GAS	1,500	1,125.86	2,500.00	2,140.24	2,500.00
01-7600-7777	BAD DEBT EXPENSE	-	-	-	680.27	-
01-7600-7900	Transfer to Reserves	50,000	50,000.00	50,000.00	50,000.00	50,000.00
01-7600-7901	Transfer from Reserves	267,900	111,853.00	558,125.00	-	-
01-7600-8003	CAPITAL - DRAIN REPAIR & EAVESTROUGH	-	-	-	-	-
01-7600-8006	CAPITAL - Roof Painting	-	-	-	-	-
01-7600-8008	CAPITAL - Zamboni Conversion	-	-	-	-	-
01-7600-8009	CAPITAL - Floor for Warm Room	-	-	-	-	-
01-7600-8011	CAPITAL - Floor Scrubber	-	-	-	11,000.00	15,000.00
01-7600-8012	CAPITAL - Arena Renovations	6,400	596.45	-	4,307.63	-
01-7600-8013	CAPITAL - Boards Repairs	261,500	-	318,125.00	-	-
01-7600-8014	CAPITAL - Dehumidification System	-	111,853.00	240,000.00	-	-
		\$ 143,104.48	\$ 109,372.67	\$ 99,204.00	\$ 105,885.67	\$ 126,506.36



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Marina		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7610-6202	Share of Deficit - Yacht Club	5,000	5,000.00	5,000.00	5,000.00	5,000.00
01-7610-7430	WAGES - TRANSFER IN	8,528	6,713.54	8,200.87		8,102.34
01-7610-7432	BLUE FLAG - MARINA	-		-	-	-
01-7610-7441	MEMBERSHIPS & DUES	-		-	-	-
01-7610-7500	HYDRO	3,000	2,537.78	3,000.00	2,699.73	3,500.00
01-7610-7502	WATER	1,500	433.14	1,500.00	210.00	1,500.00
01-7610-7503	SEWAGE EXPENSE	2,500	2,016.01	2,500.00	368.88	2,500.00
01-7610-7504	Fish Cleaning Station	7,500	5,864.75	7,500.00	6,729.38	6,000.00
01-7610-7511	PROPERTY TAXES	2,600	2,562.45	2,600.00	2,495.75	2,500.00
01-7610-7515	BUILDING REPAIRS & MAINTENANCE	2,500	3,638.66	2,500.00	2,898.11	5,000.00
01-7610-7516	JANITORIAL	1,000	681.66	750.00	811.69	750.00
01-7610-7520	GROUPS MAINTENANCE	2,500		2,500.00	1,345.55	5,000.00
01-7610-7521	EROSION CONTROL - SHORELINE PROTECTION	-		-	-	-
01-7610-7900	Transfer to Reserves	50,000	50,000.00	50,000.00	50,000.00	50,000.00
01-7610-7901	TRANSFER FROM RESERVES	-		-	-	-
01-7610-8000	CAPITAL - FISH CLEANING STATION	-		-	-	-
01-7610-8001	CAPITAL - BRIDGE	-		-	-	-
		\$ 76,628.00	\$ 69,447.99	\$ 76,050.87	\$ 68,378.30	\$ 79,852.34



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Programming		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7611-6401	SOCCER	7,000	7,345.00	7,000.00	7,578.22	6,000.00
01-7611-6403	BASEBALL	2,250	2,700.00	2,250.00	-	2,750.00
01-7611-6404	HANGING BASKETS	4,000	3,400.00	4,000.00	3,850.00	4,000.00
01-7611-6406	Municipal Run Programs	10,000	12,673.00	10,000.00	9,545.00	12,000.00
01-7611-7328	Municipal Programs	5,500	407.51	5,000.00	221.44	5,000.00
01-7611-7329	VOLLEYBALL	500	630.92	500.00	-	500.00
01-7611-7330	SOCCER	7,500	5,308.41	7,500.00	4,337.42	7,500.00
01-7611-7331	BASEBALL	31,000	660.69	1,000.00	859.61	500.00
01-7611-7332	TENNIS	-	-	500.00	40.68	500.00
01-7611-7333	BASKETBALL	-	-	-	-	500.00
01-7611-7334	LAWNBOWLING	1,000	873.35	1,000.00	795.73	1,000.00
01-7611-7335	PLAYGROUND EQUIPMENT	1,500	-	1,500.00	-	1,500.00
01-7611-7336	SPLASHPAD	12,500	10,868.89	12,500.00	7,420.73	10,000.00
01-7611-7338	Flower Baskets	4,000	4,022.37	3,000.00	2,728.98	3,000.00
01-7611-7340	Holiday Parade	5,000	1,064.46	5,000.00	2,525.21	5,000.00
01-7611-7341	CIVIC HOLIDAY	-	-	-	-	-
01-7611-7342	CANADA DAY	8,000	7,599.22	7,500.00	6,121.41	7,500.00
01-7611-7343	RODNEY FAIR	10,000	10,618.75	10,000.00	10,179.58	10,000.00
01-7611-7430	WAGES - TRANSFER IN	55,119	55,902.54	72,736.49	50,375.74	70,244.44
01-7611-7510	Insurance	-	370.44	-	-	100.00
01-7611-7517	EQUIPMENT RENTAL	-	-	-	-	-
01-7611-7532	PERMITS & REGISTRATIONS	240	239.63	239.63	-	-
01-7611-7900	TRANSFER TO RESERVES	50,000	100,000.00	50,000.00	-	-
01-7611-7901	TRANSFER FROM RESERVES	400,000	-	-	-	-
01-7611-8000	CAPITAL - LAWN BOWLING ROOF & PORCH	-	-	-	-	-
01-7611-8001	CAPITAL - TENNIS COURT	-	-	-	-	-
01-7611-8002	CAPITAL - Multi use Pads	-	-	-	-	-
01-7611-8003	CAPITAL - Line Painter	-	-	-	5,057.22	10,000.00
01-7611-8004	CAPITAL - Playground Equipment	400,000	-	50,000.00	-	-
		\$ 168,608.63	\$ 171,708.30	\$ 204,726.12	\$ 67,440.53	\$ 108,094.44



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Recreation Center		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7612-6401	FSC - REC CENTRE	20,000	17,215.00	10,000.00	13,921.96	10,000.00
01-7612-7430	WAGES TRANSFER IN	14,213	10,548.69	13,668.12		13,503.90
01-7612-7441	MEMBERSHIPS & DUES	-		-	239.63	250.00
01-7612-7442	PROGRAMMING	23,000	197.82	23,000.00	-	-
01-7612-7500	HYDRO	9,500	8,387.56	9,500.00	8,418.44	10,000.00
01-7612-7501	GAS	6,000	4,867.00	6,000.00	4,936.80	6,000.00
01-7612-7502	WATER	2,000	2,610.35	2,000.00	2,039.77	1,500.00
01-7612-7515	BUILDING REPAIRS & MAINTENANCE	5,000	4,477.98	5,000.00	3,334.04	10,000.00
01-7612-7516	JANITORIAL	1,000	807.04	1,000.00	1,090.19	1,000.00
01-7612-7520	GROUPS MAINTENANCE	500	296.63	500.00	10.17	500.00
01-7612-7601	PHONE & INTERNET	1,600	1,555.46	1,600.00	1,496.32	1,600.00
01-7612-7611	EQUIPMENT MAINTENANCE	2,500	1,976.53	2,500.00	1,496.50	1,000.00
01-7612-7613	EQUIPMENT PURCHASE	3,500	712.31	3,500.00	-	1,000.00
01-7612-7652	ADVERTISING	-		-	-	-
01-7612-7900	Transfer to Reserves	25,000	25,000.00	25,000.00	75,000.00	-
01-7612-7901	TRANSFER FROM RESERVES	-		-	-	25,000.00
01-7612-8001	CAPITAL - GENERATOR	-		-	-	-
01-7612-8002	CAPITAL - KEYLESS ACCESS	-		-	-	-
01-7612-8004	CAPITAL - CEILING REPLACEMENT	-		-	-	100,000.00
01-7612-8005	CAPITAL - Roof Replacement & Eavestrough	-		-	-	-
		\$ 73,813.00	\$ 44,222.37	\$ 83,268.12	\$ 97,693.77	\$ 111,353.90



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Pool		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7613-6121	Donations	- 11,000	- 11,500.00	- 11,000.00	- 8,500.00	-
01-7613-6403	FSC - POOL	- 24,000	- 22,524.00	- 24,000.00	-	22,500.00
01-7613-7400	WAGES	42,608	35,742.22	40,809.60	34,358.75	31,893.89
01-7613-7401	CPP EXPENSE	869	1,002.53	1,224.29	969.78	637.88
01-7613-7402	EI EXPENSE	972	820.68	816.19	798.54	637.88
01-7613-7403	EHT EXPENSE	831	696.96	816.19	670.00	637.88
01-7613-7404	WSIB	1,415	1,104.44	1,326.31	1,116.66	956.82
01-7613-7415	TRAINING EXPENSE	1,500	815.16	1,500.00	366.34	1,500.00
01-7613-7430	WAGES TRANSFER IN	16,311	8,656.61	13,668.12	11,448.88	13,503.90
01-7613-7442	MILEAGE	-	-	-	-	150.00
01-7613-7450	HEALTH & SAFETY	250	-	250.00	47.40	250.00
01-7613-7452	UNIFORMS	500	-	500.00	324.72	500.00
01-7613-7500	HYDRO	5,000	3,955.04	5,000.00	4,106.89	5,500.00
01-7613-7501	GAS	5,000	3,982.68	5,000.00	3,892.93	5,500.00
01-7613-7502	WATER	7,200	7,171.21	6,000.00	4,944.58	10,000.00
01-7613-7515	BUILDING REPAIRS & MAINTENANCE	2,500	3,295.22	2,500.00	4,035.36	1,000.00
01-7613-7520	POOL MAINTENANCE	5,000	2,220.57	5,000.00	5,904.75	5,000.00
01-7613-7531	CONTRACTS & AGREEMENTS	2,250	1,986.65	2,250.00	2,077.57	2,000.00
01-7613-7601	PHONE & INTERNET	1,000	973.79	1,000.00	896.44	1,000.00
01-7613-7612	POOL CHEMICALS	8,500	8,392.78	8,500.00	8,333.86	7,500.00
01-7613-7613	EQUIPMENT PURCHASE	5,000	1,222.63	5,000.00	6,811.03	7,500.00
01-7613-7614	EQUIPMENT RENTAL	-	-	-	-	-
01-7613-7650	OFFICE SUPPLIES	250	104.49	250.00	60.58	250.00
01-7613-7651	POSTAGE & SHIPPING	-	-	-	-	-
01-7613-7652	ADVERTISING	-	-	-	-	250.00
01-7613-7660	OTHER SUPPLIES	250	307.91	250.00	71.23	250.00
01-7613-7900	Transfer to Reserves	50,000	50,000.00	50,000.00	50,000.00	50,000.00
01-7613-8001	CAPITAL - FILTERS	-	-	-	-	-
Parks and Recreation - Pool		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7613-8002	CAPITAL - Liner & Tile Repair	-	-	-	-	-
		\$ 122,205.65	\$ 98,427.57	\$ 116,660.70	\$ 108,763.79	\$ 123,918.25



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Operations		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7614-6203	GRANTS FROM COUNCIL	-	-	-	-	-
01-7614-6353	Gain/Loss on Asset Disposal	-	1,517.33	1,517.33	-	-
01-7614-6405	FSC - PARKS	-	-	-	-	-
01-7614-6406	FSC -SAND RING RENT	-	-	-	-	-
01-7614-6407	PARKS - PAVILLION RENTAL	1,150	1,205.00	750.00	950.00	750.00
01-7614-6408	Scout Hall Rental	6,000	6,327.20	500.00	674.50	1,000.00
01-7614-6410	DONATIONS	120,000	212,671.65	20,000.00	24,936.25	20,000.00
01-7614-7335	JOE'S BUSH	3,000	-	3,000.00	763.20	5,000.00
01-7614-7336	OLD JAIL	500	396.86	500.00	-	500.00
01-7614-7337	SCOUT HALL	12,500	2,606.04	12,500.00	1,684.16	5,000.00
01-7614-7338	FLOWER BASKETS	-	-	-	-	-
01-7614-7415	TRAINING	5,000	6,448.25	5,000.00	10,970.06	3,000.00
01-7614-7430	Wages Transfer-In	118,638	107,565.84	113,924.55	114,170.30	127,200.53
01-7614-7440	CONFERENCES/SEMINARS/MEETINGS	1,500	336.15	1,500.00	1,491.78	-
01-7614-7441	MEMBERSHIPS & DUES	1,000	468.10	1,000.00	610.56	1,000.00
01-7614-7442	MILEAGE	-	-	-	-	-
01-7614-7446	Staff Recruitment	-	-	-	-	-
01-7614-7450	HEALTH & SAFETY	500	145.12	500.00	198.85	1,000.00
01-7614-7452	UNIFORMS	1,500	1,117.59	1,500.00	1,249.60	1,500.00
01-7614-7500	HYDRO	3,500	2,975.35	3,500.00	3,034.00	3,000.00
01-7614-7501	GAS	2,000	1,573.19	2,000.00	1,537.30	2,000.00
01-7614-7502	WATER	1,500	2,482.56	1,500.00	1,379.81	1,500.00
01-7614-7510	INSURANCE	50,540	48,677.00	48,677.00	45,708.76	45,708.76
01-7614-7515	BUILDING REPAIR & MAINTENANCE	7,500	7,108.01	7,500.00	1,681.53	3,000.00
01-7614-7516	JANITORIAL	1,750	1,813.16	1,750.00	1,461.51	1,500.00
01-7614-7520	GROUNDS MAINTENANCE	10,000	10,186.74	7,500.00	6,091.63	10,000.00
01-7614-7601	PHONE & INTERNET	3,500	3,987.16	3,500.00	3,164.72	3,000.00
01-7614-7609	TOOLS	500	86.47	500.00	543.23	500.00
01-7614-7611	EQUIPMENT MAINTENANCE	7,500	4,721.44	7,500.00	7,879.28	4,000.00
Parks and Recreation - Operations		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7614-7613	EQUIPMENT PURCHASE	2,000	1,681.60	2,000.00	1,479.71	2,000.00
01-7614-7614	EQUIPMENT RENTAL	1,300	-	-	-	-
01-7614-7650	OFFICE SUPPLIES	500	313.83	500.00	226.84	500.00
01-7614-7652	ADVERTISING	-	-	-	-	-
01-7614-7660	OTHER SUPPLIES	250	1,753.60	250.00	-	250.00
01-7614-7678	Recreation - Master Plan	40,000	-	-	-	-
01-7614-7699	Billable	-	-	-	-	-
01-7614-7701	FUEL- GAS	7,500	5,323.11	10,000.00	7,674.62	10,000.00
01-7614-7705	VEHICLE - REPAIR & MAINTENANCE	5,000	2,592.46	5,000.00	1,055.80	4,000.00
01-7614-7900	TRANSFER TO RESERVES	140,000	212,671.65	20,000.00	24,936.25	20,000.00
01-7614-7901	TRANSFER FROM RESERVES	40,000	-	-	-	-
01-7614-8000	CAPITAL - HORSE BARN DEMOLITION	-	-	-	-	-
01-7614-8001	CAPITAL - MTS SNOWBLOWER & LAWNMOWER ATTACHMENT	-	-	-	-	-
01-7614-8002	CAPITAL - GRANDSTAND DEMOLITION	-	-	-	-	-
01-7614-8003	CAPITAL - OLD JAIL ACCESSIBILITY	-	-	-	-	-
01-7614-8004	CAPITAL - Miller Park Sidewalks - Optimist Contrib	-	-	-	-	-
01-7614-8005	CAPITAL - LAWNMOWER	-	-	-	-	-
01-7614-8006	CAPITAL - Christmas Lights	-	-	-	-	-
01-7614-8007	CAPITAL - Pull type finishing mower	-	-	-	-	-
01-7614-8008	CAPITAL - Pickup #2	40,000	53,608.67	60,000.00	-	50,000.00
		\$ 301,827.98	\$ 258,918.77	\$ 298,334.22	\$ 212,432.75	\$ 283,409.29



Municipality of West Elgin

2026 Draft Budget

Municipal Drains		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7720-6390	OSG - MD INSPECTOR	23,750	24,479.99	25,185.90	4,026.66	24,479.99
01-7720-6391	FSC - DRAINS	-	-	-	-	-
01-7720-6392	DRAIN MAINTENACE - ADMINISTRATION FEE	-	-	-	19.64	-
01-7720-7400	WAGES	29,851	28,203.71	31,150.08	28,929.33	35,765.19
01-7720-7401	CPP EXPENSE	1,568	1,876.13	1,557.50	1,918.08	1,912.01
01-7720-7402	EI EXPENSE	681	804.96	623.00	831.42	816.36
01-7720-7403	EHT EXPENSE	582	683.69	623.00	697.78	699.83
01-7720-7404	WSIB	991	1,083.41	934.50	1,162.46	1,108.90
01-7720-7406	BENEFITS IN LIEU	6,859	6,858.54	6,858.54	6,858.54	-
01-7720-7407	OMERS	2,687	2,522.89	2,803.51	2,632.35	2,578.15
01-7720-7415	TRAINING EXPENSE	100	115.58	100.00	61.06	100.00
01-7720-7442	MILEAGE	1,000	1,079.55	1,000.00	707.00	600.00
01-7720-7601	PHONE & INTERNET	750	707.54	350.00	298.52	350.00
01-7720-7650	OFFICE SUPPLIES	50	31.54	-	-	-
01-7720-7651	POSTAGE & COURIER	1,000	1,066.00	500.00	310.93	1,000.00
01-7720-7777	DRAIN WRITE OFFS	-	-	-	-	-
01-7720-7811	DRAINS CONSTRUCTION EXPENSE	-	-	-	-	-
		\$ 22,367.87	\$ 20,553.55	\$ 21,314.23	\$ 40,361.17	\$ 20,450.45



Municipality of West Elgin

2026 Draft Budget

Parks and Recreation - Wages		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7616-7400	WAGES	389,366.72	321,071.46	280,491.07	259,603.48	270,620.00
01-7616-7401	CPP EXPENSE	19,075.13	17,256.63	14,024.55	13,455.20	13,531.00
01-7616-7402	EI EXPENSE	7,339.41	5,755.33	5,609.82		5,412.40
01-7616-7403	EHT EXPENSE	7,592.65	6,309.19	5,609.82	5,096.01	2,706.20
01-7616-7404	WSIB	12,926.98	9,997.57	9,115.96	8,101.34	13,531.00
01-7616-7405	LIFE INSURANCE	2,030.64	1,898.23	2,000.00	1,280.58	2,500.00
01-7616-7406	BENEFITS EXPENSE	15,248.40	18,456.17	24,000.00	16,120.62	35,000.00
01-7616-7407	OMERS EXPENSE	29,554.04	26,525.33	22,439.29	20,313.19	24,355.80
01-7616-7431	Wages Transfer Out	-	483,133.97	-	328,869.72	-
		\$ -	\$ -	\$ -	\$ -	\$ -



Municipality of West Elgin - Port Glasgow Trailer Park

2026 Draft Budget

	2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
Revenues					
01-7620-6378 FSC - MISCELLANEOUS	- 1,000.00	- 1,177.30	- 1,000.00	- -	500.00
01-7620-6410 PGTP - BOOTH RENTAL	- -	- -	- 750.00	- -	750.00
01-7620-6411 PGTP - CAMP FEES SEASONAL	- 408,244.68	- 366,629.74	- 377,679.50	- 355,598.92	- 351,000.00
01-7620-6412 FSC - CAMP FEES-TRANSIENT	- 50,000.00	- 53,284.40	- 50,000.00	- 48,165.06	- 50,000.00
01-7620-6413 FSC - LAUNDROMAT	- 3,600.00	- 3,586.00	- 4,000.00	- 4,025.00	- 4,000.00
Operating Expenses					
01-7620-7300 GARBAGE COLLECTION	9,000.00	8,379.37	3,850.00	2,640.23	15,000.00
01-7620-7400 WAGES	137,180.80	58,601.15	56,228.00	55,681.66	52,338.22
01-7620-7401 CPP EXPENSE	7,537.51	3,315.97	3,100.00	3,056.73	2,616.91
01-7620-7402 EI EXPENSE	2,531.20	1,345.42	1,300.00	1,270.63	1,046.76
01-7620-7403 EHT EXPENSE	2,675.03	1,142.71	1,200.00	1,085.77	523.38
01-7620-7404 WSIB	4,554.40	1,810.74	1,800.00	1,726.07	1,570.15
01-7620-7405 LIFE INSURANCE	542.40	-	-	-	-
01-7620-7405 BENEFITS EXPENSE	6,458.28	-	-	-	-
01-7620-7407 OMERS EXPENSE	12,875.63	53.90	-	-	4,710.44
01-7620-7415 TRAINING	250.00	227.20	250.00	162.81	250.00
01-7620-7430 WAGES TRANSFER IN	1,000.00	1,645.07	500.00	59.91	500.00
01-7620-7442 MILEAGE	750.00	747.78	-	-	-
01-7620-7452 BOOT & CLOTHING ALLOWANCE	500.00	83.55	500.00	-	500.00
01-7620-7500 HYDRO	60,000.00	60,054.32	65,000.00	63,925.46	62,500.00
01-7620-7501 GAS	1,500.00	6.94	1,500.00	865.62	700.00
01-7620-7502 WATER	8,000.00	8,006.90	7,500.00	7,268.06	6,000.00
01-7620-7503 SEWAGE EXPENSE	10,000.00	4,801.34	10,000.00	4,864.73	10,000.00
01-7620-7510 INSURANCE	23,603.00	23,808.60	21,560.10	20,187.36	20,109.21
01-7620-7511 PROPERTY TAXES	5,000.00	4,833.64	4,750.00	4,531.46	4,500.00
01-7620-7515 Building Repair & Maintenance	10,000.00	9,274.16	15,000.00	5,977.94	15,000.00
01-7620-7516 JANITORIAL	2,500.00	1,337.76	2,500.00	1,325.35	2,000.00
01-7620-7520 GROUNDS MAINTENANCE	42,000.00	15,434.33	40,000.00	38,167.85	40,000.00
01-7620-7529 ADMINISTRATION EXPENSE	10,000.00	10,100.00	10,000.00	10,000.00	10,000.00
01-7620-7601 PHONE & INTERNET	2,100.00	2,154.49	1,500.00	1,314.21	1,000.00
01-7620-7611 EQUIPMENT MAINTENANCE	3,000.00	2,033.09	2,500.00	2,762.95	3,000.00
01-7620-7613 EQUIPMENT PURCHASE	2,000.00	495.52	2,500.00	886.23	2,500.00
01-7620-7650 OFFICE SUPPLIES	1,000.00	524.77	1,000.00	1,013.16	500.00
01-7620-7651 POSTAGE & COURIER	1,000.00	689.77	1,000.00	346.09	1,000.00
01-7620-7652 ADVERTISING	500.00	-	500.00	1,608.82	500.00
01-7620-7653 Bank Charges	1,600.00	1,625.79	1,750.00	1,662.69	600.00
01-7620-7660 OTHER SUPPLIES	250.00	26.81	250.00	34.93	250.00
01-7620-7675 Legal Exp - Business Study	2,000.00	9,000.00	10,000.00	-	10,000.00
01-7620-7701 FUEL EXP	2,250.00	184.61	2,250.00	2,001.81	2,500.00
01-7620-7900 TRANSFER TO RESERVES	-	192,931.74	98,641.40	174,169.36	-
01-7620-7901 TRANSFER FROM RESERVES	- 661,313.56	-	-	-	280,465.07
Capital					
01-7620-8000 CAPITAL - BINGO HALL REFURBISHMENT	-	-	15,000.00	-	15,000.00
01-7620-8001 CAPITAL - Consult & Engineering for Septic System	-	-	-	-	-
01-7620-8002 CAPITAL - WAR MONUMENT & GATES	-	-	-	-	-
01-7620-8005 CAPITAL - Stairs	-	-	-	-	400,000.00
01-7620-8006 CAPITAL - New Washroom (Engineering & Construction)	750,000.00	-	50,000.00	-	-
	\$ 0.00	\$ -	\$ -	\$ 808.91	\$ -

Reserve Balance:

Balance - January 1 2026	\$ 1,133,375.69
Transfer from Reserves	- 661,313.56
Estimated Balance - December 31, 2026	\$ 472,062.13



Municipality of West Elgin

2026 Draft Budget

Library - Rodney		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7650-6321	RENT - LIBRARY - RODNEY	26,039.08	25,578.64	25,578.65	25,077.12	25,000.00
01-7650-7400	WAGES	-	-	-	-	-
01-7650-7401	CPP EXPENSE	-	-	-	-	-
01-7650-7402	EI EXPENSE	-	-	-	-	-
01-7650-7404	WSIB	-	-	-	-	-
01-7650-7430	WAGES TRANSFER IN	-	-	-	-	-
01-7650-7500	HYDRO	2,500.00	1,758.05	2,500.00	1,734.87	2,500.00
01-7650-7501	GAS	1,200.00	1,021.34	1,200.00	1,009.33	1,200.00
01-7650-7502	WATER	1,200.00	928.53	1,200.00	932.97	1,000.00
01-7650-7510	INSURANCE	1,519.00	1,528.74	1,528.74	1,302.48	1,302.48
01-7650-7515	BUILDING REPAIRS & MAINTENANCE	10,000.00	5,901.02	10,000.00	1,950.19	5,000.00
01-7650-7516	JANITORIAL	5,000.00	4,320.53	5,000.00	4,217.82	5,000.00
01-7650-7900	Transfer to Reserves	4,620.08	10,120.43	4,149.91	13,929.46	8,997.52
01-7650-7901	Transfer from Reserves	-	-	-	-	-
01-7650-8000	CAPITAL OVER \$10,000	-	-	-	-	-
		-\$ 0.00	\$ -	\$ -	\$ -	\$ -

Library - West Lorne		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7655-6108	WEST ELGIN SUPPORT SERVICES	-	-	-	-	10,000.00
01-7655-6321	RENT - LIBRARY WL	23,625	32,116.64	32,116.61	31,486.88	31,395.43
01-7655-6850	Long-term Financing	100,000	-	100,000.00	-	-
01-7655-7400	WAGES	-	-	-	-	-
01-7655-7401	CPP EXPENSE	-	-	-	-	-
01-7655-7402	EI EXPENSE	-	-	-	-	-
01-7655-7404	WSIB	-	-	-	-	-
01-7655-7430	Wages Transfer In	-	124.93	-	140.33	2,000.00
01-7655-7500	HYDRO	5,000	5,268.94	5,000.00	4,544.11	7,000.00
01-7655-7501	GAS	1,200	2,686.69	1,200.00	921.84	2,200.00
01-7655-7502	WATER	3,500	2,766.78	3,500.00	3,122.68	4,500.00
01-7655-7510	INSURANCE	2,634	2,449.98	2,449.98	2,161.08	2,161.08
01-7655-7515	BUILDING REPAIRS & MAINTENANCE	3,000	4,996.85	3,000.00	29,939.05	25,000.00
01-7655-7516	JANITORIAL	10,000	9,449.87	10,000.00	8,856.18	11,500.00
01-7655-7520	GROUNDS MAINTENANCE	500	-	500.00	-	-
01-7655-7601	PHONE & INTERNET	2,000	1,841.68	2,000.00	1,711.55	1,800.00
01-7655-7900	Transfer to Reserves	-	2,530.92	-	-	13,426.87
01-7655-7901	Transfer from Reserves	374,209	29,393.10	400,000.00	-	-
01-7655-8001	CAPITAL - Building Renovations	470,000	29,393.10	500,000.00	-	-
		\$ -	\$ -	\$ (4,466.63)	\$ 19,909.94	\$ 1,338.78



Municipality of West Elgin

2026 Draft Budget

Planning		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7700-6430	PLANNING FEES	- 32,000	- 38,720.00	- 26,000.00	- 25,795.00	- 50,000.00
01-7700-7442	MILEAGE	4,000	3,783.98	4,000.00	3,973.93	5,000.00
01-7700-7533	PLANNING FEES			-	5.65	-
01-7700-7651	POSTAGE & COURIER	500	418.20	500.00	416.98	1,000.00
01-7700-7652	ADVERTISING	500		500.00	-	500.00
01-7700-7675	LEGAL - Official Plan	10,000		-	18,992.45	5,000.00
01-7700-7680	CONTRACTED SERVICES	70,000	53,586.07	70,404.49	60,404.49	72,000.00
01-7700-7901	TRANSFER FROM RESERVES	-		-	5,000.00	5,000.00
		\$ 53,000.00	\$ 19,068.25	\$ 49,404.49	\$ 52,998.50	\$ 28,500.00



Municipality of West Elgin

2026 Draft Budget

Economic Development		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-7710-6121	GRANT - Roots & Revival	-		-	125,180.79	-
01-7710-6751	ELGINCENTIVES	-	6,612.35	-	2,074.62	-
01-7710-7359	Roots and Revival Festival	-		-	125,180.79	-
01-7710-7360	ELGINCENTIVES	-	6,612.35	-	2,074.62	-
01-7710-7361	ECONOMIC DEVELOPMENT - Projects & Services	90,000		60,000.00	-	-
01-7710-7652	ADVERTISING	-		-	-	1,000.00
01-7710-7900	TRANSFER TO RESERVES	-	60,000.00	-	-	-
01-7710-7901	Transfer from Reserves	-	60,000	-	-	-
		\$ 30,000.00	\$ 60,000.00	\$ 60,000.00	0.00	\$ 1,000.00



Municipality of West Elgin

2026 Draft Budget

Debentures		2026 Budget	2025 Estimates	2025 Budget	2024 Actuals	2024 Budget
01-8000-7480	TILE DRAINS EXP	6,046	6,046.10	6,046.10	2,338.05	22,848.11
01-8000-7481	MUNICIPAL DRAINS	20,442	35,504.48	19,467.49	22,102.79	24,316.52
01-8000-7482	WATERLINE	10,432	20,487.39	11,726.71	9,691.73	12,087.32
01-8000-7581	MUNICIPAL DRAINS - INTEREST	6,940	8,191.08	7,914.84	2,213.74	-
01-8000-7582	WATERLINE - INTEREST	1,655	3,687.23	2,032.15	2,395.59	-
01-8000-7583	TILE DRAINS - INTEREST	747	1,494.60	1,494.60	8,966.17	-
		\$ 46,263.21	\$ 75,410.88	\$ 48,681.89	\$ 47,708.07	\$ 59,251.95

2026 CAPITAL BUDGET

Department	Project Name	Amount	Sources of Revenue		
			Reserves	Grant	General Taxation
Fire	Tanker	\$ 491,000.00	\$ 491,000.00		
Fire	SCBA 2 Paks, 4 Cylinders	\$ 25,000.00			\$ 25,000.00
Fire	Hose Replacement	\$ 16,000.00	\$ 16,000.00		
Roads	Tractor Upgrade	\$ 15,000.00	\$ 15,000.00		
Roads	TRUCK 17	\$ 450,000.00	\$ 450,000.00		
Roads	PICKUP 4	\$ 60,000.00	\$ 60,000.00		
Roads	PICKUP 15	\$ 60,000.00	\$ 60,000.00		
Roads	DRAIN REPLACEMENT CSP#2	\$ 50,000.00			\$ 50,000.00
Roads	Walker Street Reconstruction - engineering, storm drains, waterline and sewer upgrade & paving	\$ 265,000.00	\$ 265,000.00		
Roads	West Lorne Storm Water Management- consulting, engineering & consulting	\$ 250,000.00	\$ 250,000.00		
Roads	Culvert replacement	\$ 300,000.00	\$ 300,000.00		
Sidewalks	SIDEWALKS - West Lorne	\$ 225,000.00	\$ 175,000.00		\$ 50,000.00
Sewer-Rodney	Rodney Sewage Upgrades	\$ 2,648,356.00	\$ 964,173.00	\$ 1,684,183.00	
Sewer- West Lorne	Sanitary Manhole Repair	\$ 30,000.00	\$ 30,000.00		
Sewer- West Lorne	Scum Pump Rebuild	\$ 15,000.00	\$ 15,000.00		
Sewer- West Lorne	HVAC System Upgrade	\$ 22,000.00	\$ 22,000.00		
Sewer- West Lorne	Pump Station Rebuild	\$ 15,000.00	\$ 15,000.00		
Sewer- West Lorne	Addition of tie in from filter by-pass to lagoon	\$ 45,000.00	\$ 45,000.00		
Water	AMR SOFTWARE & HARDWARE	\$ 200,000.00	\$ 200,000.00		
Water	Truck Replacement	\$ 60,000.00	\$ 60,000.00		
Water	Chestnut Water Main (Graham to Ridge)	\$ 125,000.00	\$ 125,000.00		
Arena	Arena Renovations-engineering fees	\$ 6,400.00	\$ 6,400.00		
Arena	Boards Repairs	\$ 261,500.00	\$ 261,500.00		
Parks & Recreation	Playground Equipment	\$ 400,000.00	\$ 400,000.00		
Parks & Recreation	PICKUP 2	\$ 40,000.00	\$ 40,000.00		
Port Glasgow Trailer Park	New Washroom	\$ 750,000.00	\$ 750,000.00		
Libraries	Building Renovations- West Lorne Library	\$ 470,000.00	\$ 370,000.00	\$ 100,000.00	
2026 Total Capital		\$ 7,295,256.00	\$ 5,386,073.00	\$ 1,784,183.00	\$ 125,000.00



MUNICIPALITY OF
West Elgin

2026 Operating & Capital Budget Overview

2026 Budget Objectives

Main core services

Support community growth

Improve infrastructure

Ensure financial sustainability

2026 Budget Overview

- ▶ The Municipal Act, 2001, sec. 290(1) requires municipalities to prepare and adopt budget including estimates of all sums required during the year for the purposes of the municipality. Municipalities must adopt a balanced budget.
- ▶ The operating budget provides the necessary resources to deliver programs and services to meet the needs of our growing community and accommodate for inflationary pressures.
- ▶ Please note that all reserve fund balances are estimates and subject to change with final year end adjustments.

2026 Budget Summary

- ▶ 2026 Draft Budget proposes to raise **\$4,722,651.89** in total property taxes, resulting in an annual increase of **\$108.32** per year (or \$9.03 per/month) for a residential home valued at \$200,000.
- ▶ This additional \$312,519 raised compared to 2025 results in a 7.09% levy increase; Council can choose to accept this proposal and vote to approve Capital and Operating Budget as presented, resulting in an increase in the Municipal portion of the property tax rate of 6.56%.
- ▶ For 2026, a 1% property tax increase represents approximately **\$44,101**.
- ▶ Reduction considerations to be discussed

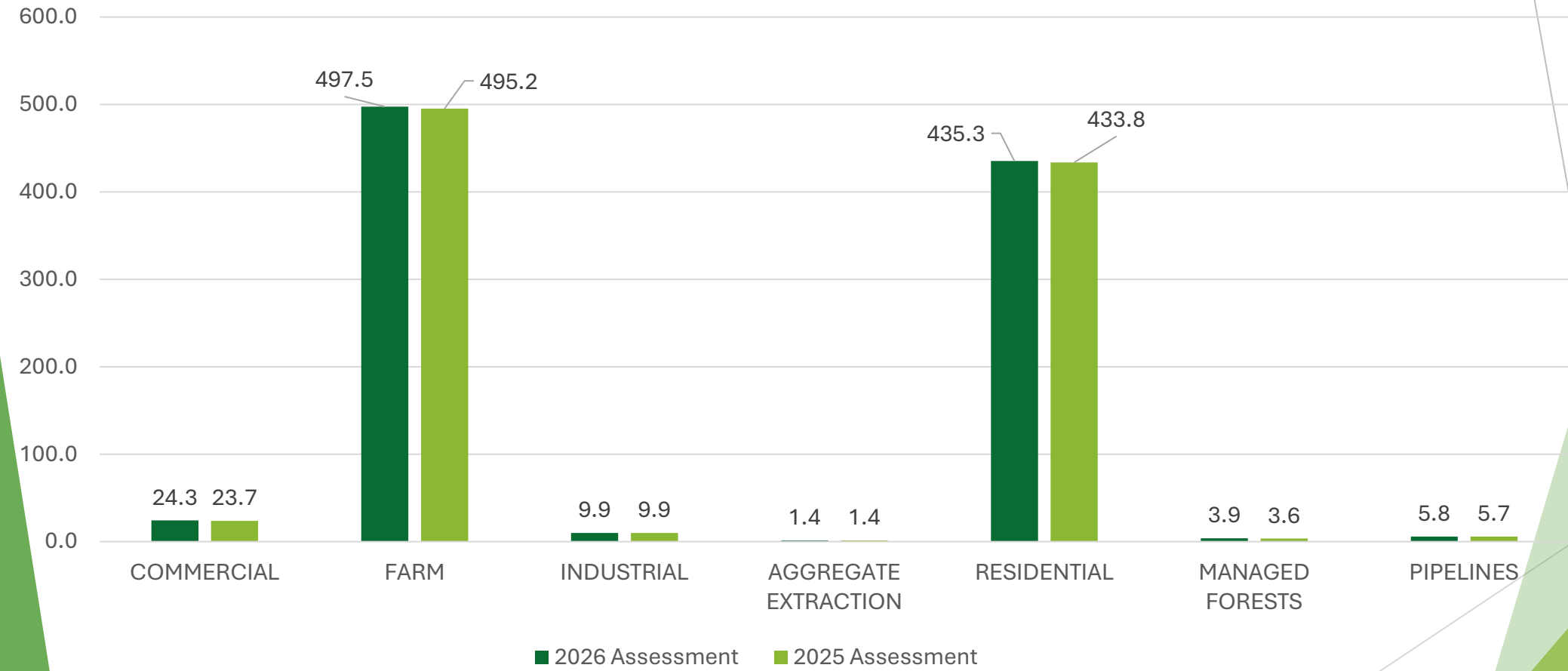


Assessment Comparison

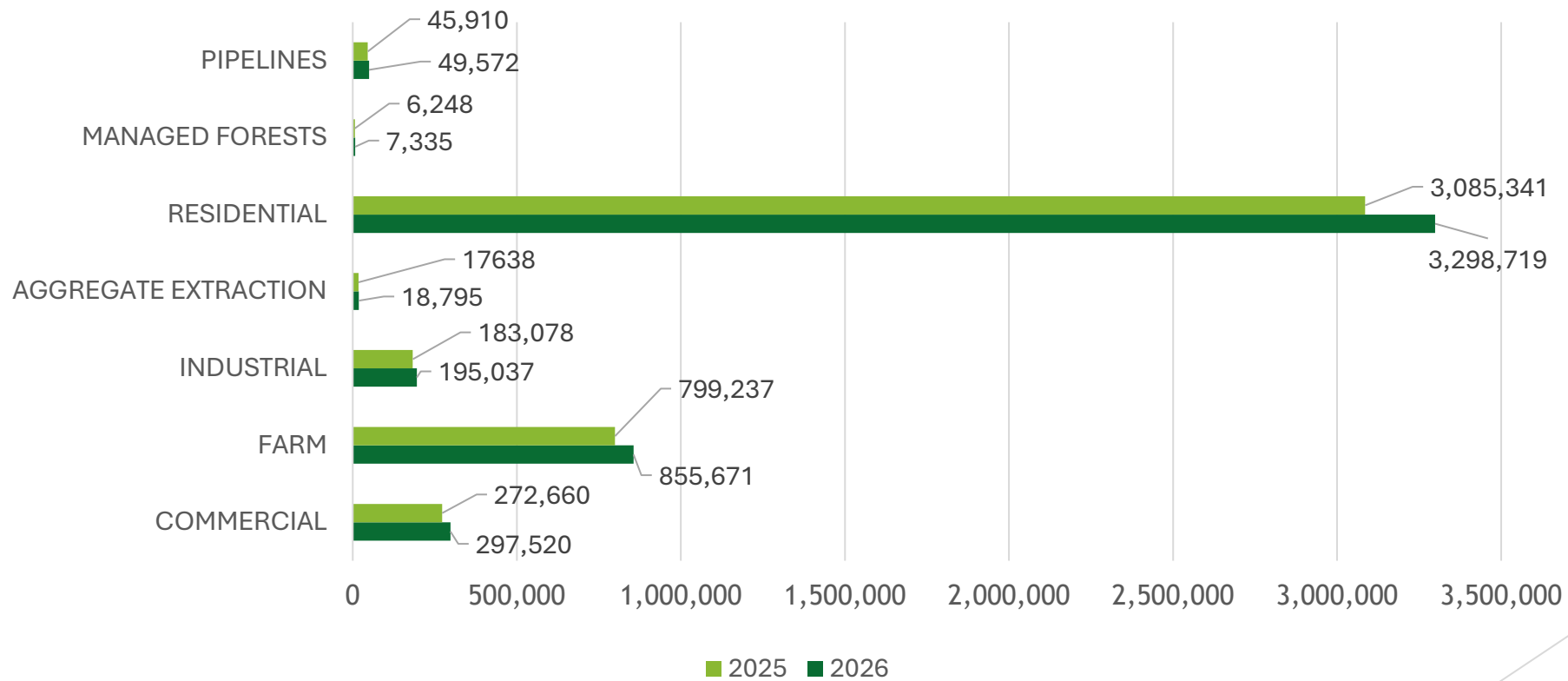
	2026	2025	Change in Assessment (\$)	Change in Assessment (%)
Total Assessment	\$ 978,132,706	\$ 973,338,206	\$ 4,794,500	0.49%
Weighted Assessment	\$ 631,589,565	\$ 628,483,084	\$ 3,106,481	0.49%

- ▶ The 0.49% growth in assessment accounts for \$20,387 in additional property taxes raised

Assessment Comparison



Tax Revenue



Residential Tax Billing Comparison

2025 Billing

Increase Levy of 5.13%

Average Assessment

\$ 200,000

2025 Municipal Rate	0.00701710	\$ 1,403.42
2025 County Rate	0.00694535	\$ 1,389.07
2025 Education Rate	0.00153000	\$ 306.00

Total Tax Bill

\$ 3,098.49

2026 Billing

Increase Levy of 7.08%

Average Assessment

\$ 200,000

2026 Municipal Rate	0.00747741	\$ 1,495.48
2026 County Rate	0.00702665	\$ 1,405.33
2026 Education Rate	0.00153000	\$ 306.00

Total Tax Bill

\$ 3,206.81

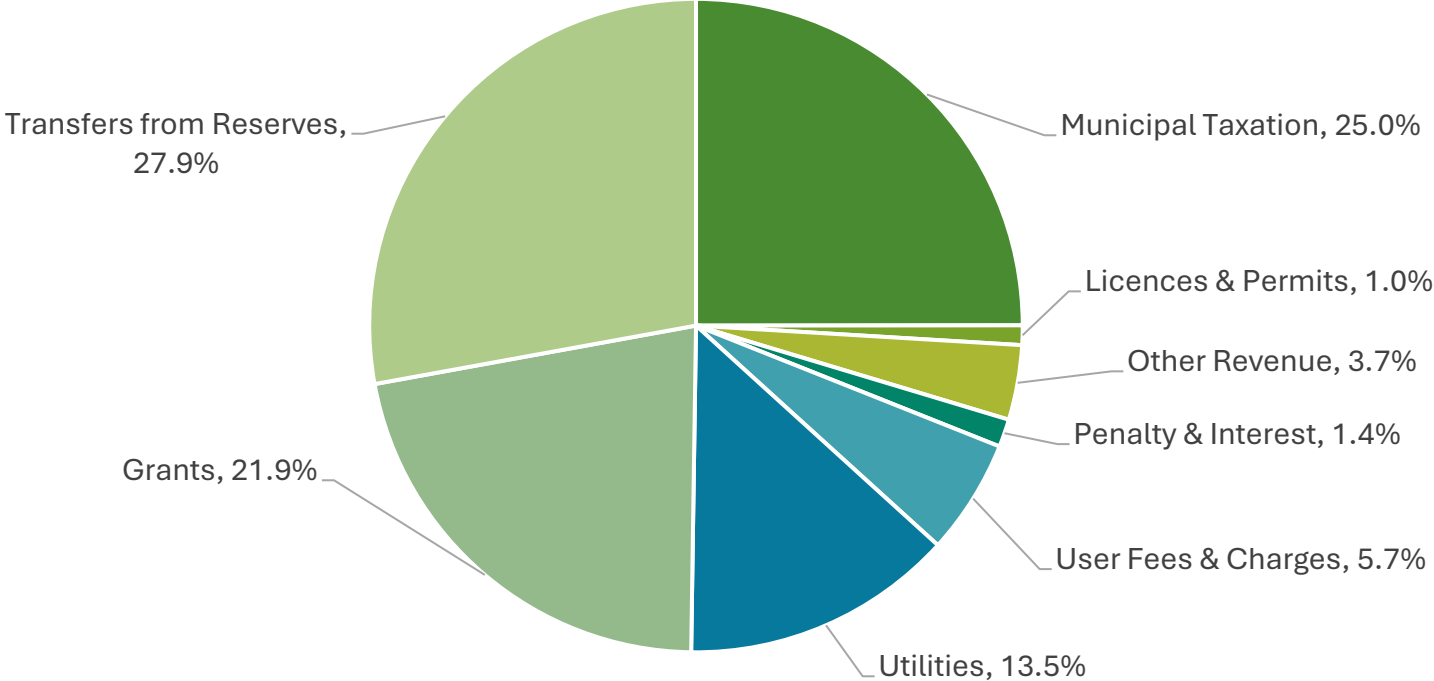
Overall Annual Increase **\$ 108.32**

Overall Monthly Increase **\$ 9.03**

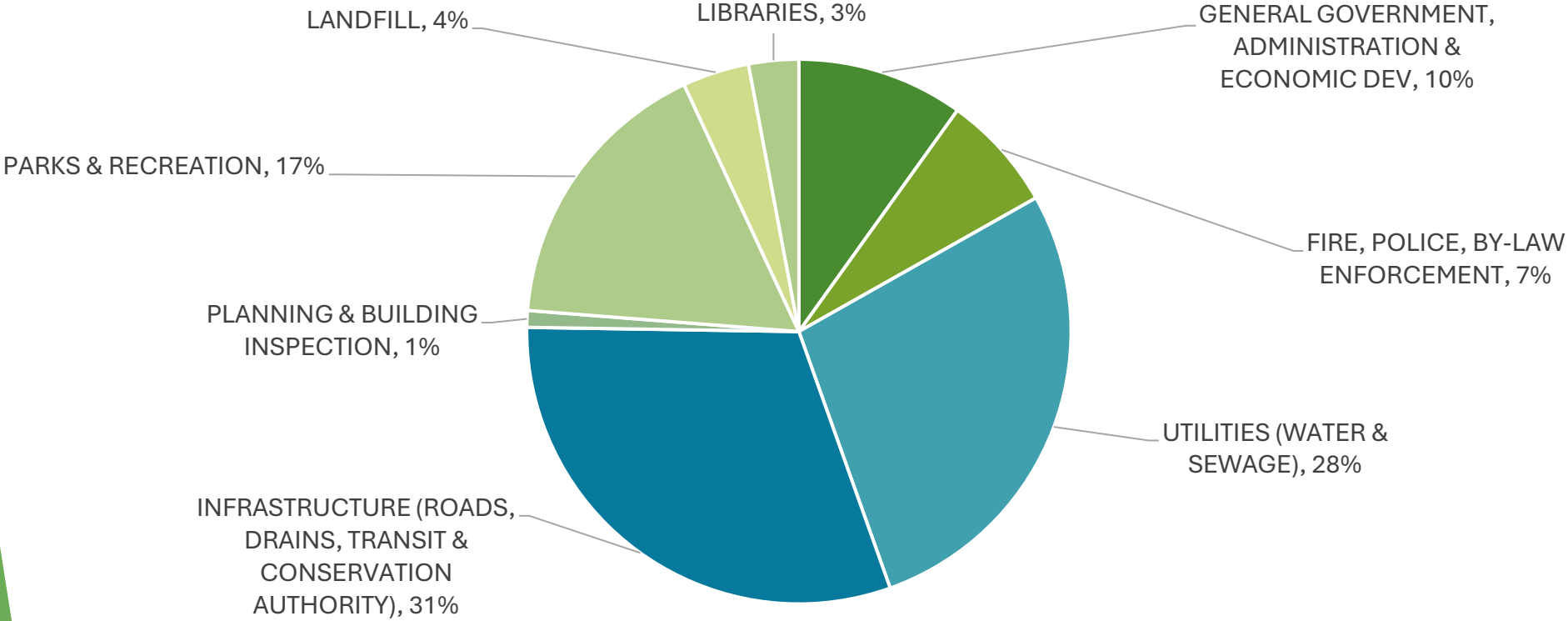
Municipal Annual Increase **\$ 92.06**

Municipal Monthly Increase **\$ 7.67**

REVENUES - \$19.6M



EXPENSES - \$19.6M





REVENUE AT A GLANCE

Municipality of West Elgin

Rate Increase	6.56%
Levy Increase	7.09%

Revenues

Taxation

Local Improvements

PIL

Miscellaneous Revenue

Grants:

GRANT - OMPF

GRANT - OCIF

GRANT - Canada Day

GRANT - SUMMER STUDENT

2026 Budget

-\$	4,722,651.89
-	46,263.21
-	119,000.00

-	163,522.00
---	------------

-	2,223,900.00
-	238,015.00
-	8,000.00
-	6,160.00

2025 Estimates

-	4,409,538.03
-	46,263.21
-	100,473.01

-	149,038.39
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-	2,062,100.00
-	264,461.00
-	8,000.00
-	4,816.00

2025 Budget

-\$	4,410,133.31
-	48,681.89
-	98,000.00

-	137,076.00
---	------------

-	2,062,100.00
-	264,461.00
-	8,000.00
-	2,300.00



Municipality of West Elgin

Rate Increase	6.56%
Levy Increase	7.09%

Departmental Summaries

	2026 Budget	2025 Estimates	2025 Budget	Variance	% Change
Council	\$ 157,615.76	128,945.28	\$ 134,353.24	\$ 23,263	17%
Administration	1,485,713.62	1,537,954.72	1,496,397.92	-\$ 10,684	-1%
Municipal Buildings	172,636.00	100,035.70	98,584.36	\$ 74,052	75%
Fire	801,148.14	949,103.45	760,788.58	\$ 40,360	5%
Police Services	1,080,995.00	954,144.30	976,392.00	\$ 104,603	11%
Conservation Authority	81,948.00	73,496.00	73,496.00	\$ 8,452	11%
Building Inspection	-	-	-	\$ -	0%
Emergency Measures	5,000.00	-	5,000.00	\$ -	0%
By-Law Enforcement	27,200.00	25,585.22	27,200.00	\$ -	0%
Animal Control	11,400.00	7,401.28	11,400.00	\$ -	0%
Roads	1,842,319.82	1,790,423.85	1,697,123.48	\$ 145,196	9%
Four Counties Transit	10,358.00	9,831.74	10,880.00	-\$ 522	-5%
Street Lights	44,500.00	33,574.53	45,000.00	-\$ 500	-1%
Sidewalks	61,500.00	62,047.11	61,500.00	\$ -	0%
Sewage - Rodney	- 0.00	-	-	-\$ 0	0%
Sewage - West Lorne	- 0.00	-	-	-\$ 0	0%
Water	0.00	0.00	-	\$ 0	0%
Landfill	706,358.94	582,756.58	578,458.61	\$ 127,900	22%
Cemeteries	1,000.00	662.08	1,000.00	\$ -	0%
Arena	143,104.48	109,372.67	99,204.00	\$ 43,900	44%
Parks & Recreation	743,083.26	642,725.00	779,040.03	-\$ 35,957	-5%
Port Glasgow Trailer Park	0.00	0.00	-	\$ 0	0%
Libraries	- 0.00	-	4,466.63	\$ 4,467	-100%
Planning	53,000.00	19,068.25	49,404.49	\$ 3,596	7%
Economic Development	30,000.00	60,000.00	60,000.00	-\$ 30,000	-50%
Drains	22,367.87	20,553.55	21,314.23	\$ 1,054	5%
Debentures	46,263.21	75,410.88	48,681.89	-\$ 2,419	-5%

2026 Budget Impacts by Department

COUNCIL

- ▶ An increase of \$23,268 (Year-Over-Year)
- ▶ \$30,000 – Transfer from Reserves with a \$10,000 additional spend – Election Costs
- ▶ Increased number of conferences
- ▶ \$7,500 for IT equipment (new council)
- ▶ Inflationary increases

2026 Budget Impacts by Department- Administration

ADMINISTRATION

WAGES & BENEFITS

- ▶ A decrease of \$25,687 (Year-Over-Year) consists of the following adjustments:
 - ▶ A 2% cost of living increase
 - ▶ A 4% step increase to recognize their experience and progression.
 - ▶ Additional \$10,000 for staff recruitment
 - ▶ Above items offset by salary continuance accrued in 2025

ERGONOMIC ASSESSMENT & EQUIPMENT PURCHASE – \$15,000.

- ▶ Growing concerns about employee discomfort in the workplace.
- ▶ Potential for health-related issues due to prolonged sitting and poor workstation setup.
- ▶ Desire to improve overall employee well-being and performance.
- ▶ An additional \$15,000 from reserve transfer that was set aside in 2025.

2026 Budget Impacts by Department- Administration

ASSET MANAGEMENT

- ▶ A decrease of \$11,640 (Year-Over-Year) consists of the following adjustments:
 - ▶ Consulting services to meet O. Reg. 588/17 Proposed Levels of Service Requirements- considerable work in 2025
- ▶ Other costs include:
 - ▶ GIS Shared Services position
 - ▶ GIS Student position

SOFTWARE LICENSE

- ▶ Overall increase of \$10,000 to support the current staffing compliment
- ▶ The remainder is from standard annual adjustments.
- ▶ The 2026 budget covers approximately 15 different software licenses essential for operations

2026 Operating Budget Impacts by Department

FIRE

- ▶ Over the last 4 years, we have set aside approximately \$120,000 for communication equipment upgrades- including \$30,000 in 2026
- ▶ \$75,000 apparatus reserve transfer for future purchases
- ▶ Hose Replacements: Fully covered by transfers from reserves.
- ▶ Tanker: \$491,000 total cost to be fully covered by transfers from reserves
- ▶ Transitioning operational cost of fire services to be fully supported by the levy. In 2025, \$100,000 of fire budget was funded by reserves.

2026 Budget Impacts by Department

POLICE SERVICES

- ▶ An increase of \$104,603
 - ▶ In line with capped 11% billing increase by OPP

ROADS

- ▶ Overall increase of \$145,196
 - ▶ Wage cost of living increases- \$69,068
 - ▶ Municipal Drain Assessment- \$100,000

2026 Budget Impacts by Department

LANDFILL

- ▶ An increase of \$127,900 (Year-Over-Year) consists of the following adjustments:
 - ▶ As the landfill nears the end of its operational life, the need for additional capacity demands more frequent monitoring, compaction, and cover material application, resulting in \$20,000 additional ground maintenance.
 - ▶ Environmental compliance requirements are also increasing, necessitating more environmental assessments, testing, and reporting. \$50,000 has been budgeted to be transferred to reserve to account for the large future closing costs.
 - ▶ \$58,500 increased cost for garbage collection due to inflation and increased fuel prices. This budget aligns with proposals for new contract, aimed at minimizing cost.

2026 Budget Impacts by Department

PARKS & RECREATION

- ▶ \$31,000 budgeted fencing costs for baseball diamond
- ▶ \$1,300 portable washrooms for Rodney Park
- ▶ \$50,000 reserve transfer to fund future multi-use pads. With 2025 contribution, we have \$100,000 available to fund this future project
- ▶ \$40,000 increase for Master Plans of Rodney Park and Miller Park
- ▶ Arena: \$30,000 additional budgeted equipment maintenance, \$20,000 of which allocated for Zamboni maintenance

Port Glasgow Trailer Park Budget Summary

- ▶ An 11% increase has been applied to seasonal trailer park revenues, in line with the Council-approved three-year seasonal rate increases.
- ▶ Operating expenses are approximately 61% higher than the previous year's budget mainly due to wages increases and increased ground maintenance needs.
- ▶ Capital projects: New washroom fully funded by reserves (\$750,000)

	2026 Budget	*Unaudited 2025 Actuals	2024 Actuals
Revenues	\$462,845	\$424,677	\$408,598
Operating Expenses	\$374,158	\$231,745	\$234,429
Capital Expenses	\$750,000	\$0	\$0
Transfer to Reserve	\$88,687	\$192,932	\$174,169
Transfer from Reserve	\$750,000	\$0	\$0
Net Surplus (Deficit)	\$0	\$0	\$0

2026 Budget Impacts by Department

ECONOMIC DEVELOPMENT

- ▶ \$30,000 for economic development projects and services.
- ▶ Additional \$60,000 funded through reserves for 2025 carry over projects (marketing and branding)
- ▶ Support initiatives to attract new investment, grow local businesses, and strengthen our economic base.

Bridging the Gap: Capital Projects and Their Funding Sources

Department	Project Name	Amount	Sources of Revenue		
			Reserves	Grant	General Taxation
Fire	Tanker	\$ 491,000.00	\$ 491,000.00		
Fire	SCBA 2 Paks, 4 Cylinders	\$ 25,000.00			\$ 25,000.00
Fire	Hose Replacement	\$ 16,000.00	\$ 16,000.00		
Roads	Tractor Upgrade	\$ 15,000.00	\$ 15,000.00		
Roads	TRUCK 17	\$ 450,000.00	\$ 450,000.00		
Roads	PICKUP 4	\$ 60,000.00	\$ 60,000.00		
Roads	PICKUP 15	\$ 60,000.00	\$ 60,000.00		
Roads	DRAIN REPLACEMENT CSP#2	\$ 50,000.00			\$ 50,000.00
Roads	Walker Street Reconstruction - engineering, storm drains, waterline and sewer upgrade & paving	\$ 265,000.00	\$ 265,000.00		
Roads	West Lorne Storm Water Management- consulting, engineering & consulting	\$ 250,000.00	\$ 250,000.00		
Roads	Culvert replacement	\$ 300,000.00	\$ 300,000.00		
Sidewalks	SIDEWALKS - West Lorne	\$ 225,000.00	\$ 175,000.00		\$ 50,000.00
Sewer-Rodney	Rodney Sewage Upgrades	\$ 2,648,356.00	\$ 964,173.00	\$ 1,684,183.00	
Sewer- West Lorne	Sanitary Manhole Repair	\$ 30,000.00	\$ 30,000.00		
Sewer- West Lorne	Scum Pump Rebuild	\$ 15,000.00	\$ 15,000.00		
Sewer- West Lorne	HVAC System Upgrade	\$ 22,000.00	\$ 22,000.00		
Sewer- West Lorne	Pump Station Rebuild	\$ 15,000.00	\$ 15,000.00		
Sewer- West Lorne	Addition of tie in from filter by-pass to lagoon	\$ 45,000.00	\$ 45,000.00		
Water	AMR SOFTWARE & HARDWARE	\$ 200,000.00	\$ 200,000.00		
Water	Truck Replacement	\$ 60,000.00	\$ 60,000.00		
Water	Chestnut Water Main (Graham to Ridge)	\$ 125,000.00	\$ 125,000.00		
Arena	Arena Renovations-engineering fees	\$ 6,400.00	\$ 6,400.00		
Arena	Boards Repairs	\$ 261,500.00	\$ 261,500.00		
Parks & Recreation	Playground Equipment	\$ 400,000.00	\$ 400,000.00		
Parks & Recreation	PICKUP 2	\$ 40,000.00	\$ 40,000.00		
Port Glasgow Trailer Park	New Washroom	\$ 750,000.00	\$ 750,000.00		
Libraries	Building Renovations- West Lorne Library	\$ 470,000.00	\$ 370,000.00	\$ 100,000.00	
2026 Total Capital		\$ 7,295,256.00	\$ 5,386,073.00	\$ 1,784,183.00	\$ 125,000.00

2026 Transfers to Reserves

Reserve Account	Description	2026 Budget
01-6100-7900	OCIF Funding	\$ 238,015.00
01-7011-7900	Municipal Building Reserve Transfer	\$ 75,000.00
01-7070-7900	Fire Communication Equipment	\$ 30,000.00
01-7070-7900	Fire Truck	\$ 75,000.00
01-7120-7900	Building Inspection Surplus	\$ 70,835.00
01-7200-7900	Roads Equipment and Vehicle Replacement Transfer	\$ 150,000.00
01-7200-7900	Federal Gas Tax Allocation	\$ 165,716.00
01-7280-7900	Future replacement of the Transit Bus	\$ 10,000.00
01-7300-7900	Rodney Sewer Surplus	\$ 60,701.38
01-7301-7900	WL Sewer Surplus	\$ 96,029.53
01-7350-7900	Landfill closing costs	\$ 50,000.00
01-7600-7900	Arena Boards	\$ 50,000.00
01-7610-7900	Marina Bridge Replacement	\$ 50,000.00
01-7611-7900	Multi-Use Pads	\$ 50,000.00
01-7612-7900	Recreation Center Ceiling Replacement	\$ 25,000.00
01-7613-7900	Pool Liner Replacement	\$ 50,000.00
01-7614-7900	Parks & Rec Donations	\$ 120,000.00
01-7614-7900	Parks & Rec Vehicle Reserve	\$ 20,000.00
01-7650-7900	Rodney Library Surplus	\$ 4,620.08
		\$ 1,390,916.99

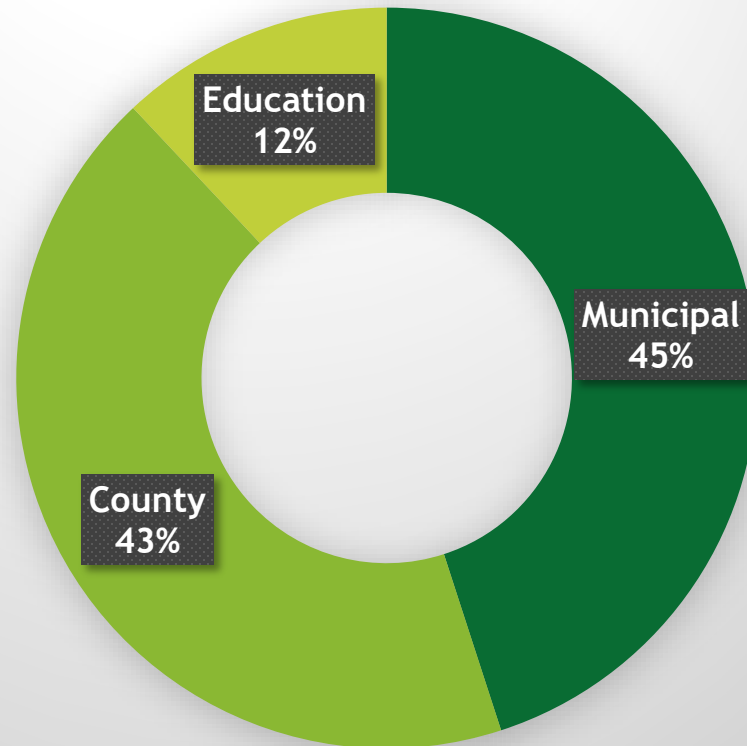
2026 Interest Reserve Allocations

Reserve Account	Description	Interest Allocated
01-3000-3100	OCIF Funding	\$ 20,949.51
01-3000-3101	RES - FEDERAL GAS TAX	\$ 5,121.01
01-3000-3102	RES - PROVINCIAL GAS TAX	\$ 1,080.22
01-3000-3201	DISC RESERVES - RODNEY SEWAGE	\$ 6,987.26
01-3000-3202	DISC RESERVES - WEST LORNE SEWAGE	\$ 18,446.86
01-3000-3203	DISC RESERVES - WEST ELGIN WATER DEPT	\$ 47,979.22
2026 Projected Interest Allocated to Reserves		\$ 100,564.08
Interest projected to be included in Miscellaneous Revenue 01-6100-6110		\$ 250,000.00
Total 2026 Budgeted Interest Revenue		\$ 350,564.08

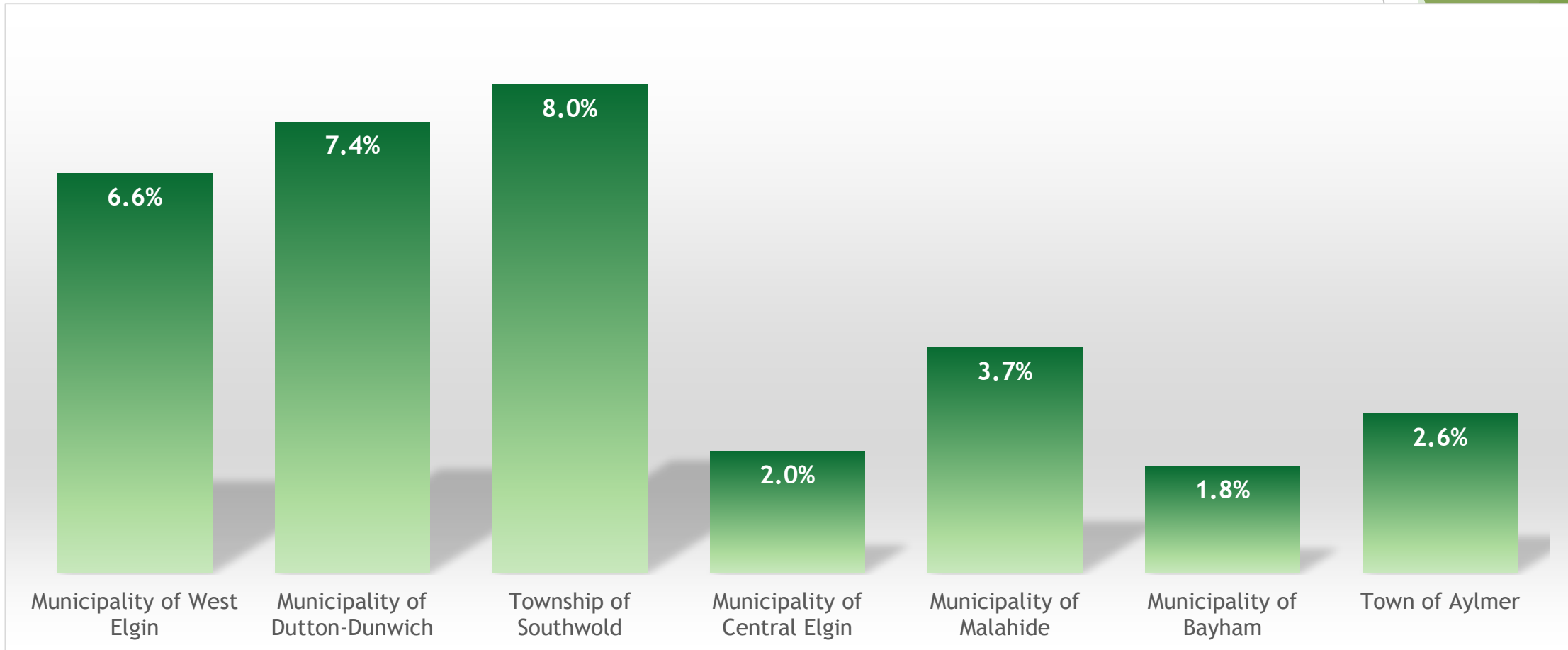


Account Number	Description	2025 Beg Balance	Transfer In	Transfer Out	2025 Balance	Transfer In	Transfer Out	2026 Balance
01-3000-3001	RES-WORKING CAPITAL	760,227.53			760,227.53			760,227.53
01-3000-3002	RES-CONTINGENCIES	456,470.28			456,470.28			456,470.28
01-3000-3003	RES-ROADS	1,462,388.17	344,080.97	(570,527.73)	1,235,941.41	150,000.00	(585,000.00)	800,941.41
01-3000-3004	RES-FIRE TRUCK	585,748.62	200,000.00	(212,537.97)	573,210.65	75,000.00	(507,000.00)	141,210.65
01-3000-3005	RES-RECREATION	116,400.00	50,000.00		166,400.00	70,000.00		236,400.00
01-3000-3006	RES-PARKLAND	88,761.82			88,761.82			88,761.82
01-3000-3007	RES-WASTE MANAGEMENT	740,763.00			740,763.00	50,000.00		790,763.00
01-3000-3008	RES-WATER CONSTRUCTION	50,000.00			50,000.00			50,000.00
01-3000-3010	Reserves - Developments	61,446.17			61,446.17			61,446.17
01-3000-3011	RES - MARINA/WASHROOMS	50,000.00			50,000.00			50,000.00
01-3000-3012	RES - WL COMM IMPROVEMENT	25,748.24			25,748.24			25,748.24
01-3000-3013	RES - GEN WATER CONSTRUCTIO	96,701.52			96,701.52			96,701.52
01-3000-3014	RES - TAXRATE STABILIZATION	2,936,076.40	15,000.00	(29,444.99)	2,921,631.41	50,000.00	(228,353.00)	2,743,278.41
01-3000-3016	RES-BUILDING/SEWAGE REVEN	29,894.00			29,894.00			29,894.00
01-3000-3017	RES-TRAILER PARK	940,693.95	192,681.74		1,133,375.69		(661,313.56)	472,062.13
01-3000-3018	RES-WL HERITAGE H. & HUB	206,766.00			206,766.00			206,766.00
01-3000-3019	RES-CN-RODNEY PARK LAND	100,000.00			100,000.00			100,000.00
01-3000-3020	RES-FIRE COMMUNICATIONS	60,000.00	30,000.00		90,000.00	30,000.00		120,000.00
01-3000-3021	RES-POLICING	209,766.15		(30,000.00)	179,766.15		(30,000.00)	149,766.15
01-3000-3022	RES-DOWNTOWN IMPROVEMENT	250,000.00			250,000.00			250,000.00
01-3000-3023	RES-INSURANCE	-			-			-
01-3000-3024	RES-MUNICIPAL BUILDINGS	423,301.99		(48,911.03)	374,390.96	75,000.00	(370,000.00)	79,390.96
01-3000-3025	RES-MARINA PIER EXTENSION	396,509.02	-		396,509.02			396,509.02
01-3000-3026	Reserves - Marina Bridge	120,000.00	50,000.00		170,000.00	50,000.00		220,000.00
01-3000-3027	RES - Election	21,457.36	10,000.00	-	31,457.36	-	(30,000.00)	1,457.36
01-3000-3028	Reserves - Planning - Official Plan	-			-	-		-
01-3000-3029	2021-2024 Capital Carried Forward	540,000.00	50,000.00	(175,000.00)	415,000.00	25,000.00	(230,000.00)	210,000.00
01-3000-3030	Reserve - Economic Development	-	60,000.00		60,000.00		(60,000.00)	-
01-3000-3031	County Roads Reserves	247,250.58		(7,504.94)	239,745.64		(3,968.00)	235,777.64
01-3000-3032	County Roads Reserves	50,000.00			50,000.00			50,000.00
01-3000-3034	Reserves - West Lorne Complex	13,426.87	2,530.92		15,957.79		(4,209.00)	11,748.79
01-3000-3035	Reserves - Rodney Library	45,253.48	10,120.43		55,373.91	4,620.08		59,993.99
01-3000-3036	Reserves - Animal Control	9,583.49			9,583.49			9,583.49
01-3000-3037	Reserves - Building Inspection	115,893.64	75,489.76		191,383.40	70,835.00		262,218.40
01-3000-3040	Arena Facility Upgrades	400,000.00			400,000.00		(6,400.00)	393,600.00
01-3000-3042	Dehumidification System	190,000.00	50,000.00	(111,853.00)	128,147.00		(128,147.00)	-
01-3000-3043	Rodney Pool Reserves	25,000.00	150,000.00		175,000.00	50,000.00		225,000.00
01-3000-3044	Old Town Hall Reserves	20,000.00			20,000.00			20,000.00
01-3000-3045	Playground Equipment	26,236.25	262,671.65		288,907.90	120,000.00	(400,000.00)	8,907.90
01-3000-3100	OCIF Funding	1,149,272.93	300,490.07	(725,627.82)	724,135.18	258,964.51	(983,099.69)	-
01-3000-3101	RES - FEDERAL GAS TAX	368,348.94	178,401.18		546,750.12	170,836.65	(500,000.00)	217,586.77
01-3000-3102	RES - PROVINCIAL GAS TAX	29,817.41	10,978.88		40,796.29	11,080.22		51,876.51
01-3000-3201	DISC RESERVES - RODNEY SEWAGE	406,306.14	112,781.88		519,088.02	67,688.64	(519,088.02)	67,688.64
01-3000-3202	DISC RESERVES - WEST LORNE SEWAGE	511,561.28	205,766.76		300,7328.04	114,476.39		831,804.43
01-3000-3203	DISC RESERVES - WEST ELGIN WATER DEPT	1,482,282.51	487,735.65	-	1,970,018.16	47,979.22	(203,944.72)	1,814,052.66
		\$ 15,819,353.74	\$2,848,729.89	\$(1,911,407.48)	\$ 16,756,676.15	\$1,491,480.71	\$(5,450,522.99)	\$ 12,797,633.87

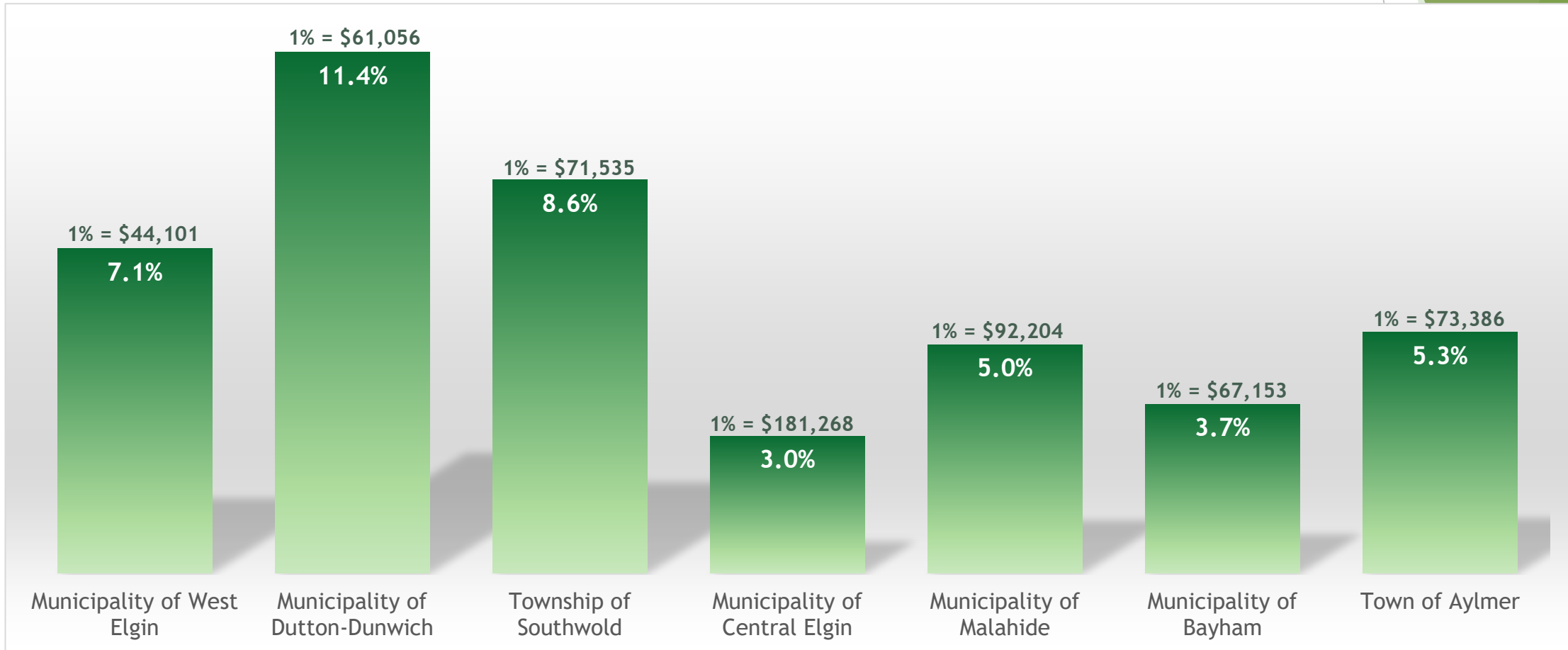
How Do Your Tax Dollars Get Spent?



2026 Tax Increases for Municipalities in Elgin County



2026 Levy Increases for Municipalities in Elgin County





Questions



Staff Report

Report To: Council Meeting
From: Emma Nilsson, Manager of Corporate Services/Treasurer
Date: 2026-05-28
Subject: 2026 Draft Water & Wastewater Budgets Summary

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled “West Elgin 2026 Draft Water & Wastewater Budgets Summary”, dated May 28, 2026, be received for discussion;

AND THAT Council provide direction to staff regarding any revisions prior to final budget adoption.

Purpose:

The purpose of this report is to provide Council with a summary overview of the 2026 Draft Water & Wastewater Budgets, including key assumptions and financial pressures.

Background:

In accordance with Section 290(1) of the Municipal Act, 2001, municipalities are required to adopt a balanced budget that includes estimates of all expenditures required for the year. The 2026 Water & Wastewater Budgets were developed to support service delivery, respond to inflationary pressures, and invest in key areas of growth and organizational capacity. This report will discuss the highlights of these departmental budgets.

Financial Implications:

Water and Wastewater operate as a self-funded services, with all related costs recovered through user rates rather than property taxation. Accordingly, the revenues and expenses of these departments are separate from the tax-supported budget and do not affect the municipal levy.

The budget incorporates the use of reserves and reserve funds to support capital projects while maintaining reserve balances at sustainable levels.

Continued reliance on external funding sources, including the Ontario Community Infrastructure Fund (OCIF) and ICIP – Green Stream, remains critical in supporting ongoing capital projects. Overall, the financial plan reflects a balanced approach between fiscal responsibility and long-term sustainability.

Policies/Legislation:

Municipal Act, 2001

Alignment with Strategic Priorities:

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

Discussion:**Water**

- Revenue- \$1,669,104
 - Sources: Residential water rates, non-residential – commercial and industrial, flat charge, bulk water sales, water connection fees, other (penalties, disconnect/reconnect fees).
 - This revenue level can be achieved through a recommended 2% flat fee and 2% rate increase effective July 1, 2026. To support ongoing infrastructure improvements and capital replacements within the Tri-County system, a flat fee (\$36 per year) will continue from 2025. These proposed fee increases would result in a \$2.83 bi-monthly increase experienced for the average household using 20m³ of water per month.
- Operating Expenditures- \$1,488,048
 - Major components include contracted services, wages & benefits, equipment maintenance and administrative costs.
 - There is a \$64,860 annual capital contribution to Tri-County Water Board until 2030 to help fund West Lorne Standpipe Refurbishment for \$2.5M (scheduled for 2028) and other estimated \$3M capital replacements. Refurbishing the water tower is essential to ensure safe drinking water, maintain strong water pressure (especially for fire protection) and extend the life of the structure.
- Capital Projects- \$385,000
 - The budgeted capital projects include:
 - AMR Software & Hardware

- Truck Replacement
- Chestnut Watermain (Graham to Ridge)
- These projects are funded through previous reserve transfers.
- Ending Reserve Balance- \$1,814,052
 - This level of reserves reflects the municipality's continued commitment to maintaining a financially sustainable water system. Maintaining a strong reserve balance is important in a user-funded utility as it helps ensure funds are available for future capital repairs, asset replacement, while also reducing reliance on sudden rate increases.

Rodney Wastewater system

- Revenue- \$1,870,343
 - Sources: Sewer billings, flat charge, grant funding (ICIP Green Stream – Intake 1).
 - This revenue level can be achieved through a recommended 2% flat fee and 2% rate increase effective July 1, 2026. These proposed fee increases would result in a \$3.91 bi-monthly increase experienced for the average household using 20m³ of water per month.
- Operating Expenditures- \$363,474
 - Major components include utilities, sewer maintenance and contracted services.
 - 13% increase in total budgeted operating expenditures, mainly attributed to \$40,000 increase in sewer maintenance requirements.
- Capital Projects- \$2,648,356
 - The budgeted capital project is the rehabilitation of the Rodney Wastewater Treatment plant
 - This project will be funded with OCIF and ICIP- Green Stream grants, with the remaining \$1,202,188 funded by reserves.
- Ending Reserve Balance- \$67,689
 - This projected ending balance reflects the planned use of reserves to support the current year's rehabilitation of the sewage system. While this level is lower than typically desired, it is expected given the significant investment in infrastructure underway. The use of reserves in this manner aligns with their intended purpose of funding major capital repairs; however, the reduced balance highlights the need to rebuild the reserve over time to ensure sufficient funds are available for future maintenance, replacements, and unexpected system needs.

West Lorne Wastewater systems

- Revenue- \$568,337
 - Sources: Sewer billings and flat charge.
 - This revenue level can be achieved through a recommended 2% flat fee and 2% rate increase effective July 1, 2026. These proposed fee increases would result in a \$3.67 bi-monthly increase experienced for the average household using 20m³ of water per month.
- Operating Expenditures- \$345,307
 - Major components include utilities, sewer maintenance and contracted services.
 - Costs remain in line with 2025 budgeted operating expenditures.
- Capital Projects- \$127,000
 - The budgeted capital projects include:
 - Sanitary Manhole Repair
 - Scum Pump Rebuild
 - HVAC System Upgrade
 - Pump Station Rebuild
 - Addition of tie in from filter- by-pass lagoon
 - These projects are funded through previous reserve transfers.
- Ending Reserve Balance- \$831,804
 - This level of reserves reflects the municipality's continued commitment to maintaining a financially sustainable wastewater system. Maintaining a strong reserve balance is important in a user-funded utility as it helps ensure funds are available for future capital repairs, asset replacement, while also reducing reliance on sudden user rate increases.

All 2025-2026 reserve fund balances are currently estimates and remain subject to final year-end adjustments.

Conclusion

The 2026 Water and Wastewater Budgets have been developed in accordance with the principle of full cost recovery, ensuring that each system remains financially self-sustaining and fully supported through user fees rather than property taxation. The budgets reflect current operating requirements, planned capital investments, and ongoing regulatory obligations, while maintaining appropriate reserve levels to support long-term asset management and infrastructure replacement.

While pressures such as inflation and aging infrastructure continue to impact costs, the proposed budgets balance financial sustainability with rate stability for users. Continued contributions to reserves will be important to ensure the municipality remains well-positioned to fund future capital needs and avoid significant user rate increases.

Council’s review and approval will support the continued delivery of safe, reliable, and environmentally responsible water and wastewater services to the community.

Respectfully submitted by,

Emma Nilsson
 Manager of Corporate Services/Treasurer

Report Approval Details

Document Title:	2026 Draft Water & Wastewater Budget Summary -Corporate Services Finance.docx
Attachments:	2026 Draft Water & Wastewater Budgets.xlsx 2026 Water & Wastewater Budget – May 28, 2026 Council Meeting.pptx
Final Approval Date:	

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



Municipality of West Elgin - Water

2026 Draft Budget

	<u>2026 Budget</u>	<u>2025 Estimates</u>	<u>2025 Budget</u>	<u>2024 Actuals</u>	<u>2024 Budget</u>
01-7310-6111 PENALTY, INTEREST & MISC.	- 20,000.00	- 20,119.07	- 19,000.00	- 19,724.88	- 12,000.00
01-7310-6120 WATER - Change of Occupancy	- 2,000.00	- 1,059.44	- 2,000.00	- 1,984.26	- 5,000.00
01-7310-6360 WATER REV - RESIDENTIAL	- 657,410.29	- 650,901.28	- 621,774.22	- 600,748.04	- 571,057.40
01-7310-6361 WATER REV-NON RESIDENTIAL	- 129,034.38	- 115,411.34	- 129,034.38	- 124,670.90	- 99,151.38
01-7310-6362 Bulk Water Station	- 16,770.67	- 22,612.68	- 16,770.67	- 16,203.55	- 16,254.37
01-7310-6363 Tri-County Capital Fee	- 65,952.00	- 65,620.47			
01-7310-6364 WATER - New Water Services	- 10,000.00	- -	- 10,000.00	- 8,774.56	- 20,000.00
01-7310-6365 WATER - Disconnect/Reconnect Fees	- 8,500.00	- 11,400.00	- 8,500.00	- 8,594.49	- 5,000.00
01-7310-6370 WATER - Fire Hydrants	- 19,600.00	- 19,600.00	- 19,600.00	- 19,600.00	- 19,600.00
01-7310-6371 Water - Flat Charge	- 659,836.40	- 653,303.37	- 622,346.31	- 616,184.47	- 610,139.61
01-7310-6372 Water - Flat Charge - Tri-Cty Capital				-	-
01-7310-6400 Water Connection Fee	- 80,000.00	- 77,701.00	- 20,000.00	- 5,000.00	-
01-7310-7001 METER READS-WAGES		-			
01-7310-7003 METER READS-MATERIAL		-			
01-7310-7013 METER EXCHANGE-MATERIAL		-			
01-7310-7032 HYDRANTS-MT		-			
01-7310-7033 HYDRANTS-MATERIAL		-			
01-7310-7043 WATERMANS-MATERIAL		-			
01-7310-7053 LOCATES - Material		-			
01-7310-7062 METER REPAIR-MT		-			
01-7310-7063 METER REPAIR-MATERIAL		-			
01-7310-7145 VEHICLE EXP	3,000.00	2,368.62	3,000.00	3,922.38	2,500.00
01-7310-7280		-			
01-7310-7281 WATERMAIN REPAIR & MAINTENANCE	40,000.00	45,608.83	40,000.00	13,976.21	40,000.00
01-7310-7282 HYDRANT REPAIR & MAINTENANCE	19,600.00	5,467.88	19,600.00	12,059.15	25,000.00
01-7310-7400 WAGES	152,139.20	154,835.05	159,196.18	154,235.09	174,594.42
01-7310-7401 CPP EXPENSE	7,895.61	8,110.20	9,178.70	8,184.08	10,174.72
01-7310-7402 EI EXPENSE	2,421.41	2,537.12	3,671.48	2,724.92	4,069.89
01-7310-7403 EHT EXPENSE	2,966.71	3,039.92	3,618.88	3,098.27	3,524.46
01-7310-7404 WSIB	5,051.02	4,817.14	5,966.15	5,151.23	10,174.72
01-7310-7405 LIFE INSURANCE	1,089.62	1,059.51	1,809.44	918.45	900.00
01-7310-7406 BENEFITS EXPENSE	12,295.57	12,375.13	23,522.72	12,976.00	14,833.00
01-7310-7407 OMERS EXPENSE	14,808.94	14,387.93	16,284.96	14,544.15	12,742.00
01-7310-7415 Training	1,500.00	346.81	1,500.00	529.15	1,500.00
01-7310-7430 WAGES TRANSFER-IN	43,380.27		41,317.12	33,727.67	36,587.00
01-7310-7431 WAGES TRANSFER OUT	-	-	8,132.00	7,080.17	7,394.76
01-7310-7440 CONFERENCES/SEMINARS/MEETINGS	500.00		500.00	-	500.00
01-7310-7442 MILEAGE	-			-	-
01-7310-7450 HEALTH & SAFETY	500.00	173.40	500.00	304.52	500.00
01-7310-7452 UNIFORMS	2,000.00	245.97	2,000.00	1,642.99	2,000.00
01-7310-7500 HYDRO	6,000.00	5,918.30	6,000.00	5,646.87	4,200.00
01-7310-7501 GAS	2,000.00	1,792.68	2,000.00	1,550.69	1,500.00
01-7310-7502 WATER	1,500.00	885.01	1,500.00	945.59	1,000.00

	<u>2026 Budget</u>	<u>2025 Estimates</u>	<u>2025 Budget</u>	<u>2024 Actuals</u>	<u>2024 Budget</u>
01-7310-7510 INSURANCE	23,642.00	23,828.40		22,645.44	22,621.25
01-7310-7511 TAXES	-	960.34		940.93	1,000.00
01-7310-7515 BUILDING REPAIRS & MAINTENANCE	6,000.00	810.55	10,000.00	6,814.81	10,000.00
01-7310-7516 JANITORIAL	250.00	369.67	250.00	213.77	250.00
01-7310-7519 METER REPAIR & MAINTENANCE	12,500.00	13,469.77	12,500.00	6,216.58	30,000.00
01-7310-7529 Locates - Ontario One Call	1,500.00		1,500.00	846.96	1,500.00
01-7310-7531 CONTRACTS & AGREEMENTS - Olameter	10,000.00	9,887.27	10,000.00	44,429.63	46,500.00
01-7310-7601 PHONE & INTERNET	2,750.00	3,148.76	2,750.00	2,587.91	2,750.00
01-7310-7602 SOFTWARE LICENSE	2,500.00	2,131.87	2,500.00	2,131.87	2,000.00
01-7310-7609 TOOLS	1,500.00	718.11	2,500.00	1,434.90	2,000.00
01-7310-7611 EQUIPMENT MAINTENANCE	1,500.00	7,606.54	1,500.00	1,690.75	10,000.00
01-7310-7613 EQUIPMENT PURCHASE	2,000.00	46.80	2,000.00	1,405.61	2,000.00
01-7310-7650 OFFICE SUPPLIES	250.00	94.02	250.00	91.46	1,500.00
01-7310-7651 POSTAGE & COURIER	11,000.00	9,959.15	11,000.00	10,431.18	10,000.00
01-7310-7652 ADVERTISING EXP	-			-	-
01-7310-7653 Bulk Water Station Fees	2,500.00	1,613.95	2,500.00	2,487.00	1,000.00
01-7310-7660 OTHER SUPPLIES	1,250.00	1,005.36	1,250.00	-	-
01-7310-7676 AUDIT FEES	-			-	1,500.00
01-7310-7680 CONTRACTED SERVICES	199,379.00	164,616.98	154,379.00	154,379.04	187,674.00
01-7310-7682 Water Expense - Tri County	883,379.12	610,458.11	728,620.47	784,957.68	689,860.00
01-7310-7683 Tri-Cty Capital Replacement Allocation					
01-7310-7699 BILLABLE	-	23,887.54		-	-
01-7310-7701 FUEL - GAS	7,500.00	5,659.06	7,500.00	6,225.79	7,500.00
01-7310-7777 BAD DEBT EXPENSE	-			-	-
01-7310-7900 TRANSFER TO RESERVES		439,878.23	20,000.00	91,447.50	-
01-7310-7901 TRANSFER FROM RESERVES	203,944.72	-	130,007.49	-	305,357.94
01-7310-8001 CAPITAL - WATER LINE EXT	-	-	50,000.00	-	50,000.00
01-7310-8004 CAPITAL - AMR SOFTWARE & HARDWARE	200,000.00	-	60,000.00	1,111.44	160,000.00
01-7310-8005 CAPITAL - METER REPLACEMENT	-			9,937.66	35,000.00
01-7310-8006 CAPITAL - CAST IRON MAIN BEHIND RODNEY LIBRARY	-			-	-
01-7310-8008 CAPITAL - Bulk Water Station Payment Terminal	-			-	-
01-7310-8009 CAPITAL - Truck Replacement	60,000.00	53,608.67	60,000.00	-	50,000.00
01-7310-8010 CAPITAL - Chestnut Water Main (Graham to Ridge)	125,000.00		125,000.00		
	-	-	-	-	-

2026 Water Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 1,970,018
Transfer from Reserves	\$ 155,966
Balance – December 31, 2026	\$ 1,814,052

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 57.22	\$ 56.10	\$ 1.12
Water Rate per m ³	\$ 2.18	\$ 2.14	\$ 0.04
Tri County Capital Charge	\$ 6.00	\$ 6.00	\$ 0.00

Proposed Water Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 57.22	\$ 56.10	\$ 1.12
Assuming avg household uses 20m ³ /month	\$ 87.31	\$ 85.60	\$ 1.71
Tri County Capital Charge	<u>\$ 6.00</u>	<u>\$ 6.00</u>	<u>\$ 0.00</u>
Total bi-monthly charge	\$ 150.53	\$ 147.70	\$ 2.83



Municipality of West Elgin - Rodney Sewer

2026 Draft Budget

		<u>2026 Budget</u>	<u>2025 Estimates</u>	<u>2025 Budget</u>	<u>2024 Actuals</u>	<u>2024 Budget</u>
01-7300-6100	SEWER BILLINGS	- 188,544.33 -	186,677.55 -	197,349.41 -	181,991.40 -	197,349.41
01-7300-6211	GRANT - Green Stream Intake 1	- 1,446,168.38	20,532.40 -	500,000.00 -	144,939.84 -	500,000.00
01-7300-6371	Sewer Billings - Flat Charge	- 235,630.78 -	233,297.80 -	228,433.24 -	231,473.49 -	228,433.24
01-7300-6400	new connection					
01-7300-7500	HYDRO	80,000.00	70,947.84	75,000.00	75,199.64	75,000.00
01-7300-7502	WATER	5,000.00	2,319.90	10,000.00	2,300.26	10,000.00
01-7300-7510	INSURANCE	10,857.00	10,892.34	10,000.00	10,465.33	10,000.00
01-7300-7511	TAXES	32,846.72	31,282.59	30,949.73	30,648.32	30,949.73
01-7300-7520	GROUNDS MAINTENANCE	1,000.00		1,000.00	261.28	1,000.00
01-7300-7531	FINANCIAL PLAN	-		-	-	-
01-7300-7602	SOFTWARE LICENSE	700.00	508.80	700.00	508.80	700.00
01-7300-7611	SEWER MAINTENANCE	65,000.00	9,673.08	25,000.00	68,275.74	25,000.00
01-7300-7613	EQUIPMENT PURCHASE	-		-	-	-
01-7300-7651	POSTAGE & COURIER	-		-	-	-
01-7300-7675	Legal	-		-	100.00	-
01-7300-7680	CONTRACTED SERVICES	168,070.00	172,338.09	168,070.00	168,069.96	168,070.00
01-7300-7900	TRANSFER TO RESERVES	60,701.38	99,643.54	105,062.92 -	55,700.78	105,062.92
01-7300-7901	TRANSFER FROM RESERVES	- 1,202,187.71 -	725,627.82 -	500,000.00 -	87,487.14 -	500,000.00
01-7300-8000	CAPITAL - RODNEY SEWAGE UPGRADES	2,648,356.09	727,464.59	1,000,000.00	345,763.32	1,000,000.00
		\$ (0.00) \$	- \$	- \$	- \$	- \$

2026 Rodney Sewer Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 519,088
Transfer from Reserves	\$ 451,399
Balance – December 31, 2026	\$ 67,689

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 78.03	\$ 76.50	\$ 1.53
Sewer Rate	\$ 3.03	\$ 2.97	\$ 0.06

Proposed Wastewater Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 78.03	\$ 76.50	\$ 1.53
Assuming avg household uses 20m ³ /month	<u>\$ 121.18</u>	<u>\$ 118.80</u>	<u>\$ 2.38</u>
Total bi-monthly charge	\$ 199.21	\$ 195.30	\$ 3.91



Municipality of West Elgin - West Lorne Sewer

2026 Draft Budget

		<u>2026 Budget</u>	<u>2025 Estimates</u>	<u>2025 Budget</u>	<u>2024 Actuals</u>	<u>2024 Budget</u>
01-7301-6370	SEWER BILLINGS	- 263,076.45	- 260,471.73	- 251,036.71	- 248,551.20	- 250,561.98
01-7301-6371	Sewer Billings - Flat Charge	- 305,260.80	- 302,238.42	- 290,568.78	- 287,691.86	- 286,260.93
01-7301-6400	Sanitary Sewer Connection Fee	-	-	-	-	-
01-7301-6850	LONG-TERM FINANCING	-	-	-	-	-
01-7301-7500	HYDRO	70,000.00	68,083.16	70,000.00	68,382.16	48,000.00
01-7301-7502	WATER	600.00	458.43	600.00	565.49	500.00
01-7301-7510	INSURANCE	10,188.00	10,209.78	10,209.78	9,312.36	9,500.00
01-7301-7511	TAXES	23,337.12	22,016.15	22,865.26	21,571.00	21,784.99
01-7301-7520	GROUNDS MAINTENANCE	-	6,703.59	-	-	1,000.00
01-7301-7531	FINANCIAL PLAN	-	-	-	-	-
01-7301-7601	Phone & Internet	2,808.60	2,890.02	2,808.60	1,380.90	-
01-7301-7602	SOFTWARE LICENSE	700.00	508.80	700.00	508.80	700.00
01-7301-7611	SEWER MAINTENANCE	50,000.00	17,980.33	50,000.00	47,506.36	20,000.00
01-7301-7613	EQUIPMENT PURCHASE	-	-	-	-	-
01-7301-7653	Debt Exp - Principal	-	-	-	-	-
01-7301-7654	INTEREST EXPENSE	-	-	-	-	-
01-7301-7660	OTHER SERVICES	-	-	-	-	-
01-7301-7675	Legal	-	-	-	100.00	-
01-7301-7680	CONTRACTED SERVICES	187,674.00	245,128.57	187,674.00	187,674.00	187,674.00
01-7301-7900	TRANSFER TO RESERVES	96,029.53	188,731.32	69,747.85	199,241.99	167,663.92
01-7301-7901	TRANSFER FROM RESERVES	-	-	-	-	-
01-7301-8000	CAPITAL - Sanitary Manhole Repair	30,000.00	-	30,000.00	-	80,000.00
01-7301-8001	CAPITAL - Scum Pump Rebuild	15,000.00	-	15,000.00	-	-
01-7301-8002	CAPITAL - HVAC System Upgrade	22,000.00	-	22,000.00	-	-
01-7301-8003	CAPITAL - Pump Station Rebuild	15,000.00	-	15,000.00	-	-
01-7301-8004	CAPITAL - Addition of tie in from filter by-pass to lagoon	45,000.00	-	45,000.00	-	-
		\$ (0.00)	\$ -	\$ -	\$ (0.00)	\$ (0.00)

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 74.91	\$ 73.44	\$ 1.47
Sewer Rate	\$ 2.81	\$ 2.75	\$ 0.06

Proposed Wastewater Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 74.91	\$ 73.44	\$ 1.47
Assuming avg household uses 20m ³ /month	<u>\$ 112.20</u>	<u>\$ 110.00</u>	<u>\$ 2.20</u>
Total bi-monthly charge	\$ 187.11	\$ 183.44	\$ 3.67

2026 West Lorne Sewer Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 717,328
Transfer from Reserves	\$ 114,476
Balance – December 31, 2026	\$ 831,804



MUNICIPALITY OF
West Elgin

**2026 Draft
Water & Wastewater
Budget Overview**

2026 Water Budget

2026 Budget Overview

- ▶ A balanced 2026 water budget prepared in accordance with municipal financial policy.
- ▶ Reflects operational needs, infrastructure requirements and customer service expectation.
- ▶ Emphasis on sustainability, efficiency and regulatory compliance.

Revenue Projections

- ▶ Total Revenue (2026): \$1,669,104
- ▶ Sources:
 - ▶ Residential Water Rates
 - ▶ Non-Residential – Commercial and Industrial
 - ▶ Flat Charge
 - ▶ Bulk Water Sales
 - ▶ Water Connection Fees
 - ▶ Other (penalties, disconnect/reconnect fees)
- ▶ Key Assumptions:
 - ▶ 2% flat fee increase effective July 1, 2026
 - ▶ 2% rate increase effective July 1, 2026
 - ▶ To support ongoing infrastructure improvements and capital replacements within the Tri-County system, a flat fee (\$36 per year) will continue from 2025.

Operating Expenses Projections

- ▶ Total Operating Budget: \$1,488,048
- ▶ Major Components:
 - ▶ Contracted Services
 - ▶ Wages & Benefits
 - ▶ Equipment Maintenance
 - ▶ Administrative Cost
- ▶ Inflationary Pressures:
 - ▶ Capital replacement
 - ▶ Water cost

2026 Capital Projects

\$385,000

AMR Software & Hardware

Truck Replacement

Chestnut Watermain (Graham
to Ridge)

2026 Water Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 1,970,018
Transfer from Reserves	\$ 155,966
Balance – December 31, 2026	\$ 1,814,052

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 57.22	\$ 56.10	\$ 1.12
Water Rate per m ³	\$ 2.18	\$ 2.14	\$ 0.04
Tri County Capital Charge	\$ 6.00	\$ 6.00	\$ 0.00

Proposed Water Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 57.22	\$ 56.10	\$ 1.12
Assuming avg household uses 20m ³ /month	\$ 87.31	\$ 85.60	\$ 1.71
Tri County Capital Charge	\$ <u>6.00</u>	\$ <u>6.00</u>	\$ <u>0.00</u>
Total bi-monthly charge	\$ 150.53	\$ 147.70	\$ 2.83

Tri-County Water Board Overview

The Tri-County Water Board is composed of **five municipalities** that collectively purchase water through the system.

Under the 2021 Tri-County Master Agreement, West Elgin holds a 43% ownership share of the system and its allocated capacity. Capital contributions are calculated based on this ownership share.

WHAT

- ▶ Annual Capital Contribution of \$64,860 until 2030 to help fund West Lorne Standpipe Refurbishment for \$2.5M (scheduled for 2028) and other estimated \$3M capital replacements

WHY

- ▶ Refurbishing the water tower is essential to ensure safe drinking water, maintain strong water pressure (especially for fire protection) and extend the life of the structure.



Questions?

Wastewater Budgets

2026 Wastewater Budget Overview & Objectives

Ensure	Ensure Safe and Reliable Service: Maintain and operate wastewater infrastructure to meet environmental and public health standards.
Sustain	Sustain Financial Stability: Develop a balanced budget that supports operations, capital needs, and long-term asset management.
Support	Support Regulatory Compliance: Fund initiatives that ensure compliance with provincial and federal wastewater treatment regulations.
Plan	Plan for Infrastructure Renewal: Allocate resources for upgrades, equipment replacement, and capacity improvements.
Promote	Promote Rate Stability: Set user rates that reflect true costs while avoiding sudden increases for residents.
Build and Maintain	Build and Maintain Reserves: Ensure adequate reserve contributions for future capital and emergency needs.

Revenue Projections

Rodney Sewer

- ▶ Total Revenue (2026): \$1,870,343
- ▶ Sources:
 - ▶ Sewer Billings – Sewer Rates
 - ▶ Flat Charge
 - ▶ Grant Funding – ICIP Green Stream – Intake 1
- ▶ Key Assumptions:
 - ▶ 2% flat fee increase effective July 1, 2026
 - ▶ 2% rate increase effective July 1, 2026

Operating Expenses Projections

Rodney Sewer

- ▶ Total Operating Budget: \$363,474
 - ▶ 13% increase mainly attributed to \$40,000 increased sewer maintenance requirements
- ▶ Inflationary Pressures:
 - ▶ Capital replacement
 - ▶ Equipment and Parts
 - ▶ Utilities

2026 Capital Project- Rehabilitation of Rodney Wastewater System

WHAT

Rehabilitation of Rodney
Wastewater System

2026 costs estimated at
\$2.6M

HOW

- Full utilization of ICIP – Green Stream grant funding by year-end
- OCIF (Ontario Community Infrastructure Fund) grant contributions
- Rodney Sewer Reserves - despite grant support, the reserves will be nearly depleted by the end of this year.

2026 Rodney Sewer Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 519,088
Transfer from Reserves	\$ 451,399
Balance – December 31, 2026	\$ 67,689

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 78.03	\$ 76.50	\$ 1.53
Sewer Rate	\$ 3.03	\$ 2.97	\$ 0.06

Proposed Wastewater Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 78.03	\$ 76.50	\$ 1.53
Assuming avg household uses 20m ³ /month	<u>\$ 121.18</u>	<u>\$ 118.80</u>	<u>\$ 2.38</u>
Total bi-monthly charge	\$ 199.21	\$ 195.30	\$ 3.91

2026 Rodney Sewer Challenges

Rising Costs	Creates pressure on the budget
Plant Capacity Constraints	The sewage plant may approach its capacity limit if development accelerates more rapidly than anticipated, potentially restricting future growth.
Depleted Reserves	Current capital plan will nearly exhaust reserves by year-end, limiting flexibility.
Grant Dependency	Heavy reliance on OCIF and other grants; future funding is uncertain.
Affordability Concerns	Need to balance recovery of rising costs with ratepayer affordability.

A close-up, macro photograph of a water droplet on a textured surface, with a bokeh background of light spots.

Questions?

Revenue Projections

West Lorne Sewer

- ▶ Total Revenue (2026): \$568,337
- ▶ Sources:
 - ▶ Sewer Billings – Sewer Rates
 - ▶ Flat Charge
- ▶ Key Assumptions:
 - ▶ 2% flat fee increase effective July 1, 2026
 - ▶ 2% rate increase effective July 1, 2026

Operating Expenses Projections

West Lorne Sewer

- ▶ Total Operating Budget: \$345,307
 - ▶ In line with 2025 budget
- ▶ Inflationary Pressures:
 - ▶ Capital replacement
 - ▶ Equipment and Parts
 - ▶ Utilities

2026 Capital Projects

WHAT

\$127,000

1. Sanitary Manhole Repair
2. Scum Pump Rebuild
3. HVAC System Upgrade
4. Pump Station Rebuild
5. Addition of tie in from filter- by-pass lagoon

HOW

Fully funded
by reserves

2026 West Lorne Sewer Reserves

Reserve Balance	
Balance – January 1, 2026	\$ 717,328
Transfer from Reserves	\$ 114,476
Balance – December 31, 2026	\$ 831,804

2026 Rate Impacts

	2026 Budget	2025 Actual	\$ Increase
Flat Charge	\$ 74.91	\$ 73.44	\$ 1.47
Sewer Rate	\$ 2.81	\$ 2.75	\$ 0.06

Proposed Wastewater Increases as of July 1, 2026

	2026	2025	\$ Increase
Flat Charge	\$ 74.91	\$ 73.44	\$ 1.47
Assuming avg household uses 20m ³ /month	<u>\$ 112.20</u>	<u>\$ 110.00</u>	<u>\$ 2.20</u>
Total bi-monthly charge	\$ 187.11	\$ 183.44	\$ 3.67

2026 West Lorne Sewer Challenges

Rising Costs	Creates pressure on the budget
Plant Capacity Constraints	The sewage plant is operating near its capacity, restricting future growth and development.
Limited Transfers to Reserves	Current sewage rates recover only 76% of operating costs; with the shortfall offset by flat rate charge.
Affordability Concerns	Need to balance recovery of rising costs with ratepayer affordability.



Questions?

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



**NOTE: PLEASE REMOVE IDENTIFICATION
SIGNS FROM THE SUBJECT LANDS**

May 13, 2026

Ben McCauley
63 Grieve Place
London, ON
N6E 3C9

Dear Ben McCauley

RE: Severance Application E 25-26
Part of Lot 6, Concession 14
8589 Furnival Road

You are advised in respect to the subject submissions of the Land Division Committee that the period for the giving of notice of appeal has now expired and that no appeal has been received. If no notice of appeal is given within the specified period, the decision of the Land Division Committee is final and binding.

Where conditions have been imposed and the applicant has not, within a period of two years from the date of the decision fulfilled the conditions, the application for consent shall thereupon be refused. Confirmation of conditions being fulfilled requires original correspondence only; faxed copies will not be accepted. Under the Planning Act, the Elgin County Land Division Committee cannot grant any extensions to the two-year period.

I believe that you have already received a copy of the decision containing the conditions of the Committee in respect to the above-mentioned application and once proof of those conditions have been met, it will be in order for you to submit the necessary documents for the consent to register to be affixed by this office. You must submit all documents for certification by April 22, 2028, or your consent will lapse and you will be required to make a new application for consent, if you wish to proceed with the transaction.

I would request that one (1) signed digital copy of the necessary documents be forwarded, along with the \$300.00 fee charged for affixing the consent stamp, to landdivision@elgin.ca. One (1) copy will be stamped and returned digitally, and one (1) digital copy will be retained for our file. In the event it is necessary to have a survey, one (1) digital copy of the reference plan is required, to accompany the documents.

Sincerely,

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



**Elgin County Council
Regular Council Meeting
Minutes**

**April 14, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Deputy Warden Grant Jones (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Andrew Case, Solicitor
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Lindsay King, Policy Planner
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:01 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Leatham
Seconded by: Councillor Couckuyt

RESOLVED THAT the agenda for the April 14, 2026 County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Hentz
Seconded by: Councillor Ketchabaw

RESOLVED THAT the open and closed session minutes of the meeting held on March 24, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

6.1 Frank Schonberger, Member of the Public - Farmland Data

Frank Schonberger, member of the public, provided a delegation to Council overlooking his concerns regarding the accuracy of data on the amount of acres of farmland being lost per day in Ontario.

Moved by: Councillor Noble

Seconded by: Councillor Sloan

RESOLVED THAT the delegation from Frank Schonberger, member of the public, regarding farmland data, be received and filed.

Motion Carried.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-12 - Recommendations from Committee of the Whole – March 24, 2026

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT item CW26-32 from the Committee of the Whole meeting dated March 24, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Director of Community and Cultural Services - CCS 26-03 West Lorne Library Expansion Update

The Director of Community and Cultural Services presented the report providing Council with an overview of the West Lorne Library renovation project.

Moved by: Councillor Leatham

Seconded by: Councillor Widner

RESOLVED THAT the report titled "CCS 26-03 West Lorne Library Expansion Update" from the Director of Community and Cultural Services dated April 14, 2026 be received and filed.

Motion Carried.

9.2 Director of Planning and Development - PLN 26-04 Proposed Provincial Planning Reforms under Bill 98 and the Build Communities Strong Fund

The Policy Planner presented the report summarizing recent Provincial and Federal initiatives related to housing supply and infrastructure delivery, including proposed legislative changes under Bill 98: *Building*

Homes and Improving Transportation Infrastructure Act, 2026 and associated postings on the Environmental Registry of Ontario (ERO), as well as the announcement of the Build Communities Strong Fund.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Leatham

RESOLVED THAT staff be directed to prepare comments on the proposed reforms under Bill 98 and the Build Communities Strong Fund, in accordance with Council direction; and

THAT staff be directed to submit these comments to the Province during the consultation period for open Environmental Registry of Ontario postings, as detailed in the report titled "PLN 26-04 - Proposed Provincial Planning Reforms under Bill 98 and the Build Communities Strong Fund."

Motion Carried.

9.3 Director of Engineering Services - ENG 26-08 Highbury Avenue - Upload Request

The Director of Engineering Services presented a report to Council with the recommendation to request that the Province of Ontario assume jurisdiction over the County of Elgin's portion of Highbury Avenue, and between Ron McNeil Line and Webber Bourne, being a total distance of 5.7 km, for Council's consideration.

Moved by: Councillor Widner
Seconded by: Councillor Noble

RESOLVED THAT Highbury Avenue is an important economic corridor connecting the City of St. Thomas and its Power Co. development to the City of London and Highway 401 corridor; and

THAT the Province's Southwestern Ontario Transportation Planning Study has identified Highbury Avenue as part of the regional Strategic Goods Movement Network, that supports the needs of businesses and employees, that moves goods and services reliably and safely and that facilitates economic drivers; and

THAT the transportation master plans of the County of Elgin and the City of London have identified that Highbury Avenue will exceed its 2-lane capacity, necessitating widening from two to four lanes in the next 10 years at an estimated cost of \$150 million requiring multi-jurisdictional coordination and complex planning, and therefore;

THAT the County of Elgin requests that the Province of Ontario accept the transfer of jurisdictional authority over Highbury Avenue at no cost, with the respectful request to collaborate with the County to ensure this important asset accommodates the region's needs.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT Correspondence Items 10.1 - 10.6 be received and filed.

Motion Carried.

10.1 Great Lakes and St. Lawrence Cities Initiative - Making Waves Newsletter

10.2 Western Ontario Wardens' Caucus (WOWC) - March 2026 Newsletter

10.3 Volunteer Elgin Update - Strengthening Volunteerism in Elgin County

10.4 St. Thomas-Elgin Public Art Centre - 2025 Annual Report

10.5 Letter to the Hon. Paul Calandra, Minister of Education, from the London District Catholic School Board (LDCSB) re: Trustee Determination

10.6 Resolution from the Municipality of Chatham-Kent re: Food Insecurity Emergency Declaration

10.7 Letter from Damella Group Limited re: Proposing Property Option at 154 Talbot Street West for Aylmer Library

Moved by: Warden Giguère

Seconded by: Councillor Widner

RESOLVED THAT staff be directed to report back to Council with an update on all options for the location of the Aylmer Library.

Motion Defeated.

10.8 St. Thomas and District Chamber of Commerce - Sponsorship Funding Redirect Request

Moved by: Councillor Noble

Seconded by: Councillor Hentz

RESOLVED THAT the request from the St. Thomas & District Chamber of Commerce to redirect sponsorship funding to the "Social Issues Are Business Issues" event be approved.

Motion Carried.

11. Statements/Inquiries by Members

11.1 Warden Giguère - Warden's Mini-Golf Charity Tournament and Banquet

Warden Giguère announced that the Warden's Mini-Golf Charity Tournament and Banquet will be held on October 2, 2026, at the Masonic Centre of Elgin.

12. Closed Meeting Items

12.1 Closed Meeting Minutes - March 24, 2026

13. Motion to Rise and Report

None.

14. Consideration of By-Laws

14.1 By-Law No. 26-16 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 14, 2026 Meeting.

Moved by: Councillor Couckuyt

Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-16 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 10:30 a.m. to meet again on April 28, 2026 at 9:00 a.m.

Motion Carried.



Blaine Parkin,

Chief Administrative Officer/Clerk.



Dominique Giguère,

Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

April 14, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Deputy Warden Grant Jones (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Andrew Case, Solicitor
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 10:45 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-34

Moved by: Councillor Couckuyt
Seconded by: Councillor Leatham

RESOLVED THAT the agenda for the April 14, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-35

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the minutes of the meeting held on March 24, 2026 be adopted.

Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

**6.1 Manager of Administrative Services/Deputy Clerk - ADM 26-13
Delegation of Powers During Restricted Period – Municipal Election
2026**

The Manager of Administrative Services/Deputy Clerk presented a report to Council with the information regarding the “Restricted Acts” provisions contained in Section 275 of the Municipal Act, 2001, S.O. c.25 (The Municipal Act) with a recommendation for the adoption of a by-law temporarily delegating authority to the Chief Administrative Officer in the event that Council is restricted in its authority pursuant to these provisions during the 2026 Municipal Election.

Resolution Number: CW26-36

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT a by-law be presented for approval to delegate authority to the Chief Administrative Officer during a period of restricted acts in the 2026 municipal election year.

Motion Carried.

6.2 Director of People and Culture - PAC 26-02 Benefits Provider RFP

The Director of People and Culture presented the report to Council with the results and recommendation from the Request for Proposal issued for the services of a group benefits provider.

Resolution Number: CW26-37

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT Desjardins Insurance be selected as Group Benefits Provider for the County of Elgin, RFP No. 26-P03, effective July 1, 2026; and

THAT County Council approve the renewal coverage with AIG Insurance for AD&D coverage, effective July 1, 2026; and

THAT the Warden and Chief Administrative Officer be authorized to execute all contracts and related documentation.

Motion Carried.

**6.3 Director of Engineering Services - ENG 26-09 Asset Management and
Work Order Software – Feasibility Study**

The Director of Engineering Services and Simon Lau, P.Eng., CRL, PMP, from Aspire Consulting presented the report to Council summarizing the results of the asset management and work order software feasibility study.

Resolution Number: CW26-38

Moved by: Councillor Hentz
Seconded by: Councillor Widner

RESOLVED THAT staff be directed to report back to County Council with a procurement recommendation for an asset management and work order software solution that will meet the needs of the County and its local municipal partners complete with anticipated costs, resource needs and implementation timeline and a full detailed business case.

Motion Carried.

7. Adjournment

Resolution Number: CW26-39

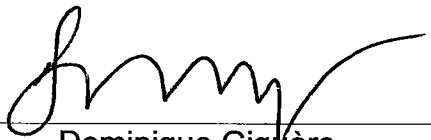
Moved by: Councillor Sloan
Seconded by: Councillor Noble

RESOLVED THAT we do now adjourn at 11:50 a.m. to meet again on April 28, 2026 at 9:30 a.m.

Motion Carried.



Blaine Parkin,
Chief Administrative Officer/Clerk.



Dominique Giguère,
Warden.



**Elgin County Council
Regular Council Meeting
Minutes**

**April 28, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones (virtual)
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:00 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Councillor Couckuyt

RESOLVED THAT the agenda for the April 28, 2026 County Council Meeting be approved, as amended, to include a letter under Council Correspondence from Baribeau Construction seeking a letter of support from County Council for their Menno Lodge Phase II Affordable Seniors Housing Development.

Motion Carried.

3. Introductions, Recognitions, Memorials

3.1 Warden Giguère - National Day of Mourning

Warden Giguère recognized April 28, 2026 as the National Day of Mourning in Canada which is observed each year to honour those who

have lost their lives, been injured, or become ill due to workplace-related incidents. Warden Giguère noted that the flag at the Elgin County Heritage Centre has been lowered to half mast as a visible sign of remembrance and respect.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Councillor Noble

RESOLVED THAT the minutes of the meeting held on April 14, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

6.1 Danielle Neilson, Acting Director of Social Services - St. Thomas - Elgin Social Services Service Review

Representatives from St. Thomas-Elgin Social Services provided a presentation to Council highlighting the key initiatives and successes within Children's Services, Ontario Works, and Housing Stability Services.

Moved by: Councillor Noble
Seconded by: Councillor Couckuyt

RESOLVED THAT the presentation from St. Thomas-Elgin Social Services be received and filed.

Motion Carried.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-14 - Recommendations from Committee of the Whole – April 14, 2026

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT items CW26-36 – CW26-38 from the Committee of the Whole meeting dated April 14, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

None.

10. Council Correspondence

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT Correspondence Items 10.1 and 10.2 be received and filed.

Motion Carried.

10.1 Letter from Bobbi-Jo Gardiner, Director of Philanthropy, Junior Achievement South Western Ontario expressing appreciation to County Council for 2026 Sponsorship funding.

10.2 Western Ontario Wardens' Caucus Media Release - WOWC Urges Province to Protect Local Governance in Bill 100

10.3 Request from Baribeau Construction for a letter of support for the Menno Lodge Phase II Affordable Seniors Housing Development

Moved by: Councillor Couckuyt
Seconded by: Deputy Warden Jones

RESOLVED THAT County Council provide a letter of support for the Menno Lodge affordable housing project application for federal funding through the Build Canada Homes program; and

THAT County Council revisit the Grants and Sponsorships policy for further discussion regarding goals, objectives, scope and eligibility criteria.

Motion Carried.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Couckuyt
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - LEG 26-01 OLT Appeal

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Motion Carried.

12.1 Director of Legal Services - LEG 26-01 OLT Appeal

13. Motion to Rise and Report

Moved by: Councillor Sloan
Seconded by: Councillor Noble

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - LEG 26-01 OLT Appeal

Moved by: Councillor Leatham
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled LEG 26-01 OLT Appeal dated April 28, 2026 from the Director of Legal Services be received and filed; and

THAT legal counsel proceed as directed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-17 Delegation of Authority During Restricted Period

BEING a By-Law to Delegate Authority to the Chief Administrative Officer to Act in the event that the Council's Actions Become Restricted under Section 275 of the Municipal Act, 2001.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 26-17 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-18 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 28, 2026 Meeting.

Moved by: Councillor Noble
Seconded by: Councillor Couckuyt

RESOLVED THAT By-Law No. 26-18 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT we do now adjourn at 10:19 a.m. to meet again on May 12, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk /

Manager of Administrative Services.



Dominique Giguère,

Warden.



**Elgin County Council
Special Council Meeting
Minutes**

**April 28, 2026, 10:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones (virtual)
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 11:16 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Noble
Seconded by: Councillor Couckuyt

RESOLVED THAT the agenda for the April 28, 2026 Special County Council Meeting be approved as presented.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

None.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

None.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

None.

10. Council Correspondence

None.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Ketchabaw
Seconded by: Councillor Noble

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (3.1):

Closed Meeting Item #1 - Council Learning Session - Land Use Planning

Municipal Act Section 239 (3.1) A meeting of a council or local board or of a committee of either of them may be closed to the public if the following conditions are both satisfied:

1. The meeting is held for the purpose of education or training the members.
2. At the meeting, no member discusses or otherwise deals with any matter in a way that materially advances the business or decision-making of the council, local board or committee.

Motion Carried.

12.1 Director of Planning and Development - Council Learning Session - Land Use Planning

13. Motion to Rise and Report

Deputy Warden Jones left the meeting at 11:26 a.m.
Councillor Sloan left the meeting at 12:03 p.m.

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Session Item #1 - Council Learning Session - Land Use Planning

Moved by: Councillor Noble
Seconded by: Councillor Widner

RESOLVED THAT the presentation from the Director of Planning and Development be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-19 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the April 28, 2026 Special Meeting.

Moved by: Councillor Leatham

Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 26-19 be now read a first, second, and third time and finally passed.

Motion Carried.

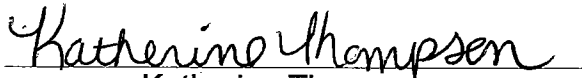
15. Adjournment

Moved by: Councillor Couckuyt

Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 12:08 p.m.

Motion Carried.



Katherine Thompson,

County Clerk /

Manager of Administrative Services.



Dominique Giguère,

Warden.



**Elgin County Council
Committee of the Whole Meeting
Minutes**

**April 28, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones (virtual)
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Staff Present: Blaine Parkin, Chief Administrative Officer/Clerk
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Katherine Thompson, Manager of Administrative Services/Deputy Clerk
Diana Morris, Senior Planner
Jenna Fentie, Legislative Services Coordinator
Stefanie Heide, Legislative Services Coordinator
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 10:33 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-40

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the April 28, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-41

Moved by: Councillor Sloan
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the meeting held on April 14, 2026 be adopted.
Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Senior Planner - PLN 26-05 Draft Plan of Subdivision 34T-CE2503 Eagle Ridge Phase 3 - Part of Lot 2 and 4, Registered Plan 263

The Senior Planner presented the report recommending that County Council approve Draft Plan of Subdivision 34T-CE2503 in the Municipality of Central Elgin.

Resolution Number: CW26-42

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Draft Plan of Subdivision 34T-CE2503 (PLN 26-05), Municipality of Central Elgin, prepared by CJDLC Consulting Engineers and certified by Kim Husted, O.L.S, dated November 28, 2025, showing Lots 1-163 (single detached residential), dedicated streets (Snowy Owl Trail, White Tail Path, Streets 'A' – 'D'), Blocks 164-165 (walkway/servicing blocks), Blocks 166-183 (Reserves) and Blocks 184-185 (Future Development); and

THAT staff be directed to provide notice of decision subject to the conditions of final approval in accordance with the requirements of the Planning Act.

Motion Carried.

6.2 Manager of Economic Development, Tourism & Strategic Initiatives - EDT 26-02 Elgincentives Community Improvement Plan 2026 Update

The Manager of Economic Development, Tourism, & Strategic Initiatives and Jesse McPhail from Re:Public Urbanism presented the draft Elgincentives Community Improvement Plan for Council's endorsement and recommended that the plan proceed through the approval process at the local municipal partner councils.

Resolution Number: CW26-43

Moved by: Councillor Ketchabaw
Seconded by: Councillor Widner

RESOLVED THAT the Elgincentives Community Improvement Plan 2026 Update be endorsed; and

THAT staff be directed to proceed with the local municipal adoption process.

Motion Carried.

7. Adjournment

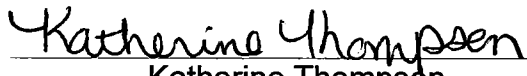
Resolution Number: CW26-44

Moved by: Councillor Leatham

Seconded by: Councillor Sloan

RESOLVED THAT we do now adjourn at 11:10 a.m. to meet again on May 12, 2026 at 9:30 a.m.

Motion Carried.



Katherine Thompson,

County Clerk /

Manager of Administrative Services.



Dominique Giguère,

Warden.

May 12, 2026

Council Meeting

Contract Awarded for Eden and Calton Bridge Rehabilitation Projects

Council approved awarding the contract for the rehabilitation of the Eden Bridge (B53) and Calton Bridge (B47) in the Municipality of Bayham to Vandenberg Construction Inc. following a competitive tendering process.

The two bridge rehabilitation projects were tendered together to improve administrative efficiency and help achieve lower overall construction costs. The rehabilitation work will include concrete repairs, replacement of bearing pads, deck repaving, drainage improvements, roadside safety upgrades, and recoating of structural steel members.

Eden Bridge, located on Eden Line (County Road 44), is scheduled for rehabilitation in 2026, while Calton Bridge, located on Calton Line (County Road 45), is planned for 2027. The report notes that both projects will require full road closures during construction, with Heritage Line serving as the formal detour route.

Construction on Eden Bridge is expected to begin in late summer 2026 and be substantially completed by the end of November. Project updates and road closure information will be shared through Engage Elgin, Municipal 511, and weekly construction updates distributed to local municipal partners and elected officials.

Council Identifies Priorities for 2026 AMO Delegation Requests

Council directed staff to submit delegation requests for the 2026 Association of Municipalities of Ontario (AMO) Conference focused on regional growth challenges, economic development opportunities, and rural planning flexibility.

As part of the discussion, Council identified two proposed delegation topics and corresponding provincial ministries. The first would involve discussions with the Ministry of Economic Development regarding growth pressures in the region, including electricity availability and potential incentive programs to support the redevelopment of brownfield sites.

Council Meeting

Council Identifies Priorities for 2026 AMO Delegation Requests (continued)

The second would involve advocacy with the Ministry of Municipal Affairs and Housing related to planning policy flexibility, particularly surrounding rural planning considerations.

The AMO Conference provides municipalities with an opportunity to meet directly with provincial ministries to advocate for local priorities and regional issues. Delegation requests for the 2026 conference must be submitted prior to the May 21 deadline.

For the full Council Agenda, [click here](#).

Committee of the Whole

Updated Policy Adopted for Library Branch Construction and Interest-Free Loans

The Committee of the Whole endorsed an updated policy to guide future library branch construction, renovation, expansion, and relocation projects within the Elgin County Library system.

The updated policy includes revised eligibility criteria and increased interest-free loan thresholds available to local municipal partners supporting library projects. Under the new structure, small branches may qualify for loans of up to \$125,000, medium branches up to \$250,000, and large branches up to \$500,000. The increases reflect inflationary adjustments since the policy was last updated in 2015.

Additional updates clarify that entities controlled by municipal partners may also be eligible for interest-free loans and streamline the process municipalities must follow when proposing library facility projects. The policy also reinforces that local municipal partners are generally expected to own or lease library premises involved in these projects.

The revised policy comes as the Municipality of West Elgin considers an interest-free loan request related to the ongoing West Lorne Library expansion project.

New Framework Introduced to Strengthen Risk Management Across the County

The Committee of the Whole recommended the adoption of a new Enterprise Risk Management Framework to establish a consistent, County-wide approach to identifying, assessing, and managing risk across County operations.

Committee of the Whole

New Framework Introduced to Strengthen Risk Management Across the County (continued)

The framework is intended to help ensure that decision-makers across the organization are making informed choices, mitigating risks, and identifying opportunities in a more coordinated and collaborative way. The County's current risk management practices are guided by a variety of policies and procedures, but there is currently no formal framework that brings those practices together under a unified approach.

The proposed framework outlines a five-step process for risk management that includes establishing objectives, identifying and assessing risks, planning and taking action, and ongoing monitoring and reporting. It also defines organizational responsibilities related to risk management at various levels of the County, including Council, senior leadership, department heads, and operational staff.

Once adopted by Council, the framework will be implemented and communicated to staff by the Executive Leadership Team, with support from Legal Services.

For the full Committee of the Whole Agenda, [click here](#).



May 7, 2026

Hon. Graham McGregor
Minister of Citizenship and Multiculturalism
56 Wellesley St. West
TORONTO ON M7A 3E7

Via Email: graham.mcgregor@ontario.ca

RE: Request to Extend the Provincial Deadline for Notices of Intention to Designate Listed Heritage Properties

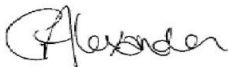
The Council of the Municipality of Bluewater passed the following resolution at their April 20, 2026 regular meeting:

MOVED: Councillor Hessel **SECONDED:** Councillor Whetstone
THAT the Council of the Corporation of the Municipality of Bluewater respectfully request that the Province of Ontario further amend the Ontario Heritage Act to extend the January 1, 2027, deadline for issuing Notices of Intention to Designate for properties listed on municipal heritage registers as of December 31, 2022; and

THAT the Province extend the deadline to January 1, 2030, or another reasonable timeframe that would provide municipalities with adequate time to complete heritage evaluations and make informed designation decisions; and

THAT this resolution be circulated to the Minister of Citizenship and Multiculturalism, the Minister of Municipal Affairs and Housing, the local Member of Provincial Parliament, the Association of Municipalities of Ontario, the Ontario Municipal Heritage Committee Association, and all Ontario municipalities for their information and consideration. **CARRIED.**

Sincerely,



Chandra Alexander
Acting CAO
Manager of Corporate Services/Clerk

cc: Hon. Doug Ford, Premier of Ontario
Hon. Rob Flack, Minister of Municipal Affairs and Housing
MPP Lisa Thompson
Association of Municipalities of Ontario
Community Heritage Ontario
All Ontario Municipalities



May 14, 2026

Hon. Doug Ford
Premier

Hon. Todd McCarthy
Minister of Infrastructure

Hon. Rob Flack
MPP, Elgin-Middlesex-London

Sent via email

RE: Preservation and Adaptive Reuse of the Front Entrance Building at the Former St. Thomas Psychiatric Hospital

Dear Premier Ford, Minister McCarthy, and Minister Flack,

Please be advised that the Council of the Corporation of the Municipality of Central Elgin considered the above noted matter at its Regular Meeting dated May 11, 2026 and the following Resolution was passed:

WHEREAS nine buildings of the former St. Thomas Psychiatric Hospital have been designated by the Municipality of Central Elgin as being of cultural heritage value and interest pursuant to By-law 2356 enacted under the authority of the Ontario Heritage Act;

AND WHEREAS these buildings were constructed of high-quality materials including Queenston limestone, were designed by noted architect William Lyon Somerville, were spearheaded by then Premier Mitchell Hepburn and include sculptures by artist Jacobine Jones;

AND WHEREAS these buildings hold specific historical and cultural significance in that the training facility at the St. Thomas Psychiatric Hospital grounds operated as No. 1 Technical Training School under the British Commonwealth Air Training Plan (BCATP) during the Second World War. The program was a massive joint effort across the Commonwealth and allied nations with 20,000 trainees coming from Canada, United Kingdom, Australia, New Zealand, Norway, Poland, Czechoslovakia, France and Belgium as part of the Commonwealth Air Training Plan;

AND WHEREAS the said structures are currently owned by the Government of the Province of

Ontario;

AND WHEREAS the Municipality has undertaken master planning, with significant public engagement, in the preparation of an amendment to the Municipality's Official Plan that will establish principles of land use respecting the former St. Thomas Psychiatric Hospital lands, including the designated structures;

AND WHEREAS the draft Official Plan Amendment (s. 4.7.10.2.6) indicates:
Site alteration shall conserve significant built heritage resources; and
The adaptive reuse of significant built heritage resources is encouraged;

NOW THEREFORE BE IT RESOLVED THAT Council direct staff of the Municipality of Central Elgin to prepare and send correspondence to the Honourable Rob Flack, the Minister of Infrastructure, and Premier Doug Ford, requesting that the Province of Ontario:
Respect the heritage designation of the front entrance building identified under Municipality of Central Elgin By-law 2356;

Refrain from demolition of said building; and
Actively pursue the conservation and adaptive reuse of the front entrance building through its incorporation into any future redevelopment plans for the site;

AND FURTHER THAT Council request the Province demonstrate leadership in heritage conservation by repurposing the building in a manner consistent with other provincially owned heritage properties, such as the former London Psychiatric Hospital;

AND FURTHER THAT a copy of this resolution be circulated to Infrastructure Ontario, neighbouring municipalities, and relevant heritage organizations for support.

Sincerely,



Delany Leitch
Clerk

CC: Infrastructure Ontario
Elgin County Municipalities
County of Elgin
Heritage Central Elgin
Architectural Conservancy of Ontario
Brian Masschaele, Director of Community and Cultural Services, County of Elgin
Elgin Historical Society

MUNICIPALITY OF MORRIS-TURNBERRY

P.O. Box 310, 41342 Morris Road, Brussels, Ontario N0G 1H0
Tel: 519-887-6137 Fax: 519-887-6424 Email: mail@morristorynberry.ca



May 20, 2026

Please be advised that during the regular Council meeting of May 19, 2026, the following resolution regarding the proposed consolidation of Ontario's Conservation Authorities and the future of funding for regional Conservation Authorities was passed by the Council of the Municipality of Morris-Turnberry.

RESOLUTION: 99-2026

DATE: May 19, 2026

MOVED BY: Deputy Mayor Freiburger

SECONDED BY: Councillor Zinn

WHEREAS the Province of Ontario has announced its intention to consolidate Ontario's 36 Conservation Authorities into 9 large regional entities;

AND WHEREAS this Council, municipalities, and Conservation Authorities across Ontario have expressed significant concerns regarding the proposed consolidation, including the absence of a demonstrated business case and a lack of evidence that consolidation will improve service delivery, efficiency, or environmental outcomes;

AND WHEREAS Conservation Authorities in Ontario were established on a watershed basis to provide locally informed, science-based management of natural resources, flooding, and erosion hazards;

AND WHEREAS the proposed consolidation will combine watersheds with significantly different characteristics, land uses, and environmental pressures into large regional entities, undermining the effectiveness of watershed-based decision-making;

AND WHEREAS Conservation Authorities play a critical role in protecting public safety through the regulation of development in areas prone to flooding and erosion, and weakening locally informed decision-making will increase risks to life and property;

AND WHEREAS the proposed governance model will reduce local municipal representation and diminish the voice of rural municipalities in decisions affecting their communities and watersheds;

AND WHEREAS there is broad concern among municipalities that the proposed changes do not reflect local priorities, knowledge, or the established partnership model between municipalities and the Province;

AND WHEREAS municipalities fund the majority of Conservation Authority operations, with provincial contributions generally representing only a small percentage ranging from approximately 2 to 8 percent, and therefore municipalities have a direct and substantial interest in the governance, structure, effectiveness, and long-term sustainability of the watershed-based Conservation Authority system;

AND WHEREAS the Province of Ontario is advancing significant structural changes to the Conservation Authority system unilaterally, despite its limited contribution to Conservation Authority operational funding and without meaningful consultation or support from the municipalities that bear primary responsibility for funding these essential local services;

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Morris-Turnberry strongly opposes the consolidation of Conservation Authorities in Ontario; and,

THAT Council affirms that locally governed, watershed-based Conservation Authorities remain the most effective model for protecting natural resources, managing natural hazards, and supporting safe, sustainable development in Ontario; and,

THAT Council calls upon the Province of Ontario to immediately halt the proposed consolidation process and recommit to strengthening the existing watershed-based Conservation Authority system, including through the provision of appropriate provincial funding, enhanced municipal collaboration and support, and improved communication and coordination among Conservation Authorities to advance more efficient permitting and greater standardization of systems and processes; and,

THAT if the Province proceeds with the consolidation without addressing the concerns of municipalities, Council will direct staff to review all available options with respect to the potential withholding or reallocation of municipal funding to any restructured regional Conservation Authority model; and,

THAT this resolution be circulated to the Office of the Premier of Ontario, the Honourable Minister of the Environment, Conservation and Parks, the Maitland Valley Conservation Authority, the Saugeen Valley Conservation Authority, the Honourable Lisa Thompson, the Association of Municipalities of Ontario, Minister of the Environment, Climate Change and Nature, Member of Parliament Ben Lobb, and all Ontario municipalities for their consideration and support.

CARRIED.

Thank you,



Trevor Hallam
CAO/Clerk
Municipality of Morris-Turnberry

May 7, 2026

Sent via email: minister.mah@ontario.ca

Ministry of Municipal Affairs and Housing
College Park, 17th Floor
777 Bay Street
Toronto, ON M7A 2J3

RE: Provincial Bill 100 – Better Regional Governance Act, 2026

Please be advised that at its Regular meeting on May 6, 2026, Council of the Township of Springwater passed the following resolution:

Resolution C203-2026

Moved by: Deputy Mayor Cabral

Seconded by: Councillor Moore

Whereas Bill 100, the Better Regional Governance Act, 2026, introduced in the Legislative Assembly of Ontario, proposes significant changes to the governance structure of upper-tier regional municipalities, including the County of Simcoe; and,

Whereas the proposed legislation would authorize the Minister of Municipal Affairs and Housing to appoint the Warden of the County of Simcoe, rather than maintaining the longstanding practice of selection by County Council; and,

Whereas the County of Simcoe is comprised of 16 member municipalities, each represented at County Council, forming a governance model rooted in local representation and accountability to residents; and,

Whereas residents expect that those exercising authority over local decision-making are accountable to the communities they serve, and not appointed by or primarily aligned with the provincial government; and,

Whereas Bill 100 proposes a reduction in County Council composition and introduces the potential for provincially regulated weighted voting, creating uncertainty regarding equitable representation among member municipalities; and,

Whereas the Province has indicated its intention to extend “Strong Chair” powers to the Warden of the County of Simcoe, thereby concentrating decision-making authority in a single office; and,

Whereas such concentration of authority may alter the balance of municipal governance and reduce the role of council-based decision-making; and,

Whereas the introduction of Strong Chair powers at the upper-tier level may give rise to governance challenges where alignment between the Head of Council, Council, and the communities they serve is not maintained; and,

Whereas municipal professional associations have cautioned that such a governance model may place senior municipal staff in a difficult position that may undermine their neutrality and professionalism, and there continues uncertainty and concern among residents regarding the concentration of authority in a single office and the reduced role of councils; and,

Whereas the Township of Springwater has previously expressed opposition to the expansion of “Strong Mayor” powers and has consistently supported transparent, accountable, and locally driven governance structures that respect the role of elected councils and reflect the interests of residents.

Now Therefore Be It Resolved That:

The Council of the Township of Springwater opposes Bill 100, the Better Regional Governance Act, 2026, in its current form; and,

That Council opposes the appointment of the Warden of the County of Simcoe by the Province, and affirms that the Warden should continue to be selected through a process that ensures accountability to the residents of Simcoe County; and,

That Council opposes the extension of “Strong Chair” powers to the Warden of the County of Simcoe, given the significant shift in governance authority and its potential impacts on local democracy, council function, and municipal administration; and,

That Council expresses concern regarding the potential introduction of provincially regulated weighted voting rules, and the absence of a clearly defined framework ensuring fair and equitable representation for all member municipalities; and,

That the Government of Ontario be requested to amend Bill 100 to preserve local democratic authority, maintain council-based governance structures, and ensure that upper-tier municipal leadership remains accountable to local councils and communities; and,

That the Government of Ontario be further requested to undertake meaningful consultation with affected municipalities, including the County of Simcoe and its 16 member municipalities, prior to advancing any legislative or regulatory changes impacting municipal governance; and,

That this resolution be circulated to the Minister of Municipal Affairs and Housing, Members of Provincial Parliament, the Association of Municipalities of Ontario, the County of Simcoe, and all Ontario municipalities, for their consideration; and,

That this resolution also be shared with local media outlets to reflect community concerns and to clearly communicate the Township of Springwater's position to its residents.

Carried

Thank you for your attention in this matter.

Yours Truly,



Renée Ainsworth
Deputy Chief Administrative Officer/Director of Corporate Services
renee.ainsworth@springwater.ca

cc. Simcoe County Council, clerks@simcoe.ca
Association of Ontario Municipalities resolutions@amo.on.ca
Members of Provincial Parliament
All Ontario Municipalities





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.

RESOLUTION RESULT		RECORDED VOTE	
<input type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield	
<input type="checkbox"/>	TABLED	Cathy Cannon	
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon	
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann	
<input type="checkbox"/>	WITHDRAWN	Joseph Opato	

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: _____

MAYOR – MELANIE PILON	CLERK – MAURY O'NEILL



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

Tuesday, May 5, 2026

Resolution # RC26092	Meeting Order: 8
Moved by: <i>M. Hatfield</i>	Seconded by: <i>J. Chopat</i>

WHEREAS housing affordability remains a critical issue in Ontario and across Canada, with the national average home sale price at approximately \$675,000, making homeownership increasingly difficult for first-time buyers; and

WHEREAS under the current Ontario Land Transfer Tax regime, first-time home buyers may receive a rebate of up to \$4,000 toward provincial land transfer tax, which fully offsets the tax only on homes valued up to approximately \$368,000, a level substantially below the current average home price; and

WHEREAS at a home purchase price of \$675,000 the provincial land transfer tax before any rebate can exceed \$8,000, meaning that even with the current maximum \$4,000 rebate first time buyers must pay a significant tax burden at closing that undermines housing affordability; and

WHEREAS the Council of the Corporation of the Municipality of Wawa acknowledges and applauds recent efforts by the Province of Ontario and the Government of Canada to improve housing affordability, including measures to reduce or rebate GST/HST on new housing construction and purchases; and

WHEREAS the vast majority of residential real estate transactions in Ontario, including both resale and new homes, are subject to provincial Land Transfer Tax, meaning that enhancements to the Land Transfer Tax rebate would provide broader and more immediate financial relief to first-time homebuyers.

NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Municipality of Wawa formally requests that the Province of Ontario consider amending the Land Transfer Tax Act to:

Page 2...



The Corporation of the Municipality of Wawa

REGULAR COUNCIL MEETING

RESOLUTION

1. Increase the value threshold at which the first-time home buyer rebate fully offsets provincial Land Transfer Tax to a level that reflects current housing market realities (for example, to no less than \$675,000, aligning with the 2025 national average home price); and
2. Increase the maximum rebate amount available to first time home buyers accordingly (such as to a minimum of \$8,000, or a proportional figure tied to the new threshold) to meaningfully reduce upfront tax costs for first-time purchasers.

BE IT FURTHER RESOLVED THAT such amendments be designed to enhance housing affordability and access to homeownership for first-time buyers in urban, suburban, and rural communities alike; and

BE IT FURTHER RESOLVED THAT a copy of this resolution be forwarded to the Premier of Ontario, the minister of Finance, the Minister of Municipal Affairs and Housing, the local Member of Provincial Parliament, all Ontario municipalities of Ontario (AMO) for consideration and advocacy.

RESOLUTION RESULT		RECORDED VOTE		
<input checked="" type="checkbox"/>	CARRIED	MAYOR AND COUNCIL	YES	NO
<input type="checkbox"/>	DEFEATED	Mitch Hatfield		
<input type="checkbox"/>	TABLED	Cathy Cannon		
<input type="checkbox"/>	RECORDED VOTE (SEE RIGHT)	Melanie Pilon		
<input type="checkbox"/>	PECUNIARY INTEREST DECLARED	Jim Hoffmann		
<input type="checkbox"/>	WITHDRAWN	Joseph Opato		

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: _____

MAYOR – MELANIE PILON	DEPUTY CLERK – HEATHER RAINVILLE

Ministry of the Environment,
Conservation and Parks

Ministère de l'Environnement,
de la Protection de la nature et des
Parcs



Office of the Minister

Bureau du ministre

777 Bay Street, 5th Floor
Toronto ON M7A 2J3
Tel.: 416 314-6790

777, rue Bay, 5^e étage
Toronto ON M7A 2J3
Tél. : 416 314-6790

357-2026-1281

May 1, 2026

TO: Conservation Authorities Chairs, GMs/CAOs, and municipalities

SUBJECT: Minister's direction under section 1.14 of the *Conservation Authorities Act*
(re: temporary restrictions)

I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. The *Plan to Protect Ontario Act* (Budget Measures), 2026 received Royal Assent on April 24, 2026 and pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction to conservation authorities – please see attached to this letter as Attachment A (the "Direction").

The intention of this Direction, which is effective from May 1, 2026 to the transition date under the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations), is to apply temporary restrictions on significant financial, asset or employment decisions to mitigate risk and ensure a stable transition to the new regional structure.

This Direction applies to certain conservation authority decisions related to: governance, organizational or staffing changes; the acquisition and disposition of lands; significant capital transactions; and the provision or acquisition of goods or services. For the decisions specified in this Direction, conservation authorities will be required to seek authorization from the chief executive officer of the Ontario Provincial Conservation Agency (or the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks if the chief executive officer has not yet been appointed), before the authority can make the decision. This Direction applies to all current conservation authorities, as listed in Appendix A to the attachment. Further guidance on the process to obtain authorization is set out in Appendix B to the attachment. The CAA provides that if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

...2

Page 2.

These measures are not intended to interfere with the regular day-to-day business and operations of conservation authorities. If you are contemplating whether or not this Direction applies to a conservation authority decision under consideration, if you have any questions regarding this Direction, or if you are looking to request authorization for a conservation authority decision that may be covered under this Direction, please contact the Chief Conservation Executive at CCEO@ontario.ca and copy the Conservation Authorities Section at the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

Continuity for communities is a core principle of this transition. These time-limited measures are intended to ensure there aren't any service disruptions during transition and to ensure that the transition to consolidation is smooth and successful with minimal disruptions to conservation authorities' governance, programs and services. Thank you for your continued leadership and collaboration as we work to improve the conservation authority system in Ontario.

Sincerely,



Todd McCarthy
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

Attachment A

Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act* (this "Direction")

Section 1.14 of the Conservation Authorities Act provides the Minister of the Environment, Conservation and Parks with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14 (1) (a) to (d):

- (a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
- (b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
- (c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
- (d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

If an authority makes decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14 (1) (a) and (b), the conservation authorities set out under Appendix "A" to this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

Decisions prohibited unless authorization obtained (direction issued under clause 1.14 (1) (a))

1. Commencing on the Effective Date and until the transition date, an authority is prohibited from making a decision to do any of the following unless the authority obtains written authorization from the chief executive officer of the Ontario Provincial Conservation Agency ("OPCA CEO") in accordance with the conditions set out in paragraph 4:

- i. Amending an authority's by-laws made under section 19.1 of the CAA, unless the amendment is administrative in nature and does not affect the substance or legal effect of the by-law (e.g. updating references, dates, and terminology; name or title changes; and making obvious corrections where the intended meaning is clear).
- ii. Any of the following related to employment:
 - a. Terminating the employment of a permanent or temporary employee who serves in a senior leadership position, including the authority's chief administrative officer or general manager, its secretary treasurer, and any departmental directors if applicable.
 - b. Filling a vacancy for (i.e. temporarily or permanently) or making any changes to the terms and conditions of employment for any senior leadership position as referred to in sub-subparagraph a.
 - c. Terminating the employment of any employee who serves in a leadership position related to or who are essential to the provision of the following mandatory programs and services described in the following provisions of O. Reg. 686/21 made under the CAA: flood forecasting and warning (section 2), ice management (section 4), infrastructure (section 5), plan reviews (sections 6 and 7) and the administration and enforcement of Parts VI and VII of the CAA (section 8).
 - d. Increasing the total number of employees of the authority unless the increase was already included in the authority's approved final budget for the 2026 calendar year.
- iii. Changing the organizational structure of the employees of the authority, including creating, merging, or eliminating departments.
- iv. Acquiring, by purchase, lease or otherwise, any land or to sell, lease or otherwise dispose of any land owned by the authority.
- v. Acquiring services from a person or body where:
 - a. the duration of the provision of the service exceeds 2 years in length,
or
 - b. the total cost of the service exceeds the lesser of \$500,000 and 5% of the authority's operating expenses, as reported in the authority's most recent audited financial statement.

This does not include a decision to renew or extend an agreement for a service that a person or body was providing to the authority prior to the Effective Date.

- vi. Providing a service to a person or body where:
 - a. the duration of the provision of the service exceeds 2 years in length,
or
 - b. the total amount to be charged for the service exceeds the lesser of \$500,000 and 5% of the authority's revenues, as reported in the authority's most recent audited financial statement.

This does not include a decision to, renew or extend an agreement for a service that the authority was providing to the person or body prior to the Effective Date.

- vii. Incurring a capital cost in connection with a project or purchasing, leasing or otherwise acquiring personal property, including materials, equipment and vehicles, where:
 - a. in the case of a lease, the duration of the term of the lease exceeds 2 years in length,
or
 - b. the total amount of the capital cost or purchase, lease or other acquisition would exceed the lesser of \$500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

This direction does not apply if the capital cost or acquisition is contemplated for a particular program or service identified in the authority's approved final budget for the 2026 calendar year and the total capital cost or acquisition amount is within the budgeted amount for the program or service.

- viii. Selling, leasing, or otherwise disposing of or dealing with personal property, including materials, equipment and vehicles, where:
 - a. in the case of the lease, the duration of the term of the lease exceeds 2 years in length,
or
 - b. the total amount of the lease or other disposition or dealing would exceed the lesser of \$500,000 and 5% of the authority's tangible capital assets, as reported in the authority's most recent audited financial statement.

- 2. Despite paragraph 1, sub-paragraphs 1. v to viii do not apply to a decision of an authority that is made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

3. For greater certainty, paragraph 1 does not apply to a decision of an authority to execute an agreement that has the effect of implementing a decision made by the authority before the Effective Date.
4. The following conditions must be satisfied before an authority is authorized to make a decision that is subject to paragraph 1:
 - i. The authority must request authorization from the OPCA CEO to make the decision, in accordance with paragraph 5 of this Direction.
 - ii. The authority must receive written authorization from the OPCA CEO to make the decision. If authorization for the request is granted only in part, the authority must ensure that its decision does not exceed the scope of the authorization.
5. For the purposes of paragraph 4, the authority must request authorization to make a decision that is subject to paragraph 1 by submitting the following information to the OPCA CEO:
 - i. A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1.
 - ii. A resolution of the authority supporting the proposed decision.
 - iii. An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
 - iv. Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.
6. The authority must provide any additional information about the request to the OPCA CEO at the OPCA CEO's request.

**Notice of a decision that an authority has made to address an emergency
(direction issued under clause 1.14 (1) (b))**

7. Commencing on the Effective Date and until the transition date, where the authority makes a decision that is not subject to paragraph 1 by reason that the decision is made for the purpose of alleviating an immediate danger to human life, health, or property, the authority must give notice to OPCA CEO within 3 business days after making the decision.
8. The notice mentioned in paragraph 7 must describe the decision that was made and explain how the decision that was made for the purpose of alleviating an immediate danger to human life, the health of any persons, or to property.

General

9. In this Direction, a reference to the OPCA CEO means the Chief Conservation Executive of the Ministry of the Environment, Conservation and Parks, if a chief executive officer of OPCA has not yet been appointed.
10. In this Direction, a reference to an authority's approved final budget for the 2026 calendar year means the authority's final budget for the 2026 calendar year that was approved prior to the Effective Date. For greater certainty, if an authority has not yet approved its final budget for the 2026 calendar year prior to the Effective Date, the authority does not have an approved final budget for the 2026 calendar year for the purposes of this Direction.
11. The authority must ensure that any employee of the authority who is responsible for or involved in making a decision that is subject to this Direction is made aware of this Direction, and the authority must require these employees to take all steps necessary to ensure the authority complies with this Direction.
12. This Direction applies to the conservation authorities listed in Appendix "A" to this Direction.
13. For greater certainty, this Direction also applies to the conservation authorities listed in Appendix "A" to this Direction when such conservation authorities are meeting as a source protection authority under the *Clean Water Act, 2006*.
14. This Direction is effective from May 1, 2026 (the "**Effective Date**") to the transition date, within the meaning of the *Conservation Authorities Act* (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).
15. This Direction may be amended in writing from time to time at the sole discretion of the Minister.



Todd McCarthy
Minister of the Environment, Conservation and Parks
May 1, 2026

Appendix A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA	Lower Trent Region CA
Cataraqui Region CA	Maitland Valley CA
Catfish Creek CA	Mattagami Region CA
Central Lake Ontario CA	Mississippi Valley CA
Credit Valley CA	Niagara Peninsula CA
Crowe Valley CA	Nickel District CA
Essex Region CA	North Bay-Mattawa CA
Ganaraska Region CA	Nottawasaga Valley CA
Grand River CA	Otonabee Region CA
Grey Sauble CA	Quinte Region CA
Halton Region CA	Raisin Region CA
Hamilton Region CA	Rideau Valley CA
Kawartha Region CA	Saugeen Valley CA
Kettle Creek CA	Sault Ste. Marie Region CA
Lake Simcoe Region CA	South Nation River CA
Lakehead Region CA	St. Clair Region CA
Long Point Region CA	Toronto and Region CA
Lower Thames Valley CA	Upper Thames River CA

Appendix B

GUIDANCE DOCUMENT FOR THE MINISTER'S DIRECTION ISSUED UNDER SECTION 1.14 OF THE CAA

The following sets out additional information and guidance for authorities in relation to the Minister's Direction issued May 1, 2026 under s. 1.14 of the CAA.

The ministry strongly encourages conservation authorities to contact the Ontario Provincial Conservation Agency (OPCA) at CCEO@ontario.ca if an authority is uncertain about the scope, application or requirements of this direction. OPCA can help clarify whether a proposed decision is subject to this Direction and how the authority can ensure it complies with this Direction.

As paragraph 11 of the Direction provides, if any decisions covered by the Direction are made by employees of the authority, the authority has the obligation to ensure that their employees are aware of this Direction and that the authority seeks prior authorization in accordance with the Direction before the decision is made.

The CAA provides that, if an authority makes a decision in contravention of a direction issued under clause 1.14 (1) (a), the authority's decision has no effect and any agreement that the authority enters into that is in contravention of the direction is void.

Request and OPCA CEO Decision Process

Making a Request

After a conservation authority determines that a proposed decision requires authorization from the OPCA CEO, the authority may make a request for authorization via email to CCEO@ontario.ca containing the following required information:

- A description of the decision that the authority is seeking authorization to make, including details of the proposed decision and why the proposed decision is a decision that is subject to paragraph 1 of the Direction.
- A resolution of the authority supporting the proposed decision.
- An explanation for why authorization should be granted, including any risks associated with deferring the proposed decision until after the transition date.
- Any information about relevant dates for the proposed decision, including any considerations around urgency or the time-sensitive nature of the proposed decision.

Any notices of decisions required to be given to OPCA CEO under paragraph 7 of the Direction should also be sent via email to CCEO@ontario.ca.

Confirmation of Receipt

Once the OPCA (or Office of the Chief Conservation Executive (OCCE) if the OPCA CEO has not yet been appointed), receives a request from the authority that includes the required information, the authority will be notified by OPCA that the request has been received and the timeline for a decision. The OPCA will also inform the Ministry's Conservation Authorities Section (CAS) (via ca.office@ontario.ca) that a request for written authorization has been received. In addition, if the authority provides notice under paragraph 7 of the Direction of a decision made for the purpose of alleviating an immediate danger to human life, health, or property, the OPCA will inform the CAS.

If, upon review by the OPCA CEO, it is determined that a decision is not subject to the requirement for prior written authorization, the authority will be notified as soon as possible that the decision is not subject to this Direction.

Consideration of Request

The OPCA CEO will endeavour to make a decision on the request in a timely manner and not more than 30 calendar days from the day of receiving the request that is accompanied with the required information. Where the complexity of the request or the need for additional information necessitates, written notice will be provided to the authority by the OPCA of any additional time needed to issue a decision.

The OPCA CEO may consult on an authority's request with the relevant transition committee and project executive that has been appointed by OPCA for that authority. . The OPCA CEO may also require the authority to provide additional information if needed to support their consideration of the request.

Decision

The OPCA CEO may make the following types of decisions on a request for written authorization:

- Grant authorization to the authority to proceed with making the decision that was the subject of the request, in whole or in part (i.e., authorize the authority to proceed in a more limited manner than what was requested).
- Deny authorization, including in circumstances where, in the opinion of the OPCA CEO, the decision would not be in the best interest of the future regional conservation authority, or it would be more appropriate to defer the decision to the future regional conservation authority.

The decision of the OPCA CEO on the request will be given in writing to the authority and will include a rationale for the decision if the decision is to deny authorization or only grant authorization in part. The Ministry's CAS will also be notified of the OPCA CEO's decision.

Where an authority's proposed decision is authorized by the OPCA CEO, or where the proposed decision has been authorized but only in part, this in no way compels the authority to proceed with the decision. In all cases, the authority retains the sole power to determine whether to proceed with any decision that has been authorized by the OPCA CEO.

Reconsideration

There is no process for reconsideration of an OPCA CEO decision on a request for authorization under the Direction.

An authority whose request for authorization is denied or granted only in part may request authorization again in accordance with the Direction at a later date if the circumstances have changed and the authority believes that these changes in circumstances would support the granting of authorization.

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

MEMORANDUM TO: Heads of Council - Ontario Municipalities

DATE: May 22, 2026

FROM: Tom McKinlay,
Assistant Deputy Attorney General

RE: **Follow-up to Updates to “Tailgate Event” Permits** under
the *Liquor Licence and Control Act, 2019*

Further to my earlier letter dated January 13, 2026, I am writing to provide clarification regarding bring-your-own event permits.

What is the change?

Recent amendments to Ontario Regulation 747/21 (Permits) under the *Liquor Licence and Control Act, 2019* (LLCA) introduce a new bring-your-own event permit. This change expands what was previously called the tailgating permit.

This permit allows individuals aged 19 and older to bring and consume their own liquor within a designated area of a cultural or community event that has been approved by a municipality **or** held in connection with, and in proximity to, a professional, semi-professional or post-secondary sporting event.

What action should municipalities take?

Municipalities have the option to designate community or cultural events as eligible for the new bring-your-own event permit. **Importantly, municipalities are not required to designate any events as eligible.**

Event organizers who are interested in the bring-your-own permit will need to approach the municipality where they would like to hold the event and seek designation as a community or cultural event. The government recognizes that municipalities are best positioned to understand local needs and contexts, and therefore to determine whether and how to designate eligible events.

Municipalities may establish their own local processes to determine which events qualify and the form of the municipal designation.

There would be two routes a municipality could take:

- Review each request on a case-by-case basis before their council or;
- Delegate the authority to designate events to a municipal official, such as the clerk

Municipalities that do not wish to allow bring-your-own events may choose to express their position by way of a resolution.

These amendments do not affect existing municipal approval requirements for events held on municipal property (e.g., parks).

What about events tied to sporting events?

Unlike the cultural or community permitting process, bring-your-own events that are held in proximity to a professional, semi-professional or post-secondary sporting event are unchanged and do not require a designation by the responsible municipality.

What action do organizers take once a municipality designates their event as community or cultural?

It is up to event organizers to confirm with the responsible municipality that their event qualifies as a designated cultural or community event.

Once confirmed, organizers may apply for a bring-your-own event permit through the [iAGCO portal](#). **The AGCO will issue a permit only where the applicant provides proof of municipal designation.**

Why did the Government make this change?

This change is intended to provide greater flexibility for some event organizers, potentially reducing costs and increasing attendance. For example, a movie screening in a municipal park may invite more of a “picnic atmosphere” and thus, organizers may prefer the bring-your-own permit.

The province recognizes that this permit may not be relevant to all. Events that rely on alcohol sales and do not use a bring-your-own model may continue to operate as usual.

What considerations were made for safety?

All permitted events will continue to be subject to the existing health and safety requirements under the LLCA. Permit-holders are responsible for ensuring these standards and requirements.

What if I still have questions?

If you have any questions about these regulatory changes, please contact Armina Samadi, Director, Agency and Tribunal Relations Branch at Armina.Samadi@ontario.ca.

If you have any questions about AGCO permits and the application process, please contact Ruxandra Ilicea, Senior Eligibility Officer at Ruxandra.Ilicea@agco.ca.

Yours truly,



Tom McKinlay
Assistant Deputy Attorney General

c: Armina Samadi
Director, Agency and Tribunal Relations Branch, Ministry of the Attorney General

Leslie Fenton
Director, Corporate Affairs, Governance and Agency Oversight, AGCO

Elgin International Club
c/o 104 Regency Drive
Chatham, Ontario
N7L 5A3
519-476-5870
March 11, 2026.

West Elgin Municipal Council
22413 Hoskins Line
Rodney, Ontario
N0L 2C0

Municipal Council,

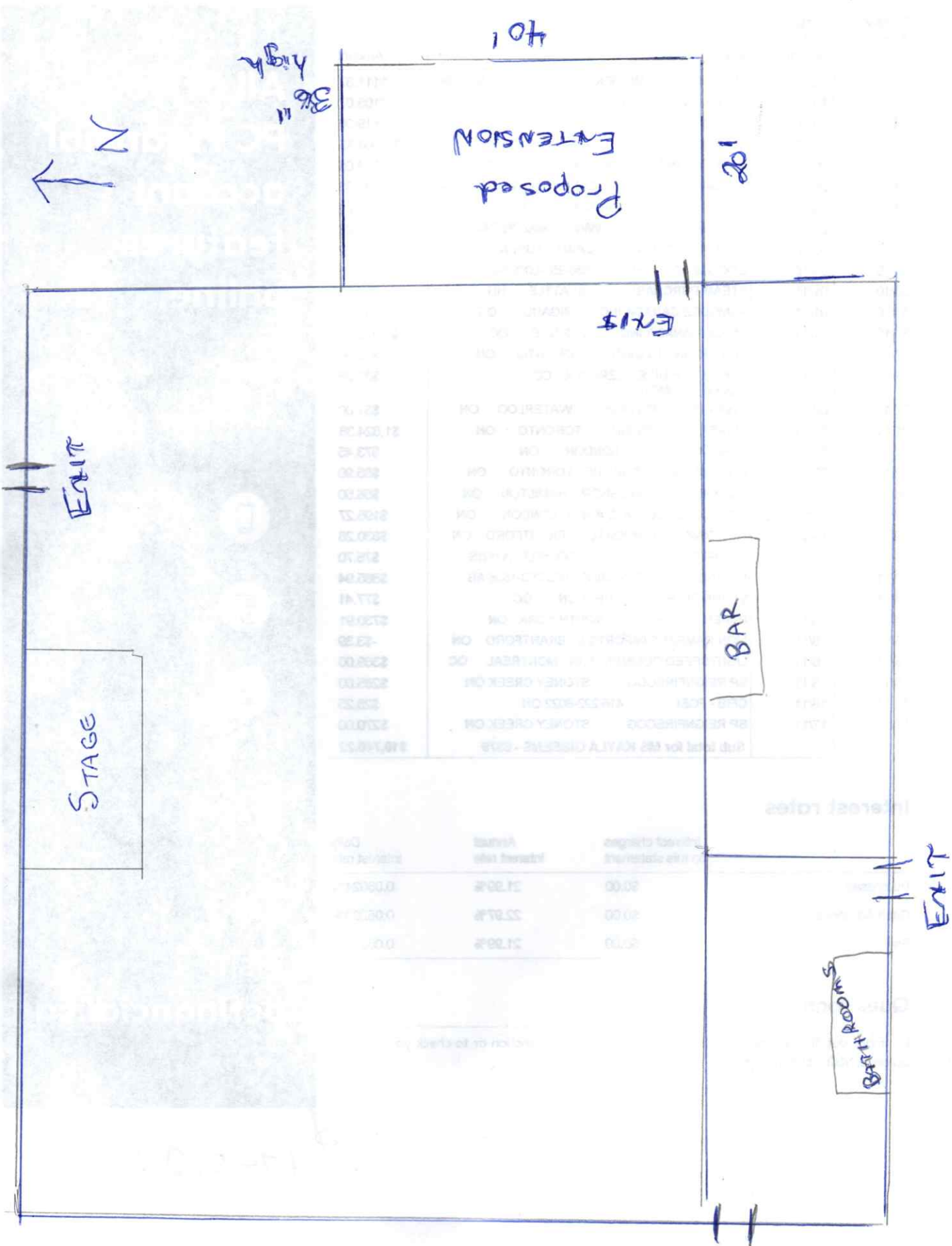
We are requesting to extend our Liquor License number 801297 to include a patio location for several events over the remainder of the year. The first would be April 19, 2024 and continue until December 31, 2026. Please find attached a copy of a map of the proposed area. The events include several community dances, country jamborees, anniversaries, corporate event, birthday parties, and concerts, along with other events.

These Club event where proceeds will be used for some of the repairs needed in our Club so it is available for the community to use for rentals. These events would benefit from an outside area wherein the patrons could take their alcoholic drinks as well as becoming a smoking area.

As you can see, the area is adjacent to an existing exit and will be fenced in order to contain any drinking/smoking to this enclosed area. We respectfully ask Council to consider this request at the next meeting. We are hopeful that Council will be able to approve this request and provide a letter of permission so that it may be submitted to the AGCO. Please do not hesitate to contact me if you require any more information.

Most respectfully,

Lori Parker – Past - President



Proposed
EXTENSION

208

401

36"
high

N

EXIT

EXIT

BAR

EXIT

BATH ROOM

EXIT

STAGE



The Corporation of The Municipality of West Elgin

By-Law No. 2026-33

Being a By-Law to designate a Community Improvement Project Area.

WHEREAS the official plan for the Municipality of West Elgin contains provisions relating to community improvement in the municipality;

AND WHEREAS Section 28(1) defines a Community Improvement Project Area as “a municipality or an area within a municipality, the community improvement of which in the opinion of the council is desirable because of age, dilapidation, overcrowding, faulty arrangement, unsuitability of buildings or for any other environmental, social or community economic development reason”;

AND WHEREAS Section 28(2) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, authorizes Council to designate the whole or any part of a municipality covered by the official plan as a Community Improvement Project Area;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin deems it in the interest of the municipality to designate the entirety of the municipality as a Community Improvement Project Area for the purpose of implementing the updated Elgincentives Community Improvement Plan;

NOW THEREFORE the Council of the Corporation of the Municipality of West Elgin hereby enacts as follows:

1. **THAT** the entirety of the Municipality of West Elgin, being composed of all lands shown on Schedule “A” attached to and forming part of this By-law, is hereby designated a Community Improvement Project Area pursuant to Section 28(2) of the *Planning Act, R.S.O. 1990. C. P.13, as amended*.
2. **THAT** By-law 2015-38, which previously designated the Elgincentives Community Improvement Project Area for the Municipality of West Elgin, is hereby repealed.
3. **THAT** this By-law shall come into force and take effect on the day it is passed by Council.

Read a first, second, and third time and finally passed this 28th day of May 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

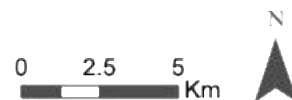
SCHEDULE A TO BY-LAW NUMBER 33 of 2026

Municipality of West Elgin Community Improvement Project Area



Municipality of West Elgin
Schedule A - Community Improvement Project Area

 Community Improvement Project Area





The Corporation of The Municipality of West Elgin

By-Law No. 2026-34

Being a By-Law to adopt the 2026 Elgincentives Community Improvement Plan

WHEREAS the entirety of the Municipality of West Elgin is designated a Community Improvement Project Area under By-law 33 of 2026;

AND WHEREAS Section 28(4) of the *Planning Act, R.S.O. 1990, c. P.13*, as amended, authorizes municipalities to prepare a Community Improvement Plan for a designated community improvement project area;

AND WHEREAS Elgin County prepared the Elgincentives Community Improvement Plan in 2015 as part of a coordinated County-wide framework for community improvement planning, to be adopted by Local Municipal Partners in accordance with Section 28 of the *Planning Act, R.S.O. 1990, c. P.13*;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin adopted the 2015 Elgincentives Community Improvement Plan for the Municipality of West Elgin under By-law 2015-39, and subsequent updates to the Plan under By-law 2019-62;

AND WHEREAS Elgin County has since undertaken a comprehensive review of the Elgincentives Community Improvement Plan in coordination with the Municipality of West Elgin to ensure the plan reflects current legislation, best practices, and updated community improvement priorities across the County;

AND WHEREAS an updated Elgincentives Community Improvement Plan has been prepared for adoption by the Council of the Corporation of the Municipality of West Elgin, intended to replace the current plan;

AND WHEREAS the Council of the Corporation of the Municipality of West Elgin held a public meeting on April 23, 2026 with respect to the updated Elgincentives Community Improvement Plan;

NOW THEREFORE the Council of the Corporation of the Municipality of West Elgin hereby enacts as follows:

1. **THAT** the 2026 Elgincentives Community Improvement Plan for the Municipality of West Elgin, attached hereto as Schedule "A" and forming part of this By-law, is hereby adopted pursuant to Section 28 (5) and (5.1) of the *Planning Act, R.S.O. 1990. C. P.13*.
2. **THAT** By-law 2015-39, which adopted the original Elgincentives Community Improvement Plan for the Municipality of West Elgin, is hereby repealed.

3. **THAT** By-law 2019-62, which adopted subsequent updates to the original Elgincentives Community Improvement Plan for the Municipality of West Elgin, is hereby repealed.
4. **THAT** this By-law shall come into force and take effect on the day it is passed by Council.

Read a first, second, and third time and finally passed this 28th day of May 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk

SCHEDULE "A" TO BY-LAW NUMBER 34 of 2026

**THE 2026 ELGINCENTIVES COMMUNITY IMPROVEMENT PLAN
FOR THE MUNICIPALITY OF WEST ELGIN**



Elgincentives
COMMUNITY IMPROVEMENT PLAN

Municipality of West Elgin (April 2026)

The logo features a stylized graphic of a blue swoosh with an orange arc above it, resembling a rising sun or a stylized 'E'. Below this graphic, the word 'Elgin' is written in a dark blue, bold, sans-serif font, and 'incentives' is written in an orange, bold, sans-serif font. Underneath the main text, the words 'COMMUNITY IMPROVEMENT PLAN' are written in a smaller, dark blue, all-caps, sans-serif font.

Elgin incentives
COMMUNITY IMPROVEMENT PLAN

Municipality of West Elgin (April 2026)



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1.0 Introduction

1.1 Introduction

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

1.2 Purpose

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

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

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

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

The Municipality of West Elgin will work in partnership with Elgin County to implement the Plan, including the

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

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

1.3 Document Structure

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

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

2.0 What is a CIP?

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

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

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

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

3.0 Legislative Authority & Powers

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4.0 Basis for Community Improvement

4.1 County-wide Economic Goals/Priorities

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

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

4.2 Elgin County Economic Development & Tourism Plan (2025)

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

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

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

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

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

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

4.3 Elgin County Official Plan

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

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

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

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

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

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

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

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

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

4.4 Community Improvement as an Implementation Tool

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

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

5.0 Elgincentives History & Update

5.1 Developing Elgincentives

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

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

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

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

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



5.2 Industrial & Brownfield Lands Update (2017)

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

5.3 Elgincntives 10-Year Review (2025)

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

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

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

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

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

5.4 Elgincincentives Results to Date

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

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

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

Elgincincentives Most Popular Programs (2015-2024)
Building Improvement and Restoration Program 149 grants / \$773,000
Facade Improvement Program 93 grants / \$333,000
Signage Improvement Program 89 grants / \$160,000
Property Improvement Program 61 grants / \$153,000
Building Conversion and Expansion Program 15 grants / \$76,000

6.0 Implementation Framework

6.1 County-Led Approach to Implementation

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

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

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

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

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

6.2 The Elgincentives Framework

The Elgincentives framework consists of the following:

The Community Improvement Plan, establishing:

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

County-led Administration, which:

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

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

6.3 Elgincentives Implementation Committee

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

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

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

The Implementation Committee is also responsible for:

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

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

6.4 Municipal Leadership Initiatives & Financial Incentive Programs

Community improvement within the Municipality of West Elgin may be supported through two complementary mechanisms under this Plan:

- **Financial Incentive Programs**, which are administered through the County-led Elgincentives framework and represent the primary implementation tool of this CIP; and
- **Municipal Leadership Initiatives**, which may be undertaken by the Municipality of West Elgin, Elgin County, or jointly, to support placemaking, public

realm improvements, or strategic investments aligned with community improvement objectives.

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

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

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

7.0 County-Wide Vision, Goals, & Objectives

7.1 Guiding Community Improvement

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

7.2 Vision Statement

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

7.3 Community Improvement Goals



Create more Affordable Housing Options

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



Revitalize Sense of Place in Core Areas and Main Streets

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



Support Agri-Tourism and Rural Economic Diversification

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



Improve Building Efficiency and Support Sustainable Development

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

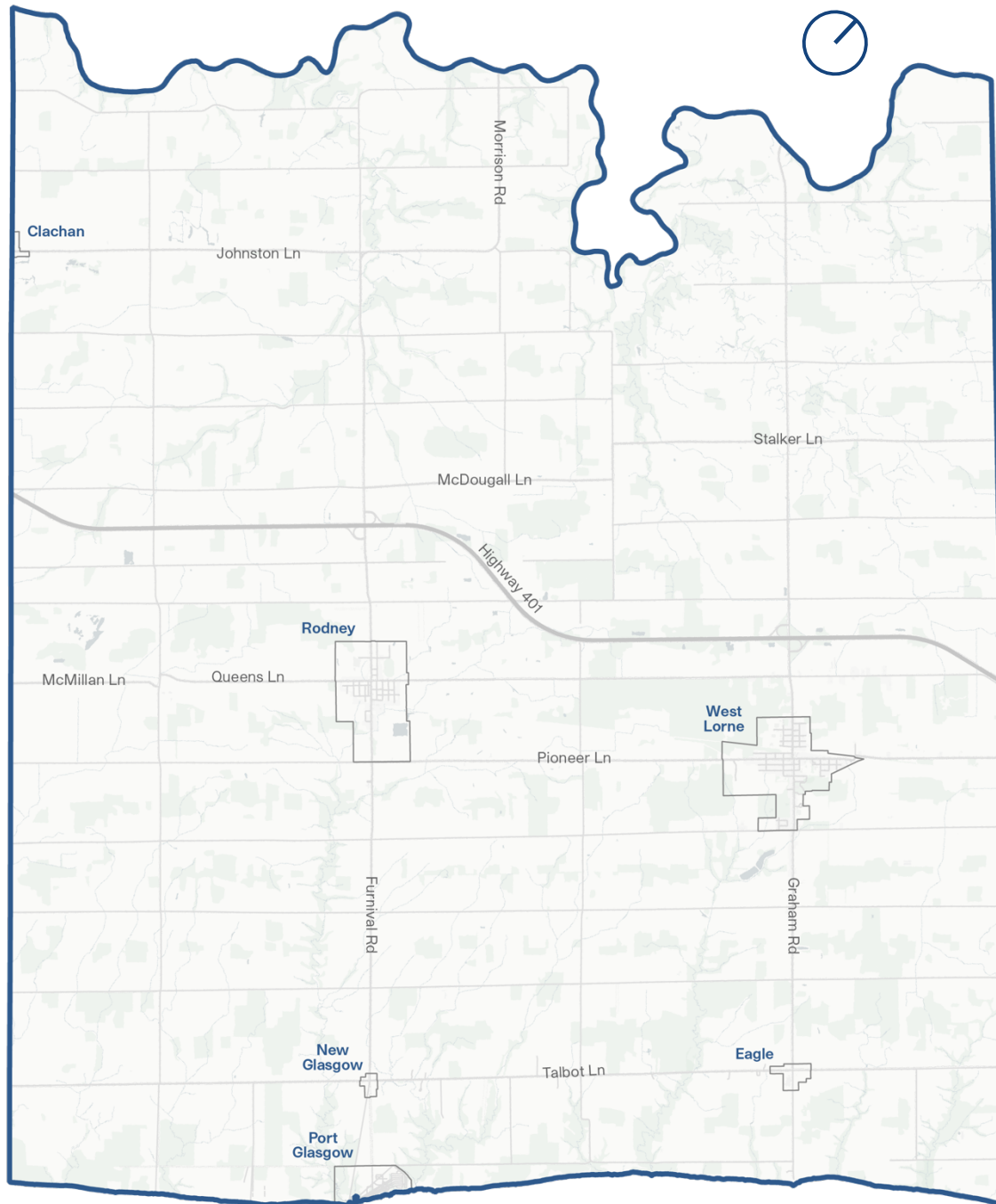


Stimulate Economic Growth and Local Vitality

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

8.0 Community Improvement Project Area

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



 Municipality of West Elgin
 Community Improvement Project Area

9.0 Focus Areas

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

The four Focus Areas identified in this Plan are:

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

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

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

9.1 Focus Area 1: Main Street Corridors

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

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

Intended Focus & Priority Uses:

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

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

9.2 Focus Area 2: Settlement Areas

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

Intended Focus & Priority Uses:

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

buildings, and site improvements that enhance neighbourhood character.

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

9.3 Focus Area 3: Agricultural Area

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

Intended Focus & Priority Uses:

- Supporting agri-tourism and on-farm diversified uses permitted by OMAFRA guidelines and local planning policy (e.g., value-added production, educational experiences, tours, small events, farm cafés, roadside stands).
- Encouraging rural economic diversification through low-impact, farm-compatible enterprises that supplement agricultural livelihoods.
- Prioritizing improvements to visitor experience, safety, site function, and accessibility, such as facade upgrades, signage, parking, and building retrofits.
- Reinforcing and enhancing the agriculture-based tourism economy while protecting the County's agricultural land base and minimizing land use conflicts.
- Ensuring all projects align with Provincial Planning Statement policies regarding agricultural land, on-farm diversified uses, and agri-tourism.

9.4 Focus Area 4: Employment Lands

Employment Lands include all areas designated for industrial, manufacturing, warehousing, logistics, and related employment uses in the County Official Plan and supporting Local Municipal Partner Official Plans. These areas form an important part of the economic base of the Municipality of West Elgin, providing locations for businesses that generate jobs, support goods movement,

and contribute to local and regional economic growth. Employment Lands may include established industrial parks, business parks, and vacant lands identified for future employment development in accordance with long-term land use planning and economic development objectives.

Intended Focus & Priority Uses:

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

9.5 Tourism Corridor Overlay

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

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

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

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

10.0 Municipal Leadership Initiatives

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

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

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

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

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

10.1 Streetscaping & Public Space Improvement Strategy

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

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

Example Actions

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

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

Potential Partners

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

10.2 Public Land Inventory & Opportunity Analysis

Description

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

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

Example Actions

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

Potential Partners

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

10.3 Brownfield Inventory

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

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

Example Actions

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

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

Potential Partners

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

10.4 Ready-to-Build Additional Dwelling Unit Catalogue

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

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

Example Actions

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

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

Potential Partners

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

10.5 Climate Change Adaptation/Resiliency

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

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

Example Actions

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

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

Potential Partners

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

11.0 Financial Incentive Programs

11.1 Overview

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

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

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

- Agri-Tourism and Rural Diversification Program

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

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

Incentive Program Availability

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

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

11.2 Grant Types

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

Materials and Labour

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

Professional Fees

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

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

Building and Planning Fees

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

Tax Increment Grant (TIG)

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

Tax Cancellation

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

11.3 General Eligibility Criteria

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

General Eligibility

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

under any other Community Improvement Plan adopted by Municipal Council.

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

Additional Eligibility Criteria for Tax Increment Grants

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

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

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



11.4 Facade, Signage, & Property Improvement Program

Program Summary

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

Eligible Areas

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

- Main Street Corridors

Eligible Projects

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

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

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

Available Grants

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

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

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

Program-Specific Eligibility Criteria

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

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

Program-Specific Design Considerations

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

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



11.5 Building Improvement, Conversion, & Expansion Program

Summary

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

Eligible Areas

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

- Main Street Corridors
- Settlement Areas

Eligible Projects

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

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

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

Available Grants

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

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

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

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

Program-Specific Eligibility Criteria

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

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

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

Program-Specific Design Considerations

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

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

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



11.6 Brownfield Remediation Program

Summary

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

Eligible Areas

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

Eligible Projects

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

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

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

Available Grants

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

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

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

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

Tax Increment Grant (Major Projects Only)

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

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

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

Program-Specific Eligibility Criteria

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

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

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

Additional information on Provincial Programming

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

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

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

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



11.7 Building Efficiency & Sustainability Program

Program Summary

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

efficiency while supporting broader community sustainability objectives.

Eligible Areas

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

- Main Street Corridors
- Settlement Areas

Eligible Projects

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

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

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

Available Grants

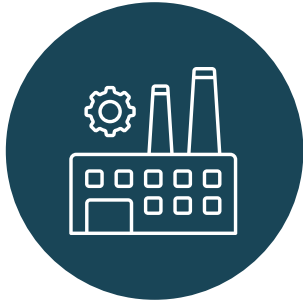
The following grants are available under this program. Where a project involves a combination of project types, the corresponding grant amounts available for each may be combined so long as no component of the project receives duplicate funding, and the resulting grant does not exceed the total project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

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

Program-Specific Eligibility Criteria

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

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



11.8 Industrial Stimulus Program

Summary

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

Eligible Areas

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

Eligible Projects

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

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

Available Grants

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

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

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

Program-Specific Eligibility Criteria

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

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



11.9 Affordable Rental Housing Program

Summary

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

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

Eligible Areas

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

- Main Street Corridors
- Settlement Areas

Eligible Projects

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

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

Available Grants

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

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

Tax Increment Grant

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

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

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

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

Program-Specific Eligibility Criteria

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

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

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

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

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



11.10 Agri-Tourism & Rural Diversification

Program Summary

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

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

Eligible Areas

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

- Agricultural Area

Eligible projects

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

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

Available Grants

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

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

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

Program-Specific Eligibility Criteria

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

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



11.11 Additional Dwelling Unit Program

Program Summary

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

Eligible Areas

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

- Main Street Corridors
- Settlement Areas

Eligible Projects

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

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

Available Grants

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

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

Program-Specific Eligibility Criteria

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

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

Program-Specific Design Considerations

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

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

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

12.0 Administration

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

12.1 Term of the CIP

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

12.2 Administrative Body

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

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

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

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

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

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

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

12.3 Funding of Financial Incentives

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

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

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

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

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

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

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

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

12.4 Financial Incentive Application Process

1. Pre-Consultation

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

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

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

2. Application Submission

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

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

3. Completeness and Eligibility Review

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

4. Application Review and Committee Decision

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

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

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

5. Council Approval for Tax-Based Incentives

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

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

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

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

6. Appeal of Committee Decisions

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

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

7. Financial Assistance Agreement

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

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

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

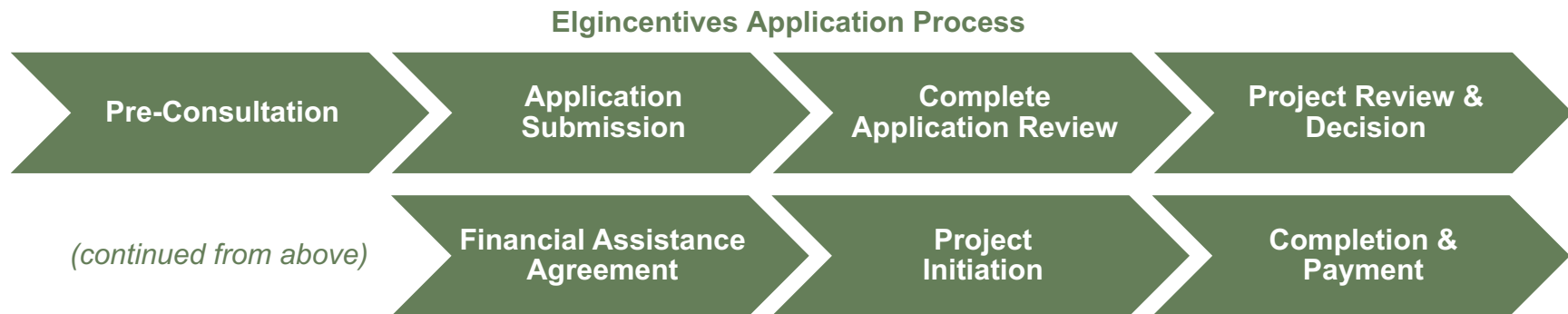
8. Project Initiation, Completion, and Payment

Unless otherwise specified in the Financial Assistance Agreement:

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

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

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



13.0 Marketing

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

13.1 Target Markets

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

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

13.2 Key Messages

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

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

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

13.3 Marketing and Communications Tools

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

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

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

Dedicated CIP Web Presence

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

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

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

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

Digital Communications and Direct Outreach

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

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

Printed Materials and Information Packages

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

Presentations and Stakeholder Engagement

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

Media and Promotional Activities

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

Sector-Specific Outreach

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

14.0 Monitoring, Amendments, & Updates

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

14.1 Purpose

The purpose of the monitoring strategy is to:

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

14.2 Monitoring Frequency & Review Cycles

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

14.3 Measures

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



Goal 1: Create More Affordable Housing Options

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



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

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



Goal 3: Diversify Agri-Tourism and Rural Economic Opportunities

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



Goal 4: Improve Building Efficiency and Sustainability of Development

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



Goal 5: Stimulate Economic Growth and Vitality

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

Comprehensive Elgincntives Performance Measures

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

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

14.4 Reporting

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

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

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

14.5 Adjustments and Amendments to the CIP

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

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

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

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

Appendix A | Glossary

Additional Dwelling Unit (ADU)

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

Affordable Ownership Housing

For the purposes of this plan, means the least expensive of:

- housing for which the purchase price results in annual accommodation costs which do not exceed 30 percent of gross annual household income for low- and moderate-income households, where low- and moderate-income households refers to households with incomes in the lowest 60% of the income distribution for owner households in the municipality; or
- housing for which the purchase price is at least 10 percent below the average purchase price of a resale unit in the municipality.

Affordable Rental Housing

For the purposes of this plan, means the least expensive of:

- a unit for which the rent does not exceed 30% of gross annual household income for low- and moderate-income households, where low- and moderate-income households refers to

households with incomes in the lowest 60% of the income distribution for renter households in the municipality; or

- a unit for which the rent is at or below the average market rent (AMR) of a unit in the municipality.

In determining the average market rent of a unit in the regional market area, the County should reference Canada Housing and Mortgage Corporation (CMHC) data and/or the “Affordable Residential units for the Purposes of the Development Charges Act, 1997 Bulletin” published annually by the Ministry of Municipal Affairs and Housing (<https://data.ontario.ca/dataset/affordable-residential-units-for-the-purposes-of-the-development-charges-act-1997-bulletin>). In the event this bulletin is discontinued, or more up-to-date information is available from another source approved by the County, the County may use any such method that, in its opinion, is appropriate for determining average market rent for the purpose of implementing the programming under this community improvement plan.

Agri-Tourism Use

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

Applicant

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

Average Market Rent (AMR)

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

Brownfield

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

Community Improvement Plan (CIP)

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

Community Improvement Project Area (CIPA)

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

County

The Corporation of the County of Elgin.

Development

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

Eligible Costs

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

Eligible Project

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

Elgincentives Implementation Committee

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

Employment Lands

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

Financial Assistance Agreement

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

Focus Area

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

Intensification Project / Infill

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

Mixed-Use

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

Multiple Facades

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

Municipal Leadership Initiative

A public-sector initiative identified in this Community Improvement Plan that may be undertaken by the Municipality and/or County to support community improvement goals, including investments in public

spaces, infrastructure, land use planning, or strategic studies.

Municipality

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

On-Farm Diversified Use

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

Owner

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

Professional Fees

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

Sustainability Improvements / Green Infrastructure

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

Tax Increment

The net increase between the pre-development and post-development municipal and/or county property taxes

levied as a result of the revaluation of the property by the Municipal Property Assessment Corporation (MPAC).

Tourism Corridor Overlay

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