



Municipality of West Elgin

Agenda

Council Meeting

Date: June 11, 2026, 4:00 p.m.
Location: Rodney Recreation Centre
135 Queens Line
Rodney, ON

Council Meetings are temporarily held in-person at 135 Queen Street, Rodney, and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

Zoom Link: <https://us02web.zoom.us/j/89040381534?pwd=zuoVYYG8PrgJFZgm9gHsd4vuHktsOE.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for June 11, 2026 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Adoption of Minutes

7

Recommendation:

That West Elgin Council hereby adopt the Minutes of May 28, 2026 (Regular Council) and June 2, and June 4, 2026 (Special Meetings) as presented.

5. Business Arising from Minutes

6. Staff Reports

6.1 Planning

6.1.1 Comment to Elgin Land Division Committee - 0 Beattie Line 24

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 43-26 Comments to Elgin County (Planning Report 2026-14).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 43-26.

And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.

6.1.2 West Elgin Planning Fees Update 36

Recommendation:

THAT the West Elgin Council receive the report from the County of Elgin Planning Services Department titled “West Elgin Planning Fees Update – 2026-13”, dated May 28, 2026, be received for discussion;

AND THAT West Elgin Council approve the amended West Elgin Fee Schedule attached as Appendix A to this report, effective July 1, 2026.

6.2 Wastewater

6.2.1 West Lorne Wastewater Treatment Plant, Operations Report, First Quarter 2026 54

Recommendation:

That West Elgin Council, hereby receives the West Lorne Wastewater Treatment Plant, Operations Report, First Quarter 2026 as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency

6.2.2 Rodney Water Pollution Control Plant, Operations Report, First Quarter 2026 72

Recommendation:

That West Elgin Council, hereby receives the Rodney Water Pollution Control Plant, Operations Report, First Quarter 2026 as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency

6.3 Water

6.3.1 West Elgin Water Distribution System, Operations Report, First Quarter 2026

86

Recommendation:

That West Elgin Council, hereby receives the West Elgin Water Distribution System, Operations Report, First Quarter 2026 as presented by Joe Daly, Senior Operations Manager, Ontario Clean Water Agency

7. Board or Committee of Council Reports or Updates

Council opportunity for updates from committees and boards.

8. Notice of Motion

To be read at next meeting

8.1 Councillor Sousa Re: Staff to Investigate and Implement Vacancy Property By-laws

WHEREAS long-term vacant residential and commercial properties can contribute to economic decline, reduce investment, create safety concerns, negatively impact neighbouring property values, and diminish the overall appearance of the community;

AND WHEREAS occupied and well-maintained homes and businesses contribute to vibrant downtowns, stronger neighbourhoods, increased economic activity, and an improved quality of life for residents;

AND WHEREAS prolonged commercial vacancies can result in underutilized buildings remaining empty for years without meaningful progress toward redevelopment, occupancy, or productive use;

THEREFORE BE IT RESOLVED THAT Council direct staff to investigate and report back on the implementation of vacancy-related by-laws and policies for residential and commercial properties within the Municipality of West Elgin, including:

- A vacant property registry;
- Property maintenance standards specific to vacant buildings;
- Fees, penalties, or taxation tools permitted under provincial

- legislation to discourage long-term vacancies;
- Requirements for property owners to demonstrate plans for occupancy, redevelopment, or active marketing of vacant commercial properties;
- Enforcement mechanisms and best practices utilized by other Ontario municipalities.

AND FURTHER THAT staff be directed to bring forward recommendations, including any necessary by-laws, policies, implementation costs, and legal considerations, with the objective of reducing long-term vacancies, encouraging investment, supporting local businesses, improving community appearance, and maintaining vibrant residential and commercial areas throughout West Elgin.

AND FURTHER THAT Council recognizes that active, occupied, and well-maintained properties are essential to sustaining a thriving and prosperous community for current and future residents.

Recommendation:

WHEREAS long-term vacant residential and commercial properties can contribute to economic decline, reduce investment, create safety concerns, negatively impact neighbouring property values, and diminish the overall appearance of the community;

AND WHEREAS occupied and well-maintained homes and businesses contribute to vibrant downtowns, stronger neighbourhoods, increased economic activity, and an improved quality of life for residents;

AND WHEREAS prolonged commercial vacancies can result in underutilized buildings remaining empty for years without meaningful progress toward redevelopment, occupancy, or productive use;

THEREFORE BE IT RESOLVED THAT Council direct staff to investigate and report back on the implementation of vacancy-related by-laws and policies for residential and commercial properties within the Municipality of West Elgin, including:

- A vacant property registry;
- Property maintenance standards specific to vacant buildings;

- Fees, penalties, or taxation tools permitted under provincial legislation to discourage long-term vacancies;
- Requirements for property owners to demonstrate plans for occupancy, redevelopment, or active marketing of vacant commercial properties;
- Enforcement mechanisms and best practices utilized by other Ontario municipalities.

AND FURTHER THAT staff be directed to bring forward recommendations, including any necessary by-laws, policies, implementation costs, and legal considerations, with the objective of reducing long-term vacancies, encouraging investment, supporting local businesses, improving community appearance, and maintaining vibrant residential and commercial areas throughout West Elgin.

AND FURTHER THAT Council recognizes that active, occupied, and well-maintained properties are essential to sustaining a thriving and prosperous community for current and future residents.

9. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

10. Items Requiring Council Consideration

None presented prior to meeting.

11. By-Laws

11.1 By-Law 2026-38 Water Operations and Water Billing Policy

91

Recommendation:

That By-Law 2026-38, Being a by-law to adopt a water systems operation policy, and to adopt a water and wastewater billing, payment, and collections policy, to be read a first, second, third, and final time.

12. Confirming By-Law

111

Recommendation:

That By-law 2026-41 being a By-law to confirm the proceeding of the Regular Meeting of Council held on June 11, 2026, be read a first, second and third and final time.

13. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____
to meet again at 4:00pm, on June 25, 2026 or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

May 28, 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: Jeff McArthur, Fire Chief
Terri Towstiuć, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development
Emma Nilsson, Manager of Corporate Services/Treasurer

Also Present: Dave Aristone, Financial Consultant

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

1. Call to Order

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

2. Motion to Suspend the Rules

Resolution No. 2026- 137

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby motion to suspend the rules, to allow a communication to be included in the agenda, received from A. Cammaert, in reference to item 7.3.1, Old Town Hall Staff report.

Carried

3. Adoption of Agenda

Resolution No. 2026- 138

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Regular Council Agenda for May 28, 2026, as amended.

Carried

4. Disclosure of Pecuniary Interest and General Nature Thereof

4.1 Councillor Sousa - Municipal Partnership, Roots & Revival Festival, Grant Funding

Member of Roots & Revival Festival.

5. Delegations and Presentation

5.1 John Kirby, Legal Representative for Rodney Market

John Kirby, Legal Representative for the Rodney Market addressed Council regarding the 1997 registered plan (R-Plan), with further discussion regarding the delineation of the laneway, hydro lines and trees, with suggested solutions to allow deliveries to continue at the back side of the market.

5.2 Paul Morrissey, Legal Representative for Dawn Geddes & Keith Montgomery

Paul Morrissey, Legal Representative for Dawn Geddes & Keith Montgomery, owner of abutting property to Rodney Market discussed the use of the laneway, dating back to 1800's, deliveries happening in the early morning and the challenges their experiences with ability to leave the property quickly to support their mobile truck repair business.

Mr. Morrissey also provided numerous suggestions for deliveries that will respect the neighbours and businesses, and concerns for damage to property, including hydro trucks.

5.3 Rob Ganhadeiro, Owner of abutting property to Rodney Market.

Rob Ganhadeiro, owner of abutting property to Rodney Market addressed Council with his concerns to his property, including the siding on the building, damage to the ground surface including surrounding and in drain catch basins. Mr. Ganhadeiro provided pictures to Council, dated May 25, 2026.

5.4 Liz Wright, Canadian Cartage Couriers Services

Liz Wright, Canada Cartage Couriers Services attending Council to provide her comment from a delivery aspect, and concerns for safety and damage to the alleyway. Ms. Wright advised that she has instructed too deliveries from Canada Cartage to be completed from Furnival Road, to reduce the damage to the alleyway and potential for sticking light poles.

5.5 Use of Alleyway in Commercial Centre of Rodney

Resolution No. 2026- 139

Moved: Councillor Statham

Seconded: Councillor Sousa

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.

Carried

6. Adoption of Minutes

Break from 4:48 to 5:04 pm, prior to adoption of Minutes.

Resolution No. 2026- 140

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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

Carried

7. Business Arising from Minutes

None.

8. Staff Reports

8.1 Infrastructure & Development

8.1.1 Garbage RFP

Resolution No. 2026- 141

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby amend the Garbage RFP resolution to include all rural areas.

Carried

Resolution No. 2026- 142

Moved: Councillor Denning

Seconded: Councillor Sousa

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, and all rural areas.

Carried

8.1.2 Crosswalk

Resolution No. 2026- 143

Moved: Councillor Denning

Seconded: Councillor Statham

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 Council 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.

Carried

8.2 Community Services/Clerk

8.2.1 Municipal Partnership, Roots & Revival Festival, Grant Funding

Resolution No. 2026- 144

Moved: Councillor Statham

Seconded: Councillor Denning

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.

Carried

8.3 Chief Administrative Officer

8.3.1 Old Town Hall

Resolution No. 2026- 145

Moved: Councillor Sousa

Seconded: Councillor Denning

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.

For (5): Mayor Leatham, Deputy Mayor Tellier, Councillor Denning, Councillor Statham, and Councillor Sousa

Carried (5 to 0)

8.3.2 Community Improvement Plan (CIP) Summary

Resolution No. 2026- 146

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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 19 of 2026, being a by-law to adopt the 2026 Elgincentives Community Improvement Plan, be presented for enactment.

Carried

8.4 Corporate Services & Finance

8.4.1 2026 Draft Budget

Resolution No. 2026- 147

Moved: Councillor Denning

Seconded: Councillor Sousa

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.

Carried

8.4.2 2026 Water & Wastewater Budget

Resolution No. 2026- 148

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

9. Board or Committee of Council Reports or Updates

No Updates.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

Council requested an update on a previous motion, regarding change of street names for emergency services purposes. Chief McArthur advised that this has not been completed yet.

12. Correspondence

12.1 County of Elgin

12.1.1 E 25-26 Notice of Decision and Notice of No Appeals

12.1.2 April 14, Elgin Council County Minutes

12.1.3 April 14, Elgin Council Committee of the Whole Minutes

12.1.4 April 28, Elgin Council Meeting Minutes

12.1.5 April 28, Elgin Council Special Meeting Minutes

12.1.6 April 28, Elgin Committee of the Whole Minutes

12.1.7 May 12, Elgin Council Highlights

12.2 Municipal Resolutions

- 12.2.1 Municipality of Blue Water Re: Request to Extend the Provincial Deadline for Notices of Intention to Designate Listed Heritage Properties
- 12.2.2 Municipality of Central Elgin Re: Preservation and Adaptive Reuse of the Front Entrance Building at the Former St. Thomas Psychiatric Hospital
- 12.2.3 Municipality of Morris-Turnberry Re: Conservation Authority Consolidation and Future Funding
- 12.2.4 Township of Springwater Re: Provincial Bill 100 – Better Regional Governance Act, 2026
- 12.2.5 Municipality of Wawa Re: Extend OCIF
- 12.2.6 Municipality of Wawa Re: Request to amend Land Transfer Tax Act
- 12.3 Ministry Letters
 - 12.3.1 Ministry of Environment, Conservation and Parks, May 1, 2026 Re: Minister’s direction under section 1.14 of the Conservation Authorities Act
 - 12.3.2 Ministry of Natural Resources, April 30, 2026 Re: Regulations under the Geologic Carbon Storage Act, 2025
 - 12.3.3 Ministry of Attorney General, May 22, 2026 Re: Follow-up to Updates to “Tailgate Event” Permits under the Liquor Licence and Control Act, 2019

Resolution No. 2026- 149

Moved: Councillor Sousa

Seconded: Councillor Denning

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

Carried

13. Items Requiring Council Consideration

13.1 Patio Extension - Elgin International Club

Resolution No. 2026- 150

Moved: Deputy Mayor Tellier

Seconded: Councillor Statham

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.

Carried

14. By-Laws

14.1 2026-33, Designation of Community Improvement Plan

Resolution No. 2026- 151

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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.

Carried

14.2 2026-19, Adoption of Community Improvement Plan

Resolution No. 2026- 152

Moved: Councillor Denning

Seconded: Councillor Statham

That By-law 2026-19, being a By-Law to adopt the 2026 Elgincentives Community Improvement Plan, be read a first, second and third and final time.

Carried

15. Confirming By-Law

Resolution No. 2026- 153

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That By-law 2026-34 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.

Carried

16. Adjournment

Resolution No. 2026- 154

Moved: Councillor Denning
Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn at 7:23 to meet again at 4:00pm, on Tuesday, June 2, 2026 (Budget Meeting), or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

June 4, 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: Jeff McArthur, Fire Chief
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

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 4:00 pm.

2. Adoption of Agenda

SCM 2026- 18

Moved: Councillor Sousa

Seconded: Councillor Statham

That West Elgin Council hereby adopts the Special Meeting Agenda of June 4, 2026, as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. By-law 2026-36, Adoption of 2026 Budget

Prior to adoption, Council received clarification on the transfer from the Rate Stabilization Reserve, which does not include the \$200,000 authorized for the use of an Old Town Hall project plan report. This will be tendered, and brought back to Council for final approval, once the Request for Tenders have been received by all parties.

SCM 2026- 19

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That By-law 2026-36, Being a By-Law to Adopt the 2026 Operating and Capital Budgets and to Levy Taxes for the Year 2026, be read a first, second, third and final time.

Carried

5. Confirmatory By-law

SCM 2026- 20

Moved: Councillor Sousa

Seconded: Councillor Statham

That By-law 2026-37 being a By-law to confirm the proceeding of the Special Meeting of Council held on June 4, 2026, be read a first, second and third and final time.

Carried

6. Adjournment

SCM 2026- 21

Moved: Councillor Sousa

Seconded: Councillor Denning

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 4:03 to meet again at 4:00pm, on Thursday, June 11, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Municipality of West Elgin

Minutes

Special Meeting of Council

June 2, 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

Also Present: Dave Aristone, Financial Consultant

1. Call to Order

Mayor Leatham called the Special Meeting of Council to order at 4:00 pm.

2. Adoption of Agenda

SCM 2026- 14

Moved: Councillor Denning

Seconded: Councillor Sousa

That West Elgin Council hereby adopts the Special Meeting Agenda of June 2, 2026 as presented.

Carried

3. Disclosure of Pecuniary Interest

No disclosures

4. 2026 Municipal Budget

Council was presented with the draft 2026 Municipal Budget, with a net levy increase of 7.09%, resulting in an increase to taxes of 6.56%.

Items that Council discussed and requested clarification on were:

- HST Allocation, and the percentage that the municipality receives back through the Public Service Body Rebate.
- Received clarification on the Port Glasgow Trailer Park washroom budget overage, which included additional items such as soil sampling, footings, utility issues, and concrete sidewalk for accessibility.
- Planning services increase due to a projected Official Plan update, as a result from the County of Elgin Official Plan update. Lower tier municipalities are required to conform with the upper tier. Planning services estimate also increased for fees received, as the previous structure used the net levy to offset the cost of planning services, while the new proposed structure will be based on a pay-per-use system.
- Conference budget doubled, as the 2026 year has already been paid for, at a current cost of almost \$19,000.
- Council discussed the potential to use the tax rate stabilization fund to lower the amount of taxes. Staff and Council discussed the risk of lower now, but a substantial increase in the future.

Council also discussed the increasing cost of OPP services, cost to maintain roads and the inevitable planning to close the landfill. Staff clarified the rate increase percentage versus dollar figure, in comparison to other neighbouring municipalities, and the planning for when the Municipal Property Assessment Corporation (MPAC) will proceed with updated property assessments.

No direction was given to staff on any amendments to the draft 2026 budget.

SCM 2026- 15

Moved: Councillor Denning

Seconded: Deputy Mayor Tellier

THAT West Elgin Council adopt the estimated 2026 gross expenditures of \$7,289,006 for Capital and \$11,275,554 for Operating; and further; And

THAT Council adopt the estimated 2026 non-tax revenues of \$9,656,302 and tax levy of \$4,722,652 to support these gross expenditures; and further; And

THAT Council adopt the current operating and capital estimates, required for 2026, as outlined in the attached 2026 Operating and Capital Budget documents; and further, And

THAT Council authorize the Treasurer to draft a by-law that sets the 2026 tax rates based upon a levy of \$4,722,652 and provides for the 2026 property tax policies required by the Ministry of Finance.

Carried

4.1 2026 Draft Municipal Budget

4.2 2026 Draft Capital Budget

4.3 2026 Municipal Budget Presentation

5. 2026 Water and Wastewater Budget

5.1 2026 Draft Water and Wastewater Budget

5.2 2026 Water and Waste Water Presentation

6. Confirmatory By-law

SCM 2026- 16

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That By-law 2024-35 being a By-law to confirm the proceeding of the Special Meeting of Council held on June 2, 2026, be read a first, second and third and final time.

Carried

7. Adjournment

SCM 2026- 17

Moved: Councillor Statham

Seconded: Councillor Sousa

That the Council of the Municipality of West Elgin hereby adjourn the Special Meeting of Council at 4:43 to meet again at 4:00pm, on Thursday, June 4, 2026 (Budget Meeting), or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuć, Clerk



Staff Report

Report To: Council Meeting

From: Evan McKinstry, Jr. Planner, County of Elgin

Date: 2026-06-11

Subject: Consent Application E 43-26 0 Beattie Line- Comment to Elgin County- Recommendation Report- (Planning Report 2026-14)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding severance application E 43-26 Comments to Elgin County (Planning Report 2026-14).

And that West Elgin Council hereby recommend APPROVAL to the Elgin County Land Division Committee for Consent Application E 43-26.

And further that West Elgin Council directs administration to provide this report as Municipal Comments to the County of Elgin.

Purpose:

The purpose of this Report is to provide Council with recommendations related to authorizing municipal comments to the County of Elgin regarding County of Elgin Severance Application E 43 - 26, as Elgin County is the planning approval authority for severances.

The applicant proposes to sever a parcel with a frontage of 426.67 m, a depth of 633.17 m, and an area of 40 ha for a technical severance. The applicant is retaining a lot with an area of 48.56 ha proposed to remain in Agricultural use.

A severance sketch illustrating the proposed severance is attached to this report as Appendix 1.

Consent Application E 43-26 has been submitted to Elgin County for lands located within the Municipality of West Elgin.

Location:

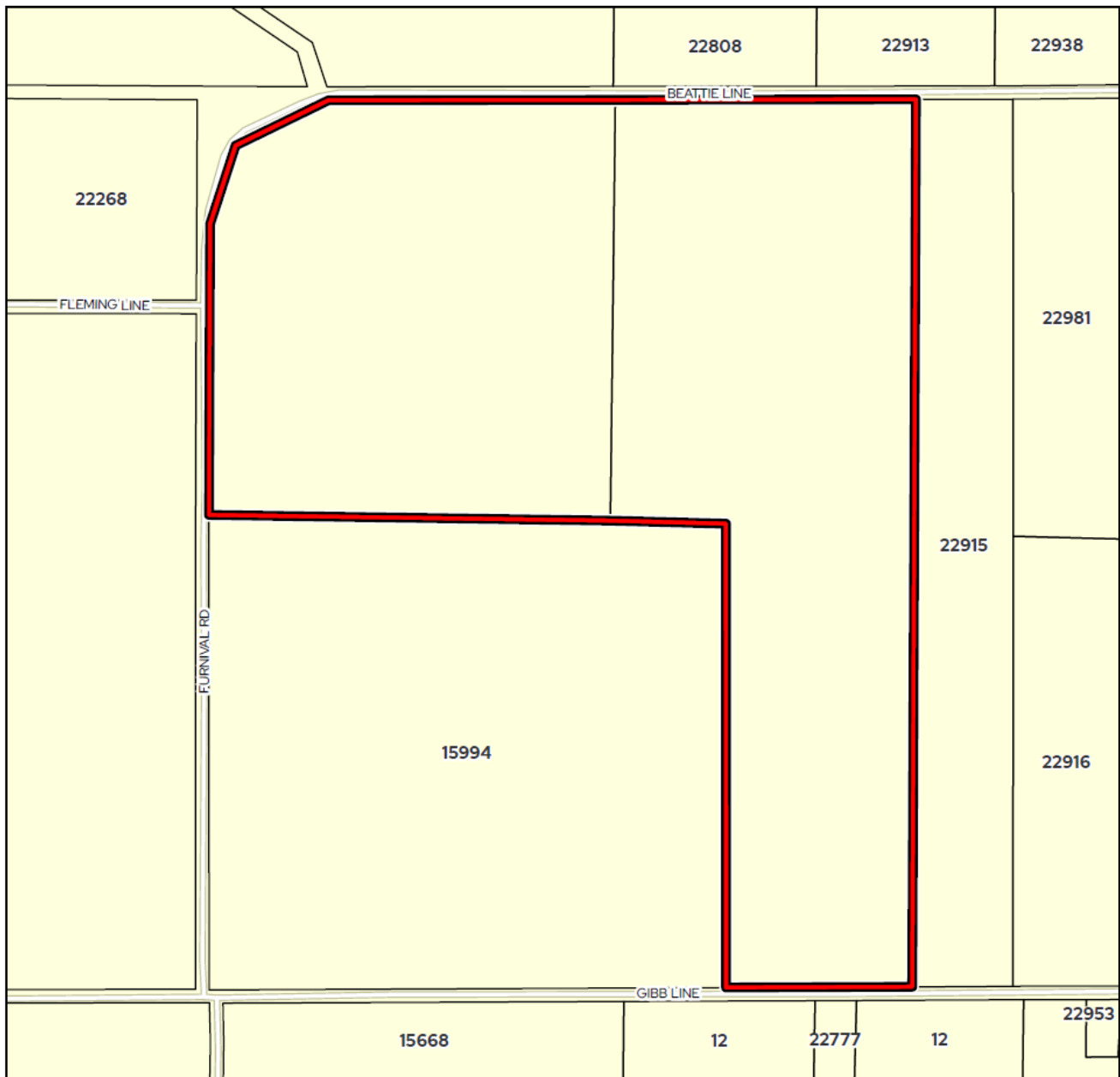
The subject property is located at 0 Beattie Line and is legally described as PART NORTH ½ LOT 11, CONCESSION 1 WEST DIVISION ALBOROUGH; PART LOT 12, CONCESSION 1 WEST DIVISION ALBOROUGH, Municipality of West Elgin. The subject property is shown on the Key Maps provided below.


Background:

Application No.	E 43-26
Owners:	Bernadus (Ben) Zegers
Agent:	Daniel Whittal (Pathway Law Professional Corporation)
Address:	23385 Beattie Line, Wardsville ON
Water Supply:	N/A
Sewage Supply:	N/A
Buildings/Structures	N/A
Elgin County Official Plan	Agricultural Area and Natural Heritage Feature
West Elgin Official Plan Designation	Agricultural Area

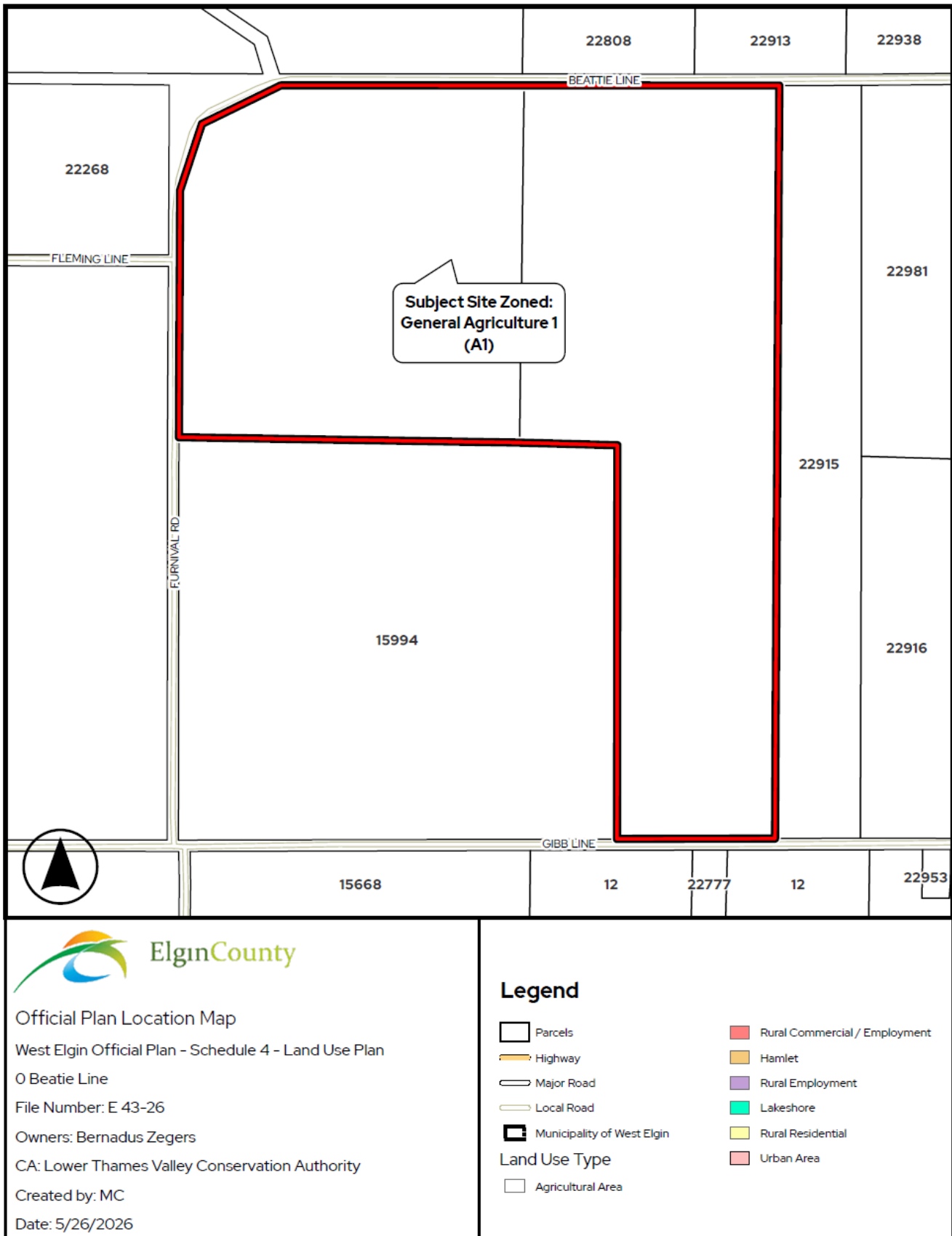
West Elgin Zoning By-law 2015-36.	Applicable Zoning Requirements	Proposed	Deficiency
	Minimum Lot Area – 20.2 ha	40 ha for severed lands & 48.56ha for retained lands	No.
	Minimum Lot Frontage – 300 m	426.67 m for the severed lands & 452.91 m for retained lands	No.
	Maximum Lot Coverage- 20%	0%	No.
	Front Yard Depth – 15 m	633.17m for severed lands & 1337.28m for retained lands	No.
	Maximum Building Height- 10.5 m	0m	No.

County Official Plan Key Map (Figure 1):



<p>Site Location Information</p> <p>Municipality of West Elgin</p> <p>Subject Site: 343400001101410</p> <p>0 Beattie Line</p> <p>File Number: E 43-26</p> <p>Owners: Bernadus Zegers</p> <p>CA: Lower Thames Valley</p> <p>Conservation Authority Authority</p> <p>Created by: MC</p> <p>Date: 5/26/2026</p>	<p style="text-align: center;">Legend</p> <ul style="list-style-type: none"> Subject Lands Tier 1 Settlement Area Tier 2 Settlement Area Tier 3 Settlement Area Agricultural Area Parcels Highway Major Road Local Road 	<p style="text-align: center;">County of Elgin Official Plan</p>  <p style="text-align: center;">Schedule 'A' County Structure Map</p> <p style="text-align: center;">Date: 5/26/2026 Projection: UTM NAD 1983 Zone 17 North</p> <p style="font-size: small;">Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warranty that the information contained in the map is accurate on the date of publication.</p> <p style="font-size: x-small;">All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.</p>
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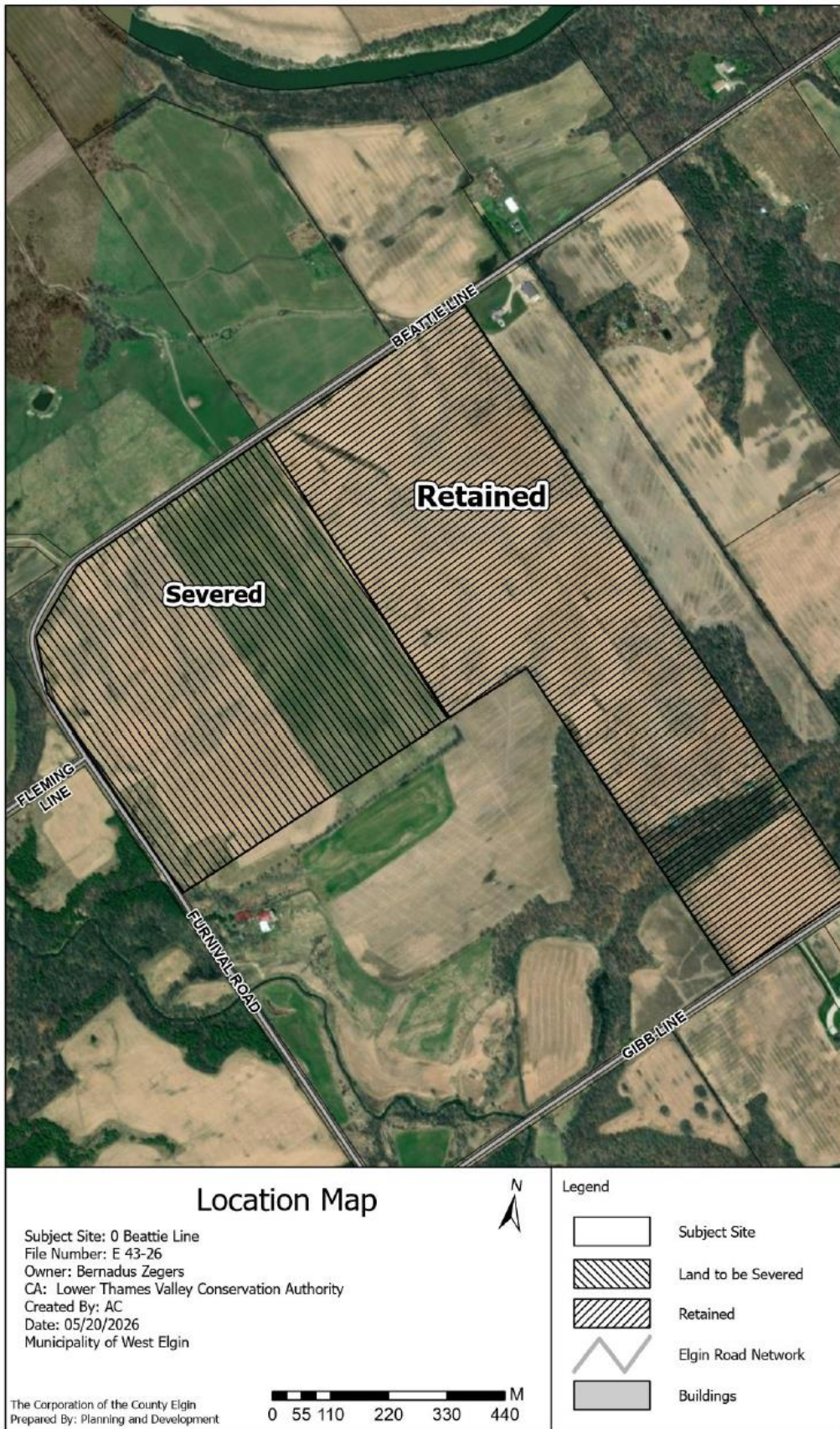
Municipality of West Elgin Official Key Map (Figure 2):



Site Subject Key Map (Figure 3):



Proposed Severance Map (Figure 4):



Financial Implications:

Application fees were collected in accordance with the Municipality's Fees and Charges By-law, as amended from time to time. The proposed severance may result in a minimal increase in assessment.

Planning and Policy Analysis:

Consent Application E 43-26 was submitted to, and declared complete, by Elgin County on April 29th, 2026. Elgin County is the Approval Authority for applications considered under Section 53 of the *Planning Act*. The Municipality of West Elgin is a commenting agency and provides a recommendation to the Land Division Committee, including conditions of approval.

Consent Application E 43-26 was reviewed by staff with consideration to the *Provincial Planning Statement (2024)*, Elgin County Official Plan, Municipality of West Elgin Official Plan, and The Municipality of West Elgin Zoning Bylaw 2015-36. A summary of the applicable and commentary is provided below.

Legislation	Section(s)	Relevance To Application	Comments
<p style="text-align: center;"><i>Provincial Planning Statement, 2024</i></p>	<p>Section 4.3.3 Lot Creation and Lot Adjustments</p>	<ul style="list-style-type: none"> Agriculture lot creation is discouraged and may only be permitted in accordance with provincial guidance for: a) agricultural uses, provided that the lots are of a size appropriate for the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations. 	<p>Lot creation is permitted within Agriculture designated areas provided the lands are size appropriate and maintain the agriculture land use.</p> <p>The applicant is proposing to sever a 40 ha parcel and retain a 48.56 ha parcel in order to reverse an unintentional merge on title.</p>

<p>Elgin County Official Plan</p>	<p>Section 5.5 General Development Policies</p>	<ul style="list-style-type: none"> • Development in agriculture lands must protect agriculture lands and operations • The County of Elgin Official Plan permits lot creation for new agricultural lots provided each parcel is generally a minimum of 40 ha in area. 	<p>The proposed consent application conforms to the policies of the County of Elgin Official Plan. The proposal is intended to protect agricultural lands, as no change in land use is proposed through this application. Rather, the application seeks to re-establish two farm parcels that were previously created as separate lots but merged unintentionally over time.</p> <p>Both the severed and retained parcels would meet the minimum lot area requirements set out in the County of Elgin Official Plan.</p>
<p>The Municipality of West Elgin Official Plan</p>	<p>7.1.7.5 Minimum Lot Size for Agriculture Uses</p>	<ul style="list-style-type: none"> • The minimum lot size for new agricultural parcels shall be 40 hectares to discourage the unwarranted fragmentation of farmland. 	<p>The proposed consent to reverse an unintentional merger on title is consistent with the Municipality of West Elgin Official Plan, as no new land uses are being introduced and both resulting parcels will remain in agricultural use.</p>
<p>Municipality of West Elgin Zoning Bylaw</p>	<p>General Agricultural (A1) Zone</p>	<ul style="list-style-type: none"> • The subject lands will meet all zoning provisions of the General Agricultural (A1) zone regulations 	<p>The proposal meets all provisions of the General Agricultural (A1) zone.</p>

Provincial Planning Statement, 2024 (PPS)

4.3.3 Lot Creation and Lot Adjustments

1. Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for: a) agricultural uses, provided that the lots are of a size appropriate for

the type of agricultural use(s) common in the area and are sufficiently large to maintain flexibility for future changes in the type or size of agricultural operations;

The proposal is consistent with the *Provincial Planning Statement* as lot creation is permitted within Agriculture designated areas provided the lands are size appropriate and maintain the agriculture land use. The applicant is proposing to sever a 40 ha parcel and retain a 48.56 ha parcel in order to reverse an unintentional merge on title. Both resulting parcels are of sufficient size to accommodate typical agricultural practices within the area as the lands previously existed as two separate lots, demonstrating their longstanding suitability for agricultural operations.

Elgin County Official Plan

5.5 General Development Policies

Lots shall be sized not just to accommodate required water and sewage service but to protect rural character through minimum lot areas and building setbacks. Specifically, when located in an agricultural designation in a local official plan, new lots will generally be a minimum of 40 ha or larger (for both the severed and retained parcels);

The proposed consent application conforms to the policies of the County of Elgin Official Plan. The proposal is intended to protect agricultural lands as no change in land use is proposed through this application. Rather, the application seeks to re-establish two farm parcels that were previously created as separate lots but merged unintentionally.

The severed lands are 40 ha in size and the retained lands are 48.56 ha in size. These lots meet the minimum lot area requirements set out in the County of Elgin Official Plan as new lots must generally be 40 ha in size.

Municipality of West Elgin Official Plan

7.1.7.4 Minimum Lot Size for Agriculture Uses

The minimum lot size for new agricultural parcels shall be 40 hectares to discourage the unwarranted fragmentation of farmland. This Plan supports the provision of agricultural land parcels of sufficient size for long-term agricultural use recognizing the need to maintain maximum flexibility for farm operators to engage in differing types and sizes of agricultural operation. Existing parcels of insufficient size for agricultural use will be encouraged to consolidate with adjoining farmlands where possible.

The proposed consent to reverse an unintentional merger on title is consistent with the Municipality of West Elgin Official Plan, as no new land uses are being introduced and both resulting parcels will remain in agricultural use. The proposal is intended to re-establish two historic farm parcels that previously existed independently and functioned as separate agricultural operations prior to merging unintentionally. The severed and retained lots will meet the minimum lot size for new agricultural parcels set out in the West Elgin Official Plan.

Municipality of West Elgin Zoning By-law

The proposal will meet all provisions of the General Agricultural (A1) Zone. No additional planning applications are required.

Consultation:

Consent Application E 43-26 was circulated internally for review and comments by Municipal departments. At the time of writing this report, the following comments have been received and where applicable, if passed recommended conditions of approval have been included.

Municipality of West Elgin Planning- Recommends approval, the application complies with the *Provincial Planning Statement (2024)*, conforms to the Elgin County Official Plan and the Municipality of West Elgin Official Plan and meets the Municipality of West Elgin Zoning By-Law.

Municipality of West Elgin Drainage- A drainage re-apportionment is not required for this severance.

Municipality of West Elgin Infrastructure/ Development- No concerns

Municipality of West Elgin Building Department: No concerns

West Elgin Fire Department: No comments

No Further Comments have been received at the time of writing.

Recommendation:

THAT Report 2026-14 regarding Consent Application E 43-26 submitted by Daniel Whittal be received;

AND THAT Council recommends approval to the Elgin County Land Division Committee for Consent Application E 43-26 which would facilitate a technical severance to reestablish lands that merged unintentionally, subject to the following conditions and considerations:

1. That the Applicant meet all the requirements, financial and otherwise of the Municipality, to the satisfaction and clearance of the Municipality.
2. That municipal addressing be assigned to the severed and retained parcels to the satisfaction of the Municipality.
3. Submission of a copy of the deposited reference plan to the satisfaction of the Municipality.

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 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,

Respectfully submitted by:

Evan McKinstry

Junior Planner

Reviewed by:

Mat Vaughan

Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall

Chief Administrator Officer



Staff Report

Report To: Council Meeting
From: Lindsay King, Policy Planner
Date: 2026-05-28
Subject: West Elgin Planning Fees Update

Recommendation:

THAT the West Elgin Council receive the report from the County of Elgin Planning Services Department titled “West Elgin Planning Fees Update – 2026-13”, dated May 28, 2026, be received for discussion;

AND THAT West Elgin Council approve the amended West Elgin Fee Schedule attached as Appendix A to this report, effective July 1, 2026.

Purpose:

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

Background:

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

Financial Implications:

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

Policies/Legislation:

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

Alignment with Strategic Priorities:

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 checked="" type="checkbox"/> To ensure a strong economy that supports growth and maintains a lower cost of living.	<input type="checkbox"/> To enhance communication with residents.

Discussion:

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

Table 1 – Fee Comparison with Ontario Municipalities

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

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

Table 2 - Fee Comparison with Average Local Municipal Partners

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

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

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

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

Table 3 - Recommended Phasing of New Fees

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

Conclusion:

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

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

Respectfully submitted by,

Lindsay King
Policy Planner
Elgin County

Report Approval Details

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

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

Robin Greenall

Report Approval Details

Document Title:	West Elgin Planning Fees Update - 2026-13-Planning.docx
Attachments:	- Appendix A - West Elgin Planning Fees Update - 2026-09.docx
Final Approval Date:	Jun 5, 2026

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

Robin Greenall

Appendix A to Staff Report “West Elgin Planning Fee Update – 2026-13”

Fee type	Existing West Elgin Fees	Proposed
Pre-Consultation Meeting	\$ 0.00	\$ 500.00
Zoning Certificate	\$ 80.00	\$ 150.00
Consent	\$ 800.00	\$ 1,800.00
Changes to Conditions	\$ 0.00	\$ 600.00
Deed Stamping	\$ 0.00	\$ 275.00
Minor Variance	\$ 1,100.00	\$ 1,500.00
Site Plan Application	\$ 2,650.00	\$ 7,100.00
Development Engineering Review – Site Plan	\$ 0.00	1% of total construction costs (maximum of two submissions)
Site Plan Agreement	\$ 0.00	\$ 1,000.00
Site Plan Amendment	\$ 1,600.00	\$ 3,050.00
Zoning By-law Amendment	\$ 1,350.00	\$ 4,000.00
Removal of Holding	\$600.00	\$1,300.00
Temporary Use By-law	\$ 0.00	\$ 1,600.00
Official Plan Amendment	\$2,600.00	\$ 7,250.00
Plan of Subdivision	\$8,600.00	\$10,000.00
Development Engineering Review – Subdivision	\$ 0.00	5% of total construction cost (maximum of two submissions)
Development Engineering Review – Consolidated Linear Infrastructure Environmental Compliance Approvals including administrative fees	\$ 0.00	Cost Recovery plus 5% administration fee
Plan of Condominium	\$5,600.00	\$ 6,000.00
Redline Revision (Condominium and Subdivision)	\$1,300.00	\$1,800.00
Extension to Draft Plan Approval (Subdivision and Condominium)	\$900.00	\$1,500.00
Condominium Exemption	\$900.00	\$1,200.00
Deeming By-law	\$ 1,250.00	\$ 1,500.00
Part Lot Control	\$ 900.00	\$ 1,200.00
Technical Studies including Peer Reviews	Variable	Cost recovery
Recirculation	\$0.00	\$500.00
Development Engineering – Additional Review (beyond two submissions)	\$ 0.00	Hourly rate (e.g., \$120/hour) for complex review.
Telecommunications Tower	\$ 750.00	\$ 1,000.00
OLT Appeal	\$0.00	\$1,000.00

West Elgin Planning Fee Update



Staff Report – 2026-09

June 11, 2026

Purpose of the Review

- Review existing planning fees
- Compare against peer municipalities
- Improve cost recovery
- Reduce reliance of tax levy
- Introduce phased implementation



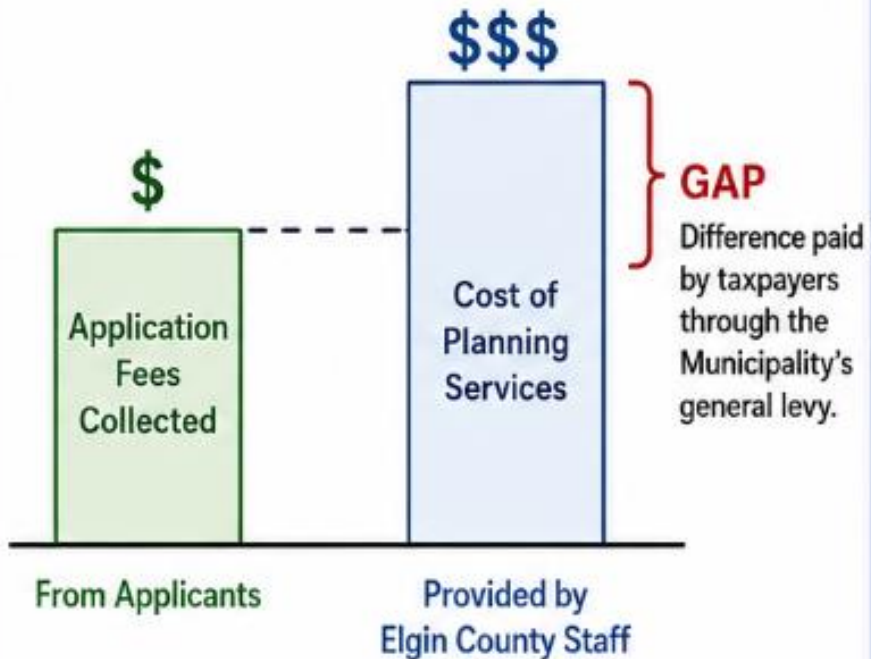
Legislative Framework



- Planning Act Section 69
- Fees permitted for anticipated cost recovery only
- No profit generation permitted
- Fee waivers permitted

CURRENT SITUATION

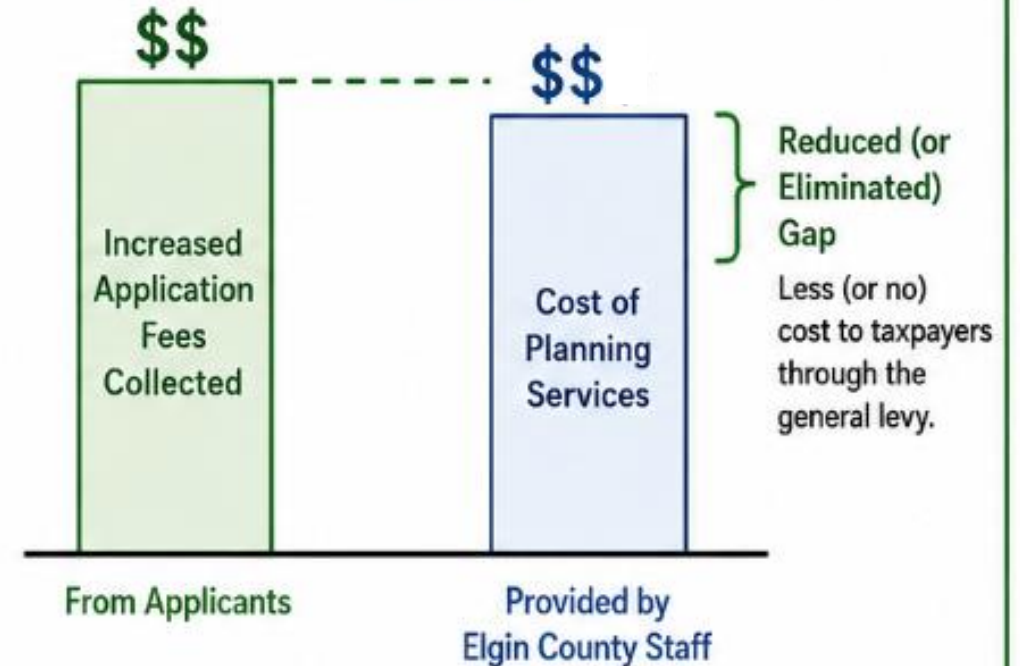
Fees collected do not cover the cost of planning services.



Elgin County recommends increases to application fees.

WITH RECOMMENDED FEE INCREASES

Increased fees reduce (or ideally eliminate) the gap.



Application Type	Pre-Consultation	Site Plan Application	Zoning By-law Amendment	Official Plan Amendment	Minor Variance	Consent
Hours to complete	6	35	35	40	20	25
Cost to process application	\$ 500.77	\$ 5,513.52	\$ 2,574.64	\$ 3,574.02	\$ 1,439.90	\$ 1,770.89
Fee	\$ 0	\$ 2,650.00	\$ 1,350.00	\$ 2,600.00	\$1, 100.00	\$ 850.00
Difference	\$ 500.77	\$ 2,863.52	\$ 1,224.64	\$ 974.02	\$ 339.90	\$ 920.89

New Fees Proposed

- Pre-Consultation meetings
- Recirculation fees
- OLT appeals
- Site Plan Agreements
- Development Engineering review fees
- Peer review cost⁵⁰ recovery



Phased Implementation Strategy



- July 1, 2026 → 50% implementation
- 2027 → 75% implementation
- 2028 → 100% implementation

Key Takeaways

- Align fees with actual service delivery costs
- Improve transparency
- Reduce taxpayer subsidization
- Maintain legislative compliance
- Phase-in approach moderates impacts



Questions? Comments?





Ontario Clean Water Agency
Agence Ontarienne Des Eaux

West Lorne Wastewater Treatment Plant Operations Report First Quarter 2026

Ontario Clean Water Agency, Southwest Region
Joe Daly, Senior Operations Manager
Date: May 7, 2026

FACILITY INFORMATION

Name: West Lorne Water Pollution Control Plant (WPCP)
Hub Name: Midwest Region – SWAT Cluster
Regional Hub Manager: Sam Smith (226) 377-1540
Senior Operations Manager: Joe Daly (226) 376-7957
Business Development Manager: Robin Trepanier (519) 791-2922
Facility Type: Municipal
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

OPERATIONAL DESCRIPTION

The village of West Lorne is served by an extended aeration Wastewater Treatment Plant, comprised of aeration, clarification, filtration, UV disinfection and sludge disposal. Also included is the collection system with one pumping station and a sanitary sewer system. The collection system consists of sewers and one submersible pumping station. Final effluent is re-aerated and discharged to the Zoller Drain and then Brocks Creek. Waste activated sludge is discharged to a lagoon for storage. Dual-point chemical addition aluminum sulfate is used for phosphorus removal. Sodium hydroxide may be added for alkalinity control.

SERVICE INFORMATION

Areas Served: Village of West Lorne

DESIGN CAPACITY

Total Design Capacity: 900 m³/day
Total Annual Flow (2026 Data): 55 608 m³/year
Average Daily Flow (2026 Data): 617.9 m³/day
Maximum Daily Flow (2026 Data): 1624.2 m³/day

TREATMENT PROCESS FEATURES

Effluent Receiver: Zoller Drain to Brocks Creek to Lake Erie
Major Process: Extended aeration
Phosphorus Removal: Continuous, Alum addition
Additional Treatment: Effluent filtration
Discharge Mode: Continuous discharge
Effluent Disinfection Practice: UV Disinfection
Sludge Stabilization: Lagoon storage

SECTION 1: COMPLIANCE SUMMARY

Compliance of the system is evaluated against the Environmental Compliance Approval (ECA). The operations of the West Lorne WPCP are in accordance with Environmental Compliance Approval # 5873-B4RLEJ, which covers the entire plant. An Environmental Compliance Approval (ECA) is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment. In accordance with the *Ontario Water Resource Act*, Section 53, no person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an Environmental Compliance Approval.

FIRST QUARTER:

There was one non-compliance in March 2026, for exceeding the ECA monthly average loading limit of 9 kg/d for Total Suspended Solids (TSS). The average monthly loading concentration of TSS in March was 10.2 kg/d despite meeting the monthly average concentration limit. This was due to high flow conditions whereby the plant was outside of normal operating conditions for a period of eight days and higher TSS concentrations were obtained in the additional required samples. All appropriate notifications were made.

SECTION 2: INSPECTIONS

There have been no Ministry of Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections to date in 2026.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

INFLUENT FLOWS

In the first quarter of 2026, the average daily raw flow was 617.9 m³/d. This is a 0.7% reduction compared to the average daily flow for the first quarter average from 2021-2025. The plant is currently operating at 46% of its rated capacity of 900 m³/d, as defined in the facility's Environmental Compliance Approval NUMBER 5873-B4RLEJ. The rated capacity is calculated based on the definition of the ECA, which is defined as the annual average daily influent flow for which the sewage treatment plant is designed to handle. The design peak flow is the maximum rate of wastewater flow that the preliminary treatment units are designed to handle. Figure 1 outlines the average daily raw flows in 2021-2025 compared to those in 2026.

FIGURE 1: Average Daily Raw Flows 2021-2025 compared to 2026

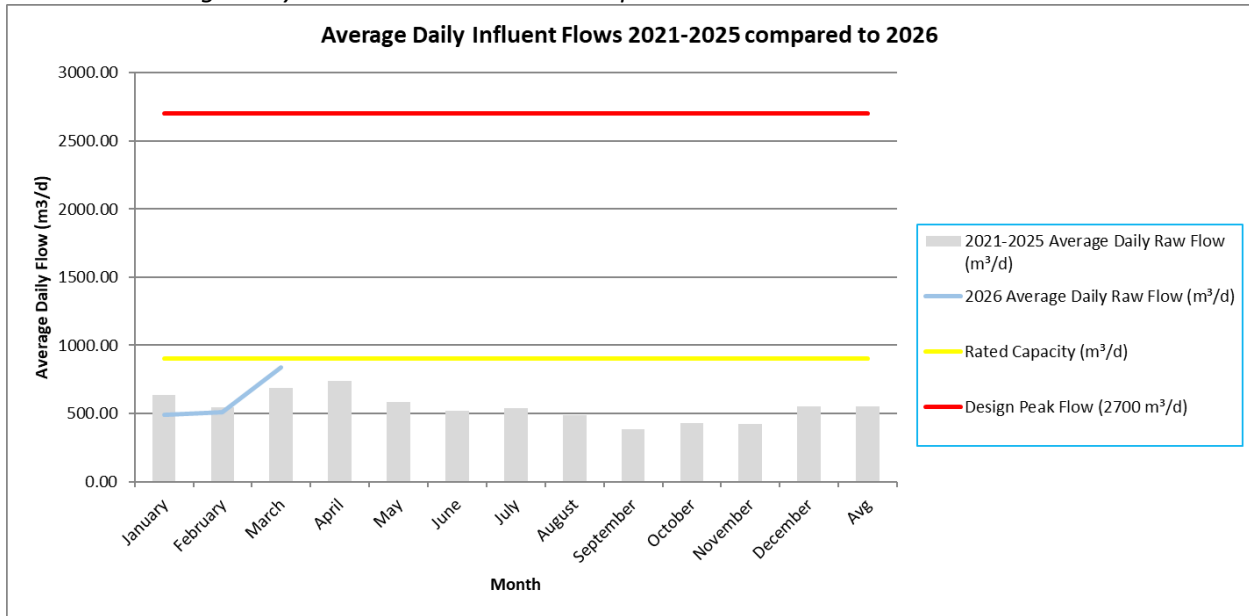
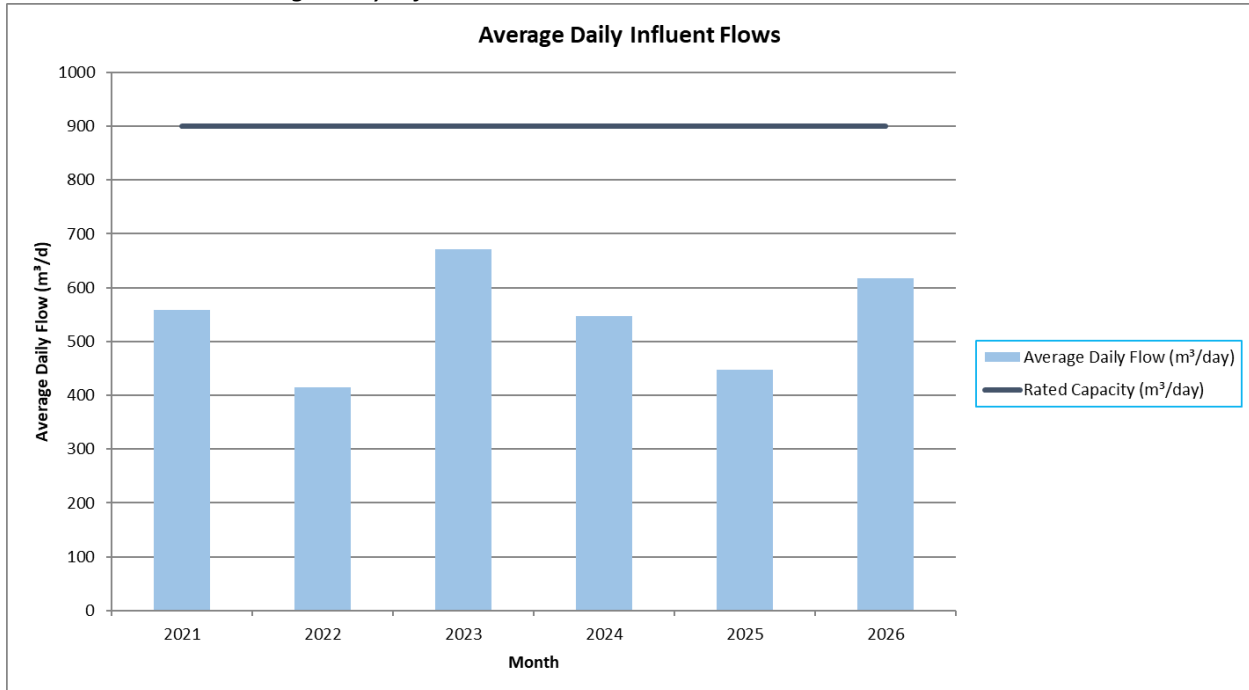


Figure 2 shows the annual average daily influent flows from 2021 to 2026. The annual average daily influent flow is calculated as per the ECA, which is defined as the cumulative total sewage flow of influent to the sewage treatment plant during a calendar year divided by the number of days during which sewage was flowing to the sewage plant that year. The average flow in 2026 is calculated only from the first quarter flow.

FIGURE 2: Annual Average Daily Influent Flows 2021-2026



RAW INFLUENT

Raw influent samples are taken on a biweekly basis following the ECA requirements. Samples are analyzed for Biochemical Oxygen Demand (BOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN). There are no ECA objectives or limits for raw parameters. However, low sample results may indicate parameter concentrations are being diluted due to an issue with infiltration and inflow; high sample results may indicate non-routine discharges into the collection system or solids scouring during high flow events.

Figure 3 shows the average monthly raw influent BOD₅ concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly BOD₅ concentration to date in 2026 is 116.2 mg/L. BOD₅ concentrations have remained relatively stable over time.

FIGURE 3: *Monthly Average BOD₅ Concentrations 2021-2025 compared to 2026*

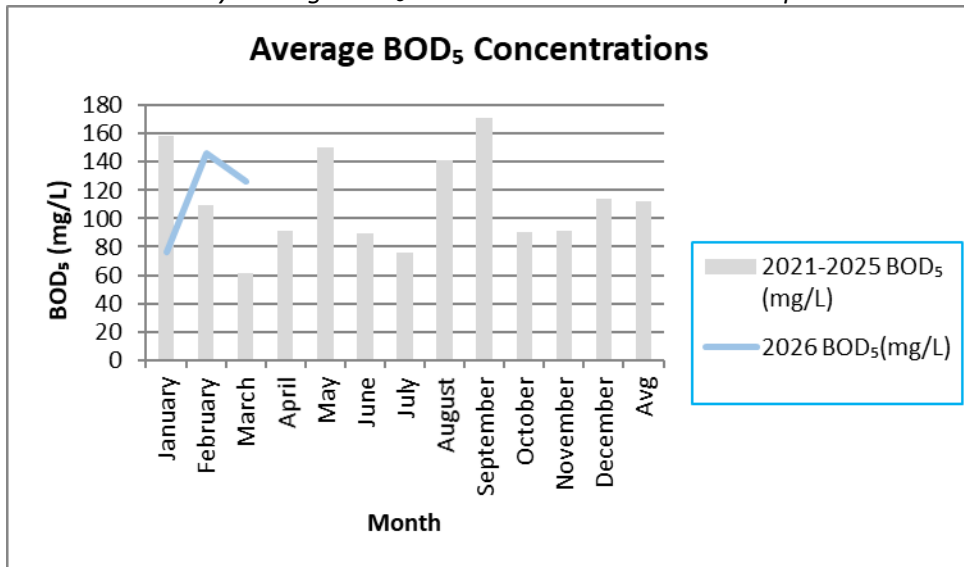


Figure 4 shows the average monthly raw influent TSS concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TSS concentration to date in 2026 is 151.3 mg/L. TSS concentrations were higher than normal in February 2026, however this did not impact the plant's ability to meet the final effluent concentration limit for TSS.

FIGURE 4: Monthly Average TSS Concentrations 2021-2025 compared to 2026

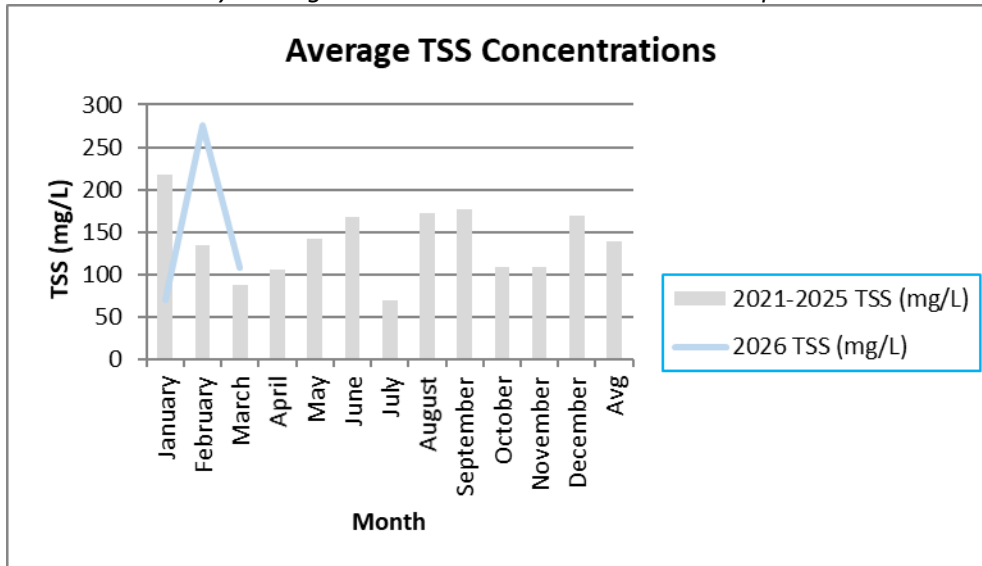


Figure 5 shows the average monthly raw influent TP concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TP concentration to date in 2026 is 3.1 mg/L. Concentrations of TP were higher than normal in February, 2026, however this did not impact the plant's ability to meet the final effluent concentration limit for TP.

FIGURE 5: Monthly Average TP Concentrations 2021-2025 compared to 2026

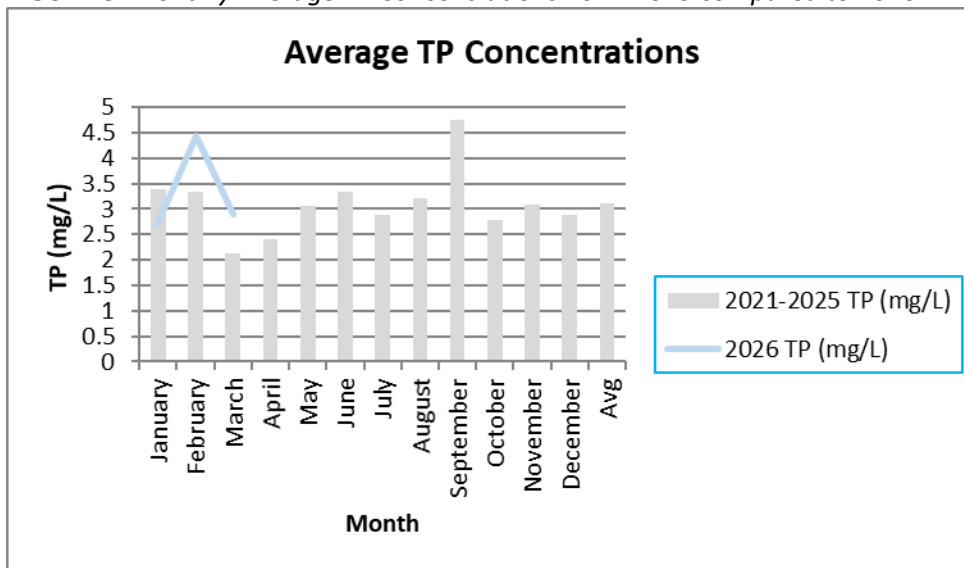
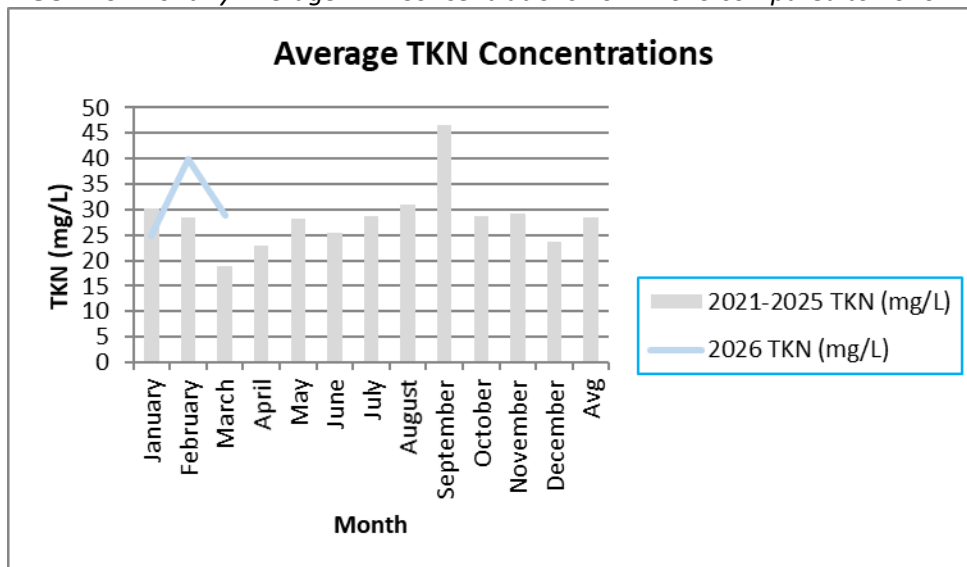


Figure 6 shows the average monthly raw influent TKN concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TKN concentration to date in 2026 is 31.1 mg/L. Concentrations of TKN were higher than normal in February 2026, however this did not impact the plant's ability to meet the final effluent concentration limit for Total Ammonia Nitrogen (TAN).

FIGURE 6: Monthly Average TKN Concentrations 2021-2025 compared to 2026



The amount of alkalinity is also measured in raw water samples. Alkalinity in raw wastewater is a measure of its capacity to neutralize acids. The raw wastewater alkalinity concentration is important to confirm as alkalinity is lost in the activated sludge process during nitrification. Low alkalinity may thus result in ineffective nitrification; high alkalinity may indicate industrial inputs.

The range of alkalinity typically seen in Municipal wastewater systems ranges from 50 – 250 mg/L; the minimum for nitrification reliability is greater than 120 mg/L. The alkalinity in the West Lorne WPCP raw influent is slightly higher than average but meets the criteria for reliable nitrification in the treatment process.

Table 1: Average Alkalinity in the Raw Influent, 2021-2025

2021 Average Alkalinity (mg/L)	2022 Average Alkalinity (mg/L)	2023 Average Alkalinity (mg/L)	2024 Average Alkalinity (mg/L)	2025 Average Alkalinity (mg/L)	2026 Average Alkalinity (mg/L) *Calculated to Date
261	267	278	274	261	294

EFFLUENT FLOWS

In the first quarter of 2026, the average daily effluent flow treated at the wastewater treatment plant was 581.2 m³/d. This is a 4.6% reduction compared to the average daily effluent flow for the same period in 2021-2025. However, despite the average flow reduction, the flows in March 2026 were higher

than normal due to heavy precipitation. Figure 7 outlines the average daily effluent flows in 2021-2025 compared to 2026. Figure 8 shows the annual average daily effluent flows from 2021 to 2026; the 2026 calculation is from the first quarter only.

FIGURE 7: Average Daily Effluent Flows 2021-2025 compared to 2026

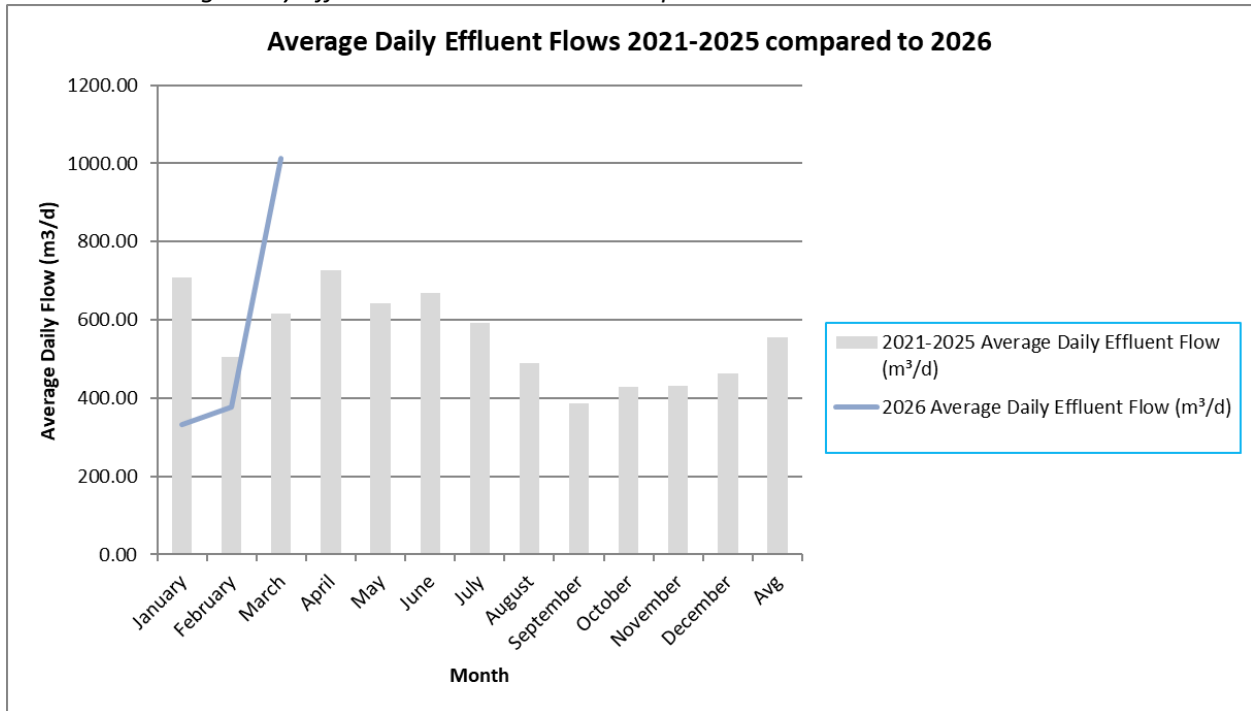
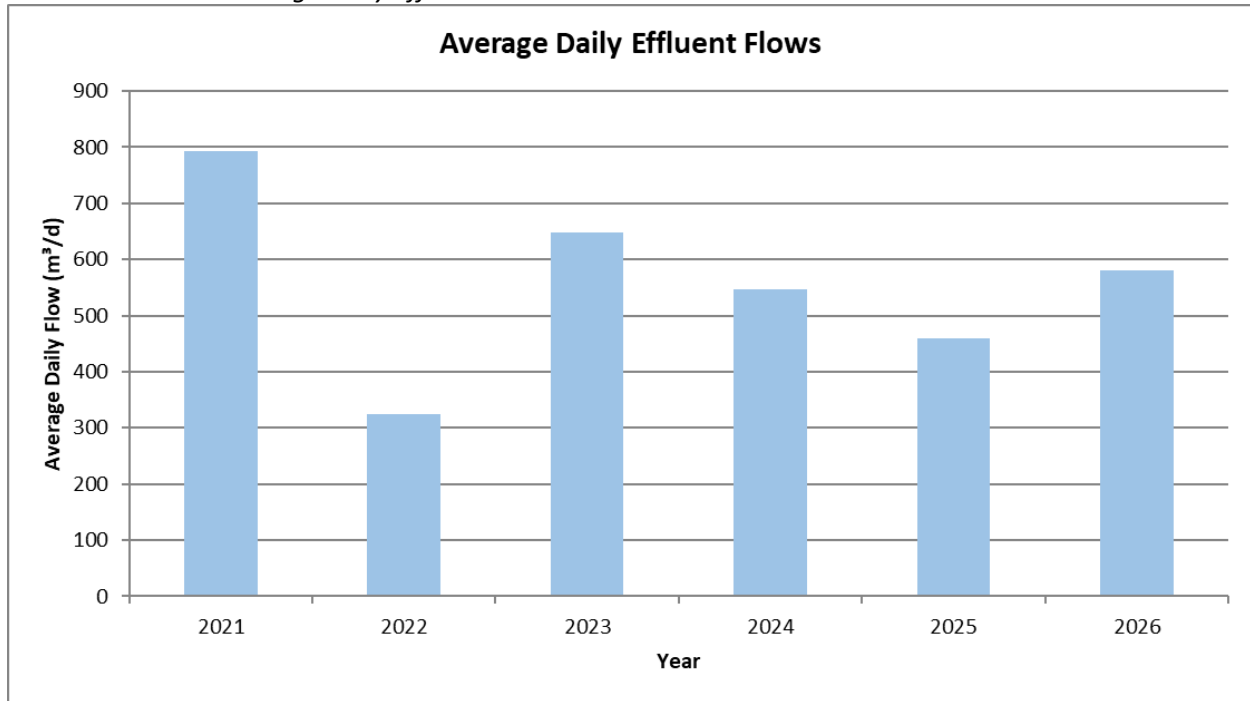


FIGURE 8: Annual Average Daily Effluent Flows 2021-2026



EFFLUENT

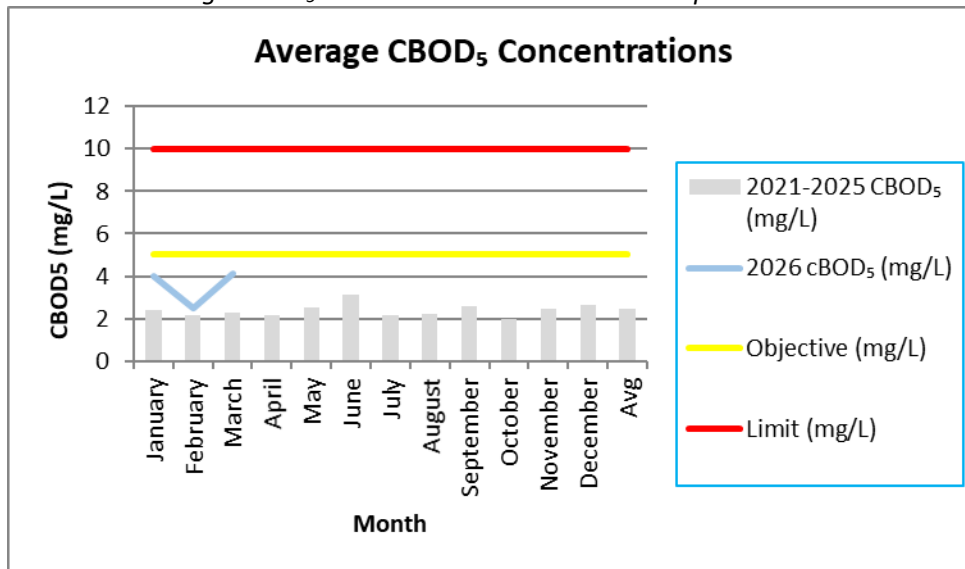
The effluent is sampled on a bi-weekly basis following the requirements of the ECA. Effluent is sampled for Carbonaceous Biochemical Oxygen Demand (CBOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), E. coli, pH, and dissolved oxygen. Effluent quality objectives and limits are defined in the ECA and are specific to the West Lorne WPCP.

Design objectives are imposed to establish non-enforceable effluent target concentrations to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairments occur. Compliance limits, which are enforceable, are imposed to ensure that final effluent discharged from the treatment system into the environment meets MECP effluent quality requirements.

Carbonaceous Biochemical Oxygen Demand (CBOD₅) is a common indicator of wastewater strength and is used to assess the effectiveness of wastewater treatment processes that specifically remove carbon-based organic pollutants. The West Lorne WPCP strives to meet a 5 mg/L or less CBOD₅ concentration. To achieve this, operations staff monitor the dissolved oxygen concentrations and mixed liquor suspended solids in the biological treatment process.

To date in 2026, the average effluent CBOD₅ concentration is 3.9 mg/L, meeting ECA objectives and limits. This is a 68% increase compared to the average CBOD₅ concentrations for the same period from 2021-2025 (Figure 9). The increase in CBOD₅ observed in the first quarter is likely due to the combined impact of colder wastewater temperatures reducing biological activity and an increase in raw BOD₅ loading in March. Reduced microbial reaction rates under cold conditions limit the system's ability to remove organic matter, while higher influent strength increases the treatment demand.

FIGURE 9: Average CBOD₅ Concentrations 2021-2025 compared to 2026



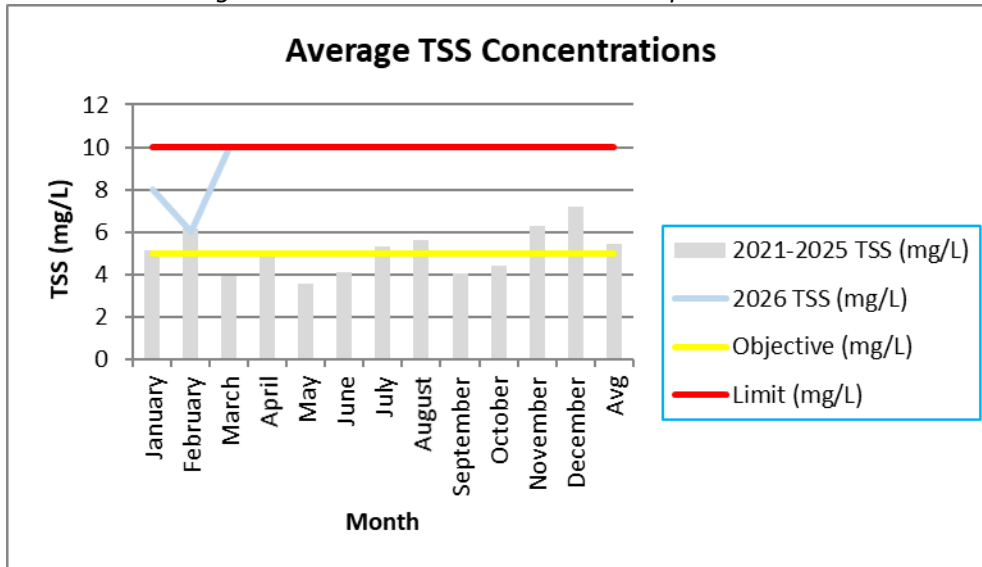
Total Suspended Solids (TSS) are particles larger than 2 microns, such as algae, silt, and decaying organic matter, that are suspended in wastewater. The West Lorne WPCP strives to meet a 5 mg/L or less TSS concentration. To achieve this, operations staff monitor the alum dosage, mixed liquor suspended solids, and wasting rates in the biological treatment process.

To date in 2026, the average effluent TSS concentration is 9.1 mg/L, which is an 80% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 10). Effluent limits identified in the ECA were met for the first quarter; however, the ECA objective was not met from January to March.

In the first quarter of 2026, several operational challenges resulted in TSS concentrations exceeding the ECA objective. In February, the accumulation of frozen scum on the clarifier surface interfered with skimming operations and altered flow patterns, contributing to solids carryover into the effluent. Higher influent flows, particularly in March, contributed to the hydraulic overloading of the sand filters, leading to reduced contact time and decreased solids removal efficiency, as well as filter clogging. In response, filter maintenance was completed during this period, and wasting rates were increased to help reduce hydraulic loading on the filtration system and improve overall solids removal performance.

While the ECA limit was met for TSS monthly average concentrations in March 2026, the average monthly loading limit was not met. The ECA specifies a TSS loading limit of 9 kg/d and the monthly average loading limit for March was 10.2 kg/d. This is calculated by multiplying the average monthly concentration of TSS by the average daily effluent flow. Given the average daily effluent flow was high in March, along with a TSS average concentration of 10 mg/L, this resulted in an exceedance of the TSS loading limit.

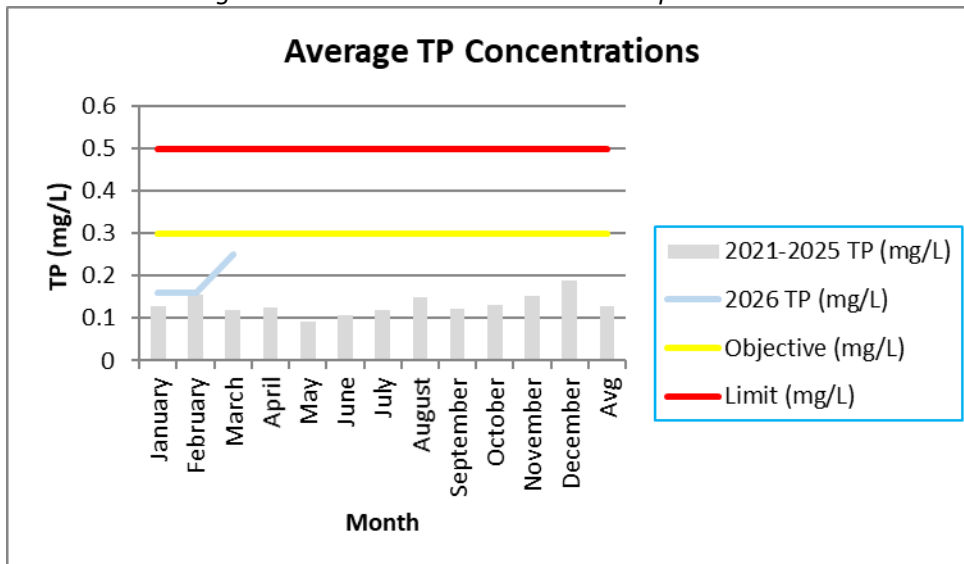
FIGURE 10: Average TSS Concentrations 2021-2025 compared to 2026



Total phosphorus (TP) is a measure of all forms of phosphorus in wastewater, including dissolved and particulate phosphorus, which can contribute to excessive algae growth in receiving streams. To control this, aluminum sulfate is added as a chemical treatment. It binds with phosphorus to form solid particles, which then settle and are removed along with sludge during treatment. The West Lorne WPCP strives to meet a 0.3 mg/L TP or less concentration.

To date in 2026, the average effluent TP concentration was 0.22 mg/L, which is a 61% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 11). Despite the increase, both the ECA objectives and limits were met. Elevated TP concentrations were likely due to higher phosphorus concentrations in the raw influent in February and March, as well as heavy influent flows. Heavy rain, as seen in March, can carry phosphorus-rich material into the collection system and dilute aluminum sulfate dosage resulting in increased TP concentrations.

FIGURE 11: Average TP Concentrations 2021-2025 compared to 2026

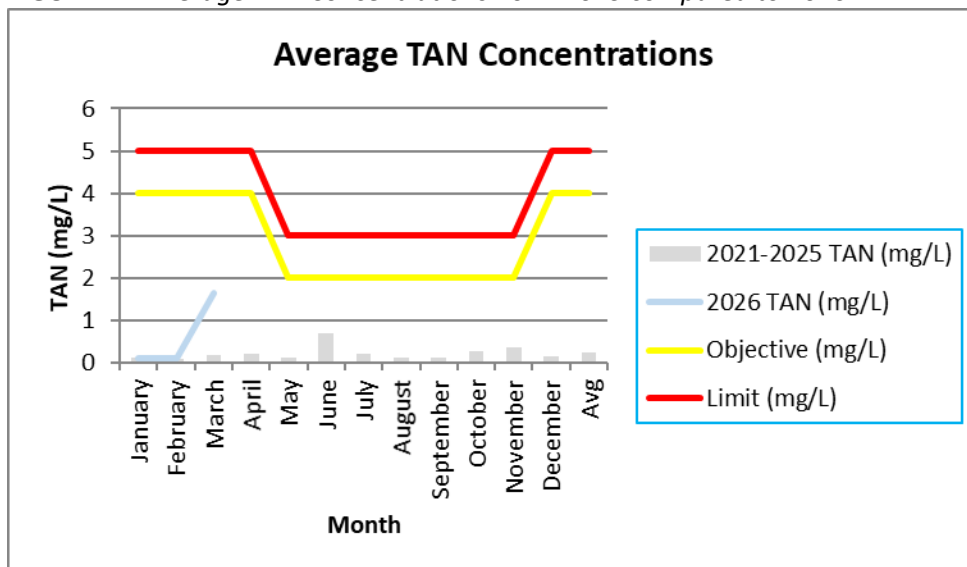


Total Ammonia Nitrogen (TAN) represents the combined concentration of ammonia (NH₃) and ammonium (NH₄⁺) in wastewater. Ammonia is released as organic matter breaks down and, at elevated levels, can be harmful to aquatic organisms in receiving streams. In the treatment process, nitrifying bacteria in the aeration tanks convert TAN into nitrate through biological nitrification. Adequate aeration, alkalinity and sufficient mixed liquor suspended solids support this conversion and help ensure ammonia is reduced before discharge.

The West Lorne WPCP strives to meet a TAN concentration of 4 mg/L or less during freezing periods and 2 mg/L or less during non-freezing periods. To achieve this, operations staff monitor dissolved oxygen, alkalinity, pH, mixed liquor suspended solids, and waste activated sludge rates throughout the biological treatment process.

To date in 2026, the average effluent TAN concentration is 1.2 mg/L, meeting ECA objectives and limits. This is a significant increase compared to the average TAN concentrations for the same period from 2021-2025 (Figure 12). This increase is the result of elevated concentrations of TAN in the final effluent in March 2026. This was likely caused by heavy rain events that can reduce hydraulic retention time and limit contact between nitrifying bacteria and ammonia, thereby decreasing nitrification efficiency. Higher flows can also wash out biomass and lower the population of nitrifiers that are needed to convert ammonia to nitrate.

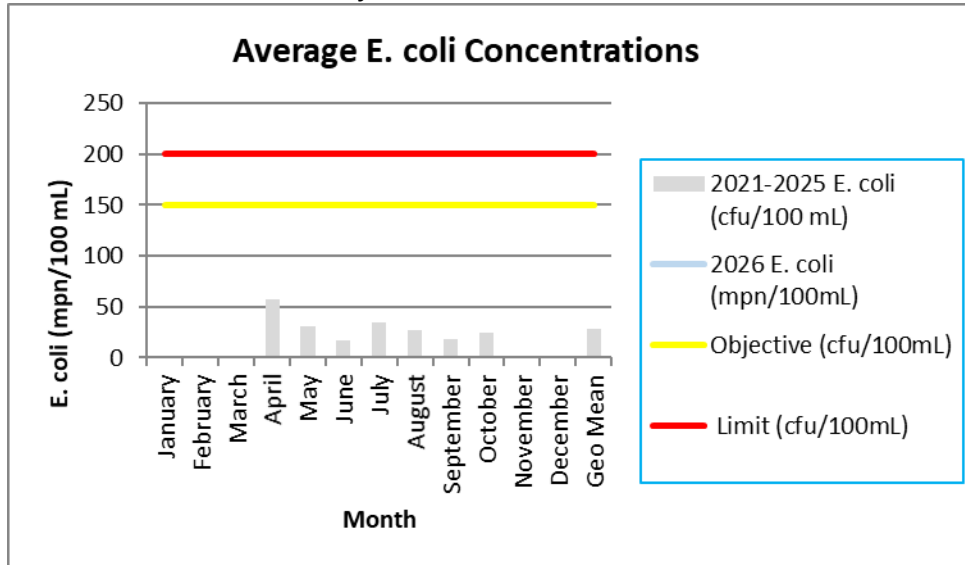
FIGURE 12: Average TAN Concentrations 2021-2025 compared to 2026



E. coli is used as an indicator of how well the disinfection process is working. Its presence in treated wastewater can suggest that the UV system is not fully reducing bacteria, or that contamination has occurred somewhere in the process. Operators routinely monitor E. coli results to confirm proper UV performance and to ensure the effluent is safe for release to the environment. If higher-than-normal results occur, staff investigate potential issues with the UV equipment or contamination in the plant. At the West Lorne WPCP, the UV disinfection equipment must be operational between April 15 and October 15 inclusive. The West Lorne WPCP strives to meet a monthly geometric mean of 100 cfu/100mL E. coli or less.

As the West Lorne WPCP has not yet entered the first disinfection period in 2026, there are no E. coli sample results for the first quarter. Refer to Figure 13 for the monthly geometric mean concentrations of E. coli for 2021-2025.

FIGURE 13 Geometric Mean of E. coli Concentrations 2021-2025

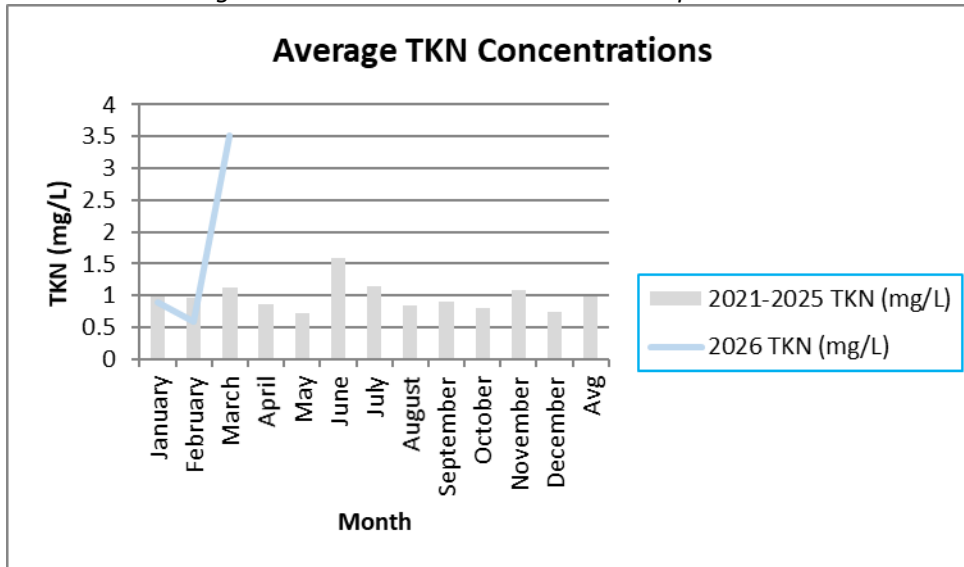


*As per the ECA, mpn/100mL is equivalent to cfu/100mL

Total Kjeldahl Nitrogen (TKN) represents the combined amount of organic and ammonia nitrogen remaining in the wastewater after treatment. It provides an indication of how effectively the biological process is breaking down and converting nitrogen compounds. Elevated TKN concentrations in the effluent may signal issues with nitrification and would prompt operators to review and troubleshoot the biological treatment process. There are no ECA objectives or compliance limits for TKN at the West Lorne WPCP.

In 2025, the average effluent TKN concentration was 2.72 mg/L, a significant increase in the average concentration for the same period from 2021-2025 (refer to Figure 14). This increase was due to elevated concentrations of TAN in March 2026 due to heavy rain events.

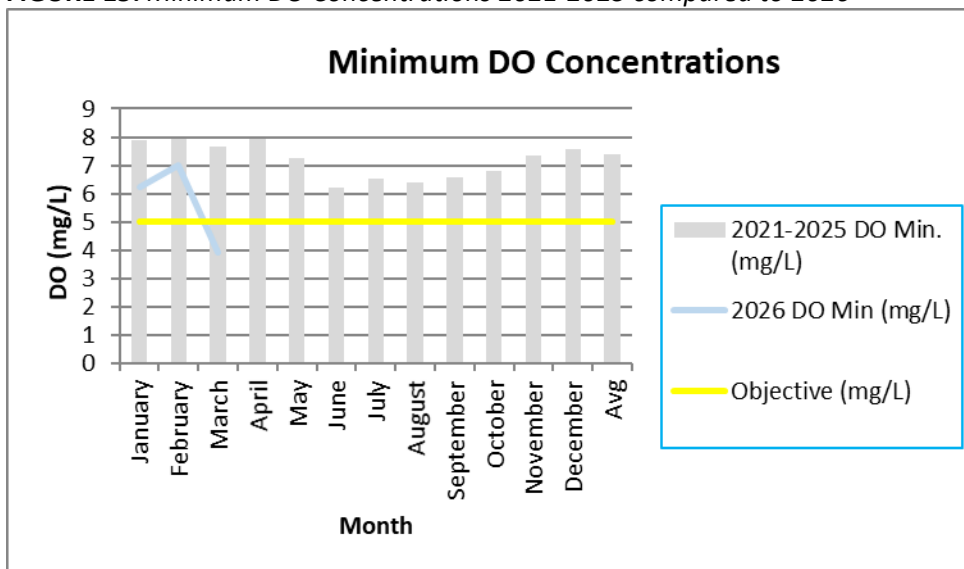
FIGURE 14: Average TKN Concentrations 2021-2025 compared to 2026



Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective minimum of 5 mg/L. DO concentrations have an inverse relationship with temperature: as temperature increases, DO decreases. DO is monitored at the treatment plant to ensure a minimum concentration is available to support aquatic life in the receiving stream. Adjustments are made to aeration equipment, as required.

To date in 2026, the average concentration of DO in the final effluent is 7.49 mg/L. The ECA minimum objective of 5.0 mg/L is applied to each DO reading taken on the final effluent rather than a monthly average. The minimum concentration objective was not met in March 2026 due to a DO concentration of 3.91 mg/L measured in the final effluent on March 18. This was possibly due to operator error as DO concentrations were sufficient prior to and after the low reading was recorded. Refer to Figure 15 for minimum DO concentrations in 2026 compared to those in 2021-2025.

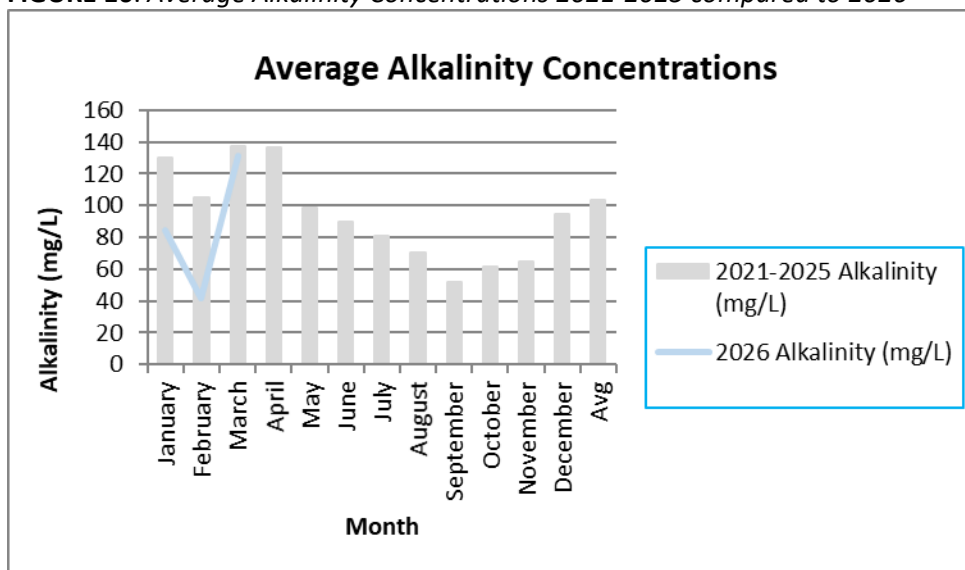
FIGURE 15: Minimum DO Concentrations 2021-2025 compared to 2026



Alkalinity measures wastewater's ability to neutralize acids and maintain a stable pH, providing essential buffering capacity for the biological treatment process. Operators monitor alkalinity in both the influent and effluent to ensure there is sufficient buffering capacity to support complete nitrification and maintain a concentration that keeps the effluent pH near neutral when discharged to the receiving waters. If alkalinity levels fall and become insufficient to support the process, chemical addition may be required. There are no ECA objectives or compliance limits for alkalinity at the West Lorne WPCP; however, maintaining at least 50 mg/L in the effluent is recommended to ensure adequate buffering capacity.

In 2025, the average alkalinity concentration was 111.6 mg/L, a 10% reduction compared to the average concentration for the same period in 2021-2025 (refer to Figure 16).

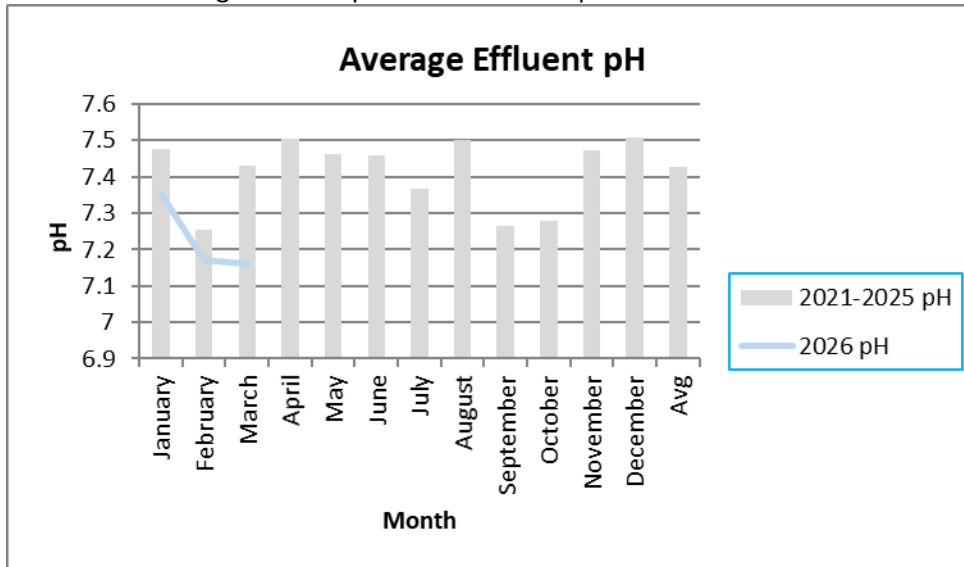
FIGURE 16: Average Alkalinity Concentrations 2021-2025 compared to 2026



pH is an important indicator of how suitable treatment conditions are for effective biological activity within the wastewater plant. Maintaining pH within the recommended range of 6.5 to 8.5 supports stable nitrification and helps prevent conditions that could damage equipment or disrupt the microorganisms responsible for treatment. Operators routinely monitor pH throughout the process, and if values fall outside the recommended range, they investigate potential causes such as influent contamination, excessive chemical addition, or reduced alkalinity. There are no ECA objectives or compliance limits for pH at the West Lorne WPCP.

In the first quarter of 2026, effluent pH at the West Lorne WPCP ranged from 6.63 to 8.06 and was thus within the recommended range of 6.5 to 8.5. The 2026 pH average to date is 7.2, which is similar to the pH recorded in previous years (Figure 17).

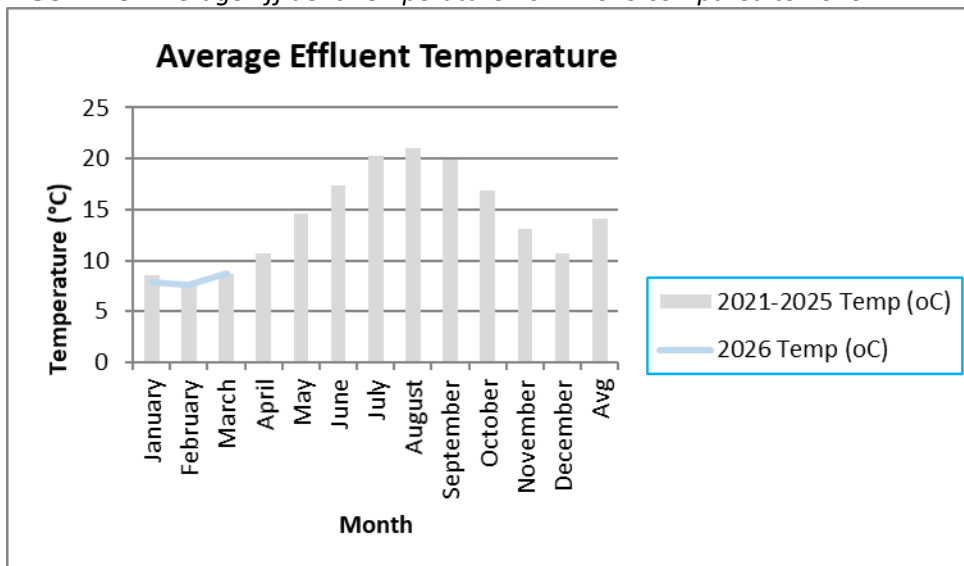
FIGURE 17: Average Effluent pH 2021-2025 compared to 2026



Temperature influences the biological activity within the treatment process and affects how efficiently the microorganisms, responsible for wastewater treatment, perform. Effluent temperature reflects seasonal outdoor conditions, which in turn influences operational performance in the aeration basins. During warmer months, mixed liquor suspended solids concentrations are typically reduced to prevent excessive biological activity, while in colder months these concentrations are increased to maintain sufficient biomass to support nitrification. Operators routinely consider seasonal temperature trends when adjusting process control strategies. There are no ECA objectives or compliance limits for temperature at the West Lorne WPCP.

The effluent temperature at the West Lorne WPCP has remained consistent since 2021 (Figure 18).

FIGURE 18: Average Effluent Temperature 2021-2025 compared to 2026



SECTION 4: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER:

There was one Health and Safety issue identified in the first quarter. A cannister was required at the West Lorne WPCP lab for bump testing for gas monitoring. The issue was resolved.

SECTION 5: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

- 04: Nevro on site to deliver and install P101 at Marsh Pump Station. Further issues with breaker were discovered at the breaker panel.
- 15: Gerber Electric on site at Marsh Pump Station to install new breaker for P-101.
- 19: Chemtrade on site for alum delivery.
- 27: Kent compressor on site to review compressors and equipment maintenance requirements.

FEBRUARY:

- 23: Hetek on site for calibrations of gas monitors.

MARCH

- 17: Gerber Electric on site to troubleshoot/inspect Scraper 1. Repairs made.
- 31: Kent Compressor on site to perform regular scheduled compressor checks and maintenance.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY:

- 03: Operator received call after hours. Found SCADA unresponsive. Operator reset and cleared alarm. Found low DO alarm. Corrected blower speeds (low due to warmer temperatures) and monitored until all processes were normal.
- 17: Operator on site after hours for low DO. Found DO probe had issues with freezing causing false readings. Pulled and cleaned probe and monitored readings.
- 22: Operator arrived on site after hours for alarm and found DO alarms. Increased blower speed and monitored. Tested with portable DO probe to confirm readings as it has been a persistent problem. Confirmed readings were correct and out of alarm. Noted aeration temps have increased causing loss of DO.

FEBRUARY:

- 14: Operator on site after hours for low DO alarm. Inspected processes and adjusted blower speed.
- 18: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

MARCH

- 05: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.
- 09: Operator on site after hours for alarm at pump station; reset dialer and completed walkthrough.
- 13: Blower fault received; operator acknowledged and reset alarm. Ensured blower was operating normally.

- 14: Scraper 1 fault received. Operator inspected and determined issues required an electrician. Scraper left off and maintenance was scheduled.
- 21: Operator received call after hours; found SCADA unresponsive. Operator reset and cleared alarm. All processes were normal.
- 30: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no community complaints received in the first quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Rodney Water Pollution Control Plant Operations Report First Quarter 2026

Ontario Clean Water Agency, Southwest Region
Joe Daly, Senior Operations Manager
Date: May 11, 2026

Facility Information:

Facility Name: Rodney Water Pollution Control Plant (WPCP)
Facility Type: Municipal
Classification: Class 2 Wastewater Collection, Class 2 Wastewater Treatment

Operational Description:

The collection system consists of sewers and one sewage pumping station. The main elements of the treatment facility include an extended aeration process designed for combined carbon removal and nitrification, secondary clarification, sand filtration, and UV disinfection. Effluent is discharged to Sixteen Mile Creek. The waste activated sludge is discharged to an onsite lagoon for storage. Dual-point chemical addition aluminum sulfate is used for phosphorus removal, and sodium hydroxide is added for alkalinity control.

Service Information

Areas: Serviced: Village of Rodney

Design Capacity:

Total Design Capacity: 590 m³/day
Total Annual Flow (2026 Data): 1105.52 m³/year
Average Day Flow (2026 Data): 369.3 m³/day
Maximum Day Flow (2026 Data): 699.1 m³/day

Treatment Process Features:

Effluent Receiver: Sixteen Mile Creek to Lake Erie
Major Process: Extended Aeration
Phosphorus Removal: Continuous, Use of Aluminum Sulfate
Additional Treatment: Effluent Filtration
Discharge Mode: Continuous Discharge
Effluent Disinfection Practice: UV Disinfection
Sludge Stabilization: Lagoon Storage

Contacts:

Regional Manager: Sam Smith (226) 377-1540
Senior Operations Manager: Joe Daly (226) 376-7957
Business Development Manager: Robin Trepanier (519) 791-2922

SECTION 1: COMPLIANCE SUMMARY

Compliance of the system is evaluated against the Environmental Compliance Approval (ECA). The operations of the Rodney Water Pollution Control Plant (WPCP) are in accordance with Environmental Compliance Approval # 1177-DJDLFK, which covers the entire plant. An Environmental Compliance Approval (ECA) is a permission that allows businesses to operate their facility or site with environmental controls that protect human health and the natural environment. In accordance with the Ontario Water Resource Act Section 53, no person shall use, operate, establish, alter, extend or replace new or existing sewage works except under and in accordance with an environmental compliance approval.

FIRST QUARTER:

There was one non-compliance reported in the first quarter of 2026. The ECA effluent limit for E. coli concentration is 200 CFU/100mL expressed as a monthly geometric mean. In March 2026, the geometric mean for E. coli was 559 mpn/100mL (equivalent to cfu/100mL). E. coli concentrations were high in March due to heavy rain events that resulted in the plant being outside of normal operating conditions for several days and requiring additional samples, as per the ECA. E. coli concentrations in the additional samples were high despite the UV system being on as high flows overloaded the sand filters. E. coli concentrations were back within expected ranges by the end of the month, and all appropriate notifications were made.

SECTION 2: INSPECTIONS

FIRST QUARTER:

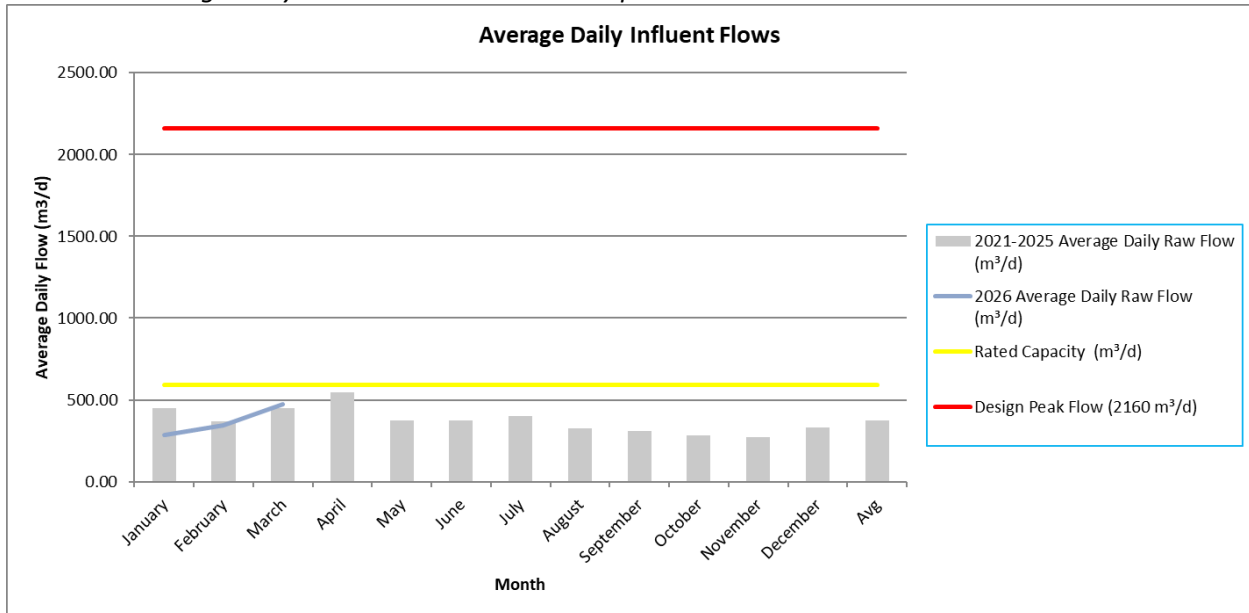
There were no Ministry of Environment, Conservation and Parks (MECP) or Ministry of Labour (MOL) inspections conducted during the first quarter. However, on February 26, 2026, the MECP approved the diversion of raw sewage to the on-site storage lagoon for plant construction upgrades. The bypass/diversion of raw influent began on March 26, 2026. Approval was granted for a period of thirty (30) days.

SECTION 3: PERFORMANCE ASSESSMENT REPORT

INFLUENT FLOWS

During the first quarter of 2026, the average daily raw influent flow was 369.3 m³/d. This is a 12% reduction compared to the average daily flow for the first quarters from 2021-2025. The plant is currently at 63% of its rated capacity of 590 m³/d, as defined in the facilities Environmental Compliance Approval NUMBER 1177-DJDLFK. The rated capacity is calculated based on the definition of the ECA which is defined as the annual average daily influent flow for which the sewage treatment plant is designed to handle. Figure 1 outlines the average daily raw flows in 2021-2025 compared to those in 2026.

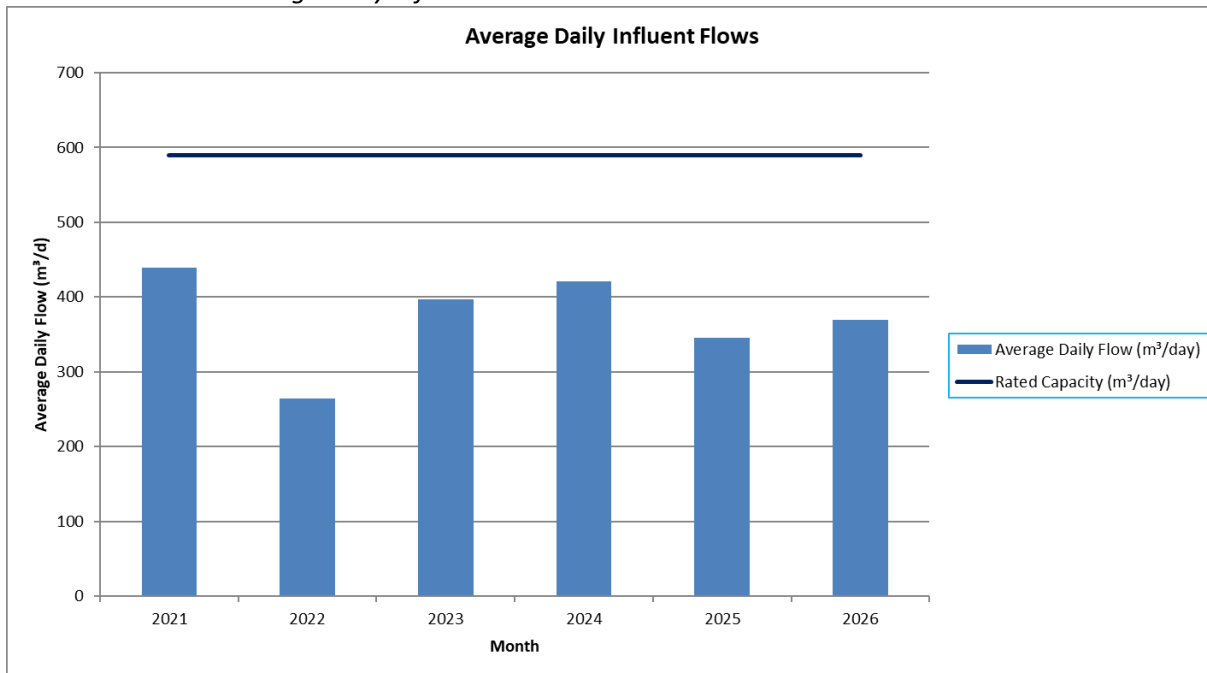
FIGURE 1: Average Daily Raw Flows 2021-2025 compared to 2026



Note: There is one flow meter at the Rodney WPCP. Effluent flow is measured in a flow measurement chamber containing a V-notch weir and an ultrasonic transducer located at the outlet of the final clarifier. This flow is also used to measure the incoming raw influent.

Figure 2 shows the annual average daily influent flows from 2021 to 2026. The annual average daily influent flow is calculated as per the ECA, which is defined as the cumulative total sewage flow of influent to the sewage treatment plant during a calendar year divided by the number of days during which sewage was flowing to the sewage plant that year. The average flow in 2026 is calculated only from the first quarter flow.

FIGURE 2: Annual Average Daily Influent Flows 2021-2026



RAW INFLUENT

Raw influent samples are taken on a weekly basis by a 24-hour composite sample following the ECA requirements. Samples are analyzed for Biochemical Oxygen Demand (BOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), and Total Kjeldahl Nitrogen (TKN). There are no ECA objectives or limits for raw parameters. However, low sample results may indicate parameter concentrations are being diluted due to an issue with infiltration and inflow; high sample results may indicate non-routine discharges into the collection system or solids scouring during high flow events.

Figure 3 shows the average monthly raw influent BOD₅ concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly BOD₅ concentration to date in 2026 is 177 mg/L. BOD₅ concentrations were unusually high in January 2026; however, this did not result in any effluent limit exceedances for Carbonaceous Biochemical Oxygen Demand (CBOD₅).

FIGURE 3: Monthly Average BOD₅ Concentrations 2021-2025 compared to 2026

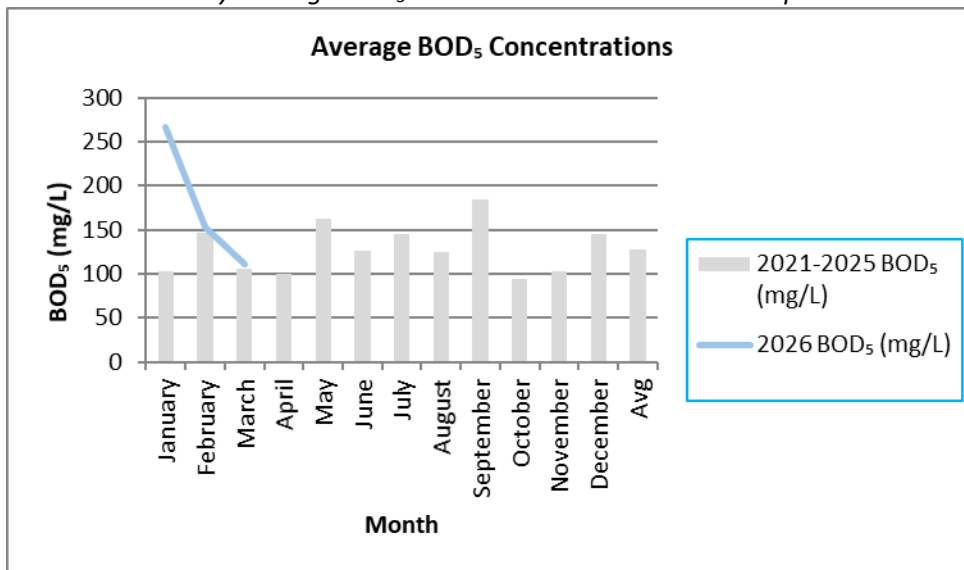


Figure 4 shows the average monthly raw influent TSS concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TSS concentration to date in 2026 is 194.9 mg/L. TSS concentrations were unusually high in January 2026; however, this did not result in any effluent limit exceedances for TSS.

FIGURE 4: Monthly Average TSS Concentrations 2021-2025 compared to 2026

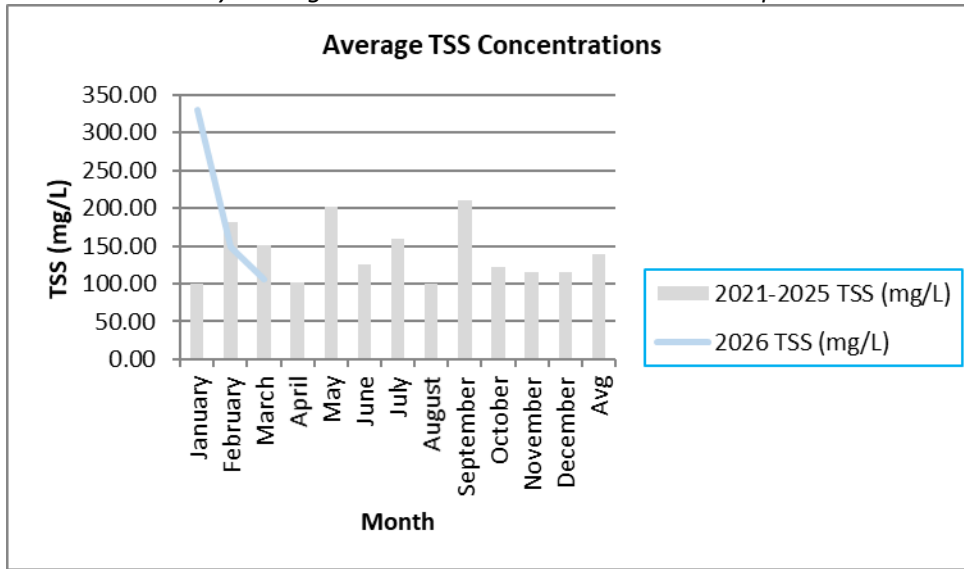


Figure 5 shows the average monthly raw influent TP concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TP concentration to date in 2026 is 4.8 mg/L. Concentrations of TP were higher in the first quarter of 2026 compared to the average monthly concentrations from 2021 to 2025. However, this did not impact the plant’s ability to meet the final effluent concentration limit for TP.

FIGURE 5: Monthly Average TP Concentrations 2021-2025 compared to 2026

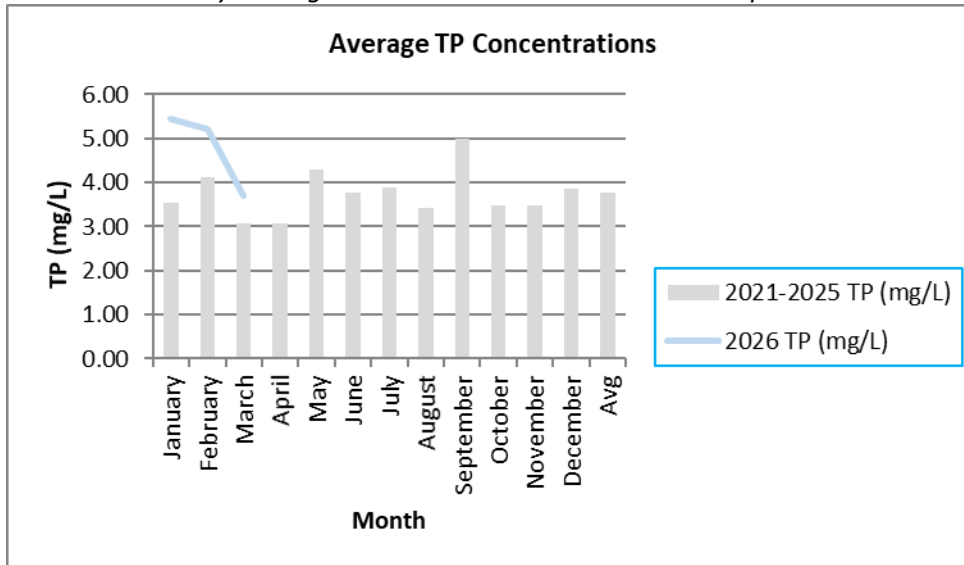
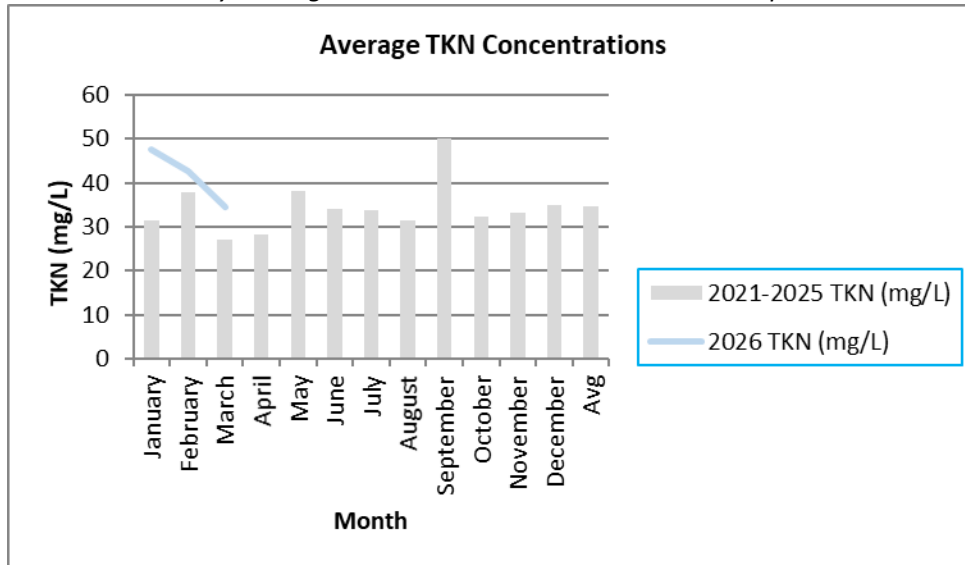


Figure 6 shows the average monthly raw influent TKN concentrations from 2021-2025 compared to the 2026 monthly average concentrations. The average monthly TKN concentration to date in 2026 is 41.6 mg/L. Concentrations of TKN were higher in the first quarter compared to the average monthly concentrations from 2021 to 2025. However, this did not impact the plant’s ability to meet the final effluent concentration limit for Total Ammonia Nitrogen (TAN).

FIGURE 6: Monthly Average TKN Concentrations 2021-2025 compared to 2026



EFFLUENT FLOWS

There is one flow meter at the Rodney WPCP. Flow is measured in a flow measurement chamber containing a V-notch weir and an ultrasonic transducer located at the outlet of the final clarifier. This flow is used to measure the incoming raw influent. Raw influent flow is assumed to be effluent flow. Refer to Figures 1 & 2 for influent flow summaries.

EFFLUENT

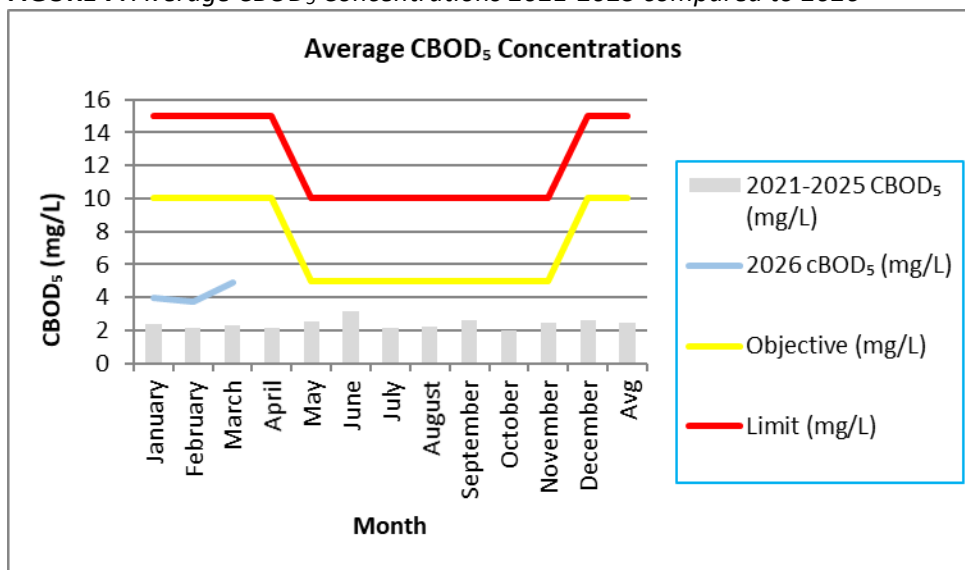
The effluent is sampled on a weekly basis by a 24-hour composite sample following the requirements of the ECA. Effluent is sampled for Carbonaceous Biochemical Oxygen Demand (CBOD₅), Total Suspended Solids (TSS), Total Phosphorus (TP), Total Ammonia Nitrogen (TAN), Total Kjeldahl Nitrogen (TKN), Nitrate (NO₃), Nitrite (NO₂), Unionized Ammonia, Alkalinity, E. coli, pH, and dissolved oxygen. Effluent quality objectives and limits are defined in the ECA and are specific to the Rodney WPCP.

Design objectives are imposed to establish non-enforceable effluent target concentrations to be used as a mechanism to trigger corrective action proactively and voluntarily before environmental impairments occur. Compliance limits, which are enforceable, are imposed to ensure that the final effluent discharged from the treatment system into the environment meets MECF effluent quality requirements. For the quarterly report, only effluent parameters that have ECA objectives and limits assigned to them are reported on. The remaining parameters are discussed in the annual report.

Carbonaceous Biochemical Oxygen Demand (CBOD₅) is a common indicator of wastewater strength and is used to assess the effectiveness of wastewater treatment processes that specifically remove carbon-based organic pollutants. The Rodney WPCP strives to meet a 15 mg/L or less CBOD₅ concentration in freezing months and a 10 mg/L concentration in non-freezing months. To achieve this, operations staff monitor the dissolved oxygen concentrations and mixed liquor suspended solids in the biological treatment process.

To date in 2026, the average effluent CBOD₅ concentration is 4.4 mg/L, meeting ECA objectives and limits. This is a 91% increase compared to the average CBOD₅ concentrations for the same period from 2021-2025 (Figure 7). The increase in CBOD₅ observed in the first quarter is likely due to an increase in raw BOD₅ loading in January and heavy rain events in March that carried additional organic matter into the system.

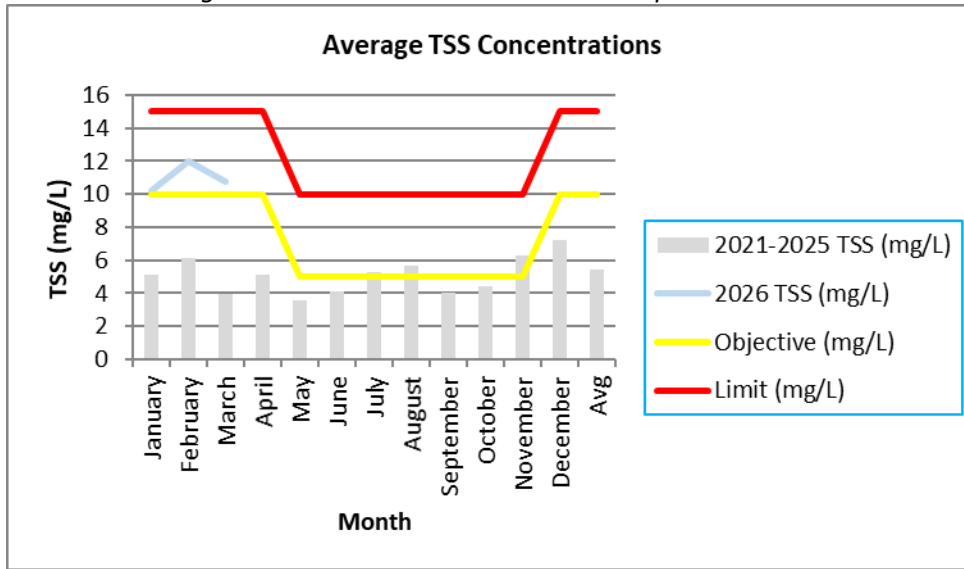
FIGURE 7: Average CBOD₅ Concentrations 2021-2025 compared to 2026



Total Suspended Solids (TSS) are particles larger than 2 microns, such as algae, silt, and decaying organic matter, that are suspended in wastewater. The Rodney WPCP strives to meet a 15 mg/L or less TSS concentration in freezing months and a 10 mg/L concentration in non-freezing months. To achieve this, operations staff monitor the alum dosage, mixed liquor suspended solids, and wasting rates in the biological treatment process.

To date in 2026, the average effluent TSS concentration is 10.9 mg/L, which is an 115% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 8). Effluent limits identified in the ECA were met for the first quarter; however, the ECA objective was not met in February and March. In February, the rake on the bar screen was removed in preparation for construction upgrades, reducing the effectiveness of preliminary screening. In March, heavy rain events caused the plant to operate outside of normal conditions for several days. These factors allowed additional solids to pass through the headworks and reach the sand filters, resulting in increased solids loading. Consequently, TSS removal became less efficient and more difficult to maintain.

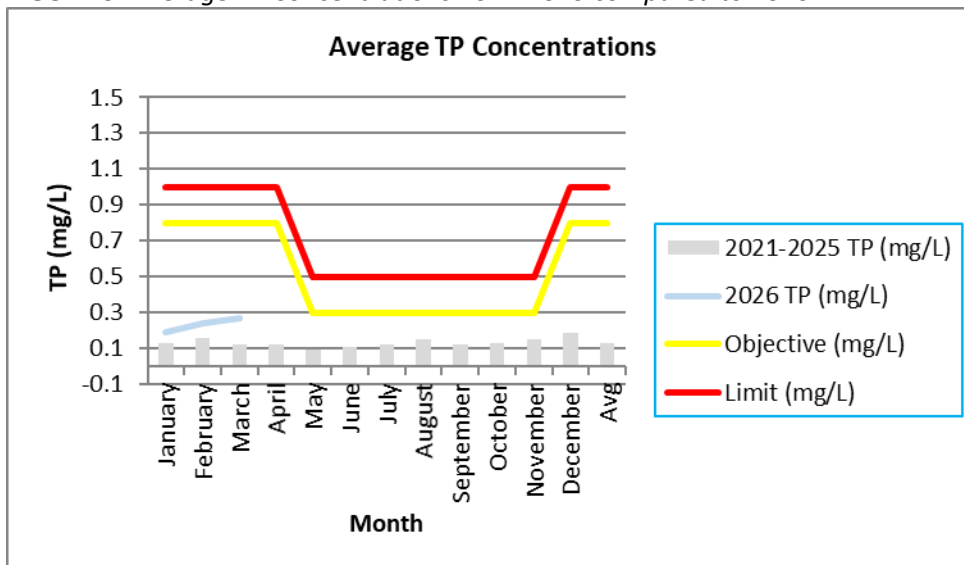
FIGURE 8: Average TSS Concentrations 2021-2025 compared to 2026



Total phosphorus (TP) is a measure of all forms of phosphorus in wastewater, including dissolved and particulate phosphorus, which can contribute to excessive algae growth in receiving streams. To control this, aluminum sulfate is added as a chemical treatment. It binds with phosphorus to form solid particles, which then settle and are removed along with sludge during treatment. The Rodney WPCP strives to meet a 1.0 mg/L TP or less concentration in the freezing months and 0.5 mg/L or less in non-freezing months.

To date in 2026, the average effluent TP concentration was 0.24 mg/L, which is a 76% increase compared to the average concentration for the same period from 2021-2025 (refer to Figure 9). This increase is likely due to higher phosphorus loading in the first quarter and heavy rain events in March that brought additional phosphorus-rich material into the system. Despite the increase, both the ECA objectives and limits were met.

FIGURE 9: Average TP Concentrations 2021-2025 compared to 2026

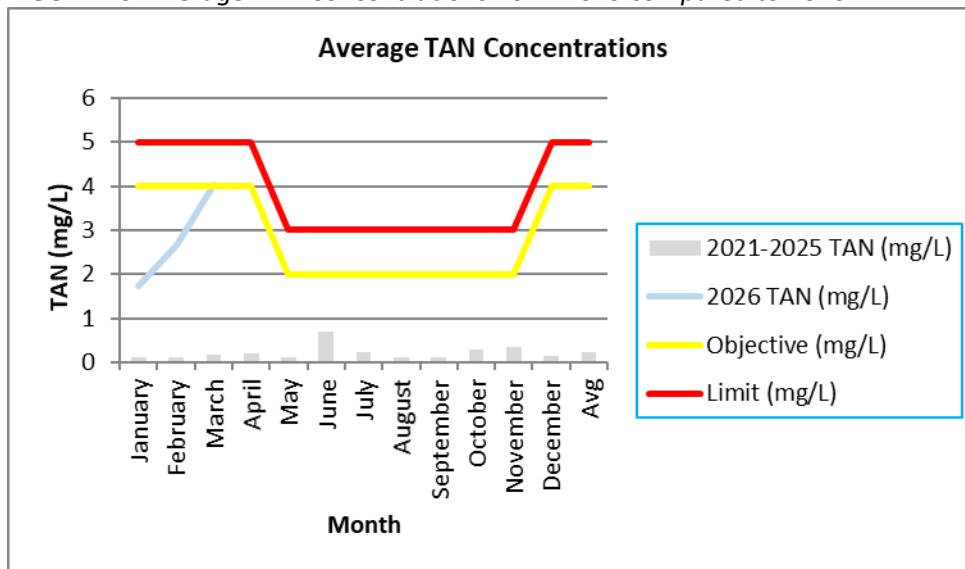


Total Ammonia Nitrogen (TAN) represents the combined concentration of ammonia (NH₃) and ammonium (NH₄⁺) in wastewater. Ammonia is released as organic matter breaks down and, at elevated levels, can be harmful to aquatic organisms in receiving streams. In the treatment process, nitrifying bacteria in the aeration tanks convert TAN into nitrate through biological nitrification. Adequate aeration, alkalinity and sufficient mixed liquor suspended solids support this conversion and help ensure ammonia is reduced before discharge.

The Rodney WPCP strives to meet a TAN concentration of 5.0 mg/L or less during freezing periods and 3.0 mg/L or less during non-freezing periods. To achieve this, operations staff monitor dissolved oxygen, alkalinity, pH, mixed liquor suspended solids, and waste activated sludge rates throughout the biological treatment process.

To date in 2026, the average effluent TAN concentration is 3.09 mg/L, meeting ECA objectives and limits. This is a significant increase compared to the average TAN concentrations for the same period from 2021-2025 (Figure 10). This increase is the result of elevated concentrations of ammonia loading in the raw influent in the first quarter and heavy rain events in March. Heavy rain events can reduce hydraulic retention time and limit contact between nitrifying bacteria and ammonia, thereby decreasing nitrification efficiency. Higher flows can also wash out biomass and lower the population of nitrifiers that are needed to convert ammonia to nitrate.

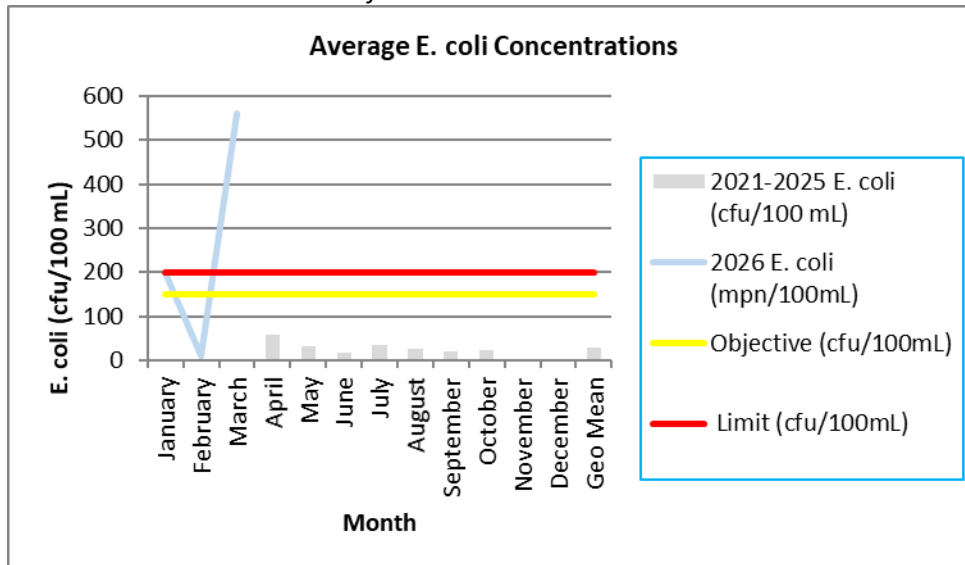
FIGURE 10: Average TAN Concentrations 2021-2025 compared to 2026



E. coli is used as an indicator of how well the disinfection process is working. Its presence in treated wastewater can suggest that the UV system is not fully reducing bacteria, or that contamination has occurred somewhere in the process. Operators routinely monitor E. coli results to confirm proper UV performance and to ensure the effluent is safe for release to the environment. If higher-than-normal results occur, staff investigate potential issues with the UV equipment or contamination in the plant. At the Rodney WPCP, the UV disinfection equipment must be operational between April 15 and October 15 inclusive. The Rodney WPCP strives to meet a monthly geometric mean of 150 cfu/100mL E. coli or less.

Typically, the Rodney WPC does not provide UV disinfection outside of the disinfection period. However, in January 2026, E. coli concentrations exceeded the ECA objective and, as a result, the UV disinfection system was brought back online. In March 2026, E. coli concentrations exceeded the ECA objective and limit (Figure 11). E. coli concentrations were high in March due to heavy rain events that resulted in the plant being outside of normal operating conditions for several days and requiring additional samples as per the ECA. E. coli concentrations in the additional samples were high due to high flows overloading the sand filters.

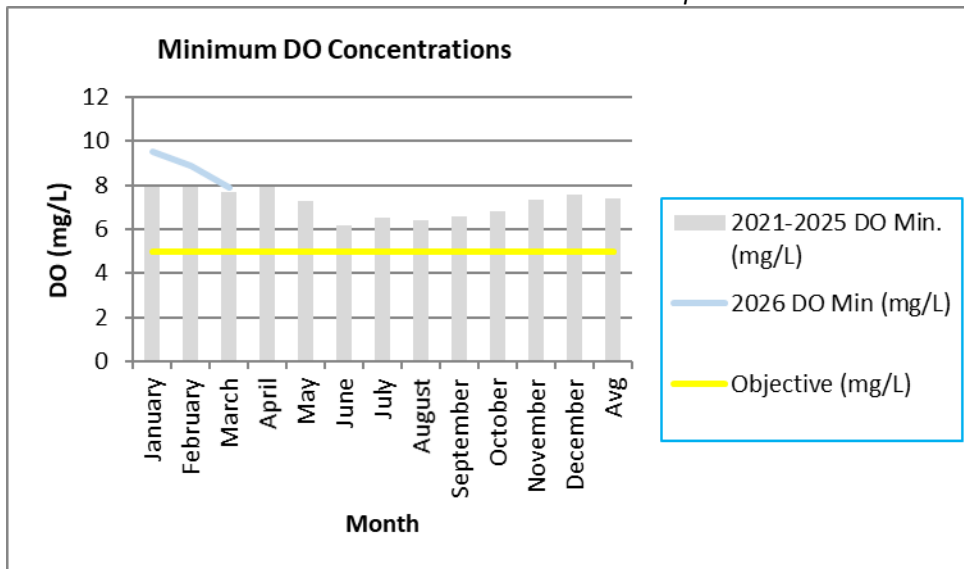
FIGURE 11: Geometric Mean of E. coli Concentrations 2021-2025



Dissolved oxygen (DO) in the effluent is measured on site in accordance with the ECA. The ECA identifies an objective minimum of 5 mg/L. DO concentrations have an inverse relationship with temperature: as temperature increases, DO decreases. DO is monitored at the treatment plant to ensure a minimum concentration is available to support aquatic life in the receiving stream. Adjustments are made to aeration equipment, as required.

To date in 2026, the average concentration of DO in the final effluent is 8.78 mg/L. The ECA minimum objective of 5.0 mg/L is applied to each DO reading taken on the final effluent rather than a monthly average. The minimum concentration objective for DO was met in the first quarter (Figure 12).

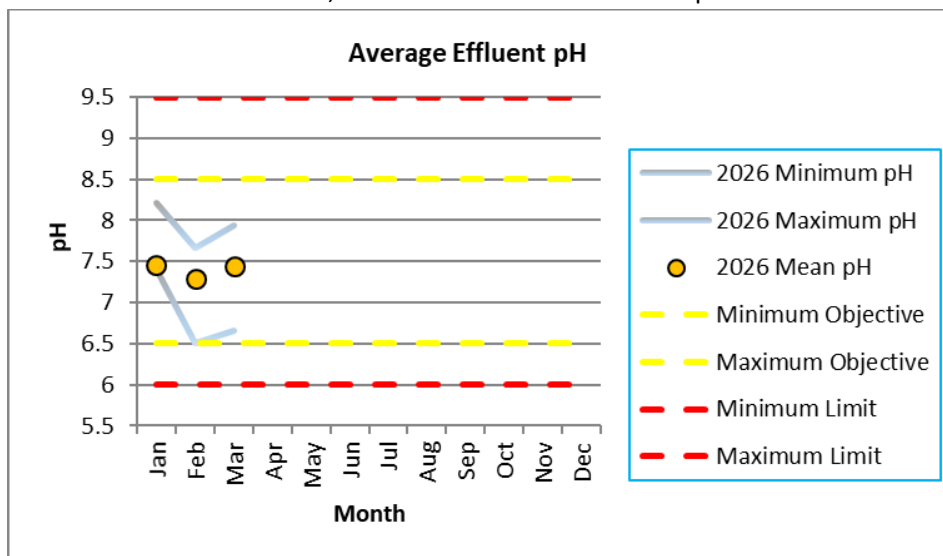
FIGURE 12: Minimum DO Concentrations 2021-2025 compared to 2026



pH is an important indicator of how suitable treatment conditions are for effective biological activity within the wastewater plant. Maintaining pH within the recommended range of 6.5 to 8.5 supports stable nitrification and helps prevent conditions that could damage equipment or disrupt the microorganisms responsible for treatment. Operators routinely monitor pH throughout the process, and if values fall outside the recommended range, they investigate potential causes such as influent contamination, excessive chemical addition, or reduced alkalinity. At the Rodney WPCP, the minimum and maximum pH objective is 6.5 to 8.5, and the minimum and maximum limits are 6.0 to 9.5, respectively.

In the first quarter of 2026, effluent pH ranged from 6.5 to 8.22 and thus met the ECA minimum and maximum objectives and limits (Figure 13).

FIGURE 13: 2026 minimum, mean and maximum effluent pH



SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

There were no Health and Safety issues identified during the first quarter.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

- 09: RVA, Birnam, West Elgin on site for facility upgrade meeting.
- 19: Chemtrade on site for alum delivery and new tank inspection.

FEBRUARY:

No maintenance to report.

MARCH

- 03: Birnam on site excavating ground near headworks; hit/broke filter reject line and repaired same day.
- 13: Birnam on site to assess mixers, got Mixer 3 running and in service.

- 26: Birnam on site, as per construction plan wwtp raw flow diverted to lagoon bypassing plant in order for work to be performed.
- 27: Birnam on site, requested RAS pumps shut down. Confirmed with ORO and shutdown RAS pump.

SECTION 7: ALARMS

FIRST QUARTER:

JANUARY:

No alarms to report for this month.

FEBRUARY:

18: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

MARCH

05: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

30: Operator on site after hours for multiple alarms due to power flicker. Reset all equipment and completed plant walkthrough.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

There were no community complaints received in the first quarter.



Ontario Clean Water Agency
Agence Ontarienne Des Eaux

Municipality of West Elgin Distribution
System

Operations Report
First Quarter 2026

Ontario Clean Water Agency, Southwest Region
Joe Daly, Senior Operations Manager
Date: May 7, 2026

Facility Description

Name:	West Elgin Distribution System
Hub Name:	Midwest Region – SWM/Alvinston Cluster
Regional Hub Manager:	Sam Smith (226) 377-1540
Senior Operations Manager:	Joe Daly (226) 376-7957
Business Development Manager:	Robin Trepanier (519) 791-2922
Facility Type:	Municipal
Classification:	Class 1 Water Distribution
Drinking Water System Category:	Large Municipal Residential

Service Information

Area(s) Serviced: The West Elgin Distribution System receives water from the Tri-County Drinking Water System and services the communities of West Lorne, Rodney, Eagle, New Glasgow and Rural areas within the municipality.

Operational Description:

In addition to the watermains, valves, auto flushers, sample stations and fire hydrants, the West Elgin Distribution System has a water storage facility. The system is controlled at the Tri-County Water Treatment Plant by the Supervisory Control and Data Acquisition (SCADA) system.

The Rodney Tower in conjunction with the West Lorne Standpipe (a part of the Tri-County Drinking Water System) provides water pressure to the distribution system. The highlift pumps at the Tri-County Water Treatment Plant start when the West Lorne Standpipe reaches the start set point and will continue to fill till the stop set point. Based on the elevations in the system, the Rodney Tower will only begin filling once the West Lorne Standpipe is full. There are four chambers located at Pioneer Line, Marsh Line, Silver Clay and Talbot Line West of Graham that control the flow to Rodney. These chambers contain automated valves so that when the Rodney Tower reaches the start set point the valves open up to allow water to be fed from the West Lorne distribution system. The highlift pumps stop set point of the West Lorne Standpipe will be overridden if the Rodney Tower has not reached its stop set point and therefore will continue to run to fill up the Rodney Tower.

Key information on the Rodney Tower:

- Single fill/draw 300mm diameter pipe
- Constructed in 1994 by Landmark
- Volume of 1,200m³
- Base elevation: 210.8m; Storage elevations: 238.9m to 250.6m; therefore, resulting water pressure 276-386kPa (40-56psi)
- Located at 192 Victoria Street in Rodney

SECTION 1: COMPLIANCE SUMMARY

FIRST QUARTER:

There were no non-compliances or adverse results reported during the first quarter.

SECTION 2: INSPECTIONS

FIRST QUARTER:

The 2025 Ministry of Environment, Conservation and Parks (MECP) inspection occurred on January 30, 2026 and a report issued on March 17, 2026. There were no non-compliances found, and an inspection rating of 100% was received.

SECTION 3: QUALITY ENVIRONMENTAL MANAGEMENT SYSTEM (QEMS) UPDATE

FIRST QUARTER:

No updates were required for the QEMS during the first quarter. The external audit with Intertek is scheduled for a remote audit on September 14, 2026, and an on-site audit on November 10, 2026. The internal audit and Management Review will be scheduled prior to the remote audit.

SECTION 4: PERFORMANCE ASSESSMENT REPORT

All sampling and testing results for the system have met O. Reg. 170/03 requirements. The limit for Total Coliform and E. coli is zero, heterotrophic plate count (HPC) does not have a limit. This is an operational guide to initiate an action plan if results are continuously high in an area. Samples are taken at four different locations throughout the distribution system each week; refer to the results below.

	# Samples	Total Coliform Range (cfu/100mL)	E. coli Range (cfu/100mL)	# Samples	HPC (cfu/100mL)
January	16	0 - 0	0 - 0	8	<10 – <10
February	16	0 - 0	0 - 0	8	<10 – <10
March	20	0 - 0	0 - 0	10	<10 – <10
April					
May					
June					
July					
August					
September					
October					
November					
December					

Trihalomethanes (THMs) are sampled on a quarterly basis. THMs are a group of compounds that can form when the chlorine used to disinfect drinking water (disinfection by-product) reacts with naturally occurring organic matter (e.g., decaying leaves and vegetation). The trihalomethanes most found in drinking water are chloroform, bromodichloromethane (BDCM), dibromochloromethane (DBCM) and bromoform. THM formation is dependent on many factors including organic matter, re-chlorination practices, water age, temperature and pH.

The maximum acceptable concentration, as specified in Ontario Drinking Water Quality Standards Regulation 169/03, is a 100 ug/L based on a quarterly running average. The running to date in 2026 is 68 ug/L, therefore meeting the maximum acceptable concentration. This is a 21% increase from the running average for 2025; however, the running average normally varies across quarters.

	Limit (ug/L)	THM Result (ug/L)
April 2025	-	59
July 2025	-	50
October 2025	-	104
January 2026	-	59
Running Average	100	68

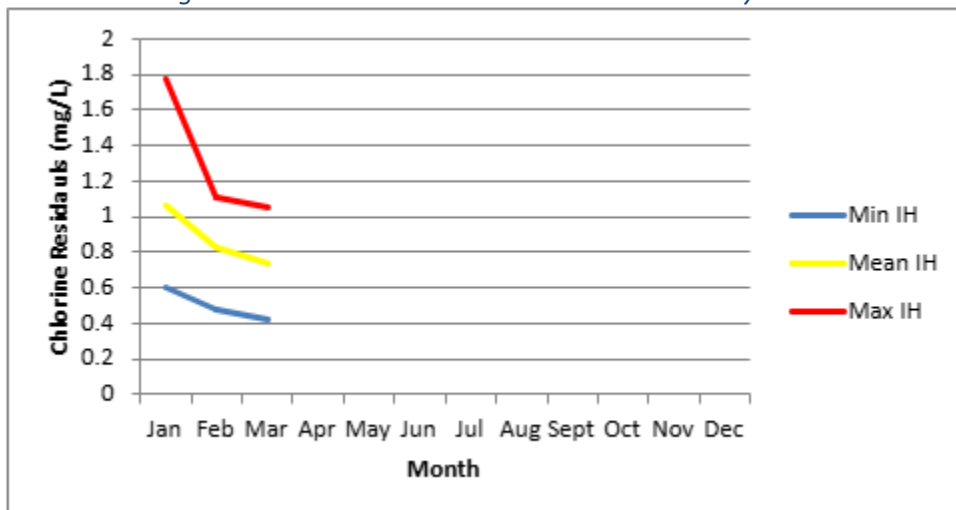
Haloacetic Acids (HAAs) are sampled on a quarterly basis in accordance with O. Reg. 170/03. HAAs are a type of chlorination disinfection by-product that are formed when the chlorine used to disinfect drinking water reacts with naturally occurring organic matter in water. HAA formation is dependent on many factors including organic matter, re-chlorination practices, water age, temperature and pH.

The maximum acceptable concentration, as specified in Ontario Drinking Water Quality Standards Regulation 169/03, is 80 ug/L based on a quarterly running average. The running average to date in 2026 is 34.15 ug/L, thereby meeting the maximum acceptable concentration. This is a 70% increase from the 2025 running average; however, the running average normally varies across quarters.

	Limit (ug/L)	HAA Result (ug/L)
April 2025	-	12.9
July 2025	-	24
October 2025	-	38.3
January 2026	-	32.2
Running Average	80	34.15

The Rodney Tower continuously monitors the free chlorine residual of the water and provides rechlorination as needed. The chlorine residuals fluctuate based on fill cycles. During the winter months, the results are usually very good; however, during the warmer months the chlorine residuals tend to dissipate. Chlorine residuals are also taken throughout the distribution system in accordance with O. Reg. 170/03 requirements. Figure 1 below provides the minimum, maximum, and average chlorine residuals throughout the distribution system to date in 2026. All results are within an acceptable range.

Figure 1. Free Chlorine Residuals in Distribution System



SECTION 5: OCCUPATIONAL HEALTH & SAFETY

FIRST QUARTER

There were two Health and Safety issues identified during the first quarter. There was no fire extinguisher at the Rodney Tower or tepid water eyewash. These concerns have been resolved.

SECTION 6: GENERAL MAINTENANCE

FIRST QUARTER:

JANUARY:

01: There was no out-of-scope maintenance performed during this quarter; general maintenance was completed as scheduled by work placement management system.

FEBRUARY:

06: On site at 282 Graham Road for service leak.

MARCH

01: There was no out-of-scope maintenance performed during this quarter; general maintenance was completed as scheduled by work placement management system.

SECTION 7: ALARMS

FIRST QUARTER:

No alarms were reported this quarter.

SECTION 8: COMPLAINTS & CONCERNS

FIRST QUARTER:

MARCH:

16: A customer on Marsh Line stated that they had no water. The auto flusher nearby produced water and there was no issue with flow or chlorine residual. This was determined to be an internal homeowner issue.



THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2026-38

**BEING A BY-LAW TO ADOPT A WATER SYSTEMS OPERATION POLICY, AND TO
ADOPT A WATER AND WASTEWATER BILLING, PAYMENT, AND COLLECTIONS
POLICY**

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

WHEREAS the Council of The Corporation of the Municipality of West Elgin has deemed it expedient to adopt a policy with respect to Water System Operations; and

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

NOW THEREFORE the Council of the Municipality of West Elgin enacts as follows:

1. That the Water Systems Operation Policy, identified as Schedule “A” attached hereto is authorized and approved.
2. That the Water and Wastewater Billing, Payment, and Collection Policy, identified as Schedule “B” attached hereto is authorized and approved.
3. That By-law 2022-19, being a by-law to adopt the Policy AD 3.4- Water and Wastewater Billing and Collection Policy, passed on April 14th, 2022, is hereby repealed.

READ A FIRST AND SECOND TIME THIS 4th DAY OF JUNE 2026

READ A THIRD TIME AND FINALLY PASSED THIS 4th DAY OF JUNE 2026

MAYOR

CLERK



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

Municipality of West Elgin

Water System Operations Policy

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

PURPOSE

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

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

SCOPE

This policy applies to:

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

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

DEFINITIONS

Authorized Employee

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

Municipal Water System

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

Service Connection

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

Water Meter

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

POLICY

1. Operation of Municipal Water Infrastructure

Only Authorized Employees of the Municipality may:

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

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

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

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

2. Fire Hydrant Access and Use

Fire hydrants must remain unobstructed at all times.

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

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

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

3. Water Meter Installation and Maintenance

Water meters remain the property of the Municipality.

Meters shall:

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

No person shall:

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

without authorization from the Municipality.

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

4. Access to Water Meters

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

- reading
- inspection
- testing
- repair
- replacement

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

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

5. Water Meter Accuracy and Verification

The Municipality may periodically verify meter readings to ensure:

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

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

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

6. Responsibility for Private Plumbing and Service Pipes

Property owners are responsible for:

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

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

7. Vacant or Unheated Buildings

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

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

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

8. Basic Service Levels and Additional Charges

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

8.2 Basic service levels include:

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

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

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

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

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

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

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

9. Repeated Requests for Meter Inspection

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

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

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

10. High Water Usage Investigations

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

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

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

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

11. Limitation of Municipal Liability

The Municipality shall not be liable for damages resulting from:

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

RELATED POLICIES

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

MONITORING AND REVIEW

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



The Municipality of West Elgin

22413 Hoskins Line, Rodney Ontario N0L 2C0

Municipality of West Elgin

Water and Wastewater Billing, Payment and Collections Policy 2026

CATEGORY

Finance

SUPERSEDES

By-Law 2022-19

RELATED POLICIES

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

PURPOSE

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

SCOPE

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

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

OBJECTIVE

The objective of this policy is to ensure:

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

DEFINITIONS

Authorized Employee

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

Customer

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

Due Date

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

Fees and Charges By-law

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

Invoice

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

Meter

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

Municipality

Means the Municipality of West Elgin.

Owner

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

Payment Plan

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

Property Taxes

Means the municipal tax account associated with a property.

Received and Cleared

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

POLICY**1. Billing Cycle**

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

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

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

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

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

2. Payment

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

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

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

2.4 Payments may be made through the following methods:

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

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

2.6 Post-dated cheques are accepted.

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

3. Pre-Authorized Payment Plans

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

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

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

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

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

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

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

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

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

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

4. Not Sufficient Funds (NSF)

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

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

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

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

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

5. Tenant Accounts

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

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

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

6. Seasonal Service

6.1 Property owners may request temporary disconnection of water service.

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

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

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

7. Final Accounts

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

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

7.3 Notification for final readings must be provided at least **five (5) business days** in advance.

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

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

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

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

8. Collection of Outstanding Accounts

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

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

8.3 Prior to transferring arrears to the tax roll:

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

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

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

9. Late Payment Charges

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

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

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

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

10. Uncollectible Accounts

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

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

11. No Waiver

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

12. Limitation of Liability

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

MONITORING AND REVIEW

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

RELATED LEGISLATION

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

ATTACHMENT

Appendix A – Pre-Authorized Payment Plan Form

Appendix B – Fees and Charges By-Law

Pre-Authorized Payment Form

Notice of Collection of Personal Information

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

Resident Information

Full Name of Account Holder: _____
Mailing Address: _____
Email Address: _____
Phone Number: _____

Account type (Select all that apply)

- Property Tax
- Water/Sewer Utility

Property Tax

Roll Number: _____
Roll Number: _____
Roll Number: _____
Roll Number: _____
Roll Number: _____

Water/Sewer Utility

Water/Sewer Account Number: _____
Water/Sewer Account Number: _____
Water/Sewer Account Number: _____
Water/Sewer Account Number: _____
Water/Sewer Account Number: _____

Type of Plan Requested

Taxes:

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

DEFINITIONS:

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

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

Water/Sewer:

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

Financial Information

Name of Bank/Financial Institution: _____

Bank/Institution Number: _____

Bank Transit Number _____

Account Number: _____

Terms and Conditions

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

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

Acceptance

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

Acknowledgement of Form *

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

Signature



MUNICIPALITY OF
West Elgin

Water

2025 Fees

Administration

Water Security Deposits - Tennants (Commercial)

Water Service disconnect/reconnect

Penalty for non compliance with policies

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

After Hours Call Out Fee

Transfer of account

Administration Deliver Fee

Final Read Fee

N/A	
\$	70.00
\$	100.00
\$	70.00
\$	140.00
\$	60.00
\$	40.00
\$	30.00

Water connection fee - Municipalities

Southwest Middlesex Water Customer within West Elgin Boundaries

Dutton Dunwich Water Customer within West Elgin Boundaries

As determined by SWM
As determined by Dutton Dunwich



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-41

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 11, 2026.

Whereas Section 5(1) of the Municipal Act, 2001, S.O. 2001, c.25, as amended, the powers of a municipality shall be exercised by council; and

Whereas Section 5(3) of the Municipal Act, the powers of Council shall be exercised by by-law; and

Whereas it is deemed expedient that proceedings of Council of the Corporation of the Municipality of West Elgin as herein set forth be confirmed and adopted by by-law.

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

1. That the actions of the Regular meeting of Council held on June 11, 2026, in respect of each recommendation, motion and resolution and other action taken by the Council at this meeting, is hereby adopted and confirmed as if all such proceedings were expressly embodied in this by-law.
2. The Mayor and proper officials of the Corporation of the Municipality of West Elgin are hereby authorized and directed to do all things necessary to give effect to the action of the Council referred to in the preceding section hereof.
3. The Mayor and Clerk are hereby authorized and directed to execute all documents necessary in that behalf and to affix the Seal of the Corporation of the Municipality of West Elgin.

Read a first, second, and third time and finally passed this 11th day of June, 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk