



Municipality of West Elgin

Agenda

Council Meeting

Date: June 25, 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/81037792861?pwd=3jhW1s3JSLNXblbjNRtuHTx0TP7GZR.1>
Pages

1. Call to Order

2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for June 25, 2026 as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof

4. Public Meeting, Committee of Adjustment - Minor Variance 20638 McDougall Line

Refer to Committee of Adjustment Agenda.

Recommendation:

That West Elgin Council recess, and move into Committee of Adjustment.

5. Delegations and Presentation

5.1 Liz Wright, Canada Cartage Courier Services

5.2 John Kirby Law Office Re: Rodney Market

5.3 Tim Blain, Neighbouring Resident

6. Adoption of Minutes

10

Recommendation:

That West Elgin Council hereby adopt the Minutes of June 11, 2026 as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Planning

8.1.1 D 14 07-2026 191 Furnival Road

17

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 07-2026 – Recommendation Report (Planning Report 2026-15), and

That West Elgin Council approve Zoning By-law Amendment Application D-14 07-2026 to rezone the subject property from Open Space (OS) zone to a Village Core- Special Provision 4 (C1-4) zone, as presented in By-law 2026-40 attached as Appendix 1 to Planning Report 2026-15, and

That subject to no concerns being raised at the public meeting, that By-law 2026-40 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on June 25th, 2026, for adoption. (Planning Report 2026-15).

8.2 Municipal Drains

8.2.1 Petition for Drainage Works by Owner, Form 1, Section 4 - McGill

34

Recommendation:

That Council of the Municipality West Elgin Council hereby receives the Section 4, Petition for Drainage Works by Owners, Form 1; and

That Council approves the request for the construction of a new tile drain, received May 27, 2026, submitted by Brian McGill; and

That Council direct Staff to forward to Spriets and Associates, to proceed with the necessary steps pursuant to the *Drainage Act*.

8.3 Infrastructure & Development

8.3.1 Asset Management Plan 2024-2026

39

Recommendation:

That West Elgin Council hereby receives the Asset Management Report from D. Charron Manager of Infrastructure and Development and;

THAT Council receives and acknowledges the findings and recommendations contained within the Municipality of West Elgin Asset Management Plan 2024;

AND THAT Council directs staff to incorporate the Asset Management Plan into annual budget development, long-term financial planning, and infrastructure investment decisions.

8.3.2 Line Painting Contract 2026

177

Recommendation:

That West Elgin Council receive the 2026 Line Painting Report from D. Charron, Manager of Infrastructure and Development; and

That West Elgin Council hereby approve the tender amount of \$51,035.00 plus applicable taxes from RanN Maintenance of Guelph ON for line painting services.

8.3.3 Parking By-law

180

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Infrastructure & Development: and,

That By-Law 2001-50, “being a By-Law to Regulate Parking and Traffic in the Municipality of West Elgin” be amended to establish a restricted parking zone as follows:

- The laneway at 135 Queen Street in Rodney, from Ridout Street to the projection of the northerly property line of 261 Ridout Street.

8.3.4 Water Meter Reading Support Provider

199

Recommendation:

That West Elgin Council hereby receives the report from D. Charron Manager of Infrastructure and Development titled: Water Service Meter Ready Software and Meters, and;

That West Elgin Council hereby directs staff to implement the use of Evan Utility & Municipal Products Supply Ltd. (Neptune 360) for meter reading software and to supply meters and equipment.

8.4 Community Services & Clerks

8.4.1 2026 Community Grants, Outstanding Approvals

202

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: 2026 Community Grants, Outstanding Approvals; And

That Council approve the amended grant allocations totaling \$16,926, as recommended within the report.

8.4.2 Root & Revival, Subsequent Requests

206

Recommendation:

That West Elgin Council hereby receive the report from Terri Towstiuic, Manager of Community Services/Clerk Re: Roots & Revival, Request for Council Consideration; And

That Council hereby approves the following items:

1. Operational assistance to cover and protect the white pipes protruding from the ground near the septic system;
2. Approval of the design concept and installation of a mural, to be installed on the municipally owned washroom exterior at the Port Glasgow Marina;
3. Additional Accessible Washroom Cleaning;
4. Additional picnic tables and garbage receptables, for visitor accommodation;

And Further That Council hereby declare this event to be a Municipally Significant Event, for the purpose of an Alcohol and Gaming Commission of Ontario (AGCO) Special Occasion Permit (SOP).

8.4.3 Pool Fees and Cost Recovery, Subsequent Report

210

Recommendation:

That West Elgin Council hereby receives the Pool Pricing and Cost Recovery report from Terri Towstiuic, Manager of Community Services/Clerk; And

That Council hereby approve a rate reduction to aquafit, for a total fee of seven-dollars (\$7.00) per class, or sixty dollars (\$60.00) per ten-class pass; And

That Council hereby approve the rates for the following: Drop-in (youth and adult), \$5.00/swim, and Family Drop-in \$10.00/swim; And

Further that Council direct staff to allocate any further donations to the general net revenue of the Rodney pool, resulting in a lower net expense and less impact on the general tax base.

8.5 Corporate Services & Finance

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled "2025 Annual Treasurer's Statement Report", dated June 25, 2026, be received;

AND THAT four obligatory reserve funds be created related to Development Charges imposed for the purpose of Services related to a Highway, Fire Protection Services, Parks and Recreation Services and Growth Studies;

AND THAT the report be made available to the public on the Municipality of West Elgin's website;

AND FURTHER THAT the Treasurer be directed to provide the 2025 Annual Treasurer's Statement Report to the Minister of Municipal Affairs and Housing by July 15, 2026.

8.6 Chief Administrative Officer

8.6.1 Permitted Use of an Alleyway in the Commercial Centre of Rodney

Recommendation:

That West Elgin Council receives the report from R. Greenall CAO titled: Permitted Use of an Alleyway in the Commercial Centre of Rodney for information purposes

9. Board or Committee of Council Reports or Updates

Council Opportunity for any board and/or committee updates.

10. Notice of Motion

None presented prior to meeting.

11. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1	County of Elgin	
12.1.1	County Council Minutes - May 12	227
12.1.2	Committee of the Whole Minutes, May 12	235
12.1.3	County Council Minutes, May 26	238
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12.2	Municipal Resolutions & Correspondence	
12.2.1	Petawawa Re: Sustainable Funding for Fire Services	254
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12.2.3	Prince Edward County Re: Sustainable Funding for Public Health Units	259
12.2.4	Letter from Plympton-Wyoming Re: CanadaOntario Development Charge Reduction Program (DCRP)	261
12.3	OPP Annual Report	263
12.4	Letter from Ministry of Natural Resources Re: Updated to Aggregates Resource Act	289
13.	Items Requiring Council Consideration	
13.1	Councillor Sousa Re: Staff to Investigate and Implement Vacancy Property By-laws	
	Notice of Motion presented on June 11, 2026	

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.

14. Upcoming Meetings, July & August 2026

July

- 8th - Arena Board, 9am
- 15th - Recreation Committee, 7pm
- 16th- Regular Council, 4pm

August

- 12th - Arena Board, 9am
- 13th - Regular Council, 4pm

15. By-Laws

15.1 By-law 2026-42, Parking By-law Amendments 290

Recommendation:

That By-law 2026-42, being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1, be read a first, second third and final time.

15.2 By-law 2026-43, Water and Wastewater Rates 292

Recommendation:

That By-law 2026-43, Being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2026 and to repeal By-Law 2025-38, be read a first, second, and third and final time.

16. Confirming By-Law 294

Recommendation:

That By-law 2026-44 being a By-law to confirm the proceeding of the Regular Meeting of Council held on June 25, 2026, be read a first, second and third and final time.

17. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on July 16, 2026, or at the call of the Chair.



Municipality of West Elgin

Minutes

Council Meeting

June 11, 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 Towstiuć, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development
Evan McKinstry, Jr. Planner, County of Elgin
Emma Nilsson, Manager of Corporate Services/Treasurer

Also Present: Lindsay King, Policy Planner, County of Elgin
Mat Vaughan, Director of Planning & Development, County of Elgin
Joe Daly, Senior Operations Manager, OCWA

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).

1. Call to Order

Mayor Leatham called the meeting to order at 4:08 pm.

2. Adoption of Agenda

Resolution No. 2026- 155

Moved: Councillor Statham

Seconded: Councillor Sousa

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

No disclosures

4. Adoption of Minutes

Resolution No. 2026- 156

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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.

Carried

5. Business Arising from Minutes

None.

6. Staff Reports

6.1 Planning

6.1.1 Comment to Elgin Land Division Committee - 0 Beattie Line

Resolution No. 2026- 157

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

6.1.2 West Elgin Planning Fees Update

Resolution No. 2026- 158

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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.

For (3): Mayor Leatham, Deputy Mayor Tellier, and Councillor Denning

Against (2): Councillor Statham, and Councillor Sousa

Carried (3 to 2)

6.2 Wastewater

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

Resolution No. 2026- 159

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

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.

Carried

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

Resolution No. 2026- 160

Moved: Councillor Sousa

Seconded: Councillor Denning

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.

Carried

6.3 Water

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

Resolution No. 2026- 161

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

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.

Carried

7. Board or Committee of Council Reports or Updates

No updates provided.

8. Notice of Motion

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

To be Read at Next Council Meeting:

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.

8.2 Councillor Sousa Re: Temporary Portable Washroom Facilities at Port Glasgow Trailer Park During Washroom Construction

Resolution No. 2026- 162

Moved: Councillor Sousa

Seconded: Councillor Statham

Motion to Suspend the rules, allowing Notice of Motion - Temporary Portable Washroom Facilities at Port Glasgow Trailer Park during Washroom Construction - to be debated at the current meeting of Council.

Carried

Resolution No. 2026- 163

Moved: Councillor Sousa

Seconded: Councillor Denning

WHEREAS the washroom facilities at the Port Glasgow Trailer Park are currently unavailable due to ongoing construction; and

WHEREAS seasonal and transient campers, as well as visitors to the park, require access to adequate washroom facilities during this period; and

WHEREAS the provision of a portable washroom would help maintain a reasonable level of service and convenience for park users while construction is underway;

THEREFORE, BE IT RESOLVED THAT Council direct staff to arrange for the placement of a portable washroom at the Port Glasgow Trailer Park for the duration of the washroom construction project; and

FURTHER BE IT RESOLVED THAT the costs associated with the rental, servicing, and maintenance of the portable washroom be funded from the Port Glasgow Trailer Park Operating Budget.

Carried

9. Council Inquires/Announcements

Mayor Leatham advised that the opening ceremonies for the Rodney Fair will be on September 18, and all of Council are invited to attend.

Councillor Sousa reminder everyone of the Economic Development Event "Cultivating Success" will be held on June 16, and if a free event to attend. This event will include Peter Katz, Juno Nominee and speaker.

Deputy Mayor Tellier discussed the need for access to the West Elgin Community Health Centre and foodbanks, for unhoused individuals in the community.

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

Resolution No. 2026- 164

Moved: Deputy Mayor Tellier
Seconded: Councillor Denning

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.

Carried

12. Confirming By-Law

Resolution No. 2026- 165

Moved: Deputy Mayor Tellier
Seconded: Councillor Statham

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.

Carried

13. Adjournment

Resolution No. 2026- 166

Moved: Councillor Sousa
Seconded: Councillor Statham

That the Council of the Municipality of West Elgin hereby adjourn at 4:48pm to meet again at 4:00pm, on June 25, 2026 or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Evan McKinstry, Jr. Planner, County of Elgin
Date: 2026-06-25
Subject: Zoning By-law Amendment Application D-14 07-2026 – Recommendation Report – (Planning Report 2026-15)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 07-2026 – Recommendation Report (Planning Report 2026-15), and

That West Elgin Council approve Zoning By-law Amendment Application D-14 07-2026 to rezone the subject property from Open Space (OS) zone to a Village Core- Special Provision 4 (C1-4) zone, as presented in By-law 2026-40 attached as Appendix 1 to Planning Report 2026-15, and

That subject to no concerns being raised at the public meeting, that By-law 2026-40 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on June 25th, 2026, for adoption. (Planning Report 2026-15).

Summary:

The purpose of this application is to rezone the subject property from Open Space (OS) zone to a Village Core- Special Provision 4 (C1-4) zone to permit Public Storage use in addition to all other permitted uses within the C1 Zone. No development is currently proposed as part of this application. The amendment is intended to facilitate the future sale and marketing of the property.

No concerns or objections have been identified by circulated agencies or the public at the time of writing this report.

Purpose:

The purpose of this application is to rezone the subject lands from the Open Space (OS) Zone to a Village Core- Special Provision 4 (C1-4) zone in order to permit public storage use in addition to all other uses permitted within the C1 Zone. The proposed rezoning is intended to better align the zoning of the property with its designation in the Official Plan and to improve the marketability and future development potential of the lands.

Site Description:

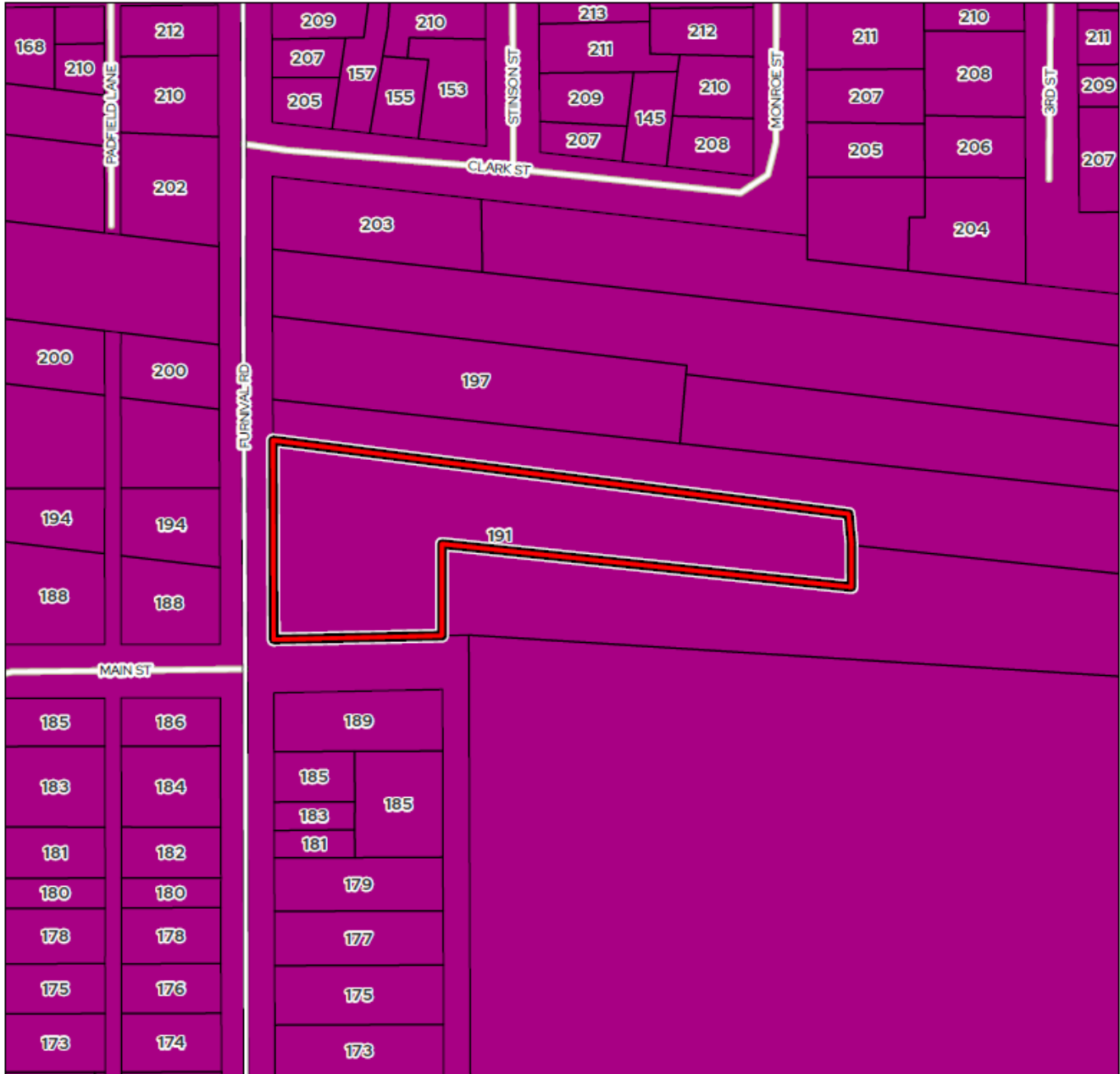
The subject parcel is approximately 0.89 hectares in size and has approximately 64 metres of frontage along Furnival Road. Lands to the north of the property consist of a former railway corridor. Lands to the south are owned by Hydro One and include a grain elevator and industrial building, while lands to the east are predominantly wooded. Low-density residential uses are located to the south and east of the subject property.

There are two existing buildings on the site, which appear to reflect a former commercial/industrial use, specifically public storage. An encroaching structure is present on the subject lands; this encroachment does not affect the proposed Zoning By-law Amendment. It is further noted that any future redevelopment or new construction on the property may be subject to Site Plan Approval. In addition, a minor boundary adjustment will be required to address the encroachment and ensure that the existing building is fully contained within a single lot. The proposed rezoning is not anticipated to result in any adverse impacts to the existing buildings.

It is further noted that the property was previously subject to a Consent application in 2013.

Application D-14 07-2026			
Owner	Afrodita Investment Group LTD. Lioudmila Palchkova		
Address	503-5430 Younge St, North York, ON		
Water Supply	Municipal Water		
Sewage Supply	Public Sanitary Sewage System		
Buildings/Structures	2 existing buildings on the property commercial/ industrial use.		
Elgin County Official Plan	Tier 1 Settlement Area of Rodney		
Municipality of West Elgin Official Plan	Downtown Core/ Residential		
Municipality of West Elgin Zoning By-law 2015-36	Village Core (C1) Zone Standards	Proposed	Deficiency
	Maximum Lot Coverage	Less than 90%	No.
	Side Yard Width	Greater than 4.5m	No.
	Rear Yard Width	Greater than 4.5m.	No.
	Maximum Building Height	Less than 12 m	No.

County Official Plan Map



Site Location Information
 Municipality of West Elgin
 Subject Site: 343400009301304
 191 Furnival Road, West Elgin
 File Number: D 14 07-2026
 Owners: Afrodita Investment Group LTD
 CA: Lower Thames Valley Conservation Authority
 Created by: MC

Legend

- Location
- Tier 1 Settlement Area
- Tier 2 Settlement Area
- Tier 3 Settlement Area
- Agricultural Area
- Parcels
- Highway
- Major Road
- Local Road

County of Elgin Official Plan

Schedule 'A'
 County Structure Map

Date: 5/26/2026
 Projection: UTM NAD 1983 Zone 17 North
 Disclaimer: The County of Elgin takes every precaution to put up-to-date and correct information on all maps published by Corporate Applications. However, it does not expressly warrant that the information contained in the map is accurate on the date of publication.
 All users may use this information at their own risk. The Municipality will not entertain any claims arising out of the use of this map or information.

West Elgin Official Plan / Zoning Map



Official Plan Location Map

West Elgin Official Plan - Schedule 4 A- Rodney Land Use Plan

191 Furnival Road, West Elgin

File Number: D 14 07-2026

Owners: Afrodita Investment Group LTD

CA: Lower Thames Valley Conservation Authority

Created by: MC

Date: 5/26/2026

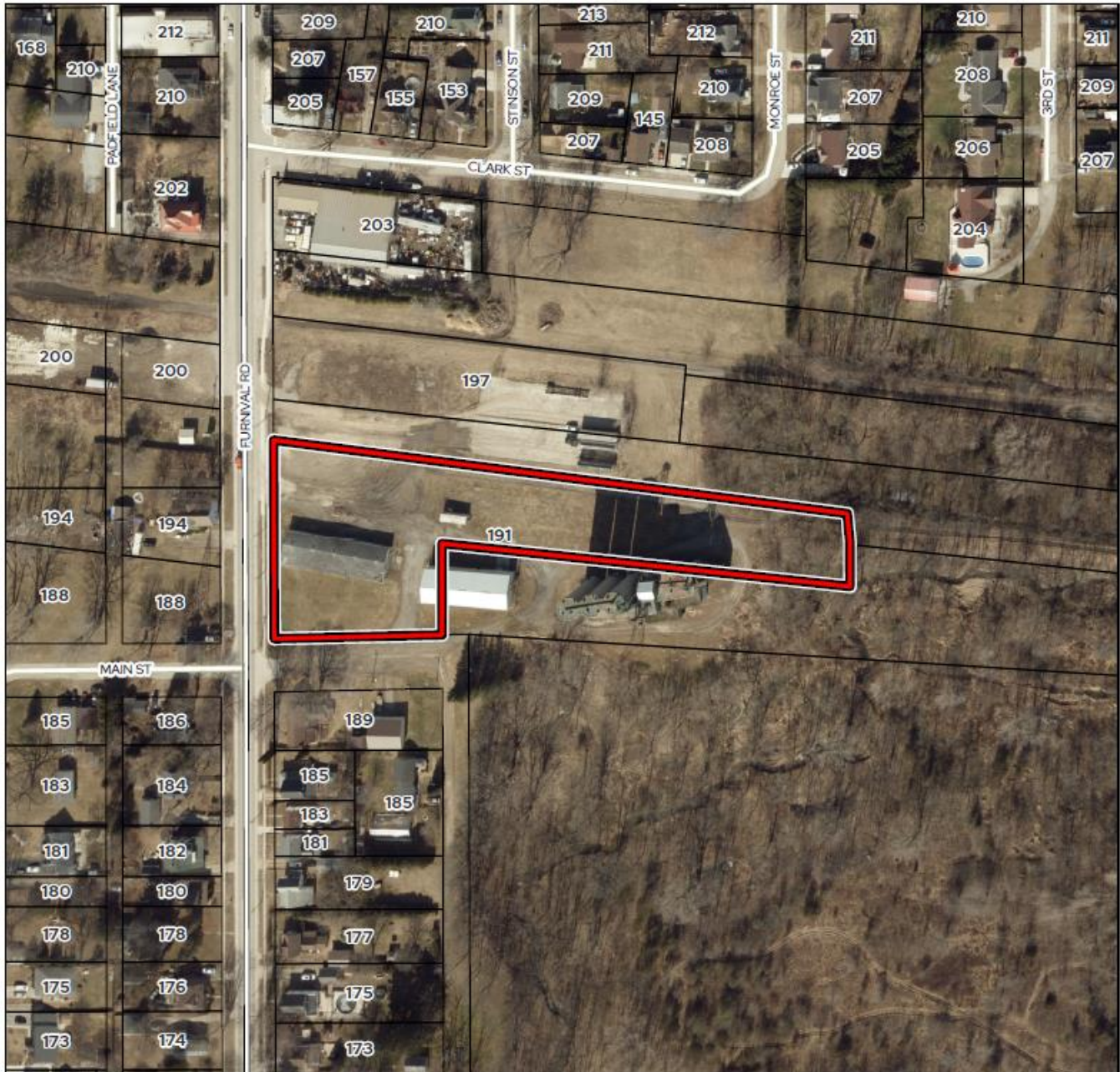
Legend

- Parcels
- Highway
- Major Road
- Local Road
- Municipality of West Elgin

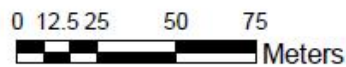
Land Use Type

- Commercial
- Downtown Core
- Employment
- Open Space
- Residential

Location Key Map



Aerial Imagery Location Map
 Municipality of West Elgin
 Subject Site: 191 Furnival Road, West Elgin
 File Number: D 14 07-2026
 Owners: Afrodita Investment Group LTD
 CA: Lower Thames Valley Conservation Authority
 Created by: MC



Legend

- Planning Application Location
- Highway
- Major Road
- Local Road
- Parcels
- Municipal Boundaries



Proposed Development:

The applicant proposes to rezone the retained lands from Open Space (OS) to a Village Core-Special Provision 4 (C1-4) zone to permit Public Storage use in addition to all other permitted uses within the C1 Zone.

	Section(s)	Relevance To Application	Comments
<i>Provincial Planning Statement, 2024</i>	Section 2.3.1 General Policies for Settlement Areas Section 2.8.1 Supporting a Modern Economy	<ul style="list-style-type: none"> • Settlement areas shall be the focus of growth and development • Support opportunities for economic development and job creation 	Consistent The proposed Zoning By-law Amendment is Consistent with the <i>PPS</i> which directs growth and development to settlement areas and promotes a mix of land uses to support complete communities.
Elgin County Official Plan	Section 6.2	<ul style="list-style-type: none"> • The County of Elgin Official Plan supports the creation of compact and complete communities that provide equitable access to a range of local economic and social opportunities centered around a vibrant main street or commercial core. 	Conforms The proposed Zoning By-law Amendment conforms to the CEOP which identifies settlement areas as the primary location for residential and commercial development.
Municipality of West Elgin Official Plan	Section 5.1 Complete Communities Section 7.2 Tier 1	<ul style="list-style-type: none"> • The Municipality of West Elgin Official Plan values the need for Settlement Areas to be planned as complete communities that include an 	Conforms The proposed Zoning By-law Amendment conforms to the Municipality of West Elgin Official

	<p>Settlement Areas</p> <p>Section 7.2.4 Downtown Core</p>	<p>appropriate mix of residential, local services, commercial and employment uses.</p> <ul style="list-style-type: none"> • To create strong, viable, attractive and pedestrian-friendly downtown cores as the primary focus of commercial and social activity in West Elgin. • Downtown Core areas are intended to support a range and mix of uses to serve a multi-functional role of the Downtown Core as a place where residents can live, work, shop and play. • Within lands designated Downtown Core, a wide range of commercial uses shall be permitted, including retail stores, restaurants, specialty shops, financial institutions, business and professional offices. 	<p>Plan, as the subject lands are located within a Settlement Area and designated “Downtown Core” and “Residential.” These designations are intended to support a mix of residential and commercial uses that contribute to complete communities and provide opportunities for local services, economic activity, and residential development.</p>
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West Elgin Zoning Bylaw 2015-36

Section(s)	Provisions
<p>Existing Zoning Open Space (OS)</p>	<p>The existing use of the property is industrial/public storage in nature. The proposed rezoning is required to better align the zoning of the subject lands with the applicable land use designations and policy direction of the Municipality of West Elgin Official Plan.</p>

<p>Proposed Zoning Village Core- Special Provision 4 (C1-4) zone</p>	<p>The subject lands are proposed to be rezoned to a Village Core- Special Provision 4 (C1-4) Zone to permit Public Storage use in addition to all other permitted uses within the C1 Zone.</p>
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Analysis and Comments:

Planning Policy Review

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

Planning Analysis:

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

Provincial Planning Statement (2024):

2.3.1 General Policies for Settlement Areas

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

2.8.1 Supporting a Modern Economy

- 1. Planning authorities shall promote economic development and competitiveness by:*
- a) providing for an appropriate mix and range of employment, institutional, and broader mixed uses to meet long-term needs;*
 - b) providing opportunities for a diversified economic base, including maintaining a range and choice of suitable sites for employment uses which support a wide range of economic activities and ancillary uses, and take into account the needs of existing and future businesses;*
 - c) identifying strategic sites for investment, monitoring the availability and suitability of employment sites, including market-ready sites, and seeking to address potential barriers to investment;*
 - d) encouraging intensification of employment uses and compatible, compact, mixed-use development to support the achievement of complete communities; and*

Comments: The proposed Zoning By-law Amendment is Consistent with the PPS which directs growth and development to settlement areas and promotes a mix of land uses to support complete

communities. The proposal further promotes economic development and commercial uses within a Settlement Area.

Elgin County Official Plan (CEOP):

Section 6.2 General Policy

It is the general policy of this Plan to support the creation of compact and complete communities that provide equitable access to a range of local economic and social opportunities centered around a vibrant main street or commercial core.

Section 6.3 Permitted Uses

Within the County's Settlement Areas the primary use of land shall be for the widest possible range of urban uses.

Comments: The proposed Zoning By-law Amendment conforms to the CEOP which identifies settlement areas as the primary location for residential and commercial development. The plan further supports compact and complete communities that provide local economic opportunities and vibrant commercial areas.

Municipality of West Elgin Official Plan:

Section 5.1 Complete Communities

The Municipality values the need for settlement areas to be planned as complete communities that include an appropriate mix of residential, local services, commercial, employment, institutional and recreational uses. Complete communities will be sustained with gentle intensification, mixed land uses and appropriate densities.

Section 7.2 Tier 1 Settlement Areas

To create strong, viable, attractive and pedestrian-friendly downtown cores as the primary focus of commercial and social activity in West Elgin with a unique sense of place and character, offering a range of basic goods and services;

Section 7.2.4 Downtown Core

Downtown Core areas are intended to support a range and mix of uses to serve a multi-functional role of the Downtown Core as a place where residents can live, work, shop and play. Within lands designated Downtown Core, a wide range of commercial uses shall be permitted, including retail stores, restaurants, specialty shops, financial institutions, business and professional offices.

Comments: The proposed Zoning By-law Amendment conforms to the Municipality of West Elgin Official Plan by supporting the development of complete communities within Settlement Areas through the provision of additional commercial opportunities and services.

The subject lands are designated "Downtown Core" along the Furnival Road frontage, with the rear portion designated "Residential" in the West Elgin Official Plan. These designations are intended to

support a mix of residential and commercial uses that contribute to local services, economic activity, and residential development within the community.

The Official Plan encourages a range of residential, commercial, local service, and employment uses while promoting strong, viable, and pedestrian-friendly downtown areas as the focus of commercial and social activity. Downtown Core areas are intended to accommodate a mix of uses where residents can live, work, shop, and access services. The proposed rezoning is in conformity with and supports the intent of these policies.

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

Section 16. Village Core (C1) Zone

The Village Core (C1) Zone applies to the historic 'main' streets of the villages of Rodney and West Lorne designated 'Downtown Core' in the West Elgin Official Plan. While commercial uses predominate, the 'Downtown Cores' support a wide variety of uses including as well institutional uses and residential uses.

Comments: The proposed rezoning more accurately reflects the existing and intended use of the property. The inclusion of a special provision permitting public storage use is appropriate, as this use aligns with the historical use of the existing buildings on the site.

Rezoning the property to the Village Commercial (C1) Zone will also better align with the applicable "Downtown Core" and "Residential" designations in the Municipality of West Elgin Official Plan. The C1 Zone permits a range of commercial uses as well as residential uses, which is consistent with the intent of these designations to support mixed-use development and complete communities.

Circulation:

Lower Thames Valley Conservation Authority: No concerns.

Building Department: No concerns.

Water: No comments.

Drainage: No comments.

Infrastructure and Development: No concerns.

Chief Administrative Officer: No comments.

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

Financial Implications:

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

Alignment with Strategic Priorities:

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

Statutory Notice Requirements:

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

Upon Council making a decision regarding D 14 07-2026, the required notice of decision will be circulated as prescribed under the regulations of the Planning Act. There is a 20-day appeal period where objections may be submitted to the Ontario Land Tribunal (OLT). To ensure that the OLT has regard to Council's decision, Council should be able to demonstrate that its decision was fully supported by relevant information and that the information was considered by Council

Conclusion:

Subject to receiving additional comments from the public and Council, staff is in a position to state that the proposed zoning by-law amendment as proposed in By-law 2026-40 are;

- i) Consistent with the direction of the *Provincial Planning Statement 2024*, including but not limited to Section 2.3.1 & 2.8.1
- ii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Section 5.1 & 7.2;
- iii) Satisfies the criteria of Zoning By-law 2015-36, subsection 16.3 as amended.

Therefore, staff recommends approval of Zoning By-Law No. 2026-40.

Respectfully submitted by:

Evan McKinstry
Junior Planner

Reviewed by:

Mat Vaughan
Director of Planning and Development (Elgin County)

Approved By:

Robin Greenall
Chief Administrator Officer

Attachments:

Appendix 1- Draft By-law 2026-40

Appendix 1- Draft By-law 2026-40



MUNICIPALITY OF West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-40

Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36

Whereas the Council of the Corporation of the Municipality of West Elgin deems it advisable to amend By-law No. 2015-36, as amended, being the Comprehensive Zoning By-law of the Municipality of West Elgin:

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

1. **THAT** Schedule "B" Map No. 4 to By-law No. 2015-36, is hereby amended by changing the subject property from Open Space (OS) to Village Core- Special Provision 4 (C1-4) zone, those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **THAT** subsection 16.3 of By-law 2015-36, as amended, is hereby amended by adding the following Special Provision:

"16.3.5 a) Defined Area (191 Furnival Road)
C1-4 as Shown on Schedule "B" Map No. 4.

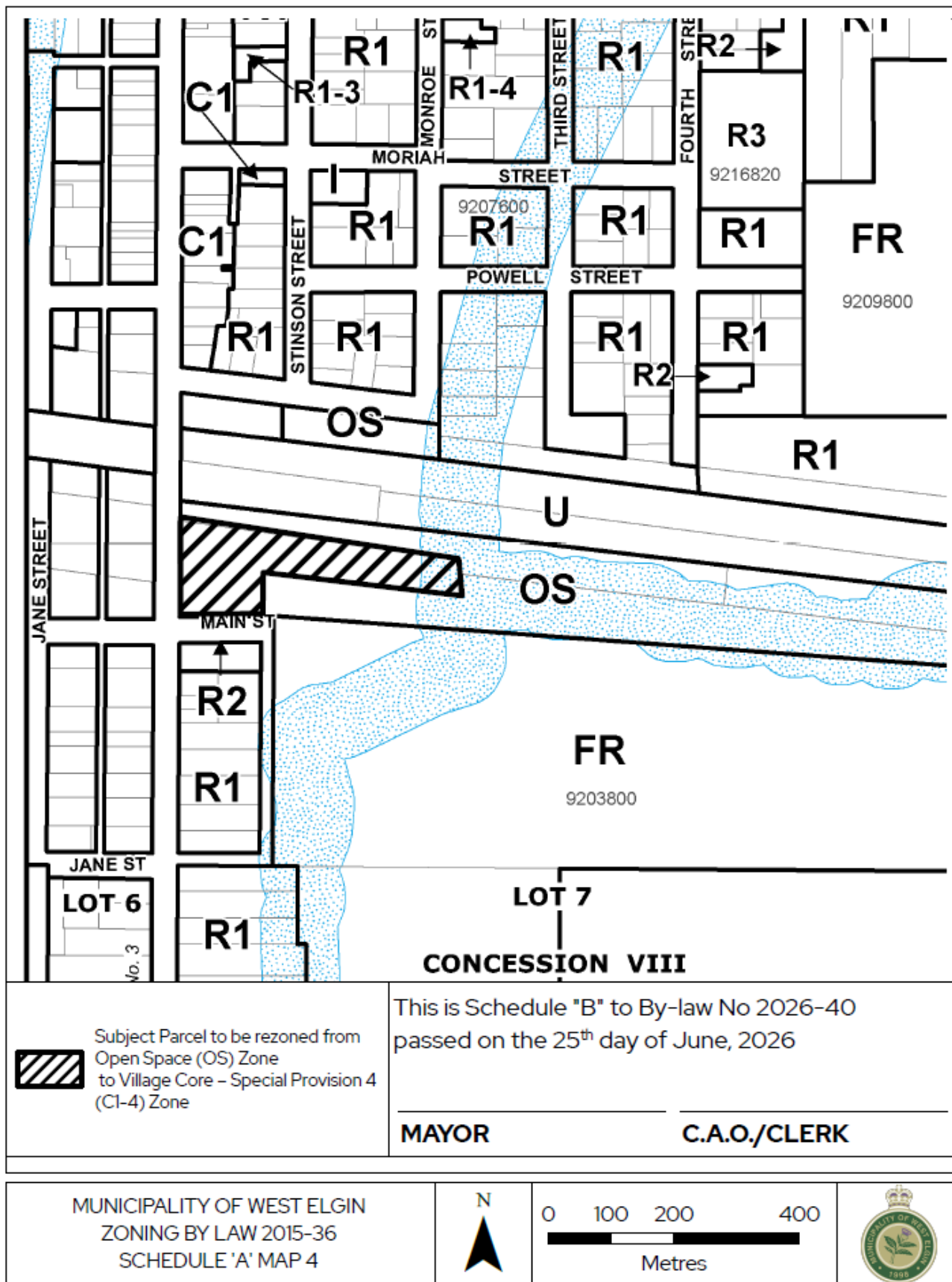
16.3.5 b) Permitted Uses
Public Storage in addition to all other C1 Permitted Uses."
3. **THAT:** this By-law shall come into force pursuant to Section 34(2) of the *Planning Act, RSO 1990*.


READ A FIRST AND SECOND TIME, CONSIDERING READ A THIRD TIME AND FINALLY PASSED THIS 25th DAY OF June, 2026.

Richard Leatham
Mayor

Terri Towstiac
Clerk

Schedule A



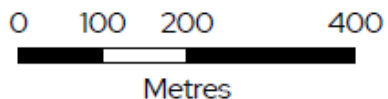
 Subject Parcel to be rezoned from Open Space (OS) Zone to Village Core - Special Provision 4 (C1-4) Zone

This is Schedule "B" to By-law No 2026-40 passed on the 25th day of June, 2026

MAYOR

C.A.O./CLERK

MUNICIPALITY OF WEST ELGIN
ZONING BY LAW 2015-36
SCHEDULE 'A' MAP 4



Report Approval Details

Document Title:	D 14 07-2026 191 Furnival Road Planning Report - 2026-15-Planning.docx
Attachments:	
Final Approval Date:	Jun 19, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-06-25
Subject: New Drain Construction, Form 1, Petition Drain - McGill

Recommendation:

That Council of the Municipality West Elgin Council hereby receives the Section 4, Petition for Drainage Works by Owners, Form 1; and

That Council approves the request for the construction of a new tile drain, received May 27, 2026, submitted by Brian McGill; and

That Council direct Staff to forward to Spriets and Associates, to proceed with the necessary steps pursuant to the *Drainage Act*.

Purpose:

The purpose of this report is to advise Council of a Petition for Drainage Works by Owners, Form 1, received by the Clerk May 27, 2026.

Background:

A Petition for Drainage Works by Owner was received at the Municipal Office from Brian McGill, requesting construction of a new tile drain, located at Concession 3, N. Pt. Gore, former Municipality of Aldborough.

The Drainage Superintendent has spoken with the landowner and has deemed the request necessary.

Financial Implications:

Cost to be determined by Spriets & Associates

Policies/Legislation:

The *Drainage Act*, R.S.O. 1990, c. D.17

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Terri Towstiuć, Dipl. M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Petition for Drainage Works by Owner, Form 1, Section 4 - McGill - 2026-04-Drainage.docx
Attachments:	- Petition Drain - McGill - May 2026.pdf
Final Approval Date:	Jun 17, 2026

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

Robin Greenall

This form is to be used to petition municipal council for a new drainage works under the *Drainage Act*. It is not to be used to request the improvement or modification of an existing drainage works under the *Drainage Act*.

To: The Council of the Corporation of the Municipality of West Elgin

The area of land described below requires drainage (provide a description of the properties or the portions of properties that require drainage improvements)

Con.3 N Pt. lot Gore

In accordance with section 9(2) of the *Drainage Act*, the description of the area requiring drainage will be confirmed or modified by an engineer at the on-site meeting.

As owners of land within the above described area requiring drainage, we hereby petition council under subsection 4(1) of the *Drainage Act* for a drainage works. In accordance with sections 10(4), 43 and 59(1) of the *Drainage Act*, if names are withdrawn from the petition to the point that it is no longer a valid petition, we acknowledge responsibility for costs.

Purpose of the Petition (To be completed by one of the petitioners. Please type/print)

Contact Person (Last Name) McGill	(First Name) Brian	Telephone Number ext.
---------------------------------------------	------------------------------	--------------------------

Address	Road/Street Number	Road/Street Name
	[REDACTED]	[REDACTED]

Location of Project	Lot	Concession	Municipality	Former Municipality (if applicable)
	N Pt. Gore	3	West Elgin	Aldborough

What work do you require? (Check all appropriate boxes)

- Construction of new open channel
- Construction of new tile drain
- Deepening or widening of existing watercourse (not currently a municipal drain)
- Enclosure of existing watercourse (not currently a municipal drain)
- Other (provide description ▼)

Name of watercourse (if known)

Estimated length of project
170 M

General description of soils in the area
Clay

What is the purpose of the proposed work? (Check appropriate box)

- Tile drainage only
- Surface water drainage only
- Both

Petition filed this 27th day of May, 2024

Name of Clerk (Last, first name)	Signature
[REDACTED]	[REDACTED]

- Your municipal property tax bill will provide the property description and parcel roll number.
- In rural areas, the property description should be in the form of (part) lot and concession and civic address.
- In urban areas, the property description should be in the form of street address and lot and plan number if available.
- If you have more than two properties, please take copy(ies) of this page and continue to list them all.

Number	Property Description Con. 3 N Pt. lot Gore
---------------	------------------------------------------------------

Ward or Geographic Township Aldborough	Parcel Roll Number 343400007004100
--------------------------------------------------	----------------------------------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--------------------------------------------	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print) McGill, Brian	
Name of Corporation Brian McGill Farms Ltd.	Date (yyyy/mm/dd) 2026/05/27
Position Title President	

Number	Property Description
---------------	-----------------------------

Ward or Geographic Township	Parcel Roll Number
------------------------------------	---------------------------

I hereby petition for drainage for the land described and acknowledge my financial obligations.

Ownership

Sole Ownership

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)
--------------------------------------------	-----------	-------------------

Partnership (Each partner in the ownership of the property must sign the petition form)

Owner Name (Last, First Name) (Type/Print)	Signature	Date (yyyy/mm/dd)

Corporation (The individual with authority to bind the corporation must sign the petition)

Name of Signing Officer (Last, First Name) (Type/Print)	Signature
Name of Corporation	I have the authority to bind the Corporation. Date (yyyy/mm/dd)
Position Title	

<input type="checkbox"/> Check here if additional sheets are attached	Clerk initial
-----------------------------------------------------------------------	----------------------

- Petitioners become financially responsible as soon as they sign a petition.**
- Once the petition is accepted by council, an engineer is appointed to respond to the petition. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 8(1).
 - After the meeting to consider the preliminary report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible in equal shares for the costs. *Drainage Act*, R.S.O. 1990, c. D. 17 subs. 10(4).
 - After the meeting to consider the final report, if the petition does not comply with section 4, the project is terminated and the original petitioners are responsible for the costs in shares proportional to their assessment in the engineer's report. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 43.
 - If the project proceeds to completion, a share of the cost of the project will be assessed to the involved properties in relation to the assessment schedule in the engineer's report, as amended on appeal. *Drainage Act*, R.S.O. 1990, c. D. 17 s. 61.

Notice of Collection of Personal Information
 Any personal information collected on this form is collected under the authority of the *Drainage Act*, R.S.O. 1990, c. D.17 and will be used for the purposes of administering the Act. Questions concerning the collection of personal information should be directed to: where the form is addressed to a municipality (municipality to complete)

and where the form is addressed to a territory without municipal organization, the Drainage Coordinator, Ministry of Agriculture, Food and Rural Affairs, 1 Stone Rd W, Guelph ON N1G 4Y2, 519 826-3552.



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-06-25
Subject: Asset Management Report 2024

Recommendation:

That West Elgin Council hereby receives the Asset Management Report from D. Charron Manager of Infrastructure and Development and;

THAT Council receives and acknowledges the findings and recommendations contained within the Municipality of West Elgin Asset Management Plan 2024;

AND THAT Council directs staff to incorporate the Asset Management Plan into annual budget development, long-term financial planning, and infrastructure investment decisions

Purpose:

The purpose of this report is to provide Council with an overview of the Municipality's 2024 Asset Management Plan (AMP), summarize key findings regarding the state of municipal infrastructure, and outline the financial implications and recommendations required to support the long-term sustainability of municipal assets.

Background:

Asset Management Planning is a legislated requirement under Ontario Regulation 588/17, Asset Management Planning for Municipal Infrastructure, enacted under the Infrastructure for Jobs and Prosperity Act, 2015. Municipalities are required to prepare and maintain an Asset Management Plan that identifies municipal infrastructure assets, evaluates current levels of service, assesses asset condition, and establishes lifecycle and financial strategies to support sustainable service delivery.

The Municipality's 2024 Asset Management Plan was prepared to meet July 1, 2024, regulatory requirements and includes all core and non-core municipal asset categories. The Plan provides a comprehensive review of municipal infrastructure and establishes a framework for future infrastructure investment and decision-making.

The asset categories included in the Plan are:

Core Assets:

- Road Network
- Bridges and Culverts
- Water Network
- Sanitary Sewer Network
- Stormwater Network

Non-Core Assets:

- Buildings
- Land Improvements
- Vehicles
- Machinery and Equipment

Asset Portfolio Overview

The Municipality currently manages infrastructure assets with an estimated replacement value of approximately \$174.3 million. This represents an infrastructure replacement value of approximately \$78,000 per household.

Key findings of the Asset Management Plan include:

Total asset replacement value of \$174.3 million.

- Approximately 43% of municipal assets are currently in fair, good, or very good condition.
- Approximately 57% of assets are in poor or very poor condition based on available condition data and age-based assessments.
- Only 10% of municipal assets currently have formal assessed condition data available.
- Approximately 57% of assets are projected to require replacement within the next ten years.

The Municipality currently has an estimated infrastructure replacement backlog exceeding \$48 million.

State of Municipal Infrastructure

The Plan identifies the following replacement values and financial requirements for major asset classes:

Asset Category	Replacement Value	Average Condition
Water Network	\$45.4 Million	Fair
Road Network	\$28.6 Million	Fair
Buildings	\$20.2 Million	Poor
Sanitary Sewer	\$18.6 Million	Very Poor
Vehicles	\$11.1 Million	Poor
Bridges & Culverts	\$9.4 Million	Good

Stormwater	\$8.4 Million	Very Poor
Land Improvements	\$3.6 Millon	Very Poor
Machinery & Equipment	\$29.0 Millon	Fair
Total	\$174.3 Millon	

The Plan notes that bridges and culverts are generally in good condition due to ongoing inspection requirements under the Ontario Structure Inspection Manual (OSIM), while water, sanitary sewer, stormwater, and building assets require improved condition assessment programs to better understand future infrastructure needs.

Levels of Service

The Asset Management Plan establishes current levels of service as required by Ontario Regulation 588/17 and evaluates both:

Community Levels of Service, which describe services in language understandable to residents; and Technical Levels of Service, which measure infrastructure performance through quantifiable indicators.

These measures provide a foundation for future service level targets and investment decisions. The Municipality must continue refining proposed levels of service and associated financial strategies to maintain compliance with provincial requirements.

Financial Sustainability

A key finding of the Asset Management Plan is the identification of a significant infrastructure funding gap.

The analysis determined that:

The Municipality requires approximately \$4.9 million annually to maintain infrastructure in a sustainable state. Current sustainable funding sources contribute approximately \$2.5 million annually. This results in an annual infrastructure funding gap of approximately \$2.4 million.

Current reinvestment levels represent approximately 1.5% of total asset value, while the target reinvestment rate is approximately 2.8%.

To address this funding gap, the Plan recommends a 15-year strategy involving average annual increases of:

- 2.5% for tax-supported infrastructure;
- 1.1% for water rates; and
- 1.7% for sanitary sewer rates.

These increases would gradually eliminate the infrastructure deficit while supporting long-term service sustainability.

Climate Change Considerations

The Plan recognizes climate change as a significant risk to municipal infrastructure. Projected increases in temperature, precipitation, severe weather events, shoreline erosion, and flooding may increase lifecycle costs and accelerate infrastructure deterioration.

The Municipality's Climate Change and Energy Plan support integration of climate considerations into infrastructure planning, design, operation, and maintenance activities to improve long-term resilience.

The 2024 Asset Management Plan provides Council with a comprehensive assessment of the Municipality's infrastructure portfolio and establishes a framework for sustainable infrastructure management.

The Asset Management Plan will continue to serve as a foundational document for future capital planning, reserve contributions, grant applications, and asset management decision-making throughout the Municipality.

Financial Implications:

The Plan confirms that municipal infrastructure assets have a replacement value of approximately \$174.3 million and identifies an annual infrastructure funding gap of approximately \$2.4 million. While many assets continue to provide acceptable service, significant long-term investment will be required to maintain infrastructure, reduce the infrastructure deficit, and ensure sustainable service delivery for future residents.

While adoption of the Plan does not create an immediate financial obligation, the findings should be incorporated into future capital budgeting, reserve planning, development of long-term financial strategies, grant applications, and annual tax and rate-supported budget deliberations.

Failure to address the identified funding gap may result in increased infrastructure deterioration, reduced service levels, higher future rehabilitation costs, and increased risk of asset failure.

Policies/Legislation:

[Infrastructure for Jobs and Prosperity Act, 2015, S.O. 2015, c. 15](#)

[O. Reg. 588/17: ASSET MANAGEMENT PLANNING FOR MUNICIPAL INFRASTRUCTURE](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	Asset Management Plan 2024 - 2026-24-Infrastructure Development.docx
Attachments:	- West Elgin_2024 AMP.pdf
Final Approval Date:	Jun 17, 2026

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

Robin Greenall

Asset Management Plan 2024

Municipality of West Elgin



This Asset Management Plan was prepared by:



*Empowering your organization through advanced
asset management, budgeting & GIS solutions*

Key Statistics

\$174m 2024 Replacement Cost of Asset Portfolio

\$78k Replacement Cost of Infrastructure Per Household

43% Percentage of Assets in Fair or Better Condition

10% Percentage of Assets with Assessed Condition Data

\$2.4m Annual Capital Infrastructure Deficit

15 Years Recommended Timeframe for Eliminating Annual Infrastructure Deficit

2.8% Target Reinvestment Rate

1.5% Actual Reinvestment Rate

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1. Executive Summary

Municipal infrastructure delivers critical services that are foundational to the economic, social, and environmental health and growth of a community. The goal of asset management is to enable infrastructure to deliver an adequate level of service in the most cost-effective manner. This involves the ongoing review and update of infrastructure information and data alongside the development and implementation of asset management strategies and long-term financial planning.

1.1 Scope

This Asset Management Plan (AMP) identifies the current practices and strategies that are in place to manage public infrastructure and makes recommendations where they can be further refined. Through the implementation of sound asset management strategies, the Municipality can ensure that public infrastructure is managed to support the sustainable delivery of municipal services.

This AMP include the following asset categories:

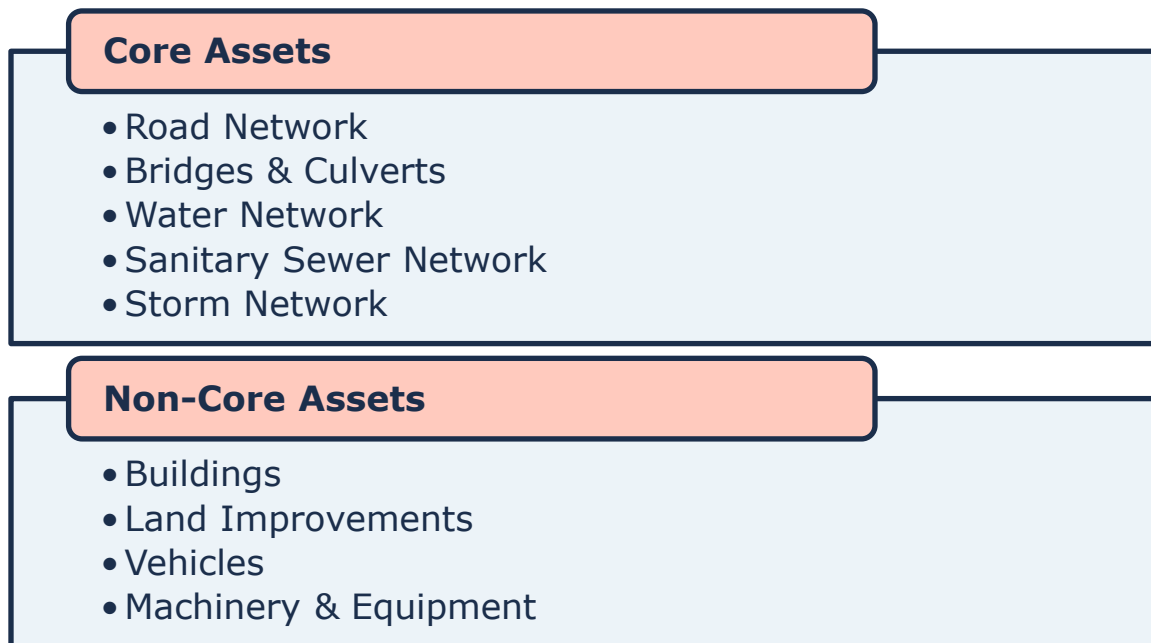


Figure 1 Core and Non-Core Asset Categories

1.2 O. Reg. 588/17 Compliance

With the development of this AMP the Municipality has achieved compliance with July 1, 2024, requirements under O. Reg. 588/17. This includes requirements for levels of service and inventory reporting for all asset categories. More detail on compliance can be found in section 2.5.1 O. Reg. 588/17 Compliance Review.

1.3 Findings

The overall replacement cost of the asset categories included in this AMP totals \$174.3 million. 43% of all assets analyzed in this AMP are in fair or better condition and assessed condition data was available for 10% of assets. For the remaining 90% of assets, assessed condition data was unavailable, and asset age was used to approximate condition – a data gap that persists in most municipalities. Generally, age misstates the true condition of assets, making assessments essential to accurate asset management planning, and a recurring recommendation in this AMP.

The development of a long-term, sustainable financial plan requires an analysis of whole lifecycle costs. This AMP uses a combination of proactive lifecycle strategies (paved roads) and replacement only strategies (all other assets) to determine the lowest cost option to maintain the current level of service.

To meet capital replacement and rehabilitation needs for existing infrastructure, prevent infrastructure backlogs, and achieve long-term sustainability, the Municipality's average annual capital requirement totals \$4.9 million. Based on a historical analysis of sustainable capital funding sources, the Municipality is committing approximately \$2.5 million towards capital projects or reserves per year. As a result, there is currently an annual funding gap of \$2.4 million.

It is important to note that this AMP represents a snapshot in time and is based on the best available processes, data, and information at the Municipality. Strategic asset management planning is an ongoing and dynamic process that requires continuous improvement and dedicated resources.

1.4 Recommendations

A financial strategy was developed to address the annual capital funding gap. The following graphics shows annual tax/rate change required to eliminate the Municipality’s infrastructure deficit based on a 15-year plan:

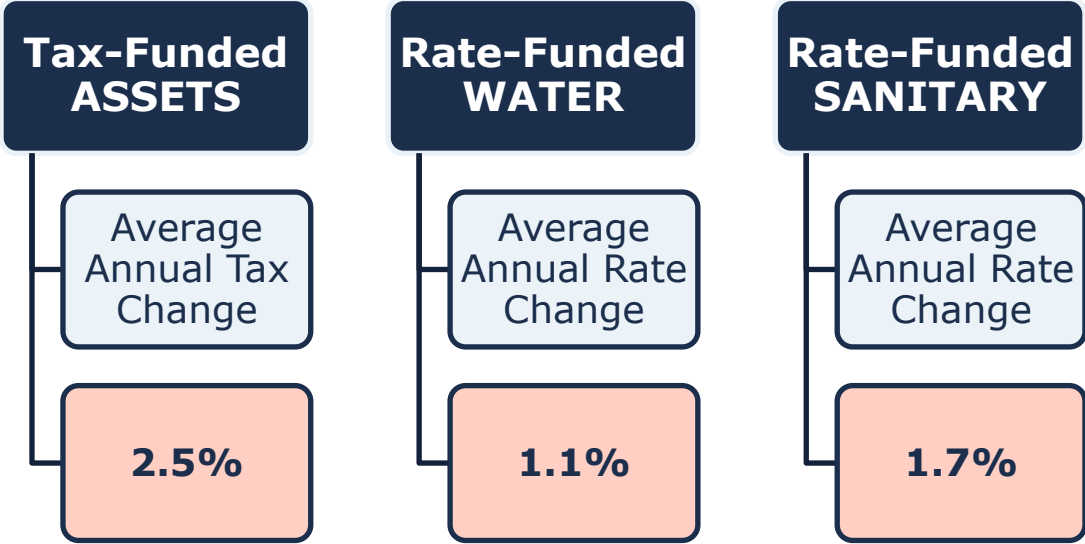


Figure 2 Proposed Tax/Rate Changes

2. Introduction & Context

2.1 Community Profile

The Municipality of West Elgin is a lower-tier municipality, part of the Elgin County, which is located in southwestern Ontario along Lake Erie.

The Municipality of West Elgin was incorporated in 1998 as part of Ontario's widespread municipal restructuring efforts aimed at improving administrative efficiency and fiscal management. This amalgamation brought together the former Village of West Lorne, the Township of Aldborough, and parts of the Township of Rodney, consolidating them into a single administrative entity. The region's history is deeply rooted in agriculture, with early European settlers cultivating the fertile lands along Lake Erie's northern shore. Over the decades, West Elgin has maintained its agricultural heritage while also adapting to changes in economic and social dynamics, such as the growth of small-scale manufacturing and increased tourism, drawn by the area's natural beauty and historical charm.

The area around West Elgin features a mix of farmlands and the beautiful shores of Lake Erie. It's known for its agriculture with fields that stretch across the landscape, alongside areas set aside for nature and recreation near the water. The small towns like West Lorne and Rodney within West Elgin add a charming small-town feel, making it an attractive place for those looking for a quiet, rural life connected to a close community.

Economic activity in West Elgin is mainly driven by farming, which is the heart of the local economy. The fertile land supports various crops and livestock, keeping the area's farming traditions alive while embracing new farming methods. Tourism is also growing, drawn by the region's scenic views, outdoor activities on Lake Erie, and local festivals. This is supported by small local businesses in manufacturing and retail that serve the community's needs and help keep the economy robust.

The infrastructure priorities for the Municipality of West Elgin focus on enhancing and expanding essential services like water, sewers, and roads. This effort supports the community's growth by upgrading community facilities and ensuring these services meet future demands efficiently. The aim is to sustain development while maintaining a high quality of life for residents.

Census Characteristic	Municipality of West Elgin	Ontario
Population 2021	5,060	14,223,942
Population Change 2016-2021	1.3	5.8%
Total Private Dwellings	2,221	5,929,250
Population Density	15.7/km ²	15.9/km ²
Land Area	322.09 km ²	892,411.76 km ²

Table 1 Municipality of West Elgin Community Profile

2.2 Climate Change

Climate change can cause severe impacts on human and natural systems around the world. The effects of climate change include increasing temperatures, higher levels of precipitation, droughts, and extreme weather events. In 2019, Canada’s Changing Climate Report (CCCR 2019) was released by Environment and Climate Change Canada (ECCC).

The report revealed that between 1948 and 2016, the average temperature increase across Canada was 1.7°C; moreover, during this time period, Northern Canada experienced a 2.3°C increase. The temperature increase in Canada has doubled that of the global average. If emissions are not significantly reduced, the temperature could increase by 6.3°C in Canada by the year 2100 compared to 2005 levels. Observed precipitation changes in Canada include an increase of approximately 20% between 1948 and 2012. By the late 21st century, the projected increase could reach an additional 24%. During the summer months, some regions in Southern Canada are expected to experience periods of drought at a higher rate. Extreme weather events and climate conditions are more common across Canada. Recorded events include droughts, flooding, cold extremes, warm extremes, wildfires, and record minimum arctic sea ice extent.

The changing climate poses a significant risk to the Canadian economy, society, environment, and infrastructure. The impacts on infrastructure are often a result of climate-related extremes such as droughts, floods, higher frequency of freeze-thaw cycles, extended periods of high temperatures, high winds, and wildfires. Physical infrastructure is vulnerable to damage and increased wear when exposed to these extreme events and climate variabilities. Canadian Municipalities are faced with the responsibility to protect their local economy, citizens, environment, and physical assets.

2.2.1 Municipality of West Elgin Climate Profile

The Municipality of West Elgin is located in southwestern Ontario within the Elgin County. The Municipality is expected to experience notable effects of climate change which include higher average annual temperatures, an increase in total annual precipitation, and an increase in the frequency and severity of extreme events. According to [Climatedata.ca](https://climatedata.ca) – a collaboration supported by Environment and Climate Change Canada (ECCC) – the Municipality of West Elgin may experience the following trends:

Higher Average Annual Temperature:

- Between the years 1971 and 2000 the annual average temperature was 8.4 °C
- Under a high emissions scenario, the annual average temperatures are projected to increase to 4.6°C by the year 2050 and over 6.4°C by the end of the century.

Increase in Total Annual Precipitation:

- Under a high emissions scenario, West Elgin is projected to experience a 12% increase in precipitation by the year 2051 and a 16% increase by the end of the century.

Increase in Frequency of Extreme Weather Events:

- It is expected that the frequency and severity of extreme weather events will change.
- In some areas, extreme weather events will occur with greater frequency and severity than others, especially those impacted by Great Lake winds.

2.2.2 Lake Erie

The Great Lakes are one of the largest sources of fresh water on earth, containing 21 percent of the world’s surface freshwater. There are 35 million people living in the Great Lakes watershed and nearly one-third are within the Lake Erie watershed. The physical impacts of climate change are most noticeable from: flooding, extreme weather events such as windstorms and tornados, and/or rising water levels eroding shorelines and natural spaces. Erosion and flooding pose a threat to the surrounding built infrastructure such as park assets, bridges, and roads. Communities located in the Great Lakes region may experience more severe windstorms or tornados as a result of climate change, causing damage to both the natural and built environment.

Public health and safety depend on the stability and predictability of the ecosystem in the Great Lakes watershed. The quality of water is threatened by anthropogenic climate change as a result of blue-green algae blooms, soil erosion, and agricultural, storm, and wastewater runoff. These phenomena put undue stress on regional water filtering and treatment systems. The safety of the public is threatened by the physical impacts of flooding such as flooding and erosion. In some cases, homeowners located near the lakeshore are already at risk of losing their homes.

2.2.3 Integration of Climate Change and Asset Management

Asset management practices aim to deliver sustainable service delivery - the delivery of services to residents today without compromising the services and well-being of future residents. Climate change threatens sustainable service delivery by reducing the useful life of an asset and increasing the risk of asset failure. Desired levels of service can be more difficult to achieve as a result of climate change impacts such as flooding, high heat, drought, and more frequent and intense storms.

In order to achieve the sustainable delivery of services, climate change considerations should be incorporated into asset management practices. The integration of asset management and climate change adaptation observes industry best practices and enables the development of a holistic approach to risk management.

The Municipality of West Elgin adopted a Climate Change and Energy Plan which focus on enhancing the resilience and sustainability of infrastructure in response to climate change. The plan integrates climate considerations into the design, maintenance, and operation of municipal assets to mitigate greenhouse gas emissions and adapt to climatic impacts. It emphasizes safeguarding public health, minimizing climate-induced risks, and reducing related costs, ensuring the Municipality's infrastructure remains robust and adaptable to evolving climate conditions.

2.3 Asset Management Overview

Municipalities are responsible for managing and maintaining a broad portfolio of infrastructure assets to deliver services to the community. The goal of asset management is to minimize the lifecycle costs of delivering infrastructure services, manage the associated risks, while maximizing the value ratepayers receive from the asset portfolio.

The acquisition of capital assets accounts for only 10-20% of their total cost of ownership. The remaining 80-90% comes from operations and maintenance. This AMP focuses its analysis on the capital costs to maintain, rehabilitate and replace existing municipal infrastructure assets.

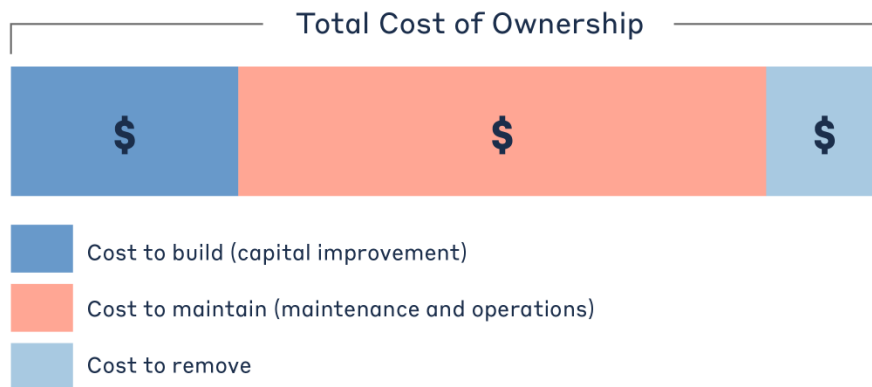


Figure 3 Total Cost of Asset Ownership

These costs can span decades, requiring planning and foresight to ensure financial responsibility is spread equitably across generations. An asset management plan is critical to this planning, and an essential element of broader asset management program. The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

2.3.1 Foundational Asset Management Documentation

The industry-standard approach and sequence to developing a practical asset management program begins with a Strategic Plan, followed by an

Asset Management Policy and an Asset Management Strategy, concluding with an Asset Management Plan.

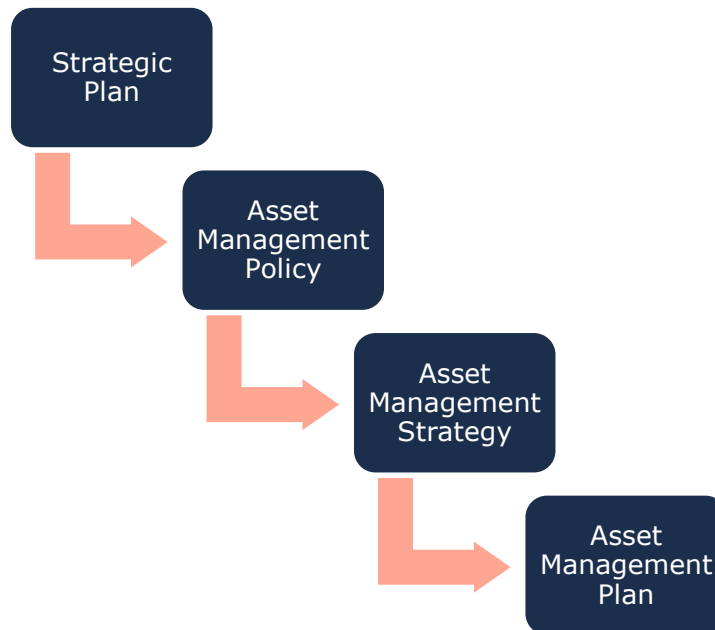


Figure 4 Foundational Asset Management Documents

This industry standard, defined by the Institute of Asset Management (IAM), emphasizes the alignment between the corporate strategic plan and various asset management documents. The strategic plan has a direct, and cascading impact on asset management planning and reporting.

Asset Management Policy

An asset management policy represents a statement of the principles guiding the Municipality's approach to asset management activities. It aligns with the organizational strategic plan and provides clear direction to municipal staff on their roles and responsibilities as part of the asset management program.

The Municipality adopted Policy #2019-04 "Strategic Asset Management Policy" in June, 2019 in accordance with Ontario Regulation 588/17.

The objectives of the policy are to define the scope, asset management goals and objectives, principles (including service delivery, long-term sustainability, holistic approach, fiscal responsibility, innovation and continual improvement, and public engagement), strategic alignment and integration, roles and responsibilities, and review period.

Asset Management Strategy

An asset management strategy outlines the translation of organizational objectives into asset management objectives and provides a strategic overview of the activities required to meet these objectives. It provides greater detail than the policy on how the Municipality plans to achieve asset management objectives through planned activities and decision-making criteria.

The Municipality's Asset Management Policy contains many of the key components of an asset management strategy and may be expanded on in future revisions or as part of a separate strategic document.

Asset Management Plan

The asset management plan (AMP) presents the outcomes of the Municipality's asset management program and identifies the resource requirements needed to achieve a defined level of service. The AMP typically includes the following content:

- State of Infrastructure
- Asset Management Strategies
- Levels of Service
- Financial Strategies

The AMP is a living document that should be updated regularly as additional asset and financial data becomes available. This will allow the Municipality to re-evaluate the state of infrastructure and identify how the organization's asset management and financial strategies are progressing.

2.3.2 Key Concepts in Asset Management

Effective asset management integrates several key components, including lifecycle management, risk & criticality, and levels of service. These concepts are applied throughout this asset management plan and are described below in greater detail.

Lifecycle Management Strategies

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset's characteristics, location, utilization, maintenance history and environment. Asset deterioration has a negative effect on the ability of an asset to fulfill its intended function, and may be characterized by increased cost, risk and even service disruption.

To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

There are several field intervention activities that are available to extend the life of an asset. These activities can be generally placed into one of three categories: maintenance, rehabilitation, and replacement. The following table provides a description of each type of activity and the general difference in cost.

Depending on initial lifecycle management strategies, asset performance can be sustained through a combination of maintenance and rehabilitation, but at some point, replacement is required. Understanding what effect these activities will have on the lifecycle of an asset, and their cost, will enable staff to make better recommendations.

Lifecycle Activity	Cost	Typical Associated Risks
<p>Maintenance</p> <p>Activities that prevent defects or deteriorations from occurring</p>	<p>\$</p>	<ul style="list-style-type: none"> Balancing limited resources between planned maintenance and reactive, emergency repairs and interventions; Diminishing returns associated with excessive maintenance activities, despite added costs; Intervention selected may not be optimal and may not extend the useful life as expected, leading to lower payoff and potential premature asset failure;
<p>Rehabilitation/ Renewal</p> <p>Activities that rectify defects or deficiencies that are already present and may be affecting asset performance</p>	<p>\$\$\$</p>	<ul style="list-style-type: none"> Useful life may not be extended as expected; May be costlier in the long run when assessed against full reconstruction or replacement; Loss or disruption of service, particularly for underground assets;

Lifecycle Activity	Cost	Typical Associated Risks
<p>Replacement/ Reconstruction</p> <p>Asset end-of-life activities that often involve the complete replacement of assets</p>	<p>\$\$\$\$ \$</p>	<ul style="list-style-type: none"> • Incorrect or unsafe disposal of existing asset; • Costs associated with asset retirement obligations; • Substantial exposure to high inflation and cost overruns; • Replacements may not meet capacity needs for a larger population; • Loss or disruption of service, particularly for underground assets;

Table 2 Lifecycle Management: Typical Lifecycle Interventions

The Municipality’s approach to lifecycle management is described within each asset category outlined in this AMP. Staff will continue to evolve and innovate current practices for developing and implementing proactive lifecycle strategies to determine which activities to perform on an asset and when they should be performed to maximize useful life at the lowest total cost of ownership.

Risk & Criticality

Asset risk and criticality are essential building blocks of asset management, integral in prioritizing projects and distributing funds where they are needed most based on a variety of factors. Assets in disrepair may fail to perform their intended function, pose substantial risk to the community, lead to unplanned expenditures, and create liability for the municipality. In addition, some assets are simply more important to the community than others, based on their financial significance, their role in delivering essential services, the impact of their failure on public health and safety, and the extent to which they support a high quality of life for community stakeholders.

Risk is a product of two variables: the probability that an asset will fail, and the resulting consequences of that failure event. It can be a qualitative measurement, (i.e. low, medium, high) or quantitative measurement (i.e. 1-5), that can be used to rank assets and projects, identify appropriate

lifecycle strategies, optimize short- and long-term budgets, minimize service disruptions, and maintain public health and safety.

Formula to Assess Risk of Assets

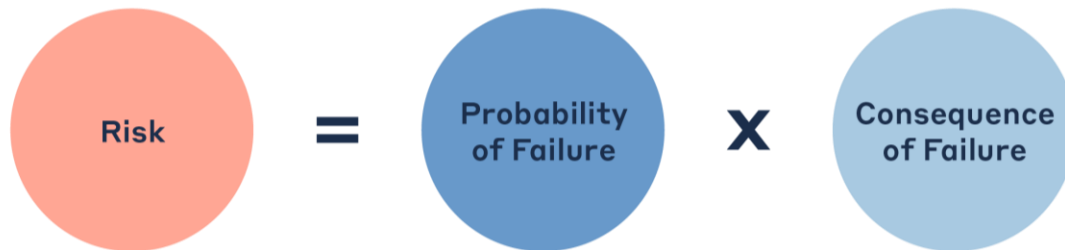


Figure 5 Risk Equations

The approach used in this AMP relies on a quantitative measurement of risk associated with each asset. The probability and consequence of failure are each scored from 1 to 5, producing a minimum risk index of 1 for the lowest risk assets, and a maximum risk index of 25 for the highest risk assets.

Probability of Failure

Several factors can help decision-makers estimate the probability or likelihood of an asset's failure, including its condition, age, previous performance history, and exposure to extreme weather events, such as flooding and ice jams—both a growing concern for municipalities in Canada.

Consequence of Failure

Estimating criticality also requires identifying the types of consequences that the organization and community may face from an asset's failure, and the magnitude of those consequences. Consequences of asset failure will vary across the infrastructure portfolio; the failure of some assets may result primarily in high direct financial cost but may pose limited risk to the community. Other assets may have a relatively minor financial value, but any downtime may pose significant health and safety hazards to residents.

Table 3 illustrates the various types of consequences that can be integrated in developing risk and criticality models for each asset category and segments within. We note that these consequences are common, but not exhaustive.

Type of Consequence	Description
<i>Direct Financial</i>	Direct financial consequences are typically measured as the replacement costs of the asset(s) affected by the failure event, including interdependent infrastructure.
<i>Economic</i>	Economic impacts of asset failure may include disruption to local economic activity and commerce, business closures, service disruptions, etc. Whereas direct financial impacts can be seen immediately or estimated within hours or days, economic impacts can take weeks, months and years to emerge, and may persist for even longer.
<i>Socio-political</i>	Socio-political impacts are more difficult to quantify and may include inconvenience to the public and key community stakeholders, adverse media coverage, and reputational damage to the community and the Municipality.
<i>Environmental</i>	Environmental consequences can include pollution, erosion, sedimentation, habitat damage, etc.
<i>Public Health and Safety</i>	Adverse health and safety impacts may include injury or death, or impeded access to critical services.
<i>Strategic</i>	These include the effects of an asset's failure on the community's long-term strategic objectives, including economic development, business attraction, etc.

Table 3 Risk Analysis: Types of Consequences of Failure

This AMP includes a preliminary evaluation of asset risk and criticality. Each asset has been assigned a probability of failure score and consequence of failure score based on available asset data. These risk scores can be used to prioritize maintenance, rehabilitation, and replacement strategies for critical assets.

These models have been built in Citywide for continued review, updates, and refinements.

Levels of Service

A level of service (LOS) is a measure of the services that the Municipality is providing to the community and the nature and quality of those services. Within each asset category in this AMP, technical metrics and qualitative descriptions that measure both technical and community levels of service have been established and measured as data is available.

The Municipality measures the level of service provided at two levels: Community Levels of Service, and Technical Levels of Service. This AMP includes those LOS that are required under O. Reg. 588/17 as well as any additional metrics the Municipality wishes to track.

Community Levels of Service

Community levels of service are a simple, plain language description or measure of the service that the community receives. For core asset categories as applicable (Roads, Bridges & Culverts, Stormwater, Water, and Sanitary) the province, through O. Reg. 588/17, has provided qualitative descriptions that are required to be included in this AMP.

Technical Levels of Service

Technical levels of service are a measure of key technical attributes of the service being provided to the community. These include mostly quantitative measures and tend to reflect the impact of the Municipality's asset management strategies on the physical condition of assets or the quality/capacity of the services they provide.

For core asset categories as applicable (Roads, Bridges & Culverts, Stormwater, Water, and Sanitary) the province, through O. Reg. 588/17, has also provided technical metrics that are required to be included in this AMP.

Current and Proposed Levels of Service

This AMP focuses on measuring the current level of service provided to the community. Once current levels of service have been measured, the Municipality plans to establish proposed levels of service over a 10-year period, in accordance with O. Reg. 588/17.

Proposed levels of service should be realistic and achievable within the timeframe outlined by the Municipality. They should also be determined with consideration of a variety of community expectations, fiscal capacity, regulatory requirements, corporate goals and long-term sustainability. Once proposed levels of service have been established, and prior to July 2025, the

Municipality must identify a lifecycle management and financial strategy which allows these targets to be achieved.

2.4 Scope & Methodology

2.4.1 Asset Categories for this AMP

This asset management plan for the Municipality of West Elgin is produced in compliance with O. Reg. 588/17. The July 2024 deadline under the regulation—the second of three AMPs—requires analysis of core and non-core asset categories.

The AMP summarizes the state of the infrastructure for the Municipality’s asset portfolio, establishes current levels of service and the associated technical and customer oriented key metrics, outlines lifecycle strategies for optimal asset management and performance, and provides financial strategies to reach sustainability for the asset categories listed below.

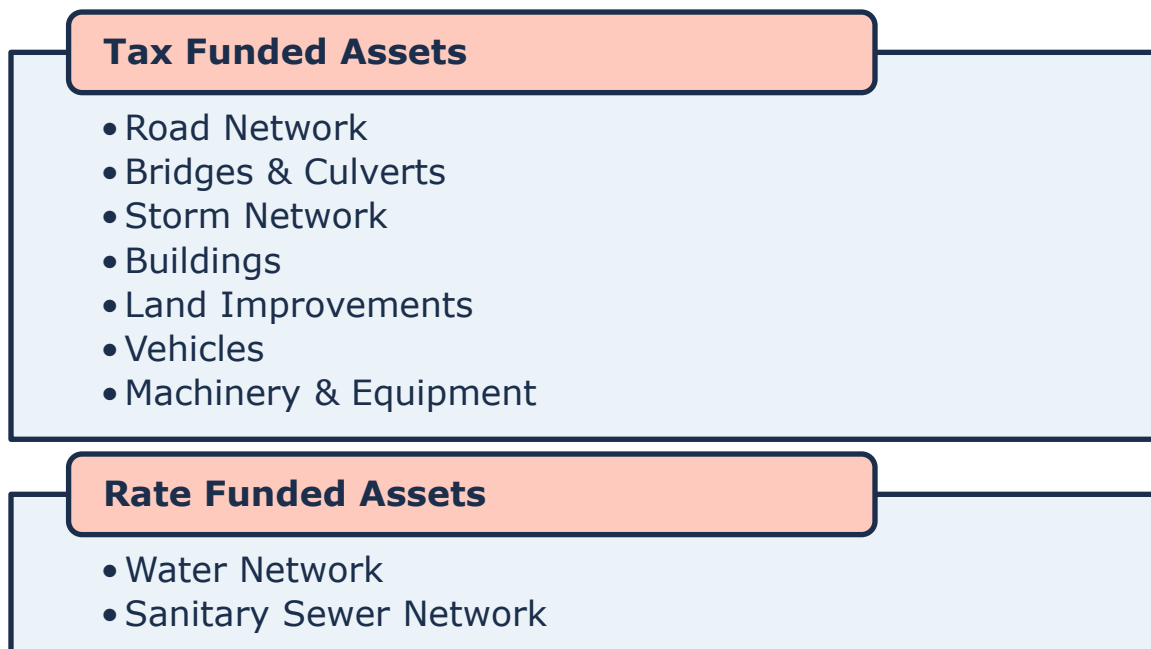


Figure 6 Tax Funded and Rate Funded Asset Categories

2.4.2 Data Effective Date

It is important to note that this plan is based on data as of **December 2024**; therefore, it represents a snapshot in time using the best available processes, data, and information at the Municipality. Strategic asset management planning is an ongoing and dynamic process that requires continuous data updates and dedicated data management resources.

2.4.3 Deriving Replacement Costs

There are a range of methods to determine the replacement cost of an asset, and some are more accurate and reliable than others. This AMP relies on two methodologies:

User-Defined Cost and Cost Per Unit

Based on costs provided by municipal staff which could include average costs from recent contracts; data from engineering reports and assessments; staff estimates based on knowledge and experience.

Cost Inflation / CPI Tables

Historical costs of the assets are inflated based on Consumer Price Index or Non-Residential Building Construction Price Index.

User-defined costs based on reliable sources are a reasonably accurate and reliable way to determine asset replacement costs. Cost inflation is typically used in the absence of reliable replacement cost data. It is a reliable method for recently purchased and/or constructed assets where the total cost is reflective of the actual costs that the Municipality incurred. As assets age, and new products and technologies become available, cost inflation becomes a less reliable method.

2.4.4 Estimated Service Life & Service Life Remaining

The estimated useful life (EUL) of an asset is the period over which the Municipality expects the asset to be available for use and remain in service before requiring replacement or disposal. The EUL for each asset in this AMP was assigned according to the knowledge and expertise of municipal staff and supplemented by existing industry standards when necessary.

By using an asset's in-service data and its EUL, the Municipality can determine the service life remaining (SLR) for each asset. Using condition data and the asset's SLR, the Municipality can more accurately forecast when it will require replacement. The SLR is calculated as follows:



Figure 7 Service Life Remaining Calculation

2.4.5 Reinvestment Rate

As assets age and deteriorate they require additional investment to maintain a state of good repair. The reinvestment of capital funds, through asset renewal or replacement, is necessary to sustain an adequate level of service. The reinvestment rate is a measurement of available or required funding relative to the total replacement cost.

By comparing the actual vs. target reinvestment rate the Municipality can determine the extent of any existing funding gap. The reinvestment rate is calculated as follows:



Figure 8 Target Reinvestment Rate Calculation

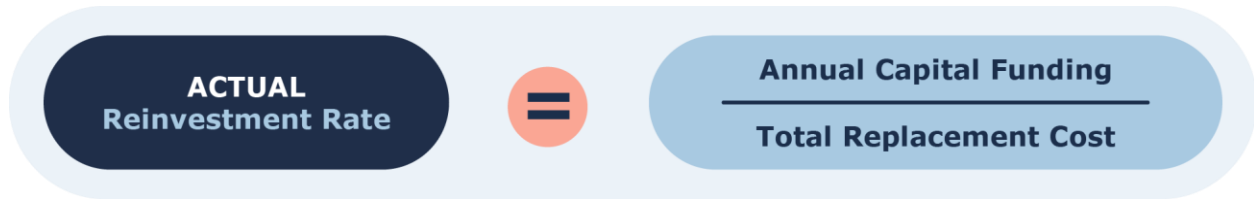


Figure 9 Actual Reinvestment Rate Calculation

2.4.6 Deriving Asset Condition

An incomplete or limited understanding of asset condition can mislead long-term planning and decision-making. Accurate and reliable condition data helps to prevent premature and costly rehabilitation or replacement and ensures that lifecycle activities occur at the right time to maximize asset value and useful life.

A condition assessment rating system provides a standardized descriptive framework that allows comparative benchmarking across the Municipality's asset portfolio. The table below outlines the condition rating system used in this AMP to determine asset condition. This rating system is aligned with the Canadian Core Public Infrastructure Survey which is used to develop the Canadian Infrastructure Report Card. When assessed condition data is not available, service life remaining is used to approximate asset condition.

Condition	Description	Criteria	Service Life Remaining (%)
Very Good	Fit for the future	Well maintained, good condition, new or recently rehabilitated	80-100
Good	Adequate for now	Acceptable, generally approaching mid-stage of expected service life	60-80
Fair	Requires attention	Signs of deterioration, some elements exhibit significant deficiencies	40-60
Poor	Increasing potential of affecting service	Approaching end of service life, condition below standard, large portion of system exhibits significant deterioration	20-40
Very Poor	Unfit for sustained service	Near or beyond expected service life, widespread signs of advanced deterioration, some assets may be unusable	0-20

Table 4 Standard Condition Rating Scale

The analysis in this AMP is based on assessed condition data only as available. In the absence of assessed condition data, asset age is used as a proxy to determine asset condition.

Condition vs. Suitability

It is important to note that condition is only one aspect of determining an asset's suitability to providing the service intended. Other factors, such as capacity, should be considered on a category level.

For example, a Town Hall Office Facility may be in good condition with sufficient service life remaining, but only has office space for 20 employees. If the municipality requires office space for 30 employees, solutions should be considered which may include replacement amongst other alternatives such as secondary office space, remote work options, etc. As these considerations are nuanced for the specific asset, suitability factors may not be directly addressed as part of this Asset Management Plan.

2.5 Ontario Regulation 588/17

As part of the Infrastructure for Jobs and Prosperity Act, 2015, the Ontario government introduced Regulation 588/17 - Asset Management Planning for Municipal Infrastructure (O. Reg 588/17)¹. Along with creating better performing organizations, more liveable and sustainable communities, the regulation is a key, mandated driver of asset management planning and reporting. It places substantial emphasis on current and proposed levels of service and the lifecycle costs incurred in delivering them.

Figure 10 below outlines key reporting requirements under O. Reg 588/17 and the associated timelines.

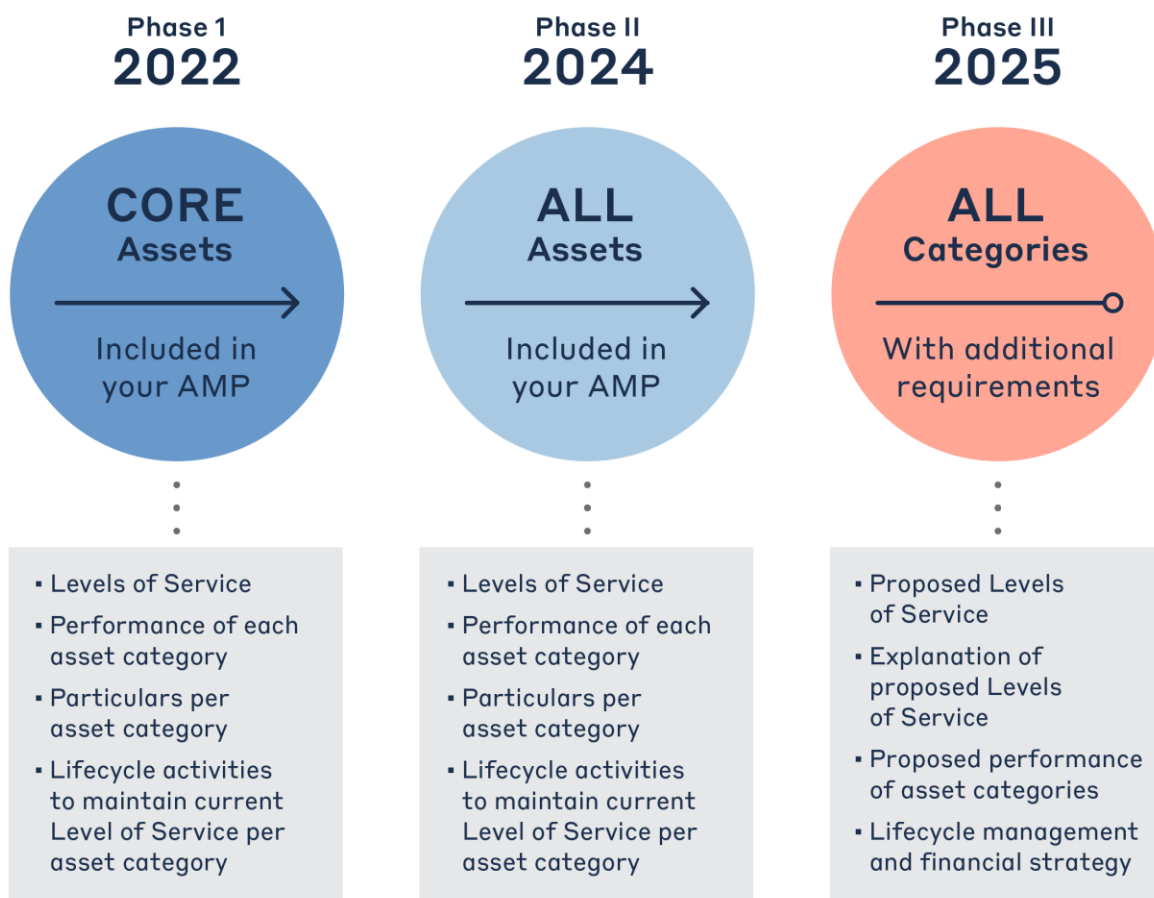


Figure 10 O. Reg. 588/17 Requirements and Reporting Deadlines

¹ O. Reg. 588/17: Asset Management Planning for Municipal Infrastructure
<https://www.ontario.ca/laws/regulation/170588>

2.5.1 O. Reg. 588/17 Compliance Review

Requirement	O. Reg. 588/17 Section	AMP Section Reference	Status
Summary of assets in each category	S.5(2), 3(i)	4.1 – 12.1	Complete
Replacement cost of assets in each category	S.5(2), 3(ii)	4.1 – 12.1	Complete
Average age of assets in each category	S.5(2), 3(iii)	4.3 – 12.3	Complete
Condition of core assets in each category	S.5(2), 3(iv)	4.2 – 12.2	Complete
Description of municipality’s approach to assessing the condition of assets in each category	S.5(2), 3(v)	4.4 – 12.4	Complete
Current levels of service in each category	S.5(2), 1(i-ii)	4.7 – 12.7	Complete
Current performance measures in each category	S.5(2), 2	4.7 – 12.7	Complete
Lifecycle activities needed to maintain current levels of service for 10 years	S.5(2), 4	4.4 – 12.4	Complete
Costs of providing lifecycle activities for 10 years	S.5(2), 4	Appendix B	Complete
Growth assumptions	S.5(2), 5(i-ii) S.5(2), 6(i-vi)	13.1 – 13.2	Complete

Table 5 O. Reg. 588/17 Compliance Review

3. Portfolio Overview – State of the Infrastructure

The state of the infrastructure (SOTI) summarizes the inventory, condition, age profiles, and other key performance indicators for the Municipality’s infrastructure portfolio. These details are presented for all core and non-core asset categories.

3.1 Asset Hierarchy & Data Classification

Asset hierarchy explains the relationship between individual assets and their components, and a wider, more expansive network and system. How assets are grouped in a hierarchy structure can impact how data is interpreted. Assets were structured to support meaningful, efficient reporting and analysis. Key category details are summarized at asset segment level.



Figure 11 Asset Hierarchy and Data Classification

3.2 Portfolio Overview

3.2.1 Total Replacement Cost of Asset Portfolio

The nine asset categories analyzed in this Asset Management Plan have a total current replacement cost of \$174 million. This estimate was calculated using user-defined costing, as well as inflation of historical or original costs to current date. This estimate reflects replacement of historical assets with similar, not necessarily identical, assets available for procurement today. Figure 12 illustrates the replacement cost of each asset category; at 26% of the total portfolio, the water network forms the largest share of the Municipality’s asset portfolio, followed by the machinery and equipment at 17%.

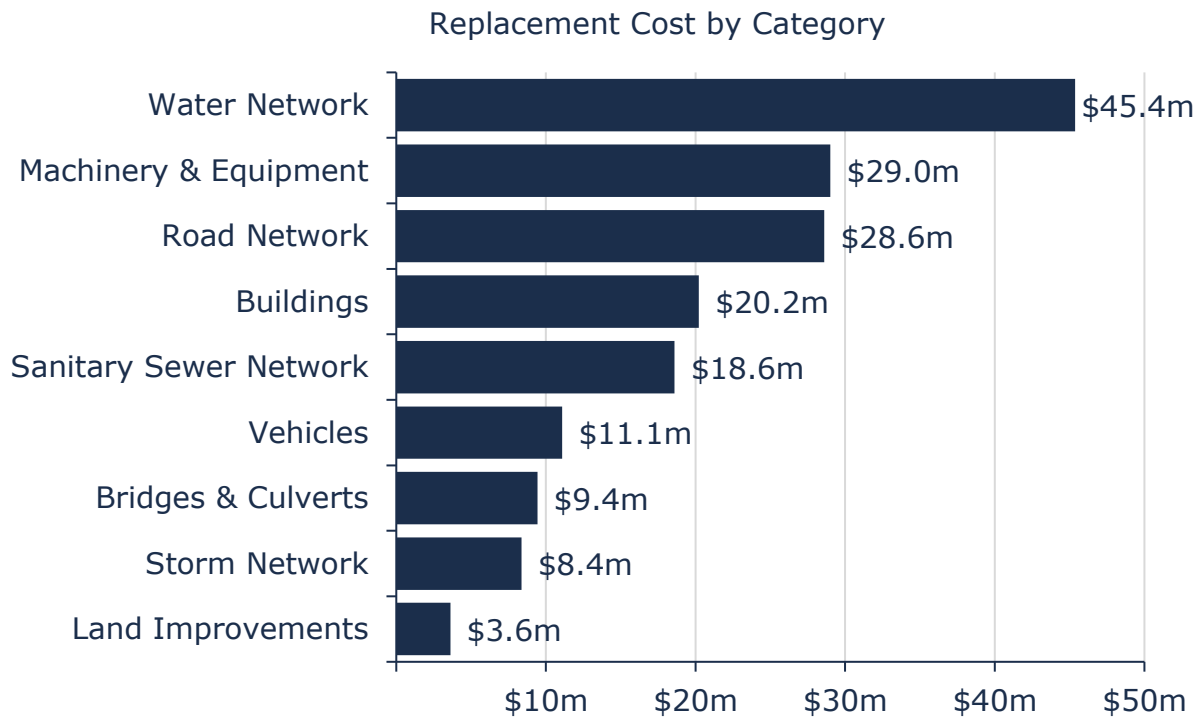


Figure 12 Current Replacement Cost by Asset Category

3.2.2 Target vs. Actual Reinvestment Rate

The graph below depicts funding gaps by comparing the target to the current reinvestment rate. To meet the existing long-term capital requirements, the Municipality requires an annual capital investment of \$4.9 million, for a target portfolio reinvestment rate of 2.8%. Currently, the annual investment from sustainable revenue sources is \$2.5 million, for a current portfolio reinvestment rate of 1.5%. Target and current re-investment rates by asset category are detailed below.

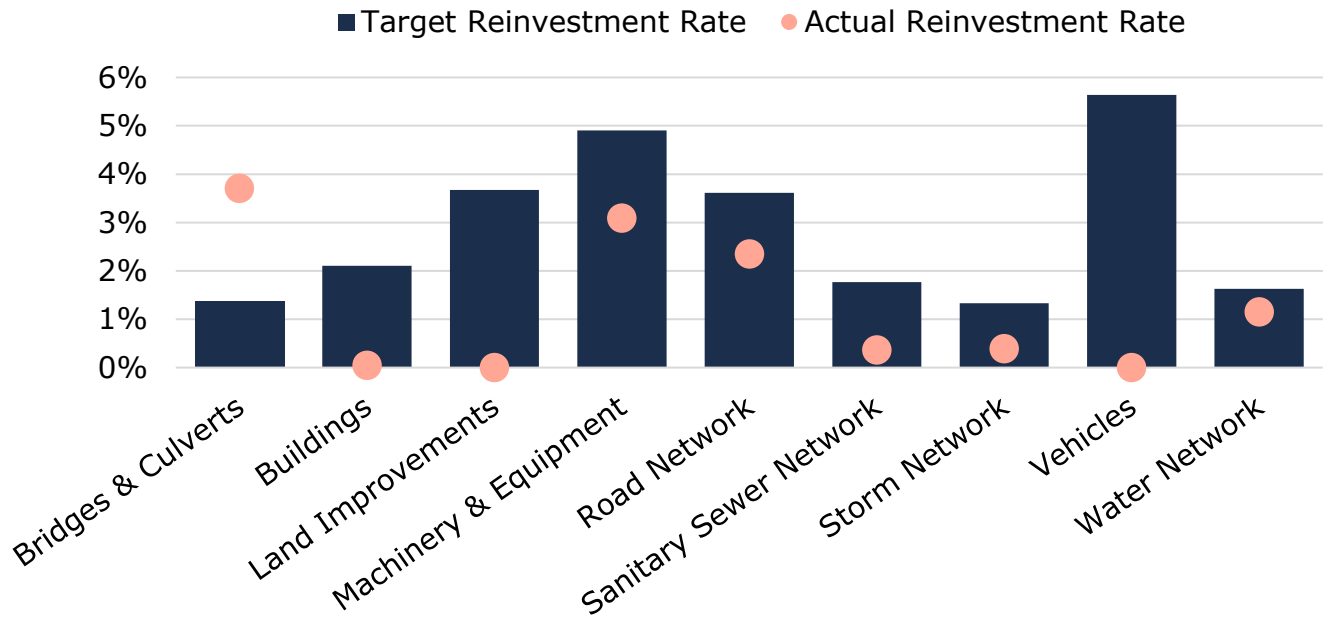


Figure 13 Current Vs. Target Reinvestment Rate

3.2.3 Condition of Asset Portfolio

Figure 14 and Figure 15 summarize asset condition at the portfolio and category levels, respectively. Based on both assessed condition and age-based analysis, 43% of the Municipality’s infrastructure portfolio is in fair or better condition, with the remaining 57% in poor or worse condition. Typically, assets in poor or worse condition may require replacement or major rehabilitation in the immediate or short-term. Targeted condition assessments may help further refine the list of assets that may be candidates for immediate intervention, including potential replacement or reconstruction.

Similarly, assets in fair condition should be monitored for disrepair over the medium term. Keeping assets in fair or better condition is typically more cost-effective than addressing assets needs when they enter the latter stages of their lifecycle or decline to a lower condition rating, e.g., poor or worse.

Condition data was available for part of the road network and all bridges & culverts. For all remaining assets, including major infrastructure such as water mains and buildings, age was used as an approximation of condition for most of these assets. Age-based condition estimations can skew data and lead to potential under- or overstatement of asset needs.

Further, when assessed condition data was available, it was projected to current year (2024). This ‘projected condition’ can generate lower condition

ratings than those established at the time of the condition assessment. The rate of this deterioration will also depend on lifecycle curves used to project condition over time.

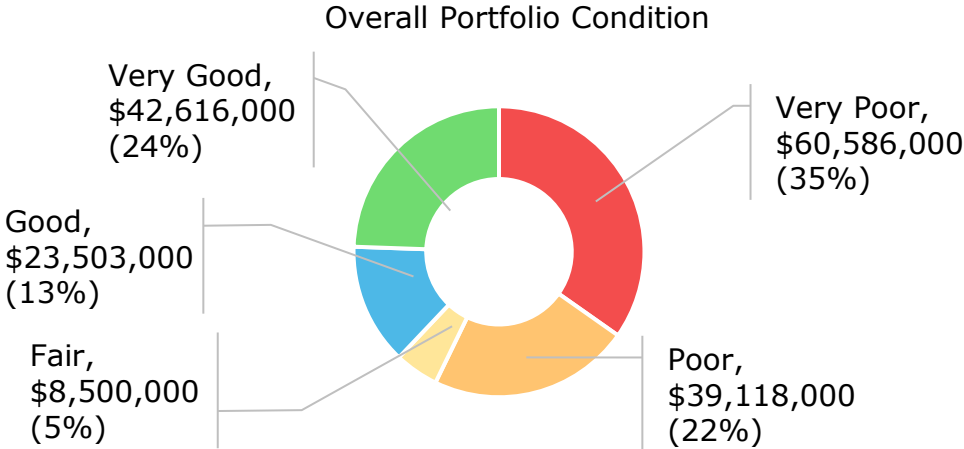
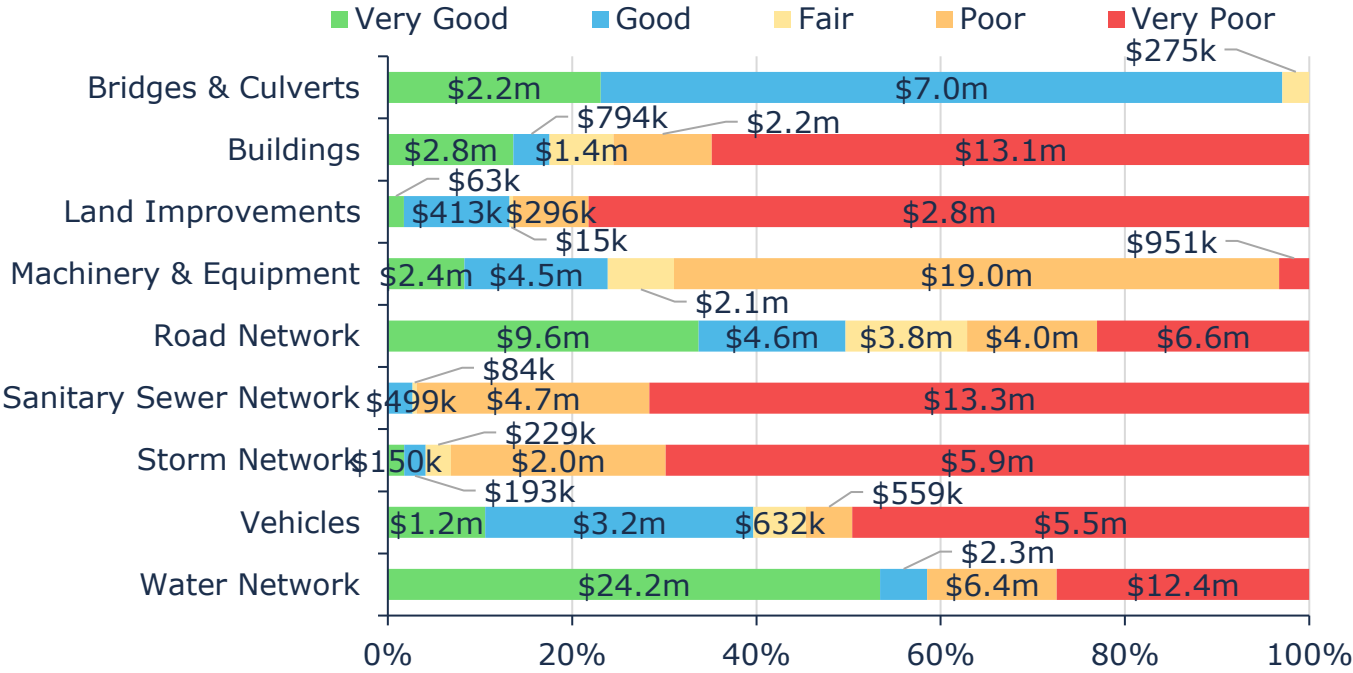


Figure 14 Asset Condition: Portfolio Overview

As further illustrated in Figure 15 at the category level, the majority of major, core infrastructure including roads, bridges, and structural culverts are in fair or better condition, based on in-field condition assessment data and age-based condition projections. See Table 6 for details on how condition data was derived for each asset segment.



Value and Percentage of Asset Segments by Replacement Cost

Figure 15 Asset Condition by Asset Category

Source of Condition Data

This AMP relies on assessed condition for 10% of assets, based on and weighted by replacement cost. For the remaining assets, age is used as an approximation of condition. Assessed condition data is invaluable in asset management planning as it reflects the true condition of the asset and its ability to perform its functions. The table below identifies the source of condition data used throughout this AMP.

Asset Category	Asset Segment(s)	% of Assets with Assessed Conditions	Source of Condition Data
Road Network	All	29%	Staff Assessments
Bridges & Culverts	Bridges Structural Culverts	100%	2022 OSIM Report
Water Network	All	0%	N/A
Sanitary Sewer Network	All	0%	N/A
Storm Network	All	0%	N/A
Buildings	All	0%	N/A
Land Improvements	All	0%	N/A
Vehicles	All	0%	N/A
Machinery & Equipment	All	0%	N/A

Table 6 Source of Condition Data

3.2.4 Service Life Remaining

Based on asset age, available assessed condition data and estimated useful life, 57% of the Municipality's assets will require replacement within the next 10 years (not accounting for asset replacement backlog).

3.2.5 Risk Matrix

Using the risk equation and preliminary risk models, Figure 16 shows how assets across the different asset categories are stratified within a risk matrix.

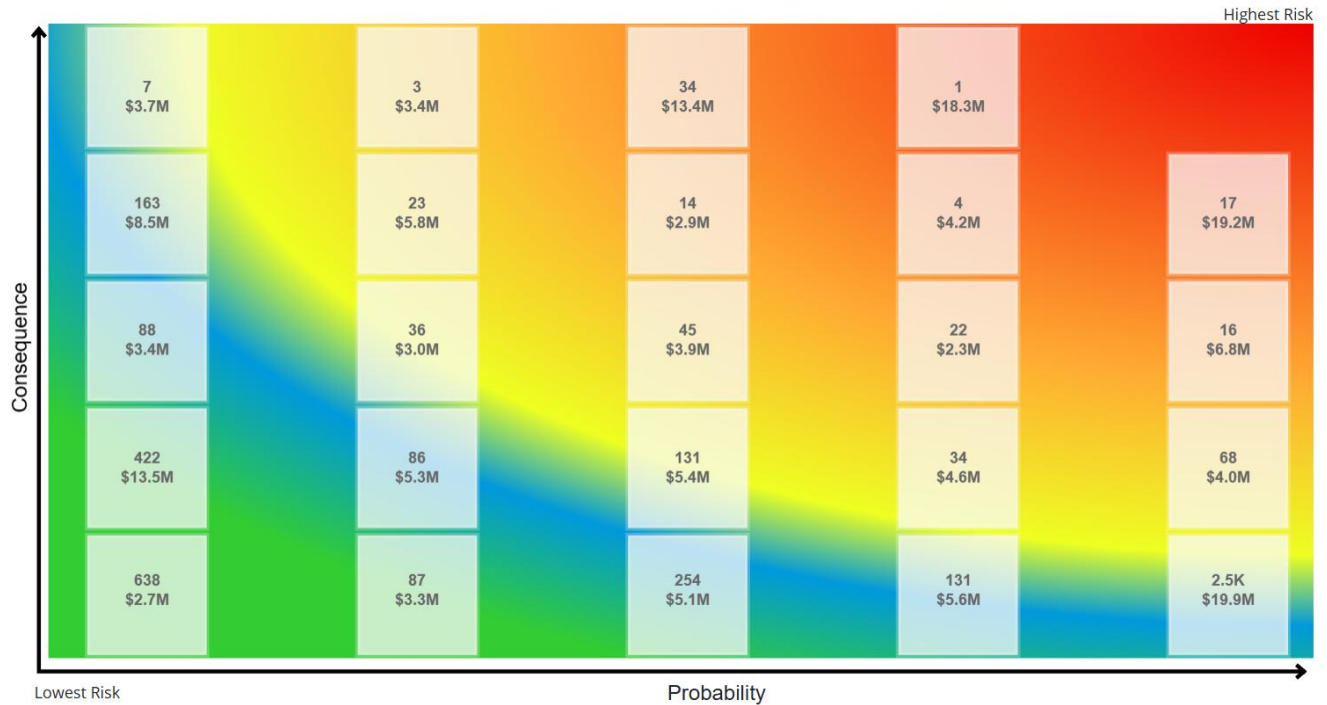


Figure 16 Risk Matrix: All Assets

The analysis shows that based on current risk models, approximately 36% of the Municipality’s assets, with a current replacement cost of approximately \$62 million, carry a risk rating of 15 or higher (red) out of 25. Assets in this group may have a high probability of failure based on available condition data and age-based estimates and were considered to be most essential to the Municipality.

As new asset attribute information and condition assessment data are integrated with the asset register, asset risk ratings will evolve, resulting in a redistribution of assets within the risk matrix. Staff should also continue to calibrate risk models.

We caution that since risk ratings rely on many factors beyond an asset’s physical condition or age, assets in a state of disrepair can sometimes be classified as low-risk, despite their poor condition rating. In such cases, although the probability of failure for these assets may be high, their consequence of failure ratings were determined to be low based on the attributes used and the data available.

Similarly, assets with very high condition ratings can receive a moderate to high-risk rating despite a low probability of failure. These assets may be deemed as highly critical to the Municipality based on their costs, economic importance, social significance, and other factors. Continued calibration of an asset’s criticality and regular data updates are needed to ensure these models more accurately reflect an asset’s actual risk profile.

3.2.6 Forecasted Capital Requirements

Aging assets require maintenance, rehabilitation, and replacement. Figure 17 below illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for all asset categories analyzed in this AMP over a 75-year time horizon. On average, \$4.9 million is required each year to remain current with capital replacement needs for the Municipality’s asset portfolio, represented by the red dotted line. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise. This figure relies on age and available condition data.

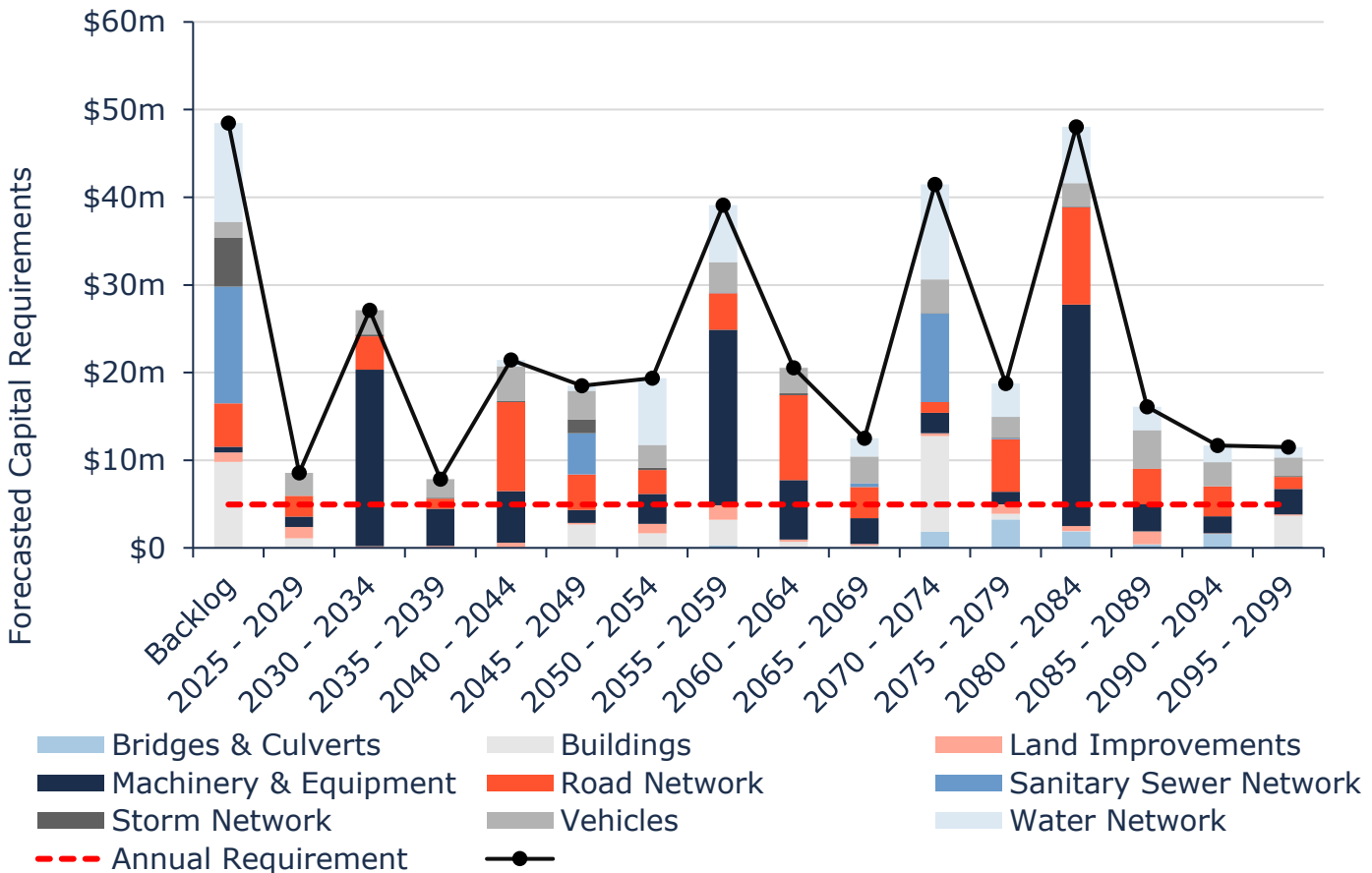


Figure 17 Capital Replacement Needs: Portfolio Overview 2025-2099

The chart also illustrates a backlog of more than \$48 million, comprising assets that remain in service beyond their estimated useful life. It is unlikely that all such assets are in a state of disrepair, requiring immediate replacements. This makes continued and expanded targeted and consistent condition assessments integral. Risk frameworks, proactive lifecycle strategies, and levels of service targets can then be used to prioritize projects, continuously refine estimates for both backlogs and ongoing capital needs and help select the right treatment for each asset. In addition, more effective componentization of buildings will improve these projections, including backlog estimates.

Core Assets

Road Network



Replacement Cost	Average Condition	Financial Capacity	
\$28.6 m	Fair	Annual Requirement:	\$1,033,000
		Funding Available:	\$672,000
		Annual Deficit:	\$361,000

Bridges & Culverts



Replacement Cost	Average Condition	Financial Capacity	
\$9.4 m	Good	Annual Requirement:	\$129,000
		Funding Available:	\$350,000
		Annual Deficit:	-\$221,000

Water Network



Replacement Cost	Average Condition	Financial Capacity	
\$45.4 m	Fair	Annual Requirement:	\$740,000
		Funding Available:	\$524,000
		Annual Deficit:	\$216,000

Sanitary Sewer Network



Replacement Cost	Average Condition	Financial Capacity	
\$18.6 m	Very Poor	Annual Requirement:	\$329,000
		Funding Available:	\$68,000
		Annual Deficit:	\$261,000

Storm Network



Replacement Cost	Average Condition	Financial Capacity	
\$8.4 m	Very Poor	Annual Requirement:	\$112,000
		Funding Available:	\$33,000
		Annual Deficit:	\$79,000

4. Road Network

The Municipality’s road network has a current replacement cost of more than \$28.6 million. The Municipality also owns and manages other supporting infrastructure and capital assets, including sidewalks, signs, and lights and transformers.

4.1 Inventory & Valuation

Table 7 summarizes the quantity and current replacement cost of the Municipality’s various road network assets as managed in its primary asset management register, Citywide.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Gravel Roads	142	Quantity	\$6,559,000	CPI
HCB Roads	114,648	Length (m)	\$13,662,000	Cost/Unit
LCB Roads	34,583	Length (m)	\$1,383,000	CPI
Lights and Transformers	449	Quantity	\$4,545,000	Cost/Unit
Sidewalks	16,956	Length (m)	\$2,408,000	Cost/Unit
Signs	614	Quantity	\$41,000	Cost/Unit
TOTAL			\$28,597,000	

Table 7 Detailed Asset Inventory: Road Network

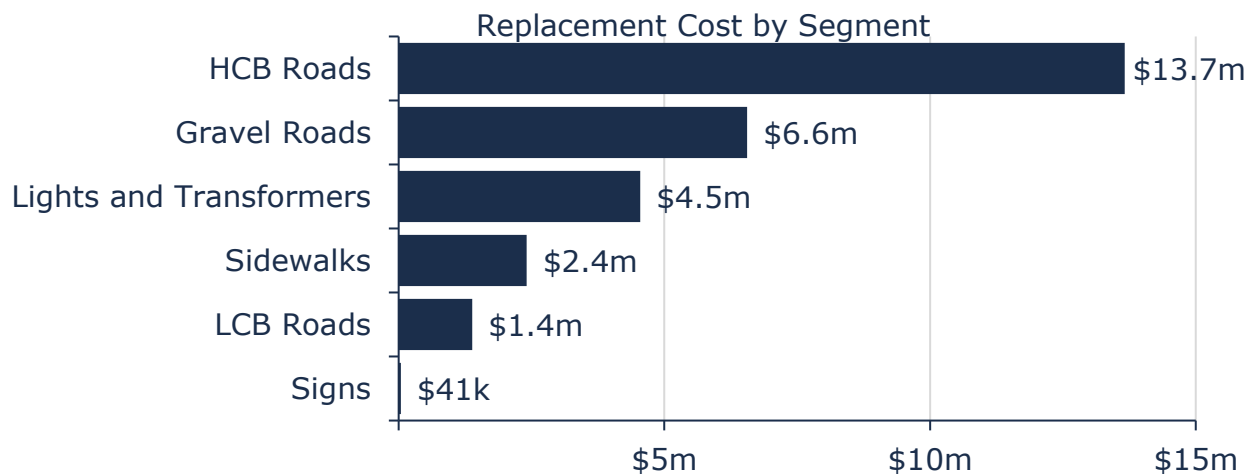


Figure 18 Portfolio Valuation: Road Network

4.2 Asset Condition

Figure 19 summarizes the replacement cost-weighted condition of the Municipality's road network. Based on a combination of field inspection data and age, 63% of assets are in fair or better condition; the remaining 37% of assets are in poor to very poor condition. Condition assessments were available for 75% of LCB roads, 35% of HCB roads, 5% of gravel roads and 88% of sidewalks, based on replacement cost. This condition data was projected from inspection date to current year to estimate their condition today. No condition data was available for the remaining asset types.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 19, the majority of the Municipality's road network assets are in fair or better condition.

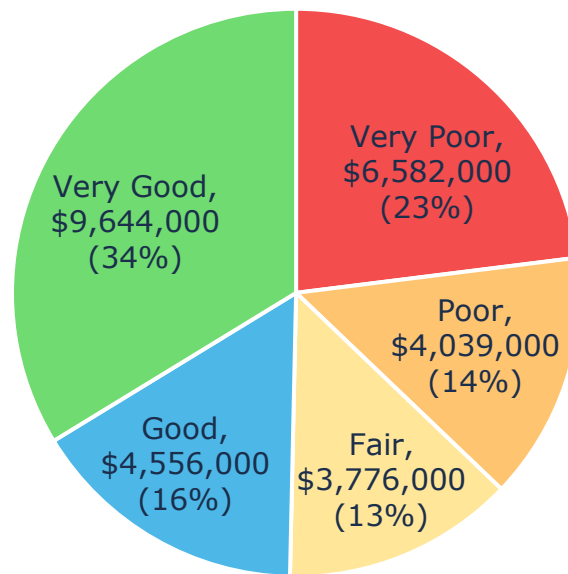


Figure 19 Asset Condition: Road Network Overall

As illustrated in Figure 20, based on condition assessments, the majority of the Municipality's HCB and LCB paved road network are in fair or better condition; however, 66% of gravel roads are in poor or worse condition.

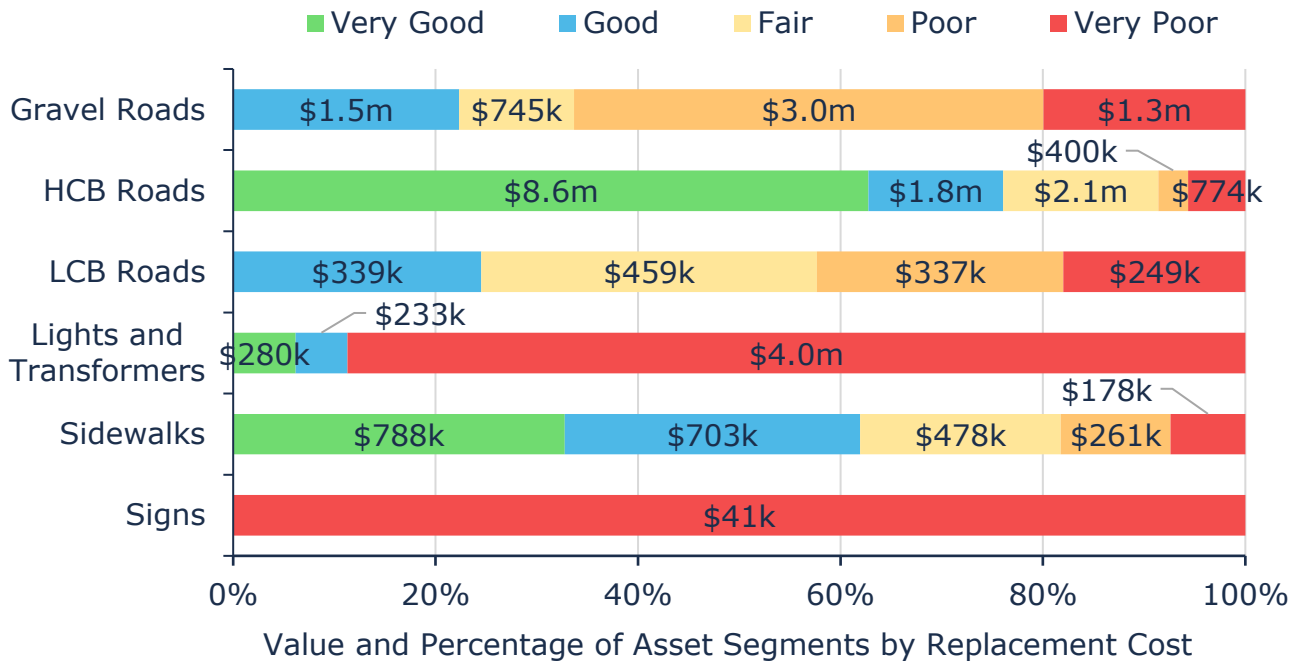


Figure 20 Asset Condition: Road Network by Segment

4.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 21 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

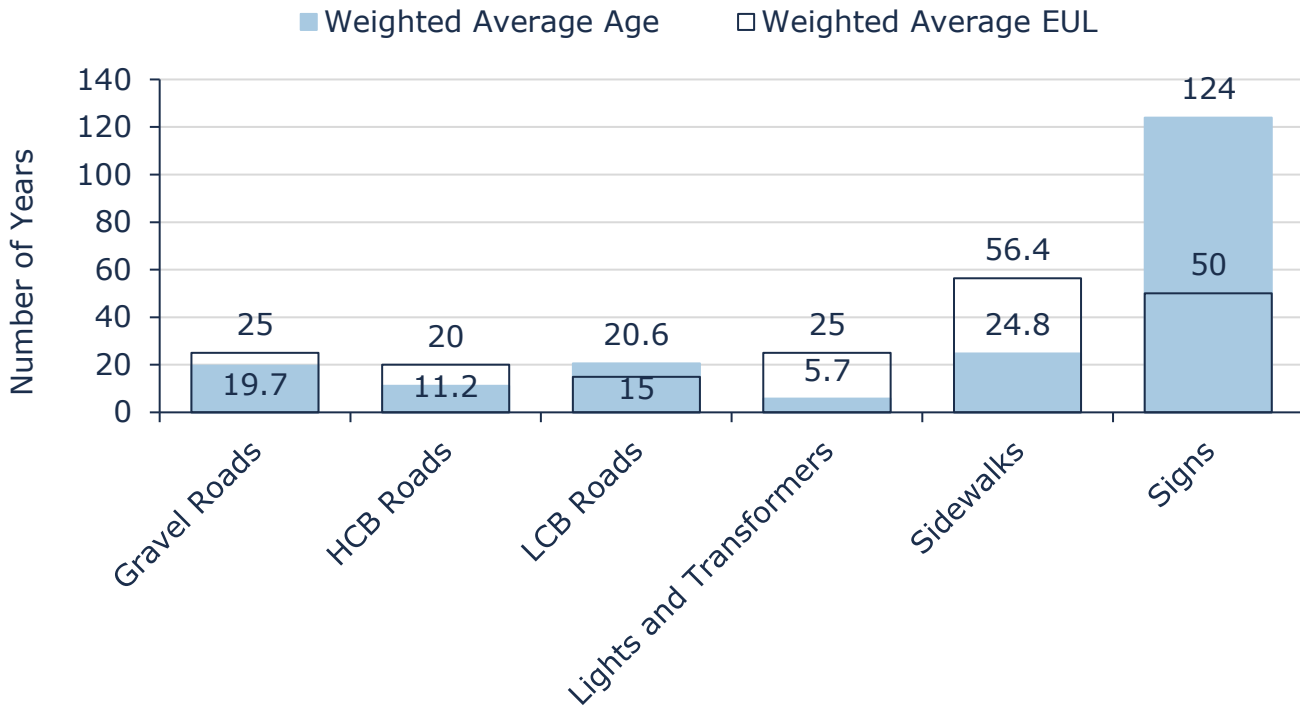


Figure 21 Estimated Useful Life vs. Asset Age: Road Network

Although asset age is an important measurement for long-term planning, condition assessments provide a more accurate indication of actual asset needs. Further, useful life estimates established as part of the PSAB 3150 implementation may not be accurate and may not reflect in-field asset performance.

4.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment.

The following lifecycle strategies have been developed as a proactive approach to managing the lifecycle of HCB. Instead of allowing the roads to deteriorate until replacement is required, strategic rehabilitation is expected to extend the service life of roads at a lower total cost.

Paved Roads (HCB)		
Event Name	Event Class	Event Trigger
Crack Sealing	Maintenance	6 Years (Repeated)
Mill and Pave	Rehabilitation	40 Condition
Full Reconstruction	Replacement	0 Condition

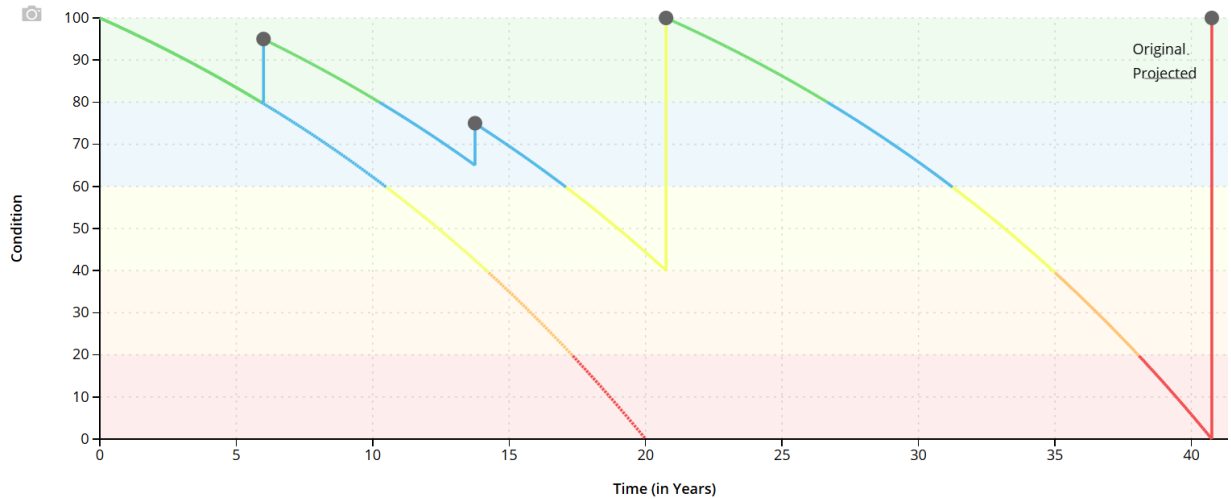


Table 8 Lifecycle Management Strategy: Road Network (HCB Roads)

The following table expands on maintenance and inspection activities for road network assets.

Activity Type	Description of Current Strategy
Maintenance	A gravel maintenance program is in place which includes dust control on a regular basis
	Summer maintenance activities include asphalt patching, sidewalk repairs, grading, re-gravelling, vegetation management, road sign installation/maintenance, and line painting
	Winter maintenance activities include snow plowing and snow removal
Inspection	Road inspections are typically conducted monthly by internal staff and during routine route patrols to identify maintenance tasks

Activity Type	Description of Current Strategy
	Gravel roads are inspected according to Minimum Maintenance Standards
	Sidewalks are assessed annually, and deficiencies are noted by internal staff

Table 9 Lifecycle Management Strategy: Road Network

4.5 Forecasted Long-Term Replacement Needs

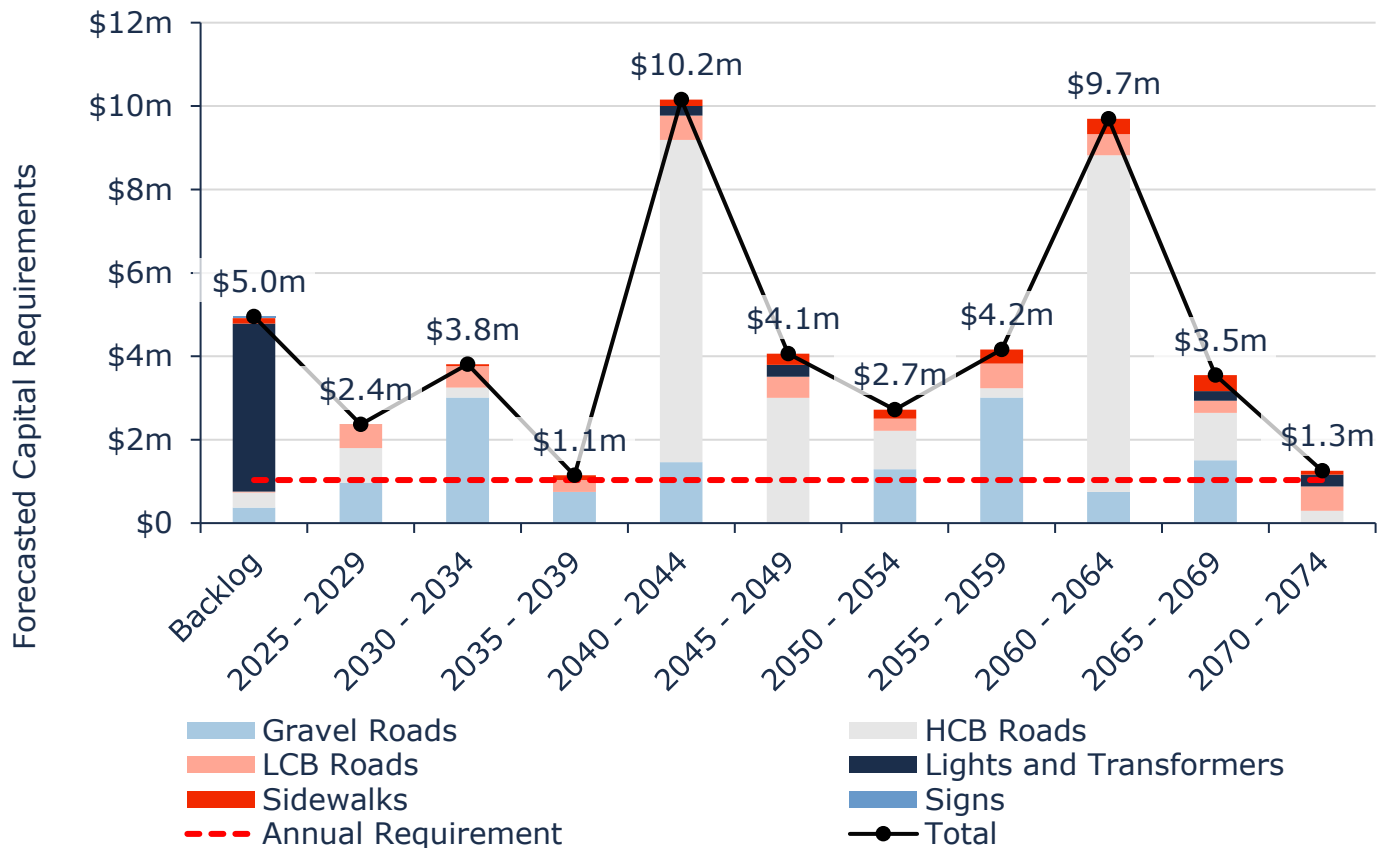


Figure 22 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s road network. This analysis was run until 2074 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$1.0 million for all assets in the road network. Although actual spending may fluctuate substantially from year to year, this figure is a useful

benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog \$5.0 million, dominated by lights and transformers. These projections are based on asset replacement costs, age analysis, and condition data when available, as well as lifecycle modeling (roads only). They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

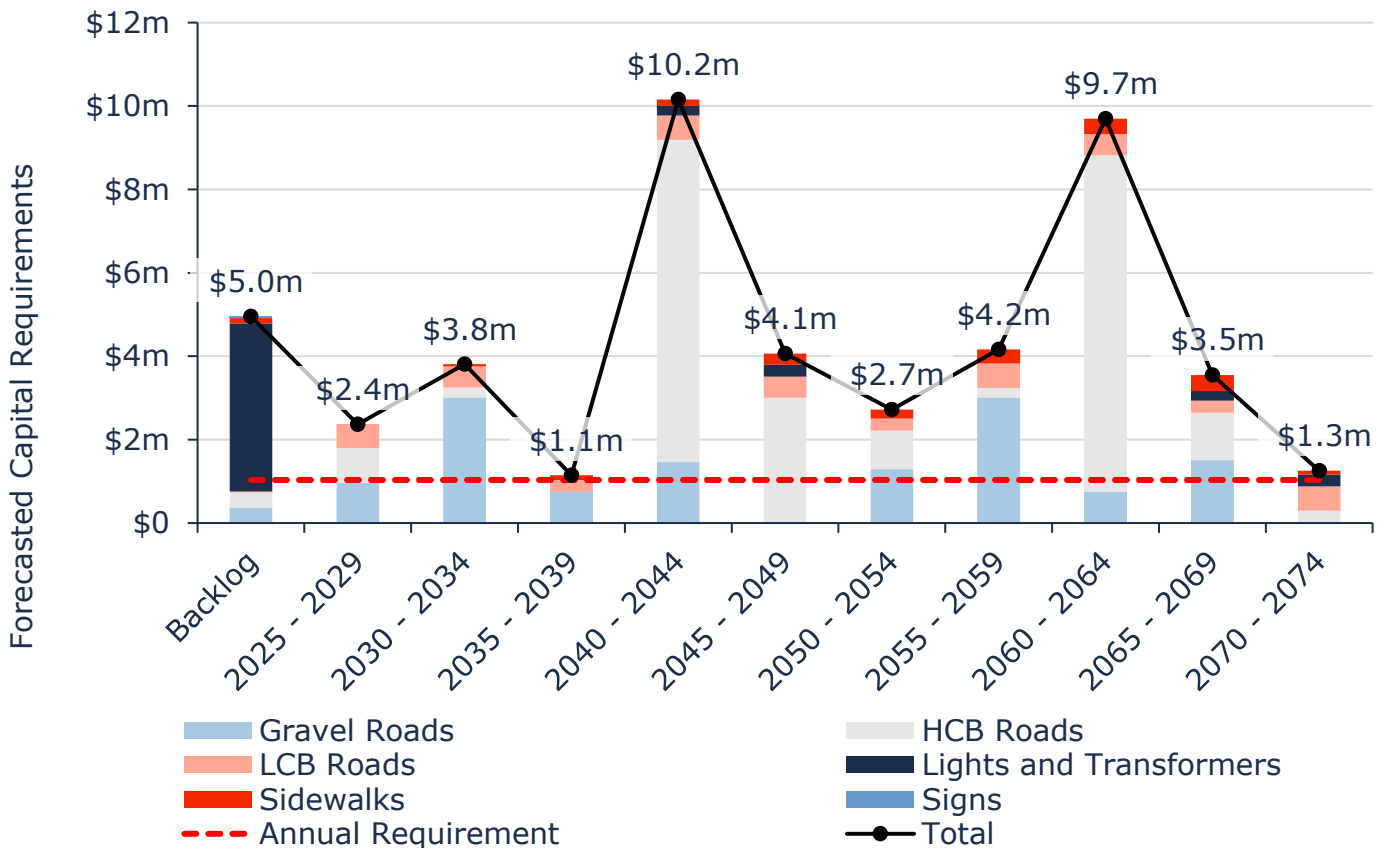


Figure 22 Forecasted Capital Replacement Needs: Road Network 2025-2074

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular pavement condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

4.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, AADT, service life remaining, drainage adequacy, road surface type, replacement cost and road class. The risk ratings for assets without useful attribute data were calculated using only condition and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

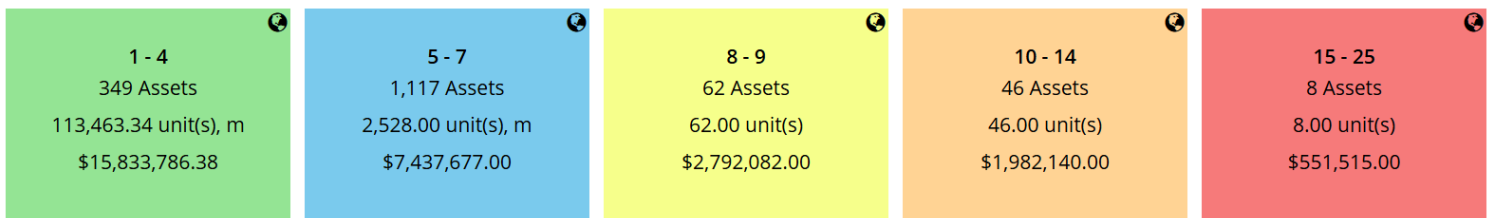


Figure 23 Risk Matrix: Road Network

4.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17, as well as any additional performance measures that the Municipality selected for this AMP.

4.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the road network in the municipality and its level of connectivity	West Elgin roads allow for the safe and efficient movement of people and goods throughout the Municipality. The roads are maintained to ensure a smooth driving experience for residents and visitors, and to minimize vehicle damage. The winter maintenance program keeps roads passable and safe during snow and icy conditions. The road network provides appropriate access to emergency services.
Quality	Description or images that illustrate the different levels of road class pavement condition	<p>All roads in the Municipality have received a condition rating, either age-based or based on staff assessments. The following scale was used:</p> <p>(0-20) Very Poor - Road surface exhibits severe deterioration and requires renewal or full replacement.</p> <p>(20-40) Poor – Road surface exhibits significant deterioration and requires renewal or full replacement in the next 1 – 5 years.</p> <p>(40- 60) Fair – Road surface exhibits moderate deterioration and requires maintenance or rehabilitation soon.</p> <p>(60-80) Good - Road surface is in good condition. Renewal or reconstruction is not required for 6-10+ years.</p> <p>(80 – 100) Very Good - Road surface is in excel condition or has been recently re-surfaced. Renewal or reconstruction is not required for 10+ years.</p>

Table 10 O. Reg. 588/17 Community Levels of Service: Road Network

4.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	Lane-km of arterial roads (MMS classes 1 and 2) per land area (km/km ²)	0.61 km/km ²
	Lane-km of collector roads (MMS classes 3 and 4) per land area (km/km ²)	0 km/km ²
	Lane-km of local roads (MMS classes 5 and 6) per land area (km/km ²) ²	0.40 km/km ²
Quality	Average pavement condition index for paved roads in the Municipality	HCB: 69% LCB: 41%
	Average surface condition for unpaved roads in the Municipality (e.g. excellent, good, fair, poor)	Poor
Performance	Target vs. Actual capital reinvestment rate	3.61% vs. 2.35%

Table 11 O. Reg. 588/17 Technical Levels of Service: Road Network

² Includes both paved and gravel roads.

5. Bridges & Culverts

The Municipality’s transportation network also includes bridges and culverts, with a current replacement cost of approximately \$9.4 million.

5.1 Inventory & Valuation

Table 12 summarizes the quantity and current replacement cost of bridges and culverts. The Municipality owns and manages 11 bridges and 26 culverts.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Bridges	11	Quantity	\$4,469,000	User-defined
Culverts	26	Quantity	\$4,972,000	User-defined
TOTAL			\$9,441,000	

Table 12 Detailed Asset Inventory: Bridges & Culverts

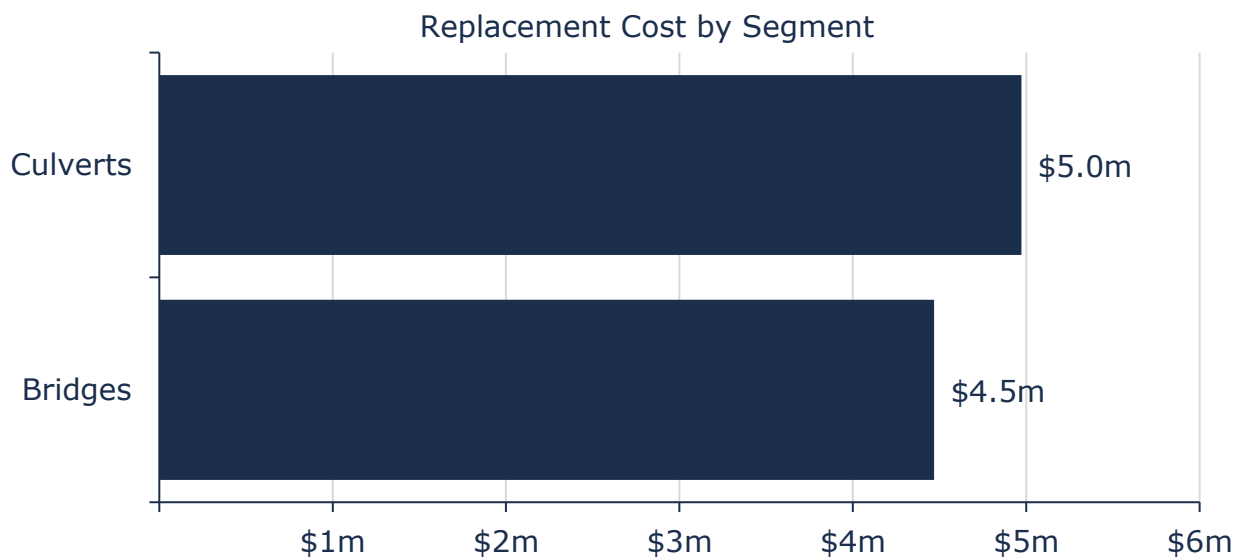


Figure 24 Portfolio Valuation: Bridges & Culverts

5.2 Asset Condition

Figure 25 summarizes the replacement cost-weighted condition of the Municipality’s bridges and culverts. Based on the Municipality’s recent Ontario Structures Inspection Manual (OSIM) assessments, 100% of bridges and culverts are in fair or better condition. Some elements or components of these structures may be candidates for replacement or rehabilitation in the medium term and should be monitored for further degradation in condition.

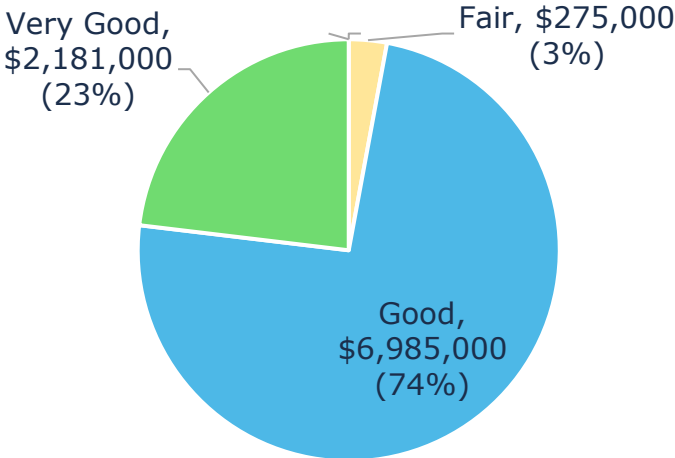
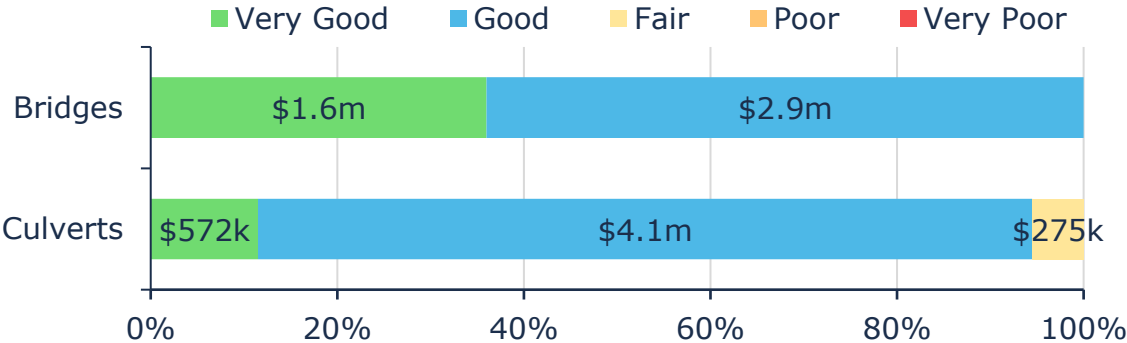


Figure 25 Asset Condition: Bridges & Culverts Overall

As further detailed in Figure 26, based on in-field condition assessments, 100% of bridge and culvert assets were identified in fair or better condition. As bridges and structures reach a poor or worse rating (i.e., a bridge condition index of less than 40), they are not necessarily unsafe for regular use, individual circumstances must be considered. The OSIM ratings are designed to identify repairs needed to elevate condition ratings to a fair or higher.



Value and Percentage of Asset Segments by Replacement Cost

Figure 26 Asset Condition: Bridges & Culverts by Segment

5.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 27 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

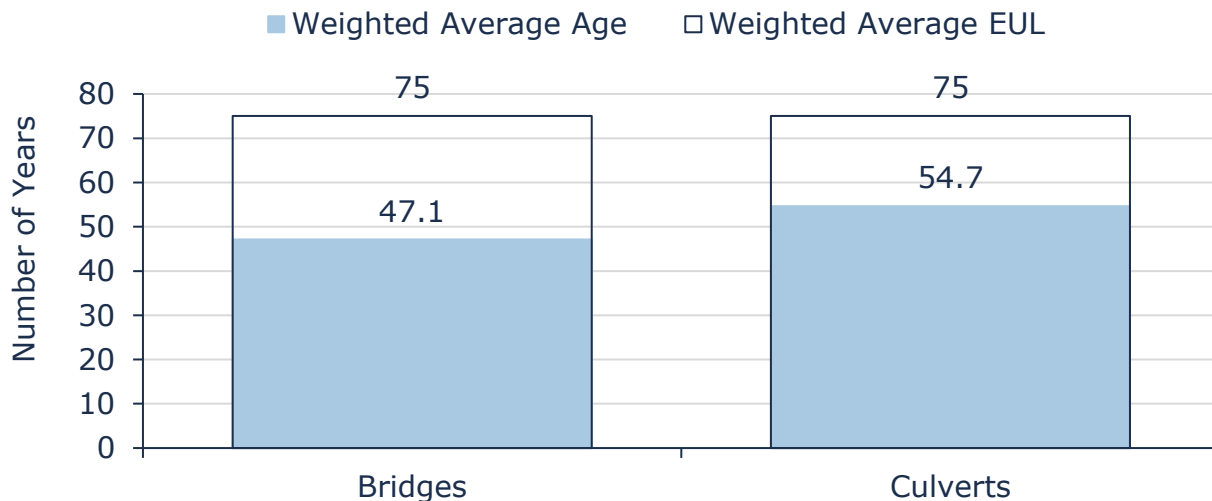


Figure 27 Estimated Useful Life vs. Asset Age: Bridges & Culverts

5.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Typical maintenance includes: <ul style="list-style-type: none"> • Obstruction removal • Cleaning/sweeping • Erosion control • Brush/tree removal
Rehabilitation / Replacement	Biennial OSIM inspection reports include a list of recommended maintenance activities that the Municipality considers and completes according to cost and urgency.
Inspection	Biennial OSIM inspections are completed on bridges and structural culverts greater than 3m in length.

Table 13 Lifecycle Management Strategy: Bridges & Culverts

5.5 Forecasted Long-Term Replacement Needs

Figure 28 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s bridges and culverts. This analysis was run until 2099 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) for bridges and culverts total \$129,000. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on asset replacement costs, age analysis, and condition data. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

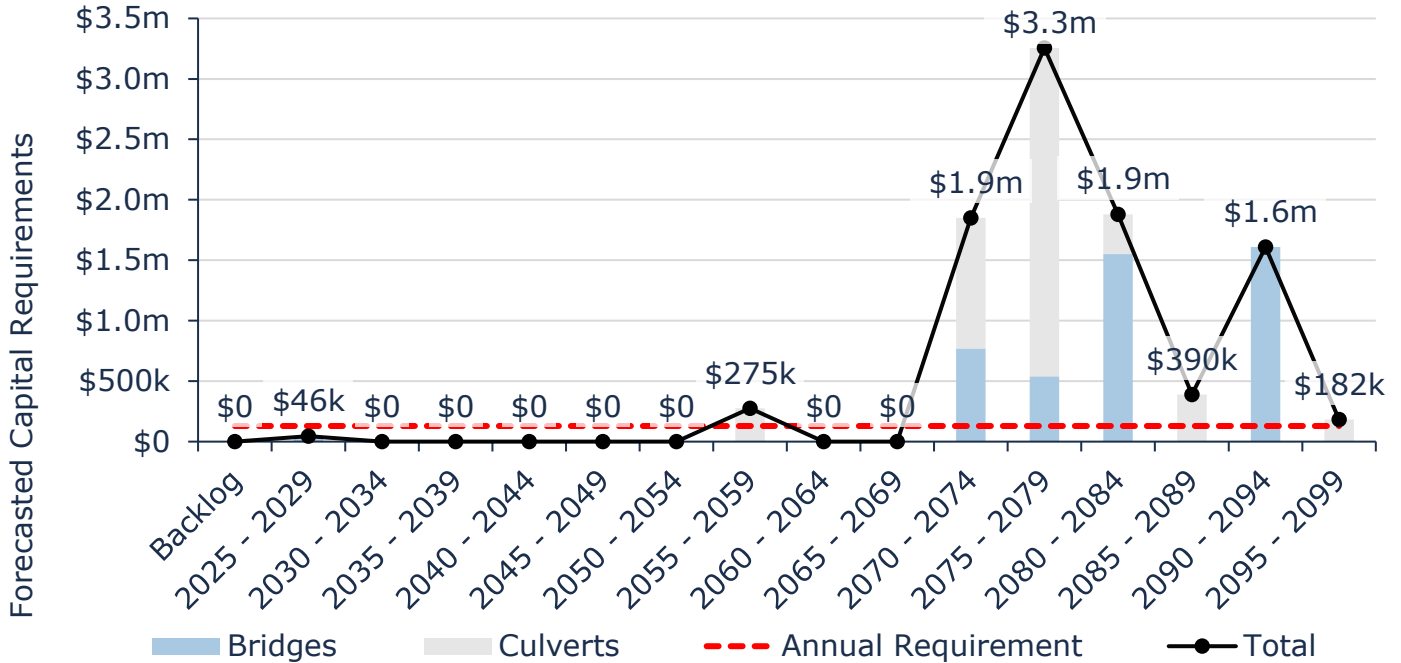


Figure 28 Forecasted Capital Replacement Needs: Bridges & Culverts 2025-2099

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. OSIM condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

5.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, asset age, service life remaining, replacement cost, span lengths, AADT and detour distance.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant

information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

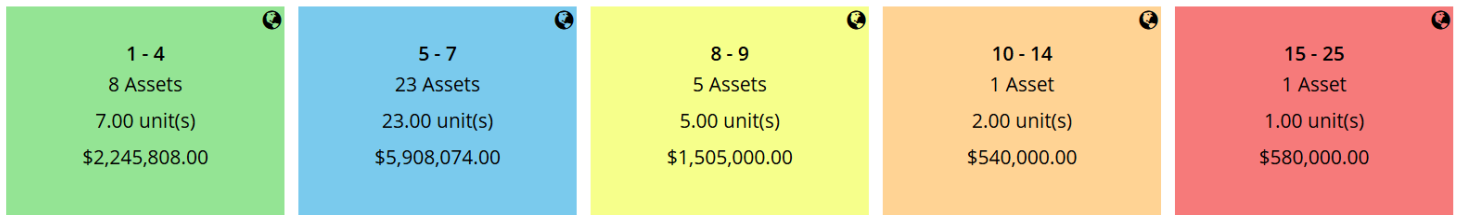


Figure 29 Risk Matrix: Bridges & Culverts

5.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

5.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description of the traffic that is supported by municipal bridges (e.g., heavy transport vehicles, motor vehicles, emergency vehicles, pedestrians, cyclists)	Bridges and structural culverts are a key component of the municipal transportation network. Most types of vehicles, including heavy transport, motor vehicles, emergency vehicles and cyclists can cross them without restriction, along with agricultural traffic.
Quality	Description or images of the condition of bridges & culverts and how this would affect use of the bridges & culverts	See Appendix C

Table 14 O. Reg. 588/17 Community Levels of Service: Bridges & Culverts

5.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	% of bridges in the Municipality with loading or dimensional restrictions	0%
Quality	Average bridge condition index value for bridges in the Municipality	80%
	Average bridge condition index value for structural culverts in the Municipality	70%
Performance	Target vs. Actual capital reinvestment rate	1.37% vs. 3.71%

Table 15 O. Reg. 588/17 Technical Levels of Service: Bridges & Culverts

6. Water Network

The Municipality’s water network is the largest asset category in their inventory, with a total current replacement cost of approximately \$45 million.

6.1 Inventory & Valuation

Table 16 summarizes the quantity and current replacement cost of the Municipality’s various water network assets as managed in its primary asset management register, Citywide.

Segment	Quantity (# of components)	Unit of Measure	Replacement Cost	Primary RC Method
Curbstop Line	57	Quantity	\$285,000	Cost/Unit
Hydrants	186	Quantity	\$2,075,000	Cost/Unit
Water Mains	1,290	Quantity	\$26,093,000	CPI
Water Treatment Plant	1 (17)	Quantity	\$14,439,000	CPI
Water Valves	414	Quantity	\$2,484,000	Cost/Unit
TOTAL			\$43,375,000	

Table 16 Detailed Asset Inventory: Water Network

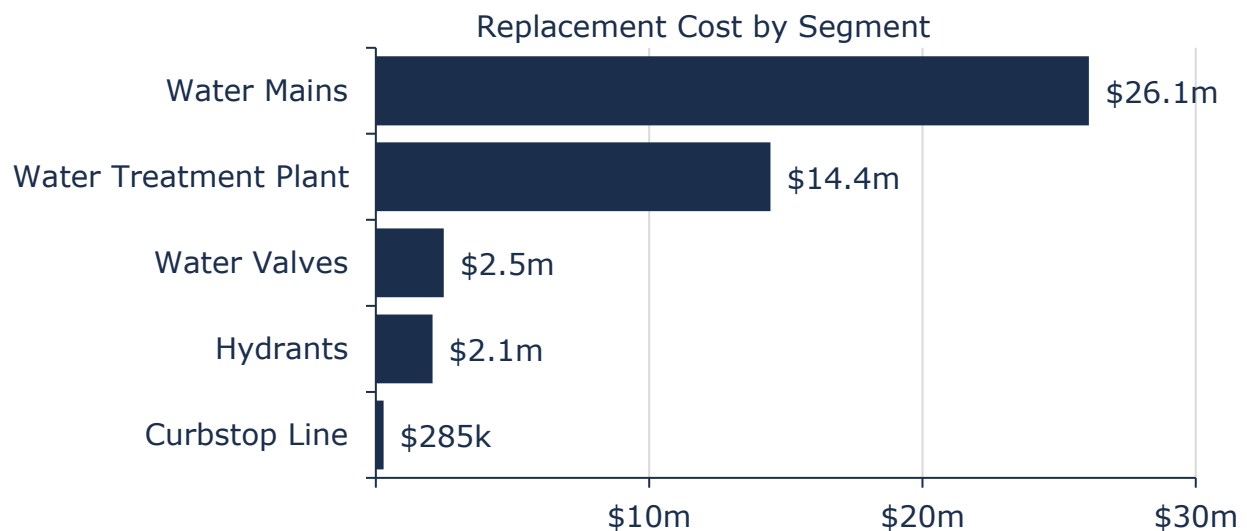


Figure 30 Portfolio Valuation: Water Network

6.2 Asset Condition

Figure 31 summarizes the replacement cost-weighted condition of the Municipality’s water network. Based on age data, 59% of assets are in fair or better condition; the remaining 41% of assets are in poor to very poor condition.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 31, the majority of the Municipality’s water network assets are in fair or better condition.

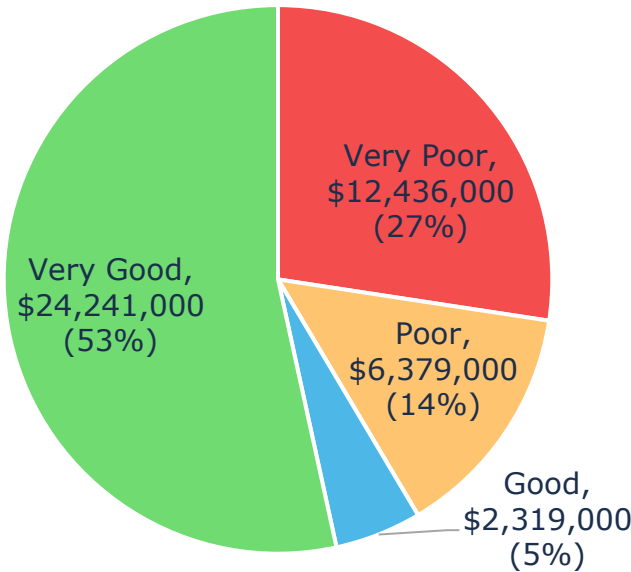


Figure 31 Asset Condition: Water Network Overall

As illustrated in Figure 32, based on condition assessments and age-based conditions, all of the Municipality’s water mains are in fair or better condition; however, 100% of curbstops and water valves are in poor or worse condition.

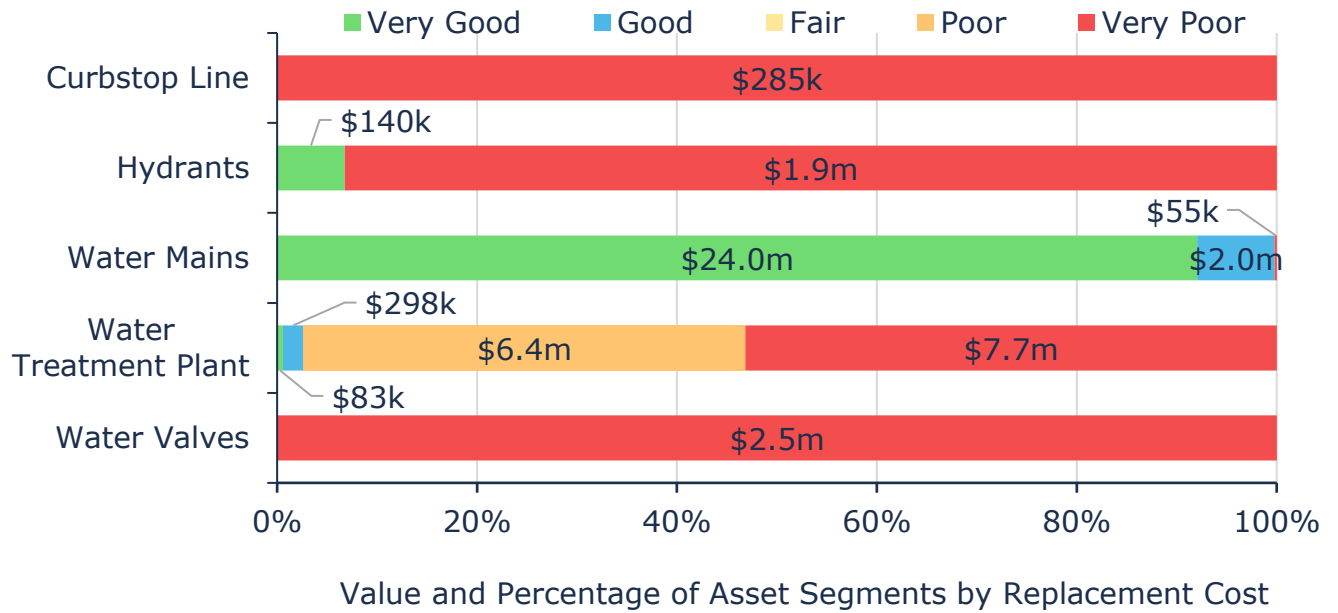


Figure 32 Asset Condition: Water Network by Segment

6.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 33 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

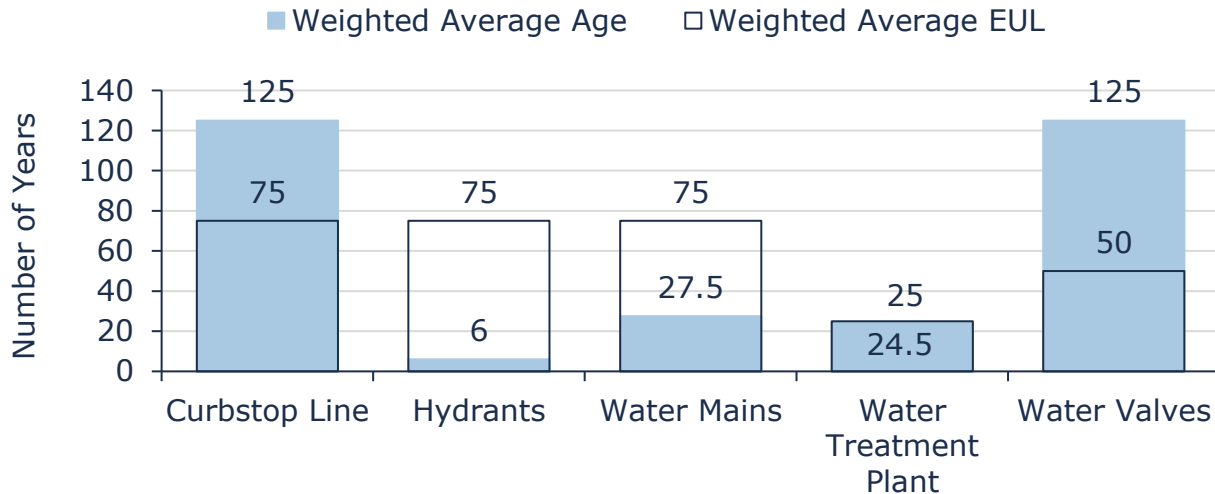


Figure 33 Estimated Useful Life vs. Asset Age: Water Network

6.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance/ Rehabilitation	The Ontario Clean Water Agency (OCWA) are responsible for the maintenance and rehabilitation of the water network
Replacement	In the absence of mid-lifecycle rehabilitative events, most mains are simply maintained with the goal of full replacement once it reaches its end-of-life
	Other replacement activities are identified based on an analysis of the main break rate, asset functionality and design capacity as well as any issues identified during regular maintenance activities
	Similar to other sub-surface infrastructure, Staff attempt to coordinate water reconstruction projects with road reconstruction project to produce cost efficiencies

Activity Type	Description of Current Strategy
Inspection	No formal inspection process is in place for the water network. The Municipality relies on the age of the assets, along with the material type, to determine a replacement schedule.

Table 17 Lifecycle Management Strategy: Water Network

6.5 Forecasted Long-Term Replacement Needs

Figure 34 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s water network. This analysis was run until 2094 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$740,000 for all assets in the water network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog \$11.3 million, dominated by the water treatment plant assets. These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

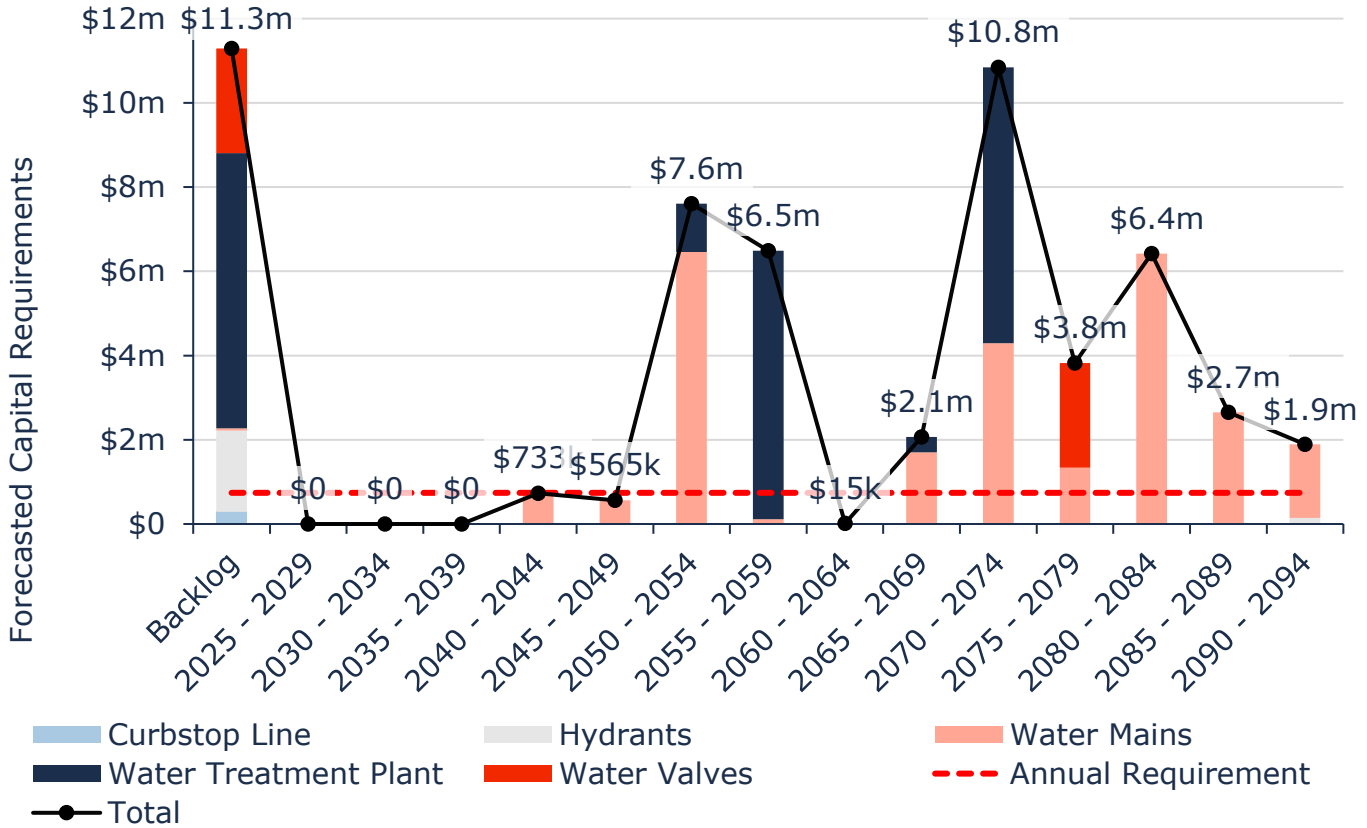


Figure 34 Forecasted Capital Replacement Needs: Water Network 2025-2094

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

6.6 Risk Analysis

The risk matrix below is generated using available asset data, including asset age, pipe material, pipe diameter, and AADT. The risk ratings for assets without useful attribute data were calculated using only condition, and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a

risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

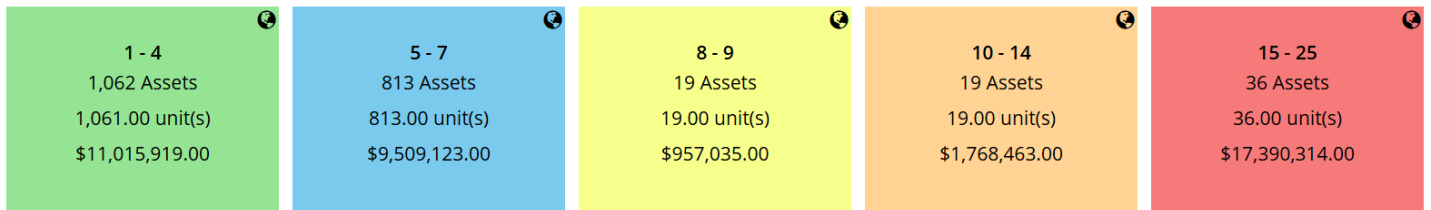


Figure 35 Risk Matrix: Water Network

6.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

6.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal water system	<p>The West Elgin Distribution System receives water from the Tri-County Drinking Water System. The West Elgin Distribution System Services West Lorne, Rodney and rural areas of West Elgin.</p> <p>The West Elgin Distribution System provides water to the Southwest Middlesex Distribution system. As well can provide emergency connections to the Southwest Middlesex Distribution</p>

		System through an interconnect at the 401 overpass. Also, the system supplies water to the Dutton Dunwich Distribution System via Pioneer Line.
	Description, which may include maps, of the user groups or areas of the municipality that have fire flow	Fire Flow is available to approximately 1290 properties in the Municipality.
Reliability	Description of boil water advisories and service interruptions	One boil water advisory occurred in 2024 lasting for 2 days, affecting 687 service connections.

Table 18 O. Reg. 588/17 Community Levels of Service: Water Network

6.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	% of properties connected to the municipal water system	82%
	% of properties where fire flow is available	58%
Reliability	# of connection-days per year where a boil water advisory notice is in place compared to the total number of properties connected to the municipal water system	1,362 : 1,825
	# of connection-days per year where water is not available due to water main breaks compared to the total number of properties connected to the municipal water system	0
Performance	Target vs. Actual capital reinvestment rate	1.63% vs. 1.15%

Table 19 O. Reg. 588/17 Technical Levels of Service: Water Network

7. Sanitary Sewer Network

The Municipality’s sanitary sewer network has a total current replacement cost of approximately \$18.5 million. The Ontario Clean Water Agency (OCWA) is contracted to operate and maintain the sanitary sewer network.

7.1 Inventory & Valuation

Table 20 summarizes the quantity and current replacement cost of the Municipality’s various sanitary sewer network assets as managed in its primary asset management register, Citywide Assets.

Segment	Quantity (# of components)	Unit of Measure	Replacement Cost	Primary RC Method
Sanitary Manholes	234	Quantity	\$3,232,000	Cost/Unit
Sanitary Sewer Mains	250	Quantity	\$4,880,000	CPI
Wastewater Treatment Plant	2 (6)	Quantity	\$10,486,000	CPI
TOTAL			\$18,597,000	

Table 20 Detailed Asset Inventory: Sanitary Sewer Network

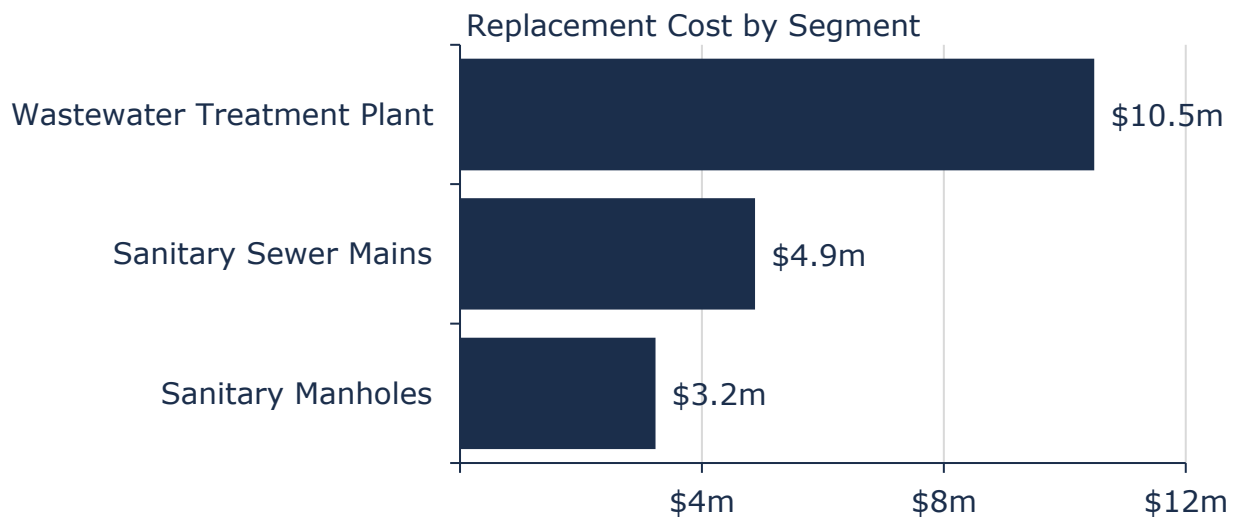


Figure 36 Portfolio Valuation: Sanitary Sewer Network

7.2 Asset Condition

Figure 37 summarizes the replacement cost-weighted condition of the Municipality’s sanitary sewer network. Based on age, 3% of assets are in fair or better condition; the remaining 97% of assets are in poor to very poor condition.

Assets in poor or worse condition may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition. As illustrated in Figure 37 the majority of the Municipality’s sanitary sewer network assets are in poor or very poor condition.

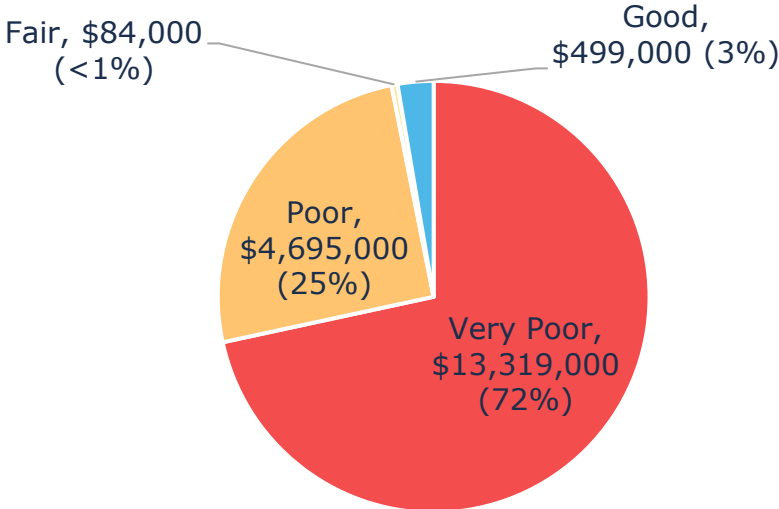


Figure 37 Asset Condition: Sanitary Sewer Network Overall

As illustrated in Figure 38, based on condition assessments and age-based conditions, the majority of the Municipality’s sanitary sewer mains are in poor condition.

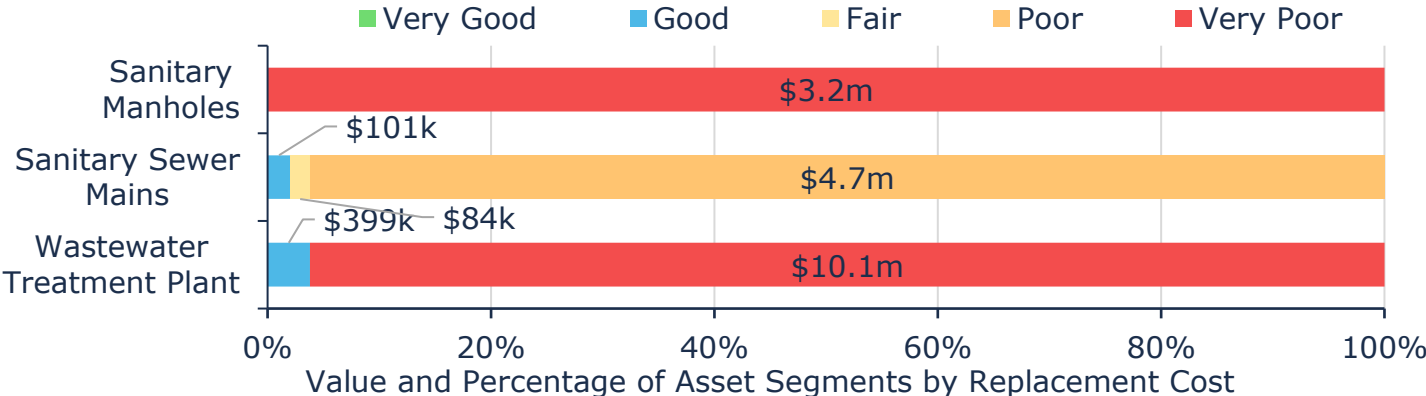


Figure 38 Asset Condition: Sanitary Sewer Network by Segment

7.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential long-term replacement spikes.

Figure 39 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

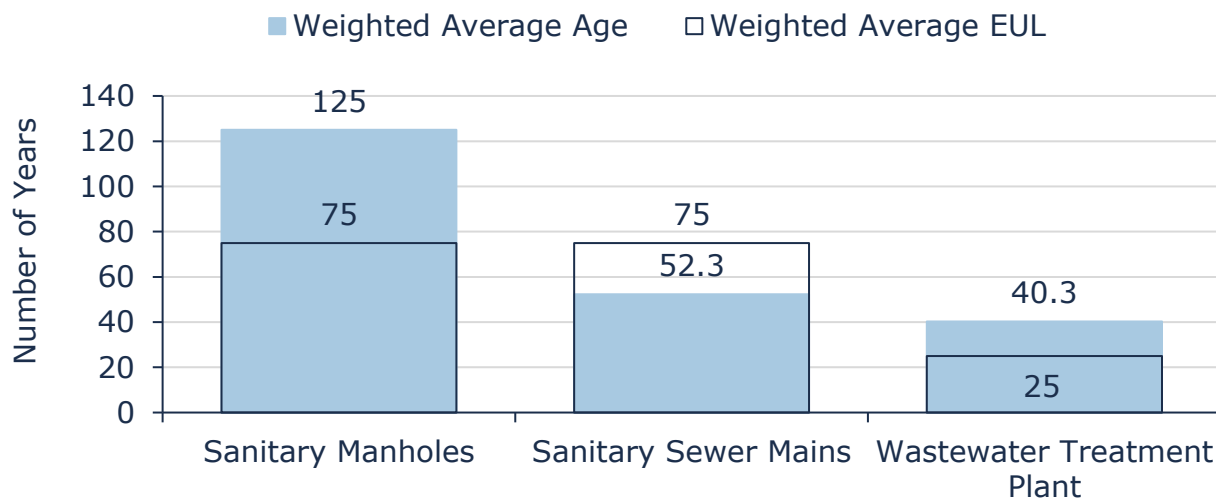


Figure 39 Estimated Useful Life vs. Asset Age: Sanitary Sewer Network

7.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. This process is affected by a range of factors including an asset’s characteristics, location, utilization, maintenance history and environment. The following lifecycle strategy has been developed as a proactive approach to managing the lifecycle of sanitary mains.

Activity Type	Description of Current Strategy
Maintenance / Rehabilitation	The Ontario Clean Water Association (OCWA) is responsible for the maintenance and rehabilitation of the sanitary sewer network
Replacement	In the absence of mid-lifecycle rehabilitative events, mains are maintained with the goal of full replacement once it reaches its end-of-life
Inspection	There is currently no formal inspection process in place for the sanitary sewer network.

Table 21 Lifecycle Management Strategy: Sanitary Sewer Network

7.5 Forecasted Long-Term Replacement Needs

Figure 40 illustrates the cyclical short-, medium- and long-term infrastructure rehabilitation and replacement requirements for the Municipality’s sanitary sewer network. This analysis was run until 2079 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$329,000 for all assets in the sanitary sewer network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

The chart illustrates substantial capital needs throughout the forecast period. It also shows a backlog of \$13.3 million split between sanitary manholes and wastewater treatment plant. These projections are based on asset replacement costs, age analysis, and condition data when available. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

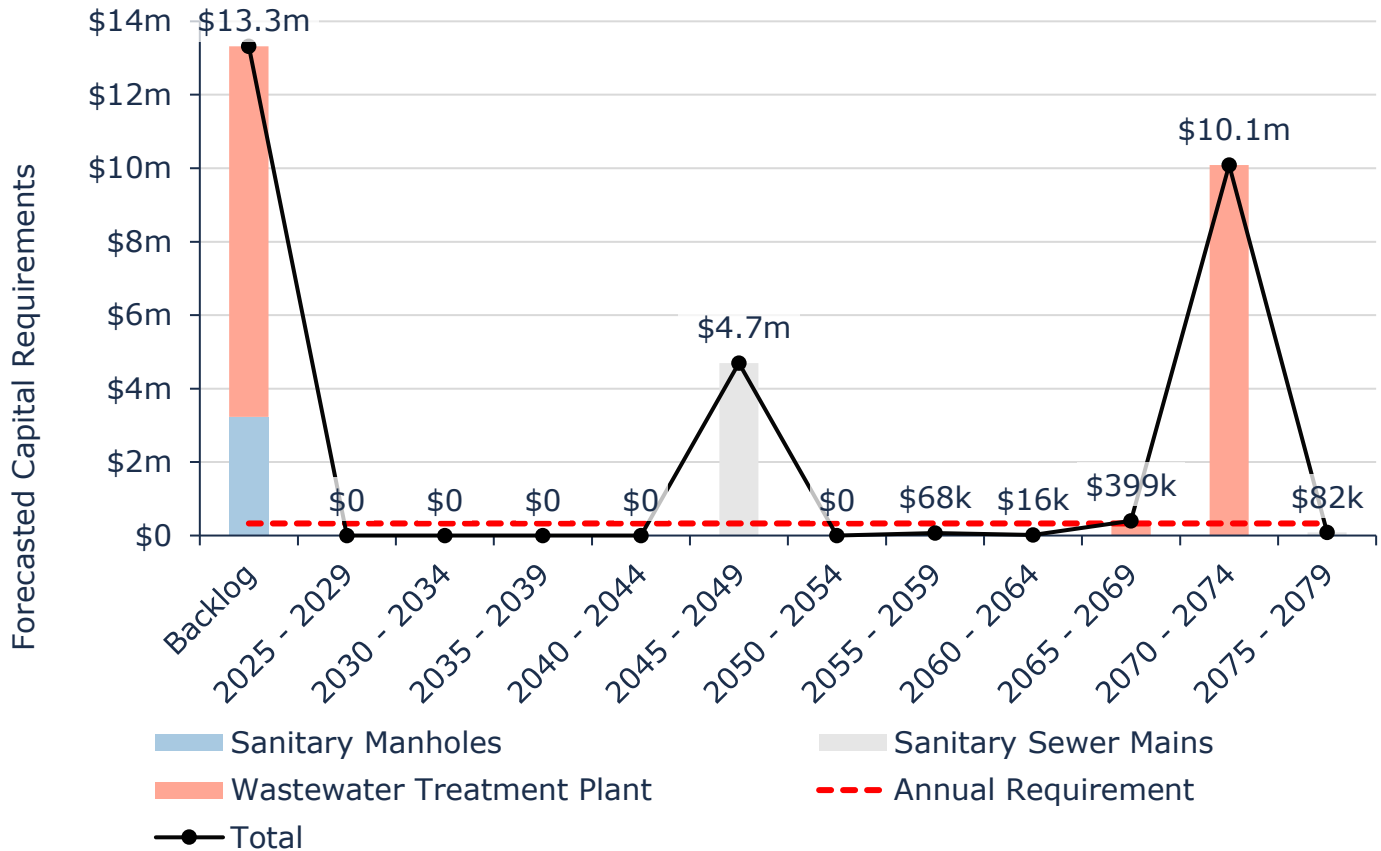


Figure 40 Forecasted Capital Replacement Needs: Sanitary Sewer Network 2025-2079

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Regular condition assessments and a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

7.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, pipe material, asset age, pipe diameter, replacement cost, and AADT. The risk ratings for assets without useful attribute data were calculated using only condition and their replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

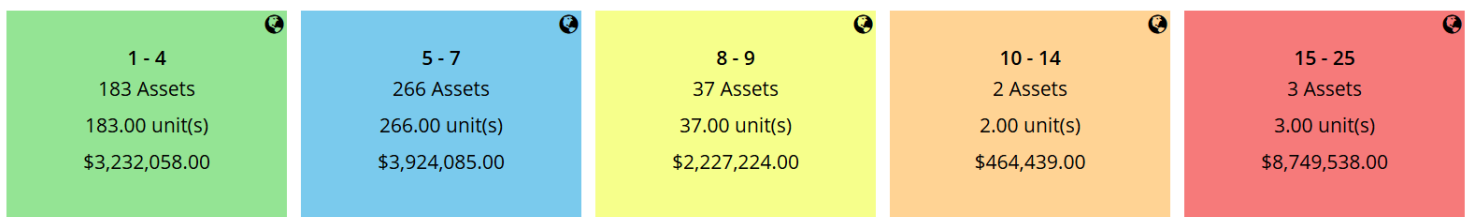


Figure 41 Risk Matrix: Sanitary Sewer Network

7.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

7.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the user groups or areas of the municipality that are connected to the municipal wastewater system	The Municipality of West Elgin owns and operates two sanitary sewer systems, which service the villages of Rodney and West Lorne. Each system has its own Wastewater Treatment Plant. In total, 1069 properties are connected to the sanitary sewer system.

Service Attribute	Qualitative Description	Current LOS (2024)
Reliability	Description of how combined sewers in the municipal wastewater system are designed with overflow structures in place which allow overflow during storm events to prevent backups into homes	The Municipality does not own any combined sewers.
	Description of the frequency and volume of overflows in combined sewers in the municipal wastewater system that occur in habitable areas or beaches	The Municipality does not own any combined sewers.
	Description of how stormwater can get into sanitary sewers in the municipal wastewater system, causing sewage to overflow into streets or backup into homes	Stormwater can enter into sanitary sewers due to cracks in sanitary mains or through indirect connections (e.g. weeping tiles). In the case of heavy rainfall events, sanitary sewers may experience a volume of water and sewage that exceeds its designed capacity. In some cases, this can cause water and/or sewage to overflow backup into homes. The disconnection of weeping tiles from sanitary mains and the use of sump pumps and pits directing storm water to the storm drain system can help to reduce the chance of this occurring.

Service Attribute	Qualitative Description	Current LOS (2024)
	Description of how sanitary sewers in the municipal wastewater system are designed to be resilient to stormwater infiltration	The municipality follows a series of design standards that integrate servicing requirements and land use considerations when constructing or replacing sanitary sewers. These standards have been determined with consideration of the minimization of sewage overflows and backups.
	Description of the effluent that is discharged from sewage treatment plants in the municipal wastewater system	Effluent refers to water pollution that is discharged from a wastewater treatment plant, and may include suspended solids, total phosphorous and biological oxygen demand. The Environmental Compliance Approval (ECA) identifies the effluent criteria for municipal wastewater treatment plants.

Table 22 O. Reg. 588/17 Community Levels of Service: Sanitary Sewer Network

7.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	% of properties connected to the municipal wastewater system	48%
Reliability	# of events per year where combined sewer flow in the municipal wastewater system exceeds system capacity compared to the total number of properties connected to the municipal wastewater system	N/A

Service Attribute	Technical Metric	Current LOS (2024)
	# of connection-days per year having wastewater backups compared to the total number of properties connected to the municipal wastewater system	0
	# of effluent violations per year due to wastewater discharge compared to the total number of properties connected to the municipal wastewater system	0
Performance	Target vs. Actual capital reinvestment rate	1.8% vs. 0.37%

Table 23 O. Reg. 588/17 Technical Levels of Service: Sanitary Sewer Network

8. Storm Network

The Municipality is responsible for owning and maintaining a stormwater network of storm sewer mains, catch basins and manholes, with a current replacement cost of approximately \$8 million.

8.1 Inventory & Valuation

Table 24 summarizes the quantity and current replacement cost of all stormwater management assets available in the Municipality’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Catchbasins & Manholes	523	Quantity	\$4,646,000	Cost/Unit
Storm Mains	392	Quantity	\$3,730,000	CPI
TOTAL			\$8,376,000	

Table 24 Detailed Asset Inventory: Storm Network

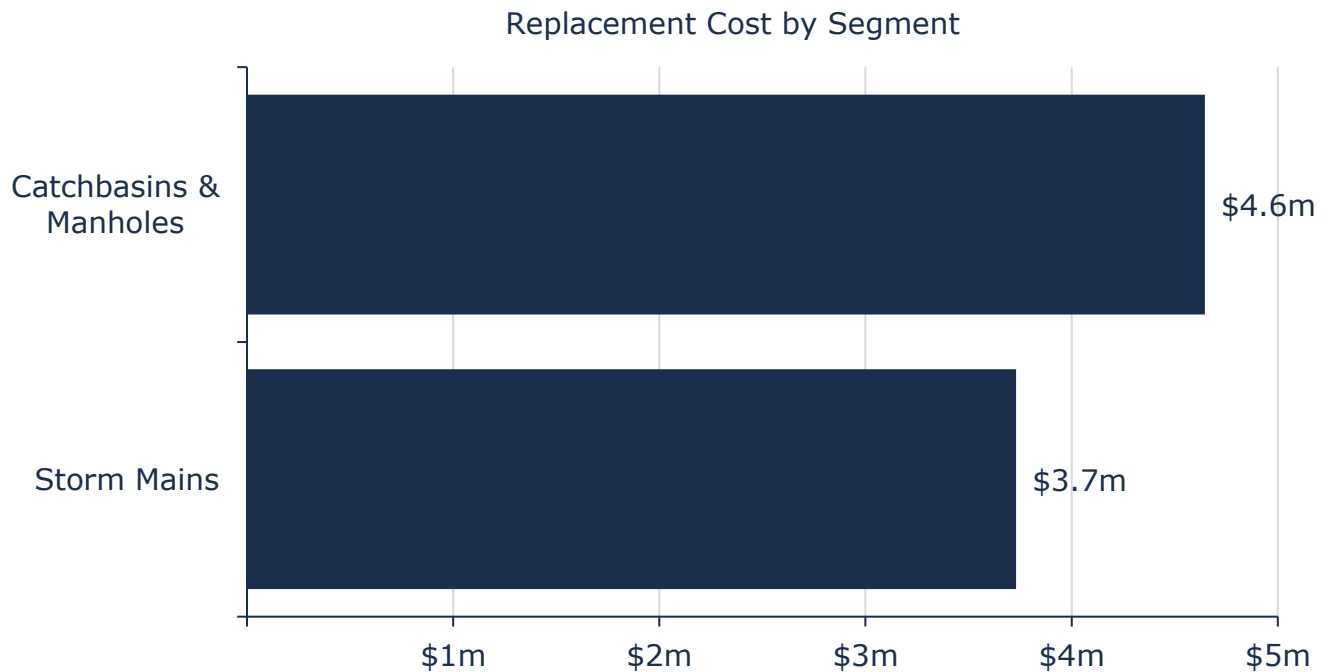


Figure 42 Portfolio Valuation: Storm Network

8.2 Asset Condition

Figure 43 summarizes the replacement cost-weighted condition of the Municipality’s stormwater management assets. Based on age data only, approximately 93% of assets are in poor to very poor condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

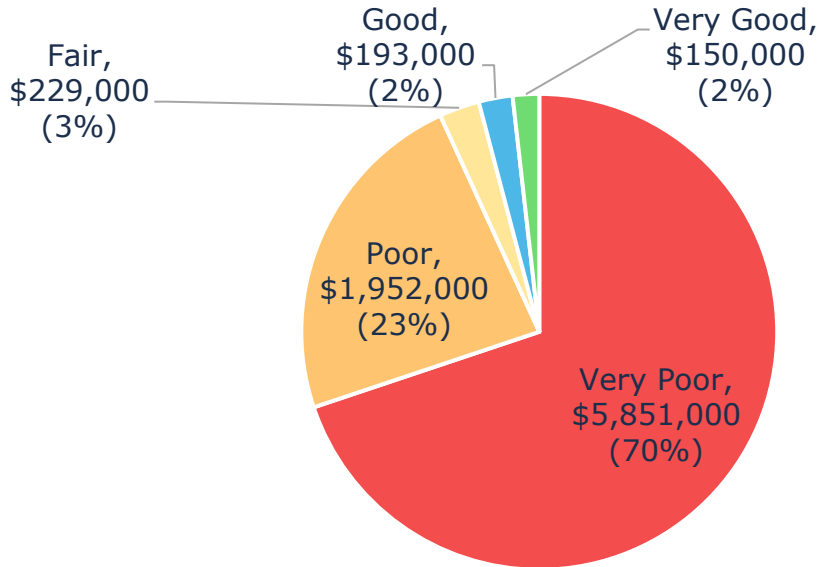


Figure 43 Asset Condition: Storm Network Overall

Figure 44 summarizes the age-based condition of stormwater assets. The analysis illustrates that the majority of stormwater mains are in poor or very poor condition.

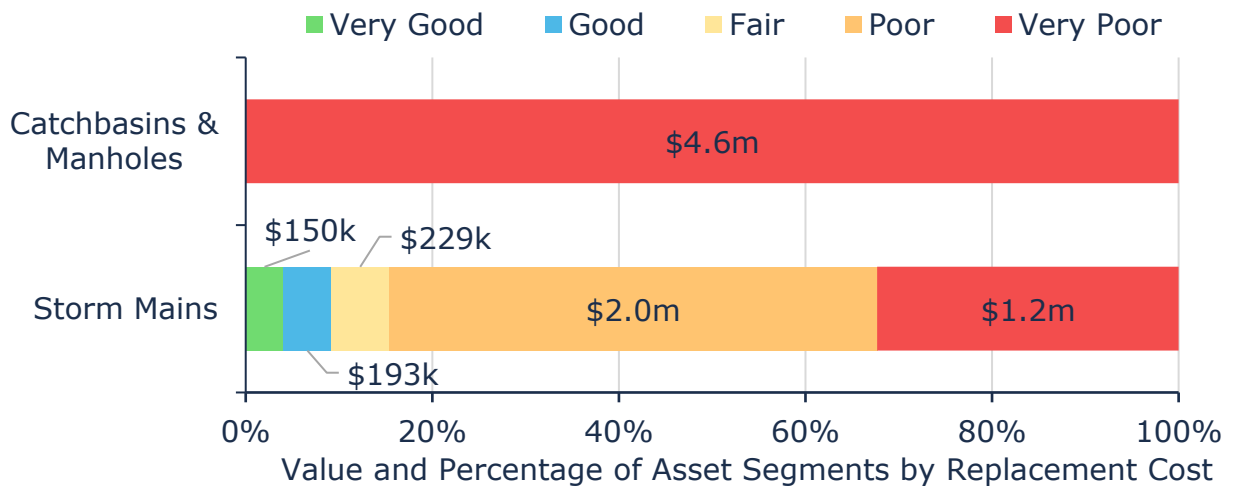


Figure 44 Asset Condition: Storm Network by Segment

8.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 45 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

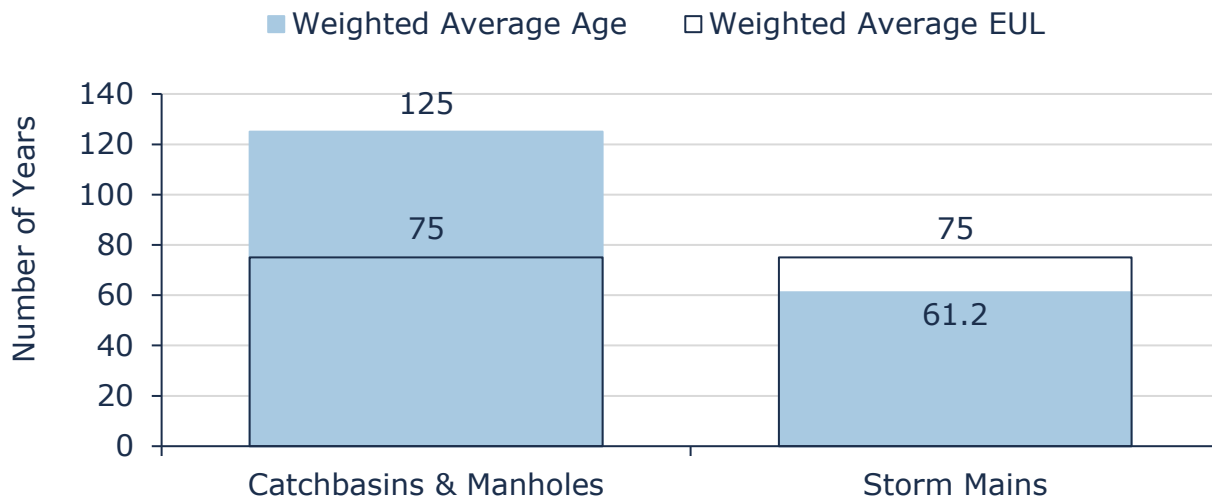


Figure 45 Estimated Useful Life vs. Asset Age: Storm Network

8.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Primary maintenance activities include catch basin cleaning and storm main flushing
Rehabilitation	Trenchless re-lining has the potential to reduce total lifecycle costs but would require a formal condition assessment program to determine viability
Replacement	Without the availability of up-to-date condition assessment information replacement activities are purely reactive in nature
Inspection	There is no formal condition inspection program in place for the storm network

Table 25 Lifecycle Management Strategy: Storm Network

8.5 Forecasted Long-Term Replacement Needs

Figure 46 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s stormwater network assets. This analysis was run until 2099 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$112,000 for all assets in the storm network. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

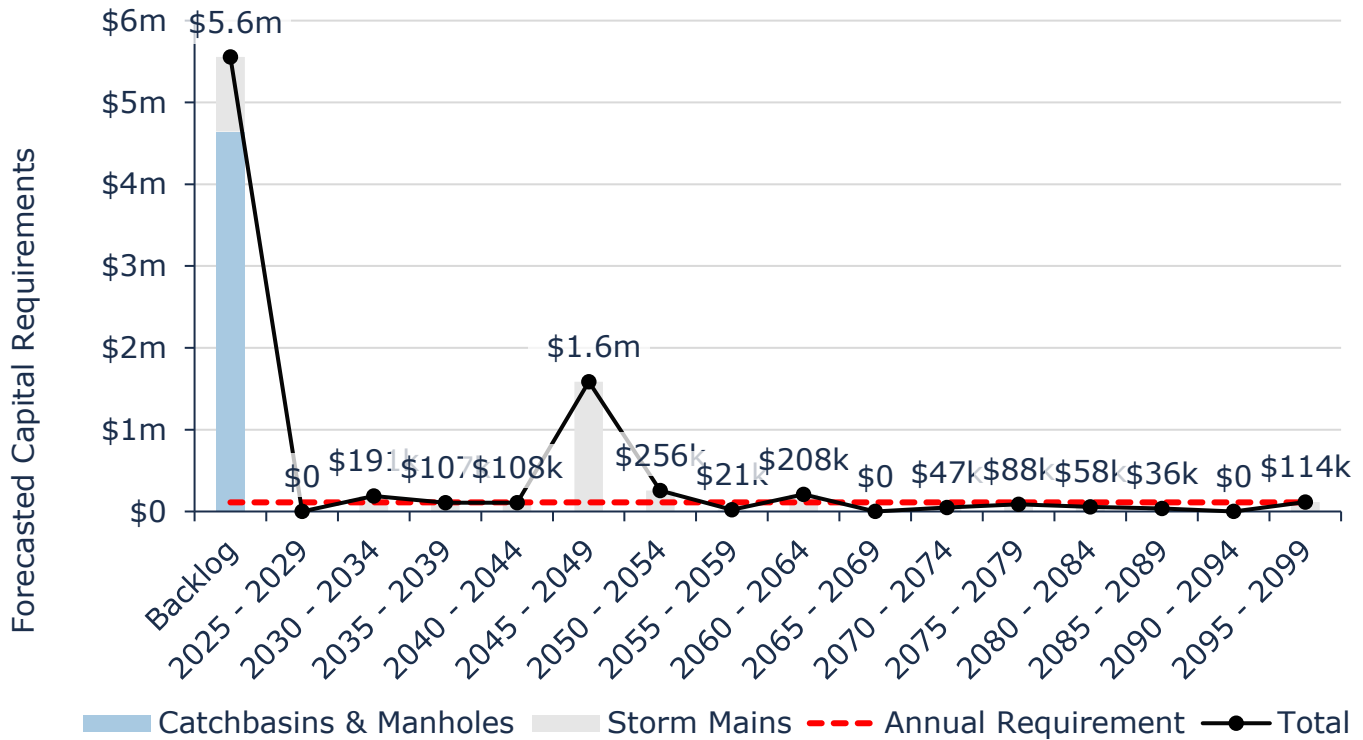


Figure 46 Forecasted Capital Replacement Needs Storm Network 2025-2099

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. Forthcoming CCTV inspections may reveal a higher backlog. The inspections may also help reduce long-term projections by providing more accurate condition data for mains than age. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

8.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, asset age, pipe material, road surface type, pipe diameter, and AADT.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and

likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

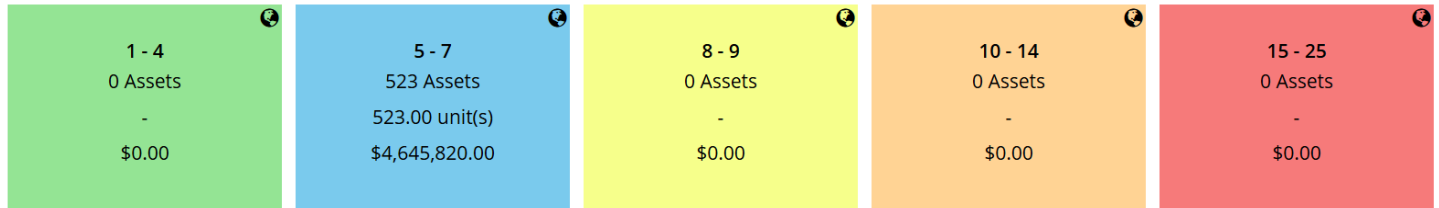


Figure 47 Risk Matrix: Stormwater Network

8.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service with respect to prescribed KPIs under Ontario Regulation 588/17 as well as any additional performance measures that the Municipality has selected for this AMP.

8.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include map, of the user groups or areas of the Municipality that are protected from flooding, including the extent of protection provided by the municipal storm water network	The Municipality of West Elgin municipal drainage system helps to improve drainage of agricultural land and remove excess water that is collected by roadside ditches. Most municipal drains are ditches or closed systems such as buried pipes or tiles.

Table 26 O. Reg. 588/17 Community Levels of Service: Storm Network

8.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Scope	% of properties in municipality designed to be resilient to a 100-year storm	TBD ³
	% of the municipal stormwater management system designed to be resilient to a 5-year storm	TBD ³
Performance	Target vs. Actual capital reinvestment rate	1.3% vs. 0.39%

Table 27 O. Reg. 588/17 Technical Levels of Service: Storm Network

³ The Municipality does not currently have this data available. They are working towards gathering this data to include in the next iteration of the AMP.

Non-Core Assets

Buildings



Replacement Cost	Average Condition	Financial Capacity	
\$20.2 m	Poor	Annual Requirement:	\$425,000
		Funding Available:	\$9,000
		Annual Deficit:	\$416,000

Land Improvements



Replacement Cost	Average Condition	Financial Capacity	
\$3.6 m	Very Poor	Annual Requirement:	\$133,000
		Funding Available:	\$0
		Annual Deficit:	\$133,000

Vehicles



Replacement Cost	Average Condition	Financial Capacity	
\$11.1 m	Poor	Annual Requirement:	\$625,000
		Funding Available:	\$0
		Annual Deficit:	\$625,000

Machinery & Equipment



Replacement Cost	Average Condition	Financial Capacity	
\$29.0 m	Fair	Annual Requirement:	\$1,422,000
		Funding Available:	\$896,000
		Annual Deficit:	\$526,134

9. Buildings

The Municipality’s buildings portfolio includes fire stations, various administrative and public works facilities, as well as recreational assets. The total current replacement of buildings is estimated at approximately \$20 million.

9.1 Inventory & Valuation

Table 28 summarizes the quantity and current replacement cost of all buildings assets available in the Municipality’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
General Government	3	Quantity	\$928,000	CPI
Protection Services	2	Quantity	\$2,136,000	CPI
Recreational & Cultural Services	35	Quantity	\$15,693,000	CPI
Transportation Services	6	Quantity	\$1,470,000	CPI
TOTAL			\$20,226,000	

Table 28 Detailed Asset Inventory: Buildings

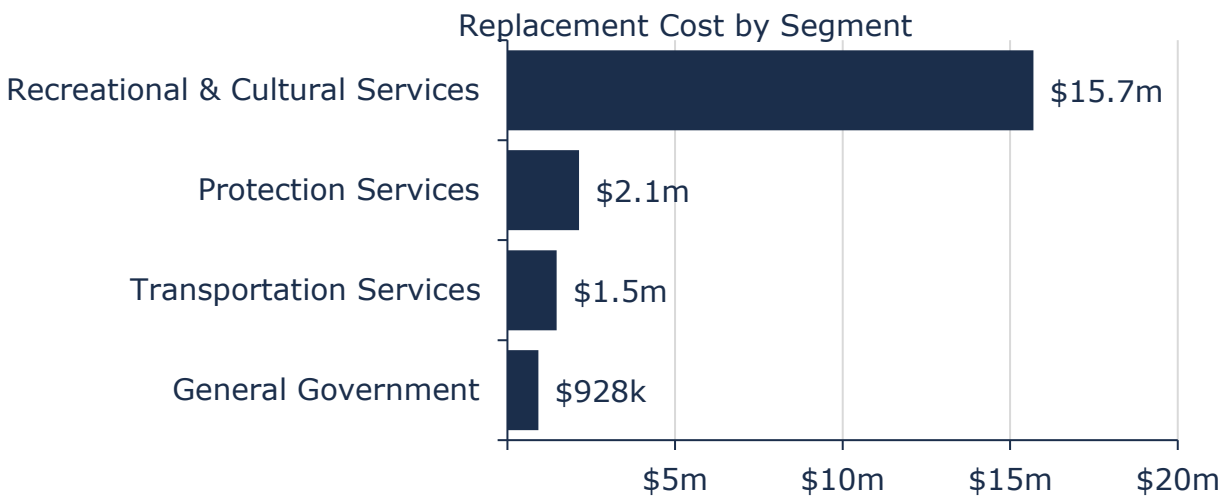


Figure 48 Portfolio Valuation: Buildings

9.2 Asset Condition

Figure 49 summarizes the replacement cost-weighted condition of the Municipality’s buildings portfolio. Based solely on age-based data, 25% of buildings assets are in fair or better condition; however, 75%, with a current replacement cost of more than \$15 million are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

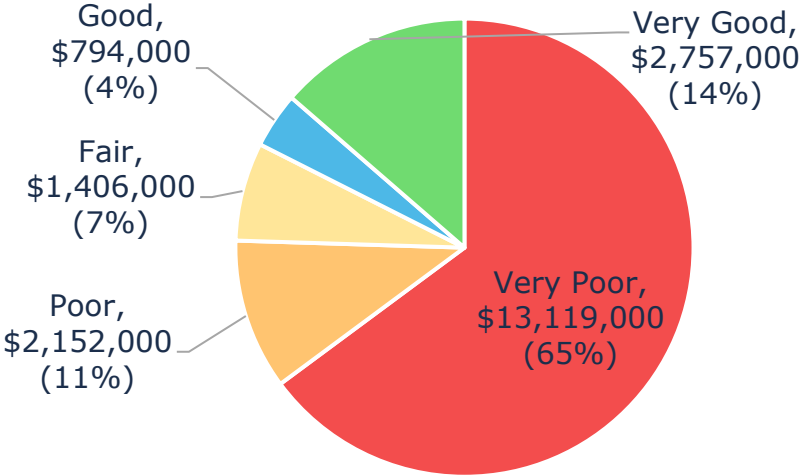


Figure 49 Asset Condition: Buildings Overall

Figure 50 summarizes the age-based condition of buildings by each department. A substantial portion of recreation assets are in poor to worse condition.

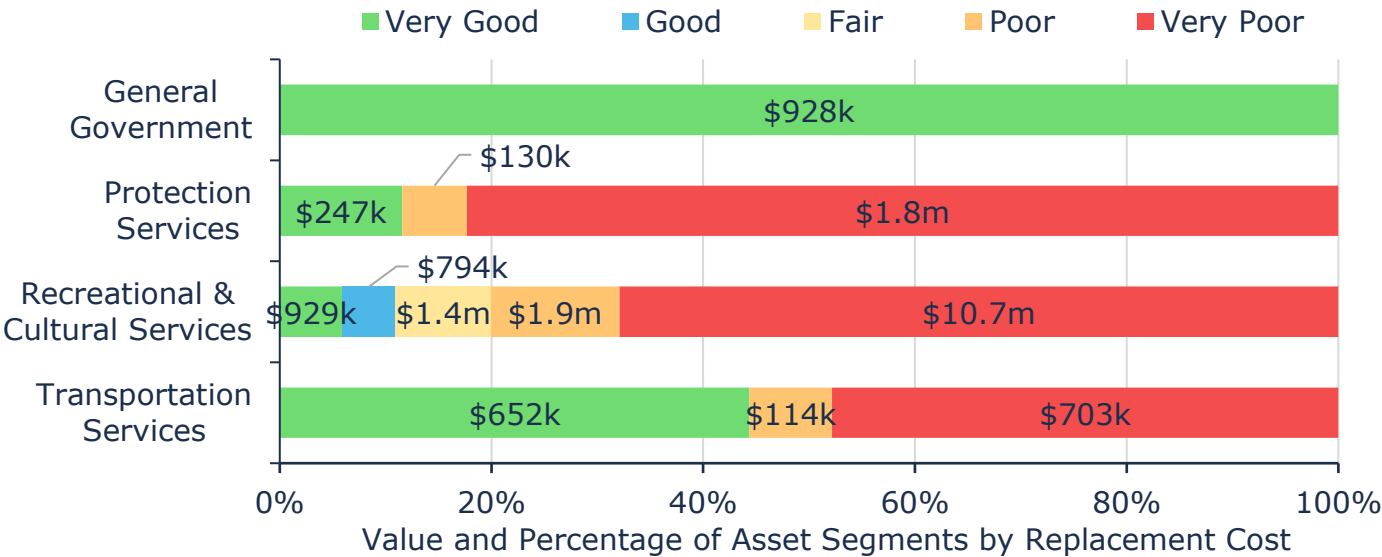


Figure 50 Asset Condition: Buildings by Segment

9.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 51 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

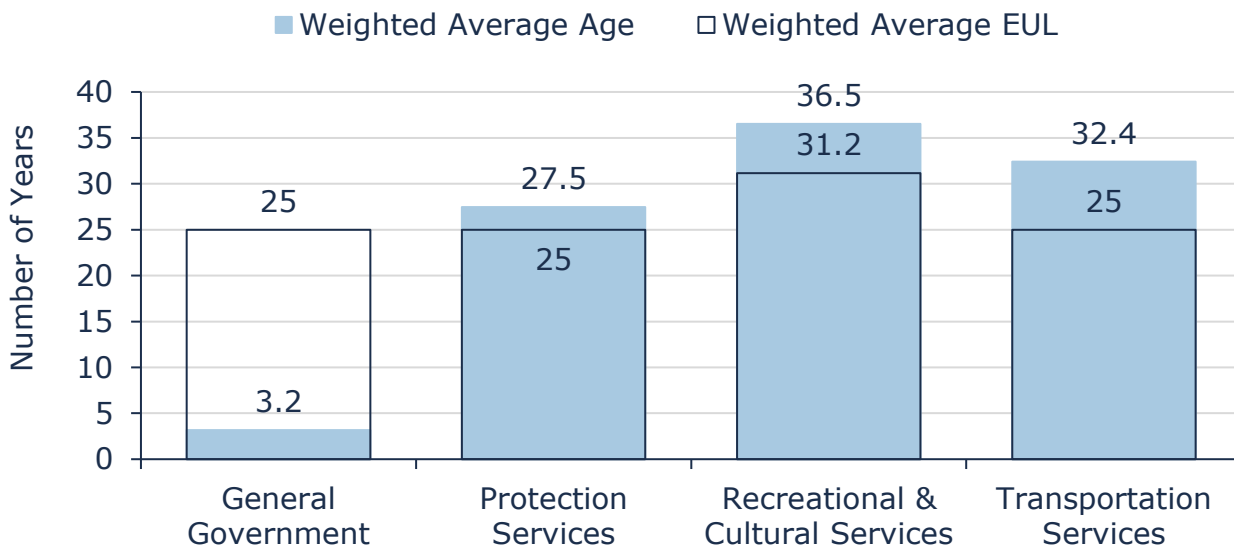


Figure 51 Estimated Useful Life vs. Asset Age: Buildings

9.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 29 outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance is triggered by inspections identifying safety, accessibility, functionality, and structural issues.
Rehabilitation/ Replacement	Rehabilitations such as roof replacements or HVAC component replacements are considered on an as needed basis
	The primary considerations for asset replacement are asset failure, availability or grant funding, safety issues, volume of use, and recommendations from facility needs assessments
Inspection	Internal inspections are conducted monthly for health and safety requirements, as well as to identify any maintenance concerns

Table 29 Lifecycle Management Strategy: Buildings

9.5 Forecasted Long-Term Replacement Needs

Figure 52 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s buildings portfolio. This analysis was run until 2074 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$425,000 for all buildings. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on current asset records, their replacement costs, and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

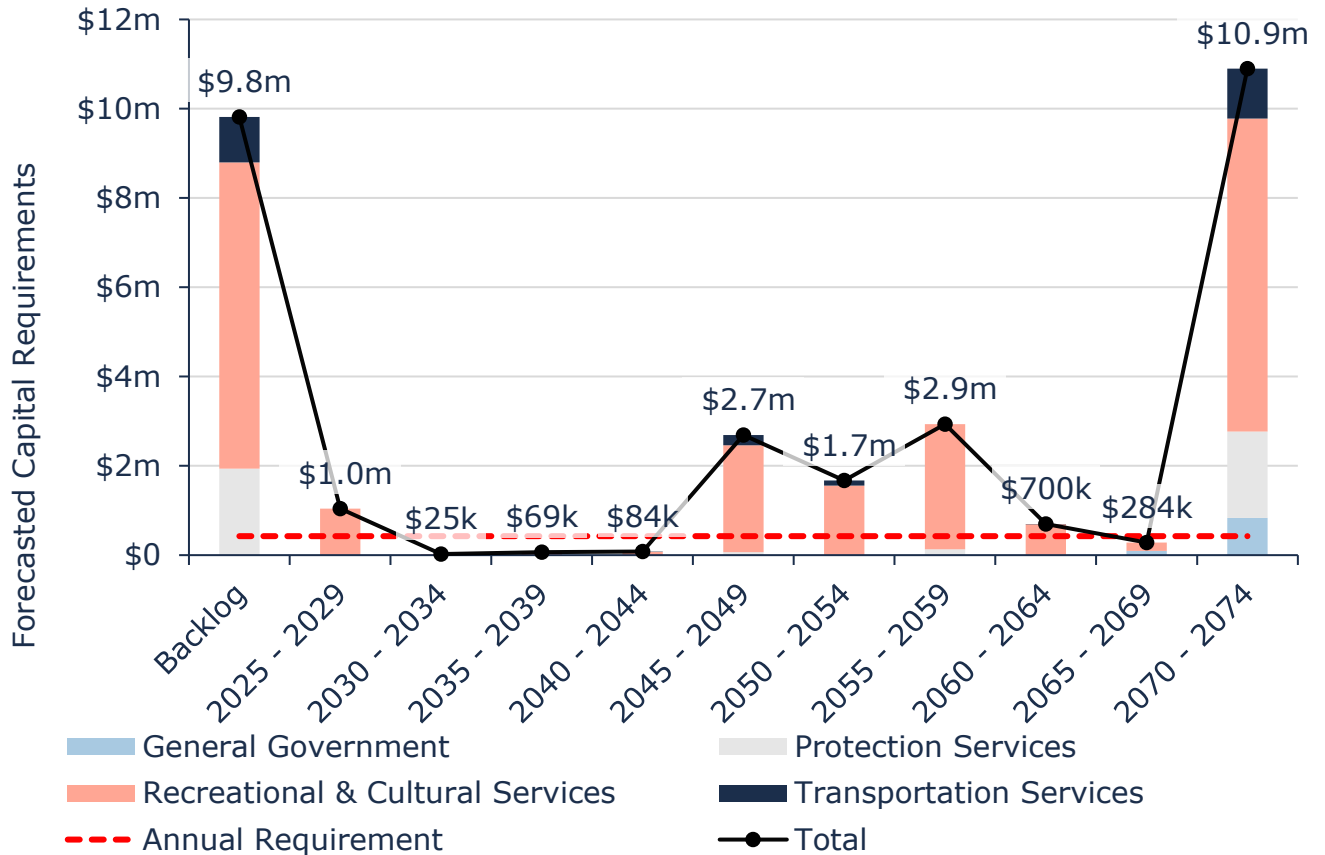


Figure 52 Forecasted Capital Replacement Needs Buildings 2025-2074

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements. In the case of buildings and facilities, detailed componentization is necessary to develop more reliable lifecycle forecasts that reflect the needs of individual elements and components.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

9.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition, service life remaining and replacement cost. The risk ratings for assets without useful attribute data were calculated using only on condition replacement costs.

The matrix classifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

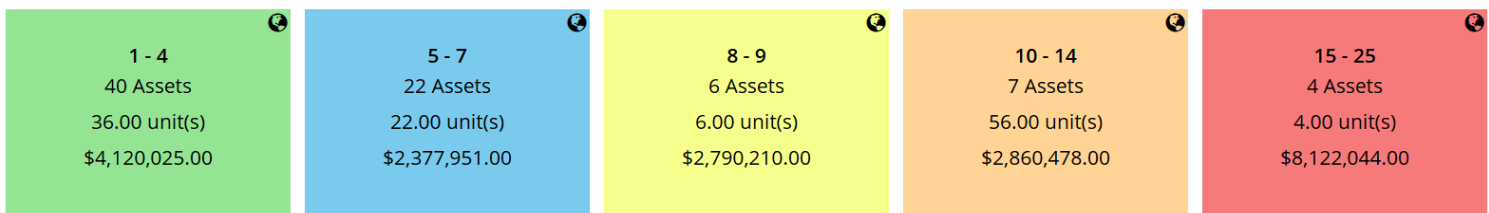


Figure 53 Risk Matrix: Buildings

9.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

9.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the types of facilities that the municipality operates and maintains	Facilities within West Elgin include those dedicated to administration, such as Town Hall and Libraries. Fire services are supported by the fire hall. Public works is supported by various equipment garages. Recreation provides its services through a variety of facilities such as arenas, pools, and park facilities.

Table 30 Community Levels of Service: Buildings

9.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average facility condition index value for facilities in the municipality	22%
Performance	Target vs. Actual capital reinvestment rate	2.1% vs. 0.04%

Table 31 Technical Levels of Service: Buildings

10. Land Improvements

The Municipality’s land improvements portfolio includes parking lots, marina assets and miscellaneous landscaping and other assets. The total current replacement of land improvements is estimated at approximately \$3.6 million.

10.1 Inventory & Valuation

Table 32 summarizes the quantity and current replacement cost of all land improvements assets available in the Municipality’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
General Government	2	Quantity	\$34,000	CPI
Marina	4	Quantity	\$1,888,000	CPI
Parking Lots	1	Quantity	\$17,000	CPI
Parks and Sports Fields	19	Quantity	\$1,676,000	CPI
TOTAL			\$3,615,000	

Table 32 Detailed Asset Inventory: Land Improvements

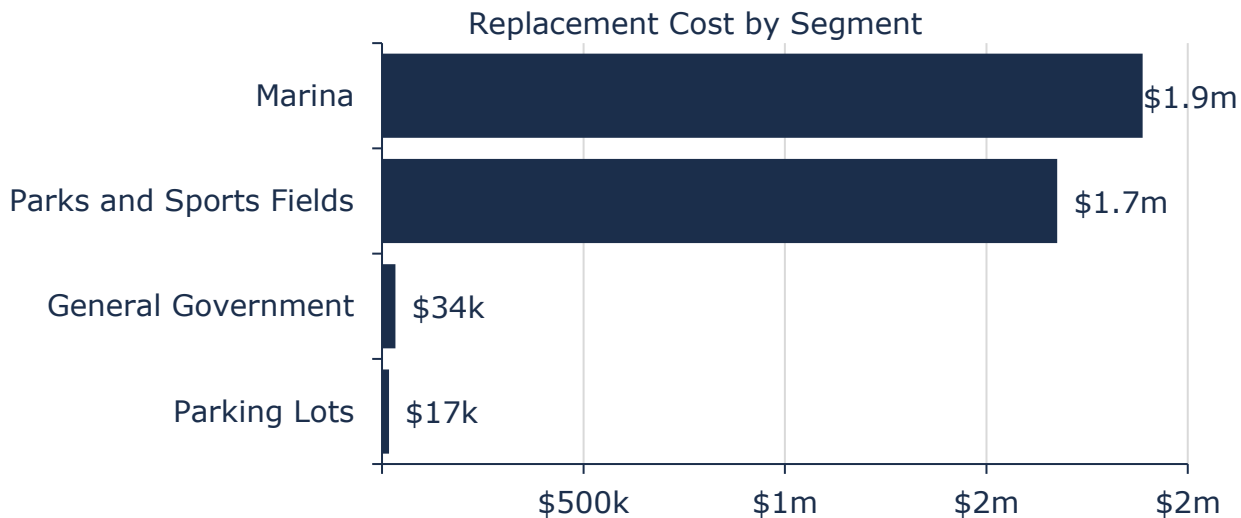


Figure 54 Portfolio Valuation: Land Improvements

10.2 Asset Condition

Figure 55 summarizes the replacement cost-weighted condition of the Municipality’s land improvement portfolio. Based solely on age data, 14% of assets are in fair or better condition, the remaining 86% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

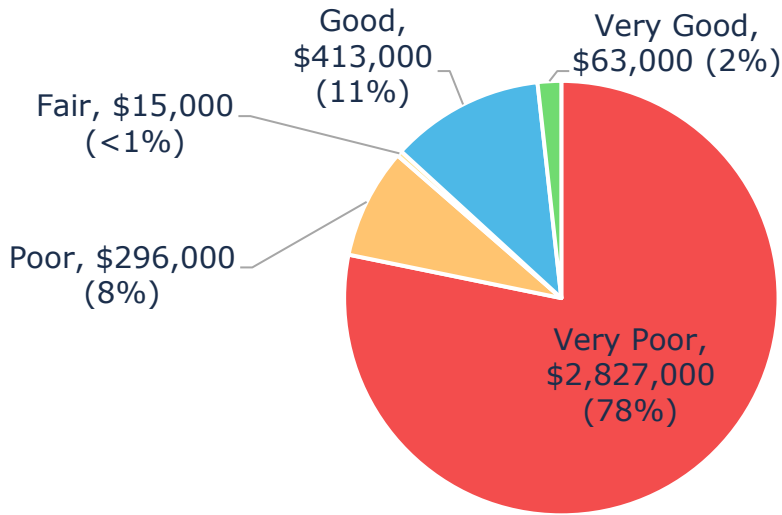


Figure 55 Asset Condition: Land Improvements Overall

Figure 56 summarizes the age-based condition of land improvements by each department. Assets in poor or worse condition are primarily parking lots, marina assets, and parks and sports fields.

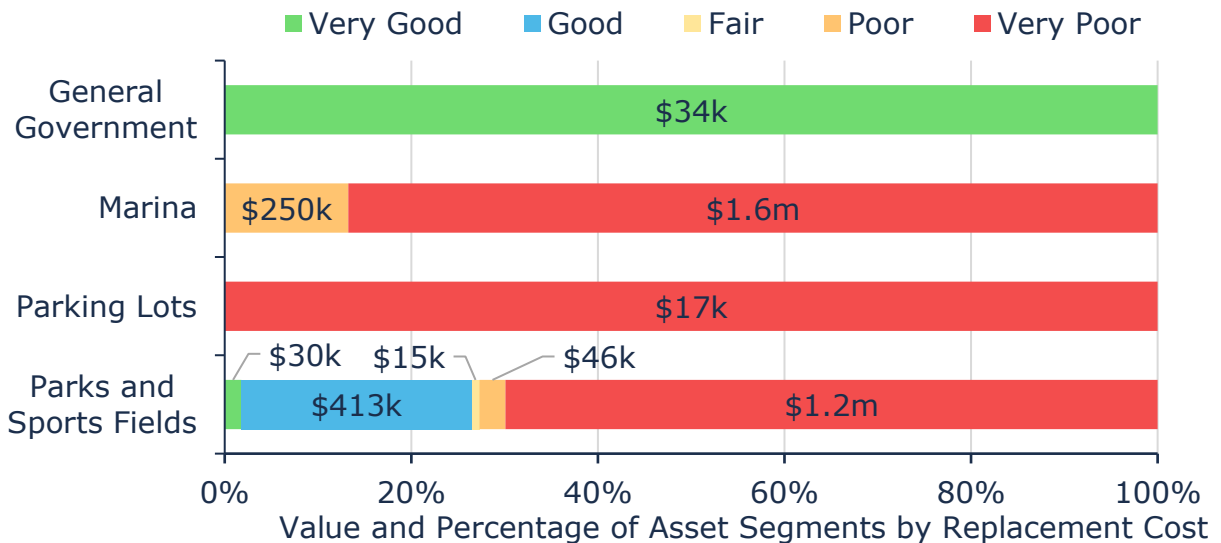


Figure 56 Asset Condition: Land Improvements by Segment

10.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 57 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

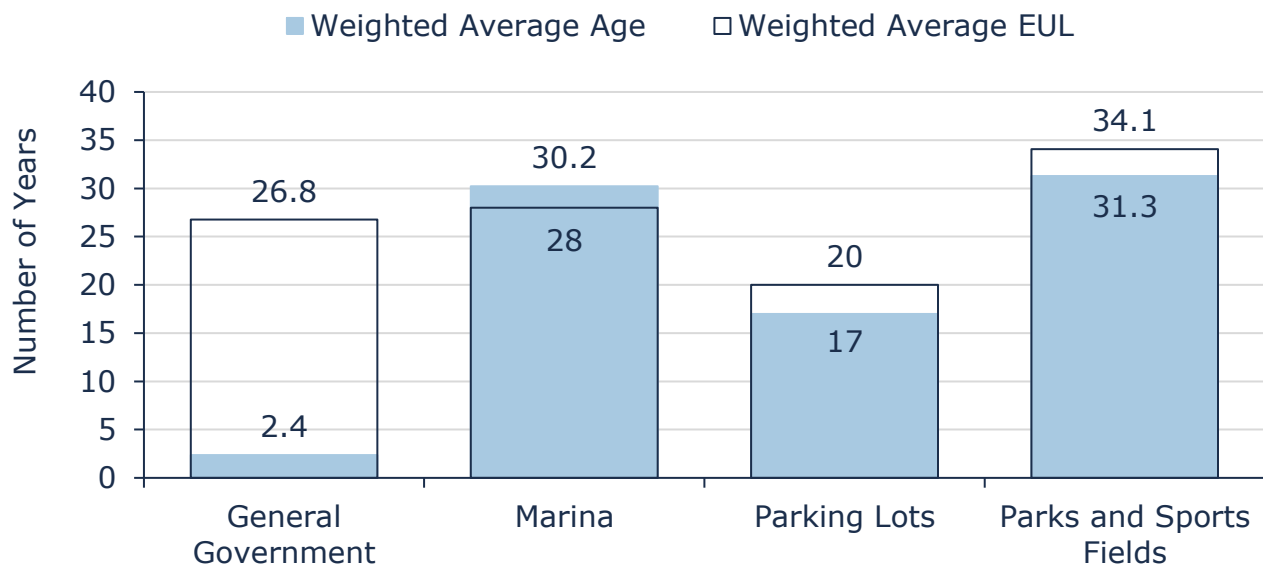


Figure 57 Estimated Useful Life vs. Asset Age: Land Improvements

10.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

Table 33 outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Maintenance activities are completed on a reactive basis when operational issues are identified, through complaints, service requests, or ad-hoc inspections
Rehabilitation / Replacement	Without the availability of up-to-date condition assessment information replacement activities are purely reactive in nature
Inspections	Inspections are conducted on an ad-hoc basis. A third party contractor completes inspections on playground assets on a regular basis

Table 33 Lifecycle Management Strategy: Land Improvements

10.5 Forecasted Long-Term Replacement Needs

Figure 58 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s land improvements portfolio. This analysis was run until 2074 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$133,000 for all land improvements. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

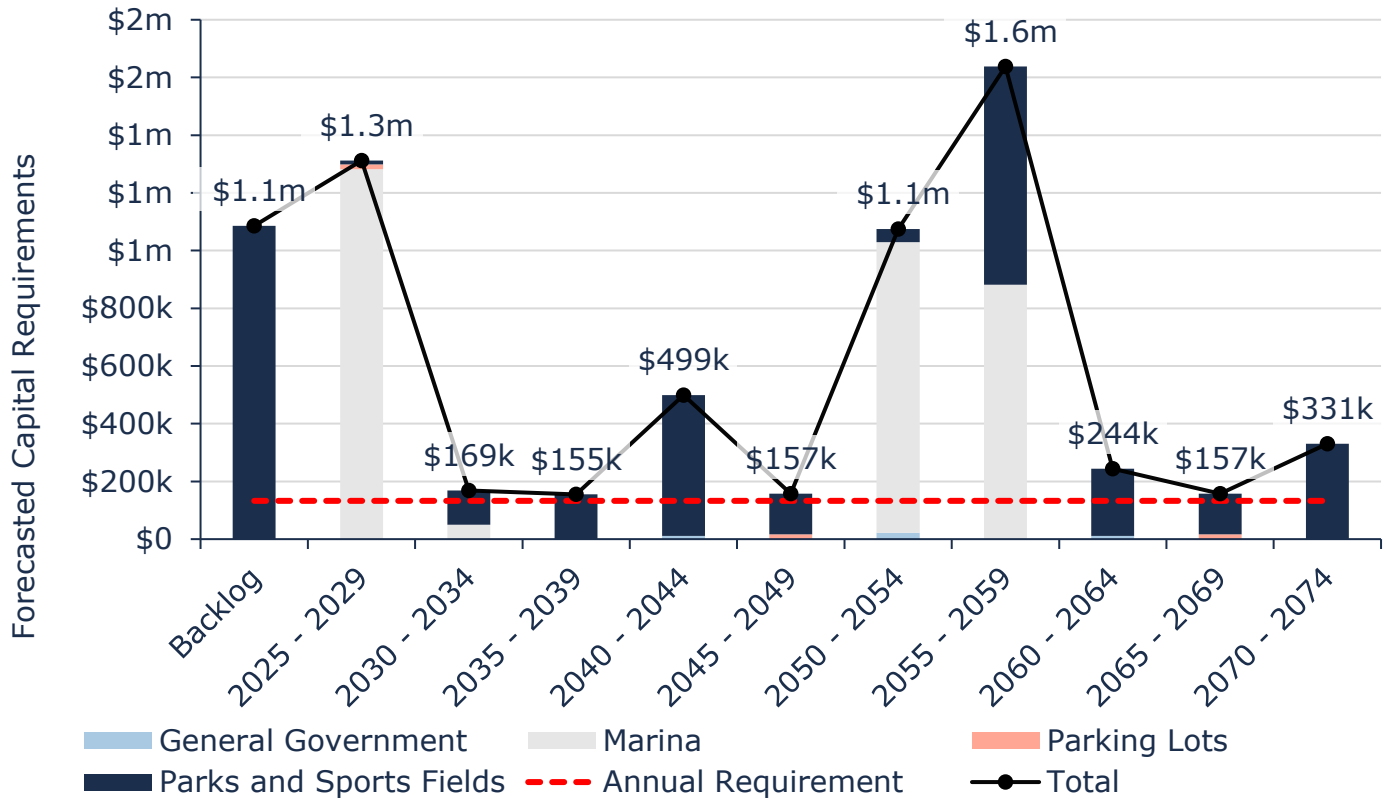


Figure 58 Forecasted Capital Replacement Needs: Land Improvements 2025-2074

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

10.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and

information is gathered, the Municipality may consider integrating relevant information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

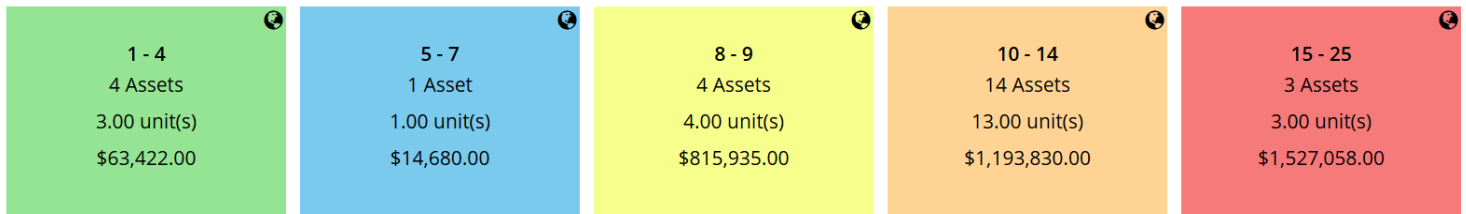


Figure 59 Risk Matrix: Land Improvements

10.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

10.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include maps, of the outdoor recreational facilities that the municipality operates and maintains	The Municipality operates a variety of outdoor supporting infrastructure such as parking lots, marina, and recreational infrastructure.

Table 34 Community Levels of Service: Land Improvements

10.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average condition of outdoor recreation facilities and land improvements in the municipality	Very Poor

Service Attribute	Technical Metric	Current LOS (2024)
Performance	Target vs. Actual capital reinvestment rate	3.6% vs. 0%

Table 35 Technical Levels of Service: Land Improvements

11. Vehicles

The Municipality’s vehicles portfolio includes 41 assets that support a variety of general and essential services, including transportation services, environmental services, the fire department, and recreation. The total current replacement of vehicles is estimated at approximately \$11 million.

11.1 Inventory & Valuation

Table 36 summarizes the quantity and current replacement cost of all vehicle assets available in the Municipality’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Environmental Services	1	Quantity	\$32,000	CPI
Protection Services	6	Quantity	\$5,390,000	CPI
Recreation & Cultural Services	5	Quantity	\$183,000	CPI
Transportation Services	29	Quantity	\$5,486,000	CPI
TOTAL			\$11,091,000	

Table 36 Detailed Asset Inventory: Vehicles

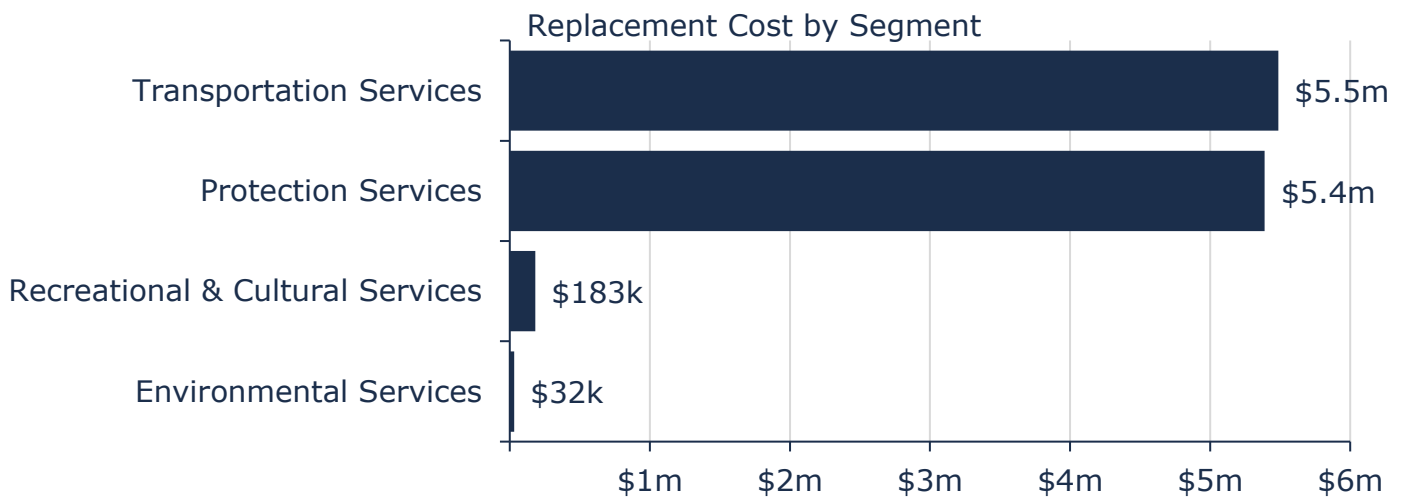


Figure 60 Portfolio Valuation: Vehicles

11.2 Asset Condition

Figure 61 summarizes the replacement cost-weighted condition of the Municipality’s vehicles portfolio. Based solely on age-based data, 45% of vehicles are in fair or better condition, with the remaining 55% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

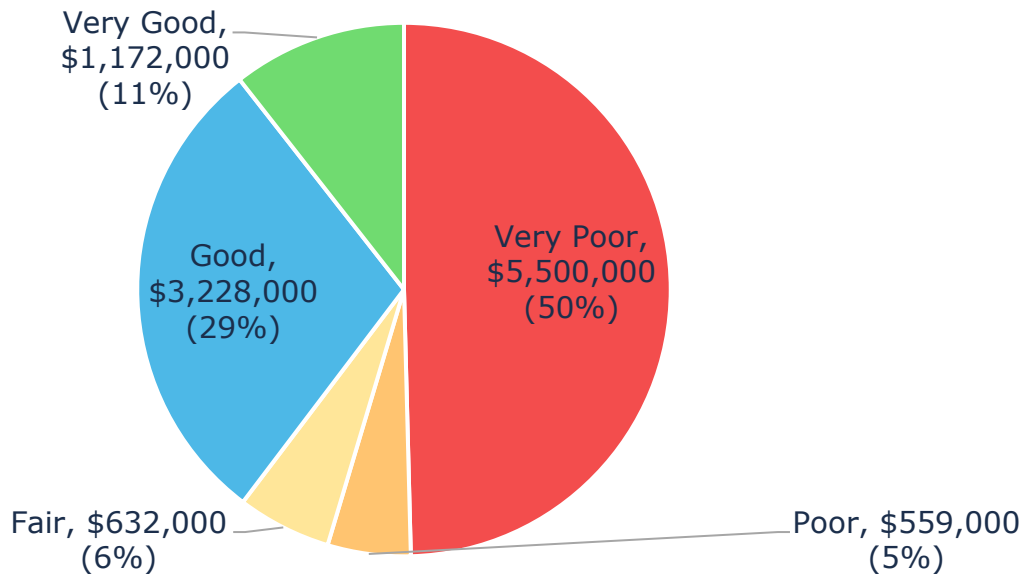


Figure 61 Asset Condition: Vehicles Overall

Figure 62 summarizes the condition of vehicles by each department.

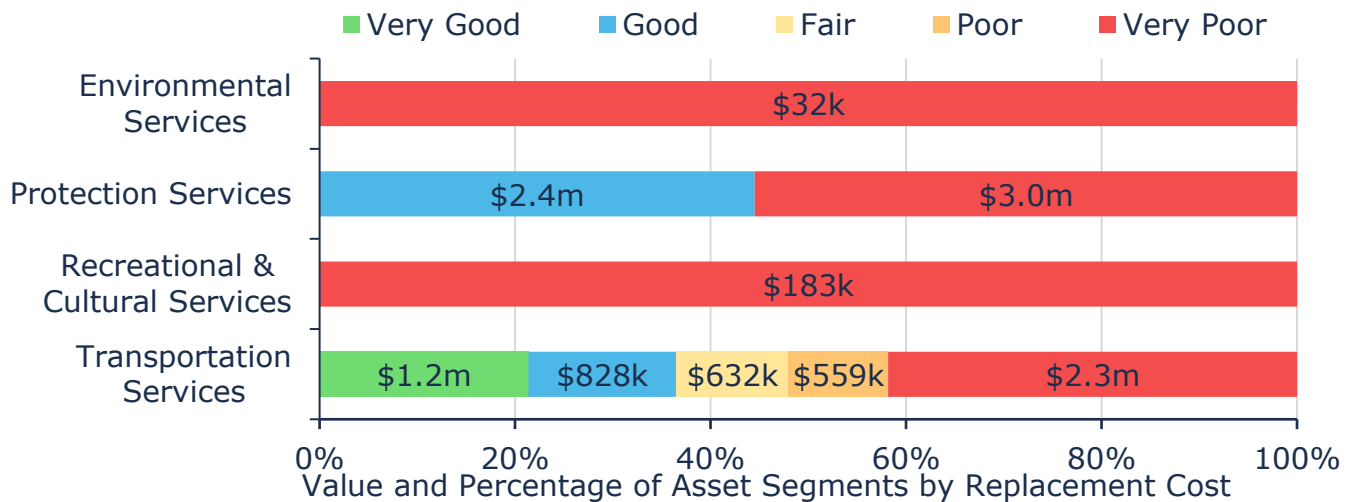


Figure 62 Asset Condition: Vehicles by Segment

11.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 63 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

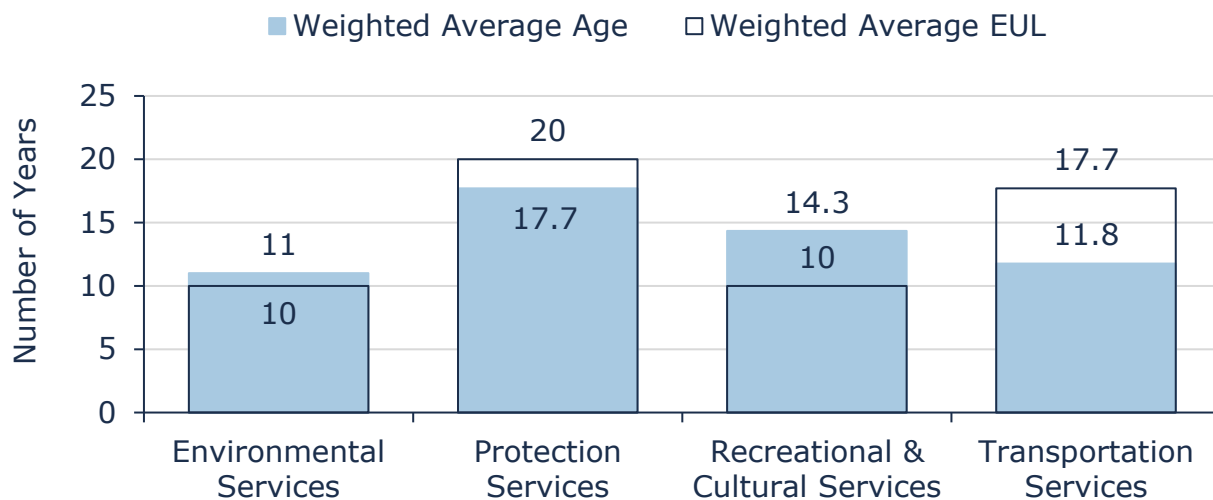


Figure 63 Estimated Useful Life vs. Asset Age: Vehicles

11.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	Oil changes and routine maintenance is completed approximately every 10,000km
Maintenance	All other maintenance activities are completed on a reactive basis when operational issues are identified (e.g., mechanical breakdown, deficiencies identified during daily inspections)
Replacement	Replacements are considered on an as-needed basis and when maintenance is no longer cost effective, as well as on a predetermined schedule for certain assets (e.g. snowplows are replaced every 12 years)
Inspection	Vehicles are inspected by the operator daily before use, however, these inspections identify deficiencies but do not provide overall condition ratings
	Fire vehicles follow best practices as per the industry for annual inspections, including annual pump testing

Table 37 Lifecycle Management Strategy: Vehicles

11.5 Forecasted Long-Term Replacement Needs

Figure 64 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s vehicles portfolio. This analysis was run until 2044 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$625,000 for all vehicles. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

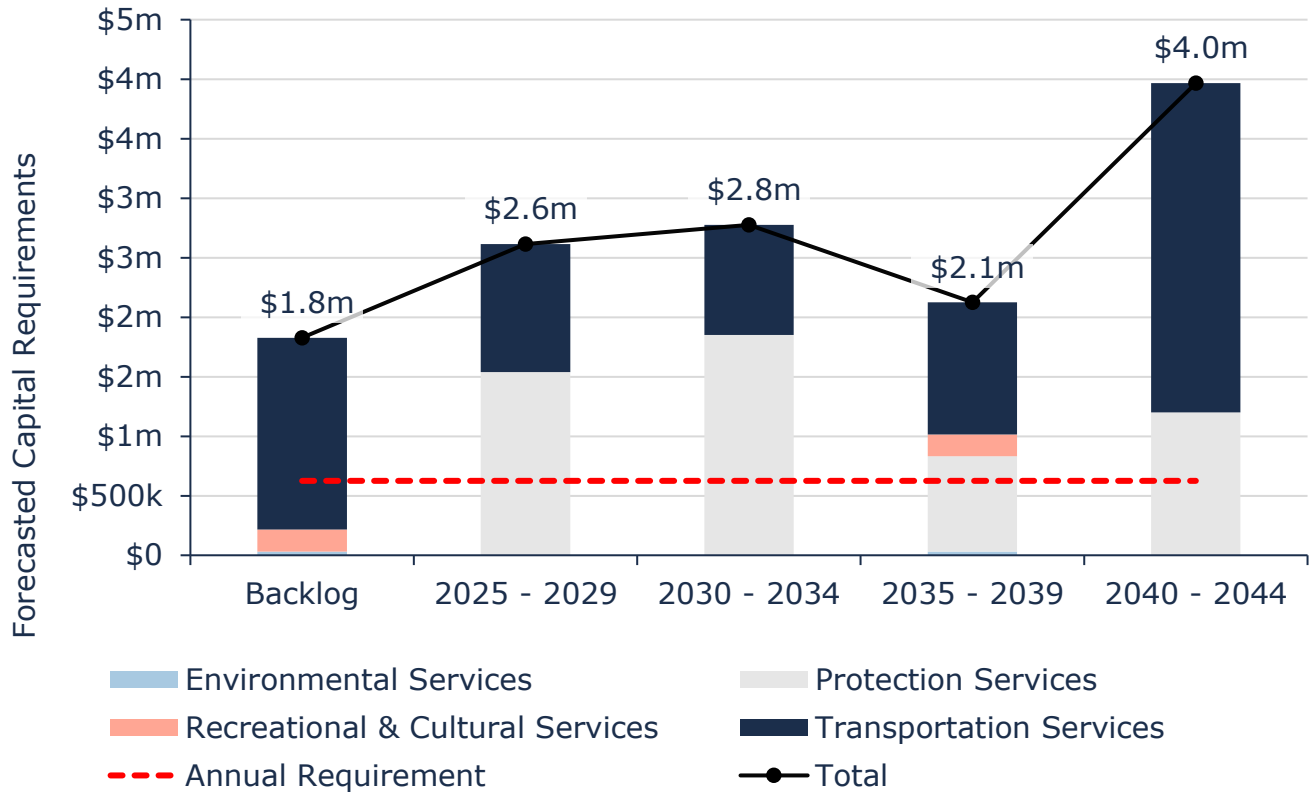


Figure 64 Forecasted Capital Replacement Needs: Vehicles 2025-2044

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

11.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant

information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

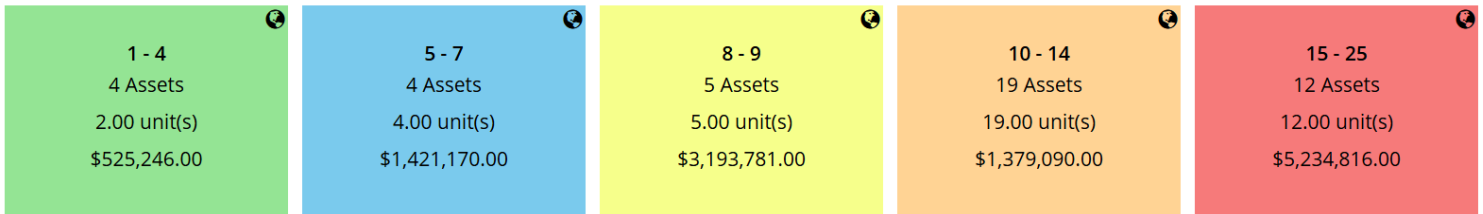


Figure 65 Risk Matrix: Vehicles

11.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

11.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include images, of the types of vehicles (i.e. light, medium, and heavy duty) that the municipality operates and the services that they help to provide to the community	<p>Fire department vehicles include water tankers, pumpers, and rescue trucks, ensuring readiness for emergency response.</p> <p>Recreation vehicles include light duty pick-up trucks for services such as park maintenance.</p> <p>Public Works vehicles include light and heavy duty trucks ranging from pick-up trucks to snow plows to ensure safe road conditions and managing infrastructure during inclement weather and construction projects.</p>

Table 38 Community Levels of Service: Vehicles

11.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average condition of vehicles	Poor
Performance	Target vs. Actual capital reinvestment rate	5.6% vs. 0%

Table 39 Technical Levels of Service: Vehicles

12. Machinery & Equipment

The Municipality’s machinery and equipment portfolio includes a variety of assets that support a combination of general and essential services, including recreation and fire. The total current replacement of machinery and equipment is estimated at approximately \$29 million.

12.1 Inventory & Valuation

Table 40 summarizes the quantity and current replacement cost of all machinery & equipment assets available in the Municipality’s asset register.

Segment	Quantity	Unit of Measure	Replacement Cost	Primary RC Method
Environmental Services	43	Quantity	\$26,219,000	CPI
General Government	21	Quantity	\$648,000	CPI
Protection Services	56	Quantity	\$774,000	CPI
Recreation & Cultural Services	24	Quantity	\$1,205,000	CPI
Transportation Services	4	Quantity	\$158,000	CPI
TOTAL			\$29,003,000	

Table 40 Detailed Asset Inventory: Machinery & Equipment

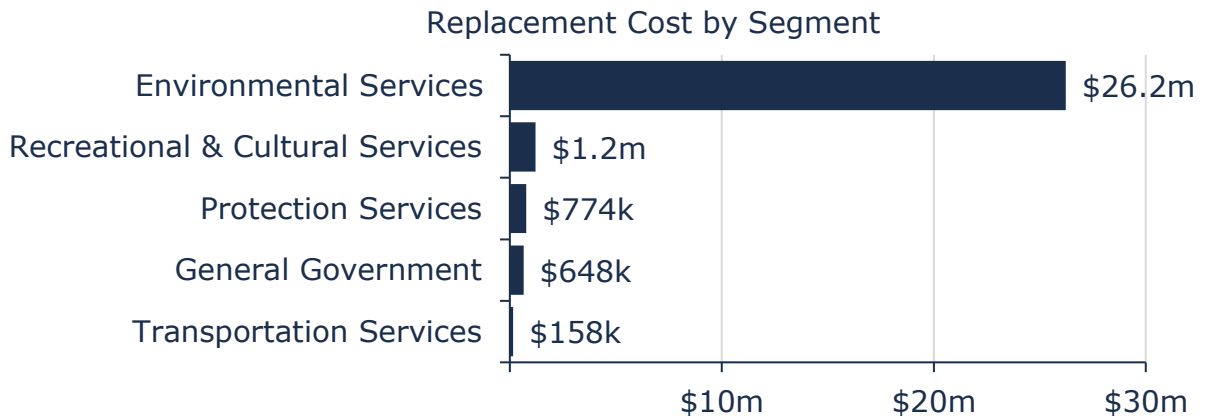


Figure 66 Portfolio Valuation: Machinery & Equipment

12.2 Asset Condition

Figure 67 summarizes the replacement cost-weighted condition of the Municipality’s machinery and equipment portfolio. Based solely on age data, 31% of assets are in fair or better condition; the remaining 69% are in poor or worse condition. These assets may be candidates for replacement in the short term; similarly, assets in fair condition may require rehabilitation or replacement in the medium term and should be monitored for further degradation in condition.

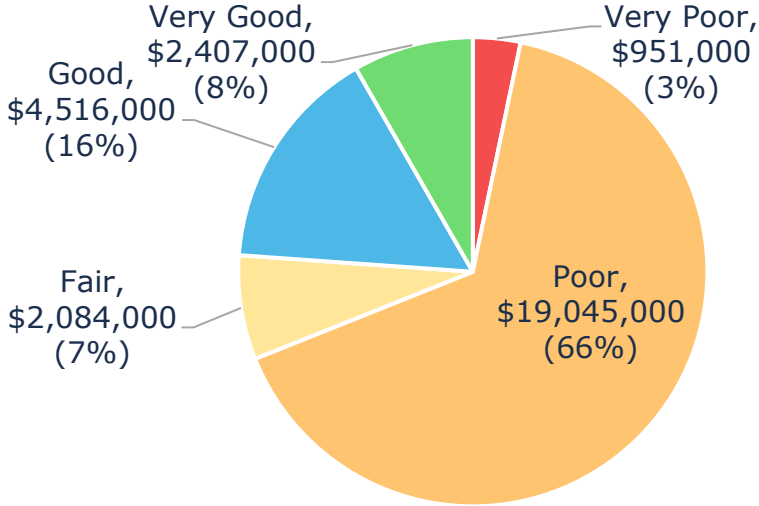


Figure 67 Asset Condition: Machinery & Equipment Overall

Figure 68 summarizes the age-based condition of machinery & equipment by each department.

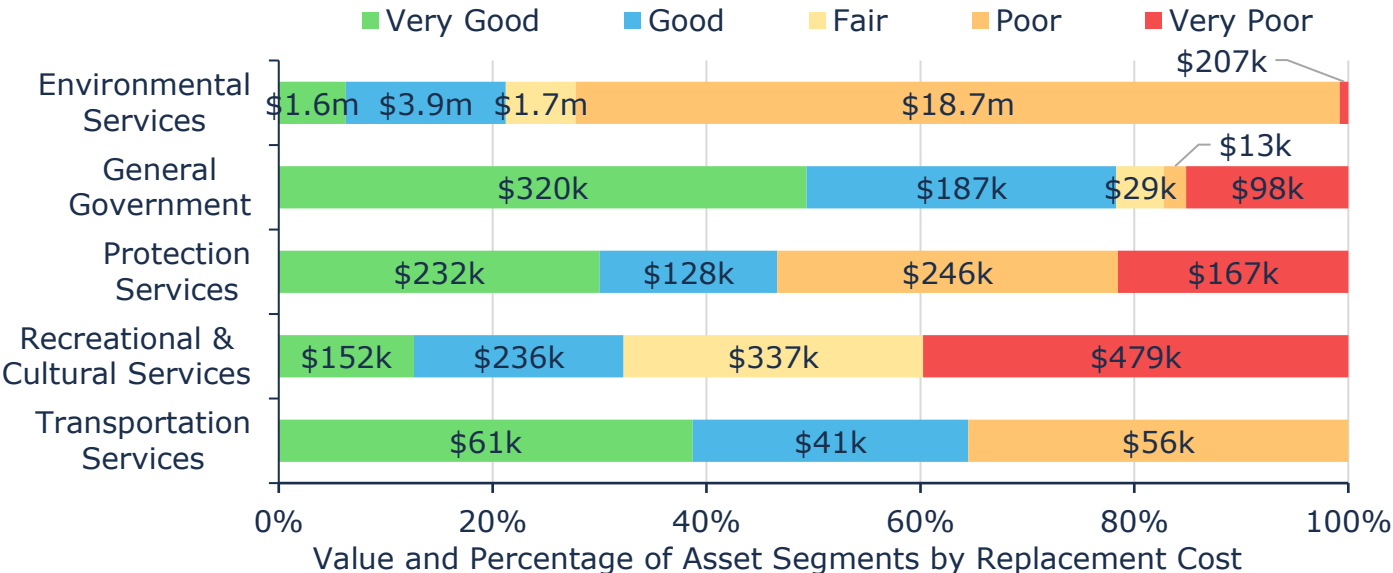


Figure 68 Asset Condition: Machinery & Equipment by Segment

12.3 Age Profile

An asset’s age profile comprises two key values: estimated useful life (EUL), or design life; and the percentage of EUL consumed. The EUL is the serviceable lifespan of an asset during which it can continue to fulfil its intended purpose and provide value to users, safely and efficiently. As assets age, their performance diminishes, often more rapidly as they approach the end of their design life.

In conjunction with condition data, an asset’s age profile provides a more complete summary of the state of infrastructure. It can help identify assets that may be candidates for further review through condition assessment programs; inform the selection of optimal lifecycle strategies; and improve planning for potential replacement spikes.

Figure 69 illustrates the average current age of each asset type and its estimated useful life. Both values are weighted by the replacement cost of individual assets.

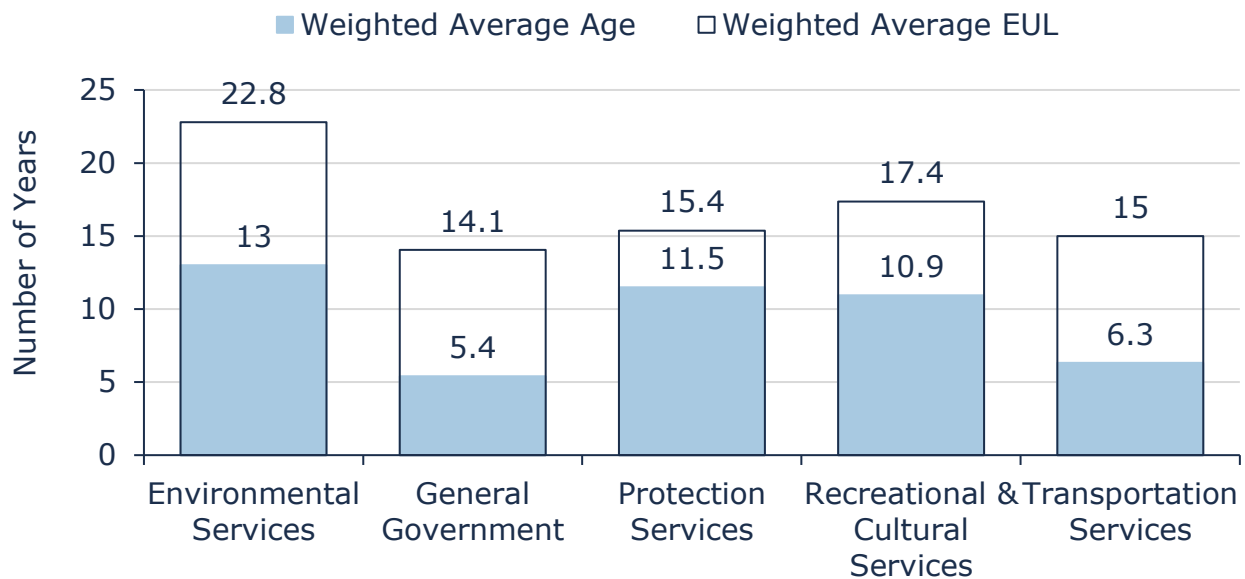


Figure 69 Estimated Useful Life vs. Asset Age: Machinery & Equipment

12.4 Current Approach to Lifecycle Management

The condition or performance of most assets will deteriorate over time. To ensure that municipal assets are performing as expected and meeting the needs of customers, it is important to establish a lifecycle management strategy to proactively manage asset deterioration.

The following table outlines the Municipality’s current lifecycle management strategy.

Activity Type	Description of Current Strategy
Maintenance	<p>Maintenance activities vary by department and are specific to each piece of equipment, but typically as per manufacturer recommendations</p> <hr/> <p>Fire Protection Services equipment is subject to a much more rigorous inspection and maintenance program compared to most other departments</p>
Replacement	<p>The replacement of machinery & equipment depends on deficiencies identified by operators that may impact their ability to complete required tasks</p>
Inspection	<p>Specific machinery and equipment assets have set inspection schedules including annual safety inspections for trailers</p>

Table 41 Lifecycle Management Strategy: Machinery & Equipment

12.5 Forecasted Long-Term Replacement Needs

Figure 70 illustrates the cyclical short-, medium- and long-term infrastructure replacement requirements for the Municipality’s machinery and equipment portfolio. This analysis was run until 2049 to capture at least one iteration of replacement for the longest-lived asset in Citywide Assets, the Municipality’s primary asset management system and asset register. The Municipality’s average annual requirements (red dotted line) total \$1.4 million for all machinery and equipment. Although actual spending may fluctuate substantially from year to year, this figure is a useful benchmark value for annual capital expenditure targets (or allocations to reserves) to ensure projects are not deferred and replacement needs are met as they arise.

These projections and estimates are based on asset replacement costs and age analysis. They are designed to provide a long-term, portfolio-level overview of capital needs and should be used to support improved financial planning over several decades.

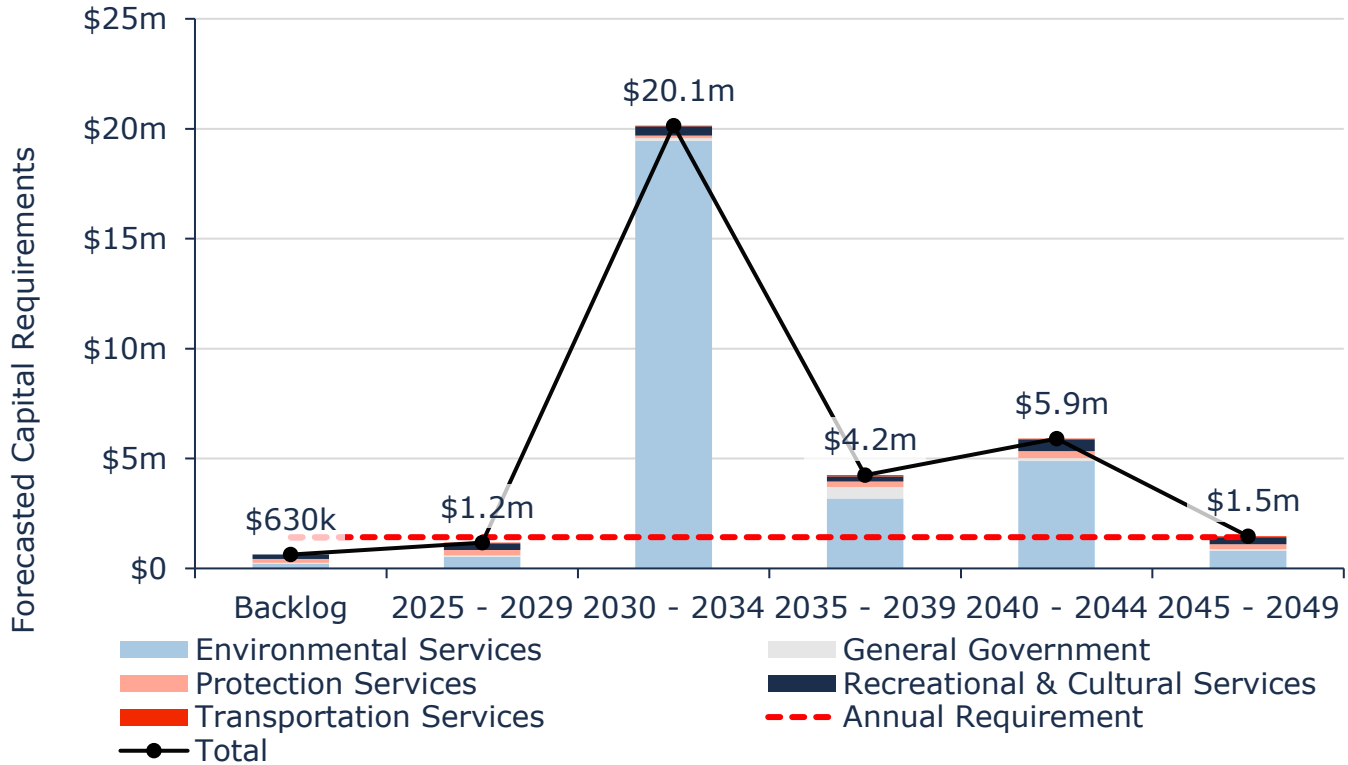


Figure 70 Forecasted Capital Replacement Needs: Machinery & Equipment 2024-2049

Often, the magnitude of replacement needs is substantially higher than most municipalities can afford to fund. In addition, most assets may not need to be replaced. However, quantifying and monitoring these spikes is essential for long-term financial planning, including establishing dedicated reserves. In addition, a robust risk framework will ensure that high-criticality assets receive proper and timely lifecycle intervention, including replacements.

A detailed 10-year capital replacement forecast can be found in Appendix B – 10-Year Capital Requirements.

12.6 Risk Analysis

The risk matrix below is generated using available asset data, including condition and replacement costs.

The matrix stratifies assets based on their individual probability and consequence of failure, each scored from 1 to 5. Their product generates a risk index ranging from 1-25. Assets with the highest criticality and likelihood of failure receive a risk rating of 25; those with lowest probability of failure and lowest criticality carry a risk rating of 1. As new data and information is gathered, the Municipality may consider integrating relevant

information that improves confidence in the criteria used to assess asset risk and criticality.

These risk models have been built into the Municipality’s Asset Management Database (Citywide Assets). See *Risk & Criticality* section for further details on approach used to determine asset risk ratings and classifications.

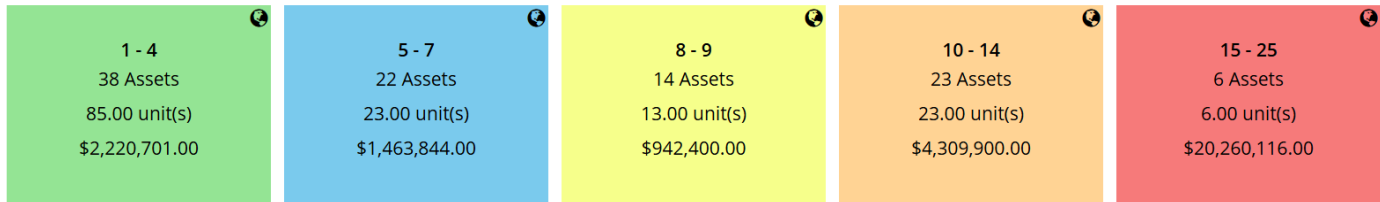


Figure 71 Risk Matrix: Machinery & Equipment

12.7 Levels of Service

The tables that follow summarize the Municipality’s current levels of service. There are no specifically prescribed KPIs under Ontario Regulation 588/17 for non-core assets, therefore the KPIs below represent performance measures that the Municipality has selected for this AMP.

12.7.1 Community Levels of Service

Service Attribute	Qualitative Description	Current LOS (2024)
Scope	Description, which may include images, of the types of equipment that the municipality operates and the services that they help to provide to the community	<p>General government is supported by equipment such as hardware, software and phone systems.</p> <p>Fire is supported by equipment such as compressors, SCBAs, and jaws of life.</p> <p>Environmental services is supported by water and wastewater equipment.</p> <p>Recreation is supported by playground structures, Zambonis, sound systems, and tractors.</p> <p>Transportation services is supported by equipment such as snowblowers, GPS, and manlifts.</p>

Table 42 Community Levels of Service: Machinery & Equipment

12.7.2 Technical Levels of Service

Service Attribute	Technical Metric	Current LOS (2024)
Quality	Average condition of equipment	Fair
Performance	Target vs. Actual capital reinvestment rate	3.7% vs. 3.09%

Table 43 Technical Levels of Service: Machinery & Equipment

Strategies



Growth



Financial Strategy



Recommendations

13. Growth

The demand for infrastructure and services will change over time based on a combination of internal and external factors. Understanding the key drivers of growth and demand will allow the Municipality to plan for new infrastructure more effectively, and the upgrade or disposal of existing infrastructure. Increases or decreases in demand can affect what assets are needed and what level of service meets the needs of the community.

13.1 West Elgin Official Plan (February 2008)

The Official Plan for the Municipality of West Elgin was adopted on February 21, 2008, and later approved with modifications by the Ministry of Municipal Affairs and Housing on February 7, 2011. The planning horizon for the Official Plan extends to the year 2031.

The primary goal of this Official Plan is to guide the land use planning process within the Municipality, ensuring development is managed in a manner that balances community needs with the protection of environmental, cultural, and natural heritage resources. This plan serves as a critical tool for the local government to direct development that aligns with the community's long-term vision and regulatory requirements.

The objectives of the Official Plan in relation to infrastructure and growth aim to promote orderly and sustainable development patterns within West Elgin. This includes enhancing the quality and accessibility of commercial services, medical and wellness services, and recreational facilities. The plan emphasizes the importance of accommodating growth by improving infrastructure that supports economic activities while respecting the Municipality's natural and cultural heritage. It also focuses on strategic land use to prevent urban sprawl and maintain the rural character of the area.

The Official Plan of West Elgin anticipates an increase in population, directing this growth primarily to designated Settlement Areas. These areas have existing or planned infrastructure to support higher-density development and are prepared to accommodate the majority of both residential and employment growth. By channeling growth to these specific areas, the plan aims to utilize land and services efficiently, fostering a compact and sustainable community structure. This strategic allocation helps maintain the rural character of the broader Municipality while supporting controlled urban expansion.

The Municipality of West Elgin expects population growth to continue until 2031. The table provided details population figures and the number of private dwellings from 1996 to 2021. According to the 2021 census data,

which shows actual population numbers and occupied private dwellings, the Municipality has experienced slight population increases recently, despite a general decline from 1996 to 2016.

Historical Figures	1996	2001	2006	2011	2016	2021
Population	5,572	5,464	5,349	5,157	4,995	5,060
Population Change	N/A	-2.0%	-2.1%	-3.6%	-3.1%	1.3%
Private Dwellings	N/A	2,221	2,216	2,106	2,221	2,221

Table 44 Population and Private Dwellings Historical Figures

13.2 Impact of Growth on Lifecycle Activities

By July 1, 2025, the Municipality’s asset management plan must include a discussion of how the assumptions regarding future changes in population and economic activity informed the preparation of the lifecycle management and financial strategy.

Planning for forecasted population growth may require the expansion of existing infrastructure and services. As growth-related assets are constructed or acquired, they should be integrated into the Municipality’s AMP. While the addition of residential units will add to the existing assessment base and offset some of the costs associated with growth, the Municipality will need to review the lifecycle costs of growth-related infrastructure. These costs should be considered in long-term funding strategies that are designed to, at a minimum, maintain the current level of service.

14. Financial Strategy

For an asset management plan to be effective and meaningful, it must be integrated with financial planning and long-term budgeting. The development of a comprehensive financial plan will allow West Elgin to identify the financial resources required for sustainable asset management based on existing asset inventories, desired levels of service, and projected growth requirements.

This report develops such a financial plan by presenting several scenarios for consideration and culminating with final recommendations. As outlined below, the scenarios presented model different combinations of the following components:

1. The financial requirements for:
 - a. Existing assets
 - b. Existing service levels
 - c. Requirements of contemplated changes in service levels (none identified for this plan)
 - d. Requirements of anticipated growth (none identified for this plan)
2. Use of traditional sources of municipal funds:
 - a. Tax levies
 - b. User fees
 - c. Debt
 - d. Development charges
3. Use of non-traditional sources of municipal funds:
 - a. Reallocated budgets
 - b. Partnerships
 - c. Procurement methods
4. Use of Senior Government Funds:
 - a. Canada Community-Building Fund (CCBF)
 - b. Annual grants

Note: Periodic grants are normally not included due to Provincial requirements for firm commitments. However, if moving a specific project forward is wholly dependent on receiving a one-time grant, the replacement cost included in the financial strategy is the net of such grant being received.

If the financial plan component results in a funding shortfall, the Province requires the inclusion of a specific plan as to how the impact of the shortfall

will be managed. In determining the legitimacy of a funding shortfall, the Province may evaluate a Municipality’s approach to the following:

1. In order to reduce financial requirements, consideration has been given to revising service levels downward.
2. All asset management and financial strategies have been considered.
For example:
 - a. If a zero-debt policy is in place, is it warranted? If not the use of debt should be considered.
 - b. Do user fees reflect the cost of the applicable service? If not, increased user fees should be considered.

14.1 Annual Requirements & Capital Funding

14.1.1 Annual Requirements

The annual requirements represent the amount the Municipality should allocate annually to each asset category to meet replacement needs as they arise, prevent infrastructure backlogs and achieve long-term sustainability. In total, the Municipality must allocate approximately \$4.9 million annually to address capital requirements for the assets included in this AMP.

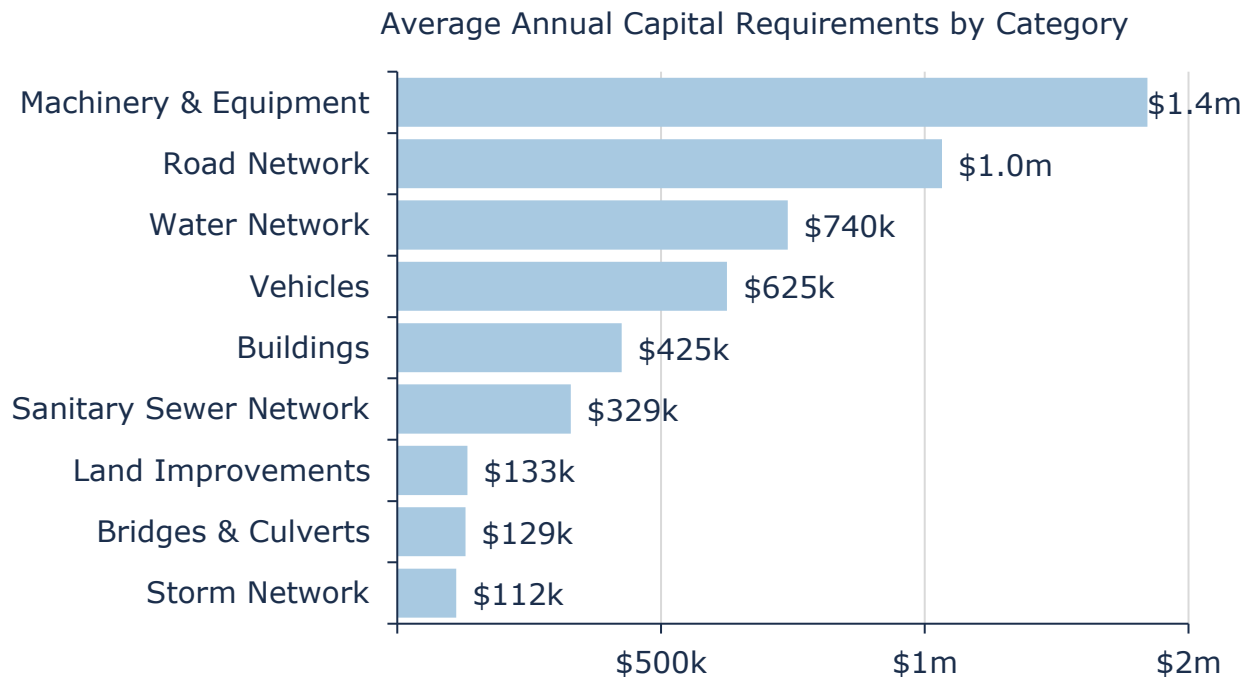


Figure 72 Annual Capital Funding Requirements by Asset Category

For most asset categories the annual requirement has been calculated based on a “replacement only” scenario, in which capital costs are only incurred at the construction and replacement of each asset.

However, for the Road Network, Sanitary Sewer Network, and Water Network, lifecycle management strategies have been developed to identify capital costs that are realized through strategic rehabilitation and renewal of the Municipality’s assets. The development of these strategies allows for a comparison of potential cost avoidance if the strategies were to be implemented. The following table compares two scenarios for the Road Network, Sanitary Sewer Network, and Water Network:

1. **Replacement Only Scenario:** Based on the assumption that assets deteriorate and – without regularly scheduled maintenance and rehabilitation – are replaced at the end of their service life.
2. **Lifecycle Strategy Scenario:** Based on the assumption that lifecycle activities are performed at strategic intervals to extend the service life of assets until replacement is required.

Asset Category	Annual Requirements (Replacement Only)	Annual Requirements (Lifecycle Strategy)	Difference
Road Network	\$1,185,000	\$1,033,000	\$152,000
Sanitary Sewer Network	\$528,000	\$329,000	\$199,000
Water Network	\$1,007,000	\$740,000	\$266,000

Table 45 Lifecycle Strategies Annual Savings

The implementation of a proactive lifecycle strategy for roads leads to a potential annual cost avoidance of \$152,000 for the Road Network, \$199,000 for the Sanitary Sewer Network, and \$266,000 for the Water Network. This represents an overall reduction of the annual requirements by 13% for the Road Network, 38% for the Sanitary Sewer Network, and 26% for the Water Network . As the lifecycle strategy scenario represents the lowest cost option available to the Municipality, we have used these annual requirements in the development of the financial strategy.

14.1.2 Annual Funding Available

Based on a historical analysis of sustainable capital funding sources, the Municipality is committing approximately \$2.5 million towards capital

projects per year. Given the annual capital requirement of \$4.9 million, there is currently a funding gap of \$2.4 million annually.

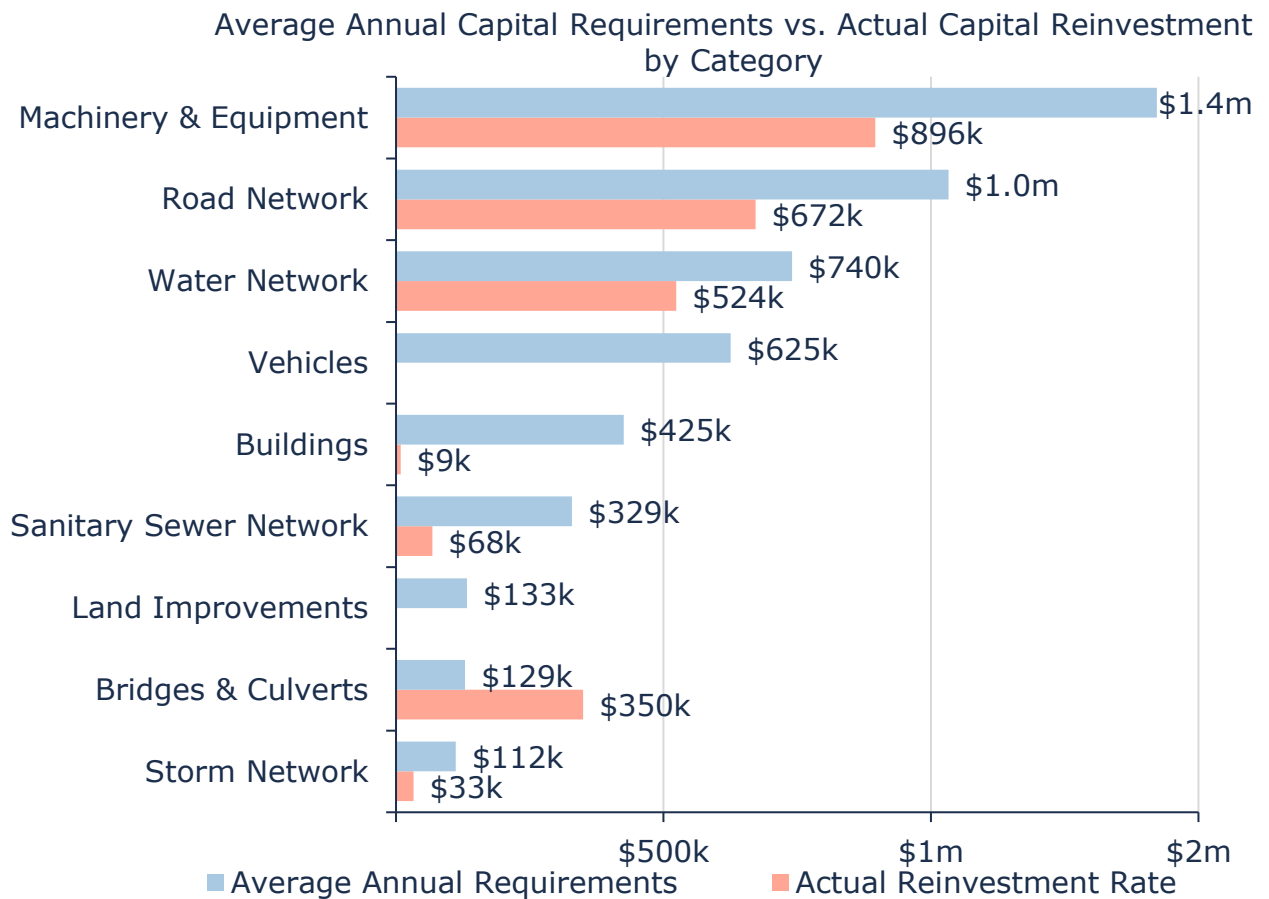


Figure 73 Annual Requirements vs. Capital Funding Available

14.2 Funding Objective

We have developed a scenario that would enable West Elgin to achieve full funding within 15 years for the following assets:

1. **Tax Funded Assets:** Road Network, Bridges & Culverts, Storm Network, Buildings, Machinery & Equipment, Land Improvements, Vehicles
2. **Rate-Funded Assets:** Water Network, Sanitary Sewer Network

Note: For the purposes of this AMP, we have excluded gravel roads since they are a perpetual maintenance asset and end of life replacement calculations do not normally apply. If gravel roads are maintained properly, they can theoretically have a limitless service life.

For each scenario developed we have included strategies, where applicable, regarding the use of cost containment and funding opportunities.

14.3 Financial Profile: Tax Funded Assets

14.3.1 Current Funding Position

The following tables show, by asset category, West Elgin’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by taxes.

Asset Category	Avg. Annual Requirement	Annual Funding Available					Annual Deficit
		Taxes	CCBF	OCIF	Reserve	Total Available	
Road Network	1,033,000	194,218	161,554	311,130	5,000	671,902	361,098
Storm Network	112,000	32,744	0	0	0	32,744	79,256
Bridges & Culverts	129,000	324,782	0	0	25,000	349,782	-220,782
Buildings	425,000	8,823	0	0	0	8,823	416,177
Machinery & Equipment	1,422,000	671,312	0	0	221,554	895,866	526,134
Land Improvements	133,000	0	0	0	0	0	133,000
Vehicles	625,000	0	0	0	0	0	625,000
Total	3,879,000	1,234,879	161,554	311,130	251,554	1,959,117	1,919,883

Table 46 Annual Available Funding for Tax Funded Assets

The average annual investment requirement for the above categories is \$3.88 million. Annual revenue currently allocated to these assets for capital purposes is \$1.96 million leaving an annual deficit of \$1.92 million. Put differently, these infrastructure categories are currently funded at 50.5% of their long-term requirements.

14.3.2 Full Funding Requirements

In 2024, the Municipality of West Elgin had budgeted annual tax revenues of approximately \$4.3 million. As illustrated in the following table, without consideration of any other sources of revenue or cost containment strategies, full funding would require the following tax change over time:

Asset Category	Tax Change Required for Full Funding
Road Network	8.4%
Storm Network	1.8%
Bridges & Culverts	-5.1%
Buildings	9.7%
Machinery & Equipment	12.2%
Land Improvements	3.1%
Vehicles	14.5%
Total	44.6%

Table 47 Tax Increase Requirements for Full Funding

Our scenario modeling include capturing the above changes and allocating them to the infrastructure deficit outlined above. The table below outlines this concept and presents several options:

	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	1,919,883	1,919,883	1,919,883	1,919,883
Tax Increase Required	44.6%	44.6%	44.6%	44.6%
Annually:	7.7%	3.8%	2.5%	1.9%

Table 48 Tax Increase Options 5-20 Years

14.3.3 Financial Strategy Recommendations

Considering all the above information, we recommend the 15-year option. This involves full funding being achieved over 15 years by:

- a) increasing tax revenues by 2.5% each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) allocating the current CCBF and OCIF revenue as outlined previously.
- c) reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
- d) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. By Provincial AMP rules, this periodic funding cannot be incorporated into an AMP unless there are firm commitments in place. We have included OCIF formula-based funding, if applicable, since this funding is a multi-year commitment⁴.
2. We realize that raising tax revenues by the amounts recommended above for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$9.8 million for the Buildings, \$1.8 million for Vehicles, \$1.1 million for Land Improvements, \$630k for Machinery & Equipment, \$5.0 million for the Road Network, and \$5.6 million for the Storm Network.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

⁴ The Municipality should take advantage of all available grant funding programs and transfers from other levels of government. While OCIF has historically been considered a sustainable source of funding, the program is currently undergoing review by the provincial government. Depending on the outcome of this review, there may be changes that impact its availability.

14.4 Financial Profile: Rate Funded Assets

14.4.1 Current Funding Position

The following tables show, by asset category, West Elgin’s average annual asset investment requirements, current funding positions, and funding increases required to achieve full funding on assets funded by rates.

Asset Category	Avg. Annual Requirement	Annual Funding Available			Annual Deficit
		Rates	To Oper	To Debt	
Water Network	740,000	1,341,603	-817,857	0	216,254
Sanitary Sewer Network	329,000	949,708	-881,685	0	260,977
Total	1,069,000	2,291,311	-1,699,542	0	477,231

Table 49 Annual Available Funding for Rate Funded Assets

The average annual investment requirement for the above categories is \$1.07 million. Annual revenue currently allocated to these assets for capital purposes is \$592,000 leaving an annual deficit of \$477,000. Put differently, these infrastructure categories are currently funded at 55.4% of their long-term requirements.

14.4.2 Full Funding Requirements

Averaging from 2021-2024, West Elgin had annual sanitary revenues of \$950,000 and annual water revenues of \$1,342,000. As illustrated in the table below, without consideration of any other sources of revenue, full funding would require the following changes over time:

Asset Category	Rate Change Required for Full Funding
Water Network	16.1%
Sanitary Sewer Network	27.5%

Table 50 Rate Increase Requirements for Full Funding

In the following tables, we have expanded the above scenario to present multiple options. Due to the significant increases required, we have provided phase-in options of up to 20 years:

Water Network				
	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	216,254	216,254	216,254	216,254
Rate Increase Required	16.1%	16.1%	16.1%	16.1%
Annually:	3.1%	1.6%	1.1%	0.8%

Table 51 Water Rate Increase Options 5-20 Years

Sanitary Sewer Network				
	5 Years	10 Years	15 Years	20 Years
Infrastructure Deficit	260,977	260,977	260,977	260,977
Rate Increase Required	27.5%	27.5%	27.5%	27.5%
Annually:	5.0%	2.5%	1.7%	1.3%

Table 52 Sanitary Rate Increase Options 5-20 Years

14.4.3 Financial Strategy Recommendations

Considering all of the above information, we recommend the 15-year option. This involves full funding being achieved over 15 years by:

- a) increasing rate revenues by 1.1% for water services and 1.7% for sanitary sewer services each year for the next 15 years solely for the purpose of phasing in full funding to the asset categories covered in this section of the AMP.
- b) increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.

Notes:

1. As in the past, periodic senior government infrastructure funding will most likely be available during the phase-in period. This periodic

funding should not be incorporated into an AMP unless there are firm commitments in place.

2. We realize that raising rate revenues for infrastructure purposes will be very difficult to do. However, considering a longer phase-in window may have even greater consequences in terms of infrastructure failure.
3. Any increase in rates required for operations would be in addition to the above recommendations.

Although this option achieves full funding on an annual basis in 15 years and provides financial sustainability over the period modeled, the recommendations do require prioritizing capital projects to fit the resulting annual funding available. Current data shows a pent-up investment demand of \$11.3 million for the Water Network and \$13.3 million for the Sanitary Sewer Network.

Prioritizing future projects will require the current data to be replaced by condition-based data. Although our recommendations include no further use of debt, the results of the condition-based analysis may require otherwise.

14.5 Use of Debt

Debt can be strategically utilized as a funding source within the long-term financial plan. The benefits of leveraging debt for infrastructure planning include:

- a) the ability to stabilize tax & user rates when dealing with variable and sometimes uncontrollable factors
- b) equitable distribution of the cost/benefits of infrastructure over its useful life
- c) a secure source of funding
- d) flexibility in cash flow management

Debt management policies and procedures with limitations and monitoring practices should be considered when reviewing debt as a funding option. In efforts to mitigate increasing commodity prices and inflation, interest rates have been rising. Sustainable funding models that include debt need to incorporate the now current realized risk of rising interest rates. The following graph shows the historical changes to the lending rates:

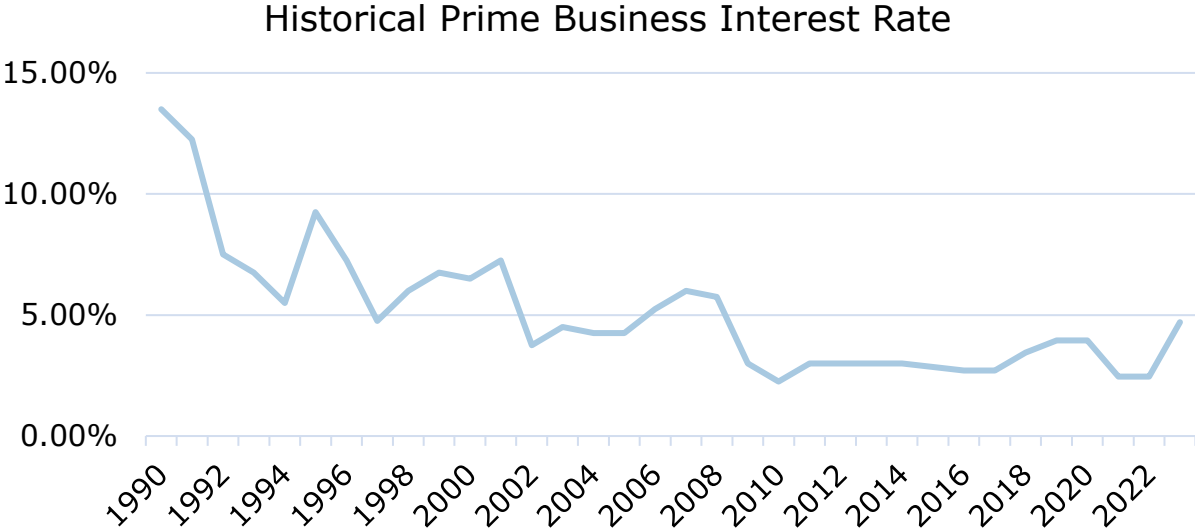


Figure 74 Historical Prime Rate

A change in 15-year rates from 5% to 7% would change the premium from 45% to 65%. Such a change would have a significant impact on a financial plan.

For reference purposes, the following table outlines the premium paid on a project if financed by debt. For example, a \$1 million project financed at 3.0%⁵ over 15 years would result in a 26% premium or \$260 thousand of increased costs due to interest payments. For simplicity, the table does not consider the time value of money or the effect of inflation on delayed projects.

⁵ Current municipal Infrastructure Ontario rates for 15-year money is 3.2%.

Interest Rate	Number of Years Financed					
	5	10	15	20	25	30
7.0%	22%	42%	65%	89%	115%	142%
6.5%	20%	39%	60%	82%	105%	130%
6.0%	19%	36%	54%	74%	96%	118%
5.5%	17%	33%	49%	67%	86%	106%
5.0%	15%	30%	45%	60%	77%	95%
4.5%	14%	26%	40%	54%	69%	84%
4.0%	12%	23%	35%	47%	60%	73%
3.5%	11%	20%	30%	41%	52%	63%
3.0%	9%	17%	26%	34%	44%	53%
2.5%	8%	14%	21%	28%	36%	43%
2.0%	6%	11%	17%	22%	28%	34%
1.5%	5%	8%	12%	16%	21%	25%
1.0%	3%	6%	8%	11%	14%	16%
0.5%	2%	3%	4%	5%	7%	8%
0.0%	0%	0%	0%	0%	0%	0%

Table 53 Interest Premiums Paid

14.5.1 Recommendation

For 2025 requirements, Ontario Regulation 588/17 will require West Elgin to integrate proposed levels of service for all asset categories in its asset management plan update. We recommend that future planning should reflect adjustments to service levels and their impacts on reserve balances.

15. Recommendations & Key Considerations

15.1 Financial Strategies

1. Review the feasibility of adopting a full-funding scenario to achieve 100% of average annual funding requirement for the asset categories analyzed. This includes:
 - a. Increasing taxes by 2.5% per year over a period of 15 years;
 - b. Increasing water rates by 1.1% per year over a period of 15 years; and
 - c. Increasing sanitary rates by 1.7% per year over a period of 15 years.
2. Continued allocation of OCIF and CCBF funding as previously outlined.
3. Reallocating appropriate revenue from categories in a surplus position to those in a deficit position.
4. Increasing existing and future infrastructure budgets by the applicable inflation index on an annual basis in addition to the deficit phase-in.
5. Continue to apply for project specific grant funding to supplement sustainable funding sources.

15.2 Asset Data

1. Continuously review, refine, and calibrate lifecycle and risk profiles to better reflect actual practices and improve capital projections. In particular:
 - a. the timing of various lifecycle events, the triggers for treatment, anticipated impacts of each treatment, and costs
 - b. the various attributes used to estimate the likelihood and consequence of asset failures, and their respective weightings
2. Asset management planning is highly sensitive to replacement costs. Periodically update replacement costs based on recent projects, invoices, or estimates, as well as condition assessments, or any other technical reports and studies. Material and labour costs can fluctuate due to local, regional, and broader market trends, and substantially so during major world events. Accurately estimating the replacement cost of like-for-like assets can be challenging. Ideally, several recent projects over multiple years should be used. Staff judgement and

historical data can help attenuate extreme and temporary fluctuations in cost estimates and keep them realistic.

3. Like replacement costs, an asset's established serviceable life can have dramatic impacts on all projections and analyses, including condition, long-range forecasting, and financial recommendations. Periodically reviewing and updating these values to better reflect in-field performance and staff judgement is recommended.

15.3 Risk & Levels of Service

1. Risk models and matrices can play an important role in identifying high-value assets, and developing an action plan which may include repair, rehabilitation, replacement, or further evaluation through condition assessments. As a result, project selection and the development of multi-year capital plans can become more strategic and objective. Initial models have been built into Citywide for all asset groups. These models reflect current data, which was limited. As the data evolves and new attribute information is obtained, these models should also be refined and updated.
2. Available data on current performance should be centralized and tracked to support any calibration of service levels ahead of O. Reg. 588's 2025 requirements on proposed levels of service.
3. Staff should monitor evolving local, regional, and environmental trends to identify factors that may shape the demand and delivery of infrastructure programs. These can include population growth, and the nature of population growth; climate change and extreme weather events; and economic conditions and the local tax base. This data can also be used to review service level targets.

Appendices

Appendix A – Infrastructure Report Card

Appendix B – 10-Year Capital Requirements

Appendix C – Level of Service Maps

Appendix A – Infrastructure Report Card

Asset Category	Replacement Cost	Average Condition	Financial Capacity	
Road Network	\$28.6 m	Fair	Annual Requirement:	\$1,033,000
			Funding Available:	\$672,000
			Annual Deficit:	\$361,000
Bridges & Culverts	\$9.4 m	Good	Annual Requirement:	\$129,000
			Funding Available:	\$350,000
			Annual Deficit:	-\$221,000
Water Network	\$45.4 m	Fair	Annual Requirement:	\$740,000
			Funding Available:	\$524,000
			Annual Deficit:	\$216,000
Sanitary Sewer Network	\$18.6 m	Very Poor	Annual Requirement:	\$329,000
			Funding Available:	\$68,000
			Annual Deficit:	\$261,000
Storm Network	\$8.4 m	Very Poor	Annual Requirement:	\$112,000
			Funding Available:	\$33,000
			Annual Deficit:	\$79,000
Buildings	\$20.2 m	Poor	Annual Requirement:	\$425,000
			Funding Available:	\$9,000
			Annual Deficit:	\$416,000
Land Improvements	\$3.6 m	Very Poor	Annual Requirement:	\$133,000
			Funding Available:	\$0
			Annual Deficit:	\$133,000
Vehicles	\$11.1 m	Poor	Annual Requirement:	\$625,000
			Funding Available:	\$0
			Annual Deficit:	\$625,000
Machinery & Equipment	\$29.0 m	Fair	Annual Requirement:	\$1,422,000
			Funding Available:	\$896,000
			Annual Deficit:	\$526,000

Appendix B – 10-Year Capital Requirements

The tables below summarize the projected cost of lifecycle activities (rehabilitation and replacements) that may be undertaken over the next 10 years to support current levels of service.

These projections are generated in Citywide and rely on the data available in the asset register. Assessed condition data and replacement costs were used to assist in forecasting replacement needs for roads. For all remaining assets, only age was used to determine forthcoming replacement needs.

The projections can be different from actual capital forecasts. Consistent data updates, particularly condition, replacement costs, and regular upkeep of lifecycle models, will improve the alignment between the system generated expenditure requirements, and the Municipality’s capital expenditure forecasts.

Road Network

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Gravel Roads	\$375k	-	-	\$44k	\$266k	\$652k	\$314k	\$293k	\$638k	\$1.2m	\$548k
HCB Roads	\$358k	\$215k	\$130k	\$107k	\$288k	\$95k	\$239k	-	-	-	-
LCB Roads	\$20k	-	\$140k	\$89k	\$279k	\$58k	-	-	\$459k	-	\$49k
Lights and Transformers	\$4.0m	-	-	-	-	-	-	-	-	-	-
Sidewalks	\$129k	-	-	\$2k	-	-	-	\$5k	\$10k	\$22k	\$10k
Signs	\$41k	-	-	-	-	-	-	-	-	-	-
Total	\$5.0m	\$215k	\$270k	\$242k	\$834k	\$805k	\$554k	\$298k	\$1.1m	\$1.2m	\$607k

Table 54 System Generated 10-Year Capital Replacement Forecast: Road Network

Bridges & Culverts

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Bridges	-	\$46k	-	-	-	-	-	-	-	-	-
Culverts	-	-	-	-	-	-	-	-	-	-	-
Total	-	\$46k	-	-	-	-	-	-	-	-	-

Table 55 System Generated 10-Year Capital Replacement Forecast: Bridges & Culverts

Water Network

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Curbstop Line	\$285k	-	-	-	-	-	-	-	-	-	-
Hydrants	\$1.9m	-	-	-	-	-	-	-	-	-	-
Water Mains	\$55k	-	-	-	-	-	-	-	-	-	-
Water Treatment Plant	\$6.5m	-	-	-	-	-	-	-	-	-	-
Water Valves	\$2.5m	-	-	-	-	-	-	-	-	-	-
Total	\$11.3m	-	-	-	-	-	-	-	-	-	-

Table 56 System Generated 10-Year Capital Replacement Forecast: Water Network

Sanitary Sewer Network

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Sanitary Manholes	\$3.2m	-	-	-	-	-	-	-	-	-	-
Sanitary Sewer Mains	-	-	-	-	-	-	-	-	-	-	-
Wastewater Treatment Plant	\$10.1m	-	-	-	-	-	-	-	-	-	-
Total	\$13.3m	-	-	-	-	-	-	-	-	-	-

Table 57 System Generated 10-Year Capital Replacement Forecast: Sanitary Sewer Network

Storm Network

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Catchbasins & Manholes	\$4.6m	-	-	-	-	-	-	-	-	-	-
Storm Mains	\$908k	-	-	-	-	-	-	\$97k	\$93k	-	-
Total	\$5.6m	-	-	-	-	-	-	\$97k	\$93k	-	-

Table 58 System Generated 10-Year Capital Replacement Forecast: Storm Network

Buildings

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
General Government	-	-	-	-	-	-	-	-	-	-	-
Protection Services	\$1.9m	-	-	-	-	-	-	-	-	-	-
Recreational & Cultural Services	\$6.9m	\$1.0m	-	-	-	-	-	-	-	\$25k	-
Transportation Services	\$1.0m	-	-	-	-	-	-	-	-	-	-
Total	\$9.8m	\$1.0m	-	-	-	-	-	-	-	\$25k	-

Table 59 System Generated 10-Year Capital Replacement Forecast: Buildings

Land Improvements

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
General Government	-	-	-	-	-	-	-	-	-	-	-
Marina	-	\$1.3m	-	-	-	-	\$50k	-	-	-	-
Parking Lots	-	-	-	-	\$17k	-	-	-	-	-	-
Parks and Sports Fields	\$1.1m	\$13k	-	-	-	-	\$119k	-	-	-	-
Total	\$1.1m	\$1.3m	-	-	\$17k	-	\$169k	-	-	-	-

Table 60 System Generated 10-Year Capital Replacement Forecast: Land Improvements

Vehicles

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Environmental Services	\$32k	-	-	-	-	-	-	-	-	-	-
Protection Services	-	-	\$740k	-	\$800k	-	\$650k	-	-	\$1.2m	-
Recreational & Cultural Services	\$183k	-	-	-	-	-	-	-	-	-	-
Transportation Services	\$1.6m	\$83k	-	\$192k	\$445k	\$354k	\$206k	\$315k	-	\$148k	\$257k
Total	\$1.8m	\$83k	\$740k	\$192k	\$1.2m	\$354k	\$856k	\$315k	-	\$1.3m	\$257k

Table 61 System Generated 10-Year Capital Replacement Forecast: Vehicles

Machinery & Equipment

Segment	Back-log	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034
Environmental Services	\$207k	-	-	-	\$538k	-	\$352k	-	\$532k	\$290k	\$18.3m
General Government	\$54k	\$44k	-	-	-	\$13k	\$57k	-	-	\$37k	\$10k
Protection Services	\$167k	-	-	-	-	\$246k	-	-	-	-	\$128k
Recreational & Cultural Services	\$202k	\$202k	-	\$28k	\$48k	-	\$67k	\$73k	-	\$241k	\$29k
Transportation Services	-	-	-	-	-	\$56k	-	-	-	-	\$41k
Total	\$630k	\$246k	-	\$28k	\$585k	\$316k	\$477k	\$73k	\$532k	\$567k	\$18.5m

Table 62 System Generated 10-Year Capital Replacement Forecast: Machinery & Equipment

Appendix C – Level of Service Maps & Photos

Bridges – Very Good Condition



Bridges – Good Condition



Bridges – Fair Condition



Culverts – Very Good Condition



Culverts – Good Condition



Culverts – Fair Condition





Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-06-25
Subject: 2026 Line Painting Tender Results

Recommendation:

That West Elgin Council receive the 2026 Line Painting Report from D. Charron, Manager of Infrastructure and Development; and

That West Elgin Council hereby approve the tender amount of \$51,035.00 plus applicable taxes from RanN Maintenance of Guelph ON for line painting services.

Purpose:

The purpose of this report is to provide Council with information to support the recommendation to approve the quote from RanN Maintenance of Guelph ON for line painting services during the 2026 season. The quote was received through the tendering process as set out in the West Elgin Purchasing Policy and Procedures 2023.

Background:

The Municipality of West Elgin issued a joint Tender with the Municipality of Durtton Dunwich for the 2026-line painting services with a closing date of June 12, 2026. All tendered amounts listed below are for 173,000 meters of the usual 207,000 meters of painted line in West Elgin. As of the closing date, the Municipality received four submissions as follows (before applicable taxes) –

1.	Mobil Services Inc.	\$55,130.00
2.	Guild Electric Ltd.	\$68,612.00
3.	RaN Maintenance	\$51,035.00
4.	Midwestern Line Striping Inc.	\$92,863.00

The lowest tender bid, as listed above, represents an increase of approx. \$0.012 per meter over last year's price. RanN maintenance completed the work in 2024 & 2025 for West Elgin and completed the work on time and satisfied the contract requirements.

Financial Implications:

The above-mentioned line painting costs are included in the 2026 West Elgin Operating Budget.

Policies/Legislation:

West Elgin Purchasing Policy and Procedures

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager of Infrastructure and Development

Report Approval Details

Document Title:	Line Painting Contract 2026 - 2026-25-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jun 16, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-06-25
Subject: Parking By-Law Amendment – Laneway

Recommendation:

That West Elgin Council hereby receives the report from D. Charron, Manager of Operations & Community Services: and,

That By-Law 2001-50, “being a By-Law to Regulate Parking and Traffic in the Municipality of West Elgin” be amended to establish a restricted parking zone as follows:

- The laneway at 135 Queen Street in Rodney, from Ridout Street to the projection of the northerly property line of 261 Ridout Street.

Purpose:

The purpose of this report is to seek West Elgin Council’s direction to amend the By-Law 2001-50 to include the laneway of 135 Queen Street in Rodney, from Ridout Street to the projection of the northerly property line of 261 Ridout Street.

Background:

The laneway located at 135 Queen Street serves as the sole point of vehicular access to and from the Rodney Outdoor Pool. Staff have observed ongoing parking concerns along the south side of the laneway. This practice obstructs pedestrian movement, reduces accessibility for individuals using mobility aids, strollers, and other assistive devices, and creates potential safety concerns.

In addition to impeding pedestrian travel, vehicles parked along the south side of the laneway contribute to congestion within the already narrow roadway. The reduced roadway width can affect vehicle circulation and access to municipal facilities, particularly during periods of high usage at the Rodney Outdoor Pool.

The current parking regulations do not adequately address these recurring concerns. As a result, staff are recommending an amendment to the Parking By-law to prohibit parking on the south side of the laneway. The proposed restriction will improve pedestrian accessibility, enhance safety, maintain clear access to municipal facilities, and support the efficient movement of vehicles through the laneway.

Financial Implications:

This newly established, restricted parking zone would require three (3) signs for proper implementation. With an estimated cost of \$200.00 per sign (including installation), approval of this amendment would cost a total of \$600.00. Signage costs would be allocated to the safety portion of the 2026 public works budget.

Policies/Legislation:

[By-law 2001-50, Parking By-law](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron, Manager of Infrastructure and Development

CORPORATION OF THE MUNICIPALITY OF WEST ELGIN

BY-LAW NO. 2001-50

Being a By-Law to Regulate Parking and Traffic

IN CONJUNCTION WITH

COUNTY OF ELGIN PARKING BY-LAW NO. EG1

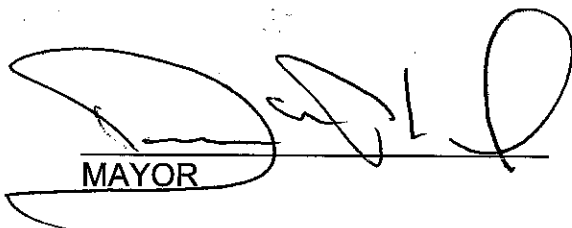
WHEREAS that pursuant to the Municipal Act, Section 210, Chapter 45, R.S.O. as amended, a council of a municipality may pass bylaws for the regulation of traffic, and further that the Municipality of West Elgin does hereby approve the County Parking Bylaw No. EG1 and attached schedules, and the enforcement of that bylaw,

NOW THEREFORE THE COUNCIL OF THE CORPORATION OF THE MUNICIPALITY OF WEST ELGIN HEREBY ENACTS AS FOLLOWS:

1. THAT this By-Law incorporates the County of Elgin By-Law No. EG1, being a bylaw to regulate traffic, and in particular parking infractions and the the fee schedules attached,
2. FURTHER that the By-Law shall govern the parking within the Municipality of West Elgin and the enforcement thereof,
3. THAT this By-Law shall come into force and effect upon the date of the final passing thereof and shall continue in force and effect until repealed.

READ A FIRST AND SECOND TIME on this 22nd day of November 2001.

READ A THIRD TIME on this 22nd day of November 2001
AND finally SIGNED, SEALED AND NUMBERED AS **BY-LAW NO. 2001-50 – Elgin County Parking By-Law.**


MAYOR


CLERK

Corporation of the Municipality of West Elgin By-Law No. EG1

WHEREAS, pursuant to Section 210 of the Municipal Act, being Chapter M.45, R.S.O. 1990, as amended, a council of a municipality may pass by-laws for the regulation of traffic.

The Council of the Corporation of the Municipality of West Elgin enacts as follows:

PART "A" DEFINITIONS

1. **DEFINITIONS** in this By-Law:

"ANY PROVISION OF THIS BY-LAW" means any provision of this By-Law for the contravention of which the Municipal Act permits a procedure for the voluntary payment of penalties out of court.

"AUTHORIZED SIGN" means any sign or device placed or erected on a highway under the authority of this By-law by the Roads Superintendent for the purpose of regulating, warning or guiding traffic.

"BICYCLE" is a vehicle as defined under the Highway Traffic Act.

"BOULEVARD" shall be construed to mean that portion of every highway within the limits of the Municipality of West Elgin which is not used as a sidewalk or a travelled roadway.

"BUS STOP" means a part of a highway designated as a point at which buses stop to take on or let off passengers.

"COMMERCIAL MOTOR VEHICLE" means a motor vehicle having permanently attached thereto a truck or delivery body and includes ambulances, hearses, casket wagons, fire apparatus, buses and tractors used for hauling purposes on highways.

"CORNER" with reference to a highway intersection means the point of intersection of the prolongation of the lateral curb lines or in the absence of curbs the prolongation of the edges of the roadways.

"CORPORATION" means the Corporation of the Municipality of West Elgin.

"COUNCIL" means the current Council of the Corporation of the Municipality of West Elgin.

"CROSSWALK" means,

- (i) that part of a highway at an intersection that is included within the connections of the lateral lines of the sidewalks on opposite sides of the highway measured from the curbs, or, in the absence of curbs, from the edges of the roadway, or
- (ii) any portion of a roadway at an intersection or elsewhere distinctly indicated for pedestrian crossing by signs or by lines or other markings on the surface.

"CURBLINE" means, where the curb is constructed "curbline" shall be construed as meaning the edge of the travelled portion of the highway.

"DESIGNATED PARKING SPACE" or "DESIGNATED DISABLED PERSON PARKING SPACE" means a parking space located on any public highway under the jurisdiction of the Corporation of the Municipality of West Elgin or on any property owned or occupied by the Corporation of the Municipality of West Elgin or any local board thereof and designated for parking of vehicles and marked by an official sign indicating such space to be for the sole use of vehicles displaying a disabled person parking permit.

“DISABLED PERSON PARKING PERMIT” means a disabled person parking permit issued under the Highway Traffic Act or a permit, numbered plate or other marker or device issued by another jurisdiction and recognized under the Highway Traffic Act.

“DRIVEWAY” means improved land on a highway which provides vehicular access from the roadway to a laneway or a parking area on adjacent land.

“GROSS WEIGHT” means the combined weight of vehicle and load.

“HANDICAPPED PERSON” means an individual who has been issued a disabled person parking permit by the Province of Ontario and who has met the requirements of the Highway Traffic Act.

“HEAVY TRUCK” means any commercial motor vehicle which has a rated gross vehicle weight exceeding 4,535.92 kilograms (10,000 pounds) according to the current permit or vehicle registration which has been issued under the Highway Traffic Act, or its foreign equivalent for such vehicle, regardless of the actual weight of such vehicles, but does not include a vehicle operated by or on behalf of the Corporation or a school bus which is in the course of transferring children or handicapped adults to and from schools.

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

“HOLIDAY” includes Sunday, New Year’s Day, Good Friday, Easter Monday, Victoria Day, Dominion day, the day proclaimed as a Civic Holiday, Labour Day, Thanksgiving Day, Remembrance Day, Christmas Day, Boxing Day, the day proclaimed as birthday of the reigning sovereign, and any day appointed by proclamation of the Governor General or the Lieutenant-Governor-In-Council as a public holiday or for a general fast or thanksgiving and the next following day when any such holiday falls on a Saturday or a Sunday, and any day appointed by proclamation of the Municipal Council.

“INTERSECTION” means the area embraced within the prolongation or connection of the lateral curblines or, if none, then of the lateral boundary lines of two or more highways that join one another at an angle, whether or not one highway crosses the other.

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

“LOADING ZONE” means the part of a highway set apart for the exclusive purpose of parking a vehicle to load or unload same.

“METERED PARKING SPACE” means a parking space for which a meter or other mechanical device is provided or any space adjacent to which a parking meter or other mechanical device is located.

“MOTOR VEHICLE” includes an automobile, motorcycle, motor-assisted bicycle and any other vehicle propelled or driven otherwise than by muscular power, but does not include the cars of electric or steam railways, or other motor vehicles running only upon rails, or a motorized snow vehicle, traction engine, farm tractor, self-propelled implement of husbandry or road-building or winter control machine.

“M.T.O.” means the Ministry of Transportation of Ontario.

“OFFICER” means the By-Law Enforcement Officer of the Municipality or any other person authorized by Council and charged with the enforcement of this By-Law.

“OFFICIAL SIGN” means a sign approved by the Ministry of Transportation of Ontario.

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

“PARKING INFRACTION” means any unlawful parking, standing or stopping of a vehicle that constitutes an offence.

“PARKING METER” means a device that shall indicate thereon the length of time during which a vehicle may be parked which shall have as a part thereof a receptacle for receiving and storing coins, a slot or place in which such coins may be deposited, a timing mechanism to indicate the passage of the interval of time during which the parking is permissible and which shall also display a signal when said interval of time shall have elapsed.

“PARKING METER COVER” means a hood, bag or other covering for a parking meter that is placed over a parking meter by an authorized official to indicate that a parking meter is not to be used.

“POLICE OFFICER” means a member of the Police Force having jurisdiction in the area.

“ROADWAY” means the part of the highway that is improved, designed or ordinarily used for vehicular traffic, but does not include the shoulder, and, where a highway includes two or more separate roadways, the term “roadway” refers to any one roadway separately and not to all of the roadway collectively.

“SIDEWALK” includes all such parts of a highway as are set aside by the Municipality for use of pedestrians or use by the general public for the passage of pedestrians.

“STAND” or “STANDING”, when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal.

“STOP” or “STOPPING”, when prohibited, means the halting of a vehicle, even momentarily, whether occupied or not, except when necessary to avoid conflict with other traffic or in compliance with the directions of a constable or other police officer or of a traffic control sign or signal.

“TIME” means that where an expression of time occurs or where any hour or other period of time is stated, the time referred to shall be standard time except in periods when daylight saving time is in effect, in which periods, it shall be daylight saving time.

“TRAFFIC CONTROL SIGNAL” means any device, manually, electrically or mechanically operated for the regulation or control of traffic.

“U-TURN” means the turning of a vehicle within a roadway so as to proceed in the opposite direction.

“VEHICLE” includes a motor vehicle, trailer, traction engine, farm tractor, road-building machine and any vehicle drawn, propelled or driven by any kind of power, including muscular power, but does not include a motorized snow vehicle, the cars of electric or steam railways running only upon rails.

2. ABBREVIATIONS

In this Schedule to this By-Law the following abbreviations and symbols stand for the words respectively set forth opposite thereto as follows:

- (a) Ave. - Avenue
- Blvd. - Boulevard
- Pl. - Place
- St. - Street

Cres. - Crescent
Ct. - Court
Dr. - Drive
Rd. - Road

(b) mm - Millimetre
cm - Centimetre
m - Metre
km/h - Kilometres Per Hour
kg - Kilograms

(c) A.M. - Ante Meridian
P.M. - Post Meridian

3. DISTANCES:

Where a distance is used in this By-Law as part of a prohibition of parking or stopping within a specified distance of an object, structure, land or a part of a highway, such distance shall be measured:

- (a) from the limit of the road allowance; or
- (b) from a point referenced to a lot line or limit; and
- (c) all distances/dimensions are measured in the metric measurement of metres.

4. INTERPRETATION – GENERAL:

In this By-Law

- (a) words purporting the singular number or the masculine gender only include more persons, parties or things of the same kind that one and females as well as males and converse.
- (b) a word interpreted in the singular number has a corresponding meaning when used in the plural.
- (c) "May" shall be construed as imperative.
- (d) definitions and interpretations not otherwise included herein but otherwise provided for in the Highway Traffic Act, RSO 1990, Chap. H. 8, or any successor legislation thereto, shall extend and apply to this By-Law.

5. SCHEDULES ADOPTED:

All schedules referred to in this By-Law shall form part of this By-Law and each entry in a column of such a schedule shall be read in conjunction with the entry or entries across therefrom, and not otherwise.

PART "B"
GENERAL TRAFFIC

6. APPLICATION OF BY-LAW:

This By-Law applies to all highways under the jurisdiction of the Corporation of the Municipality of West Elgin.

7. AUTHORITY TO IMPLEMENT TEMPORARY PROVISIONS:

The By-Law Enforcement Officer is hereby given authority as the occasion arises and when required in order to assist in the care of moving traffic, to set apart and indicate or designate on highways in the Municipality space or spaces for the parking of a vehicle or vehicles by causing lines to be painted, signs to be erected or otherwise upon the pavement, curbs or surface of the roadway or immediately adjacent thereto, or on the highway or highways or portions of highways, as a temporary provision for the restriction of parking on highways or portions of highways and to make such other temporary provision for directing the traffic as may be necessary. Such temporary changes shall not be effective after the next subsequent Council meeting unless confirmed by resolution of the Council at such meeting, which resolution shall stipulate the length of time such change(s) shall be in effect.

8. BY-LAW SUBJECT TO THE HIGHWAY TRAFFIC ACT:

The provisions of this By-Law are subject to the provisions of the Highway Traffic Act RSO 1990, Chap. H. 8, as amended and any successor legislation thereto.

9. DISPLAYING FOR SALE:

No person shall park any vehicle on any highway for the purpose of displaying the same for sale.

10. EMERGENCY FIRE REGULATIONS:

No driver of any vehicle shall drive his vehicle within 150m of any building which is on fire; nor shall he drive his vehicle over or across any line of a hose laid by the Fire Department, and at the direction of the Fire Chief for the area, the Police authority shall place signs on the highway on which the building on fire is situated, and any adjoining highways which may be deemed necessary for the purpose, closing such parts of highways to traffic until the fire is out, and no driver shall pass such sign or approach nearer to the fire than such sign.

11. FUNERALS AND PARADES:

No person shall drive any vehicle, except emergency vehicles, between the vehicles in any duly authorized parade or funeral procession on any highway, provided the vehicles in such parade or procession are properly designated.

12. INTERFERENCE WITH AUTHORIZED/OFFICIAL SIGNS AND PARKING METERS:

No person shall alter, deface, remove or destroy any sign erected by the Municipality or any pavement lines or other marks for guiding the parking of vehicles or the regulations of traffic, or deface, injure, tamper with, open, wilfully break, destroy or impair the usefulness of any parking meter, and no person shall alter, interfere with, or change the position of any such sign, line or other mark or parking meter, unless he has been duly authorized so to do.

13. OBEDIENCE TO ALL PARKING METERS, SIGNS, AND SIGNALS:

It shall be the duty of all persons using the highways to observe the directions indicated by any permanent or temporary meters, signs, or signals erected or placed for the purpose of regulating or directing traffic.

14. PLAYING ON PAVEMENTS:

No person shall engage in any game or sports activity upon a roadway and no person upon roller skates or skateboards, or sleigh, express wagon or riding in or by means of any coaster, toy vehicle or similar device go upon any roadway.

15. PROHIBITION OF THE REPAIRING, WASHING, WAXING OR GREASING OF VEHICLES:

No person shall make use of the roadway for the purpose of washing, waxing, greasing or repairing any vehicle, except such emergency repairs as are necessary to enable the vehicle to be removed from the highway and disabled vehicles shall be removed or caused to be removed from the highway by the driver or owner without delay.

16. NO DRIVING ON SIDEWALK, PATH, OR BOULEVARD:

No driver of any vehicle shall drive within, upon, across or along any sidewalk, path or boulevard except at a driveway.

17. ABANDON VEHICLES:

No person shall abandon any vehicle, including any vehicle that is incapable of being propelled or driven by any kind of power, on or near a highway or roadway.

18. UNAUTHORIZED SIGNS:

No person shall place, maintain or display on any highway any unauthorized device which is an imitation of, or purports to be, or resembles any official sign or signal, or which purports to direct parking or the movement of traffic or the actions of operators of vehicles. Any such device shall be deemed a public nuisance and any Police or other Officer authorized to enforce this By-Law may remove the same without notice.

19. BUS STOPS:

- (i) Buses operated over a highway in the Municipality shall take on or discharge passengers only on the right-hand side of the bus. When stopping all buses shall stop in such a manner as not to obstruct traffic.
- (ii) When an authorized bus stop sign is on display, no vehicle shall stand any closer than 15m before the said sign.

PART C
REGULATED PARKING

20. GENERAL PARKING REGULATIONS:

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

- (1) On or within any sidewalk, crosswalk, crossover or boulevard;
- (2) In front of or within 1m of any lane, driveway or alley entrance;
- (3) Except at points where parking is otherwise designated, with the right-hand wheels of the vehicle at a greater distance from the curblines than 0.15m or in Winter, subject to Subsection (5), as nearly within such distance as the conditions of the highway permit;
- (4) On the roadway side of a vehicle stopped or parked at the edge or curb of a highway;
- (5) At the edge or curb on the left side of the roadway having regard to the direction such vehicle was proceeding except where parking is permitted on the left-hand side of the roadway of a highway designated for one-way traffic;
- (6) In such position as to obstruct traffic;
- (7) Within 8m of any Fire Hall on the side of the highway on which the Fire Hall is located or within the 30m of such Fire Hall on the opposite side of the roadway;
- (8) On any street within 9m of the projection of the curblines of any intersecting street except where such intersection is visibly and lawfully designated as a "Bus Stop" at which intersection all vehicles shall be parked in accordance with the instructions set out on the designating sign or signs;
- (9) On any bridge, subway and/or any approach thereto;
- (10) Within 3m of the point of the curblines which is nearest any fire hydrant;
- (11) Within 2m of the space on the same side of the highway directly in front of the entrance to church, hospital, hotel, theatre, hall or other public building where large numbers of people assemble, except while actually taking on or discharging passengers, other than a bus in a bus stop, or other than a taxi-cab in a taxi-cab stand, when any such stop or stand has been officially designated and appropriately signed;
- (12) Within 15m of an intersection with Signal Light Traffic Control System installed;
- (13) Within 15m of the nearest rail of a level Railway Crossing;
- (14) In a position or place that prevents or is likely to prevent the removal of any vehicle already parked on the highway;
- (15) On any highway where the travelled portion of the roadway is less than 6m wide;
- (16) Within 15m of a pedestrian crossover;
- (17) Alongside or adjacent to the tracks of any railway;
- (18) Within a loading zone;
- (19) On any lands owned by the Municipality where signs prohibiting stopping or parking have been erected;
- (20) Where appropriate signs are erected and on display at any place or location for emergency vehicles only;
- (21) Where appropriate signs are erected and on display on highways and between the limits set out respectively in Schedule "A" hereto.

21. SPECIFIC PARKING REGULATIONS:

(1) Church Services

Where appropriate signs are displayed and authorized by a By-Law of the Municipality, persons in attendance during church services and church functions are exempt from general parking regulations set out above.

(2) Restricted Parking

Subject to Subsection 21 (3) through Subsection 23(8) inclusive below, and where appropriate signs are erected and on display, no person shall park a vehicle on any highway at the side and between the limits set out respectively in Columns 1, 2, and 3 of Schedule "B" to this By-Law during the times or days set out in Column 4 of the said Schedule for a longer period of time than that set out in Column 5 of the Schedule.

(3) Maximum Parking Time Limits

No person shall permit a vehicle to remain parked or standing upon any part of any street in the Municipality for a period longer than five (5) hours.

(4) Overnight Parking on Municipal Roads

Notwithstanding any provisions of this Section, no vehicle shall remain parked or standing upon any part of any street in the Municipality between the hours of 3:00 A.M. and 5:00 A.M.

(5) Parking on One-Way Streets

Notwithstanding Section 20 (3) hereof, where Council, under this By-Law, has designated certain streets as one-way streets, vehicles parking on the left-hand side of the street shall park with the left-hand wheels of the vehicle at not more than 0.3m from the curblineline or, in winter, as nearly as possible within such distance as the conditions of the highway permit.

(6) Parking in Space Controlled by Parking Meter

(i) Parking Times

No driver of a vehicle shall park such vehicle in a parking meter zone between the hours of 9:00 a.m. and 6:00 p.m., Mondays to Fridays inclusive, and except where such days are legally and lawfully proclaimed holidays, unless the driver of such vehicle deposits in the parking meter provided for the parking space the sums as indicated in Columns 1 and 2 of Schedule "D" hereto and thereafter activates the meter.

(ii) Maximum Parking Limit on Meter

(a) No driver of a vehicle shall allow such vehicle to remain parked for a longer period than that for which payment has been made in the form of coins deposited in the parking meter or meters, provided, however, that this shall not prevent the driver of the vehicle from using the unexpired time remaining in the meter from its previous use without depositing a coin therein.

(b) No driver of a vehicle shall allow such vehicle to remain in a parking space for a longer period than the maximum time permitted on the parking meter.

(c) No driver of a vehicle shall park such vehicle in such a manner that it is not wholly within the area designated as a parking space, and if the vehicle is of such length as to prevent it from being parked within one parking space, then the person parking same shall make the necessary deposit of coins in the parking meter or meters for adjoining parking space(s).

(iii) Parking Procedures at Meter

No driver of a vehicle shall park such vehicle in a parking space unless the front and rear of such vehicle is alongside or as close as practical to the parking meter provided for such space.

- (iv) **Parking Meter Locations**
The highways or parts of highways set out in Column 1 of Schedule "D" of this By-Law are designated as parking meter zones between the limits set out in Column 2 of the said Schedule.
 - (v) **Parking Meter Rates**
The parking meter rates, as set out in Column 2 of Schedule "D" of this By-Law for the type of parking meter set out in Column 1 shall be the parking rates for on-street parking as approved by Council.
- (7) Parking of Heavy Trucks and Buses**
- (i) No person shall park a heavy truck, or a bus, or a school bus, or allow a heavy truck, or a bus, or a school bus to stand on any highway in any residential zone within the territorial limits of the Municipality.
 - (ii) The provisions of subsection (i) of this section do not apply to prohibit the parking or standing of any heavy truck upon a highway in any residential zone while the operator thereof is actually engaged in the delivery of goods or services to any premises within such zone or to prohibit the parking or standing of any bus or school bus upon a highway in such zone while the operator thereof is actually engaged in the embarking or disembarking of passengers within that zone.
- (8) Parking in Designated Disabled Person Parking Space**
- (i) Subject to that set forth in subsection (ii) to this section, no person or organization shall park a vehicle in a designated disabled person parking space unless a currently valid disabled person parking permit has been issued to that person, organization or to a passenger being picked up or transported in the vehicle and such permit is displayed on or in the vehicle in accordance with the requirements of the Highway Traffic Act.
 - (ii) Vehicles displaying currently valid permits, numbered plates, or other markers and devices bearing the international symbol of access for the disabled and issued by other jurisdictions are entitled to the same privileges as vehicles displaying disabled person parking permits issued by the Province of Ontario.

PART "D"

STREET DESIGNATIONS AND TRAFFIC SIGNS

22. ONE-WAY STREETS:

The highway set out in Column 1 of Schedule "C" to this By-Law, within the limit set out in Column 2 of the said Schedule, are hereby designated for one-way traffic only in the direction set out in Column 3 of the said Schedule.

23. EXEMPTION – MUNICIPAL VEHICLES PERFORMING WORK ON HIGHWAYS:

The provisions of Part "C" of this By-Law do not apply to vehicles of the Municipality where such vehicles are actually engaged in the performance of cleaning, maintenance, duty, repair, construction, snow or ice removal or other work on any highway or any vehicle under contract to the Municipality and engaged in any of the aforesaid activities.

PART "E"

PAYMENT OF PENALTIES OUT OF COURT

24. PROVISIONS FOR PENALTIES:

A specified penalty payable out of court within seven days time may be imposed for the contravention of any provision of the By-Law that constitutes a parking infraction, by the

inclusion in a parking infraction notice under Part II of the Provincial Offences Act of the words and penalties set out in Schedule "F" of this By-Law.

25. METHOD OF PAYING VOLUNTARY PENALTY:

An early penalty payment out of court may be made on or before the date specified on the parking infraction notice by cheque or money order payable to the Corporation of the County of Elgin sent by prepaid mail to an address or post office indicated on the parking infraction notice and on such payment being made, no further proceedings will be taken.

26. DEFAULT IN PAYING VOLUNTARY PAYMENT:

If default is made in paying a penalty out of court in accordance with this part, any fine imposed under this By-Law for the contravention thereof shall be recoverable under the provision of the Provincial Offences Act, all the provisions of which shall apply.

PART "F"
GENERAL PROVISIONS

27. GENERAL PENALTY:

Except where otherwise expressly provided by this By-Law or the Highway Traffic Act, every person who:

- (a) Contravenes any provision of the By-Law; or
- (b) Is the owner of a vehicle that is parked or stopped in contravention of any provision of this By-Law;

Is guilty of an offence and on conviction is liable to a fine not exceeding Two Thousand Dollars (\$2,000) exclusive of costs.

28. ILLEGALLY PARKED VEHICLES:

Where a vehicle has been parked, stopped or left standing in contravention of this By-Law, the owner of the vehicle, notwithstanding that he was not the driver of the vehicle at the time of contravention of the By-Law, is guilty of an offence and is liable to the fine prescribed for the offence unless, at the time of the offence, the vehicle was in the possession of some person other than the owner without the owner's consent.

29. REMOVAL OF VEHICLES:

Any officer duly appointed or otherwise holding jurisdiction for enforcement of the provisions of the By-Law and/or Highway Traffic Act, upon discovery of any vehicle parked in contravention of this By-Law may cause it to be moved or taken to a place or stored in a suitable place and all costs and charges for removing, care, and storage thereof, in any, are a lien upon the vehicle, which may be enforced in the matter provided by Section 52 of the Mechanics' Lien Act or any successor legislation.

30. AUTHORITY TO ENFORCE THIS BY-LAW:

Any By-Law enforcement officer duly appointed by the Municipality and any police officer holding jurisdiction within the territory limits of the Municipality is authorized to enforce the provisions of this By-Law. In addition, any other officer appointed by the Municipality for purposes of enforcement of the non-moving violations of this By-Law is authorized to enforce such non-moving violations. For the purposes as so set forth, the said officers shall be considered Provincial Offences Officers for the purposes of enforcement of this By-Law.

31. ENFORCEMENT – PROVINCIAL OFFENCES ACT (ONTARIO):

Subject to any provisions set forth above, enforcement herein shall be pursuant to the provisions of the Provincial Offences Act (Ontario), and any conflict between the provisions of the By-Law and the said Provincial Offences Act (Ontario), save and except that relating to payment of penalties out of court, shall be resolved in favour of the said Provincial Offences Act (Ontario).

32. EXCESS COINS AND PARKING METERS:

Where a person deposits one or more coins in a parking meter in excess of that required for the parking time allowed by the meter, no change shall be remitted and no increase in parking time shall be allowed.

33. EXECUTIVE ACTS AUTHORIZED:

The Mayor and the Administration are hereby authorized to do all things and the Mayor and the Administrator are hereby authorized to execute on behalf and under seal of the Municipality any document necessary to give effect to this By-Law.

34. HEADINGS NOT PART OF THE BY-LAW:

The headings in the body of this By-Law form no part of the By-Law but are inserted for convenience of reference only.

35. DEVIATION FROM FORMS:

Where a form of words or expressions are prescribed in any schedule to this By-Law, deviations therefrom not affecting the substance or calculated to mislead do not vitiate them.

36. CONFLICT WITH HIGHWAY TRAFFIC ACT:

In the event of conflict between the provisions of this By-Law and the Highway Traffic Act, the provisions of the Act prevail.

37. FORMER BY-LAWS REPEALED:

All other By-Laws pertaining to the regulation of traffic and parking on highways in the Municipality that are inconsistent with the terms of this By-Law be and the same are hereby repealed.

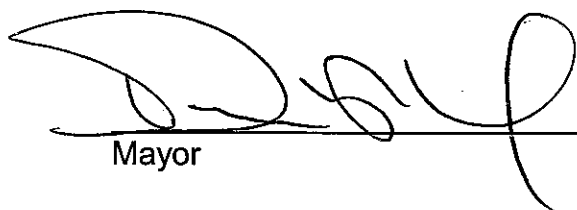
READ a first time this 22 NOVEMBER 2001

READ a second time this 22 NOVEMBER 2001

READ a third time and finally passed this 22 NOVEMBER 2001.



Chief Administrative Officer



Mayor

SCHEDULE "A"

By-Law No.

PART "A" – DEFINITION OF ROAD ALLOWANCES

PART "B"

When properly worded signs have been erected and are on display no person shall park a vehicle on the highway or part of the highway known as:

PART "C"

The following locations are hereby designated as Crosswalk Zones of 2.0m in width:

SCHEDULE "B"

By-Law No.

RESTRICTED PARKING

Column 1 Highway	Column 2 Side	Column 3 To/From	Column 4 Times of Day	Column 5 Time Length
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SCHEDULE "C"

By-Law No.

DESIGNATED ONE-WAY STREETS

Column 1 Highway	Column 2 To/From	Column 3 Direction
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SCHEDULE "D"

PARKING METER RATES

Column 1 Maximum Time Period	Column 2 Parking Meter Rate
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SCHEDULE "E"

PARKING METER LOCATIONS

Column 1 Highway	Column 2 Side	Column 3 From To
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SCHEDULE PART "C-1"

**formerly By-Law No. 2000-02
Municipality of West Elgin**

**No Parking Zones – Section 22 (1)
in the Former Village of Rodney & Former Township of Aldborough**

Column 1	Column 2	Column 3		Column 4
<u>HIGHWAY</u>	<u>SIDE OR SIDES</u>	<u>FROM</u>	<u>TO</u>	<u>TIMES OR DAYS</u>
Harper St.	Both	Furnival Road	Jane St.	Any time
Queen St.	North	Monroe St.	Third St.	Any time
King St.	Both	West side of Furnival Road	West side of Jane St.	Any time Any time
Jane St.	Both	King St. North	Projection of northerly property line of 173 Jane St.	Any time

SCHEDULE PART "C-2"

**NO PARKING ZONES
SECTION 22(1)
FORMER VILLAGE OF WEST LORNE**

Column 1	Column 2	Column 3	Column 4	
<u>Highway or other road</u>	<u>Side or Sides</u>	<u>From</u>	<u>To</u>	
			<u>Times Or Days</u>	
Argyle St.	Both	Maple St.	Elm St.	Any time
Elm St.	North	East side of Graham Road	East side Argyle St.	Any time
Finney St.	Both	Jane St.	Gilbert St.	8:00 a.m. to 4:00 p.m. Monday to Friday
Frederic	Both	West Side of Graham Road	West side Finney St.	Any time
Graham Rd. East (high school)		91 m. northerly from the Village limit	120 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. West (high school)		109 m. northerly from the Village limit	127 m. north	8:00 a.m. to 4:00 p.m. Monday to Friday
Graham Rd. East (Arena)		109 m. south of Jessie St.	33 m. south	Any time
Graham Rd. East		South side of Main St.	31 m. south	Any time
Jane St.	South	West side of Graham Road	West side of Finney St.	Any time
John St.	North	East side of Graham Road	Village limits	Any time
Main St. (Bank)	North	West side of Graham Road	23 m. west	Any time
Main St.	South	West side of Graham Road	20 m. west	Any time

Parking Lot 2	South side of arena wall	36 m. east of Graham Road	6 m. east	Any time except for emergency vehicles
West Elgin Municipal Complex	Both (Graham Rd.)	East of Graham Road	36 m. east	Any time

SCHEDULE PART "C-3"

MUNICIPALITY OF WEST ELGIN

formerly BY-LAW NO. 2000-02

POLICE PARKING – section 22 (3)

Column 1	Column 2	Column 3	Column 4	Column 5
<u>HIGHWAY</u>	<u>SIDE</u>	<u>FROM</u>	<u>TO</u>	<u>TIME PERIOD</u>
Main St.	South	East side of Graham Road	21.3 m. further east	Any time

SCHEDULE "F"

PENALTIES – PARKING INFRACTIONS

Item	Short Form Wording	Provision Creating or Defining Offence	Early Voluntary Payment (within 7 days)	Set Fine
1)	Park on Highway – Display for Sale	9	\$20.00	\$25.00
2)	Park on or Within Sidewalk/Crosswalk/ Cross Over/Boulevard	20(1)	\$20.00	\$25.00
3)	Park Blocking Lane/Driveway/Alley	20(2)	\$20.00	\$25.00
4)	Park Within 1m of Lane/Driveway/Alley	20(2)	\$20.00	\$25.00
5)	Park More the 0.15m from Curb	20(3)	\$20.00	\$50.00
6)	Park in Winter – Right Hand Wheels of Vehicle Not as Close as Practical	20(3)	\$20.00	\$25.00
7)	Park on Roadway Side of Vehicle	20(4)	\$20.00	\$25.00
8)	Park on Left Side of Roadway where Prohibited	20(5)	\$20.00	\$25.00
9)	Parked – Obstructing Traffic	20(6)	\$20.00	\$25.00
10)	Park within 8m of Fire Hall	20(7)	\$20.00	\$25.00
11)	Park within 30m of Fire Hall	20(7)	\$20.00	\$25.00
12)	Park within 9m of Intersection	20(8)	\$20.00	\$25.00
13)	Park on Bridge/Subway	20(9)	\$20.00	\$25.00
14)	Park on Approach to Bridge/Subway	20(9)	\$20.00	\$25.00
15)	Park within 3m of Fire Hydrant	20(10)	\$20.00	\$25.00
16)	Park within 2m of Entrance to Public Building	20(11)	\$20.00	\$25.00
17)	Park within 15m of Intersection with Signal Lights	20(12)	\$20.00	\$25.00
18)	Park within 15m of Railway Crossing	20(13)	\$20.00	\$25.00
19)	Park Preventing Removal of Other Vehicle	20(14)	\$20.00	\$25.00
20)	Park on Highway – Travelled Portion Less Than 6m	20(15)	\$20.00	\$25.00
21)	Park within 15m of Pedestrian Crossover	20(16)	\$20.00	\$25.00
22)	Park Alongside Railway Tracks	20(17)	\$20.00	\$25.00
23)	Park Adjacent to Railway Tracks	20(17)	\$20.00	\$25.00
24)	Park within Loading Zone	20(18)	\$20.00	\$25.00
25)	Park in Signed Area where Prohibited	20(19)	\$20.00	\$25.00
26)	Park in Signed Area – Emergency Vehicles Only	20(20)	\$20.00	\$25.00
27)	Park in Signed Area	20(21)	\$20.00	\$25.00
28)	Park in Signed Area – Contrary to Restrictions	21(2)	\$20.00	\$25.00
29)	Park in excess of Five Hours	21(3)	\$20.00	\$25.00
30)	Park Between 3:00a.m. and 5:00a.m.	21(4)	\$20.00	\$25.00
31)	Park Left Hand Wheels of Vehicle more than 0.3m from Curblane	21(5)	\$20.00	\$25.00
32)	Park in Winter – Left Hand Wheels of Vehicle Not as Close as Practical	21(5)	\$20.00	\$25.00
33)	Park at Meter – Fail to Deposit Monies	21(6)(i)	\$12.50	\$15.00
34)	Park at Expired Meter – Longer than Deposit Paid	21(6)(ii)(a)	\$12.50	\$15.00
35)	Park at Expired Meter – Longer than Maximum Time	21(6)(ii)(b)	\$12.50	\$15.00
36)	Park at Meter – Outside Meter Zone	21(6)(ii)(c)	\$20.00	\$25.00
37)	Park at Meter – Too Far from Meter	21(6)(iii)	\$20.00	\$25.00
38)	Park Heavy Truck/Bus/School Bus on Highway in Residential Zone	21(7)(i)	\$20.00	\$25.00
39)	Park in Designated Disabled Person Parking Space	21(8)(i)	\$40.00	\$55.00

Note: Penalty provision for the offences indicated above is Part F, Paragraph 27, of By-law EG1, a certified copy of which has been filed.



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-06-25
Subject: Water Service Meter Ready Software and Meters

Recommendation:

That West Elgin Council hereby receives the report from D. Charron Manager of Infrastructure and Development titled: Water Service Meter Ready Software and Meters, and;

That West Elgin Council hereby directs staff to implement the use of Evan Utility & Municipal Products Supply Ltd. (Neptune 360) for meter reading software and to supply meters and equipment.

Purpose:

The purpose of this report is to provide Council with information to support the recommendation to transition to Evan Utility & Municipal Products and Supply Ltd. (Neptune 360) to supply water meters reading software meters and equipment.

Background:

At the June 11, 2026, meeting, the West Elgin Committee of the Whole received a report regarding water meter reading services and software options for the Municipality. The report provided an overview of the available service providers, including associated capital costs, annual operating expenses, equipment requirements, implementation considerations, and long-term financial implications.

The Committee was provided with a comparison of the two leading service providers, Sensus and Neptune, as outlined below:

Service Item	Sensus (Annual Cost)	Neptune (Annual Cost)
Base Service Agreement	\$5,753	\$4,379
Meter Cost	\$22,992	\$20,734
Radio Cost	\$73,982	\$80,608
Reading Equipment	\$200	\$2,200
Set Up Fee	\$0	\$541
Total Estimated Annual Cost	\$102,837	\$108,462
Annual Expense After Year 5	\$28,745	\$25,113

While the Neptune solution requires a higher initial investment, primarily due to equipment and implementation costs, the annual operating costs decrease significantly following the completion of the meter replacement program. Based on the current pricing received by the Municipality, Neptune is estimated to reduce annual operating expenditure by over \$3,000 per year after Year 5 when compared to the Sensus alternative.

Based on the information presented and the long-term financial benefits identified, Administration recommends proceeding with the implementation of the Neptune 360 software and associated equipment. The recommended solution will provide a modernized meter reading system, improve operational efficiency, and reduce long-term operating costs while ensuring continued reliability of water meter reading services for Municipal customers.

Financial Implications:

Initial investment of the Neptune 360 software and equipment is estimated at \$108,462 annually during the meter replacement program, which includes software, meter, radio, equipment, and implementation costs. Upon completion of the replacement program, the projected annual operating cost is estimated to decrease to \$25,113 per year, representing an annual savings of over \$3,000 compared to the alternative.

Policies/Legislation:

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
 Manager, Infrastructure and Development

Report Approval Details

Document Title:	Water Meter Reading Support Provider - 2026-26-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jun 19, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting

From: Terri Towstiuć, Manager of Community Services/Clerk

Date: 2026-06-25

Subject: 2026 Community Grants, Outstanding Approvals

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuć, Manager of Community Services/Clerk Re: 2026 Community Grants, Outstanding Approvals; And

That Council approve the amended grant allocations totaling \$16,926, as recommended within the report.

Purpose:

The purpose of this report is to bring back the 2026 Community Grant applications to Council, to obtain approval for outstanding events and requests.

Background:

On March 12, 2026, Council received a report from the Clerk, with a summary of the 2026 Community Grants received, and approved all grants, in-kind and cash, up until May 31, 2026. At that time, Council had not received the 2026 budget.

On June 4, 2026, Council passed the 2026 budget, which includes \$30,000 for community Grant approvals. Attached to this report are the outstanding grants approvals, mainly in cash, for a total of \$16,926. To date, Council has approved a total of \$13,074, which includes both in-kind and cash donations.

2026 received an increased number of applications, with higher dollar and in-kind amounts requested. Council approved \$30,000 within its 2026 budget, to be allocated across all applicants.

The remainder of funding available for the grants is \$16,926, so staff have reviewed the remainder of the grants, and are recommending the following approvals, which will bring the total to \$30,000:

Organization	Funds Requested	In-Kind Request	Recommended Amount	2025 Approved Amount
County Holiday Tour	\$2,000		\$1,200	\$2,000
Dutton Dunwich - West Elgin Community Fund		\$200 (Fee Waiver, Scout Hall)	\$200	\$200
Four Counties Health Services Foundation	\$7,000		\$3,500	\$5,000

Junior Achievement Southwestern On	\$2,000		\$1,000	\$0
Quad County Support Services	\$2,500		\$1,500	\$0
Rodney Shufflers Tournament	\$2,429.50		\$1,416.00	\$1,250
Roots & Revival Festival	\$3,000		\$2,000	\$6,055.63
West Elgin Community Health Centre		\$3,550 (additional/not approved yet for Seniors Fall Fair and November Vaccination Clinic)	\$2,325	\$4,970.00
West Lorne Horticulture	\$1,225 (already purchased & receipts submitted)		\$1,225	\$1,500
West Lorne Lawn Bowling Club	\$2,500		\$1,500	\$2,500
Rodney Kiwanis, various hall rental fee waiver requests		\$1,060	\$1,060	
Additional Grant Total			\$16,926	

Financial Implications:

\$30,000 included & approved in 2026 Budget.

Policies/Legislation:

[By-law 2019-05 Community Grant Policy](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	2026 Community Grants, Outstanding Approvals - 2026-27-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jun 19, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuć, Manager of Community Services/Clerk
Date: 2026-06-25
Subject: Roots & Revival Festival, Request for Council Consideration

Recommendation:

That West Elgin Council hereby receive the report from Terri Towstiuć, Manager of Community Services/Clerk Re: Roots & Revival, Request for Council Consideration; And

That Council hereby approves the following items:

1. Operational assistance to cover and protect the white pipes protruding from the ground near the septic system;
2. Approval of the design concept and installation of a mural, to be installed on the municipally owned washroom exterior at the Port Glasgow Marina;
3. Additional Accessible Washroom Cleaning;
4. Additional picnic tables and garbage receptacles, for visitor accommodation; And

Further That Council hereby declare this event to be a Municipally Significant Event, for the purpose of an Alcohol and Gaming Commission of Ontario (AGCO) Special Occasion Permit (SOP).

Purpose:

The purpose of this report is to provide Council with information regarding the requests from the Roots and Revival Festival committee, and to seek approval to proceed with providing support.

Background:

The West Elgin Council recently received requests from the Roots & Revival Festival committee, seeking municipal support, to assist with their 2026 festival plans. Staff recently met with Amy Sousa, to determine the final logistics and planning, as we are nearing the festival date. Ms. Sousa has indicated a desire to host a children's area and petting zoo in the proximity of the septic tank area, at the Port Glasgow Marnia. While this area is fully covered with mature grass, there are multiple pipes protruding from the ground, which require covering. This will keep patrons safe from tripping hazards and assist with protecting municipal assets. Recommendations from staff are to cover the pipes with barrels, which public works have on hand and will not require additional funding. Additional requirements from staff are extra cleaning of the accessible washroom, and additional picnic tables to be brought to the grounds for visitor accommodation.

The second request is for Council to approve the design concept for a mural that will be painted as part of the festivities and potentially installed on the side exterior wall of the municipal washroom facility at the Port Glasgow Marnia. While festival organizers would like to keep the final design undisclosed until the grand revealing, the concept will showcase our local waterfront, wildlife, and the natural beauty of our area.

The third request is for additional cleaning of the Port Glasgow Marina washrooms. This request will require additional hours for West Elgin seasonal staff.

The fourth request is for a declaration that the event is a Municipally Significant Event, for the purpose of a Special Occasion Permit (SOP), pursuant to the Alcohol and Gaming Commission of Ontario (AGCO). The AGCO requires a municipal resolution as part of their application process.

Financial Implications:

The festival committee has requested Public Works staff time to deliver barrels to cover the white pipes, as well hang the mural on the washroom wall. This can be done during regular hours, not requiring any additional overtime hours.

The festival committee has requested additional cleaning of the Port Glasgow Marnia Accessible Washroom, which will be completed on Saturday by seasonal staff. These staff members are already working Saturday mornings; however, this will result in approximately one additional hour of compensation.

Also, the festival has requested additional picnic tables for visitor use and additional garbage receptacles, which will be delivered during regular operational hours, by the Parks & Recreation staff.

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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

Report Approval Details

Document Title:	Roots and Revival, Subsequent Requests - 2026-25-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jun 17, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Terri Towstiuc, Manager of Community Services/Clerk
Date: 2026-06-25
Subject: Pool Pricing and Cost Recovery, Subsequent Report

Recommendation:

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

That Council hereby approve a rate reduction to aquafit, for a total fee of seven-dollars (\$7.00) per class, or sixty dollars (\$60.00) per ten-class pass; And

That Council hereby approve the rates for the following: Drop-in (youth and adult), \$5.00/swim, and Family Drop-in \$10.00/swim; And

Further that Council direct staff to allocate any further donations to the general net revenue of the Rodney pool, resulting in a lower net expense and less impact on the general tax base.

Purpose:

On May 14, 2026, West Elgin Committee of the Whole received the following report, and deferred decision until the Regular Meeting of Council, June 25, 2026, to allow for pool donations to be considered in the decision.

The pool is scheduled to open on Monday, June 29, so staff are looking for direction regarding pool pricing.

May 14, Report to Council:

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

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

Background:

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

A pricing comparison was completed using the following municipalities:

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

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

Financial Analysis – West Elgin Pool Operations

2023

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

2024

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

2025

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

2026

- Revenue: \$27,477.50 (*\$24,000 in budget plus donations to date*)
- Fed Grant: \$6,160 (Canada Summer Students Grant)
- Expenses: \$157,206
- Net Levy: **\$123,569** (*includes reduction from summer student federal grant*)

**Revenue could potentially see increases, as the pool is offering more programming, and there is potential for additional large donations, as seen in 2024 and 2025. However, only \$3,477.50 in donations and sponsored swims have been received to date.*

Key Financial Observations

- The West Elgin Pool operates with a consistent annual deficit.

- User fees recover only a portion of operating costs.
- Major cost drivers include wages, utilities, chemicals, and maintenance.

Pool Fee Comparison

Program Type	West Elgin	Southwest Middlesex	Dutton Dunwich	Chatham Kent	St Clair	Average
Drop in- Youth	\$5.00 *was \$2.50 in 2025 due to sponsorship*	\$3.00	\$3.50	\$1.50	\$3.25	\$3.25
Drop in - Adult	\$5.00 *was \$2.50 in 2025 due to sponsorship*	\$3.00	\$3.50	\$3.25	\$4.50	\$3.85
Drop in – Family	\$10.00 *was \$5.00 in 2025 due to sponsorship*	\$8.00	\$10.00	\$7.25	\$10.50	\$9.15
Aquafit (Per Class)	\$10.00 *was 6.00 in 2025 due to sponsorship*	\$5.00	\$4.50	\$6.00	\$7.00	\$6.50

Notable differences:

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

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

As of the May 14 Committee of the Whole meeting, the Municipality has received verbal confirmation for 17 of the 19 weekend sponsored swims, however only 6 payments have been received at the Municipal Office (\$1,695 received). Members of local clubs and families have expressed interest in donating to offset the cost of aquafit; however, no payments have been made, at this time.

The pool will be offering a new program, Friday Night Teen Swim, which have all been sponsored, with 8 out of the 9 payments received (\$904 received). An additional \$400 has been pledged, without payment received, for theme nights for teen swims.

Additional donations have been received, not specific to any program, for a total of \$3,477.50.

Recommendation(s):

While most fees are comparable to the average cost, it is very apparent aquafit is substantially higher. This could impact the number of users that attend these classes at the Rodney pool, driving residents to attend similar classes in neighbouring municipalities. Staff are recommending a reduction to the fees, to a total of \$7 per class or a ten-class pass for \$60.

Subsequently, staff are recommending the following rates remain the same: Drop-in (youth and adult), \$5.00/swim, and Family Drop-in \$10.00/swim.

Staff are also recommending that any additional donations to the pool, exclusive of those donations for the purpose of weekend sponsored swims, be used to offset the cost of operations for the pool, allocating these funds to general revenue. Currently, the annual net deficit is being funded by the levy, and any potential donations will assist the impact on the levy, experienced by all ratepayers.

Financial Implications:

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

Policies/Legislation:

Current Fees & Charges By-law 2025-04

Alignment with Strategic Priorities:

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

Respectfully submitted by,

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



Staff Report

Report To: Council Meeting
From: Emma Nilsson, Manager of Corporate Services/Treasurer
Date: 2026-06-25
Subject: 2025 Annual Treasurer's Statement Report

Recommendation:

THAT West Elgin Council hereby receives the report from E. Nilsson, Manager of Corporate Services/Treasurer titled "2025 Annual Treasurer's Statement Report", dated June 25, 2026, be received;

AND THAT four obligatory reserve funds be created related to Development Charges imposed for the purpose of Services related to a Highway, Fire Protection Services, Parks and Recreation Services and Growth Studies;

AND THAT the report be made available to the public on the Municipality of West Elgin's website;

AND FURTHER THAT the Treasurer be directed to provide the 2025 Annual Treasurer's Statement Report to the Minister of Municipal Affairs and Housing by July 15, 2026.

Purpose:

The purpose of this report is to provide Council with the Annual Treasurer's Statement as required under Section 43 of the Development Charges Act, 1997 (DCA). This report outlines the activity of Development Charge (DC) Reserve funds and compliance with related legislative requirements.

Background:

DCs provide for the recovery of growth-related capital expenditures from new development. They help finance the growth-related capital costs of providing important services like roads, fire, and parks and recreation services. The DCA is the statutory basis to recover these charges.

The 2025 Development Charge rates were adopted by Council on December 19, 2024, when By-Law 2024-85, the Development Charges By-law, was passed. This by-law set the rates that are in effect from January 1, 2025, to December 18, 2034.

Section 43 of the DCA requires that the Treasurer of a municipality provide to Council an annual financial statement relating to development charge by-laws and reserve funds established under section 33.

The requirements for what must be included in the Treasurer's Statement are set out in subsection 43 (2) of the DCA and Ontario Regulation 82/98. The reporting requirements that must be included in the Treasurer's statement are as follows:

1. Statements of the opening and closing balances of the reserve funds and of the transactions relating to the funds;

Although the Municipality of West Elgin currently has a Development Charges By-law in place to enable the collection of development charges to fund growth-related capital infrastructure, no development charges have been imposed or collected during the reporting period as no development was deemed to have met the criteria to have development charges imposed pursuant to By-law 2024-85. Accordingly, no development charge reserve funds had been established or utilized.

Pursuant to section 33 of the DCA, as amended, a municipality that has passed a Development Charges By-law shall establish a separate reserve fund for each service to which the development charge relates.

Therefore, it is recommended that Council pass a specific resolution in accordance with By-law 2023-109 for the purpose of establishing separate obligatory reserve funds for the funding of growth-related capital costs for which development charges are imposed under the Development Charges By-law 2024-85. The recommended reserve funds to be established are:

- Development Charges- Services Related to a Highway
- Development Charges- Fire Protection Services
- Development Charges- Parks and Recreation Services
- Development Charges- Growth Studies

The Annual Treasurer's Statement of Development Charge Reserve Funds can be found in Appendix A.

2. Identification of capital costs funded by the Reserve Fund and the amounts funded from sources other than Development Charges;

The Amount Transferred to Capital (or Other) Funds – Capital and Operating Fund Transactions can be found in Appendix B.

Since no development charges were imposed or collected during the reporting period, the first reporting period the DC rates from By-law 2024-85 were in effect, there were no capital costs funded by the Reserve Fund.

According to the Development Charges Background Study obtained on September 27, 2024, the Municipality plans to spend \$15.17 million over the life of the DC by-law, of which

\$7.99 million (53%) is recoverable from DCs. Of the capital projects listed in the DC Background Study, two projects commenced in 2025. As per Appendix B, costs incurred for the Finney Street Extension and Arena Renovations projects were funded through other reserves and not recoverable through development charges.

Additional considerations

In addition, subsection 35 (2) of the DCA requires municipalities to spend or allocate at least 60 percent of the money in a reserve fund at the beginning of the year. As seen in Appendix D, there is no money required to be spent or allocated. However, this will become a consideration in future years as development charges are levied.

3. A description of the service for which the fund was established. If the fund was established for a service category, the services in the category;

Service/Class of Service	Description
Services Related to a Highway	Funds are collected for the increased capital costs required for roads, bridges and culverts, sidewalks, streetlights, facilities, vehicles, and equipment because of increased need for services. This charge is collected from both the residential and non-residential sectors.
Fire Protection Services	Funds are collected for the increased capital costs required for fire stations, fire vehicles, and small equipment and gear because of increased need for services. This charge is collected from both the residential and non-residential sectors.
Parks and Recreation Services	Funds are collected for the increased capital costs required for parkland development, parks amenities, parkland trails, parks vehicles and equipment and recreations facilities because of increased need for services. This charge is collected from both the residential and non-residential sectors.
Growth Studies	Funds are collected for growth-related studies related to new development. This charge is collected from both the residential and non-residential sectors.

4. The amount borrowed from the fund by the municipality and the purpose for which it was borrowed, and interest accrued during the previous year;

The Annual Treasurer's Statement of Development Charge Reserve Funds can be found in Appendix A. No such borrowing occurred in 2025.

- The amount and source of money used by the municipality to repay money borrowed from the fund or interest on such money;

The Annual Treasurer's Statement of Development Charge Reserve Funds can be found in Appendix A. No such borrowing occurred in 2025.

- A schedule that identifies credits recognized under section 17 and, for each credit recognized, sets out the value of the credit, the service against which the credit is applied, and the source of funds used to finance the credit;

The Statement of Credit Holder Transactions can be found in Appendix C. No credits were recognized in 2025.

- Statement of compliance with S. 59.1 of the DCA, whereby the Municipality has not imposed a charge related to a development except as permitted by the DCA; and

The Statement of Compliance can be found in Appendix E.

- That the statement is made available to the public.

It is recommended that this report be made available to the public on the Municipality's website.

Financial Implications:

There are no immediate financial impacts as a result of the recommendations in this report.

Policies/Legislation:

[Development Charges Act, 1997, S.O. 1997, c. 27](#) - Sections 33 and 43

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.

Respectfully submitted by,
 Emma Nilsson, Manager of Corporate Services/Treasurer

Report Approval Details

Document Title:	2025 Annual Treasurer's Statement - 2026-05-Corporate Services Finance.docx
Attachments:	<ul style="list-style-type: none"> - Appendix A- Annual Treasurer's Statement of Development Charge Reserve Funds.pdf - Appendix B- Amount Transferred to Capital (or Other) Funds- Capital and Operating Fund Transactions.pdf - Appendix C- Statement of Credit Holder Transactions.pdf - Appendix D- Statement of Reserve Fund Balance Allocations.pdf - Appendix E- Statement of Compliance.pdf
Final Approval Date:	Jun 17, 2026

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

Robin Greenall

Appendix A
Municipality of West Elgin
Annual Treasurer's Statement of Development Charge Reserve Funds

Description	Services to which the Development Charge Relates				Total
	Services Related to a Highway	Fire Protection Services	Parks and Recreation Services	Growth Studies	
Opening Balance, January 1, 2025					\$ -
<u>Plus:</u>					
Development Charge Collections					\$ -
Accrued Interest					\$ -
Repayment of Monies Borrowed from Fund and Associated Interest ¹					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
<u>Less:</u>					
Amount Transferred to Capital (or Other) Funds ²					\$ -
Amounts Refunded					\$ -
Amounts Loaned to Other D.C. Service Category for Interim Financing					\$ -
Credits ³					\$ -
Sub-Total	\$ -	\$ -	\$ -	\$ -	\$ -
Closing Balance, December 31, 2025	\$ -	\$ -	\$ -	\$ -	\$ -

¹ Source of funds used to repay the D.C. reserve fund

² See Appendix B for details

³ See Appendix C for details

Appendix B
Municipality of West Elgin

Amount Transferred to Capital (or Other) Funds – Capital Fund Transactions

Capital Fund Transactions	Gross Capital Cost	D.C. Recoverable Cost Share					Non-D.C. Recoverable Cost Share				
		D.C. Forecast Period		Post D.C. Forecast Period			Other Reserve/Reserve Fund Draws	Tax Supported Operating Fund Contributions	Rate Supported Operating Fund Contributions	Debt Financing	Grants, Subsidies Other Contributions
		D.C. Reserve Fund Draw	D.C. Debt Financing	Grants, Subsidies Other Contributions	Post-Period Benefit/Capacity Interim Financing	Grants, Subsidies Other Contributions					
Services Related to a Highway Finney Street Extension (300m)	\$ 2,442						\$ 2,442				
Sub-Total - Services Related to Highways	\$ 2,442	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,442	\$ -	\$ -	\$ -	\$ -
Parks and Recreation Services Arena Renovations (Kraft Hockeyville)	\$ 596						\$ 596				
Sub-Total - Parks and Recreation Services	\$ 596	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 596	\$ -	\$ -	\$ -	\$ -
Fire Protection Services											
Sub-Total - Fire Protection Services	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Amount Transferred to Capital (or Other) Funds – Operating Fund Transactions

Operating Fund Transactions	Annual Debt Repayment Amount	D.C. Reserve Fund Draw		Post D.C. Forecast Period			Non-D.C. Recoverable Cost Share		
		Principal	Interest	Principal	Interest	Source	Principal	Interest	Source
Services Related to a Highway Sub-Total - Services Related to a Highway	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Parks and Recreation Services Sub-Total - Parks and Recreation Services	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	
Fire Protection Services Sub-Total - Fire Protection Services	\$ -	\$ -	\$ -	\$ -	\$ -		\$ -	\$ -	

Appendix C
Municipality of West Elgin
Statement of Credit Holder Transactions

Credit Holder	Applicable D.C. Reserve Fund	Credit Balance Outstanding Beginning of Year 2025	Additional Credits Granted During Year	Credits Used by Holder During Year	Credit Balance Outstanding End of Year 2025
Credit Holder A					
Credit Holder B					
Credit Holder C					
Credit Holder D					
Credit Holder E					
Credit Holder F					

There are no credit holder transactions at December 31, 2025.

**Appendix D
Municipality of West Elgin**

Statement of Reserve Fund Balance Allocations

Service:	Services Related to a Highway
Balance in Reserve Fund at Beginning of Year:	\$ -
60% of Balance to be Allocated (at a minimum):	\$ -

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital	Share of Growth-related	Share of Growth-related Cost
Total		\$ -	\$ -	\$ -

Service:	Fire Protection Services
Balance in Reserve Fund at Beginning of Year:	\$ -
60% of Balance to be Allocated (at a minimum):	\$ -

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital	Share of Growth-related	Share of Growth-related Cost
Total		\$ -	\$ -	\$ -

Service:	Parks and Recreation Services
Balance in Reserve Fund at Beginning of Year:	\$ -
60% of Balance to be Allocated (at a minimum):	\$ -

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital	Share of Growth-related	Share of Growth-related Cost
Total		\$ -	\$ -	\$ -

Service:	Growth Studies
Balance in Reserve Fund at Beginning of Year:	\$ -
60% of Balance to be Allocated (at a minimum):	\$ -

Projects to Which Funds Will be Allocated

Project Description	Project Number	Total Growth-related Capital	Share of Growth-related	Share of Growth-related Cost
Total		\$ -	\$ -	\$ -

Appendix E

STATEMENT OF COMPLIANCE

The information prescribed in the 2025 Annual Treasurer's Statement is in compliance with Section 59.1 (1) of the Development Charges Act, 1997, as amended which states:

A municipality shall not impose, directly or indirectly, a charge related to a development or a requirement to construct a service related to development except as permitted by this Act or another Act. 2015, c.26, s.8.

A handwritten signature in black ink that reads "Emma Nilsson". The signature is written in a cursive style and is centered within a light gray rectangular box.

Emma Nilsson, CPA

Manager of Corporate Services/Treasurer



Staff Report

Report To: Council Meeting

From: Robin Greenall, Chief Administrative Officer

Date: 2026-06-25

Subject: Permitted Use of an Alleyway in the Commercial Centre of Rodney

Recommendation:

That West Elgin Council receives the report from R. Greenall CAO titled: Permitted Use of an Alleyway in the Commercial Centre of Rodney for information purposes

Purpose:

The purpose of this report is to provide Council with an update on the developments of a neighbour dispute resolution concerning the use of the alleyway located between Furnival Road and Stinson Street and Moriah Street and Queen Street in the community of Rodney.

Background:

There has been an ongoing neighborhood dispute concerning transport vehicles using the alleyway for the delivery of goods to Rodney Market.

At the Thursday, April 23rd regular meeting of Council, Council received delegations from both the Rodney Market and its' neighbour to address their individual concerns. Council considered if an interim by-law measure should be implemented; Council resolved to maintain status quo, permitting delivery truck to continue use until a final resolution is reached.

Legal representatives for both the Market and the neighbours were asked to draft, in a report, a solution that would support all concerns. Reports were to be received within the timelines for the May 14th, 2026, council meeting. Legal representatives reached out to West Elgin's solicitor to request an extension of the final reports, with a goal for both sides to communicate to reach a mutual understanding/ decision. A two-week extension was granted, and representatives were asked to draft their reports for the May 28th meeting.

The Municipality received final reports just prior to the stated deadlines, reports indicated that communication between the parties did not occur and a mutual agreement was not achieved.

At the May 28th meeting, staff return a report to Council noting that documentation and information received from all concerned parties will be reviewed and a final decision would be drafted in a report for the June 25th Council meeting.

Since the May 28th meeting, staff have engaged in discussions with the owners of Rodney to investigate long-term solutions for the movement of delivery trucks to be addressed on their property. Staff have also continued to receive additional information and reports from all parties; latest submissions received as of Friday June 19th. Given the late submissions of documents,

municipal staff are postponing final recommendations until next meeting of Council, scheduled for July 16th, 2026.

Financial Implications:

None

Policies/Legislation:

[By-Law to Regulate Parking and Traffic - NO. 2001-50](#)

[By-law to control the Idling of Vehicle and Boats – NO. 2011-61](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Robin Greenall, Chief Administrative Officer



**Elgin County Council
Regular Council Meeting
Minutes**

**May 12, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON**

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, County Clerk/Manager of Administrative Services
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Ryan Terpstra, Manager of Corporate Facilities
Mike Hoogstra, Manager of Purchasing and Risk
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:01 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the May 12, 2026 County Council Meeting be approved as amended, to include an additional item in closed session titled "Litigation Update" under Section 239 (2) (e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the minutes of the Regular Council Meeting and the Special Council Meeting held on April 28, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

6. Presenting Petitions, Presentations and Delegations

None.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-15 - Recommendations from Committee of the Whole – April 28, 2026

Moved by: Councillor Noble
Seconded by: Councillor Widner

RESOLVED THAT items CW26-42 – CW26-43 from the Committee of the Whole meeting dated April 28, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Manager of Procurement & Risk - FIN 26-02 Temporary Extension of IT Services, Single Source

The Manager of Procurement & Risk presented the report seeking approval for the temporary extension of IT services to the County's existing service provider, MSP Corp, on a single source basis until August 31, 2026, to permit the County time to complete its RFP process for IT Services.

Moved by: Councillor Noble
Seconded by: Councillor Hentz

RESOLVED THAT the Warden and Chief Administrative Officer be authorized to sign the extending agreement for the temporary extension of IT Services with MSP Corp.

Motion Carried.

9.2 Director of Engineering Services - ENG 26-10 Eden (B53) and Calton (B47) Bridge Rehabilitations – Contract Award (Tender No. 2026-T14)

The Director of Engineering Services presented the report seeking approval to award the contract for the Eden Bridge and Calton Bridge rehabilitation projects to Vandenberg Construction Inc.

Moved by: Councillor Leatham
Seconded by: Councillor Sloan

RESOLVED THAT Vandenberg Construction Inc. be selected to complete the Eden (B53) and Calton (B47) Bridge Rehabilitations, Tender No. 2026-T14 at a total price of \$2,224,363.33 inclusive of a \$320,000 contingency

and testing allowance and exclusive of HST; and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contracts.

Motion Carried.

9.3 Manager of Administrative Services/Deputy Clerk - ADM 26-16 AMO Delegation Requests 2026

The Manager of Administrative Services/Deputy Clerk presented the report seeking Council's direction regarding the provincial ministries and specific topics for which it wishes to request delegations at the 2026 AMO Conference.

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT Elgin County submit delegation requests to the Ministry of Economic Development regarding challenges and opportunities related to growth in the region, including the availability of electricity and potential incentive programs to redevelop Brownfield sites, and to the Ministry of Municipal Affairs and Housing advocating for local flexibility in planning policies particularly related to minimum farm sizes and other rural considerations.

Motion Carried.

9.4 Chief Administrative Officer - Quarterly Reporting Update (verbal)

The Chief Administrative Officer provided an update on the development of a robust quarterly reporting framework and informed Council that the quarterly reporting will be presented to Council at the first meeting in June. Warden Giguère also noted that the Warden's Activities will be integrated into the quarterly reporting going forward.

Moved by: Councillor Noble
Seconded by: Councillor Leatham

RESOLVED THAT the Quarterly Reporting Update from the Chief Administrative Officer be received and filed.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Noble
Seconded by: Councillor Leatham

RESOLVED THAT Correspondence Items 10.1 - 10.2 and 10.4 - 10.5 be received and filed.

Motion Carried.

10.1 Western Ontario Wardens' Caucus Media Release - Western Ontario Wardens' Caucus Engages Provincial Leaders at Queen's Park on Key Regional Priorities

10.2 Western Ontario Wardens' Caucus April 2026 Newsletter

10.3 Resolution from the City of Pickering regarding a Request for a Province-Wide School Board Governance Consultation Process

Moved by: Deputy Warden Jones
Seconded by: Councillor Noble

RESOLVED THAT Elgin County Council support the resolution from the City of Pickering requesting a province-wide school board governance consultation process.

Motion Carried.

10.4 Resolution from Oxford County regarding the Association of Ontario Road Supervisors (AORS) Request for Provincial Legislation Amendments, Health and Safety

10.5 Southwestern Integrated Fibre Technology (SWIFT) 2026 Strategic Plan

10.6 Flag Raising and Proclamation Request from the Elgin/Central Elgin Joint Accessibility Advisory Committee in recognition of Accessibility Week 2026

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT a flag raising and proclamation be held on June 1, 2026 in recognition of Accessibility Week.

Motion Carried.

11. Statements/Inquiries by Members

11.1 Chief Administrative Officer - Staffing Updates

The Chief Administrative Officer provided an update regarding staffing updates in the Administrative Services department, including updates regarding the appointment of the County Clerk and Deputy Clerk.

12. Closed Meeting Items

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - April 28, 2026

Closed Meeting Item #2 - Closed Meeting Minutes - April 28, 2026 Special Council Meeting

Closed Meeting Item #3 - ENG 26-11 Lease Renewals - County Administration Building

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Closed Meeting Item #4 - HSS 26-03 Laundry Services - Terrace Lodge

(d) labour relations or employee negotiations; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Closed Meeting Item #5 - HSS 26-04 Staff Scheduling - Long-Term Care Homes

(d) labour relations or employee negotiations; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Closed Meeting Item #6 - Bargaining Update (verbal)

(d) labour relations or employee negotiations

Closed Meeting Item #7 - LEG 26-02 White's Station Update

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Closed Meeting Item #8 - LEG 26-04 Contracted Services Terms and Conditions

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Closed Meeting Item #9 - Litigation Update

(e) litigation or potential litigation, including matters before administrative tribunals, affecting the municipality or local board.

Motion Carried.

- 12.1 Closed Meeting Minutes - April 28, 2026**
- 12.2 Closed Meeting Minutes - April 28, 2026 Special Council Meeting**
- 12.3 Manager of Corporate Facilities - ENG 26-11 Lease Renewals - County Administration Building**
- 12.4 Director of Homes and Seniors Services - HSS 26 03 Laundry Services – Terrace Lodge**
- 12.5 Director of Homes and Seniors Services - HSS 26 04 Staff Scheduling – Long-Term Care Homes**
- 12.6 Director of People and Culture - Bargaining Update (verbal)**
- 12.7 Director of Legal Services - LEG 26-02 White's Station Update**
- 12.8 Director of Legal Services - LEG 26-04 Contracted Services Terms and Conditions**
- 12.9 Director of Legal Services - Litigation Update**

13. Motion to Rise and Report

Moved by: Deputy Warden Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - April 28, 2026

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the closed meeting minutes of the meeting held on April 28, 2026 be adopted.

Motion Carried.

Closed Meeting Item #2 - Closed Meeting Minutes - April 28, 2026 Special Council Meeting

Moved by: Councillor Widner
Seconded by: Councillor Ketchabaw

RESOLVED THAT the closed meeting minutes of the Special Council Meeting held on April 28, 2026 be adopted.

Motion Carried.

Closed Meeting Item #3 - ENG 26-11 Lease Renewals - County Administration Building

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT a two-year term Lease Agreement between 1342961 Ontario Inc. (John E. Hogan) and Elgin County in relation to Suite 313 and storage room 34 commencing May 1, 2026, and annual rent of \$46,606.40 be approved; and

THAT a two-year term Lease Agreement between Alzheimer Society Southwest Partners, and Elgin County in relation to Suites 229, 232, 237-1 and storage rooms 247 and 410A. Lease commencing May 1, 2026, at an annual rent of \$23,842.88 be approved; and

THAT a one-year term Lease Agreement between Carol Hawthorne and Elgin County in relation to Suite 345-1. Lease commencing May 1, 2026, at an annual rent of \$4,675.90 be approved; and

THAT a new commercial three-year term Lease Agreement between Western Ontario Wardens' Caucus Inc (Kate Burns), and Elgin County in relation to Office 132. Lease commencing May 1, 2026, at an annual rent of \$5,040.00 be approved.

Motion Carried.

Closed Meeting Item #4 - HSS 26-03 Laundry Services - Terrace Lodge

Moved by: Deputy Warden Jones
Seconded by: Councillor Widner

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #5 - HSS 26-04 Staff Scheduling - Long-Term Care Homes

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the confidential report titled "HSS 26-04 Staff Scheduling - Long-Term Care Homes" from the Director of Homes and Seniors Services dated May 12, 2026 be received and filed.

Motion Carried.

Closed Meeting Item #6 - Bargaining Update (verbal)

Moved by: Councillor Leatham
Seconded by: Councillor Ketchabaw

RESOLVED THAT the confidential verbal report from the Director of Legal Services be received and filed.

Motion Carried.

Closed Meeting Item #7 - LEG 26-02 White's Station Update

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "LEG 26-02 White's Station" from the Director of Legal Services and Director of Engineering Services dated May 12, 2026 be received and filed.

Motion Carried.

Closed Meeting Item #8 - LEG 26-04 Contracted Services Terms and Conditions

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT the report titled "LEG 26-04 Contracted Services Terms and Conditions" from the Director of Legal Services dated May 12, 2026 be received and filed.

Motion Carried.

Closed Meeting Item #9 - Litigation Update

Moved by: Councillor Widner
Seconded by: Councillor Hentz

RESOLVED THAT the confidential update from the Director of Legal Services be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-20 Appoint a Chief Administrative Officer

BEING a By-Law to Appoint a Chief Administrative Officer for the Corporation of the County of Elgin and to Repeal By-Law No. 23-47.

Moved by: Councillor Hentz
Seconded by: Councillor Widner

RESOLVED THAT By-Law No. 26-20 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-21 Appoint a Clerk

BEING a By-Law to Appoint a Clerk for the Corporation of the County of Elgin.

Moved by: Deputy Warden Jones
Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-21 be now read a first, second, and third time and finally passed.

Motion Carried.

14.3 By-Law No. 26-22 Appoint a Deputy Clerk and Deputy Clerks (Alternate)

BEING a By-Law to Appoint a Deputy Clerk and Deputy Clerks (Alternate) for the Corporation of the County of Elgin and to Repeal By-Law No. 24-23.

Moved by: Councillor Ketchabaw
Seconded by: Councillor Widner

RESOLVED THAT By-Law No. 26-22 be now read a first, second, and third time and finally passed.

Motion Carried.

14.4 By-Law No. 26-23 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the May 12, 2026 Meeting.

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT By-Law No. 26-23 be now read a first, second, and third time and finally passed.

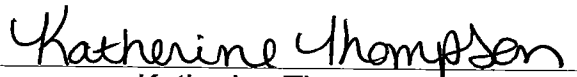
Motion Carried.

15. Adjournment

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

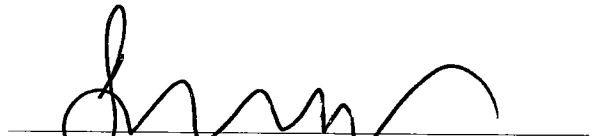
RESOLVED THAT we do now adjourn at 11:30 a.m. to meet again on May 26, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of
Administrative Services.



Dominique Giguère,
Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

May 12, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Jack Couckuyt (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, County Clerk/Manager of Administrative Services
Andrew Case, Solicitor
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 11:40 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-45

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the May 12, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-46

Moved by: Councillor Leatham

Seconded by: Deputy Warden Jones

RESOLVED THAT the minutes of the meeting held on April 28, 2026 be adopted.
Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Director of Community & Cultural Services - CCS 26-04 Library Branch Construction and Interest-Free Loan Policy Adoption

The Director of Community and Cultural Services presented the report seeking approval for the adoption of an updated policy to help guide current and future library renovation, expansion or relocation projects, and recommends one-time inflationary increases to interest-free loan amounts.

Resolution Number: CW26-47

Moved by: Councillor Hentz

Seconded by: Councillor Ketchabaw

RESOLVED THAT the Library Branch Construction and Interest-Free Loan Policy attached as Appendix A to the May 12, 2026 Committee of the Whole report titled "Library Branch Construction and Interest-Free Loan Policy Adoption" from the Director of Community and Cultural Services be hereby adopted.

Motion Carried.

6.2 Solicitor - LEG 26-03 – Enterprise Risk Management Framework

The Solicitor presented the report recommending the adoption of an enterprise risk management framework that sets out the County of Elgin's approach to risk, including its risk management, risk appetite, risk tolerance, and risk mitigation strategies.

Resolution Number: CW26-48

Moved by: Councillor Hentz

Seconded by: Deputy Warden Jones

RESOLVED THAT the Enterprise Risk Management Framework be adopted.

Motion Carried.

7. Adjournment

Resolution Number: CW26-49

Moved by: Councillor Widner

Seconded by: Councillor Leatham

RESOLVED THAT we do now adjourn at 11:51 a.m. to meet again on May 26, 2026 at 9:30 a.m.

Motion Carried.

Katherine Thompson

Katherine Thompson,

County Clerk/Manager of
Administrative Services.

Dominique Giguère

Dominique Giguère,

Warden.



Elgin County Council
Regular Council Meeting
Minutes

May 26, 2026, 9:00 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Andrew Sloan
Councillor Todd Noble (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, County Clerk/Manager of Administrative Services
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 9:00 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

The County Clerk/Manager of Administrative Services requested that Council consider the addition of two items to the agenda, including a verbal update from the Chief Administrative Officer regarding the process for sharing information with election candidates, and a closed session item regarding a personnel matter under Municipal Act Section 239 (2) (b) personal matters about an identifiable individual, including municipal or local board employees and (d) labour relations or employee negotiations.

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT the agenda for the May 26, 2026 County Council Meeting be approved as amended.

Motion Carried.

3. Introductions, Recognitions, Memorials

None.

4. Adoption of Minutes

Moved by: Councillor Leatham
Seconded by: Councillor Widner

RESOLVED THAT the minutes of the meeting held on May 12, 2026 be adopted.

Motion Carried.

5. Disclosure of Pecuniary Interest and the General Nature Thereof

Councillor Widner declared a conflict with item 9.2 ENG 26-13 Putnam Road (CR 47) Reconstruction - Avon (Tender No. 2026-T21) - Contract Award. Councillor Widner will not participate in the discussion or vote on this item.

6. Presenting Petitions, Presentations and Delegations

6.1 Laura Bos, Community Development Coordinator, VON - VON Ontario Student Nutrition Program (OSNP)

Laura Bos, Community Development Coordinator with VON Ontario, provided a presentation outlining the activities of the VON Ontario Student Nutrition Program and highlighting the program's key strategic priorities.

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT the presentation titled "VON Ontario Student Nutrition Program (OSNP)" from Laura Bos be received and filed.

Motion Carried.

7. Motion to Adopt Recommendations from the Committee of the Whole

7.1 Warden Giguère - ADM 26-17 - Recommendations from Committee of the Whole – May 12, 2026

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT items CW26-47 – CW26-48 from the Committee of the Whole meeting dated May 12, 2026, and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Director of Engineering Services - ENG 26-12 Belmont Road (CR 74) and Seventh Avenue Intersection Improvements and Signalization (Tender No. 2026-T15) – Contract Award

The Director of Engineering Services presented the report seeking Council's approval to award the contract for the Belmont Road (CR 74) and Seventh Avenue intersection improvements and signalization project, Tender No. 2026-T15, to KWS Electrical Services Ltd.

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT KWS Electrical Services be selected to complete the Belmont Road (CR 74) and Seventh Avenue Intersection Improvements

and Signalization project, Tender No. 2026-T15 at a total price of \$463,092.27 inclusive of a \$53,500 contingency and testing allowance and exclusive of HST; and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contract.

Motion Carried.

9.2 Director of Engineering Services - ENG 26-13 Putnam Road (CR 47) Reconstruction - Avon (Tender No. 2026-T21) – Contract Award

Councillor Widner declared a conflict with this item. Councillor Widner left the Council Chambers and did not participate in the discussion or vote.

The Director of Engineering Services presented the report seeking Council's approval to award the contract for the Putnam Road (CR 47) reconstruction project in Avon, Tender No. 2026-T21, to Gedco Excavating Ltd.

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT Gedco Excavating Ltd. be selected to complete the Putnam Road (CR 47) Reconstruction project, Tender No. 2026-T21 at a total price of \$799,738.25 inclusive of a \$50,000 contingency allowance and exclusive of HST; and

THAT the Warden and Chief Administrative Officer be directed and authorized to sign the contract.

Motion Carried.

9.3 Chief Administrative Officer - Process for Sharing Information with Election Candidates

Councillor Widner returned to the Council Chambers.

The Chief Administrative Officer recommended that any questions received from municipal election candidates during the election period be directed through the County Clerk's office. The Clerk's office will coordinate responses with the appropriate departments and ensure that all responses are distributed to all candidates and sitting members of Council in order to maintain a fair and transparent process.

Moved by: Deputy Warden Jones
Seconded by: Councillor Couckuyt

RESOLVED THAT County Council approve the process for sharing information with election candidates to ensure equal distribution of information.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Items 10.1 - 10.3 be received and filed.

Motion Carried.

10.1 Letter from the Ministry of Emergency Preparedness and Response advising that the County of Elgin has satisfied the requirements of

the Emergency Management and Civil Protection Act (EMPCA) O. Reg 380/04 for 2025

10.2 Western Ontario Wardens' Caucus Media Release - Western Ontario Wardens' Caucus and Great Lakes and St. Lawrence Cities Initiative Formalize Partnership

10.3 Resolution from the Municipality of Central Elgin regarding the Preservation and Adaptive Reuse of the Front Entrance Building at the Former St. Thomas Psychiatric Hospital

10.4 Request from Elgin County Pride to hold a flag raising and proclamation on June 9, 2026 in recognition of Pride Month

Moved by: Deputy Warden Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT the request from the Elgin County Pride to hold a flag raising and proclamation at the Elgin County Heritage Centre on June 9, 2026 in recognition of Pride Month be approved.

Motion Carried.

11. Statements/Inquiries by Members

None.

12. Closed Meeting Items

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - May 12, 2026

Closed Meeting Item #2 - Administration Building Lease Renewal - Elgin Federation of Agriculture

(c) a proposed or pending acquisition or disposition of land by the municipality or local board.

Closed Meeting Item #3 - Land Ambulance Contract

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose; and (k) a position, plan, procedure, criteria or instruction to be applied to any negotiations carried on or to be carried on by or on behalf of the municipality or local board.

Closed Meeting Item #4 - IT Department

(d) labour relations or employee negotiations; and (f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Closed Meeting Item #5 - Personnel Matter

b) personal matters about an identifiable individual, including municipal or local board employees; and d) labour relations or employee negotiations.

Motion Carried.

12.1 Closed Meeting Minutes - May 12, 2026

12.2 Director of Engineering Services - ENG 26-14 Administration Building Lease Renewal – Elgin Federation of Agriculture

12.3 Director of Legal Services - LEG 26-05 – Land Ambulance Contract

12.4 Director of Financial Services/Treasurer - FIN – LEG 26-01 – IT Department

12.5 Director of Legal Services - Personnel Matter

13. Motion to Rise and Report

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - May 12, 2026

Moved by: Councillor Hentz

Seconded by: Councillor Leatham

RESOLVED THAT the May 12, 2026 Closed Meeting Minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - Administration Building Lease Renewal - Elgin Federation of Agriculture

Moved by: Councillor Ketchabaw

Seconded by: Deputy Warden Jones

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - Land Ambulance Contract

Moved by: Councillor Hentz

Seconded by: Councillor Widner

RESOLVED THAT the Director of Legal Services and CAO proceed as directed.

Motion Carried.

Closed Meeting Item #4 - IT Department

Moved by: Deputy Warden Jones

Seconded by: Councillor Ketchabaw

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #5 - Personnel Matter

Moved by: Councillor Leatham

Seconded by: Councillor Ketchabaw

RESOLVED THAT the Director of Legal Services and the Director of People and Culture proceed as directed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-24 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the May 26, 2026 Meeting.

Moved by: Councillor Hentz
Seconded by: Councillor Leatham

RESOLVED THAT By-Law No. 26-24 be now read a first, second, and third time and finally passed.

Motion Carried.

15. Adjournment

Moved by: Councillor Widner
Seconded by: Deputy Warden Jones

RESOLVED THAT we do now adjourn at 11:12 a.m. to meet again on June 9, 2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of
Administrative Services.



Dominique Giguère,

Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

May 26, 2026, 9:30 a.m.
Council Chambers
450 Sunset Drive
St. Thomas ON

Members Present: Warden Dominique Giguère
Deputy Warden Grant Jones
Councillor Ed Ketchabaw
Councillor Mark Widner
Councillor Jack Couckuyt
Councillor Mike Hentz
Councillor Richard Leatham

Members Absent: Councillor Andrew Sloan
Councillor Todd Noble (with notice)

Staff Present: Blaine Parkin, Chief Administrative Officer
Nicholas Loeb, Director of Legal Services
Brian Masschaele, Director of Community & Cultural Services
Jennifer Ford, Director of Financial Services/Treasurer
Peter Dutchak, Director of Engineering Services
Mat Vaughan, Director of Planning and Development
Holly Hurley, Director of People & Culture
Joe Anne Holloway, Director of Homes and Seniors Services
Katherine Thompson, County Clerk/Manager of Administrative Services
Mike Hoogstra, Manager of Purchasing and Risk
Jason Warren, Manager of IT
Madeleine Howard, Curator
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator
Lindsay King, Policy Planner

1. Meeting Call to Order

The meeting was called to order at 11:22 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-50

Moved by: Councillor Leatham
Seconded by: Councillor Ketchabaw

RESOLVED THAT the agenda for the May 26, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-51

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT the minutes of the meeting held on May 12, 2026 be adopted.
Motion Carried.

4. Disclosure of Pecuniary Interest and the General Nature Thereof

None.

5. Members' Motions

None.

6. Reports of Council, Staff or Outside Boards

6.1 Curator - CCS 26-05 Elgin County Museum Strategic Plan 2026-2030

The Curator and Director of Community and Cultural Services presented the 2026-2030 Strategic Plan for the Elgin County Museum.

Resolution Number: CW26-52

Moved by: Deputy Warden Jones
Seconded by: Councillor Ketchabaw

RESOLVED THAT the Elgin County Museum Strategic Plan 2026-2030 attached to the May 26, 2026 Committee of the Whole report titled "Elgin County Museum Strategic Plan 2026-2030" from the Curator and Director of Community and Cultural Services be hereby adopted.

Motion Carried.

6.2 Policy Planner - PLN 26-06 Approval of the Municipality of Bayham Official Plan

The Policy Planner presented the report recommending approval of the Municipality of Bayham Official Plan adopted by the Municipality of Bayham Council on April 2, 2026.

Resolution Number: CW26-53

Moved by: Councillor Leatham
Seconded by: Deputy Warden Jones

RESOLVED THAT Elgin County Council, as the approval authority under the Planning Act, approve the Municipality of Bayham Official Plan, adopted by By-Law 2026-019, on April 2, 2026 as modified; and

THAT the modifications, as set out in Appendix A to this report form part of the Official Plan as approved; and

THAT notice of Council's decision be provided in accordance with the requirements of the Planning Act.

Motion Carried.

6.3 Director of Engineering Services - ENG 26-15 Reduced Speed Zones – New Glasgow, Copenhagen and Dutton

The Director of Engineering Services presented the report seeking approval for revisions to By-Law 26-04 Being a By-Law to Authorize Speed Limits for reduced speed zones on Talbot Line in New Glasgow, on Imperial Road in Copenhagen, and on Currie Road in Dutton.

Resolution Number: CW26-54

Moved by: Councillor Leatham
Seconded by: Councillor Hentz

RESOLVED THAT revisions to speed zones as recommended in the report titled "ENG 26-15 Reduced Speed Zones – New Glasgow, Copenhagen and Dutton" be approved; and

THAT these revisions be included in an amendment to By-law 26-04 Being a By-law to Authorize Speed Limits and hereby adopted.

Motion Carried.

6.4 Director of Legal Services - LEG 26-06 – Elgin Manor WWTP Easement Assignment

The Director of Legal Services presented the report recommending authorization of an assignment agreement to account for the transfer of Royal Oaks Senior Living Residence lands from one corporate entity to another.

Resolution Number: CW26-55

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the Warden and CAO be authorized to execute an assignment agreement to transfer the rights and obligations of Diamond Residential Development Corp. in a contract entered into between the County, Diamond Senior Living Corp. and Diamond Residential Corp. dated December 23, 2020 to 1001074563 Ontario Inc. and for the Director of Legal Services to execute any documents necessary to give effect to an easement in gross in favor of 1001074563 Ontario Inc..

Motion Carried.

6.5 Director of Financial Services/Treasurer - FIN 26-03 IT Services – Managed Services Provider (RFP 2026-P04) – Contract Award

The Director of Financial Services/Treasurer presented the report seeking approval to award the contract for managed IT services to Data Perceptions for a three-year term.

Resolution Number: CW26-56

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT the contract for Information Technology Services – Managed Services Provider for the County of Elgin be awarded to Data Perceptions for a three-year term at a total cost of \$486,033 per year; and

THAT the Warden and Chief Administrative Officer be authorized to sign the contract; and

THAT the Chief Administrative Officer be authorized to extend the contract for an additional three-year term in accordance with section 7.6 of the Procurement Policy, subject to pricing and satisfactory performance during the initial three-year contract term.

Motion Carried.

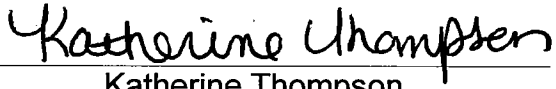
7. Adjournment

Resolution Number: CW26-57

Moved by: Councillor Widner
Seconded by: Councillor Leatham

RESOLVED THAT we do now adjourn at 11:59 a.m. to meet again on June 9,
2026 at 9:30 a.m.

Motion Carried.



Katherine Thompson,

County Clerk/Manager of
Administrative Services.



Dominique Giguère,

Warden.

From the Council Chambers

June 9, 2026

Council Meeting

County Investments Generated \$1.6 Million in Interest Income in 2025

Council received the County's 2025 Annual Investment Report, which provides an overview of how County funds were invested throughout 2025 in accordance with provincial regulations.

As of December 31, 2025, Elgin County held approximately \$45.4 million in investments, including cash and cash equivalents, high-interest savings accounts, and guaranteed investment certificates (GICs). These investments generated more than \$1.62 million in interest income during the year.

The majority of investment earnings were generated through high-interest savings accounts and GICs, with average rates of return ranging from 2.68 to 3.92 per cent depending on the investment type. Interest revenue supports County operations and contributes to reserve funds that help finance future infrastructure projects and other long-term priorities.

Draft Year-End Report Highlights Strong Financial Performance in 2025

Council received a draft summary of the County's 2025 financial results and annual report, which provide an overview of operating and capital activities during the year. The report will be updated once the County's audited financial statements are completed and approved.

County operations finished 2025 with a positive year-end performance of approximately \$3.0 million. Higher-than-anticipated provincial funding, investment income, and reserve funding contributed to the result, while operating pressures included nursing and personal care costs within the Homes and increased workplace safety obligations.

The County's capital program also reported positive performance. Of the \$41.7 million available for capital projects in 2025, approximately \$19.9 million was spent during the year, with \$15.3 million carried forward to support projects continuing into 2026. The remaining balance was allocated to reserves to support future infrastructure, technology, facility, and long-term care projects.

Council Meeting

Draft Year-End Report Highlights Strong Financial Performance in 2025 (continued)

The report also notes that County reserves increased by approximately \$18.2 million in 2025, helping strengthen funding available for future capital investments, infrastructure renewal, growth-related projects, and long-term financial obligations.

County Reviews First Quarter Financial Results and New Performance Scorecards

Council received the County's first quarter financial review, which includes a new Balanced Scorecard reporting framework designed to track financial performance, workforce metrics, operational efficiency, and customer service across County departments. The scorecards establish new key performance indicators that will help monitor progress toward departmental goals throughout the year.

Based on first quarter results, County staff are forecasting a year-end operating surplus of approximately \$571,000, offset by a projected capital deficit of approximately \$1.2 million. The combined forecast suggests the County could face an overall year-end deficit of approximately \$632,000, largely due to anticipated capital project pressures.

The report notes that operating revenues are currently projected below budget, primarily due to lower-than-anticipated planning revenues, while wages and benefits across most departments are forecast to remain below budget. Staff also identified potential capital cost pressures related to significant increases in asphalt cement prices, which may affect some transportation projects during the 2026 construction season.

In addition to financial results, the new scorecards highlight operational activity across the organization. Early results show strong engagement with County communication channels, increased use of Engage Elgin, significant tourism and economic development outreach, and continued progress on infrastructure, emergency management, library, and community service initiatives.

Medavie EMS Operational Update Highlights Growing Demand for Paramedic Services

Council received an operational overview of Medavie EMS Elgin Ontario (MEMSEO), which provides paramedic services across Elgin County and the City of St. Thomas. The report outlined current service delivery, staffing, and recent trends in emergency call volumes.

Council Meeting

Medavie EMS Operational Update Highlights Growing Demand for Paramedic Services (continued)

In 2025, MEMSEO responded to 12,933 calls for service, in addition to more than 4,000 ambulance standby activities completed to maintain emergency coverage and support partner agencies. Since the addition of a new Bayham ambulance in 2023, call volumes have increased by 16.4 per cent. Falls, shortness of breath, and chest pain were the most common reasons for dispatch, accounting for approximately 40 per cent of all calls.

During the first quarter of 2026, paramedics responded to 3,280 calls for service. Nearly 60 per cent of those calls were classified as Code 4, or life-or-limb emergencies requiring the highest level of response. The report also noted that demand for service remains highest in the St. Thomas area, with the Edward Street and Shaw Valley stations accounting for more than 70 per cent of all calls during the first quarter.

Despite increasing demand, MEMSEO continues to meet or exceed most provincial response time targets for emergency calls. The service operates from seven stations across Elgin County and St. Thomas and is supported by transport vehicles, command resources, and community paramedicine programs.

For the full Council Agenda, [click here](#).

Committee of the Whole

Age Friendly Strategy Updated to Support Older Adults Across Elgin and St. Thomas

The Committee of the Whole received a presentation from the Elgin St. Thomas Age Friendly Committee and reviewed the updated Elgin St. Thomas Age Friendly Strategy, which will be used as a planning resource to help guide services, programs, and initiatives that support older adults across the region.

The updated strategy was informed by a community needs assessment completed in 2025, which included surveys, focus groups, and interviews with older adults, caregivers, and community partners. The assessment identified five key areas of focus: healthcare, housing, social and community connections, transportation, and outdoor spaces and buildings.

Committee of the Whole

Age Friendly Strategy Updated to Support Older Adults Across Elgin and St. Thomas (continued)

Key priorities identified in the strategy include improving access to healthcare and home supports, expanding housing options that support aging in place, reducing social isolation, enhancing transportation options, and ensuring public spaces remain accessible and welcoming for older adults.

The updated strategy builds on work that recently earned recognition from the Ontario Ministry for Seniors and Accessibility, which designated Elgin County and the City of St. Thomas as age-friendly communities. The strategy will continue to serve as a roadmap for collaboration among municipalities, community organizations, and service providers working to improve quality of life for older adults throughout the region.

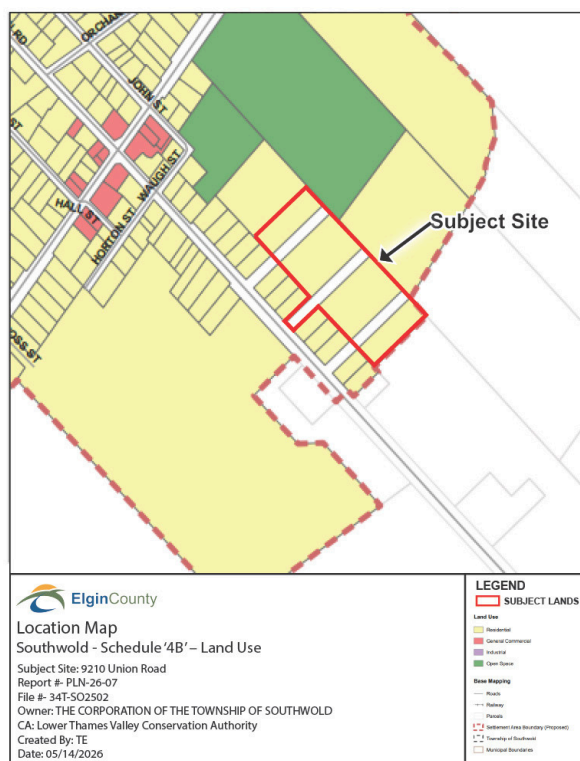
Draft Approval Granted for 161-Unit Residential Development in Shedden

The Committee recommended draft approval for a proposed residential subdivision in the Township of Southwold. Located at 9210 Union Road in the Village of Shedden, the development would be situated east of Union Road between Fairground Street and Teetzel Street on lands designated for residential growth within the community.

The proposed subdivision includes a total of 161 residential units consisting of 105 townhouse units and 56 apartment units across four residential blocks. The development would also include private roads, pedestrian connections, and supporting municipal infrastructure.

The application was reviewed against provincial planning policies and the County and Township official plans. County planning staff concluded that the proposal supports planned residential growth within the Shedden settlement area and conforms to applicable planning requirements.

As part of the approval process, the development will be required to satisfy a number of conditions related to servicing, stormwater management, transportation infrastructure, utility connections, and other technical requirements before final approval can be granted.



Committee of the Whole

Draft Approval Recommended for Two-Lot Residential Development in Talbotville

The Committee of the Whole recommended draft approval for a proposed residential subdivision at 10141 Talbotville Gore Road in the Township of Southwold. Located within the Talbotville settlement area, the proposal would extend Cedarvale Lane and create two additional residential building lots while retaining the existing home on the property.

To accommodate the development, Cedarvale Lane would be extended approximately 31.5 metres to provide road frontage and municipal servicing for the new lots. Water, sanitary sewer, and stormwater infrastructure would be extended as part of the project.

The subject property is located within the Talbotville settlement area and is designated for residential development under the Township of Southwold Official Plan. County planning staff concluded that the proposal represents a logical extension of the existing residential neighbourhood and conforms to applicable provincial, County, and Township planning policies. No public concerns were raised during the circulation of the application.

Updates Proposed for County Council Procedural By-law

The Committee endorsed updates to the County's Procedural By-law, which governs how Council and Committee of the Whole meetings are conducted. The proposed changes are intended to clarify meeting procedures and reflect lessons learned following the implementation of the County's revised meeting structure in 2025.

Several updates would provide additional clarity regarding Committee of the Whole procedures, including how recommendations are forwarded to Council, how amendments to motions are handled, and how supplementary information may be provided to Council after a recommendation has been made.

The proposed revisions would also clarify opportunities for public participation at Committee of the Whole meetings. Members of the public would continue to be able to speak to reports under consideration; however, the updated by-law would distinguish these comments from formal delegations and establish additional guidelines regarding presentations and supporting materials.

The updates are considered minor administrative changes intended to improve clarity, consistency, and transparency in Council's decision-making processes. If approved by Council, the revised Procedural By-law will be posted on the County's website and shared with local municipal partners.

For the full Committee of the Whole Agenda, [click here](#).

Beyond the Council Chamber

Regional Leaders Gather at Queen's Park to Advocate for Western Ontario

On June 9, Warden Dominique Giguère presented Wendy MacMillan with the 2026 Senior of the Year Award on behalf of Ontario's Ministry for Seniors and Accessibility.

Since moving to Port Stanley in 2014, Wendy has dedicated countless hours to strengthening her community through volunteer service. Her contributions include serving with the Port Stanley Village Association, supporting the Elgin St. Thomas Age Friendly Committee, and helping advance initiatives that enhance the lives of older adults across the region.

As Co-Chair of the Elgin St. Thomas Age Friendly Committee, Wendy has played a key role in advancing age-friendly initiatives, mentoring new members, and fostering collaboration among community partners. She is also a dedicated GrandPal volunteer, helping create meaningful connections between generations through local schools.

The Senior of the Year Award recognizes Wendy's outstanding commitment to volunteerism and her lasting contributions to communities throughout Elgin County and the City of St. Thomas.



Discovery Week 2026 Showcases St. Thomas-Elgin to Future Physicians

Medical students from the Schulich School of Medicine & Dentistry recently visited St. Thomas-Elgin as part of Discovery Week 2026.

Through the Health Recruitment Partnership, students gained hands-on experience at St. Thomas Elgin General Hospital while exploring the communities, amenities, and opportunities that make the region a great place to live and work. By introducing future physicians to St. Thomas-Elgin early in their medical education, the program helps build connections that may encourage them to return and practice locally in the future.

Thank you to the Health Recruitment Partnership, community hosts, and volunteers who helped make this year's program a success.



Follow County Projects on Engage Elgin

Stay informed about County projects, initiatives, and public engagement opportunities.

Visit engageelgin.ca to learn more.



Town of Petawawa

Legislative Services
1111 Victoria Street
Petawawa, ON K8H 2E6
613-687-5536

The Honourable Doug Ford
Premier of Ontario
Legislative Building
Queen's Park
Toronto, ON M7A 1A1

Via Email: premier@ontario.ca

The Honourable Michael Kerzner
Minister of the Solicitor General
George Drew Building, 18th Floor
25 Grosvenor St.
Toronto, ON M7A 1Y6

Via Email: minister.solgen@ontario.ca

June 17, 2026

RE: Sustainable Provincial Grant Funding for Fire Services in Ontario

Dear Honourable Doug Ford and Honourable Michael Kerzner:

At its Council in Committee meeting held on June 8, 2026, the Council of the Corporation of the Town of Petawawa endorsed the following resolution:

Moved by Lisa Coutu

Seconded by Theresa Sabourin

WHEREAS Municipal fire services in Ontario operate under legislative authority established by the province through statutes, regulations, codes, and prescribed standards governing training, equipment, certification, inspection, and operational requirements;

AND WHEREAS municipalities are responsible for implementing and maintaining compliance with these provincially mandated requirements primarily through local property taxation;

AND WHEREAS current provincial fire service grant programs are available to both full-time and volunteer fire departments across Ontario and are distributed through competitive application processes that may not fully reflect the differing financial and administrative capacities of urban and rural municipalities, highlighting the need for a more balanced approach to funding that supports all fire services equitably;

AND WHEREAS volunteer firefighters represent approximately 70–75% of firefighters in Ontario, protecting the majority of communities across the province and, particularly in rural areas, are frequently the first emergency responders to arrive on scene ahead of other emergency services;

AND WHEREAS other provincially regulated emergency services, including policing and paramedic services, receive stable and predictable provincial funding contributions or cost-sharing arrangements;

AND WHEREAS the absence of a comparable and stable funding model for fire services creates a structural imbalance between provincial regulatory authority and municipal financial responsibility;

AND WHEREAS reliance on competitive funding creates budget uncertainty, limits long-term financial planning, and may not reflect the actual operational needs of fire services, contributing to instability, reduced preparedness and the reduction of services within a critical emergency response sector;

AND WHEREAS stable and predictable funding is essential to maintain emergency preparedness, firefighter safety, service sustainability, and equitable protection for residents regardless of municipal size or tax base;

NOW THEREFORE BE IT RESOLVED THAT

The Council of the Town of Petawawa respectfully calls upon the Province of Ontario to transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program that supports municipalities in meeting provincially legislated fire protection requirements;

AND FURTHER THAT this funding be structured to provide equitable and predictable annual support for operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario;

AND FURTHER THAT the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

AND FURTHER THAT this resolution be circulated for endorsement to:

- All municipalities
- Ontario Association of Fire Chiefs

- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association

AND FURTHER THAT, upon endorsement, this resolution be submitted to:

- Billy Denault MPP Renfrew-Nipissing-Pembroke
- The Honourable Michael Kerzner, Minister of the Solicitor General
- The Honourable Kinga Surma, Minister of Infrastructure
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario

Carried

The Town of Petawawa respectfully requests that the Government of Ontario implements a permanent, stable, and predictable non-competitive provincial funding program that supports municipalities in meeting provincially legislated fire protection requirements. We look forward to your favourable reply.

Sincerely,



Dawn Recoskie, CMO, Dipl.M.A.

Director of Legislative Services/Clerk

613-687-5536 ext. 2003

drecoskie@petawawa.ca

cc: All municipalities

Ontario Association of Fire Chiefs, info@oafc.on.ca

Ontario Professional Fire Fighters Association, info@opffa.org

Ontario Volunteer Fire Fighters Association, admin@ontariofirefighters.org

Association of Municipalities of Ontario (AMO), resolutions@amo.on.ca

Rural Ontario Municipal Association (ROMA), roma@roma.on.ca

Billy Denault, MPP, Renfrew-Nipissing-Pembroke, billy.denault@pc.ola.org

Honourable Kinga Surma, Minister of Infrastructure, kinga.surma@pc.ola.org

Honourable Rob Flack, Minister of Municipal Affairs & Housing, rob.flack@ontario.ca.



Date: 13 May 2026 15

Moved By: Deputy Mayor Netty McEwen

Seconded By: Councillor John van Klaveren

Support for Sustainable Provincial Grant Funding for Fire Services in Ontario

WHEREAS Municipal fire services in Ontario operate under legislative authority established by the province through statutes, regulations, codes, and prescribed standards governing training, equipment, certification, inspection, and operational requirements;

AND WHEREAS municipalities are responsible for implementing and maintaining compliance with these provincially mandated requirements primarily through local property taxation;

AND WHEREAS current provincial fire service grant programs are available to both full-time and volunteer fire departments across Ontario and are distributed through competitive application processes that may not fully reflect the differing financial and administrative capacities of urban and rural municipalities, highlighting the need for a more balanced approach to funding that supports all fire services equitably;

AND WHEREAS volunteer firefighters represent approximately **70–75% of firefighters in Ontario**, protecting the majority of communities across the province and, particularly in rural areas, are frequently **the first emergency responders to arrive on scene ahead of other emergency services**;

AND WHEREAS other provincially regulated emergency services, including policing and paramedic services, receive stable and predictable provincial funding contributions or cost-sharing arrangements;

AND WHEREAS the absence of a comparable and stable funding model for fire services creates a structural imbalance between provincial regulatory authority and municipal financial responsibility;

AND WHEREAS reliance on competitive funding creates budget uncertainty, limits long-term financial planning, and may not reflect the actual operational needs of fire services, contributing to instability, reduced preparedness and the reduction of services within a critical emergency response sector;

AND WHEREAS stable and predictable funding is essential to maintain emergency preparedness, firefighter safety, service sustainability, and equitable protection for residents regardless of municipal size or tax base;

NOW THEREFORE BE IT RESOLVED THAT

The Council of the Town of Plympton-Wyoming respectfully calls upon the Province of Ontario to **transition the current practice of competitive provincial fire service grant programs into a permanent, stable, and predictable non-competitive provincial funding program** that supports municipalities in meeting provincially legislated fire protection requirements;

AND FURTHER THAT this funding be structured to provide equitable and predictable annual support for **operational readiness and training costs associated with volunteer, composite and full-time fire departments across Ontario**;

AND FURTHER THAT the annual value of this funding be reviewed and adjusted to more appropriately reflect the level of provincial funding support currently provided to other provincially regulated emergency services, including policing and paramedic services;

AND FURTHER THAT this resolution be circulated for endorsement to:

- The County of Lambton
- Lambton County Fire Chiefs Association
- All municipalities
- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association

AND FURTHER THAT, upon endorsement, this resolution be submitted to:

- Steve Pinnsoneault MPP Lambton-Kent-Middlesex
- Bob Bailey MPP Sarnia-Lambton
- The Honourable Michael Kerzner, Minister of the Solicitor General
- The Honourable Kinga Surma, Minister of Infrastructure
- The Honourable Rob Flack, Minister of Municipal Affairs and Housing
- The Honourable Doug Ford, Premier of Ontario

✓

Carried

Defeated

Deferred

May 29, 2026

Please be advised that during the regular Council meeting of May 26, 2026 the following resolution seeking support for sustainable funding for Public Health Units was carried.

RESOLUTION NO. 2026-244

DATE: May 26, 2026

MOVED BY: Councillor Roberts

SECONDED BY: Councillor Nieman

WHEREAS Ontario public health units and agencies provide a vital service to Ontarians that keeps people healthy, out of hospitals and out of the acute care system;

WHEREAS rural-urban equity in Ontario's public healthcare delivery is essential for a thriving provincial economy that keeps people at work and contributing;

WHEREAS Ontario's public health units & agencies sector has received a mere 1% in its annual budget increase from Queen's Park since 2018, a sum significantly below inflation and real-world cost increases;

WHEREAS public health faces steadily increasing demands, such as a 231% increase in respiratory outbreaks supported in Ontario's long-term care homes, hospitals, and retirement homes since 2018, as well as a 637% increase in Infection Prevention & Control complaints follow-ups;

WHEREAS according to the Association of Municipalities of Ontario (AMO), municipalities across Ontario spend close to \$4 billion on health despite receiving less than \$2 billion in provincial grants, and Canada's Constitution Act 1867 clearly asserts provincial responsibility for health;

WHEREAS Ontario consistently ranks at the bottom for provincial health spending per capita, at \$876 below the average of other provinces using 2022-2023 data;

WHEREAS 60% of Ontario's hospitals are overwhelmed and in dire operating deficits, yet the Canadian Public Health Association asserts that investment in Ontario public health's preventative and health promotion initiatives delivers a 4:1 return on investment, for example, for every dollar spent on upstream public health vaccine immunization of children, \$16 in downstream hospital and primary health care costs are saved;

WHEREAS municipalities are being asked to shoulder an escalating percentage of public health unit costs while also asked to solve complex social determinates of health such as rural homelessness and food insecurity but with limited revenue tools;

WHEREAS the province and federal governments continue to collect significant revenue from local/municipal property transactions through the Land Transfer Tax and Goods & Services Tax;

NOW THEREFORE BE IT RESOLVED THAT The Council of the Corporation of the County of Prince Edward requests:

1. **THAT** the Provincial Government redistribute a portion of the Land Transfer Tax to municipalities to address public health funding gaps and the rising % share of municipal contributions to public health units;
2. **THAT** when the province announces its new Ontario Public Health Standards, it also commits to minimum annual funding increases tied to Ontario's consumer price inflation, currently holding at 2.4%;
3. **THAT** this resolution be forwarded to Prime Minister Mark Carney, Premier Doug Ford, the Ontario Minister of Finance, the Minister of Municipal Affairs and Housing, Bay of Quinte Member of Parliament, Chris Malette, and Member of Provincial Parliament, Tyler Allsop; and
4. **THAT** this resolution be forwarded to all 444 Municipalities in Ontario, the Federation of Canadian Municipalities (FCM), and the Association of Municipalities of Ontario (AMO) Rural Ontario Municipal Association (ROMA) and the Eastern Ontario Wardens' Caucus (EOWC) for their endorsement and advocacy.

Yours truly,



Catalina Blumenberg, **CLERK**

cc: Mayor Steve Ferguson, Councillor Roberts, Councillor Nieman



June 15, 2026

Hon. Robert J. Flack
Minister of Municipal Affairs and Housing
777 Bay Street, 17th Floor
Toronto, ON M7A 2J3

Dear Minister Flack,

Re: Canada-Ontario Development Charge Reduction Program (DCRP)

On behalf of Council for the Town of Plympton-Wyoming, I am writing to acknowledge the Province of Ontario's Canada-Ontario Development Charge Reduction Program (DCRP) and its intent to support housing development and critical infrastructure investment across municipalities.

Council appreciates the Province's efforts to address housing supply challenges by incentivizing development and providing access to infrastructure funding. The objectives of increasing housing availability and supporting growth-related infrastructure are important priorities that align with the Town's long-term planning goals.

However, Council wishes to express concern that the current structure of the DCRP presents significant challenges for small, rural, and northern municipalities such as the Town of Plympton-Wyoming. Municipalities are required to commit to substantial development charge reductions while also preparing competitive applications for large, shovel-ready projects within a limited timeframe.

The program's compressed application intake period provides limited opportunity for municipalities with constrained staffing and financial capacity to properly evaluate participation, identify eligible projects, and assemble a competitive submission.

Additionally, the requirement to prioritize large-scale infrastructure projects that clearly enable housing development, coupled with the expectation of upfront municipal financial contributions, places smaller municipalities at a disadvantage. Many rural communities do not have the same breadth of shovel-ready growth-enabling projects readily available, nor the internal resources required to mobilize applications within such tight timelines.

Council is concerned that, without adjustments, the current program design may limit participation from smaller municipalities and result in an inequitable distribution of funding, favouring larger urban centres with greater administrative capacity and project readiness.



In light of these concerns, Council respectfully requests that the Province of Ontario consider establishing a dedicated program stream for small, rural, and northern municipalities. Such a stream should include:

- More flexible and extended application timelines;
- Scaled project requirements that reflect community size and capacity; and
- Adjusted eligibility criteria that recognize the unique infrastructure funding models and operational realities of rural municipalities.

These modifications would help ensure that all municipalities, regardless of size, have a fair opportunity to participate in the program and contribute to the Province's shared objective of increasing housing supply.

The Town of Plympton-Wyoming remains committed to working collaboratively with the Province to support sustainable growth and infrastructure investment in our community.

A copy of this correspondence has been shared with our local Members of Provincial Parliament and Federal Parliament, as well as neighbouring municipalities, to encourage broader support for these requested program enhancements.

Thank you for your consideration.

Yours sincerely,

Adam Sobanski
Chief Administrative Officer
Town of Plympton-Wyoming

Mayor Leatham and Members of West Elgin Council
Municipality of West Elgin
22413 Hoskins Line
Rodney, ON N0L 2C0

Dear Mayor Leatham and Members of Council,

Re: 2025 Elgin OPP Annual Report

On behalf of the Elgin OPP Detachment Board, we are pleased to provide the attached 2025 Elgin OPP Detachment Board Annual Report for Council's review and information. Should Council wish, the Elgin OPP Detachment Commander and the Board Chair are available to attend a regular Council meeting to present the report, discuss local priorities and community safety initiatives, and respond to any questions.

Presentations may be tailored to reflect the local context and priorities of your municipality and are intended to support informed discussion, enhance awareness of regional policing initiatives and their impacts, and provide Council with the opportunity to identify community-specific public safety priorities.

Should Council wish to receive a presentation regarding the 2025 Annual Report at their regular Council meeting, we would be pleased to coordinate a suitable date and time through municipal administration. For coordination, please contact Allison Adams, Manager of Legislative Services/Clerk, aadams@malahide.ca or 519-773-5344 ext.222.

The Board sincerely appreciates the continued support and collaboration of member municipalities in advancing effective policing governance and community safety throughout Elgin County.

Should you have any questions or require additional information, please do not hesitate to contact us.

Thank you for your continued support.

Sincerely,

Andrew Sloan
Chair, Elgin OPP Detachment Board



ELGIN COUNTY DETACHMENT

2025 DETACHMENT BOARD ANNUAL REPORT



This map was produced using the Ontario Provincial Police's (OPP) Justice Road Network digital mapping product. The JRN incorporates information from the Government of Canada, Province of Ontario and various municipalities in Ontario.
 Base map information provided by the MNR.
 Universal Transverse Mercator Zone 18 (UTM18)
 Projection: Lambert Conformal Conic
 North America Datum 83 (NAD83)
 Printed February 2016.



1:750,000

Legend

- Regional Headquarters
- Division
- Satellite
- OPP Administered FN
- OPP Detachment Board Boundary
- Detachment Boundary
- First Nations

Ontario Provincial Police Headquarters
 Ministry of the Solicitor General
 Communications and Technology Services Bureau
 Geomatics Unit
 777 Memorial Ave.
 Oshawa, Ontario
 L1Y 2Y3
 OPP.Geomatics.Unit@opp.ca



2023-2025 STRATEGIC PLAN

Priorities and Commitments



PEOPLE

A healthy and resilient OPP

We will strive to support all members in achieving their professional and personal best.

WORK

A responsive and evolving OPP

We will empower our members to ensure the best possible policing services are delivered to Ontarians.

COMMUNITIES

A collaborative and progressive OPP

We will partner and build relationships with a shared vision for safety and well-being.

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Message from the Detachment Commander

I am pleased to present the Elgin County Detachment - 2025 Detachment Board Annual Report. This report includes crime, traffic enforcement and community well-being data, and highlights initiatives and successes from the past year. 2025 was the last year of the 2023-2025 Elgin County Detachment Action Plan and this report will provide a final update and progress results from that plan.



I am proud of the work undertaken by our detachment in 2025:

- **Violent Crime and Victimization:** Violent crime increased in 2025 compared to 2024, underscoring the importance of continued proactive enforcement, strong investigations, and victim-centred policing. Our members remained focused on investigative excellence, offender accountability, and timely victim support. Victim referrals and acceptance rates also increased in 2025, reflecting our continued efforts to connect victims with available services and supports.
- **Property Crime:** Property crime decreased in 2025 compared to 2024, with notable reductions in break and enter, theft over, and fraud occurrences. Focused patrols, crime analysis, enforcement by frontline officers, and support from specialized units continued to assist in prevention, deterrence, and investigation of property-related offences across Elgin County.
- **Traffic Safety:** We maintained our commitment to traffic safety in 2025 and continued to prioritize enforcement related to speeding, distracted driving, impaired driving, seatbelt compliance, and other high-risk driving behaviours. Traffic enforcement remained our priority throughout the year and will continue to drive our daily work moving into the new year. Fatal roadway incidents and persons killed remained the same in 2025 compared to 2024, however, every serious collision remains a reminder of the need for continued education and enforcement.
- **Community Patrols and Visibility:** Based on concerns from community members and local traffic and crime trends, we continued to provide proactive patrols and high-visibility policing throughout Elgin County. Community patrols remained an important part of our approach to reassurance, engagement, and deterrence in the communities we serve.
- **Technology Integration:** We continued to strengthen our operational effectiveness through the use of technology. Elgin County is now utilizing body-worn cameras, in-car camera systems, and Automated Licence Plate Recognition (ALPR) vehicles to support the collection of evidence, increase transparency, and enhance both public and officer safety.
- **Policing Partnerships:** We work closely with our local municipal partners to help ensure public safety within our communities. This collaboration remains especially important and is demonstrated through joint initiatives such as RIDE programs in adjoining jurisdictions.
- **Roadways, Waterways, and Marine Safety:** Elgin County OPP remained committed to enforcement and education on our roadways and local waterways. While roadway fatalities remained the same in 2025, there were no tragic marine or off-road fatalities experienced during the year. This reinforces the importance of continued marine enforcement, boater education, and strong partnerships with agencies responsible for safety on the water and trails.

- **Community Well-Being and Mental Health Response:** We continued to support community well-being through partnerships and coordinated responses to individuals in crisis. We implemented a more robust Mobile Crisis Response Team (MCRT) schedule with longer hours of coverage and increased capacity with our partner policing agency. Our members remained committed to working with health and community service partners in support of de-escalation, referrals, and appropriate response to mental health-related calls for service.
- **Community Engagement:** We continued to engage with community groups and organizations across Elgin County to build relationships and promote community safety and well-being. These efforts included outreach, education, and attendance at community events, while continuing to support positive relationships with diverse communities, youth, and seniors.
- **Member Development:** We supported the ongoing development of our members through training, operational learning, and continued professional development to ensure our detachment remains prepared to respond to evolving community needs and policing demands

In 2026, we will release our new 2026-2029 Elgin County Detachment Action Plan. This is the first action plan developed under the *Community Safety and Policing Act (CSPA)*. We are working closely with our Elgin OPP Detachment Board and engaging with community members to ensure the needs of our communities are reflected in the commitments we make for the next four years.

Development of the 2026-2029 Elgin County Detachment Action Plan will coincide with the creation of the 2026-2029 OPP Strategic Plan creating organizational alignment.

As we look ahead to emerging challenges and new opportunities in policing and community safety, our detachment members remain committed to our mission to serve our communities, protect our citizens, uphold the law, and preserve public safety.

Inspector Tyler Holmes
 Detachment Commander
 Elgin County

Summary of Commitments

Through analysis and consultation, the following areas of focus were identified for the years 2023-2025.

Crime	Roadways, Waterways and Trails	Community Well-Being
<p>To minimize violent crime and reduce victimization in our communities.</p>	<p>To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.</p> <p>To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.</p>	<p>To promote the existing co-response model of Mobile Crisis Response Team (MCRT) in Elgin County.</p> <p>To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.</p>

2025 Crime Progress Results

Commitment	Progress Results
<p>To minimize violent crime and reduce victimization in our communities.</p>	<p>Elgin County OPP continued to support a victim-centred approach to investigations involving violent crime, including supervisory oversight of serious occurrences, sexual assault investigations, and intimate partner violence (IPV) matters to ensure compliance with organizational policies and victim support expectations. Officers continued to work with community partners and victim service agencies to connect victims with available supports and resources in a timely manner.</p> <p>Elgin County also maintained a focus on offender accountability and investigative follow-up in violent crime matters. In 2025, violent crime totalled 340 offences, with a clearance rate of 82.65%.</p> <p>Victim referrals continued to increase, with 1,545 referrals offered, 656 accepted, and an acceptance rate of 29.8%, reflecting continued efforts to reduce victimization and connect individuals with appropriate supports.</p>

2025 Roadways, Waterways and Trails Progress Results

Commitment	Progress Results
<p>To continuously monitor collision trends and causal factors and deploy commensurate resources for enforcement to promote collision reduction and eliminate risk.</p>	<p>Elgin County OPP continued to focus enforcement and education on the primary causal factors contributing to serious and fatal collisions, including speeding, impaired driving, inattentive driving, and seatbelt non-compliance. Targeted patrols, traffic initiatives, and ongoing response to community traffic concerns supported a continued focus on high-risk driver behaviour across the detachment area.</p> <p>In 2025, speeding charges totalled 4,237, impaired driving charges totalled 160, distracted driving charges increased to 54, and seatbelt charges increased to 122.</p> <p>Collision results in 2025 showed improvements in several areas, including a decrease in alcohol-related collisions, and animal related collisions reported. There was a minor increase in speed-related collisions and inattentive-related collisions. These results reflect the continued importance of sustained enforcement and public education surrounding road safety.</p>
<p>To engage with communities, stakeholders, and regional traffic teams to address specific waterway, trail, roadway safety and/or interdiction issues.</p>	<p>Elgin County OPP continued to work in collaboration with internal and external partners, including OPP Highway Safety Division, Provincial Traffic Operations, the Ministry of Transportation, and other enforcement and safety partners, to support public safety on local roadways, waterways, and trails. These partnerships enhanced enforcement capacity, supported targeted initiatives, and strengthened the detachment’s ability to respond to community concerns and emerging traffic safety issues.</p> <p>Elgin County OPP also continued to work closely with local municipal and federal agencies to support public safety within our communities.</p> <p>In 2025, enforcement activity remained a focus with 6,630 Highway Traffic Act charges laid, 255 Criminal Code traffic charges, and 80 Liquor Licence and Control Act charges.</p>

2025 Community Well-Being Progress Results

Commitment	Progress Results
<p>To promote the existing co-response model of Mobile Crisis Response Team (MCRT) in Elgin County.</p>	<p>Elgin County OPP continued to support an integrated and coordinated response to individuals in crisis through ongoing collaboration with health and community service partners. Members remained focused on de-escalation, appropriate referrals, and connecting individuals with available services and supports where required.</p> <p>Officers also continued to respond to calls involving vulnerable persons with a trauma-informed and victim centred approach, recognizing the importance of coordinated intervention in support of individual and public safety.</p>
<p>To promote and execute a rapid OPP response to all missing persons, including those enrolled in Project Lifesaver.</p>	<p>Elgin County OPP successfully implemented Project Lifesaver in collaboration with local municipal police agencies and community service partners.</p> <p>We continue to refresh member training and community understanding of the program to ensure future success.</p>

Other Community Updates

In 2025, Elgin County OPP remained committed to proactive community engagement, collaborative partnerships, and responsive policing that reflects the diverse needs of the communities we serve.

Crime Prevention Initiatives

Based on current crime trends and community concerns, Elgin County OPP continued to support crime prevention initiatives focused on fraud prevention, property crime awareness, personal safety, and community education. Community Safety Walks were conducted across several communities in partnership with local stakeholders to identify concerns, increase public awareness, and support community-based crime prevention strategies. Elgin County OPP also maintained a strong partnership with the Community Safety and Well-Being Plan team to support public education and prevention-focused initiatives across the detachment area.

Community Patrol

Elgin County OPP continued to provide proactive patrols and high-visibility policing throughout the detachment area in response to community concerns, traffic safety issues, and identified crime trends. Continued frontline visibility across several Elgin County communities supported reassurance, public engagement, and deterrence. These efforts remained an important part of the detachment's commitment to community safety and public confidence.

Community Satisfaction

Elgin County OPP continued to engage with residents, businesses, municipalities, and community partners to better understand local concerns and expectations related to policing services. Feedback received through community events, public engagement, partnership meetings, and ongoing local interaction continued to support the detachment's focus on visibility, responsiveness, and service to the community. Participation in local initiatives and collaborative events throughout 2025 provided additional opportunities to strengthen relationships and reinforce public confidence.

Youth Interaction and Engagement

Elgin County OPP continued to support positive engagement with youth through attendance at community events and youth-focused initiatives. In 2025, members participated in events, such as the Crimestoppers Children's Safety Expo, which helped to promote community safety, awareness, and positive relationships between youth and police. Building relationships with youth and providing education and support remain important aspects of community policing and long-term community well-being.

Interactions with Members of Racialized Groups

Elgin County OPP continued to engage with diverse groups and organizations across our communities in support of relationship-building, inclusion, and respectful policing. Participation in community-based events and collaborative initiatives throughout 2025 provided opportunities to strengthen trust, encourage dialogue, and promote community safety and well-being among the diverse populations within our county.

Interactions with First Nations, Inuit and Métis Communities

Building and strengthening respectful relationships with Indigenous communities remains a priority for Elgin County OPP. We remain committed to maintaining respectful partnerships and open communication as we work in partnership with the community of Eelunaapeewi Lahkeewiit as they continue to grow and develop.

Interactions with Persons who Appear to Have a Mental Illness or a Neurodevelopmental Disability

Recognizing the continued need for coordinated responses to persons in crisis, Elgin County OPP maintained strong partnerships with the Community Safety and Well-Being Plan team and undertook collaborative approaches to community well-being and support for vulnerable persons. Members remained focused on de-escalation, trauma-informed response, and connecting individuals and families with available supports where appropriate. This work continues to be an important part of the detachment's commitment to responsive and compassionate service delivery.

Calls for Service

Table 1.1

All CAD Events*	Immediate Police Response Required**
30,528	7,467

* This represents all Computer Aided Dispatch (CAD) event types created for each detachment area. Not all CAD events are dispatched to a frontline OPP detachment officer. Some events may have been actioned by another OPP member, diverted to another unit, or deemed a non-OPP event. This does not include officer or detachment generated events that have not been reported through the PCC, or any online reporting events.

** This represents the total number of CAD events prioritized for an immediate police response, indicating the potential for extreme danger, catastrophic circumstances, injury, the threat of injury, death, and/or crime in progress.

Crime and Clearance

Violent Crimes

Table 2.1

Offences	2023	2024	2025	Clearance Rate
01 - Homicide	0	2	0	--
02 - Other Offences Causing Death	0	0	0	--
03 - Attempted Murder	0	0	0	--
04 - Sexual Offences	32	53	49	65.31%
05 - Assaults/Firearm Related Offences	135	167	204	94.12%
06 - Offences Resulting in the Deprivation of Freedom	2	6	3	100.00%
07 - Robbery	3	3	3	66.67%
08 - Other Offences Involving Violence or the Threat of Violence	81	94	81	64.20%
09 - Offences in Relation to Sexual Services	0	0	0	--
10 - Total Violent Crime	253	325	340	82.65%

Property Crimes

Table 2.2

Offences	2023	2024	2025	Clearance Rate
01 - Arson	4	2	2	0.00%
02 - Break and Enter	52	62	37	10.81%
03 - Theft Over	110	88	67	8.96%
04 - Theft Under	168	132	151	7.28%
05 - Have Stolen Goods	13	11	12	91.67%
06 - Fraud	173	201	160	9.38%
07 - Mischief	115	90	109	18.35%
08 - Total Property Crime	635	586	538	12.45%

Other Criminal Code

Table 2.3

Offences	2023	2024	2025	Clearance Rate
01 - Illegal Gaming and Betting	1	0	0	--
02 - Offensive Weapons - Careless use of firearms	16	14	10	60.00%
03 - Failure to Comply - Judicial Orders/Unlawfully at Large	91	86	116	77.59%
04 - Disturb the Peace	8	10	9	11.11%
05 - Child Pornography	4	3	1	100.00%
06 - Other Criminal Code (Ex. Traffic)	18	20	28	50.00%
07 - Total Other Criminal Code	138	133	164	68.29%

Drugs

Table 2.4

Offences	2023	2024	2025	Clearance Rate
01 - CDSA Possession	7	10	5	80.00%
02 - CDSA Trafficking	21	27	11	63.64%
03 - CDSA Importation & Production	0	0	1	0.00%
04 - Cannabis Possession	0	1	2	100.00%
05 - Cannabis Distribution	1	0	0	--
06 - Cannabis Sale	1	0	0	--
07 - Cannabis Importation & Exportation	0	0	0	--
08 - Cannabis Production	1	1	0	--
09 - Other Cannabis Violations	0	0	0	--
10 - Total Drugs	31	39	19	68.42%

Federal Statutes**Table 2.5**

Offences	2023	2024	2025	Clearance Rate
Federal Statutes	83	26	15	73.33%

Traffic Violations**Table 2.6**

Offences	2023	2024	2025	Clearance Rate
01 - Dangerous Operation	5	5	16	100.00%
02 - Flight from Peace Officer	31	20	20	0.00%
03 - Operation while Impaired/Low Blood Drug Concentration Violations	81	92	54	100.00%
04 - Failure or Refusal to Comply with Demand	6	3	3	100.00%
05 - Failure to Stop after Accident	18	18	12	8.33%
06 - Operation while Prohibited	8	10	11	100.00%
07 - Total	149	148	116	73.28%

Youth Crime**Table 2.7**

Disposition Type	2023	2024	2025
Bail	0	0	0
Conviction	12	12	9
Diversion	0	12	4
Non-Conviction	44	24	23
Not Accepted	0	1	0
POA Ticket	3	2	6
NULL	0	6	23
Total	59	57	65

Victim Referrals**Table 2.8**

Offences	2023	2024	2025
Sum of Offered	740	1232	1545
Sum of Accepted	191	357	656
Sum of Total	931	1589	2201
Sum of % Accepted	20.52%	22.47%	29.80%

Traffic and Road Safety

Motor Vehicle Collisions (MVC) by Type

(Includes roadway, off-road and motorized snow vehicle collisions)

Table 3.1

Offences	2023	2024	2025
Fatal Injury Collisions	6	7	7
Non-Fatal Injury Collisions	154	163	172
Property Damage Only Collisions	918	1,095	1,048
Alcohol-Related Collisions	41	48	42
Animal-Related Collisions	390	506	427
Speed-Related Collisions	117	126	127
Inattentive-Related Collisions	111	100	106
Persons Killed	6	7	7
Persons Injured	233	251	284

Primary Causal Factors in Fatal MVCs on Roadways

Table 3.2

Offences	2023	2024	2025
Fatal Roadway Collisions where Causal is Speed Related	2	3	0
Fatal Roadway Collisions where Causal is Alcohol/Drug Related	1	1	0
Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor	1	3	1
Fatal Roadway Collisions where Causal is Inattentive Related	1	3	1
Fatal Roadway Collisions where Causal is Animal Related	0	0	0

Fatalities in Detachment Area

Table 3.3

Fatality Type	Category	2023	2024	2025
Roadway	Fatal Incidents	5	7	7
Roadway	Persons Killed	5	7	7
Roadway	Alcohol/Drug Related Incidents	1	1	0
Marine	Fatal Incidents	0	0	0
Marine	Persons Killed	0	0	0
Marine	Alcohol/Drug Related Incidents	0	0	0
Off-Road Vehicle	Fatal Incidents	1	0	0
Off-Road Vehicle	Persons Killed	1	0	0
Off-Road Vehicle	Alcohol/Drug Related Incidents	0	0	0
Motorized Snow Vehicle	Fatal Incidents	0	0	0
Motorized Snow Vehicle	Persons Killed	0	0	0
Motorized Snow Vehicle	Alcohol/Drug Related Incidents	0	0	0

Big 4

Table 3.4

Offences	2023	2024	2025
Distracted (HTA 78.1)	49	37	54
Impaired (CCC 320.14 & 320.15)	168	195	160
Seatbelt (HTA 106)	78	106	122
Speeding (HTA 128)	5,833	5,546	4,237

Charges**Table 3.5**

Offences	2023	2024	2025
HTA	8,677	8,020	6,630
Criminal Code Traffic	229	239	255
Criminal Code Non-Traffic	715	793	1,080
LLCA	75	71	80
Controlled Drug and Substance Act	89	67	61
Federal Cannabis Act	1	7	5
Provincial Cannabis Act	39	45	49
Other	890	675	654

Policing Hours

The OPP has developed a Service Delivery Model (SDM) in response to several reviews and audit recommendations. The SDM is designed to:

- Promote officer wellness through balanced workloads
- Determine adequate staffing levels at each detachment
- Ensure the continued delivery of adequate and effective policing services in accordance with the *Community Safety and Policing Act (CSPA)*

To support SDM implementation, the OPP is undertaking a multi-year staffing strategy to address required increases in detachment personnel. This model supports the OPP’s ability to:

- Respond effectively to increasing calls for service
- Maintain safe communities through proactive patrols and community engagement
- Meet municipal expectations for police visibility

To monitor progress and guide detachment-level planning, the OPP has established time allocation targets for provincial constables (Figure 1). These targets reflect how time should ideally be distributed by the end of the SDM staffing strategy.

The targets are based on a provincial average, and variations are expected between detachments due to differences in geography, operational structure, recruitment and leave of absence rates.

Detachments may face challenges in achieving these targets, but progress is expected as scheduling, data quality and strategic deployment continue to improve.

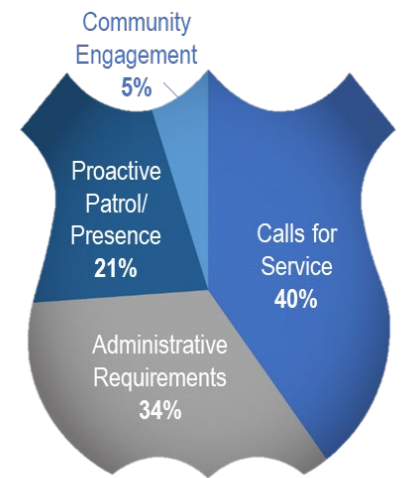


Figure 1: Service Delivery Model Provincial Target

Service Delivery Activity Allocations

Table 4.1

Calls for Service	Administrative Requirements	Proactive Patrol	Community Engagement
47.3%	33.8%	15.9%	3%

Hours (Field Personnel)

Table 4.2

	2023	2024	2025
TOTAL FRONTLINE HOURS	143,969	154,861	144,749

Endnotes

Tables 2.1, 2.2, 2.3, 2.4, 2.5, 2.6

Source: Niche Records Management System (RMS), (2026/02/24)

Note:

- Statistics Canada's Uniform Crime Reporting Survey was designed to measure the incidence of crime in Canadian society and its characteristics.
- Reported, Unfounded, Actual, Not Cleared, Cleared by Charge and Cleared Otherwise counts (2023, 2024 and 2025) and Clearance Rate for 2025 included.
- Actual counts and Clearance Rate (2023, 2024 and 2025) included.
- The most serious violation methodology (MSV) is used, which is the same as Statistics Canada's methodology. The MSV counts only the first of up to four offences per incident that occurred in the specific time range.
- First Nation population is not included.
- UCR Statistics Canada Verified (green checkmark) only.

Table 2.1 Violent Crimes

Corresponding Violation Description

01 Murder 1st Degree, Murder 2nd Degree, Manslaughter, Infanticide

02 Criminal Negligence Causing Death, Other Related Offences Causing Death

03 Attempted Murder, Conspire to Commit Murder

04 Sexual offence which occurred prior to January 4, 1983, Sexual Assault, Level 3, Aggravated, Sexual Assault, Level 2, Weapon or Bodily Harm, Sexual Assault, Level 1, Sexual Interference, Invitation to Sexual Touching, Sexual Exploitation, Sexual Exploitation of a Person with a Disability, Incest, Corrupting Morals of a Child, Making Sexually Explicit Material Available to Children, Parent or Guardian Procuring Sexual Activity, Householder Permitting Sexual Activity, Luring a Child via Computer, Agreement or Arrangement - Sexual Offence Against a Child, Bestiality - Commits, Compels Another Person, Bestiality in, Presence of, or Incites, a Child, Voyeurism, Non-Consensual Distribution of Intimate Images

05 Assault Level 3, Aggravated, Assault Level 2, Weapon/Bodily Harm, Assault Level 1, Unlawfully Causing Bodily Harm, Discharge Firearm with Intent, Using firearm/Imitation of Firearm in the Commission of an Offence, Pointing a Firearm, Assault, Peace-Public Officer, Assault Against Peace Officer with a Weapon or Causing Bodily Harm, Criminal Negligence Causing Bodily Harm, Trap Likely to or Causing Bodily Harm, Other Assaults

06 Kidnapping, Forcible Confinement, Hostage Taking, Trafficking in Persons, Abduction Under 14, Not Parent/Guardian, Abduction Under 16, Removal of Children from Canada, Abduction Under 14 Contravening a Custody Order, Abduction Under 15 by Parent/Guardian

07 Robbery, Robbery to Steal Firearm

08 Extortion, Intimidation of a Justice System Participant or a Journalist, Intimidation of a Non-justice System Participant, Criminal Harassment, Indecent/Harassing Communications, Utter Threats to Person, Explosives Causing Death/Bodily Harm, Arson - Disregard for Human Life, Other Violations Against the Person, Failure to Comply with Safeguards (MAID), Forging/Destruction of Documents (MAID)

09 Obtaining Sexual Services for Consideration, Obtaining Sexual Services for Consideration from Person Under the Age of 18 Years, Material Benefit from Sexual Services, Material Benefit from Sexual Services Provided by Person Under the Age of 18 Years, Procuring, Procuring a Person Under the Age of 18 Years, Advertising Sexual Services

Table 2.2 Property Crimes

Corresponding Violation Description

01 Arson

02 Break & Enter, Break & Enter to Steal a Firearm, Break & Enter a Motor Vehicle (Firearm)

03 Theft over \$5000, Theft over \$5000 from a Motor Vehicle, Shoplifting over \$5000, Motor Vehicle Theft

04 Theft \$5000 or Under, Theft under \$5000 from a Motor Vehicle, Shoplifting \$5000 or Under

05 Trafficking in Stolen Goods over \$5000, Possession of Stolen Goods over \$5000, Trafficking in Stolen Goods \$5000 and Under, Possession of Stolen Goods \$5000 and Under

06 Fraud, Identity Theft, Identity Fraud

07 Mischief, Mischief to Cultural Property, Hate-motivated mischief relating to property used by identifiable group, Mischief Relating to War Memorials, Altering/Destroying/Removing a Vehicle Identification Number (VIN)

Table 2.3 Other Criminal Code

Corresponding Violation Description

01 Betting House, Gaming House, Other Violations Related to Gaming and Betting

02 Offensive Weapons: Explosives, Weapons Trafficking, Possession and Distribution of Computer Data (Firearm), Altering Cartridge Magazine, Weapons Possession Contrary to Order, Possession of Weapons, Unauthorized Importing/Exporting of Weapons, Firearms Documentation/Administration, Unsafe Storage of Firearms

03 Failure to Comply – Judicial Orders/Unlawfully at Large: bail violations, escape custody, fail to attend court, breach of probation

04 Disturb the Peace

05 Child Pornography: including making or distributing

06 Public Communications to Sell Sexual Services, Offences Related to Impeding Traffic to Buy or Sell Sexual Services, Counterfeiting, Indecent Acts, Voyeurism (Expired), Corrupting Morals, Lure child via Computer (Expired), Obstruct Public/Peace Officer, Trespass at Night, Threatening/Harassing Phone Calls (Expired), Utter Threats Against Property or Animals, Advocating Genocide, Public Incitement of Hatred, Promoting or Advertising Conversion Therapy, Unauthorized Recording of a Movie/Purpose of Sale, Rental, Commercial, Distribution, Offences Against Public Order (Part II CC), Property or Services for Terrorist Activities, Freezing of Property, Disclosure, Audit, Participate in Activity of Terrorist Group, Facilitate Terrorist Activity, Instruction/Commission of Act of Terrorism, Hoax – Terrorism, Advocating/Promoting Terrorism, Firearms and Other Offensive Weapons (Part III CC), Leave Canada to Participate in Activity of a Terrorist Group, Leave Canada to Facilitate Terrorist Activity, Leave Canada to Commit Offence for Terrorist Group, Leave Canada to Commit Offence that is Terrorist Activity, Harbour/Conceal Terrorist (Max = Life), Harbour/Conceal Terrorist (Max Does Not = Life), Harbour/Conceal Person Likely to Carry Out Terrorist Activity, Offences Against the Administration of Law and Justice (Part IV CC). Sexual Offences, Public Morals and Disorderly Conduct (Part V CC), Invasion of Privacy (Part VI CC), Failure to Comply with Regulations / Obligations for Medical Assistance in Dying (MAID), Other Offences Against the Person and Reputation, Offences Against the Rights of Property (Part IX CC), Fraudulent Transactions, Relating to Contracts and Trade (Part X CC), Offences Related to Currency, Proceeds of Crime (Part XII.2 CC), Attempts, Conspiracies, Accessories, Instruct Offence for Criminal Organization, Commit Offence for Criminal Organization, Participate in Activities of Criminal Organization, Recruitment of Members by a Criminal Organization, All Other Criminal Code (includes Part XII.1 CC)

Table 2.4 Drugs

Corresponding Violation Description

01 Possession – Heroin, Possession – Cocaine, Possession - Other Controlled Drugs and Substances Act, Possession - Methamphetamine (Crystal Meth), Possession - Methylenedioxyamphetamine (Ecstasy), Possession – Opioid (other than heroin)

02 Trafficking – Heroin, Trafficking – Cocaine, Trafficking - Other Controlled Drugs and Substances Act, Trafficking - Methamphetamine (Crystal Meth), Trafficking - Methylenedioxyamphetamine (Ecstasy), Trafficking – Opioid (other than heroin)

03 Import / Export – Heroin, Import / Export – Cocaine, Import / Export - Other Controlled Drugs and Substances Act, Import / Export - Methamphetamines (Crystal Meth), Import / Export - Methylenedioxyamphetamine (Ecstasy), Import/Export – Opioid (other than heroin), Production – Heroin, Production – Cocaine, Production - Other Controlled Drugs & Substances Act, Production - Methamphetamines (Crystal Meth), Production - Methylenedioxyamphetamine (Ecstasy), Production – Opioid (other than heroin), Possession, sale, etc., for use in production of or trafficking in substance

04 Possession of illicit or over 30g dried cannabis (or equivalent) by adult, Possession of over 5g dried cannabis (or equivalent) by youth, Possession of budding or flowering plants, or more than four cannabis plants, Possession of cannabis by organization

05 Distribution of illicit, over 30g dried cannabis (or equivalent), or to an organization, by adult, Distribution of cannabis to youth, by adult, Distribution of over 5g dried cannabis (or equivalent), or to an organization, by youth, Distribution of budding or flowering plants, or more than four cannabis plants, Distribution of cannabis by organization, Possession of cannabis for purpose of distributing

06 Sale of cannabis to adult, Sale of cannabis to youth, Sale of cannabis to an organization, Possession of cannabis for purpose of selling

07 Importation and exportation of cannabis, Possession of cannabis for purpose of exportation

08 Obtain, offer to obtain, alter or offer to alter cannabis, Cultivate, propagate or harvest cannabis by adult, Cultivate, propagate or harvest cannabis by youth or organization

09 Possess, produce, sell, distribute or import anything for use in production or distribution of illicit cannabis, Use of young person in the commission of a cannabis offence, Other Cannabis Act

Table 2.5 Federal Statutes

Corresponding Violation Description

Bankruptcy Act, Income Tax Act, Canada Shipping Act, Canada Health Act, Customs Act, Competition Act, Excise Act, Youth Criminal Justice Act (YCJA), Immigration and Refugee Protection Act, Human Trafficking (involving the use of abduction, fraud, deception or use of threat), Human Smuggling fewer than 10 persons, Human Smuggling 10 persons or more, Firearms Act, National Defence Act, Emergencies Act, Quarantine Act, Other Federal Statutes

Table 2.6 Traffic Violations

Corresponding Violation Description

01 Dangerous Operation Causing Death, Dangerous Operation Causing Bodily Harm, Dangerous Operation

02 Flight from Peace Officer

03 Operation - low blood drug concentration, Operation while impaired causing death (alcohol), Operation while impaired causing death (alcohol and drugs), Operation while impaired causing death (drugs), Operation while impaired causing death (unspecified), Operation while impaired causing bodily harm (alcohol), Operation while impaired causing bodily harm (alcohol and drugs), Operation while impaired causing bodily harm (drugs), Operation while impaired causing bodily harm (unspecified), Operation while impaired (alcohol), Operation while impaired (alcohol and drugs), Operation while impaired (drugs), Operation while impaired (unspecified)

04 Failure or refusal to comply with demand (alcohol), Failure or refusal to comply with demand (alcohol and drugs), Failure or refusal to comply with demand (drugs), Failure or Refusal to Comply with Demand (unspecified), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol), Failure or refusal to comply with demand, accident resulting in bodily harm (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (drugs), Failure or refusal to comply with demand, accident resulting in bodily harm (unspecified), Failure or refusal to comply with demand, accident resulting in death (alcohol), Failure or refusal to comply with demand, accident resulting in death (alcohol and drugs), Failure or refusal to comply with demand, accident resulting in death (drugs), Failure or refusal to comply with demand, accident resulting in death (unspecified)

05 Failure to stop after accident resulting in death, Failure to stop after accident resulting in bodily harm, Failure to stop after accident, Operation while prohibited

06 Operation while Prohibited

Table 2.7 Youth Crime

Source: Niche Records Management System (RMS), (2026/03/06)

Note:

- Youth Charges by Disposition Type
- Only charges that have had a disposition type recorded in the OPP Niche RMS application are included.
- Youth charges without a disposition type are not included which may result in under stating the actual youth charges.
- "NULL" represents blanks, or where officers did not indicate the Disposition Type, however charges were applied.

Table 2.8 Victim Referrals

Source: Niche Records Management System (RMS), (2026/03/06)

Note:

- Number of Referrals to Victim Service Agencies

Table 3.1 Motor Vehicle Collisions (MVC) by Type

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Total Motor Vehicle Collisions (Fatal Injury, Non-Fatal Injury and Property Damage Only): Reportable Fatal Injury, Non-Fatal Injury and Property Damage Only Collisions entered into the eCRS for All Motorized Vehicles (MVC-Roadway, MSV- Snowmobile and ORV-Off Road Report Type) regardless of completion/approval status.
- Alcohol/Drug Related Collisions: Reportable MVC collisions where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Animal Related Collisions: Reportable MVC collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.
- Speed Related Collisions: Reportable MVC collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Inattentive Related Collisions: Reportable MVC collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Persons Killed or Injured: Number of Persons Injured or Killed in Reportable MVC collisions.

Table 3.2 Primary Causal Factors in Fatal MVCs on Roadways

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Fatal Roadway Collisions where Causal is Speed Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Excessive Speed or Speed Too Fast For Conditions OR Driver Action reported as Exceeding Speed Limit or Speed Too Fast For Conditions.
- Fatal Roadway Collisions where Causal is Alcohol/Drug Related: Reportable Fatal Roadway Collisions where Contributing Factor where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.
- Persons Killed in Fatal Roadway Collisions where lack of Seatbelt/Helmet use is a Factor: Persons Killed in Reportable Fatal Roadway Collisions where Victim is fatally injured AND a vehicle occupant AND where safety equipment reported to be not used but available.
- Fatal Roadway Collisions where Causal is Inattentive Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Inattentive OR Driver Condition reported as Inattentive.
- Fatal Roadway Collisions where Causal is Animal Related: Reportable Fatal Roadway Collisions where Contributing Factor scored as Animal OR Wildlife Involved was an Animal OR Sequence of Events was an Animal.

Table 3.3 Fatalities in Detachment Area

Source: Ontario Provincial Police, Collision Reporting System (CRS), (2026/02/24)

Note:

- Fatal Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Persons Killed: Number of Involved Persons where Injury is fatal by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle).
- Alcohol/Drug Related Incidents: Reportable Fatal Collisions by Report Type (Roadway, Marine, Off-Road Vehicle, Motorized Snow Vehicle) where Alcohol/Drug Involved field indicated as Yes OR Contributing Factor scored as Ability Impaired (Alcohol or Drug) OR Driver Condition reported as Had Been Drinking or Ability Impaired.

Table 3.4 Big 4

Source: Niche Records Management System (RMS) & eTicket, (2026/02/24)

Note:

- Speeding (HTA 128): Charges are based on date charged. Speeding = HTA s.128 charges.
- Seatbelt (HTA 106): Charges are based on date charged. Seatbelt = HTA s.106 charges.
- Distracted (HTA 78.1): Charges are based on date charged. Distracted = HTA s.78.1 charges.
- Impaired (CCC 320.14 & 320.15): Charges are based on date charged. Impaired = CCC s.320.14 & 320.15 charges.

Table 3.5 Charges

Source: Niche Records Management System (RMS) & eTicket, (2026/02/24)

Note:

- HTA: Charges are based on date charged. Highway Traffic Act Statute charges.
- Criminal Code Traffic: Charges are based on date charged. Criminal Code Traffic (CCC s320.13, 320.14, 320.15, 320.16, 320.17 & 320.18) charges.
- Criminal Code Non-Traffic: Charges are based on date charged. All CCC charges not included in the Criminal Code Traffic section above.
- LLCA: Charges are based on date charged. Liquor Licence and Control Act charges.
- Federal Cannabis Act: Charges are based on date charged. Cannabis Act charges.
- Provincial Cannabis Act: Charges are based on date charged. Cannabis Control Act charges.
- Controlled Drug and Substance Act: Charges are based on date charged. Controlled Drug and Substance Act charges.
- Other: Charges are based on date charged. "Other" charges is comprised of CAIA, Other Provincial & Federal Offences not already captured in sections above.

Table 4.1 Service Delivery Activity Allocations

Source: Daily Activity Reporting (DAR) System

Date: January 12, 2026

Note: Activity allocation percentages are based on the total reported hours of detachment provincial constables performing duties within their home detachment location.

Table 4.2 Hours (Field Personnel)

Source: Daily Activity Reporting (DAR) System

Date: March 06, 2026

Note:

- Total reported hours, excluding paid duties.
- Includes Provincial Constable to Sergeant ranks only.
- Excludes First Nations badge numbers.
- Excludes administrative accounts and joint services accounts.
- Excludes incomplete DAR entries and those with errors.
- Excludes General Headquarters location codes.

CONTACT THE OPP

Know your location - be ready to describe the situation and your location. Look for addresses, landmarks and buildings that may help identify your location.

REACH THE OPP BY PHONE

- Call 9-1-1 if there is an immediate risk to someone's life or property
 - to stop or report a crime in progress
 - to report a fire
 - to report a life-threatening medical emergency
 - Don't hang up, stay on the line
- To report non-life-threatening incidents that require a police response, use the non-emergency line (1-888-310-1122) or go to opp.ca/reporting
- TTY 1-888-310-1133 or agent 511 for registered subscribers may be used for individuals in the Deaf, Hard of Hearing and Speech Impaired (DHHSI) community to contact police
- For all administrative inquiries or to schedule an appointment, find contact information for your local detachment at opp.ca/detachments

PROVIDE AN ANONYMOUS TIP

- Call Crime Stoppers at 1-800-222-8477 (TIPS) or visit www.crimestoppers.ca

REPORT AN INCIDENT ONLINE

- The OPP offers online reporting for minor, non-emergency occurrences in areas of OPP jurisdiction. opp.ca/reporting allows you to submit a report without visiting or calling.
- Use the online reporting tool for:
 - Theft Under \$5,000
 - Mischief / Damage to Property Under \$5,000
 - Mischief / Damage to Vehicle Under \$5,000
 - Theft from Vehicle Under \$5,000
 - Lost / Missing Property Under \$5,000, including a licence plate(s) or validation sticker(s)
 - Driving Complaints

If you are reporting an emergency, call 9-1-1.

#KNOWWHENTOCALL

9-1-1 is for emergencies only: If there is an immediate risk to someone's life or property.

- ✓ a crime in progress
- ✓ a fire
- ✓ a life-threatening medical emergency

Dialed 9-1-1 accidentally? #Be911Ready. Don't hang up, stay on the line and speak with an OPP Communicator to confirm there's no emergency.

The misuse of 911 ties up emergency lines, communicators and officers, which can result in a slower response to a real emergency and risks the safety of people who may need urgent help.

It is against the law to call 9-1-1 as a joke. Prank 9-1-1 calls can be dangerous and waste valuable emergency resources.

DETACHMENT BOARD ANNUAL REPORT

2025

ELGIN COUNTY DETACHMENT

42696 John Wise Line
St. Thomas ,ON
N5P 3S9

Tel: 519-631-2920
Fax: 519-631-2923



June 15, 2026

RE: Updates to certain operational policies under the *Aggregates Resource Act*

Greetings,

Further to a letter from the ministry dated August 8th, 2025, I am writing to inform you that a decision notice has been posted regarding the updates to certain operational policies under the *Aggregate Resources Act* (ERO # [025-0216](#)).

These policies were updated as part of the ministry's initiative to modernize operational policies that support the effective delivery of Ontario's *Aggregate Resources Act* program. The updates are intended to clarify requirements and improve program efficiency.

Policies related to the following have been updated:

- Cultural Heritage Report
- Matters to be Considered in the Issuance of a Licence
- Water Report
- Maximum Predicted Water Table Report (New Policy)

These updates better align policy guidance with the requirements of the Aggregate Resources of Ontario Standards. Details of the decision and revised policies are available through the Environmental Registry of Ontario (ERO #[025-0216](#)) and will be posted soon on the aggregates policies and procedures page.

In addition, the ministry has rescinded 28 policies that were outdated or no longer needed. Rescinding these policies is expected to provide greater certainty and clarity to industry and the public about current program requirements and processes.

If you have any questions regarding these changes, please contact us by email at aggregates@ontario.ca.

Sincerely,



John Dungavell,
Director, Development and Hazard Policy Branch



The Corporation of The Municipality of West Elgin

BY-LAW NO. 2026-42

Being A By-Law to Amend By-Law No. 2001-50, Being A By-Law to Regulate Parking and Traffic in Conjunction with County of Elgin Parking By-Law No. Eg1

WHEREAS By-Law 2001-50, being a By-Law to regulate parking and traffic in conjunction with County of Elgin Parking By-Law No. EG1, was enacted on the 22nd day of November, 2001;

AND WHEREAS it is deemed necessary to provide for restricted parking in a specified location or locations within various communities in the Municipality of West Elgin.

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

1. That parking restrictions shall be established on a portion of the Ridout Street, Rodney, as attached in Schedule A1.
2. That Section A1 of By-Law 2001-50 for the Municipality of West Elgin be deleted and thereafter replaced with Schedule "A1" attached hereto to reflect the particulars of the said restricted parking described in paragraph 1 above.
3. That this By-Law shall come into force and effect as of the date of passing thereof.

Read a first, second, and third time and finally passed this 25th day of June 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk

BY-LAW 2026-XX

SCHEDULE “C-1”

**No Parking Zones – Section 20 (21)
in the Former Village of Rodney & Former Township of Aldborough**

Column 1	Column 2	Column 3	Column 4
<u>HIGHWAY</u>	<u>SIDE OR SIDES</u>	<u>FROM</u>	<u>TO</u> <u>TIMES OR DAYS</u>
Harper St.	Both	Furnival Road	Jane St. Any time
Queen St.	North	Monroe St.	Third St. Any time
King St.	Both	West side of Furnival Road	West side of Jane St. Any time
Jane St.	Both	King St. North	Projection of northerly property line of 173 Jane St. Any time
Centre St.	North	130 Meters W Of the W Limits Of Furnival Rd.	W. End of ROW (Centre St), being a distance of 70M. Any Time
Laneway of 135 Queen St.	South	Ridout Street	Projection of easterly property line of 261 Ridout St. Any Time



MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-43

Being a By-Law to Establish Rates for Municipal Water and Wastewater Services for 2026 and to repeal By-Law 2025-38.

Whereas Section 5(3) of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, provides that a municipal power shall be exercised by by-law; and

Whereas Section 10(1) of the *Municipal Act*, provides that a municipality may provide any service or thing that municipality considers necessary or desirable for the public; and

Whereas Section 10(2) of the *Municipal Act*, provides that a municipality may pass by-laws respecting: in paragraph 7, Services and things that the municipality is authorized to provide under subsection (1); and

Whereas Section 391(1) of the *Municipal Act*, provides that a municipality may impose fees or charges on persons:

- (a) for services and activities provided or done by or on behalf of it;
- (b) for costs payable by it for services and activities provided or done by or on behalf of any other municipality or any local board;
- (c) for the use of its property including property under its control; and

Whereas the Council of the Municipality of West Elgin approved recommendations in the Municipality of West Elgin Drinking Water System Rate Report prepared by Sharratt Water Management Ltd on May 6, 2019 and the West Elgin Wastewater System Rate Report prepared by Sharratt Water Management Ltd on July 15, 2019 and Ontario Clean Water Agency Rodney Wastewater Treatment System Rate Structure Report on February 20, 2020, that is consistent with the requirements of the *Sustainable Water and Sewer Systems Act, 2002* as amended as well as the *Safe Drinking Water Act, 2002* as amended and associated *Ontario Regulation 453/07*;

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

1. That the Water Rates and Charges for the West Elgin Water System for 2026 are:

Effective July 1, 2026

Flat Rate (bi-monthly service charge)	\$ 57.22
Consumption Rate	\$ 2.18 per m ³
Beattie Line Rate	\$ 2.95 per m ³
Water Station Rate	\$ 4.40 per m ³

2. That the Sewage Rates for West Lorne for 2026 are:

Effective July 1, 2026

Residential Flat Rate	\$74.91
Sewer Consumption Rate	\$2.81 per m ³

3. That the Sewage Rates for Rodney for 2026 are:

Effective July 1, 2026

Residential Flat Rate	\$78.03
Sewer Consumption Rate	\$3.03 per m ³

4. That By-law 2025-38 being a by-law to set the water and sewage rates for 2025, passed on June 12th, 2025 is hereby repealed.
5. That this By-law shall come into force and effect on July 1, 2026.

Read a first, second, and third time and finally passed this 25th day of June, 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk



MUNICIPALITY OF West Elgin

The Corporation of The Municipality of West Elgin

By-Law No. 2026-44

Being a By-Law to confirm the proceedings of the Regular Meeting of Council held on June 25, 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 25, 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 25th day of June, 2026.

Richard Leatham, Mayor

Terri Towstiuć, Clerk