



Municipality of West Elgin

Revised Agenda

Council Meeting

Date: July 16, 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 Recreation Centre), and the post-meeting recording available at www.westelgin.net, when available (pending no technical difficulties).

Zoom Link: <https://us02web.zoom.us/j/89921539652?pwd=IPrefAX3O4x0b6JvEvUDsPKamED3oi.1>
Pages

1. Call to Order
2. Adoption of Agenda

Recommendation:

That West Elgin Council hereby adopts the Regular Council Agenda for July 16, 2026, as presented.

3. Disclosure of Pecuniary Interest and General Nature Thereof
4. Public Meeting

Recommendation:

That West Elgin Council hereby proceed into a Public Meeting pursuant to the *Planning Act*.

4.1 Planner Report, Zoning Amendment, 26212 Carroll Line

8

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 08-2026 – Recommendation Report (Planning Report 2026-17), And

That West Elgin Council approve Zoning By-law Amendment Application D-14 08-2026 to rezone the subject property from General Agricultural (A1) zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11), as presented in By-law 2026-45 attached as Appendix 1 to Planning Report 2026-17, And

That subject to no concerns being raised at the public meeting, that By-law 2026-45 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on July 16th, 2026, for adoption. (Planning Report 2026-17).

4.2 Public or Landowner Comment

4.3 Council Comment

4.4 Adjournment of Public Meeting

Recommendation:

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

5. Delegations and Presentation

5.1 Angela Cammaert Re: Various Concerns Addressed in Correspondence to Council

25

Tri-County Water Governance, Budgetary & Reserve By-law Gaps, and Website AODA Compliance, Council Procedure By-law compliance, asset disposal transparency, liability, financial risk.

5.2 John Sears Re: Rodney Park Playground Equipment

36

6. Adoption of Minutes

41

Recommendation:

That West Elgin Council hereby adopt the Minutes of June 25, 2026, as presented.

7. Business Arising from Minutes

8. Staff Reports

8.1 Building

8.1.1 Second Quarter Building Report, 2026 54

Recommendation:

That West Elgin Council hereby receives the report from Corey Pemberton, CBO Re: Building Department Summary Report for the month of April to June 2026, for information purposes.

8.2 Fire

8.2.1 Second Quarter Fire Report, 2026 56

Recommendation:

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

8.2.2 Automatic Aid Agreement, Southwest Middlesex 61

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council authorize the signing of the Automatic Aid Agreement with the Municipality of Southwest Middlesex.

8.3 Infrastructure & Development

8.3.1 Second Quarter Infrastructure & Development Report, 2026 71

Recommendation:

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

8.3.2 West Lorne Crosswalk Update 76

Recommendation:

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

8.3.3 Rodney Park Playground Equipment 80

Recommendation:

That West Elgin Council hereby receives the Rodney Park Playground Equipment report from D. Charron Manager of Infrastructure & Development for information purposes, and

That West Elgin Council directs staff to proceed with the removal of the existing playground equipment.

8.4 Community Services & Clerks

8.4.1 Second Quarter Community Services & Clerks Report, 2026 88

Recommendation:

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

8.4.2 Municipal Website Transition to Loop 93

Recommendation:

That West Elgin Council hereby receives the Municipal Website, Conversion to Loop report from Terri Towstiuc, Manager of Community Services, for information purposes only.

8.4.3 Build Communities Strong Fund – Local Impact Stream Grant Application Arena Renovation Project

101

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services Re: Build Communities Strong Fund – Local Impact Stream Grant Application Arena Renovation Project; And

That Council endorse the proposed project, which combines the arena improvements funded through West Elgin's 2023 Kraft Hockeyville winnings with additional facility upgrades to maximize the long-term benefit of the investment, And

Further that Council authorize staff to apply to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) under the Build Communities Strong Fund – Local Impact Stream for funding toward the comprehensive renovation of the West Elgin Community Centre arena; And

Further that Council authorize the Clerk and Mayor to execute any documents required to submit the application and, if successful, enter into a funding agreement; And

Further that Council direct staff to report back to Council with the results of the funding application and any financial implications prior to proceeding with construction.

8.5 Corporate Services & Finance

8.5.1 Second Quarter Corporate Services & Finance Report, 2026

107

Recommendation:

That West Elgin Council hereby receives the Second Quarter 2026 Corporate Services & Finance report from Emma Nilsson, Manager of Corporate Services/Treasurer, for information purposes only.

9. Board or Committee of Council Reports or Updates

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

10. Notice of Motion

To be heard at next Regular Council meeting.

11. Council Inquires/Announcements

Council opportunity for informal inquiries and/or announcements.

12. Correspondence

Recommendation:

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

12.1 County of Elgin

12.1.1	Notice of Decision E 43-26	111
12.1.2	June 9 County Council Minutes	115
12.1.3	June 9 County Committee of the Whole Minutes	121
12.1.4	June 23, County Council Minutes	125

12.2 Municipal Resolutions

12.2.1	Caledon Re: Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases	130
12.2.2	Smith Falls Re: Sustainable Provincial Grant Funding for Fire Services in Ontario	132

12.3	Thames Valley District School Board, Accommodation Plan	134
------	---	-----

12.4	Ministry of Environment, Conservation & Parks Re: Regulatory changes to the Clean Water Act	135
------	---	-----

12.5 Ministry of Environment, Conservation and Parks Re: Minister's direction under section 1.14 of the Conservation Authorities Act with respect to budget and apportionment matters 137

13. Items Requiring Council Consideration

14. By-Laws

14.1 2026-45 - Zoning Amendment App 08-2026 144

Recommendation:

That By-law 2026-45, being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for property at 26212 Carroll Line, be read a first, second, third and final time.

15. Closed Session

Recommendation:

That the Council of the Municipality of West Elgin hereby proceeds into Closed Session at _____ pm, to discuss matters pursuant to the *Municipal Act*, Section 239 (2):

- (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 (Four Counties Transit Draft Contract and O'Malley Road Sales Contract)

16. Report from Closed Session

Clerk to provide Report from Closed Session.

17. Confirming By-Law 147

Recommendation:

That By-law 2026-46 being a By-law to confirm the proceeding of the Regular Meeting of Council held on July 16, 2026, be read a first, second and third and final time.

18. Adjournment

Recommendation:

That the Council of the Municipality of West Elgin hereby adjourn at _____ to meet again at 4:00pm, on Thursday, August 13, 2026 or at the call of the Chair.



Staff Report

Report To: Council Meeting
From: Evan McKinstry, Jr. Planner, County of Elgin
Date: 2026-07-16
Subject: Zoning By-law Amendment Application D-14 08-2026 – Recommendation Report – (Planning Report 2026-17)

Recommendation:

That West Elgin Council hereby receives the report from Evan McKinstry, Junior Planner regarding Zoning By-law Amendment Application D-14 08-2026 – Recommendation Report (Planning Report 2026-17), And

That West Elgin Council approve Zoning By-law Amendment Application D-14 08-2026 to rezone the subject property from General Agricultural (A1) zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11), as presented in By-law 2026-45 attached as Appendix 1 to Planning Report 2026-17, And

That subject to no concerns being raised at the public meeting, that By-law 2026-45 to amend Zoning By-law 2015-36, as amended be presented at the regular meeting of Council on July 16th, 2026, for adoption. (Planning Report 2026-17).

Summary:

The purpose of this application is to rezone the subject property from General Agricultural (A1) zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11), to prohibit residential development on the retained farmland parcel and to permit a surplus farm dwelling lot with accessory structures that are located in the front yard and closer to the street line than the principal dwelling.

The lands affected by this proposed Zoning By-law Amendment are also the subject of consent (severance) application E 17–26.

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

Purpose:

To rezone the subject lands to fulfill a condition of consent (severance) application E 17-26 from General Agricultural (A1) zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11) zone to prohibit residential development on the retained farmland parcel and to permit a surplus farm dwelling lot with accessory structures that are located in the front yard and closer to the street line than the principal dwelling.

Site Description:

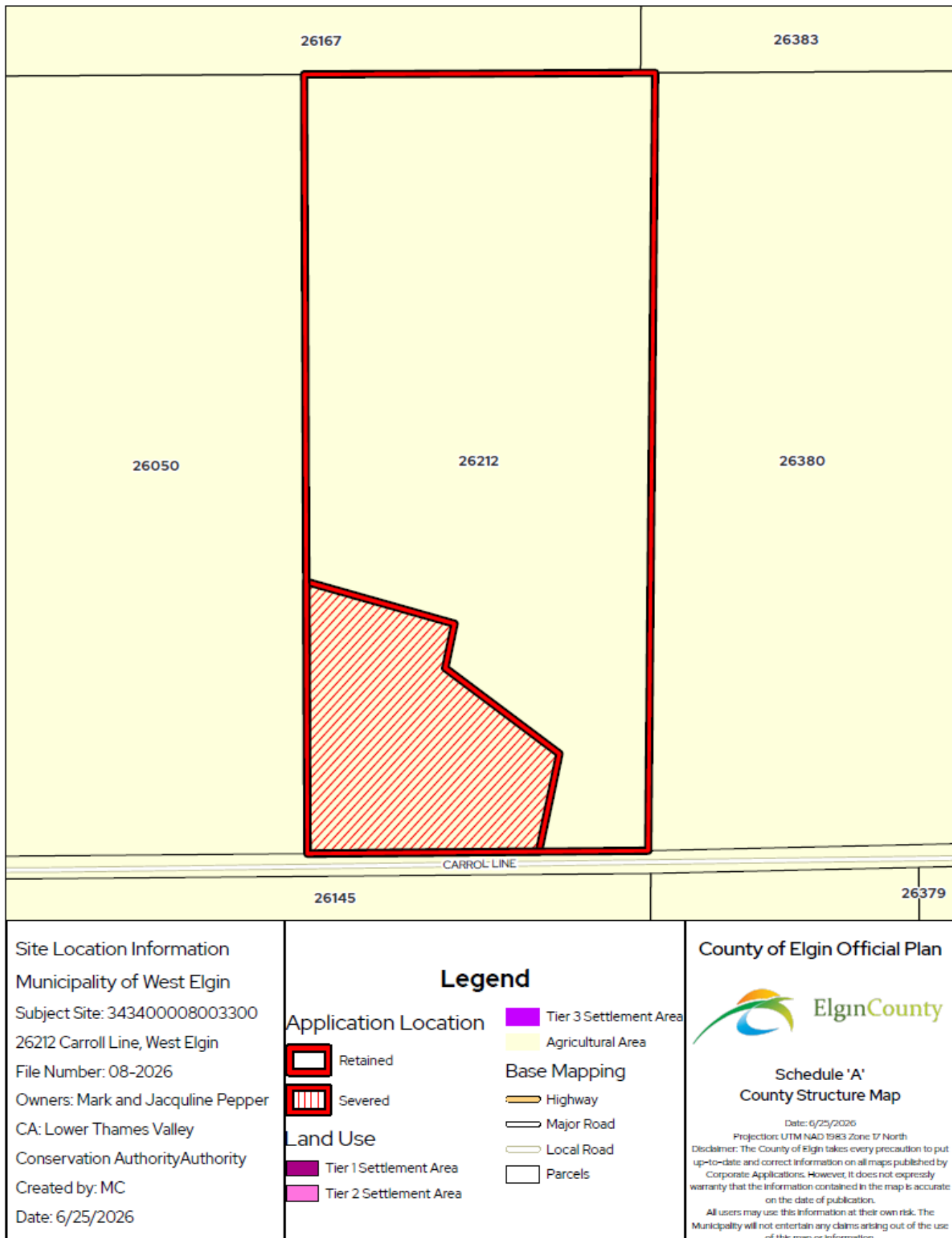
The applicant has applied for a Zoning By-law Amendment to satisfy a condition that is required as a result of severance application E 17-26. The severance application was approved by the Elgin County Land Division Committee at its March 25th meeting, and no appeals were received. The subject property is located at 26212 Carroll Line and is legally described as Part Lot 24 Concession A, Municipality of West Elgin. The subject property is shown on the Key Maps provided below.

Application D-14 08-2026			
Applicant	Joseph & Jennifer Iwanchun		
Address	25071 McMURCHY LINE		
Water Supply	Municipal Water		
Sewage Supply	Private septic system		
Buildings/Structures	Single Detached Dwelling and Three Accessory Structures		
Elgin County Official Plan	Agricultural Area		
Municipality of West Elgin Official Plan	Agricultural Area & Natural Heritage		
West Elgin Zoning By-law 2015-36. Restricted Agricultural (A3), Severed lands	Applicable Zoning Requirements	Proposed	Deficiency
	Minimum Lot Area – 4000 m ²	40468.6 m ²	No.
	Minimum Lot Frontage – 30 m	190 m	No.
	Maximum Lot Coverage- 20%	1.4%	No.
	Front Yard Depth – 15 m	59 m	No.
	Maximum Building Height (Single Unit Dwelling)- 10.5 m	6m	No.
	Maximum Number of Dwellings per lot-1	1	No.
	General Provisions- c) Accessory structures shall not be located in the front yard or the exterior side yard	Accessory structures are located in the front yard	Yes.

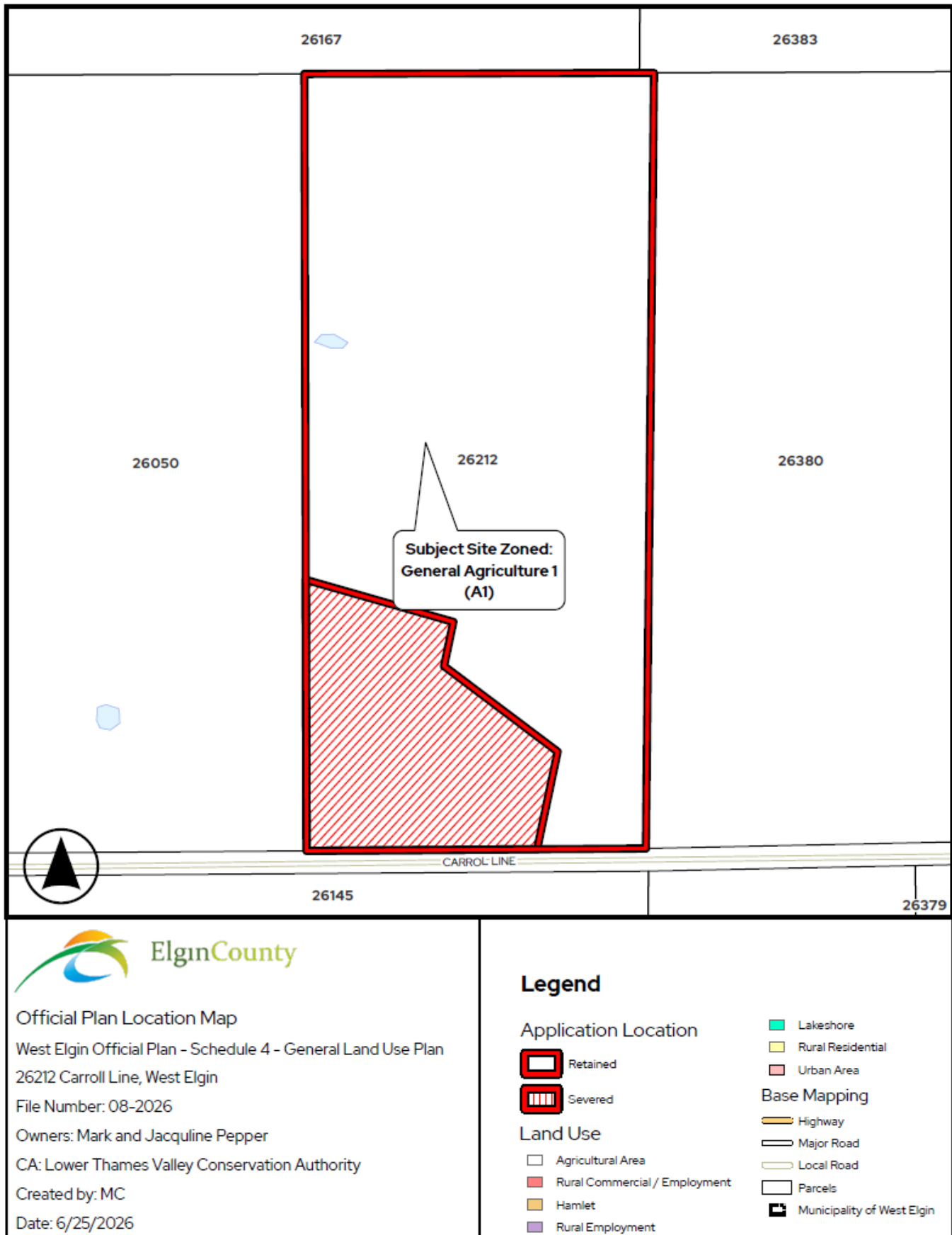
	General Provisions- d) Accessory structures shall not be erected closer to the street line than the main building is to that street	Accessory buildings are located closer to street than the main building	Yes.
	General provision- f) Accessory structures shall not exceed 10% coverage of the total lot area	1.2%	No.
	General provision- g) Accessory structures shall not exceed 6 m in height or contain more than two storeys	4.5m	No.

West Elgin Zoning By-law 2015-36. Agricultural (A2) zone, Retained lands	Applicable Zoning Requirements	Proposed	Deficiency
	Minimum Lot Area – Area of the parcel on the day the consent was given to create the lot to dispose the surplus farm dwelling.	161874m ²	No.
	Minimum Lot Frontage – the frontage of the lot on the day it was created	110 m	No.
	Maximum Lot Coverage- 20%	N/A	No.
	Front Yard Depth – 15 m	615 m	No.
	Maximum Building Height (Single Unit Dwelling)- 10.5 m	N/A	No.
	Maximum Number of Dwellings per lot-1	0	No.

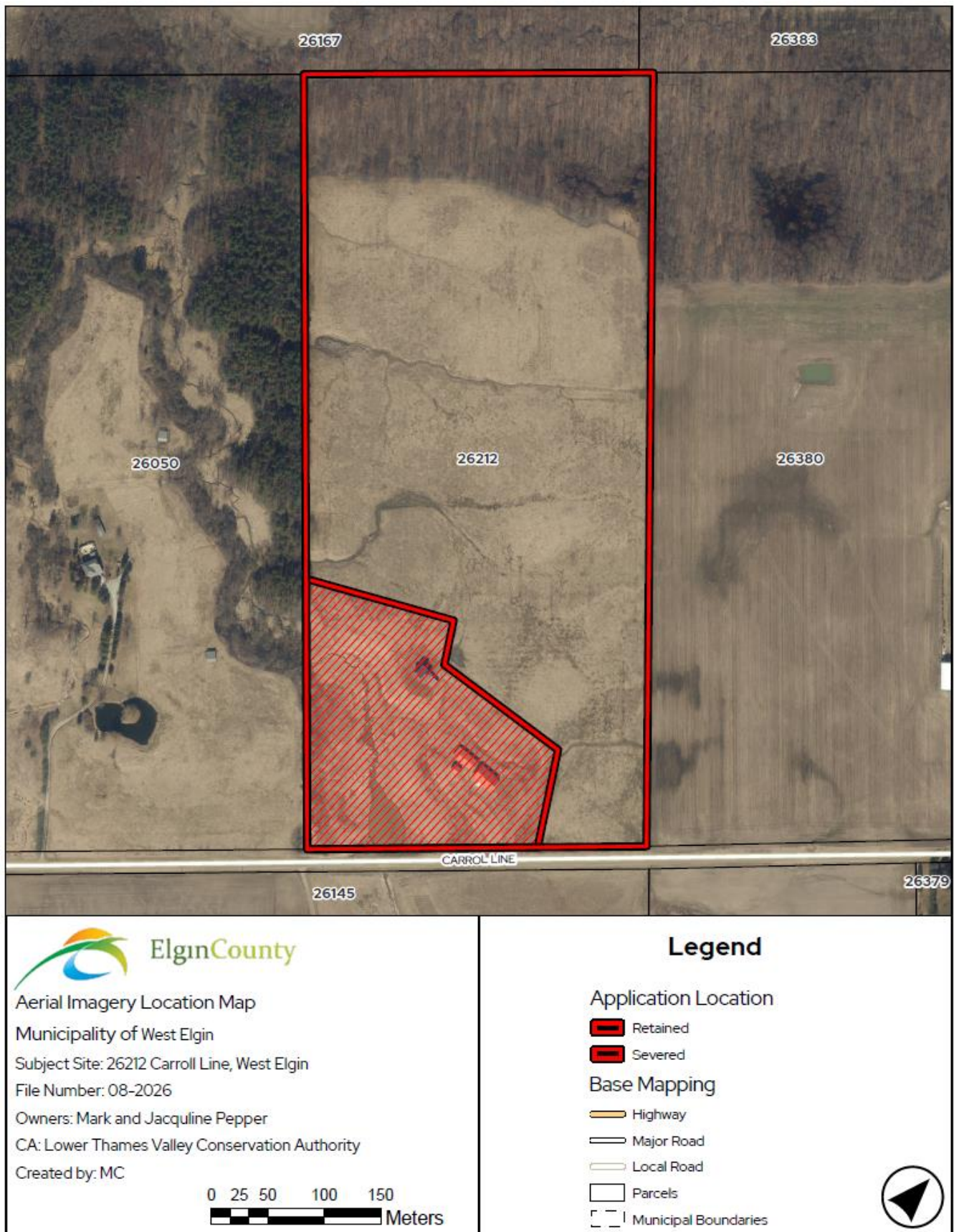
County Official Plan Map



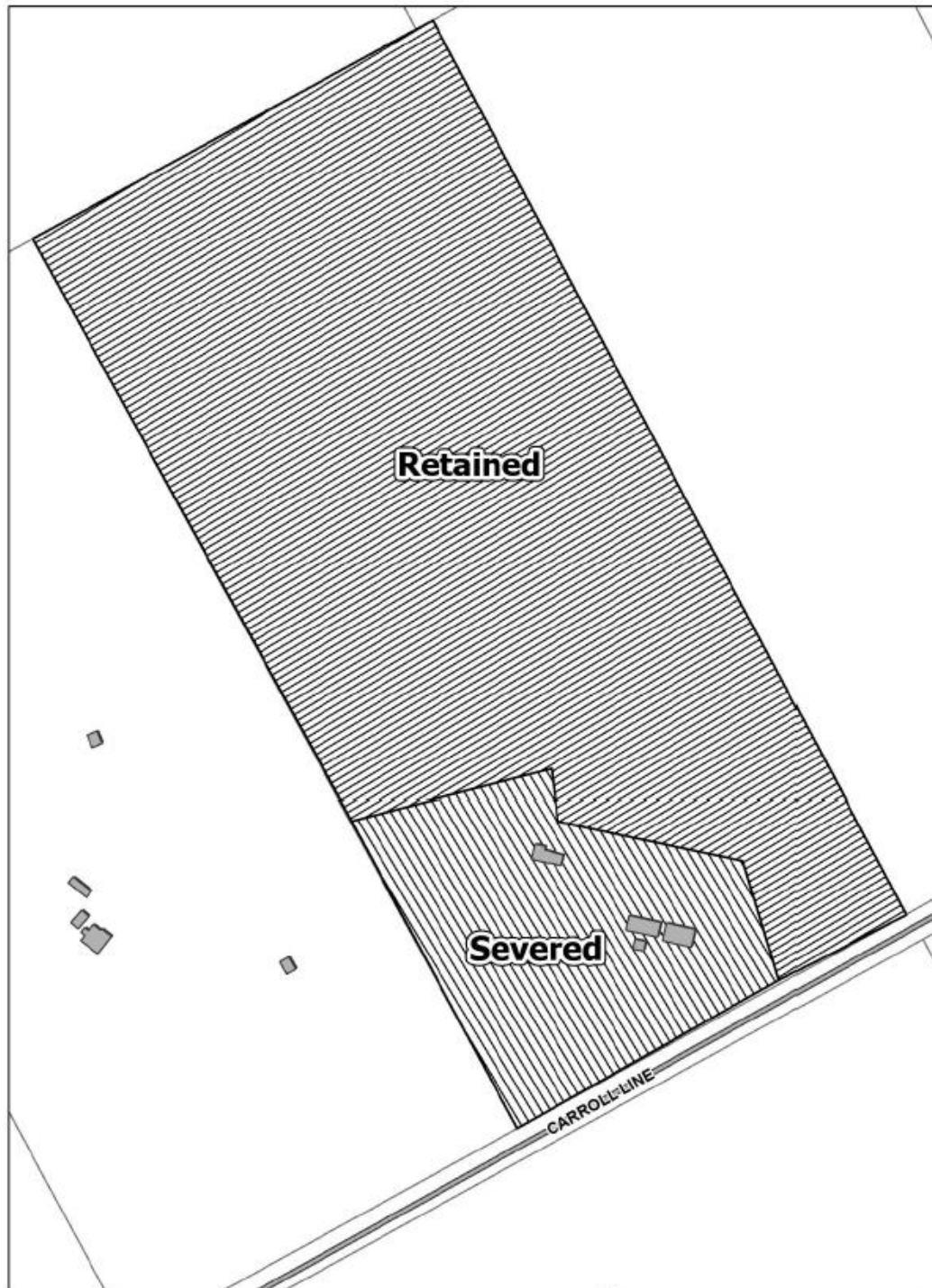
West Elgin Official Plan / Zoning Map



Location Key Map



Consent Map



Location Map

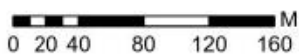
Subject Site: 26212 Carroll Line
 File Number: E 17-26
 Owner: Mark and Jacqueline Pepper
 CA: Lower Thames Valley Conservation Authority
 Created By: AC
 Date: 01/15/2026
 Municipality of West Elgin



Legend

-  Subject Site
-  Land to be Severed
-  Retained
-  Elgin Road Network
-  Buildings

The Corporation of the County Elgin
 Prepared By: Planning and Development



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.

	Section(s)	Relevance To Application	Comments
Provincial Planning Statement, 2024	Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime Agricultural Area	Severances for surplus farm dwellings are permitted in the prime agricultural area, provided that the retained farmland parcel is rezoned to prohibit residential development.	Consistent The proposed Zoning By-law Amendment satisfies the requirements of the <i>PPS</i> for surplus farm dwelling severances.
Elgin County Official Plan	Section 5.9	The County of Elgin Official Plan permits surplus farm dwelling severances in the Agricultural Area, provided the retained farmland parcel is rezoned to prohibit residential development.	Conforms The proposed Zoning By-law Amendment conforms to the CEOP requirements when severing surplus farm dwellings.
Municipality of West Elgin Official Plan	7.1.7.2 Surplus Farm Dwelling	Land severances in the Agricultural Area may be permitted: a) the dwelling considered surplus has been in existence for at least 10 years; b) the dwelling is structurally sound	Conforms The proposed Zoning By-law Amendment conforms to the Official Plan for retained farmland parcels to be re-zoned to one which prohibits residential development. The

		and suitable, or potentially made suitable, for human occupancy; c) no new dwelling or additional dwelling unit is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law; d) compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;	severed parcel does not meet the minimum distance required from the MDS calculation. However, an MDS I setback is not required for this consent because the existing dwelling and nearby livestock facility were on separate lots prior to the proposed severance, meaning any potential odor conflict already exists according to policy #9 in the MDS Document.
--	--	--	--

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).

Provincial Planning Statement (2024):

Section 4.3.3.1 - Lot Creation and Lot Adjustments in the Prime Agricultural Area:

Lot creation in prime agricultural areas is discouraged and may only be permitted in accordance with provincial guidance for:

c) one new residential lot per farm consolidation for a residence surplus to an agricultural operation, provided that:

1. the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services; and
2. the planning authority ensures that new dwellings and additional residential units are prohibited on any remnant parcel of farmland created by the severance. The approach used to ensure that no new dwellings or additional residential units are permitted on the remnant parcel may be recommended by the Province, or based on municipal approaches that achieve the same objective

Response: The proposed Zoning By-law Amendment is required to rezone the retained farmland in a surplus farm dwelling severance application to prohibit future residential development.

Elgin County Official Plan:

Section 5.9

For the same reasons noted in the previous sub-section, no new residential building lots are permitted in an agricultural designation in a local official plan with the exception of a lot containing an existing dwelling that has become surplus to a farming operation because of a farm consolidation. Notwithstanding any other policies to the contrary, such a residence may be severed from the farm subject to:

A) The lot containing the dwelling being limited in size to the area needed to accommodate the dwelling and on-site servicing only; and

B) All residential uses being prohibited on the remnant farm parcel by way of official plan amendment and / or zoning by-law amendment.

Response: The proposed Zoning By-law Amendment is a required condition of consent application E 17-26 and will rezone the retained farmland to prohibit future residential development in accordance with the County OP policies. The severed land is being rezoned to a Special provision A3-11 zone to permit accessory structures located within the front yard and closer to the street line than the principal dwelling.

Municipality of West Elgin Official Plan:

Section 7.1.7.2 Surplus Farm Dwelling

The creation of a lot for the purposes of disposing of a dwelling considered surplus as a result of farm consolidation, being the acquisition of additional farm parcels to be operated as one farm operation, shall be considered in accordance with the following:

- a) the dwelling considered surplus has been in existence for at least 10 years;*
- b) the dwelling is structurally sound and suitable, or potentially made suitable, for human occupancy;*
- c) no new dwelling or additional dwelling unit is permitted in the future on the remnant parcel which shall be ensured through an amendment to the Zoning By-law;*
- d) compliance with MDS I with respect to any livestock building, structure or manure storage facility on the remnant parcel;*

e) the new lot will be limited to a minimum size needed to accommodate the use and appropriate sewage and water services, and minimizes the loss of productive farmland, and

f) deteriorated, derelict, abandoned farm buildings (including farm buildings and structures with limited future use potential) are demolished and the lands rehabilitated.

Response: This proposed Zoning By-law Amendment is required to fulfill the policies of the West Elgin Official Plan by ensuring the continuing protection of prime agricultural land post-surplus farm dwelling severance. The proposal will rezone the retained farmland to a restricted agricultural zone to prohibit residential dwellings. Staff have reviewed this application against the Minimum Distance Separation (MDS) Guidelines and have found that it will not create any MDS hazards. The severed parcel does not meet the minimum distance required from the MDS calculation. However, an MDS I setback is not required where the existing dwelling to be severed and the nearby livestock facility or anaerobic digester are located on separate lots prior to the consent. This is because a potential odor conflict may already exist between those surrounding livestock facilities or anaerobic digesters and the existing dwelling.

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

The subject lands are zoned General Agricultural (A1) on Schedule A, Map 22 of the ZBL, as depicted on the second key map above.

Response: The proposed retained farm parcel would need to be rezoned to the Agricultural (A2) Zone, to prohibit any future dwellings. The severed parcel will need to be rezoned to implement the proposed lot creation, by rezoning it to the Restricted Agricultural -Special Provision 11 (A3-11) zone. The A3 zone applies to lots created by consent to dispose of a surplus farm dwelling where the size of the lot is greater than 4,000 m². The special provision A3-11 zone permits accessory structures to be located within the front yard and closer to the street line than the principal dwelling.

Therefore, the proposal for the surplus farm dwelling lot creation would be in compliance with the Zoning By-law, subject to the requested Zoning By-law Amendment.

West Elgin Zoning Bylaw 2015-36

Section(s)	Provisions
Existing Zoning General Agricultural (A1)	The use of the property is agricultural; rezoning is required to comply with <i>PPS</i> policies for surplus farm dwellings

Proposed Zoning Agricultural (A2) Zone/ Restricted Agricultural - Special Provision 11 (A3-11) zone	The retained farmland will be rezoned to a zone that prohibits residential development. The severed parcel will contain the existing dwelling and three accessory structures. The parcel is proposed to be rezoned to a Restricted Agricultural – Special Provision 11 (A3-11) Zone, which permits accessory structures to be located within the front yard and closer to the street line than the principal dwelling.
--	---

Circulation:

Lower Thames Valley Conservation Authority: No objection.

Building Department: No concerns.

Water: No comments.

Drainage: No comment.

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.

Alignment with Strategic Priorities:

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

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 08-2026, 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 2026-45 are;

- i) Consistent with the direction of the *Provincial Planning Statement 2024*, including but not limited to Section 4.3.3.1;
- ii) Conforms to the relevant policies of Municipality of West Elgin Official Plan, including but not limited to Section 7.1.7.2;
- iii) Satisfies the criteria of Zoning By-law 2015-36, subsection 7.3 as amended.

Therefore, staff recommends approval of Zoning By-Law No. 2026-45.

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 2026-45

Appendix 1- Draft By-law 2026-45



MUNICIPALITY OF
West Elgin

The Corporation of the Municipality of West Elgin

By-Law No. 2026-45

**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:

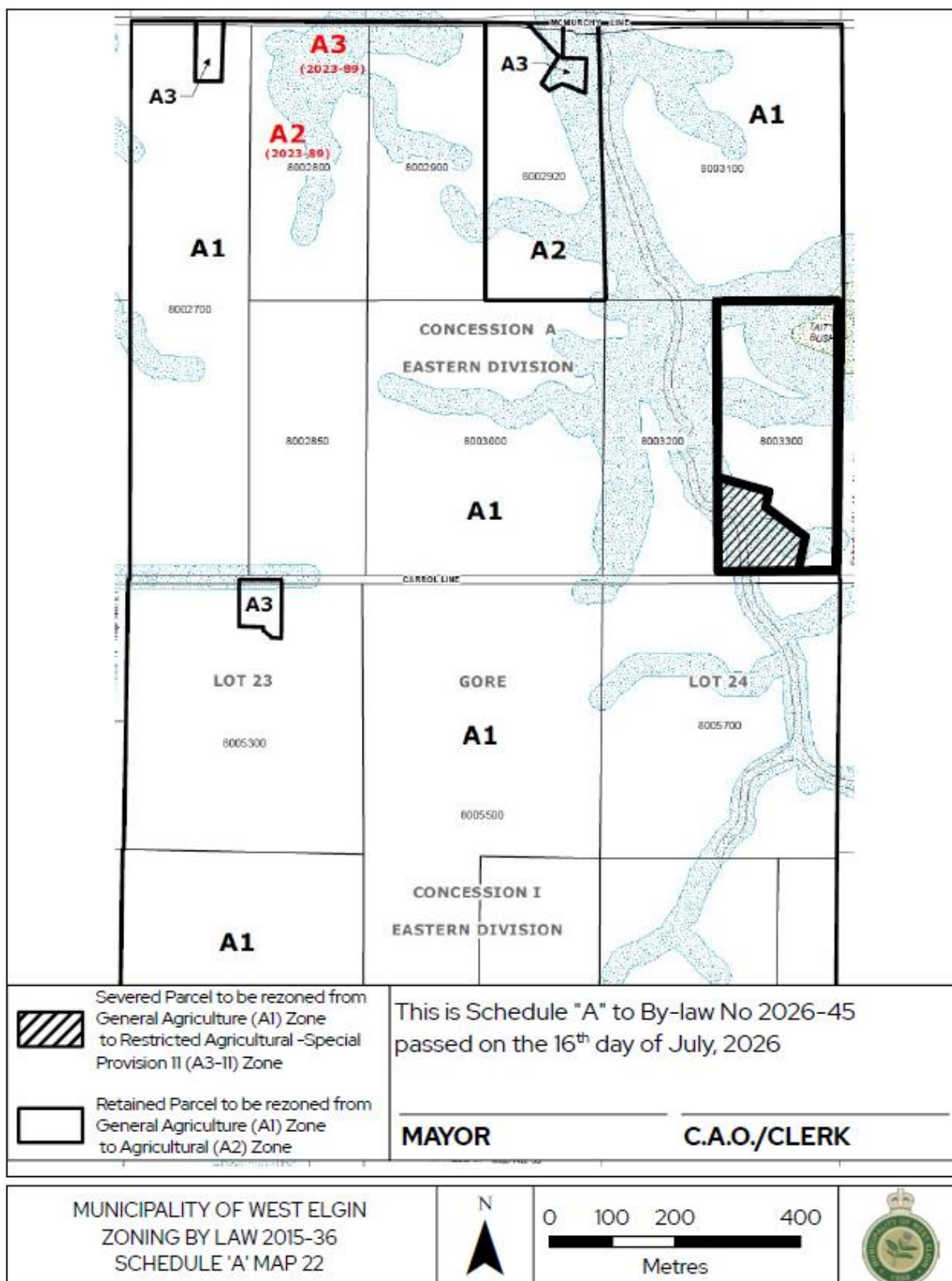
1. **THAT** Schedule "A" Map No. 22 to By-law No. 2015-36, is hereby amended by changing the subject property from General Agricultural (A1) Zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11), those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **THAT** subsection 7.3 of By-law 2015-36, as amended, is hereby amended by adding the following Special Provision:
7.3.11.1 a) Defined Areas (Iwanchun):
A3-11 as shown on Schedule "A" Map No 22.
7.3.11 b) Section 4.1 c) and d), shall not apply to the existing accessory structures.
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 16th DAY OF July 2026.**

Richard Leatham
Mayor

Terri Towstiuc
Clerk

Schedule A



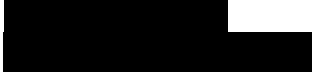
Report Approval Details

Document Title:	D 14 08-2026 26212 Carroll Line Planning Report - 2026-17-Planning.docx
Attachments:	
Final Approval Date:	Jul 10, 2026

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

Robin Greenall

June 29, 2026

Angela Cammaert


Ms. Terri Towstiuc, Clerk
Municipality of West Elgin
22413 Hoskins Line
Rodney, Ontario N0L 2C0

Subject: Written Delegation – Tri-County Water Governance (Section 203 & O. Reg 599/06), Budgetary & Reserve By-law Gaps (O. Reg 284/09), and Website AODA Compliance

Dear Ms. Towstiuc,

Please accept this submission as a written delegation to West Elgin Council and place it on the next available public Council agenda as a distinct agenda item, rather than solely under general correspondence, so that it forms part of the public record. I am available to attend a virtual delegation at the request of the Chair.

Purpose of Delegation

I am writing as a resident of West Elgin to request that the Municipality address, through a formal public Council process, the current handling of Tri-County Water governance discussions, including any exploration of a Municipal Services Corporation (MSC).

Recent public commentary by a member of Council has confirmed that discussions concerning a potential MSC model have been taking place at the Board level. However, I have been unable to identify a corresponding formal, itemized public discussion or decision of West Elgin Council on this matter. On review of the public record, Tri-County Water Board meetings held on December 4, December 9, 2025, and January 13, 2026, were itemized in the public eSCRIBE system. However, the minutes, substance, and implications of these discussions do not appear to have been brought forward to West Elgin Council as a distinct public agenda item for formal discussion, motion, and direction, other than routine matters relating to water rates.

Governance, Public Process, and Public Notice

This matter must be addressed through West Elgin's established public governance processes and statutory obligations. Section 203 of the Municipal Act, 2001 explicitly dictates the strict legal framework required to establish a Municipal Service Corporation, which under O. Reg 599/06 strictly mandates the development and public disclosure of a comprehensive business case study and mandatory public consultation before any such entity can be incorporated. Furthermore, Section 270(1) of the Act requires municipalities to adopt and maintain clear policies respecting accountability and transparency, specifically including the procurement of goods and services and the sale and disposition of land.

West Elgin's Accountability and Transparency Policy, alongside its Procedural By-law and Procurement By-law, governs how the municipality enters into service arrangements or alters its delivery of public utilities. By allowing substantial exploration of an MSC model behind closed doors at the board level without a public business case or Council-authorized procurement process, the municipality bypasses these statutory thresholds.

Members of Council are bound by oath of office to act in the best interests of the Municipality and its residents through transparent and properly recorded public decision-making. Municipal administration officers of the corporation have an institutional role to ensure significant matters are brought forward through the proper processes, support clear analysis, reporting, appropriate notice, and an accurate public record. In a matter of this significance, these institutional roles should be clearly visible.

To date there has been no formal, public Council discussion regarding the potential restructuring, transfer, or governance change affecting a multi-million-dollar public asset that may involve:

- A change in governance structure through a Municipal Services Corporation under Section 203 of the Municipal Act.
- The loss of direct and unilateral land control over an asset and infrastructure located in West Elgin, triggering the asset disposal provisions under Section 270(1)(a).
- Keeping Majority shareholder vote and control on the board of Directors.
- Liability, taxation, borrowing, and long-term financial implications for West Elgin residents and ratepayers.
- Host-community impacts and the effect on West Elgin's planning and governance authority.
- A comprehensive justification, including a cost-benefit analysis and consideration of long-term municipal impacts, highlighting both advantages and drawbacks of pursuing an MSC model amid unresolved questions about plant capacity, governance structures, and public control.

Budget, Transparency, and Legal Accountability

In addition to these structural concerns, I am troubled by broader issues relating to ongoing municipal transparency and public confidence. Further to this concerns I have brought to Councils and administration on June 3, 2026, regarding omissions in public budget information, specifically relating to reserve funds, reserve by-laws, and the passing of the budget in the absence of necessary transparency policies, the handling of the Tri-County Water file further compounds these transparency gaps.

While regular committee reports for Economic Development, Four Counties Health Services, and the Recreation and Arena Board are routinely brought forward for formal Council review, Tri-County Water Board updates have been conspicuously omitted from a similarly clear and distinct Council process. By failing to bring forward formal staff reports requiring Council consideration at a regular open meeting, Council is effectively limiting its own constituents' opportunity for public delegation, public notice, and transparent debate regarding communal lands and assets.

Access to Information, Accessibility, and AODA Compliance

These concerns build on issues I previously raised in my correspondence to Council and administration dated June 3, 2026, regarding budget transparency and reserve information, and June 24, 2026, regarding municipal website accessibility, AODA compliance, and the accessibility of public notice and governance information.

A public corporation's delivery of notice should reflect provincial accessibility requirements and the Municipality's own accessibility commitments. West Elgin's Accessibility Policy (HR-8.2), Multi-Year Accessibility Plan, and website accessibility obligations are directly relevant where the Municipality is communicating significant governance matters to the public. Where the primary municipal website may not provide the clearest or most accessible means of communication for all residents, the Municipality should not rely exclusively on fragmented or digital-only notice methods to communicate complex governance restructuring or potential asset-transfer issues of this significance.

Electronic roadside signs, isolated website postings, or social media notices may assist with awareness, but they should not be the sole means of notice where residents may require accessible formats, broader outreach, and meaningful time to understand and respond.

Obligations of Council

These requests are intended to align West Elgin's practices with its mandatory statutory obligations under the Municipal Act, 2001, the Accessibility for Ontarians with Disabilities Act (AODA), and the municipality's own Accountability and Transparency Policy, Procedural By-law, Procurement By-law, Public Notice By-law, and Accessibility Policy (HR-8.2).

I respectfully request that Council execute the following actions:

1. Place the Tri-County Water Board matters arising from the December 4, December 9, 2025, and January 13, 2026, meetings on a future public Council agenda as a distinct, itemized matter for open discussion.
2. Direct staff to provide a comprehensive public report summarizing the discussions held at those specific Board meetings, including any exploration of a Municipal Services Corporation (MSC), governance options, consultant inputs, legal exposures, and direct impacts on West Elgin-owned lands, assets, and infrastructure.
3. Confirm that no municipal support, resources, or approvals will be given to an MSC structure or any related asset-transfer model unless and until West Elgin Council has held a formal public discussion, strictly adhered to the mandatory business case and consultation requirements under O. Reg 599/06, and provided clear direction in an open session ensuring West Elgin remains the majority shareholder.
4. Hold public consultation meetings in multiple physical locations across the municipality before any further corporate steps are taken in support of an MSC model, providing residents with transparent data regarding proposed asset transfers, governance options, and the anticipated long-term economic impacts on West Elgin ratepayers.
5. Direct staff to review and update current public notice practices and by-laws to ensure absolute consistency with provincial accessibility requirements, applicable legislation, and modern open-governance accountability standards.
6. Implement a comprehensive, multi-channel public notice strategy that does not rely exclusively on digital communication, ensuring that major governance or asset decisions are routinely communicated through accessible website updates, physical community posting boards, local media, and social media channels to effectively reach all demographics.
7. Confirm whether the Municipality has formally adopted the required asset-transfer policies, including legal protections for West Elgin as a majority owner, and make any such policies, terms, and conditions immediately available to the public.

Foundational Statutory Frameworks

- Budgetary and Fiscal Integrity: Under Sections 5(3), 224, and 289 of the Municipal Act, 2001, and Ontario Regulation 284/09, Council is legally bound to maintain financial integrity by adopting accurate, balanced budgets with full disclosure of excluded expenses, while strictly adhering to West Elgin's own binding procedural and procurement by-laws.
- Information Access and Transparency: Under Section 270(1) of the Municipal Act, 2001 and the Accessibility for Ontarians with Disabilities Act (AODA), launching a non-accessible website or relying on fragmented digital notices directly breaches statutory open-governance requirements and West Elgin's own Accessibility Policy (HR-8.2) by unlawfully restricting public access to critical municipal information.

Governance, Liability, Financial Risk, Legal Exposure, and Public Record

The current approach fails to meet the appropriate standards of transparency, fiscal responsibility, and municipal oversight. By shifting major utility governance discussions outside of standard procurement and public presentation channels, the process runs afoul of Section 270(1)(c) (Procurement of Goods and Services) and Section 270(1)(a) (Sale and Disposition of Land) of the Municipal Act, 2001, as well as the transparent execution mechanisms established under West Elgin's own Procurement By-law.

Residents should not be expected to infer municipal direction from board-level activity, fragmented public records, or public commentary made outside the Council chamber. Where a potential MSC model directly impacts municipal assets, governance authority, land control, liability, and long-term financial exposure, Council's role must be visible, compliant with provincial corporate regulations, and clearly reflected in the public record.

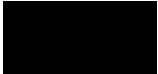
Conclusion

In conclusion, Council is under a strict statutory mandate to ensure that every governance, financial, and restructuring issue noted above is brought into immediate compliance with the Municipal Act, 2001 and the Accessibility for Ontarians with Disabilities Act (AODA). Council must formalize these obligations through a transparent, legally sound public process. This includes delivering a comprehensive long-term business case for the Tri-County Water file, implementing immediate corrective disclosures within the 2026 Budget and Reserve By-laws, and rectifying ongoing municipal website accessibility violations.

Council must fulfill its obligation to the ratepayers of West Elgin by hosting a meaningful, multi-location public input process before taking any corporate or administrative steps toward transferring control of multi-million-dollar capital assets to a Municipal Services Corporation. This process must be visibly led by Council and supported by compliant, multi-channel public notice and clear staff reporting.

I respectfully request written confirmation that this written delegation has been received and will be placed before Council on the next available public agenda accordingly, along with a formal written response setting out the municipality's timeline and process for corrective action.

Sincerely,



Angela Cammaert

Att:

- Reference Links
- Correspondence References

Angela Cammaert Letter to West Elgin Council

Tri-County Water Governance (Section 203 & O. Reg 599/06), Budgetary & Reserve By-law Gaps (O. Reg 284/09), and Website AODA Compliance

Reference Links

- Municipality of West Elgin, Agendas and Minutes: <https://www.westelgin.net/municipal-office/agendas-and-minutes>
- Municipality of West Elgin, Council Calendar / Meetings: <https://calendar.westelgin.net/meetings>
- Municipality of West Elgin, Council Meeting – January 22, 2026:
<https://calendar.westelgin.net/Meetings/Detail/2026-01-22-1600-Council-Meeting>
- Municipality of West Elgin, Accountability and Transparency Policy: <https://www.westelgin.net/en/municipal-office/resources/Documents/Accountability-and-Transparency.pdf>
- Municipality of West Elgin, Procedural By-law: <https://www.westelgin.net/en/municipal-office/resources/Documents/Procedure-By-Law.pdf>
- Municipality of West Elgin, Public Notice By-law: <https://www.westelgin.net/en/municipal-office/resources/Documents/Notice-to-Public.pdf>
- Municipality of West Elgin, Accessibility Policy (HR-8.2): <https://www.westelgin.net/en/municipal-office/resources/Accessibility-Policies/HR-8.2-Accessibility-Policy.pdf>

Correspondence References

- Email correspondence from Angela Cammaert to West Elgin Council and administration dated June 3, 2026, regarding budget transparency, reserve funds and reserve by-laws, and related governance concerns.
- Email correspondence from Angela Cammaert to West Elgin Council and administration dated June 24, 2026, and June 27, 2026, regarding municipal website accessibility, AODA compliance, and the accessibility of public notice and governance information.

July 4, 2026

Angela Cammaert


Ms. Terri Towstiuic, Clerk
Municipality of West Elgin
22413 Hoskins Line
Rodney, Ontario N0L 2C0

Subject: Supplementary Delegation Request – Council Procedure, Transparency, Rodney Playground Asset Disposal, and Website Accessibility Concerns

Dear Ms. Towstiuic,

Please accept this submission as a supplementary written delegation to West Elgin Council for the July 16, 2026 Council meeting and place it with my existing delegation materials as a distinct item forming part of the public record. This correspondence is intended to further add to my prior written delegation dated June 29, 2026 and to confirm that I now wish to use my allotted 15 minutes to address Council in person at that meeting.

This submission is offered in a constructive manner and is focused on statutory compliance, governance procedures, and accessibility obligations, rather than on individual conduct.

Statutory Compliance: Liability, By-law Adherence, and Financial Risk

I am requesting that my written delegation be converted to a speaking delegation to ensure Council is fully aware of the concerns and issues raised and has an opportunity to consider them in an open public forum.

Since submitting my written delegation on June 29, 2026, additional concerns have emerged regarding procedural compliance, transparency, municipal liability, accessibility obligations, and adherence to municipal policies, by-laws, and statutory requirements. Given the significance of these matters, it is important that Council hear these concerns directly and have the opportunity to ask questions in an open public session.

Cross-Reference to Prior Delegation Concerns

As outlined in my June 29, 2026 letter, concerns remain regarding the lack of a sufficiently visible and transparent Council process for matters involving significant municipal assets, gaps in reserve by-law reporting and transparency under the Municipal Act, 2001 and Ontario Regulation 284/09, and ongoing website accessibility and AODA compliance issues under the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards Regulation (O. Reg. 191/11).

The disposal and sale of municipal assets associated with a Council committee have raised additional questions regarding legislative compliance, Council direction, delegated authority, and administrative process. The public record appears fragmented, with key information either unavailable, difficult to access, or linked through broken governance records rather than through a clear, itemized, and properly documented Council decision-making process.

Contractual Completion, Compliance Gaps, and Municipal Liability

It is my understanding, based on the municipal invoice and bill of sale issued, that the resident purchaser paid the municipal invoice in full, thereby finalizing the transaction. The action was closed early, subsequent change did not follow Gov Bid process, Ontario consumer protection legislation, Municipality's own bylaws, contractual and statutory obligations.

Where a public asset has been sold, payment processed, and title transferred, the Municipality should be able to identify the precise statutory or delegated authority relied upon both for the initial execution and for any subsequent staff intervention to halt or re-evaluate the transaction.

Public assets declared surplus must be handled strict accordance with delegated authority and West Elgin's surplus asset and disposal by-laws, and this compliance must be verifiable in the public Council record. Section 270(1) of the Municipal Act, 2001 requires municipalities, at a public meeting, to adopt, maintain, and follow clear policies governing accountability and transparency, including policies for the sale and disposition of municipal property.

Proceeding to a public auction platform where surplus asset procedures and controls appear inconsistent and unclear on who directed the sale. This raises serious questions about Council's asset control, procedural clarity, and potential exposure to civil liability, breach of contract claims, and financial risk for the Municipality.

The operational handling of this file, which has generated significant public concern across social media and required municipal posts to clarify project scope and that is 'was being reconsidered by Council' when was no first resolutions underscores the practical consequences of operational clarity, communication and accessible policies.

Rodney Park Revitalization Committee and Stakeholder Exclusion

A further serious concern is that the Rodney Park Revitalization Committee appears to have been unaware of the sale of the old playground equipment, despite the Municipality's public promotion of the Rodney Park revitalization initiative and related planning for the park project.

If a committee associated with the revitalization of the site was not informed that the old equipment was being sold and removed, this suggests that key local stakeholders were excluded from transparent notice and orderly communication. It also raises questions about the adequacy of Council's consultation with its own committees and advisory bodies on matters directly affecting their mandates.

Access to Information, Website Accessibility, and AODA Compliance

These concerns build directly on the website accessibility and AODA issues already raised in my earlier correspondence and in my June 29 written delegation. Ontario Regulation 191/11 applies to municipalities as designated public sector organizations and requires accessibility policies, accessible formats upon request, and public internet websites and web content that conform to WCAG 2.0 requirements, including Level AA accessibility standards on the required timeline.

Where a resident attempts to review the Municipality's Procedure By-law, Surplus Assets or Disposal By-law, or other governing documents and is met with broken links, unavailable pages, or inaccessible documents, the result is more than a minor technical issue. It functions as a direct barrier to the public's ability to examine delegated authority, Council procedure, and the legal framework governing municipal decisions.

The Municipal Act, 2001 assigns Council the role of representing the public and ensuring the accountability and transparency of municipal operations, assigns the Clerk responsibility for recording decisions and carrying out statutory duties, requires a procedure by-law governing meetings, and requires municipalities to adopt and maintain policies respecting accountability and transparency and the sale and disposition of municipal property. These statutory obligations are directly engaged where residents cannot access the very by-laws required to assess the legality of an asset disposal process or the interruption of a completed sale.

Obligations of Council and Administration

These requests are intended to align West Elgin's practices with its mandatory obligations under the Municipal Act, 2001, the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Ontario Regulation 191/11, and the Municipality's own Accountability and Transparency Policy, Procedure By-law, Public Notice By-law, Procurement and Asset Disposal By-laws, and Accessibility Policy / Multi-Year Accessibility Plan.

I respectfully request that Council and administration take the following actions:

1. Include this supplementary submission with my July 16, 2026 delegation materials as part of the official public record for that meeting.
2. Confirm that I will be scheduled to address Council in person and use the full 15-minute delegation time at the July 16, 2026 Council meeting.
3. Confirm whether the Rodney playground equipment was formally declared surplus, and if so, identify the specific by-law, policy, or Council resolution relied upon.
4. Identify the delegated authority or staff authorization used to auction the equipment, accept payment, issue a Bill of Sale, and subsequently re-evaluate, halt, or interfere with the completed transaction.
5. Confirm whether the Rodney Park Revitalization Committee was informed of the sale and removal of the old equipment before those steps occurred, and if not, explain why not.

6. Provide by email fully accessible digital copies of the current Procedure By-law and any Surplus Asset, Asset Disposal, or similar governing by-law or policy relied upon in this matter.
7. Confirm what immediate corrective steps will be taken to restore accessible public access to broken, missing, or inaccessible governance documents on the municipal website before the July 16, 2026 meeting.

Foundational Statutory Frameworks

- Accountability and Transparency: Under Sections 224 and 270(1) of the Municipal Act, 2001, Council is required to ensure the accountability and transparency of municipal operations and the Municipality must adopt and maintain policies respecting accountability and transparency and the sale and disposition of municipal property.
- Information and Communications Accessibility: Under Ontario Regulation 191/11, municipalities as designated public sector organizations must provide accessible formats and communication supports upon request and must ensure public internet websites and web content comply with WCAG 2.0 accessibility standards on the prescribed timeline.

Council Procedure, Public Confidence, and the Public Record

The current handling of this matter raises serious concerns about public confidence in Council procedure and municipal administration. Residents should not be expected to infer the Municipality's legal position from social media posts, fragmented communications, broken website records, or administrative actions that are not clearly tied to an accessible public by-law framework or recorded Council authority.

Where the Municipality disposes of public assets, accepts payment, issues sale documents, and then appears to alter the course of that transaction without a clearly visible public process, the Council record, the applicable by-laws, and the scope of delegated authority must all be readily available for public scrutiny.

Conclusion

In conclusion, Council and administration are under clear statutory obligations under the Municipal Act, 2001 and the Accessibility for Ontarians with Disabilities Act, 2005 (AODA), as implemented through West Elgin's Procedure By-law, Accountability and Transparency Policy, Public Notice By-law, Procurement and Asset Disposal By-laws, and Accessibility Policy / Multi-Year Accessibility Plan. These matters should be addressed through an open, properly documented, and accessible public process, supported by clear staff reporting, functioning governance links, and a complete public record.

I respectfully request written confirmation that this supplementary written delegation has been received, will be included with my July 16, 2026 delegation materials, and that I will be scheduled to address Council in person for the full 15-minute delegation period, together with a formal written response setting out the Municipality's position and intended corrective actions.

Sincerely,

Angela Cammaert

Att:

- Reference Links
- Correspondence References

Angela Cammaert, Letter # 2

Supplementary Delegation Request – Council Procedure, Transparency, Rodney Playground Asset Disposal, and Website Accessibility Concerns

Reference Links

- Municipality of West Elgin, Agendas and Minutes: <https://www.westelgin.net/municipal-office/agendas-and-minutes>
- Municipality of West Elgin, Council Calendar / Meetings: <https://calendar.westelgin.net/meetings>
- Municipality of West Elgin, Committees and Boards: <https://www.westelgin.net/municipal-office/committees-and-boards>
- Municipality of West Elgin, Accountability and Transparency Policy: <https://www.westelgin.net/en/municipal-office/resources/Documents/Accountability-and-Transparency.pdf>
- Government of Ontario, Municipal Act, 2001: <https://www.ontario.ca/laws/statute/01m25>
- Government of Ontario, O. Reg. 191/11 Integrated Accessibility Standards: <https://www.ontario.ca/laws/regulation/110191>
- Municipality of West Elgin, Rodney Park Revitalization Facebook Group / Committee Reference: <https://www.facebook.com/groups/832197288177881/>

Correspondence References

- Written delegation from Angela Cammaert to West Elgin Council dated June 29, 2026 regarding Tri-County Water governance, budgetary and reserve by-law gaps, and website AODA compliance.
- Email correspondence from Angela Cammaert to West Elgin Council and administration dated June 3, 2026 regarding budget transparency, reserve funds, reserve by-laws, and related governance concerns.
- Email correspondence from Angela Cammaert to West Elgin Council and administration dated June 24, 2026 and June 27, 2026 regarding municipal website accessibility, AODA compliance, and the accessibility of public notice and governance information.

Date: July 11, 2026

To:

Robin Greenall, CAO
Municipality of West Elgin
rgreenall@westelgin.net

Terri Towstiuc, Clerk
Municipality of West Elgin
ttowstiuc@westelgin.net

Richard Leatham, Mayor
Municipality of West Elgin
rleatham@westelgin.net

Taraesa Tellier, Deputy Mayor
Municipality of West Elgin
ttellier@westelgin.net

Ryan Statham, Councillor
Municipality of West Elgin
rstatham@westelgin.net

Bill Denning, Councillor
Municipality of West Elgin
bdenning@westelgin.net

Philip Sousa, Councillor
Municipality of West Elgin
psousa@westelgin.net

Copied to:

Hon. Rob Flack, MPP
Minister of Municipal Affairs & Housing
rob.flack@pc.ola.org

Re: Rodney Park Playground Equipment

To the Council of the Municipality of West Elgin:

This letter forms part of my delegation that I intend to speak to at the upcoming Council meeting on July 16, 2026, and I request that it be included as part of the public record.

Background

My name is John Sears. I am a resident here in Rodney. I have children who play on the existing playground at Rodney Park. I am one of the donors who contributed to the new playground that is currently being installed.

In October 2025, before deciding to donate to the new playground being installed, I met with a member of the Rodney Park Revitalization Committee. I was shown plans for the new playground and was able to ask the member specific questions. The plans made it clear to me that the new playground was geared toward a younger demographic than the original playground. As such, one of the questions I asked was, “What is happening with the original playground?” The response I received was, “There are no plans to remove the original playground.”

Purpose of My Delegation

My intentions in becoming involved with this issue are not an attempt to see the original playground kept at all costs. My intentions are not to see the original playground kept if it is not supported by the community. I became involved because its planned sale surprised me as a community member and donor. I felt uninformed, even though I had asked specific questions and received specific answers related to its fate.

I am hoping that the questions that follow provide clarity on why and how the original playground made it to public auction. If it is ultimately deemed that the original equipment is appropriate to keep, I ask that public opinion be a major factor considered in deciding whether it is kept or sold. If it is deemed that the original equipment is not appropriate to keep, it is just as important to examine specifically how and why it ended up listed at public auction.

Auction and Community Impact

As I hope everyone is aware, the original playground was auctioned off to the highest bidder on June 30, 2026. I was the highest bidder.

I first became aware that the playground was listed at auction the day before, on June 29, 2026. Our house overlooks Rodney Park. That evening, there were about 15 children playing at the park on the playground equipment. My child was one of those children. He came home and explained that he and his friends asked a man they saw measuring the swings what he was doing. The man replied that he was trying to buy them.

My son explained to me that the new playground being installed was for little kids and that he was disappointed at the thought of the existing equipment being sold. He asked why it was necessary to take out the existing playground just because there was a new one being built. I did not have an answer for him and shared his disappointment.

The next day, I looked out the window as the auction closed for the original playground. I was not surprised to see children playing at the park again on the equipment. The original playground is not something that is used only from time to time. I witness it being used every day by both children and adults.

The sale of the original playground has been defended for the following reasons:

- It did not meet standards.
- It was too old.
- It did not align with the master plan for Rodney Park.
- It was too expensive to keep.
- It was not needed with the new playground being installed.

Questions About Why the Equipment Was Sold

To help us better understand why the original playground equipment ended up listed for sale at public auction, please answer the following questions:

If the original playground did not meet specific necessary standards, what deficiencies were documented prior to the decision to sell it, and where can the subsequent report be found? What was the cost estimate, if there was one, to bring the equipment up to standard?

If the playground had reached the end of its operational life, where are the documents that set out the operational life expectancy of the equipment? If the end of its operational life were the case, why would it be offered to people at the lake or at public auction instead of being removed and destroyed?

If it did not align with the master plan for Rodney Park, please explain exactly why its removal was necessary to execute the park master plan.

If it was deemed too expensive to keep, please show us the reports and breakdown of expenses from prior to its sale so that we can understand.

If the Municipality believed it was no longer relevant because a new playground was being installed, were the children and adults who regularly use it asked for their opinion on its removal? If there had been no public awareness brought to its sale, and the original equipment was removed by the highest bidder as originally planned, would Rodney Park have had any playground equipment at all while the new equipment remained under construction?

Questions About How the Equipment Was Sold

Along with the questions surrounding why our playground equipment was sold, how the equipment was sold also yields its own set of questions. I am concerned with the apparent procedural gaps in the sale process and have questions about whether the sale process complied with municipal by-laws, policies, and provincial legislation.

To help us understand whether appropriate processes were followed, please answer the following questions:

Municipal Act, 2001 – Disposal of Municipal Property

1. Was the equipment formally declared surplus?
2. What Council resolution and/or number, if any, formally authorized the sale of the equipment?
3. Was a specific municipal asset disposal or surplus policy followed and, if so, which specific policies were followed?
4. On what date did Council grant approval to dispose of the playground equipment?

Municipal Act, 2001 – Delegation of Authority

Given that the equipment was sold by the Municipality, it is important that we receive answers from Council to the following questions as they relate to the Municipal Act, 2001 – Delegation of Authority:

1. What delegated authority allowed municipal staff to conduct the sale?
2. What by-law or policy authorized the delegation to the Municipality?
3. Who approved the transaction?

Section 270 – Transparency and Accountability Requirements

Please answer the following questions:

1. Where are the meeting minutes supporting the decision to sell the playground equipment?
2. What staff reports were relied upon in coming to the decision to sell the playground equipment?
3. What resolutions, if any, authorize the Municipality's actions in selling the playground equipment?

Please provide documentation showing that the playground equipment, as an asset, was processed in accordance with the "West Elgin Surplus/Disposal By-law." While the by-law appears to exist, the online link is inaccessible. As such, please also provide a copy of the "West Elgin Surplus/Disposal By-law" itself.

Reversal of the Sale

Following the auction, and after payment was made for the playground equipment, the Municipality decided to reverse the sale.

If Council was involved with the Municipality's decision to suspend or reverse the sale of the playground equipment, please answer the following questions as they relate to the "West Elgin Procedure By-law":

1. What Council meeting addressed the matter?
2. What motion was passed?
3. What resolution number authorized the reversal or suspension of the sale?

Procedural Fairness and Authority

Listing the playground equipment at auction created certain expectations for bidders. Please answer the following questions as they relate to Section 238 – Procedural Fairness – under the Municipal Act:

1. How does Council believe reversing the sale of equipment listed at public auction is consistent with procedural fairness?
2. What authority permits the rules of the transaction to be changed after the auction had closed and payment was made?

Given the fact that the auction had closed and payment was made for the playground equipment, please answer the following questions:

1. Under what legislation, by-law, or resolution is the Municipality able to alter a completed sale?
2. What authority exists to suspend or reverse a transaction after payment has been received and/or ownership has been transferred?

Finally, if the Municipality maintains that its reasoning for selling the playground equipment was sound and that staff adhered to the correct processes, what reasons existed for the sale ultimately being reversed?

Request for Response

I request that Council and Administration provide a written response, on the public record, to the concerns and questions raised in this letter and during my delegation, including written reports where appropriate.

Sincerely,

John Sears



Municipality of West Elgin

Minutes

Council Meeting

June 25, 2026, 4:00 p.m.
Rodney Recreation Centre
135 Queens Line
Rodney, ON

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

Staff Present: Terri Towstiuc, Manager of Community Services/Clerk
Robin Greenall, Chief Administrative Officer
Dave Charron, Manager of Infrastructure & Development
Evan McKinstry, Jr. Planner, County of Elgin
Emma Nilsson, Manager of Corporate Services/Treasurer

Council Meetings are temporarily held in-person at 135 Queen Street, Rodney (Recreation Centre), 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 4:00pm.

2. Adoption of Agenda

Resolution No. 2026- 167

Moved: Councillor Denning

Seconded: Councillor Statham

That West Elgin Council allow late amendment(s) to the agenda, including a reorder of agenda items (Zoning Amendment Application) and addition a Zoning Amendment By-law.

Carried

Resolution No. 2026- 168

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

3. Disclosure of Pecuniary Interest and General Nature Thereof

3.1 Councillor Sousa - Community Services & Clerks

Member of Roots & Revival Festival

3.2 Councillor Sousa - Root & Revival, Subsequent Requests

Member of Roots & Revival Festival.

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

Refer to Committee of Adjustment Agenda.

Resolution No. 2026- 169

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

5. Public Meeting, Zoning Amendment Application, 191 Furnival Road

Resolution No. 2026- 170

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby moved into a Public Meeting, pursuant to the *Planning Act*.

Carried

5.1 Planners Report

5.1.1 D 14 07-2026 191 Furnival Road

Resolution No. 2026- 171

Moved: Councillor Sousa

Seconded: Councillor Statham

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).

Carried

5.1.2 Landowner or Public Comment

No comment.

5.1.3 Council Comment

Council asked questions regarding the old buildings and property lines cutting through the building. Evan McKinstry, Jr. Planner, advised that the building and overlapping of the lot lines will be rectified once a site plan application has been submitted.

5.1.4 Adjournment of Public Meeting, Zoning Amendment

Resolution No. 2026- 172

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council adjourn the Public Meeting and reconvene to Regular Council.

Carried

6. Delegations and Presentation

6.1 Liz Wright, Canada Cartage Courier Services

Liz Wright, Canada Cartage Courier Services addressed Council on the ongoing challenges being faced with deliveries to the Rodney Market and advised of potential solutions.

6.2 John Kirby Law Office Re: Rodney Market

Mr. Kirby cancelled delegation due to deferral of final report and decision.

6.3 Tim Blain, Neighbouring Resident

Tim Blain reviewed the ongoing issues with deliveries at the Rodney Market, and the concerns for his property as well municipal property. Mr. Blain provided Council with images taken of the challenges being experienced deliveries to the alleyway.

7. Adoption of Minutes

Resolution No. 2026- 173

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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

Carried

8. Business Arising from Minutes

None.

9. Staff Reports

9.1 Municipal Drains

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

Resolution No. 2026- 174

Moved: Councillor Denning

Seconded: Councillor Sousa

That 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*.

Carried

9.2 Infrastructure & Development

9.2.1 Asset Management Plan 2024-2026

Resolution No. 2026- 175

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

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.

Carried

9.2.2 Chief Administrative Officer

Resolution No. 2026- 176

Moved: Deputy Mayor Tellier

Seconded: Councillor Denning

That West Elgin Council hereby move CAO report titled "*Permitted Use of and Alleyway in the Commercial Centre of Rodney*" ahead, to accommodate public attendance.

Carried

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

Resolution No. 2026- 177

Moved: Deputy Mayor Tellier
Seconded: Councillor Denning

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

Carried

9.2.3 Line Painting Contract 2026

Resolution No. 2026- 178

Moved: Councillor Sousa
Seconded: Councillor Statham

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.

Carried

9.2.4 Parking By-law

Resolution No. 2026- 179

Moved: Deputy Mayor Tellier
Seconded: Councillor Sousa

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.

Carried

9.2.5 Water Meter Reading Support Provider

Resolution No. 2026- 180

Moved: Councillor Statham

Seconded: Councillor Sousa

That West Elgin Council hereby receives the report from D. Charron Manager of Infrastructure and Development titled: Water Service Meter Reading 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.

Carried

9.3 Community Services & Clerks

Councillor Sousa declared a conflict on this item. (Member of Roots & Revival Festival)

9.3.1 2026 Community Grants, Outstanding Approvals

Resolution No. 2026- 181

Moved: Councillor Statham

Seconded: Councillor Denning

That West Elgin Council hereby receives the report from Terri Towstiuc, 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.

Carried

9.3.2 Root & Revival, Subsequent Requests

Councillor Sousa declared a conflict on this item. (Member of Roots & Revival Festival.)

Resolution No. 2026- 182

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receive the report from Terri Towstiuc, 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).

Carried

9.3.3 Pool Fees and Cost Recovery, Subsequent Report

Resolution No. 2026- 183

Moved: Councillor Statham

Seconded: Deputy Mayor Tellier

That West Elgin Council hereby receives the Pool Pricing and Cost Recovery report from Terri Towstic, 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.

Carried

9.4 Corporate Services & Finance

9.4.1 2025 Annual Treasurer's Statement

Resolution No. 2026- 184

Moved: Councillor Denning

Seconded: Councillor Statham

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.

Carried

10. Board or Committee of Council Reports or Updates

Deputy Mayor Tellier advised Council of the events that will occur on the July 1st, Canada Day Celebrations at the Rodney Pool and Miller Park, West Lorne.

11. Notice of Motion

None presented prior to meeting.

12. Council Inquires/Announcements

Deputy Mayor Tellier mentioned the possibility of recognizing local Doctors, nurses or EMS at the annual Volunteer Recognition Event.

13. Correspondence

Resolution No. 2026- 185

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

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

Carried

- 13.1 County of Elgin
 - 13.1.1 County Council Minutes - May 12
 - 13.1.2 Committee of the Whole Minutes, May 12
 - 13.1.3 County Council Minutes, May 26
 - 13.1.4 Committee of the Whole Minutes, May 26
 - 13.1.5 County Council Highlights, June 9
- 13.2 Municipal Resolutions & Correspondence
 - 13.2.1 Petawawa Re: Sustainable Funding for Fire Services
 - 13.2.2 Plympton-Wyoming Re: Sustainable Funding for Fire Services
 - 13.2.3 Prince Edward County Re: Sustainable Funding for Public Health Units
 - 13.2.4 Letter from Plympton-Wyoming Re: Canada- Ontario Development Charge Reduction Program (DCRP)
- 13.3 OPP Annual Report
- 13.4 Letter from Ministry of Natural Resources Re: Updated to Aggregates Resource Act

14. Items Requiring Council Consideration

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

Resolution No. 2026- 186

Moved: Councillor Sousa

Seconded: Councillor Denning

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.

Carried

15. 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

16. By-Laws

16.1 By-law 2026-42, Parking By-law Amendments

Resolution No. 2026- 187

Moved: Councillor Sousa

Seconded: Councillor Statham

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.

Carried

16.2 By-law 2026-43, Water and Wastewater Rates

Resolution No. 2026- 188

Moved: Councillor Statham

Seconded: Councillor Denning

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.

Carried

16.3 By-law 2026-40, Zoning Amendment, 191 Furnival Road

Resolution No. 2026- 189

Moved: Deputy Mayor Tellier

Seconded: Councillor Sousa

That By-law 2026-40, Being a By-Law to Amend the Municipality of West Elgin Comprehensive Zoning By-Law No. 2015-36 for 191 Furnival Road, be read a first, second and third and final time.

Carried

17. Confirming By-Law

Resolution No. 2026- 190

Moved: Councillor Denning

Seconded: Councillor Statham

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.

Carried

18. Adjournment

Resolution No. 2026- 191

Moved: Councillor Sousa

Seconded: Deputy Mayor Tellier

That the Council of the Municipality of West Elgin hereby adjourn at 5:48pm, to meet again at 4:00pm, on July 16, 2026, or at the call of the Chair.

Carried

Richard Leatham, Mayor

Terri Towstiuc, Clerk



Staff Report

Report To: Council Meeting
From: Corey Pemberton, Chief Building Official
Date: 2026-07-16
Subject: Building Department Summary Report – April to June 2026

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with a summary of Building Department activities from April to June 2026

Background:

Please see attached Summary Report.

Respectfully submitted by,

Corey Pemberton, CBO

 MUNICIPALITY OF West Elgin				Municipality of West Elgin			
				Permit Comparison Summary			
				Issued For Period January-March 2026			
Current Year to Date 2026				Previous Year to Date 2025			
PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION	PERMIT CATEGORY	PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	10	2,866	191,500	Accessory structures	9	2,267	460,500
Agricultural	6	9,010	1,398,000	Agricultural	3	6,740	800,000
Change of Use				Change of Use			
Commercial	3	13,411	942,576	Commercial			
Demolition	5	860	75,000	Demolition	6	850	45,000
Heating	1		750,000	Heating			
Industrial Building	1	1,600	110,000	Industrial Building	1	466	45,000
institutional Building				institutional Building	2	32,920	2,550,000
Miscellaneous	3	4,155	358,162	Miscellaneous			
Plumbing	5	840	24,500	Plumbing			
Pools	1	170	3,500	Pools	2	340	3,000
Residential Building	7	24,085	2,944,800	Residential Building	29	86,388	13,423,116
Sewage System	6	3,220	108,000	Sewage system	13	6,840	238,700
Signs				Signs			
Combined Use				Combined Use			
TOTAL	48	60,217	6,906,038	TOTAL	65	136,811	17,565,316

Current Year 2026				Previous Year 2025			
TOTAL PERMIT ISSUED		48			65		
TOTAL DWELLING UNITS CREATED		6			32		
TOTAL PERMIT VALUE		6,906,038			17,565,316		
TOTAL PERMIT FEE		60,217			136,811		
TOTAL INSPECTION COMPLETED(YTD)		416			447		

April to June 2025 Compared to April to June 2026							
Current Year 2026				Previous Year 2025			
	PERMIT COUNT	FEE	COST OF CONSTRUCTION		PERMIT COUNT	FEE	COST OF CONSTRUCTION
Accessory structures	7	1,872	127,500	Accessory structures	5	1,094	74,500
Agricultural	4	7,814	768,000	Agricultural	1	6,220	600,000
Change of Use				Change of Use			
Commercial		4,200		Commercial			
Demolition	4	690	50,000	Demolition	3	340	25,000
Heating				Heating			
Industrial Building				Industrial Building			
institutional Building				institutional Building	1	420	50,000
Miscellaneous	1	3,900	300,000	Miscellaneous			
Plumbing	4	840	9,500	Plumbing			
Pools	1	170	3,500	Pools	2	340	3,000
Residential Building	5	18,704	2,194,800	Residential Building	16	57,617	9,012,300
Sewage System	5	2,650	88,000	Sewage System	9	4,560	182,200
Signs				Signs			
Combine Use				Combined Use			
TOTAL	31	40,840	3,541,300	TOTAL	37	70,591	9,947,000



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2026-07-16
Subject: Quarterly Report for April-June 2026

Recommendation:

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

Purpose:

To provide Council with an update on fire department second quarter activities (April-June 2026).

Background:

Emergency Responses

A total of 42 incidents were responded to. The Totals by Type report has been included.

Training & Meetings

Department topics included forcible entry, ventilation, hose deployment, pump ops, and incident preplanning. An acquired structure was utilized for various topics.

Members attended NFPA 1002 Pumper Operations, and NFPA 1006 Auto Extrication, Commercial Cooking Systems Inspections course, and a Hazardous Materials Operations refresher.

Members received Provincial Certification in NFPA 1001 Firefighter, NFPA 1002 Pumper Operations, NFPA 1006 Auto Extrication, NFPA 1021 Fire Officer, NFPA 1035 Public Information Officer, NFPA 1041 Fire Instructor, and NFPA 1521 Incident Safety Officer, and NFPA 1072 Hazardous Materials.

An officers meeting was held to discuss operations, budget, and staffing items.

The Fire Chief attended County Chiefs, County fire prevention and mutual aid meetings.

Fire Prevention and Public Relations

Attended public education events including Fly a Kite Day with Kiwanis Club, and Community Reads Program at Aldborough Public School.

Conducted an “After the Fire” door to door campaign in the Rodney area.

Several school visits were made, covering various fire safety topics.

The fire safety colouring contest for school student winners were recognized and had their artwork installed on compartment doors on each station’s pumper.

Members assisted with the Optimist Mother’s Day Race, on the day of the event, clean up prior to, and participation in the event.

Other Activities/Information

Capital Project – Tanker – final inspection was completed in May, with delivery in mid-June. A ceremony was held on July 1st, and the tanker went into service shortly afterwards.

Recruitment - Two 2025 recruits have graduated from the Elgin Middlesex Regional Fire School’s NFPA 1001 Firefighter Recruit Class.

The 2026 recruitment has been posted, with interviews planned for July.

CRA - A Community Risk Assessment (CRA) is underway. A CRA is required under Ontario Regulation 378/18 to be completed every five years for municipalities and fire departments to identify, analyze, and prioritize public safety risks to make informed decisions on fire protection services.

Grants/Funding - A submission for Year 2 of the Provincial Fire Protection Grant was approved, for ventilated bunker gear rooms at each station was approved. Staff are currently gathering quotes for this project.

Agreements - The County Fire Chiefs are discussing options regarding Hazardous Materials response agreements, as there are currently no formal agreements within Elgin County. A draft agreement has been created and sent to County Legal for review, with an expectation for it to come to Council for approval in late summer.

Apparatus & Equipment – ongoing routine maintenance including MTO annual safeties. Annual pump and ladder testing was completed.

Financial Implications:

There are no financial implications associated with this report.

Policies/Legislation:

None.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by:

Jeff McArthur,
Fire Chief

Report Approval Details

Document Title:	Monthly Activity Report - April-June 2026 - 2026-07-Fire.docx
Attachments:	- Totals by Type Apr-Jun 2026.pdf
Final Approval Date:	Jul 10, 2026

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

Robin Greenall



Municipality of West Elgin Fire Department

22413 Hoskin Line

Rodney ON N0L 2C0

PH : 519-785-0560 FAX : 519-785-0644

Page 1 of 1

Date

Jul 6 26

Totals by Type From Apr 1 26 to Jun 30 26

Response Type	# of Incidents	% of total	Staff Hours	Average # of Responding Personnel	Average Response Time
01 Fire	6	14.29	241 h 40m	14.5	12:18
03 NO LOSS OUTDOOR fire (se...	4	9.52	68 h 2m	8.8	11:56
21 Overheat (no fire, e.g. engines,...	2	4.76	13 h 6m	8.0	14:54
32 Alarm System Equipment - Ac...	1	2.38	1 h 36m	4.0	08:19
36 Authorized controlled burning...	4	9.52	18 h 3m	5.0	09:23
37 CO false alarm - perceived em...	1	2.38	7 h 43m	9.0	13:19
50 Power Lines Down/Arcing	2	4.76	36 h 7m	8.0	16:00
59 Other Public Hazard	1	2.38	27 h 58m	12.0	09:26
61 Vehicle Extrication	1	2.38	20 h 16m	13.0	10:52
62 Vehicle Collision	2	4.76	24 h 10m	8.5	07:39
698 Rescue no action required	2	4.76	7 h 51m	3.5	17:33
702 CPR administered	1	2.38	5 h 30m	6.0	11:42
73 Seizure	1	2.38	5 h 52m	6.0	06:50
85 Vital signs absent, DOA	3	7.14	20 h 39m	7.3	06:23
86 Alcohol or drug related	2	4.76	7 h 6m	6.5	08:07
898 Medical/resuscitator call no ac...	3	7.14	4 h 28m	3.7	08:36
89 Other Medical/Resuscitator Call	1	2.38	1 h 42m	3.0	09:34
96 Call cancelled on route	3	7.14	0 h 0m	0.0	
97 Incident not found	1	2.38	3 h 36m	6.0	
98 Assistance not required by oth...	1	2.38	0 h 0m	0.0	
Total Number of Responses	42		515h 25m	7.2	10:53



Staff Report

Report To: Council Meeting
From: Jeff McArthur, Fire Chief
Date: 2026-07-16
Subject: Automatic Aid Agreement – Southwest Middlesex

Recommendation:

That West Elgin Council hereby receives the report from Jeff McArthur, Fire Chief; and

That West Elgin Council authorize the signing of the Automatic Aid Agreement with the Municipality of Southwest Middlesex.

Purpose:

To provide Council with the proposed agreement with the Municipality of Southwest Middlesex and to seek approval.

Background:

In 2021, Council received a report from Jeff McArthur, Fire Chief, and provided direction to staff to draft an agreement with Southwest Middlesex (SWM) for automatic aid coverage for an area around Wardsville, which would include the Beattie Manor Retirement Residence.

Beattie Manor Retirement Residence is a residential care facility and is deemed by the Office of the Fire Marshal to be a vulnerable occupancy, as per the provincial registry. It is a 34-bedroom facility, with approximately half of the residence requiring assistance. In the event of a fire, an automatic response from the Wardsville Station would allow for quicker initial fire suppression and resident evacuation, vital steps to preserve life safety.

Based on information obtained by staff in 2021, prior to amalgamation there was a Fire Board Agreement which included fire coverage of a portion of Aldborough Township was covered by the Wardsville Fire Department, which included Beattie Manor. This agreement was presumably based on fire station locations. This agreement ended at the time of amalgamation.

An area at the north end of Graham Road has been added to this agreement, based on response times, and to match a similar agreement that Dutton Dunwich in their respective response area.

The Fire Chiefs of WEFD and SWM have recently met regarding this agreement and continue to agree that there are benefits for the residents in the applicable areas, based on closest station response times, for the following incident types: fires, alarms sounding, MVCs, and medicals.

It is expected that that SWM Council will approve this agreement, at an upcoming meeting. The proposed agreement and mapping have been included with this report.

The two fire departments plan to conduct joint training this summer.

Financial Implications:

The proposed costs refer to current Ministry of Transportation rates, which are commonly used in these types of agreements. The expected frequency of calls that would utilize this automatic aid agreement are expected to be relatively low and would be partially offset by not requiring both West Elgin Stations to respond to every incident in the applicable areas.

Respectfully Submitted by,

Jeff McArthur, Fire Chief

Report Approval Details

Document Title:	Automatic Aid Agreement - Southwest Middlesex - 2026-05-Fire.docx
Attachments:	- Draft Auto Aid WEFD-SWM July 2026.pdf - Southwest Middlesex Auto Aid Area July 2026.pdf
Final Approval Date:	Jul 10, 2026

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

Robin Greenall

THIS AGREEMENT made this day of , 2026

BETWEEN

THE CORPORATION OF THE MUNICIPALITY OF SOUTHWEST MIDDLESEX
(Hereinafter referred to as Southwest Middlesex)
OF THE FIRST PART

- and -

THE MUNICIPALITY OF WEST ELGIN
(Hereinafter referred to as West Elgin)
OF THE SECOND PART

RECITALS WHEREAS

1. Southwest Middlesex owns, operates, and maintains fire stations in Glencoe and Wardsville, a Fire Service and the required fire vehicles and equipment to provide fire and emergency services for its residents.
2. West Elgin has requested Southwest Middlesex to extend the fire service, for automatic aid, from the Southwest Middlesex Fire Department to West Elgin and those residents of West Elgin as outlined in Appendix A.
3. Sections 19 and 20 of the Municipal Act 2001, S.O. 2001, Chapter 25 and amendments thereto, authorizes municipalities to enter into agreements with one or more municipalities to jointly provide, for their joint benefit, any matter which all of them have the power to provide within their own business.
4. Subsection 1(4) of the Fire Protection and Prevention Act, 1997, S.O. 1997, c. 4 provides that, for the purposes of that Act, an Automatic Aid Agreement means any agreement under which:
 - a. A municipality agrees to ensure the provision of an initial response, to, among other things, fires that may occur in a part of another municipality where a fire department in the first municipality is capable of responding more quickly than any fire department situated in the second municipality;
 - or
 - b. A municipality agrees to ensure the provision of a supplemental response to, among other things, fires that may occur in a part of another municipality where the fire department situated in that first municipality is capable of providing the quickest supplemental response to, among other things, fires occurring in the part of the other municipality;

- 5 There is an area within the territorial limits of West Elgin which Southwest Middlesex has capability to respond quicker than West Elgin, and therefore provide beneficial service for certain incident types, than West Elgin, as outlined in Appendixes A & B.
- 6 The parties wish to enter into this agreement to define the responsibilities and duties of each of the parties in respect to the extension of fire services as aforesaid by Southwest Middlesex to West Elgin.

NOW THEREFORE, in consideration of the premises, the mutual covenants hereinafter contained, and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged by the parties hereto, the parties hereto agree as follows:

1. INTENT

Southwest Middlesex hereby agrees to the best of its ability to provide fire protection services, as agreed to, upon receiving a request from West Elgin.

2. TERM

2.1 Term:

The term of this Agreement shall be for an initial period commencing with the execution of this Agreement and ending on December 31, 2030, and shall be renewed automatically for successive one-year terms, subject at all times to the termination rights provided in subsection 2.2 below. This Agreement will be reviewed, on a regular basis, by the Fire Chiefs for Southwest Middlesex and West Elgin.

2.2 Termination:

This Agreement may be terminated by either party on one hundred eight (180) days' notice, in writing, to the other.

3. AUTOMATIC AID RESPONSE

3.1 Automatic Aid Response:

Upon report of an Incident, Southwest Middlesex shall be dispatched to and shall attend at the scene of such Incident and, further thereto, as Automatic Aid Response, Southwest Middlesex shall provide Initial Response Services in respect of such Incident.

- 3.2 An Automatic Aid Response for the Incident Types, as outlined in Appendix B, shall include the following:

- For Fires, Motor Vehicle Collisions, and Alarms Sounding: Up to a maximum of three (3) fire apparatus.
 - Medical Emergencies: A maximum of one (1) fire apparatus.
- 3.3 Southwest Middlesex shall provide adequate fire and rescue equipment and NFPA 1001 certified firefighting personnel to the Incident Types as outlined in Appendix A for the identified Automatic Aid Response areas as outlined in Appendix B of this Agreement.
- 3.4 The ability of Southwest Middlesex to provide Automatic Aid response and the number of vehicles and personnel provided shall be limited by the extent to which firefighting vehicles, apparatus, and personnel are available in the sole discretion of the Southwest Middlesex Fire Chief, or designate.
- 3.5 Upon report of an Incident, West Elgin shall also be dispatched to and shall attend at the scene of any Incident to which Southwest Middlesex is providing Automatic Aid Response Services.
- 3.6 Upon arrival at the scene of an Incident at which Southwest Middlesex has attended in Automatic Aid Response, a designated member from West Elgin, may assume responsibility for Incident Command and co-ordination of operations in respect of such Incident. The parties hereto agree that all personnel of both Southwest Middlesex and West Elgin shall co-operate one with the other to ensure a safe and transparent transition of command and associated firefighting apparatus, equipment and personnel, at an appropriate time.

4. CHARGES FOR AUTOMATIC AID RESPONSE

- 4.1 West Elgin shall pay to Southwest Middlesex the charges for provision of Automatic Aid Response, as described in this Agreement
- 4.2 It is agreed and understood that:
- 4.2.1 Each Automatic Aid Response by Southwest Middlesex shall be deemed to be for a minimum of one (1) hour in duration, for invoicing purposes.
- 4.2.2 West Elgin agrees to reimburse Southwest Middlesex, payment at the current MTO rate for fire response, per full size apparatus or auxiliary vehicle.
- 4.2.3 On or before January 31 of each year during the term of this Agreement, Southwest Middlesex shall send an invoice to West Elgin for Automatic Aid Response Services rendered pursuant to his Agreement between January 1 and December 31 of the previous year, and West Elgin agrees to provide payment within 30 days.

5.1.0 Save for as otherwise described in this Agreement, each of the parties to this Agreement shall indemnify each of the other parties and hold them harmless in regard to any injury to personnel or damage to equipment that may result from the services being provided under this Agreement, save and except injury or damage that may result from the negligence on the part of the parties.

5.1.1 Each of the parties to this Agreement shall have in place adequate liability insurance for the services which are the subject of this Agreement.

Any notice required to be given by either party to the other shall be sufficiently given and sent by electronic mail, or mailed to the other at:

The Corporation of the Municipality of West Elgin
22413 Hoskins Line
Rodney, Ontario
N0L 2C0

IN WITNESS WHEREOF the parties hereto have affixed their respective corporate seals and attested by the hands of their respective officers, duly authorized in that regard, on the date first written above.

In the presence of

) _____
)
)
) Mayor _____
)
)
)
) _____
) Clerk
)
)
) Date _____
) The Corporation of the Municipality
) of West Elgin
)

) _____
Mayor
)
)
)
) _____
Clerk

Date _____

DRAFT

APPENDIX A

AUTOMATIC RESPONSE AREA

Southwest Middlesex shall provide Automatic Aid Response in West Elgin to the incident types specified in Appendix B, in the locations as follows:

From the Wardsville Station:

- Morrison Road, from the Thames River to Johnston Line
- Beattie Line, from Furnival Road to Linden Road
- Gibb Line, from Furnival Road to Linden Road

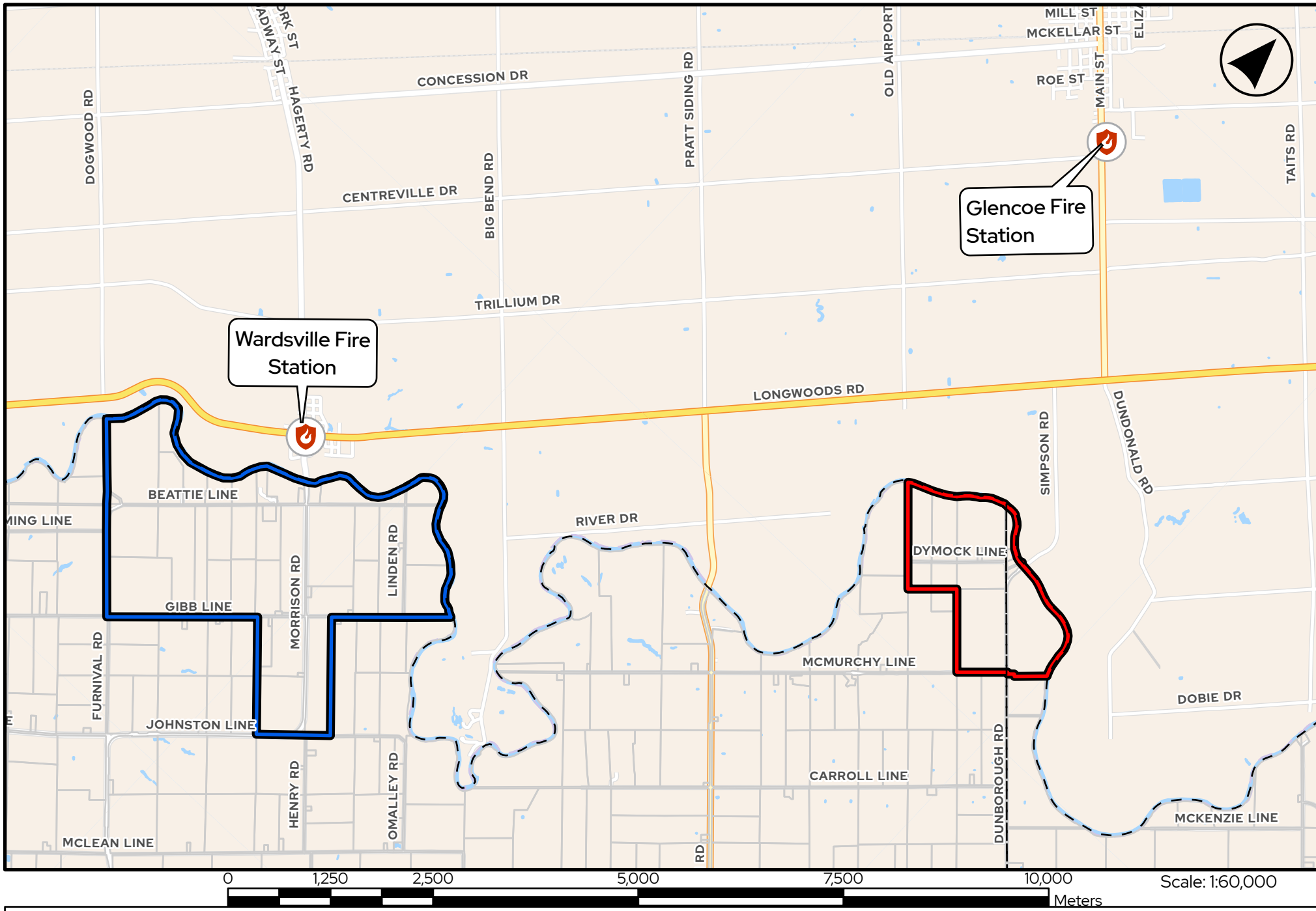
From the Glencoe Station:

- Dymock Line, all addresses.
- Dunborough Road, north of McMurchy Line

APPENDIX B

INCIDENT TYPES

- Fires: structure and vehicle
- Alarms Sounding
- Motor Vehicle Collisions
- Medical Emergencies, in accordance to West Elgin's Tiered Response Agreement.



Automatic Aid Area

West Elgin-Southwest Middlesex

-  Fire Station Location
-  Glencoe Auto Aid Area
-  Wardsville Auto Aid Area



Staff Report

Report To: Council Meeting
From: Dave Charron, Manager of Infrastructure & Development
Date: 2026-07-16
Subject: Quarterly Report April 1st – June 30th

Recommendation:

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

Purpose:

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

Background:

Throughout the first quarter of 2026, the Infrastructure & Development Department was responsible for the delivery of essential municipal services including roads, winter control, landfill operations, water and wastewater services, parks support, and capital infrastructure delivery. This report consolidates the operations for the 2nd quarter months of the year.

1. Public Works & Roads Operations

Routine Operations

Throughout the second quarter major activities completed include:

- The annual gravel placement and dust suppressant (brine) program progressed with only one concession remaining for completion.
- Roadside vegetation spraying was completed on municipal roads, along with guardrail spraying on Elgin County roads.
- Completed ditching improvements on Pioneer Line at Furnivall Road to improve roadside drainage.
- Continued regular recycling depot and landfill operations to provide uninterrupted service to residents.
- Completed culvert maintenance on Hoskins Line.
- Performed roadside mowing operations on both municipal and County roads throughout the Municipality.
- Completed intersection sweeping to improve roadway visibility and safety.

- Responded to several storm events, completing debris removal and roadway clean-up to restore safe travel conditions.
- Continued pothole repairs throughout the municipal road network.
- Replaced regulatory and warning signs identified through the 2025 road sign inspection audit.
- Completed the annual bridge washing program.
- Completed shouldering operations on County roads in partnership with Elgin County.
- Assisted the Parks and Recreation, Utilities, Drainage, and Port Glasgow Trailer Park departments with various operational and maintenance activities throughout the quarter.
- Repaired numerous sinkholes and roadway deficiencies resulting from previous NFTC work, including repairs on Downie Line.
- Completed ditch enclosure work on Mackillop Road and Warwick Line.
- Coordinated with contractors to remove hazardous and dead trees located within municipal road allowances.
- Repaired and replaced damaged guardrail sections to maintain roadway safety.
- Performed ongoing preventative maintenance and repairs on the municipal fleet and equipment to maximize operational readiness.
- Completed a culvert replacement on McMurchy Line.
- Cleaned catch basin lids on multiple occasions throughout the spring to maintain stormwater drainage during heavy rainfall events.
- Successfully completed the annual spring street sweeping program.

These activities support Council's objective of maintaining safe, reliable, and well-maintained municipal infrastructure while extending the useful life of existing assets.

2. Utilities (Water Services)

Routine Utilities Operations

Key activities completed include:

- Repaired a fire hydrant on Furnivall Road to maintain fire protection and system reliability.
- Completed a water valve repair on Gilbert Street in West Lorne to improve system operation.
- Repaired water service leaks on Padfield Lane and Graham Road, restoring service and minimizing water loss.
- Completed the scheduled May water meter readings and required re-reads to ensure accurate utility billing.
- Repaired a 4-inch watermain on Hoskins Line to restore service and maintain distribution system integrity.
- Coordinated the septic system pump-out at the Municipal Office as part of routine facility maintenance.
- A new 1-inch water service was installed on Ridout Street.

- Installed a new 2-inch water service on Thomson Line.
- Continued to complete utility locates, customer meter readings, building maintenance, and numerous daily operational responsibilities.
- Assisted other municipal departments with infrastructure maintenance and operational support as required.

The Utilities Division remains committed to maintaining the delivery of dependable water and wastewater services while responding efficiently to operational and customer needs.

3. Capital Projects & Major Initiatives

Planning, Design, and Procurement

- Rodney Park Playground Construction install just awaiting grading and rubber surface.
- Design work for major stormwater and infrastructure projects
- Design review for Walker Road and Finney Street
- Construction of both West Lorne Library and Port Glasgow Trailer Park facilities
- Rodney Wastewater treatment plant work construction
- Garbage Collection RFP and award at Council
- Old Townhall RFP out to bids

4. Development

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

Financial Implications:

None

Policies/Legislation:

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Dave Charron
Manager, Infrastructure and Development

Reviewed By:
Robin Greenall, Chief Administrative Officer

Report Approval Details

Document Title:	Second Quarter Report April - June - 2026-28-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jul 10, 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: 2026-07-16
Subject: West Lorne Crosswalk Update

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with the results of a pedestrian crossing warrant assessment completed on Main Street (County Road 2) between Monroe Street and the pedestrian connection to Tim Hortons, and to identify potential short-term and long-term improvements to enhance pedestrian safety.

Background:

The Municipality has received requests from residents regarding the installation of a pedestrian crossover (PXO) in the village of West Lorne, the busiest street in the town is Graham Road which is a County of Elgin Road.

To evaluate the request, the County of Elgin staff completed a pedestrian crossing study in accordance with the Ontario Traffic Manual (OTM) Book 15 – Pedestrian Crossing Treatments. The assessment was scheduled while local schools remained in session to ensure the study captured anticipated student pedestrian activity, particularly during the afternoon dismissal period.

The study was undertaken during the afternoon peak traffic period, which also corresponds with the highest vehicle volumes on the corridor and therefore provides the most representative conditions for evaluating the warrant.

The pedestrian crossing study was completed on:

Date: Tuesday, May 26, 2026

Study Period: 1:00 p.m. – 5:00 p.m.

Location: Main Street (County Road 2), between Monroe Street and the pedestrian connection to Tim Hortons (approximately 40 meters)

Pedestrian Counts - During the four-hour study period, staff observed:

4 adult pedestrians

2 assisted crossings (children under 12 years of age)

In accordance with OTM Book 15, assisted crossings are weighted as two equivalent pedestrians each, resulting in:

Total Equivalent Pedestrians: 8

The observed pedestrian volume is substantially below the minimum pedestrian volumes required to warrant installation of a Pedestrian Crossover (PXO).

Vehicle Volumes - Elgin County's 2026 traffic count data indicated:

Peak four-hour traffic period: 2:00 p.m. to 6:00 p.m.

Total vehicles during peak period: 906

Heavy vehicles: 6.4%

The study period was intentionally selected to coincide with the peak traffic period, ensuring both pedestrian and vehicular conditions represented the busiest operating period.

Potential improvements include:

- Replacement of existing sidewalk curb ramps to meet current accessibility standards. Installation of tactile walking surface indicators (tactile plates).
- Replacement of existing pavement markings with high-visibility ladder-style crosswalk markings on the north and south legs of the intersection.

These improvements would enhance pedestrian accessibility while maintaining consistency with current traffic control standards.

Elgin County has identified the reconstruction of Main Street (County Road 2) as a future capital project, with engineering currently anticipated in 2027 and construction tentatively planned for 2029, subject to County Council approval.

As part of that assignment, the County has advised that a comprehensive traffic engineering review will be completed, including an evaluation of traffic signal warrants, pedestrian facilities, accessibility requirements, and other intersection improvements. This project will provide an appropriate opportunity to review long-term pedestrian needs based on updated traffic volumes and future development.

Financial Implications:

none

Policies/Legislation:

[Ontario Traffic Manual \(OTM\) Book 15](#)

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Dave Charron
Manager, Infrastructure & Development

Report Approval Details

Document Title:	West Lorne Crosswalk Update - 2026-30-Infrastructure Development.docx
Attachments:	
Final Approval Date:	Jul 10, 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: 2026-07-16

Subject: Rodney Park Playground Equipment

Recommendation:

That West Elgin Council hereby receives the Rodney Park Playground Equipment report from D. Charron Manager of Infrastructure & Development for information purposes, and

That West Elgin Council directs staff to proceed with the removal of the existing playground equipment.

Purpose:

The purpose of this report is to present Council with information regarding the existing playground equipment, which is approaching the end of its serviceable life, and to facilitate discussion on its future. As the installation of the new playground is underway, community concerns have been raised regarding the removal and disposal of the older equipment to ensure the park provides a safe, functional, and cohesive recreational space for the community.

Background:

Through the support of a Trillium Grant and generous community donations, the Municipality has supported the Rodney Park Committee to undertake the installation of a new, modern playground to enhance recreational opportunities for residents and visitors. The project represents a significant investment in the community by providing an accessible, inclusive, and contemporary play space that better meets the needs of families.

As identified in the February 2025 Report to Council, the existing playground equipment was recommended to be disassembled and removed which was planned to do upon completion of the new playground installation. With the addition of the new playground, the existing equipment is no longer of the same vintage or design standard as the newly installed play structure as it was installed in 2001. The older equipment has also reached the end of its expected service life, exhibiting deterioration due to age, weather exposure, and normal wear. While the equipment has provided many years of service to the community, continued investment in maintaining the aging structure is no longer considered cost-effective.

The existing playground requires annual inspections to remain compliant with applicable playground safety standards. These inspections cost in excess of \$2,000 annually, excluding any required repairs. Repair costs vary depending on the condition of the equipment and replacement parts required, typically ranging from approximately \$100 to \$2,000 per repair. These costs do not include Municipal staff time associated with maintenance, repairs, or administration.

The new playground equipment will be completed shortly, and the removal of the existing playground will complete the transition to a safer, more functional, and visually cohesive park while eliminating the ongoing inspection and maintenance costs associated with the aging equipment.

Condition Assessment

As part of the Municipality's ongoing asset management and park maintenance program, the existing playground equipment has been routinely inspected to ensure it remains safe for public use. A recent condition assessment was completed on the older children's swing set located within the original playground area. While the assessment identified only minor deficiencies with the swing structure itself, it noted that the existing fall zone and impact-absorbing surfacing (drop material) do not meet current playground safety standards and will need to be addressed in future years. In order for the swing area to meet compliance, it requires modifications to the fall zone and surfacing, resulting in additional costs.

Given Council's previous direction in the February 2025 report to remove the existing playground equipment following the completion of the new playground, it was not considered prudent to invest additional funds to upgrade the swing area to current standards. The condition assessment also confirmed that the remaining playground equipment continues to exhibit deterioration associated with age, weather exposure, and normal wear.

Although maintenance and repairs have been completed over the years to extend the useful life of the existing playground equipment, continued investment in aging infrastructure, including upgrades required to meet current safety standards, is not considered a cost-effective long-term solution. The condition assessment identified that a decision is required regarding the remaining older playground equipment following the completion of the new playground. Removing the aging equipment will eliminate ongoing inspection, maintenance, and regulatory compliance costs while providing the community with a modern, accessible, and standards-compliant play facility.

Recommendation:

Administration recommends that older playground equipment, including the swings be removed to reduce ongoing costs associated with annual inspections, refurbishment or replacement of aging parts, and ground maintenance to comply with safety standards.

Alternatively, Council may consider directing staff to investigate quotes to repair and maintain the older children's swing set. If Council wishes to proceed with the maintenance of the swing equipment, funding would be an additional expense above the 2026 budget.

Alternatively, Council may consider directing staff to investigate quotes to repair and maintain the older playground equipment. If Council wishes to proceed with the maintenance of the equipment, funding would be an additional expense above the 2026 budget.

Financial Implications:

Financial implication will be dependent on Council direction. Additional equipment will increase the cost of annual inspections, and ongoing maintenance requirements.

Policies/Legislation:

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☒ To improve West Elgin's infrastructure to support long-term growth.	☒ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☐ To enhance communication with residents.

Respectfully submitted by,

Dave Charron
Manager, Infrastructure & Development

Report Approval Details

Document Title:	Rodney Park Playground Equipment - 2026-29-Infrastructure Development.docx
Attachments:	- Trillium Grant Application Approval - 2025-04-Corporate Services Finance.docx
Final Approval Date:	Jul 14, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Magda Badura, Manager of Corporate Services (Treasurer)
Date: 2025-02-27
Subject: Ontario Trillium Grant Application Approval

Recommendation:

That the West Elgin Council receives the report from M. Badura, Manager of Corporate Services – Treasurer, for information; and

That the West Elgin Council approves the submission of an Ontario Trillium Foundation (OTF) grant application for the purchase and installation of accessible playground equipment in Rodney.

Purpose:

The purpose of this report is to provide the Council with an overview of the Ontario Trillium Foundation's grant opportunity and to seek approval for submitting a grant application to support the purchase and installation of accessible playground equipment in Rodney.

Background:

The Ontario Trillium Foundation provides funding to municipalities and non-profits to improve community spaces through renovations, equipment purchases, and accessibility enhancements.

To qualify, projects must meet at least one of the following criteria:

- Expand access to a service or program.
- Extend the lifespan of a facility or space.
- Improve accessibility for the community.

Grants range from \$10,000 to \$200,000, with applications open from February 5 to March 5, 2025. Given that municipal applications have a greater chance of success compared to applications submitted by committees or service groups, staff recommend that the Municipality apply for this funding in partnership with the Park Revitalization Committee.

Over the past several months, municipal staff have collaborated with the Park Revitalization Committee to develop project plans, gather documentation, and finalize site selection for the new playground.

The proposed location for the new accessible playground equipment is south of the pool in Rodney. This site was chosen to minimize costs associated with creating an accessible pathway while ensuring proximity to existing recreational facilities. The location meets zoning and safety requirements and provides ample space for the new equipment.

Upon securing funding, the following site preparation activities will be required:

- Removal of existing structures – Old playground equipment will be disassembled and removed.
- Groundwork and leveling – The area will be graded to ensure proper drainage.
- Installation of safety surfacing – Options include rubber mulch or poured rubber.
- Playground equipment installation – Ensuring compliance with accessibility standards.
- Additional features – Pathways, benches, and signage will be installed to enhance usability.

The community has shown incredible support for this project, contributing \$31,575 in donations over the past two years. Additionally, local organizations have pledged a total of \$53,500, including the Kiwanis Club of Rodney (\$27,500), West Lorne Optimist Club (\$10,000), Rodney Lions (\$15,000), and Rodney-Aldborough Agricultural Society (\$1,000). A great big thank you to everyone for your overwhelming generosity and support!

An accessible playground in Rodney will provide the following benefits:

- Inclusive Play Opportunities – Ensures children of all abilities have access to a safe and engaging play area.
- Health and Wellness – Encourages physical activity, reducing childhood obesity and promoting well-being.
- Community Engagement – Creates a welcoming space for families and strengthens social connections.
- Increased Park Usage – Modern, safe equipment will attract more families and make the park a central hub for recreation.
- Long-Term Value – Enhancing public spaces contributes to overall community development and quality of life.

Staff strongly recommend that Council support this project and approve the submission of the OTF grant application. By securing this funding, the Municipality of West Elgin can provide a modern, accessible, and inclusive recreational space for residents while enhancing the overall community infrastructure.

Financial Implications

The total estimated project cost exceeds the \$200,000 maximum grant amount available through OTF. To successfully complete the project, additional municipal funding of approximately \$70,000 will be required for accessible sidewalks and site preparation. If approved, these costs will be incorporated into the 2025 capital budget.

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

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

Respectfully submitted by,

Magda Badura
 Manager of Corporate Services -Treasurer

Report Approval Details

Document Title:	Trillium Grant Application Approval - 2025-04-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Feb 23, 2025

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: 2026-07-16

Subject: 2026 Second Quarter Report, Community Services

Recommendation:

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

Purpose:

The purpose of this report is to provide Council with a summary of Community Services Department activities and accomplishments completed during the second quarter of 2026 (April 1 to June 30, 2026). This report highlights operational achievements, recreation programming, communications initiatives, records management activities, parks maintenance, and by-law enforcement statistics.

Background:

The Community Services Department continues to provide a wide range of services that support recreation, parks, municipal facilities, community engagement, communications, and legislative enforcement. Throughout the second quarter, staff focused on seasonal preparation, service delivery, operational improvements, and planning for major community events.

Records Management

Staff continued improving municipal records management by reorganizing the municipal public drive and physical file storage. Work is underway to establish a searchable database identifying file locations, improving document retrieval and long-term records organization.

Parks and Recreation Operations

Significant work was completed to prepare parks and recreation facilities for the busy summer season, including:

- Removal of the arena boards and commencement of installation of new boards.
- Preparation of soccer and baseball fields for seasonal play.
- Successful opening of the municipal swimming pool, including passing the required Southwest Public Health inspection.
- Continued grass cutting and park maintenance across all municipal facilities.
- Recruitment and onboarding of seasonal students to support summer operations.
- Daily cleaning and maintenance of washroom facilities at Miller Park and Port Glasgow Marina.
- Installation and daily watering of hanging baskets throughout Rodney and West Lorne.
- Ongoing cleaning and maintenance of the Recreation Centre and Scout Hall.

These activities ensure municipal facilities remain safe, attractive, and accessible for residents and visitors.

Parks & Recreation Programming

Staff successfully prepared for the 2026 outdoor pool season through:

- Hiring and training all lifeguards and instructors.
- Verifying all staff certifications and qualifications.
- Successfully completing the annual public health inspection.
- Securing sponsorships for community swims and Teen Night Swim events.
- Developing four themed Teen Night Swim events throughout the summer.
- Receiving additional community sponsorship support, partnering with local service clubs.
- Registering eighty-six participants for swim lessons.
- Purchasing new aquatic equipment, programming supplies, and pool supplies to enhance participant experience.

These initiatives increase recreational opportunities while strengthening partnerships with local community organizations.

Recreation Initiatives

Additional recreation initiatives undertaken during the quarter included:

- Received a Government of Canada Seniors Community Grant of \$4,962.
- Developing a proposed Arena Tier System for user rental, to determine priority selection.
- Preparing a new Arena User Agreement.
- Planning a Pooch Plunge event for August.
- Securing a public movie licence to support future outdoor movie nights.

These initiatives continue expanding recreation opportunities while supporting strategic improvements to municipal programming.

Canada Day Planning

Staff devoted considerable effort toward organizing the Municipality's Canada Day celebrations, including:

- Coordinating planning meetings with the volunteer organizing committee.
- Recruiting vendors and community organizations.
- Inviting dignitaries.
- Recruiting additional community volunteers.
- Coordinating financial administration with the Finance Department.
- Preparing the event site map.
- Designing promotional materials.

This collaborative planning supports a safe, well-organized community celebration while encouraging community participation and volunteerism.

Communications

The Communications division continued implementing significant improvements to municipal communications through the redevelopment of the municipal website.

Key accomplishments included:

- Reorganizing website content and navigation.
- Uploading updated photographs.
- Creating new webpages and reorganizing existing content.
- Removing outdated information and repairing broken links.
- Completing Accessibility for Ontarians with Disabilities Act (AODA) compliance improvements, including image alternative text and accessible document formatting.

- Completing the website soft launch on June 23, 2026.
- Continuing implementation of subscription functionality.
- Supporting communications for Public Works, Water and Tax Departments.
- Promoting pool schedules, recreation programming and seasonal events through social media and the municipal website.

These improvements enhance public access to municipal information while supporting Council's commitment to transparent communication and accessibility.

By-law Enforcement

By-law Enforcement continued to experience a consistent volume of service requests during the second quarter.

Highlights include:

- 69 total files managed (47 unique files).
- 26 unique files closed during the quarter.
- 21 active files remained open at quarter end.
- Median file resolution time of 19 days.
- Property Standards and Cleaning & Clearing of Land continued to represent the largest category of complaints.
- Rodney recorded 11 closed and 6 open files.
- West Lorne recorded 12 closed and 7 open files.

The expanded reporting now includes historical file comparisons, providing Council with improved trend analysis and future performance monitoring.

Legislative, Policy, and Council Initiatives

- Approval to establish a Joint Compliance Audit Committee, led by County of Elgin, in preparation of the 2026 Municipal Election.
- Council approval of the "Use of Corporate Resources" and "Accessibility Plan," for the 2026 Election
- Partnership with West Lorne Girls Minor Hockey and Roots and Revival Festival, or assistance with receiving partnership grant funding.
- Approval of 2026 Community Grants, for a total of \$30,000 provided to various organizations to assist with local events, projects, and initiatives.
- Approval of 2026 pool fees, including a reduction in aquafit fees, to assist with user affordability and increase participation.

This report was prepared using information provided by Community Services staff responsible for Parks and Recreation, Recreation Programming, Communications, Records Management and By-law Enforcement.

Conclusion

The second quarter of 2026 represented a productive and successful period for the Community Services Department. Staff completed numerous operational, recreational and communications initiatives while preparing municipal facilities and programs for the busy summer season.

Key accomplishments included significant improvements to recreation facilities, successful preparation of the aquatic season, continued redevelopment of the municipal website, extensive planning for Canada Day celebrations, enhanced recreation programming, improved records management practices and continued proactive by-law enforcement.

Administration will continue to build on these accomplishments throughout the remainder of 2026 while maintaining a strong focus on customer service, operational efficiency, and community engagement.

Financial Implications:

The activities outlined in this report were completed within the approved 2026 operating budget. Community sponsorships for aquatic programming continue to offset program costs while enhancing services available to residents.

Policies/Legislation:

West Elgin Strategic Plan – To enhance communication with residents and to provide recreation and leisure activities to attract and retain residents.

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

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

Report Approval Details

Document Title:	2026 Second Quarter Report, Community Services - 2026-28-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jul 10, 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: 2026-07-16
Subject: Municipal Website, Conversion to Loop

Recommendation:

That West Elgin Council hereby receives the Municipal Website, Conversion to Loop report from Terri Towstiuc, Manager of Community Services, for information purposes only.

Purpose:

The purpose of this report is to provide Council with a comprehensive overview of the evaluation and transition process undertaken by the Municipality to migrate its corporate website from GHD (GovStack) to Loop. The report documents the chronology of events leading to decision, the collaborative review process undertaken with neighbouring municipalities, and the significant role of the Municipality's contracted third-party Information Technology (IT) provider throughout the evaluation and implementation process.

Background:

The Municipality of West Elgin has historically utilized GHD as its website provider. GHD advised municipal clients that it would be transitioning its website platform from iCreate to GovStack, prompting municipalities to evaluate whether to migrate to the new platform or consider alternative service providers.

Municipal websites have evolved into critical public service platforms that provide residents with access to Council information, municipal services, emergency communications, online forms, recreation programming, accessibility resources, and public engagement opportunities. Selecting an appropriate website provider therefore required consideration of technical functionality, cybersecurity, accessibility compliance, ease of administration, customer support, long-term sustainability, and overall value.

Unlike larger municipalities, West Elgin does not maintain internal Information Technology staff. As such, the Municipality relies heavily on a contracted third-party IT provider for technical expertise and advice relating to municipal technology infrastructure and software systems.

This IT provider also serves the Municipalities of Southwold, Dutton Dunwich, and Malahide (Dutton previously converted to Loop, December 2025), creating an opportunity for the three remaining municipalities to collaboratively evaluate website providers while maintaining independent decision-

making authority. This collaborative approach enabled each municipality to benefit from shared technical expertise, collective research, and the operational experiences of neighbouring municipalities.

Initial Discussions with GHD

On January 22, 2025, municipal representatives participated in an introductory meeting with GHD regarding the transition from the iCreate platform to GovStack. During the meeting, GHD outlined its new platform, migration process, and future service model.

A demonstration of the GovStack platform was subsequently scheduled for February 4, 2025, providing staff with an opportunity to better understand the proposed product and evaluate its functionality. During spring/summer 2025, numerous emails were received from GHD/Govstack sales representatives, pushing for a quick contract implementation to move forward with iCreate, without allowing staff time for external consultations.

While the demonstrations provided valuable information, staff also recognized the importance of investigating alternative providers before making a recommendation regarding the Municipality's long-term website strategy.

Regional Collaboration

Throughout 2025, municipalities across Elgin County began reviewing website service providers as existing agreements approached renewal.

Discussions during County led Clerk meetings highlighted that several municipalities were undertaking similar evaluations. During these discussions, municipalities shared information regarding vendor experiences, pricing models, customer service, implementation processes, and website functionality.

Neighbouring municipalities that had already begun evaluating Loop shared their experiences, website examples, implementation timelines, and operating costs. The annual operating costs communicated at that time were approximately \$4,000, which suggested that the transition could reasonably be completed within existing procurement thresholds and without requiring an extensive consulting engagement or formal Request for Proposal (RFP) or Request for Tender (RFT) process.

The sharing of practical municipal experience provided valuable operational insight that supplemented vendor presentations.

Role of the Municipality's Third-Party IT Provider

A key component of the evaluation process was the involvement of the Municipality's contracted third-party Information Technology provider.

As the contracted IT provider for West Elgin, Dutton Dunwich, Southwold, and Malahide (and beyond), the provider possesses extensive knowledge of the technology environments, operational requirements, and technical infrastructure within each municipality. Given the absence of internal IT staff, the provider was engaged to assist in evaluating available website platforms from a technical perspective.

The provider's expertise was utilized throughout the evaluation process to:

- investigate available website platforms;
- review technical capabilities and hosting environments;
- assess compatibility with municipal technology infrastructure;
- evaluate security, maintenance, and ongoing support considerations;
- facilitate technical discussions among the three municipalities;
- provide independent technical advice regarding available solutions; and
- assist municipal staff in understanding the operational implications associated with each provider.

The shared IT services arrangement across these municipalities created efficiencies by allowing technical research to be completed once and shared collaboratively, while each municipality independently assessed its own operational needs and ultimately made its own purchasing decision. This collaborative model enabled municipal staff to rely on qualified technical expertise while ensuring Council received recommendations that were informed by both operational requirements and independent technical analysis.

Comparative Evaluation

In addition to vendor demonstrations, a comprehensive comparative review of three website providers was completed through regional collaboration.

The comparative analysis reviewed numerous factors including:

- website functionality;
- content management capabilities;
- accessibility compliance;
- cybersecurity considerations;
- customer support;
- implementation process;
- ongoing maintenance;
- scalability; and
- overall value.

Joint technical meetings were facilitated with the assistance of the third-party IT provider to review the strengths and limitations of each platform. During the fall and early winter of 2025, municipal communications staff also participated in introductory demonstrations and sales meetings with prospective providers to better understand each platform's capabilities. The combination of technical

review, municipal collaboration, vendor demonstrations, and operational comparisons provided staff with the information necessary to formulate a recommendation for Council.

Council Approval

Following completion of the evaluation process, staff prepared a report recommending that the Municipality transition its website provider from GHD (GovStack) to Loop. The recommendation was presented to Council on March 26, 2026. Following consideration of the report, Council approved the recommendation to proceed with the transition to Loop. The Council resolution and accompanying report form part of the Municipality's permanent public record.

Implementation

Following Council approval, staff commenced implementation activities in partnership with Loop and with continued support from the Municipality's contracted third-party IT provider.

Implementation activities included:

- project planning;
- website configuration;
- content migration;
- design development;
- accessibility review;
- testing and quality assurance;
- technical coordination; and
- launch preparation.

The technical expertise provided by the Municipality's IT provider continued throughout implementation to ensure a coordinated transition and minimize disruption to municipal operations. The planned transition date for the Municipality's new website was established as July 1, 2026; however, a “soft launch” was completed on June 23, 2026, led by third party IT, Loop support staff, and the West Elgin Communications (and Recreation) Coordinator.

Since the launch, staff have been collaborating with IT and Loop to identify all required corrections, most of which would not be identified until the launch of the new platform. These corrections included missing pages, missing documents, broken links, and rearranging of pages. Staff will continue to identify and correct all deficiencies, as they are documented. Once a redirect is in place, it still takes time for Google and Bing to notice the changes and update what shows up in a search. This is not something we can force to happen immediately since it depends on when each search engine revisits our site.

However, it is to be noted that, with all new website, broken links will still appear on Google/Chrome, Bing, Yahoo, etc., specifically if there is a PDF attached to the document. Loop support has been diligently working on creating redirects for all pages, however some of these documents have been identified from the previous website including the word “resources” and “pdf” in their address

(<https://www.westelgin.net/en/municipal-office/resources/Documents/Accountability-and-Transparency.pdf>) and **will still produce a 404/Not Found error.**

Response from Loop Support:

Unfortunately for Google results to a PDF file, there is no way for us to redirect it.

Here is a little information:

1. *Any improper results where you see the PDF tag, we will not be able to properly redirect.*
2. *You can identify which ones will work as expected based on the URL preview you see. Our files can be found at: westelgin.net > documents > files*
3. *If you see westelgin.net > **resources**, then it will not work. I would recommend clicking the 3 dots to the right of the preview, which opens a new panel to the right.*
4. *Click **Remove result***

These requests need to be reviewed by Google, and it is not a guaranteed method, but it doesn't hurt to try!

Staff have been consistently reporting these errors through the search engine, requesting removal, however this is not guaranteed. Over time, these links/documents will drop from the search engine used once the new links have been consistently used.

It is important to note, that on our new Loop website, there is an internal search engine (top right-hand corner), which should be the primary search engine for residents to obtain the necessary documents. This feature will be included in our upcoming “tips and tricks” communication, which will be included online and in our 2026 Fall newsletter.

Chronology of Events

Date	Activity
January 22, 2025	Introductory meeting with GHD regarding migration from iCreate to GovStack
February 4, 2025	GovStack platform demonstration
Summer 2025	Regional municipal discussions regarding website provider options commenced
Summer/Fall 2025	Neighbouring municipalities shared experiences, pricing, and website examples using Loop
Fall 2025	Third-party IT provider investigated alternative website platforms for West Elgin, Southwold, and Malahide
Fall/Early Winter 2025	Communications staff participated in demonstrations with prospective providers
Fall/Winter 2025	Comparative analysis of three website providers completed with technical assistance from the contracted IT provider
March 26, 2026	<u>Council approved transition from GHD (GovStack) to Loop</u>

July 1, 2026	Planned website transition date (June 23 “soft launch” of website)
July 2026	Ongoing maintenance, to remove/redirect any efficiencies.

Next Steps:

- A “Tips & Tricks” communication will be produced and published on our website, social media and fall newsletter, providing information to residents to easily access our new website.
- Staff will continue to monitor any deficiencies, and update as required.

Conclusion

The transition from GHD (GovStack) to Loop followed a deliberate and collaborative evaluation process that extended over approximately eighteen months. The process incorporated vendor demonstrations, regional municipal collaboration, comparative analysis of multiple website providers, and independent technical expertise provided through the Municipality's contracted third-party IT provider.

Our website is built by our provider, Loop, to meet [WCAG 2.2 AA](#), which is a higher standard than the [WCAG 2.0 AA](#) benchmark required within the [Accessibility for Ontarians with Disabilities Act](#).

The involvement of the Municipality's IT provider was instrumental to the evaluation process. As the contracted technology provider for West Elgin, Southwold, and Malahide, the provider brought specialized technical knowledge and an understanding of each municipality's technology environment. Their expertise assisted staff in evaluating available website platforms, facilitating technical discussions, assessing operational impacts, and providing independent advice throughout both the evaluation and implementation phases.

While technical research and discussions were undertaken collaboratively across the three municipalities, each municipality independently evaluated its operational requirements and remained solely responsible for its own recommendation and Council decision.

Following Council approval on March 26, 2026, staff proceeded with implementation in accordance with Council's direction, with the support of Loop and the Municipality's contracted IT provider, culminating in the planned transition to the new website platform on July 1, 2026.

Communication has been provided on social media, advising of the “soft launch,” expected communication, and staff contact information to report any errors. Staff have graciously thanked those who have kindly submitted any missing information and errors and will continue to investigate and remedy all reported deficiencies.

This report was written with consultation from Loop support and contracted third-party IT support, Zouling Technologies.

Financial Implications:

Based on the pricing information obtained during the evaluation process and information shared through neighbouring municipalities, the annual operating costs associated with the Loop platform were anticipated to remain within approved operating budgets.

At the time of evaluation, staff did not anticipate that the overall transition would exceed procurement thresholds requiring additional professional consulting services or a formal competitive procurement process. The annual initial transition cost was \$2,000, with an estimated annual cost of \$4,000. The agreement contract with Loop is for a 3-year term.

Policies/Legislation:

[Accessibility for Ontarians with Disabilities Act](#)

[Resolution 2026-73](#)

[West Elgin Procurement Policy, By-law 2023-42](#)

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Terri Towstiuc, Dipl. M.A.

Manager of Community Services/Clerk

Report Approval Details

Document Title:	Municipal Website Conversion to Loop - 2026-30-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jul 10, 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: 2026-07-16

Subject: Build Communities Strong Fund – Local Impact Stream Grant Application
Arena Renovation Project

Recommendation:

That West Elgin Council hereby receives the report from Terri Towstiuc, Manager of Community Services Re: Build Communities Strong Fund – Local Impact Stream Grant Application Arena Renovation Project; And

That Council endorse the proposed project, which combines the arena improvements funded through West Elgin's 2023 Kraft Hockeyville winnings with additional facility upgrades to maximize the long-term benefit of the investment, And

Further that Council authorize staff to apply to the Federal Economic Development Agency for Southern Ontario (FedDev Ontario) under the Build Communities Strong Fund – Local Impact Stream for funding toward the comprehensive renovation of the West Elgin Community Centre arena; And

Further that Council authorize the Clerk and Mayor to execute any documents required to submit the application and, if successful, enter into a funding agreement; And

Further that Council direct staff to report back to Council with the results of the funding application and any financial implications prior to proceeding with construction.

Purpose:

The purpose of this report is to seek Council direction to apply for funding through FedDev Ontario's [Build Communities Strong Fund – Local Impact Stream](#) to complete significant renovations to the West Elgin Community Centre arena. The proposed project would build upon the investments made through the Municipality's 2023 Kraft Hockeyville award by completing additional renovations that modernize the facility, improve energy efficiency, enhance accessibility, and extend the life of this important community asset.

Background:

The Bo Horvat Community Centre (arena) serves as an important Municipal recreational facility, providing year-round programming for residents of all ages. The arena supports organized hockey, public skating, figure skating, school programming, tournaments, community events, and numerous other activities that contribute to the social and economic vitality of West Elgin.

In 2023, the Municipality was awarded a Kraft Hockeyville grant, resulting in significant funding toward arena improvements. While these investments addressed key infrastructure priorities, additional renovations remain necessary to fully modernize the facility and preserve its long-term viability.

September 2024, Council directed staff to move forward with a grant submission for the Community Sport and Recreation Infrastructure Fund - Stream 1: Repair and Rehabilitation grant. Spriet Associates was contracted to prepare a cost estimate and proposed renovation plans, to include additional dressing rooms, a relocation and creation of a proper vestibule, creation of an accessible family washroom and relocation of a staff office, for more visible presence at the arena. The grant application was submitted prior to the October 29, 2024, deadline. Unfortunately, the Municipality received a letter from the Ministry of Sport on June 3, 2025, indicating the application was declined.

Municipal staff have been seeking further grant opportunities to continue with the proposed renovations to augment the Kraft Hockeyville funding, such as: The Community Sport and Recreation Infrastructure Fund - Stream 2, however this funding is not applicable to this project, as the funding is for directed towards new builds, or a complete rebuilds; The Ontario Trillium Foundation grants; however the Municipality has recently received an OTF grant, supporting the efforts of the Rodney Revitalization Committee for the new Rodney Playground, currently being installed.

During this waiting period, projects have been ongoing at the arena, which include the installation of a new dehumidification system, which has improved the quality of ice and ease of ice installation in September, as well the significant undertaking of a full dasher board replacement. This project commenced immediately following the removal of the ice late spring and is continuing at this time. The project is anticipated to be completed well before the installation of the ice for the 2026/27 season. These projects were fully funded through municipal contributions, and the Kraft Hockeyville funding remains intact.

Municipal staff have been advised of a new federal funding opportunity through FedDev Ontario that supports community infrastructure improvements. Based on preliminary discussions with project partners, the proposed arena renovation project aligns well with the program objectives.

The Build Communities Strong Fund (BCSF) – Local Impact Stream is administered in Southern Ontario by the Federal Economic Development Agency for Southern Ontario (FedDev Ontario). The program supports projects that strengthen communities through investments in public infrastructure that improve quality of life while contributing to regional economic development.

The Build Communities Strong Fund – Local Impact Stream was presented at the July 8 Arena Board meeting, with full support received from all members to proceed with the grant application. Staff will seek letters of support from the recreation committee and partnering municipality, Dutton Dunwich, to strengthen the application.

The Arena Board meets monthly, supports the full scope of the project, and continues discussions about local fundraising opportunities; understanding that fundraising may be challenging in the current economy, the board continues to strive for a grant opportunity to fit the scope of the project.

Below is a summary of the eligibility requirements, and project specifications.

Eligible Applicants

Eligible applicants include:

- Municipal governments;
- Indigenous organizations;
- Incorporated not-for-profit organizations; and
- Public-sector organizations providing municipal-type services.

Given the terms of the grant application, West Elgin is an eligible applicant.

Eligible Projects

Eligible projects include:

- Recreation and sport facilities;
- Community and multi-use buildings;
- Renovation and expansion of existing community infrastructure;
- Modernization projects that improve accessibility, functionality, energy efficiency, and long-term facility performance.

The proposed arena renovation project meets these eligibility criteria.

Funding

Based on the current intake:

- Funding is available for up to 50% of eligible project costs, to a maximum federal contribution of \$1 million.
- Applicants are responsible for providing the remaining project funding through municipal or other eligible sources.

Project Requirements

To be competitive, projects should:

- Be shovel-ready;
- Demonstrate clear community benefit;
- Be publicly accessible;
- Strengthen local economic development;
- Be capable of completion within two years; and
- Have the necessary planning substantially completed prior to construction.

Proposed Project

The proposed project would package the remaining arena improvements together with the infrastructure investments already initiated through the 2023 Kraft Hockeyville project to create a comprehensive modernization initiative.

Potential components may include:

- Refrigeration and mechanical system improvements;
- Arena interior renovations;
- Accessibility enhancements;
- Energy efficiency upgrades;
- Building system modernization;

- Interior finishes and spectator improvements;
- Other capital improvements identified through the facility assessment.

Bundling these improvements into a single project provides an opportunity to leverage previous investments while minimizing future disruption to facility operations.

Next Steps:

At the direction of Council, staff will work collaboratively with the Arena Board to complete the application, and submit no later than August 6, 2026, deadline.

Staff will prepare a full communication, to be shared on the public website and social media, providing rationale for the delay in arena improvements and proposed plans moving forward, for transparency and community awareness.

Further updated will be provided to Council in an open council meeting, when available

Financial Implications:

Staff will prepare the grant application seeking the maximum eligible federal contribution.

Should the application be successful, a future report will be presented to Council outlining:

- Total project costs;
- Confirmed grant funding;
- Municipal contribution;
- Proposed financing strategy; and
- Final project scope.

Submission of an application does not commit the Municipality to proceeding with the project should funding not be approved.

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☒ To improve West Elgin's infrastructure to support long-term growth.	☒ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

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

Report Approval Details

Document Title:	Build Communities Strong Fund - Proposed Arena Grant - 2026-29-Community ServicesClerks.docx
Attachments:	
Final Approval Date:	Jul 10, 2026

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

Robin Greenall



Staff Report

Report To: Council Meeting
From: Emma Nilsson, Manager of Corporate Services/Treasurer
Date: 2026-07-16
Subject: Second Quarter 2026, Corporate Services & Finance

Recommendation:

That West Elgin Council hereby receives the Second Quarter 2026 Corporate Services & Finance report from Emma Nilsson, Manager of Corporate Services/Treasurer, for information purposes only.

Purpose:

The purpose of this report is to provide Council with an overview of the Corporate Services & Finance Department activities and accomplishments during the second quarter of 2026, including the onboarding of new Treasurer, approval of 2026 budget, ongoing advancements in the budget monitoring and preparation process, ensuring the Municipality remains in compliance with grant reporting, and facilitating the audit of the Municipality's 2025 financial statements.

Background:

Through financial planning, budgeting, treasury management, reporting, and corporate support services, the department helps ensure that municipal resources are managed responsibly, transparently, and in alignment with Council's priorities. Some highlights from the second quarter of 2026 are as follows:

Second Quarter Highlights

Onboarding of New Treasurer

On April 27, 2026, Emma Nilsson joined as Manager of Corporate Services/Treasurer. Onboarding of the Municipality's new Treasurer provided an opportunity to build capacity within the finance function and support the continued advancement of processes and financial oversight.

Approval of 2026 Budget & Increased Budget Monitoring

The department also facilitated the preparation and approval of the 2026 Operating and Capital Municipal Budgets, ensuring that financial resources are aligned with Council's priorities and Municipality's strategic priorities.

Looking beyond budget approval, work has begun on enhancing budget monitoring and forecasting processes. These improvements involve increasing departmental accountability by engaging leaders more directly in monitoring budget variances, identifying emerging financial pressures, and contributing to proactive planning for the 2027 budget cycle.

Staff are in the process of identifying potential budgeting software solutions to enhance the Municipality's overall budget process. The goal of this search is to identify a platform that improves efficiency, reduces reliance on manual spreadsheets, strengthens collaboration between departments, and provides enhanced reporting and forecasting capabilities. This review includes assessing solutions that support multi-year budgeting especially important for capital budgeting, variance analysis and departmental budget ownership. The implementation of a modern budgeting tool would help streamline future budget cycles, improve data accuracy and transparency, and provide Council and residents with more timely and meaningful financial information to support decision-making.

Catching up on Grant Reporting

The department has also successfully eliminated outstanding grant reporting backlogs, bringing reporting requirements up to date and ensuring compliance with funding agreements. This achievement positions the Municipality to maintain strong relationships with funding partners and maximize future funding opportunities to ensure the Municipality has ongoing access to much needed resources.

2025 Audit & Related Processes

Finally, staff are actively supporting the Municipality's fiscal year 2025 external audit. Preparatory work completed throughout the quarter, including process improvements and reconciliations, has helped position the Municipality for a smoother and more efficient audit process. This helps with the Municipality's commitment to transparency, accountability, and financial stewardship.

Financial Implications:

N/A

Policies/Legislation:

N/A

Alignment with Strategic Priorities:

Infrastructure Improvement	Recreation	Economic Development	Community Engagement
☐ To improve West Elgin's infrastructure to support long-term growth.	☐ To provide recreation and leisure activities to attract and retain residents.	☐ To ensure a strong economy that supports growth and maintains a lower cost of living.	☒ To enhance communication with residents.

Respectfully submitted by,

Emma Nilsson
Manager of Corporate Services/Treasurer

Report Approval Details

Document Title:	Corporate Services and Finance Quarterly Report, Second Quarter 2026 - 2026-06-Corporate Services Finance.docx
Attachments:	
Final Approval Date:	Jul 10, 2026

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

Robin Greenall

DECISION

In the matter of an application for a consent pursuant to Section 53 (1) of the Planning Act, R.S.O. 1990, as amended, as it affects the following property:

**PART NORTH ½ LOT 11, CONCESSION 1 WEST DIVISION ALBOROUGH; PART
LOT 12, CONCESSION 1 WEST DIVISION ALBOROUGH
MUNICIPALITY OF WEST ELGIN
0 BEATTIE LINE**

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

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

Severance applications E 43-26 be **approved** subject to the following conditions:

This decision will expire unless a deed is presented for stamping by: **June 24, 2028.**

That the following requirements of the County of Elgin are met, including the following:

1. The County of Elgin should receive a digital copy of the draft and final deposited reference plan.
2. Solicitor Undertaking to provide a copy of the registered deed for the severed parcel once completed be provided to the County of Elgin.
3. That municipal addressing be provided to the County of Elgin by the local Municipality, to the satisfaction of the County.

That the following requirements of the Municipality of West Elgin are met, including the following:

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

DECISION

Application #E 43-26

June 24, 2026

Members concurring in the above ruling by recorded vote:

<u>Member:</u>	<u>YES</u>	<u>NO</u>
John “Ian” Fleck	X	
Tom Marks (Chair)	X	
Bill Ungar	X	
John Seldon	X	
Dave Jenkins	X	
John Andrews	X	
Dugald Aldred	X	

Where conditions have been imposed and the applicant has not, within a period of two years from the giving of the notice of decision pursuant to subsection (17) of Section 53 of the Act, fulfilled the conditions, the application for consent shall thereupon be deemed to be refused, but where there is an appeal under subsections (19) or (27), the application for consent shall not be deemed to be refused for failure to fulfill the conditions until the expiry of a period of two years from the date of the order of the Local Planning Appeal Tribunal issued in respect of the appeal or from the date of a notice issued by the Tribunal under subsection (29) or (33).

CERTIFICATION

I, Alicia Csoff, Secretary-Treasurer of the Land Division Committee of Elgin, certify that the above is a true copy of the decision of the Land Division Committee with respect to the application recorded herein.

Dated this 24th day of June 2026.



Alicia Csoff
Secretary-Treasurer
Land Division Committee

CORPORATION OF THE COUNTY OF ELGIN

NOTICE OF DECISION

APPLICATION NO. E 43-26

**PART NORTH ½ LOT 11, CONCESSION 1 WEST DIVISION ALBOROUGH; PART
LOT 12, CONCESSION 1 WEST DIVISION ALBOROUGH
MUNICIPALITY OF WEST ELGIN
0 BEATTIE LINE**

ATTACHED is a certified copy of the decision of the Land Division Committee of the County of Elgin in the matter of an Application **E 43-26** for a consent pursuant to Section 53 (17) of the Planning Act, R.S.O. 1990, as amended.

You will be entitled to receive notice of any changes to the conditions of the provisional consent if you have either made a written request to be notified of the decision to give or refuse provisional consent or make a written request to be notified of changes to the conditions of the provisional consent.

The Minister, the Applicant, the approval authority and specified persons or public bodies may appeal the decision and/or any condition(s) imposed by the Committee to the Ontario Land Tribunal (OLT) by filing with the OLT no later than the **July 14, 2026 at 4:30PM**. The Notice of Appeal must be filed with the approval authority, must set out the reasons for the appeal, and, must be accompanied by the fees required by the Tribunal and the County.

HOW TO FILE AN APPEAL: Appeals are submitted to the Secretary-Treasurer via the Ontario Land Tribunal's (OLT) online e-file service.

1. Navigate to the OLT's e-file service at <https://olt.gov.on.ca/e-file-service/>.
2. On the e-file service, sign into your *My Ontario Account* (first time users will need to register for a *My Ontario Account*).
3. Submit the appeal via the e-file service and ensure that you select the correct approval authority, which in this case is listed as "*Elgin (County) – Director of Planning*".
4. Pay the fee required by the OLT. The fee schedule and methods of payment can be found on the OLT website at <https://olt.gov.on.ca/fee-chart/>.
5. Pay the fee of required by the County, as outlined in the County's User Fees and Charges By-Law, as amended.
 - OLT payment options and instructions are available online. NB: Cheques must be made out to the 'Minister of Finance'.
 - County payments can be made via electronic (in person only) or standard (cheque, money order) means. NB: Cheques and Money Order must be made out to: "Treasurer, County of Elgin".
6. Anyone filing an appeal that does not use the OLT's e-file portal may submit the required material directly to the Secretary-Treasurer at the address listed above. Please note that an additional administrative fee will apply. Forms can be downloaded from the OLT website above or are available for pick-up at the County Municipal Offices, 450 Sunset Drive, St. Thomas, and can be submitted to landdivision@elgin.ca

WHO CAN FILE AN APPEAL: Only individuals, corporations and public bodies may appeal decisions in respect of applications for consent to the Ontario Land Tribunal. A notice of appeal may not be filed by an unincorporated association or group. However, a notice of appeal may be filed in the name of an individual who is a member of the association or group on its behalf.

ADDITIONAL INFORMATION regarding this application for consent is available for inspection daily, Monday to Friday, between 8:30 A.M. and 4:30 P.M., at the County Municipal Offices, 450 Sunset Drive, St. Thomas.

Dated at the Municipality of Central Elgin this 24th day of June, 2026.



Alicia Csoff
Secretary-Treasurer
Land Division Committee

c.c. Municipality of West Elgin

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



Elgin County Council
Regular Council Meeting
Minutes

June 9, 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 Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

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
Carolyn Krahn, Manager of Economic Development, Tourism & Strategic Initiatives (virtual)
Jeff Brooks, Manager of Emergency Management
Diana Morris, Senior Planner
Jenna Fentie, Deputy Clerk
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 9:00 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Moved by: Councillor Hentz
Seconded by: Councillor Noble

RESOLVED THAT the agenda for the June 9, 2026 County Council Meeting be approved as presented.

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 meeting held on May 26, 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 26-18 Recommendations from the Committee of the Whole - May 26, 2026

Moved by: Councillor Widner
Seconded by: Councillor Couckuyt

RESOLVED THAT items CW26-52 - CW26-56 from the Committee of the Whole Meeting dated May 26, 2026 and the recommendations therein be adopted.

Motion Carried.

8. Committee Recommendations

None.

9. Reports for Information and Immediate Consideration

9.1 Director of Financial Services/Treasurer - FIN 26-04 Investments - 2025 Annual Report

The Director of Financial Services/Treasurer presented the report that summarizes the year-end balances by account and the applicable income received through the County's various investment activities.

Moved by: Councillor Hentz
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "FIN 26-04 Investments - 2025 Annual Report" from the Director of Financial Services/Treasurer dated June 9, 2026 be received and filed.

Motion Carried.

9.2 Director of Financial Services/Treasurer - FIN 26-05 2025 Year End Financial Summary and 2025 Annual Report (Draft)

The Director of Financial Services/Treasurer presented the report that provides a high level outline of the year-end capital and operating performance for 2025.

Moved by: Councillor Ketchabaw
Seconded by: Deputy Warden Jones

RESOLVED THAT the report titled "FIN 26-05 2025 Year End Financial Summary and 2025 Annual Report (Draft)" from the Director of Financial Services/Treasurer dated June 9, 2026 be received and filed; and

THAT the Proposed Annual Report for the Corporation of the County of Elgin be received and posted as a Draft on our website to be updated once the audited statements are approved.

Motion Carried.

9.3 Director of Financial Services/Treasurer - FIN 26-06 Q1 2026 Review

The Director of Financial Services/Treasurer presented the report that provides Council with a first quarter 2026 financial and performance review.

Moved by: Deputy Warden Jones

Seconded by: Councillor Hentz

RESOLVED THAT the report titled " FIN 26-06 Q1 2026 Review" from the Director of Financial Services/Treasurer dated June 9, 2026 be received and filed.

Motion Carried.

9.4 Chief Administrative Officer - ADM 26-19 Medavie EMS Elgin Ontario – Operational Overview and Call Volume Update

The Chief Administrative Officer and the General Manager/Paramedic Chief of Elgin County EMS presented the report that provides Council with an overview of current operational structure, staffing model, service footprint, scope of practice, and recent call volume trends for Medavie EMS Elgin Ontario (MEMSEO).

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT the report titled "Medavie EMS Elgin Ontario – Operational Overview and Call Volume Update" from the Chief Administrative Officer dated June 9, 2026 be received and filed; and

THAT County Council acknowledge the current operational structure, service delivery model, and call volume trends for Medavie EMS Elgin Ontario.

Motion Carried.

10. Council Correspondence

Moved by: Councillor Leatham

Seconded by: Councillor Hentz

RESOLVED THAT Correspondence Items 10.2-10.7 be received and filed.

Motion Carried.

10.1 Resolution from the County of Prince Edward regarding reinstating the requirements for compliance with the Freedom of Information and Protection of Privacy Act

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT Elgin County Council support the resolution from the County of Prince Edward calling on the Province to reinstate the requirements for compliance with the Freedom of Information and Protection of Privacy Act.

Motion Carried.

10.2 Resolution from the County of Prince Edward regarding exploring the feasibility of a Vacant Commercial Storefront Tax

- 10.3 Resolution from Prince Edward County regarding improved accessibility to home insurance for owners of properties designated under the Ontario Heritage Act
- 10.4 Resolution from the City of Kitchener regarding the Heritage Helping Housing Building Grant
- 10.5 Resolution from the Township of Baldwin calling upon the Province of Ontario to conduct an immediate review of the OPP Municipal Policing Billing Model and the policing funding structure for unorganized territories
- 10.6 Western Ontario Wardens' Caucus May 2026 Newsletter
- 10.7 Letter from the Independent Electricity System Operator (IESO) regarding an update on the South and Central Bulk Plan

11. Statements/Inquiries by Members

12. Closed Meeting Items

Moved by: Councillor Sloan
 Seconded by: Councillor Noble

RESOLVED THAT we do now proceed into closed meeting session in accordance with the Municipal Act to discuss the following matters under Municipal Act Section 239 (2):

Closed Meeting Item #1 - Closed Meeting Minutes - May 26, 2026

Closed Meeting Item #2 - Whites Station Update

(c) a proposed or pending acquisition or disposition of land by the municipality or local board; 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 #3 - LEG 26-07 Procurement By-Law Exception

(f) advice that is subject to solicitor-client privilege, including communications necessary for that purpose.

Closed Meeting Item #4 - First Quarter Update (verbal)

(b) personal matters about an identifiable individual, including municipal or local board employees.

Motion Carried.

12.1 Closed Meeting Minutes - May 26, 2026

12.2 Chief Administrative Officer - Whites Station Update (verbal)

12.3 Director of Legal Services - LEG 26-07 Procurement By-Law Exception

12.4 Chief Administrative Officer - First Quarter Update (verbal)

13. Motion to Rise and Report

Moved by: Councillor Leatham
 Seconded by: Councillor Ketchabaw

RESOLVED THAT we do now rise and report.

Motion Carried.

Closed Meeting Item #1 - Closed Meeting Minutes - May 26, 2026

Moved by: Councillor Sloan
Seconded by: Councillor Widner

RESOLVED THAT the May 26, 2026 closed meeting minutes be adopted.

Motion Carried.

Closed Meeting Item #2 - Whites Station Update

Moved by: Deputy Warden Jones
Seconded by: Councillor Hentz

RESOLVED THAT staff proceed as directed.

Motion Carried.

Closed Meeting Item #3 - LEG 26-07 Procurement By-Law Exception

Moved by: Councillor Noble
Seconded by: Councillor Sloan

RESOLVED THAT pursuant to the requirements of section 12.1 of the County of Elgin Purchasing By-Law No. 20-07, AECOM be permitted to respond to County procurement processes.

Motion Carried.

Closed Meeting Item #4 - First Quarter Update (verbal)

Moved by: Councillor Leatham
Seconded by: Councillor Noble

RESOLVED THAT the confidential verbal update from the Chief Administrative Officer be received and filed.

Motion Carried.

14. Consideration of By-Laws

14.1 By-Law No. 26-25 Authorize Speed Limits By-Law Amendment

BEING a By-Law to Amend the Schedule to By-Law No. 26-04 Being a By-Law to Authorize Speed Limits.

Moved by: Councillor Couckuyt
Seconded by: Councillor Sloan

RESOLVED THAT By-Law No. 26-25 be now read a first, second, and third time and finally passed.

Motion Carried.

14.2 By-Law No. 26-26 Confirmation

BEING a By-Law to Confirm Proceedings of the Municipal Council of the Corporation of the County of Elgin at the June 9, 2026 Meeting.

Moved by: Deputy Warden Jones
Seconded by: Councillor Noble

RESOLVED THAT By-Law No. 26-26 be now read a first, second and third time and finally passed.

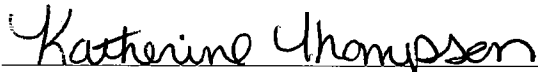
Motion Carried.

15. Adjournment

Moved by: Councillor Sloan
Seconded by: Councillor Couckuyt

RESOLVED THAT we do now adjourn at 11:29 a.m. to meet again on June 23,
2026 at 9:00 a.m.

Motion Carried.



Katherine Thompson,
County Clerk/Manager of
Administrative Services.



Dominique Giguere,
Warden.



Elgin County Council
Committee of the Whole Meeting
Minutes

June 9, 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 Andrew Sloan
Councillor Todd Noble
Councillor Mike Hentz
Councillor Richard Leatham

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
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
Diana Morris, Senior Planner
Stefanie Heide, Executive Performance Coordinator

1. Meeting Call to Order

The meeting was called to order at 11:33 a.m. with Warden Giguère in the chair.

2. Approval of Agenda

Resolution Number: CW26-58

Moved by: Councillor Noble

Seconded by: Deputy Warden Jones

RESOLVED THAT the agenda for the June 9, 2026 Committee of the Whole Meeting be approved as presented.

Motion Carried.

3. Adoption of Minutes

Resolution Number: CW26-59

Moved by: Councillor Leatham

Seconded by: Councillor Hentz

RESOLVED THAT the minutes of the meeting held on May 26, 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 and Cultural Services - CCS 26-06 Elgin St. Thomas Age Friendly Strategy: 2026 Update

Wendy MacMillan and Meagan Lichti, Co-Chairs of the Elgin St. Thomas Age Friendly Committee, provided a presentation detailing the Committee's 2026 updated strategy.

The Director of Community and Cultural Services provided a report that highlights some of the current activities of Elgin County that support the age friendly community and provides additional initiatives where Council can play a leading role in improving the life of older adults in Elgin County.

Following the presentation, Warden Giguère presented Wendy MacMillan with the Ministry of Seniors and Accessibility's 2026 Senior of the Year Award.

Resolution Number: CW26-60

Moved by: Councillor Couckuyt

Seconded by: Councillor Noble

RESOLVED THAT the delegation from the Elgin St. Thomas Age Friendly Committee and related document "Elgin St. Thomas Age Friendly Strategy: 2026 Update" as presented at the June 9, 2026 meeting be received and filed, and;

THAT the "Elgin St. Thomas Age Friendly Strategy: 2026 Update" be utilized as a planning resource for the provision of services provided by the County of Elgin, and;

THAT Elgin County Council hereby affirms its commitment to maintaining the County of Elgin's status as an age friendly community, and;

THAT an annual contribution of \$2,000 to support the activities of the Elgin St. Thomas Age Friendly Committee be referred to 2027 budget deliberations.

Motion Carried.

6.2 Senior Planner - PLN-26-07 Draft Plan of Subdivision 34T-SO2502 9210 Union Road (Township of Southwold)

The Senior Planner presented the report that provides County Council with information required to consider granting approval to the draft plan of subdivision, file 34T-SO2502, located at 9210 Union Road in the Township of Southwold.

Resolution Number: CW26-61

Moved by: Councillor Noble

Seconded by: Councillor Leatham

RESOLVED THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Draft Plan of Subdivision 34T-SO2502, Township of Southwold, 9210 Union Road, certified by Thomas J. Stirling

O.L.S on behalf of Domus Developments Inc., dated November 6, 2025;
and

THAT staff be directed to provide notice of decision subject to the conditions of final approval in accordance with the requirements of the Planning Act.

Motion Carried.

6.3 Senior Planner - PLN-26-08- Draft Plan of Subdivision 34T-SO2503 10141 Talbotville Gore Road (Township of Southwold)

The Senior Planner presented the report that provides Council with the information required to consider granting approval to the draft plan of subdivision, file 34T-SO2503, located at 10141 Talbotville Gore Road in the Township of Southwold.

Resolution Number: CW26-62

Moved by: Deputy Warden Jones

Seconded by: Councillor Noble

RESOLVED THAT the Council of the Corporation of the County of Elgin grants draft plan approval to Draft Plan of Subdivision 34T-SO2503, Township of Southwold, 10141 Talbotville Gore Road, certified by Gavin P.T Seaman, OLS., dated November 23, 2025; and

THAT staff be directed to provide notice of decision subject to the conditions of final approval in accordance with the requirements of the Planning Act.

Motion Carried.

6.4 County Clerk/Manager of Administrative Services - ADM 26-20 Updates to the Elgin County Procedural By-Law

The County Clerk/Manager of Administrative Services presented the report that proposes minor adjustments to the Procedural By-Law to further clarify processes and procedures.

Resolution Number: CW26-63

Moved by: Councillor Couckuyt

Seconded by: Councillor Hentz

RESOLVED THAT the proposed updates to the Elgin County Procedural By-law, as contained in the report titled "ADM 26-20 Updates to Elgin County Procedural By-law" be approved; and

THAT said By-law be prepared for adoption.

Motion Carried.

7. Adjournment

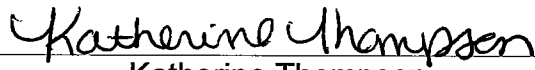
Resolution Number: CW26-64

Moved by: Deputy Warden Jones

Seconded by: Councillor Widner

RESOLVED THAT we do now adjourn at 12:23 p.m. to meet again on June 23, 2026 at 9:30 a.m.

Motion Carried.



Katherine Thompson,
County Clerk/Manager of
Administrative Services.



Dominique Giguère,
Warden.

From the Council Chambers

June 23, 2026

Council Meeting

Woodland Harvesting and Conservation Activity Reported for First Quarter of 2026

County Council received an update on woodland harvesting and conservation activity across Elgin County for the first quarter of 2026.

Between January and March 2026, 30 applications to harvest woodlands were submitted under the County's Woodlands Conservation By-law, representing approximately 647 acres of forested land and an estimated 866,000 board feet of timber. Harvest applications were received from municipalities across Elgin County, with the highest number originating from the Municipality of Bayham and Township of Southwold.

Council also received information on one approved woodland clearing exemption application in the Municipality of Bayham. As a condition of approval, the applicant is required to follow the County's No-Net-Loss Policy by replanting 963 trees on an equivalent area of land.

No weed complaints or Weed Destruction Orders were reported during the first quarter of 2026.

Council Receives 2025 Audited Financial Statements and Annual Report

Council received the County of Elgin's 2025 Audited Financial Statements and final 2025 Annual Report, which provide an overview of the County's financial position, operations, capital projects, and service delivery over the past year.

Rob Foster, CPA, CA and Partner at Graham Scott Enns LLP, presented the auditor's opinion on the County's 2025 financial statements and reviewed the audit findings with Council.

The Annual Report highlights the County's 2025 operating and capital performance, levy distribution, reserve activity, and audited financial results. These statements support accountability and transparency while helping the County maintain compliance with provincial reporting requirements and funding agreements.

The 2025 Annual Report will be available online at: www.elgincounty.ca/budget/

Council Meeting

Council Receives Update on Provincial Planning Changes

Council received an update on recent provincial legislation that could affect land use planning and development review processes across Elgin County and its local municipal partners.

The Province has introduced several changes aimed at streamlining development approvals, standardizing planning processes, and supporting housing and infrastructure development. Proposed and enacted legislation may affect areas such as official plans, development review requirements, site plan control, and zoning enforcement.

Council also supported sending correspondence to the Province expressing support for proposed amendments contained in Bill 119, the Municipal Accountability Act, 2026. The County noted that the changes could help improve efficiency within Ontario's planning system while reducing administrative burdens and providing greater clarity for municipalities, applicants, and the public.

County staff will continue to monitor provincial planning legislation and report back to Council as additional information becomes available.

For the full Council Agenda, [click here](#).

Committee of the Whole

Committee Endorses Official Plan Amendment for Hospital Lands Redevelopment

The Committee of the Whole endorsed an Official Plan Amendment for the former St. Thomas Psychiatric Hospital lands in the Municipality of Central Elgin and recommended approval by County Council.

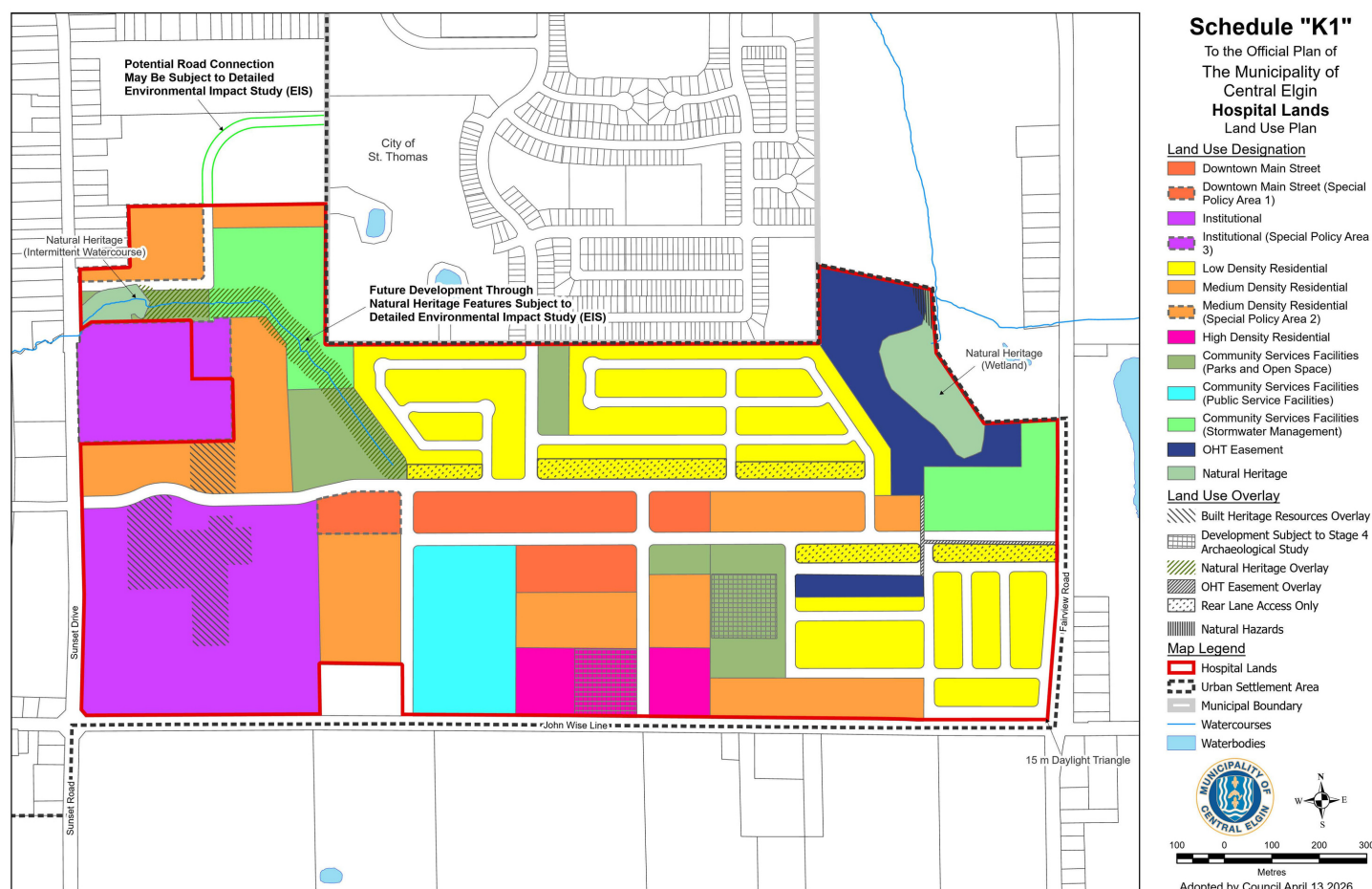
The amendment establishes the planning framework for the long-term redevelopment of approximately 168 hectares of land into a mixed-use community that could include a range of housing types, commercial opportunities, institutional uses, parks, open spaces, and supporting infrastructure. The proposed redevelopment is intended to help accommodate future growth in the region while creating a complete and connected community.

The lands were previously incorporated into Elgin County's Tier 1 Settlement Area through the County Official Plan and have been identified as a strategic location for future residential and economic growth. County planning staff concluded that the amendment is consistent with provincial planning policies and supports the County's long-term vision for sustainable development.

Committee of the Whole

Committee Endorses Official Plan Amendment for Hospital Lands Redevelopment (continued)

The amendment will allow the Municipality of Central Elgin to proceed with future planning approvals, including zoning, subdivision, and site plan applications required to support redevelopment of the site.



Committee Supports Non-Union Job Evaluation and Market Review

The Committee endorsed a list of municipal comparators that will be used as part of a comprehensive review of Elgin County's non-union positions.

The review includes updating approximately 65 job descriptions, implementing a new job evaluation tool, and conducting a market comparison of wages with similar municipalities and organizations.

Committee of the Whole

Committee Supports Non-Union Job Evaluation and Market Review (continued)

The project is intended to help ensure job descriptions accurately reflect current responsibilities while supporting competitive compensation practices.

As part of the review, a consultant will compare Elgin County's non-union positions with organizations including Oxford County, Middlesex County, Norfolk County, the City of St. Thomas, the City of London, the Municipality of Chatham-Kent, and the Counties of Lambton, Essex, Wellington, and Perth. The findings will be used to help inform a future salary grid and support the County's ongoing workforce development efforts.

A final report outlining the results of the review will be presented to Council once the project is complete.

Committee Endorses Road and Bridge Asset Transfer Plan

The Committee endorsed a plan to transfer selected roads and bridges to local municipal partners as part of the County's Transportation Master Plan.

The proposed transfers reflect the conclusion that certain roads and structures primarily serve local transportation needs rather than a regional function. The transfers include approximately 21 kilometres of roads, several bridges, and related infrastructure across six local municipal partners. The transfer process is expected to be completed by January 2027.

To support the transition, the Committee endorsed a funding package for local municipalities totaling approximately \$11 million, with payments scheduled between 2027 and 2030. The Committee also supported maintaining current Road Maintenance Agreement funding allocations through the end of 2027 to assist municipalities as they assume responsibility for the transferred assets.

The recommendation will be considered by County Council at a future meeting.

For the full Committee of the Whole Agenda, [click here](#).



Beyond the Council Chamber

Cultivating Success 2026 Brings Business Community Together

Warden Dominique Giguère recently attended Elgin County's annual Cultivating Success networking event, held at Nature's Oasis Retreat in the Township of Southwold. The event brought together local business owners, entrepreneurs, community leaders, and economic development partners to strengthen connections and celebrate the relationships that support economic growth across the region.

Attendees heard an inspiring keynote presentation from Juno Award-nominated speaker Peter Katz, whose message, *Celebrate Your Connections*, highlighted the importance of building meaningful relationships in both business and everyday life.

The County extends its appreciation to the Economic Development team, event sponsors, and the Economic Development Committees from the Township of Southwold, the Municipality of Dutton Dunwich, and the Municipality of West Elgin for their support in making this year's event a success.



Follow County Projects on Engage Elgin

Stay informed about County projects, initiatives, and public engagement opportunities.

Visit engageelgin.ca to learn more.

July 2, 2026

Sent via E-Mail: sylvia.jones@pc.ola.org

Honourable Sylvia Jones, Deputy Premier
Constituency Office
Suite A, 3rd Floor
180 Broadway Ave.
Orangeville, ON L9W 1K3

Dear Deputy Premier Jones,

RE: Motion for Provincial Support, Funding and Coordinated Plans to Combat Tick Borne Diseases

I am writing to advise that at the Town Council meeting held on June 23, 2026, Council adopted a motion regarding requesting support to combat tick borne diseases.

The resolution reads as follows:

Whereas the prevalence of ticks, including those known to carry Lyme disease, and other Vector borne diseases have increased across Ontario;

Whereas Lyme disease diagnoses have increased by 27% in 2024 to 2369 (Public Health Agency of Canada, PHAC);

Whereas residents across Caledon have registered growing concerns about public health risks associated with tick exposure in parks, trails and residential areas;

Whereas municipalities have limited jurisdiction and resources to effectively manage tick populations on a broad ecological scale;

Whereas the Government of Ontario is responsible for public health policy, environmental management and vector-borne disease prevention and detection;

Therefore, be it resolved that:

Caledon Town Council formally requests that the Government of Ontario investigate and implement measures to reduce burgeoning tick populations and to mitigate their associated public health risks; and

That such measures may include safe and effective tick control methods, public education campaigns and coordinated regional strategies; and

That the Province consider increased funding and support for local public health units to address tick-borne disease prevention; and

That a copy of this motion be sent to Minister of Health, Sylvia Jones, Chief Medical Officer of Health, Kiernan Moore, Minister of the Environment, Conservation and Parks, Todd McCarthy, Peel Public Health, the Toronto and Region Conservation Authority (TRCA), the Credit Valley Conservation (CVC), the Association of Municipalities of Ontario (AMO) and all 444 municipalities across Ontario.

For more information regarding this request, please contact the undersigned by email to mayor@caledon.ca or by phone at 905.584.2272 ext. 4155.

Thank you for your attention to this matter.

Sincerely,



Mayor Annette Groves

CC:

Chief Medical Officer of Health Kieran.Moore@ontario.ca

Minister of the Environment, Conservation and Parks minister.mecp@ontario.ca

Peel Public Health info@peelregion.ca

Toronto and Region Conservation Authority (TRCA) info@trca.ca

Credit Valley Conservation (CVC) foundation@cvc.ca

Association of Municipalities of Ontario (AMO) resolutions@amo.on.ca

444 municipalities across Ontario

THE CORPORATION OF THE TOWN OF CALEDON

6311 Old Church Road, Caledon East, Caledon, ON, Canada L7C 1J6
T. 905.584.2272 | 1.888.225.3366 | F. 905.584.1444 | www.caledon.ca | annette.groves@caledon.ca



SMITHS FALLS

RISE AT THE FALLS

June 17th, 2026

The Honourable Doug Ford
Premier of Ontario
premier@ontario.ca

Re: Support for Sustainable Provincial Grant Funding for Fire Services in Ontario

Please be advised that the Council of the Corporation of the Town of Smiths Falls passed the following resolution at their June 15th, 2026 Council meeting:

The Council of the Town of Smiths Falls 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 to:

- Ontario Association of Fire Chiefs
- Ontario Professional Fire Fighters Association
- Ontario Volunteer Fire Fighters Association
- Association of Municipalities of Ontario
- Rural Ontario Municipal Association
- Scott Reid, M.P. Lanark-Frontenac
- John Jordan, M.P.P. Lanark-Frontenac-Kingston
- Minister of the Solicitor General



SMITHS FALLS

RISE AT THE FALLS

- *Minister of Infrastructure*
- *Minister of Municipal Affairs and Housing*
- *All Ontario Municipalities*

Please do not hesitate to contact me with any questions and/or concerns.

Yours truly,

Kerry Costello
Town Clerk

cc: Ontario Association of Fire Chiefs
Ontario Professional Fire Fighters Association
Ontario Volunteer Fire Fighters Association
Association of Municipalities of Ontario
Rural Ontario Municipal Association
Scott Reid, M.P. Lanark-Frontenac
John Jordan, M.P.P. Lanark-Frontenac-Kingston
Minister of the Solicitor General
Minister of Infrastructure
Minister of Municipal Affairs and Housing
All Ontario Municipalities

TVDSB Accommodation Plan

From Planning Department <planning@tvdsb.ca>

Date Thu 6/25/2026 1:45 PM

To Planning Department <planning@tvdsb.ca>

Good afternoon,

On behalf of the Thames Valley District School Board, we would like to extend our sincere thanks for your continued collaboration and support of our student accommodation and capital planning work across our shared communities. Your insights into local growth, development, and planning are invaluable in helping us ensure that we are meeting the needs of students today and into the future.

We are pleased to share our latest Accommodation Plan, which provides an overview of enrolment trends and student accommodation needs.

As part of this year's update, we have introduced a new website format. This approach is designed to make the information easier to navigate and more accessible, while still providing detailed insights needed for planning and collaboration. This format is designed to support our collective work in planning for future growth.

We value our strong partnerships and look forward to continuing our collaboration as we respond to growth, evolving community needs, and future opportunities.

The TVDSB Accommodation Plan may be accessed here: www.tvdsb.ca/AP

Thank you,
TVDSB Planning Team

CONFIDENTIALITY WARNING

This message and any attachments are intended only for the use of the intended recipient(s) and may contain confidential or personal information that may be subject to the provisions of the Municipal Freedom of Information and Protection of Privacy Act section 28 (2). In certain situations it will be the practice of the Board to share personal or confidential information with board employees as a means of addressing any questions or concerns. If you do not consent to the sharing of this information, please notify the intended recipient immediately. If you are not the intended recipient or an authorized representative of the intended recipient, you are notified that any dissemination of this communication is strictly prohibited. If you have received this communication in error, please notify the sender immediately and delete the message and any attachments. If you have any questions about the collection of information, please contact privacy@tvdsb.ca.

Regulatory changes to the Clean Water Act to accelerate and improve protection for Ontario's drinking water sources

From protection, source (MECP) <source.protection@ontario.ca>

Date Tue 6/30/2026 12:13 PM

Hello,

We are writing to share important updates about recent regulatory changes under the *Clean Water Act, 2006* (CWA) and the *Safe Drinking Water Act, 2002* that will come into effect on July 1, 2026 and on January 1, 2027. These regulatory changes implement legislative amendments to the Clean Water Act that were passed in fall 2025.

These amendments support timely approvals and process improvements while continuing to ensure safeguards remain in place to protect drinking water sources.

Regulatory amendments will:

- Accelerate protection of drinking water sources by streamlining the source protection plan amendment process. These regulatory changes will come into effect on July 1, 2026. This will include:
 - Expanding the types of minor amendments that can proceed without approval or consultation.
 - Specifying the types of plan amendments where source protection authorities (i.e., generally conservation authorities) approve certain amendments.
 - Specifying the process for how a source protection authority approves plan amendments, including that the source protection authority must first obtain the Director's approval of the assessment report.
 - Simplifying and speeding up consultation requirements by combining the two phases of public consultation into one, while maintaining meaningful opportunities for public and Indigenous community input.
 - Modernizing consultation requirements, including by removing the requirements to publish newspaper notices and to make source protection plan documents available for inspection at locations that are sufficiently accessible, and instead maintaining the requirement to publish documents on the Internet and requiring publication of notices in a manner that will bring the notice to the attention of the public.
 - Specifying documents and information that comprise a "complete submission" of a proposed source protection plan amendment that requires Minister's approval. The Act provides that upon a "complete submission" of the proposed amendment to the Minister, the Minister has 120 days to exercise an option to approve the amendment or require revisions and re-submission, otherwise the amendment is deemed to be approved.
- Enable the use of new municipal drinking water sources (such as wells and intakes) faster, where protections are already in place, including by providing an exception to when the prohibition on supplying drinking water must be imposed in a municipal drinking water system licence or permit, if the source protection authority is of the opinion that such a condition is not necessary. This regulatory change will come into effect on July 1, 2026.
- Improve and streamline how policies affecting "prescribed instruments" (such as permits and licences issued by MECP and other ministries) can be used to manage risks to

municipal drinking water, including increasing transparency regarding how significant threats are managed. This regulatory change will come into effect on January 1, 2027.

Additional details are included in the regulatory decision notice titled “Regulatory changes for accelerating and improving protections for Ontario’s drinking water sources” ([ERO #025-1104](#)).

Thank you for your ongoing efforts to protect Ontario’s drinking water sources. We appreciate your partnership.

Sincerely,

Leo Luong, Director, Great Lakes and Inland Waters Branch
Ministry of the Environment, Conservation and Parks



357-2026-1745

June 26, 2026

TO: Conservation Authorities Chairs, GMs/CAOs, and municipalities

SUBJECT: Minister's direction under section 1.14 of the *Conservation Authorities Act* with respect to budget and apportionment matters

I am writing with regards to the transition of Ontario's conservation authority system to a consolidated regional model. Pursuant to my authority under section 1.14 of the *Conservation Authorities Act* (CAA), I am issuing a direction ("Direction") to conservation authorities on budget and apportionment matters leading up to the transition date – please see attached Direction.

The purpose of this Direction, effective from June 26, 2026 to the transition date under the CAA (i.e., February 1, 2027, or such later date as may be prescribed by the regulations), is to require conservation authorities to complete the budgetary process for the 2027 calendar year budget before the transition date, and in accordance with the CAA and applicable budget and apportionment regulations.

This Direction establishes deadlines for key budget process milestones, including the holding of meetings to approve apportionment amounts and final budgets, and the sending of notices of apportionment to participating municipalities. Conservation authorities are also required to notify the Ministry of the Environment, Conservation and Parks and the Ontario Provincial Conservation Agency (OPCA) as certain steps of the budget process are completed. This Direction applies to all conservation authorities listed in Appendix A, with additional guidance set out in Appendix B of the attachment.

The Direction is intended to ensure that the transition to consolidation is successful with minimal disruptions to conservation authorities' governance, programs and services.

If you have any questions regarding this Direction, please contact the Conservation Authorities Section of the Ministry of the Environment, Conservation and Parks at ca.office@ontario.ca.

...2

Conservation Authorities Chairs, GMs/CAOs, and municipalities
Page 2.

Sincerely,

A handwritten signature in blue ink, appearing to read "Todd McCarthy". The signature is fluid and cursive, with a long horizontal flourish extending to the left.

Todd McCarthy
Minister of the Environment, Conservation and Parks

Enclosures

c: The Honorable Rob Flack, Minister of Municipal Affairs and Housing

ATTACHMENT A

Minister's Direction Issued Pursuant to Section 1.14 of the *Conservation Authorities Act* (this "Direction")

Section 1.14 of the *Conservation Authorities Act* (CAA) provides the Minister with the authority to issue a direction to a conservation authority in relation to various matters for the purpose of facilitating the transition to a regional watershed-based framework for conservation authorities. The types of directions that can be issued by the Minister are set out in clauses 1.14(1)(a) to (d):

- (a) prohibiting the authority from making a decision in relation to its exercise of any of its powers under this Act or any other Act in the circumstances specified in the direction and subject to any specified conditions;
- (b) requiring the authority to give notice, in accordance with the direction, of a decision that it has made;
- (c) requiring the authority to send notices under subsection 25 (2), 27 (3) or 27.2 (3) by the date specified in the direction;
- (d) governing budgetary and apportionment matters relating to the authority that are otherwise addressed in a regulation made under clause 40 (1) (c), (e) or (f) or clause 40 (3) (k).

Section 1.14 further provides that an authority that receives such a direction shall comply with the direction within the time specified in the direction.

Pursuant to the authority of the Minister of the Environment, Conservation and Parks under clauses 1.14(1)(c) and (d), the conservation authorities set out under Appendix "A" of this Direction (the "**authorities**" or each, an "**authority**") are hereby directed as follows:

1. Each authority shall take all necessary steps to develop and approve its budget for the 2027 calendar year, in accordance with the CAA, to ensure that the authority complies with paragraphs 2 and 3 of this Direction.
2. No later than thirty (30) calendar days prior to the transition date, each authority shall:
 - i. Hold a meeting to approve apportionment amounts for its participating and specified municipalities as required by section 16 of O. Reg. 402/22.
 - ii. Hold a meeting to approve a final budget as required by section 22 of O. Reg. 402/22.
3. Prior to the transition date, each authority shall:
 - i. Provide a copy of its final budget to the Minister and each of its participating and specified municipalities in accordance with section 24 of O. Reg. 402/22, and in addition, provide a copy of the approved final budget to the Ontario Provincial Conservation Agency (OPCA).
 - ii. Send notices to the authority's participating and specified municipalities in accordance with subsections 25(2) (notices of apportionment of capital

costs), 27(3) (notices of apportionment of operating expenses) and 27.2(3) (notices of amounts owed by specified municipalities) of the CAA.

4. Upon completion of each of the following steps, each authority shall provide written notice of the completion of the step to the Ministry of the Environment, Conservation, and Parks and the OPCA:
 - i. Approval of a draft budget for consultation purposes in accordance with section 14 of O. Reg. 402/22.
 - ii. Approval of apportionment amounts for participating and specified municipalities in accordance with section 18 of O. Reg. 402/22.
 - iii. Approval of a final budget in accordance with section 23 of O. Reg. 402/22.
 - iv. Sending of notices to participating and specified municipalities in accordance with subsections 25 (2), 27(3) and 27.2(3) of the CAA.

General

5. This Direction applies to the authorities listed in Appendix “A” to this Direction.
6. This Direction is effective from the date of its issuance to the transition date, within the meaning of the CAA (i.e., February 1, 2027 or such later date as may be prescribed by the regulations).
7. This Direction may be amended in writing from time to time at the sole discretion of the Minister.



Todd McCarthy
Minister of the Environment, Conservation and Parks
[June 26, 2026]

APPENDIX A

LIST OF CONSERVATION AUTHORITIES TO WHICH THE DIRECTION APPLIES

Ausable Bayfield CA	Lower Trent Region CA
Cataraqui Region CA	Maitland Valley CA
Catfish Creek CA	Mattagami Region CA
Central Lake Ontario CA	Mississippi Valley CA
Credit Valley CA	Niagara Peninsula CA
Crowe Valley CA	Nickel District CA
Essex Region CA	North Bay-Mattawa CA
Ganaraska Region CA	Nottawasaga Valley CA
Grand River CA	Otonabee Region CA
Grey Sauble CA	Quinte Region CA
Halton Region CA	Raisin Region CA
Hamilton Region CA	Rideau Valley CA
Kawartha Region CA	Saugeen Valley CA
Kettle Creek CA	Sault Ste. Marie Region CA
Lake Simcoe Region CA	South Nation River CA
Long Point Region CA	St. Clair Region CA
Lower Thames Valley CA	Toronto and Region CA
	Upper Thames River CA

APPENDIX B

Guidance document for the Minister's Direction issued under section 1.14 of the CAA with respect to budget and apportionment matters

The Minister's Direction issued June 26, 2026 under s.1.14 of the CAA aims to preserve operational and budget process continuity through the transition to a regional governance model for conservation authorities.

While Ontario Regulation 402/22 (Budget and Apportionment) does not set out specific dates or deadlines for the completion of the various phases of the budget and apportionment process, this Direction sets the following timing requirements and additional notification requirements:

Item/Task	Deadline
i. Holding of meeting to approve apportionment amounts for participating and specified municipalities (s. 16 of O. Reg. 402/22)	No later than 30 calendar days
ii. Holding of meeting to approve final budget (s. 22 of O. Reg. 402/22)	before the transition date
i. Providing copies of the approved final budget (s. 24 of O. Reg. 402/22)	Prior to the transition date
ii. Sending of notices to participating and specified municipalities (s. 25(2), 27(3), and 27.2(3) of the CAA)	
i. Providing a notice to the Ministry of the Environment Conservation and Parks (MECP) and Ontario Provincial Conservation Agency (OPCA) when each of the following steps is completed: a. Approval of a draft budget for consultation purposes b. Approval of apportionment amounts c. Approval of the final budget d. Sending of notices to participating and specified municipalities	Upon completion of each step

With respect to any documents and notice required to be given to the MECP and OPCA (e.g., approved final budget and notice of completion of various steps), please send those documents and notices to MECP at ca.office@ontario.ca and OPCA at CCEO@ontario.ca.

2027 Annual Budget

Conservation authorities will carry out the 2027 calendar year budget process in accordance with Ministers Directions, the CAA and its regulations. The determination of revenue, expenses and costs under Section 5 of O. Reg. 402/22 and determination of reduced amounts to be apportioned under Section 6 of O. Reg. 402/22 should reflect continuity of normal operations of an authority according to current organization's

governance, financial structures, and programs and services. Any anticipated impacts from regional consolidation should not be considered or incorporated into the preparation of the budget for the 2027 calendar year under this direction.

Municipal Consultation

Current participating and specified municipalities are to be consulted on the draft budget for the 2027 calendar year, in accordance with existing legislative/regulatory requirements.

Voting

Budget-related votes are conducted using current authority membership and existing governance rules and in accordance with regulations, where that is set out.

Final Approval and Posting

Authorities approve, post, and provide copies of the final budget for the 2027 calendar year in accordance with existing requirements and the Minister's Direction.

Municipal Apportionment

The approach to municipal apportionment will not change for 2027 calendar year budgets and will follow the existing methods set out in O. Reg. 402/22 and O. Reg. 401/22 (Determination of Amounts Under Subsection 27.2 (2) of the Act) and apply to the current participating and specified municipalities of each authority per the apportionment percentages distributed by the Ministry of the Environment Conservation and Parks.

Once apportioned amounts are determined and approved by authorities, notices of apportionment are sent to each participating municipality and notices setting out amounts owing are sent to each specified municipality. Each municipality shall be required to pay the amount apportioned to it even after the transition date under the CAA, at which point the payment will be due to the regional conservation authority.

Future Annual Budget

Budget alignment across regional conservation authorities will occur following the transition date.

The ministry will assess whether any changes need to be made to the budgeting process as set out in the budget and apportionment regulations as a result of the regional consolidation of authorities and will consider amendments to those regulations in Fall 2026, where appropriate.



The Corporation of the Municipality of West Elgin

By-Law No. 2026-45

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:

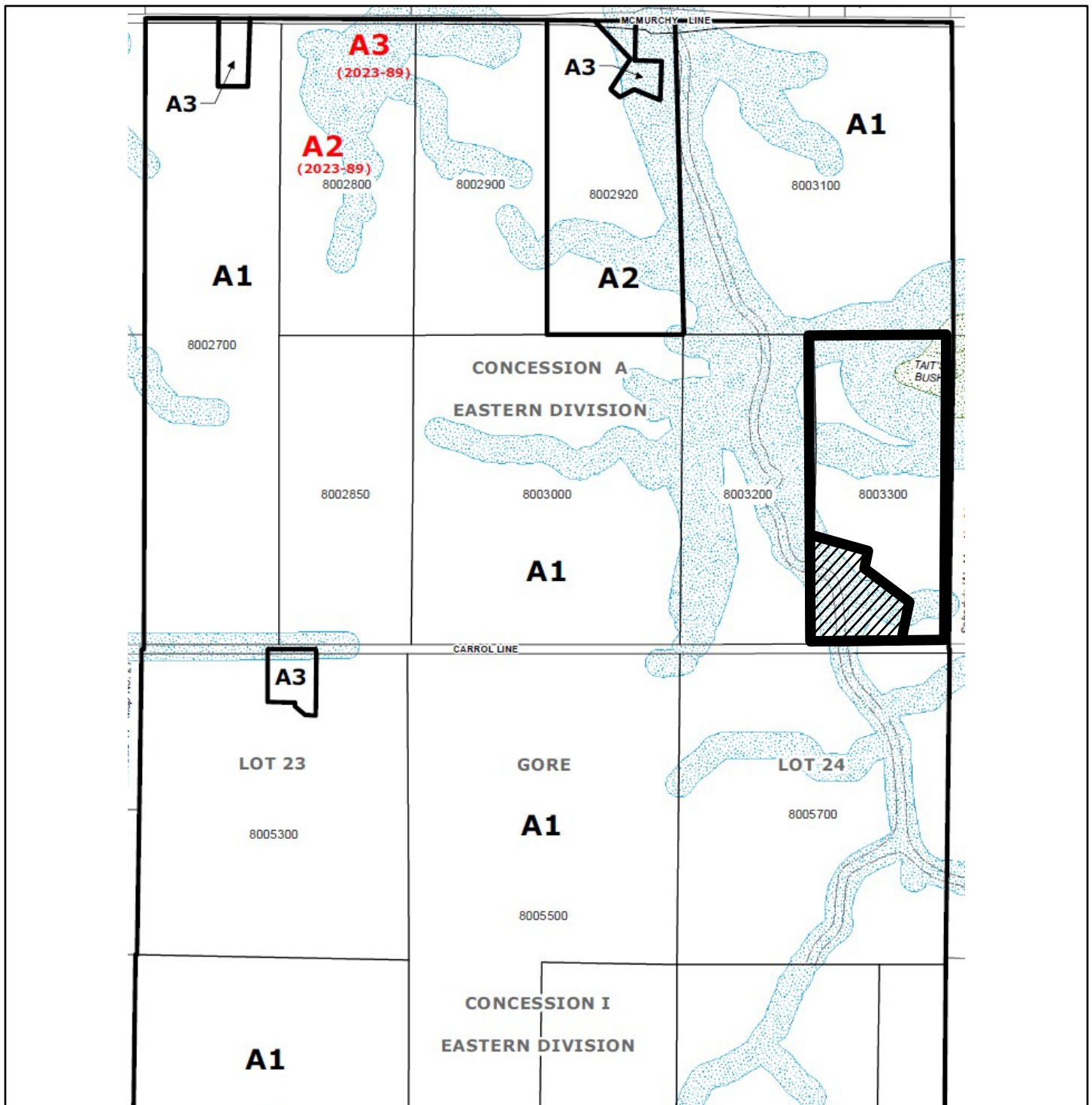
Now Therefore the Council of the Corporation of the Municipality of West Elgin enacts as follows:

1. **THAT** Schedule "A" Map No. 22 to By-law No. 2015-36, is hereby amended by changing the subject property from General Agricultural (A1) Zone to Agricultural (A2) zone and Restricted Agricultural -Special Provision 11 (A3-11), those lands outlined in heavy solid lines on Schedule 'A' attached hereto and forming part of this By-law.
2. **THAT** subsection 7.3 of By-law 2015-36, as amended, is hereby amended by adding the following Special Provision:
 - 7.3.11 a) Defined Areas (Iwanchun):
A3-11 as shown on Schedule "A" Map No 22.
 - 7.3.11 b) Section 4.1 c) and d), shall not apply to the existing accessory structures.
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 16th DAY OF July, 2026.

Richard Leatham
Mayor

Terri Towstiac
Clerk



Severed Parcel to be rezoned from General Agriculture (A1) Zone to Restricted Agricultural - Special Provision 11 (A3-11) Zone



Retained Parcel to be rezoned from General Agriculture (A1) Zone to Agricultural (A2) Zone

This is Schedule "A" to By-law No 2026-45 passed on the 16th day of July, 2026

MAYOR

CLERK

MUNICIPALITY OF WEST ELGIN
ZONING BY LAW 2015-36
SCHEDULE 'A' MAP 22



0 100 200 400
Metres





MUNICIPALITY OF **West Elgin**

The Corporation of The Municipality of West Elgin

By-Law No. 2026-46

**Being a By-Law to confirm the proceedings of the Regular Meeting of
Council held on July 16, 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 July 16, 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 16th day of July, 2026.

Richard Leatham, Mayor

Terri Towstiuc, Clerk